

COMPONENTS OF SPELLING TEST: ONLINE (©Daffern, T., 2020)

INSTRUCTIONS FOR TEACHERS

In advance, prepare several printed copies of the student response sheets (from your CoST Manual), in case there are any issues with the online testing. For example, if a student is very slow when typing the words, they may be invited to handwrite the words instead.

Assist the students with the log-in. First, instruct them to type in the web address as shown below:

www.spellingtest.com.au/cost

When all students have access to the website as shown below, they need to type their Student ID and then click the green Login button.

Components of Spelling Test (CoST)



StudentID:

Enter StudentID

Login

Once they have logged in, the students will be ready to start the test. Confirm that the correct student name, school and class are displayed in the top section of the page:

Components of Spelling Test (CoST)

Student: Test Student
School: Test School
Class: T1

Hello Test Student.

Please click BEGIN TEST when prompted.

BEGIN TEST

When all students have successfully logged in, you may prompt them to click the BEGIN TEST button. After clicking Begin Test, the Test page will load. Confirm that the correct student name, school and class are displayed in the top section of the page:

Components of Spelling Test (CoST)

Student: Test Student
School: Test School
Class: T1

1

2

3

To dictate the words for the test, use the CoST Manual and be sure to carefully follow the instructions provided for the dictation prompts.

Each word is automatically saved as the student types.

If a student accidentally logs out of the webpage during the test, the student can log back in and continue the test from the last word typed. If a student logs back in to complete the test, they will not be able to change words that they have previously attempted.

All words should be attempted. When the students have attempted all 70 words, they need to click the green **Save Words** button.

70

Save Words

Finish Test

Then, the student must click the **Finish Test** button. This will lock the word fields and they will appear in pink. This indicates the test is complete, and the students must close the web browser:

70 aristocracy

Save Words

Finish Test

INSTRUCTIONS FOR STUDENTS

- Open the web browser and enter the following url: **spellingtest.com.au/cost**
- Enter your individual student ID. No spaces are needed. Your name, school and class will appear if you have logged in correctly.
- For the test, each word needs to be typed when I say the word that you need to spell. For each word that you type, I will say the number of the word so that you know where we are up to.
- Each word that you type will be automatically saved.
- You do not need to use capital letters, full stops or spaces.
- As you type the words, you may need to scroll down so that you can type each word in the spaces provided.
- If the website is lost during the test, tell me straight away so that I can help to fix the problem.
- Once you have typed the last word, you will need to click the green Finish Test button.
- When the test is finished, close the web browser.

ADDITIONAL INFORMATION

For seating arrangements in a class setting, students must be separated from one another so that they cannot see the monitor/screen of any other student. For example, a student may like to sit so that they are facing their peer.

Please remove any displays in the classroom environment, such as 'word walls', which may prompt or help students to spell the words being tested.

If a student is unable to complete the test online, the student may handwrite the words instead. The teacher can then log in using the student's login ID and enter the student's responses for each word.

To minimise the risk of any internet related issues, ensure the students do not have any other browsers or tabs opened on their device during the testing.

If a student is unable to finish the test (e.g. the student needs to have a break, the internet drops out, or the student accidentally closes the website during testing), the student can log back in at another time. When the student logs back in to finish typing the remaining words in the test, the student will see the words that they have typed so far. Those words will be highlighted in pink and they cannot be changed (see below). The student may simply continue typing the remaining test words in the corresponding blank spaces.

1	tag
2	gum
3	rob
4	stick
5	why
6	
7	
8	

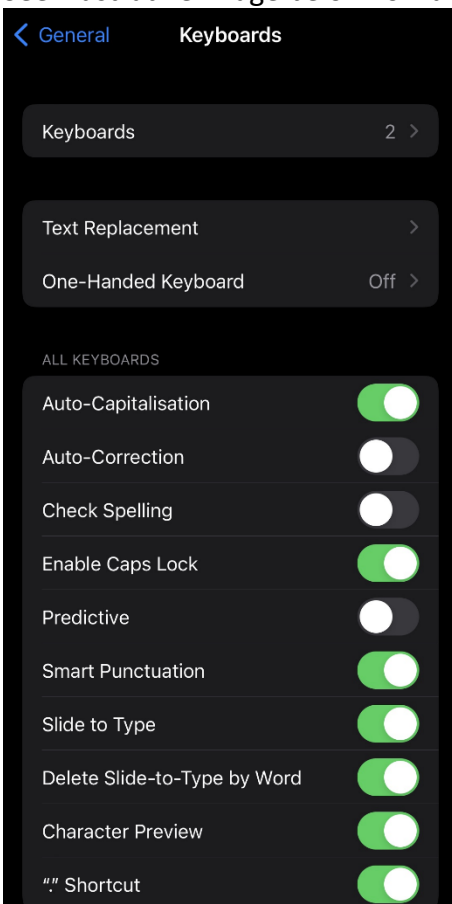
IMPORTANT NOTE IF USING iPads

Before any testing starts, the test administrator/teacher must manually disable predictive text, auto-correct and spell check functions on each iPad device that students use.

For each device:

1. Open the **Settings** app of your iPad/iPhone (grey icon with a black cog).
2. Open **General** (grey icon with black gears on it).
3. Open **Keyboard**
4. Toggle the following switches '**Check Spelling**', '**Predictive**' and '**Auto-Correction**' to off. The button should be white when it's off, and green when it's on.

See illustrative image below for further details pertaining to iPad settings:



This is not an issue with other devices such as Chromebooks or other laptop devices.

It is also important for administrators/teachers to monitor students very closely to ensure students do not change these settings at any stage during the testing.

Please email Dr Tessa Daffern when all testing is complete (admin@literacyeducationsolutions.com.au).

A report containing the results of the testing will then be prepared and emailed to the school. See Appendix for samples of these reports.

If any problems are experienced during the online testing, please contact Dr Tessa Daffern on her mobile: 0423 946 258.

Dr Tessa Daffern

APPENDIX: SAMPLE REPORTS

1. RAW SCORES WITH NORMS FOR EACH STUDENT BY CLASS

Student	Phonology					Orthography							Morphology						Total Score	Phonology Norms		Orthography Norms		Morphology Norms	
	Initial and Final Consonants	Short Vowel Graphs	Consonant Digraphs	Polysyllabic word Medial Blending	Phonology Total	Common Long Vowels	Ambiguous Vowels	Complex Consonant Patterns	Syllable Juncture Consonants	Unaccented Final Syllables	Orthography Total	Inflected Suffixes	Derivational Suffixes	Morpheme Juncture Schwa Vowels	Homophone	Greek and Latin Roots	Assimilated Prefixes	Morphology Total		Percentile	z-score	Percentile	z-score	Percentile	z-score
Student1	5	5	5	10	25	7	7	5	5	29	6	7	3	4	4	6	30	84							
Student2	5	5	5	13	28	6	7	4	5	27	5	7	3	1	5	5	26	81							
Student3	5	4	5	11	25	5	7	4	4	25	6	6	2	1	4	3	22	72							
Student4	5	5	5	16	31	7	7	5	5	29	7	7	5	7	7	7	40	100							
Student5	5	5	5	12	27	7	7	5	5	28	7	6	1	1	3	6	24	79							
Student6	5	5	5	14	29	7	6	5	5	28	7	6	3	4	4	5	29	86							
Student7	5	5	5	1	16	4	5	3	4	21	5	5	0	0	2	0	12	49							
Student8	5	5	5	13	28	7	6	4	5	27	6	7	3	5	5	7	33	88							
Student9	5	5	5	16	31	7	7	5	5	29	7	7	5	7	7	7	40	100							
Student10	5	5	5	11	26	7	7	3	5	26	7	6	3	1	4	6	27	79							
Student11	5	5	5	2	17	6	6	1	4	19	4	0	0	1	2	4	11	47							
Student12	5	5	5	12	27	7	6	5	4	27	7	6	1	2	4	5	25	79							
Student13	5	5	5	8	23	5	7	3	4	22	7	5	1	0	3	2	18	63							
Student14	5	5	5	13	28	5	7	5	5	27	7	4	0	2	4	4	21	76							
Student15	5	5	5	12	27	7	7	5	5	29	7	6	3	3	5	7	31	87							
Student16	2	3	5	6	16	4	5	3	1	14	5	0	0	0	3	0	8	38							
Student17	5	5	5	10	25	7	7	4	5	28	7	7	2	4	3	6	29	82							
Student18	5	5	5	10	25	6	7	4	5	26	7	6	3	1	4	6	27	79							
Student19	5	5	5	13	28	7	7	5	5	28	7	6	3	2	3	6	27	83							
Student20	5	5	5	11	26	7	7	5	5	28	7	5	3	4	4	4	27	81							
Student21	5	5	5	7	22	4	4	2	3	15	6	3	1	0	2	2	14	51							
Student22	5	5	5	6	21	6	6	3	5	25	7	7	2	1	3	5	25	71							
Student23	5	5	5	11	26	6	6	5	4	26	6	8	3	1	3	3	24	76							
Student24	5	5	5	11	26	5	7	4	3	24	7	6	1	1	3	0	18	68							
Student25	5	5	5	11	26	5	7	4	3	24	7	6	1	1	3	0	18	68							
Student26	5	5	5	11	26	5	7	4	3	24	7	6	1	1	3	0	18	68							
Student27	5	5	5	11	26	5	7	4	3	24	7	6	1	1	3	0	18	68							
Student28	5	5	5	11	26	5	7	4	3	24	7	6	1	1	3	0	18	68							
Student29	5	5	5	11	26	5	7	4	3	24	7	6	1	1	3	0	18	68							
Student30	5	5	5	11	26	5	7	4	3	24	7	6	1	1	3	0	18	68							
Class Average					25					25							23	74							

2. COLOUR-CODED SUMMARY FOR INSTRUCTIONAL RECOMMENDATIONS - TO BE USED IN CONJUNCTION WITH THE CoST MANUAL

Student	Phonology				Orthography														Morphology					
	P1	P2	P3	P4	O1	O2	O3	O4	O5	O6	O7	O8	O9	O10	O11	O12	O13	O14	M1	M2	M3	M4	M5	M6
Student1	10	5	5	10	2	3	1	1	2	2	1	1	1	2	1	2	5	5	6	7	3	4	4	6
Student2	10	5	5	13	2	3	1	0	2	2	1	1	1	2	0	2	5	5	5	7	3	1	5	5
Student3	9	4	5	11	2	2	1	0	2	2	1	1	1	2	1	1	4	5	6	6	2	1	4	3
Student4	10	5	5	16	2	3	1	1	2	2	1	1	1	2	1	2	5	5	7	7	5	7	7	7
Student5	10	5	5	12	2	3	1	1	2	2	1	1	1	2	1	2	5	4	7	6	1	1	3	6
Student6	10	5	5	14	2	3	1	1	2	2	1	1	0	2	1	2	5	5	7	6	3	4	4	5
Student7	10	5	5	1	0	3	1	0	2	2	1	0	0	2	1	0	4	5	5	5	0	0	2	0
Student8	10	5	5	13	2	3	1	1	2	1	1	1	1	2	1	1	5	5	6	7	3	5	5	7
Student9	10	5	5	16	2	3	1	1	2	2	1	1	1	2	1	2	5	5	7	7	5	7	7	7
Student10	10	5	5	11	2	3	1	1	2	2	1	1	1	2	0	1	5	4	7	6	3	1	4	6
Student11	10	5	5	2	2	3	0	1	2	2	1	1	0	1	0	0	4	2	4	0	0	1	2	4
Student12	10	5	5	12	2	3	1	1	2	2	1	1	0	2	1	2	4	5	7	6	1	2	4	5
Student13	10	5	5	8	1	3	1	0	2	2	1	1	1	2	0	1	4	3	7	5	1	0	3	2
Student14	10	5	5	13	1	3	1	0	2	2	1	1	1	2	1	2	5	5	7	4	0	2	4	4
Student15	10	5	5	12	2	3	1	1	2	2	1	1	1	2	1	2	5	5	7	6	3	3	5	7
Student16	5	3	5	6	1	2	1	0	2	2	1	0	0	2	0	1	1	5	0	0	0	0	3	0
Student17	10	5	5	10	2	3	1	1	2	2	1	1	1	2	1	1	5	5	7	7	2	4	3	6
Student18	10	5	5	10	1	3	1	1	2	2	1	1	1	2	0	2	5	4	7	6	3	1	4	6
Student19	10	5	5	13	2	3	1	1	2	2	1	1	1	2	1	2	5	4	7	6	3	2	3	6
Student20	10	5	5	11	2	3	1	1	2	2	1	1	1	2	1	2	5	4	7	5	3	4	4	4
Student21	10	5	5	7	1	2	1	0	1	1	1	1	0	2	0	0	3	2	6	3	1	0	2	2
Student22	10	5	5	6	2	3	1	0	2	2	1	1	0	2	0	1	5	5	7	7	2	1	3	5
Student23	10	5	5	11	2	3	1	0	2	2	1	1	0	2	1	2	4	5	6	8	3	1	3	3
Student24	10	5	5	11	1	3	1	0	2	2	1	1	1	2	0	2	3	5	7	6	1	1	3	0

3. WHOLE WORD SCORE OUT OF 70

StudentName	Whole Word Score (/70)
Student1	51
Student2	63
Student3	21
Student4	34
Student5	55
Student6	29
Student7	23
Student8	27
Student9	53
Student10	22
Student11	50
Student12	67
Student13	49
Student14	57
Student15	50

Dr Tessa Daffern
COMPONENTS OF SPELLING TEST: ONLINE

4. A COMPLETE RECORD OF THE 70 WORDS THAT EACH STUDENT HAS ATTEMPTED

Student1	24	couler
Student1	25	rail
Student1	26	speaker
Student1	27	tunel
Student1	28	grew
Student1	29	hauk
Student1	30	notted
Student1	31	moat
Student1	32	favour
Student1	33	screaches
Student1	34	smuged
Student1	35	docter
Student1	36	increbel
Student1	37	mucl
Student1	38	opision
Student1	39	magitude
Student1	40	irisponsible
Student1	41	pleasure
Student1	42	waist
Student1	43	domenents
Student1	44	soar
Student1	45	secseshon