

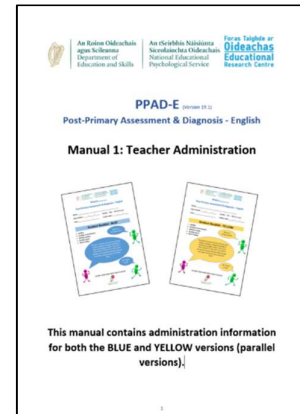
# Updates to information printed in 'Manual 1: Teacher Administration (Version 19.1)'

*Below is a list of updates for some of the information printed in this manual with a cover as shown on the right.*

*Please bear these updates in mind also when watching the accompanying training video, 'Video 1: Teacher Administration'.*

## 1. Change in web address for general information on the PPAD-E (Page 1 & 9)

The webpage for publicly available information on the PPAD-E and downloadable sample information sheets has moved from [www.erc.ie/ppade](http://www.erc.ie/ppade) to our new ERC tests website: [www.tests.erc.ie/ppad-e](http://www.tests.erc.ie/ppad-e). This replaces the web address mentioned in the section 'Design of the PPAD-E' on page 1, and in sections 4 and 5 about obtaining sample information sheets on page 9. For convenience, **teachers can also now download the sample information sheets from the Teacher Resources webpage.**



## 2. Potential change in quantities of materials available vs those listed in manual (Page 7)

The list of materials provided on Page 7 under the heading 'Check Materials in Test Pack' is based on how materials were allocated to schools in the first roll-out of the assessment in 2020. Going forward, **the quantities of various materials each school will have will depend on what was retained from the previous year and/or ordered by schools in the current year**, thus unique to the requirements of each school.

One booklet (either blue or yellow form) is needed per student. For Teachers, your school co-ordinator will provide the relevant manuals, word reading lists and marking stencils, depending on which tasks you may be assisting with and which forms are being administered. They will also provide you with access details to the Teacher Resources webpage where training videos and other resources can be accessed.

## 3. Change in email contact details for PPAD-E queries (Page 7)

The email contact details provided in the text box on page 7 have changed. **For ordering** extra materials or for order queries **please contact our Test Department at [tests@erc.ie](mailto:tests@erc.ie)**. **More general queries about the assessment should be sent to [ppad-e@erc.ie](mailto:ppad-e@erc.ie)** (note the hyphen in this email address).

## 4. Change in instructions for downloading and filling in the PPAD-E Class List (Page 7 & 8) (for school co-ordinator)

It is mentioned on page 7 and 8, that it is in order to obtain a blank class list template, you must export it from the Scoring and Reporting Tool, and that instructions on how to do this are provided in Manual 3. This process has changed. For the current administration of the PPAD-E, this excel **Class List template is available to download directly from the Teacher Resources webpage along with an accompanying set of instructions for preparing and filling in the class lists.**

## 5. Updated section of test administration script to replace page 20 of Manual 1.

Those using Manual 1 with a cover as shown in the image at the top of this page need to replace the script on page 20 with the revised page of script on the next page. You can download and print copies of this document for each test administrator from the Teacher Resources webpage. The revision consists of a re-wording of both of the yellow writing sample prompts that are read aloud in the script in order to reflect how they appear in the printed student booklets.

**Revised Section of Test Administration Script to replace script on Page 20  
of Manual 1: Teacher Administration**

*You will have five minutes to write each paragraph and you will be told when the first five minutes are up and when you need to move on to the next paragraph. Each paragraph is written on a different page.*

*Please turn to page 10.*

*If you have a **blue bar** at the top of page 10, here is your first writing task:*

*You and two of your friends have just been **stranded on a desert island**. Write an **opening paragraph** (at least 5 sentences) to introduce this story.*

*If you have a **yellow bar** at the top of page 10, here is your first writing task:*

*Imagine you are asked to write an interesting fictional story, that is, a made-up up story. Write a paragraph (at least 5 sentences) where you describe the **main character, in other words, the main person in the story**.*

*Your 5 minutes **start now**.*



When 5 minutes are up, say:

*Five minutes are up. Now, you need to move on to the next page (page 11).*

*If you have a **blue bar** at the top of page 11, here is your next writing task:*

*Write a piece for your school's newspaper on **healthy living** (at least 5 sentences).*

*If you have a **yellow bar** at the top of page 11, here is your next writing task:*

*Can you describe your dream school, that is, your idea of a perfect or ideal school. What would your **dream school** be like? Write a paragraph (at least 5 sentences) to introduce your ideas about your dream school.*



Allow another 5 minutes to pass, then say: *Well done! That is the end of the Writing Samples.*