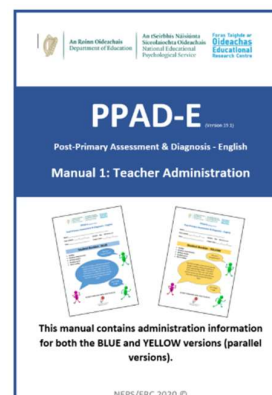


Updates to information printed in 'Manual 1: Teacher Administration (Version 19.1)'

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 to our new ERC tests website: 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**. **More general queries about the assessment should be sent to ppad-e@erc.ie** (note the hyphen in this email address).

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

It is mentioned on page 7 and 8, that 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.**