

Guide to using the PPAD-E Class List

Introduction

An excel spreadsheet called the **PPAD-E Class List Template** is needed for recording details of students participating in the PPAD-E assessment. This document explains the purpose of the Class List and instructions on how to fill it in. (You can see a sample Class List in Figure 1, overleaf).

Note: It is mentioned on pages 7 and 8 of *Manual 1: Teacher Administration* that instructions for downloading and using the Class List are provided in *Manual 3*. However, the process on obtaining and using the Class List has changed since Manual 1 was printed and this simplified process is presented in this guide instead.

Purpose of Class List

The Class List form is to be used for each class/group of students participating in the PPAD-E assessment. **Its function is to act as a record of relevant details about students in the class along with details of whether they participated in the assessment.** A separate copy of the class list should be used for each class. This is important for administration purposes in order to keep an accurate record of students who were offered the opportunity/were present during the assessment. **The information on the list is used post-assessment as a record for entering /copying details on each student into the web-based PPAD-E Scoring and Reporting Tool.**

Where to find it

You can download a template of the Class List from the PPAD-E Teacher Resources webpage and create a copy of this list for each class group participating in the assessment.

Filling in the Class List

Some of the information on the Class List can be completed prior to the assessment (typically by you/school administrator obtaining this information from your school's content management system and copying and pasting this into the template). The rest of the information is completed by the test administrator on the assessment day (either by hand on a printed copy of the list or electronically). **The School coordinator should collect all completed class lists post-assessment and store these securely for copying this information into the scoring and reporting tool later along with score data.**

Data that can be filled in prior to test administration - GREY columns in Class List

Mandatory details to be included for identification purposes are:

- Student name (This can be filled in any format depending on how your school stores this information but do not include commas)
- Gender (M/F or Male/Female)
- Date of Birth (dd/mm/yyyy)

Optional information to add that can help with interpreting report results are:

- Existing Irish Exemption (Yes if existing exemption; Blank if N/A)
- EAL level (A1/B1/B2; Blank if N/A)

Data to be filled in during the assessment - GREEN columns in Class List

- Form (Blue/Yellow or B/Y)
- Date of assessment (dd/mm/yyyy)
- Participation status (P=present; A=absent; M=partially present; R=refusal; E=exempt)
- Received assistance (Yes if received assistance; Blank if N/A)

Sample List

A sample Class List with filled-in data is provided below. **Remember to create a copy of the list for each class taking part in the assessment. We recommend adding the class name to the file name for each list.**

Tip: When you are adding the class names to the Scoring and Reporting Tool later you will be limited to 10 characters.

The sample list demonstrates the variety of data formats (e.g. M/m/male) in which the class list information may be completed.

PPAD-E (Post-Primary Assessment & Diagnosis- English)									
Class List									
The parts of the form that need to be filled in before administration are in Grey. Green parts can be filled in during the administration. Guidelines are provided for each part of the form below. All 'text' fields are flexible - they accept uppercase and lowercase characters. Dates must be dd/mm/yyyy. Blank fields for Irish exemption, EAL Level and Assistance Received are OK. Other fields should have a value for each student. 40 student records are provided per class list. Just list the students as per the actual number in your class beginning at student number 1. If you have extra students you can add rows and student numbers as applicable.									
Roll no: 54321B		Class name: Oak				Date of Testing: 24/11/2020			
Stud. No	Student Name	Gender	Date of Birth	Existing Irish Exemption	EAL Level	Date of Testing	Form	Participation Status	Assistance Received
	<i>This can be any name format</i> <i>Do not use commas</i>	<i>This must be:</i> <i>M/m/male</i> <i>F/f/female</i>	<i>This must be:</i> <i>dd/mm/yyyy</i>	<i>This can be:</i> <i>Yes or blank (if not applicable)</i>	<i>This can be</i> <i>A1/A2/B1 or blank (if not applicable)</i>	<i>This must be:</i> <i>dd/mm/yyyy</i>	<i>This must be:</i> <i>B/b= Blue</i> <i>Y/y= Yellow</i>	<i>This must be:</i> <i>P/p=present</i> <i>A/a=absent</i> <i>R/r=refusal</i> <i>M/m=partially present</i> <i>E/e=exempt</i>	<i>This can be:</i> <i>Yes or blank (if not applicable)</i>
1	Gráinne Mallon	Female	01/01/2009	yes		24/11/2020	y	p	
2	Lisa O'Byrne-Reilly	f	12/12/2008			24/11/2020	B	m	
3	French Seamus	M	15/09/2007			24/11/2020	Y	p	
4	Silvia Hopfenbeck	Female	21/02/2008			24/11/2020	b-	p	
5	John Gonzalez	MALE	12/12/2008			24/11/2020	y	p	
6	F Alson	m	15/09/2007		B1	24/11/2020	b-	p	Yes
7	James Wilde	m	03/08/2008			24/11/2020	y	P	
8	NICK BYRNE	Male	02/04/2007			24/11/2020	b-	A	
9	Helen McDonald	f	06/05/2007			24/11/2020	Y	p	
10	Mina Murphy	f	03/05/2007			24/11/2020	b-	E	
11									

Figure 1: Sample of completed class list

Using the PPAD-E Class lists during test administration and later for data entry in the tool:

1. The school co-ordinator should make sure each test administrator has a class list with information in the grey columns already completed for use during the assessment. Ensure the test administrator understands how to complete the green columns during the assessment. Collect and store completed class lists after the assessment and retain electronic copies.
2. After the booklets have been marked, use the completed class lists for inputting student non-score data into the scoring and reporting tool manually. You may find it useful to copy and paste the student name and date of birth data from an electronic copy of the class list into the tool. Therefore be sure to retain electronic copies of the lists containing this information. See Manual 3 and accompanying videos for more information on using the tool to create reports after test administration and marking of booklets.