

Personalised Assessments

This guide is aimed at:

Headteachers, Digital Champions and all staff administrators of personalised assessments.

Overview:

During the 2018/19 academic year, all learners in years 2-9 in maintained schools in Wales will take a **Numeracy (Procedural)_Personalised Assessment**.

Reading and Numeracy (Reasoning) will remain paper based tests during 2018/19, with the online versions being phased in over the next two years.

Please refer to the [National Reading and Numeracy Tests – Test administration handbook 2018/19](#) for detailed information about administration and access arrangements (pages 19–24, 38-43 and 53-55 are relevant to the personalised assessments).

How to access the personalised assessments

School staff will use their Hwb accounts to access the assessments website and schedule the personalised assessments for their learners.

Learners will use their Hwb accounts to access the personalised assessments.

- Learners **with** consent to use **Hwb Additional Services** must log in to Hwb, click on the 'Hwb Tools' waffle and select 'Personalised assessments'.
- Learners **without** consent to use Hwb Additional Services must log in to Hwb and will automatically be directed to a personalised assessments page containing the required link.

Important note: Only accounts automatically generated from your school's Management Information System (MIS) may be used to log in to the assessments website. These accounts are listed in the 'View Staff' and 'View Learners' areas of the Hwb User Management Portal.

Non-MIS Hwb accounts will be unable to access the personalised assessments.

Managing school users' Hwb accounts

1. Liaise with your school's MIS administrator to ensure that all staff and pupil records are accurate, up-to-date and complete i.e.
 - 1.1. All staff records must have a unique staff code.
 - 1.2. All pupil records must have a Unique Pupil Number (UPN).

Useful Information

- There is no 'test window' for personalised assessments; timing is at the school's discretion.
- Learners are required to take the assessment once during the academic year; schools also have the option to use the assessment once more during the academic year.
- Personalised assessments are adaptive, meaning that questions are selected based on the responses to previous questions. For this reason, learners can take the personalised assessments in small or large groups, depending on the schools' preferences and facilities, and schools do not need a large number of devices.

<https://hwb.gov.wales/personalised-assessments>

2. Check that all STAFF and LEARNER information is correct and up to date in the **Hwb User Management Portal**:
 - 2.1. Log in to Hwb, click on the 'Hwb Tools' waffle and select 'User management'. You will then be asked to enter your Hwb username and password again as an additional security measure before being taken to the User Management Portal.
 - 2.2. Under 'Provisioning Status', check the date that the provisioning client last run (at least within the past week). If it hasn't please liaise with your IT provider.
 - 2.3. Click on 'View Users' and 'View Staff' and ensure that all staff who are required to log in to the assessments website are listed.
 - If a staff member is NOT listed here and they need to access the assessments website, liaise with your school's MIS administrator to ensure their details are recorded accurately, including their staff code.
 - Ensure that all staff know their Hwb usernames and passwords. If a staff member doesn't know their password and it is not listed, you can reset it for them in 'View Details'. The new password will then appear in the list.
 - Usernames and passwords can be downloaded to a .csv file, if required, from the 'Administration' tab in the User Management Portal.
 - Ensure that staff members are provided with the correct Hwb usernames and passwords. If there are multiple staff members with the same name, you will need to check the staff codes in the User Management Portal against your school's MIS records to identify each user and their correct Hwb username.
 - 2.4. Log in to Hwb (as 2.1 above), click on 'View Users' and 'View Learners' and ensure that all learners who are required to complete the personalised assessments are listed. You can use the year group filters as appropriate.
 - If a learner is NOT listed here and they need to access the personalised assessments, liaise with your school's MIS administrator to ensure their details are recorded accurately, including their UPN.
 - Ensure that all learners know their Hwb usernames and passwords. If learners don't know their passwords and they are not listed, you can reset them individually in 'View Details', by registration group in 'Group Actions' or for a selected group in 'Selected Users'. The new passwords will then appear in the list.
 - Usernames and passwords can be downloaded to a .csv file, if required, from the 'Administration' tab in the User Management Portal.
 - Ensure that learners are provided with the correct Hwb usernames and passwords. If there are multiple learners with the same name, you will need to check the admission numbers in the User Management Portal against your school's MIS records to identify each user and their correct Hwb username.

Where can I get help?

Support required:	Support Provider:
Administration of personalised assessments	Assessment Helpdesk 029 2026 5099 / help@personalisedassessments.wales
Devices and network	Local authority or school's third party IT support provider
Hwb accounts	Hwb Service Desk 03000 25 25 25 / hwb@gov.wales