

# Insight Assessment Platform

## Tip sheet: Mathematics Online Interview (MOI)

### LOGGING IN

1. Insight Assessment Platform: <http://det.linkitau.com/>
2. Click **DET**
3. Use your eduMail User ID (TO number) and password to log in.

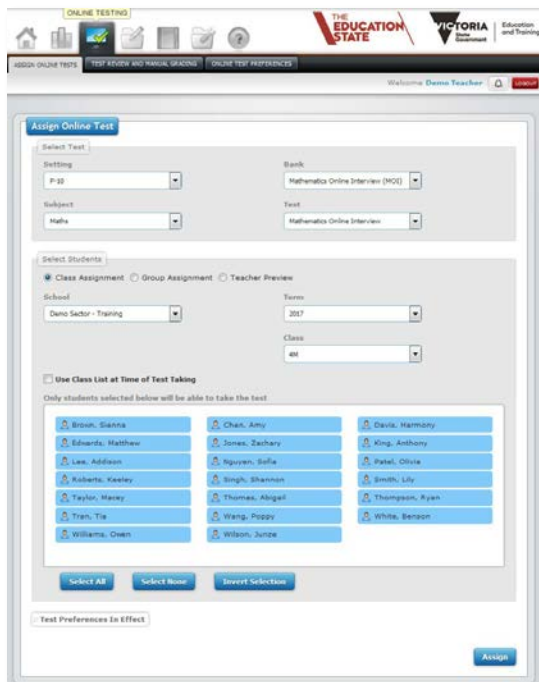


**Tip:** If you receive this message, check with your CASES21 operator to confirm your User ID (T0 number) is correct in CASES21. CASES21 updates are automatically imported into Insight each night and appear in the system the following morning.

If this issue continues, escalate to your School Assessment Administrator. If they cannot resolve the issue, contact the Service Desk (details to be found on the last page of this document).

**PLEASE NOTE:** All student names and data represented throughout this document are fake. The information does not reflect actual people or assessment results. Any resemblance to actual students is purely coincidental.

### ASSIGNING AN ASSESSMENT TO YOUR STUDENTS



To assign an MOI assessment to some, or all, of your students:

1. Go to **Online Testing > Assign Online Tests**.
2. In the **Select Test** section, complete:
  - a) **Setting:** F–10
  - b) **Subject:** Mathematics
  - c) **Bank:** Mathematics Online Interview (MOI)
  - d) **Test:** Select an MOI module.
3. In the **Select Students** section:
  - a) Select **Class Assignment**.
  - b) Select a **Class** if you have more than one. Your students are automatically brought into Insight and attached to you via CASES21. If you are attached to more than one class, each student list will appear when you select the corresponding class.
4. You can deselect students if you would like only some of them to undertake the assessment. Selected students are blue, deselected students are grey.

5. Select **Use Class List at Time of Test Taking** if you would like your entire class to undertake the assessment. Your student list will disappear if you select **Use Class List**.

**Tip:** Selecting **Use Class List at Time of Test Taking** lets Insight automatically add new students to the assigned assessment in the nightly CASES21 update. If **Use Class List** is deselected, a new assessment test code must be assigned for new students. If you want to use the **Class List**, but want to check your student list, temporarily deselect it. Make sure you select it again before clicking **Assign**.

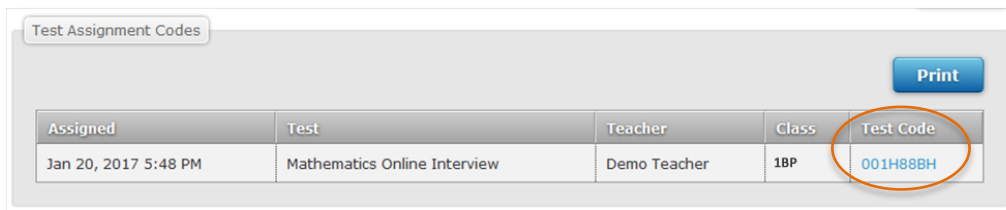
**Important:** You do **NOT** need to assign a different test code to each student in your class when assigning an assessment. When you start assessing using the test code you created, all of the students you assigned the assessment to will appear in the list. Select a student to begin their assessment.



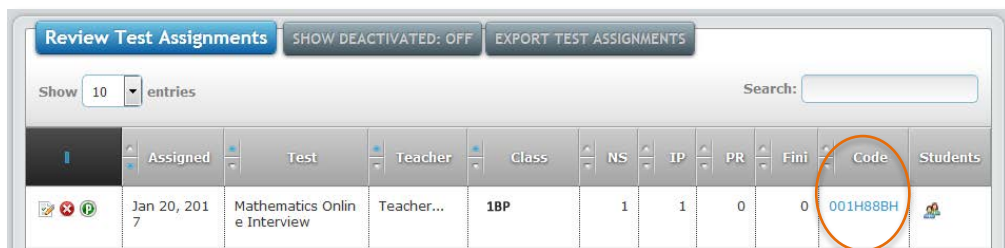
6. Click **Assign**. This will create a single test code for all of your students in your class (or the students you selected in your class).

## ASSESSING STUDENTS USING THE TEST CODE

When you assign an assessment, a unique test code is automatically generated and will appear at the bottom of the window.



When you log out and log back in, your assigned assessments will move to **Test Review and Manual Grading** under the **Online Testing** tab.



Date Time  
1 month

**Tip:** If you assigned your assessment a while ago, you may need to adjust the **Date Time** filter for it to appear in the list.



Student Name

Select Your Name:

- Agbayani, Dorris
- Aylor, Reatha
- Brace, Genevieve
- Chilcote, Deon
- Clinkscates, Elidia
- Dollard, Justa
- Eaves, Garth
- Frandsen, Carmelina
- Isreal, Luis
- Iorae, Terence




✕ Cancel ✓ Select

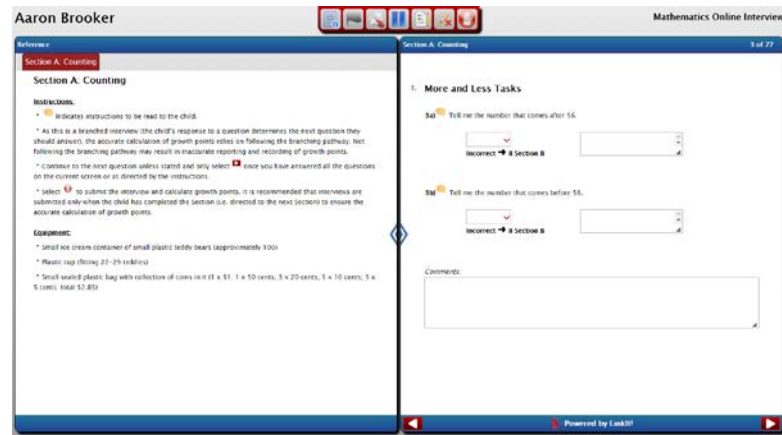
**To undertake an assessment:**

1. Log in to Insight and click on the test code (it is hyperlinked), **OR**
2. Go to <https://test.linkitau.com/> and enter the test code.
3. You will be shown the list of students assigned to that assessment. Click on a student's name and click **Select** to begin their assessment.
4. A student's assessment can be paused by clicking the **Pause** icon . The student's data and reporting analytics for the assessment will not appear until it is submitted.
5. When the student has progressed as far as they can, click the **Submit** icon .
6. Once the assessment has been submitted, you will have the option of assessing another student from the test code student list.

**Tip:** If you would like to assess your students again at a later date, assign the MOI assessment to them again and **use the new test code** to assess them. When you assess a student again, it will open by default on the last question they answered in the previously submitted assessment.

## CONDUCTING THE INTERVIEW

- Make sure you have prepared the resources prior to starting the interview. A full list can be found [here](#). You can check the equipment needed for each Section on the left hand side of the screen.
- Follow the instructions on the left side of the screen closely to ensure growth points are accurately calculated according to the branching pathway.
- Use the arrow icon  to navigate through the interview.
- A student's assessment can be paused by clicking the Pause icon . The student's data for the assessment will not appear until it is submitted.
- When the student has progressed as far as they can, click the Submit icon .



Once the assessment has been submitted, you will have the option of assessing another student from the test code student list.

## DATA ANALYTICS AND REPORTS


### Available Reports

The following data analytics and reporting are recommended for use with the Mathematics Online Interview.



To access MOI data analytics and reporting, click: **Reporting** tab > **Reporting HTML**

### General Tips


- Click on the calendar icon  to change the date range for the data analytics and reporting you are viewing.
- If you currently have more than one class, you can filter the data to show a particular class by clicking on **View Class** in the filter options and selecting a class. For example, your current students may have also undertaken MOI in previous years, so if you are only interested in the 2017 data, alter the beginning date to 1 January 2017.

## MOI Summary

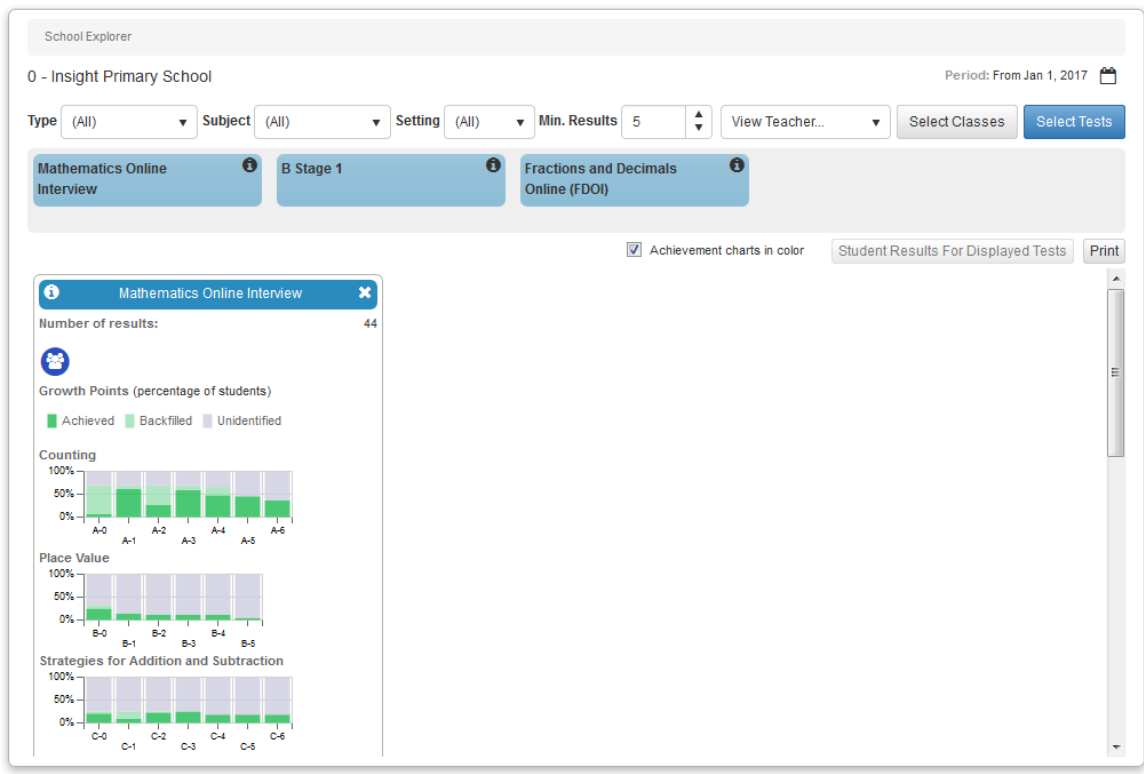
### What it shows

Number of student assessments and percentage distribution across growth points for your students within a given timeframe.

### How to access

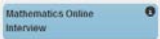

Click **Reporting > Reporting HTML**. On the **Teacher Dashboard**, drag and drop the MOI assessment  into the viewing area below to see summary data.

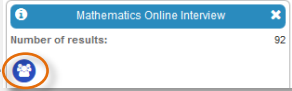
OR  
On the **Teacher Dashboard**, click **Select Tests > select MOI > View Summary Results** to view summary data.



## Class Profile

**What it shows** Growth points achieved (letter codes: A-0, A-1, etc) by each student.

**How to access** Click **Reporting > Reporting HTML**. On the **Teacher Dashboard**, drag and drop the MOI assessment  into the viewing area below to see summary data.  
**OR**  
 On the **Teacher Dashboard**, click **Select Tests > select MOI > View Summary Results** to view summary data.  
 Click on the **Class Profile** icon.   
 Select **Growth Points**



Teacher Dashboard / Class Dashboard / Class Profile

Assessment: Mathematics Online Interview  
Class: 5C 5C

Achieved 
  Achieved by backfill 
  Unidentified 
  Show dates 
 Student Profiles


Student	ID	A-0	A-1	A-2	A-3	A-4	A-5	A-6	B-0	B-1	B-2	B-3	B-4	B-5	C-0	C-1	C-2	C-3	C-4	C-5	C-6
Brown, Sienna	trainingstudent02	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Chen, Amy	trainingstudent18	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Davis, Harmony	trainingstudent11	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Edwards, Matthew	trainingstudent19	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Jones, Zachary	trainingstudent06	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Lee, Addison	trainingstudent08	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Nguyen, Sofia	trainingstudent04	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Patel, Olivia	trainingstudent16	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Roberts, Keeley	trainingstudent15	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Singh, Shannon	trainingstudent09	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Smith, Lily	trainingstudent01	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Taylor, Macey	trainingstudent03	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Thomas, Abigail	trainingstudent13	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Thompson, Ryan	trainingstudent17	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Tran, Tia	trainingstudent10	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■

## Foundation Detour Report

### What it shows

Foundation Detour questions answered correctly and incorrectly by each student. The report also shows questions that a student has not answered and questions which they have been branched away from. These questions are annotated with a dash ("-").

### How to access

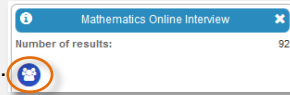
Click **Reporting > Reporting HTML**. On the **Teacher Dashboard**, drag and drop the MOI assessment  into the viewing area below to see summary data.

OR

On the **Teacher Dashboard**, click **Select Tests > select MOI > View Summary Results** to view summary data.

Click on the **Class Profile** icon.

Select **Foundation Detour**



School Explorer / Teacher Dashboard / Class Profile

Class: 340 (2017) (O'Don... Assessment Class: Mathematics Online Interview new students (2017) (O'Donoghue)

Growth Points  Foundation Detour Print Export Student Profiles

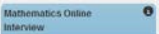
Student	ID	F1a	F1b	F1c	F1d	F1e-1	F1e-2	F1f	F1g	F2a-1	F2a-2	F2a-3	F2b	F2c
1100, Student		✓	✗	✗	✓	✗	✗	✗	✗	✓	✓	✗	✗	✓

## Individual Student Profile

### What it shows

Shows growth points achieved and growth points achieved by backfill for each student and the date it was achieved.

### How to access

Click **Reporting > Reporting HTML**. On the **Teacher Dashboard**, drag and drop the MOI assessment  into the viewing area below to see summary data.

OR

On the **Teacher Dashboard**, click **Select Tests > select MOI > View Summary Results** to view summary data.

Click the **Class Profile** icon. 

Click **Student Profiles** and select a student.



### Isreal, Luis (Isr1241)

★ Achieved ★ Achieved by backfill ☆ Unidentified

Show History

[Print](#)

Growth Point	Current Status	History		
		Jul 31, 2017	May 19, 2017	Feb 17, 2017
<b>Counting</b>				
A-0 Counting - Not apparent. Not yet able to state the sequence of number names to 20.	★	←	←	★
A-1 Counting - Rote counting. Rote counts the number sequence to at least 20, but is not yet able to reliably count a collection of that size.	★	←	★	☆
A-2 Counting - Counting collections. Confidently counts a collection of around 20 objects.	★	←	★	☆
A-3 Counting - Counting by 1s (forward/backward including variable starting points; more/less) Counts forwards and backwards from various starting points between 1 and 100; knows numbers before and after a given number.	★	←	★	☆
A-4 Counting - Counting from 0 by 2s 5s and 10s. Can count from 0 by 2s 5s and 10s to a given target.	★	←	★	☆
A-5 Counting - Counting from x (where x > 0) by 2s 5s and 10s. Given a non-zero starting point can count by 2s 5s and 10s to a given target.	★	★	←	☆
A-6 Counting - Extending and applying counting skills. Can count from a non-zero starting point by any single digit number and can apply counting skills in practical task	★	★	←	☆
<b>Place Value</b>				
B-0 Place Value - 0. Not apparent. Not yet able to read write interpret and order single digit numbers.	★	★	←	☆
B-1 Place Value - Reading writing interpreting and ordering single digit numbers. Can read write interpret and order single digit numbers.	☆	←	←	☆




## Student History

**What it shows** Individual student assessment history for your current students

**How to access** Click **Reporting > Reporting HTML > Student History**

### Tips

- Click **Select Tests** to filter results to MOI only
- Click **Print** to create a PDF of the data. You can **Print Current Student** or **Batch Print Class**. If you **Batch Print**, the PDF icon  will turn green when the PDF is created. Click the PDF icon, select the report and click **Open** to view the PDF.



Dashboard Explorer Student History Sign Out VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY VICTORIA State Government

340

Q Student Search

Students

- Agbayani, Dorris
- Aylor, Reatha
- Brace, Genevieve
- Caudell, Ronald
- Chilcote, Deon
- Clinkscales, Elidia
- Dollard, Justa
- Eaves, Garth
- Frandsen, Carmelina
- Iliff, Johnson
- Isreal, Luis
- Jorge, Terence
- Karst, Simon
- Largent, Margaret
- Liggett, Carmina
- Seabrooks, Merideth
- Skelly, Ashleigh
- Speelman, Viki

Speelman, Viki (Spe1663)

Group by:  By subject  By test type  By year  None  Newest to oldest Print Select Tests

Date Range: No date range selected  Charts & Graphs in Color

Maths



Assessment	Date	Growth Points
Mathematics Online Interview	Jul 26, 2017	<ul style="list-style-type: none"> <li>Counting: 7/7</li> <li>Place Value: 1/6</li> <li>Strategies for Addition and Subtraction: 4/7</li> <li>Strategies for Multiplication and Division: 0/8</li> <li>Time: 0/6</li> <li>Length Measurement: 0/6</li> <li>Mass Measurement: 0/6</li> <li>Properties of Shape: 0/5</li> <li>Visualisation: 0/5</li> </ul>
Mathematics Online Interview	Mar 10, 2017	<ul style="list-style-type: none"> <li>Counting: 7/7</li> <li>Place Value: 0/6</li> <li>Strategies for Addition and Subtraction: 0/7</li> <li>Strategies for Multiplication and Division: 0/8</li> <li>Time: 0/6</li> <li>Length Measurement: 0/6</li> <li>Mass Measurement: 0/6</li> <li>Properties of Shape: 0/5</li> <li>Visualisation: 0/5</li> </ul>

## Assessment Review — Individual Student

**What it shows** Individual student responses to questions.

**How to access** [Online Testing](#) > [Test Review and Manual Grading](#) > [Review Test Assignments](#) > locate the assessment in list > **Review** icon .

### Tips

- To print, go: **Print**  > select PDF layout options > **Create PDF** > **View Batch Printing**  > Click on **Completed** when it appears in **Status** column to open PDF (click on **Status** to refresh window if the status does not change).

**PLEASE NOTE:** We advise against printing a paper copy of the Student Responses PDF as this is approximately **200 pages long**. The value of printing a hard copy of this size for one student is limited.

- If you have lots of assessments, use the options in **Filter Test Assignments** to make the one you are after easier to find.
- If you cannot find your assessment, check that the **Date Time** field in **Filter Test Assignments** covers the time period in which your assessment was assigned.

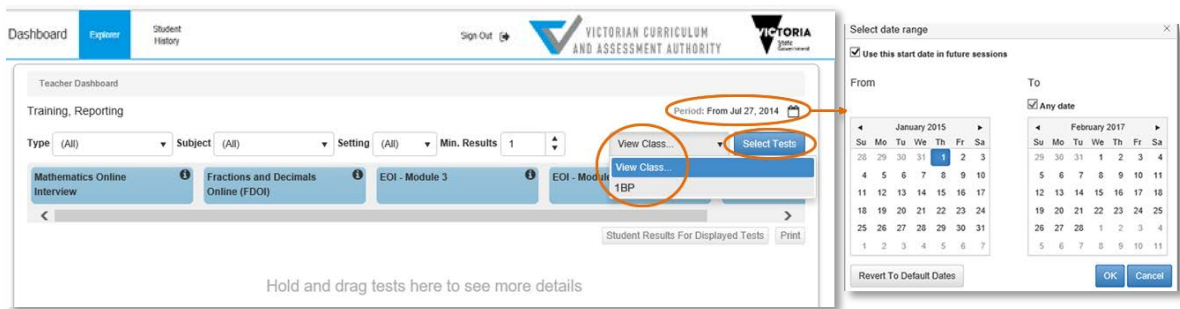
## RETRIEVING STUDENT HISTORY

All students who have not completed MOI on Insight will need to start at the first question of the Section- there is no need to determine starting points. Commencing in the middle of a section will result in incorrect reporting.



If your student has undertaken the MOI assessment prior to 2017, and you would like to review their previous results, follow these steps:

1. Click **Reporting > Reporting HTML**. The **Explorer Dashboard** will open.
2. Check the time period at the top right of the window to ensure it covers the time you would like to view. To change the time period, click on the calendar icon and adjust the dates to the when the student results were achieved, e.g. if the student is in Year 2 in 2017, select 1 January 2015.
3. If you have more than one class attached to you, select a class from the **View Class** dropdown (if you are a School Assessment Administrator, you will be asked to select a teacher first).



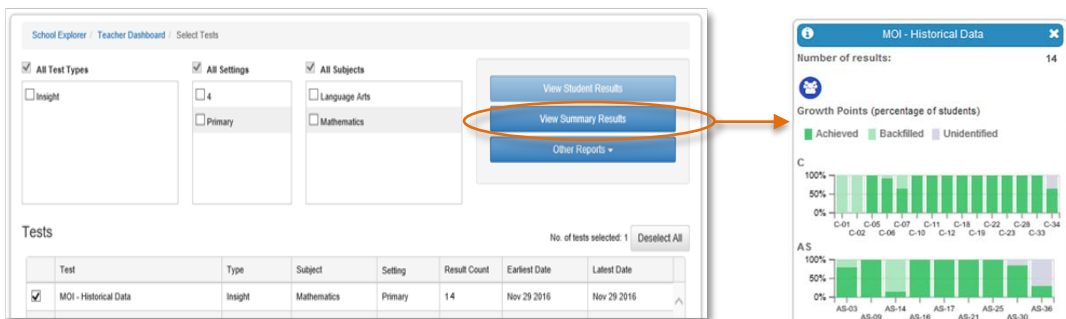
To view the summary data, you can either:


- drag and drop the blue **MOI-Historical Data** rectangle into the white space below;
- Or click on **Select Tests**



You will see a summary of the assessments your class has undertaken.

Click the **MOI-Historical data** checkbox, then click **View Summary Results**.



4. Click on the blue **Class Profile**  icon.

5. The **Class Profile** view is displayed. This indicates the growth points achieved (dark green), achieved by backfill (light green), and not achieved (grey). Select the **Show dates** checkbox to display when the growth point was achieved.

Achieved 
  Achieved by backfill 
  Unidentified 
  Show dates

Student	ID	C-01	C-02	C-05	C-06	C-07	C-10	C-11

6. For more detailed information regarding the growth points achieved for each student, click on **Student Profiles** and choose a student from the class list.

**Brown, Sienna** (demostudent02)
  Show History

Achieved 
  Achieved by backfill 
  Unidentified

Growth Point	Current Status	History
C		
C-01 Know some number names but have difficulty stating them in sequence above 10		
C-02 Rote count the number sequence to 10 but are unable to reliably count a collection of that size		
C-05 Recognise simple patterns		

History: Nov 29, 2016

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## FREQUENTLY ASKED QUESTIONS

### Why are students missing from my class list?

Check with your school's CASES21 operator that:

- your school name, class name and your details are appearing and spelt correctly
- the previous year's staff/students have been rolled into the current year at the start of the school year.
- the eduPay task to assign User IDs (TO numbers) and email addresses to staff has been run.
- each home group has a teacher and campus ID assigned to it. (KGC11001/SCI21002).

If the above have been checked and changes have been made in CASES21, when the overnight refresh of data takes place, your students will be added and should appear on Insight in the morning.

### Do I need a test code for each student?

Only one test code is needed for the whole class. The test code will bring up your class list. You then select a student to begin their assessment. You can create a test code for your whole class in Term 1 and then administer the test to each student. Later in the year you can create a new code for the whole class to undertake MOI again. There may be smaller groups of students you wish to undertake MOI with throughout the year, and you can create a test code for those students too.

### What are growth points?

MOI is based on the Early Numeracy Research Project (ENRP) which developed a framework of growth points to measure children's mathematical understanding. Growth points can be described as key "stepping stones" along paths to mathematical understanding. Each section of MOI (e.g. Counting, Place Value, Time, etc.) has a set of up to 6 growth points describing an increasingly complex of mathematical understanding which can be assessed in MOI.

For more information on ENRP and a description of each of the growth points see [Framework of Mathematical Learning](#).

### Do I need to access students' historical data before I commence the interview?

For students who have previously taken MOI, you may wish to retrieve the previous student data before beginning the assessment to review previous progress. It is not necessary to determine students' starting points, the test will start them off where they last finished.

### My students did the Foundation Detour in 2017, can I run the new report on 2017 data?

Yes. Simply follow the same instructions in this sheet to access Foundation Detour report.

### Where do I start the interview if a student has previously completed the MOI?

If your student undertook MOI in 2017, there is no need to determine your student's starting point, the platform will direct you where to start.

### My student last did MOI in 2016. Where should I start the interview?

Due to enhancements made in 2017 and the inclusion of new questions, it is not sensible to compare results from 2016. If a student did not undertake MOI in 2017, they should commence at the beginning of the interview.

### I believe my student has demonstrated greater ability but they have recorded a growth point 0?

As part of the 2018 updates, students will record a 0 growth point by default if they have not demonstrated enough knowledge to achieve a growth point 1 or higher, OR the branching pathway is not followed. If you believe the student has answered questions to achieve a higher growth point, but has recorded a 0 growth point, it is likely the branching pathway was incorrectly followed.

#### **What does “achieved by backfill” mean?**

Any lower growth point, than the highest achieved, that was not achieved according the algorithm will be automatically backfilled.

#### **I can’t find my test code, where is it?**

Your assigned assessments and test codes can be found in **Test Review and Manual Grading** under the **Online Testing** tab. If you assigned your assessment a while ago, you may need to adjust the Date Time filter for it to appear in the list.

#### **Can I manually enter the test code?**

If you have written down the test code you assigned to a group of students you can go to <https://test.linkitau.com/> and enter the test code.

#### **Why are the Insight screens not loading?**

If Insight screens, including the Test Taker, do not load in your browser, try using another browser, such as Chrome.

#### **Why aren’t my new students showing up in my class list under the test code I assigned?**

By Selecting **Use Class List at Time of Test Taking** Insight will automatically add new students to the assigned assessment based on CASES21 data. If **Use Class List** is deselected, a new assessment test code must be assigned for new students.

#### **How do I check my class list?**

Go through the steps to create a test code (page 4) and the students in your class will appear. If this list is not accurate, check that your school’s CASES21 data is up to date (see above).

#### **Can I have access to more than one class?**

Your students are automatically brought into Insight and attached to you via CASES21. If you are attached to more than one class, each student list will appear when you select the corresponding class.

#### **Can I add a student who is not in my class list?**

No. If you wish to do this, speak to your school’s assessment administrator.

#### **I have paused the interview, how do I restart it?**

Teachers can pause the interview by clicking on the **Pause** button at the top of the assessment screen.

To start testing your student again, you will need the test code that was generated when you assigned the assessment. If you are not sure what the code was, go to **Online Testing > Test Review and Manual Grading > Review Test Assignments** and you will see a list of all of the assessments you have assigned.

Closing the assessment window will pause the assessment to the last save point. You will not be able to view the student’s data in the data analytics and reporting area until the assessment is submitted.

#### **The page has frozen while taking the assessment, what do I do?**

If the assessment freezes in the middle of a session you can refresh the page using the reload/refresh function of your Internet browser. Answers are saved incrementally, so you can use the same test code to pick up at the last automatic save point. Please make a note of any issue or inconsistency that is found and whether it impacts one or more computers. If the assessment cannot be completed, students (or teachers in the case of teacher-led assessments) should reload the browser (as described above) and sign in again after a few minutes by entering the same test code to resume the assessment.

#### **Why are images, graphs and tables in the assessment not displaying?**

In some cases, depending on the network bandwidth allocated during the assessment session, the assessment content may not fully download on each device. If this issue affects only a few devices in the classroom, please reload the

assessment by logging the student or teacher out and logging back into the assessment. The assessment content should be displayed. If the assessment content is not displayed for all assessment users, teachers should contact their school's technical staff to confirm that firewalls are configured for Insight. Technical staff can find more information on the Insight Assess Portal: [http://www.insight.vic.edu.au/Pages/support\\_school\\_IT.aspx](http://www.insight.vic.edu.au/Pages/support_school_IT.aspx)

### **What can I do if computers or the internet crash during an assessment?**

In the event that you have a system crash during the session, the student or teacher should be able to reload their browser by clicking the refresh button or the back button. If these options do not work, it may be necessary to quit the browser and re-launch it a second time. After reloading, students (or teachers as applicable) may enter the same code that they originally used to resume assessment. All of previous answers should already be saved, provided that they use the same test code to enter the assessment environment.

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## **FURTHER SUPPORT**

### **Service Desk**

If you have an issue you cannot resolve, escalate it to your School Assessment Administrator. By default, your school's Administrator is your principal. Principals can nominate other people in your school to have the Administrator role as well. If the Administrator cannot resolve the issue, contact the Service Desk:

- **Service Gateway:** <https://servicegateway.eduweb.vic.gov.au/MSMSelfService/>
- **Email:** [servicedesk@edumail.vic.gov.au](mailto:servicedesk@edumail.vic.gov.au)
- **Phone:** 1800 641 943.

### **MOI resources**

For MOI support resources, see:

<http://www.education.vic.gov.au/school/teachers/teachingresources/discipline/maths/continuum/Pages/mathstinterview.aspx>

Log into Insight to access resources in the **Learning Library**: <http://det.linkitau.com>

For further information about the Insight Assessment Platform, see:

<http://www.vcaa.vic.edu.au/Pages/insightplatform/index.aspx>

To view Insight FAQ Online, see: <https://edugate.eduweb.vic.gov.au/edrms/project/IAP/Pages/default.aspx>