



# **Agreement to use the Literacy and Numeracy for Adults Assessment Tool**

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## **What is this agreement?**

1. These terms and conditions constitute an agreement (the “Agreement”) between the Tertiary Education Commission (TEC) and you, being an organisation who wishes to use the Literacy and Numeracy for Adults Assessment Tool (the “Tool”). The effective date of the Agreement is when this document is signed and dated by you.
2. The purpose of this Agreement is to clearly state how the Tool can be used by you and your organisation, and to outline the principles of acceptable use. Maintaining acceptable standards of use will promote confidence and trust in the use of the Tool and the assessment information created by it.
3. On receipt of a signed copy of this agreement, your organisation will be granted the right to access the Tool.

## **What is the purpose of Assessment Tool?**

4. The Tool is primarily designed to help educators identify the strengths and weaknesses of learners’ literacy and numeracy skills. This will help educators develop programmes for learners that match their needs and strengthen their literacy and numeracy skills.
5. The Tool will allow learners to track their progress over time and will enable educators and organisations to report on the progress made by groups or cohorts of learners.
6. The Tool will provide information about the literacy and numeracy skills of New Zealanders.
7. The Assessment Tool is available for use by any organisation that works with adults to improve literacy and numeracy.

## **What must be done before using the Assessment Tool?**

8. Every organisation that intends to use the Tool, must assign an administrator to oversee their use of the Tool.
9. Within each organisation that uses the Assessment Tool there are two key roles - Administrator and Educator. A small organisation may have one Administrator who is also the educator. A larger organisation is likely to have a number of both administrators and educators. Administrators have powers within the Tool that are not available to educators e.g. to create learner records, and to look at aggregate data for the whole organisation.
10. The Assessment Tool is secured by the Education Sector Authentication and Authorisation system (ESAA) which is run by the Ministry of Education. Each administrator and educator must have their own ESAA logon id which will allow them to access the Assessment Tool.

## **How can the data from the Assessment Tool be used?**

11. The questions held in the Tool, and the information about those questions is owned by the TEC. Alteration of the items in an assessment will both invalidate the results and potentially break copyright agreements with the original owners of stimulus material. You

- must not alter the items in any way, or reproduce the items for any purpose other than the administration of an assessment that has been created by the Assessment Tool
12. Data created by learners who are completing assessments is personal information as defined by the Privacy Act 1993. You must have agreements in place with learners that allow you to use personal information for teaching and learning purposes.
  13. The information produced by the Tool is designed to help educators and to inform teaching and learning. Organisations will also use data from the Tool to measure their performance and to report progress to funders. The information produced by the Tool is not intended for other purposes.
  14. The TEC will use data from the Tool to inform its oversight and monitoring. You must inform learners that their data will be used for this purpose. The identity of individuals – learners and educators - will never be disclosed to the TEC as the data made available to the TEC will be aggregated and anonymised.
  15. An expanded version of this section about what organisations can and can't do with the data from the Assessment Tool is available for reference on the [literacyandnumeracyforadults.com](http://literacyandnumeracyforadults.com) website.

## **What must learners be told before they use the Tool?**

16. There must be an agreement in place between the organisation and learners that allows the use of personal information for teaching and learning purposes.
17. Learners must be informed that, without being able to identify them or their educators, the information they create will be used to help measure organisational performance and for reporting to funders.

## **Agreement**

18. It is agreed that this organisation will:
  - a. Assign an administrator to oversee its use of the Assessment Tool;
  - b. Not alter the questions in any way, or reproduce the questions for any purpose other than the administration of an assessment that has been created by the Assessment Tool;
  - c. Use the Assessment Tool for its designated purpose, as described in paragraphs 4-7 of this agreement; and
  - d. Put agreements in place with each learner allowing the Assessment Tool data to be used as described in paragraphs 11-14 of this agreement.
19. In the event of a breach of these conditions of acceptable use, the TEC may withdraw the right of this organisation to use the Assessment Tool.

### **Primary contact person**

Full Name (printed)

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e-mail address

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**Signed by the Chief Executive**

Signature

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Full Name (printed)

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e-mail address

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Organisation Name

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Organisation Number  
(EDUMIS number)

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Organisation Type

- Industry Training Organisation (ITO)
- Institutes of Technology and Polytechnics (ITP)
- Private Training Establishment (PTE)
- University
- Wānanga
- Other \_\_\_\_\_

**Confirm the identity of your Organisation Administrator**

Full Name (printed)

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e-mail address

An ESAA logon, that grants the 'organisation administrator' access to the Assessment Tool is currently:

- waiting to be processed
- with the sector service desk, awaiting approval
- approved

**Post, fax or e-mail a signed copy of this agreement to the Assessment Tool Service Desk:**

Postal address:

Fax to:

Email to:

PO Box 3237  
Wellington 6140

(04) 384 7933

assessforadults@nzcer.org.nz

The Assessment Tool Service Desk will acknowledge receipt of this agreement within 8 business hours of receiving this signed document. Access details will be sent to the nominated organisation administrator within 24 hours.