Secret Number – Admin Guide

**Description:** There is treasure in a secret chamber that can be found by solving some puzzles.

**Level:** 5 – 6

**Skills Addressed:**

<table>
<thead>
<tr>
<th>Q</th>
<th>Question Type</th>
<th>Skill addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2</td>
<td>Analysing</td>
<td>consider alternative courses of action when presented with new information</td>
</tr>
<tr>
<td>3</td>
<td>Generating</td>
<td>recognise there are multiple choices for solving a problem and imagine outcomes of these possibilities</td>
</tr>
<tr>
<td>4</td>
<td>Generating</td>
<td>recognise there are multiple choices for solving a problem and imagine outcomes of these possibilities</td>
</tr>
<tr>
<td>5</td>
<td>Analysing</td>
<td>draw on prior knowledge and evidence to formulate solutions to a problem</td>
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<td>6</td>
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<td>draw on prior knowledge and evidence to formulate solutions to a problem</td>
</tr>
</tbody>
</table>

**Duration:** Approximately 20-30 minutes (allow students more time if needed)

**Teacher Preparation:**


Teachers should have already assigned this task to the individual student.

It is recommended that teachers go through the entire task on the computer before administering to the students.

Ensure all students have:

- individual student log on and password
- access to an individual computer/tablet
- a set of headphones

**Please note:**

Students should complete the task independently. The task should be administered in a quiet environment.

No talking between students is allowed until all students have completed the task.

Difficult or unfamiliar words may be explained or read out to students, but teachers should not prompt students with answers.

This is not a timed task. Students may require more time to complete the task depending on the individual.
Instructions to complete the task:

1) Introduce the task

SAY

You will be asked questions about finding treasure in a secret chamber.

The purpose of this task is to show how you think. Some questions have several correct answers. Think about the question and then decide which answer you think is best.

Remember, no talking is allowed until everyone has completed the task.

2) Accessing the task

Instruct students to go to www.insight.vic.edu.au/cct.

Help students to log onto the Student log on page using their individual login details and passwords.

The Secret Number assessment task will automatically open on the student’s computer. Only those students who have been assigned this task will be able to see the content.

3) Support students to complete the task

Students should individually answer the questions in this task.

Teachers should not help students with the thinking.

Teachers can help students with reading the questions and information, typing their answers (scribing) and using a computer.

4) Submitting the task

Explicitly instruct the students to click the submit button after completing the task.

Marking the task:

Teachers will need to go back to the Teacher page to mark the task online.

The questions that do not require students to type their answers, such as multiple choice or drag and drop, will be automatically marked.

The teacher will need to use the online rubric to mark the remaining answers, such as free writing responses.