



# Portal Instructions

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## Introduction

The Mighty Minds portal is an always-available website that allows teachers, students and markers to log in and securely access Mighty Minds resources and services. These include:

### Teachers

- **Lessons and Resources**  
Download existing resources.  
Purchase new resources (if allowed by School Administrator)
- **Online Testing**  
Set up a new Online Test (if allowed by School Administrator)  
Set start/finish times for an existing test  
Access reporting for all Online Testing
- **Marking**  
Mark online Writing Task exams.
- **Paper-based Marking Results and Workshop Files**  
Download results of paper-based marking.  
Access any files related to upcoming workshops.
- **School Administrator (one per school)**  
Add/change/remove staff accounts  
Add/change/remove student accounts  
Upload school logo (visible on reports).  
Manage 'purchase resource' and 'create online test' permissions for other staff.

### Students

- **Online Testing**  
Sit an Online Test once it has been setup by a teacher.  
View test results and certificates for completed exams.  
Access revision for completed exams.

### Markers

- **Marking**  
Mark online Writing Task exams.

## Logging in

The portal can be accessed by clicking on the '**Portal**' link in the top right purple bar on our website or by using the following address:

<https://portal.mightyminds.com.au>

## Account Creation

The portal does not allow you to create your own account. You must have an account created for you by your school administrator or a member of Mighty Minds staff.

## Account Expiry

School staff accounts expire at the end of every year to prevent left staff from continuing to have access to resources purchased by the school.

Mighty Minds requires a staff listing from the school principal or authorised representative each year. All staff in the provided list will be given portal access for the duration of the current calendar year.

## Terms of Use

When first logging into the you will be required to agree to the portal Terms of Use before you will be able to access any part of the portal (EG: resources, online testing). You will also be required to agree to Terms of Use again if changes have been made to the agreement.

## Password Policy

All portal passwords (both staff and student accounts) must meet the following password complexity requirements:

- Password must be at least 8 characters long
- Password must contain at least one letter
- Password must contain at least one number

## Login Troubleshooting

If you can't log in, try the following troubleshooting steps:

- Double check that you are entering the correct email address and password, and that caps lock isn't on.
- If you are copying/pasting your details from an email or other source, try manually typing the details instead, as you may be copying invisible characters.
- Try using a different browser e.g. Google Chrome or Mozilla Firefox (if these are accessible on your computer).
- Try clearing browsing data (temporary internet files and cookies) and restart your browser.

If these steps don't resolve your issue, please try another computer and contact [portal@mightyminds.com.au](mailto:portal@mightyminds.com.au) with details of the issue you are experiencing.

## School Administrator

Each school has one staff member assigned as the School Administrator. The school administrator is the only staff member with access to the **School Profile** tab, which offers the following features

### School Logo

A school logo can be uploaded in either GIF, JPEG or PNG format. PNG format is recommended.

### School Contact Details

Update the following details:

- Principal's name and email address
- School phone, fax and address.
- Year levels at school.

### Staff Management

Perform the following actions on any staff accounts at your school:

- Enable or disable access to portal
- Change name, email address and position.
- Enable 'Test Administrator' permission
- Delete account

### Student Management

Perform the following student account management accounts:

- Create a new student, or delete an existing student
- Update an existing student (status, name, email, password, class)
- Bulk import a list of students
- Bulk import a class listing from OneSchool to associate existing student accounts with multiple classes.

## Resources

The portal makes available access to all Mighty Minds resources, including lessons, exams, teacher guides, marking packs, posters and more. Programs are available, which are a collection of lessons or related resources.

### Finding Resources

You can search for resources using the textbox in the top right area of the resources page of the portal. **You can search by title or resource code.** You can also filter resources using the toolbar on the left side of the page to filter by year level, topics covered, learning areas, levels, and ownership status.

### Downloading Resources

Any resources a school owns are available to be downloaded by all staff at that school. Resources are stamped with both the school's name and the name of the staff member that downloaded the resource.

**Resources are regularly updated**, so it is recommended that staff download a copy of the resource whenever they intend on using it, rather than keeping a copy for an extended period of time.

Resources are downloaded in ZIP format. This file contains all of the resources, which are usually one or more of the following:

- PDF Document (requires free Adobe Reader)
- Excel Spreadsheet (requires Microsoft Office)

If you are downloading a program, it will include all files from all resources contained in the program.

Please note that iPhones and iPads do not usually support ZIP files and will be unable to download the resource.

## Purchasing Resources

If a staff member has purchasing ability and a resource is not already owned by the school, the staff member is able to purchase it. The resource will become immediately available for download as soon as the order form has been filled out and the staff member has agreed to the terms of use.

Purchasing a program will give access to all resources contained in the program.

**If you have ordered a resource in error then please do not download** the resource, and contact [orders@mightyminds.com.au](mailto:orders@mightyminds.com.au) immediately. Your purchase will be cancelled and access to the resource will be removed. If the resource has been downloaded then you are not able to cancel the order.

If you have staff members that require portal access but should not have access to place orders then please get your school administrator to remove their purchasing ability or contact Mighty Minds.

## Paper-based Marking

Schools who have had paper tests marked by Mighty Minds will have a 'Marking' tab appear in the top red bar of the portal. Clicking here will list all marking jobs that Mighty Minds have completed in reverse chronological order. All staff at the school have access to download these files.

When marking is completed an email is sent to the staff member who requested the marking, with a direct link to the marking.

If you don't see a 'Marking' tab in the red navigation bar then no marking has been completed for your school.

## Workshop Files

If you require files for an upcoming workshop, then a new tab labelled 'Workshops' will appear in the top red navigation bar. On this page you can download any files related to your workshop. These files are available for all staff at your school.



## Online Testing

The Online Testing system allows school staff to assign Mighty Minds tests to students. Results, revision and reporting become available once students have completed the test.

The basic process is as follows:

1. **Import Students**

Performed yearly by School Administrator. Additional imports or manual updating will be required for new enrolments and class changes.

2. **Install Exam**

*Performed by any staff member with Exam Administrator privileges.*

This must be done once for each exam you would like to take. This creates a copy of the exam that your school can use. You will only need to install each exam once, and then multiple sessions can be created.

3. **Assign Exam Sessions**

*Performed by any staff member with Exam Administrator privileges.*

An installed exam is selected and assigned to a group of students (either individually or by class). If it's a written test, you must choose for either the school or mighty minds to mark it.

4. **Students take exam**

Students use passwords assigned to them by School Administrator during bulk import to log into the portal. Their student dashboard lists all available tests, and also allows them to see results and revision for tests they have previously completed.

5. **(Optional) Writing Tests get marked**

If the test was a written response test, then school staff or mighty minds staff must manually mark each test using the online marking system which automatically generates comments based on grades awarded for each criteria.

6. **Staff access reporting**

All school staff can access reporting on students who have taken online tests.

## Add students into portal.

This can only be performed by the school administrator.

Log in to the portal and select **School Profile** -> **Student Management**

### Bulk Import

You can import a **CSV file** containing students with the following fields:

**Fields:** StudentID, FirstName, Surname, Email, GroupName, Password

### NOTES:

- The GroupName field is for roll class. It can be used to assign tests to groups of students at once. If the GroupName is not already in the system then it will be created.
- Passwords should be at least 8 characters long and contain at least one letter and one number.
- The import file requires a header row with names matching the fields listed above.
- The file must be in CSV format. Data from excel must be saved as CSV as XLS / XLSX files are not supported

If you have any issues attempting to do a bulk import then please email your import file to [portal@mightyminds.com.au](mailto:portal@mightyminds.com.au) with details of the issue you are experiencing.

### Manual Entry

Students can also be added individually using the **New Student** form on the **Student Management** page. You must first create a class using the **New Form Group** before you can add students to it.

### Updating Student Details

When importing students, if the email address already exists in the system then the existing user will be updated with the new details. If the email address is not already in the system then a new student will be created.

You can also use the 'Active' tickbox on the **Student Management** page to enable or disable access to the portal for certain students.

### Import OneSchool Class File

The School Administrator can use the **Import Student Classes** feature to import a OneSchool class list. This is a two column CSV file that links students with each of their classes. Once this function has been run you will see multiple classes have been assigned to each student.

Please ensure that the StudentID's in this file match the StudentID's you have entered into Online Testing. If you have any issues using this feature please email your import file to [portal@mightyminds.com.au](mailto:portal@mightyminds.com.au).

### Install Exam

Each exam you would like to assign to students must first be installed. Once an exam has been installed, you can use it forever, and you will never be required to reinstall an exam.

Any exam administrator can install an exam by choosing **Exams -> Install Exam**. From here, a list of currently installed exams is displayed in a grid, with a dropdown list of new exams above it.

Choose the exam you would like to install from the dropdown list and choose **Install**. If the exam you want isn't in the dropdown list then it (a) has already been installed and will appear in the list below or (b) is not currently available for use.

## Create Exam Session

An exam session is the grouping of students with an installed exam. Exam sessions are either untimed (easier) or timed (more advanced).

To create an exam session you must be an exam administrator. Choose **Exams -> Exam Session Allocation**.

On the following screen you will need to specify the following details:

- **Session Name**  
This is decided by the exam administrator and should be something appropriate. Students will see this name. (EG: 'Year 9 Calc - June 2015')
- **Exam**  
Choose an exam from the list. If an exam doesn't appear in the list you will need to install it first (see above)
- **Teacher**  
This teacher does not have to be an exam administrator. They can close the exam when it is done, and if the session is timed, they can set the times. There can only be one teacher assigned to each exam session.
- **Marking by**  
This defaults to 'Mighty Minds' and only needs to be changed if you are assigning a writing test and want school teachers to mark the student responses. If a writing test is setup to be marked by Mighty Minds then charges will apply. Contact [testing@mightyminds.com.au](mailto:testing@mightyminds.com.au) for current pricing.
- **Students**  
Select students that should be assigned this exam. This list will only show active students. You can either individually select students or filter by class.

Once all details have been completed then click **Assign Selected Students** and the session will be created.

## Create Your Own Test (CYOT)

CYOT allows teachers to test and choose specific focus elements of the National Curriculum. These can either be focus elements you know your class/ students are weak in through prior testing or a general test based on focus elements you already know have been taught in class.

To begin creating these tests log into the portal, select 'Exam' and scroll down the drop down menu until you reach 'Create Your Own Test'. This will allow you to begin the process of CYOT.

To create the test you will need to follow these steps.

- **Choose your year level**  
This allows each test to be year specific and test the skills that are unique to each individual grade.
- **Choose your focus elements and number of questions.**  
These focus elements are grade specific depending on which grade you chose in the previous step. Here you will need to pick the focus elements you want the students to be tested on and how many questions you want for each focus element. We recommend at least three (3) questions per focus element as this creates a more rounded view of the students' abilities in the reporting of each test.
- **Choose your questions**  
Here you are able to refine the exact questions that will be on your exam. Most focus elements will have a variety of questions for you to choose from. You are able to select and deselect different questions based on their difficulty (easy, medium, hard) and the content you want covered within each focus element.
- **Finalise exam**  
You will be able to preview the exam before the official creation and publication for your students. You will be able to see what the final exam will look like to students when they do take the final exam.
- **Create exam**  
This will create and publish the exam for use by your school.

### Short Cycle Testing

Short cycle testing is the ability to retest students on an exam. This can only be done by the teacher assigned to the exam (in the exam session allocation set up).

To do this select Exam Setup and choose the exam you wish to create a post test for. Click on the button located on the far right of the table 'create post test'. This will automatically create a second exam for the same students. You can then compare your before and after results using additional reports that will appear in the reporting page.

## Exam Setup

The exam setup page is available from **Exams** -> **Exam** Setup and will only list exam sessions that have been assigned to each particular teacher.

From the Exam Setup page a teacher can:

- **Close an Exam**  
This will remove any students who haven't yet started the exam (so student averages don't go down) and submit current student responses for any exams that have been started but not yet completed. You cannot undo this action.

## Student Testing Experience

Student accounts are created by your school administrator.

Once accounts have been created, students access online testing by visiting the portal: <https://portal.mightyminds.com.au>. After logging in, students are presented with the **Student Dashboard**.

From the dashboard students can start a test that has been assigned to them, or resume an existing exam.

Completed exams have the following options:

- **Results**, usually within a short period of time unless it's a writing task.
- **Revision**, available for most exams except abbreviated exams and writing tasks.
- **Certificate**, a certificate of completion listing the name of the exam and the students name. The certificate does not mention the students result.

If a student accidentally closes the site, or has any computer issue, they can log back in on the same device or another device and resume the test. Student answers are saved each time they press **Next** and every 40 seconds, so very little work (if any) should be lost in case of a computer issue.

## Online Test Reporting

All teachers at a school can access reporting for all students at the school.

Reporting is accessed via **Exam -> Exam Report** and Exam -> **Exam Cohort Report**. Some reports are only available as either an exam report or a cohort report. Once you have selected an installed exam you are then presented with a list of exam sessions to report on.

A new report is created each time you download a report based on the data available at that moment. For example, if only half of your class has finished an exam then the report will only contain results for half of your students. Some large reports take more than 10 seconds to generate, so please be patient.

Some reports are only available for individual sessions (**Exam Reports**), multiple sessions (**Cohort Reports**) or both.

## Exam Reports

The following reports can only be run on an individual session in **Exam Report**.

- **Student Status Report**  
List of all students who have been assigned the exam, their completion status, the time it took them to complete, and their total mark.
- **Individual Item Description and Information**  
A list describing each questions topic, subtopic, a description of the question and model answer. This does not list actual question or answer.
- **Student Summary by Topic (By Form Class)**  
A list of all students with their percentage correct by topic.
- **Student Summary by Subtopic (By Form Class)**  
A list by topic containing each students percentage correct for each of the subtopics.
- **Student Results Listing (By Form Class)**  
Includes Student ID, name and total mark.
- **Export Student Answers**  
Excel file containing student details, overall score, plus their answer for each question. Includes extra row containing correct answers.
- **All Student Reports in Single PDF**  
This PDF contains a copy of the report each student sees. For large classes/cohorts it may take a while to generate. The student reports include bar graphs and tables charting performance per topic and per subtopic, as well as the total mark.

## Cohort Reports

The following reports can be run on one or more exam sessions for the same exam.

- **Cohort Summary**  
A list containing each class that participated including their highest mark, lowest mark, average and standard deviation.
- **Cohort Summary by Topic / Subtopic**  
Lists each classes performance per topic / subtopic.
- **Cohort Individual Items (By Form Class)**  
Lists each question on the exam, with details including it's subtopic, how many students answered it correctly, the percentage correct for cohort plus the Australian average.
- **Cohort Yearly Comparison by Topic / Subtopic**  
Lists percentage correct by topic / subtopic, grouped by years. For comparing exam results over multiple years.
- **Cohort Yearly Comparison for Individual Items**
- A report containing a table for each year of testing. Each table contains detailed information on each question including percentage correct for class, cohort and Australian average.
- **Cohort Summary by Subtopic Excel**  
A spreadsheet containing each students details with total percentage correct, plus a percentage correct for each topic and subtopic, grouped by topic. Includes colour coding for low and high scores.



## Marking

Student results are available immediately after the student submits the exam for all exams except Writing Task exams, which require manual marking.

### Marking by School or Mighty Minds

When an exam session is being created by a test administrator they must choose for marking to be done by either (a) the school or (b) Mighty Minds.

There are additional charges if Mighty Minds marks the exam. Current marking pricing and turnaround times can be requested by emailing [testing@mightyminds.com.au](mailto:testing@mightyminds.com.au).

### Marking by Mighty Minds

Marking will begin as soon as the exam session has been closed, or every single student has completed the exam.

For example, if 27/30 students have completed the writing task, marking will not begin until the last 3 students complete the exam, or the exam session administrator closes the exam, preventing the last 3 students from being able to sit that exam session.

Marking times vary between 5-25 working days, depending on the time of year. An accurate estimation can be obtained by emailing the testing address above.

Upon completion of marking:

- An email is sent to the session teacher informing them of the completion of marking.
- All teachers in the school can access reports for those exam sessions.
- All students in the exam session can download their results, which include their grade per criteria and comments based on the grade.

### Marking by School

Schools can choose to mark student writing task responses internally. This is done by changing the **'Marked By'** field to **'School'** when creating an exam session.

Marking is performed by the teacher who is assigned to the exam session. If you would like multiple teachers to mark a cohort of writing tasks then you will need to break the group into smaller sessions (**EG:** one session per roll class).

Marking can begin as soon as the first student has completed an exam. You do not need to wait for all students to respond before beginning marking. Only students that have submitted work can be marked.

Student results and teacher reports will not be available for the writing task until the marking has been finalised. Marking cannot be finalised until all students have been marked. If students are in the exam session that will never complete the exam, close the exam session to remove them, then you can finalise marking.

Marking requires the marker to score each response based on a number of criteria. Comments are automatically generated based on criteria grades. The following information is provided in the marking system to help guide markers:

- Each **criteria** (EG: Paragraphing) has a detailed description
- Each **criteria option** (EG: Paragraphing 0, Paragraphing 1...) has a description. This appears when you select a criteria option.
- Each **criteria option** has at least one sample response which is available by clicking the help button beside the appropriate criteria.

### Schools: How to Mark

Schools must ensure that the exam session has been set up correctly (Marked by School, appropriate teacher assigned to session) as outlined above. Once at least one student has submitted a response, marking can be accessed as follows:

- Teacher assigned to exam session logs in to portal then clicks **Exams -> Exam Marking**.
- Choose an exam session from the list and click 'Mark' on the right side.
- Choose 'Mark Student' beside a student who has completed the exam, or choose 'Mark Question' to start marking students from the beginning.

Students who have not finished the exam will appear in the list, but will have a message explaining that they can't yet be marked as they haven't submitted the exam.

Once all students have been marked, click the '**Finalise and Submit**' button on the exam session marking page. Once marking has been finalised then the results are available to staff (for reporting) and students (for results). You can not undo the finalise process so please ensure marking is accurate before proceeding.

## Appendix 1: Teacher Scripts

### Language Conventions, Reading, Calculator, Non-Calculator

- The following test consists of 3 parts
  - Perusal
  - Questions
  - Confirmation
- You will be given \_\_\_ minutes to complete the exam.
- In perusal you can read through the entire exam however you cannot answer any questions.
- When you have finished reading through the exam questions and you wish to begin your exam, scroll to the bottom of the perusal page and press the 'next' button in the bottom right-hand corner.
- As you are completing the (*read for the relevant test*):
  - **Language Conventions Test** the first half consists of spelling questions and the second half consists of multiple choice grammar questions.
  - **Reading Test** there is a set of questions for you to complete for each reading stimulus.
  - **Calculator Test** the majority of the test consists of multiple choice questions; however the final sections have some short response questions. You will require a calculator to complete this exam.
  - **Non-Calculator Test** the majority of the test consists of multiple choice questions; however the final sections have some short response questions.
- You can use your piece of scrap paper for any working out.
- As you are completing the questions you can choose to select the '*Come Back Later*' button if you would like to come back to a question that you were unsure of. When you reach the confirmation page any questions that you marked will be highlighted. If you need to change one of your answers you need to navigate back to that section using the navigation bar on the left.
- If you are unsure of an answer to the question it is most beneficial to you and your learning to select the option 'e. I am unsure of the answer' as it will give a clearer indication of what skills you need assistance with.
- When you reach the confirmation page you are able to review all your answers. When you are happy with your answers scroll to the bottom of the page and press the 'submit' button in the bottom right-hand corner.
- If at any point in the exam you would like to submit your exam and are not on the confirmation page you can choose to select the 'Emergency Submit' button and this will submit your exam immediately.
- If you have any questions during the exam, please raise your hand and wait quietly.

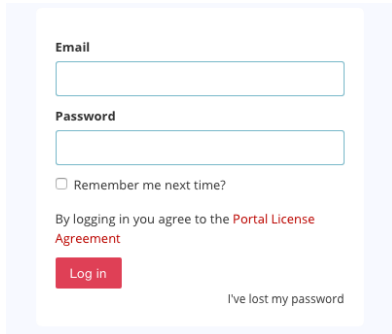
## Writing Tests

- The following test consists of 3 parts
  - Perusal
  - Questions
  - Confirmation
- You will be given \_\_\_ minutes to complete the exam.
- In perusal you can read through the writing stimulus however you begin your response.
- When you have finished reading through the writing stimulus and you wish to begin your exam, scroll to the bottom of the perusal page and press the 'next' button in the bottom right-hand corner.
- In the bottom left hand corner there are test tips for your benefit.
- When you reach the confirmation page you are able to review your response in full. When you are happy with your answers scroll to the bottom of the page and press the 'submit' button in the bottom right-hand corner.
- If at any point in the exam you would like to submit your exam and are not on the confirmation page you can choose to select the 'Emergency Submit' button and this will submit your exam immediately.
- If you have any questions during the exam, please raise your hand and wait quietly.

### Multiple Choice Tests (CCE, PTS, Abbreviated Tests)

- The following test consists of 3 parts
  - Perusal
  - Questions
  - Confirmation
- You will be given \_\_\_ minutes to complete the exam.
- In perusal you can read through the entire exam however you cannot answer any questions.
- When you have finished reading through the exam questions and you wish to begin your exam, scroll to the bottom of the perusal page and press the 'next' button in the bottom right-hand corner.
- You can use your piece of scrap paper for any working out.
- As you are completing the questions you can choose to select the 'Come Back Later' button if you would like to come back to a question that you were unsure of. When you reach the confirmation page any questions that you marked for review will be highlighted. If you need to change one of your answers you need to navigate back to that section using the 'back' button, or the navigation on the side.
- If you are unsure of an answer to the question it is most beneficial to you and your learning to select the option 'e. I am unsure of the answer' as it will give a more clear indication of what skills you need assistance with.
- In the bottom left hand corner there are test tips for your benefit.
- When you reach the confirmation page you are able to review all your answers. When you are happy with your answers scroll to the bottom of the page and press the 'submit' button in the bottom right-hand corner.
- If at any point in the exam you would like to submit your exam and are not on the confirmation page you can choose to select the 'Emergency Submit' button and this will submit your exam immediately.
- If you have any questions during the exam, please raise your hand and wait quietly.

## Appendix 2: Finding Resources Quickly



The login form includes fields for Email and Password, a checkbox for 'Remember me next time?', a link for 'I've lost my password', and a 'Log in' button. A note states: 'By logging in you agree to the Portal License Agreement'.

### Log in to portal

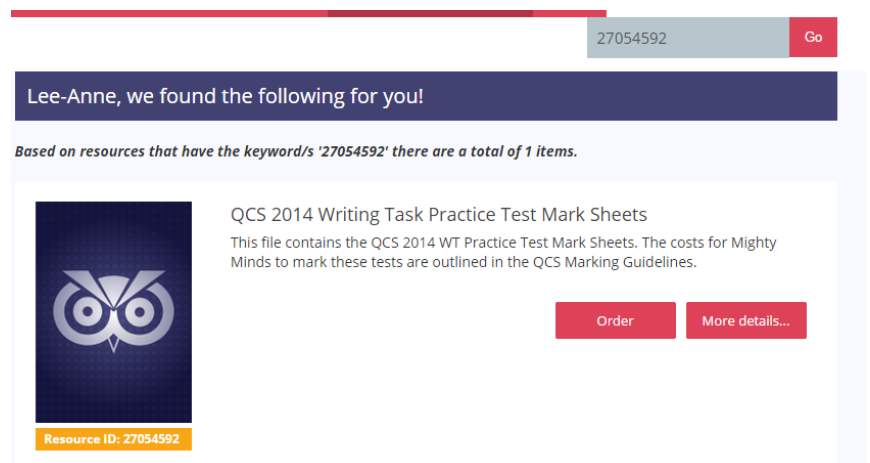
Visit <https://portal.mightyminds.com.au>

Enter your email address and password.

If you haven't visited the portal before you will be required to accept the license agreement before you can access areas of the portal other than your personal profile.

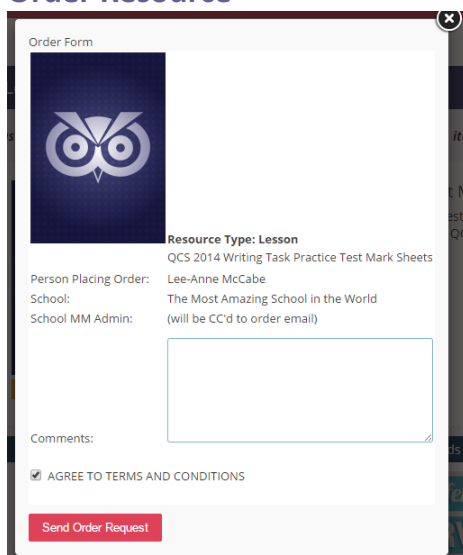
### Enter Resource Code in Search Box

If you have been given an 8 digit resource code (EG: 27054592) then enter this in the search box on the Portal home page or resources page and press 'Go'.



The search results page shows a search bar with the code '27054592' and a 'Go' button. Below the search bar, a message reads: 'Lee-Anne, we found the following for you!'. A summary line states: 'Based on resources that have the keyword/s '27054592' there are a total of 1 items.' The main result is for 'QCS 2014 Writing Task Practice Test Mark Sheets', with a description: 'This file contains the QCS 2014 WT Practice Test Mark Sheets. The costs for Mighty Minds to mark these tests are outlined in the QCS Marking Guidelines.' There are 'Order' and 'More details...' buttons. The resource ID '27054592' is displayed at the bottom of the result card.

### Order Resource



The 'Order Form' includes the Mighty Minds logo, the resource name 'QCS 2014 Writing Task Practice Test Mark Sheets', and the person placing the order: 'Lee-Anne McCabe' from 'The Most Amazing School in the World'. It has a 'Comments' text area, a checked checkbox for 'AGREE TO TERMS AND CONDITIONS', and a 'Send Order Request' button.

Resources need to be ordered once, then they can be downloaded as frequently as needed. Free resources such as mark packs still need to be ordered before they can be downloaded. If the resource is free (or you have purchasing authority and wish to be invoiced for purchasing a paid resource) then press Order. The order form will appear.

## Submit Request

Press 'Continue' after agreeing to the terms and conditions.


A message will appear at the top of the page indicating a successful order.

Order successful! You now have access to resource  
QCS 2014 Writing Task Practice Test Mark Sheets

If you placed this order in error contact us to cancel - please DO NOT  
DOWNLOAD. All downloaded lessons are automatically invoiced.

Lee-Anne, we found the following for you!

*Based on resources that have the keyword/s '27054592' there are a total of 1 items.*



Resource ID: 27054592

### QCS 2014 Writing Task Practice Test Mark Sheets

Currently owned by The Most Amazing School in the World

This file contains the QCS 2014 WT Practice Test Mark Sheets. The costs for Mighty Minds to mark these tests are outlined in the QCS Marking Guidelines.

## Download Resource

Purchased resources have a 'Download' button instead of an 'Order' button. Press the 'Download' button to download a ZIP file containing all files included in that resource.

Remember to download **ANY** Mighty Minds resource **each time** you need it to ensure you're always using the latest version.