



# **Access and use of data collected by the Literacy and Numeracy for Adults Assessment Tool**

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## **Purpose of this document**

1. This document sets out the rules and expectations that apply to the access and use of data collected by the Literacy and Numeracy for Adults Assessment Tool (the “Tool”).
2. Organisations using the Tool are expected to understand and comply with these rules and expectations. This is done by signing the accompanying Acceptable Use agreement.

## **Background**

3. The main purpose of the Tool is to provide information about student’s literacy and numeracy which can inform teaching and learning, leading to improvements in adult literacy and numeracy.
4. Organisations using the tool will also be able to use the data to measure their performance and to report progress to funders.
5. Organisations will be able to use the data on student needs and progress to contribute to continuous improvement in the teaching of literacy and numeracy.
6. The Tertiary Education Commission (TEC) will use data from the Assessment Tool to inform their oversight and monitoring.
7. The data in the Assessment Tool will become a valuable resource for researchers. Access to this information will be allowed subject to standard research procedures and protocols.

## **Legal Principles**

8. The questions held in the tool and the assessments generated by the Tool are the property of the TEC.
9. The answers provided by learners completing assessments are personal information as defined by the Privacy Act 1993.
10. The information collected in the Tool will be official information in terms of the Official Information Act 1982 and the TEC will fulfil its obligations under the Act.

## **Expectations of organisations using the Tool**

11. Organisations using the Tool agree to not alter the items in any way, and to not reproduce the items for any purpose other than the administration of an assessment that has been created by the Assessment Tool. Alteration in this manner will both invalidate the results and potentially break copyright agreements with the original owners of stimulus material.
12. Organisations using the Tool will access and use the assessment data for teaching and learning purposes under agreements that they have in place with learners.

13. Organisations using the Tool are able to see aggregate data related to assessments that they have set. This data can be used to measure organisational performance and to report progress to funders. Organisations must disclose to learners that the information they create in the Tool will be aggregated and may be used to provide reporting to funding partners. Reporting to funders will not include information about individual learners or educators.
14. Organisations using the Tool will not be able to see each other's aggregate data. However, the results of assessments completed by a learner at one organisation can be accessed by a second organisation after the learner has given their permission.
15. The information produced by the Tool is not intended for purposes other than those described above. By signing the Agreement you confirm that the Tool will be used by your organisation for its designated purpose. The following table gives some examples of uses considered appropriate and inappropriate.

Appropriate	Inappropriate
Assessment of Literacy and Numeracy by a TEO to decide on which class is most appropriate for a learner.	Assessment of Literacy and Numeracy by an employer to decide on whether or not to hire a potential employee
Assessment of Literacy and numeracy by a TEO to inform teaching and learning.	Creating a customised assessment using items from the Tool.
Aggregation of assessment information to inform self review and performance improvement.	Changing in any way the items in an assessment created by the Tool.
Aggregation of assessment information for reporting of performance to funders.	

## Oversight and monitoring

16. Data will be passed from the Tool to the Tertiary Information System and to the Tertiary Benchmarking System. This will enable its integration with enrolment and funding data collected in other systems and will enable the development of a system view of literacy and numeracy performance. This will include:
  - a. Understanding the range of performance in a sub sector;
  - b. Demographic monitoring; and
  - c. Performance Information on different funding streams
17. This information will allow literacy and numeracy improvement to be modelled, and will provide evidence for policy development.
18. The TEC may publish aggregate data that allows organisations to compare their performance against others.
19. The Privacy Act restricts the TEC from disclosing information about an individual unless it is requested by the individual.

## **System Administration and Support**

20. TEC staff or their delegates will require access to the assessment dataset in order to support users of the system, to investigate reported issues and to maintain the system (e.g., back-up databases, install application updates, calibrate assessment items). By the nature of this work, it will be possible to access data about individuals and to create aggregate data about organisations.
21. The TEC staff and delegates doing this work will be subject to ethical procedures which require them not to attempt to identify particular organisations or individual data, and to only access the data for the purposes and for the duration for which access has been granted

## **Wider Monitoring and Research**

22. Other requirements for access to assessment data may include requests from:
  - a. an individual learner under the Privacy Act (e.g. for assessment scores);
  - b. members of the public under the Official Information Act (OIA);
  - c. education and other government sectors to inform analysis and research outside the scope of sector oversight and monitoring; and
  - d. non-government groups or individuals for research purposes;
23. Requests for access must be made in writing to the Director Tertiary Investment and Monitoring outlining the nature of the proposed access and the data that is required.
24. For more complex requests the Director Tertiary Investment and Monitoring may request advice from the Assessment Tool Data Governance Group.
25. The privacy of individual data held within the tool is a paramount requirement. When a request for access to data has been approved, privacy of data will be maintained through:
  - a. Management of datasets using techniques such as:
    - i. Withholding datasets with small cell counts;
    - ii. Providing only aggregate or anonymous data so that no individual can be identified;
    - iii. Scrambling information on the original dataset to produce a second dataset where links cannot be made back to the original data to identify individuals.
  - b. Ethical procedures which require those accessing the data to not attempt to identify organisation or individual data, and to only access the data for the purposes and for the duration for which access was granted.