

Request for access to the Literacy and Numeracy for Adults Assessment Tool Dataset

Introduction

The Literacy and Numeracy for Adults Assessment Tool (the Assessment Tool) is an online adaptive tool. It is designed to provide robust and reliable evidence of the reading, writing and numeracy skills of adult New Zealanders in NZQF level 1-3 tertiary education settings and community and workplace based literacy and numeracy programmes.

This assessment information is used by organisations to inform the development of learning interventions that match learners' needs and strengthen their literacy and numeracy skills. The Assessment Tool also allows learners to track their progress over time and enables educators and organisations to report on the progress made by groups of learners.

In summary, the tool provides:

- Reading, writing and numeracy assessments linked to the Learning Progressions for Adult Literacy and Numeracy (TEC, 2008)
- Hundreds of assessment items, using New Zealand adult contexts
- Adaptive (where the computer alters the difficulty of questions in response to the learner's answer) and non-adaptive assessments (online and printed)
- Reports for learners, educators, organisations and the TEC
- A reliable technical infrastructure built and tested to IT industry standards.

All organisations using the Assessment Tool are required to sign an Acceptable Use Agreement and abide by the supporting Access and Use of Data protocols.

Access to the Assessment Tool dataset for research purposes

The Assessment Tool dataset can be made available for secondary analysis by other researchers on application in writing to the General Manager Strategy, Planning and Information at the TEC.

The TEC will make available to bona fide researchers whose applications are accepted by the General Manager Strategy, Planning and Information, flat text (comma-delimited) files of the data sets.

These data sets can be linked using a unique identity code for each learner and by an institution number. The data are anonymised so that no participating individual or institution can be identified.

Privacy considerations

The privacy of individual data held within the tool is paramount. This means that 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.

Information for Applicants

There are a number of considerations that people and organisations submitting applications to the Assessment Tool dataset (the Applicant) need to agree to before access to the data is approved.

- The Applicant will advise the TEC of the purpose and objectives of the research it plans to undertake or commission.
- As a part of its evaluation of applications process, the TEC will make a judgement about the appropriateness of the research and questions
- The Applicant will ensure the security of the Assessment Tool dataset, including where the Applicant commissions contracted research.
- The Applicant will ensure that the confidentiality of the people who have been assessed using the Assessment Tool is protected, including where the Applicant commissions contracted research.
- The Applicant will ensure that the confidentiality of the organisations where the assessments were completed using the Assessment Tool is protected, including where the Applicant commissions contracted research.
- The Applicant will provide a draft of any research report to the TEC, for comment or peer review, before publication.
- The Applicant will acknowledge the provision of the data from the TEC in any published findings
- The Applicant may publish findings from research it undertakes or commissions.
- Please note that there may be some cost to preparing or collecting data for researchers.

To make an application, you will need to complete the template that follows (Appendix 1) and provide the following information:

- If you are not a post-graduate student, evidence that you have undertaken research or analysis, e.g. a list of relevant publications or reports,
- If you want to use the data as part of post-graduate work, supporting documentation from your supervisor that provides evidence that you will be adequately supervised,
- An outline of the research you intend to use the Assessment Tool dataset for, with evidence that the proposed research has been approved within your own institution, including gaining ethical approval, conditional on your being approved to use the Assessment Tool dataset, and the length of time the research will run,
- An undertaking that you will keep the data safe from copying by any other persons or for use for any purpose other than the research project you intend to use the data for, and
- The names of the people who will use the data in their work on the research project.

When approval has been granted, you will be asked to fill out and sign a contract (Appendix 2) before the data is released to you.

Appendix 1

Application form for use of Assessment Tool data

Name and contact details of applicant:	
Name and contact details of employer/institution:	
Name and contact details of supervisor (if undertaking postgraduate research):	
If you intend using the data for postgraduate work, has your supervisor approved this study? (Attach supporting letter.)	Yes/no
Outline the purpose of the study for which you require the data [max 500 words]. Aim Rationale Key research questions Method, including analysis techniques Intended dissemination of results Time-frame	(continue on separate page)
Has your study been granted approval by your institution's ethics committee?	Yes/No (provide evidence)
If you are not a post-graduate student, please give references to up to 5 relevant articles or books you have written.	
Can you store this data so that it is password protected and accessible only to you and members of your research team?	Yes/No (provide explanation)
Who are the members of your research team, and what are their roles on the team?	

Appendix 2

Contract for use of the Literacy and Numeracy for Adults Assessment Tool data

I _____, of _____ (institution), agree to use the Assessment Tool data provided to me, solely for the purpose of the research outlined in my application.

- I agree to store the data securely, with password protection, so it can only be accessed by me and members of my research team. I, and members of my research team, will not copy or pass it on to any other person.
- I agree not to disclose to any third party, whether directly or indirectly, in any form or by any means, any of the Assessment Tool data I receive.
- I agree to use this data for statistical purposes only, and will make no attempt to identify any of the individuals or individual organisations to which the data refers, notwithstanding the measures taken to prevent identification.
- I agree that, I and my project team, will carry out analysis which is appropriate to the nature of the data collected, and that any analysis will be undertaken with the standards of skill, care, and diligence normally practised by experienced researchers.
- I agree to acknowledge the Literacy and Numeracy for Adults Assessment Tool and the Tertiary Education Commission in any publication which makes use of the Assessment Tool data I am given.
- I agree to provide the Tertiary Education Commission with a copy of any report, analysis and publications submitted that arise from my work using this database.

I understand that any failure to adhere to the terms of this contract, misuse of the data I am given in terms of copying for others, or analysis which is inappropriate in terms of the nature of the data, will result in me and/or my institution being unable to have further access to the Assessment Tool data, and that knowledge of the breaking of the contract will be shared with other researchers.

Signed: _____

Full Name: _____

Date: _____