

## School process for generating hearing & vision reports – FAQs for DHB users

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### What reports do schools produce?

Schools can run any of the three following reports for you:

1. *DHB report – Students that have not completed routine tests (New Entrant)*
  2. *DHB report – Students that have not completed routine tests (Year Seven)*
  3. *DHB Ad hoc Hearing and Vision report*
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### Which students are returned in the DHB report – Students that have not completed routine tests reports?

The following students are returned for each of the reports:

#### 1. *DHB report – Students that have not completed routine tests (New Entrant)*

This report looks for students at the school who have never had a routine new entrant hearing and vision test before, or who have, but received a test status of 'Refer' or 'Retest'.

When the school generates the report, year level range filters are displayed so that the school can specifically select students from particular year levels. This filter is not mandatory, but to anticipate the preferred range, the fields will default to years 0 – 2. This should ensure, for example, that students who were absent in Year 1 will have a chance to be tested in Year 2.

If you are interested in only one specific year level, please advise the school.

#### 2. *DHB report – Students that have not completed routine tests (Year Seven)*

This report looks for students at the school who have never had a routine year seven test before, or who have, but received a test status of 'Refer' or 'Retest'. Note: this will only test vision as hearing is not tested in the Routine Year Seven tests.

When the school generates the report, year level range filters are displayed so that the school can specifically select students from particular year levels. This filter is not mandatory, but to anticipate the preferred range, the fields will default to years 7 – 8. This should ensure, for example, that students who were absent in Year 7 will have a chance to be tested in Year 8.

If you are interested in only one specific year level, please advise the school. If you are interested in testing *anyone* at the school who has never received a year seven test before, the school can search for years 0 – 13, if necessary.

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## School process for generating hearing & vision reports – FAQs for DHB users, Continued

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### What happens to 'failed' students?

A 'failed' student will appear in the next *DHB Report - Students that have not completed routine tests* for that test type.

For instance, a student who receives a test status of 'Refer', 'Retest' or 'Not Tested' for a Routine Year Seven test will subsequently be returned in the next *DHB Report – Students that have not completed routine tests (Year 7)* run by the school.

Similarly, a student who receives a test status of 'Refer', 'Retest' or 'Not Tested' for a Routine New Entrant test will subsequently be returned in the next *DHB Report – Students that have not completed routine tests (New Entrant)* run by the school. These rules are also enforced for Ad hoc batches.

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### How are students ordered in the reports?

The reports generated by the school user listed the students in strict alphabetical order only. It is not possible to list the student by class as that information is not currently held in ENROL.

When you retrieve a batch of students they are also ordered strictly alphabetically and match the school's report, to make data entry easier.

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### Which students are returned in the *DHB Ad hoc Hearing and Vision report*?

The following students are returned for the *DHB Ad hoc Hearing and Vision report*:

Essentially, *any* student can be returned by this report. Ad hoc hearing & vision tests can be arranged at any time throughout the year. A parent may have requested a test, or a teacher, or maybe the student was inadvertently passed in the previous test. This report is useful for returning specific individual students, or groups of students, who may require out-of-the-ordinary testing. Unlike the *DHB report – Students that have not completed routine tests* report, students who have previously been passed in the same test type can still be returned.

When the school generates the report they see the following selection criteria:

- Surname
- First name
- Age range
- Gender
- Current year level
- Test type

Only test type is mandatory, and has these options:

- Routine New Entrant
- Routine Year 7
- GP/ Nurse/ Audiologist Request
- School Request
- Parent Request

All students in one batch must belong to only one test type. If another test type is to be performed, a separate Ad hoc batch must be created for this type and the students required. The test type will be saved with the test results.

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