

NAPLAN 16

Newsletter: April 2016

Please make this newsletter available to staff.

Key dates for April

22 April — final date to submit an application for the use of a scribe or assistive technology.

18 April to 2 May — schools take delivery of test materials and acknowledge receipt on the QCAA NAPLAN portal: <https://naplan.qcaa.qld.edu.au/naplan>.

Thank you

Thank you for uploading and checking the school data necessary for test management and testbook overprinting, and for acknowledging receipt of the *2016 Handbook for principals*. Your contribution is vital to the tests' smooth running and reporting — and it is appreciated.

Delivery of test materials

Test materials will begin arriving in schools from Monday 18 April 2016. The test materials for schools in more remote areas will be despatched first and delivery will progress towards to those in the south-east corner. These schools will receive their tests last. We aim to have the main delivery of test materials in schools by Monday 2 May.

Fuji Xerox will email schools advising that their test materials have been lodged, then Australia Post will email schools when they are about to be delivered. Schools will be able to track the progress of their materials on the Australia Post website using the consignment number.

Please check with your local post office if you do not receive your materials within a reasonable time after receiving the Australia Post email.

Acknowledging receipt of test materials

As soon as possible after delivery of the test materials, principals (or delegates) log in to the QCAA NAPLAN portal to:

- acknowledge receipt of materials
- request additional test materials (if required).

You can acknowledge receipt by either:

- pushing the green **Received All** button to acknowledge receipt of **all** test materials for the specified year level
- or**
- ticking each box in the **Received** column individually.

If you require extra materials, indicate how many in the **Extras Needed** column, which is marked with a red box. You do not need to use this column otherwise.

	Year 7			Year 9		
	Qty Shipped	Received	Extras Needed	Qty Shipped	Received	Extras Needed
Reading	129	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	165	<input checked="" type="checkbox"/>	<input type="text" value="0"/>
Language/Writing	129	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	165	<input checked="" type="checkbox"/>	<input type="text" value="0"/>
Numeracy	129	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	165	<input checked="" type="checkbox"/>	<input type="text" value="0"/>
Writing Stimulus	129	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	165	<input checked="" type="checkbox"/>	<input type="text" value="0"/>
Reading Stimulus	129	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	165	<input checked="" type="checkbox"/>	<input type="text" value="0"/>
Admin Handbooks	8	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	15	<input checked="" type="checkbox"/>	<input type="text" value="0"/>

Once you have completed each year level's acknowledgement and noted any extra materials you may need, click on the red **Confirm and Submit** button to submit your acknowledgement of receipt.

Your acknowledgement of test materials will then be complete.

Security reminder

We appreciate your support in maintaining the security of the test materials. All materials must be kept in secure storage.

If the seals of the tamper-evident bags have been tampered with at any time in the days before the tests, please notify the QCAA immediately. Email NAPLAN.tests@qcaa.qld.edu.au or phone (07) 3864 0481.

Testing protocols

Schools should have now received the *2016 Handbook for principals* and distributed this to all teachers involved in administering the test and preparing students for the test. If not, please download a copy from www.qcaa.qld.edu.au/p-10/naplan/test-administration. Please read the protocols carefully.

The *Test administration handbook* for each year level contains instructions for the administration of each test. Please distribute these to test administrators as soon as they arrive in schools to ensure their familiarity with the handbook's procedures.

Visiting students

Some non-enrolled students, for a variety of reasons, may need to sit the tests at your school. These students are known as *visiting students*. Usually schools are notified prior to test week and the school that the visiting student normally attends (e.g. the School of Distance Education) will give the host school the details needed.

Host schools are asked to:

- use *Type 2* (unnamed) testbooks
- rule a single line through the name and code of the host school and print the name and code of the student's school above them
- fill in the 'visiting this school from' section.

Schools hosting visiting students should keep a record of the details of these students. The record is for verification purposes and for resolving any queries about test reports for those students.

The school that a visiting student normally attends will have a *Type 1* testbook for that student. That testbook must be returned with the 'absent' bubble shaded.

Media visits

Schools are advised to ensure that media representatives are not allowed into classrooms. Photographs must not be taken while the tests are being administered. Students need to be able to sit the tests without this kind of distraction.

It is also the principal's responsibility to ensure the security of the tests. The *2016 Handbook for principals* (p. 6) states that:

Principals (and their teaching staff) are not permitted to provide NAPLAN tests to parents/carers or members of the wider community, including the media, even after the test security period has ended.

Workshops

In April, the NAPLAN team are offering a range of workshops, including the *Principles of good writing* workshop (details below). More workshops will be offered in Term 3. Please continue to check the QCAA website for details: <https://events.qcaa.qld.edu.au>.

Also during April, the QCAA will conduct regional workshops to provide recruitment opportunities for potential Writing Test markers outside the Brisbane metropolitan area. For information, see www.qcaa.qld.edu.au/p-10/naplan/marker-information#27394.

Workshop	Location	Date
Principles of good writing 8:45 pm – 3:00 pm	Rockhampton	8 April
Marker recruitment workshops 4:30 pm – 8:30 pm	Bundaberg, The Waves	14 April
	Townsville, Mercure	19 April
	Rockhampton, Rockhampton Leagues Club	20 April