# NAPLAN 16

## Newsletter: February 2016

**To keep teachers informed, please post this newsletter on staff noticeboards.**

## 2016 test dates

| Date | Test/s |
|---|---|
| **Tuesday 10 May** | Language conventions and Writing |
| **Wednesday 11 May** | Reading |
| **Thursday 12 May** | Numeracy |
| **Friday 13 May** | Catch-up tests for students absent on the previous days. |

## February: Key tasks

### Student registration

Details of all students eligible to sit the 2016 tests must be uploaded to the school's *NAPLAN student details* webpage — accessed through the *Test administration login* on the NAPLAN portal: https://naplan.qcaa.qld.edu.au/naplan. These details are used to overprint the test books and for reporting.

All Independent and Religious Institute schools will need to upload their own data. For these schools the website will be available from **Thursday 4 February**.

Education Queensland (EQ) and, Catholic dioceses will upload the data for their schools. This means that these schools will only need to check and confirm that the uploaded data are correct. For all these schools, the website will open on **Monday 15 February** for them to undertake these activities.

The website closes for all schools on **Wednesday 2 March**.

The QCAA published a memo to the website in January listing key dates for data collection.

Principals of special schools will receive a letter about the management of their data.

## Using the NAPLAN portal

Schools use the NAPLAN portal to securely:

- upload student details and/or check student information
- acknowledge receipt of test materials
- lodge applications for:
  - tests in alternative formats and assistive technology
  - scribes for students with disability
  - variation to test dates
- complete the *Principal's declaration* and online *School survey*
- query results and notify any issues with reports.

### How to: Register students
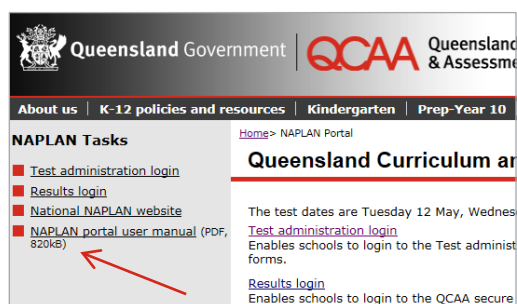


Independent schools and some Religious Institute schools are the only ones that will have to register their students by uploading a csv file to the NAPLAN portal. For advice on this process, see the *NAPLAN portal user manual* at https://naplan.qcaa.qld.edu.au/naplan or contact QCAA with queries on (07) 3864 0475.

### How to: Check and edit details

Schools must log in to add, delete and edit student details, then confirm the accuracy of their data. It is important to confirm the accuracy of the data because it is used on the testbooks and in reporting. Please check the spelling of names and the accuracy of birthdates.

The way in which the data is organised on the website determines how the test materials are packaged and how results are reported.

Schools may arrange their data in class groups or in alphabetical order for a year-level cohort. It is not possible to arrange student names for the Literacy tests one way and for the Numeracy tests in a different way.

### Students enrolled in two schools

The data for a student enrolled in two schools should be entered by one school only. Principals should decide which school will be responsible for that student's data. Where possible, students with duplicate enrolments should sit all the tests at the same school.

# Alternative test formats

Braille, large print, black-and-white testbooks and stimulus materials are available as an adjustment for students with disability who regularly use these formats for learning and assessment.

The two versions of electronic test available for students who are unable to access the tests through any of the other available adjustments (refer to the *2016 Handbook for Principals*, Part A, Section 6.9) are:

- an interactive PDF supplied by ACARA
- an online version developed by the QCAA.

Applications for tests in alternative formats **must** be submitted by **Friday 26 February**. Forms are available through the NAPLAN portal.

It is **imperative** that you order these materials by that date.

# Handbook for principals

The *2016 Handbook for Principals* is also intended for all administrators, teachers and support staff with responsibilities for students in Years 3, 5, 7 and 9. The handbook will be sent to schools in mid February and will be available on the QCAA website at www.qcaa.qld.edu.au/p-10/naplan/test-administration.

As principals have ultimate responsibility for ensuring that the tests are administered appropriately in their school, they need to become familiar with the handbook.

# 2016 School task timeline

The *2016 School task timeline* lists the key dates for administration tasks associated with the 2016 NAPLAN tests. A copy of the timeline will be sent to schools with the *2016 Handbook for Principals* and will be available on the QCAA website at www.qcaa.qld.edu.au/p-10/naplan/test-administration.

# NAPLAN information sessions

On Thursday 11 February, QCAA will conduct two free information sessions for teachers and administrators who are new to NAPLAN test administration. Register for the morning (9:00 am to 11:30 am) or afternoon (12:30 pm to 3:00 pm) session at https://events.qcaa.qld.edu.au/Catalogue.aspx?yl=2.

# Mark the NAPLAN Writing test

Marking the NAPLAN Writing test is the best way to learn about what students do well and what they find challenging.

If you would like to join the wonderful teachers who already mark or want to try marking, please go directly to the Marker Applications Online (MAO) page and complete your application: www.qcaa.qld.edu.au/MAO/login.jsp.



**Recruitment sessions are free.**