

# NAPLAN 17

Newsletter: April 2017

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Please make this newsletter available to staff.

## Key dates for April

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

**18–28 April** — delivery of test materials.

## Test administration

### Delivery of test materials

Test materials will begin arriving in schools from Tuesday 18 April 2017. The test materials for schools in more remote areas will be despatched first and delivery will progress towards those in the south-east corner. These schools will receive their materials last. We aim to have the main delivery of test materials in schools by Friday 28 April.

Fuji Xerox will email schools advising that their test materials have been lodged. Schools will then 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 at <https://naplan.qcaa.qld.edu.au/naplan/> to:

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

### 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, either by email to [NAPLAN.tests@qcaa.qld.edu.au](mailto:NAPLAN.tests@qcaa.qld.edu.au) or by telephone on (07) 3864 0481.

### Testing protocols

Please be aware of the protocols in the *Handbook for principals: 2017*. All staff involved in test administration and in preparing students for the tests should now have a copy. If not, they should download a copy from: [www.qcaa.qld.edu.au/p-10/naplan/test-administration](http://www.qcaa.qld.edu.au/p-10/naplan/test-administration).

The *Test administration handbook 2017* for each year level is delivered with the test materials. Please distribute the handbooks to all test administrators and ensure they are familiar with all instructions needed for the administration of the tests.

### 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 distraction.

In addition, the principal is responsible for ensuring the security of the tests. The *Handbook for principals: 2017* (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.

## 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*. Schools are usually notified prior to test week, and the school that the visiting student normally attends will give the host school the details needed. Processes for hosting visiting students are outlined in Section 14.4 of the *Handbook for principals: 2017* (p. 35).

## Numeracy test changes

The March NAPLAN newsletter outlined changes to the format of the NAPLAN Numeracy test for students in Years 7 and 9 for 2017: [www.qcaa.qld.edu.au/p-10/naplan/newsletters](http://www.qcaa.qld.edu.au/p-10/naplan/newsletters).

Changes have been made to the length of the test, the number of items, and the balance of calculator allowed/non-calculator timing within the tests.

**Test administrators should note an additional change to the ‘reading aloud’ of numeracy items during the test, for all year levels.** The test protocols make provision for some reading aloud of elements of numeracy items, so that the literacy demands of the test do not exclude students from accessing the test:

It is not intended that a test administrator lead the class through the Numeracy test, question by question, unless the literacy standard of the whole class is a barrier to access.

In addition to previous test procedures, test administrators in 2017 may now:

... read numbers or symbols when they **are embedded in text** in numeracy questions.

The *Test administration handbook 2017* for each year level will provide examples of this procedure. Test administrators should familiarise themselves with these examples, if some reading aloud is to occur in the delivery of the Numeracy tests.

As a general rule, *embedded in text* means that numbers or symbols are located within a clause or a sentence. The following two sample items should clarify this.

### Item 1

Edward travelled 110 kilometres in 2 hours.

What was his average speed in kilometres per hour?

- A** 50    **B** 55    **C** 70    **D** 220

The numbers 110 and 2 may be read because they are embedded in the text.

The numbers 50, 55, 70, 220 must not be read because they are not embedded in the text, i.e. they are not located within a clause or sentence.

Note: Even if the options were written as *50 km* or *50 kilometres*, they would not be deemed to be embedded in the text, i.e. not within a clause or sentence.

### Item 2

The number 39 889 can be rounded in different ways. Which two ways of rounding give the same answer?

- A** Rounding to the nearest 10 and nearest 100  
**B** Rounding to the nearest 10 and nearest 1000  
**C** Rounding to the nearest 100 and nearest 1000  
**D** Rounding to the nearest 1000 and nearest 10 000

*All numbers* in both the question and the options may be read because they are embedded in the text.

## Parent information

The *National protocols for test administration* outline the need to communicate with parents/carers about key aspects of the NAPLAN program.

The *NAPLAN 2017 information brochure for parents and carers* on the NAPLAN website is a useful resource for this purpose: [www.nap.edu.au/naplan/parent-carer-support](http://www.nap.edu.au/naplan/parent-carer-support).