

NAPLAN 17

Newsletter: March 2017

Please make this newsletter available to staff

Uploading and checking of student data

Thank you to all schools for uploading and checking your student details data. We have now closed this process off for 2017.

2017 Handbook for principals — NAPLAN

Copies of the *2017 Handbook for principals* have been delivered to schools. Thank you to the many principals who have acknowledged receipt of their handbooks. It helps us identify any potential delivery problems and gauge delivery times. Principals of online schools also need to acknowledge the receipt of the *Handbook for principals— NAPLAN Online*, which will soon be distributed to these schools.

If you have not already done so, please acknowledge receipt of your handbook as soon as possible on the same page you upload and check your students' details.

1. Go to <https://naplan.qcaa.qld.edu.au/naplan/pages/login.jsp>. This is the test administration login page. All your school's details sit behind this login page.
2. Enter your BIC and password. If you don't know your password, you will need to reset it. Once you have entered your school BIC, click on the Forgot password link and follow the instructions.
3. The link to acknowledge receipt of the *2017 Handbook for principals* is second from the bottom. All the forms that you will need are also here.

The *2017 Handbook for principals* provides information on the test and the processes required to apply for disability adjustments.

Handbook for principals — NAPLAN Online

The *Handbook for principals — NAPLAN Online* will soon be distributed to schools, and will also be available as an electronic version.

The handbook, similar to the paper-based test version, provides all details about school and principal responsibilities in administering the NAPLAN test program, including detailing the National test protocols, providing for disability adjustments, platform readiness and operation, and conducting the test proper.

Strict adherence to the protocols and procedures outlined in the handbook is required.

Writing test marker recruitment 2017

Marker recruitment sessions continue in March. If you would like to be a marker or would just like to develop a deeper insight into the writing rubric and its application, register your interest at www.qcaa.qld.edu.au/MAO/login.jsp.

Recruitment sessions will be held at QCAA's head office in South Brisbane.

Daytime and evening sessions are available and dates listed on the QCAA website at www.qcaa.qld.edu.au/p-10/naplan/marker-information/marker-recruitment-sessions

Sessions involve a detailed coverage of the marking rubric, together with a brief activity applying the rubric to practice scripts.

NAPLAN Numeracy tests

In 2017, changes have been made to the timing and organisation of NAPLAN Numeracy tests for Years 7 and 9. Students will now complete the Numeracy test in **one session** of 60 minutes duration. Part A (calculator-allowed) will be **50 minutes**. Part B (non-calculator) will be **10 minutes**.

This has resulted in a reduction in the number of items in the Numeracy test from 64 questions to 48 questions for both the NAPLAN paper test and the online test.

Students in Years 7 and 9 will continue to answer calculator-allowed and non-calculator questions. The number of questions requiring mental calculation (without the aid of a calculator) remains the same as in previous years — there is no reduction in the number of questions of this type.

In previous years, the calculator section included some questions that did not require any calculation — questions from other areas of mathematics such as geometry or probability. These questions remain in both parts of the test. While the non-calculator section of the test will be shorter, the number of questions across the entire test that require mental calculation remains the same.

NAPLAN materials

Specified items permitted in the NAPLAN tests are listed on page 19 of the *2017 Handbook for principals*, Section 8.6.9.

The use of **lighter grade pencils** or **pacers** is **not** permitted in the tests and can make the scanning and marking more difficult. HB or darker pencils are recommended. Schools are advised to provide spare pencils as required.

NAPLAN test dates

A complete list of official test dates is provided below:

| Year 3 | Year 5 | Year 7 | Year 9 |
|---------------------------------|--------|-----------------------------------------------------------|-----------------------------------------------------------|
| Tuesday 9 May | | | |
| Language conventions | | | |
| 40 min | 40 min | 45 min | 45 min |
| <i>20-minute break</i> | | | |
| Writing | | | |
| 40 min | 40 min | 40 min | 40 min |
| Year 3 | Year 5 | Year 7 | Year 9 |
| Wednesday 10 May | | | |
| Reading | | | |
| 45 min | 50 min | 65 min | 65 min |
| Year 3 | Year 5 | Year 7 | Year 9 |
| Thursday 11 May | | | |
| Numeracy | | | |
| 45 min | 50 min | 60 min: • 50 min calculator • 10 min non-calculator | 60 min: • 50 min calculator • 10 min non-calculator |
| Friday 12 May | | | |
| <i>Catch-up tests permitted</i> | | | |

Catch-up tests are only permitted Tuesday 9 May to Friday 12 May. Test security is to be maintained until Friday 26 May 2017.

Adjustments for students with disabilities

Reminder: applications for students to use a **scribe** or **assistive technology** must be lodged with QCAA by 21 April 2017. QCAA approvals are required prior to the test.

NAPLAN Online news

The implementation of NAPLAN Online continues on schedule, with approximately 100 schools in Queensland participating in 2017.

NAPLAN Online test dates

The test window for NAPLAN Online 2017 is longer than the test window for the paper-based test. NAPLAN Online schools will undertake the test between Tuesday 9 May and Friday 19 May. This extended period allows for flexibility when scheduling the test in its electronic form.

A complete list of official test dates is provided in the *Handbook for principals — NAPLAN Online*, p. 29. Additional information about the design of the testing window is also available on the ACARA website at:

www.nap.edu.au/online-assessment/naplan-online/managing-the-change/naplan-online-test-window.

Year 3 students will complete the Writing test on paper, as has previously been the case and as will be the case with the other NAPLAN paper-based schools in 2017.

Specific instructions about the return of Year 3 Writing testbooks are provided in the *Handbook for principals — NAPLAN Online*, p. 74.

Disability adjustments for online schools

Test conditions may be adjusted in accordance with particular disabilities of students undertaking all NAPLAN tests.

For all adjustments, schools must access the NAPLAN Portal of the QCAA website at: <https://naplan.qcaa.qld.edu.au/naplan>.

An **Application for Disability Adjustment form** must be completed for each student requiring an adjustment. This form is accessed through the 'Forms' link, from the Test Administration menu.

A number of these adjustments require approval from the QCAA, as the Test Administration Authority for Queensland.

For online schools, a **personal needs and preferences (PNP) code** will need to be assigned to students by the NAPLAN coordinator for the school the student is enrolled at.

Refresher training

NAPLAN Online schools participated in training for the Platform Testing and Readiness Trial in August 2016. A follow-up training program is about to commence statewide in preparation for the 2017 test program.

| Date | Location | No. of schools |
|----------|-------------------------|----------------|
| 10 March | Brisbane South | 8 |
| 13 March | Brisbane–Ipswich | 7 |
| 14 March | Toowoomba | 15 |
| 15 March | Brisbane North | 11 |
| 16 March | Sunshine Coast/Wide Bay | 11 |
| 17 March | Gold Coast | 8 |
| 20 March | Mt Isa | 3 |
| 22 March | Mackay | 6 |
| 24 March | Rockhampton | 8 |
| 27 March | Townsville | 15 |
| 29 March | Cairns/Mareeba | 12 |
| | TOTAL | 104 |

Back-up paper materials

Online schools will also receive a complete set of paper materials to cover an exceptional circumstance whereby a school has to revert to a paper-based test.

Schools should not return these unused materials.

In the unlikely scenario of a school reverting to a paper-based test, completed testbooks must be returned in accordance with the instructions provided in the *2017 NAPLAN Handbook for principals*.