

NAPLAN 17

Newsletter: May 2017

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

NAPLAN Online

Following decisions taken in April by jurisdictions throughout Australia, the NAPLAN Online testing program for 2017 has been deferred for participating schools.

As a result, all schools will deliver the NAPLAN testing program for this year in paper form, and in accordance with the protocols outlined in the *2017 Handbook for principals*.

The QCAA wishes to acknowledge the considerable efforts of those schools involved in the NAPLAN Online program. This work is helping shape NAPLAN's future.

| Key dates | |
|---------------|--|
| 28 April | All standard test materials should be in schools |
| 2 May | All alternative format test materials — Braille, large print, black and white, electronic — should be in schools |
| 3 May | Templates available on NAPLAN portal for students who have been granted approval for assistive technology |
| 8 May | Where possible, finalise arrangements for students requiring school-approved adjustments for disability, exemptions and parent withdrawals |
| 9, 10, 11 May | Scheduled test days |
| 12 May | Scheduled day for catch-up tests |
| 16 May | School to return all testbooks |
| 16 May | School testbook usage advice provided to QCAA, e.g. irregularities in testbook use, temporary injury advice |
| 26 May | Schools must keep all test materials secure until after this date |

Receipt of test materials

Ensure security of test materials

The principal is responsible for the overall security, receipt and confidentiality of all test materials from the time the materials are delivered to the school until the end of the test security period. This includes safe collection or dispatch of all materials on conclusion of the tests.

Check the post office first!

Before contacting Fuji Xerox DMS about any missing materials, please check with the local post office to see if the materials are awaiting collection.

Check your test materials

After checking your materials, acknowledge their receipt on the NAPLAN portal at <https://naplan.qcaa.qld.edu.au/naplan>.

Test administration

Test templates for assistive technology

Templates for students approved to use assistive technology are now available. The printed pages of student responses must be inserted in the student's Type 1 (named) testbook and attached with a paperclip. They must not be glued or stapled to the testbook. These pages become part of the secure materials.

Note: Students are not permitted under any circumstances to use an iPad or tablet to take the test.

Electronic format

For students accessing the test by way of electronic (disk) format, passwords required will be available from 7:00 am each day on the NAPLAN portal of the QCAA website.

Writing in testbooks

Students may write in their testbooks and underline or circle words to help them answer questions, as long as they do not do this near the answer bubbles or boxes.

Highlighter pens must not be used.

What to do if ...

Late arrival

If a student arrives late, but before the test session has begun, give the student his or her testbook. Once the actual test has begun (i.e. once the students have opened their testbooks and the test administrator has begun reading the instructions), discretion should be used as to whether a late student is admitted or required to sit the test in a catch-up session.

Temporary injury

If a student arrives at school with a temporary injury that limits their access to the test (e.g. a broken writing arm), refer to the *2017 Handbook for principals*, pp. 14, 35–36.

Request to leave a session

Students may only leave a test session if it is essential to do so. In such cases, the test administrator should collect the test materials when the student leaves the room and record the times of departure and return. Students should be supervised to ensure security.

The test administrator should return materials to the student when they re-enter the room and permit the student to complete the test. The total time the student engages with the test should be uniform for all students, unless adjustments for disability have been granted.

Abandonment due to illness or injury

If a student becomes ill or is injured after starting a test (i.e. has attempted one or more questions or has begun planning for the Writing test) and is unable to complete the test, the principal or delegate must contact QCAA as soon as practicable on 3864 0347 or 3864 0481 to sanction the abandonment (see *2017 Handbook for principals*, p. 8).

If abandonment of a test is sanctioned by QCAA, the test administrator should shade the Abandoned test due to illness/injury bubble on the student's testbook.

Refusal to complete test

If a student is at school but does not attempt any part of the test, or begins a test, then refuses to complete it, the test administrator should shade the Refused to complete test bubble on the student's testbook (see *2017 Handbook for principals*, pp. 8–9).

Observation visits to schools

Each year, QCAA officers visit schools to observe the administration of the tests, fulfilling accountability requirements set by ACARA. Schools are not notified in advance. If your school is selected for a visit, a QCAA officer will arrive before the start of one of the test sessions. The officers will have appropriate identification.

Numeracy tests

As indicated previously in the March and April NAPLAN newsletters, changes affecting Numeracy tests for 2017 involve:

- timing, number and balance of items for Years 7 and 9
- conditions related to 'reading aloud' in Numeracy tests for all year levels.

Test administration handbooks for each year level also detail these changes.