Year 9
Test administration handbook for teachers
Introduction

Thank you for administering the National Assessment Program — Literacy and Numeracy (NAPLAN) in 2014. This handbook provides you with all the instructions you need to administer the tests.

Your role in the administration of the tests is critical. It is important that you are very familiar with all the procedures in this handbook. Standardised administration of the tests contributes significantly to the fairness and reliability of the assessment tasks. It is important that a positive and calm atmosphere is maintained throughout the test sessions and that these administration instructions are followed carefully.

Read and be familiar with all the information in the relevant section of the handbook before administering each test. Test administrators are required to follow the student instructions exactly as provided in this handbook, so that all students across Australia receive the same test instructions.

Test schedule

The tests are scheduled for the days and times shown in the table below. All schools across Australia are to complete the tests on these days. Where there is more than one test scheduled for any day, a minimum of 20 minutes break time for students should be provided between the two test sessions. Both tests are to be completed by 1 pm.

<table>
<thead>
<tr>
<th>Time</th>
<th>Tuesday 13 May</th>
<th>Wednesday 14 May</th>
<th>Thursday 15 May</th>
</tr>
</thead>
<tbody>
<tr>
<td>am</td>
<td>Language conventions</td>
<td>Reading</td>
<td>Numeracy — Calculator-allowed</td>
</tr>
<tr>
<td>am</td>
<td>Break (at least 20 minutes)</td>
<td></td>
<td>Break (at least 20 minutes)</td>
</tr>
<tr>
<td>am</td>
<td>Writing</td>
<td></td>
<td>Numeracy — Non-calculator</td>
</tr>
</tbody>
</table>

Time allowed for each test

Specific timing for each of the tests is provided at the beginning of each section of this handbook. Test administrators must adhere to these time limits.

Extra time to complete a test is only allowed if granted as a disability adjustment. See the 2014 Handbook for Principals (section 6) for more information.

Preparing for the tests

In the weeks before the test, the school principal/representative should have met with you to:

• determine where the test sessions will be held
• determine the duration and organisation of breaks
• discuss organisational procedures required during the tests
• review the handling of emergencies and problem situations
• explain the organisational arrangements for non-participating students
• establish the procedures for when the test is administered by a casual, relief or supply teacher
• ensure that you are familiar with all the test administration instructions and procedures.
**On test days**

On the morning of each test, please collect all materials required for the test session. Allow enough time to check that you have the required materials and books:

- Type 1 (named) testbooks for your group
- Type 2 (unnamed) testbooks for any student enrolled after the online data collection or visiting the school
- stimulus materials
- other necessary equipment.

Please make sure that you understand all procedures.

**Preparation of classrooms**

Access to a whiteboard or blackboard is required.

Arrange seating so that students cannot see another student’s work.

Posters, displays or teaching materials that might help students to answer questions must be covered, reversed or removed from the room while the students are completing the tests.

The following items **must not** be used by students during testing as they could affect the validity of the test or the scanning of the testbooks:

- books, including dictionaries
- rulers
- coloured pens or pencils
- mechanical lead pencils such as Pacers or pencils with a lighter grade than HB
- felt pens
- highlighters
- correction fluid
- glue
- reusable adhesive
- mobile phones
- calculators (other than for the Numeracy — Calculator-allowed test).

**Test materials**

You will need the following materials ready for distribution:

- Type 1 (named) testbooks for students in your class or group
- Type 2 (unnamed) testbooks for students for whom there is no named testbook
- the relevant stimulus materials (*Writing* and *Reading* tests only)
- blank paper for planning the *Writing* test
- blank paper for working in the *Numeracy* test
- calculators for the *Numeracy — Calculator-allowed* test if the students are not supplying their own.

**Student materials**

During testing, each student requires:

- 2B or HB pencils (or black or blue pen for the *Writing* test)
- an eraser
- a sharpener
- a calculator for the *Numeracy — Calculator-allowed* test if not supplied by the school.
Supervising the test sessions

In supervising the tests, the test administrator must:

- deliver the instructions accurately
- encourage student participation
- actively monitor student conduct, i.e. walk around the room and check that students are not talking or collaborating.

Assisting students

It is expected that professional and ethical behaviour will be demonstrated regarding all aspects of the test administration. Any help with answering questions for a student that advantages them in any way will be considered cheating.

During all tests, you **MAY:**

- read and clarify general instructions
- remind students of the response types (e.g. shade a bubble)
- advise students to leave a question if they are unsure of the answer and to move on to another question
- advise students to return to any unanswered questions if there is time at the end of the test
- provide general encouragement to continue.

During the **Numeracy** test **only,** you **MAY:**

- read the questions, but you **must not read the numbers or symbols** within the questions.

During all tests, you **MUST NOT** provide the following assistance:

- give hints or examples
- explain, paraphrase or interpret questions
- indicate to students whether answers are correct or incorrect
- remind students about related work completed in class
- provide extra time.

During the **Language conventions** test, you **MUST NOT:**

- read or sound out the spelling items to students
- read any of the test questions to students
- write any spelling words for students, on the board or elsewhere.

During the **Writing** test, you **MUST NOT:**

- discuss the writing task
- provide any structure or content, whether orally or in writing
- prompt students
- write for a student (except where a disability adjustment has been granted by the QSA).

Please refer to **Guidelines for the use of a computer by students with a temporary disability participating in the Writing test** in this handbook, if applicable.

During the **Reading** test, you **MUST NOT:**

- read anything from the magazine
- read any test questions.
During the *Numeracy* test, you **MUST NOT**:
- read the numbers or symbols
- explain the meaning of any symbols, numbers or mathematical terms
- interpret any graphs or diagrams.

The literacy demands of the *Numeracy* test should not exclude a student from accessing the tests; however, a teacher should not lead a class through the *Numeracy* test, question by question, unless the literacy standard of the whole class is a barrier to access.

**Reading the test administration script**

It is important that the tests are administered uniformly according to the timetables and instructions in this handbook.

Test administrators **MUST READ ALOUD** to students all instructions in shaded boxes, for example:

**READ ALOUD**

> Now you will complete the *Writing* test. You will each have a *Writing* testbook in front of you.

**Recording test participation**

Accurate records regarding student participation are very important. Please consult the 2014 *Handbook for Principals* (Part B pages 34–36) before completing any information about student participation.

If a student is not present for the test, you **must** shade one of the bubbles on the front cover of the student’s testbook. See the following example.

<table>
<thead>
<tr>
<th>Student</th>
<th>☐</th>
<th>☐</th>
<th>☐</th>
<th>☐</th>
<th>☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>absent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>exempt</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>parent withdrawn</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>refused to complete test</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>abandoned test due to illness/injury</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please shade the bubbles at the end of each test session. If a student was absent at the time of testing but completes the test in a “catch-up” session, ensure that the shaded bubble is erased.

It is important that bubbles are shaded accurately and information relating to participation is completed correctly.

**Recording language background other than English**

Test administrators must shade this bubble for students whose main language spoken at home is a language other than English.

**Recording adjustment for disability**

This bubble must be shaded for students for whom adjustment/s have been approved (e.g. extra time, rest breaks, use of a scribe or assistive technology).

Exemption is **not** an adjustment.
Correcting errors on Type 1 (named) testbooks

At the beginning of each test session, students will be asked to check that they have the testbook that belongs to them and to check the accuracy of overprinted details. These details should be correct as they have been printed from enrolment data provided by the school.

If there is an error in the overprinted details on the cover of a Type 1 (named) testbook, the test administrator should rule a single line through the incorrect information and print the correct details neatly above. For example:

If there are any doubts about the accuracy of a student’s details, do not make changes.

“Catch-up” sessions for students absent on the test days

It is very important that a high level of student participation is reached in this national assessment. Every effort should be made to ensure all eligible students are assessed on the designated NAPLAN test days (13–15 May 2014).

Where students are absent for one or more of the tests, arrangements should be made for those students to sit the tests on either the afternoon of a test day on which they are present or on Friday 16 May 2014.

Students absent for the three test days should not be expected to complete all tests on Friday 16 May. They should be marked absent for the tests they are unable to complete.

Only schools that have prior permission from the QSA may conduct tests for classes or groups of students in the week 19 to 23 May.
Tuesday 13 May 2014 — *Year 9 Language conventions* test administration

Please ensure that you are familiar with the information in this handbook before administering this test.

This test is to be conducted in one session. This is an assessment of student ability in spelling, grammar and punctuation.

**Time allocation:**

- **Introduction time:** approximately 10 minutes
- **Test time:** 45 minutes

**Preparation for the Language conventions test session**

- Arrange the room so that students cannot see another student’s work.
- Cover, reverse or remove any word lists, posters, displays or reading materials that may unfairly advantage the students.
- Check that there is a Type 1 (named) *Year 9 Language conventions/Writing* testbook for each student.

  **Please note:** This is a flip book. It contains two tests — the *Language conventions* test at the front of the book and the *Writing* test at the back of the book. Student details are overprinted on the *Language conventions* cover only.

- Distribute the *Language conventions/Writing* testbooks to students, making sure that the *Language conventions* side is facing them, and that each student has the correct testbook.
- Allocate Type 2 (unnamed) testbooks to those students who do not have a named one.

  Please complete student details on the front cover using a 2B or HB pencil. If you don’t have time to complete the whole teacher section, write students’ names on these testbooks, and complete this section after the test has been completed.

- Where a student is visiting your school to complete the tests, please ensure that the name of the school he or she usually attends is written on their testbook.
- Under no circumstances should a student complete the test using another student’s personalised testbook.
- Write a time sequence with the start and finish times, including ten-minute intervals, on the board.
- Make sure that the same student uses the same testbook for both tests.

When administering NAPLAN tests in flip testbooks, it is important that test administrators ensure that students are focusing on the correct section of the book at all times, and neither reading the questions, nor revising their answers from the other test.

**Materials required**

<table>
<thead>
<tr>
<th>Each student should have</th>
<th>The test administrator should have</th>
</tr>
</thead>
<tbody>
<tr>
<td>• a <em>Year 9 Language conventions/Writing</em> testbook</td>
<td>• this <em>Test Administration Handbook</em></td>
</tr>
<tr>
<td>• 2B or HB pencils only (no mechanical pencils)</td>
<td>• spare student testbooks</td>
</tr>
<tr>
<td>• an eraser</td>
<td>• spare pencils, erasers, sharpeners</td>
</tr>
<tr>
<td>• a sharpener</td>
<td>• a watch or clock for timing the test</td>
</tr>
<tr>
<td></td>
<td>• a board to display time sequence</td>
</tr>
<tr>
<td></td>
<td>• a class list.</td>
</tr>
</tbody>
</table>
**Test administration script**

**READ ALOUD**

Today you will complete a *Language conventions* test. This is a test of spelling, grammar and punctuation. You should each have a *Year 9 Language conventions* testbook, a 2B or HB pencil, a sharpener and an eraser on your desk. You are not to use mechanical pencils such as Pacers.

Check to see that you have these things.

If the cover of your testbook says *Year 9 Writing*, turn it over to the other side.

Do not open your testbook until I tell you to.

Allow students time to check they have the appropriate materials.

**READ ALOUD** *(show students the *Language conventions* cover of the testbook)*

Look at the *Language conventions* cover of your testbook.

Your name and date of birth are printed on it.

Please check that this is your testbook and that your name and date of birth on the cover are correct.

Allow students time to check their details. Help them if needed. If there is an error in the printed details, note it and correct it later.

*(See the *Introduction* of this handbook for instructions for making corrections.)*

**READ ALOUD** *(show students where to write their names)*

Look at the box at the bottom of the front cover where it says *Details to be completed by the student*.

Write your first name or names in the top box and your last name in the bottom box.

Please use ALL capital letters and print neatly.

Allow students time to write their names.

**READ ALOUD**

Now look at the section below where you have just written your name.

You need to shade the bubble to show whether you are a boy or a girl.

If you are an Aboriginal person or a Torres Strait Islander person, shade the bubble to show this.

If you are an Aboriginal and Torres Strait Islander person, shade both bubbles.

If you are neither of these, you do not need to shade a bubble in this column.

Indicate the bubbles to be shaded and make sure all students do this correctly.

**READ ALOUD** *(show students how to “flip” the book and where to write)*

Now turn your testbook over so you can see the back cover.

This is the cover for the *Writing* test. There are two boxes on this cover for your name.

Again, write your first name or names in the top box and your last name in the bottom box.

It is important that you write your names in these boxes in exactly the same way that you wrote them on the *Language conventions* cover. Do that now.

Allow students time to complete the task.

**READ ALOUD** *(show students the cover of the *Language conventions* test)*

Now turn your testbook over again so you are looking at the *Language conventions* cover but do not open your testbooks yet.
Do your best work and write neatly so your answers are easy to read.
Shade the bubbles carefully.
If you make a mistake, rub it out completely and try again.
If you find that a question is too hard for you, go on to the next one. You can go back to any questions you didn’t do after you have finished the other questions, if you have time.
You must work on your own to do this test and you are not allowed to talk to other students. If you have any questions, please raise your hand and I will come and speak with you.
There are 58 questions in the test and you have 45 minutes to complete all the questions.
Work through all the questions until you have finished or until I tell you to stop.
After 25 minutes you should be about half-way through the test and close to finishing the spelling questions. Even if you have not finished the spelling questions, you should start the grammar and punctuation questions.
If you finish early, go back to the spelling section and check that you have answered all the questions, and then wait quietly until the test time is finished.
I will mark off the time on the board and will tell you when you have five minutes left.
The test starts on page 2. You may start now.

Active supervision students closely during the test to make sure they are on task, responding in the correct ways and doing their own work.

Remember you can only help the students by reading the instructions.

You may not read the test items or spelling words.

(Refer to Assisting students in the Introduction of this handbook for additional guidelines.)

Make sure the students are writing with 2B or HB pencils. Students must not use correction pens or fluid, felt pens or coloured pencils as these could affect the scanning of their testbooks.

Mark off time intervals on the board.

Monitor the progress of the students and provide a reminder to ensure that all students spend about half of the test time on the grammar and punctuation questions.

Students who finish early should be encouraged to check their answers. When finished checking, they should close their textbooks and leave them on their desks. They may not engage in “early finisher” activities, such as reading, which may provide clues to the test question answers.

DO NOT collect the testbooks as this may be disruptive to other students. If a whole class finishes the test before the allocated time, teachers may use discretion in managing the testing environment and collect the testbooks.
After 25 minutes, READ ALOUD

Half the test time has passed. You should have finished the spelling questions. If you are not up to Page 5 in your testbook, you should be close.

Teachers should quietly check to see if there are any students still working on the spelling questions. It is strongly recommended that these students be encouraged to move on to the grammar and punctuation section of the test.

After 40 minutes, READ ALOUD

You have five minutes left to finish the test. If you have already finished, take some time to check all your answers then close your testbook and wait quietly.

After 45 minutes, READ ALOUD

Thank you everyone. The *Language conventions* test is now finished. Please put your pencils down and close your testbooks. Stay seated while the testbooks are collected.

*After the test*

- Collect all testbooks and store securely during the break.
  OR
  Have students leave testbooks closed on their desks while they go on a break.
- **Secure the test room during the break** as the *Writing* test is printed on the reverse side of the *Language conventions* test.
- Where appropriate, mark the test participation bubble (e.g. absent, exempt, parent withdrawn, refused to complete test) on the *Language conventions* cover.
- Record absence details on your class list or the master assessment roll.
- Where appropriate, shade the adjustment for disability bubble on the cover.
- No students, teachers (unless they are the test administrator) or other unauthorised persons are allowed to remove any test material from the test area.
- Under no circumstances should student responses (other than Braille) be copied or transcribed, either during or after the test.

**STUDENTS MUST HAVE A BREAK OF AT LEAST 20 MINUTES BEFORE BEGINNING THE *WRITING* TEST.**
Tuesday 13 May 2014 — Year 9 Writing test administration

Please ensure that you are familiar with the information in this handbook before administering this test. This test is to be conducted in one session. This is an assessment of student ability to plan and write a text independently. There must not be any teacher input or assistance.

It is required that students be given a break of at least 20 minutes between the Language conventions and the Writing tests. After the break make sure students return to the same testbook that they used for the Language conventions test.

Time allocation:  
Introduction time: approximately 10 minutes  
Test time: 40 minutes  
This is made up of: Planning — 5 minutes  
Writing — 30 minutes  
Editing — 5 minutes

Preparation for the Writing test

- Arrange the room so that students cannot see another student’s work.
- Cover, reverse or remove any word lists, posters, displays or reading materials that may unfairly advantage the students.
- Check that students return to the desk that has the Year 9 Language conventions/Writing testbook with their name printed on it. The Writing test is printed on the reverse of the Language conventions test.
- Check that students have printed their names correctly on the cover of the Writing test. Their names must be written in exactly the same way as they were on the cover of the Language conventions test.
- If you have a student with a temporary hand or arm injury, please refer to the Guidelines for the use of a computer by students with a temporary disability participating in the Writing test located at the end of this handbook.
- Allocate a Type 2 (unnamed) testbook to any student who was absent for the Language conventions test and who does not have a Type 1 (named) testbook. Enter the student’s details on both covers.
- Ensure that no student uses a mechanical pencil (e.g. Pacer) or a pencil with lighter grade than HB as it may create scanning problems or may not be able to be read clearly by a marker.
- Distribute the single-page, coloured Writing stimulus and a sheet of blank paper to each student.
- Under no circumstances should a student complete the test using another student’s overprinted testbook.
- Write a time sequence with start and finish times, including ten-minute intervals, on the board.

When administering NAPLAN tests in flip testbooks, it is important that test administrators ensure that students are focusing on the correct section of the book at all times, and are neither reading the questions, nor revising their answers from the other test.

Materials required

<table>
<thead>
<tr>
<th>Each student should have</th>
<th>The test administrator should have</th>
</tr>
</thead>
<tbody>
<tr>
<td>a Year 9 Language conventions/Writing testbook</td>
<td>this Test Administration Handbook</td>
</tr>
<tr>
<td>the coloured, single-page Writing stimulus</td>
<td>the coloured, single-page Writing stimulus</td>
</tr>
<tr>
<td>a sheet of blank paper for planning</td>
<td>extra blank paper</td>
</tr>
<tr>
<td>2B or HB pencils (no mechanical pencils), or a blue or black pen</td>
<td>spare student testbooks</td>
</tr>
<tr>
<td>an eraser</td>
<td>spare pencils, erasers, sharpeners</td>
</tr>
<tr>
<td>a sharpener.</td>
<td>a watch or clock for timing the test</td>
</tr>
</tbody>
</table>

Students must NOT have access to reading material during the Writing test.
**Test administration script**

**READ ALOUD** (show students the Writing stimulus page)

Now you will do a Writing test. You should have your Year 9 Writing testbook, the Writing stimulus page, a piece of blank paper, a 2B or HB pencil, or a blue or black pen, a sharpener and an eraser on your desk. You are not to use mechanical pencils such as Pacers. Check to see that you have these things.

Do not open your testbook until I tell you to.

Allow students time to check they have the appropriate materials.

**READ ALOUD**

Look at the cover of the testbook that has Writing printed at the top. Please check that this is your testbook — the one in which you completed the Language conventions test — and that your name is written in the same way on both covers.

Do not do any writing until I tell you to.

Show students both covers of the testbook and allow time for them to check their details. Check that all students have the correct testbook.

Make sure that students are not returning to the Language conventions side of the testbook. Note that the Language conventions test pages have a coloured border and the Writing test pages have a plain white border.

**READ ALOUD**

Listen carefully while we look at the Writing stimulus page.

**Hold up a copy of the Writing stimulus for students to see.**

**READ ALOUD**

You need to write about the topic or idea on the stimulus page. The stimulus page also tells you what kind of text to write.

Follow the words while I read the stimulus to you.

Point to the information you are going to read. Read everything on the Writing stimulus, from top to bottom, to the students.

You must only read the words on the Writing stimulus.

**DO NOT:**

- brainstorm with students
- allow students to discuss the topic
- give students ideas or pre-developed plans
- discuss the pictures on the stimulus page
- write anything on the board other than the time sequence
- plan for the students.

**READ ALOUD**

Before you write, there will be time to do some planning. People like to plan in different ways. You might write down your main ideas or key words, or draw a mind map.

You could plan by writing your ideas in a planning outline such as a table or diagram.

You can also plan by just thinking about what you will write.

Use the dot points on the Writing stimulus to help you plan. Choose the kind of planning that helps you to organise your ideas.
READ ALOUD (show the blank page to be used for planning)

You have five minutes planning time. Use your blank sheet of paper for planning. The planning page will not be marked but it will be collected. Do not write in your testbook yet. It should still be closed. You may begin planning now.

**Actively supervise** students to make sure they are planning their work independently and are not writing in their testbooks. If students are having difficulties, quietly encourage them to look at the *Writing* stimulus.

**Do not help students to develop or structure their writing.**

**After 5 minutes, READ ALOUD** (indicate where students are to begin writing on Page 2)

That's all the time you have for planning. Put your planning page where you can see it.

Open your *Writing* testbook to Page 2. **Do not begin yet.** This is where you start your writing. You have three pages to write on but you do not have to use them all. You cannot be given any extra pages to write on.

Make sure your writing is large enough and clear enough for someone else to read it easily.

You now have 30 minutes to write on the topic. After that you will have five minutes to edit your work.

I will tell you when there are five minutes left to finish your writing.

You may start writing now.

**Actively supervise** the students to make sure they have begun writing.

Check that they have started on Page 2 of the testbook. Quietly speak to those students who are not working. Refer them to the *Writing* stimulus for ideas but do not help them with their ideas or their writing.

Do not provide extra paper or an extra writing book to students as these will not be marked. Only the three pages of the *Writing* testbook will be marked.

Make sure students are writing with 2B or HB pencils, a blue or black pen. Students must not use correction pens or fluid, felt pens or coloured pencils as these could affect the scanning of the testbooks.

Mark off time intervals on the board.

If students finish early, suggest they reread and edit their writing and then close their testbooks and leave them on their desks.

**DO NOT** collect the testbooks until the end of the test time, or until all students have completed the tests.

**After 25 minutes writing time, READ ALOUD**

You have 5 minutes left to finish writing.

If you have already finished, use this time to start checking your work.

**After 30 minutes writing time, READ ALOUD**

Your writing time is now finished. You have five minutes to check and edit your work. Check your writing by reading it carefully. You can edit your work by adding or changing words or sentences and correcting any spelling or punctuation mistakes.

You can add ideas or sentences if you notice you have left something out. However, you don't have time to make big changes.

You can choose to use this time to complete your writing if you need to.

When you have finished, close your testbooks and wait quietly.
**Actively supervise** students to make sure they are editing and completing their texts. Students may use this time to complete their writing; however, no additional time can be provided for editing.

**After the 5 minutes editing time, READ ALOUD**

Thank you everyone. The *Writing* test is now finished. Please put your pencils down and close your testbooks. Do not put your planning page or *Writing* stimulus in your testbook. These will be collected separately. Stay seated until all the testbooks and other materials have been collected.

**After the test**

- Collect all testbooks. Check that *Writing* stimulus and planning pages are **NOT** inside the testbooks as these are not returned for processing.
- Collect all *Writing* stimulus and planning pages for secure storage until after Friday 23 May.
- Do not remove any pages from any testbooks.
- Match testbooks against your class list or the master assessment roll to check that **ALL** testbooks are accounted for, including those for students who did not sit the test or complete this session.
- Where appropriate, mark the test participation bubbles (e.g. absent, exempt, parent withdrawn, refused to complete test) on both covers of the testbook.
- Where appropriate, shade the adjustment for disability bubble on both covers of the testbook.
- Record absence details on your class list or the master assessment roll.
- Check that all other information on the covers is complete and correct.
- Where applicable, make sure that a student’s Type 1 (named) testbook is attached to their Braille, large print or black and white testbook with a paperclip.
- Where a student has completed the test using the electronic format, print the student’s response and attach it to the student’s Type 1 (named) testbook with a paperclip.
- Where a student has used assistive technology, print the student’s work making sure that the school name and code, and the student’s name, date of birth, year level and EQ ID number (where applicable) are clearly printed on the top of each sheet of paper used. Insert the loose page/s in the testbook bearing the student’s name and attach with a paperclip. Do not glue or staple these pages to the testbook. **Arrange for a copy of the student’s work to be faxed or emailed to the QSA** before deleting it from the desktop. (See page 30 of the 2014 *Handbook for Principals*.)
- Return all testbooks, *Writing* stimulus and planning pages to the principal/school test coordinator as soon as possible for secure storage. Do not leave any testbooks, whether complete or incomplete, in a classroom.
- No students, teachers (unless they are a test administrator) or other unauthorised persons are allowed to remove any test material from the test area.
- Under no circumstances should student responses (other than Braille) be copied or transcribed, either during or after the test.
Wednesday 14 May 2014 — Year 9 Reading test administration

Please ensure that you are familiar with the information in this handbook before administering this test.

This test is to be conducted in one session. This is an assessment of student ability to read, comprehend and respond to a variety of text types.

Time allocation:

- **Introduction time:** approximately 10 minutes
- **Test time:** 65 minutes

**Preparation for the Reading test session**

- Arrange the room so that students cannot see another student’s work.
- Cover, reverse or remove any word lists, posters, displays or reading materials that may unfairly advantage the students.
- Check that there is a Type 1 (named) Year 9 Reading testbook and a Reading magazine for each student doing the test.
- Distribute the Reading testbooks and magazines to students, making sure that each student has the correct testbook.
- Allocate Type 2 (unnamed) testbooks to those students who do not have a named one. Please complete student details on the front cover using a 2B or HB pencil. If you don’t have time to complete the whole teacher section, write students’ names on these testbooks, and complete this section after the test has been completed.
- Where a student is visiting your school to complete the tests, please ensure that the name of the school he or she usually attends is written on the cover of their testbook.
- Under no circumstances should a student complete the test using another student’s overprinted testbook.
- Write a time sequence with the start and finish times, including ten-minute intervals, on the board.

**Materials required**

<table>
<thead>
<tr>
<th>Each student should have</th>
<th>The test administrator should have</th>
</tr>
</thead>
<tbody>
<tr>
<td>• a Year 9 Reading testbook</td>
<td>• this Test Administration Handbook</td>
</tr>
<tr>
<td>• a Year 9 Reading magazine</td>
<td>• spare student testbooks</td>
</tr>
<tr>
<td>• 2B or HB pencils only (no mechanical pencils)</td>
<td>• spare Year 9 Reading magazines</td>
</tr>
<tr>
<td>• an eraser</td>
<td>• spare pencils, erasers, sharpeners</td>
</tr>
<tr>
<td>• a sharpener</td>
<td>• a watch or clock for timing the test</td>
</tr>
<tr>
<td></td>
<td>• a board to display time sequence</td>
</tr>
<tr>
<td></td>
<td>• a class list.</td>
</tr>
</tbody>
</table>

**Test administration script**

READ ALOUD

Today you will complete a Reading test.
You should each have your Year 9 Reading testbook and a Year 9 Reading magazine, a 2B or HB pencil, a sharpener and an eraser on your desk. You are not to use mechanical pencils such as Pacers.
Check to see that you have these things.

Do not open your testbook or magazine until I tell you to.

Allow students to check they have the appropriate materials.
READ ALOUD (point to the cover of the testbook)

Look at the front cover of your testbook. Your name and date of birth are printed on it. Please check that this is your testbook and that your name and date of birth are correct.

Allow students time to check their details.

If there is an error, the test administrator must note the error and correct it later. (See the Introduction of this handbook for instructions for making corrections.)

READ ALOUD (show students where to write)

Now look at the box where it says Details to be completed by the student. Write your first name or names in the top box and your last name in the bottom box. Please use ALL capital letters and write your name the same way you wrote it for the Language conventions and Writing tests.

Allow students time to write their names.

READ ALOUD

Now look at the section below where you have just written your name. You need to shade the bubble to show whether you are a boy or a girl.

If you are an Aboriginal person or a Torres Strait Islander person, shade the bubble to show this. If you are an Aboriginal and Torres Strait Islander person, shade both bubbles. If you are neither of these, you do not need to shade a bubble in this column.

Indicate the bubbles to be shaded and make sure students do this correctly.

READ ALOUD (hold up the Reading magazine for students to see)

In this Reading test, you have to read the texts from this magazine and then answer the questions about them in your testbook.

At the beginning of each set of questions, there is a coloured box with instructions to follow. Read and follow the instructions carefully.

For the first set of questions you need to read the first text in the magazine.

Every time you come to a coloured box you need to read a new text from the magazine. Make sure you read the correct text for each set of questions.

Are there any questions?

Answer any questions from the students.

READ ALOUD

There are 50 questions in the test and you have 65 minutes to complete all the questions.

For all questions in this test, you will either have to shade a bubble or write your answers on the lines or in the boxes provided.

Do your best work. Write neatly so that your answers are easy to read. Shade the bubbles carefully. If you make a mistake, rub it out completely and try again.

If you find that a question is too hard for you, go on to the next one. You can go back to any questions you didn’t do after you have finished the other questions, if you have time.

You must do your own work. You are not allowed to talk to other students. If you have any questions, raise your hand and I will come to speak with you.
**READ ALOUD**

Because this is a test of how well you read, I cannot read or explain questions or texts to you. I can only read the instructions in the coloured boxes.

If you finish early, check that you have answered all the questions then wait quietly until the test time is finished.

I will mark off the time on the board and will tell you when you have five minutes left.

Open your testbook to Page 2. You may start now.

**Actively supervise** students closely to make sure they are on task. Remember that you can only read the general instructions in the coloured boxes.

(Refer to **Assisting students** in the Introduction of this handbook for additional guidelines.)

Make sure students are writing with 2B or HB pencils. Students must not use correction pens or fluid, felt pens or coloured pencils as these could affect the scanning of the testbooks.

Mark off the time intervals on the board.

Students who finish early should be encouraged to check their answers. When finished checking, they should close their testbooks and leave them on their desks. They may not engage in “early finisher” activities, such as reading, which may provide clues to the test question answers.

DO NOT collect the testbooks as this may be disruptive to other students. If a whole class finishes the test before the allocated time, teachers may use discretion in managing the testing environment and collect the testbooks.

**After 60 minutes, READ ALOUD**

You have five minutes left to finish your test.
If you have already finished, use this time to check that you have answered all the questions.

When you have finished, close your testbook and wait quietly.

**After 65 minutes, READ ALOUD**

Thank you everyone. The Reading test is now finished.
Please put your pencils down and close your testbooks.
Do not put your Reading magazines inside your testbooks. These will be collected separately.

**After the test**

- Collect all testbooks. Check that Reading magazines are not inside testbooks as these are not returned for processing.
- Collect all Reading magazines for secure storage until after Friday 23 May.
- Return all testbooks whole. Do not remove any pages.
- Match testbooks against your class list or master assessment roll to check that ALL testbooks are accounted for, including those for students who did not sit the test or complete this session.
- Where appropriate, mark the test participation bubble (e.g. absent, exempt, parent withdrawn, refused to complete test) on the front cover.
- Where appropriate, shade the adjustment for disability bubble on the cover.
- Check that all other information on the cover of the testbook is complete and correct.
- Record absence details on your class list or the master assessment roll.
- Where applicable, make sure that the student’s Type 1 (named) testbook is attached to their Braille, large print or black and white testbook with a paperclip.
• Where a student has completed the test using the electronic format, print the student’s responses and attach to the student’s Type 1 (named) testbook with a paperclip.

• Where a student has used assistive technology, print the student’s work making sure that the school name and code, the student’s name, date of birth, year level and EQ ID number (where applicable) are clearly printed on the top of each sheet of paper used. Insert the loose pages in the testbook bearing the student’s name and attach with a paperclip. Do not glue or staple these pages to the testbook. **Arrange for a copy of the student’s work to be faxed or emailed to the QSA** before deleting it from the desktop. (See page 30 of the 2014 Handbook for Principals.)

• Return all testbooks and Reading magazines to the principal/delegate as soon as possible for secure storage. Do not leave any testbooks, whether complete or incomplete, in a classroom.

• No students, teachers (unless they are a test administrator) or other unauthorised persons are allowed to remove any test material from the test area.

• Under no circumstances should student responses (other than Braille) be copied or transcribed, either during or after the test.

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*The materials included in the Reading test magazine are intended to engage students and assess their literacy skills. Any views expressed in these materials do not necessarily represent the views of ACARA.*
Thursday 15 May 2014 — Year 9 Numeracy — Calculator-allowed test administration

Please ensure that you are familiar with the information in this handbook before administering this test.

This test is to be conducted in one session. This is an assessment of student ability in Number; Algebra, function and pattern; Space; and Measurement, chance and data.

**Time allocation:**

- **Introduction time:** approximately 10 minutes
- **Test time:** 40 minutes

**Preparation for the Numeracy — Calculator-allowed test session**

- Arrange the room so that students cannot see another student’s work.
- Cover, reverse or remove any charts, word lists, posters, displays or reading materials that may unfairly advantage the students.
- Make sure each student has a calculator.
- Check that there is a Type 1 (named) Year 9 Numeracy testbook for each student.
- Distribute the Numeracy testbooks to students making sure that each student receives the correct testbook, and that the Numeracy — Calculator-allowed test is facing them.
- Allocate Type 2 (unnamed) testbooks to those students who do not have a named one. Please complete student details on the cover using a 2B or HB pencil. If you don’t have time to complete the whole teacher section, write student names on these testbooks, and complete this section after the test has been completed.
- Where a student is visiting your school to complete the tests, please ensure that the name of the school he or she usually attends is written on their testbook.
- Under no circumstances should a student complete the test using another student’s overprinted testbook.
- Write a time sequence with the start and finish times, including ten-minute intervals, on the board.

When administering NAPLAN tests in flip testbooks, it is important that test administrators ensure that students are focusing on the correct section of the book at all times, and neither reading the questions, nor revising their answers from the other test.

The **Non-calculator test has the borders of the pages shaded** to assist teachers to check that students are working on the correct test paper.

**Materials required**

<table>
<thead>
<tr>
<th>Each student should have</th>
<th>The test administrator should have</th>
</tr>
</thead>
<tbody>
<tr>
<td>• a Year 9 Numeracy — Calculator-allowed/Non-calculator testbook</td>
<td>• this Test Administration Handbook</td>
</tr>
<tr>
<td>• a calculator</td>
<td>• spare student testbooks</td>
</tr>
<tr>
<td>• 2B or HB pencils only (no mechanical pencils)</td>
<td>• spare working paper</td>
</tr>
<tr>
<td>• an eraser</td>
<td>• spare pencils, erasers, sharpeners</td>
</tr>
<tr>
<td>• a sharpener</td>
<td>• spare calculators</td>
</tr>
<tr>
<td>• a sheet of blank paper for working (not to be included with the testbook for return)</td>
<td>• a watch or clock for timing the test</td>
</tr>
<tr>
<td>• a watch or clock for timing the test</td>
<td>• a board to display time sequence</td>
</tr>
<tr>
<td>• a class list</td>
<td>• this Test Administration Handbook</td>
</tr>
</tbody>
</table>

Please note: This textbook contains two tests. The Numeracy — Calculator-allowed test is at the front of the book and the Numeracy — Non-calculator test is at the back. Only the Numeracy — Calculator-allowed side of the testbook is overprinted with the student’s details.

Make sure that the same student uses the same testbook for both tests.
**Test administration script**

READ ALOUD

Today you will complete two Numeracy tests.
For the first test you are allowed to use a calculator.
You should each have your Year 9 Numeracy testbook, a calculator, a sheet of blank paper for working, a 2B or HB pencil, a sharpener and an eraser on your desk. You are not to use mechanical pencils such as Pacers.
Check to see that you have these things.
Do not open your testbook until I tell you to.

Allow students time to check they have the appropriate materials.

READ ALOUD (show students the Calculator-allowed cover of the testbook)

Look at the Calculator-allowed cover of your testbook.
Your name and date of birth are printed on it. Please check that this is your testbook and that your name and date of birth on the front cover are correct.

Allow students time to check their details.
If there is an error in the printed details, the test administrator must note the error and correct it later.
(See the Introduction of this handbook for instructions for making corrections.)

READ ALOUD (show students where to write their names)

Now look at the box where it says Details to be completed by the student.
Write your first name or names in the top box and your last name in the bottom box.
Please use ALL capital letters. Write your name the same way you wrote it for the other tests.

Allow students time to write their names.

READ ALOUD

In the section below where you have written your name, shade the bubble to show whether you are a boy or a girl.
If you are an Aboriginal person or a Torres Strait Islander person, shade the bubble to show this.
If you are an Aboriginal and Torres Strait Islander person, shade both bubbles.
If you are neither of these, you do not need to shade a bubble in this column.

Make sure all students do this correctly.

READ ALOUD (show students how to “flip” the book and where to write)

Now turn your testbook over so you can see the back cover.
This is the cover for the Numeracy — Non-calculator test. There are two boxes on this cover for your name.
Again, write your names in the boxes as indicated. It is important that you write your names in these boxes exactly the same way that you wrote them on the front cover. Do that now.

Allow students time to complete the task.

READ ALOUD

Now turn your testbook over again so you are looking at the Numeracy — Calculator-allowed cover. Do not open your testbook yet.
For all questions in this test you will either have to shade a bubble or write your answer in a box or boxes.
Do you have any questions?

Answer any questions from the students.
READ ALOUD

In this test, I can read questions to you if you need help but I cannot read any numbers or symbols. I cannot explain the questions.

You may write in your testbook, but not near the answer bubbles and boxes. Use your working paper to help you answer questions.

Do your best work. Write neatly so your answers are easy to read. Shade the bubbles carefully. If you make a mistake, rub it out completely and try again.

Remember to read the instructions carefully before you answer each question.

If you find that a question is too hard for you, go on to the next one. You can go back to any questions you didn’t do after you have finished the other questions, if you have time.

You must do your own work at all times and you are not allowed to talk to other students. If you have any questions, raise your hand and I will come to speak with you.

There are 32 questions in the test and you have 40 minutes to complete all the questions.

If you finish early, check your answers then wait quietly until the test time is finished.

I will mark off the time on the board and will tell you when you have five minutes left.

Open your testbook at Page 2. You may start now.

Actively supervise students closely to make sure they are on task and responding in appropriate ways.

Make sure that students are not working on items on the Non-calculator test. The Non-calculator test has the pages shaded to assist teachers to check that students are working on the correct test paper.

Remember that you can read words to the students but you cannot read numbers or symbols to students or paraphrase the questions. (Refer to Assisting students in the Introduction of this handbook for additional guidelines.)

Make sure that students are writing with 2B or HB pencils. Students must not use correction pens or fluid, felt pens or coloured pencils as these could affect the scanning of their testbook.

Mark off time intervals on the board.

Students who finish early should be encouraged to check their answers. When finished checking, they should close their testbooks and leave them on their desks. They may not engage in “early finisher” activities that may provide clues to the test question answers.

DO NOT collect the testbooks as this may be disruptive to other students. If a whole class finishes the test before the allocated time, teachers may use discretion in managing the testing environment and collect the testbooks.

After 35 minutes, READ ALOUD

You have five minutes left to finish the test.
If you have already finished, use the time to check your answers.
When you have finished, close your testbook and wait quietly.

After 40 minutes, READ ALOUD

Thank you everyone. The Numeracy — Calculator-allowed test is now finished.
Please put your pencils down and close your testbooks.
Do not put your working pages inside your testbooks. These will be collected separately.
**After the test**

- Collect all calculators.
- Collect all testbooks.
  OR
  Have students leave testbooks closed on their desks while they go on a break.
- **Secure the test room during the break** as the Numeracy — Non-calculator test is printed on the reverse side of the Numeracy — Calculator-allowed test.
- Where appropriate, mark the test participation bubble (e.g. absent, exempt, parent withdrawn, refused to complete test) on the Numeracy — Calculator-allowed cover.
- Record absence details on your class list or the master assessment roll.
- Where appropriate, shade the disability adjustment bubble on the cover.
- No students, teachers (unless they are a test administrator) or other unauthorised persons are allowed to remove any test material from the test area.
- Under no circumstances should student responses (other than Braille) be copied or transcribed, either during or after the test.

**STUDENTS MUST HAVE A BREAK OF AT LEAST 20 MINUTES BEFORE BEGINNING THE NUMERACY — NON-CALCULATOR TEST.**
Thursday 15 May 2014 — Year 9 Numeracy — Non-calculator test administration

Please ensure that you are familiar with the information in this handbook before administering this test.

This test is to be conducted in one session. This is an assessment of a student ability in Number; Algebra, function and pattern; Space; and Measurement, chance and data.

**Time allocation:**
- *Introduction time:* approximately 10 minutes
- *Test time:* 40 minutes

**Preparation for the Numeracy — Non-calculator test session**

- Calculators must be removed from the room before this session. No calculators are to be available for this test.
- Arrange the room so that students cannot see another student’s work.
- Cover, reverse or remove any word lists, posters, displays or reading materials that may unfairly advantage the students.
- Make sure that students return to the desk where the *Year 9 Numeracy — Calculator-allowed/Non-calculator* testbook printed with their name is. The *Non-calculator* test is printed on the other side of the *Calculator-allowed* test.
- Ensure that students who used Type 2 (unnamed) testbooks for the *Calculator-allowed* test have the same testbook for the *Non-calculator* test.
- Check that students have printed their names correctly on the *Non-calculator* cover of the testbook. Their names must be written in exactly the same way on both covers.
- In the unusual instance where a student may have been absent for the *Calculator-allowed* test but will sit the *Non-calculator* test and does not have a Type 1 (named) testbook, use a Type 2 (unnamed) testbook. Fill in both covers and shade the absent bubble on the cover of the *Calculator-allowed* test.
- Where a student is visiting your school to complete the tests, please ensure that the name of the school he or she usually attends is written on their testbook.
- Under no circumstances should a student complete the test using another student’s overprinted testbook.
- Write a time sequence with the start and finish times, including ten-minute intervals, on the board.

When administering NAPLAN tests in flip testbooks, it is important that test administrators ensure that students are focusing on the correct section of the book at all times, and neither reading the questions, nor revising their answers from the other test.

The *Non-calculator test has the borders of the pages shaded* to assist teachers to check that students are working on the correct test paper.

**Materials required**

<table>
<thead>
<tr>
<th>Each student should have</th>
<th>The test administrator should have</th>
</tr>
</thead>
<tbody>
<tr>
<td>- a Year 9 Numeracy — Calculator-allowed/Non-calculator testbook</td>
<td>- this Test Administration Handbook</td>
</tr>
<tr>
<td>- 2B or HB pencils only (no mechanical pencils)</td>
<td>- spare student testbooks</td>
</tr>
<tr>
<td>- an eraser</td>
<td>- spare working paper</td>
</tr>
<tr>
<td>- a sharpener</td>
<td>- spare pencils, erasers, sharpeners</td>
</tr>
<tr>
<td>- a sheet of blank paper for working (not to be included with the testbook for return).</td>
<td>- a watch or clock for timing the test</td>
</tr>
<tr>
<td></td>
<td>- a board to display time sequence</td>
</tr>
<tr>
<td></td>
<td>- a class list.</td>
</tr>
</tbody>
</table>
Please note: This testbook contains two tests. The Numeracy — Calculator-allowed test is at the front of the book and the Numeracy — Non-calculator test is at the back.

Only the Numeracy — Calculator-allowed side of the testbook is overprinted with the student’s details.

Make sure that the same student uses the same testbook for both tests.

Test administration script

READ ALOUD

Now you will do the second Numeracy test.
In this test you cannot use a calculator.
You should each have your Year 9 Numeracy testbook, a sheet of blank paper for working, a 2B or HB pencil, a sharpener and an eraser on your desk. You are not to use mechanical pencils such as Pacers. Check to see you have these things.

Do not open your testbooks until I tell you to.

Allow students time to check they have the required materials.

Make sure students do not have access to a calculator during this test.

READ ALOUD (show students the Calculator-allowed cover of the testbook)

Look at the Calculator-allowed cover of your testbook. Your name and date of birth are printed on it. Please check that this is your testbook and that your name and date of birth on the cover are correct.

Allow students time to check that they have the correct book.

READ ALOUD

Turn your testbook over to the Non-calculator cover and check that you have written your name in exactly the same way on both covers of the testbook.

Allow students time to do this.

READ ALOUD

For all questions in this test, you will have to either shade a bubble or write your answer in a box or boxes.
Remember that under no circumstances are you to go back to the other Numeracy test.

Are there any questions?

Answer any questions from the students.

READ ALOUD

There are 32 questions and you have 40 minutes to complete all the questions.

Do your best work. Write neatly so that your answers are easy to read. Shade the bubbles carefully. If you make a mistake, rub it out completely and try again.

Remember to read the instructions carefully before you answer each question.

If you find that a question is too hard for you, go on to the next one. You can go back to any questions you didn’t do after you have finished the other questions, if you have time.

You must do your own work. You are not allowed to talk to other students.
If you have any questions, raise your hand and I will come to speak with you.

In this test, I can read questions to you if you need help but I cannot read any numbers or symbols. I cannot explain the questions.
**Actively supervise** students closely to make sure they are on task and responding in appropriate ways.

Ensure that students are not using calculators and not returning to the *Numeracy — Calculator-allowed* test. **The borders of the testbooks have been shaded differently to assist teachers with this supervision.**

Remember you can read the words to the students but **you cannot read any numbers or symbols to students or paraphrase the questions.** *(Refer to **Assisting students** in the **Introduction** of this handbook for additional guidelines.)*

Make sure that students are writing with **2B or HB** pencils. Students must not use correction pens or fluid, felt pens or coloured pencils because these could affect the scanning of their testbook.

Mark off time intervals on the board.

Students who finish early should be encouraged to check their answers. When finished checking, they should close their testbooks and leave them on their desks. They may not engage in “early finisher” activities that may provide clues to the test question answers.

DO **NOT** collect the testbooks as this may be disruptive to other students. If a whole class finishes the test before the allocated time, teachers may use discretion in managing the testing environment and collect the testbooks.

Ensure that students do not return to the *Numeracy — Calculator-allowed* test.

**After 35 minutes, READ ALOUD**

You have five minutes to finish the test.
If you have already finished, use this time to check your answers.
When you have finished, close your testbook and wait quietly.

**After 40 minutes, READ ALOUD**

Thank you everyone. This *Numeracy — Non-calculator* test is now finished.
Please put your pencils down and close your testbooks.
Do **not** put your working pages inside your testbooks. These will be collected separately.

**After the test**

- Collect **all testbooks**. Check that working pages are **NOT** inside testbooks as these are not returned for processing.
- Collect **all working pages** for secure storage until after Friday 23 May.
- Do not remove any pages from testbooks.
- Match testbooks against your class list or the master assessment roll to check that **ALL** testbooks are accounted for, including those for students who did not sit the test or complete this session.
• Record absence details on your class list or the master assessment roll.
• Where appropriate, mark the test participation bubbles (e.g. absent, exempt, parent withdrawn, refused to complete test) on both covers.
• Where appropriate, shade the disability adjustment bubble on the two covers.
• Check that all other information on the cover of the testbook is complete and correct.
• Where applicable, make sure that a student’s Type 1 (named) testbook is attached to their Braille, large print or black and white testbook with a paperclip.
• Where a student has completed the test using the electronic format, print the student’s responses and attach to the student’s Type 1 (named) testbook with a paperclip.
• Where a student has used assistive technology, print the student’s work making sure that the school name and code, the student’s name, date of birth, year level and EQ ID number (where applicable) are clearly printed on the top of each sheet of paper used. Insert the loose pages in the testbook bearing the student’s name and attach with a paperclip. Do not glue or staple these pages to the testbook. **Arrange for a copy of the student’s work to be faxed or emailed to the QSA before deleting it from the desktop.** (See page 30 of the 2014 Handbook for Principals.)
• Return all testbooks and working pages to the principal/delegate as soon as possible for secure storage. Do not leave any testbooks, whether complete or incomplete, in a classroom.
• No students, teachers (unless they are a test administrator) or other unauthorised persons are allowed to remove any test material from the test area.
• Under no circumstances should student responses (other than Braille) be copied or transcribed, either during or after the test.
Returning completed materials

The following materials need to be packed and dispatched as soon as they are completed and definitely no later than **Tuesday 20 May 2014**:  
- used testbooks for all students who sat the tests  
- testbooks for those students who were absent, had a valid exemption, were withdrawn by parents/carers, refused to complete a test, abandoned a test due to injury or illness, were no longer at the school or no longer in the designated year level  
- testbooks for international fee-paying students  
- both the special print materials and the Type 1 (named) testbooks for students who accessed Braille, large print or black and white test papers. Both sets of testbooks should be placed in an envelope for return  
- the electronic disc, Type 1 (named) testbook and a printout of the responses of each student who accessed this format of the tests  
- testbooks of students who used assistive technology with the printouts of their responses inserted and attached with a paperclip  
- testbooks for any visiting Queensland students. These should be placed in a separate envelope (not provided) that is clearly marked **Visiting students** and packaged for return with the other testbooks.

Do not return stimulus pages or magazines, planning sheets or working sheets. 
Retain all **unused** Type 2 (unnamed) testbooks.

The return address labels sent with the test materials **must** be used. If additional labels are needed, contact the Fuji Xerox DMS Helpdesk.  
(See 2014 Handbook for Principals, Part B page 39.)

Where possible, the original packaging should be reused to return completed materials.

The return parcels should then be sent through Australia Post.  
(See 2014 Handbook for Principals, Part B pages 38–39.)

Remote schools, where special arrangements have been made to return materials, will be informed about return arrangements independently.

Make sure you:

- **fill in** the front covers of all testbooks accurately  
- **return** all completed materials  
- **return** packages immediately — **no later than Tuesday 20 May 2014**  
- **have the post office scan and/or stamp** the Returned materials lodgement form when you lodge materials for return. This form is retained in the school as proof of lodgement by the specified date  
- **enter the ID numbers** of the labels used to return materials in the appropriate section of the Principal’s declaration.

Principals must access the NAPLAN portal of the QSA website to complete the Principal’s declaration by Friday 23 May 2014.

**NOTE:** Testbooks for **students visiting from interstate** should be sent to the Test Administration Authority of the relevant state or territory in an **Express Post** bag no later than **Tuesday 20 May**.

Postal addresses are printed in the 2014 Handbook for Principals, section 12.
Guidelines for the use of a computer by students with a temporary disability participating in the Writing test

**Length of computer text equivalent to 3 pages of handwriting**

All students participating in the NAPLAN Writing test (in Years 3, 5, 7 and 9) must handwrite their response to the writing prompt within a three-page booklet, unless they have a temporary injury that prevents them from writing. Please refer to the 2014 Handbook for Principals, (section 6) for more information.

Please note the following guidelines regarding the maximum overall word limit allowed for a student with a temporary disability using a computer for their writing response. This is as determined by ACARA. Year 3 — 650 words; Years 5, 7 and 9 — 900 words.

**Font**

- Students can use an appropriate font and font size (such as Arial or Times New Roman) as would be used in normal classroom work. When scanned, the response should be able to be easily read by the marker.

**Conditions**

- The temporary injury must be to the hand or arm the student usually writes with, and must prevent the student writing with that hand.
- Computer use must be in accordance with standard assessment practices: spelling-and grammar-checks, dictionary, predictive text, etc., must be turned off. Access to the internet or internal networks must also be completely restricted.
- Extra time may be used by the students at the discretion of the teacher, depending on the student's familiarity using a keyboard with their non-writing arm.

**After the test**

The test administrator (or their assistant) should:

- include the following student information on the top of each page of their response:
  - School name and code
  - Student’s name and date of birth
  - Year level and class
  - EQ ID number (where applicable)
- save the completed test to the desktop as a back-up
- print a copy of the completed test from the desktop
- insert printed pages into the student’s testbook and attach with a paper clip
- arrange for a copy of the student’s writing to be emailed or faxed to the QSA as soon as possible
  - Email: naplan.tests@qsa.qld.edu.au
  - Fax: 3221 2553 (marked Attention: NAPLAN)
- delete the file from the desktop.

For your information, the following calculations were undertaken to determine the maximum overall word limits allowed:

<table>
<thead>
<tr>
<th>Year 3 booklet:</th>
<th>21 lines x 3 pages; 6–8 words per line approximately</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average: 21 x 3 x 7 = 441 (10 = 630) rounded up to — 650 words maximum</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Years 5, 7 and 9 booklets:</th>
<th>28 lines x 3 pages; 8–10 words per line approximately</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average: 28 x 3 x 9 = 756 (10 = 840) rounded up to — 900 words maximum</td>
<td></td>
</tr>
</tbody>
</table>