

NAPLAN

Guidelines for hosting a visiting student

Background

The Queensland Curriculum and Assessment Authority (QCAA) recognises that there may be circumstances where a student cannot undertake National Assessment Program — Literacy and Numeracy (NAPLAN) testing at their enrolled school and may need to sit the test/s at a different school.

This document sets out the processes for hosting a visiting student, and the responsibilities of parents/carers and school principals.

Key terminology

The following table explains common terms used in this guideline.

Term	Explanation
Enrolled school	The regular learning location of a student.
Host school	The school that is accommodating a student from another school.
Visiting student	A student who is away from their enrolled school at the time of NAPLAN testing.
Home-schooled	A home-schooled student is one whose education and learning takes place at home or at a variety of places other than a public or private school environment.
Home Education Unit	A unit in the Queensland Department of Education that helps parents/carers to understand their obligations and oversees the home education registration and reporting process.
Parent/carer	The legal guardian of a student.

Arranging a host school

Parents/carers can arrange for a student to sit the test/s at a host school if the student is:

- away from their enrolled school due to travel
- attending a cultural or sporting event away from their enrolled school
- a distance education student and unable to attend their main distance education school to sit the test/s
- home-schooled.

Parents/carers should make arrangements in advance of test dates.

Guidelines for selecting a host school

The host school:

- does not have to cater for the same year level of schooling but it is preferable, i.e. primary school for primary students or secondary school for secondary students. However, Year 3

students can only be hosted by primary schools, as secondary schools will not have test materials for the Year 3 paper writing test

- must deliver the same mode of testing as the enrolled school, i.e. online or paper testing.

For information about hosting a visiting student/s from paper-based schools, refer to section 5.8 of the [NAPLAN National protocols for test administration](#).

Enrolled school principal responsibilities

The following table sets out the responsibilities of enrolled school principals. For home-schooled students, the Home Education Unit has some additional responsibilities, which are also included in the table.

Timing	Responsibilities
Before NAPLAN	<p>Students away from their regular learning location (their enrolled school)</p> <p>For these students:</p> <ul style="list-style-type: none"> • request written confirmation from a parent/carer that a student will sit the NAPLAN test/s away from their enrolled school • in conjunction with the parent/carer, locate and negotiate with a potential host school principal at a venue offering NAPLAN, for the student to sit the NAPLAN test/s at that school • ensure the student is familiar with the NAPLAN online national assessment platform, using the NAPLAN public demonstration site or practice tests • share information with the host school principal about prior student familiarisation activities • be available for any communications from the QCAA, parent/carer and the host school • keep a record of all communications and the students' names and details for verification and reporting queries.
	<p>Disability adjustments</p> <p>If relevant, provide the host school principal with:</p> <ul style="list-style-type: none"> • details of visiting students with approved disability adjustments • arrangements for the delivery to the host school of alternative format test materials (i.e. large print, black and white, braille) and instructions for their secure storage, if applicable. <p>See section 6 of the NAPLAN National protocols for test administration</p>
During NAPLAN	<p>During NAPLAN testing:</p> <ul style="list-style-type: none"> • change the student's participation status for each test in the assessment platform to ABSENT • remain available for any communications from the host school or the QCAA.
After NAPLAN	<p>After the student's test attempt has been transferred back to the enrolled school:</p> <ul style="list-style-type: none"> • you will receive a confirmation email • finalise any open test attempts for the student, if applicable • your school will then be able to move to 'Results'. <p>If you have not received a confirmation email by the end of the test security period, contact the principal of the host school to confirm they have submitted the <i>Visiting student data transfer</i> form.</p>

Host school principal responsibilities

The following table sets out the responsibilities of host school principals.

Timing	Responsibilities
Before NAPLAN	<p>If you agree to host a visiting student:</p> <ul style="list-style-type: none"> ensure the student is equivalent in age to other Australian students in Year 3, 5, 7 or 9 and is expected to take the relevant year-level test (see section 2 of the NAPLAN National protocols for test administration) communicate with the parent and enrolled school to confirm your school is able to host the student for NAPLAN testing keep a record of all communications and the names and details of visiting students for verification and reporting queries advise the enrolled school and parent/carer about <ul style="list-style-type: none"> test day procedures the school test schedule, including when, where and to whom the visiting student should present any requirements for the student to provide their own device, headphones or other materials create a new student in the assessment platform and print student session slips allocate and advise relevant staff of the supervised location where the student will sit the test.
	<p>Students travelling from interstate</p> <p>Contact the QCAA to advise of a student who is visiting from interstate.</p>
	<p>Home-schooled students</p> <p>If the student requires alternative format tests, contact the QCAA.</p>
During NAPLAN	<p>If you are hosting a visiting student:</p> <ul style="list-style-type: none"> meet the student and accompany them to and from the test room each day at the end of the school's test schedule, mark any test attempt that has not been conducted as NO LONGER ENROLLED. <p>If a visiting student is expected but does not attend:</p> <ul style="list-style-type: none"> advise the enrolled school. If the student was created in the assessment platform by your school, change their participation status to NO LONGER ENROLLED. <p>If an unannounced student arrives, contact the QCAA.</p>
After NAPLAN	<p>As soon as the student has completed all their test/s:</p> <ul style="list-style-type: none"> submit a <i>NAPLAN visiting student data transfer</i> form located on the QCAA website by the end of the test security period. Only submit the form after the student has completed the NAPLAN test/s return all paper test materials (refer to the NAPLAN Operations handbook for more details). <p>After the student's test attempt has been transferred back to the enrolled school, the:</p> <ul style="list-style-type: none"> QCAA will notify both school principals by email your school (as the host) can move to 'Results'.

Parent/carer responsibilities

The following table sets out the responsibilities of parents/carers before and during the NAPLAN tests.

Timing	Responsibilities
Before NAPLAN	<p>Students away from their regular learning location (their enrolled school)</p> <p>If a student is away from their enrolled school, including if a student is travelling interstate:</p> <ul style="list-style-type: none"> • notify the enrolled school principal in writing that the student will sit the NAPLAN test/s away from their regular location, and consent to sharing the student's details with the host school • in conjunction with the enrolled school principal, locate and negotiate with a potential host school principal at a venue offering NAPLAN, for the student to sit the test/s at that school • endorse/not endorse (as appropriate) any disability adjustments the enrolled school has planned for the student • confirm the hosting arrangements with the enrolled school in writing • keep a copy of all communications. <p>Note: The host school may request that the student supplies their own device.</p>
	<p>Home-schooled students</p> <p>If a student is home-schooled:</p> <ul style="list-style-type: none"> • locate the nearest school that is conducting NAPLAN testing • make a request to the host school principal for the student to sit the NAPLAN tests as a visiting student. <p>Parents/carers are responsible for familiarising home-schooled students with online NAPLAN tests using the NAPLAN public demonstration site. Contact the Home Education Unit for more information.</p>
Before NAPLAN, after a host school is confirmed	<p>Continue to liaise with the host school principal to confirm:</p> <ul style="list-style-type: none"> • test day procedures • the school test schedule, including when, where and to whom the visiting student should present • if the student will need to provide their own device, headphones or other materials. <p>Alternative test materials</p> <p>Contact the QCAA for any students with disability who require alternative test materials to be redirected to their nominated host school.</p>
During NAPLAN	<p>Ensure the student attends the host school at the agreed dates and times, with the correct materials.</p>
After NAPLAN	<p>Advise the enrolled school of the tests that have been completed/not completed.</p>

More information

If you would like more information, please visit the QCAA website www.qcaa.qld.edu.au and search for 'NAPLAN'. Alternatively, phone 1300 214 452 or email the NAPLAN Unit at naplan@qcaa.qld.edu.au.



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