

NAPLAN test reporting

Student reports — checking and distributing

Check and distribute the student reports

Individual student reports will arrive in schools in late August. Schools will receive one printed report for each student to distribute to parents/carers. Schools should check the accuracy of all data on student reports as soon as possible, and before distribution to parents/carers.

Checking procedure

1. Make sure that an individual student report has been received for each student who sat the tests.
2. Check that the information on each report is correct — student's name, school name, participation status (e.g. absent, exempt).
3. Contact the QCAA regarding any perceived errors by the date indicated in the annual *School checklist*, available at www.qcaa.qld.edu.au/p-10/naplan/test-administration.

If any perceived errors are identified, principals should complete an *Application to query student report* located on the *Student report queries* page of the NAPLAN portal at <https://naplan.qcaa.qld.edu.au/naplan>. **Further advice about timelines will be provided to schools closer to this time.**

The school BIC and password are required to access this section of the site. If a school notifies the QCAA of perceived errors before the designated deadline, every effort will be made to amend reports, where required, before the end of the school year.

4. Distribute the student reports to parents/carers after checking. (**Note:** Do not distribute any report that contains a perceived error.)

It is important that teachers are familiar with the reports so they can discuss the results with parents/carers and respond to questions about each student's performance.

Confidentiality of data and reports

It is important that principals and teachers are aware of confidentiality and security regarding student, class and school test data. Such information should be stored securely, so that it can only be accessed by those who have a legitimate need to do so.

Principals and teachers must consider:

- confidentiality of data and test results when reporting performance information (written or oral)
- confidentiality of the identity of individuals, unless the information about an individual's performance is being conveyed to authorised people (such as a student's parents/carers or support staff) or when aggregated data in the form of group, class or school averages is being used.

Key messages for parents/carers

When the individual student reports are distributed to parents/carers, it may be helpful to discuss other aspects of the testing program, for example:

- The tests complement school assessments of literacy and numeracy.
- The student report in conjunction with other forms of assessment contributes to a balanced view of student achievement.
- The paper tests contain questions of varying difficulty to cover a broad range of student abilities. Because of this, there are some questions that most students answered correctly, and some that only a few students answered correctly.
- The online tests for Reading, Conventions of language and Numeracy use tailored testing. For more information on tailored testing, see the nap.edu.au website.
- NAPLAN tests are written with reference to the content descriptors for Australian Curriculum: English and Australian Curriculum: Mathematics (www.australiancurriculum.edu.au).
- Only some aspects of literacy (Grammar and punctuation, Writing and Reading) and numeracy (Number and Algebra, Measurement and Geometry, and Statistics and Probability) are assessed.
- A student's writing result is based on first-draft writing.
- The information about each student's performances is confidential and is known only to the student themselves, and their parents/carers, the teacher and the school.
- The student's performances may be compared with ACARA's national minimum standard for that cohort.
- Information for parents/carers on interpreting their child's report is available on the nap.edu.au website.

More information

For more information about NAPLAN visit www.qcaa.qld.edu.au/p-10/naplan. Alternatively, email naplan@qcaa.qld.edu.au or phone (07) 3864 0396.



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