

# NAPLAN ONLINE

2017

Year 9

Test administration handbook for teachers

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# 2017 TEST ADMINISTRATION HANDBOOK FOR TEACHERS

## Introduction

Thank you for administering the National Assessment Program – Literacy and Numeracy (NAPLAN) online.

Your role in the administration of the tests is critical. This handbook provides you with all the instructions you need to administer the tests online. It is important that you are familiar with all the procedures in this handbook.

You will also need to be familiar with the online assessment platform, including how to:

- use the test administration session dashboard to monitor students' progress
- manage test sessions.

This handbook focuses on the procedures for administering the NAPLAN online tests. It does not provide step-by-step instructions on the functionality of the test administrator's dashboard. You will need to practice using the platform and test administrator's dashboard in the training environment. You will find detailed instructions on using the test administrator's dashboard in the system user guides – these are available at [www.assessform.edu.au](http://www.assessform.edu.au).

Standardised administration of the tests contributes significantly to the fairness and reliability of the assessment tasks. It is important that these administration instructions are followed carefully and that a positive and calm atmosphere is maintained throughout the test sessions.

If you have any questions before, during or after the NAPLAN online test event, seek advice from your NAPLAN coordinator.

## Test dates

The test period starts on 9 May 2017 and finishes on 19 May 2017.

<b>Monday</b> <b>8 May</b>	<b>Tuesday</b> <b>9 May</b> Official test date	<b>Wednesday</b> <b>10 May</b> Official test date	<b>Thursday</b> <b>11 May</b> Official test date	<b>Friday</b> <b>12 May</b> Official test date
Preparation day – no tests permitted	<b>Day 1 testing</b> (Online writing) Year 3 writing  <i>catch-up tests permitted</i>	<b>Day 2 testing</b> (Online writing)  <i>catch-up tests permitted</i>	<b>Day 3 testing</b>  <i>catch-up tests permitted</i>	<b>Day 4 testing</b>  <i>catch-up tests permitted (year 3 writing catch-ups completed)</i>
<b>Monday</b> <b>15 May</b> Official test date	<b>Tuesday</b> <b>16 May</b> Official test date	<b>Wednesday</b> <b>17 May</b> Official test date	<b>Thursday</b> <b>18 May</b> Official test date	<b>Friday</b> <b>19 May</b> Official test date
<b>Day 5 testing</b>  <i>catch-up tests permitted</i>	<b>Day 6 testing</b>  <i>catch-up tests permitted</i>	<b>Day 7 testing</b>  <i>catch-up tests permitted</i>	<b>Day 8 testing</b>  <i>catch-up tests permitted</i>	<b>Day 9 testing</b>  <i>catch-up tests permitted</i>
<b>Monday</b> <b>22 May</b>	<b>Tuesday</b> <b>23 May</b>	<b>Wednesday</b> <b>24 May</b>	<b>Thursday</b> <b>25 May</b>	<b>Friday</b> <b>26 May</b>
<p><b>Test security to be maintained by all schools to 26 May 2017.</b></p> <p><b>This week may only be used for testing with permission from the QCAA.</b></p>				

## Preparing for the tests

### *Before the test day*

The school principal is responsible for ensuring all staff are informed of their roles and responsibilities in relation to the administration of the NAPLAN online tests. Within the school, the principal's immediate delegate for the preparation and delivery of the NAPLAN online tests is the NAPLAN coordinator. The principal may also perform this role.

Your school may also have a school technical support officer who can help ensure that the necessary technology (e.g. devices, servers) is ready to support the NAPLAN online tests. The NAPLAN coordinator may also perform this role.

In the weeks before the test, the school's NAPLAN coordinator will have met with you to:

- provide you with access to the NAPLAN online training environment to ensure you know how to use the test administration session dashboard, as well as the student test player
- plan the configuration of the test room(s) where the test sessions will be held
- discuss the organisational procedures required during the tests, including procedures for students bringing their own device (BYOD)
- review procedures for emergencies and problem situations, including how to seek technical assistance
- explain the organisational arrangements for non-participating students
- confirm that all devices have passed the necessary technical readiness tests and that arrangements have been made to ensure the devices will be in the room, will have the locked down browser installed, and will be fully charged on the day of the assessment
- ensure that you are familiar with all the test administration instructions and procedures.

### *On test days*

Prior to commencing, please ensure you have all materials required for the test session. Your school NAPLAN coordinator will provide you with a test administration pack which includes the items listed below:

- a device for your own use in administering the test session
- confirmation of how you and the students will connect to the internet
- the test administrator session slip for the test session you will be administering (this will contain the test administrator session login details)
- student session slips for all students participating in the test session (these slips have the unique, one-time student codes that each student needs to access each test)
- a printed list of students allocated to the test session, including details of which students, if any, have been allocated disability adjustments
- information on how many students are expected to bring their own device

- contact details for your school's technical support officer and NAPLAN coordinator, and the NAPLAN helpdesk
- this NAPLAN online test administration handbook
- notepad and pen.

Allow enough time to set up the room and the devices, working with your NAPLAN coordinator and available IT support, as required.

### ***Student test materials***

You will find a list of required student and test administrator materials at the beginning of each test section later in this handbook.

Certain NAPLAN online tests allow or require the use of an audio player. Students will need either headphones, earphones or earbuds to use the audio player. In this document, the generic term 'earphones' is used for all three variants.

The following items are **not** permitted to be taken into any test as they could affect the validity of the test:

- × books, including dictionaries
- × rulers
- × mobile phones or other internet- or Bluetooth-enabled devices other than the device on which the student is undertaking the test
- × protractors/mathematics templates
- × calculators.

### ***Supervising the test sessions***

In supervising the tests, you **must**:

- ✓ deliver the instructions accurately
- ✓ encourage student participation
- ✓ actively monitor student conduct by regularly walking around the room and checking that students are not talking, collaborating or using prohibited items such as mobile phones
- ✓ actively monitor the test administration session dashboard in order to ensure there are no flags or warnings indicating that action is required.

### ***Timing allowed for each test***

The duration of each test is provided at the beginning of each test section later in this handbook.

The online assessment platform will provide each student with a countdown timer that shows the amount of time they have to complete the test. Students can choose to hide their timer if they find it distracting. However, the timer will always display in the last five minutes. The timer will flash in the last ten minutes and the last five minutes. You will also be able to see how much time each student has remaining on their test attempt on the test administration session dashboard on your device. The platform will lock students out of their test when their time has expired.

When administering a test session, in addition to the stated time for each assessment, you will need to allow time for students to settle in, log in to the online assessment platform and work through the practice questions (where applicable).

Students with disability may be granted extra time as a disability adjustment. The NAPLAN coordinator will enter the relevant personal needs and preferences (PNP) code(s) for these students against their profile prior to the start of the tests. Students who have a PNP code indicating they should get extra time will automatically have the appropriate amount of extra time added by the system. However, you will have to manually control rest breaks for those students who are eligible for them by pausing and resuming the students' test attempts. Information on PNP codes and disability adjustments is outlined later in this handbook in the section titled *Adjustments for students with disability* and in *Appendix 1*.

### **Assisting students**

Professional and ethical behaviour in accordance with the *National protocols for test administration - NAPLAN online* is expected in all aspects of the test administration. Any additional support given to a student that advantages them in any way is considered cheating.

Your NAPLAN coordinator will be able to provide you with a copy of the *National protocols for test administration - NAPLAN online*.

During **all** tests, you **MAY**:

- ✓ read and clarify general instructions (as indicated by **READ ALOUD** in this handbook – see below)
- ✓ remind students of the way to respond to particular item types (e.g. that they need to click on an answer, type an answer or drag and drop tiles into the correct order)
- ✓ remind students how to change their answer, if necessary
- ✓ remind students how to navigate through the platform (without navigating for them)
- ✓ remind students how to access different aspects of the platform (e.g. ruler, timer, magnification, audio player)
- ✓ advise students to leave a question they are unsure about and to move on to the next question
- ✓ remind students how to flag a question they may want to return to
- ✓ advise students to return to any unanswered questions if there is time at the end of the test (including reminding them how to see which questions were flagged and how to navigate back to them)
- ✓ provide general encouragement to continue.

During the Numeracy and Writing tests, and the spelling section of the Conventions of Language test, you **MAY**:

- ✓ remind students how to use the audio player.

During **all** tests, you **MUST NOT**:

- × give hints or examples
- × explain, paraphrase or interpret questions, including translating questions into another language
- × indicate to students whether answers are correct or incorrect
- × remind students about related work completed in class
- × provide extra time (unless provided as a disability adjustment or because of a documented disruption during the test session)
- × navigate through the online assessment platform for the student or in any way manipulate the mouse, keyboard or screen on behalf of the student.

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

- × discuss the writing task
- × provide any content information, whether orally or in writing
- × prompt students regarding the text structure or writing prompt
- × type for a student.

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

- × read anything from the reading texts
- × read any test questions.

During the Conventions of Language test, you **MUST NOT**:

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

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

- × read numbers or symbols unless they are embedded within text
- × explain the meaning of any symbols, numbers or mathematical terms
- × interpret any graphs or diagrams.

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

- ✓ encourage students to use the audio player
- ✓ read any words, numbers or symbols that are embedded within text. Numbers or symbols that are not embedded within text may not be read out. Refer to the examples below:

### Example 1

What number will make this number sentence true?

$$4.52 + 3.68 = \boxed{\phantom{0000}} + 3.70$$

The numbers and symbols in this question **must not** be read as they are not embedded within text.

### Example 2

Edward travelled 100 kilometres in 2 hours.  
What was his average speed in kilometres per hour?

50       55       70       220

The numbers 100 and 2 may be read as they are embedded within the text. The numbers 50, 55, 70 and 220 **must not** be read as they are not embedded within text.

### Example 3

The number 39 889 can be rounded in different ways.  
Which ways of rounding give the same answer?

Rounding to the nearest 10 and nearest 100.  
 Rounding to the nearest 10 and nearest 1000.  
 Rounding to the nearest 100 and nearest 1000.  
 Rounding to the nearest 1000 and nearest 10 000.

The number 39 889 in the question, and the numbers 10, 100, 1000 and 10 000 in the options, may be read as they are embedded within text.

The literacy demands of the Numeracy test should not exclude a student from accessing the test. You should encourage students to access the audio player for the Numeracy test if their literacy standard is a barrier to access.

## ***Adjustments for students with disability***

The list of students (class list) allocated to the test session will also indicate their approved disability adjustments, if any. This is shown by the personal needs and preferences (PNP) code(s) against the student's name. These codes are entered against the student profile by the NAPLAN coordinator. You do not have access to adjust these codes. If you are made aware of an error, contact your NAPLAN coordinator prior to commencing the test session.

See *Appendix 1* for a table of PNP codes and actions required by the test administrator in relation to accessibility adjustments.

The platform does not provide alternative items (PNP codes AIA, AIV, AIM, AAM, AVM, ALL) for practice questions, however for each of the three domains with practice questions students with alternative adjustments can interact with at least one question. Students with adjustments providing alternative items will need to click 'Next' on practice questions that they cannot interact with.

## ***Reading the test administration script***

It is important that each of the tests is administered uniformly according to the instructions in this handbook.

You must **READ ALOUD** to students all instructions which appear in this handbook in shaded boxes, for example:

You will now be attempting the Reading test.

## ***Managing a test session***

The information below provides a quick overview of the test administration functionality within the platform. For more detailed information, refer to the system user guides available at [www.assessform.edu.au](http://www.assessform.edu.au).

### ***Test administrator creates the test session***

Open your browser and navigate to [www.assessform.edu.au](http://www.assessform.edu.au).

Click the 'NAPLAN 2017 Environment' login button.

At the NAPLAN login screen, enter the test administrator session login and school PIN.

Click 'Login'.

Click 'Create new test session'.

The test administration session dashboard will display. The session code will be displayed at the top of the screen in a grey box.

Write the session code on the board – the students will need it to enter the test session.

Note: some functions on the test administration session dashboard will remain inactive until after students join the session and/or you start the session.

### ***Students log into test session***

The first screen that a student sees after opening the locked down browser is the locked down browser page. This page displays a number of options associated with online assessment. Students should click the 'NAPLAN 2017' button.

If a student has a disability adjustment that allows them to use an unsecured browser (rather than the locked down browser), provide the URL for the unsecured browser to these students on a slip of paper and assist them with logging in as necessary.

After clicking the 'NAPLAN 2017' button, the student will be instructed to perform an audio check. Once the audio check has been successfully completed the student will select 'Start Test' and will be presented with the session login screen. Here, the student must enter the session code (which has been written by you on the blackboard or whiteboard) and click 'Next'. This will bring the student under your supervision for the test session.

The student is now presented with the student code screen. Here, the student must enter their student code (located on their student session slip) and click 'Next'. It is the student code that determines which test the system will deliver to the student.

The student will then be asked to confirm their name.

If the name displayed is incorrect, the student should raise their hand and you must:

- note which name is displayed
- ask the student to click 'No' – the student will be logged out and returned to the log in page
- check that the student has the correct student session slip.

If there is an error in the spelling of the student's name, you must inform the NAPLAN coordinator after the test session. Meanwhile, the student will login using the provided details. The NAPLAN coordinator will correct the error in the platform after the test session has been completed.

If the displayed name is correct the student should select 'Yes'. They will then see a panel showing the title of the test they are sitting and their name. The panel will also display one of two different buttons:

- For the Writing test, the panel will display a 'Test' button. Clicking this button will take the student to a holding screen where they will wait until you start the test.
- For the Reading, Conventions of Language, and Numeracy tests the panel will display a 'Practice questions' button. Clicking this button will take the student to the first practice question. Once the practice questions have been completed the student will be taken to a holding screen where they will wait until you start the test.

### ***Test administrator starts the test***

The test administration session dashboard displays a list of students who have joined the test session (by entering the session code).

Usually, all students in the session will be undertaking the same test. However, it is possible to have students within a session completing different tests – for instance, in catch-up sessions. If this is the case, the appropriate scripts must be read to students taking the different tests.

Once all students scheduled to participate in the test session have joined and, where applicable, have completed the practice questions, you must start the session by clicking the 'Start session' button on the test administration session dashboard and then clicking 'Yes' to confirm.

When you start the session, the students move from the holding screen to the beginning of the test.

Any students who join the test session after it has been started can do so by entering a session code and their student code as described above. However, as the test session is already in progress, these students' names will show in the 'Waiting entry' tab of the test administration session dashboard and must be manually admitted by you (after they have completed practice questions, if appropriate).

You can admit these students to the session by selecting their names from the 'Waiting entry' tab and then clicking 'Allow start'. The system will provide the student with the appropriate time to complete the test.

### ***Recording test participation***

At the end of the test session, you must notify the NAPLAN coordinator if:

- there were errors in the spelling of student names
- a student was absent (the NAPLAN coordinator will arrange a catch-up test session if appropriate)
- a student abandoned the test due to illness or injury (the NAPLAN coordinator may need to update the student's participation status)
- a student refused to login (the NAPLAN coordinator will update the student's participation status)
- a student logged in but refused to complete the test (you will finish the test on behalf of the student – the NAPLAN coordinator is notified for information purposes only)
- there were test disruptions or incidents (you will pause the student's test attempt if the system does not do so automatically, and resume if necessary. The NAPLAN coordinator will update the student's participation status to postpone if it was not possible to resume in the session).

## Test administration system functions

Once a test session has started, a number of functions become active on the test administration session dashboard.

Functions that can be applied by you to individual students or groups of students are:

- 'Pause student'
- 'Resume student'
- 'Finish student'
- 'Reopen student'

Functions that can be applied by you to the whole test session are:

- 'Pause session'
- 'Resume session'
- 'Finalise session'

Session functions affect all students who have joined the test session.

### *Pausing and resuming a test attempt*

A student's test attempt might be paused by you when:

- a student has an approved rest break as a disability adjustment
- there is a temporary technical issue.

On the 'All' or 'Started' tab, tick the checkbox next to the student's name and click 'Pause student'. A student must have started the test for 'Pause student' to work. Multiple student names can be selected. The system will present a drop-down list of reasons for pausing the test attempt – one of these must be selected.

Pausing a student's test attempt will freeze the student's timer so that they do not lose any time.

To restart a student's test attempt, tick the checkbox next to the student's name and click 'Resume student'. The system will restart the student's timer. Multiple student names can be selected. The system will present a free-text field where you can enter greater detail about the need for pausing and its resolution.

Pausing and resuming a test attempt can only be performed if the student's test attempt time allowance has not expired – i.e. the student's timer has not reached zero.

## ***Pausing and resuming a test session - test disruptions***

Pausing and resuming a test session are functions which mirror those of pausing and resuming a student's test attempt. The only difference is that the action applies to all students who have joined the test session.

Pausing a test session is a useful function if there is a test disruption for all students in a session, such as a fire alarm or technical issue. Pausing a session will freeze the timers of all students so that they do not lose any time. The session can be resumed once the disruption has been resolved. The system will present a text box where you can enter relevant details. You must also provide details of the test disruption to the NAPLAN coordinator at the end of the test session.

If the test disruption is such that the system cannot be paused or does not pause automatically, you must note the time at which the disruption begins and its duration, as students' timers may not automatically freeze and extra time may need to be added to the test session once it is resumed. If extra time is added, you must select the reason for the addition of extra time in the drop down list presented by the system.

If the test session has been or is likely to be disrupted and you cannot resolve the issue, you should contact your NAPLAN coordinator immediately.

Note: if an individual student has already had their test attempt paused, for instance to accommodate a rest break as part of a disability adjustment, you will need to resume their test attempt separately *after* having first resumed the test session for the whole class. This student's timer will only restart once their individual test attempt has been resumed.

## ***Reopening a test attempt***

If a student has finished their test attempt but still has time remaining to complete the test (i.e. their test timer has not yet reached zero), the student may reopen their own test attempt by clicking the 'Reopen test' button on the end page. However, if a student has run out of time this option will not be available.

If there is a legitimate reason for allowing a student to continue working on the test after their time has expired – for instance, if a test disruption was such that the system was unable to be paused and the student's timer reached zero during the disruption – you may use the 'Reopen student' function to reopen the student's test attempt and add extra time to it.

If extra time is added, you must select the reason for the addition of extra time when prompted.

### ***Finishing a test attempt***

Students should finish their own test attempts once they have completed the test. However, you can finish a test attempt on behalf of a student. You might do this when a student's time has run out for the test but they do not finish their test attempt before leaving the test room, or when a student fails to finish their test attempt despite being instructed to do so.

On the 'All' or 'Paused' tab tick the checkbox next to the student's name and click 'Finish student'. The system will present a free-text field in which details may be entered.

If a student did not complete the test during the session because they experienced a test disruption, or they left the session because they were unwell, you should not finish their test attempt.

### ***Finalising a test session***

Once all students in the test session have finished their test attempts you must finalise the session by clicking 'Finalise session' on the test administration session dashboard. The system will present a free-text field where details relating to the test session may be entered.

You cannot finalise a test session before all student test attempts have been-finished.

If any test attempt is still paused at the end of the test session, you cannot finalise the test session. In this situation, if possible, resolve the issue that caused the test attempt to be paused, resume the test attempt, ensure all test attempts are finished, and then finalise the session.

In some cases, however, it will not be possible to resume paused test attempts within the scheduled test session. This may be due to test disruptions which cannot be resolved quickly enough to permit the completion of the test session.

After the session, inform your NAPLAN coordinator of the paused test attempts.

In case of test disruptions, the NAPLAN coordinator will take action to remedy the issue by postponing the test attempt so it can be resumed in a later test session.

In case of illness or injury, the NAPLAN coordinator is responsible for finalising the test session. The NAPLAN coordinator will seek permission from the Queensland Curriculum and Assessment Authority (QCAA) to grant a sanctioned abandonment and will then change the student's participation status appropriately. If the QCAA does not sanction the reason the NAPLAN coordinator will not change the participation status.

## Writing test administration – Year 9

Please ensure that you are familiar with the relevant information in this handbook before administering this test. This test is to be conducted in one session. This is an assessment of a student's ability to plan and write a text independently. There must be no teacher input or assistance.

### *Time allocation*

Introduction time: approximately 15 minutes

Test time: 42 minutes

(unless extra time has been granted due to a disability adjustment).

This is made up of:

- Reading/listening to the stimulus: 2 minutes
- Planning: 5 minutes
- Writing: 30 minutes
- Editing: 5 minutes

### *Preparation for the Writing test session*

To prepare for the Writing test you will need to:

- make sure you have your test administration pack from NAPLAN coordinator
- arrange the room so that no student can see another student's work. Where students are in a computer lab that has been designed to facilitate collaboration, computers may need to be moved or temporary barriers put up between students
- take down, cover or reverse any posters, displays or teaching materials that might help students with their writing
- check that your device is fully charged or connected to a power supply
- confirm there are sufficient devices for all of the students in the test session (taking into account any students bringing their own device) and that they are fully charged or connected to a power supply
- confirm there are sufficient sets of earphones for all students in the test session
- turn devices on
- connect the devices to the internet
- ensure you have a sufficient number of slips of paper on which the URL for the unsecured browser is written (for students with PNP codes AST and COL)
- be prepared to assist students in opening the appropriate locked down browser for their device
- check you have access to a whiteboard or blackboard
- check you are aware of any disability adjustments provided to the students in your session and how to manage them
- check that you have all the appropriate test materials
- check that the student materials are available for the students.

To start the test session:

- use your test administrator login details for the session to create a test session code for this test
- write the test session code on the board
- if the test session includes students who have a disability adjustment which allows them to use an unsecured browser (rather than the locked down browser), provide the URL for the unsecured browser to these students on a slip of paper and assist them with logging in as necessary
- distribute the student session slips.

### **Materials required**

<b>Each student must have</b>	<b>The test administrator must have</b>
<ul style="list-style-type: none"><li>• a device that meets the technical specifications for NAPLAN online</li><li>• their <b>student session slip</b> for this session</li><li>• a sheet of blank planning paper</li><li>• a pen or pencil</li><li>• earphones</li></ul>	<ul style="list-style-type: none"><li>• a device that meets the technical specifications for NAPLAN online</li><li>• this test administration handbook</li><li>• the <b>test administrator slip</b> for the session (containing the test administrator login details necessary for generating the test session code)</li><li>• extra blank paper</li><li>• spare pens/pencils</li><li>• a watch or clock</li><li>• a board to display test session code</li><li>• a list of students allocated to the test session (including details of disability adjustments).</li></ul>

### **Test administration script**

You should have already generated the session code at this stage, but should not yet have started the test. See the section of this handbook titled *Test Administrator creates the test session*.

#### **READ ALOUD**

Today you will complete a Writing test.

You should all have your student code for this test on a piece of paper. Make sure this piece of paper contains your correct name.

You should also have a blank piece of paper, a pen or pencil and a set of earphones.

Check to see that you have these things.

Allow students time to check they have these items.

## READ ALOUD

You should have your device turned on in front of you.

The first thing we will do is check the sound using your earphones. If you want to have the instructions read out to you by the student test player, you will need to use your earphones, so it is important to check the sound settings.

Check that your earphones are plugged in. Set your device's volume to 75% of its maximum level. You will be able to adjust the volume within the student test player.

Allow students time to check their sound settings. Assist them in adjusting the sound, if necessary.

## READ ALOUD

Now we will open the student test player.

FOR STUDENTS USING THE LOCKED DOWN BROWSER: Click on the icon for the locked down browser on your desktop and wait.

*(FOR STUDENTS USING AN UNSECURED BROWSER ONLY (PNP codes AST and COL): type the web address written on the slip of paper I gave you into your browser and click 'Enter'.)*

You should now all see a page which displays a number of options. One of these will say 'NAPLAN 2017'.

Raise your hand if you cannot see this screen or the 'NAPLAN 2017' button.

Resolve any issues before continuing. Ensure that no student is inappropriately using the unsecured browser.

## READ ALOUD

Now, click on the 'NAPLAN 2017' button.

You should now all see the audio check screen. Select play to hear the sound. If you can hear the sound select 'I can hear the sound' and then select 'Start Test'. If there is a problem with your audio raise your hand.

Resolve any issues before continuing.

## READ ALOUD

You should now all see the test session login screen.

Raise your hand if you cannot see this screen.

Resolve any issues before continuing.

## READ ALOUD

I've written the **test session code** on the board. Type this into the boxes on your screen. Be careful to type the letters exactly as they appear on the board. Once you have typed the session code into the boxes, click on 'Next' and wait.

Allow students time to type in the test session code, providing assistance where necessary.

## READ ALOUD

Now type your student code into the boxes on your screen. This is the code that is printed on your piece of paper. Once you have typed it in, click on 'Next' and wait.

You should all now see a box asking you to confirm your name. Check your name carefully. If your name is correct, click on 'Yes' and wait. If it is not your name or it is not spelled correctly, raise your hand and I will help you.

Assist students as required, noting any incorrectly spelled names. Ensure all students have successfully logged into the correct test attempt before continuing.

## READ ALOUD

You should now all be able to see a screen that says 'NAPLAN: Year 9 Writing', as well as your name. Under your name you will see a button that says 'Test'. If you can't see these things, put your hand up and I will help you.

Give students time to check their details.

## READ ALOUD

Now, click the button that says 'Test'. This will take you to a holding page while I read out some instructions to you.

Once I start the test, you will be able to read the writing prompt and the test instructions.

You will also be able to listen to the writing prompt and the instructions by putting on your earphones and clicking the play symbol.

Pay careful attention to the instructions, as they will explain the type of text you need to write. You can read or listen to the instructions as many times as you need to. You can also listen to them at any point in the test.

Once you have read or listened to the writing prompt and the instructions, you can click on 'Start writing'. This will take you to the writing pane where you can start typing your text.

You will have plenty of space to write. Once you come to the end of the pane that you see when you enter the test, a scroll bar will appear. You can use this to see how much space you have.

Pause to allow students to ask questions.

## READ ALOUD

You will have 42 minutes to do this test, unless you have been granted extra time. This includes time for reading and listening to the prompt.

Before you start writing, you may want to do some planning. People like to plan in different ways.

You might write down your ideas or keywords, or draw a mind map.

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

You can plan either by using the piece of paper that you have, or by using the writing pane on your device.

Choose the kind of planning that helps you to organise your ideas.

The piece of paper you have for planning will not be marked, but it will be collected. Anything you type into the writing pane of your device will be marked, so be sure to delete any planning notes that are not part of your final text before finishing your test.

I recommend using the first 2 minutes of your time reading or listening to the prompt and then using the next 5 minutes of your test time to do your planning. I will let you know when 7 minutes is up so you can move from planning to writing.

You should spend the last 5 minutes of your time editing your work. I will tell you when you have about five minutes left. You can also check how much time is remaining by looking at the timer in the top left-hand corner of your screen. Your timer will flash when you have ten minutes and five minutes left.

One last thing, it is very important that you do not include your name in your writing response. The online system knows who you are from your login details, which are linked to your response, and will return your results correctly. To protect your privacy, please do not include your name in your writing response.

Answer any questions the students have.

Begin the test session by clicking the 'Start session' button on the test administration session dashboard.

## READ ALOUD

You may begin your test now. You should read or listen to the prompt and start your planning now.

### DO NOT:

- × brainstorm with students
- × allow students to discuss the topic
- × give students ideas or pre-developed plans
- × write anything on the board other than the test session code
- × plan for the students.

Actively supervise students to make sure they are planning their work independently. If a student is having difficulties, quietly encourage them to look at the writing stimulus or listen to the instructions again.

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

### After 7 minutes, READ ALOUD

Seven minutes have now passed. If you haven't already done so, you should move on from planning to typing your text.

Actively supervise the students to make sure that they have begun typing.

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 text.**

Ensure that students are typing their text into the writing pane in the online assessment platform. They should not be using their sheet of paper for anything beyond planning. The planning paper will not be marked.

If students run out of space to write, quietly explain to them that they can edit their work to make it more concise in order to add more to their text, but that they cannot get more space for their writing.

Students who finish early should be encouraged to reread and edit their writing. When they have finished checking, they should sit and wait quietly. They may not engage in 'early finisher' activities, such as reading, which may provide information or ideas for their writing. If a whole class finishes the test before the allocated time, you may use discretion in managing the test environment and finalising the test session.

### After 32 minutes writing time, READ ALOUD

You have about 10 minutes left for this test, unless you have been granted extra time. I recommend that you spend the next five minutes finishing your writing, so that you can leave yourself 5 minutes for editing.

### **After 37 minutes writing time, READ ALOUD**

You now have about five minutes left in this test, unless you have been granted extra time. Use this time 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 or ideas and correcting any spelling or punctuation mistakes.

You don't have time to make big changes.

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

If you did your planning in the writing pane on your device, you should delete any remaining notes.

When your time ends you will see a screen asking you to click on 'Finish'.

If you finish before your time ends you can finish your test by clicking on 'Finish'.

Once you have finished your test, 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.

Be mindful of students who may have been granted extra time due to a disability adjustment or a disruption. Alert these students when they have five minutes of test time remaining. When your dashboard shows that the time has expired for all students:

### **READ ALOUD.**

Thank you everyone. The Writing test is now finished.

If you have already finished your test, you should have a message confirming that it has been finished.

If you ran out of time to finish your test, you will now have a screen asking you to click on 'Finish'. Please click on 'Finish'.

Walk around and check that all students have finished their tests.

## READ ALOUD

Leave your planning page and your **student session slip** on your desk to be collected.  
You should now all close down the test browser.

Once all test attempts have been finished, finalise the test session by clicking the 'Finalise session' button on the test administration session dashboard.

If any test attempt is still paused at this stage, you will not be able to finalise the test session. You must inform the NAPLAN coordinator of all paused test attempts.

Check that all students have closed the locked down browser or, where appropriate, the unsecured browser.

### *After the test*

- recharge school-supplied devices for the next test session, if necessary
- collect all planning pages and student session slips
- collect any slips containing the unsecured browser URL
- collect and store school earphones
- notify the NAPLAN coordinator of any:
  - absent students
  - students who refused to login or logged in and did not complete the test
  - students who abandoned the test due to illness or injury
  - test disruptions or incidents
  - paused test attempts
  - errors in the spelling of student names
- return test administrator session slip, student session slips, planning pages and any other test materials to the NAPLAN coordinator.

## Reading test administration – Year 9

Please ensure that you are familiar with the relevant information in this handbook before administering this test. This test is to be conducted in one session. This is an assessment of a student's ability to read, comprehend and respond to a variety of text types. Note: earphones are not allowed in this test.

### *Time allocation*

Introduction time: approximately 15 minutes

Test time: 65 minutes (unless extra time has been granted due to a disability adjustment)

### *Preparation for the Reading test session*

To prepare for the Reading test you will need to:

- make sure you have your test administration pack from the NAPLAN coordinator
- arrange the room so that no student can see another student's work. Where students are in a computer lab that has been designed to facilitate collaboration, computers may need to be moved or temporary barriers put up between students
- take down, cover or reverse any posters, displays or teaching materials that might help students with the test
- check that your device is fully charged or connected to a power supply
- confirm there are sufficient devices for all of the students in the test session (taking into account any students bringing their own device) and that they are fully charged or connected to a power supply
- turn devices on
- connect the devices to the internet
- ensure you have a sufficient number of slips of paper on which the URL for the unsecured browser is written (for students with PNP codes AST and COL)
- be prepared to assist students in opening the appropriate locked down browser for their device
- check you have access to a whiteboard or blackboard
- check you are aware of any disability adjustments provided to the students in your session and how to manage them
- check that you have all the appropriate test materials
- check that the student materials are available for the students.

To start the test session:

- use your test administrator login details for the session to create a test session code for this test
- write the test session code on the board
- if the test session includes students who have a disability adjustment which allows them to use an unsecured browser (rather than the locked down browser), provide the URL for the unsecured browser to these students on a slip of paper and assist them with logging in as necessary
- distribute the student session slips.

### **Materials required**

<b>Each student must have</b>	<b>The test administrator must have</b>
<ul style="list-style-type: none"><li>• a device that meets the technical specifications for NAPLAN online</li><li>• their <b>student session slip</b> for this session.</li></ul>	<ul style="list-style-type: none"><li>• a device that meets the technical specifications for NAPLAN online</li><li>• this test administration handbook</li><li>• the <b>test administrator slip</b> for the session (containing the test administrator login details necessary for generating the test session code)</li><li>• a watch or clock</li><li>• a board to display test session code</li><li>• a list of students allocated to the test session (including details of disability adjustments).</li></ul>

### **Test administration script**

You should have already generated the session code at this stage, but should not yet have started the test. See the section of this handbook titled *Test Administrator creates the test session*.

#### **READ ALOUD**

Today you will complete a Reading test.

You should all have your student code for this test on a piece of paper. Make sure your name is correct on this paper. Put your hand up if it is not correct.

Allow students time to check their names.

## READ ALOUD

You should have your device turned on in front of you.

Now we will open the student test player.

FOR STUDENTS USING THE LOCKED DOWN BROWSER: Click on the icon for the locked down browser on your desktop and wait.

*(FOR STUDENTS USING AN UNSECURED BROWSER ONLY (PNP codes AST and COL): type the web address written on the slip of paper I gave you into your browser and click 'Enter'.)*

You should now all see a page which displays a number of options. One of these will say 'NAPLAN 2017'

Raise your hand if you cannot see this screen or the 'NAPLAN 2017' button.

Resolve any issues before continuing. Ensure that no student is inappropriately using the unsecured browser.

## READ ALOUD

Now, click on the 'NAPLAN 2017' button.

As headphones are not permitted for the Reading Test select 'I can hear the sound' and then select 'Start Test'.

You should now all see the test session login screen.

Raise your hand if you cannot see this screen.

Resolve any issues before continuing.

## READ ALOUD

I've written the **test session code** on the board. Type this code into the boxes on your screen. Be careful to type the letters exactly as they appear on the board. Once you have typed the session code into the boxes, click on 'Next' and wait.

Allow students time to type in the test session code, providing assistance where necessary.

## READ ALOUD

Now type your student code into the boxes on your screen. This is the code that is printed on your piece of paper. Once you have typed it in, click on 'Next' and wait.

You should all now see a box asking you to confirm your name. Check your name carefully. If your name is correct, click on 'Yes' and wait. If it is not your name or it is not spelled correctly, raise your hand and I will help you.

Assist students as required, noting any incorrectly spelled names. Ensure all students have successfully logged into the correct test attempt before continuing.

## READ ALOUD

You should now all be able to see a screen that says 'NAPLAN: Year 9 Reading', as well as your name. Under your name you will see a button that says 'Practice questions'. If you can't see these things, put your hand up and I will help you.

Give students time to check their details.

## READ ALOUD

In this Reading test you will have to read texts and then answer questions about them.

Before you begin the test, though, we will work through some practice questions together.

Click on the button that says 'Practice questions' now. You should see the first practice question. If you can't see the question raise your hand and I will help you.

Give students time to locate the button and click on it. Resolve any issues before continuing.

### **Students with disability required adjustments providing alternative items only:**

Students with adjustments providing alternative items may not be able to interact with some of the practice questions below. Direct them to click 'Next' at the bottom right hand of the screen if they cannot interact with the question.

## READ ALOUD

There are three practice questions. Each of the practice questions shows you how to answer a different type of question. We will do the practice questions together, but you will have to do the test questions by yourself.

Look at the first question. On the left side of the screen you will see a text called *Snowboarding in Australia*. Read *Snowboarding in Australia* now.

Give students time to read *Snowboarding in Australia*.

## READ ALOUD

Look at *Practice Question 1*.

### Snowboarding in Australia

Snowboarding is fast becoming one of the most popular winter sports in Australia. Australian athletes have been amongst the world's top snowboarders since Zeke Steggall represented Australia in the first Olympic snowboarding event in Japan in 1998. Nathan Johnstone was number two in the world in 2008 and 2009, and Torah Bright won a gold medal at the 2010 Winter Olympics and a silver medal at the 2014 Winter Olympics.



In which **two** years did Torah Bright win a medal at the Winter Olympics?

1998

2008

2009

2010

2014



To answer this question, you must click on two boxes.

If you click a box and then change your mind, click the box again to deselect that answer. You can then click a different box.

Answer the question now.

Give students time to click the correct boxes.

## READ ALOUD

The correct answers are *2010* and *2014*. You should have clicked these two boxes **ONLY**.

If you made a mistake, click on the box with the incorrect answer to deselect it. If you did not click on the boxes next to the correct answers, click on them now.

Once you have finished, click on 'Next' at the bottom right-hand side of the screen.

Give students time to correct their answers.

## READ ALOUD

Look at *Practice Question 2*.

### Snowboarding in Australia

Snowboarding is fast becoming one of the most popular winter sports in Australia. Australian athletes have been amongst the world's top snowboarders since Zeke Steggall represented Australia in the first Olympic snowboarding event in Japan in 1998. Nathan Johnstone was number two in the world in 2008 and 2009, and Torah Bright won a gold medal at the 2010 Winter Olympics and a silver medal at the 2014 Winter Olympics.



According to the text, in which order did these snowboarders represent Australia?

Torah Bright

Zeke Steggall

Nathan Johnstone

1

2

3

To answer this question, you need to place the sentences in the correct order. For this question, you must use all of the sentences and fill all of the boxes. You can only put one sentence in each box.

Click on a sentence and drag it into the box you think it should go in.

Answer the question now.

Give students time to move the names into the correct boxes.

## READ ALOUD

The correct order is *Zeke Steggall*, in box 1, *Nathan Johnstone*, in box 2 and *Torah Bright*, in box 3.

If you made a mistake, click on the incorrect answer and drag it back into the box where the name came from. Once you have done this, you can choose a new answer.

If you made a mistake, you can change your answer now.

Once you have finished, click on 'Next' at the bottom right-hand side of the screen.

Give students time to correct their answers.

## READ ALOUD

Look at *Practice Question 3*.

**Australian 2010 Winter Olympic medals**

Australia won three medals at the 2010 Winter Olympics.

Medal	Event
Gold	Snowboarding Women's halfpipe
Silver	Freestyle skiing Men's moguls
Gold	Freestyle skiing Women's aeriels

Click on the word that tells you how many medals Australia won in the 2010 Winter Olympics.

Australia won three medals in the  
2010 Winter Olympics .



To answer this question, you must click on the correct highlighted word in the second sentence. Your choice will become dark blue once clicked.

Answer the question now.

Give students time to answer the question.

## READ ALOUD

The correct answer is *three*.

If you did not select this word, you can change your answer by clicking on the incorrect word to deselect it. Once you have done this, you can choose a new word.

If you made a mistake, you can change your answer now.

Give students time to correct their answers.

## **READ ALOUD**

That is the end of the practice questions.  
Do you have any questions?

Answer any student questions as necessary.

## **READ ALOUD**

Now, click on the 'Finish practice' button in the bottom right-hand corner of your screen. This will take you to a holding page while I read out some instructions to you.

Give students time to move to the holding page.

## **READ ALOUD**

There are 48 questions in the Reading test and you have 65 minutes to complete all the questions, unless you have been granted extra time.

Do your best work. If you make a mistake, you can change your answer. If you find that a question is too hard for you, flag it and go on to the next one.

There are three sections in this test. At the end of each section you will see a message on your screen asking if you would like to check your answers before moving to the next section.

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.

Because this is a test of how well you read, I cannot read or explain the questions or texts to you.

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

I will tell you when you have about five minutes left. You can also check how much time is remaining by looking at the timer in the top left-hand corner of your screen. Your timer will flash when you have ten minutes and five minutes left.

Begin the session by clicking the 'Start session' button on the test administration session dashboard.

## READ ALOUD

You may start now.

Supervise students closely to ensure they are on task. Refer to the section *Assisting students* in this handbook for additional guidelines.

Students who finish early should be encouraged to check their answers. When they have finished checking, they should sit and wait patiently. They may not engage in 'early finisher' activities, such as reading, which may provide clues to the test question answers. If a whole class finishes the test before the allocated time, you may use discretion in managing the test environment and closing the test session.

### After 60 minutes, READ ALOUD

You have about five minutes left to finish the test, unless you have been granted extra time. If you have already finished, use this time to check that you have answered all the questions.

When your time ends you will see a screen asking you to click on 'Finish'.

If you finish before your time ends you can finish your test by clicking on 'Finish'.

Once you have finished your test, wait quietly.

Be mindful of students who may have been granted extra time due to a disability adjustment or a disruption. Alert these students when they have five minutes of test time remaining. When your dashboard shows that the time has expired for all students:

### READ ALOUD.

Thank you everyone. The Reading test is now finished.

If you have already finished your test, you should have a message confirming that it has been finished.

If you ran out of time to finish your test, you will now have a screen asking you to click on 'Finish'. Please click on 'Finish'.

Walk around and check that all students have finished their tests.

## READ ALOUD

Leave your **student session slip** on your desk to be collected.

You should now all close down the test browser.

Once all test attempts have been finished, finalise the test session by clicking the 'Finalise session' button on the test administration session dashboard.

If any test attempt is still paused at this stage, you will not be able to finalise the test session. You must inform the NAPLAN coordinator of all paused test attempts.

Check that all students have closed the locked down browser or, where appropriate, the unsecured browser.

### *After the test*

- recharge school-supplied devices for the next test session, if necessary
- collect all student session slips
- collect any slips containing the unsecured browser URL
- notify the NAPLAN coordinator of any
  - absent students
  - students who refused to login or logged in and did not complete the test
  - students who abandoned the test due to illness or injury
  - test disruptions or incidents
  - paused test attempts
  - errors in the spelling of student names
- return the test administrator slip, student session slips and any other test materials to the NAPLAN coordinator.

## Conventions of Language test administration – Year 9

Please ensure that you are familiar with the relevant information in this handbook before administering this test. This is an assessment of a student's ability in grammar and punctuation, and spelling.

All students will need to complete the Reading test before starting the Conventions of Language test.

This test must be conducted in one session and is composed of two sections; Grammar and Punctuation followed by Spelling.

### *Time allocation*

Introduction time: approximately 15 minutes

Test time: 45 minutes

(unless extra time has been granted due to a disability adjustment)

### *Preparation for the Conventions of Language test session*

To prepare for the Conventions of Language test you will need to:

- make sure you have your test administration pack from NAPLAN coordinator
- arrange the room so that no students can see another student's work. Where students are in a computer lab that has been designed to facilitate collaboration, computers may need to be moved or barriers put up between students
- take down, cover or reverse any posters, displays or teaching materials that might help students to answer questions, especially spelling lists
- check that your device is fully charged or connected to a power supply
- confirm there are sufficient devices for all of the students in the test session (taking into account any students bringing their own device) and that they are fully charged or connected to a power supply
- confirm that there are sufficient sets of earphones for all students in the test session
- turn devices on
- connect the devices to the internet
- ensure you have a sufficient number of slips of paper on which the URL for the unsecured browser is written (for students with PNP codes AST and COL)
- be prepared to assist students in opening the appropriate locked down browser for their device
- check you have access to a whiteboard or blackboard
- check that you are aware of all the disability adjustments provided to the students in your session and how to manage them
- check that you have all the appropriate test materials
- check that the student materials are available for the students.

To start the test session:

- use your test administrator login details for the session to create a test session code for this test
- write the test session code on the board
- if the test session includes students who have a disability adjustment which allows them to use an unsecured browser (rather than the locked down browser), provide the URL for the unsecured browser to these students on a slip of paper and assist them with logging in as necessary
- distribute the student session slips.

### *Materials required*

<b>Each student must have</b>	<b>The test administrator must have</b>
<ul style="list-style-type: none"><li>• a device that meets the technical specifications for NAPLAN online</li><li>• their <b>student session slip</b> for this session</li><li>• earphones.</li></ul>	<ul style="list-style-type: none"><li>• a device that meets the technical specifications for NAPLAN online</li><li>• this test administration handbook</li><li>• the <b>test administrator slip</b> for the session (containing the test administrator login details necessary for generating the test session code)</li><li>• a watch or clock</li><li>• a board to display the test session code</li><li>• a list of students allocated to the test session (including details of disability adjustments).</li></ul>

### *Test administration script*

#### **READ ALOUD**

Today you will complete a Conventions of Language test. This is a test of grammar and punctuation, and spelling. The test will be broken up into two parts. First, you will do the grammar and punctuation section, then you will do the spelling section.

You should all have your student code for this test on a piece of paper. Make sure this piece of paper contains your correct name.

You should also have a set of earphones.

Check to see that you have these things.

Allow students time to check they have these items.

## READ ALOUD

You should have your device turned on in front of you.

The first thing we will do is check the sound using your earphones. You will need your earphones for the spelling section of the test, so it is important to check the sound settings.

Check that your earphones are plugged in. Set your device's volume to 75% of its maximum level. You will be able to adjust the volume within the test player.

Allow students time to check their sound settings. Assist them in adjusting the sound, if necessary.

## READ ALOUD

Now we will open the student test player.

FOR STUDENTS USING THE LOCKED DOWN BROWSER: Click on the icon for the locked down browser on your desktop and wait.

*(FOR STUDENTS USING AN UNSECURED BROWSER ONLY (PNP codes AST and COL): type the web address written on the slip of paper I gave you into your browser and click 'Enter'.)*

You should now all see a page which displays a number of options. One of these will say 'NAPLAN 2017'

Raise your hand if you cannot see this screen or the 'NAPLAN 2017' button.

Resolve any issues before continuing. Ensure that no student is inappropriately using the unsecured browser.

## READ ALOUD

Now, click on the 'NAPLAN 2017' button.

You should now all see the audio check screen. Select play to hear the sound. If you can hear the sound select 'I can hear the sound' and then select 'Start Test'. If there is a problem with your audio raise your hand.

Resolve any issues before continuing.

## READ ALOUD

You should now see the test session login screen.

Raise your hand if you cannot see this screen.

Resolve any issues before continuing.

## READ ALOUD

I've written the **test session code** on the board. Type this code into the boxes. Be careful to type the letters exactly as they appear on the board. Once you have typed the session code into the boxes, click on 'Next' and wait.

Allow students time to type in the test session code, providing assistance where necessary.

## READ ALOUD

Now type your student code into the boxes on your screen. This is the code that is printed on your piece of paper. Once you have typed it in, click on 'Next' and wait.

You should now see a box asking you to confirm your name. Check your name carefully. If your name is correct, click on 'Yes' and wait. If it is not your name or it is not spelled correctly, raise your hand and I will help you.

Assist students as required, noting any incorrectly spelled names. Ensure all students have successfully logged into the correct test attempt before continuing.

## READ ALOUD

You should now all be able to see a screen that says 'NAPLAN: Year 9 Conventions of Language', as well as your name. Under your name you will see a button that says 'Practice questions'. If you can't see these things, put your hand up and I will help you.

Give students time to check their details.

## READ ALOUD

Before you begin the test, we will work through some practice questions together.

Click on the button that says 'Practice questions' now. You should see the first practice question. If you can't see the question, raise your hand and I will help you.

Give students time to locate the button and click on it. Resolve any issues before continuing.

### **Students with disability required adjustments providing alternative items only:**

Students with adjustments providing alternative items may not be able to interact with some of the practice questions below. Direct them to click 'Next' at the bottom right hand of the screen if they cannot interact with the question.

## READ ALOUD

There are four practice questions. Each of the practice questions shows you how to answer a different type of question. We will do the practice questions together, but you will have to do the test questions by yourself.

## READ ALOUD

Look at *Practice Question 1*.

Which word correctly completes this question?

Do you have  pet?

- she
- he
- if
- a

To answer this question, you must choose the correct word to complete the sentence.

Follow the words while I read the question: *Which word correctly completes this question?*

First click on the arrow to make the choices appear, then click the correct word. Do that now.

Give students time to select an answer.

## READ ALOUD

The correct answer is *a*. If you did not select this word, you can change your answer.

To do this, click on the arrow to make the options appear again, then click on a different word. If you made a mistake, you can change your answer now.

Once you have finished, click on 'Next' at the bottom right-hand side of the screen.

Give students time to correct their answer, if needed.

Answer any student questions as necessary.

## READ ALOUD

Look at *Practice Question 2*.

Drag **three** names in this sentence to the box below.

Troy,	Mollie	and	Bob	sat	together
		in	class.		

Names

Follow the words while I read the question. Drag **three** names in this sentence to the boxes below.

To answer this question, you can do one of two things.

You can drag the names into the box or you can click on a name, then click on the box. If you click on the name you will notice the box around the name turns green.

Notice the word **three** is in bold. You will need to drag **three** names to the boxes.

Give students time to drag the words.

## READ ALOUD

The three words you should have dragged are *Troy, Mollie and Bob*.

These names can be in any order.

If you made a mistake you can drag the word back to the bar then drag or click the correct word to put it in a box.

Once you have finished, click on 'Next' at the bottom right-hand side of the screen.

Give students time to correct their answer, if needed.

Answer any student questions as necessary.

## READ ALOUD

Look at *Practice Question 3*.

Click on the verb in this sentence.

Dogs sometimes chase cats .

To answer this question, you must read the first sentence then you must click on the word in the second sentence, based on the instructions in the first sentence. Your choice will become dark blue once clicked.

Sometimes the words in the second sentence have blue shading behind them, like in this question, and sometimes they do not. In either case, you click in the second sentence and your choice will turn dark blue.

Follow while I read the first sentence. *Click on the verb in this sentence.*

Do that now.

Give students time to click on a word.

## READ ALOUD

The correct answer is *chase*. If you made a mistake, click on the box with the incorrect answer to deselect it, then click on the correct word.

Once you have finished, click on 'Next' at the bottom right-hand side of the screen.

Give students time to correct their answer, if needed.

Answer any student questions as necessary.

## READ ALOUD

Look at *Practice Question 4*.

Mum uses a \_\_\_\_\_ to water the plants.

Click on the play button to hear the missing word.



Type the correct spelling of the word in the box.

Answer here

For some questions you will need to use earphones.

In this question, a sentence is shown on the screen with a space where the word you have to spell should be. You will listen to the sentence using the audio player on your screen and your earphones and you will hear the word you need to spell

When I tell you to, put your earphones on and then click on the play button. Listen to the sentence then click in the box and type the word into the box.

If the sound is too low or too loud, you can adjust it by turning the volume up or down on the audio player.

Put your earphones on now. In the blue bar on your screen, the play button is the little arrow on the left side.

Click it.

The volume (or sound) button is next to it.

Click on the volume button and adjust the sound if you need to.

Type the missing word you hear into the box.

Give students time to listen to the word and type it into the box.

## READ ALOUD

The correct answer is *hose*. H-O-S-E. If you made a mistake with the spelling, you can delete the word and type the word with the correct spelling.

The computer will not let you put any spaces, numbers or symbols in the box.

You can only type letters. It doesn't matter whether you use lower case or upper case letters.

Give students time to correct their answer, if needed.

## READ ALOUD

That is the end of the practice questions.  
Do you have any questions?

Answer any student questions as necessary.

## READ ALOUD

Now, click on the 'Finish practice' button in the bottom right-hand corner of your screen. This will take you to a holding page while I read out some instructions to you.

Give students time to move to the holding page.

## READ ALOUD

There are two parts to this test. In the first part you will have to answer grammar and punctuation questions. In the second part you will have to answer spelling questions. You will need your earphones for the second part of the test only.

There are 50 questions in the test and you have 45 minutes to complete all the questions unless you have been granted extra time.

Do your best work. If you make a mistake, you can easily change your answer on screen as we practised in the practice questions.

If you find that a question is too hard, flag it and go on to the next question. When you reach the end of the test, if you have time, you can go back and check or change your answers, or answer questions that you left out.

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.

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

I will tell you when you have about five minutes left. You can also check how much time is remaining by looking at the timer in the top left-hand corner of your screen. Your timer will flash when you have ten minutes and five minutes left.

Begin the session by clicking the 'Start session' button on the test administration session dashboard.

## **READ ALOUD**

You may start now.

Actively supervise students to make sure they are on task.

Monitor the progress of the students and provide a reminder, if necessary, to ensure that all students spend at least 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 sit and wait patiently. They may not engage in 'early finisher' activities, such as reading, which may provide clues to the test question answers. If a whole class finishes the test before the allocated time, you may use discretion in managing the test environment and closing the test session.

## **After 40 minutes, READ ALOUD**

You have about five minutes left to finish the test, unless you have been granted extra time. If you have already finished, use this time to check that you have answered all the questions.

When your time ends you will see a screen asking you to click on 'Finish'.

If you finish before your time ends you can finish your test by clicking on 'Finish'.

Once you have finished your test, wait quietly.

Be mindful of students who may have been granted extra time due to a disability adjustment or a disruption. Alert these students when they have five minutes of test time remaining. When your dashboard shows that the time has expired for all students:

## **READ ALOUD**

Thank you everyone. The Conventions of Language test is now finished.

If you have already finished your test, you should have a message confirming that it has been finished.

If you ran out of time to finish your test, you will now have a screen asking you to click on 'Finish'. Please click on 'Finish'.

Walk around and check that all students have finished their tests.

## READ ALOUD

Leave your **student session slip** on your desk to be collected.

You should now all close down the test browser.

Once all test attempts have been finished, finalise the test session by clicking the 'Finalise session' button on the test administration session dashboard.

If any test attempt is still paused at this stage, you will not be able to finalise the test session. You must inform the NAPLAN coordinator of all paused test attempts. Check that all students have closed the locked down browser or, where appropriate, the unsecured browser.

### *After the test*

- recharge devices for the next test session, if necessary
- collect all student session slips
- collect any slips containing the unsecured browser URL
- collect and store school earphones
- notify the NAPLAN coordinator of any
  - absent students
  - students who refused to login or logged in and did not complete the test
  - students who abandoned the test due to illness or injury
  - test disruptions or incidents
  - paused test attempts
  - errors in the spelling of student names
- return the test administrator slip, student session slips and any other test materials to the NAPLAN coordinator.

## Numeracy test administration – Year 9

Please ensure that you are familiar with the information in this handbook before administering this test. This is an assessment of a student's ability in numeracy.

This test is to be conducted in one session and is composed of two parts:

Part A – non-calculator (comprising 3 sections)

Part B – calculator (comprising 1 section)

In the first part students will **not** have access to the online calculator. The calculator will only be available in the second part of the test. Students will not be able to return to the first part of the test once they have moved onto the second part. A screen at the end of the first part of the test will remind them of this.

### *Time allocation*

Introduction time: approximately 15 minutes.

Test time: 60 minutes

(unless extra time has been granted due to a disability adjustment).

### *Preparation for the Numeracy test session*

To prepare for the Numeracy test you will need to:

- make sure you have your test administration pack from NAPLAN coordinator
- arrange the room so that no student can see another student's work. Where students are in a computer lab that has been designed to facilitate collaboration, computers may need to be moved or barriers put up between students
- take down, cover or reverse any posters, displays or teaching materials that might help students to answer questions
- check that your device is fully charged or connected to a power supply
- confirm there are sufficient devices for all of the students in the test session (taking into account any students bringing their own device) and that they are fully charged or connected to a power supply
- confirm that there are sufficient sets of earphones for those students who wish to use them in the test session
- turn on devices
- connect the devices to the internet
- ensure you have a sufficient number of slips of paper on which the URL for the unsecured browser is written (for students with PNP codes AST and COL)
- be prepared to assist students in opening the appropriate locked down browser for their device
- check you have access to a whiteboard or blackboard
- check that you are aware of all the disability adjustments provided to the students in your session and how to manage them
- check that you have all the appropriate test materials
- check that the student materials are available for the students
- check that no calculators are available.

To start the test session:

- use your test administrator login details for the session to create a test session code for this test
- write the test session code on the board
- if the test session includes students who have a disability adjustment which allows them to use an unsecured browser (rather than the locked down browser), provide the URL for the unsecured browser to these students on a slip of paper and assist them with logging in as necessary
- distribute the student session slips.

### ***Materials required***

<b>Each student must have</b>	<b>The test administrator must have</b>
<ul style="list-style-type: none"><li>• a device that meets the technical specifications for NAPLAN online</li><li>• their <b>student session slip</b> for this session</li><li>• a sheet of blank paper for working out</li><li>• a pen or pencil</li><li>• earphones (optional).</li></ul>	<ul style="list-style-type: none"><li>• a device that meets the technical specifications for NAPLAN online</li><li>• this test administration handbook</li><li>• the <b>test administrator slip</b> for the session (containing the test administrator login details necessary for generating the test session code)</li><li>• extra blank paper</li><li>• spare pens/pencils</li><li>• a watch or clock</li><li>• a board to display the test session code</li><li>• a list of students allocated to the test session (including details of disability adjustments).</li></ul>

Students may use earphones to access the online assessment platform audio player if they wish to have questions read out to them. Encourage students who ask you to read questions aloud, to use the audio player. You may still read the question aloud to the student if necessary.

## ***Test administration script***

### **READ ALOUD**

Today you will complete a Numeracy test.

You should all have your student code for this test on a piece of paper. Make sure this piece of paper contains your correct name.

You should have a blank piece of paper and a pen or pencil for working out. This sheet of paper will not be marked, but it will be collected at the end of the test.

If you want to have the questions read out to you by the audio player, you should have earphones with you.

Check to see that you have these things.

Allow students time to check they have these items.

### **READ ALOUD**

You should have your device turned on in front of you.

If you are using earphones, the first thing we will do is check your sound level. If you want to have the questions read out to you, you will need to use your earphones, so it is important to check the sound settings.

Check that your earphones are plugged in. Set your device's volume to 75% of its maximum level. You will be able to adjust the volume within the test player.

Allow students time to check their sound settings. Assist them in adjusting the sound, if necessary.

### **READ ALOUD**

Now we will open the student test player.

**FOR STUDENTS USING THE LOCKED DOWN BROWSER:** Click on the icon for the locked down browser on your desktop and wait.

*(FOR STUDENTS USING AN UNSECURED BROWSER ONLY (PNP codes AST and COL): type the web address written on the slip of paper I gave you into your browser and click 'Enter'.)*

You should now all see a page which displays a number of options. One of these will say 'NAPLAN 2017'

Raise your hand if you cannot see this screen or the 'NAPLAN 2017' button.

Resolve any issues before continuing. Ensure that no student is inappropriately using the unsecured browser.

## READ ALOUD

Now, click on the 'NAPLAN 2017' button.

You should now all see the audio check screen. Select play to hear the sound. If you can hear the sound select 'I can hear the sound' and then select 'Start Test'. If there is a problem with your audio raise your hand.

Resolve any issues before continuing.

## READ ALOUD

You should now all see the test session login screen.

Raise your hand if you cannot see this screen.

Resolve any issues before continuing.

## READ ALOUD

I've written the **test session code** on the board. Type this code into the boxes.

Be careful to type the letters exactly as they appear on the board. Once you have typed the session code into the boxes, click on 'Next' and wait.

Allow students time to type in the test session code, providing assistance where necessary.

## READ ALOUD

Now type your student code into the boxes on your screen. This is the code that is printed on your piece of paper. Once you have typed it in, click on 'Next' and wait.

You should all now see a box asking you to confirm your name. Check your name carefully. If your name is correct, click on 'Yes' and wait. If it is not your name or it is not spelled correctly, raise your hand and I will help you.

Assist students as required, noting any incorrectly spelled names. Ensure all students have successfully logged into the correct test attempt before continuing.

## READ ALOUD

You should now all be able to see a screen that says 'NAPLAN Year 9 Numeracy', as well as your name. Under your name you will see a button that says 'Practice questions'. If you can't see these things, put your hand up and I will help you.

Give students time to check their details.

## READ ALOUD

Before you begin the test, we will work through some practice questions together.

Click on the button that says 'Practice questions' now. You should see the first practice question. If you can't see the question raise your hand and I will help you.

Give students time to locate the button and click on it. Resolve any issues before continuing.

### **Students with disability required adjustments providing alternative items only:**

Students with adjustments providing alternative items may not be able to interact with some of the practice questions below. Direct them to click 'Next' at the bottom right hand of the screen if they cannot interact with the question.

## READ ALOUD

There are three practice questions. Each of the practice questions shows you how to answer a different type of question. We will do the practice questions together but you will have to do the test questions by yourself.

## READ ALOUD

In some questions in Year 9 you will be able to use tools, such as a ruler, a protractor or a calculator.

The screen for your questions has an icon for these tools in the top right-hand corner.

If you click on the calculator icon at the top of the screen on your practice question, the calculator will appear on the screen.

You can move the calculator by dragging it to where you can read the question and use the calculator at the same time.

You can remove the calculator from the screen by clicking on the icon on the top right-hand corner of your screen.

## READ ALOUD

Look at *Practice Question 1*.

What is the value of  $4 \times (5 + 4) + (8 \div 2)$ ?

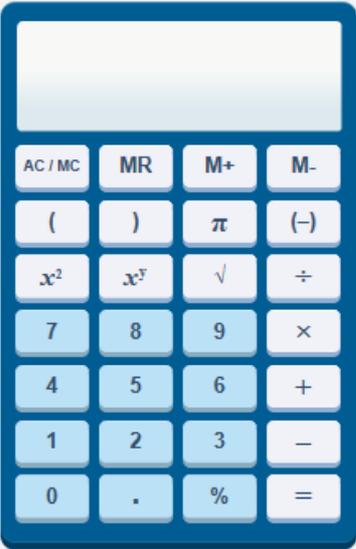
16

22

28

34

40



Click on the calculator icon on the top right of your screen.

Click on the numbers and symbols on the calculator to calculate the answer to the question.

Then click on the button next to the correct answer.

There is only **one** correct answer.

Answer this question now.

Give students time to click on the calculator, work out their answer and then click on the correct button.

## READ ALOUD

The correct answer is 40.

If you did not click this button, click the correct button now and your answer will change.

Once you have finished, click on 'Next' at the bottom right-hand side of the screen.

Give students time to correct their answer.

Answer any questions as necessary.

## READ ALOUD

Look at *Practice Question 2*.

Jane bought 8 packs of party balloons.

Each pack cost \$3.

What was the total cost of the party balloons Jane bought?

\$

To answer this question, you must type your answer into the rectangle.

Calculate the total cost of the balloons, put your cursor in the rectangle and type your answer.

Give students time to type their answer.

## READ ALOUD

The correct answer is *24*.

If you didn't select this answer, click at the end of your answer in the rectangle and use the back space key to delete your first answer. You can also highlight the incorrect answer then type the correct answer into the rectangle.

Once you have finished, click on 'Next' at the bottom right-hand side of the screen.

Give student time to correct their answer, if needed.

Answer any questions as necessary.

## READ ALOUD

Look at *Practice Question 3*.

Four nets are shown. Drag an object to match each net.

The image shows a digital interface for a math practice question. At the top, it says "Look at *Practice Question 3*." Below that, it says "Four nets are shown. Drag an object to match each net." There are four boxes, each containing a net. The first net is a six-pointed star. The second net is a sector of a circle with a small circle attached to its straight edge. The third net is a cross-like shape with a central rectangle and four smaller rectangles attached to its sides. The fourth net is a cross-like shape with a central rectangle and two triangles attached to its top and bottom sides. Below these nets are eight 3D objects in a row: a rectangular prism, a cylinder, a triangular pyramid, a hexagonal prism, a cone, a square pyramid, a triangular prism, and a cube.

To complete this question, you need to place the correct object below each of the nets on the top line.

Look at the objects in the bottom section of the screen. Select which object should go below the first net.

Drag the correct object into the space below the net.

Move the correct objects to the spaces below each of the nets.

NOTE: Some larger items like this one, may require students to use the scroll bars. If the scroll bars appear for your students in this item **READ ALOUD:**

To see all of the objects at the bottom of the screen use the scroll bar on the right-hand side of the screen.

Give students time to move the objects into the correct places.

## READ ALOUD

The correct answer is to move the hexagonal pyramid into the first space, the cone beneath the second net, the rectangular prism below the third net and the triangular prism below the last net.

If you didn't select these objects, click on the objects you had and move them back to below spaces. Select the correct objects and move them to the correct spaces as before.

Give students time to correct their answers, if needed.

## READ ALOUD

That is the end of the practice questions.

Do you have any questions?

Answer any questions from the students

## READ ALOUD

Now, click on the 'Finish practice' button in the bottom right-hand corner of your screen. This will take you to a holding page while I read out some instructions to you.

Give students time to move to the holding page.

## READ ALOUD

In this test, I can read the questions to you if you need help, but I can't read numbers or symbols to you unless they are part of the text in the question. Also, I cannot explain the questions. If you have earphones, you can also click on 'Play' to have the questions read to you through your earphones.

Do your best work. If you make a mistake, you can change your answer. If you find that a question is too hard, flag it and go on to the next one.

There are 48 questions in the test and you have 60 minutes to complete all the questions unless you have been granted extra time.

The Numeracy test has four sections.

In the first section you cannot use the online calculator. Once you move on from this section, you will not be able to go back to it and look at the questions it contains or change your answers.

You will be able to use the online calculator for the remaining three sections of the test. At the end of each of these three sections you can review the questions before going on to the next section. The system will remind you of this at the end of each section.

When you reach the end of the test, if you have time, you can go back to the questions in sections two, three and four to check or change your answers, or answer questions that you left out.

You must do your own work. You are not allowed to talk to other students.

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

I will tell you when you have about five minutes left. You can also check to see how much time is remaining by looking at the timer in the top left-hand corner of your screen. Your timer will flash when you have ten minutes and five minutes left.

If you have any questions, raise your hand and I will come to speak with you.

Click the 'Start session' button on the test administration session dashboard.

## READ ALOUD

You may start now.

Actively supervise students to make sure they are on task.

You can read the questions to students but you cannot explain or paraphrase the questions for them. You **cannot** read numerals or symbols unless they are embedded within text. Refer to the section titled *Assisting students* earlier in this handbook for additional guidelines.

Students who finish early should be encouraged to check their answers. When finished checking, they should sit patiently and wait. They may not engage in 'early finisher' activities, such as reading, which may provide clues to the test question answers. If a whole class finishes the test before the allocated time, you may use discretion in managing the test environment and closing the test session.

## After 55 minutes, READ ALOUD

You have about five minutes left to finish the test, unless you have been granted extra time. If you have already finished, use this time to check that you have answered all the questions.

When your time ends you will see a screen asking you to click on 'Finish'.

If you finish before your time ends you can finish your test by clicking on 'Finish'.

Once you have finished your test, wait quietly.

Be mindful of students who may have been granted extra time due to a disability adjustment or a disruption. Alert these students when they have five minutes of test time remaining. When your dashboard shows that the time has expired for all students:

## READ ALOUD.

Thank you everyone. The Numeracy test is now finished.

If you have already finished your test, you should have a message confirming that it has been finished.

If you ran out of time to finish your test, you will now have a screen asking you to click on 'Finish'. Please click on 'Finish'.

Walk around and check that all students have finished their tests

## READ ALOUD

Leave your working out page and your **student session slip** on your desk to be collected.

You should now all close down the test browser.

Once all test attempts have been finished, finalise the test session by clicking the 'Finalise session' button on the test administration session dashboard.

If any test attempt is still paused at this stage, you will not be able to finalise the test session. You must inform the NAPLAN coordinator of all paused test attempts.

Check that all students have closed the locked down browser or, where appropriate, the unsecured browser.

### *After the test*

- recharge devices for the next test session, if necessary
- collect all working out pages and student code slips
- collect any slips containing the unsecured browser URL
- collect and store school earphones
- notify the NAPLAN coordinator of any
  - absent students
  - students who refused to login or logged in and did not complete the test
  - students who abandoned the test due to illness or injury
  - test disruptions or incidents
  - paused test attempts
  - errors in the spelling of student names
- return test administrator slips, student code slips, working out pages and any other test materials to the NAPLAN coordinator.

## Appendix 1

### PNP codes

The following table shows the available PNP codes, the online assessment platform adjustment, and the action required during the test session by test administrators.

PNP code	Name	Online assessment platform adjustment	Action required by test administrator
SUP	NAPLAN support person	No online assessment platform adjustment. Domains applicable: Reading, Conventions of Language, Numeracy.	Students working with a NAPLAN support person should not disturb other students. Test environment arrangements should ensure that this does not impact other students.
OSS	Oral sign / support	No online assessment platform adjustment.	Students working with oral sign / support should not disturb other students. Test environment arrangements should ensure that this does not impact other students.
SCR	Scribe	No online assessment platform adjustment. Domains applicable: Writing only.	Students working with a scribe should not disturb other students. Test environment arrangements should ensure that this does not impact other students.
RBK	Rest break	No online assessment platform adjustment.	Test administrator will need to pause student's test attempt when it is time for them to take a break. Once the student has returned from their rest break, the test administrator will need to resume the test attempt.
Adjustments providing extra time			
ETA	Extra time – 1/6 of total test time (i.e. 5 minutes for a 30-minute test, 10 minutes for a 60-minute test)	Online assessment platform will automatically allocate extra time if this PNP code is allocated. Online assessment platform will round <b>up</b> to the nearest minute.	None – online assessment platform will automatically calculate and add the extra time to the individual student's timer.

PNP code	Name	Online assessment platform adjustment	Action required by test administrator
ETB	Extra time – 1/3 of total test time (i.e. 10 minutes for a 30-minute test, 20 minutes for a 60-minute test)	Online assessment platform will automatically allocate extra time if this PNP code is allocated.  Online assessment platform will round <b>up</b> to the nearest minute.	Test administrator must ensure that the timing allowed for the test caters for the total duration of tests for students with extra time.
ETC	Extra time – 1/2 of total test time (i.e. 15 minutes for a 30-minute test, 30 minutes for a 60-minute test)	Online assessment platform will automatically allocate extra time if this PNP code is allocated.  Online assessment platform will round <b>up</b> to the nearest minute.	
Adjustments allowing secure browser to be disabled			
AST	Assistive technology	Disable browser lockdown restriction to allow setting manipulation (customised pointing devices, keyboards, software access, etc.).	Secure browser cannot be used with these adjustments.  Students not using a secure browser will require additional supervision to ensure they are not using prohibited functionality, such as external websites or calculators.
COL	Colour contrast modification	Disable browser lockdown restriction to allow student to adjust colour, contrast or brightness settings on their device.	
Adjustments through offline testing			
BRA	Braille hardcopy	No online assessment platform adjustment.	Student will sit a paper-based version of the NAPLAN tests.
Adjustments providing alternative items			
AIA	Alternative items - audio	Online assessment platform will swap <i>audio items</i> for alternatives if alternative items are defined for this PNP code.	None – the online assessment platform will automatically substitute affected items with appropriate alternative items.
AIV	Alternative items - visual	Online assessment platform will swap <i>visually detailed items</i> for alternatives if alternative items are defined for this PNP code.	

PNP code	Name	Online assessment platform adjustment	Action required by test administrator
AIM	Alternative items – motor assistive	Online assessment platform will swap <i>non-compatible motor assistive items</i> for alternatives if alternative items are defined for this PNP code.	
AAM	Alternative items - both audio and motor assistive	Online assessment platform will swap <i>audio items</i> and <i>non-compatible motor assistive items</i> for alternatives if alternative items are defined for this PNP code.	
AVM	Alternative items - both visual and motor assistive	Online assessment platform will swap <i>visually detailed items</i> and <i>non-compatible motor assistive items</i> for alternatives if alternative items are defined for this PNP code.	
ALL	Alternative items - audio, visual and motor assistive	Online assessment platform will swap <i>audio items, visually detailed items</i> and <i>non-compatible motor assistive items</i> for alternatives if alternative items are defined for this PNP code.	