Prep – Year 10

Data collection for the 2013 National Assessment Program — Literacy and numeracy (NAPLAN) tests

Purpose
This memo provides schools with information about the data collection and verification process that will occur in February and March for students participating in the National Assessment Program — Literacy and Numeracy (NAPLAN) tests.

Background
The QSA NAPLAN Student Details website has been developed to collect the details of all students eligible to sit the 2013 NAPLAN tests. This information will enable the overprinting of each of the testbooks for participating students with their name, date of birth, class, school code and name, and Education Queensland ID (EQ ID, for Education Queensland students only).

Overprinting facilitates the matching of students’ testbooks and reduces the workload for teachers. If schools do not provide this student data, the student details will have to be manually entered on the cover of each testbook by a school administrator. There are three testbooks for each student in Years 3, 5, 7 and 9. As testbooks cannot be removed from the secure packaging until the afternoon before each test, handwriting student details on all testbooks would cause organisational difficulties, particularly in large schools.

EQ and some Catholic dioceses will upload the data for their schools. All Independent schools and some independent Catholic schools will need to upload their own data.

Schools must log on to add, delete and edit student details, then verify and confirm the accuracy of their data.

The way in which a school organises their data on the website determines how the test materials are packaged and results reported. Schools may arrange their data in class groups or by alphabetical order for a year level cohort. Note: It is not possible to arrange student names for the Literacy tests one way and for the Numeracy tests in a different way.

Information
Access to the NAPLAN Student Details website will be by the same school Brief Identification Code (BIC) and password that principals or their delegates used to download their 2012 class and school reports (not personal BIC and password).

Independent and Catholic schools that need to upload their data will be able to access the website from Friday 8 February.

Education Queensland schools will be able to access the website to edit their data from Monday 18 February.

As this data will be used to overprint testbooks, and later to print reports, it is essential that schools follow the instructions provided to ensure that student data is as complete and correct as possible. Schools can delete students and add new students for all year levels up to Friday 8 March.
For students enrolled after the data has been confirmed, schools will need to use unnamed testbooks.

**What you need to do**

To access the QSA NAPLAN Student Details website on the secure section of the QSA website, schools will need their school’s BIC and school’s password. The BIC (User ID) and password are unique to the school and should be kept secure. Principals are advised to inform staff responsible for verifying data that the school BIC and password must be used to manage this process.

The QSA NAPLAN Student Details login page is available at https://naplan.qsa.qld.edu.au/naplan. The user manual, which will assist principals and administrators to register students, is available from this page. The login page can also be accessed from the QSA homepage: www.qsa.qld.edu.au (select NAPLAN portal from the Services online menu).

**Special schools**

Principals of special schools will need to access the website to edit and verify details of all eligible students. Principals are also required to indicate which students will be participating in the tests. Only students shown on the database as participating in the tests will receive test materials.

**Key dates**

- **Friday 8 February 2013 — Website opens (for schools uploading their own data)**  
  Access for all Independent schools and those Catholic schools required to upload, verify and confirm student data from this date (until website closes).

- **Monday 18 February 2013 — Bulk upload of EQ school data available**  
  Access for EQ schools whose data has been centrally uploaded to verify and confirm student data from this date (until website closes).

  Catholic schools should check with their diocesan office about the date on which their data will be available.

- **Friday 8 March 2013 — Website closes for all schools**  
  Schools are responsible for checking that their school data is complete and correct by the time the website closes. It is a school responsibility to provide correct and complete data for all participating students.

**More information**

For queries relating to access to the QSA website (school BIC and password), please contact the QSA Helpdesk on telephone (07) 3864 0278 or by email at helpdesk@qsa.qld.edu.au.

If you would like more information or support to upload student data, please contact Tracy Owens on telephone (07) 3864 0475 or by email at NAPLAN.tests@qsa.qld.edu.au.

Peter Jordan  
Acting Deputy Director  
Assessment and Reporting Division