Prep – Year 10

Delivery of 2013 NAPLAN test materials

Purpose
To inform principals of the timelines and processes for the delivery of the 2013 test materials.

Background
The delivery of test materials will begin in the second term. Please check your materials as soon as you receive them so that any extra materials can be sent in time for the testing period.

Schools in remote areas of the state will receive their materials from 16 April 2013. All other schools will receive their materials from 24 April 2013. All materials are expected to be in schools by 8 May 2013.

The principal is responsible for the overall security, receipt and confidentiality of all test materials from the time of receipt of those materials at the school through to the end of the test security period. This includes the safe collection and dispatch of those materials at the conclusion of the tests.

The 2013 Handbook for Principals states in Part A, Section 2.4:

The security of the tests is critical to ensure that students’ individual results accurately reflect their abilities. Test materials must be kept in a secure location under lock and key to avoid any premature disclosure of content, or unauthorised disclosure of materials during the test period (www.qsa.qld.edu.au/8021.html, p. 3).

It is important therefore that all schools plan for the secure storage of their test materials.

Delivery of 2013 test materials
Fuji Xerox DMS, the QSA contractor responsible for distributing the test materials, will advise schools by email when their test materials have been lodged with Australia Post. This email will inform schools of the number of packages they can expect and of the consignment numbers of the packages. Schools can track their materials via the Australia Post tracking system: http://auspost.com.au/track.

NAPLAN materials must be received in person by the principal or the principal’s delegate. The principal is to ensure that the authorised person who receives the test materials signs for them and legibly records their name and the time the materials arrive at the school. This information may be requested by the QSA. Materials must not be left unattended by a courier. If this occurs, the QSA must be notified immediately.

Refer to the 2013 Handbook for Principals for:
• detailed information about the security of test materials (Part A, Section 4, p. 5)
• processes for checking materials on receipt and for obtaining additional copies of testbooks (Part B, Section 6, pp. 34–35).
**What you need to do**

Authorise school personnel to sign for the receipt of the test materials.

Identify a safe and secure area in the school where test materials can be stored for the time they are in the school.

Check and store all materials securely upon arrival.

Notify Fuji Xerox of any incomplete deliveries or requirements for additional materials by either using the faxback form or by going to the NAPLAN portal on the QSA website https://naplan.qsa.qld.edu.au/naplan.

**More information**

If you would like more information, please email Tracy Owens at naplan.tests@qsa.qld.edu.au, or phone 3864 0475.

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