Data collection for the 2015 NAPLAN tests

Purpose
To provide 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
Details of all students eligible to sit the 2015 NAPLAN tests are collected and checked via QCAA’s online NAPLAN portal. This information is used to overprint the testbooks of each participating student.

Overprinting the testbooks with student details means that schools are not faced with the onerous task of writing student names on the testbooks each morning. In addition, it makes the data processing quicker and smoother. If schools do not provide this student data, then student details have to be written on the cover of each testbook by school personnel.

Information
Education Queensland and Catholic dioceses will upload the data for their schools. All Independent schools and some religious institute schools will need to upload their own data.

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

Independent and religious institute schools that need to upload their data will be able to access the webpage from Thursday 5 February. Each of the Catholic dioceses will upload data for their own schools and will notify their schools when it is available for checking.

Education Queensland schools will be able to access the webpage to edit their data from Monday 16 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. Please check that student names are correctly spelt and, where possible, that the class information is correct. Schools can add new students or delete students until Friday 6 March.

For students enrolled after the data has been confirmed, schools will need to use unnamed (Type 2) testbooks.
What you need to do

1. Log on to the Student Details page of the NAPLAN portal: https://naplan.qcaa.qld.edu.au/naplan/. The login page can also be accessed from the QCAA homepage: www.qcaa.qld.edu.au (select NAPLAN portal from the Services online menu).
   - Select Test administration login and enter the school’s BIC (User ID) and password. This is the same school Brief Identification Code (BIC) and password that principals or their delegates used to download their 2014 class and school reports (not personal BIC and password). Note: The BIC and password are unique to the school and should be kept secure.
   - The NAPLAN portal user manual, which will assist principals and administrators to register students and complete other online tasks, is available from the NAPLAN portal.

2. Add, delete or edit student data as necessary. Data required for each student comprises: full name, date of birth, class, school code and name, Education Queensland ID (EQ ID applies to Education Queensland students only).

3. Organise your school’s data on this website in class groups or by alphabetical order for a year-level cohort. How you arrange your data determines how the test materials are packaged and how the results are reported. Note: It is not possible to arrange student names for the Literacy tests one way and for the Numeracy tests in a different way.

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

- **Thursday 5 February 2015 — Website opens (for schools uploading their own data)**
  Access for all Independent schools and applicable religious institute schools to upload, verify and confirm student data.

- **Monday 16 February 2015 — Bulk upload of EQ school data available**
  Access for EQ schools, whose data has been centrally uploaded, to verify and confirm student data. Catholic schools should check with their diocesan office about the date on which their data will be available.

- **Friday 6 March 2015 — Website closes for all schools**
  Please provide correct and complete data for all participating students by close of business on this date.

Finding out more

For queries about access to the QCAA website (school BIC and password), please call the QCAA Helpdesk on (07) 3864 0278 or email helpdesk@qcaa.qld.edu.au.

For information or support to upload student data, please call Kaye Draper on (07) 3864 0337 or email NAPLAN.tests@qcaa.qld.edu.au.

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