Memo

Queensland Curriculum and Assessment Authority

Data collection for 2017 paper-based and online NAPLAN tests

Purpose

To inform all schools about the data collection and verification process in February and March 2017 for students participating in the National Assessment Program — Literacy and Numeracy (NAPLAN) tests.

Background

Details of all students eligible to sit the 2017 NAPLAN tests are collected and checked via QCAA's online NAPLAN portal. This information is used to supply test materials to all schools and overprint the testbooks of each participating student with their student details.

Principals of online pilot schools will also be required to follow the procedures outlined in this memo.

Online pilot schools will be supplied with backup paper-based test materials in the same way as schools with students sitting the paper-based tests. Overprinting the testbooks with student details means that schools will not face the onerous task of writing student names on the testbooks each morning. In addition, it makes data processing quicker and smoother.

If schools do not provide this student data by **Wednesday 1 March 2017**, then the student details will have to be manually written on the cover of each testbook by school personnel. Advice on handling data once uploaded in the online platform will be included in a future memo.

Information

- The Department of Education and Training (DET) and each of the Catholic dioceses will upload the data for their schools. DET schools and schools from each of the Catholic dioceses will be able to access the NAPLAN portal to check and edit their data from **Tuesday 14 February**.

- All independent schools and some religious institute schools will need to upload their own data. Independent and religious institute schools that need to upload their own data will be able to access the NAPLAN portal from **Thursday 2 February**.

All schools must log on the NAPLAN portal to add, delete and edit student details. Schools also need to verify and confirm the accuracy of their data.

As this data is 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 **Wednesday 1 March**.

For students enrolled after the data has been confirmed, schools will need to use the unnamed testbooks (Type 2) with which they have been supplied.

Key dates

- **Thursday 2 February 2017 —** NAPLAN portal opens for schools uploading their own data*.* All independent schools and applicable religious institute schools will have access to *upload, verify* and *confirm* their student data.

- **Tuesday 14 February 2017 —** NAPLAN portal opens for all schools whose data has been centrally uploaded for them. All DET schools and schools from each of the Catholic dioceses will have access to verify and confirm student data.

- **Tuesday 14 February – Wednesday 1 March 2017 —** NAPLAN portal opens for all other schools**.** The NAPLAN portal will be open for all schools to check and confirm student details. After checking and making the necessary changes to student details, schools must notify the QCAA that all details are accurate by confirming each class/year level in the NAPLAN portal.

- **Wednesday 1 March 2017 — Website closes for all schools**
Please provide correct and complete data for all participating students by **close of business** on this date. All schools can make changes until this date. Copies of school data should be printed for use later in the administration of the tests.

Contact details

For easier and more direct communication with each school, this year, the details of the principal and NAPLAN coordinator will be required when schools access the NAPLAN portal for the first time. The NAPLAN coordinator will also be the main source of contact if your school has been selected to participate in the online transition trials.

What you need to do

Check your student data when access to the NAPLAN portal becomes available.

1. Log on to the *Student details* page of the NAPLAN portal. 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 Brief Identification Code (BIC) as the user ID, and the password. This is the same school BIC and password that principals or their delegates used to download their *2016 class and school reports* (i.e. not a personal BIC and password). **Note:** The BIC and password are unique to the school and should be kept secure.

   – Open the *NAPLAN portal user manual*. This will assist principals and administrators with registering students and completing other online tasks.

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, and Department of Education and Training ID (for DET students only).

3. Organise your school's data in class groups or by alphabetical order for a year-level cohort. Your data arrangement determines how the test materials are packaged and 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 will need to change the data 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.

Finding out more

For information or support to upload student data, please email NAPLAN.tests@qcaa.qld.edu.au or phone (07) 3864 0361.

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.

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