

Memo

Queensland Curriculum and Assessment Authority

21 February 2017

Prep – Year 10

Number: 011/17

Alternative formats for the 2017 NAPLAN tests for students with disability

Purpose

To explain the procedure for requesting 2017 National Assessment Program — Literacy and Numeracy (NAPLAN) paper-based test materials in alternative formats for students with disability.

Background

The 2017 NAPLAN paper-based tests will be conducted from 9–11 May. All students in Years 3, 5, 7 and 9 are expected to participate.

Information

Braille, large-print, and black-and-white testbooks and stimulus materials are available as an adjustment for students who normally access these types of formats for learning and assessment. These formats are provided to maximise student participation.

Electronic versions of the tests are available for students who are unable to access the pencil-and-paper tests through any of the other adjustments that are available, including large-print material or assistive technology. This electronic format enables students to answer questions on-screen. It may be appropriate for students with disability who use a computer as part of their usual adjustments and who have at least one of the following:

- severe vision problems and not being proficient in Braille
- severe physical disabilities that restrict movement.

All schools should order alternative format materials, as long as they do so by **Friday 24 February**. Materials in alternative formats are produced by a single external contractor, so all states and territories need to place orders for these materials at the end of February each year. Additional copies of alternative format materials cannot be ordered after this date.

Alternative formats include:

- Braille font
- large-print format
- black and white
- interactive PDF.

What you need to do

Before applying for the tests in an alternative format

The principal should consult with specialist/s and support staff responsible for each student's educational program in order to confirm the correct format to order and identify students who qualify for disability or exemption adjustments. The principal should discuss parental requests for disability adjustments and acquire signatures where applicable.

Completing the request form/s

To request test materials in alternative formats — Braille, large print, black and white, electronic — principals must complete the appropriate form requiring these adjustments for each student.

These electronic application forms are available on the NAPLAN portal of the QCAA website (<https://naplan.qcaa.qld.edu.au/naplan>).

- Access the NAPLAN portal.
- Select *Test administration login* and enter the school's Brief Identification Code (BIC) and password.
- Select *Forms* from the list provided on the left-hand side.
- Click on *Request for alternative formats*.
- Complete the appropriate form for each student requiring an alternative format. Print a copy for the school records.
- Press *Submit* to forward the application to the QCAA. (After processing the application, the QCAA will email the outcome to the principal.)

Note: Schools must also complete the *Application for adjustment for disability* form (for school use only), which is also available from the *Forms* menu.

Finding out more

If you require further information about NAPLAN tests in alternative formats for students with disability, please email NAPLAN.tests@qcaa.qld.edu.au or phone (07) 3864 0361.

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