

Memo

Queensland Curriculum and Assessment Authority

24 April 2017

Prep – Year 10

Number: 024/17

Delivery of the 2017 NAPLAN test materials

Purpose

To inform principals of all schools about the NAPLAN test materials they will receive, when they are scheduled to arrive, and the procedures to follow once they arrive at the school.

Background

The delivery of test materials to all schools is scheduled to start in Term 2, immediately after the vacation. The majority of the test materials should be delivered by **Friday 28 April**.

To ensure the on time delivery of NAPLAN to all students, it is crucial that principals notify the QCAA through the NAPLAN portal at <https://naplan.qcaa.qld.edu.au/naplan> as soon as possible after the school receives the test materials and if necessary, order any additional materials.

Please note that:

- some schools will receive their test materials from Australia Post in more than one delivery
- schools with QCAA approval for specific students to use test materials in alternative formats will receive the materials in a separate, later delivery.

Principal's responsibilities

Section 2.4 of the *Handbook for principals 2017* describes a principal's responsibilities:

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.

All schools must prepare a plan for the secure storage of their test materials.

Delivery notification and receipt

Fuji Xerox DMS, the QCAA 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 boxes they can expect and of the consignment numbers of the boxes. Schools can use the consignment number to track the status of their delivery through the Australia Post tracking system.

NAPLAN materials must be received in person by the principal or the principal's delegate. The principal must ensure that the authorised person who receives the test materials signs for them and legibly records their name and the time the materials arrived at the school (this information

may be requested by the QCAA). Materials must not be left unattended by a courier. If this occurs, notify the QCAA immediately.

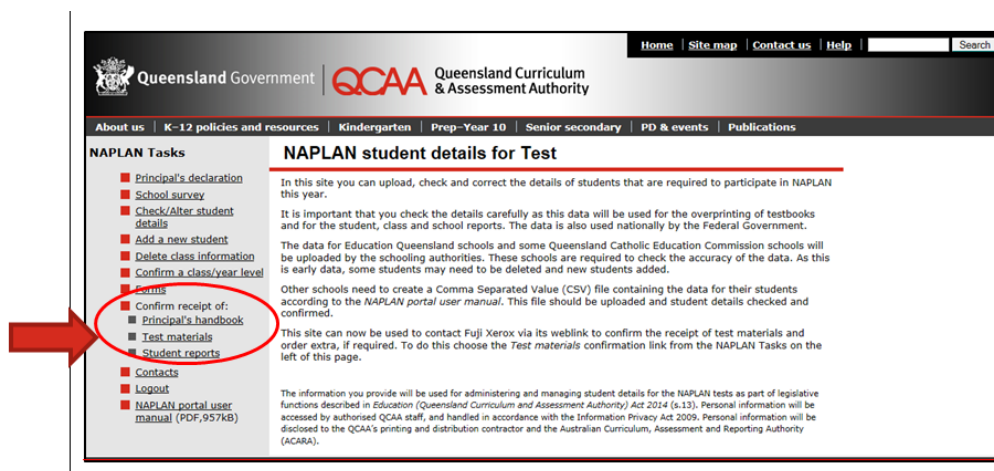
What you need to do

- Authorise school personnel to sign for the receipt of the test materials. Ensure the selected personnel will be readily available from the start of term until 28 April.
- Identify a safe and secure area in the school where test materials can be stored for the time they are in the school.
- Check the quantities of all materials without opening the tamper-evident bags.
- Notify Fuji Xerox of any incomplete deliveries by calling 1800 771 166.
- After checking is completed, you must acknowledge the receipt of all materials and, if necessary, make any requests for additional materials as soon as possible.

How to confirm receipt of test materials

To confirm receipt:

- access the QCAA's NAPLAN portal at <https://naplan.qcaa.qld.edu.au/naplan>
- select Test administration login and enter the school's Brief Identification Code (BIC) and password (You cannot use your personal BIC and password to access the NAPLAN portal)
- select **Test materials** from the NAPLAN Tasks list



- confirm **receipt** by either:
 - pushing the green Received All button to acknowledge receipt of all test materials for the specified year level. Please make sure you acknowledge all of your year levels
 - ticking each box in the Received column individually
- once you have completed the acknowledgement for all of your year levels, click on the red **Confirm and Submit** button to submit your acknowledgement of receipt
- your acknowledgement of test materials will then be complete.

How to request additional test materials

If you need to request any additional materials:

- access the QCAA's NAPLAN portal at <https://naplan.qcaa.qld.edu.au/naplan>
- select Test administration login and enter the school's Brief Identification Code (BIC) and password (You cannot use your personal BIC and password to access the NAPLAN portal)
- select **Test materials** from the NAPLAN Tasks list
- enter the number of additional materials required in the appropriate boxes
- click on the red Confirm and Submit button to submit your request
- your request for additional materials will then be complete.

Finding out more

The *Handbook for principals 2017* has detailed information on all NAPLAN processes, including:

- Responsibilities of the principal.....Section 2.4
- Security and integrity of test materialsSection 4
- Processes for checking materials upon receiptSection 13.6.

If you have further questions about the delivery of your NAPLAN materials, please email naplan.tests@qcaa.qld.edu.au, or phone (07) 3864 0442.

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