

Memo

Queensland Curriculum and Assessment Authority

21 April 2017

Prep – Year 10

Number: 026/17

NAPLAN Online pilot schools to deliver paper-based tests in 2017

Purpose

To advise Queensland NAPLAN Online pilot schools on the process for administering paper-based NAPLAN tests in May 2017.

Background

Queensland recently withdrew from this year's NAPLAN Online trial and deferred participation until 2018. Schools that were to be in the NAPLAN Online trial will now conduct paper-based tests in 2017. The QCAA will soon deliver paper-based materials to these schools.

The QCAA will remove student data from the online test platform on each school's behalf.

All schools, whether they were to administer online or paper-based tests, were required to complete processes to prepare for the administration of NAPLAN 2017. The QCAA communicated these processes in:

- the [Handbook for principals 2017](#)
- emails to principals
- memos [083/16](#) and [011/17](#)
- the March issue of the [NAPLAN 17 newsletter](#).

Schools were also required to submit requests for alternative formats by 24 February 2017 for students who require braille, large-print, black-and-white or electronic copies.

Receipt of the *Handbook for principals 2017* (paper-based) was to be acknowledged via the QCAA [NAPLAN Portal](#).

What you need to do

Online pilot schools should:

Dispose of online administration materials

- communicate promptly to advise the school community that students will participate in NAPLAN 2017 through the delivery and administration of a paper-based test
- immediately retrieve and destroy all online administration publications so they cannot be used to deliver the paper-based test, which would be a breach of test protocols. As PDF files are available on the QCAA website, be aware that school staff may have printed personal copies — these must also be retrieved

- use secure actions to destroy any grid cards, test administration slips and student session slips that have been printed

Prepare for paper-based tests

- distribute the *Handbook for principals 2017* (paper-based) that was delivered to all schools in February and ensure that school staff members are familiar with it
- immediately review the requirements for students with disability and ensure that applications for alternative materials and adjustments have been submitted through the QCAA NAPLAN Portal. Note that ‘assistive technology’ as an adjustment in a paper-based test refers to accessing electronic template/s of the test. This review may also mean informing parents of the adjustments available to students for accessibility in the paper-based test
- review and amend test schedules and test room allocations to ensure that testing complies with the paper-based protocols outlined in the *Handbook for principals 2017*
- order additional stationery supplies, such as 2B and HB pencils, erasers, sharpeners, blank paper, calculators (non-scientific) and clocks for rooms
- brief school staff on how to administer the paper-based test, noting in particular that:
 - there is only one Numeracy testbook (a flip book)
 - the order of the calculator and non-calculator parts of the Numeracy test have been reversed
 - test administrators have permission to read aloud to students the numbers embedded in texts in the Numeracy test (see p. 19 of the *Test administration handbooks* for Years 7 and Year 9)
- plan how paper-based test materials will be distributed to the test rooms

Receive paper-based test materials

- follow the advice in the *Handbook for principals 2017*
- check the quantities of test materials without opening the tamper-evident bags
- acknowledge receipt of test materials and, if necessary, advise QCAA if additional quantities are required
- print class/group lists
- ensure there is secure storage for the test materials.

Apply for student adjustments

- The official closing date for submitting requests to the QCAA for student adjustments is Friday 21 April 2017. Schools that may require some flexibility around this deadline should contact the QCAA as soon as possible for advice.

Finding out more

Please email NAPLAN.tests@qcaa.qld.edu.au, or phone (07) 3864 0396. Other relevant contacts can be found on the inside cover of the *Handbook for principals 2017*.

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