

# Memo

26 July 2017

Prep – Year 10

Number: 041/17

## Release of 2017 NAPLAN student reports and test results

### Purpose

To provide schools with details about the delivery of the student reports, the release of the 2017 NAPLAN test results and the timelines for checking and querying school data.

### Background

The QCAA is legislated to administer and report on the National Assessment Program — Literacy and Numeracy (NAPLAN). All marking of the 2017 NAPLAN test papers has been completed. Schools were provided with the raw score class reports on Monday 10 July.

### NAPLAN results timelines

NAPLAN data	2017 schedule	Details
<b>Individual student reports</b>	Thursday 27 July – Tuesday 15 August	<ul style="list-style-type: none"><li>posted to schools by QCAA</li><li>schools receive one printed report for each student for distribution to parents/carers</li></ul>
<b>Finalised class and school reports</b>	early August	available from the QCAA NAPLAN portal
<b>NAPLAN 2017 Summary Report</b>	early August	<ul style="list-style-type: none"><li>ACARA provides results at each year level and for each test by state or territory and nationally</li><li>available from the National Assessment Program (NAP) website: <a href="http://www.nap.edu.au/results-and-reports/national-reports">www.nap.edu.au/results-and-reports/national-reports</a></li></ul>
<b>NAPLAN 2017 National Report</b>	later in the year	<ul style="list-style-type: none"><li>ACARA provides detailed analysis which includes results at each year level for each test by:<ul style="list-style-type: none"><li>gender</li><li>Indigenous status</li><li>language background other than English</li><li>parental occupation and education</li><li>location — metropolitan, provincial, remote and very remote</li></ul></li><li>available from NAP website</li></ul>

NAPLAN data	2017 schedule	Details
<b>Release of writing script images</b>	early August – Monday 27 November	<ul style="list-style-type: none"> <li>available from the QCAA NAPLAN portal</li> <li>schools wishing to download files to their school network must ensure that appropriate security measures are in place to maintain privacy and prevent unauthorised access</li> <li>as these files can be very large, schools may wish to download them outside school hours</li> </ul>

## What you need to do

- Prepare for the secure storage of the student reports.
- [Acknowledge receipt](#) of your student reports.
- [Check all reports](#) have been received and all data is accurate. Reports will not be provided for students who were withdrawn or exempt from all tests.
- Check each student's details — name, school and participation category (e.g. exempt or absent) — and the placement of dots indicating student performance on each report before distributing reports to parents/carers.
- Distribute individual student reports to parents/carers as soon as the checking process in your school is completed.
- [Lodge any applications to query results](#) by **Friday 15 September 2017**.

School administrators have until close of business on Friday 15 September 2017 to check the accuracy of data contained in the reports and to lodge an *Application to query student report* form to the QCAA for consideration of any perceived errors in the class or student reports or for missing student reports. School data will only be adjusted in response to amended class and student data from applications lodged on or before the closing date. Any requests made after the closing date may not be reflected in the *My School* data.

## Using the NAPLAN portal

### Acknowledge receipt of student reports

1. Go to the QCAA homepage at [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au).
2. Select **NAPLAN portal** from the **Online services & secure login** menu on the right-hand side of the screen.
3. Select **Test administration login** from the **NAPLAN portal** menu.
4. Enter your school BIC and password to log in.
5. Select **Student reports** from the **NAPLAN tasks** menu on the left-hand side of the screen.
6. Complete the details on the form.
7. Click **Submit**.

### Check your class and school reports

1. Go to the QCAA homepage at [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au).

2. Select **NAPLAN portal** from the **Online services & secure login** menu on the right-hand side of the screen.
3. Select **Results login** from the **NAPLAN portal** menu.
4. Enter your school BIC and password to log in to the QCAA secure site.
5. Select **School-specific reports** from the **Administration** menu.
6. Select the required file.
7. Download and save the file, following the instructions on the screen.

### Lodge an *Application to query student report form*

1. Go to the QCAA homepage at [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au).
2. Select **NAPLAN portal** from the **Online services & secure login** menu on the right-hand side of the screen.
3. Select **Test administration login** from the **NAPLAN portal** menu.
4. Enter your school BIC and password to log in.
5. Select **Query results** from the **NAPLAN tasks** menu on the left-hand side of the screen to display a list of your students.
6. Select the **Year Level** and **Class** from the drop-down lists to locate the student details.
7. Click **Apply** to open the **Application to query student results** form for a particular student.
8. Complete the information on the form as required.
9. Click **Submit** to lodge the application.

### Download images of the writing scripts

As files can be very large, schools may wish to download outside school hours.

1. Go to the QCAA homepage at [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au).
2. Select **NAPLAN portal** from the **Online services & secure login** menu on the right-hand side of the screen.
3. Select **Results login** from the **NAPLAN portal** menu.
4. Enter your school BIC and password to log in.
5. Select **School-specific reports** from the **Administration** menu.
6. Select the required file.
7. Download and save the file to your school network.

## Finding out more

Please email Sharon Chapman at [NAPLAN.tests@qcaa.qld.edu.au](mailto:NAPLAN.tests@qcaa.qld.edu.au) or phone (07) 3864 0481.

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