

Memo

Queensland Curriculum and Assessment Authority

5 February 2018

Prep – Year 10

Number: 007/18

Disability adjustments and participation for the 2018 NAPLAN tests

Purpose

To inform schools of the process for requesting disability adjustments, withdrawals or exemptions for students who are eligible to sit the 2018 National Assessment Program — Literacy and Numeracy (NAPLAN) tests.

Background

All students in Years 3, 5, 7 and 9 are expected to participate in the NAPLAN tests.

Adjustments are available for students with disability (or chronic medical condition) to enable them to access NAPLAN on an equivalent basis as other students.

NAPLAN Online schools must order alternative format materials for all students who may require them to access NAPLAN tests.

Information

Disability adjustments

Adjustments are intended to enable students with disability to access the NAPLAN tests on an equivalent basis as other students. Not all students with disability or medical conditions will require adjustments to access NAPLAN.

Some adjustments require approval by the QCAA to ensure alignment with the test protocols, or to ensure adequate time for the preparation and delivery of alternative format materials. Some adjustments do not require QCAA approval, but do require approval from the school.

Adjustments that must be approved by the QCAA:

- alternative formats — applications due **23 February 2018**. This includes
 - braille
 - large print
 - black and white
 - interactive PDF
- scribe — applications due **20 April 2018** (for Writing test only)

- templates (use of computer) — applications due **20 April 2018** (for Writing test only)
- online only: adjustments that require accessing unsecured browser. This includes
 - assistive technology (AST)
 - colour contrast modifications (COL).

Adjustments that must be approved by the school:

- extra time, rest breaks, coloured overlays, NAPLAN support person, oral/signed support — applications due **14 May 2018**
- online only: alternative items in the platform.

Participation

All students in Years 3, 5, 7 and 9 (and only those students) are expected to participate in NAPLAN tests. Refer to Section 5 of the *Handbook for principals* regarding student participation cohorts.

Key dates

For key application dates and deadlines, refer to the NAPLAN 2018 school task timeline: www.qcaa.qld.edu.au/downloads/p_10/naplan_task_timeline_18.pdf.

Schools must submit all applications prior to closing dates to ensure adequate time for approval and for alternative formats to be prepared and delivered.

What you need to do

Before applying for disability adjustments

The principal should consult with specialists, appropriate school staff and parents/carers to identify students who require disability adjustments to access the NAPLAN tests and to determine the correct adjustments to request.

Completing an application form for QCAA-approved adjustments

To request QCAA-approved adjustments, including test materials in alternative formats, schools must submit the appropriate form for these adjustments for each student.

The application forms are available on the QCAA's NAPLAN portal.

To apply for alternative formats:

- Go to the NAPLAN portal: <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 a personal BIC and password.
Note: The BIC and password are unique to the school and should be kept secure.
- Select 'Forms' from the list provided on the left-hand side.
- Click '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 send the application to the QCAA. After processing the application, the QCAA will email the outcome to the principal.

Note: Schools must also complete the *Record of adjustment for disability* form (for school use only), which is also available from the 'Forms' menu in the NAPLAN portal. The school must keep this form on file and give a copy to the student's parents/carers.

Completing an application form for school-approved adjustments

Following consultation with school staff and parents/carers, schools must complete the *Record of adjustment for disability* form (for school use only), which is available from the 'Forms' menu in the NAPLAN portal. The school must keep this form on file and give a copy to the student's parents/carers.

Finding out more

Refer to Section 5 ('Student participation') or Section 6 ('Disability adjustments') of the *Handbook for principals*.

You can contact the QCAA about NAPLAN tests using the details below.

	Paper tests	Online tests
Email	NAPLAN.tests@qcaa.qld.edu.au	naplanonline@qcaa.qld.edu.au
Web	www.qcaa.qld.edu.au/p-10/naplan	www.qcaa.qld.edu.au/p-10/naplan-online
Phone	(07) 3864 0229	(07) 3864 0229

For assistance accessing the NAPLAN portal, email the QCAA Helpdesk at helpdesk@qcaa.qld.edu.au or phone (07) 3864 0278.

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