

Memo

Queensland Curriculum and Assessment Authority

23 March 2018

Prep – Year 10

Number: 023/18

Delivery of the 2018 NAPLAN test materials

Purpose

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

Background

The delivery of test materials to all schools (including online schools) is scheduled to start in Term 2, immediately after the vacation, and the majority of the test materials should be delivered by **Friday 27 April**. As in previous years, the schedule for delivery is very tight. Therefore, 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. As mentioned in memo 006/18 dated 5 February 2018, all online schools will receive paper-based test materials as a backup this year.

Delivery

Please note that some schools will receive their test materials from Australia Post in more than one delivery.

All schools (including online schools) will receive paper-based test materials for all their students in brown boxes (same arrangement as previous years). Online schools with Year 3 students will receive paper-based Writing test materials for their Year 3 students in white boxes as a separate delivery (new arrangement for this year).

All schools where the QCAA has given approval for specific students to use test materials in alternative formats will receive the materials in a separate, later delivery (same arrangement as previous years).

Principal's responsibilities

The principal is responsible for the overall security, receipt and confidentiality of all test materials from the time the school receives them through to the end of the test security period, which has been extended to **Friday 1 June** this year. This includes the safe collection or dispatch of those materials at the conclusion of the tests.

Section 2.4 of the *Handbook for principals 2018* (p. 3) 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.

Online test materials must be kept electronically secure (see section 2.4 of the *Handbook for principals — NAPLAN online 2018*). All schools are expected to prepare a plan for the secure storage of their test materials.

Information

Once the test materials have been lodged with Australia Post, each school will be sent an email to inform them of the number of boxes they can expect and the consignment number. 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 arrive 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.

The *Handbook for principals 2018*, section 4 (pp. 4–6) contains detailed information about the security of test materials. The processes for checking materials upon receipt are explained in Part B (pp. 29–30) of the handbook.

What you need to do

All schools must do the following:

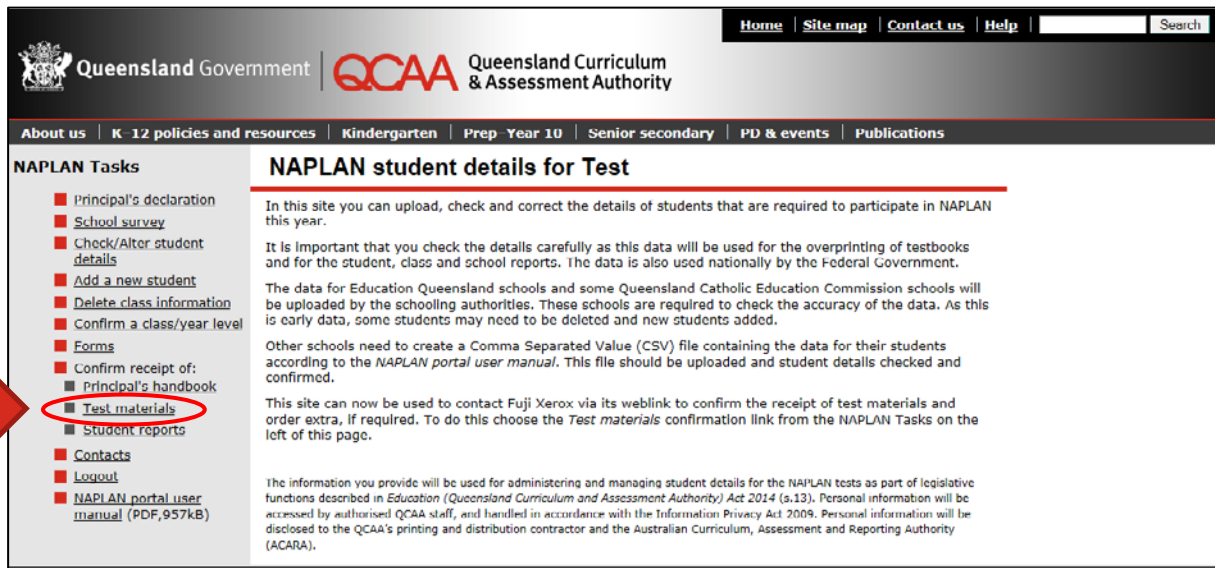
- Authorise school personnel to sign for the receipt of the test materials. Ensure the selected personnel will be readily available from the start of term until 27 April.
- Identify a safe and secure area in the school where test materials can be stored for the time they are in the school.
- Check the quantities of all materials without opening the tamper-evident bags.
- Phone 1800 771 166 to report any incomplete deliveries.

How to confirm receipt of test materials

- After the checking is completed, acknowledge the receipt of all materials and, if necessary, make any requests for additional materials as soon as possible. To do this, you will need to:
 - 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 menu provided on the left-hand side to **Confirm receipt** (see screenshot below).
 - You can confirm receipt by either:
 - clicking on 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. Online schools with Year 3 students are also required to acknowledge receipt of their Year 3 test materials here.
 - ticking each box in the **Received** column individually.

Once you have completed the acknowledgement for all your year levels, you must click on the red **Confirm and Submit** button to submit your acknowledgement of receipt. Your acknowledgement of receiving test materials will then be complete.

Select the relevant link



The screenshot shows the Queensland Curriculum & Assessment Authority (QCAA) website. At the top, there is a navigation bar with links for Home, Site map, Contact us, Help, and a search box. Below this is a secondary navigation bar with links for About us, K-12 policies and resources, Kindergarten, Prep Year 10, Senior secondary, PD & events, and Publications. The main content area is titled 'NAPLAN student details for Test'. On the left, there is a 'NAPLAN Tasks' menu with several items, including 'Test materials', which is circled in red and pointed to by a red arrow. The main content area contains text about uploading student details, the importance of checking details, and information about contacting Fuji Xerox for test materials.

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Home | Site map | Contact us | Help | Search

About us | K-12 policies and resources | Kindergarten | Prep Year 10 | Senior secondary | PD & events | Publications

NAPLAN Tasks

- Principal's declaration
- School survey
- Check/Alter student details
- Add a new student
- Delete class information
- Confirm a class/year level
- Forms
- Confirm receipt of:
 - Principal's handbook
 - Test materials**
 - Student reports
- Contacts
- Logout
- NAPLAN portal user manual (PDF, 957kB)

NAPLAN student details for Test

In this site you can upload, check and correct the details of students that are required to participate in NAPLAN this year.

It is important that you check the details carefully as this data will be used for the overprinting of testbooks and for the student, class and school reports. The data is also used nationally by the Federal Government.

The data for Education Queensland schools and some Queensland Catholic Education Commission schools will be uploaded by the schooling authorities. These schools are required to check the accuracy of the data. As this is early data, some students may need to be deleted and new students added.

Other schools need to create a Comma Separated Value (CSV) file containing the data for their students according to the *NAPLAN portal user manual*. This file should be uploaded and student details checked and confirmed.

This site can now be used to contact Fuji Xerox via its weblink to confirm the receipt of test materials and order extra, if required. To do this choose the *Test materials* confirmation link from the NAPLAN Tasks on the left of this page.

The information you provide will be used for administering and managing student details for the NAPLAN tests as part of legislative functions described in *Education (Queensland Curriculum and Assessment Authority) Act 2014* (s.13). Personal information will be accessed by authorised QCAA staff, and handled in accordance with the Information Privacy Act 2009. Personal information will be disclosed to the QCAA's printing and distribution contractor and the Australian Curriculum, Assessment and Reporting Authority (ACARA).

Finding out more

For more information about the delivery of your NAPLAN materials, please email naplan.tests@qcaa.qld.edu.au, or phone (07) 3864 0442.

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