

Memo

Queensland Curriculum and Assessment Authority

9 May 2018

Prep – Year 10

Number: 030/18

Administration of 2018 NAPLAN tests

Purpose

To remind schools that all staff involved in the administration of the NAPLAN tests must read the *NAPLAN 2018 Handbook for principals* and the relevant year level's *Test administration handbook for teachers*. Staff must adhere strictly to protocols, code of conduct and instructions contained in those documents.

Background

The NAPLAN tests are used to determine whether young Australians are meeting important goals in literacy and numeracy.

Principals are responsible for the professional administration of these tests in schools. This includes the security and confidentiality of all test materials from the time they are delivered to the school through to the end of the test security period, which has been extended to **Friday 1 June 2018**.

NAPLAN 2018 Handbook for principals

The *NAPLAN 2018 Handbook for principals* is the key document for ensuring the correct administration of the 2018 NAPLAN tests in schools. This document was delivered to schools in February, and is available online at: <https://www.qcaa.qld.edu.au/p-10/naplan/test-administration>.

The *Test administration handbook for teachers Year 3/5/7/9 2018* provide instructions for administering the individual tests. These documents were delivered to schools with the secure test materials. They can also be accessed online at: <https://www.qcaa.qld.edu.au/p-10/naplan/test-administration>.

All staff involved in NAPLAN test administration must:

- become familiar with the test administration protocols for this year's tests
- be aware that any incident alleged to have compromised the security or integrity of NAPLAN testing is required to be investigated by the relevant school sector or school board.

Managing media (including social media)

Each year NAPLAN attracts substantial media interest and journalists may contact schools during the days of the tests to request their participation in media opportunities.

Please remember that filming or photography cannot occur in the rooms in which the tests are taking place, and that no test material should be visible in any video or print footage. Also note that no material can be given to journalists or members of the wider community during or after the test security period (*NAPLAN 2018 Handbook for principals*, Sections 4.3.11 and 4.3.13, p.5).

Schools must be cautious when posting on social media. The principal must ensure that any videos or photographs posted on social media are not taken during an actual test session.

Staging NAPLAN mock-ups

If a school stages a mock-up for the media of students 'sitting' the tests, test materials from previous years should be used. Do not under any circumstances use 2018 test materials.

Any mock-up should strictly replicate test conditions to avoid potential accusations of breaches of test protocols — i.e. posters should be removed from walls, desks should be correctly spaced, no mobile devices should be in evidence.

What you need to do

Ensure all staff involved in the administration of the 2018 NAPLAN tests read and follow the instructions in the *NAPLAN 2018 Handbook for principals*. In particular, draw staff members' attention to the key points covered overleaf, and to the extra information in this memo about managing media.

Finding out more

Should you require more information about the administration of the NAPLAN tests, please email NAPLAN.tests@qcaa.qld.edu.au , or phone 3120 6185.

Claude Jones
Director, Assessment and Reporting Division

NAPLAN test administration key points

All staff involved in the administration of the 2018 NAPLAN tests should read and follow the instructions in the *NAPLAN 2018 Handbook for principals*, and in particular, the key points below.

The handbook is available at: <https://www.qcaa.qld.edu.au/p-10/naplan/test-administration>.

Topic and reference	Notes
Code of conduct <i>Section 2, pp. 2–3</i>	The code of conduct lists the standards expected for test integrity, participation, test preparation and communication. These expectations support the delivery of NAPLAN as a national test.
Exempt students <i>Section 5.2, p.6</i>	All students are expected to participate in NAPLAN tests. Students may be exempted from one or more of the tests (i.e. Reading, Writing, Language conventions, or Numeracy) if they arrived from overseas and have been attending school in Australia for less than a year before the test and have a language background other than English, or if they have significant intellectual or complex disabilities.
Withdrawn students <i>Section 5.4, p. 7</i>	Students may be withdrawn from the testing program by their parents/carers. A formal notification of withdrawal must be received by the school principal before testing.
Adjustments for students with disability <i>Section 6, pp. 8-15</i>	Adjustments for students with disability are intended to enable access to the tests on an equivalent basis to students without disability.
Security of test materials <i>Section 4, pp. 4-5</i>	All test materials must be kept secure during the testing period, up to and including Friday 1 June 2018. Please do not open the test packs before the permitted time.
Post-security period use of test materials <i>Section 4.3.13, p.5</i>	No test material can be given to journalists or members of the wider community before, during or after the test security period.
Seating and supervision <i>Section 8.6, pp. 17–19</i>	During the tests, students should be seated so they are not able to read other students' work. If students sit the tests in their classroom, it is expected that the teacher will be present at all times. Active supervision of students during the tests is required. If students are seated within a larger group, for example in a hall, the student to teacher ratio must be comparable to that of a regular classroom.
Instructions by test administrators <i>Section 8.7, p. 19</i>	Test instructions must be delivered to students exactly as presented in the handbook. A separate handbook is provided for the administration of tests in each year level: 3, 5, 7 and 9. Instructions to students other than those specified in these handbooks should be minimal: typically to remind students of elapsed time; to maintain test conditions for all students; or to remind students to check that they have completed all questions. Under no circumstances is it appropriate to prompt students to record or change any response.
Collection of test materials <i>Section 8.9, pp. 19-20</i>	Test administrators are to collect all testbooks from the test area and keep them secure until they are returned for processing. No students, teachers (unless they are a test administrator) or unauthorised person should remove any test materials from the test area.

Topic and reference	Notes
<p>Managing media interest Sections 4.3.11 and 4.3.13, p.5</p>	<p>Each year NAPLAN attracts substantial media interest and journalists may contact schools during the days of the tests to request their participation in media opportunities.</p> <ul style="list-style-type: none"> • No filming or photography is permitted in rooms in which tests are taking place. • No 2018 test material should be visible in any video or print footage. • No test material can be given to journalists or members of the wider community before, during or after the test security period. • Schools must be cautious when posting on social media. The principal must ensure that any videos or photographs posted on social media are not taken during an actual test session.
<p>No copying of completed paper-based testpapers <i>Section 2.4, p. 3</i></p>	<p>Schools must not copy, transcribe or transmit student responses, or cause responses to be recorded, except as outlined in the protocols.</p>