

3 February 2020

Prep – Year 10

Number: 004/20

Disability adjustments and participation for the 2020 NAPLAN tests

Purpose

To inform schools of the process for requesting disability adjustments, withdrawals or exemptions for students who are eligible to sit the 2020 National Assessment Program — Literacy and Numeracy (NAPLAN) tests.

Background

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

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

All schools, regardless of delivery mode, must order alternative format materials for all students who require them to access NAPLAN tests.

Online schools are required to order alternative format materials as part of their paper backup materials. These will be used if the QCAA authorises the school to revert to paper.

Information

Disability adjustments

Adjustments are intended to enable students with disability to access the NAPLAN tests on an equivalent basis to other students. Not all students with disability or medical conditions will require adjustments to access NAPLAN. Decisions should be made on a case-by-case basis.

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 require a school-based decision.

Adjustments requiring the school to submit an application for QCAA approval

Due date	Disability adjustment
Friday 28 February 2020	Braille, large print, black and white
Thursday 30 April 2020	All other QCAA-approved adjustments, e.g. <ul style="list-style-type: none">• interactive PDF• assistive technology• colour contrast modifications• scribe (Writing test only)• template• extra time (double).

Adjustments requiring the approval of the school

Due date	Disability adjustment
Monday 11 May 2020	Extra time, rest breaks, coloured overlays, NAPLAN support person, oral/signed support
Monday 11 May 2020	Online schools only: alternative items in the platform, colour themes

Participation

All eligible 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 and NAPLAN coordinators* regarding student participation cohorts.

Key dates

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

Monday 3 February: NAPLAN portal opens for all applications.

For other key dates, refer to:

- for paper-based schools, the NAPLAN 2020 School task schedule for paper-based schools: www.qcaa.qld.edu.au/downloads/p_10/naplan_20_school_task_sched.pdf
- for online schools, the NAPLAN Online 2020 School task schedule: www.qcaa.qld.edu.au/downloads/p_10/naplan_20_online_school_task_sched.pdf.

What you need to do

Before applying for disability adjustments

The principal **must** consult with specialist staff, school staff and parents/carers to identify students who require disability adjustments to access the NAPLAN tests and to determine the appropriate adjustments for each student. Schools should contact the QCAA if in any doubt about applying adjustments.

Completing the *Record of adjustment for disability* form

Following consultation with specialist staff, school staff and parents/carers, schools must complete a *Record of adjustment for disability* form (for school use only) for each student who

requires a disability adjustment. A completed form will include the disability adjustment/s required for an individual student. This form is available from the 'Forms' menu under 'Forms for school use only' in the NAPLAN portal. After completing the form, the school must file the original and give a copy to the student's parents/carers.

Some of the adjustments recorded in the form will also require the school to submit an application for approval by the QCAA. The *Record of adjustment for disability* form is not an application form.

QCAA-approved adjustments

If a school wishes to apply adjustments that require QCAA approval, such as test materials in alternative formats, scribe applications or template (use of a computer) for the Writing test, or interactive PDFs, they must submit the appropriate form for these adjustments for each student by the due date. Apply for adjustments by using the *Request for disability adjustments* form.

This form is available via the NAPLAN portal. To access the form:

- 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 menu provided on the left-hand side.
- Click on the **Request for disability adjustments** form.
- Complete the appropriate application for each student requiring a QCAA-approved adjustment.
- Print a copy of the completed application for the school records.
- Click **Submit** to send the application to the QCAA.
- After processing the application, the QCAA will email the outcome to the principal and NAPLAN coordinator.

Finding out more

Refer to Section 5: Student participation or Section 6: Disability adjustments of the *Handbook for principals and NAPLAN coordinators*.

For more information about disability adjustments and applications for alternative formats, please contact the QCAA 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 0481	(07) 3864 0481

For help accessing the NAPLAN portal, please email the Assessment Operations Unit at NAPLAN.tests@qcaa.qld.edu.au or phone (07) 3120 6185 or (07) 3864 0497.

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