**Sample letter to parents**

Dear Parent/Carer

As you are aware, the National Assessment Program – Literacy and Numeracy (NAPLAN) for Years 3, 5, 7 and 9 students is held in May each year. NAPLAN tests assess student knowledge and skills in Writing, Reading, Conventions of Language (spelling, grammar and punctuation) and Numeracy. The results of the tests provide information for students, parents, teachers and principals which can be used to improve student achievement.

From 2018, the NAPLAN tests will begin transitioning from a paper based test to an online assessment (i.e., students will complete the tests utilising a computer or tablet). NAPLAN Online will deliver numerous benefits including:

* reduced time between testing and reporting, increasing the ability of teachers to use the results to inform teaching practice;
* a ‘tailored test’ design that adapts to correct and incorrect student responses providing a more precise understanding of student achievement;
* innovative use of technology, including a more engaging test design and a wider range of item types;
* the extension of the ‘test window’ to two weeks, allowing schools greater opportunity to schedule the tests at times that suit them best and increasing student participation.

Our school has nominated to conduct NAPLAN Online from 2018. This means that from 15 – 25 May 2018, students at our school will undertake all NAPLAN tests online in place of the pen and paper tests.

We nominated to conduct NAPLAN Online from 2018 as we wanted to benefit from the advantages of the online test delivery, including earlier feedback on student performance and the flexibility of a longer test window. Please note that our Year 3 students will continue to complete the Writing test as a pen and paper test.

All students are expected to participate in the NAPLAN Online tests. Catch up tests will be available for individual students who are absent on test days up to and including Friday 25 May 2018.

Support can be arranged for students with disabilities, if the student regularly uses similar support for classroom assessment tasks.

Exemptions may be granted to students with significant intellectual disabilities and to students who have been learning English for less than one year. If your child is eligible for support due to disability or exemption, you should discuss this with his/her teacher prior to the tests. Parental consent is required before any support due to disability or exemption is granted.

Students may be withdrawn from NAPLAN by their parent or carer. This is a matter for consideration by parents and carers in consultation with the principal. If, after consultation, you decide to withdraw your child, you must sign a Student Withdrawal form. These forms are available at the school.

While it is anticipated that NAPLAN Online will be successfully implemented in 2018, there are a range of contingencies in place to deal with the unlikely occurrence of significant issues. These contingencies include extended testing windows and the printing of paper-based tests for all participating schools.

Later in the year you will receive your child’s personal NAPLAN report. The report will describe your child’s

particular skills in Reading, Writing, Conventions of Language (spelling, grammar and punctuation) and

Numeracy. The report will also show how your child performed in relation to national minimum standards.

These describe the minimum acceptable standards for students across Australia.

I am confident that the information you receive as a result of your child’s participation in the NAPLAN tests will

be valuable in helping you to assess your child’s progress in literacy and numeracy.

For more information about NAPLAN Online, please visit the VCAA website at

www.vcaa.vic.edu.au or the NAP website at www.nap.edu.au

Yours sincerely

Principal