

NATIONAL ASSESSMENT PROGRAM – LITERACY AND NUMERACY

# NAPLAN 2010 Briefing for Test Supervisors



# What is NAPLAN?

- ❑ The National Assessment Program – Literacy and Numeracy (NAPLAN) is an assessment program for Australian students in Years 3, 5, 7 and 9.
- ❑ NAPLAN is conducted across Australia from Tuesday 11 May to Thursday 13 May 2010.
- ❑ The Victorian Curriculum and Assessment Authority (VCAA) is responsible for the implementation of the NAPLAN in Victorian schools.

# What is NAPLAN?

- ❑ All Year 3, 5, 7 and 9 students across Australia will undertake NAPLAN testing. The results will provide information that may be used to plan new programs and provide a useful source of feedback and guidance to students, parents and teachers.
- ❑ The NAPLAN 2010 will assist teachers in identifying students' strengths and weaknesses in Literacy and Numeracy and enable teachers to adjust their teaching strategies to provide appropriate support.

# What is NAPLAN? (Year 3 and Year 5)

- ❑ The Year 3 and Year 5 NAPLAN 2010 will involve:

## **Language Conventions Test**

Multiple choice/short answer questions covering spelling, punctuation and grammar.

## **Writing Test**

Narrative writing based on a common prompt.

## **Reading Test**

Multiple choice/short answer questions based on texts provided in a Reading magazine.

## **Numeracy Test**

Multiple choice/short answer questions covering Number; Algebra, function and pattern; Space; Measurement, chance and data.

Calculators are NOT permitted in this test.

# What is NAPLAN? (Year 7 and Year 9)

- ❑ The Year 7 and Year 9 NAPLAN 2010 will involve:

## **Language Conventions Test**

Multiple choice/short answer questions covering spelling, punctuation and grammar.

## **Writing Test**

Narrative writing based on a common prompt.

## **Reading Test**

Multiple choice/short answer questions based on texts provided in a reading stimulus magazine.

## **Numeracy Test (calculators allowed)**

Multiple choice/short answer questions covering Number; Algebra, function and pattern; Space; Measurement, chance and data.

Students ARE permitted to use a calculator in this test.

## **Numeracy Test (non-calculator)**

Multiple choice/short answer questions covering Number, Space, Measurement, Chance and Data and Structure.

Calculators are NOT permitted in this test.

# Year 3 and Year 5 NAPLAN key dates

Test	Date 2010	Test Session Time	Introduction and Practice Questions	Test Time Allocation
Language Conventions	Tuesday 11 May	Before recess	10-15 minutes	40 minutes
Writing	Tuesday 11 May	Before lunch	15 minutes	40 minutes
Reading	Wednesday 12 May	Before recess	10-15 minutes	45 minutes (Yr 3) 50 minutes (Yr 5)
Numeracy	Thursday 13 May	Before recess	10-15 minutes	45 minutes (Yr 3) 50 minutes (Yr 5)

# Year 7 and Year 9 NAPLAN key dates

Test	Date 2010	Test Session Time	Introduction and Practice Questions	Test Time Allocation
Language Conventions	Tuesday 11 May	Before recess	10-15 minutes	45 minutes
Writing	Tuesday 11 May	Before lunch	15 minutes	40 minutes
Reading	Wednesday 12 May	Before recess	10-15 minutes	65 minutes
Numeracy (calculator)	Thursday 13 May	Before recess	10-15 minutes	40 minutes
Numeracy (non-calculator)	Thursday 13 May	Before lunch	10-15 minutes	40 minutes

# Test Supervisor Responsibilities

**Each Test Supervisor must be familiar with the:**

- Guidelines for NAPLAN Test Supervision.
- Test Administration Scripts.
- Teacher assistance guidelines.

All of the above can be found in the *Test Administration Guide 2010 NAPLAN* (for Years 3 and 5, or Years 7 and 9 as appropriate).

Copies of the Test Administration scripts are also available on the NAPLAN Support CD.

# Test Supervisor Responsibilities

## In all tests you may assist students by:

- reading and clarifying general instructions
- reminding students of the response types, e.g. shade a bubble
- advising students to leave a question about which they are unsure and to move on to another question
- advising students to return to any unanswered questions if there is time at the end
- providing students with general encouragement to continue.

## In Numeracy tests ONLY you may assist students by:

- reading the questions but not the numbers or symbols within the questions.

# Test Supervisor Responsibilities

**You must NOT provide the following assistance:**

- give hints or examples
- explain, paraphrase or interpret questions
- indicate to students whether answers are correct or incorrect
- remind students about related work completed in class
- provide extra time, except in exceptional circumstances.

**During the *Language Conventions* test you must NOT:**

- read or sound out the spelling items to the students
- read any test questions
- write any spelling words for students, on the board or elsewhere.

# Test Supervisor Responsibilities

## During the *Writing* test you must NOT:

- discuss the writing test
- provide any structure or content, whether orally or in writing
- prompt or write for a student.

## During the *Reading* test you must NOT:

- read anything from the magazine
- read any test questions.

## During the *Numeracy* tests you must NOT:

- read the numbers or symbols
- explain the meaning of any symbols, numbers or mathematical terms
- interpret any graphs or diagrams.

# Test Supervisor Responsibilities

It is important that Test Supervisors understand what their responsibilities are - before, during and after the test.

## Before the Test

- ❑ On the morning of the test, collect the test materials for each student from the NAPLAN Coordinator. Test materials include:
  - Test booklets
  - Writing stimulus sheet for the Writing test
  - Reading magazine for the Reading test
  - 2B pencils
  - Student Participation form.

# Test Supervisor Responsibilities

## Completing the Student Participation form

### For pre-enrolled students

- The name and date of birth of each pre-enrolled student will be printed on the Student Participation form. If student details are incorrect, they will need to be amended on the test booklet and NOT on the Student Participation Form.
- STAGE 1 – Participation:** Shade the “Present” bubble for all students to whom a booklet was given. Shade the “Absent” bubble for all other students. If the student has permanently left the school, shade the “Left School” bubble in addition to the “Absent” bubble.
- STAGE 2 – Exemption/Withdrawal:** in addition to shading a participation bubble, please shade the appropriate bubble for any student who is exempt or withdrawn. A signed exemption form must be returned for each exempted student and placed in the envelope provided. Withdrawal forms should be kept at the school. Students recorded as exempt or withdrawn will NOT receive a test result.



# Test Supervisor Responsibilities

## Completing the Student Participation form

### *For non pre-enrolled students*

**For any student who is not listed on the Student Participation form:**

- use one of the test booklets with school details only provided.
- use a 2B pencil to write the **name** and **date of birth** of the student in block letters on the front cover of the test booklet.
- use a 2B pencil to write the **name** and **date of birth** of the student on the reverse side of the Student Participation form in the section headed 'FOR STUDENTS NOT LISTED IN THIS PARTICIPATION FORM'.
- follow **STAGE 1** and **STAGE 2** (as for pre-enrolled students), to indicate the student's participation status.
- In the unlikely event that the number of non-pre-enrolled students exceeds the space provided, use a photocopy of the reverse side of the Student participation form.

# Test Supervisor Responsibilities

## Test Session Report

The Student Participation form includes a Test Session report on the reverse side, where test supervisors should indicate any incidents or irregularities that occurred during the test.

## Request to Withhold Results

In exceptional cases, a school may request that an individual student's test result be withheld.

A request to withhold student's results can be only be made for one of the following reasons:

- student illness during the test session or
- parental withdrawal of the student during the test,

These requests should be made by using the Request to Withhold Results form. All requests to withhold student results require the signature of the parent/guardian and the school principal.

# Test Supervisor Responsibilities

## During the test

- ❑ Ensure that students are seated to work independently.
- ❑ Distribute test materials to students.
- ❑ Ask students to check that they have the correct pre-printed test booklet.
- ❑ Read the Test Administration Script:
  - Ensure students print their name in the correct place on the front cover of their test booklet.
  - Introduce the test and read Test Scripts to students.
  - Conduct practice questions.
  - Ensure all students begin the test at the same time.
  - Display and mark off time at regular intervals.
  - Warn students when there are 5 minutes left.
  - Instruct students to put their pencils down at the conclusion of the test.

# Test Supervisor Responsibilities

## After the test

- Collect all test materials immediately after the test. Test materials should not be left in classrooms.
- Check that all test booklets are accounted for, including those for students who did not sit or complete the test.
- Check that the Student Participation form and Test Session report have been accurately completed.
- Return all test materials and the Student Participation form to the NAPLAN Coordinator.

# For further information....

## NAPLAN Coordinator

### Resources

- ❑ Year 3 and Year 5 Test Administration Guide; 2010 National Assessment Program – Literacy and Numeracy
- ❑ Year 7 and Year 9 Test Administration Guide; 2010 National Assessment Program – Literacy and Numeracy
- ❑ Years 3, 5, 7 and 9 NAPLAN Support CD; 2010 National Assessment Program – Literacy and Numeracy.

# For further information....

## VCAA NAPLAN Helpdesk

- ❑ A telephone service operates to assist schools with queries about the NAPLAN testing. This service operates from 8.30am to 5pm Monday to Friday.

Phone (03) 9225 2332

Freecall 1800 648 637

Fax (03) 9225 2334

Email [vcaa.naplan.help@edumail.vic.gov.au](mailto:vcaa.naplan.help@edumail.vic.gov.au)

## NAPLAN Website

- ❑ [www.naplan.edu.au](http://www.naplan.edu.au)

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