



MINISTERIAL COUNCIL ON EDUCATION,  
EMPLOYMENT, TRAINING AND YOUTH AFFAIRS

# Year 7 and Year 9 Test Administration Guide

**2008** National Assessment Program  
Literacy and Numeracy



# **Year 7 and Year 9 TEST ADMINISTRATION GUIDE**

## **2008 NATIONAL ASSESSMENT PROGRAM – LITERACY AND NUMERACY (NAPLAN)**

### **Contact Details**

A telephone service operates to assist schools with queries about the NAPLAN tests. This service operates from 8.30 am to 5.00 pm Monday to Friday. After 5.00 pm and on weekends or public holidays, a message service operates.

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## NAPLAN Coordinator's checklist

The coordinator should:

Check

### BEFORE THE TEST

- check the contents of the test package against the packing slip upon arrival and keep the container/s in which the materials arrived for return
- complete the *Request for Extra Materials* form where applicable and fax it back to the VCAA (page 41)
- place the secure materials (test booklets and stimulus material) in double locked security
- document receipt, tracking, storage, distribution and dispatch in the *Test Materials Security Log* throughout the test period
- distribute the *2008 NAPLAN Test Administration Guide Year 3 and Year 5* to teachers as soon as possible
- organise the test booklets for distribution (e.g. sort the booklets into class/home groups) the day before the tests
- conduct a briefing on test administration for test supervisors

### ON TEST DAYS

- distribute the test materials to test supervisors on the morning of each test
- distribute the *Student Participation forms* for each class/home group for each test session
- ensure that the test environment enables students to perform at their best
- ensure that students are able to work independently and under standard test conditions
- provide special provisions for students with special learning needs

### AFTER THE TEST

- check that all test booklets are returned to secure storage at the completion of the tests together with the *Student Participation forms*
- check that all test booklets are accounted for and correctly recorded
- check that the *Student Participation forms* are accurately completed and signed
- check that the Record of Exemption forms have been completed where applicable
- use the Return checklist to prepare materials for return (see Section 7)

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## Introduction

The National Assessment Program – Literacy and Numeracy (NAPLAN) is a curriculum-based assessment program for Year 3, Year 5, Year 7 and Year 9 students, testing knowledge and skills in literacy and numeracy.

The results of the tests will provide information for students, parents, teachers and principals about student achievement which can be used to support teaching and learning programs.

The NAPLAN 2008 will assist teachers to identify students' strengths and weaknesses in literacy and numeracy. By analysing results which show a pattern or which add to information from teacher judgments, teachers can adjust teaching strategies to provide appropriate support.

The aggregation of student results from the NAPLAN tests will provide schools with an overview of current achievements for groups of students and contribute to a more comprehensive understanding of their performance. The analysis of school-wide data will assist school planning and can be used by the school to monitor literacy and numeracy over time.

## Privacy Statement

The Victorian Curriculum and Assessment Authority (VCAA) is committed to the protection of student information generated by the NAPLAN 2008. All personal information collected during the NAPLAN 2008 is used in accordance with the *Information Privacy Act 2000*. In order to conduct the NAPLAN tests, the VCAA collects the names and achievement data of all students who undertake the Year 3, Year 5, Year 7 and Year 9 tests. The VCAA also collects information on gender, language background, Aboriginal and Torres Strait Islander (ATSI) status and date of birth of students.

The VCAA uses student information provided by the schools to pre-print individual student details on the front cover of test booklets and to report to parents on their child's performance. This data is also provided to the school to assist principals to analyse the effectiveness of their school programs and to identify students' strengths and weaknesses.

Schools across Australia are required to collect background characteristic information for all students participating in the NAPLAN 2008. The VCAA, on behalf of the Department of Education and Early Childhood Development (DEECD), will be responsible for the management of this information and its transfer to the Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA).

The information required for each student is as follows:

- parental school education (mother and father as applicable)
- parental non-school education (mother and father as applicable)
- main language spoken at home (student)
- main language spoken at home (mother and father as applicable)
- parental occupation.

No individual student or school information will be identifiable in the information released to MCEETYA.

The principal should ensure that all student details and results are kept confidential.

## About this guide

This guide provides information for NAPLAN coordinators and test supervisors to prepare for and administer the NAPLAN 2008 tests.

As a NAPLAN coordinator or test supervisor, your role in the administration of the tests is critical. All NAPLAN coordinators and test supervisors, therefore, must be familiar with all the procedures in this guide.

The NAPLAN coordinator should arrange, prior to the testing period, a briefing for all test supervisors to ensure that all protocols and instructions in the guide are clearly understood. A suggested outline for this briefing is available on the VCAA website, and on the CD Rom which is delivered to schools with the test materials package.

The guide has clearly marked sections for each of the tests. Please read the relevant section of the guide before you administer each test.

Other relevant information for test administration is contained in the General Information section. Please read this section carefully prior to the administration of the tests.

## Section 1 – General information

### Test sequence and timing

The tests are scheduled for the days and times shown in the tables below. All schools across Australia should complete the tests on the same days.

The tests must therefore be administered in the order, on the dates and within the timeframes specified below, unless a Request to Vary Dates has previously been approved by the VCAA.

Students must not have any opportunity to discuss the specific content of any test with other students prior to attempting the tests. Students undertaking catch-up assessments on the days following the test dates should follow the same test schedule wherever practicable.

It is required that students be given a break of at least 20 minutes between test sessions conducted on the same day.

Remember - the students have a much greater chance of responding positively to standardised assessments that are conducted in a calm, well-organised environment.

#### Test sequence for Year 7

Test Session Time	Tuesday 13 May	Wednesday 14 May	Thursday 15 May
Before recess	Language Conventions	Reading	Numeracy – Non-calculator
	Break (at least 20 minutes)		Break (at least 20 minutes)
Before lunch	Writing		Numeracy – Calculator allowed

#### Test sequence for Year 9

Test Session Time	Tuesday 13 May	Wednesday 14 May	Thursday 15 May
Before recess	Language Conventions	Reading	Numeracy – Non-calculator
	Break (at least 20 minutes)		Break (at least 20 minutes)
Before lunch	Writing		Numeracy – Calculator allowed

### Timing of the test sessions

Test supervisors must keep to the specified timeframes.

The specific timing for each of the tests is provided at the beginning of each section of this guide.

## **Time limits**

The times given for each test indicate how long students may spend answering questions. The time for each test is indicated on the test booklets and does not include the time taken for the introduction or to complete the practice questions.

Time limits are specified to facilitate and standardise the tests across Australia. Time limits specified for each test have been determined so that the majority of students will have time to complete the test, working at their normal rate. The tests are designed to indicate what students can do under their usual working conditions.

If a student does not answer a question it is regarded, for scoring purposes, as an incorrect response.

## **Extensions of time**

Extra time should be given only in exceptional circumstances. This may be the result of an unavoidable interruption to the class or a problem which has arisen for an individual student during the test. In these rare cases, extra time may be given at the test supervisor's discretion. This should be no longer than the total time of the interruption.

## **Catch-up sessions for students absent on the test days**

It is very important that a high level of student participation is reached in this national assessment. Every effort should be made to ensure all eligible students are assessed during the testing period (13–15 May).

Where students are absent for one or more of the tests, arrangements should be made for those students to sit the tests on either the afternoons of the test days on which they are present or up until Friday 23 May.

## Pre-printed student details

Students undertaking the tests in 2008 are pre-enrolled using data provided to the VCAA.

Pre-enrolment allows individual student details, including names, date of birth, gender, indigenous status and language background other than English (LBOTE) status to be printed on the front cover of test booklets.

Each school's package contains:

- Test booklets with student and school details printed on the front cover. These booklets will have a pre-printed 7-digit booklet ID number.
- Test booklets with school details only printed on the front cover. These booklets will have a 3-digit booklet ID number which appears preceded by the letter 'B'.

### Test booklets with student and school details printed on the front cover

The information which appears on the front cover of the test booklets should be accurate, as the details used in the printing of the booklets has been drawn from school enrolment data.

If on the day of the test it is found that information printed on the front cover of any test booklet is incorrect, the test supervisor should ensure that the incorrect details are crossed out and that the correct details are clearly indicated. It is important that incorrect details are corrected on **all** test booklets for a given student.

A student should not complete a test in another booklet if a pre-printed booklet exists for that student. **Under no circumstances should a student complete the test using another student's pre-printed test booklet.**

### Test booklets with school details only printed on the front cover

Test booklets with school details only printed on the front cover are to cater for those students who have enrolled at the school after the close of the pre-enrolment process.

Principals should ensure that the following information for these students is recorded by the test supervisor on the front cover of each test booklet:

- student's first name and last name in block letters
- student's date of birth.

On the cover of the **Writing test only**, the following additional information is required:

- Gender
- Aboriginal status
- Torres Strait Islander status
- Language background other than English status

For general enquiries about the student registration process, schools should contact the VCAA on **phone (03) 9225 2332, Freecall 1800 820 122** or email [vcaa.naplan.help@edumail.vic.gov.au](mailto:vcaa.naplan.help@edumail.vic.gov.au)

## Preparing for the test

In the weeks before the test, the NAPLAN coordinator should meet with test supervisors to:

- determine where the test sessions will be held
- determine the duration and organisation of breaks
- discuss organisational procedures required during the tests
- review the handling of emergencies and problem situations
- explain the organisational arrangements for non-participating students
- establish the procedures to be undertaken when the test is administered by a relief teacher.

A suggested outline for this briefing is available on the VCAA website, and on the CD Rom which is delivered to schools with the test materials package.

## On test day

On the morning of each test, test supervisors should collect all materials required for the testing session from the NAPLAN coordinator. Please check that you have sufficient booklets and equipment and understand all procedures.

## Preparation of classrooms

Arrange seating so that students cannot copy from each other.

Any posters, displays or teaching materials that might help students to answer questions should be covered, reversed or removed from the room while the students are doing the test.

The following items must not be used as they will interfere with the validity of the test or the scanning of the test booklets. Please ensure that none of these is on any student's desk:

- dictionaries
- coloured pens or pencils, especially red
- mechanical lead pencils
- felt pens
- highlighters
- correction fluid
- glue
- reusable adhesive
- mobile phones
- calculators (except for the second numeracy test).

## Distribution of materials

You should have ready for distribution the required number of:

- test booklets with student and school details printed on the front cover for all pre-enrolled students in your class
- test booklets with school details only printed on the front cover for students for whom there is no booklet overprinted with their name
- the relevant stimulus materials for Writing and Reading
- blank planning paper for the Writing test
- blank working out paper for the Numeracy tests.

## Student materials

During the tests, each student will need to have:









- 2B pencils
- an eraser
- a sharpener
- a calculator (for the second numeracy test only)
- some quiet activity to go on with if they finish early.

## Preparing students for the test

Sample NAPLAN test papers are available at <[www.naplan.edu.au](http://www.naplan.edu.au)>. Past AIM test papers available on the VCAA website can also help to familiarise students with the test format.

Teachers should prepare students for the tests by demonstrating correct procedures for completing responses and providing opportunities for them to practise completing different response formats. This includes shading bubbles and writing numbers, words or letters in boxes.

Some examples of acceptable and unacceptable completion of responses are shown below:

	ACCEPTABLE	UNACCEPTABLE
shading a bubble		
writing a number		
writing a letter		
writing a word		

Teachers and test supervisors should remind students of the importance of writing numbers, letters or words clearly, so that they can be easily read.

## Supervising the testing session

As the person who delivers the national test, the test supervisor is the critical link in the ultimate validity and fairness of the national test. In supervising the tests, the test supervisor should:

- deliver the instructions accurately
- encourage student participation
- monitor student conduct.

## Assisting students

It is expected that professional and ethical behaviour will be demonstrated regarding all aspects of test administration. Any help with answering questions for a student that advantages them in any way will be considered cheating.

### In all tests, you may assist a student 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 the Numeracy tests ONLY, you may assist a student by:

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

### 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 (see page 2).

### During the Language Conventions test, you must not:

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

### 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.

# NAPLAN Student Participation forms

For each test session, test supervisors are required to complete a Student Participation form, recording all students as either present or absent, and indicating which students have been exempted or withdrawn.

These Student Participation forms serve a number of important functions. The information provided on the form ensures that:

- every student’s test booklet can be tracked and accounted for after the test
- every student’s test booklet is marked and reported on accurately
- the VCAA has accurate information about students who have been exempted or withdrawn
- reports to school and parents clearly reflect participation in the test.

## Completing the Student Participation form

The test supervisor may complete the Student Participation form either at the start of, or during the relevant test session. This form is pre-printed with pre-enrolled students’ details and booklet ID numbers. Test supervisors should check that these details are correct and amend if necessary. There are extra lines to accommodate students who were not pre-enrolled prior to the test.

It is very important that the form is completed accurately. The participation status (present/absent, exempt/withdrawn) indicated on the form will be used to decide whether or not a student will receive a test result. Students marked absent, or as either exempt or withdrawn, will NOT receive a test result, even if a completed test booklet is returned.

### For pre-enrolled students:

**STEP 1 - Attendance:** using a 2B pencil, mark each student on the list as either ‘Present’ or ‘Absent’ by shading the appropriate bubble. Every pre-enrolled student who is physically present for the test session should be marked as ‘Present’, even if they do not participate in the test due, for example, to withdrawal or exemption. Students who are not present for the session, including those who have left the school, should have the ‘Absent’ bubble shaded.

**STEP 2 – Exemption/Withdrawal:** in addition to shading an attendance bubble, please shade the appropriate bubble for any student who has been exempted or withdrawn from the test. A signed exemption form must be returned for each exempted student. Withdrawal forms should be kept at the school.

Examples:

STUDENT PARTICIPATION FORM INSTRUCTIONS			STEP 1.		STEP 2.	
<p>The <i>Student Participation Form</i> lists students registered to take part in the NAPLAN 2008 tests. Refer to the <i>Year 7 and 9 Test Administration Guide</i> for detailed instructions.</p> <p><b>Step 1 - Attendance.</b> Each student indicated on this form <b>must</b> be shaded as “Present” or “Absent” for the test session. Any student who is physically present for the test session must be marked as “Present”. Mark “Absent” for students who are not in attendance for the test session.</p> <p><b>Step 2 - Exemption / Withdrawal.</b> In addition to shading an attendance bubble, please shade the appropriate bubble for any student who is Exempt or Withdrawn.</p>			Shade Present or Absent		Shade if applicable (one only)	
			Present	Absent	Exempt	Withdrawn
BOOKLET ID	STUDENT NAME	DATE OF BIRTH				
12345670	JANE SMITH	12/01/1995	●	○	○	○
12345671	JOHN BROWN	05/04/1995	○	●	○	○
12345672	MARY JONES	30/10/1994	●	○	●	○
12345673	BILL TAN	21/02/1995	○	●	○	●

- Jane was present for the test. A booklet should be returned. A result will be issued for this test.
- John was absent from the test. No booklet is expected. No result will be issued for this test.
- Mary was present during the test session, but was granted an exemption. She may, or may not have, actually participated in the test. A booklet need not be returned. No result will be issued for this test.
- Bill had been withdrawn from the test, and was absent from the test session. No booklet is expected. No result will be issued for this test.

## For non pre-enrolled students:

For any student who is not listed on the Student Participation form, the test supervisor should

- use one of the test booklets with school details only provided. Note the **3-digit booklet ID** number which is printed on the front cover of the booklet. This number is preceded by the letter 'B'.
- 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, and the **3-digit booklet ID** noted above, on the reverse side of the Student Participation form in the section headed 'FOR STUDENTS NOT LISTED ON THIS PARTICIPATION FORM'.
- follow **STEP 1** and **STEP 2** (as for pre-enrolled students), to indicate the student's participation status.
- in the unlikely event that there are more than ten non-pre-enrolled students in a test session, please use a photocopy of the reverse side of the Student Participation Form.

Example:

FOR STUDENTS NOT LISTED ON THIS STUDENT PARTICIPATION FORM			STEP 1.		STEP 2.	
If you have students who are not listed on this <i>Student Participation Form</i> : <ul style="list-style-type: none"> <li>• use the extra test booklets with blank cover pages provided</li> <li>• write the student's name and details on the front of the test booklet</li> <li>• write the 3 digit booklet ID (found on the test booklet cover), student's name and date of birth below.</li> </ul> Also record the names and complete the appropriate bubbles for any students not listed above that were absent, withdrawn or exempted from the test.			Shade Present or Absent		Shade if applicable (one only)	
			Present	Absent	Exempt	Withdrawn
BOOKLET ID	STUDENT NAME	DATE OF BIRTH				
B 0 0 1	DAVID LEE	2 8 / 1 1 / 1 9 9 4	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B [ ] [ ] [ ]		[ D ] [ D ] / [ M ] [ M ] / 1 9 [ Y ] [ Y ]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Test Session report

The Student Participation form includes a Test Session report on the reverse side, where test supervisors should indicate:

- any special provision allowed for students, and
- any incidents or irregularities that occurred during the test

Example:

TEST SESSION REPORT
1. Record any special provisions allowed for students. 2. Record any general incidents or irregularities that occurred during the test session. 3. In instances where students have unavoidably left the test session early and did not complete the test, please refer to the "Request to Withhold Results" form. Further information is available within the Year 7 and 9 <a href="#">Test Administration Guide</a> .
<i>Jira Perry used large print materials.</i>

## Request to Withhold Results form

In exceptional cases, a school may request that an individual student's test result be withheld. This applies only on occasions where a student has unavoidably left a test session early, and has not completed the test.

These requests should be made by using the Request to Withhold Results form (page 42).

All requests to withhold student results require the signature of the school principal.

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

- Student illness during the test session.
- Parental withdrawal during the test session.

The completed form should be included with other forms and test materials returned to the VCAA after the testing period.

A copy of the form is also available on the VCAA website, and on the CD Rom delivered with test materials.

## Catch-Up Participation forms

Catch-Up Participation forms should be used for students who are absent on any of the test days, and who subsequently complete one or more catch-up tests.

(Note: If a Request to Vary Dates for a whole class has been previously approved by the VCAA, the original Student Participation form, not the Catch-Up Participation form, should be used.)

To complete the Catch-Up Participation form:

Please write in block letters, using a 2B pencil.

1. In the spaces provided, write the first name, last name and date of birth of each student who has completed one or more catch-up tests.
2. Shade the appropriate bubble(s) to indicate which catch-up test(s) the student has completed.
3. Write the booklet ID number in the boxes in the BOOKLET ID column.

The booklet ID number is printed on the front cover of the test booklet.

It will be:

- a 7-digit number if the student was pre-enrolled, and has a test booklet with his/her name already printed on it, or
- a 3-digit number, preceded by the letter 'B' if the student was not pre-enrolled, and is using one of the spare booklets provided. For these students, please also ensure that their name and birth date are clearly printed on the front cover of the test booklet.

Example:

CATCH-UP PARTICIPATION FORM INSTRUCTIONS			
Students who were absent on any of the days which the NAPLAN Tests were administered, have the opportunity to do a catch-up test up until Friday 23 May 2008.			
This form should be used for students who complete one or more catch-up tests. Please shade the appropriate bubbles on the left to indicate the tests completed by the student. Refer to the Year 3 and 5 <a href="#">Test Administration Guide</a> for further information.			
SHADE TEST	BOOKLET ID	NAME	DATE OF BIRTH
<input checked="" type="radio"/> Lang Conv.	1 0 1 2 3 4 5	First name: MARY	0 1 / 0 1 / 1 9 9 9
<input type="radio"/> Writing		Last name: STUDENT	
<input checked="" type="radio"/> Reading	B 0 0 1		
<input type="radio"/> Numeracy			

Mary completed a catch-up Language Conventions test using her pre-printed test booklet. Note the 7-digit booklet ID number.

For Reading, Mary used one of the spare test booklets. The 3-digit booklet ID number, preceded by the letter 'B', identifies this type of booklet.

**Note:** It is not a usual scenario for one student to be using a mixture of pre-printed and spare test booklets. This example has been included for demonstrations purposes only.

Catch-Up Participation forms should be signed by both the test supervisor and the Principal or NAPLAN coordinator, and returned no later than 23 May 2008, to the VCAA Assessment Centre, c/- Pearson Assessments and Testing, 100 Station Street, Nunawading, VIC 3131 with the catch-up test materials.

## How to read the test administration script

As these are standardised tests, it is important that they are administered uniformly according to the timetables and instructions in this guide.

Test supervisors **MUST** read aloud to students all instructions in shaded boxes like this.

### READ ALOUD

Today you will be completing the Writing test. You will each have a Writing test booklet in front of you.

### Practice questions

The purpose of practice questions is to familiarise students with the different response types. This is not an opportunity for teaching. Move through these questions as quickly and efficiently as possible.

## Section 2: Language Conventions test administration — Year 7 and Year 9

This document should be read in conjunction with the General Information section.

This test is to be conducted in one session.

This is an assessment of a student's ability in spelling, grammar and punctuation.

**Test session time:** Tuesday 13 May (before recess)

**Time allocation:** Introduction time: Approx. 10 minutes

Test time: 45 minutes

### Preparation for the Language Conventions test session

- Arrange the room so that students cannot copy from each other.
- Cover, reverse or remove any word lists, posters, displays or reading materials that may unfairly advantage the students.
- Hand out the Language Conventions test booklets to students, making sure that the front cover is facing them. Students who were pre-enrolled will have a booklet with their own name pre-printed on the front cover.
- Allocate one of the test booklets with pre-printed school details only on the front cover to students who do not have a named test booklet. Please write the student's details on the front cover. **Under no circumstances should a student complete the test using another student's pre-printed test booklet.**
- Give each student one of the 2B pencils provided.
- Write a time sequence with start and finish times as well as 10-minute intervals on the board.

### Materials required

Each student should have	The test supervisor should have
<ul style="list-style-type: none"><li>• a Language Conventions test booklet</li><li>• a 2B pencil</li><li>• an eraser</li><li>• a sharpener</li><li>• some quiet activity to go on with if the student finishes early.</li></ul>	<ul style="list-style-type: none"><li>• a Test Administration Guide</li><li>• spare student test booklets</li><li>• spare pencils, erasers, sharpeners</li><li>• a watch or clock for timing the test</li><li>• a board to demonstrate practice questions</li><li>• a Student Participation form.</li></ul>

## Test administration script – Language Conventions (Year 7 and Year 9)

Note: The READ ALOUD instructions apply to both Year 7 and Year 9 unless otherwise stated.

### READ ALOUD

Today you will complete a Language Conventions test. You should each have your Language Conventions test booklet, a 2B pencil and an eraser on your desk. Check to see that you have these things on your desk. Do not open your test booklet or write on it until I tell you to.

Allow students time to check they have the appropriate materials.

### READ ALOUD

Look at the front cover of your test booklet. Your name and other details have been printed on it. Please check that you have the correct test booklet, and that your details are correct.

If any student details on the booklet are incorrect, cross out the information and clearly insert the correct details. If there is a student without a pre-printed test booklet, provide them with a spare test booklet.

### READ ALOUD

During the test you must follow the instructions on the front of the test booklet. I will read them to you.

1. You must do your own work.
2. Do not speak to other students during the test.
3. Raise your hand if you need to speak to the teacher.
4. Follow all directions given to you by the teacher.
5. All questions must be answered using the pencil you have been given. If you need to change an answer, carefully erase it and write another answer.
6. To confirm you have the correct booklet, print your name below.

Indicate where students should print their name, and allow time to complete this task.

### READ ALOUD

In this test you will be assessed on your spelling, grammar and punctuation. Before you begin the test we will start by working through the practice questions together.

Turn your test booklet over to the back page. These are the practice questions.

The test questions will be harder.

Show students the back cover.

## READ ALOUD

In the Language Conventions test, you will have to answer questions in different ways. These practice questions will show you how to do them. Before you begin the test, we will do the practice questions together but you will have to do the test questions by yourself.

For some questions, you have to write the correct answer in a box. Look at practice question one, while I read it.

**The spelling mistake in this sentence has been circled.  
Write the correct spelling for the circled word in the box.**

**P1** We went to scool .

You have to write the word school correctly in the box. Do that now.

Allow students time to write the word.

## READ ALOUD

You should have written s-c-h-o-o-l. If you did not write s-c-h-o-o-l, rub out the incorrect answer completely and write the correct answer now.

Demonstrate how to write the word in the box as you spell it out. Allow students time to change their answers if necessary.

## READ ALOUD

Look at practice question two while I read it.

**The sentence below has one word that is incorrect.  
Write the correct spelling of the word in the box.**

**P2** We bought sum bread.

Now write your answer in the box.

Give the students time to write the word.

## READ ALOUD

You had to find the one word that was incorrect and then write it correctly in the box. The word that was incorrect was *sum*. You should have written s-o-m-e inside the box. If you made a mistake, rub it out completely and write the correct answer.

Demonstrate how to write in the box. Give the students time to correct any errors.

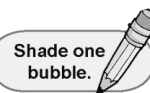
## READ ALOUD

For some questions you have to shade a bubble. Look at the pencil icon at the side. This tells you how many bubbles to shade. Follow while I read practice question three.

**P3** Which of the following correctly completes the sentence?

Do you have  pet?

- a                      if                      he                      she
- 



Now shade one bubble.

Demonstrate to students the correct way to shade the bubble. Give the students time to answer the question.

## READ ALOUD

The correct sentence would be "Do you have a pet?" You should have shaded the first bubble—under *a*. If you didn't, rub out your answer completely and shade the first bubble now.

Give the students time to correct any errors.

## READ ALOUD

Look at practice question four. This question doesn't have a pencil icon at the side. That is because the icon in practice question three tells you what to do in this question too. When you have to do something different a new icon will tell you what to do. Follow while I read practise question four.

**P4** Which sentence is correct?

- Some people like cats best than dogs.
- Some people like cats better than dogs.
- Some people like cats more best than dogs.
- Some people like cats more better than dogs.

Now shade one bubble.

Give the students time to shade one bubble.

## READ ALOUD

The correct answer is "Some people like cats better than dogs". You should have shaded the bubble beside the second sentence. If you haven't shaded that bubble, rub out your answer completely and shade the second bubble.

Give students time to correct any errors.

## READ ALOUD

Follow while I read practice question five.

**P5** Shade one bubble to show where the missing full stop ( . ) should go.

We arrived at school on time



Now shade one bubble to show where the full stop should be.

Give the students time to shade one bubble.

## READ ALOUD

You should have shaded the last bubble, the bubble after the word *time*.  
If you haven't done that, rub out your answer completely and shade the last bubble now.

Give students time to correct the answer, rubbing out any errors.

## READ ALOUD

We have now finished the practice questions. Put down your pencils. We are going to begin the test now. You will have to work by yourself so listen carefully while I tell you what to do.

Make sure students are paying attention.

## (Year 7 ONLY) READ ALOUD

The pencil icon reminds you to shade only one bubble. An icon will be at the top of every page to tell you what to do. (Point to the icon.) Sometimes a new icon will appear. The new icon will tell you how many bubbles to shade. There is one question, question 48, where you will need to shade two bubbles. Make sure you follow the instructions carefully.

Open your test booklet at page 2. All of the questions in the test will be the same kind as the ones we have just practised. For all of the questions on pages 2 and 3, you will have to find the incorrectly spelt word and write it correctly in the box. This is the same as the second practice question. You need to begin with these questions.

Hold up the book. Show the students.

## (Year 9 ONLY) READ ALOUD

Open your test booklet at page 2. All of the questions in the test will be the same kind as the ones we have just practised. Look at page 2. All of the questions on this page have a circle around the word that is incorrect. This is the same as the first practice question. You have to write the correct spelling in the boxes. You need to begin with these questions.

Hold up the book. Show the students.

## READ ALOUD

When you have finished those questions move straight on to the others. Keep going until you have finished all 50 questions. In this test, you have to write a word in the box or shade bubbles. Remember that the icon will tell you how many bubbles to shade.

Read the instructions carefully. If you have trouble with those, you can ask me. However, I cannot read the test questions to you. Are there any questions about what you have to do?

Answer any questions about what students have to do.

## READ ALOUD

You have 45 minutes to finish the test. Do your best and neatest work. Write neatly so that your answers are easy to read. Shade the bubbles carefully.

If you make a mistake, rub it out completely and try again.

If a question is too hard, do the next one. You can come back to that one at the end, if you have time.

You should work on your own at all times. You are not allowed to talk to other students.

If you have any problems, please raise your hand and I will come to speak with you.

I will let you know when you have 5 minutes left. If you finish before the time is up, check all your answers. Pick up your pencils. You may start now.

**Supervise** students closely to make sure they are on task and responding in the correct way.

Remember you can help by reading the instructions. You may not read the test items.

Make sure that students are writing with 2B pencils. Because of the scanning difficulties they cause, students must not use correction fluid or pens, felt pens or coloured pencils.

Mark off the time intervals on the board.

**If students finish early, ask them to close their test booklets and leave them on their desks. Do not collect the test booklets yet.**

After 40 minutes, **READ ALOUD**

You have 5 minutes left. If you have already finished, take some time to check all your answers. When you have finished, close your test booklet and wait quietly.

After a further 5 minutes, **READ ALOUD**

Thank you everyone. Please put your pencils down.

The Language Conventions test is now finished. Well done!

Close your test booklets and stay seated while the test booklets are collected.

## **After the test**

- Collect all test booklets and use the class list to check that ALL test booklets are accounted for, including those for students who did not sit or complete this session.
- Check that all information on the front cover is complete and correct.
- Check that you have accurately completed the Student Participation form and Test Session report.
- Return all test booklets to the principal or NAPLAN coordinator as soon as possible for secure storage. Do not leave test booklets, whether complete or incomplete, in a classroom.
- Return all test booklets whole. Do not remove any pages.
- No students, teachers (other than the NAPLAN coordinator or test supervisor) or other unauthorised person should remove any test material from the test area.

## Section 3: Writing test administration — Year 7 and Year 9

This document should be read in conjunction with the General Information section.

This test is to be conducted in one session and assesses narrative writing.

This is an assessment of a student’s ability to plan and write a narrative independently. There must not be any teacher input or assistance.

**Test session time:** Tuesday 13 May (before lunch)

**Time allocation:** **Introduction time:** Approx. 15 minutes

**Test time:** 40 minutes

*This is made up of*

Planning: 5 minutes

Writing: 30 minutes

Editing: 5 minutes

### Preparation for the Writing test session

- Arrange the room so that students cannot copy from each other.
- Cover, reverse or remove any word lists, posters, displays or reading materials that may unfairly advantage the students.
- Hand out the Writing test booklets to students, making sure that the front cover is facing them. Students who were pre-enrolled will have a booklet with their own name pre-printed on the front cover.
- Allocate one of the test booklets with pre-printed school details only on the front cover to students who do not have a named test booklet. Please write the student’s details on the front cover. **Under no circumstances should a student complete the test using another student’s pre-printed test booklet.**
- Give each student a Writing stimulus sheet. Make sure all students have a 2B pencil or a blue or black pen.
- Write a time sequence with start and finish times as well as 10-minute intervals on the board.

### Materials required

Each student should have	The test supervisor should have
<ul style="list-style-type: none"> <li>• a Writing test booklet</li> <li>• the coloured, single page Writing stimulus</li> <li>• sheet of blank paper for planning</li> <li>• 2B pencils, blue or black pens only</li> <li>• an eraser</li> <li>• a sharpener</li> <li>• some quiet activity to go on with if the student finishes early.</li> </ul>	<ul style="list-style-type: none"> <li>• a Test Administration Guide</li> <li>• the coloured, single page Writing stimulus</li> <li>• extra blank paper</li> <li>• spare student test booklets</li> <li>• spare pencils, erasers, sharpeners</li> <li>• a watch or clock for timing the test</li> <li>• a Student Participation form.</li> </ul>

Students **must not** have access to reading books while completing the Writing test.

## Test administration script — Writing (Year 7 and Year 9)

Note: The READ ALOUD instructions apply to both Year 7 and Year 9 unless otherwise stated.

### READ ALOUD

Today you will do a Writing test. You should each have your Writing test booklet, the writing stimulus page (show students), a piece of blank paper for planning, a 2B pencil, or a blue or black pen, and an eraser on your desk. Check to see that you have these things on your desk. Do not open your test booklet or write on it until I tell you to.

Allow students time to check they have the appropriate materials.

### READ ALOUD

Look at the front cover of your test booklet. Your name and other details have been printed on it. Please check that you have the correct test booklet, and that your details are correct.

If any student details on the booklet are incorrect, cross out the information and clearly insert the correct details. If there is a student without a pre-printed test booklet, provide them with a spare test booklet.

### READ ALOUD

During the test you must follow the instructions on the front of the test booklet.  
I will read them to you.

1. You must do your own work.
2. Do not speak to other students during the test.
3. Raise your hand if you need to speak to the teacher.
4. Follow all directions given to you by the teacher.
5. Use only a 2B pencil, blue or black pen. Do NOT use a red pen.
6. To confirm you have the correct booklet, print your name below.

Indicate where students should print their name, and allow time to complete this task.

### READ ALOUD

Put your pencils down now. Do not do any more writing until I tell you to. Listen carefully now.

Hold up a copy of the writing stimulus page for students to see.

### READ ALOUD

You will be using the information on this page to help you write your story.  
Follow carefully while I read it to you.

Point to the information you are going to read. Read **everything** on the Writing stimulus page, from top to bottom, to the students.

You must only read the words on the Writing stimulus page.

**DO NOT:**

- brainstorm with students
- allow students to discuss the topic
- give students ideas or pre-developed plans
- discuss the pictures on the stimulus
- write anything on the board other than the time sequence
- plan for the students.

**READ ALOUD**

In this test you are going to write a narrative. Narratives are also called stories. You have to write a story about the topic. You can use the ideas from this stimulus sheet or you can use your own ideas. Look at the pictures and the words to help you with your ideas.

**READ ALOUD**

Before you begin to write, I am going to give you time to do some planning. People like to plan in different ways. For example, you could plan by writing some ideas, making a timeline or an outline, or by drawing pictures. You can also plan by quietly thinking or imagining your story. Choose the kind of planning that helps you to write a good story.

You can use your blank sheet of paper for planning. The planning page will not be marked.

Show the planning sheet.

**READ ALOUD**

Do not write in your test booklet yet. It should still be closed. You have 5 minutes planning time. I will tell you when the planning time is finished. (Pause) Please start your planning now. Use the blank paper to plan, if you want to.

**Supervise** students to make sure they are planning their work independently but are not writing in their test booklets. If a student is having difficulties, encourage them to look at the stimulus sheet.

**Do not help students to develop or structure their story.**

**After 5 minutes planning time, READ ALOUD**

That's all the time you have for planning. You now have 30 minutes to write your story. Put your planning sheet where you can see it. Open your writing test booklet to page 2 (indicate). You have three pages to write on. You must finish your story in your test booklet. I cannot give you any extra paper. I will tell you when there are 5 minutes left to finish your writing. After that you will have 5 minutes to edit your work. Please start writing your story now. Do not use a red pen.

**Supervise** the students to make sure that they have begun writing. Check that they have started on page 2 of the test book. Quietly speak to those students who are not working. Refer them to the stimulus sheet for ideas but **do not help them to write their story.**

Do not provide extra paper or an extra writing booklet to students, as these will not be marked.

Only the three pages of writing in the test booklet will be marked.

Make sure that students are writing with 2B pencils, blue or black pens. Because of the scanning difficulties they cause, students must not use correction fluid or red pens, felt pens or coloured pencils.

Mark off the time intervals on the board.

**If students finish early, ask them to close their test booklets and leave them on their desks. Do not collect the test booklets yet.**

**After 25 minutes writing time, READ ALOUD**

You have 5 minutes left to finish writing. If you have already finished use this time to start checking your work.

**After a further 5 minutes writing time, READ ALOUD**

Your writing time is now finished. You have 5 minutes to check and edit your work. You don't have time to make big changes. You can only make small changes to make your story clearer. You can edit by adding or changing words or sentences. You can correct any spelling or punctuation mistakes. You can add some ideas or sentences if you notice you have left something out. When you have finished, close your test booklet and wait quietly.

**Supervise** students to make sure they are editing and completing their stories. Some students edit as they write and may need this time to complete their writing.

**After 5 minutes editing time, READ ALOUD**

Thank you everyone. Please put your pencils down. The Writing test is now finished. Keep your planning page separate from your test booklet. I will collect those separately. Close your test booklet and stay seated while the test booklets and stimulus pages are collected.

**After the test**

**Planning pages must NOT be sent back with test booklets. Please collect them and keep them separate from the test booklets.**

- Check that planning pages are NOT folded inside the test booklets.
- Collect all test booklets and use the class list to check that ALL test booklets are accounted for, including those for students who did not sit or complete this session.
- Check that all information on the front cover is complete and correct.
- Check that you have accurately completed the Student Participation form and Test Session report.
- Return all test booklets to the principal or NAPLAN coordinator as soon as possible for secure storage. Do not leave test booklets, whether complete or incomplete, in a classroom.
- Collect all stimulus materials and planning sheets for secure storage until after the catch-up days, when they can be returned to the students.
- No students, teachers (other than the NAPLAN coordinator or test supervisor) or other unauthorised person should remove any test material from the test area.

## Section 4: Reading test administration — Year 7 ONLY

This document should be read in conjunction with the General Information section.

This test is to be conducted in one session.

This is an assessment of a student’s ability in reading and locating information in a variety of different text types.

**Test session time:** Wednesday 14 May (before recess)

**Time allocation:** Introduction time: Approx. 10 minutes  
Test time: 65 minutes

### Preparation for the Year 7 Reading test session

- Arrange the room so that students cannot copy from each other.
- Cover, reverse or remove any spelling lists, posters, displays or reading materials that may unfairly advantage the students.
- Hand out the Reading test booklets to students, making sure that the front cover is facing them. Students who were pre-enrolled will have a booklet with their own name pre-printed on the front cover.
- Allocate one of the test booklets with pre-printed school details only on the front cover to students who do not have a named test booklet. Please write the student’s details on the front cover.  
**Under no circumstances should a student complete the test using another student’s pre-printed test booklet.**
- Give each student a Reading stimulus magazine, and make sure all students have a 2B pencil.
- Write a time sequence with start and finish times as well as 10-minute intervals on the board.

### Materials required

Each student should have	Each test administrator should have
<ul style="list-style-type: none"> <li>• a Year 7 Reading test booklet</li> <li>• a Year 7 Reading stimulus magazine</li> <li>• 2B pencils only</li> <li>• an eraser</li> <li>• a sharpener</li> <li>• some quiet activity to go on with if the student finishes early.</li> </ul>	<ul style="list-style-type: none"> <li>• a Test Administration Guide</li> <li>• spare student test booklets</li> <li>• spare Reading stimulus magazines</li> <li>• spare pencils, erasers, sharpeners</li> <li>• a watch or clock for timing the test</li> <li>• a board to demonstrate practice questions</li> <li>• a Student Participation form.</li> </ul>

## Test administration script — Reading (Year 7 ONLY)

### READ ALOUD

Today you will do a Reading test. You should each have your Reading test booklet, a stimulus magazine, a 2B pencil and an eraser on your desk. Check to see that you have these things on your desk. Do not open your test booklet or write on it until I tell you to.

Allow students to check these items for the test.

### READ ALOUD

Look at the front cover of your test booklet. Your name and other details have been printed on it. Please check that you have the correct test booklet, and that your details are correct

If any student details on the booklet are incorrect, cross out the information and clearly insert the correct details. If there is a student without a pre-printed test booklet, provide them with a spare test booklet.

### READ ALOUD

During the test you must follow the instructions on the front of the test booklet.  
I will read them to you.

1. You must do your own work.
2. Do not speak to other students during the test.
3. Raise your hand if you need to speak to the teacher.
4. Follow all directions given to you by the teacher.
5. All questions must be answered using the pencil you have been given. If you need to change an answer, carefully erase it and write another answer.
6. To confirm you have the correct booklet, print your name below.

Indicate where students should print their name, and allow time to complete this task.

Hold up the stimulus magazine for students to see.

### READ ALOUD

In the Reading test you will have to read a passage out of this magazine and then answer some questions about it. The questions are in your test booklet. Before you begin the test we will start by working through the practice questions together. Turn your test booklet and your magazine over to their back pages.

Show students the back covers. Give them time to turn over and locate the questions.

### READ ALOUD

In the Reading test you will have to answer questions in different ways. These practice questions will show you how to do them. We will do these questions together but, remember, you will have to do the test questions by yourself. The test questions will be harder.

Look at the instruction in the coloured box at the top of the back page of your test booklet.

It says **“Read *Barn Owls* on the back cover of the magazine and answer questions P1 to P3.”**

The passage that you have to read is on the back of the Reading stimulus magazine.

Read the text *Barn Owls* to yourself.

Give students time to read *Barn Owls*.

### READ ALOUD

To answer some questions, you must shade the bubble next to the correct answer.  
The pencil icon on the side tells you how many bubbles to shade. It says "Shade one bubble."  
Follow while I read practice question one.

**P1** This text is mainly about the Barn Owl's

- diet.
- habitat.
- hunting.
- breeding.



Now shade one bubble.

Give the students time to shade one bubble.

### READ ALOUD

The correct answer is *hunting*. If you did not shade the bubble next to *hunting*, rub out your answer completely and shade the correct bubble now.

Demonstrate the correct way to shade the bubble. Check that all the students now have the correct bubble shaded and that any incorrect answers have been properly erased.

### READ ALOUD

Look at practice question two. The icon at the top of the page tells you how to answer this question as well. Follow while I read practice question two.

**P2** Which word in the text describes the Barn Owl's hearing?

- |                       |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|
| inactive              | excellent             | exceptional           | night                 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Now shade one bubble.

Give the students time to shade one bubble.

### READ ALOUD

The correct answer is *excellent*. You should have shaded the bubble beside the word *excellent*.  
If you haven't, rub out your answer completely and shade the correct bubble now.

Give students time to erase and correct any errors.

## READ ALOUD

Look at practice question three. The icon on the side tells you to “Write the answer on the line.” Follow while I read practice question three.

**P3** Why do Barn Owls need good night vision?

Write the answer  
on the line.



Now write your answer on the line.

Give the students time to write their answer on the line.

## READ ALOUD

A correct answer will use words that connect “excellent night vision” with the inference that the owl’s prey is active at night. You can work this out from the last sentence. That means answers like *They need good night vision because they are night hunters.* OR ... *because their prey is only active at night* will be marked correct.

Remember to read the questions carefully before answering.

## READ ALOUD

That is the end of the practice questions.

The questions in the test will be answered in these two ways. For most of questions, you will have to shade a bubble to answer the questions. For one question you will have to write an answer on a line. Are there any questions?

Answer any questions students might have about what they have to do.

## READ ALOUD

Turn your booklets over to the front. Open your test booklet to page 2.

At the beginning of each set of questions, there is a coloured box. (Show the coloured box on page 2.) The instructions in that box tell you which magazine page you need to read to answer each set of questions. Every time you come to a coloured box you need to read another text from the magazine. (Show the related stimulus on page 3.)

Make sure you read the right magazine page for each set of questions.

Answer any questions students might have about what they have to do.

## READ ALOUD

You have 65 minutes to complete the test. Keep going until you answer all 46 questions.  
Do your best and neatest work. Write neatly so that your answers are easy to read.  
Shade the bubbles carefully. If you make a mistake rub it out completely and try again.  
If a question is too hard, do the next one. You can come back to that question if you have time at the end.  
Because this is a test of how well you read, I cannot read anything from the magazine or explain questions to you. I can only read the instructions in the coloured boxes in the test booklet.  
You are not allowed to talk to other students. If you have any problems, please put up your hand and I will come to speak with you. If you finish before the time is up, check all your answers.  
I will let you know when you have 5 minutes left. Pick up your pencils. You may start now.

**Supervise** students closely to make sure they are on task and responding in the correct way.

Remember you can help by reading the instructions in the coloured boxes. You may not read the test questions or the magazine texts.

Make sure that students are writing with 2B pencils. Because of the scanning difficulties they cause, students must not use correction fluid or pens, felt pens or coloured pencils.

Mark off the time intervals on the board.

**If students finish early, ask them to close their test booklets and leave them on their desks. Do not collect the test booklets yet.**

### After 60 minutes, READ ALOUD

You have 5 minutes left to finish the test. If you have already finished, use this time to check all your answers. When you have finished, close your test booklet and wait quietly.

### After a further 5 minutes, READ ALOUD

Thank you everyone. Please put your pencils down. The Reading test is now finished. Well done!  
Close your test booklets and magazines and stay seated while the booklets are collected.

### After the test

- Collect all test booklets and use the class list to check that ALL test booklets are accounted for, including those for students who did not sit or complete this session.
- Check that all information on the front cover is complete and correct.
- Check that you have accurately completed the Student Participation form and Test Session report.
- Return all test booklets to your principal or NAPLAN coordinator as soon as possible for secure storage. Do not leave test booklets, whether complete or incomplete, in a classroom.
- Collect all stimulus materials for secure storage until after the catch-up days when they can be returned to the students.
- Return all booklets whole. Do not remove any pages.
- No students, teachers (other than the NAPLAN coordinator or test supervisor) or other person should remove any test material from the test area.

## Reading test administration — Year 9 ONLY

This document should be read in conjunction with the General Information section.

This test is to be conducted in one session.

This is an assessment of a student's ability in reading and locating information in a variety of different text types.

**Test session time:** Wednesday 14 May (before recess)

**Time allocation:** Introduction time: Approx. 10 minutes

Test time: 65 minutes

### Preparation for the Year 9 Reading test session

- Arrange the room so that students cannot copy from each other.
- Cover, reverse or remove any spelling lists, posters, displays or reading materials that may unfairly advantage the students.
- Hand out the Reading test booklets to students, making sure that the front cover is facing them. Students who were pre-enrolled will have a booklet with their own name pre-printed on the front cover.
- Allocate one of the test booklets with pre-printed school details only on the front cover to students who do not have a named test booklet. Please write the student's details on the front cover.  
**Under no circumstances should a student complete the test using another student's pre-printed test booklet.**
- Give each student a Reading stimulus magazine, and make sure all students have 2B pencils.
- Write a time sequence with start and finish times as well as 10-minute intervals on the board.

### Materials required

Each student should have	Each test administrator should have
<ul style="list-style-type: none"> <li>• a Year 9 Reading test booklet</li> <li>• a Year 9 Reading stimulus magazine</li> <li>• 2B pencils only</li> <li>• an eraser</li> <li>• a sharpener</li> <li>• some quiet activity to go on with if the student finishes early.</li> </ul>	<ul style="list-style-type: none"> <li>• a Test Administration Guide</li> <li>• spare student test booklets</li> <li>• spare Reading stimulus magazines</li> <li>• spare pencils, erasers, sharpeners</li> <li>• a watch or clock for timing the test</li> <li>• a board to demonstrate practice questions</li> <li>• a Student Participation form.</li> </ul>

## Test administration script – Reading (Year 9 ONLY)

### READ ALOUD

Today you will do a Reading test. You should each have your Reading test booklet, a stimulus magazine, a 2B pencil and an eraser on your desk. Check to see that you have these things on your desk. Do not open your test booklet or write on it until I tell you to.

Allow students to check these items for the test.

### READ ALOUD

Look at the front cover of your test booklet. Your name and other details have been printed on it. Please check that you have the correct test booklet, and that your details are correct

If any student details on the booklet are incorrect, cross out the information and clearly insert the correct details. If there is a student without a pre-printed test booklet, provide them with a spare test booklet.

### READ ALOUD

During the test you must follow the instructions on the front of the test booklet. I will read them to you.

1. You must do your own work.
2. Do not speak to other students during the test.
3. Raise your hand if you need to speak to the teacher.
4. Follow all directions given to you by the teacher.
5. All questions must be answered using the pencil you have been given. If you need to change an answer, carefully erase it and write another answer.
6. To confirm you have the correct booklet, print your name below.

Indicate where students should print their name, and allow time to complete this task.

Hold up the stimulus magazine for students to see.

### READ ALOUD

In the Reading test you will have to read a passage out of this magazine and then answer some questions about it. The questions are in your test booklet. Before you begin the test we will start by working through the practice questions together. Turn your test booklet and your magazine over to their back pages.

Show students the back covers. Give them time to turn over and locate the questions.

### READ ALOUD

In the Reading test you will have to answer questions in different ways. These practice questions will show you how to do them. We will do these questions together but, remember, you will have to do the test questions by yourself. The test questions will be harder.

Look at the instruction in the coloured box at the top of the back page of your test booklet. It says **“Read *Barn Owls* on the back cover of the magazine and answer questions P1 to P2.”**

The passage that you have to read is on the back of the Reading stimulus magazine. Read the text *Barn Owls* to yourself.

Give students time to read *Barn Owls*.

### READ ALOUD

To answer some questions, you must shade the bubble next to the correct answer. The pencil icon on the side tells you how many bubbles to shade. It says "Shade one bubble." Follow while I read practice question one.

**P1** This text is mainly about the Barn Owl's

- diet.
- habitat.
- hunting.
- breeding.



Now shade one bubble.

Give the students time to shade one bubble.

### READ ALOUD

The correct answer is *hunting*. If you did not shade the bubble next to *hunting*, rub out your answer completely and shade the correct one now.

Demonstrate the correct way to shade the bubble. Check that all the students now have the correct bubble shaded and that any incorrect answers have been properly erased.

### READ ALOUD

Look at practice question two. The icon at the top of the page tells you how to answer this question as well. Follow while I read practice question two.

**P2** Which word in the text describes the Barn Owl's hearing?

- night
- inactive
- excellent
- exceptional

Now shade one bubble.

Give the students time to shade one bubble.

### READ ALOUD

The correct answer is *excellent*. You should have shaded the bubble beside the word *excellent*. If you haven't, rub out your answer completely and shade the correct bubble now.

Give students time to erase and correct any errors.

## READ ALOUD

That is the end of the practice questions. The questions in the Reading test will be answered in this way. You will have to shade a bubble to answer the questions. Are there any questions?

## READ ALOUD

Turn your booklets over to the front. Open your test booklet to page 2. At the beginning of each set of questions, there is a coloured box. (Show the coloured box on page 2.) The instructions in that box tell you which magazine page you need to read to answer each set of questions. (Show the related stimulus on page 3.)

Every time you come to a coloured box you need to read another text from the magazine.

Make sure you read the right page from the magazine for each set of questions.

Answer any questions students might have about what they have to do.

## READ ALOUD

You have 65 minutes to complete the test. Keep going until you have done all 48 questions.

Do your best and neatest work. Write neatly so that your answers are easy to read.

Shade the bubbles carefully. If you make a mistake rub it out completely and try again.

If a question is too hard, do the next one. You can come back to that question if you have time at the end.

Because this is a test of how well you read, I cannot read anything from the magazine or explain questions to you. I can only read the instructions in the coloured boxes in the test booklet.

You are not allowed to talk to other students. If you have any problems, please put up your hand and I will come to speak with you.

If you finish before the time is up, check all your answers.

I will let you know when you have 5 minutes left. Pick up your pencils. You may start now.

**Supervise** students closely to make sure they are on task and responding in the correct way.

Remember you can help by reading the instructions in the coloured boxes. You may not read the test questions or the magazine texts.

Make sure that students are writing with 2B pencils. Because of the scanning difficulties they cause, students must not use correction fluid or pens, felt pens or coloured pencils.

Mark off the time intervals on the board.

**If students finish early, ask them to close their test booklets and leave them on their desks. Do not collect the test booklets yet.**

### **After 60 minutes, READ ALOUD**

You have 5 minutes left to finish the test. If you have already finished, use this time to check all your answers. When you have finished, close your test booklet and wait quietly.

### **After a further 5 minutes, READ ALOUD**

Thank you everyone. Please put your pencils down. The reading test is now finished. Well done! Close your test booklets and magazines and stay seated while the booklets are collected.

### **After the test**

- Collect all test booklets and use the class list to check that ALL test booklets are accounted for, including those for students who did not sit or complete this session.
- Check that all information on the front cover is complete and correct.
- Check that you have accurately completed the Student Participation form and Test Session report.
- Return all test booklets to your principal or NAPLAN coordinator as soon as possible for secure storage. Do not leave test booklets, whether complete or incomplete, in a classroom.
- Collect all stimulus materials for secure storage until after the catch-up days when they can be returned to the students.
- Return all booklets whole. Do not remove any pages.
- No students, teachers (other than the NAPLAN coordinator or test supervisor) or other person should remove any test material from the test area.

## Section 5: Year 7 and Year 9 Numeracy (non-calculator) test administration

This document should be read in conjunction with the General Information section.

This test is to be conducted in one session.

This is an assessment of a student's ability in Number; Algebra, function and pattern; Space; Measurement, chance and data.

**Test session time:** Thursday 15 May (before recess)

**Time allocation:** Introduction time: Approx. 10 minutes  
Test time: 40 minutes

### Preparation for the Numeracy (non-calculator) test session

- No calculators are to be available during this session.
- Arrange the room so that students cannot copy from each other.
- Cover, reverse or remove any posters, displays or reading materials that may unfairly advantage the students.
- Hand out the Numeracy (non-calculator) test booklets to students, making sure that the front cover is facing them. Students who were pre-enrolled will have a booklet with their own name pre-printed on the front cover.
- Allocate one of the test booklets with pre-printed school details only on the front cover to students who do not have a named test booklet. Please write the student's details on the front cover. **Under no circumstances should a student complete the test using another student's pre-printed test booklet.**
- Make sure all students have a 2B pencil.
- Write a time sequence with start and finish times as well as 10-minute intervals on the board.

### Materials required

Each student should have	Each test administrator should have
<ul style="list-style-type: none"> <li>• a Numeracy (non-calculator) test booklet</li> <li>• paper for working out</li> <li>• 2B pencils only</li> <li>• an eraser</li> <li>• a sharpener</li> <li>• some quiet activity to go on with if the student finishes early.</li> </ul>	<ul style="list-style-type: none"> <li>• a Test Administration Guide</li> <li>• spare student test booklets</li> <li>• spare working out paper</li> <li>• spare pencils, erasers, sharpener</li> <li>• a watch or clock for timing the test</li> <li>• a board to demonstrate practice questions</li> <li>• a Student Participation form.</li> </ul>

## Test administration script — Year 7 and Year 9 Numeracy (non-calculator)

Note: The READ ALOUD instructions apply to both Year 7 and Year 9 unless otherwise stated.

### READ ALOUD

This morning you will do the first Numeracy test. You should each have your Numeracy non-calculator test booklet, a 2B pencil and an eraser on your desk. Check to see that you have these things on your desk. Do not open your test booklets until I tell you to.

Allow students time to check they have the appropriate materials.

### READ ALOUD

Look at the front cover of your test booklet. Your name and other details have been printed on it. Please check that you have the correct test booklet, and that your details are correct.

If any student details on the booklet are incorrect, cross out the information and clearly insert the correct details. If there is a student without a pre-printed test booklet, provide them with a spare test booklet.

### READ ALOUD

During the test you must follow the instructions on the front of the test booklet.

I will read them to you.

1. You must do your own work.
2. Do not speak to other students during the test.
3. Raise your hand if you need to speak to the teacher.
4. Follow all directions given to you by the teacher.
5. All questions must be answered using the pencil you have been given. If you need to change an answer, carefully erase it and write another answer.
6. You are NOT permitted to use a calculator of any type.
7. To confirm you have the correct booklet, print your name below.

Indicate where students should print their name, and allow time to complete this task.

### READ ALOUD

In this Numeracy test, you will have to answer questions in different ways. Before you begin the test, we will do the practice questions together so you know what to do. Turn your Numeracy test booklet to the back page.

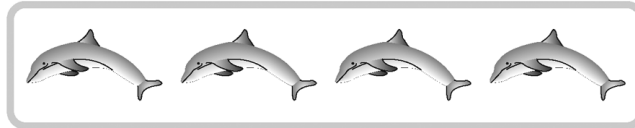
The questions inside the test paper will be harder than these practice questions.

Show students the back cover. Give them time to turn over and locate the questions.

## READ ALOUD

To answer some questions, you have to shade one bubble. This is what you have to do for this question. Look at the icon on the side. It tells you to shade one bubble. Follow while I read practice question one.

**P1** How many dolphins are shown on this card?



Shade one bubble.



3



4



5



6



Now shade one bubble.

Demonstrate the correct way to shade the bubble.

Give the students time to shade one bubble.

## READ ALOUD

The correct answer is 4. There are 4 dolphins shown on the card so you should have shaded the bubble under the number 4.

If you have not shaded that bubble, rub out your answer completely and shade the correct bubble. Do that now.

Allow students time to correct any errors.

## READ ALOUD

To answer some questions you have to write a number in a box. Look at the icon at the side. It says "Write your answer in the box." Follow while I read practice question two.

**P2**  $6 + 4 =$

Write your answer in the box.



Now write your answer in the box.

Give the students time to write the answer.

## READ ALOUD

The correct answer is 10. You should have written the number 10.

If you have not written 10, rub out your answer completely and write the correct answer now.

Demonstrate the correct way to write the answer in the box.

Allow students time to correct any errors.

## READ ALOUD

Practice question three has no icon in the box. That is because you have to answer this one in the same way as the last question. If you have to answer the question in a different way, there will be another icon to tell you what to do. Follow while I read practice question three.

**P3** What is the total cost of these two stamps?



\$

Now write your answer in the box.

Give the students time to read the question and write the answer.

## READ ALOUD

You should have written *3.50* inside the box after the dollar sign.

If necessary, demonstrate the correct way to write the answer in the box.

## READ ALOUD

That is the end of the practice questions. Open your test booklet at page 2. You have 32 questions to do. At the top of each page there is an icon like this (show page 2) to tell you how to answer the question. When you have to answer in a different way, there will be a new icon. (Show page 4.)

Are there any questions?

Answer any questions students might have about what they have to do.

## READ ALOUD

In this test, I can read questions to you if you need help but I cannot read any numbers or mathematical symbols. I cannot explain the questions.

You have 40 minutes to complete the test. Do your best work. Shade the bubbles carefully.

Write neatly. If you make a mistake, rub it out completely and try again.

Leave questions that you are having trouble answering. You can come back to them later if you have time.

You should work on your own at all times. You are not allowed to talk to other students.

If you finish before the time is up, check all your answers.

I will let you know when you have 5 minutes left. You may start now.

**Supervise** students closely to make sure they are on task and responding in the appropriate way.

Remember you can read the questions and instructions but you cannot read numbers or numerical symbols to students or paraphrase the questions.

Make sure that students are writing with 2B pencils. Because of the scanning difficulties they cause, students must not use correction fluid or pens, felt pens or coloured pencils.

Mark off the time intervals on the board.

**If students finish early, ask them to close their test booklets and leave them on their desks. Do not collect the test booklets yet.**

#### **After 35 minutes, READ ALOUD**

You have 5 minutes to finish the test. If you have already finished, use the time to check your answers. When you have finished, close your test booklet and wait quietly.

#### **After a further 5 minutes, READ ALOUD**

Thank you everyone. Please put your pencils down. The first Numeracy test is now finished. Well done! Close your test booklets and stay seated while the test booklets are collected. Keep your working-out pages separate from your test booklets. I will collect them separately.

#### **After the test**

- Collect all test booklets and use the class list to check that ALL test booklets are accounted for, including those for students who did not sit or complete this session.
- Check that all information on the front cover is complete and correct.
- Check that working-out pages are NOT folded inside the test booklets.
- Check that you have accurately completed the Student Participation form and Test Session report.
- Collect all working-out pages for later destruction.
- Return all test booklets to the principal or NAPLAN coordinator as soon as possible for secure storage. Do not leave test booklets, whether complete or incomplete, in a classroom.
- No students, teachers (other than the NAPLAN coordinator or test supervisor) or other unauthorised person should remove any test material from the test areas.

## Section 6: Year 7 and Year 9 Numeracy (calculator allowed) test administration

This document should be read in conjunction with the General Information section.

This test is to be conducted in one session.

This is an assessment of a student's ability in Number; Algebra, function and pattern; Space; Measurement, chance and data.

**Test session time:** Thursday 15 May (before lunch)

**Time allocation:** Introduction time: Approx. 10 minutes  
Test time: 40 minutes

### Preparation for the Numeracy (calculator allowed) test session

- Make sure each student has a calculator.
- Arrange the room so that students cannot copy from each other.
- Cover, reverse or remove any posters, displays or reading materials that may unfairly advantage the students.
- Hand out the Numeracy (calculator allowed) test booklets to students, making sure that the front cover is facing them. Students who were pre-enrolled will have a booklet with their own name pre-printed on the front cover.
- Allocate one of the test booklets with pre-printed school details only on the front cover to students who do not have a named test booklet. Please write the student's details on the front cover. **Under no circumstances should a student complete the test using another student's pre-printed test booklet.**
- Make sure all students have a 2B pencil.
- Write a time sequence with start and finish times as well as 10-minute intervals on the board.

### Materials required

Each student should have	Each test administrator should have
<ul style="list-style-type: none"> <li>• a Numeracy (calculator allowed) test booklet</li> <li>• a calculator</li> <li>• paper for working out</li> <li>• 2B pencils only</li> <li>• an eraser</li> <li>• a sharpener</li> <li>• some quiet activity to go on with if the student finishes early.</li> </ul>	<ul style="list-style-type: none"> <li>• a Test Administration Guide</li> <li>• spare calculators</li> <li>• spare student test booklets</li> <li>• spare working out paper</li> <li>• spare pencils, erasers, sharpener</li> <li>• a watch or clock for timing the test</li> <li>• a board to demonstrate practice questions</li> <li>• a Student Participation form.</li> </ul>

## Test administration script — Year 7 and Year 9 Numeracy (calculator allowed)

Note: The READ ALOUD instructions apply to both Year 7 and Year 9 unless otherwise stated.

### Practice questions

Only do the practice questions with students who have NOT completed the first numeracy test. The practice questions are the same as for the non-calculator test.

### READ ALOUD

Now you will do the second Numeracy test. You should each have your Numeracy calculator allowed test booklet, a 2B pencil, an eraser and a calculator on your desk.

Check to see that you have these things on your desk.

Allow students time to check they have the appropriate materials.

### READ ALOUD

Look at the front cover of your test booklet. Your name and other details have been printed on it. Please check that you have the correct test booklet, and that your details are correct.

If any student details on the booklet are incorrect, cross out the information and clearly insert the correct details. If there is a student without a pre-printed test booklet, provide them with a spare test booklet.

### READ ALOUD

During the test you must follow the instructions on the front of the test booklet.

I will read them to you.

1. You must do your own work.
2. Do not speak to other students during the test.
3. Raise your hand if you need to speak to the teacher.
4. Follow all directions given to you by the teacher.
5. All questions must be answered using the pencil you have been given. If you need to change an answer, carefully erase it and write another answer.
6. You ARE permitted to use a calculator in this test.
7. To confirm you have the correct booklet, print your name below.

Indicate where students should print their name, and allow time to complete this task.

### READ ALOUD

To answer any questions in this paper, you may use a calculator if you wish. You have 40 minutes to complete the test. There are 32 questions. Keep going until you have finished them all. There is an icon at the top of the page to tell you how to answer the question. When you have to answer in a different way, there will be a different icon.

### READ ALOUD

The conditions that applied to this morning's test also apply to this test.

I can read questions to you if you need help but I cannot read any numbers or mathematical symbols. I cannot explain the questions.

Do your best work. Shade the bubbles carefully.

Write neatly. If you make a mistake, rub it out completely and try again.

## READ ALOUD

Leave questions that you are having trouble answering.  
You can come back to them later if you have time.  
You should work on your own at all times. You are not allowed to talk to other students.  
If you finish before the time is up, check all your answers.  
I will let you know when you have 5 minutes left. You may start now.

**Supervise** students to make sure they are on task and responding in the appropriate way.

Remember you can read the questions and instructions but you cannot read numbers or symbols to students or paraphrase the questions.

Make sure that students are writing with 2B pencils. Because of the scanning difficulties they cause, students must not use correction fluid or pens, felt pens or coloured pencils.

Mark off the time intervals on the board.

**If students finish early, ask them to close their test booklets and leave them on their desks. Do not collect the test booklets yet.**

### After 35 minutes, READ ALOUD

You have 5 minutes to finish the test. If you have already finished, use the time to check your answers. When you have finished, close your test booklet and wait quietly.

### After a further 5 minutes, READ ALOUD

Thank you everyone. Please put your pencils down. The Numeracy tests are now finished. Well done! Close your test booklets and stay seated while the test booklets are collected. Keep your working-out pages separate from your test booklets. I will collect them separately.

## After the test

- Collect all test booklets and use the class list to check that ALL test booklets are accounted for, including those for students who did not sit or complete this session.
- Check that all information on the front cover is complete and correct.
- Check that working-out pages are NOT folded inside the test booklets.
- Check that you have accurately completed the Student Participation form and Test Session report.
- Collect all working-out pages for later destruction.
- Return all test booklets to the principal or NAPLAN coordinator as soon as possible for secure storage. Do not leave test booklets, whether complete or incomplete, in a classroom.
- No students, teachers (other than the NAPLAN coordinator or test supervisor) or other unauthorised person should remove any test material from the test area.

## Section 7 – After the testing period

Test materials should be ready and available for collection by the courier at the general reception area at the school from 8.30 am Friday 16 May 2008.

### Checking and packing test materials

1. Before packing materials, please check that:
  - student details on the test booklets have been accurately completed
  - all test booklets are accounted for and correctly recorded on the Return checklist
  - the Student Participation forms and Test Session reports are accurately completed.
2. Use the Return checklist to ensure that all of the following are packed into the container/s in which the test materials were delivered:
  - test booklets for all students who were present for the tests, except those who were exempted or withdrawn
  - a Record of Exemption for each exempted student (keep a copy for school records)
  - Request to Withhold Results forms if applicable
  - the Student Participation forms and Test Session reports.

#### Do not include:

- unused test booklets
  - Reading magazines or Writing stimulus sheets
  - paper used by students for planning or working-out
  - Student Withdrawal forms
  - the Return checklist.
3. Attach the addressed return label to each container. Make sure the containers are securely taped and marked Box 1 of 3, Box 2 of 3, etc.

Please ensure that the test materials are ready for pick-up by the courier by Friday 16 May 2008.

If materials have not been collected by 3.45 pm on Wednesday 21 May 2008, the principal should contact the VCAA on Freecall 1800 648 637.

### Special arrangements for the return of the tests

Where a school has made arrangements with the VCAA for some classes to conduct the tests at a time later than those specified, or where catch-up tests have been organised for an individual or small group of students, their completed test booklets and accompanying Student Participation forms or Catch-Up Participation forms must be returned by registered post or secure courier, at the school's expense, to:

VCAA Assessment Centre  
C/- Pearson Assessment and Testing  
100 Station Street  
Nunawading VIC 3131

All catch-up assessments must be forwarded by **Friday 23 May 2008**.



**NATIONAL ASSESSMENT PROGRAM LITERACY AND NUMERACY (NAPLAN)  
 Request for Extra Materials  
 YEARS 3, 5, 7 AND 9**

**VCAA Privacy Statement**

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority established under the *Victorian Curriculum and Assessment Authority Act 2000*. The VCAA is committed to protecting all personal information collected and handling this data in accordance with the *Information Privacy Act 2000*. All information collected will be kept secure and confidential.

**Fax this form to the VCAA on (03) 9225 2334  
 Form also available online: [www.vcaa.vic.edu.au/prep10/](http://www.vcaa.vic.edu.au/prep10/)**

**Note:** If insufficient quantities of materials are delivered to schools, the principal should complete this form to request additional materials as soon as possible. Alternatively, Regional Offices may be able to supply materials.

**BLOCK LETTERS (PRINT)**

School name \_\_\_\_\_ VCAA School Code \_\_\_\_\_  
 Principal / Head teacher \_\_\_\_\_ Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_ Email \_\_\_\_\_  
 Site address for delivery of materials \_\_\_\_\_

Reason for extra materials (tick appropriate box)

1. Increase in student numbers       2. Quantity received less than indicated on the packing slip   
 3. Other (please specify) \_\_\_\_\_

DETAILS OF MATERIALS REQUIRED	QUANTITY	DETAILS OF MATERIALS REQUIRED	QUANTITY
Common Years 3, 5, 7 & 9 Writing stimulus		Year 7 test booklets – Numeracy calculator test	
Year 3 test booklets – Language Conventions		Year 7 test booklets – Numeracy non-calculator test	
Year 3 test booklets – Writing		Year 9 test booklets – Language Conventions	
Year 3 test booklets – Reading		Year 9 test booklets – Writing	
Year 3 Reading magazine		Year 9 test booklets – Reading	
Year 3 test booklets – Numeracy		Year 9 Reading magazine	
Year 5 test booklets – Language Conventions		Year 9 test booklets – Numeracy calculator test	
Year 5 test booklets – Writing		Year 9 test booklets – Numeracy non-calculator test	
Year 5 test booklets – Reading		Principals' Guide	
Year 5 Reading magazine		NAPLAN Administration Guide Years 3 & 5	
Year 5 test booklets – Numeracy		NAPLAN Administration Guide Years 7 & 9	
Year 7 test booklets – Language Conventions		Participation Returns / Test Session Reports	
Year 7 test booklets – Writing		Test Materials Security Log	
Year 7 test booklets – Reading		Return Labels	
Year 7 Reading magazine		2B Pencils	

Signature of Principal / Head teacher (or delegate)

Date



**NATIONAL ASSESSMENT PROGRAM LITERACY AND NUMERACY (NAPLAN)**

**Request to Withhold Results  
 NAPLAN TESTS 2008**

VCAA Privacy Statement

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority established under the *Victorian Curriculum and Assessment Authority Act 2000*. The VCAA is committed to protecting all personal information collected and handling this data in accordance with the *Information Privacy Act 2000*. All information collected will be kept secure and confidential.

**This form is also available online at:  
[www.vcaa.vic.edu.au/schooladmin/forms/aim/naplan.html](http://www.vcaa.vic.edu.au/schooladmin/forms/aim/naplan.html)**

In exceptional cases, a school may request that an individual student's test result be withheld. This applies only on occasions where a student has unavoidably left a test session early, and has not completed the test.

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

- The student was unable to complete the test due to illness during the test session OR
- The student was unable to complete the test due to parental withdrawal during the test session.

BLOCK LETTERS (PRINT)

Student name \_\_\_\_\_

Date of birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 DD MM YYYY

Year Level \_\_\_\_\_

School name \_\_\_\_\_

VCAA School Code \_\_\_\_\_

I request that the following NAPLAN Test result be withheld (tick one):

- Language Conventions       Writing       Reading
- Numeracy – non-calculator (Years 3, 5, 7 and 9)
- Numeracy – calculator (Years 7 and 9 only)

for the following reason:

- The student did not complete the test due to illness during the test session.
- The student did not complete the test due to parental withdrawal during the test session.

If approved by the VCAA, the result from the indicated test will be shown as "Absent" on the parent report and data service.

\_\_\_\_\_  
 Signature of Parent / Guardian

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Principal / Head teacher (or delegate)

\_\_\_\_\_  
 Date

**RECORD REQUEST TO WITHHOLD RESULTS ON THE PARTICIPATION RETURN FORM.  
 RETURN THIS FORM TO VCAA WITH NAPLAN TEST BOOKLETS  
 RETAIN A COPY AT THE SCHOOL.**

