



MINISTERIAL COUNCIL ON EDUCATION,
EMPLOYMENT, TRAINING AND YOUTH AFFAIRS

Principals' Guide

2008 National Assessment Program Literacy and Numeracy



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

PRINCIPALS' GUIDE

YEAR 3, YEAR 5, YEAR 7 AND YEAR 9

Published by the Victorian Curriculum and Assessment Authority
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Principal's Checklist

Year 3, Year 5, Year 7 and Year 9

NAPLAN 2008

Date		Check <input checked="" type="checkbox"/>
On receipt	Read this <i>Principals' Guide</i> paying particular attention to the responsibilities of principals and administrative procedures	<input type="checkbox"/>
20 March	Final date for schools to request a variation to testing dates	<input type="checkbox"/>
	Final date to submit names of authorised staff for test package delivery	<input type="checkbox"/>
	Final date to submit Statement of Compliance	<input type="checkbox"/>
	Final date for schools to request Large Print and Braille materials	<input type="checkbox"/>
Week of 21 April	Brief appropriate staff about the pending arrival of the NAPLAN test packages and record the name of the staff member who signs for receipt from the courier	<input type="checkbox"/>
30 April–6 May	Schools receive and check contents of the NAPLAN test packages against the Packing Slip	<input type="checkbox"/>
	Request extra materials from the VCAA where required	<input type="checkbox"/>
	Store all materials in double secure storage	<input type="checkbox"/>
	Complete the Receipt and Distribution Record in the NAPLAN Test Materials Security Log	<input type="checkbox"/>
	Complete the Access Log in the NAPLAN Test Materials Security Log	<input type="checkbox"/>
	Schools to acquire parental approval for Exemptions	<input type="checkbox"/>
	Distribute the appropriate NAPLAN <i>Test Administration Guide</i> to test supervisors	<input type="checkbox"/>
5–9 May	Conduct a briefing on test administration for test supervisors	<input type="checkbox"/>
	Sort and collate the NAPLAN tests and test materials in preparation for distribution to classes in advance of the test period and return to secure storage	<input type="checkbox"/>
13 May	Distribute the Language Conventions and Writing test booklets, and writing stimulus materials to test supervisors	<input type="checkbox"/>
	Conduct the Language Conventions and Writing tests	<input type="checkbox"/>
14 May	Distribute the Reading test booklets and reading stimulus materials to test supervisors	<input type="checkbox"/>
	Conduct the Reading tests	<input type="checkbox"/>
15 May	Distribute the Numeracy test booklets to test supervisors	<input type="checkbox"/>
	Conduct the Numeracy tests	<input type="checkbox"/>
15 May	Check and prepare completed test booklets, Record of Exemption forms, Participation Return forms and Test Session Reports ready for collection	<input type="checkbox"/>
16 May	Ensure that test packages are ready for collection by 8.30 am. Record the time and date of the pick up in the Test Materials Security Log	<input type="checkbox"/>
21 May	Notify the Helpdesk if NAPLAN test packages have not been collected	<input type="checkbox"/>
23 May	Final date to return test booklets for catch-up tests and for classes which had approval for a variation to testing dates	<input type="checkbox"/>

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VCAA NAPLAN Helpdesk

A Helpdesk service operates to assist principals and NAPLAN coordinators with queries about the NAPLAN 2008. For queries and/or assistance contact the Victorian Curriculum and Assessment Authority on:

Contact details

freecall	1800 648 637
fax	(03) 9225 2334
email	vcaa.naplan.help@edumail.vic.gov.au
VCAA website	www.vcaa.vic.edu.au

Dates for NAPLAN 2008 Tests

13 May	Literacy (Language Conventions, Writing)
14 May	Literacy (Reading)
15 May	Numeracy

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 provide information for students, parents, teachers and principals about student achievement which can be used to support teaching and learning programs.

Students are assessed in Year 3 to identify their achievement at the end of the early years of schooling and again in Year 5 to monitor their achievement before moving to secondary school. The Year 7 and Year 9 assessments provide information about achievement in the first and third years of secondary school. At these points, teachers can identify students who will benefit from enrichment activities or who may require further development in specific aspects of the curriculum.

The NAPLAN 2008 assists 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 provides the school with an overview of current achievements for groups of students and contributes to a more comprehensive understanding of their performance. The analysis of school-wide data assists school planning and can be used by the school to monitor Literacy and Numeracy improvement 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 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 the student information provided by schools to pre-print individual student details on the front cover of the 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 individual 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 that will be 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 will be identifiable in the information released to MCEETYA.

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

About this guide

This guide provides information for principals and NAPLAN coordinators to prepare for the administration of the NAPLAN 2008.

It will be supported by other publications related to administration and reporting which will be distributed to schools at later dates.

Other important information about the NAPLAN 2008 can be found in the *VCAA Bulletin P-10* and on the VCAA website.

Responsibilities of the principal

The principal has a critical leadership role in the administration of the NAPLAN 2008. The principal is well placed to integrate the NAPLAN results into broad planning strategies and to communicate to parents the school's commitment to improvement of student achievement.

The Principal is responsible for the overall security and confidentiality of all test and test support materials from the time of receipt of those materials at the school through to and including the safe collection or dispatch of those materials on conclusion of the tests.

Principals are required to submit a Statement of Compliance, indicating an understanding of the VCAA's requirements in relation to test security and administration.

The Statement of Compliance will be submitted electronically. Principals should submit the statement by **Thursday 20 March 2008**. Information about submitting the Statement of Compliance can be found on the VCAA website at: www.vcaa.vic.edu.au (Follow the AIM / NAPLAN link.)

It is the principal's responsibility to:

1. Brief appropriate staff about the pending arrival of the test packages and record the name of the staff member who signs for receipt from the courier in the NAPLAN Test Materials Security Log.
2. Ensure that Year 7 and Year 9 students are aware that they will require a calculator for one of their Numeracy tests.
3. Ensure that all testing materials are checked for tampering upon receipt by the school.
4. Store test materials in a safe and secure manner.
5. Document the receipt, tracking, storage and distribution of materials in the NAPLAN Test Materials Security Log. Record, and retain at the school, the names and roles of all personnel who have authorised access to the test materials.
6. Ensure that no unauthorised person handles test materials prior to the times specified in this guide.
7. Ensure that the test materials stored at the school are re-checked for tampering prior to the commencement of the testing period.
8. Ensure that the test booklets and stimulus materials are handed to supervising teachers on the morning of each test and returned to secure storage after each test.
9. Notify the VCAA immediately of any breaches of test security.
10. Ensure that all supervising staff are briefed about testing procedures and special provisions, and that they conduct the tests in a manner consistent with the instructions in the *NAPLAN Administration Guide*.
11. Notify the VCAA immediately of any test procedures which are inconsistent with directions in the *NAPLAN Principals' Guide* and the *NAPLAN Administration Guide*.
12. Ensure that students complete the correct pre-printed test booklets.
13. Ensure that an accurate record is kept of the name of each student who sits the tests.
14. Ensure that procedures for exempting students are conducted according to procedures stated in the *NAPLAN Principals' Guide*.
15. Ensure that the Participation Return forms are accurately completed and signed.

The VCAA will conduct a security audit of randomly selected school storage facilities for the NAPLAN test materials during 2008. At all times prior to being administered, the test materials are to be kept in a double-secure area. The security storage should meet one of the following criteria:

- A locked filing cabinet which is in a locked storeroom/office which is accessible only by authorised staff.
- A locked safe which is in a locked storeroom/office which is accessible only by authorised staff.
- A locked, sealed container which is in a locked storeroom/office which is accessible only by authorised staff.

While the test materials are held in the school prior to, during and after the testing period, any direct access to them within the secure area is to be recorded in the Security Log. The Security Log may also be subject to audit by the VCAA.

Authorised staff

In order to improve delivery processes for NAPLAN test and reporting packages, schools are required to complete an online registration of authorised staff. Schools need to provide the names of authorised staff members to be notified of the delivery of the NAPLAN test and reporting packages to the school. These names will be printed on the outside of the packages to ensure that the test materials are tracked at the school end.

In addition, the VCAA requests that the school provide the name and email address of the school's NAPLAN coordinator. This will provide the VCAA with a liaison person, who can be contacted regarding specific follow ups and queries.

Details about how to register authorised staff can be found on the VCAA website at: www.vcaa.vic.edu.au (Follow the AIM / NAPLAN link.)

Names of authorised staff need to be submitted by **Thursday 20 March 2008**.

Communicating with parents

It is important that parents understand the purpose of the NAPLAN 2008. Schools may notify parents prior to the test about the nature, purpose and timing of the NAPLAN 2008 by one of the following methods:

- use or modification of the sample letter (see page 17)
- as part of a regular school newsletter
- as part of a parent/teacher interview.

Section 1: Before the testing period

The tests must be administered in the order, on the dates and within the times specified in the tables below.

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 tests on the days following the scheduled test dates should follow the same schedule wherever practicable.

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

Please note that the test time allocation does NOT include the time teachers and students spend working through the introductory activities and practice questions in the test booklets. These will take approximately 10 minutes for all tests and are to be completed immediately before students attempt each of the Literacy and Numeracy tests.

Timetables

Administration of NAPLAN Year 3

Test	Date 2008	Test session time	Introduction and practice questions	Test time allocation
Language Conventions	Tuesday 13 May	Before recess	10 minutes	40 minutes
Writing	Tuesday 13 May	Before lunch	15 minutes	40 minutes
Reading	Wednesday 14 May	Before recess	10 minutes	45 minutes
Numeracy	Thursday 15 May	Before recess	10 minutes	45 minutes

Administration of NAPLAN Year 5

Test	Date 2008	Test session time	Introduction and practice questions	Test time allocation
Language Conventions	Tuesday 13 May	Before recess	10 minutes	40 minutes
Writing	Tuesday 13 May	Before lunch	15 minutes	40 minutes
Reading	Wednesday 14 May	Before recess	10 minutes	50 minutes
Numeracy	Thursday 15 May	Before recess	10 minutes	50 minutes

Administration of NAPLAN Year 7

Test	Date 2008	Test session time	Introduction and practice questions	Test time allocation
Language Conventions	Tuesday 13 May	Before recess	10 minutes	45 minutes
Writing	Tuesday 13 May	Before lunch	15 minutes	40 minutes
Reading	Wednesday 14 May	Before recess	10 minutes	65 minutes
Numeracy (non-calculator)	Thursday 15 May	Before recess	10 minutes	40 minutes
Numeracy (calculator)	Thursday 15 May	Before lunch	10 minutes	40 minutes

Administration of NAPLAN Year 9

Test	Date 2008	Test session time	Introduction and practice questions	Test time allocation
Language Conventions	Tuesday 13 May	Before recess	10 minutes	45 minutes
Writing	Tuesday 13 May	Before lunch	15 minutes	40 minutes
Reading	Wednesday 14 May	Before recess	10 minutes	65 minutes
Numeracy (non-calculator)	Thursday 15 May	Before recess	10 minutes	40 minutes
Numeracy (calculator)	Thursday 15 May	Before lunch	10 minutes	40 minutes

Note: While the school may choose the most appropriate starting time for each session, the order of the sessions and the number of tests per day cannot be varied.

Request to vary testing dates

Requests by principals for variations to the dates of the NAPLAN tests will only be approved in exceptional circumstances.

Activities such as professional development events, curriculum development days, excursions, school concerts, parent teacher interviews, school photographs, and sports days should be planned to avoid **Tuesday 13 May 2008, Wednesday 14 May 2008 and Thursday 15 May 2008.**

The Request to Vary Dates for NAPLAN 2008 form (see page 18) should be completed and returned to the VCAA by **Thursday 20 March 2008**. Also refer to the VCAA website for an electronic version of the form at: www.vcaa.vic.edu.au (Follow the AIM / NAPLAN link.)

Victorian Government and Catholic schools require approval from the appropriate sector authority before applying to the VCAA for a variation.

Prior to sending the form to the VCAA:

- government schools should send the form to their DEECD, Regional Director or Assistant Regional Director for approval (see page 24 for contact details)
- Catholic schools should send the form to the appropriate Catholic Education Office Regional Manager for approval (see page 24 for contact details)
- independent schools may fax the form directly to the VCAA on (03) 9225 2334.

Where dates need to be varied, the school will make arrangements with the VCAA for a whole class to undertake the tests at an appropriate time after the test date and before **Friday 23 May 2008**. There is no provision for classes to sit the tests before the specified dates. The VCAA will confirm the outcome of the request for a variation.

If a variation to the testing dates is approved, the school will be responsible for the return of completed test booklets by registered post or secure courier to:

**VCAA Assessment Centre
c/- Pearson Assessments and Testing
100 Station Street
Nunawading VIC 3131**

These are to be forwarded **at the school's expense**, no later than **Friday 23 May 2008**.

Candidacy, exemptions and special provisions

Students are defined as Year 3, Year 5, Year 7 or Year 9 by the census data. In cases where students may not be assigned a year level according to school census data, students should be assessed and reported as being in their appropriate age equivalent year level when sitting NAPLAN tests.

Exemptions

In certain circumstances, students may be granted an exemption from the NAPLAN 2008 tests. The principal may grant an exemption only to:

- students with intellectual disabilities.

Students who have a significant intellectual disability such that he/she cannot perform in an assessment situation, can be exempted. This includes students who are unable to follow even the general instructions of the assessment. However, students cannot be excluded solely because of poor academic performance or disciplinary problems. Students who can be accommodated under special provisions (see page 10) should be assessed.

- students who have been learning English for less than **one** year.

Students arriving from overseas less than one year before the test with a language background other than English can be exempted.

Students granted exemptions from the NAPLAN tests will be reported as achieving below national benchmark standards for the purpose of reporting to MCEETYA.

Students who do not participate in the NAPLAN 2008 tests due to reasons other than those listed above should **NOT** be registered as exempt.

The Record of Exemption form for each exempted student must be completed, signed by the principal and the parent or guardian, and returned to the VCAA with the test booklets after the tests. A copy of these forms should be kept by the school. The details of exempt students should also be recorded on the Participation Return forms.

Exempt students who were absent on the testing day will be reported as **exempt** students, rather than **absent** students.

For the Record of Exemption form refer to page 21 or the VCAA website at: www.vcaa.vic.edu.au (Follow the AIM / NAPLAN link.)

The Record of Exemption form is also available in languages other than English on the VCAA website.

Absent students and catch-up assessments

In the interest of maximising participation, principals are encouraged to facilitate the participation in the tests of students who were absent on the day of the test but return to school by **Friday 23 May 2008**.

In the case where one student or a small number of students does not undertake one or more tests on test days, and the teacher, student or the student's parents request a catch-up assessment, the principal may agree to this, provided the test is completed by **Friday 23 May 2008**.

The principal must ensure that these completed test booklets are sent to the VCAA by registered post or secure courier at the school's expense. These should be sent no later than **Friday 23 May 2008** to:

**VCAA Assessment Centre
c/- Pearson Assessments and Testing
100 Station Street
Nunawading VIC 3131**

The details of absent students should be recorded on the Participation Return forms.

Withdrawn students

In the event that a parent wishes to withdraw their child from the NAPLAN 2008, signed parental consent using the Student Withdrawal Form (page 22) is required. This form is to be retained at the school.

For students with a temporary disability that cannot be accommodated under Special Provisions, or with a medical certificate covering a disorder that adversely affects the capacity of the individual to complete the test, there is also an option to be withdrawn.

Details of students who are withdrawn from NAPLAN tests should be recorded on the Participation Return forms. Students who are withdrawn from tests must be recorded on the Participation Return forms as withdrawn, not exempt.

Hosted and visiting students

Occasionally a school will host visiting students from other schools or students who normally undertake their studies at home. In these cases, the principal will decide if the students may sit the test at the host school. If permission is granted, the host principal is responsible for sending the reports of these students to the home school or appropriate location.

Transferring students

If a student transfers to another school after completing the test, the student's results are sent to the school where the test was completed. The principal is responsible for forwarding the student's report to the new school.

Special provisions

The *Disability Standards for Education* which came into effect in August 2005 set out the rights of students with disabilities in relation to education and the obligations of school education providers under the *Disability Discrimination Act 1992*.

It is recommended that special provisions be allowed for students as necessary, and that where possible, special provisions should reflect common classroom practice for that student.

The principal has discretion in providing special conditions for students with learning disabilities or students experiencing personal or social conditions which may affect performance. Students with disabilities should be given the opportunity to participate in the tests rather than automatically be exempted. It is recommended that students be allowed the following accommodations (where it is common classroom practice for that student), as necessary:

- reading support for numeracy
- additional 5–10 minutes to complete papers to allow for breaks
- use of a scribe
- Large Print and Braille test materials
- separate supervision or special test environments
- PCs/laptops (no spell check or ‘speech to text’ software), assistive listening devices, specialised equipment or alternative communication devices
- ‘signed’ instructions.

Refer to the *NAPLAN Administration Guide* for further guidelines regarding the level of teacher assistance allowed.

The principal should make plans to cater for the needs of students requiring special provisions and ensure that specialist staff or other requirements are available on the days the tests are conducted. These should be recorded on the Test Session Report.

Large Print and Braille materials

All NAPLAN test materials will be available in Large Print and Braille formats.

Large Print materials will be available in N32, N24 and N18 formats, as well as in original size black and white. Braille materials will be available in Unified English Braille code (UEB) and Australian Braille code (ABC).

If Large Print or Braille materials are required please submit the Request for Large Print or the Request for Braille materials forms (see pages 19 and 20). Refer to the VCAA website for electronic versions of these forms at: www.vcaa.edu.au (Follow the AIM / NAPLAN link.)

Please ensure that student names, year levels and the formats required are indicated on the request forms. Please also include the name of a school contact person for matters relating to Large Print and Braille materials.

Fax this form to the VCAA on (03) 9225 2334 by **Thursday 20 March 2008**.

Delivery of the test packages

Delivery of the NAPLAN test packages will begin on Wednesday 30 April 2008. Brief appropriate staff about the pending arrival of the test packages and record the name of the staff member who signs for receipt from the courier. If you do not receive your test package by Tuesday 6 May 2008, please contact the NAPLAN Help Desk on 1800 648 637 or email vcaa.naplan.help@edumail.vic.gov.au

Document the receipt, tracking, storage and distribution of the test materials in the Test Materials Security Log. This log will accompany test packages in May 2008.

Secure materials will be packed separately in tamper evident bags within the consignment. The Packing Slip should be used to check that the correct quantity of materials has been provided.

The number of test booklets and stimulus materials included in the package is based on the pre-enrolment and census data provided for each year level. Extra copies of all materials are provided to allow for new enrolments.

Security of test materials

The principal should be aware of issues relating to the security of the NAPLAN test materials and brief appropriate staff about the need to keep materials secure prior to, during and after the tests. The principal should ensure that test booklets are kept in a double secure area at all times prior to the test. Test booklets and other secure materials should not be distributed until the morning of the test. After the tests have been completed, they should be kept in a secure, confidential area until they are collected by the courier.

Principals should ensure that the Security Log is maintained and updated throughout the process. The Security Log should be kept by the school for 12 months after the test and may be subject to audit by the VCAA.

Request for additional materials

Test booklets and stimulus materials should be counted without opening the tamper evident packaging upon arrival at the school. If there are insufficient quantities of any materials, the principal should contact the nearest DEECD Regional Office or the Catholic Education Office as soon as possible. A list of these offices can be found on page 24. Alternatively, complete the Request for Extra Materials form (see page 23) and fax it to the VCAA on (03) 9225 2334 as soon as possible. Refer to the VCAA website for an electronic version of the form at: www.vcaa.vic.edu.au (Follow the AIM / NAPLAN link.) Requests must be received by the VCAA by **Friday 9 May 2008** at the very latest.

Completion of student details

Students undertaking the NAPLAN tests in 2008 have been 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 the test booklets.

Each school's test package will contain:

- a) test booklets with student and school details printed on the front cover, and
- b) test booklets with school details only printed on the front cover.

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 tests, it is found that elements of the information printed on the cover of the test booklets are incorrect, test supervisors should ensure that the incorrect details are crossed out and that the correct details clearly indicated. It is important that the incorrect details are corrected **on all test booklets** for a given student during the test period, to ensure accurate processing of results.

Students should not complete a test in another booklet if a pre-printed booklet exists for that particular student, nor should they complete the test using another student's pre-printed booklet **under any circumstances**.

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
- date of birth

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

- Aboriginal or Torres Strait Islander (ATSI) status
- LBOTE status

For general enquiries about the student registration process, schools should contact the VCAA on 1800 820 122 (toll free).

Practice materials

Sample NAPLAN test papers are available at <<http://www.naplan.edu.au>>. Past AIM test papers, available on the VCAA website may also help familiarise students with the test format. Teachers should prepare students for the tests by demonstrating correct procedures for completing responses and giving students practice in completing the different response formats prior to the start of each test.

Section 2: During the testing period

Conducting the tests

As far as possible the school should maintain an environment which enables students to perform at their best.

Under no circumstance are any students to undertake a test before the test date, nor are any students to undertake a test without supervision.

The timetables for the tests on pages 5 and 6 specify the order of the tests. The school must keep to this order but may choose the most appropriate starting time for each test session.

Each test supervisor should have a Test Session Report form and should record any incidents or irregularities that occur during the tests that might have an impact on one or more students' results, including any special provisions for students.

Standard conditions for administering NAPLAN tests

It is important the NAPLAN 2008 tests are administered in a standard way. If the staff in one school were, for example, to provide a significantly greater level of assistance to their students than other schools, the reports for that school would become less accurate. There would be a significant risk that the data would mislead parents and students by presenting them with more favourable results than their achievement warranted.

For this reason, the *NAPLAN Administration Guide* (arriving with the NAPLAN test package) describes in detail the manner and conditions in which the tests should be administered. It is important that the principal ensures that staff follow these instructions as faithfully as possible. By adhering to standard conditions, principals can ensure that the information that they receive, use, and provide to parents, is accurate and valid.

Standard conditions for the conduct of the tests, adherence to time limits, and the level of teacher assistance will allow all students across Australia an equal opportunity to demonstrate their individual level of achievement.

All NAPLAN tests are to be administered under standard test conditions which include:

- strict adherence to the times for each test
- private individual work only
- teacher assistance *only* within the guidelines provided in the *NAPLAN Administration Guide*
- students not being permitted to use or access dictionaries or electronic devices such as mobile phones, organisers, computerised watches and MP3 players, which are capable of storing, receiving or transmitting electronic signals
- students not being permitted to use or access a calculator in any test *except* the Year 7 and Year 9 Numeracy Calculator Tests.

Calculators for Year 7 and Year 9 Numeracy calculator tests.

- Students will be permitted to bring into the test the calculator that they currently use at school or with which they are most familiar.
- Schools should ensure that they have a sufficient reserve supply of calculators.
- Test supervisors will be responsible for ensuring that any calculator used during the test has been checked to ensure that no information that might advantage a student has been stored on the calculator.

Section 3: After the testing period

Collection of completed test booklets commences from 8.30 am Friday 16 May 2008.

Material for collection should be ready and available for collection by the courier at the general secure reception area at the school.

Please ensure that the Participation Return forms are completed accurately. It is important that accurate information is provided to ensure the NAPLAN school and parent reports clearly reflect participation in the tests. This information is also required for national reporting purposes. No individual student or school will be identifiable in the information provided to MCEETYA.

Checking materials

Please check that:

- student details on test booklets have been completed accurately where applicable
- the Participation Return forms and Test Session Reports are accurately completed
- the number of test booklets are accounted for and correctly recorded on the Packing Return form
- stimulus materials and paper used by students for planning are NOT returned
- test booklets and forms are packed into the container in which the material arrived
- the return addressed label is attached and each container is taped securely and marked Box 1 of 3, Box 2 of 3, etc.
- Students Withdrawal forms are NOT returned.

Packing materials

Include in the package to be returned to the VCAA Assessment Centre:

- test booklets of all students who were present for the tests
- Record of Exemption forms (one for each exempted student)
- Participation Return forms and Test Session Reports
- Packing Return form.

Please ensure that the test material is ready for pick-up by the courier from **8.30 am 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 return of the tests

Where a school has made special arrangements with the VCAA for some classes to conduct assessments at a time later than those specified

or

where catch-up assessments have been organised for individual or small groups of students, their completed test booklets and forms must be returned by registered mail or secure courier, at the school's expense to:

**VCAA Assessment Centre
c/- Pearson Assessments and Testing
100 Station Street
Nunawading VIC 3131**

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

The principal should ensure that:

- appropriate documentation regarding evidence of postage or delivery is retained by the school
- all procedures for packing materials are adhered to.

Student results

It is important that teachers be fully informed of the detailed results of each student and of the results for their class as a whole, and that parents have the opportunity to discuss their child's results with the school. The results sent to the school provide detailed information about the achievement of each student. This information can be used to place the parent reports in a wider context that enables strategies and suggestions for learning improvement to be discussed with parents.

Parent reports are confidential documents containing personal information about each student and how their results compare to others in Australia. Given the need for confidentiality, schools should consider either a direct mail out of results to parents or direct issue to parents, for example, through an information night or by parent collection from the school.

Schools should ensure that students have access to their individual results subject only to parent approval.

Schools should retain evidence of distribution of reports to parents at the school, for example, a letter addressed to parents or notification in the school newsletter.

The NAPLAN 2008 test results will be available for schools to access on the Internet, via the VCAA website when the parent reports are released. Schools will need to use their own unique login and security password to access the data.

It is anticipated that, as in previous years, principals and classroom teachers will be invited to attend professional development sessions where the Data Service Reports will be demonstrated and explained.

Sample letter to parents

Dear Parent/Guardian

The National Assessment Program – Literacy and Numeracy (NAPLAN) tests for Year X students will be held on Tuesday 13 May 2008, Wednesday 14 May 2008 and Thursday 15 May 2008. The NAPLAN tests are conducted by the Victorian Curriculum and Assessment Authority (VCAA) on behalf of the Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA).

The results of the tests provide diagnostic information for parents and teachers about a child's performance in Literacy and Numeracy. This information can be used to support teaching and learning programs and improve student achievement.

If your child has a disability which needs special consideration or has been learning English for less than **one** year, you should discuss with your child's teacher whether or not your child should undertake the test. Large Print and Braille versions are available for students with visual impairment.

Later in the year, you will receive your child's personal report. The report will describe your child's particular skills in reading, writing, language conventions and numeracy. The report will also show how your child performed in relation to national benchmark standards. These benchmarks describe minimum acceptable standards for students across Australia.

I am confident that the information you receive as a result of your child's participation in the NAPLAN tests will be valuable in helping you to assess your child's progress in Literacy and Numeracy.

For more information about the tests, please visit the VCAA website at www.vcaa.vic.edu.au or the NAPLAN website at www.naplan.edu.au

Yours sincerely
Principal

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY

41 St Andrews Place East Melbourne Victoria 3002 Australia
 TELEPHONE +61 3 9651 4300 FACSIMILE +61 3 9651 4324
 EMAIL vcaa@edumail.vic.gov.au WEB www.vcaa.vic.edu.au
 ABN 82 628 957 617



NATIONAL ASSESSMENT PROGRAM LITERACY AND NUMERACY (NAPLAN)
Request to Vary Dates
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 by 20 March 2008
Form also available online: www.vcaa.vic.edu.au/prep10/

Notes:

1. If the school has exceptional circumstances which affect the conduct of the NAPLAN, on 13, 14, 15 May 2008 the principal should use this form to request a variation to these dates for the school.
2. Government and Catholic schools must obtain written approval for this request from the appropriate sector authority before sending this form to the VCAA. Independent schools should fax the form directly to the VCAA.
3. The VCAA will notify the principal of the result of this request. If a variation to the testing dates is approved, the principal will organise the return of test booklets to the VCAA **at the school's expense**. This will be no later than Friday **23 May 2008**.
4. A copy of this form should be retained for school records.

BLOCK LETTERS (PRINT)

School name _____ VCAA School Code _____
 Principal / Head teacher _____ Telephone _____
 Fax _____ Email _____

School Year Year 3 Year 5 Year 7 Year 9

Proposed date for Literacy Test/s _____

Proposed date for Numeracy Test/s _____

Reason for variation of dates _____

Principal / Head teacher's signature _____ Date _____

Endorsement by sector authority (Victorian Government and Catholic schools only – please tick appropriate box) BLOCK LETTERS

Department of Education and Early Childhood Development – Regional Director or Assistant Regional Director

Name _____ Position _____

Signature _____ Date _____

Catholic Education Office Melbourne – Director of Catholic Education Diocese or Regional Manager

Name _____ Position _____

Signature _____ Date _____

VCAA USE ONLY

Your request to vary the date/s for the NAPLAN tests 2008 has been approved.

Authorized by:

Signature _____ Date _____

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NATIONAL ASSESSMENT PROGRAM LITERACY AND NUMERACY (NAPLAN) Record of Exemption 2008

VCAA Privacy Statement

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**Form also available online and in languages other than English:
www.vcaa.vic.edu.au/prep10/**

The principal of a school is responsible for granting exemptions.

The principal, after discussion with the parents, may grant an exemption from the tests for students with learning disabilities and for students who have been learning English for less than one year.

This form is only to be used for students who qualify for an exemption. A separate form is provided for student withdrawals.

The parent / guardian must sign this form agreeing to the exemption.

BLOCK LETTERS (PRINT)

School name _____ VCAA School Code _____

Student last name _____ Student first name _____

Date of birth / /
 DD MM YYYY

Gender (circle) M / F

is granted an exemption from NAPLAN 2008.

Reason for exemption (tick appropriate box)

He / she has a significant intellectual disability

He / she has been learning English for less than one year

Year level (circle) 3 5 7 9

Test area of exemption (tick either or both)

Literacy Numeracy

 Signature of Parent / Guardian

 Date

 Signature of Principal / Head teacher (or delegate)

 Date

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

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY

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**NATIONAL ASSESSMENT PROGRAM LITERACY AND NUMERACY (NAPLAN)
Student Withdrawal Form 2008**

VCAA Privacy Statement

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**Form also available online and in languages other than English:
www.vcaa.vic.edu.au/prep10/**

The parent / guardian must sign this form.

BLOCK LETTERS (PRINT)

School name _____

Student last name _____ Student first name _____

is withdrawn from NAPLAN 2008.

Year level (circle) 3 5 7 9

Signature of Parent / Guardian

Date

RETAIN THIS FORM AT THE SCHOOL.

RECORD STUDENT WITHDRAWALS ON THE PARTICIPATION RETURN FORM.

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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/

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		Consignment Return	
Year 7 Reading magazine		2B Pencils	

 Signature of Principal / Head teacher (or delegate)

 Date

Contact details

Department of Education and Early Childhood Development Regional Offices 2008

OFFICE	NAME/TITLE	MAIL ADDRESS	TELEPHONE	FAX	SITE ADDRESS
Barwon South Western Region	Mrs Glenda Strong Regional Director	PO Box 2086 GEELONG 3220	5225 1000	5225 1099	5A Little Ryrie St Geelong 3220
Grampians Region	Mr Malcolm Millar Regional Director	1/1220 Sturt Street BALLARAT 3350	5337 8444	5333 2135	Level 1, 1220 Sturt Street Ballarat 3350
Eastern Region	Dr Jim Watterston Regional Director	Level 2, 295-297 Springvale Rd GLEN WAVERLEY 3150	8561 2700	8561 2777	Level 2, 295-297 Springvale Rd Glen Waverley 3150
Gippsland Region	Ms Michonne Van Rees Regional Director	PO Box 381 MOE 3825	5127 0400	5126 1933	Cnr Kirk & Haigh Street Moe 3825
Hume Region	Mr Stephen Brown Regional Director	PO Box 403 BENALLA 3672	5761 2100	5762 5039	Arundel Street Benalla 3672
Loddon-Mallee Region	Mr Ron Lake Regional Director	PO Box 442 BENDIGO 3552	5440 3111	5442 5321	37-42 Havlin Street East Bendigo 3550
Northern Metropolitan Region	Mr Wayne Craig Regional Director	Locked Bag 2001 COBURG 3058	9488 9488	9488 9440	189 Urquhart Street Coburg 3058
Southern Metropolitan Region	Mr Peter Greenwell Regional Director	PO Box 5 DANDENONG 3175	9794 3555	9794 3500	VACC Building 1st Floor 33 Princes Highway Dandenong 3175
Western Metropolitan Region	Ms Katherine Henderson Regional Director	Level 4, 369 Royal Parade PARKVILLE 3052	9291 6500	9291 6565	Level 4, 369 Royal Parade Parkville 3052

Catholic Education Offices 2008

OFFICE	NAME/TITLE	MAIL ADDRESS	TELEPHONE	FAX	SITE ADDRESS
Melbourne	Mr Stephen Elder Director of Catholic Education	PO Box 3 EAST MELBOURNE 8002	9267 0228	9415 9325	James Goold House 228 Victoria Parade East Melbourne 3002
Ballarat / Main Office	Mr Larry Burn Director Catholic Education Office	PO Box 576 BALLARAT 3353	5337 7135	5331 5166	Catholic Education Office 5 Lyons Street Ballarat 3353
Sandhurst / Bendigo	Mr Denis Higgins Director Of Catholic Education Sandhurst Office	181 McCrae Street BENDIGO 3550	5443 2377	5441 5168	181 McCrae Street Bendigo 3550
Sandhurst / Wangaratta	Ms Bernadet Stolerance Educational Consultant	PO Box 1181 WANGARATTA 3677	5723 0000	5723 0033	71 Ryley Street Wangaratta 3677
Sale / Warragul	Dr Therese D'Orsa Director of Catholic Education Office	PO Box 322 WARRAGUL 3820	5622 6600	5623 4258	6 Witton Street Warragul 3820
Melbourne / Southern Area	Mr Peter Ryan Regional Manager	602 South Road MOORABBIN EAST 3189	9532 1922	9553 5005	602 South Road Moorabbin East 3189
Melbourne / Eastern Area	Mr Jeff Burn Regional Manager	PO Box 1121 CROYDON 3136	9724 0200	9724 0201	39 Hewish Road Croydon 3136
Melbourne / Northern Area	Ms Pauline Zappulla Regional Manager	Cnr Howard & Rosslyn Streets WEST MELBOURNE 3003	9329 8800	9326 7443	Cnr Howard & Rosslyn Streets West Melbourne 3003
Melbourne / Western Area	Mr John Mills Regional Manager	PO Box 4026 HOPPERS CROSSING 3029	9748 0844	9748 5289	255-267 Old Geelong Rd Hoppers Crossing 3029

