

## VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY

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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 *Education and Training Reform Act 2006*. 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/NAPLAN Coordinator 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	
Year 3 test booklets – Language Conventions/Writing		Year 9 test booklets – Language Conventions/Writing	
Year 3 test booklets – Reading		Year 9 test booklets – Reading	
Year 3 Reading magazines		Year 9 Reading magazines	
Year 3 test booklets – Numeracy		Year 9 test booklets – Numeracy	
Year 5 test booklets – Language Conventions/Writing		Principals' and NAPLAN Coordinators' Guide	
Year 5 test booklets – Reading		NAPLAN Administration Guide Years 3 & 5	
Year 5 Reading magazines		NAPLAN Administration Guide Years 7 & 9	
Year 5 test booklets – Numeracy		Participation Returns / Test Session Reports	
Year 7 test booklets – Language Conventions/Writing		Test Materials Security Log	
Year 7 test booklets – Reading		Packing Return	
Year 7 Reading magazines		2B Pencils	

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

\_\_\_\_\_  
 Date