



MINISTERIAL COUNCIL ON EDUCATION,  
EMPLOYMENT, TRAINING AND YOUTH AFFAIRS

# Principals' and NAPLAN Coordinators' Guide

**2009** National Assessment Program  
Literacy and Numeracy

VICTORIAN CURRICULUM AND  
ASSESSMENT AUTHORITY





**2009  
NATIONAL ASSESSMENT PROGRAM –  
LITERACY AND NUMERACY (NAPLAN)**

**PRINCIPALS' AND  
NAPLAN COORDINATORS' GUIDE**

**YEAR 3, YEAR 5, YEAR 7 AND YEAR 9**

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# Principals' and NAPLAN Coordinators' Checklist

## Year 3, Year 5, Year 7 and Year 9

### NAPLAN 2009

Date		Check <input checked="" type="checkbox"/>
On receipt	Read this guide paying particular attention to the administrative procedures and the responsibilities of principals and NAPLAN coordinators	<input type="checkbox"/>
20 February	Final date for independent schools to submit student data to VCAA	<input type="checkbox"/>
20 March	Final date 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 to request Large Print and Braille materials	<input type="checkbox"/>
Week of 20 April	Brief appropriate staff about the pending arrival of the NAPLAN test packages	<input type="checkbox"/>
29 April–6 May	Receive and check contents of the NAPLAN test packages against the Packing Slip. Record the name of the staff member who signs for receipt from the courier in the Security Log	<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"/>
	Acquire parental approval for Exemptions	<input type="checkbox"/>
	Distribute the appropriate NAPLAN Administration Guide to test supervisors	<input type="checkbox"/>
4–8 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"/>
12 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"/>
13 May	Distribute the Reading test booklets and Reading magazines to test supervisors	<input type="checkbox"/>
	Conduct the Reading tests	<input type="checkbox"/>
14 May	Distribute the Numeracy test booklets to test supervisors	<input type="checkbox"/>
	Conduct the Numeracy tests	<input type="checkbox"/>
	For Friday collection schools; check and prepare completed test booklets, Records of Exemption, Participation Returns and Test Session Reports ready for collection by 9.30 am on Friday 15 May (see page 16)	<input type="checkbox"/>
15 May	For all other schools; check and prepare completed test booklets, Records of Exemption, Participation Returns and Test Session Reports ready for collection by 8.30 am on Monday 18 May (see page 16)	<input type="checkbox"/>
	Final date for catch-up tests by individual students	<input type="checkbox"/>
20 May	Notify the Helpdesk if NAPLAN test packages have not been collected	<input type="checkbox"/>
22 May	Final date to return test booklets for catch-up tests for classes or groups which had approval for a variation to testing dates	<input type="checkbox"/>

**PLEASE ENSURE THAT A COPY OF THIS GUIDE IS GIVEN TO THE NAPLAN COORDINATOR.**

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## **VCAA NAPLAN Helpdesk**

A Helpdesk service operates to assist principals and NAPLAN coordinators with queries about the NAPLAN 2009. For queries and/or assistance contact the Victorian Curriculum and Assessment Authority on:

### **Contact details**

<b>freecall</b>	<b>1800 648 637</b>
<b>fax</b>	<b>(03) 9225 2334</b>
<b>email</b>	<a href="mailto:vcaa.naplan.help@edumail.vic.gov.au">vcaa.naplan.help@edumail.vic.gov.au</a>
<b>VCAA website</b>	<a href="http://www.vcaa.vic.edu.au">www.vcaa.vic.edu.au</a>

### **Dates for NAPLAN 2009 Tests**

<b>12 May</b>	<b>Literacy (Language Conventions, Writing)</b>
<b>13 May</b>	<b>Literacy (Reading)</b>
<b>14 May</b>	<b>Numeracy</b>

## Introduction

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an 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 2009 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 Policy

The Victorian Curriculum and Assessment Authority (VCAA) is committed to the protection of student information generated by the NAPLAN 2009. All personal information collected during the NAPLAN 2009 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 supports schools' privacy compliance with NAPLAN testing requirements by encouraging principals to ensure that their parent communities are aware of the purposes for which NAPLAN data will be used.

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 2009. The VCAA, on behalf of the Department of Education and Early Childhood Development (DEECD), will be responsible for the management of this information for national reporting purposes.

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
- country of birth.

No individual student or school will be identifiable in the information for release for national reporting purposes.

The principal will 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 2009.

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 2009 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 2009. 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 **Friday 20 March 2009**. Information about submitting the Statement of Compliance can be found on the VCAA website at: <[www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)> (Follow the National Assessment Program – Literacy and Numeracy (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 contents and quantities of testing materials are checked for tampering upon receipt by the school.
4. Store test materials in double secure storage.
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 tests and test materials are sorted and prepared for distribution to classes in advance of the test period, but no earlier than is necessary for the effective administration of the tests.
9. Ensure that the test booklets and stimulus materials are handed to test supervisors on the morning of each test and returned to secure storage after each test.
10. Notify the VCAA immediately of any breaches of test security.
11. Ensure that all test supervisors are briefed about testing procedures and special provisions, and that they conduct the tests in a manner consistent with the instructions in the *NAPLAN Test Administration Guide*.
12. Notify the VCAA immediately of any test procedures which are inconsistent with directions in this guide and the *NAPLAN Test Administration Guide* (arriving with the NAPLAN Test package).
13. Ensure that students complete the correct pre-printed test booklets.
14. Ensure that an accurate record is kept of the name of each student who sits the tests.
15. Ensure that procedures for exempting students are conducted according to procedures stated in this guide.
16. 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 2009. 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 ensure timely and secure delivery of NAPLAN test and reporting packages, schools are required to complete an online registration of Authorised Staff. Couriers will be instructed only to release test packages to Authorised Staff. Please keep this in mind when nominating Authorised Staff and include relevant persons (eg front office staff) who will be available to take delivery of the test packages.

You must authorise at least one, and a maximum of five staff members to receive the test packages. It is strongly recommended that at least three staff members are authorised to take delivery.

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](http://www.vcaa.vic.edu.au)> (Follow the National Assessment Program – Literacy and Numeracy (NAPLAN) link.)

Names of authorised staff need to be submitted by **Friday 20 March 2009**.

### **Communicating with parents**

It is important that parents understand the purpose of the NAPLAN 2009. Schools may notify parents prior to the test about the nature, purpose and timing of the NAPLAN 2009 by one of the following methods:

- use or modify the sample letter (see page 18)
- 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. Tests must **not** be conducted prior to the published test dates under any circumstances.

Students must not have any opportunity to discuss the specific content of any test with other students prior to attempting the tests. It is required that students be given a break of at least 20 minutes between test sessions that are conducted on the same day.

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.

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.

### Timetables

#### Year 3

Test	Date 2009	Test session time	Introduction and practice questions	Test time allocation
Language Conventions	Tuesday 12 May	Before recess	10 minutes	40 minutes
Writing	Tuesday 12 May	Before lunch	15 minutes	40 minutes
Reading	Wednesday 13 May	Before recess	10 minutes	45 minutes
Numeracy	Thursday 14 May	Before recess	10 minutes	45 minutes

#### Year 5

Test	Date 2009	Test session time	Introduction and practice questions	Test time allocation
Language Conventions	Tuesday 12 May	Before recess	10 minutes	40 minutes
Writing	Tuesday 12 May	Before lunch	15 minutes	40 minutes
Reading	Wednesday 13 May	Before recess	10 minutes	50 minutes
Numeracy	Thursday 14 May	Before recess	10 minutes	50 minutes

**Please note** that the NAPLAN 2009 tests for Language Conventions and Writing are combined into a single booklet in a 'flip' format with one test starting from the front and the other from the back. The test in the back of the booklet is rotated through 180° so that the page opens with the spine edge on the left side.

**Year 7**

Test	Date 2009	Test session time	Introduction and practice questions	Test time allocation
Language Conventions	Tuesday 12 May	Before recess	10 minutes	45 minutes
Writing	Tuesday 12 May	Before lunch	15 minutes	40 minutes
Reading	Wednesday 13 May	Before recess	10 minutes	65 minutes
Numeracy (calculator)	Thursday 14 May	Before recess	10 minutes	40 minutes
Numeracy (non-calculator)	Thursday 14 May	Before lunch	10 minutes	40 minutes

**Year 9**

Test	Date 2009	Test session time	Introduction and practice questions	Test time allocation
Language Conventions	Tuesday 12 May	Before recess	10 minutes	45 minutes
Writing	Tuesday 12 May	Before lunch	15 minutes	40 minutes
Reading	Wednesday 13 May	Before recess	10 minutes	65 minutes
Numeracy (calculator)	Thursday 14 May	Before recess	10 minutes	40 minutes
Numeracy (non-calculator)	Thursday 14 May	Before lunch	10 minutes	40 minutes

**Please note** that the NAPLAN 2009 tests for Language Conventions and Writing are combined into a single booklet in a 'flip' format with one test starting from the front and the other from the back. The test in the back of the booklet is rotated through 180° so that the page opens with the spine edge on the left side. Year 7 and 9 Numeracy tests are also combined in one booklet in a 'flip' format.

## Request to vary testing dates

In 2009, NAPLAN tests will take place from 12 – 14 May and schools with compelling reasons will be able to request permission to participate in the tests in the week after testing to **22 May 2009**. This option is only available for classes or groups, and NOT for individual students. (For information about catch-up assessments for individual students, see page 9). The compelling reasons must be of a serious order and could, for example, include cases where a school has booked an overseas excursion where the dates cannot be changed, or where schools are expected to participate in State-based activities such as Show days.

The Request to Vary Dates for NAPLAN 2009 form (see page 19) should be completed and returned to the VCAA by **Friday 20 March 2009**. Also refer to the VCAA website for an electronic version of the form at: [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au) (Follow the National Assessment Program – Literacy and Numeracy (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 25 for contact details)
- Catholic schools should send the form to the appropriate Catholic Education Office Regional Manager for approval (see page 25 for contact details)
- independent schools should fax the form directly to the VCAA on (03) 9225 2334.

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 22 May 2009**.

## Candidacy, exemptions and special provisions

Students in each state and territory attending government and non-government schools who are in Years 3, 5, 7 and 9 are expected to participate in NAPLAN testing.

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 2009 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 may be exempted from one or more of the tests.

Students granted an exemption from any NAPLAN test will be classified as below national minimum standard for reporting purposes.

Students who do not participate in the NAPLAN 2009 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 22 or the VCAA website at: [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au) (Follow the National Assessment Program – Literacy and Numeracy (NAPLAN) link.)

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

### **Catch-up assessments for individual students**

Principals are encouraged to facilitate the participation in the tests of individual students who were absent on the day of the test but return to school by **Friday 15 May 2009**.

Individual students will **not** be able to undertake catch-up tests in the week following the national tests. They may undertake catch-up tests on the days in the test week, after the scheduled test.

A student in years 7 or 9 who is absent for one of the two Numeracy tests (calculator-allowed and non-calculator) will be treated as an absent student only for that test.

Students who are present for the tests but who do not attempt any part of a test must be recorded as being present and considered as assessed students.

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

### **Withdrawn students**

In the event that a parent/carer wishes to withdraw their child from the NAPLAN 2009, signed parental consent using the Student Withdrawal Form (page 23) is required. This form is to be retained by 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.

### **Non-attempts**

Students in attendance for the entire testing session but who do not attempt any part of a test must be recorded as present and are considered assessed regardless of the reason for the non-attempt.

### **Hosted and visiting students**

Occasionally a school will be asked to host visiting students from other schools or students who normally undertake their studies at home. In these cases the principal will be contacted prior to the test and may grant or deny permission for the student/s to sit the test at the host school.

- If permission is granted for hosting or visiting **Victorian** students, the host principal is responsible for ensuring that all test materials are returned with those from the host school and the principal must forward these reports to the student's home school.

- If permission is granted for hosted or visiting **interstate** students, the host principal is responsible for ensuring that all test materials are sent by express or registered post to the appropriate Test Administration Authority or its representative. Postal addresses for interstate Test Administration Authorities are provided in Appendix 9 (page 26). Parent reports for interstate students will subsequently be delivered directly to the student's home school.

Principals who have students who will be interstate at the time of the tests and wish to sit the tests at a host school, should advise the students' parents to contact the VCAA on **freecall 1800 648 637** to make arrangements for this.

### **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:

- Large print
- Braille
- Coloured overlays
- Assistive technology
- Oral sign support
- Separate supervision
- Extra time
- Rest breaks
- Screen reader

Refer to the *NAPLAN Test Administration Guide* (arriving with the NAPLAN test package) 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 N36, N24 and N18 formats, as well as in A4 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 20 and 21). Refer to the VCAA website for electronic versions of these forms at: <[www.vcaa.edu.au](http://www.vcaa.edu.au)> (Follow the National Assessment Program – Literacy and Numeracy (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 **Friday 20 March 2009**.

## Delivery of the test packages

Delivery of the NAPLAN test packages will begin on **Wednesday 29 April 2009**. Please brief authorised 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 4.00 pm on **Wednesday 6 May 2009**, please contact the NAPLAN Helpdesk on 1800 648 637 or email <[vcaa.naplan.help@edumail.vic.gov.au](mailto: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 the NAPLAN test packages.

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.

Please note that the NAPLAN 2009 tests for Language Conventions and Writing are combined into a single booklet in a 'flip' format with one test starting from the front and the other from the back. The test in the back of the booklet is rotated through 180° so that the page opens with the spine edge on the left side. Year 7 and Year 9 Numeracy tests are also combined into a single booklet in a 'flip' format.

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 to Test Supervisors 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 25. Alternatively, complete the Request for Extra Materials form (see page 24) 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](http://www.vcaa.vic.edu.au)> (Follow the National Assessment Program – Literacy and Numeracy (NAPLAN) link.) Requests must be received by the VCAA by **Friday 8 May 2009** at the very latest.

## Completion of student details

Students undertaking the NAPLAN tests in 2009 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 NAPLAN Helpdesk on freecall 1800 648 637.

### **Practice materials**

Sample NAPLAN test papers are available at <<http://www.naplan.edu.au>>. Past 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 2009 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 Test 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 Test 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. (Calculators on mobile phones are not permitted.)
- Schools should ensure that they have a sufficient reserve supply of working calculators for students to use if they forget to bring their own calculator or, if their own calculator fails during the test.

## Section 3: After the testing period

In 2009, completed NAPLAN test materials will be collected on Friday 15 May and Monday 18 May. The VCAA will inform schools as to their collection date when the collection lists are finalised. To enable schools with Friday collections to conduct catch-up tests for individual students on this day, the VCAA will arrange for separate collection of these catch-up tests to be made from **Tuesday 19 May 2009**.

For Friday collection schools; check and prepare completed test booklets, Records of Exemption, Participation Returns and Test Session Reports ready for collection by 9.30 am on **Friday 15 May 2009**.

For all other schools; check and prepare completed test booklets, Records of Exemption, Participation Returns and Test Session Reports ready for collection by 8.30 am on **Monday 18 May 2009**.

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.

### 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:

- all test booklets (both used and unused) for all students
- Record of Exemption forms (one for each exempted student)
- Participation Return forms and Test Session Reports
- Packing Return form.

**If materials have not been collected by 3.45 pm on Wednesday 20 May 2009, the principal should contact the VCAA on Freecall 1800 648 637.**

## Special arrangements for return of the tests

Where a school has received approval to conduct tests for some classes or groups in the week after testing to 22 May 2009, these completed test booklets and forms must be returned by secure courier or registered mail, **at the school's expense** to:

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

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 2009 test results will be available for schools to access on the Internet, via the NAPLAN Data Service website when the parent reports are released. Schools will need to use their own unique login and security password to access the data at <<https://naplands.vcaa.vic.edu.au>>

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 Years 3, 5, 7 and 9 students will be held on Tuesday 12 May 2009, Wednesday 13 May 2009 and Thursday 14 May 2009. 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 minimum standards. These 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](http://www.vcaa.vic.edu.au) or the NAPLAN website at [www.naplan.edu.au](http://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](mailto:vcaa@edumail.vic.gov.au) WEB [www.vcaa.vic.edu.au](http://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 *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 by 20 March 2009  
Form also available online: [www.vcaa.vic.edu.au/prep10/](http://www.vcaa.vic.edu.au/prep10/)**

## Notes:

1. If the school has exceptional circumstances which affect the conduct of the NAPLAN, on 12, 13, 14 May 2009 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 22 May 2009**.
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 Language Conventions/Writing Test \_\_\_\_\_

Proposed date for Reading Test \_\_\_\_\_

Proposed date for Numeracy Test/s \_\_\_\_\_

Reason for variation of dates \_\_\_\_\_

Principal / Head teacher's signature \_\_\_\_\_ Date \_\_\_\_\_

## Approval 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 2009 has been approved.

Authorized by:

Signature \_\_\_\_\_ Date \_\_\_\_\_





## VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY

41 St Andrews Place East Melbourne Victoria 3002 Australia  
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 EMAIL [vcaa@edumail.vic.gov.au](mailto:vcaa@edumail.vic.gov.au) WEB [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)  
 ABN 82 628 957 617



## NATIONAL ASSESSMENT PROGRAM – LITERACY AND NUMERACY (NAPLAN) Record of Exemption 2009

## VCAA Privacy Statement

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**Form also available online and in languages other than English:  
[www.vcaa.vic.edu.au/prep10/](http://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 2009.

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 one or more)

Language Conventions

Writing

Reading

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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ABN 82 628 957 617



## NATIONAL ASSESSMENT PROGRAM – LITERACY AND NUMERACY (NAPLAN) Student Withdrawal Form 2009

**VCAA Privacy Statement**

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**Form also available online: [www.vcaa.vic.edu.au/prep10/](http://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 2009.

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.**

## VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY

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 TELEPHONE +61 3 9651 4300 FACSIMILE +61 3 9651 4324  
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 ABN 82 628 957 617



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

## Request for Extra Materials

## YEARS 3, 5, 7 AND 9

## VCAA Privacy Statement

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**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

## Contact details

### Department of Education and Early Childhood Development Regional Offices 2009

OFFICE	NAME/TITLE	MAIL ADDRESS	TELEPHONE	FAX	SITE ADDRESS
Barwon South Western Region	Mr Grant Rau Regional Director	PO Box 2086 GEELONG 3220	5225 1000	5225 1099	5A Little Ryrie St GEELONG 3220
Grampians Region	Mr Malcolm Millar Regional Director	109 Armstrong St North BALLARAT 3350	5337 8444	5333 2135	109 Armstrong St North BALLARAT 3350
Eastern Region	Dr Jim Watterston Regional Director	Level 3, 295 Springvale Rd GLEN WAVERLEY 3150	9265 2400	9265 2444	Level 3, 295 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	37-43 Havlin Street East BENDIGO 3550
Northern Metropolitan Region	Mr Wayne Craig Regional Director	Locked Bag 2001 COBURG 3058	9488 9488	9488 9400	189 Urquhart Street COBURG 3058
Southern Metropolitan Region	Mr Peter Greenwell Regional Director	PO Box 5 DANDENONG 3175	9794 3555	9794 3594	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 2009

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 SOUTH 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 Bernadette Florence Educational Consultant	PO Box 1181 WANGARATTA 3677	5723 0000	5723 0033	71 Ryley Street WANGARATTA 3677
Sale / Warragul	Mr Peter Ryan Director of Catholic Education Office	PO Box 322 WARRAGUL 3820	5622 6600	5623 4258	6 Witton Street WARRAGUL 3820
Melbourne / Southern Area	Mr Jeffrey Burn Regional Manager	602 South Road MOORABBIN EAST 3189	9532 1922	9553 5005	602 South Road MOORABBIN EAST 3189
Melbourne / Eastern Area	Miss Jan Elliott 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

## Contact details for Interstate Testing Authorities

ACT	Dianne Grantham Educational Performance and Reporting Department of Education and Training Postal: GPO Box 158 CANBERRA ACT 2601
NSW	Kate O'Donnell EMSAD, NSW Department of Education and Training 66 - 72 Rickard Road BANKSTOWN Sydney NSW 2200
NT	Gay West Numeracy Assessment Project Manager Department of Education and Training Northern Territory Government GPO Box 4821 DARWIN NT 0801
QLD	Rhonda Kretschmann PO Box 307 Spring Hill BRISBANE QLD 4004
SA	NAPLAN Testing Attention: Data Management GPO Box 1152 ADELAIDE SA 5001
TAS	Jonathan Moritz Educational Performance Services Department of Education GPO Box 169 HOBART TAS 7001
VIC	Cathy Boldiston VCAA Project Manager VCAA Assessment Centre c/- Pearson Research and Assessment 100 Station Street NUNAWADING VIC 3131
WA	Marilyn McKee Educational Measurement Branch Department of Education and Training 161 Royal St EAST PERTH WA 6004



