

Conditions governing the release of images of NAPLAN writing test responses to schools

By using this service the school principal agrees to comply with the following conditions:

1. NAPLAN writing test responses are released to schools strictly for the purpose of assisting teachers in the interpretation of students' NAPLAN writing test results and to inform classroom teaching and learning programs.
2. Images of students' NAPLAN writing test responses will be available to schools for download until the end of term 3. Schools will have access only to the responses of students at their school, for the test sat in the current year. Writing test images are not available for students who were exempt, withdrawn, had their result withheld, or sat the writing test using an alternative test format. All other writing responses are included for download.
3. Students' responses must be kept securely and treated as confidential.
4. The school principal is responsible for the security and confidentiality of student responses when they are downloaded and viewed.
5. Students' responses are strictly for internal school use only and must not be provided to third parties or published in any format, for any purpose, except that parents/guardians/carers and students may view the student's responses at the school and in the presence of a teacher. This requirement is intended to ensure that students' responses are reviewed and discussed in an educational context.
6. Principals should be mindful of any sensitive or confidential material students have included in their responses and give appropriate consideration when permitting access to them.
7. Schools should consider their obligations (if any) under the *Privacy and Data Protection Act 2014* (Vic) or the *Privacy Act 1988* (Cth) with respect to any student or other individuals' 'personal information' contained in or held with student responses.
8. Use of the service and the images is subject to the *National Protocols for Test Administration* contained in the *2016 Handbook for principals*.
9. The principal must ensure that teachers and other school personnel who use this service or access the images are aware of and comply with these conditions.
10. Any queries about the use of student responses should be directed in writing to the VCAA NAPLAN Helpdesk (vcaa.naplan.help@edumail.vic.gov.au)