**SAMPLE LETTER TO PARENTS**

Dear Parent/Carer

As you are aware, the National Assessment Program – Literacy and Numeracy (NAPLAN) for Years 3, 5, 7 and 9 students is held in May each year. NAPLAN tests assess student knowledge and skills in Writing, Reading, Conventions of Language (spelling, grammar and punctuation) and Numeracy. The results of the tests provide information for students, parents, teachers and principals and can be used to improve student achievement.

In 2018, NAPLAN began transitioning from a paper based test to an online assessment

(i.e., students complete the tests utilising a computer or tablet). NAPLAN Online delivers numerous benefits including:

* a ‘tailored test’ design that adapts to correct and incorrect student responses providing a more precise understanding of student achievement;
* innovative use of technology, including a more engaging test design and a wider range of item types;
* the extension of the ‘test window’ to two weeks, allowing schools greater opportunity to schedule the tests at times that suit them best and increasing student participation.

Our school is conducting NAPLAN Online in 2019. This means that from 14 – 24 May 2019, students at our school will undertake all NAPLAN tests online in place of the paper tests.

Please note that our Year 3 students will continue to complete the Writing test as a paper test.

**OR**

As part of the transition process our school will be conducting NAPLAN Online from 2019.

All students are expected to participate in the NAPLAN Online tests. Catch up tests will be available for individual students who are absent on test days up to and including Friday 24

May 2019.

Support can be arranged for students with disabilities, if the student regularly uses similar support for classroom assessment tasks.

Exemptions may be granted to students with significant intellectual disabilities and to students who have been learning English for less than one year. If your child is eligible for support due to disability or exemption, you should discuss this with his/her teacher prior to the tests. Parental consent is required before any support due to disability or exemption is granted.

Students may be withdrawn from NAPLAN by their parent or carer. This is a matter for consideration by parents and carers in consultation with the principal. If, after consultation, you decide to withdraw your child, you must sign a Student Withdrawal form. These forms are available at the school.

While it is anticipated that NAPLAN Online will be successfully implemented in 2019, there are a range of contingencies in place to deal with the unlikely occurrence of significant issues.

These contingencies include extended testing windows and the printing of paper-based test for all participating schools.

Later in the year you will receive your child’s personal NAPLAN report. The report will describe your child’s particular skills in Reading, Writing, Conventions of Language (spelling, grammar and punctuation) and Numeracy. The report will also show how your child performed in relation to national minimum standards. These describe the 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 NAPLAN Online, please visit the VCAA website at

www.vcaa.vic.edu.au or the NAP website at www.nap.edu.au

Yours sincerely

Principal