2024 NAPLAN

Years 3, 5, 7 & 9
NAPLAN test supervisor manual

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1. INTRODUCTION

Thank you for supervising the National Assessment Program – Literacy and Numeracy (NAPLAN) to students sitting the tests at a location other than a school.

The School Curriculum and Standards Authority (the Authority) has produced this manual for 3 different student groups:

1. Students enrolled in home education. For this student group, the Authority is the test administrator.

2. Students enrolled in the School of Isolated and Distance Education or in a School of the Air sitting the NAPLAN tests in a non-school location (e.g. at home). For this student group, the Department of Education is the test administrator.

3. Students enrolled in online learning programs at other schools. For this student group, the school is the test administrator.

The scheduled dates and times you will supervise the tests will be confirmed by your test administrator.

This manual contains information and instructions for parents/carers supervising the online tests of reading, conventions of language, and numeracy to Years 3, 5, 7 and 9 students, the online writing test to Years 5, 7 and 9 students, and the paper-based writing test to Year 3 students.

Together with the experience you have gained from successfully completing the Practice test, this manual, including the resources listed at section 4, *Resources*, will give you all the information and instructions you need to participate in the online NAPLAN tests. It is important that you are familiar with these materials to ensure a smooth NAPLAN experience for you and your student(s).

Standardised administration of the tests contributes significantly to the fairness and reliability of the assessments so it is important that these instructions are followed carefully and a positive and calm atmosphere is maintained throughout the testing.

If you have any questions about NAPLAN, contact your test administrator.

Contact details for the Authority's test administrator:

Phone: 9442 9442

Email: naplan@scsa.wa.edu.au

2. MY TESTING SCHEDULE

You, or your test administrator, has scheduled and booked the days and times your student will sit each of the NAPLAN tests.

The 4 online NAPLAN tests are to be completed in the specified order of:

writing → reading → conventions of language → numeracy.

For easy reference, enter your test schedule here:

NAME OF STUDENT 1:_ _**YEAR:**_ _ _ _ _ _ _ _ _ _

Tests	Day	Date	Time
Writing			
Reading			
Conventions of language			
Numeracy			

NAME OF STUDENT 2:_ _**YEAR:**_ _ _ _ _ _ _ _ _ _

Tests	Day	Date	Time
Writing			
Reading			
Conventions of language			
Numeracy			

NAME OF STUDENT 3:_ _**YEAR:**_ _ _ _ _ _ _ _ _ _

Tests	Day	Date	Time
Writing			
Reading			
Conventions of language			
Numeracy			

NAME OF STUDENT 4:_ _**YEAR:**_ _ _ _ _ _ _ _ _ _

Tests	Day	Date	Time
Writing			
Reading			
Conventions of language			
Numeracy			

3.   THE YEAR 3 WRITING TEST

The Year 3 writing test must be administered first, BEFORE the reading, conventions of language and numeracy tests.

For students in Group 1, the test will be administered on Thursday, 21 March 2024.

For students in Group 2, the test will be administered on Wednesday, 20 March 2024.

For students in Group 3, your school will tell you when to administer the test.

Once the Year 3 writing test has been completed, the online test domains are to be completed at the scheduled times and in the following order: reading, then conventions of language, then numeracy.

The sealed package containing the Year 3 writing test materials will be sent in time for delivery to parents/carers of Year 3 students in the week preceding the online test week.

The package should be stored immediately in a secure place and <u>must not be opened</u> until the test session is due to begin.

Instructions for preparing for, delivering and returning the Year 3 writing test are at section 15 of this manual. Section 15 also includes the test supervisor script.

If you have not received the Year 3 test package by **Monday, 18 March 2024**, please contact the NAPLAN help desk:

Phone: 9442 9442

Email: naplan@scsa.wa.edu.au

4.   RESOURCES

4.1   Link to training video

For parents/carers of Group 1 and Group 2 students, the link to the training video has been emailed to you from the naplan@scsa.wa.edu.au mailbox.

For parents/carers of Group 3 students, your school will provide you with training material.

4.2   Websites

www.assessform.edu.au
This link has information, tools and resources needed to prepare student devices for NAPLAN online.

nap.edu.au/resources
This site contains links to:

– the NAPLAN National protocols for test administration

– general information, including sample writing prompts and marking guides

– specific information about the online tests ('Infographics' and 'Videos' sections), including information about branching messages.

nap.edu.au/online-assessment/public-demonstration-site
The public demonstration site is where students can gain familiarity with the format of online test questions, including how to enter their answers.

k10outline.scsa.wa.edu.au/home/assessment/testing/naplan/home-educators
This site contains information relevant to home educators in Western Australia.

4.3   Student experience videos

www.assessform.edu.au/layouts/Resources/TestAdministrator.aspx

It is highly recommended that parents/carers and students view the following two videos from the above link before sitting the online NAPLAN tests.

–   **Test administrator - Student experience - Joining a test session**

This video demonstrates how to login to a test session in the NAP browser.

The intended audience for this video is school test administrators. The term *test administrator* applies to classroom teachers. Please note that, as test supervisor, you will not be creating the test session code. All other references to *test administrator* can be replaced with *test supervisor*.

–   **Test administrator - Student experience - Test player functions**

This video demonstrates the functionality within the NAP browser.

5.   ABOUT THE TESTS

5.1   About the writing test

The writing test is an assessment of a student's ability to independently convey ideas and information through written text in Standard Australian English. There must be no test supervisor input or assistance.

Year 3 students complete the writing test on paper. They have 40 minutes to complete the test. The test supervisor reads the prompt sheet to the students before the test time starts.

Years 5, 7 and 9 students complete the writing test online. They have 42 minutes to complete the test. Students read the prompt online and/or listen to it in the test player, and are given an extra 2 minutes of test time to do so.

Test supervisors should encourage students to use the writing time as follows:

–   reading/listening to the stimulus: 2 minutes

–   planning: 5 minutes

–   writing: 30 minutes

–   editing: 5 minutes

The Year 3 test supervisor script is at section 15 of this manual.

The Years 5, 7 and 9 test supervisor script is at section 11 of this manual.

5.2   About the reading test

The reading test is to be conducted in one session. It assesses a student's ability to read, comprehend and respond to a variety of text types. Headphones are not used in the reading test.

The materials in the NAPLAN reading tests are intended to engage students and assess their literacy skills. Any views or opinions expressed in these materials do not necessarily reflect the views and opinions of ACARA.

Reading test time allocations are controlled within the test player, and are:

–   Year 3: 45 minutes

–   Year 5: 50 minutes

–   Years 7 and 9: 65 minutes.

The reading test supervisor script for all Year levels is at section 12 of this manual.

5.3   About the conventions of language test

This test comprises 2 sections: spelling, followed by grammar and punctuation.

The test is to be conducted in one session. It assesses a student's ability to independently recognise and use correct Standard Australian English grammar, punctuation and spelling in written contexts. Reading questions aloud to a student during the conventions of language test is therefore not permitted.

When students reach the end of the spelling section, a message advising them that they have reached the end of a locked section will appear. The message will ask them if they are ready to start the next section.

If students click 'No, I want to check my answers', they will be able to review or change their spelling answers or revisit flagged questions.

When students click 'Yes, I want to start the next section', they will begin the grammar and punctuation section and won't be able to return to the spelling section.

The conventions of language test time allocations are controlled within the test player. All year groups have 45 minutes to complete both sections of the test.

The conventions of language test supervisor script for all Year levels is at section 13 of this manual.

5.4   About the numeracy test

The test is to be conducted in one session. It assesses students' knowledge of mathematics, their ability to independently apply that knowledge in context, and their ability to independently reason mathematically. Explaining questions or interpreting diagrams in the numeracy test is not permitted. All questions in the numeracy test have audio that can be listened to if students need to hear them read aloud. As test supervisor, you may also read some parts of the questions to your student. Reading any words, numbers or symbols embedded within text is permitted, but you may not read aloud any numbers or symbols that are not embedded within text. See section 7 for examples.

Students in all Year groups (Years 3, 5, 7 and 9) are not permitted to use their own calculators for any part of the test.

The Years 3 and 5 tests each comprise one part.

The Years 7 and 9 tests comprise 2 parts: Part A is the non-calculator section and Part B is the calculator section. The online calculator will only be available to students in the test player after they have completed the non-calculator part of the test. Students will not be able to return to the non-calculator part of the test once they have moved onto the calculator part. A screen at the end of the non-calculator part of the test will remind them of this.

Numeracy test time allocations are controlled within the NAP browser, and are:

– Year 3: 45 minutes

– Year 5: 50 minutes

– Years 7 and 9: 65 minutes

The numeracy test supervisor script for all Year levels is at section 14 of this manual .

6. PREPARING FOR THE ONLINE TESTS

6.1 Before the test week

It is expected that students will be familiar with the device they will be using in the March tests.

In the days before the test week, test supervisors should prepare by:

– accessing the websites listed in section 4 to ensure you are fully prepared to conduct the NAPLAN tests online and your student is familiar with the online test platform

– reading this manual and ensuring you understand and are familiar with the test instructions and procedures

– ensuring the student's workspace is set up for computer use and internet access

– ensuring students are familiar with the format and style of test questions, and the online writing test functionality.

– arranging the test room so that students cannot see each other's work

– considering how to handle emergencies and problem situations, should they arise

– ensuring the required student materials are available for each test session (see section 6.3)

– being aware of test durations (see section 6.4)

– covering, reversing or removing any word lists, posters, displays or reading materials that may unfairly advantage students

– testing the internet connection to ensure it is sufficient.

6.2 Adjustments for students with disability

Application of adjustments for disability are decided on a case-by-case basis. Adjustments are only granted where:

– a student has a disability; and

– the adjustment is used on a regular basis in day-to-day assessments; and

– the adjustment is available in or compatible with the online NAPLAN test platform; and

– the adjustment does not provide an unfair advantage and will not compromise students' ability to independently demonstrate the skills being assessed.

Section 6 of the *NAPLAN National protocols for test administration* contains full details on adjustments for students with disability.

Home education students

Parent/carers of students with disability enrolled in home education must notify the NAPLAN helpdesk if they believe an adjustment is required for the NAPLAN tests.

Students enrolled in School of Isolated and Distance Education or a School of the Air

Any adjustments required for students with disability enrolled in the School of Isolated and Distance Education or in a School of the Air and who are sitting the NAPLAN tests in a non-school location (e.g. at home), will be applied by the Department of Education's test administrator, after liaising with the relevant school.

Students enrolled in online learning programs at other schools

Adjustments for students with disability enrolled in online learning programs at other schools will be decided by the school. The school, as test administrator, will apply any required adjustments.

Extra time

Where students with disability have been granted extra time, the appropriate amount of extra time will automatically be added to the test time in the online NAPLAN test platform and be visible on the test player clock.

Rest breaks

If you have applied for a rest break as a disability adjustment for a student, and this has been granted, the adjustment will be added to the online NAPLAN test platform by your test administrator and will be available to the student during the test.

To activate the rest break, you will need to phone your test administrator at the time the student requires the break. The test administrator will then pause the student's test and the test player clock will stop. The student should move away from the computer during their break. When the time granted for the break has elapsed, the test administrator will resume the test and the clock will continue to count down.

You should ensure the student is ready to return to the test as soon as the allowed time has elapsed.

Alternative test items

In some instances, students with disability will be presented with alternative test items designed to enable participation in the test. These items assess the same knowledge requirements of standard test items. The alternative items will be assigned to the student's login code by the test administrator prior to the test, and will automatically be available in the student's test.

Test supervisors do not have access to add or change disability adjustments.

6.3   Test materials

The following materials are permitted in the tests:

	Each student must have:	The test supervisor must have:
All tests	✓ a device that meets the technical specifications for NAPLAN online ✓ the test session code ✓ their student code for the test	✓ this manual ✓ a device (e.g. phone, computer) to receive the test session code and student code by email one hour before the scheduled test time ✓ the phone with the number provided to SCSA. This is in the event that SCSA staff need to contact you during the test. ✓ a watch or clock
Writing **Conventions of language** **Numeracy**	✓ a sheet of blank planning paper ✓ a pen or pencil ✓ headphones	✓ extra blank paper ✓ spare pens/pencils
Reading	✓ As per All tests above	✓ As per All tests above

Students **MUST NOT** have access to any of the following prohibited materials in any test, as these could affect the validity of the test:

✗ books, including dictionaries

✗ rulers

✗ mobile phones or, any other devices that connect to the internet either through Wi-Fi or Bluetooth, that can transmit, extract and display or read out data to the user

✗ protractors/mathematics templates

✗ calculators (unless provided as a disability adjustment).

6.4   Test sequence and duration

The following table shows the order and duration of each test:

Test order	1st	2nd	3rd	4th
Year / Name of test	Writing	Reading	Conventions of language	Numeracy
Year 3	40 min (paper)	45 min	45 min	45 min
Year 5	42 min	50 min	45 min	50 min
Year 7	42 min	65 min	45 min	65 min
Year 9	42 min	65 min	45 min	65 min

In addition to the stated time for each assessment shown above, test supervisors need to allow about 10 – 15 minutes before the test session to deliver the login instructions and to allow students to settle in (see section 8).

The test player provides each student with a countdown timer that shows the time they have to complete the test. However, the timer will flash when the student has 10 minutes left and will display continuously during the last 5 minutes of the test. Students can choose to hide their timer if they find it distracting. The platform will lock students out of their test when their time has expired.

The test session time will change where students have been provided with rest breaks and/or extra time.

7. SUPERVISING STUDENTS DURING THE TESTS

Professional and ethical behaviour in accordance with the *NAPLAN national protocols for test administration* is expected in all aspects of test supervision. Any additional support given to a student that advantages them in any way is considered cheating.

The *NAPLAN National protocols for test administration* have been made available to you via the training video. They can be also downloaded from the ACARA NAP website: https://www.nap.edu.au/naplan/school-support/national-protocols-for-test-administration

7.1   Reading the test administration script

It is important that each test is administered uniformly according to the instructions in this manual. You must **READ ALOUD** to students all instructions that appear in this manual in shaded boxes, for example:

READ ALOUD

> You will now be attempting the numeracy test.

The test administration scripts in this manual are generic for each subject and Year level.

Where there are differences between Years, e.g. test timing, these are clearly differentiated. Test supervisors should select the appropriate option for the Year level of the student.

Where there are several students in the same test session who are sitting different tests, test supervisors must read the correct script for each test.

7.2   Appropriate behaviours during test supervision

When supervising the tests, the test supervisor **MUST**:

✓   deliver the instructions for each test as laid out in the test supervisor sections (sections 11 – 15) accurately

✓   actively monitor student conduct by regularly checking that they are not talking, collaborating or using any prohibited items listed above

During **all** tests, test supervisors **MAY**:

✓   read and clarify general instructions (as indicated by READ ALOUD boxes in this manual)

✓   remind students of the way to respond to particular item types (e.g. that they need to select an answer, type an answer, or place tiles into the correct order)

✓   remind students how to change their answer, if necessary

✓   remind students how to navigate through the test player (without navigating for them)

✓   remind students how to access features of the test player (ruler, timer, magnification, audio player)

✓   advise students to leave a question they are unsure about and to move on to the next question

✓   remind students how to flag a question they may want to return to

✓   where there are no locked sections of the test, advise students to return to any unanswered questions if there is time at the end of the test (including reminding them how to see which questions were flagged and how to navigate back to them)

✓   where tests are locked between sections (conventions of language and Years 7 and 9 numeracy tests), advise students to return to any unanswered questions before moving on. Once they move forward, they cannot go back to the previous section

✓   provide general encouragement to continue.

During **all** tests, test supervisors **MUST NOT**:

✗ take photos of students, test questions or any other test material

✗ give hints or examples

✗ explain, paraphrase or interpret questions, including translating questions into another language

✗ indicate to students whether answers are correct or incorrect

✗ remind students about related work completed in class

✗ provide extra time (unless provided as a disability adjustment or because of a documented disruption during the test session)

✗ navigate through the test player for the student or in any way manipulate the mouse, keyboard or screen on behalf of the student.

Test	You MAY:	You MUST NOT:
Writing	✓ remind students how to use the audio player	✗ discuss the writing task ✗ provide any content information, whether orally or in writing ✗ prompt students regarding the text structure or writing prompt ✗ type for a student (unless the use of a scribe has been granted, in line with *the National protocols for test administration*).
Reading		✗ read anything from the reading texts ✗ read any test questions.
Conventions of language – Spelling section	✓ remind students how to use the audio player	✗ read or sound out the spelling items to the students ✗ read any test questions ✗ write any spelling words for students, on the board or elsewhere.
Conventions of language – grammar and punctuation section		✗ read any test questions.
Numeracy	✓ remind students to use the audio player if they need help with reading the questions ✓ read any words, numbers or symbols that are embedded within text (as per the audio available to students for each question).	✗ read numbers or symbols unless they are embedded within text (as per the audio available to students for each question) ✗ explain the meaning of any symbols, numbers or mathematical terms ✗ interpret any graphs or diagrams.

The literacy demands of the numeracy test should not exclude a student from accessing the test. Test supervisors should encourage students to access the audio player for the numeracy test if their literacy standard is a barrier to access. The following examples in the numeracy test show what is available to students in the audio player, and what **may** and **may not** be read aloud to students:

Example 1	The numbers and symbols in this question **must not** be read as they are not embedded within text.
	What number will make this number sentence true? 4.52 + 3.68 = [ ] + 3.70
Example 2	The numbers 100 and 2 **may** be read as they are embedded within the text. The numbers 50, 55, 70 and 220 **must not** be read as they are not embedded within text.
	Edward travelled 100 kilometres in 2 hours. What was his average speed in kilometres per hour? ○ 50 ○ 55 ○ 70 ○ 220
Example 3	The number 39 889 in the question, and the numbers 10, 100, 1000 and 10 000 in the options, **may** be read as they are embedded within text.
	The number 39 889 can be rounded in different ways. Which ways of rounding give the same answer? ○ Rounding to the nearest 10 and nearest 100. ○ Rounding to the nearest 10 and nearest 1000. ○ Rounding to the nearest 100 and nearest 1000. ○ Rounding to the nearest 1000 and nearest 10 000.

8. TIME MANAGEMENT ON TEST DAYS (where the Authority is the Test Administrator)

Where the Authority is the test administrator (Group 1 students), test supervisors will be required to supervise students at the scheduled time slots of 9.00 am, 11.00 am and 1.30 pm on the days of the test week.

The test administrator for Group 2 and Group 3 students will notify parents/carers of the time and day the tests will be conducted.

The following table shows the sequence of events leading up to and during the NAPLAN tests, for each of these time slots.

ROLE	TASK	Test scheduled for 9.00am start	Test scheduled for 11.00am start	Test scheduled for 1.30 pm start
Test supervisor	Access student login codes from email	8.00 am	10.00 am	12.30 pm
Test supervisor	Check each student's device is fully charged or plugged into mains power	8.00 am	10.00 am	12.30 pm
Test supervisor	Make login codes available to students and begin audio check and login process with students	No later than 8.45 am	No later than 10.45 am	No later than 1.15 pm
Student	Open the NAP browser, complete audio check and log in to test using the login codes Listen to the test supervisor read the relevant *Introduction to the test* section Wait for test to start at scheduled time	No later than 8.45 am	No later than 10.45 am	No later than 1.15 pm
Test administrator	Open test session	9.00 am	11.00 am	1.30 pm
Student	Start test questions	9.00 am	11.00 am	1.30 pm
Test supervisor / student	Final opportunity to be ready to start the test	9.15 am	11.15 am	1.45 pm
Test supervisor	Read correct test script to student while they complete the test	For the duration of the allowed test time		
Test player	Clock will automatically flash and can no longer be hidden	When 10 minutes of test time is remaining		
Test player	Clock will automatically flash	When 5 minutes of test time is remaining and every minute thereafter		
Student	Click 'Yes' to finish, then 'Logout' of the test, then 'Yes' to confirm logout. Quit the NAP browser by clicking the 'X" in the lower right hand corner of the browser	After test time has elapsed		

9. LOGIN PROCESS: OVERVIEW

9.1 Test login codes

To login to each test, students will need a test session code and a student code. On the day each test is scheduled, you will receive these codes one hour before the test's scheduled start time, from your Test administrator. Test supervisors for Group 1 students will receive one email per student from naplan@scsa,wa.edu.au.

Test session code

The test session code is an 8-digit code formatted xxx-xx-xxx.

The session code received prior to each test can only be used for that day's test.

Once a test session code is used to access a test session, it cannot be used to open another test session at a later date.

Student code

The student code is an 8-digit code formatted xx-xx-xx-xx.

The student code is a 'one-time code' and will admit a student to only one specified test.

Test supervisors must be aware of the test their students will be sitting at each scheduled test session.

9.2 Student login

The following steps are a summary of the login process that you step students through in section 10.2, 15 minutes before the scheduled test time:

To access the test, students need to:

1. open the NAP browser
2. select 'NAPLAN 2024'
3. complete the audio check
4. select 'Start test'
5. enter test session code
6. enter student code

The screen that appears will show the title and Year level of the test the student is about to take, and the student's name. Students will be asked to confirm these details by selecting a 'Yes' button **but they must not do this until after you, the test supervisor, have read aloud the 'Introduction to the test' section of the relevant test supervisor script.**

If the details are not correct, contact your test administrator immediately.

Once you have read the 'Introduction to the test' section for each test, students may confirm these details. They will then wait until admitted to the test by the test administrator.

More detailed, step-by-step instructions for logging in are in section 10.

9.3 Late students

There will be a 15-minute grace period from the scheduled start time during which students will be admitted to a test. If a student is not logged in within this 15-minute window, you, the test supervisor must contact the test administrator immediately. If you do not notify the test administrator immediately, the student will be deemed absent from the test.

After the test session time expires, the test session will be closed and finalised. The session cannot be re-opened.

10. TEST SUPERVISOR SCRIPT: ALL ONLINE TESTS

On the day of each test, the procedures in this section must be completed prior to the student entering the test. Once the procedures are completed, test supervisors move to the test script at section 11, 12, 13 or 14, depending on the test.

10.1 One hour before the test is due to begin

Make sure student devices are fully charged or plugged into mains power.

Receiving test login codes

Test supervisors of Group 1 students will receive one email per student, from naplan@scsa,wa.edu.au

The email will contain the following codes for the test session:

− the session code (8-digit code formatted xxx-xx-xxx)
− the student code (8-digit code formatted xx-xx-xx-xx).

You will need to have both codes ready for the student when the test is due to start.

For advice and questions or if there is a technical problem, contact your test administrator.

Ensure you and the student have all the required materials and equipment.

The test will start promptly at the scheduled time.

10.2 15 minutes before the scheduled test time: audio check and student login

It is important to move efficiently through this section so it is completed before the scheduled test start time.

Make sure each student has the required materials (see section 6.3).

READ ALOUD [select appropriate option]

Today you will complete an online NAPLAN test in [writing] [reading] [conventions of language] [numeracy].

Go through the following steps with the student, resolving any issues that may arise.

Make sure the student has:

− the session code
− their student code
− a blank piece of paper, a pen or pencil
− a set of headphones (for all tests except the reading test).

Then make sure the student has:

- turned on their devices
- closed all applications on their devices
- plugged in their headphones (for all tests except the reading test)
- adjusted their device volume to about three-quarters of its maximum level.

READ ALOUD

If at any time you have any questions or you can't see what I describe on your screen, let me know. Now open the NAP browser.

Assist the student as necessary to locate the NAP 2024 icon on their device's desktop.

A screen similar to the following will appear:

READ ALOUD

Now select 'NAPLAN 2024'.

The following screen will appear, where students conduct the audio check for the writing, conventions of language and numeracy tests only. The reading test does not have audio.

For the reading test:

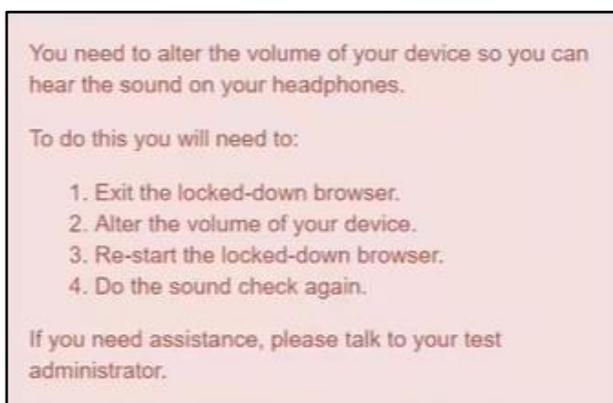Ask the student to click 'I do not need to check my audio' when the audio check screen appears. Then,

READ ALOUD

Now click 'Start Test'.

For the writing, conventions of language and numeracy tests:

The student should have their headphones on. Ask them to:

− play the sound (they should hear a short melody)

− select 'I can hear the sound on headphones' if they can hear the sound, or

− select 'I can't hear the sound on headphones' if they can't hear the sound, and follow the instructions on the page. This advice is:

You need to alter the volume of your device so you can hear the sound on your headphones.

To do this you will need to:

1. Exit the locked-down browser.
2. Alter the volume of your device.
3. Re-start the locked-down browser.
4. Do the sound check again.

If you need assistance, please talk to your test administrator.

READ ALOUD

If you can hear the sound, click 'Start Test'.

For all tests:

A screen similar to the following will appear, asking the student to enter the test session code.

NAPLAN 2024

Enter the session code that is on the board

[ ] [ ] [ ] — [ ] [ ] — [ ] [ ] [ ]

Next

READ ALOUD

Type the session code into the boxes exactly as I have given to you. Then click 'Next'.

A screen similar to the following will appear, asking the student to enter their student code:

Make sure the student has their own student code.

READ ALOUD

A screen similar to the following will show the title and Year level of the test the student is about to take, and the student's name. It is important that this information is correct.

If the information is not correct, please phone the test administrator immediately.

STOP NOW

Do not let students click 'Yes'.

READ ALOUD

While the student is waiting, introduce them to the scheduled test by reading aloud the *Introduction to the test* section in the script for the test you are about to supervise.

You will find the scripts at:

✓ Writing (Years 5, 7 and 9): section 11.1

✓ Reading: section 12.1

✓ Conventions of language: section 13.1

✓ Numeracy: section 14.1

11. THE WRITING TEST SUPERVISOR SCRIPT (Years 5, 7 and 9 only)

This section immediately follows section 10.2. You must have completed section 10.2 before continuing with this section.

The student should have a screen similar to the following, showing the test name, year and student name. **Students DO NOT click 'Yes' at this point.**
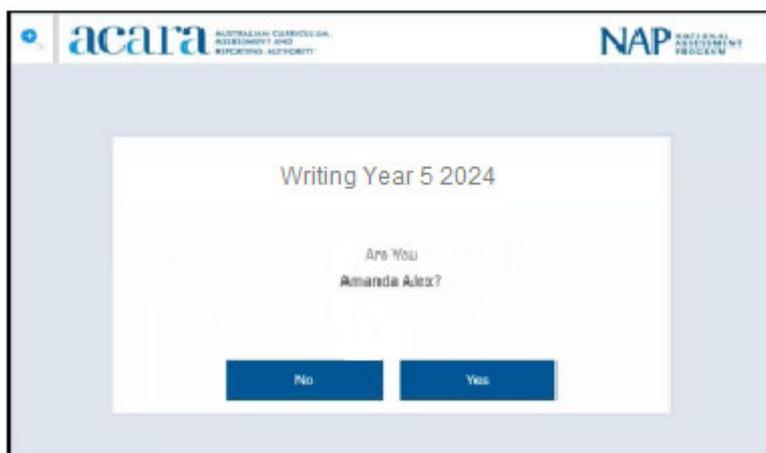
11.1 Introduction to the writing test (Years 5, 7 and 9)

READ ALOUD

> Once the test has started you can read or listen to the writing prompt and the test instructions.
>
> Pay careful attention to the instructions, as they will explain what kind of text you need to write. You can also read or listen to them at any point in the test.
>
> Once you have read or listened to the writing prompt and the instructions, select 'Start writing'. This will take you to the writing pane where you can start typing your text.
>
> You will have plenty of space to write. Scroll down for more space.
>
> Do you have any questions?

Pause if necessary to allow the student to ask questions.

READ ALOUD

> You will have 42 minutes to do this test. This includes time for reading or listening to the prompt. Read or listen to the writing prompt first and then use the next 5 minutes to plan. I will tell you when you should start writing.
>
> You can use your piece of paper, or the writing pane on your device, to do your planning. You might like to use a diagram, write down your main ideas or key words, or you might like to plan by just thinking about what you will write. Choose the kind of planning that helps you to organise your ideas.
>
> Remember, the writing prompt and instructions may have words or pictures to help you think of ideas for the topic. You do not have to use all or any of these ideas. You may use your own ideas, as long as you write about the topic on the page.
>
> The piece of paper will not be marked, but I will collect it. Anything you type into the writing pane of your device will be marked, so please delete any planning notes that are not part of your final text before finishing your test.
>
> There is a timer in the top left-hand corner of your screen. It will flash when you have 10 minutes left and again when you have 5 minutes left. I will also tell you.
>
> After you 'Finish' your test, if there is still time left, you can select 'Reopen'.
>
> To protect your privacy, please do not include your name in your writing response. The online system knows who you are from your login details.
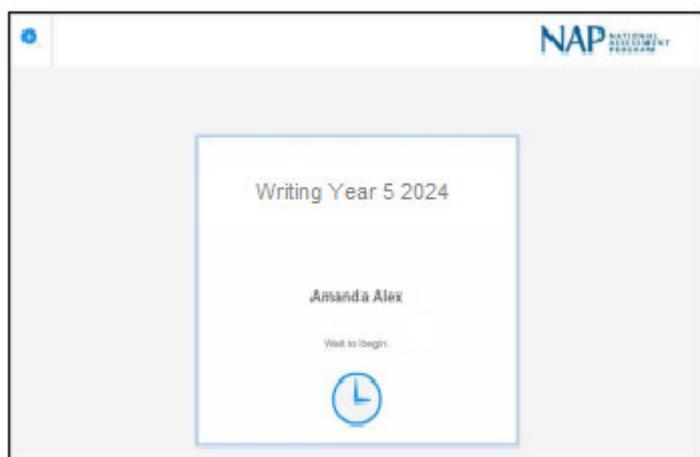
The student is now ready to click 'Yes'.

11.2 Entering the test

READ ALOUD

> You are now ready for the test. Click 'Yes'. You will see a screen telling you 'Wait to begin'.

The student should have a waiting screen similar to the following.

Ensure the student is ready to start the test when they are admitted by the test administrator.

The test administrator will admit students to the test at the scheduled start time, or for up to 15 minutes after, if they are not ready at the scheduled start time.

If more than 15 minutes after the scheduled start time has elapsed, and you have not completed section 11.1, *Introduction to the writing test*, **and students have not been admitted to the test, you must ring the test administrator for advice.**

If you fail to ring the test administrator, the students will be deemed not to have been present for the test and will therefore marked as absent.

READ ALOUD

When the test opens you may start. Begin by reading or listening to the prompt, and then start your planning. You must do your own work.

Once you have read or listened to the writing prompt, you can select 'Start writing'. This will take you to the writing screen where you can start typing your text.

As test administrator, you **must not**:

✕   take photos of or copy in any way the writing prompt or the student's writing

✕   brainstorm with students

✕   allow students to discuss the topic

✕   give students ideas or pre-developed plans

✕   discuss any pictures that may be on the writing prompt

✕   write anything on the board other than the test session code

✕   plan for the students.

Actively supervise the student to make sure they are planning their work independently. If a student is having difficulties, quietly encourage them to look at the writing stimulus or listen to the instructions again.

Do not help the student to develop or structure their writing.

After 7 minutes, READ ALOUD

About seven minutes have now passed. If you haven't already done so, you should move on from planning to typing your text.

Actively supervise the student to make sure that they have begun typing.

If the student is not writing, you may refer them to the writing stimulus for ideas **but do not help them with their ideas or their text**.

Ensure the student is typing their text into the writing pane in the test player. They should not be using their sheet of paper for anything beyond planning. The planning paper will not be marked.

If the student finishes early, they should be encouraged to reread and edit their writing. The student can access the 'Reopen test' button if they have closed their test and decide they would like to go back in to change or add to their writing. They may not engage in other activities, such as reading, which may provide information or ideas for their writing, while they have access to the test.

If the student has checked their response, clicked finish, then submitted their test before the allocated time, you may use discretion to allow the student to exit the NAP browser.

After 32 minutes, READ ALOUD

You have about 10 minutes left for this test. I recommend that you spend the next 5 minutes finishing your writing, so that you have 5 minutes left for editing.

After 37 minutes, READ ALOUD

Your writing time is now finished. You have 5 minutes to check and edit your work.

Check your writing by reading it carefully. You can edit your work by adding or changing words or sentences and correcting any spelling or punctuation mistakes. However, you don't have time to make big changes.

You can also use this time to complete your writing if you need to, but you will not be allowed any extra time for editing. When you have finished, wait quietly.

If you did your planning in the writing pane, you should delete any remaining notes.

Actively supervise the student to make sure they are editing and completing their texts. They may use this time to complete their writing; however, no additional time can be provided for editing.

Be mindful that if a student has been granted extra time or rest breaks as a disability adjustment, or for a technical disruption, the time will be different. Alert the student when they have 5 minutes of test time remaining.

After 42 minutes, or when time has expired for the student, READ ALOUD

The writing test is now finished.

If you have already finished your test, you should have a message confirming that it has been finished.

If you ran out of time to finish your test, you will now have a screen asking you to select 'Finish'. Please select 'Finish'.

Check that the student has finished their test.

READ ALOUD

Leave your planning page and your login details for me to collect. You should now close the test browser.

11.3 After the writing test

Check that the student has closed the NAP browser.

If the student could not finish their test because of a technical or other disruption, or because they left the test due to illness or injury, you must notify the test administrator as soon as possible.

Dispose of the planning page and login details securely.

Recharge the student's device ready for the next scheduled test session.

12. THE READING TEST SUPERVISOR SCRIPT

This section immediately follows section 10.2. You must have completed section 10.2 before continuing with this section.

The student should have a screen similar to the following on their device, showing the test name, year and student name. **Students DO NOT click 'Yes' at this point.**

12.1 Introduction to the reading test

The Years 3 and 5 tests have 39 questions, and the Years 7 and 9 tests have 48 questions.

Year 3 students have 45 minutes, Year 5 students have 50 minutes, and Years 7 and 9 students have 65 minutes.

READ ALOUD [select appropriate option]

In this reading test, you will read texts and then answer questions about them. There are

[Year 3: 39 questions in this test and you have 45 minutes to complete it.]

[Year 5: 39 questions in this test and you have 50 minutes to complete it.]

[Years 7 and 9: 48 questions in this test and you have 65 minutes to complete it.]

There are 3 sections in this test. At the end of each section a message on your screen will ask if you would like to check your answers before moving to the next section.

There is a timer in the top left-hand corner of your screen. It will flash when you have 10 minutes left and again when you have 5 minutes left. I will also tell you when you have 5 minutes left.

After you 'Finish' your test, if there is still time left, you can select the 'Reopen' button and go back into the test.

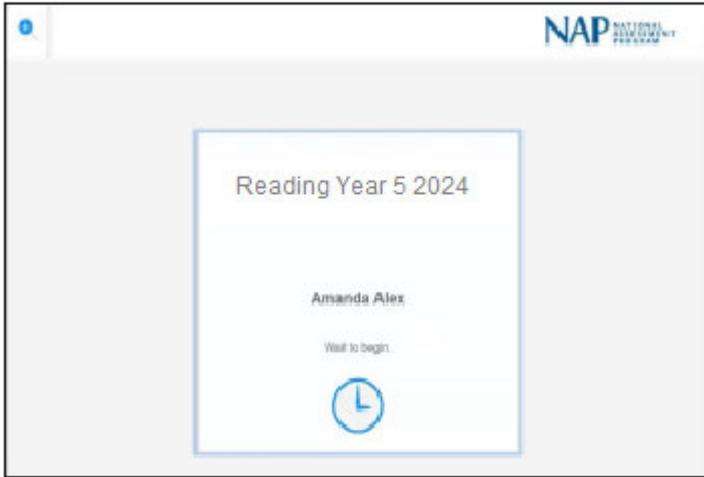If you finish early, check your answers and be sure that you have answered all the questions.

The student is now ready to click 'Yes'.

12.2 Entering the test

READ ALOUD

You are now ready for the test. Click 'Yes'. You will see a screen telling you 'Wait to begin'.

The student should have a waiting screen similar to the following.

Ensure the student is ready to start the test when they are admitted by the test administrator.

The test administrator will admit students to the test at the scheduled start time, and for 15 minutes after.

If more than 15 minutes after the scheduled start time has elapsed, and you have not completed section 12.1, *Introduction to the reading test*, **and students have not been admitted to the test, you must ring the test administrator for advice.**

If you fail to ring the test administrator, the students will be deemed not to have been present for the test and will be marked as absent.

READ ALOUD

When the first question appears you may start. You must do your own work.

Actively supervise the student to make sure they are on task. Ensure that they are scrolling down where necessary to read the whole text. You should also monitor that the student knows how each question type works. For example, some items may require students to move tiles or select multiple responses. If students are having difficulty with a question type, you may explain how it works, ensuring that you do not provide any assistance with getting the correct answer.

Students who finish early should be encouraged to check their answers. When they have finished checking, they may finish the test. If the test time has not elapsed, and the student decides they would like to go back in to check their work again, they can access the 'Reopen test' button. They may not engage in other activities, such as reading, which may provide clues to the test question answers while they still have access to the test.

If the student has checked their responses, clicked finish, then submitted their tests before the allocated time, you may use discretion to allow the student to exit the NAP browser.

5 minutes before the allocated time has elapsed, READ ALOUD

If your test has not been paused, you have about 5 minutes left to finish the test. If you have already finished, use this time to check that you have answered all the questions.

Be mindful that if a student has been granted extra time due to a disability adjustment or a technical disruption, the time will be different. Alert the student when they have 5 minutes of test time remaining.

When time has expired for the student, READ ALOUD

The reading test is now finished.

If you have already finished your test, you should have a message confirming that it has been finished.

If you ran out of time to finish your test, you will now have a screen asking you to select 'Finish'.

Please select 'Finish'.

Check that the student has finished their test.

READ ALOUD

Leave your login details for me to collect.

You should now close the test browser.

12.3 After the reading test

Check that the student has closed the NAP browser.

If the student could not finish their test because of a technical or other disruption, or because they left the test due to illness or injury, you must notify the NAPLAN helpdesk as soon as possible.

Dispose of the login details securely.

Recharge the student's device ready for the next scheduled test session.

13. THE CONVENTIONS OF LANGUAGE TEST SUPERVISOR SCRIPT

This section immediately follows section 10.2. You must have completed section 10.2 before continuing with this section.

The student should have a screen similar to the following on their device, showing the test name, year and student name. **Students DO NOT click 'Yes' at this point**
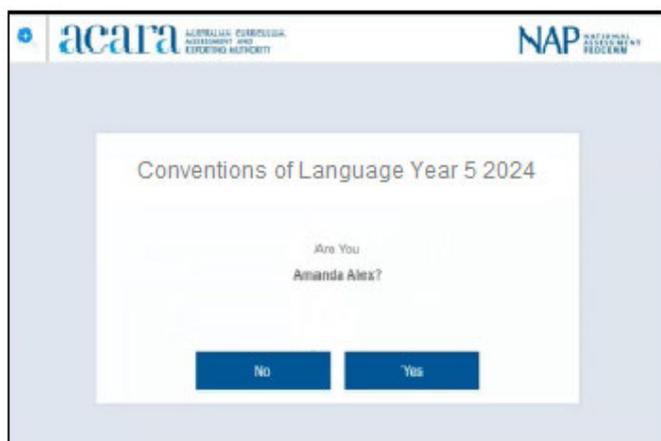
13.1 Introduction to the conventions of language test

All Year levels have 52 questions and 45 minutes allotted time.

READ ALOUD

There are 52 questions in the test: 27 questions in the first section (spelling) and 25 questions in the second section (grammar and punctuation). You have 45 minutes to complete all the questions. You may need to spend more time on the grammar and punctuation questions as there is more to read in this part of the test than in the spelling part.

There are 3 sections in each part of the test. At the end of each section, a message on your screen will ask if you would like to check your answers before moving to the next section.

At the very end of the spelling part of the test, you will see a message asking if you are ready to start the next section. If you click 'No, I want to check my answers', you will be able to review or change your spelling answers or revisit flagged questions.

If you click 'Yes, I want to start the next section', you will go to the grammar and punctuation part of the test and will NOT be able to go back to see or change your answers in the spelling part of the test.

There is a timer in the top left-hand corner of your screen. When your timer says 30 minutes, you should be close to finishing the spelling part of the test, which finishes at question 25, and be ready to move onto the grammar and punctuation part of the test.

The time will flash when you have 10 minutes left and again when you have 5 minutes left. I will also tell you.

After you 'Finish' your test, if there is still time left, you can select the 'Reopen test' button to go back to the grammar and punctuation questions.

The student is now ready to click 'Yes'.

13.2 Entering the test

READ ALOUD

> You are now ready for the test. Click 'Yes'. You will see a screen telling you 'Wait to begin'.

The student should have a waiting screen similar to the following.

Ensure the student is ready to start the test when they are admitted by the test administrator.

The test administrator will admit students to the test at the scheduled start time, and for 15 minutes after.

If more than 15 minutes after the scheduled start time has elapsed, and you have not completed section 13.1 and students have not been admitted to the test, you must ring the test administrator for advice.

If you fail to ring the test administrator, the students will be deemed not to have been present for the test and will be marked as absent.

READ ALOUD

> When the first question appears you may start. You must do your own work.

Actively supervise students to make sure they are on task and to see that they are managing their time so they do not spend the whole test time on spelling - which will result in them not receiving a score for grammar and punctuation.

Students who finish early should be encouraged to check their answers. When they have finished checking, they may finish the test. If the test time has not elapsed, and the student decides they would like to go back in to check their work again, they can access the 'Reopen test' button. They may not engage in other activities, such as reading, which may provide clues to the test question answers while they have access to the test.

If the student has checked their responses, clicked finish, then submitted their tests before the allocated time, you may use discretion to allow the student to exit the NAP browser.

After 40 minutes, READ ALOUD

> You have about 5 minutes left to finish the test. If you have already finished, use this time to check that you have answered all the questions.

Be mindful that if the student has been granted extra time due to a disability adjustment or a technical disruption, the time will be different. Alert the student when they have 5 minutes of test time remaining.

When the time has expired for the student, READ ALOUD

The conventions of language test is now finished.

If you have already finished your test, you should have a message confirming that it has been finished.

If you ran out of time to finish your test, you will now have a screen asking you to select 'Finish'. Please select 'Finish'.

Check that the student has finished their test.

READ ALOUD

Leave your login code for me to collect.

You should now close the test browser.

12.3 After the conventions of language test

Check that the student has closed the NAP browser.

If the student could not finish their test because of a technical or other disruption, or because they left the test due to illness or injury, you must notify the NAPLAN helpdesk as soon as possible.

Dispose of the login details securely.

If necessary, recharge the student's device ready for the next scheduled test session.

14. THE NUMERACY TEST SUPERVISOR SCRIPT

This section immediately follows section 10.2. You must have completed section 10.2 before continuing with this section.

The student should have a screen similar to the following on their device, showing the test name, year and student name. **Students DO NOT click 'Yes' at this point**

14.1 Introduction to the numeracy test

The Year 3 test has 36 questions, the Year 5 test has 42 questions, and the Years 7 and 9 tests have 48 questions.

The Years 3 and 5 test has 3 sections, and the Years 7 and 9 test has 2 sections.

Year 3 students have 45 minutes, Year 5 students have 50 minutes, and Years 7 and 9 students have 65 minutes.

READ ALOUD [select appropriate option]

In this test, you can select 'Play' to have the questions read to you through your headphones. I can also read the questions to you, but I can't read numbers or symbols to you unless they are part of the text in the question. Also, I cannot explain the questions.

You can use the blank piece of paper for working out. This paper will not be marked but it will be collected.

There are:

[Year 3: 36 questions in this test and you have 45 minutes to complete it.]

[Year 5: 42 questions in this test and you have 50 minutes to complete it.]

[Years 7 and 9: 48 questions in this test and you have 65 minutes to complete it.]

To Years 3 and 5 only, READ ALOUD

The test has 3 sections. At the end of each section you will see a message on your screen asking if you would like to review your answers before moving to the next section.

To Years 7 and 9 only, READ ALOUD

The test has 2 parts: a non-calculator-test followed by a calculator-test.

You cannot use your own calculator in this test. An online calculator will be available to you after you have completed the non-calculator part of the test.

At the end of the non-calculator part of the test, a message on your screen will ask if you would like to check your answers before moving to the next section. If you click 'No, I want to check my answers', you will be able to review or change your answers or revisit flagged questions.

If you click 'Yes, I want to start the next section', you will move onto the calculator-allowed part of the test and will NOT be able to go back and see or change your answers in the non-calculator part of the test.

The calculator part of the test has 3 sections. At the end of each section, a message on your screen will ask if you would like to check your answers before moving to the next section.

To all Years, READ ALOUD

There is a timer in the top left-hand corner of your screen. It will flash when you have 10 minutes left and again when you have 5 minutes left. I will also tell you. When your time ends, you will see a screen asking you to select a 'Finish' button.

After you 'Finish' your test, if there is still time left, you can select the 'Reopen' button to go back into the test.
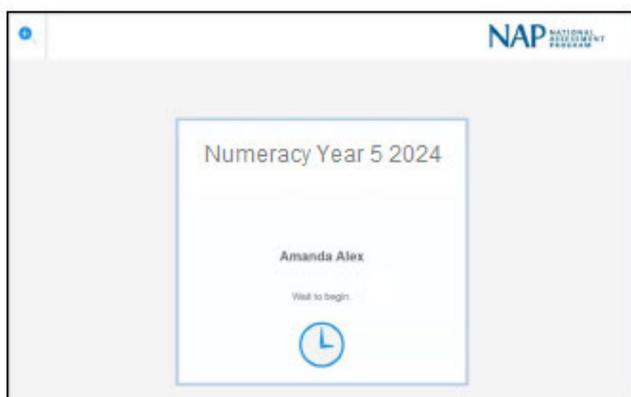
Students are now ready to click 'Yes'.

14.2 Entering the test

READ ALOUD:

You are now ready for the test. Click 'Yes'. You will see a screen telling you 'Wait to begin'.

The student should have a waiting screen similar to the following.

Ensure the student is ready to start the test when they are admitted by the test administrator.

The test administrator will admit students to the test at the scheduled start time, and for 15 minutes after.

If more than 15 minutes after the scheduled start time has elapsed, and you have not completed section 14.1 and students have not been admitted to the test, you must ring the test administrator for advice.

If you fail to ring the test administrator, the students will be deemed not to have been present for the test and will be marked as absent.

READ ALOUD

When the first question appears you may start. You must do your own work.

Actively supervise the student to make sure they are on task.

If the student asks you to read questions, you should encourage them to use the audio player. However, you may read some parts of the questions to them. **Ensure you are familiar with what may and may not be read** to students. Refer to section 7.2 for details and examples, noting that you may not read aloud any numbers or symbols that are not embedded within text, nor may you explain questions or interpret diagrams.

Students who finish early should be encouraged to check their answers. When they have finished checking, they may finish the test. If the test time has not elapsed, and the student decides they would like to go back in to check their work again, they can access the 'Reopen test' button. They may not engage in other activities, such as reading, which may provide them with clues to the test question answers, while they have access to the test.

If the student has checked their responses, clicked 'Finish', then submitted their test before the allocated time, you may use discretion to allow the student to exit the NAP browser.

5 minutes before the allocated time has elapsed, READ ALOUD

You have about 5 minutes left to finish the test. If you have already finished, use this time to check that you have answered all the questions.

Be mindful that if a student has been granted extra time or rest breaks due to a disability adjustment or a technical disruption, the time will be different. Alert the student when they have 5 minutes of test time remaining.

When time has expired for the student, READ ALOUD

Time is now up. Thank you for doing the numeracy test.

If you have already finished your test, you should have a message confirming that it has been finished.

If you ran out of time to finish your test, you will now have a screen asking you to select 'Finish'. Please select 'Finish'.

Check that the student has finished their test.

READ ALOUD

Leave your student session slip and working-out paper on your desk to be collected.

You should now close the test browser.

14.3 After the numeracy test

Check that the student has closed the NAP browser.

If the student could not finish their test because of a technical or other disruption, or because they left the test due to illness or injury, you must notify the NAPLAN helpdesk as soon as possible.

Dispose of the login details securely.

15. YEAR 3 WRITING TEST (PAPER BASED) TEST SUPERVISOR SCRIPT

All Year 3 students participating in the NAPLAN writing test must handwrite their response to the writing prompt within the 3-page booklet provided, unless they have a disability or have incurred a temporary injury that prevents them from handwriting. In these cases, test supervisors must contact the test administrator for advice.

15.1 Preparing for the Year 3 writing test

Please ensure you have read section 7, *Supervising students during the tests,* and that you are familiar with these administration instructions before administering the Year 3 writing test.

Make note of the time allocations (see section 5.1)

Materials prohibited to students during the Year 3 writing test

The following items **MUST NOT** be used by students during testing as they could affect the validity of the test or the scanning of test books:

✗ books, including reading books and dictionaries

✗ rulers

✗ coloured pens or pencils

✗ mechanical lead pencils

✗ felt pens

✗ highlighters

✗ correction fluid/tape

✗ glue

✗ reusable adhesive

✗ mobile phones, iPads and other devices capable of storing, receiving or transmitting information or electronic signals, including Bluetooth devices such as AirPods, music and video players, organisers, dictionaries, scanning pens and computerised watches.

15.2 On the test day

Prior to commencing the test, ensure you have all materials required (see below) for the test session and that you understand all procedures.

Ensure that the student's details are written on the front of the writing test book. The book will either be personalised with the student details, or non-personalised, in which case you will need to write the student's name (in capital letters) and date of birth on the front before the test session starts.

Allow enough time to ensure the test environment is prepared appropriately (i.e. no vocabulary lists, spelling charts, dictionaries or other prohibited materials are visible to the student).

Write a time sequence with start and finish times and 10-minute intervals on the board.

During the writing test, you MAY:

✓ read and clarify general instructions

✓ provide general encouragement to continue.

During the writing test, you MUST NOT:

✗ take photos of or copy in any way the writing prompt or the student's writing

✗ discuss the writing task

✗ provide any content information, whether orally or in writing

✗ prompt the student regarding the text structure or writing prompt

✗ give hints or examples

✗ write for the student

✗ remind the student about related work completed in class

✗ provide extra time (unless provided as a disability adjustment or because of an unavoidable disruption during the test session).

You should allow 5 – 10 minutes introduction time, in addition to the 40 minutes of test time.

Check that you have the package that contains the Year 3 and Year 5 task. The writing stimulus page will have YEAR THREE AND YEAR FIVE clearly marked in white font on the black banner in the top left-hand corner.

UNDER NO CIRCUMSTANCES SHOULD STUDENT RESPONSES BE COPIED OR TRANSCRIBED, EITHER DURING OR AFTER THE TEST.

Materials required

The student should have	The test administrator should have
✓ a Year 3 writing test book ✓ the coloured, single page YEAR THREE AND YEAR FIVE writing stimulus page ✓ a sheet of blank paper for planning ✓ 2B or HB pencils ✓ an eraser ✓ a sharpener.	✓ this test supervisor manual ✓ spare pencils, erasers, sharpeners ✓ a watch or clock for timing the test ✓ a board to display the time sequence

15.3 The Year 3 writing test supervisor script

READ ALOUD

Today you will complete the writing test. Check that you have:

*   your Year 3 writing test book,

*   the writing stimulus page, and

*   a piece of blank paper on your desk.

On your writing stimulus page, look at the black banner in the top left-hand corner. Put your finger on the words that say YEAR THREE AND YEAR FIVE. Tell me if you cannot find these words.

Now check that you have a 2B or HB pencil, a sharpener and an eraser on your desk. Do not open your test book until I tell you.

Allow the student time to check they have the appropriate materials.

READ ALOUD

Look at the front of your test book. Check that your details are printed on it.

Check that the student's name and DOB is on the front of the test book.

READ ALOUD

Now write your first name and last name in the space provided. Use capital letters.

Show the student where to write their name and allow them time to do so.

READ ALOUD

Put your pencil down now and listen carefully while we look at the writing stimulus page together.

Make sure both you and the student can see the YEAR THREE AND YEAR FIVE writing stimulus page.

READ ALOUD

You need to write about the topic or idea on the stimulus page.

The stimulus page also tells you what kind of text to write.

I will read the page for you. Follow the words while I read it to you.

Point to the information you are going to read. Read **everything** on the writing stimulus page, from top to bottom, to the student.

You must only read the words on the stimulus page.

As test supervisor, you must not:

✗ brainstorm with the student

✗ allow the student to discuss the topic or idea

✗ give the student ideas or pre-developed plans

✗ discuss any pictures that may be on the stimulus page

✗ write anything on the board other than the time sequence

✗ plan for the student.

When you have finished reading the stimulus page, READ ALOUD

In this test you have 40 minutes to complete your writing. You can use 5 minutes to plan your work, 30 minutes to write, and then another 5 minutes to edit your work. Or you can use the time in the way that suits you best.

Make sure the student has their planning page.

READ ALOUD

You can use your planning page to draw a diagram or write down your main ideas. Or you might like to plan by just thinking about what you will write.

Choose the kind of planning that helps you to organise your ideas.

Use the dot points on the writing stimulus page to help you.

Remember, the stimulus page may have words or pictures to help you think of ideas for the topic. You do not have to use all or any of these ideas. You may use your own ideas, as long as you write about the topic on the page.

The planning page will not be marked but I will collect it.

Open your writing book to page 2. This is where you will start your writing. You have 3 pages to write on, but you do not have to use them all. You cannot be given any extra pages to write on.

You have 40 minutes to write on the topic. I will tell you when the 5 minutes of suggested planning time has ended, when you have 10 minutes left to finish your test, and then when you have 5 minutes left to edit your work.

After 5 minutes, READ ALOUD

5 minutes have now passed. If you haven't already done so, you should move on from planning to writing your text in the test booklet.

Supervise the student to make sure they have begun their writing.

Check that they have started on page 2 of the test book. Quietly speak to them if they have not started.

Refer them to the stimulus page for ideas but **do not help them with ideas for their text, or how to develop or structure their text**.

Do not provide extra paper to the student. It will not be marked. Only the 3 pages of writing in the test book will be marked.

Make sure students are writing with an appropriate pen or pencil. They must not use correction fluid/tape, felt pens or coloured pencils as these will affect the scanning of the test books.

Mark off the time intervals on the board.

If the student finishes early, suggest they reread and edit their writing. If the student has completed their editing, and is sure they are finished, you may finish the test and collect their test book.

After 30 minutes, READ ALOUD

You have 10 minutes of test time left. Try to spend the next 5 minutes finishing your writing, so that you have 5 minutes left to edit your work.

If you have already finished, use this time to start checking it.

After 35 minutes, READ ALOUD

Your writing time is now finished. You have 5 minutes to check and edit your work.

Check your writing by reading it carefully. You can edit your work by adding or changing words or sentences and correcting any spelling or punctuation mistakes. However, you don't have time to make big changes.

You can also use this time to complete your writing if you need to, but you will not be allowed any extra time for editing. When you have finished, close your test book and I will collect it.

Supervise the student to make sure they are editing and completing their text. Students may use the editing time to complete their writing; however, if they do this, they must not be given any additional time for editing.

After 40 minutes, READ ALOUD

The writing test is now finished. Please put your pencil down and close your test book. Put your planning and stimulus page next to your test book.

15.4 After the writing test

Collect the test book, writing stimulus and planning page.

Return ALL test materials, used or unused, including the writing stimulus, as soon as possible after the test has been completed, as follows.

Group 1 students (enrolled in Home education):

Post test materials no later than Friday, 22 March 2024. Use Australia Post registered mail and retain the record of lodgement you receive from the post office. The materials are to be returned to:

Fujifilm Data Management Solutions
ATTN: DHAVAN GALA
9 Jackson St
Bassendean WA 6054

Group 2 students (enrolled in School of Isolated and Distance Education or in a School of the Air):

Return test materials as soon as possible after the completion of the Year 3 Writing test to your school in the manner advised by your test administrator or the school.

Group 3 students (enrolled in online learning programs at other schools):

Post test materials as soon as possible after the completion of the Year 3 Writing test and no later than Monday, 18 March 2024. Use Australia Post registered mail and retain the record of lodgement you receive from the post office. The materials are to be returned to:

Fujifilm Data Management Solutions
ATTN: DHAVAN GALA
9 Jackson St
Bassendean WA 6054

TSM01