NAPLAN ONLINE UPDATE 2 – February 2019

Refresher training for Principals and NAPLAN Coordinators	Since the School 2018 there have been a number of changes made to the appearance and functionality of the online national assessment platform. In addition to these changes there are processes that are required for NAPLAN online 2019 that were not covered in the SRT or are different from NAPLAN online 2018. It is important for all Principals and NAPLAN coordinators view the 2 refresher training videos. Video 1, *Preparation for NAPLAN Online* was released with Update 1 and can still be viewed at any time. A second video*, NAPLAN Online Platform Refresher Training* (31 minutes) provides an overview of the platform and training related tasks you will be required to carry out in the lead-up to NAPLAN. Both can viewed using the link https://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan-online/publications/_recache
Training Environment	The NAPLAN Online training environment is available for all schools. Your username, password and instructions can be obtained from • DoE schools - Connect Community https://connect.det.wa.edu.au/group/staff/ui/community/summary?coisp=DomainCommunity:796365454# • CEWA schools - Teams Office 365 • ASIWA Schools - https://aiswa-my.sharepoint.com/:f:/g/personal/pfarmer_ais_wa_edu_au/ErPWZW20h1dJsvIHMHbnS5wBi5rsvNJxRH_lwu704rXorA?e=X21ZEq The training environment enables you to familiarise yourself with the platform, train your test administrators and access all of the resources on the https://www.assessform.edu.au website.
Delivery of pre-test materials	The *NAPLAN Online Handbook for principals, Information for parents and carers* pamphlets, *Test administration handbooks* and a letter containing your *NAPLAN 2019 Student Registration and Participation Website* (Pearson) school password is being delivered to schools. If you have not received materials by 26 February please contact the Pearson helpdesk on 1800 665 627 to request your password and tracking information.
Paper back-up tests and Registration Website	In the event that a school needs to revert to paper tests in 2019, paper tests will be provided to all online schools as backup tests. School may not use these tests without explicit direction from the Test Administration Authority – SCSA.
Registration Website access	To enable all paper test books to be overprinted with student details you are required to go to the Pearson registration and participation website (www.pearsononline.com.au) **between 26 February and 8 March 2019**. You will need to:

	• agree to the compliance statement • update your school contact details if necessary • check the accuracy of your student lists. This website is also where you will: • manage Year 3 Writing participation • access forms for exemptions, withdrawals and disability adjustments that need approval, for students in all year levels • see when applications have been approved. Any exemptions, withdrawals and adjustments for disability approved prior to the National Assessment Platform opening for schools will be registered on the platform by SCSA staff. Your username for the Pearson Registration Website is your WA school code. Your password was will be provided with the pre-test material.
Delivery of paper test materials	Paper back-up tests, which will include a set of separated Year 3 Writing booklets and prompts packed at the top of box 1, will be delivered to schools in the first week of Term 2, and must be securely stored until the end of the test security period, 31 May 2019.
Applications alternative test formats	In addition to ordering braille papers, please make sure that you have ordered large print, black and white print or electronic tests, for any students who would require them if back-up paper tests were needed. Alternative format test orders are required by **20 February 2019**. If you are unsure if a student with disability can access the online tests, all accessibility features can be seen on the ACARA public demonstration site: http://www.nap.edu.au/online-assessment/public-demonstration-site. If, after consultation with specialist visiting teachers, it is determined that a student cannot adequately access the online tests, alternative format paper tests may be needed. It is important that SCSA is notified about all instances of intended paper tests use.
Exemption and withdrawal applications	The processes for exemption and withdrawal for online schools is a little different from 2018. • Please use the forms from the Pearson website, follow the return instructions on the form, and check the website to see that approval has been given. • Once approved, SCSA will enter the appropriate participation status into the platform. • You will be contacted is there are any queries about the application.
Applications for adjustments for disability	For the online tests approval is required for the following adjustments: • scribe for Writing • assistive technology • colour contrast modification • extra time – double total test time Both colour contrast modification and assistive technology require the students doing the assessment without the lockdown browser.

	All other adjustments will be at the discretion of the school and based on diagnosis and usual practice, as per the *National Protocols for Test Administration*. Please refer to the ACARA website for further information: http://www.nap.edu.au/naplan/school-support/adjustments-for-students-with-disability More information to assist schools to determine which Disability Access Codes (DACs) are suitable for their students will be provided in the next update. Please follow the same procedure for the submission and approval of applications for adjustments for disability as described above for withdrawals and exemptions.
Scheduling and Catch-up sessions	A reminder that the order in which you schedule the tests is different to paper testing. Conventions of language is no longer the first test. For NAPLAN Online the writing test must be scheduled to be completed by all class groups within the first two days. Year 3 students *must* sit the paper writing test on the morning of Tuesday 14 May. Refer to pages 22 and 23 of the *Handbook for principals – NAPLAN Online 2019* for more detailed information. https://k10outline.scsa.wa.edu.au/media/documents/testing/Handbook-for-principals-NAPLAN-2019.PDF The school community must be aware of the school's planned testing schedule and opportunities for catch-up sessions in advance. If your school is not able to provide catch-up sessions for the full nine days, this should be communicated as soon as possible. To assist with planning a scheduling a tool is available on the platform. The use of this tool is optional. https://administration.assessform.edu.au/trt/capacity/index An instructional video demonstrating the use of this tool, *Technical Readiness Tools - Capacity Planning* is available in the Resources tab. Department of Education schools please note that the speed check embedded in this tool is blocked and that all schools have High density WAPs.
Locked down browser	It is essential that you have the latest versions of the locked down browser on your devices to access the 2018 NAPLAN tests. **All** locked down browsers are now available from assessform.edu.au/layouts/Technology/LockedDownBrowser The document *Device issues - advice for schools* contains information on known issues by device type. The document was last updated 2 February 2018. Schools using iPads should follow the instructions on *Preparing iPads* carefully. assessform.edu.au/Layouts/Technology/preparingipads (login required, no hyperlink)
Writing marking	Applications for appointment as a NAPLAN Writing marker must be submitted by Friday 28 March. Please note that applications can only be made online at the web page below https://www.scsa.wa.edu.au/about-us/employment The marking centre will be in Perth (Ascot). Experienced NAPLAN markers may have the opportunity to mark at home.

Changes to some test times for NAPLAN 2019	There are changes to test times for some tests for NAPLAN online 2019:
	Year 3 and Year 5 Conventions of Language tests – will be 45 minutes in 2019. This 5 minute increase in test time brings the time for the Year 3 and Year 5 tests in line with the time allowed for Year 7 and Year 9 tests. The time has increased for both the paper and online tests, which have the same number of questions.
	Year 7 and 9 Numeracy tests – will be 65 minutes in 2019. This 5 minute increase is in response to feedback that some students needed a little more time for these tests in 2018 and brings the total time for the numeracy tests to 65 minutes, aligning with the time allowed for the Year 7 and Year 9 reading tests. The time has increased for both paper and online tests, which each have 40 Calculator Allowed questions and 8 Non-Calculator questions.
	Please consider the time increases when planning your test administration sessions.

Year	Writing	Reading	Conventions of Language	Numeracy
	Test time (min)	Test time (min)	Test time (min)	Test time (min)
3	40 (paper test)	45	**45**	45
5	42	50	**45**	50
7	42	65	45	**65**
9	42	65	45	**65**
Tests with changed times in 2019 shown in bold.				

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