

PART B: NAPLAN SCHEDULE

PREPARATION	KEY DATES
Student test booklets printed and personalised with student names using information entered in the Pearson website in Term 4, 2022.	January 2023
<p>Principal identities NAPLAN coordinator/s and test administration staff</p> <p>The nominated NAPLAN coordinator/s:</p> <ul style="list-style-type: none"> • must occupy a position of suitable responsibility and have a clear understanding of the role of the management of NAPLAN in the school • should not be a classroom teacher of any class sitting the tests, except where the size of the school precludes this. 	By Wed 1 Feb
<p>Update school contact details in SIRS</p> <p>Update the principal and NAPLAN Contacts in SIRS (Providers: Provider Search/Provider Members tab). See section 2 of the <i>Data Procedures Manual</i> or phone Robyn Whisson, SIRS Coordinator on 9273 6367 for assistance.</p>	By Wed 1 Feb
<p>Register students in SIRS - initial</p> <p>Upload initial Student Registration and Demographic (SRGDG) file of students in Years 3 to 9 inclusive for transfer to the NAPLAN platform. See section 4 of the <i>Data Procedures Manual</i> or Section 3 of the <i>Primary Student Registration Procedures</i>. https://www.scsa.wa.edu.au/publications Contact Dataservices@scsa.wa.edu.au or phone 9273 6344 for further assistance.</p>	By Thurs 9 Feb
<p>Register students in SIRS - final</p> <p>Upload final SRGDG file of students in Years 3 to 9 inclusive.</p>	Fri 24 Feb
<p>Pre test mailout arrives in schools</p> <p>Check daily for delivery of pre-test materials. Packages contain:</p> <ul style="list-style-type: none"> • information letter for principals • <i>Handbook for principal and coordinators 2023</i> • Parent/carer Information leaflets • Letter containing your 2023 password to the Pearson (www.pearsononline.com.au/WA). (Username is the school code.) <p>If these materials have not been received by Thursday, 9 February, call the NAPLAN helpdesk for the tracking number and check at the local PO. If the materials are not awaiting collection, phone the Pearson Helpdesk on 1800 665 627.</p>	Mon 23 Jan – Thurs 9 Feb
<p>Alternative test format applications due by Wednesday, 8 February</p> <p>Identify students who qualify for alternative test formats (braille, large print, electronic pdf format and black & white masters). Download form from http://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan Submit to SCSA by Wednesday, 8 February.</p>	By Wed 8 Feb
<p>Writing Marking applications due by Monday, 6 February</p> <p>Advise staff that NAPLAN writing marker applications must be completed online on the <i>School Curriculum and Standards Authority</i> website. Go to k10outline.scsa.wa.edu.au/home/assessment/testing/naplan/markers for more information and link to application form. The final date for submission of applications is Monday, 6 February.</p>	Dec 2022 – Mon 6 Feb

PREPARATION	KEY DATES
<p>On receipt of the pre-test materials, carry out the following tasks</p> <ul style="list-style-type: none"> • Read the <i>NAPLAN Handbook for principals and coordinators 2023</i> which outlines protocols, responsibilities and procedures. Principals must formally acknowledge their responsibilities through the <i>Pearson Student registration and participation</i> website (www.pearsononline.com.au) when it opens on Monday, 30 January. • Secure the letter containing your 2023 password for the Pearson website. Your username is your school code. These will be needed until NAPLAN reporting is completed in Term 3. • Distribute the <i>NAPLAN Handbook for principals and coordinators 2023</i> to NAPLAN coordinator/s. Soft copies are available on the SCSA website at k10outline.scsa.wa.edu.au/home/assessment/testing/naplan • Further hard copies are available from Pearson. Phone 1800 665 627. 	<p>By Wed 8 Feb</p>
<p>Informing staff Inform all staff of the NAPLAN testing period and discuss preparation and implementation.</p>	<p>From Mon 30 Jan</p>
<p>Informing parents/carers Inform parents/carers about NAPLAN participation through school newsletter. Distribute parent brochure to parents/carers when these arrive with the pre-test materials.</p>	<p>By Thurs 9 Feb</p>
<p>Exemption forms are due Friday, 3 March Identify students who qualify exemption and liaise with parents/carers of these students. Download exemption forms from http://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan Parent/carer consent is required for exemption and the form must be signed by both the principal and the parent/carer. Schools will be contacted by SCSA NAPLAN team if there is a query with the form. Otherwise, schools should assume the exemption is approved. Approval can be checked on the Pearson Website.</p>	<p>By Fri 3 Mar</p>
<p>Adjustments for disability forms due Friday, 3 March Identify students who qualify for adjustments for disability requiring TAA approval and liaise with parents/carers of these students. See section 6 of the Handbook for principals and NAPLAN coordinators.</p> <ul style="list-style-type: none"> • TAA approval is needed for use of a writing test scribe and use of a computer • TAA approval is NOT needed for extra time, rest breaks, and use of a support person. <p>Download forms from http://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan Schools will be contacted by SCSA NAPLAN team if there is a query with the form. Otherwise, schools should assume the adjustment is approved. Approval can be checked on the Pearson Website.</p>	<p>By Fri 3 March</p>
<p>Withdrawal forms are due by Wednesday, 8 March Download withdrawal forms from http://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan Student Withdrawal must be initiated by the Parent/carer. The form must be signed by both the principal and the parent/carer. Schools will be contacted by the SCSA NAPLAN team if there is a query with the form. Otherwise, schools should assume the withdrawal is approved. Approval can be checked on the Pearson Website.</p>	<p>By Wed 8 Mar</p>

PREPARATION	KEY DATES
<p>Pearson Participation website (www.pearsononline.com.au)</p> <p>The Pearson Participation website opens Monday, 30 January and closes Friday 24 March.</p> <p>Use the website to:</p> <ul style="list-style-type: none"> • Complete statement of compliance (step 2) - acknowledge this handbook has been read by the principal, as required in section 3.3.3. of the handbook. • Verify or amend student details <ul style="list-style-type: none"> ▪ make corrections to student details as necessary ▪ add any new students • Check approval of exemptions, adjustments for students with disability and/or withdrawals • Print the updated <i>Test participation and summary report</i> 	<p>Mon 30 Jan – Fri 24 Mar</p>
RECEIPT OF TEST MATERIALS	KEY DATES
<p>Check daily</p> <ul style="list-style-type: none"> • Check daily for delivery of materials. • Organise the secure storage of the test materials. 	<p>Mon 20 Feb - Tues 7 Mar</p>
<p>Prepare for receipt of test materials</p> <p>Prepare for receipt of NAPLAN test materials from Australia Post from Monday, 20 February to Tuesday, 7 March. Advise all staff that anyone collecting or taking receipt of materials must:</p> <ul style="list-style-type: none"> • sign for them legibly • notify the NAPLAN coordinator and principal immediately. <p>The principal or NAPLAN coordinator must organise the secure storage of the test materials.</p> <p>Country and remote schools: plan to collect materials from the nearest Australia Post office or depot as per normal mail routines.</p> <p>If materials have not arrived by Tuesday, 7 March report by phoning 1800 665 627.</p>	<p>Mon 20 Feb - Tues 7 Mar</p>
<p>Test materials arrive in school</p> <p>On receipt of NAPLAN test materials, open package or boxes.</p> <p>Retain boxes for return of completed test books.</p> <p>DO NOT OPEN TAMPER-EVIDENT PACKS.</p> <p>Check contents against Step 4 <i>Receipt of NAPLAN materials</i> on the Pearson website (www.pearsononline.com.au) and the <i>Test participation and summary report</i>.</p> <p>Ensure that the test materials received include:</p> <ul style="list-style-type: none"> • eParcel labels with unique Australia Post Article ID numbers for return of materials • copies of the <i>Test administration handbook</i> for relevant year levels • test books for each day, pre-printed with student details (if provided in Term 4) on the front cover • a reading magazine for each student • a writing stimulus page for each student • enough extra sets of test materials (these books are not pre-printed with student details) • special return envelope for other alternative format tests, e.g. large print, where a student has used a computer for writing, etc.) <p>Store the test materials securely.</p> <p>If any materials are missing, contact 1800 665 627 immediately.</p> <p>If the materials have not been received by Tuesday, 7 March call the NAPLAN helpdesk for the tracking number and check at the local PO. If the materials are not awaiting collection, report by phoning 1800 665 627.</p>	<p>Mon 20 Feb - Tues 7 Mar</p>

RECEIPT OF TEST MATERIALS	KEY DATES
<p>Acknowledge receipt of test materials on the Pearson website Go to the Pearson website by Tuesday, 7 March to confirm receipt of materials and check that there are enough writing booklets. If any materials are missing, contact the Pearson help desk on 1800 665 627.</p>	Mon 20 Feb - Tues 7 Mar
<p>Late materials If packages have not arrived at the school by Tuesday 7 March, contact the Pearson help desk on 1800 665 627.</p>	Tues 7 Mar
<p>Request additional materials If there are insufficient test materials, go to the Pearson website and request additional materials by Wednesday, March 8.</p>	Wed 8 Mar
<p>If any additional orders of test materials have not arrived by Monday, 13 March, report by phoning 1800 665 627. Contact SCSA on 9442 9442 for advice.</p>	Mon 13 Mar
<p>Special Print test papers (Braille, large print) dispatched to schools on Wednesday, 1 March Please contact the NAPLAN Helpdesk on 9442 9442 if you have not received any expected papers by Friday, 10 March.</p>	Fri 10 Mar
PREPARING FOR TEST DELIVERY	KEY DATES
<p>Brief test administrators and support persons Brief all test administrators and support persons emphasising the following points (see section 8 of this handbook):</p> <ul style="list-style-type: none"> • The <i>Test administration handbook</i> must be read carefully and followed exactly. • Incidents such as late arrival, illness, disruptions, refusal or abandonment must be recorded. • Test books with missing or disordered pages should be replaced with spare books. • The <i>Test participation and summary report</i> must be accurately completed. • Copying or transcribing partly or wholly completed test books is prohibited. • Students must be allocated a test book, with their name and details either pre-printed on the front cover or written in clear capital letters by a teacher prior to the test. Students must not write their own details on the front cover during a test session. . • Care must be taken with 'flip' books (language conventions/writing; Years 7 and 9 Numeracy Calculator/Non-calculator). • Rules for adjustments for students with disability must be followed (see section 6 of this handbook). • Visiting or hosted students should be provided with blank (unnamed) test books (see section 5.8 of this handbook). <p>Distribute <i>Test administration handbook</i> and <i>Test participation and summary report</i> to test administrators. Advise test administrators of students who are exempt, withdrawn, visiting or need adjustments for disability.</p>	Mon 13 Mar – Tues 14 Mar
<p>Materials</p> <ul style="list-style-type: none"> • Ensure that all Years 7 and 9 students have access to a calculator for the calculator-allowed part of the numeracy test. • Ensure there are enough 2B pencils, erasers and blank paper available. 	Mon 13 Mar – Tues 14 Mar
<p>Prepare rooms Advise teachers to prepare rooms for test conditions, including removal of charts and printed material.</p>	Tues 14 Mar
<p>Sort and collate test materials for distribution to classes. Return to secure storage until the testing day.</p>	Tues 14 Mar

PREPARING FOR TEST DELIVERY	KEY DATES
<p>Apply for adjustments for students with an injury or temporary disability Download application form at: http://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan NOTE: a scribe may not be used for the Writing test (see section 6.12 of this handbook). Schools will be contacted by SCSA NAPLAN team if there is a query with the form. Otherwise, schools should assume the adjustment is approved.</p>	Tues 14 Mar - Mon 20 Mar
<p>NAPLAN testing window Administer tests. See section 8.5 of this handbook for schedule. NOTE: <i>students should not write their own details on test books that are not pre-printed. They should only write their name in the space 'To be completed by student'.</i></p>	Wed 15 Mar - Mon 20 Mar
<p>Last day for Catch-up tests The last day for catch up tests is Monday, 20 March.</p>	Mon 20 Mar
AFTER THE TESTS	KEY DATES
<p>Collect test materials Collect all test materials (including all writing prompts, reading magazines and working out paper, sorted into separate piles) at the completion of each test session. Collect Test participation and summary reports from test administrators.</p>	Wed 15 Mar - Mon 20 Mar
<p>Complete student information Check that all student and school information is accurately completed on each test book. Make any necessary corrections in 2B pencil. Ensure each student's WASN is included.</p>	Wed 15 Mar - Mon 20 Mar
<p>Breaches Report any test breaches to the Test Administration Authority (SCSA) by telephoning 9442 9460.</p>	Wed 15 Mar - Mon 20 Mar
<p>Special test books (braille, electronic pdf tests and typed scripts) Carry out the instructions below:</p> <p>Braille</p> <ul style="list-style-type: none"> Collect all braille test materials. Do not transcribe any braille tests at the school. Pack them into the box in which they were delivered to the school and return when posting the regular tests. Ensure the provided eParcel label, printed with the return address, is visible on the box. Place it over the top of the original school address label. <p>Large print, electronic pdf tests and typed scripts Print out responses typed by students for each test.</p> <ul style="list-style-type: none"> For the writing test, trim pages to fit inside the writing space in the student's test book. Use clear sticky tape to stick the typed script into the test book. Do not use glue, staples or paper clips. Typed responses for all other tests should be stuck onto the first inside pages of the student's test book. <p>Put all large print, electronic pdf tests and other alternative formats in the special return envelope.</p> <ul style="list-style-type: none"> Place on top of the regular test materials in one of the return boxes. If the large print test papers do not fit into the box, send the special return envelope separately, at the same time as the regular tests, using a provided eParcel label printed with the return address. 	Mon 20 Mar

AFTER THE TESTS	END DATES
<p>Update Pearson participation website</p> <p>Use <i>Test participation and summary reports</i> to update the student participation status on the Pearson participation website. Adjust records as necessary to indicate the following:</p> <ul style="list-style-type: none"> • absent • left the school • exempt • withdrawn • adjustments for disability • abandonment <p>Add new students. Correct any other errors such as misspelt names. Retain the <i>Test participation and summary reports</i> for future reference. Do not return this with test books. Note: Do not add visiting or hosted students to the Pearson website.</p>	<p>Mon 20 Mar</p>
RETURN OF NAPLAN TEST MATERIALS	KEY DATES
<p>Collate and count the following for return:</p> <ul style="list-style-type: none"> • completed books • partly completed books • unused books, including books not overprinted with student details • books for exempted, withdrawn and absent students • Reading magazines <p>ALL TEST BOOKS and ALL READING MAGAZINES ARE TO BE RETURNED.</p> <p>Store all writing prompts and planning pages until after the end of the test security period securely. Please note: The <i>NAPLAN national protocols for test administration</i> and Part A of this Handbook state that no materials are to be released to parents/carers or the wider community at any time or by any means during or after test completion. All books must be returned.</p>	
<p>Enter <i>Returning test materials</i> details at Step 11 on the Pearson website. (www.pearsononline.com.au)</p>	
<p>Pack test books</p> <p>Pack test books into the boxes. You may not need all the boxes originally received. Ensure all braille, large print, electronic tests and other alternative formats (and any attached printouts) are included, as per instructions above.</p>	<p>Mon 20 Mar - Tues 21 Mar</p>
<p>Label return packages</p> <p>Attach one eParcel return label to each box over the top of original school address labels. You may not need all the labels supplied.</p> <p>Test materials should be returned with the eParcel labels which are printed with the return address. If eParcel labels are missing, contact 1800 665 627. Where no eParcel labels are available return the test materials to the address below:</p> <p>Sarah Blackwood Scanning and Logistics Manager Unit 4 100 Station Street Nunawading, VIC Australia 3131</p>	

RETURN OF NAPLAN TEST MATERIALS	KEY DATES
<p>Dispatch materials Dispatch required test materials to NAPLAN Processing Centre by Tuesday, 21 March using Australia Post. Please note it is essential materials are mailed back on time. Retain receipt from Australia Post.</p>	Mon 20 Mar - Tues 21 Mar
<p>Visiting or hosted student test books Return test books of visiting or hosted students:</p> <ul style="list-style-type: none"> to the TAA of their home state or territory for interstate students. to the WA TAA (SCSA) for WA students. <p>See section 12 of this handbook for details.</p>	Mon 20 Mar - Tues 21 Mar
<p>Confirm dispatch of materials on the Pearson website Go to www.pearsononline.com.au and indicate the number of boxes sent and specify which labels were used. Print the website page for your records.</p>	Mon 20 Mar - Tues 21 Mar
<p>Pearson website closes Friday, 24 March The Pearson Participation website closes Friday, 24 March</p>	Fri 24 Mar
<p>After the test security period: All retained test materials (planning pages, writing prompts) must be kept secure up to and including Friday, 31 March, when the test security period ends. All materials used by students during test sessions must then be securely destroyed.</p>	After Fri 31 Mar
MARKING AND REPORTING	KEY DATES
<p>Marking Marking of writing and short-response questions takes place in each state and territory by professional markers who are trained to mark the specific NAPLAN tasks.</p>	Late April (TBC)
<p>Analysis of data and preparation of reports takes place.</p>	June
<p>Final results Schools receive the following:</p> <ul style="list-style-type: none"> Hard copy individual student reports (ISRs) for distribution to parents and carers Information brochure for distribution to parents and carers <i>Administrator's guide to reporting handbook</i> <i>Writing test performance profile</i> <p>School data will be available electronically through the relevant sector's reporting system.</p>	TBC
<p>Electronic copies of ISRs and Writing scripts Authorised school staff access electronic copies of ISRs and Writing scripts via the Pearson website URL: https://www.pearsononline.com.au/wa/ Login details are the school code (user name) and the password received with the pre-test materials. The principal should ensure that the writing scripts and ISRs are stored securely, by saving to a secure computer on the school network for backup. Documents should be downloaded BEFORE Wednesday, 30 August 2023 when the website will close.</p>	Wed 30 Aug

MARKING AND REPORTING	KEY DATES
<p>Checking results</p> <ul style="list-style-type: none"> • Check all ISRs and data. • Distribute the ISRs to parents and carers within a week of receipt. • Request by email to naplan@scsa.wa.edu.au, clearly outlining the basis for the request: <ul style="list-style-type: none"> o replacement of missing reports o checking of results and re-marking 	From receipt of reports
Release of <i>2023 NAPLAN National report</i> .	TBC