

## PART B: Operational Instructions

### TERM 1 SCHEDULE AND CHECKLIST

TASK: NAPLAN PREPARATION	Key Dates	✓
<p>Check for delivery of pre-test materials: <i>NAPLAN Handbook for principals and NAPLAN coordinators 2022</i>, <i>Information for parents and carers</i> brochures and an information letter for principals. <b>If these materials have not been received by Thursday, 17 February please contact 1800 665 627.</b></p>		
<p><b>On receipt of the pre-test materials, carry out the following initial tasks:</b></p> <ul style="list-style-type: none"> <li>– Read the <i>NAPLAN Handbook for principals and NAPLAN coordinators 2022</i> which outlines protocols, responsibilities and procedures. [Principals must formally acknowledge their responsibilities in the NAPLAN process through the Pearson <i>Student registration and participation</i> website (<a href="http://www.pearsononline.com.au">www.pearsononline.com.au</a>) when it opens on <b>Tuesday, 22 February</b>.]</li> <li>– Secure the accompanying letter as it contains the password and help desk number for the Pearson website (information on the username is provided in NAPLAN 2022 Update 1). These will be needed until NAPLAN testing is finalised at the end of May.</li> <li>– Appoint a NAPLAN coordinator if this is the process being used in your school. The nominated NAPLAN coordinator:               <ul style="list-style-type: none"> <li>• must occupy a position of suitable responsibility and have a clear understanding of the role of the management of NAPLAN in the school</li> <li>• should not be a classroom teacher of any class sitting the tests, except in special circumstances where the size of the school precludes this.</li> </ul> </li> <li>– Provide the NAPLAN coordinator with all relevant materials, including this checklist.</li> </ul>	<p><b>Begin</b> <b>31 January</b></p>	
<p>Inform all staff of the NAPLAN testing period and discuss preparation and implementation.</p>		
<p>Advise staff that NAPLAN writing marker applications must be completed <b>online</b> on the <i>School Curriculum and Standards Authority</i> website. To apply, go to <a href="http://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan/markers">http://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan/markers</a>. The final date for submission of applications is <b>Friday, 1 April 2022</b>.</p>		
<p>Notify parents and carers of test dates and distribute <i>Information for parents and carers</i> brochure.</p>		
<p>Identify students who qualify for adjustments for disability or exemption.</p>		
<p>Liaise with parents and carers of students who qualify for adjustments for disability or exemption.</p>		
<p>Submit applications for alternative test formats: <b>braille, large print, electronic pdf format and black &amp; white masters</b>. Forms are downloadable at <a href="http://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan">http://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan</a>. The final date for submission of applications is <b>Thursday, 10 February</b>.</p>	<p><b>End</b> <b>10 February</b></p>	

TASK: NAPLAN PREPARATION	Key Dates	✓
<p>The Pearson <i>Student registration</i> website (<a href="http://www.pearsononline.com.au">www.pearsononline.com.au</a>) opens on <b>Tuesday, 22 February</b>.</p> <p>Student information has been uploaded by the sector authorities. Use this website to check student registration details and to download forms to apply for exemptions, withdrawals and disability adjustments. A User manual is on the website. For more assistance call the Pearson help desk on 1800 665 627.</p> <p>The registration stage of the website remains open until <b>Friday, 4 March</b>.</p> <p><b>NB: Test books will be pre-printed with student details for all students who are registered on this date, including those not withdrawn or exempted by 4 March.</b></p>		
<p>Acknowledge by ticking the relevant box on the Pearson website that <i>Part A</i> and <i>Part B</i> of this handbook have been read by the principal and NAPLAN coordinator, as required in section 3.3.3.</p>		
<p>Verify or amend student details on the Pearson <i>Student registration</i> website.</p> <ul style="list-style-type: none"> <li>– Add new students and check for accuracy and spelling of names, dates of birth and year levels.</li> <li>– Indicate participation status: participating, left school, exempt, withdrawn, deleted, and any adjustments for disability requiring TAA approval that have been applied for..</li> </ul>	<p><b>Begin 22 February</b></p>	
<p>On the Pearson <i>Student registration</i> website, allocate students into the groups or classes in which they will sit the tests. Test books will be packaged into these groups to assist with distribution of materials.</p> <ul style="list-style-type: none"> <li>– Each class may be assigned an identifier following its year level, e.g. 3.1, 3.2, 5.R, 5.J, 7 Blue, 7 Gold, 9 Health, 9 Music. These do not need to be sequential.</li> <li>– The class identifiers can be different for each test session or learning area.</li> <li>– If students are not allocated to classes, test materials will be supplied in alphabetical order for each year level.</li> <li>– Print the Test Participation and summary report if desired.</li> </ul>	<p><b>End 4 March</b></p>	
<p>Submit forms for exemption, adjustments for disability and withdrawal as soon as possible for processing. Go to the Pearson website (<a href="http://www.pearsononline.com.au">www.pearsononline.com.au</a>) for pre-populated forms or the <a href="http://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan">http://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan</a> for blank forms. The final submission date for exemption and adjustments for disability applications is <b>Friday, 8 April</b>, the last day of Term 1. Withdrawal forms must be signed by the principal and the parent/carer and be submitted by <b>Monday, 2 May</b>.</p>		
<p>The Pearson <i>Student registration</i> website closes on <b>Friday, 4 March</b>. The student data in the website on that date will be used to pre-print test books with student details. No further registration updates can be made until the website reopens for the participation stage on <b>Monday, 14 March</b>.</p>		
<p>Cut-off date: finalise student registration details for overprinting personalised test booklets. Books will be printed for all students NOT withdrawn or exempted.</p>	<p><b>4 March</b></p>	
<p>The Pearson <i>Student registration and participation</i> website (<a href="http://www.pearsononline.com.au">www.pearsononline.com.au</a>) reopens on <b>Monday, 14 March</b>.</p> <p>Go to the website to update student information. If required:</p> <ul style="list-style-type: none"> <li>– make corrections to student details as necessary</li> <li>– add any new students</li> <li>– check that approvals for exemptions, adjustments for students with disability and withdrawals have been confirmed</li> <li>– print the updated <i>Test participation and summary report</i></li> </ul>	<p><b>Begin 14 March</b></p>	
<p>Remind teachers that writing marker applications are due <b>Friday, 1 April</b>.</p>	<p><b>1 April</b></p>	

## TERM 2 SCHEDULE AND CHECKLIST

TASK: NAPLAN PREPARATION	Key Dates	✓
<p>Ensure all applications for <b>exemption and adjustments for disability</b> have been submitted no later than <b>Friday, 8 April</b>.</p> <p>Note: Approvals for exemption, adjustments for disability and withdrawal will be confirmed on the Pearson website after application forms have been received and processed.</p> <p>See section 5 of this handbook for information about student participation cohorts.</p> <ul style="list-style-type: none"> <li>– TAA approval is needed for use of a writing test scribe and use of a computer</li> <li>– Parent/carer consent is required for exemption and withdrawal and forms must be signed by both the principal and the parent/carer.</li> <li>– TAA approval is NOT needed for extra time, rest breaks, and use of a support person.</li> </ul>	<b>8 April</b>	
<p>Prepare for receipt of NAPLAN test materials from Australia Post from <b>Tuesday, 26 April to Monday, 2 May</b>. Advise all staff that anyone collecting or taking receipt of materials must:</p> <ul style="list-style-type: none"> <li>– sign for them legibly</li> <li>– notify the NAPLAN coordinator and principal immediately.</li> </ul> <p><b>Country and remote schools:</b> plan to collect materials from the nearest Australia Post office or depot as per normal mail routines.</p>	<b>26 April – 2 May</b>	
<p>Check daily for delivery of materials.</p>		
<p>Organise the secure storage of the test materials.</p>		
<p>Ensure all applications for <b>withdrawal</b> have been submitted by <b>Monday, 2 May</b>.</p>	<b>2 May</b>	
<p>On receipt of NAPLAN test materials, open boxes. <b>Retain boxes</b> for return of completed test books. <b>DO NOT OPEN TAMPER-EVIDENT PACKS.</b></p> <p>Check contents against Step 4 <i>Receipt of NAPLAN materials</i> on the Pearson website (<a href="http://www.pearsononline.com.au">www.pearsononline.com.au</a>) 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"> <li>– <b>eParcel</b> labels with unique Australia Post Article ID numbers for return of materials</li> <li>– copies of the Test administration handbook for relevant year levels</li> <li>– test books for each day, pre-printed with student details on the front cover</li> <li>– a reading magazine for each student</li> <li>– a writing stimulus page for each student</li> <li>– extra sets of test materials (these books are not pre-printed with student details)</li> <li>– special return envelope for alternative format tests.</li> </ul> <p><b>If any materials are missing, contact 1800 665 627 immediately.</b></p>	<b>26 April – 2 May</b>	
<p>Store the test materials securely on delivery.</p>		
<p><b>Acknowledge receipt of test materials and request additional supplies on the Pearson website: <a href="http://www.pearsononline.com.au">www.pearsononline.com.au</a> by Monday, 2 May.</b></p>	<b>2 May</b>	
<p><b>If materials have not arrived by Tuesday, 3 May report by phoning 1800 665 627.</b></p>	<b>3 May</b>	

TASK: NAPLAN PREPARATION	Key Dates	✓
<p>Brief all test administrators and support persons emphasising the following points (see section 8 of this handbook):</p> <ul style="list-style-type: none"> <li>– The <i>Test administration handbook</i> must be read carefully and followed exactly.</li> <li>– Incidents such as late arrival, illness, disruptions, refusal or abandonment must be recorded.</li> <li>– Test books with missing or disordered pages should be replaced with spare books.</li> <li>– The <i>Test participation and summary report</i> must be accurately completed.</li> <li>– Copying or transcribing partly or wholly completed test books is prohibited.</li> <li>– Students must be allocated their individual pre-printed book</li> <li>– Care must be taken with ‘flip’ books (language conventions/writing; Years 7 and 9 Calculator/ Non-calculator).</li> <li>– Rules for adjustments for students with disability must be followed (see section 6 of this handbook).</li> <li>– Visiting or hosted students should be provided with blank (unnamed) test books (see section 5.8 of this handbook).</li> </ul> <p>Distribute <i>Test administration handbook</i> and <i>Test participation and summary report</i> to test administrators.</p> <p>Advise test administrators of students who are exempt, withdrawn, visiting or need adjustments for disability.</p>	9 May	
<p>Ensure that all Years 7 and 9 students have access to a calculator for the <i>calculator-allowed</i> part of the numeracy test.</p>	9 May	
<p>Ensure there are enough 2B pencils, erasers and blank paper available.</p>	9 May	

## TEST WEEK SCHEDULE AND CHECKLIST

<b>TASK: NAPLAN DELIVERY</b>	<b>Key Dates</b>	<b>✓</b>
Advise teachers to prepare rooms for test conditions, including removal of charts and printed material.	<b>9 May</b>	
Sort and collate test materials for distribution to classes. Return to secure storage until the testing day.	<b>9 May</b>	
Apply for adjustments for students with an injury or temporary disability. Go to <a href="http://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan">http://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan</a> to download forms.	<b>9 – 13 May</b>	
<b>NAPLAN testing period.</b> Administer tests.	<b>10 – 12 May</b>	
Collect test materials (including all working out paper) at the completion of each test session. Collect <i>Test participation and summary reports</i> from test administrators.	<b>10 – 12 May</b>	
Check that student and school information on test books is accurately completed. Make any necessary corrections in 2B pencil. Store test materials securely after each test.	<b>10 – 12 May</b>	
Administer catch-up tests for individual students.	<b>10 – 13 May</b>	
Administer final catch-up tests for individual students.	<b>13 May</b>	
Report any test breaches to the Test Administration Authority (SCSA) by telephoning 9442 9460.	<b>10 – 13 May</b>	
Carry out the instructions below for <b>braille, electronic pdf tests</b> and <b>typed scripts</b> . <b>Braille</b> – Collect all braille test materials for return with the regular tests. <b>Do not transcribe any braille tests at the school.</b> <b>Electronic pdf tests and typed scripts</b> – Print out responses typed by students for each test. – For the writing test, trim pages to fit inside the writing space in the student’s pre-printed test book. – Use clear sticky tape to stick the printed 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 pre-printed book. Put all large print, electronic pdf tests and other alternative formats in the special return envelope. Place on top of the regular test materials in one of the return boxes.	<b>10 – 13 May</b>	
Use <i>Test participation and summary reports</i> to update the student participation status on the Pearson <i>participation</i> website. Adjust records as necessary to indicate the following: – absent – left – exempt – withdrawn – adjustments for disability. Add new students. Correct any other errors such as misspelt names. Retain the <i>Test participation and summary reports</i> for future reference. <b>Do not return this with test books.</b> <b>Note:</b> Do not add visiting or hosted students to the Pearson website.	<b>10 – 13 May</b>	

TASK: RETURN OF NAPLAN TEST MATERIALS	Key Dates	✓
<p>Count <b>all test books pre-printed with names</b> including:</p> <ul style="list-style-type: none"> <li>– completed books</li> <li>– partly completed books</li> <li>– unused books</li> <li>– books for exempted, withdrawn and absent students.</li> </ul> <p>Store any unused blank (unnamed) test books and stimulus materials securely.</p> <p><b>Please note:</b> 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.</p>	13 – 17 May	
<p>Enter <i>Returning test materials</i> details at Step 11 on the Pearson website. (<a href="http://www.pearsononline.com.au">www.pearsononline.com.au</a>)</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.</p>		
<p>Attach one <b>eParcel</b> return label to each box <b>over the top</b> of original school address labels. You may not need all the labels supplied. If <b>eParcel</b> labels are missing see page 39 to request replacement labels.</p>		
<p>Dispatch test materials to NAPLAN Processing Centre by <b>Tuesday, 17 May</b>. Please note it is essential materials are mailed back on time. Retain receipt from Australia Post.</p> <ul style="list-style-type: none"> <li>– Public schools (metropolitan and Mandurah): use Australia Post</li> <li>– Public schools (country): deposit with local Australia Post office or agency</li> <li>– Catholic schools: deposit with local Australia Post office or agency</li> <li>– Non-government independent schools: deposit with local Australia Post office or agency</li> </ul>	17 May	
<p>Return test books for visiting or hosted students:</p> <ul style="list-style-type: none"> <li>– to the TAA of their home state or territory for interstate students.</li> <li>– to the WA TAA (SCSA) for WA students.</li> </ul> <p>See section 12 of this handbook for details.</p>	17 May	
<p>Confirm dispatch of materials on the Pearson website (<a href="http://www.pearsononline.com.au">www.pearsononline.com.au</a>):</p> <ul style="list-style-type: none"> <li>– Indicate the number of boxes sent and specify which labels were used.</li> <li>– Print this page for your records.</li> </ul>	13 – 17 May	
<p>Access the Pearson website to sort students into groups for convenient issue of reports. If student report groups are not allocated, reports will be supplied in alphabetical order within each year level.</p> <p>Ensure that the name in which each student report is to be issued is correct.</p>	End 20 May	
<p>Pearson Participation website closes <b>Friday, 20 May</b>.</p>	20 May	
<p><b>All retained test materials must be kept secure up to and including Friday, 3 June</b>, when the test security period ends.</p> <p>Test materials may be used within the school AFTER 3 June, only in accordance with section 4.3.13 and 4.3.14 in this Handbook.</p>	3 June	

## POST-TEST PERIOD SCHEDULE AND CHECKLIST

TASK: MARKING AND REPORTING	Key Dates	✓
<p><b>Marking</b></p> <p>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>	<p><b>18 May to 11 June (TBC)</b></p>	
<p>Analysis of data and preparation of reports takes place.</p>	<p><b>May – August</b></p>	
<p>Schools will receive the following:</p> <ul style="list-style-type: none"> <li>– individual student reports (ISRs) for distribution to parents and carers</li> <li>– information brochure for parents and carers</li> <li>– <i>Administrator’s guide to reporting handbook</i></li> <li>– electronic copies of students’ writing scripts and PDFs of all ISRs</li> </ul> <p>The principal should ensure that the writing scripts and ISRs are stored securely, and saved to a secure computer for backup.</p> <p>School data will be available electronically through the relevant sector’s reporting system.</p>	<p><b>September</b></p>	
<p>Schools check all ISRs and data.</p>	<p><b>September</b></p>	
<p>Schools distribute the ISRs to parents and carers within a week of receipt.</p>	<p><b>September</b></p>	
<p>Request:</p> <ul style="list-style-type: none"> <li>– replacement of missing reports</li> <li>– checking of results and re-marking</li> </ul> <p>by email to <a href="mailto:naplan@scsa.wa.edu.au">naplan@scsa.wa.edu.au</a>, clearly outlining the basis for the request, by <b>Monday, 5 September</b>.</p>	<p><b>End of term 3 (23 September)</b></p>	
<p>Release of <i>2022 NAPLAN National report</i>.</p>	<p><b>December</b></p>	