2025 NAPLAN
Test supervisor manual
For home educators

Contents

1.   INTRODUCTION

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

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

1.   students enrolled in home education
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)
3.   students enrolled in online learning programs at other schools.

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

This manual guides parents/carers in supervising the NAPLAN writing, reading, conventions of language and numeracy tests for Years 3, 5, 7 and 9 students.

Together with the experience you have gained from successfully completing the practice test, this manual contains all the information and instructions you will need to participate in the 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, please contact your test administrator or the NAPLAN helpdesk.

Contact details for the NAPLAN helpdesk:

Phone: 9442 9442 or Email: naplan@scsa.wa.edu.au.

2.   MY TESTING SCHEDULE

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

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

1.   Writing
2.   Reading
3.   Conventions of language
4.   Numeracy.

For easy reference, enter the details of your test schedule here:

Test	Day	Date	Time
Writing			
Reading			
Conventions of language			
Numeracy			

3. RESOURCES

3.1 Supervisor training

Supervisor training resources will be provided by your test administrator.

3.2 Websites

Information, tools and resources needed to prepare student devices for NAPLAN can be found at www.assessform.edu.au.

General information relevant to home educators in Western Australia can be found at k10outline.scsa.wa.edu.au/home/assessment/testing/naplan/home-educators.

The public demonstration site can be found at nap.edu.au/online-assessment/public-demonstration-site or via the Locked Down Browser.

3.3 Student experience videos

It is highly recommended that parents/carers and students view the following videos:

- Student Experience - Joining a Test Session
- Student Experience - Test Player Functions

available at assessform.edu.au/resources/test-administrator.

4. ABOUT THE TESTS

4.1 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. The test supervisor must not provide 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 student/s 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 view the prompt in the test player and the timer starts as soon as the prompt is shown, so an extra 2 minutes of test time is included in the test.

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

- reading/listening to the prompt   2 minutes
- planning   5 minutes
- writing   30 minutes
- editing   5 minutes.

See section 11 for the Year 3 writing test supervisor script.

See section 12 for the Years 5, 7 and 9 writing test supervisor script.

Sealed Year 3 writing test materials will be sent to parents/carers the week before the tests. The package should be stored in a secure place and must not be opened until the test is due to begin.

If you have not received the Year 3 writing test package by Monday, 17 March 2025, please contact the NAPLAN helpdesk via phone: 9442 9442 or email: naplan@scsa.wa.edu.au.

4.2   About the reading test

The reading test assesses a student's ability to read, comprehend and respond to a variety of text types.

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 reflect the views and opinions of ACARA.

Reading test time allocations are controlled in the test player and are:

- Year 3   45 minutes
- Year 5   50 minutes
- Years 7 & 9   65 minutes.

See section 13 for the reading test supervisor script.

4.3   About the conventions of language test

The conventions of language test is made up of 2 sections, a spelling section followed by a grammar and punctuation section.

The test is to be conducted in one session. It assesses a student's ability to independently recognise and use correct Standard Australian English spelling, grammar and punctuation in written contexts. Reading questions aloud to a student during the conventions of language test is 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 a student clicks 'No, I want to check my answers', they will be able to review or change their spelling answers or revisit flagged questions. When a student clicks 'Yes, I want to start the next section', they will begin the grammar and punctuation section and will not be able to return to the spelling section.

All year levels have 45 minutes in total to complete the test. Students would be expected to use approximately 15 minutes on the spelling section and 30 minutes on the grammar and punctuation section.

See section 14 for the conventions of language test supervisor script.

4.4   About the numeracy test

The numeracy test assesses a student's 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 available in the test player for students who need to hear the questions read aloud. As a test supervisor, you may also read some parts of the questions to students. Reading any words, numbers or symbols embedded within text is permitted, but you must not read aloud any numbers or symbols that are not embedded within text. See section 6 of this manual for examples.

Students are not permitted to use a calculator in the Year 3 and Year 5 numeracy tests.

The Year 7 and Year 9 numeracy tests are made up of 2 sections. Part A is the non-calculator section and Part B is the calculator-allowed section. The test is to be conducted in one session. When students reach the end of the non-calculator 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. Students will not be able to return to the non-calculator section of the test once they have moved on to the calculator-allowed section.

A calculator is provided in the test player for students sitting the Year 7 and Year 9 tests. Students are not permitted to use their own calculators for any part of the test. The calculator will only be available to students in the test player after they have completed the non-calculator section of the test.

Numeracy test time allocations are controlled in the test player and are:

- Year 3   45 minutes
- Year 5   50 minutes
- Years 7 & 9   65 minutes.

See section 15 for the Years 3 and 5 numeracy test supervisor script and section 16 for the Years 7 and 9 numeracy test supervisor script.

5. PREPARING FOR THE TESTS

5.1 Before the test week

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

Prior to the test week, test supervisors should prepare by:

- reading this manual and ensuring you understand and are familiar with the test instructions and procedures
- accessing the websites listed in section 3 of this manual to ensure you are fully prepared to conduct the NAPLAN tests and students are familiar with the test platform
- ensuring students are familiar with the format and style of test questions by accessing the public demonstration site
- ensuring each student's workspace is set up for device use and internet access
- 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 5.4)
- being aware of test durations (see section 5.5)
- covering, reversing or removing any word lists, posters, displays or reading materials that may unfairly advantage students
- installing and testing the Locked Down Browser.

5.2 Adjustments for students with disabilities

Adjustments for students with disabilities are decided on a case-by-case basis. Adjustments are only granted where:

- a student has a diagnosed disability; and
- the adjustment is used on a regular basis in day-to-day assessments; and
- the adjustment is available on or compatible with the Locked Down Browser; and
- the adjustment does not provide an unfair advantage and will not compromise the student's ability to independently demonstrate the skills being assessed.

Section 6 of the *NAPLAN National protocols for test administration*, found at nap.edu.au/naplan/for-schools/national-protocols-for-test-administration, describes in detail the available adjustments for students with disabilities.

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

Any adjustments required for students with disabilities enrolled in the School of Isolated and Distance Education or in a School of the Air, 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.

Any adjustments required for students with disabilities enrolled in online learning programs at other schools will be managed by their school.

5.3   Available adjustments

Extra time
Where a student has been granted extra time, the appropriate amount of extra time will be added to the test time in the online NAPLAN test platform and be visible on the test player clock. If extra time has been granted for a student completing the Year 3 writing test, it is the responsibility of the test supervisor to accurately keep track of the test time.

Rest breaks
Where a student has been granted a rest break as a disability adjustment, 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 their device 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 disabilities will be presented with alternative test items designed to enable equitable participation in the test. These items assess the same knowledge requirements as standard test items. The alternative items will be assigned to the student's test by the test administrator prior to the day of the test and will be automatically available in the student's test.

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

5.4   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/s by email one hour before the scheduled test time ✓ a phone ✓ 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 or pencils

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
- ✘ 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
- ✘ rulers, protractors or mathematics templates
- ✘ calculators, except as provided in the Locked Down Browser.

5.5 Test sequence and duration

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

Test sequence	1st	2nd	3rd	4th
	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 around 10–15 minutes before the test session to deliver the login instructions and to allow students to settle in, see section 9.

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

6. SUPERVISING STUDENTS DURING THE TEST

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* is available at nap.edu.au/naplan/for-schools/national-protocols-for-test-administration.

6.1 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.

There are test administration scripts in this manual for each test.

Where there are differences between year levels, 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.

6.2 Appropriate behaviours during test supervision

When supervising the tests, the supervisor MUST:

✓ read out instructions exactly as written in the shaded test supervisor scripts

✓ actively monitor student conduct by regularly checking that they are not talking, collaborating or using any of the 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

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

✓ remind students how to access features of the test player, such as ruler, timer, magnification and audio player

✓ advise students to flag 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 tests and Year 7 and Year 9 numeracy tests), advise students to return to any unanswered questions before moving on to the next section – 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, examples or planning proformas

✗ 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.

The following table provides additional information for each test:

Test	You MAY:	You MUST NOT:
Writing	✓ remind students how to use the audio player (not applicable for the Year 3 paper writing test)	✗ discuss the writing task ✗ provide any content information, whether orally or in writing ✗ prompt students regarding the genre or writing task ✗ write or type for a student
Reading		✗ read anything from the reading stimulus texts ✗ read any test questions
Conventions of language	✓ remind students how to use the audio player ✓ advise students to check answers in the spelling section before they move to the grammar and punctuation section as they cannot go back	✗ read or sound out the spelling questions to the students ✗ read any test questions ✗ write any spelling words for students, on a board or elsewhere
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 unless they are italicised and relate to numeric value – see examples on the following page ✓ **Years 7 and 9**: advise students to check answers in the non-calculator section before moving to the calculator-allowed section as they cannot go back	✗ read numbers or symbols unless they are embedded within text – see examples below ✗ read italicised words that relate to numeric values ✗ 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 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 the text of the question. What number will make this number sentence true? 4.52 + 3.68 = [____] + 3.70
Example 2	The numbers 100 and 2 **may be** read out as they are embedded within the text of the question. The possible answers **must not** be read out. 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 may be** read out 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.
Example 4	The words *six hundred and eight* in this question **must not** be read aloud as they are italicised and relate to a numeric value. There are *six hundred and eight* students at Forest School. *Six hundred and eight* can also be written as ○ 608 ○ 68 ○ 6008 ○ 618 ○ 600

7. TIME MANAGEMENT ON TEST DAYS

Where SCSA is the test administrator for students enrolled in home education, test supervisors will be required to supervise students at the scheduled time slots of 9.00 am, 11.30 am and 2.00 pm on the days of the test week.

1 hour before the test	Test supervisors will receive an email from naplan@scsa.wa.edu.au containing the session and student codes. The test supervisor will check that students have the correct equipment for the test.
15 minutes before the test	The test supervisor will read the login script (section 9) to the students and the students will log in to the Locked Down Browser (LDB). The test supervisor will read the specific script to the student.
At the scheduled time	The test administrator will start the test.
15 minutes after the start time	No more students will be admitted to the test.
10 minutes prior to finish time	The on-screen clock will flash.
Once time has expired	Students click 'Yes' to finish, log out of the test, then click 'Yes' to confirm logout. The LDB can be closed.

8. LOGIN PROCESS

8.1 Test codes

To log in to each test, students will need a test session code and a student code. On the day each test is scheduled, the test supervisor will receive these codes one hour before the test's scheduled start time via email. Test supervisors for students enrolled in home education will receive one email per student from naplan@scsa.wa.edu.au.

The test session code is an 8-digit code (formatted xxx-xx-xxx) and can only be used for that session.

The student code is an 8-digit code (formatted xx-xx-xx-xx) and can only be used for that student to log in to that specific test.

To log in, students will:

1. Open the NAP browser.
2. Select 'NAPLAN 2025'.
3. Complete the audio check.
4. Select 'Start test'.
5. Enter the test session code.
6. Enter their student code.
7. Confirm that their details are correct.

9.   TEST SUPERVISOR SCRIPT – logging in to your test session

READ ALOUD

Today you will complete a NAPLAN test.

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 2025 icon on their device's desktop.

A screen like the following will appear:

READ ALOUD

Select 'NAPLAN 2025'.

The audio check screen will be presented.

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.
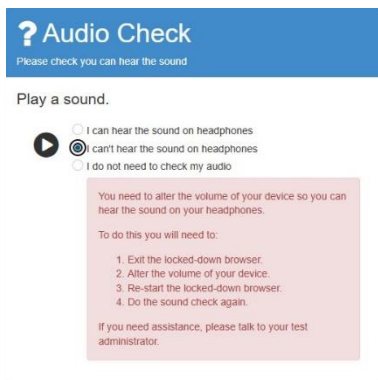
For the reading test, students should click 'I do not need to check my audio'.

READ ALOUD

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

The next screen will ask the student to enter the test session code.

READ ALOUD

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

The next screen will ask the student to enter their student code.

READ ALOUD

Type your student code into the boxes exactly as I have given it to you.

Then click 'Next' and wait for me to explain about the test.

A screen similar to the following will show the test name and year level of the test that 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.

READ ALOUD

Stop now.

Do not click 'Yes'.

Only check that the test name and your name are correct.

Wait and listen while I read to you about the test.

Now read the script that matches the test.

- Writing Year 3   <u>section 11</u>
- Writing Years 5, 7 and 9   <u>section 12</u>
- Reading   <u>section 13</u>
- Conventions of language   <u>section 14</u>
- Numeracy Years 3 and 5   <u>section 15</u>
- Numeracy Years 7 and 9   <u>section 16</u>

10. YEAR 3 WRITING INSTRUCTIONS

All Year 3 students participating in the NAPLAN writing test must hand write 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.

Please ensure you have read <u>section 6</u> of this manual and are familiar with the administration instructions before administering the Year 3 writing test.

Make note of the time allocations (see <u>section 5.5</u>)

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.

Prior to commencing the test, ensure you have all materials required 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's details, or non-personalised, in which case you will need to write the student's name (in capital letters), date of birth, and WA Student Number (WASN) on the front cover 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 a documented disruption during the test session).

You should allow 5–10 minutes for an introduction, 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 prompt page will have YEAR 3 AND YEAR 5 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 3 AND YEAR 5 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.

11. TEST SUPERVISOR SCRIPT – Writing Year 3 only

READ ALOUD

Today you will complete the writing test. Check that you have your writing test book and the writing prompt page, a 2B or HB pencil, a sharpener, an eraser and a sheet of blank paper on your desk.

On your writing prompt page, look at the black banner in the top left-hand corner. Put your finger on the words that say YEAR 3 AND YEAR 5. Raise your hand if you cannot find these words.

Do not open your test book until I tell you to.

READ ALOUD

Look at the front cover of your test book. Check that this is **your** test book and that **your** details on the front cover are correct.

Point to the "Student to complete" section on the test book.

Look at the box where it says Student to complete. Write your first name and last name in the box. Use **all** capital letters.

Give the student/s a copy of the YEAR 3 AND YEAR 5 writing prompt page.

READ ALOUD

You need to write about the topic or idea on the prompt page. The prompt 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 YEAR 3 AND YEAR 5 writing prompt page, from top to bottom, to the students.

You must only read the words on the prompt page.

DO NOT

- ✘ brainstorm with the student
- ✘ allow the student to discuss the topic or idea
- ✘ give the student ideas or pre-developed plans
- ✘ remind students of writing tasks or text structures completed prior to the test
- ✘ discuss any pictures that may be on the prompt page
- ✘ write anything on the board other than the time sequence
- ✘ plan for the student.

READ ALOUD

You have 40 minutes to complete this test.

You can use 5 minutes to plan your work, 30 minutes to write and then the last 5 minutes to edit your work. Or you can use the time in the way that suits you best.

You can use your blank sheet of paper to plan. You can draw a diagram to plan, or you can write down main ideas or key words. 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.

The prompt page has words and pictures to help you think about what to write. You may use your own ideas **as long as you write about the topic on the prompt**.

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

The planning page will not be marked, but it will be collected.

Are there any questions?

READ ALOUD

Open your writing test book to page 2.

This is where you 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.

I will mark off time on the board.

I will tell you when the 5 minutes suggested planning time has ended. I will also tell you when you have 10 minutes left to finish your test, and then when you have 5 minutes left to edit your work.

You may start now.

After 5 minutes, **READ ALOUD**

Five minutes planning time is over.

If you are still planning, you should start writing your text in your test book soon.

Supervise the student/s to make sure that they have begun writing.

Check that they have started on page 2 of the test book. If needed, refer the student/s to the writing prompt for ideas, but **do not help them with their ideas or their text**.

Do not provide extra paper or an extra writing book to students as these will not be marked. Only the 3 pages of writing in the test book will be marked.

Make sure that students are writing with a 2B or HB pencil. Students 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 re-read 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 left for this test. Try to complete your text in the next 5 minutes so that you have 5 minutes to check and edit your writing. If you have already finished, use this time to check your work.

After 35 minutes, **READ ALOUD**

You have 5 minutes left to finish the test. You can use this time to check and edit your work.

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

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 wait quietly.

Supervise the student/s 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 prompt pages next to your test book.

12. TEST SUPERVISOR SCRIPT – Writing for Years 5, 7 and 9 only

READ ALOUD

Today you will complete the writing test.

You can use headphones for this test to listen to the writing prompt. You can also read it on your screen. You can look at the writing prompt at any time during the test.

You can use the blank sheet of paper on your desk for planning. It will not be marked but it will be collected after the test.

If you have any *questions* about what to do, put your hand up and I will help you.

If you have any *problems*, like your device doesn't work or your test doesn't load, put your hand up and I will help you.

Pause if necessary to allow the student/s to ask questions.

READ ALOUD

You will have 42 minutes to complete your writing. This includes time for reading and listening to the prompt.

Read or listen to the writing prompt first. It is suggested that you use the next 5 minutes to plan. I will tell you when 5 minutes has ended.

You can use your blank sheet of paper or the writing pane on your device to plan. You can draw a diagram to plan, or you can write down your main ideas or key words. 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.

The writing prompt has words and pictures to help you think about what to write. However, you may use your own ideas **as long as you write about the topic on the prompt**.

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

The blank piece of paper for planning will not be marked, but it will be collected.

Anything you type into the writing pane of your device **will** be marked if left in the writing pane. **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 when you have 5 minutes left.

Once you have finished writing your text, you should check your work and then wait quietly.

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

Do not include your name in your writing response. The online system knows who you are from your login details.

Once you have finished your test, wait quietly.

The test will start at the scheduled time. Once the first question appears, **READ ALOUD**

You may start your test now. You must do your own work. You are not allowed to talk to other students.

Begin by reading or listening to the prompt, then start your planning. Planning can be done on your piece of paper or in the writing pane of your device.

Once you have read or listened to the writing prompt, select 'Start writing'. This will take you to the writing screen where you will complete your test.

Actively supervise the student/s 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.**

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

- ✗ take photos of or copy in any way the writing prompt or the student's writing
- ✗ brainstorm, plan or discuss any aspect of the prompt with students
- ✗ allow students to discuss the topic
- ✗ give students ideas or pre-developed plans
- ✗ write anything on the board other than the test session code

After 7 minutes, **READ ALOUD**

7 minutes have now passed.

If you haven't already done so, you should soon move on from planning to typing your text.

You must complete your test in the writing pane of the computer.

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

If a 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 students are 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.

Students who finish early should be encouraged to re-read and edit their writing. Students can access the 'Reopen test' button if they have closed their test and want to review 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', and submitted their test before the end of the allocated time, you may use your discretion to allow the student to exit the NAP browser.

With 10 minutes left in the test time, **READ ALOUD**

You have 10 minutes left for this test.

Try to complete your text in the next 5 minutes so that you have 5 minutes to check and edit your writing.

If you have already finished, use this time to check your work.

With 5 minutes left in the test time, **READ ALOUD**

You have 5 minutes left. You can use this time to check and edit your work.

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

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.

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

When you have finished, wait quietly.

At the end of the test time, **READ ALOUD**

Thank you everyone. The writing test is now finished.

If you have already selected the 'Finish' button, you should have a message confirming that your test 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 sheet of paper and your student session slip on your desk to be collected.

You should all now close the test browser.

Check that the student has exited the NAP Locked Down 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 planning page and login details securely.

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

READ ALOUD

Leave your sheet of paper and your student session slip on your desk to be collected.

You should now close the test browser.

13. TEST SUPERVISOR SCRIPT – Reading

READ ALOUD

Today you will complete the reading test.

You will not need headphones for this test.

You can use your blank sheet of paper to do your working out. It will not be marked but will be collected after the test.

If you have any *questions* about what to do, put your hand up and I will help you.

If you have any *problems*, like your device doesn't work or your test doesn't load, put your hand up and I will help you.

Pause if necessary to allow the student/s to ask questions.

READ ALOUD

<u>Year 3:</u> There are 39 questions in this test, and you have 45 minutes to complete them.

<u>Year 5:</u> There are 39 questions in this test, and you have 50 minutes to complete them.

<u>Years 7 and 9:</u> There are 48 questions in this test, and you have 65 minutes to complete them.

<u>All:</u> 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 starting 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.

Once you have finished your questions, you should check your answers and then wait quietly.

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

Once you have finished your test, wait quietly.

The test will start at the scheduled time. Once the first question appears, **READ ALOUD**

You may start the test now. You must do your own work. You are not allowed to talk to other students.

Actively supervise students to make sure they are on task.

Ensure that students are scrolling down where necessary to read the whole text. You should also monitor that students are answering questions in the correct way (for example, some questions may require students to move tiles or select multiple responses). If the student is having difficulty with a question type, you may explain how it works, ensuring that you do not provide any assistance with choosing 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', and submitted their test before the end of the allocated time, you may use your discretion to allow the student to exit the NAP browser.

With 5 minutes left in the test time, **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.

Once all the time has elapsed, **READ ALOUD**

Thank you everyone. The reading test is now finished.

If you have already selected the 'Finish' button, you should have a message confirming that your test 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 sheet of paper and your student session slip on your desk to be collected.

You should all now close the test browser.

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. TEST SUPERVISOR SCRIPT – Conventions of language

READ ALOUD

Today you will complete the conventions of language test. This test has 2 sections: spelling followed by grammar and punctuation.

You will need headphones for the spelling section only.

You can use your blank sheet of paper to do your working out. It will not be marked but will be collected after the test.

If you have any *questions* about what to do, put your hand up and I will help you.

If you have any *problems*, like your device doesn't work or your test doesn't load, put your hand up and I will help you.

Pause if necessary to allow the student to ask questions.

READ ALOUD

There are 52 questions in the test: 25 of them are spelling questions and 27 are grammar and punctuation questions. You have 45 minutes to complete them all. It is suggested you use about 15 minutes on the spelling section.

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

If you select '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 section of the test.

There is a timer in the top left-hand corner of your screen. The timer 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.

Once you have finished your questions, you should check your answers and then wait quietly.

If you select the 'Finish' button and there is still time left, you can select the 'Reopen test' button to go back into the grammar and punctuation section of the test.

Once you have finished your test, wait quietly.

The test will start at the scheduled time. Once the first question appears, **READ ALOUD**

You may start the test now. You must do your own work. You are not allowed to talk to other students.

Actively supervise students to make sure they are on task. Ensure that students are managing their time appropriately 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', and submitted their tests before the allocated time, you may use discretion to allow the student to exit the NAP browser.

After 15 minutes, **READ ALOUD**

15 minutes have now passed. You should be nearing the end of the spelling questions and be moving on to the grammar and punctuation questions. Once you go to the grammar and punctuation questions, you cannot go back to the spelling questions.

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.

Once all the time has elapsed, **READ ALOUD**

Thank you everyone. The conventions of language test is now finished.

If you have already selected the 'Finish' button, you should have a message confirming that your test 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 sheet of paper and your student session slip on your desk to be collected.

You should all now close the test browser.

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.

15.   TEST SUPERVISOR SCRIPT – Numeracy Years 3 and 5

READ ALOUD

Today you will complete the numeracy test.

You can use headphones for this test to listen to the worded part of the questions. The numbers and symbols will not be read unless they are part of the text in the question.

I cannot explain the questions.

You can use the blank sheet of paper to do your working out. It will not be marked but will be collected after the test.

You cannot use a calculator in this test.

If you have any *questions* about what to do, put your hand up and I will help you.

If you have any *problems*, like your device doesn't work or your test doesn't load, put your hand up and I will help you.

READ ALOUD

Year 3: There are 36 questions in the numeracy test, and you have 45 minutes to complete them.

Year 5: There are 42 questions in the numeracy test, and you have 50 minutes to complete them.

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 starting 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.

Once you have finished your questions, you should check your answers and then wait quietly.

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

Once you have finished your test, wait quietly.

The test will start at the scheduled time. When the first question appears **READ ALOUD**

You may start the test now. You must do your own work. You are not allowed to talk to other students.

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

If students ask you to read questions, you should encourage them to use the platform audio. However, you may read questions for them. **Ensure you are familiar with what may and may not be read to students.** Refer to section 6 of this manual 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', and submitted their test before the allocated time, you may use your discretion to allow the student to exit the NAP Locked Down Browser.

With 5 minutes left in the test, **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.

When test time has expired, **READ ALOUD**

Thank you everyone. The numeracy test is now finished.

If you have already selected the 'Finish' button, you should have a message confirming that your test 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 sheet of paper and your student session slip on your desk to be collected.

You should all now close the test browser.

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.

16. TEST SUPERVISOR SCRIPT – Numeracy Years 7 and 9

READ ALOUD

Today you will complete the numeracy test.

This test has 2 sections: a non-calculator section followed by a calculator-allowed section.

You can use headphones for this test to listen to the worded part of the questions. The numbers and symbols will not be read unless they are part of the text in the question.

I cannot explain the questions.

You can use the blank sheet of paper to do your working out. It will not be marked but will be collected after the 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 section of the test.

If you have any *questions* about what to do, put your hand up and I will help you.

If you have any *problems*, like your device doesn't work or your test doesn't load, put your hand up and I will help you.

READ ALOUD

There are 48 questions in the numeracy test, and you have 65 minutes to complete them.

You will begin this test with the non-calculator section. In this section there are 8 questions. At the end of the non-calculator section of the test, a message on your screen will ask if you are ready to start the next section. If you select 'No, I want to check my answers', you will be able to review or change your answers or revisit flagged questions.

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

The calculator-allowed section of the test is made up of 3 more 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.

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.

Once you have finished your questions, you should check your answers and then wait quietly.

If you select the 'Finish' button and there is still time left, you can select the 'Reopen test' button to go back into the calculator-allowed section of the test.

Once you have finished your test, wait quietly.

The test will start at the scheduled time. When the first question appears **READ ALOUD**

You may start the test now. You must do your own work. You are not allowed to talk to other students.

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

If students ask you to read questions, you should encourage them to use the platform audio. However, you may read questions for them. **Ensure you are familiar with what may and may not be read aloud to students.** Refer to <u>section 6</u> of this manual 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', and submitted their test before the allocated time, you may use your discretion to allow the student to exit the NAP browser.

With 5 minutes left in the test, **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.

When test time has expired, **READ ALOUD**

Thank you everyone. The numeracy test is now finished.

If you have already selected the 'Finish' button, you should have a message confirming that your test 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 sheet of paper and your student session slip on your desk to be collected.

You should all now close the test browser.

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.

17.   RETURNING PAPER WRITING TESTS

Collect the Year 3 Writing test book, writing stimulus and planning page.

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

Students enrolled in Home education

Post test materials no later than Friday, 21 March 2025. 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

Students enrolled in School of Isolated and Distance Education or 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.

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. 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