



2013  
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2013



# WAMSE

Western Australian Monitoring Standards in Education  
Handbook for principals

## PRINCIPAL'S CHECKLISTS

### BEFORE THE TEST WEEK

TERM	WEEK	DATES	TASK	CHECK
2	4	On receipt of handbook	Read this handbook noting the administrative procedures, timelines and the responsibilities of the principal and distribute <i>Information for teachers 2013</i> brochures	<input type="checkbox"/>
	5 – 6	3 – 14 June	Verify/amend school, student and class data on the <i>Student registration website 2013</i> . Pre-filled exemption and withdrawal forms can be downloaded from this website.	<input type="checkbox"/>
	7	21 June	Request Braille, large-print or black and white materials	<input type="checkbox"/>
3	1	By 26 July	Plan school test week timetable and locations for testing	<input type="checkbox"/>
			Notify parents of test dates and distribute <i>Information for parents</i> brochures	<input type="checkbox"/>
			Liaise with parents of students who require exemptions, withdrawals or special provisions	<input type="checkbox"/>
			Ensure that each student will have access to a 2B or HB pencil, an eraser and a ruler	<input type="checkbox"/>
			Plan arrangements for 'catch-up' test sessions	<input type="checkbox"/>
			Make preparations for receipt of test materials (or collection if required)	<input type="checkbox"/>
			Ensure all requests for exemptions and withdrawals are submitted	<input type="checkbox"/>
	2	By 1 August	Open boxes and check contents against the <i>Test materials checklist and request for additional materials</i> form	<input type="checkbox"/>
			Fax back the completed <i>Test materials checklist and request for additional materials</i> form	<input type="checkbox"/>
			If test materials have not been received, fax the <i>Non-receipt of assessment materials</i> form	<input type="checkbox"/>
		By 2 August	Print out <i>Test-session participation and summary report</i> (TPSR) from website	<input type="checkbox"/>
			Sort and collate test materials and TPSRs for distribution to classes and return to secure storage until the day of testing	<input type="checkbox"/>
Brief all test administrators and distribute <i>WAMSE Test administrators handbook</i>	<input type="checkbox"/>			
Confirm arrangements and advise test administrators of each student who requires special provisions, exemption or withdrawal	<input type="checkbox"/>			

### DURING THE TEST WEEK

TERM	WEEK	DATES	TASK	CHECK
3	3	5 – 9 August	Distribute test materials including TPSRs to test administrators on the day of testing	<input type="checkbox"/>
			At completion of each testing session collect, count and securely store test materials and collect completed TPSRs from test administrators	<input type="checkbox"/>
			Administer 'catch-up' tests for individual students	<input type="checkbox"/>
			Check completed test papers to ensure: <ul style="list-style-type: none"> <li>all information on front of test booklets has been provided, including class identifiers</li> <li>students have printed the same first and last name on each test book</li> </ul>	<input type="checkbox"/>

### AFTER THE TEST WEEK

TERM	WEEK	DATES	TASK	CHECK
3	4	By 12 August*	Count, package and dispatch test books, including those for exempt, withdrawn and absent students, into boxes, with completed <i>School tally sheet</i> (copied for school records) packed in the first test box. Label and return to WAMSE Processing Centre. Record "AP" article ID on <i>Student participation website</i> .	<input type="checkbox"/>
			Collect and account for unused books and materials and store securely until 16 August	<input type="checkbox"/>
		By 16 August	Record details of students' test participation status and confirmation of dispatch on the <i>Student participation website</i>	<input type="checkbox"/>
4	5 – 7	late November	Check student reports for inaccuracies Access school reports (available online)	<input type="checkbox"/>

\*some public metropolitan schools have until 13 August (depending on courier runs).

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## KEY TERMS AND WEBSITES

### KEY TERMS

Support person	may be either a teacher or a person engaged by the school (not a parent of the student or another student). A support person enables a student with a disability to access the test by shading bubbles indicated by the student or writing short responses or answers dictated by the student.
Test administrator	teachers, school staff members, support persons who are responsible for the delivery (administration) of the WAMSE tests to students
WAMSE coordinator	the principal or delegated representative who is given responsibility for the organisation of the WAMSE tests in schools
Test session	an allocated time period where students sit either Part A or Part B of the tests
Test week	the time period encompassing the week, 5-9 August 2013
Test security period	the time period starts as soon as the WAMSE test materials are received by a school (about Week 2, Term 3), and runs until the Friday in the week following the test period, 16 August 2013

### WEBSITES

#### **[www.pearsononline.com.au](http://www.pearsononline.com.au)**

The website opens for two separate periods:

Student registration website	<ul style="list-style-type: none"><li>• as the Student registration website, where student registration details are entered</li></ul>
Student participation website	<ul style="list-style-type: none"><li>• as the Student participation website, where student participation details are entered</li></ul>

Your school username (school code) and password is required to access the site in both periods.

#### **[www.scsa.wa.edu.au/internet/Years\\_K10/wamse](http://www.scsa.wa.edu.au/internet/Years_K10/wamse)**

WAMSE website	The website where publications relating to the test are located as well as forms requesting exemptions, withdrawals and Braille, large-print or black and white materials.
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## KEY DATES FOR WAMSE 2013

DATE/S	EVENT
May	Information about WAMSE marking published online.
3 to 14 June	<b>Online:</b> <i>Student registration website</i> is open.
21 June	<b>Online:</b> Last date for submission of WAMSE marker applications. (Visit the WAMSE website.)
21 June	Last date for submission of requests for Braille, large-print or black and white materials.
26 July	Last date for submission of requests for exemptions and withdrawals.
29 July	<b>Online:</b> <i>Student participation website</i> opens for printing of <i>Test-session participation and summary report</i> forms.
1 August	All test materials should have arrived by registered mail. (Fax back the completed <i>Test materials checklist and request for additional materials</i> form.) Last date for notification of failure to receive test materials.
5 to 9 August	<b>ADMINISTER TESTS</b>
12 August*	RETURN OF ASSESSMENT MATERIALS
16 August	<b>Online:</b> Last date for entering participation status of students and confirming dispatch of test materials on the <i>Student participation website</i> .
24 August – 6 September	Marking of WAMSE tests.
late November	WAMSE student reports distributed to schools for inclusion with second semester reports.

\*some metropolitan schools have until 13 August (depending on courier runs)

## INFORMATION ABOUT THE ASSESSMENTS

### OVERVIEW

The assessment of Years 5, 7 and 9 students' performances in Science and in Society and Environment provides a companion assessment program to the National Assessment Program - Literacy and Numeracy (NAPLAN). This assessment program, known as the Western Australian Monitoring Standards in Education (WAMSE), broadens the picture of students' academic performances.

### History

WAMSE was introduced in 2008 with Science assessed at Years 7 and 9, and Society and Environment at Year 9. (Science at Year 9 was run as a part of the MSE9 program from 2005 to 2007). In 2009, the WAMSE program expanded to include Year 5 Science and Year 7 Society and Environment. The addition of Year 5 Society and Environment in 2010 concluded the rollout of the WAMSE assessment.

### Purpose

The program assists schools to provide evidence of student achievement. Each assessment is comprised of a written test that has two parts. The content of the tests is based on the *Curriculum Framework* and, where appropriate, mapped to the *Australian Curriculum*. Thus the tests measure the skills, knowledge and understandings of the Science and Society and Environment learning areas that are common to all students in Western Australian schools.

### Responsibilities

It is important that the tests are conducted under standardised conditions in all schools to give a valid indication of how students are performing across Western Australia. While the principal is responsible for the overall security and confidentiality of all tests and test support materials, the role of all staff in promoting the WAMSE program to the school community is critical to its successful administration and the engagement of students with the tasks.

### Preparations for test week

Principals or their representatives (WAMSE coordinators) must ensure that WAMSE test administrators become familiar with all procedures. In addition to this handbook, *Test administrators handbooks* containing comprehensive information for the administration of each test will be sent to schools with the test materials. The relevant *Test administrators handbook* should be given to each of the test administrators as soon as possible after receipt as it contains critical information relating to the preparation and administration of the tests.

### NEW IN 2013

#### Australian Curriculum

Science questions are now mapped to the *Australian Curriculum*. History, Geography and inquiry skills questions have been mapped to the relevant Curriculum Framework outcomes as well as the *Australian Curriculum: History* and *Australian Curriculum: Geography*.

#### Reporting

Science will be reported against the *Australian Curriculum: Science* (it will continue to be reported against the *Curriculum Framework*). Investigations into the reporting of Society and Environment in terms of the *Australian Curriculum: History* will begin in 2013 (therefore, all Society and Environment questions will only be reported against the *Curriculum Framework* in 2013).

# 1. BEFORE THE TEST WEEK

## TERM 2

### 1.1 IDENTIFYING A WAMSE COORDINATOR

The principal has a critical leadership role in preparation of students and teachers for WAMSE and in the administration of the testing. The principal is also responsible for ensuring the integrity of the WAMSE test in their schools. Principals may delegate their responsibilities to representatives, except for the exemption and withdrawal of students. Exemptions and withdrawal forms must be signed by the principal.

The principal's representative must occupy a position of suitable responsibility in the school. Except in special circumstances, where the size of the school precludes this, any person acting as a representative of the principal should not be a classroom teacher of any class sitting the tests.

In this document, the term 'principal' will be used to refer to the principal or their delegated representative (otherwise known as the WAMSE coordinator).

The principal's checklist at the front of this handbook should be photocopied and used to assist in preparing for WAMSE.

The information that follows in this handbook details the administrative procedures expected of the principal.

### 1.2 REVIEWING AND EDITING THE STUDENT REGISTRATION WEBSITE

Address: [www.pearsononline.com.au](http://www.pearsononline.com.au)

A letter accompanying this book contains login details and the URL for the website. A user manual is available for download from the website.

The website will be open from **3 to 14 June**.

Principals should:

- **review and edit school contact details**
- **review and edit students' details**, including adding new students and deleting those who have left
- **allocate students into groups or classes** so that test booklets can be packed accordingly. This is useful if schools do not want booklets in alphabetic order for testing.

The screenshot shows the Pearson WAMSE Student Registration Website 2013 interface. The header includes the Pearson logo, 'ALWAYS LEARNING', and navigation links for Home, Contact us, Help, and Log Off. The date 15 March 2013 is displayed. The main content area features the Government of Western Australia School Curriculum and Standards Authority logo and the Department of Education logo. The page title is 'Student Registration Website 2013' for PRA School (School Code: 9997). A dropdown menu shows 'School: PRA School [9997]'. Below this, the page title is 'WAMSE Student Registration Website 2013 - Home'. A welcome message states: 'Welcome to the WAMSE Student Registration Website 2013. This website will enable schools to perform the administrative functions relating to the WAMSE tests for 2013 in a secure environment. The 'Next' button allows you to move to the next page.' A table shows the progress of tasks:

Steps	Tasks	Status
1.	<a href="#">Check school details</a>	Completed
2.	<a href="#">Statement of Compliance</a>	Completed
3.	<a href="#">A: Check student data</a> <a href="#">B: Organise students in to test groups for testing</a>	No of Registered Students = 3
4.	<a href="#">Confirm</a>	Incomplete

At the bottom, it says: 'You can return to this page by clicking on the 'Home' button.' and provides a link: [Click here for website user manual](#)

### 1.3 PREPARING FOR THE TESTS

The principal should:

- inform all staff of the testing period and relevant details and distribute the *Information for teachers* brochures
- discuss strategies for preparation and organisation of the WAMSE tests  
The following resources are available on the WAMSE website:
  - a) learning area PowerPoint presentations, providing an overview of the tests
  - b) 2012 tests papers, marking guides and correspondence tables
- identify any exemptions, withdrawals and/or learning adjustments that may be required.

### 1.4 IDENTIFYING STUDENT EXEMPTIONS

The principal, with the signed agreement of parents/caregivers, may only grant exemptions in the following circumstances:

- students with significant intellectual disability and/or those with significant co-existing conditions which severely limit their capacity to participate in the tests. Students in this category would typically be eligible for placement in an education support centre.
- students with a language background other than English, who arrived from overseas less than a year before the test dates. While these students should be given the opportunity to participate in testing, their ability to access the test should be considered in any decision.

Exemptions must be registered by **Friday 26 July**. All exemptions must be signed by the principal.

The *Student exemption* form is available from either the *Student registration website 2013*, the *Student participation website 2013* or the WAMSE website.

### 1.5 DEALING WITH STUDENT WITHDRAWALS

Students may be withdrawn from the testing program by their parent/caregiver. This is a matter for consideration by individual parents in consultation with the child's school and is intended to address issues such as religious beliefs and philosophical objections to testing.

Withdrawals must be registered by **Friday 26 July**. All parent/caregiver withdrawals must be signed by the principal.

The *Parent/caregiver withdrawal* form is available from either the *Student registration website 2013*, the *Student participation website 2013* or the WAMSE website.

### 1.6 ACCOMMODATING STUDENTS REQUIRING LEARNING ADJUSTMENTS

All students requiring teaching and learning adjustments are entitled to participate in the WAMSE assessments and should be encouraged to do so. They may receive the level of assistance that is normally available to them, e.g. Braille, reading of questions, use of scribe.

Principals should:

- identify students who require access to adjustments
- make arrangements to accommodate students requiring access to any adjustments they require in order to participate in WAMSE.

Requests for Braille, large-print or black and white versions of the tests must be submitted by **Friday 21 June**, see the WAMSE website. (Applications are not required for other learning adjustments.)

Note: visiting teachers from Vision Education Service will NOT make requests on behalf of schools.



For guidelines on providing learning adjustments, please refer to the *Learning adjustments* document available from the WAMSE website\*. A summary of special provisions is provided below.

Adjustments	Comments
<b>Extra time</b>	Generally, it is recommended that no more than 5 minutes of extra time per half hour of test time be granted, however in some cases up to an additional 15 minutes per half hour of published test time may be provided.
<b>Rest breaks</b>	Generally, it is recommended that no more than 10 minutes of rest time per half hour of test time be granted, however in some cases up to an additional 15 minutes per half hour of published test time may be provided. Where relevant, rest breaks can be used as an alternative to extra time to avoid student fatigue, although there will be instances where both extra time and rest breaks are necessary.
<b>Signed support</b>	Students who are deaf or have a hearing impairment may access oral or signed communication (e.g. Auslan). The support person must be a skilled and familiar communication partner with the student and is permitted to read or sign the instructions in all tests.
<b>Support Person</b>	A support person may be either a teacher or a person officially engaged by the school to assist students with disability to access the test by shading bubbles indicated by the student or writing short responses or answers dictated by the student for all tests.
<b>Assistive technology</b>	Computer/laptop use may be permitted for all tests by students with disability who normally use this adjustment for their usual classroom assessments. Unacceptable aspects of computer use include: <ul style="list-style-type: none"> <li>✗ word prediction</li> <li>✗ spelling and grammar checking</li> <li>✗ internet/internal network access.</li> </ul>
<b>Screen reader</b>	<ul style="list-style-type: none"> <li>✓ Software providing text-to-speech outputs is permitted to enable students with disability who normally use this type of adjustment to access their own responses in all tests, where appropriate.</li> <li>✓ Software providing text-to-Braille outputs is permitted for all tests.</li> <li>✓ Software providing text-to-speech outputs is permitted to access test material.</li> </ul>
<b>Coloured overlays</b>	Coloured overlays are permitted for students with disability who generally use this educational adjustment for assessment. Black and white copies of the test for use with coloured overlays must be ordered in advance.* Schools are responsible for providing the coloured overlays.
<b>Black and White print format</b>	Black and white print test books are available for students who generally access their classroom assessments in this manner. Black and white print materials must be ordered in advance.*
<b>Large print format</b>	Large print test books are available for students who generally access their classroom assessment in this manner. Large print materials must be ordered in advance.*
<b>Braille format</b>	Braille test books are available for students who normally use Braille in their classroom assessment. Braille materials must be ordered in advance.*

\* [www.scsa.wa.edu.au/internet/Years\\_K10/wamse](http://www.scsa.wa.edu.au/internet/Years_K10/wamse); contains the *Request for Braille, Large Print and Black and White materials* forms

## TERM 3

### 1.7 PREPARING FOR THE TESTS

#### 1.7.1 Scheduling the assessments

Principals will need to plan the times and locations of testing and how to set up the classrooms for test conditions (testing in multi-level or split classes should be dealt with in the same way as normal classroom activities, but ensuring that suitable test conditions are met.)

For WAMSE assessments, students are required to complete both Part A and Part B of the test. The tests are to be conducted over two test sessions during the test week. The start times are at the school's discretion but it is important that all test sessions are completed by **Friday 9 August**. There is no provision for late testing, except in emergencies (See section 4.1).

The total time for each test session includes administration time for distributing materials, giving instructions, administering practice questions and collecting test booklets.

The time, in minutes, needed for each test session is presented in the table below.

Test Session	YEAR 5		YEAR 7		YEAR 9		
	Time		Time		Time		
	Total	Working	Total	Working	Total	Working	
<b>Science</b>	Part A: Natural and Processed Materials, Earth and Beyond, and Investigating	40	30	40	30	60	45
	Part B: Life and Living, Energy and Change, and Investigating	40	30	40	30	60	45
<b>Society and Environment</b>	Part A: All outcomes	45	35	50	40	60	45
	Part B: All outcomes	45	35	50	40	60	45

Where more than one test session is scheduled for any particular day, a minimum of 15 minutes break time for students should be provided between the two sessions.

Principals should endeavour to provide opportunities for students who were absent for a scheduled test session to complete the test within the test week.

#### 1.7.2 Informing staff

Principals will need to inform all staff of the testing period and relevant details as well as discuss strategies for preparation and organisation of the WAMSE tests. The *Information for teachers* brochures should be provided to teachers.

#### 1.7.3 Informing parents

Principals should notify parents of test dates and distribute the *Information for parents* brochures.

#### 1.7.4 Awaiting arrival of test materials

Test materials will arrive in unmarked boxes addressed to the principal. Ensure administration staff are aware that the boxes are to be delivered, unopened, to the principal for storage in a secure location.

#### 1.7.5 Checking quantities of pencils and erasers

Ensure that there are enough spare 2B or HB pencils and erasers for all test sessions.

## 1.8 CHECKING ASSESSMENT MATERIALS

### 1.8.1 Receipt of assessment materials

Assessment materials will arrive in schools from **Monday 29 July**. Principals should check for their arrival. Delivery will be by registered post and must be signed for. Please ensure the signatory also prints their name clearly. For security reasons, assessment materials will not be labelled.

Once the materials have been received, it is critical that they be checked as soon as possible to ensure everything required by your school has been enclosed. Principals should make arrangements to ensure the test materials are placed in a secure location.

Each school will receive:

- a *Test materials checklist and request for additional materials* form
- a *School tally sheet*
- red and white eParcel "POST RETURNS" labels for each box.

If there are any missing materials, note these on the *Test materials checklist and request for additional materials* form and fax back to Pearson Research and Assessment.

**NOTE:** Schools will need to retain the boxes that test materials arrived in. The boxes have a yellow sticker which will assist with the return of test materials. See section 3.4 for further information.

### 1.8.2 Assessment materials for Science and Society and Environment

	Test booklet	Magazine	DVD	Test administrators handbook
Science	One per student*	NA	NA	One per class
Society and Environment	One per student*	One per student*	One per class	One per class

\*Extra test booklets are included with the assessment materials in the event that new students have arrived at the school.

WAMSE test booklets are pre-printed with students' names for ease of administration and reporting. Each student's details must be the same on both the Science and Society and Environment test booklets as well as the *Student registration and participation website*.

### 1.8.3 Materials not arriving

If the materials have not arrived by **Thursday 1 August** please advise the SCSA's contractor, Pearson Research and Assessment, by fax using the *Non-receipt of assessment materials* form downloadable from the WAMSE website.

## 1.9 REVIEWING STUDENT PARTICIPATION WEBSITE

Address: [www.pearsononline.com.au](http://www.pearsononline.com.au)

### Stage 2: Participation

The website will reopen from **29 July** (until 16 August).

- **check student details.** Principals will be able to add new students, check that the correct number of test materials have been received and check the various categories of student participation information eg. exempt, withdrawn.
- **print *Test-session participation and summary report*** for each test session a class sits. Similar to class lists these facilitate the accurate recording of students' participation information in class for later reporting on the website.

## 2. DURING THE TEST WEEK

### 2.1 MATERIALS FOR TEST ADMINISTRATORS

On the morning of tests, test administrators must be provided with:

- **test materials.** Principals should ensure that there are sufficient books for any recent enrolments.
- **a *Test-session participation and summary report*.** A report should be provided for each session of each test for each class. These reports are available from the *Student Participation* website 2013.
- **a class identifier.** A class identifier should be provided to test administrators where there are none on the test books. This information is used for grouping students in reporting software. Class identifiers should be a one-digit or letter class identifier following the Year level, (e.g. 7A, 7B or 9.1, 9.2, 9.3). The class identifier can be different for each assessment, for instance, in secondary schools where class groupings vary for different learning areas.

### 2.2 THE ROLE OF THE TEST ADMINISTRATOR

Test administrators perform two important functions:

1. Ensuring accurate, valid and reliable results by:
  - reading the *Test administrators handbook* prior to administering the test
  - ensuring that students have their own pre-printed test booklet
  - ensuring that where students in the same school have the same first and last names, it is necessary, using 2B or HB pencil, to include the initial of their 'middle name'
  - checking carefully all student information on the machine-readable front cover and making corrections where there are errors, missing pre-printed information or where different names are used for reporting purposes (e.g. where the surnames differ)
  - ensuring newly enrolled students' information is on the *Test-session participation and summary report* and the test booklets
  - providing students with 2B or HB pencils, to ensure the student's details and answers can be scanned
  - checking that students complete the practice questions correctly
  - adhering to the test instructions provided in the *Test administrators handbook*
  - encouraging students to complete all questions and check that they have not missed any questions
  - encouraging students to do their best; as results are reported to parents and schools.
2. Checking and maintaining accurate records of student participation  
Test administrators need to complete the appropriate *Test-session participation and summary report* at the time of testing. A different report is to be used for Part A and Part B of any particular test. Each report is designed to collect information on:
  - absences
  - abandonments
  - non-attempts
  - special provisions.

All *Test-session participation and summary report* forms are to be collected by the principal.

Note:

- Student information provided must be exactly the same for the Science and Society and Environment test booklets. This ensures the child receives one report.
- Do not use a pre-printed book for another student. A blank book should be used.

## **2.3 ABSENCES, ABANDONMENT AND NON-ATTEMPTS**

### **2.3.1 Absences**

Students will be deemed absent and not counted as part of assessed students if they:

- are absent for the entire testing week, **5 to 9 August**
- did not commence the test due to a temporary injury or accident
- did not complete either Part A or Part B of the test in one of the catch-up sessions.

### **2.3.2 Abandonment due to illness or injury**

Abandonment of a test refers to students who attempt one or more questions in a test but who do not complete the test due to illness or injury.

These students are to be identified on the *Test-session participation and summary report* under 'abandonment'. Reasons for abandonment must be recorded to avoid the student being considered assessed.

Where these students do not complete both parts of a test, their report will read: 'Your child did not complete the test due to illness or injury.'

### **2.3.3 Non-attempts**

Students in attendance for the entire testing session but who do not attempt any part of a test must be recorded as present and are considered assessed regardless of the reason for the non-attempt (e.g. by choice or through inability to access the test).

Where students do not attempt both parts of a test, their report will read: 'Your child was present for this test but did not complete any part of the test paper.'

### 3. AFTER THE TEST WEEK

#### 3.1 CHECKING TEST MATERIALS

Principals should check that all student information on the front covers of test booklets is correct before returning the booklets for marking. Where there are errors, or where different names are used for reporting purposes (e.g. where the surnames differ), use a **2B** or **HB** pencil to cross out the error and write in the correct information.

#### 3.2 UPDATING THE STUDENT PARTICIPATION WEBSITE

Address: [www.pearsononline.com.au](http://www.pearsononline.com.au)

##### Closes 16 August

Principals should ensure that:

- all student details documented on the *Test-session participation and summary report* by the test administrators are recorded on the website (e.g. absent, left, non-attempt, new students, preferred spellings, corrections etc)
- students are grouped in the manner in which they wish their reports to arrive
- the Australia Post Article ID (AP Article Id:) on the eParcel *POST RETURNS* label sticker/s, are recorded on the website. (Only labels that are used for the return of test material should be indicated.)

#### 3.3 COUNTING AND PACKING MATERIALS

##### 3.3.1 Test Materials

Principals are responsible for confirming that all completed and partly-completed test booklets and any unused pre-printed booklets are checked, counted and packed, with the total numbers entered on the *School tally sheet* ready for return in the WAMSE test boxes.

##### 3.3.2 School tally sheet

*School tally sheets* make it possible to reconcile materials sent from schools and those received by the contractor. This assists in the locating of missing materials and allowing reporting timelines to be kept.

All parts of the *School tally sheet* should be completed. The form is to be completed in **2B** or **HB** pencil as the information is scanned.

The *School tally sheet* should be photocopied and the copy retained by schools. The original form **MUST** be included with the returned test booklets in the first test box. In the event that the first test box goes missing the school's copy can be used to provide the required information.

##### 3.3.3 Materials to retain

Schools are encouraged to retain for future reference:

- copies of *Test-session and participation and summary report* forms
- any unused test booklets that are not pre-printed
- the Society and Environment magazines
- the Society and Environment DVDs.

Additional booklets will not be supplied after the assessment week.

##### 3.3.4 Maintaining test security

All materials retained by schools must remain secure until the Friday following the test week (**16 August**).

### 3.4 DISPATCHING TEST MATERIALS

#### 3.4.1 Return address labels

Principals are responsible for completing the following steps ensuring that each **red and white** eParcel *POST RETURNS label* (found with the test materials):

- is placed OVER THE TOP of the original red and white address label on each box
- has the “AP Article Id” recorded from it and this number indicated on the website<sup>†</sup>. This will assist with tracking of the returned materials.

If there are insufficient labels for the return of test materials, cover the original eParcel address label with a new label with the following address (no postage stamp required if posted in Australia).

**WAMSE 2013 PROCESSING CENTRE**  
**Reply Paid 83223**  
**NUNAWADING BC VIC 3131**

Returned materials without an “AP Article Id” either placed on the box or not recorded will not be trackable unless sent as Registered Post.

Sample: POST RETURNS label

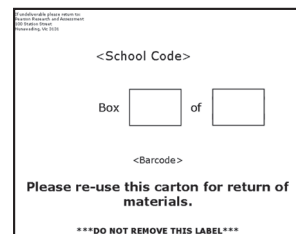


#### 3.4.2 Yellow label on side of box

Principals are responsible for completing the *yellow label on the side of the box* ensuring:

- the number of this box and the total number of boxes sent is written in the spaces provided on the label, e.g the third box of five would be: Box 3 of 5
- **the label is not to be removed.** It is used for tracking purposes.

Sample: Yellow label on side of box



#### 3.4.3 Sending of materials

Principals are responsible for checking that the completed WAMSE test boxes have left the school by the dispatch dates below so that marking and reporting timelines can be met:

##### Metropolitan public schools

Return all materials through Courier Australia on either **Monday 12 August** or **Tuesday 13 August** depending on courier run day (check the school’s Courier Australia calendar). If schools wish to obtain a receipt then they should take the boxes to their nearest Australia Post.

##### Metropolitan Catholic and independent schools

Return all materials through Australia Post as registered mail no later than **Monday 12 August**. Schools should obtain a receipt from the post office.

##### All country schools

All public, Catholic and independent country schools return all materials through the local Australia Post or postal agency as registered mail no later than **Monday 12 August**. Schools should obtain a receipt from the post office or postal agency.

For further information regarding the return of test materials, refer to the WAMSE website<sup>†</sup> or the contact details on page 15.

#### IMPORTANT

All materials must be dispatched from schools by the dates above. Failure to do so may result in the test booklets not being processed for marking.



## 4. ADDITIONAL INFORMATION

### 4.1 VARIATION TO TEST WEEK (EMERGENCIES)

Only schools with compelling reasons will be able to request permission from the Manager, K-10 Testing, to conduct testing in the week after testing (**12 to 16 August**). This option is only available to classes or groups and not individual students. The compelling reasons must be of a serious order, e.g. school emergencies such as fires, floods, cyclones, or loss of electricity, water or other vital services.

Manager, K-10 Testing  
School Curriculum and Standards Authority  
27 Walters Drive  
Osborne Park WA 6017

P: 9442 9488  
F: 9442 9489  
E: [wamse@scsa.wa.edu.au](mailto:wamse@scsa.wa.edu.au)

### 4.2 MARKING

The 2013 marking of the WAMSE tests are scheduled for **24 August to 6 September**. Marking will take place at Ascot Racecourse with markers paid \$40 per hour.

There are two sessions of marking each day - daytime and evening. The evening session (4.00pm to 9.00pm) allows practising classroom teachers to participate. All teachers are encouraged to apply.

Participation in the marking is recognised by the Institute for Professional Learning as system-endorsed professional development that contributes to attainment of Senior Teacher status. While it is expected that the marker training will count as professional learning for teacher registration, at the time of print the Teacher Registration Board had not released its policy on acceptable professional learning activities for renewal.

Information about the marking can be downloaded from the WAMSE website. Interested teachers should complete the online application form by **Friday 21 June**.

### 4.3 REPORTS

Student and school data will be made available in mid November.

School reports will provide teachers with information on individual students and class groups, as well as in relation to all other students across the state. These reports will be made electronically to schools by each system.

All schools will also receive, in hard copy, the *Administrators guide to reporting 2013* booklets and individual student reports.

It is expected that schools will distribute the individual student reports to parents as a supplement to second semester reports.

#### **4.4 PUBLICATIONS, DOCUMENTS AND FORMS**

The following are available from the WAMSE website, [www.scsa.wa.edu.au/internet/Years\\_K10/wamse](http://www.scsa.wa.edu.au/internet/Years_K10/wamse)

##### **Publications**

- *Handbook for principals*
- *Information for teachers*
- *Information for parents*
- *Test administrators handbook*
- *Administrators guide to reporting* (available mid-November)

##### **Support materials**

- *Learning area PowerPoint presentations*
- *Marking guides (2012)*
- *Learning adjustments*
- *Dispatch of materials*

##### **Forms**

- *WAMSE marker application* (this is an online form)
- *Request for Braille, large-print or black and white materials\**
- *Student exemption\**
- *Parent/caregiver withdrawal\**
- *Non-receipt of assessment materials\**

\*The forms are available pre-filled with student information from, [www.pearsononline.com.au](http://www.pearsononline.com.au), when open.

#### **4.5 CONTACTS**

For more information about the WAMSE tests contact:

- E: [wamse@scsa.wa.edu.au](mailto:wamse@scsa.wa.edu.au)  
T: (08) 9442 9488  
F: (08) 9442 9489



