

Exemptions and withdrawals

Exemptions

All students should be given the opportunity to participate in NAPLAN. Before applying for a student exemption, please refer to the information on adjustments in the *2018 NAPLAN Handbook for principals* or on the School Curriculum and Standards Authority website.

Principals, with the signed agreement of parents or carers, may only request exemptions in the following circumstances:

- **English language proficiency**

Students with a language background other than English who arrived from overseas less than a year before the test should be given the opportunity to participate in testing but may be exempted.

- **Students with disability**

Students with significant intellectual disability and/or those with significant co-existing conditions which severely limit their capacity to participate in the tests may be exempted.

This is determined after consultation has occurred between the principal and the relevant parents/carers, and the student is not able to access the tests with adjustments. Students may be exempted from one or more of the tests. Students cannot be exempted on the basis of poor academic performance or disciplinary problems.

Withdrawals

Parents or carers may choose to withdraw their children from the tests. This is a matter for consideration by individual parents in consultation with the principal. Withdrawals are intended to address issues such as religious beliefs and philosophical objections to testing.

Adjustments for students with disability

Adjustments can be provided to enable students with disability to participate in the testing program on the same basis as other students. An adjustment is reasonable if it achieves this purpose while taking into account the student's learning needs and balancing the interests of all parties affected. Refer to the *2018 NAPLAN Handbook for principals* for more information on the types of adjustments that may be provided.

Marking the assessments

All multiple-choice responses are machine marked. Open-response questions are marked by trained professional markers. Writing markers are trained specifically for the task. In 2018, writing marking will take place at Ascot Racecourse from Thursday 24 May to Friday 15 June. Applications for appointment as a writing marker are available at <http://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan> and must be completed and submitted online by 23 March 2018.

Professional support

Public Schools (including Independent Public Schools)

The current version of the *NAPLAN Literacy and Numeracy Planner* is available to assist teachers of Years 3, 5, 7 and 9 to prepare their students. This can be found at the address below:

det.wa.edu.au/curriculumsupport/naplanplanner/detcms/portal

The *Educational Assessment and Reporting Software* (EARS) is available through the *Student Achievement Information System* (SAIS) and aims to assist and further develop the existing capacity in schools for the analysis of test results in relation to:

- the skills and understandings that students require to progress in their learning
- the integration of test results into classroom and school assessment
- monitoring purposes.

Catholic Schools

Catholic Schools can access professional learning programs at [plportal.ceo.wa.edu.au](http://portal.ceo.wa.edu.au) on the Catholic Education Western Australia website.

Non-Government Independent Schools

Information for teachers regarding analysis of test results and supporting students' learning can be arranged by contacting the Association of Independent Schools of WA.

Contacts

National NAPLAN website: nap.edu.au

WA NAPLAN web pages:

<http://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan>

Public Schools (including IPS)

School Curriculum and Standards Authority

Phone: (08) 9442 9461

Email: naplan@scsa.wa.edu.au

Catholic Schools

Catholic Education Western Australia

Educational Measurement and Reporting Consultant

Phone: (08) 6380 5302

Non-Government Independent Schools

Association of Independent Schools of Western Australia

Assessment and Evaluation Consultant

Phone: (08) 9441 1678



2018

Information for teachers



Background information

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual national assessment of all students in Years 3, 5, 7 and 9. All students are expected to participate in the testing.

The results from NAPLAN provide an important measure of how Australian students are performing in literacy and numeracy and enable comparisons of student performance against nationally agreed achievement bands. The six achievement bands for each year group (outlined in the table below) represent increasing levels of skills and understandings. The band nominated for each year level as the National Minimum Standard represents the minimum standard of literacy or numeracy skills considered necessary for students to progress through schooling.

Table 1: Achievement bands and National Minimum Standard for each year group

Year group	Achievement bands	National Minimum Standard band
3	1 – 6	2
5	3 – 8	4
7	4 – 9	5
9	5 – 10	6

Literacy tests include language conventions (which comprises spelling, grammar and punctuation), writing and reading.

Numeracy comprises questions across *Number and Algebra*, *Measurement and Geometry* and *Statistics and Probability*.

Questions have been directly informed by the Australian Curriculum (English and Mathematics). This can be found at the address below. www.australiancurriculum.edu.au

Writing in 2018

As in 2017, the writing genre will not be disclosed before the test. Schools are encouraged to focus equally on the persuasive and narrative genres in preparing their students for the test.

There will be different writing prompts of the same genre for Years 3 and 5, and Years 7 and 9. Results will be reported on a single NAPLAN scale. The appropriate Year levels will be printed on the writing stimulus sheet.

Both Year 3 and Year 5 students will write on 11-millimetre lines, the same as usually provided for Year 3s, to avoid the identification of year level by markers.

Preparing students for the test

The provision of broad and comprehensive teaching and learning programs is the best preparation that schools can provide for their students and excessive practice using past test materials is not recommended. However, students should be made familiar with the format, language, response types and time constraints of the test.

Dates and duration of the tests in 2018

For all Years 3, 5, 7 and 9 students across Australia, the assessments will take place from Tuesday 15 May to Thursday 17 May 2018. In Western Australia, this will be Week 3 of Term 2. All catch-up testing must be completed by Friday 18 May. All schools are to administer the tests as indicated in the table.

Table 2: Timetable for NAPLAN 2018

Year group		Tuesday 15 May	Wednesday 16 May	Thursday 17 May	Friday 18 May
3	am	Language Conventions 40 minutes	Reading 45 minutes	Numeracy 45 minutes	CATCH-UP DAY
		Writing 40 minutes			
	pm	Catch-up			
5	am	Language Conventions 40 minutes	Reading 50 minutes	Numeracy 50 minutes	
		Writing 40 minutes			
	pm	Catch-up			
7	am	Language Conventions 45 minutes	Reading 65 minutes	Numeracy 60 minutes Part A: Calculator allowed 50 minutes Part B: Non-calculator 10 minutes	
		Writing 40 minutes			
	pm	Catch-up			
9	am	Language Conventions 45 minutes	Reading 65 minutes	Numeracy 60 minutes Part A: Calculator allowed 50 minutes Part B: Non-calculator 10 minutes	
		Writing 40 minutes			
	pm	Catch-up			

Test sessions must be conducted in the sequence stated. Where more than one test is scheduled for any particular day, a minimum 20-minute break should be provided between the two test sessions.

Following each test session **all** test materials including blank, complete and incomplete books must be returned to the NAPLAN coordinator for secure storage. Materials must be stored securely until Friday 1 June 2018.

It is expected that students will complete the tests within the published test time. Test administrators **MUST NOT** allow any additional working time, except in circumstances outlined in the disability adjustments information provided in the *2018 NAPLAN Handbook for principals* and at <http://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan> on the School Curriculum and Standards Authority website.

Test books

Schools will receive three test books for each student. Individual test books are pre-printed with the student's name.

The language conventions and writing tests are printed in a single flip-book. This will also be the case for the Years 7 and 9 numeracy tests.

The student details on the front cover of the test book are used when reporting to parents/carers and to schools. Teachers should ensure that this information is accurate. It is essential that each student is given the correct book for each test.

All answers in the numeracy, reading and language conventions test books should be written using a 2B pencil to avoid scanning errors. For the writing task, students may use a 2B pencil, or blue or black pen. Felt tip pens must not be used.

Providing appropriate assistance

During the tests, administrators act as facilitators rather than as interpreters for the students. Students can be provided with encouragement; however, assistance that would help students to answer a question is not appropriate.

Test administrators **MAY** provide the following assistance:

- read instructions
- remind students how to complete responses, e.g. how to shade an answer bubble
- read words, phrases or questions in the writing and numeracy tests **ONLY**
- read numbers in the numeracy tests within a sentence but not numbers in sequences or equations separated from text
- advise students to leave a question if they are unsure and to move on to another question
- advise students to return to any unanswered questions if there is time at the end
- encourage students who have lost concentration to refocus on the task.

The test administrator **MUST NOT** provide the following assistance:

- read words, phrases or questions in the reading or language conventions tests
- read numbers in the numeracy test options unless they are in a full sentence
- paraphrase or interpret questions or text
- explain the meanings of words or symbols in questions or text
- give examples or hints
- indicate that a student's answer is correct or incorrect
- remind students about work completed in class
- allow students extra time, except in circumstances outlined in the *2018 NAPLAN Handbook for principals*
- translation into another language.

The literacy demands of the test should not exclude a student from accessing the numeracy tests; however, it is not intended that a teacher leads the class through the numeracy test, question by question, unless the literacy standard of the whole class is a barrier to accessing the tests.

More detailed information on administration of NAPLAN can be found in the *2018 NAPLAN Handbook for principals*.