

**To keep teachers informed, please post this newsletter on staff noticeboards.**

## Key dates in April

### Monday 16

Applications for the use of assistive technology or to have a scribe for students with disability close. (Refer to *2012 Handbook for Principals*, Part A Section 6 and part B Section 5.)

Applications need to be made through the NAPLAN portal, **Student Details log-in page** on the QSA website — <https://naplan.qsa.qld.edu.au/naplan>.

### Friday 27

Finalise arrangements within the school for students requiring adjustments for disabilities and/or exemptions.

Develop a school timetable for the test week.

## Distribution of 2012 materials

Distribution of the 2012 test materials will begin in late April. Schools in remote areas will receive their materials first and should check them immediately so that any extra materials can be sent in time for the test period.

Principals must have an authorised staff member available to sign for the test materials, as **parcels will not be left unattended at a school**. A full and legible signature is required.

Principals or their delegates should advise that they have received their test materials by logging onto the SALMAT website using the link on the QSA NAPLAN Student Details Website at:

<https://naplan.qsa.qld.edu.au/naplan>. To log on, use the school BIC and password. This is also where principals can report any shortages. Alternatively, this information can be faxed to SALMAT on 1800 720 515.

An email advising schools of the tracking numbers on their packages will be sent to each school once materials are dispatched. Schools can track the delivery of their test materials using the Australia Post delivery tracking website: [www.ausposttracking.com.au](http://www.ausposttracking.com.au).

Before contacting SALMAT about any missing materials, please check with your local post office to see if any materials are stored there awaiting collection. All materials are expected to be in schools by May 8.

## On receipt of the materials

- Check to make sure all packages have been received.
- Open the boxes and check the labels of the tamper evident package to check that you have the right number of books. **DO NOT OPEN THE TAMPER EVIDENT PACKS.**

The packing slip (shown below) has a table showing the quantity received and the process for ordering more. The spines of the testbooks can be counted through the clear strip on the tamper evident packs.

acara NATIONAL CURRICULUM, ASSESSMENT AND REPORTING AUTHORITY  
Queensland Government Queensland Studies Authority

TEST MATERIALS PACKING SLIP  
2012 National Assessment Program  
— Literacy and Numeracy (NAPLAN)—

Elsewhere State School  
Elsewhere QLD

Your School Code: 00000

Test Administrators should not open the tamper-proof bags until the morning of the tests; checking of the quantities of materials should be done using the packing slips and, if necessary, through the bags. However, in schools where, for logistical reasons, it is necessary to sort test materials earlier than the morning of the scheduled test, schools may begin sorting on the afternoon of the previous day. This must be done after students have left for the day. Personnel completing this task must maintain the confidentiality of these materials.

Principals are requested to:

- verify the number of test materials received
- request extras (if required)
- confirm receipt of materials by:
  - using the SALMAT link from the QSA homepage - [www.qsa.qld.edu.au/elect](http://www.qsa.qld.edu.au/elect) (KINDERGARTEN)
  - Year 5 - NAPLAN (Years 3, 5, 7 & 9) - NAPLAN Portal. You will require your school BIC and password to access this website.
- OR
- completing this form and faxing it to SALMAT - Fax: 1800 720 515.

|                                | YEAR 5      |              |              |
|--------------------------------|-------------|--------------|--------------|
|                                | QTY shipped | QTY received | Extra needed |
| Language Com/ Writing testbook | 2           | ✓            |              |
| Reading testbook               | 2           | ✓            |              |
| Numeracy testbook              | 2           | ✓            |              |
| Writing Stimulus               | 2           | ✓            |              |
| Reading Stimulus               | 2           | ✓            |              |
| Admin Handbooks                | 3           | ✓            |              |
| Reply Paid Envelope            | 1           | ✓            |              |

Schools use only:

Checked by: \_\_\_\_\_  
Principal's signature: \_\_\_\_\_  
Date: \_\_\_\_\_

In case of shortage, please mark in appropriate boxes above and put a cross in this box.

Shortage



- Reseal the boxes and securely store the materials until test day.
- Order any additional materials by Monday 8 May.

## Testing protocols

Please be aware of the protocols in the *Handbook for principals*. All teachers participating in the tests should now have a copy of this book. Please read the protocols carefully. ACARA has contacted all states to let them know that complaints about the implementation of the testing regime are already being received.

## Preparation materials

Some preparation materials for the 2012 NAPLAN tests will be available on the QSA website after the Easter Vacation. The literacy materials have been designed to either be used in an activity to familiarise students with the NAPLAN format or as a teaching tool. Indeed, we would recommend that teachers use the Year 9 reading examples to teach students how to work through a difficult passage. These have been designed specifically for that reason.

The Numeracy materials have been designed to support teachers in their analysis of student errors as this is a powerful tool for targeting teaching for improved student outcomes. These materials will be found on the QSA website at Home > Kindergarten-Year 9 > NAPLAN (Years 3, 5, 7 & 9) > Teaching ideas.

There are several sets of items of numeracy items that can be used for test preparation to be found at Home > Kindergarten-Year 9 > NAPLAN (Years 3, 5, 7 & 9) > Test preparation — Numeracy.

## Sample test materials from ACARA

The past NAPLAN tests are no longer available on the National Assessment Program website and have been replaced by a set of NAPLAN example tests and answers. These are available at: [www.nap.edu.au/NAPLAN/The\\_tests/index.html](http://www.nap.edu.au/NAPLAN/The_tests/index.html).

## Frequently asked questions

**Q:** How does a school request an additional copy of a student report?

**A:** If they are an *Education Queensland* (EQ) school they can download a copy of a past student report directly from *OneSchool*. The Help Desk number is: 1800 680 445 — Option 2 then 4.

If an Independent or Catholic school is requesting a copy of a student report they need to email: [Naplan.Reports@qsa.qld.edu.au](mailto:Naplan.Reports@qsa.qld.edu.au). The appropriate form will be emailed to them for completion and then emailed back to us for processing (up to 7 days turn-around).

**Q:** How does a school request a previous year's data?

**A:** Schools are requested to download their data when it becomes available. Because of the size of the files, they cannot be left there indefinitely. They are always removed by the middle of March in preparation for the next year.

The *Data Request* form is available for download at the NAPLAN Test reporting and analysis page of the QSA website. Once completed, email the form to: [Naplan.Test@qsa.qld.edu.au](mailto:Naplan.Test@qsa.qld.edu.au) for processing. Please make sure a valid email address for your Principal is included.

**Q:** How do I know a new *Memo* has been posted on the QSA website?

**A:** We recommend that all Principals, Deputy Principals, teachers and administration staff complete and email their subscription to QSA Memos by entering a valid email address at: [www.qsa.qld.edu.au/qsa\\_secure/memos/jsp/memoSubscriptionAdmin.jsp](http://www.qsa.qld.edu.au/qsa_secure/memos/jsp/memoSubscriptionAdmin.jsp). As memos are no longer delivered to schools it is also a great way for all staff to keep informed of timelines to add to their personal calendars.

**Q:** Where can I find the newsletters and memos I have missed?

These can be found under the **Publications** tab on the home page of the QSA website. Memos are listed by date, while the newsletters are listed by area, e.g. NAPLAN and date.

**Q:** How important is keeping a valid school principal email address, i.e. the.principal@.....?

**A:** Given that staff move frequently it is advisable that the standard email address for school principals, i.e. 'the.principal@ ...' is used rather than personal email addresses. (Principals can have their own IT department redirect all emails to a teacher's personal email inbox.) It is important that we have a valid principal's email address for your school as many of the NAPLAN processes are online and email driven. For example, SALMAT will use the addresses that we have registered for you when they contact you to let you know that your test materials are on the way.