



MEMO TO: Principals, NAPLAN Coordinators and Test Administrators [Ref: 11/19/5893]
FROM: Michele McDonald
Assitant Director – Learning Services
SUBJECT: **NAPLAN Preparation Activities and Resources**
DATE: 2/12/2019

In regards to the 2020 NAPLAN Assessments please find below details pertaining to the Practice Test, a NAPLAN Timeline and information in regards to support documents available on the CSO NAPLAN Intranet Site.

To fully test the load capacity of the system, so as to try and avoid a repeat of the first day 2019 event of access problems, schools are strongly encouraged to undertake the Practice Test at 12 noon on the 23rd March. A time chosen to suit the different time zones across the country. Years 5, 7 and 9 will be involved in an Omnibus and a Writing Test. Year 3 will only do the Writing Test.

Please note the Year 3 actual Writing pen and paper assessment will need to be conducted within the time period of the 12th - 15th May.

The best way to ensure the smooth running of NAPLAN Online tests is to plan ahead and ensure staff and students feel prepared.

A number of training and practice opportunities are available to support schools participating in NAPLAN Online. The following timeline outlines key activities schools should plan for and participate in to help prepare staff and students.

NAPLAN Online Preparation Activities		
To assist schools in their transition to NAPLAN Online the following timeline of key activities provide schools with opportunities to help prepare both staff and students for NAPLAN 2020.		
Timeline	Activity summary	Participants
17 February – 8 May 2020	Training School NAPLAN Online coordinator(s) and all test administrator(s) complete training applicable to their role. Face to face training for new NAPLAN Coordinators, Adobe Connect sessions for previously trained staff and in school training of Test Administrators.	NAPLAN Co-ordinator School Test Administrators Principals
February – April 2020	NAPLAN platform training environment Schools will receive log in details for the NAPLAN training environment for their school at the start of Term 1, 2020. The training environment will include dummy student data and should be used to conduct training or practice activities within the school. The training environment will be available from the	NAPLAN Co-ordinator School Test Administrators

	<p>beginning of Term 1 until the end of the NAPLAN test window. No real student data should be entered into this environment</p> <p>School NAPLAN coordinator(s) and test administrator(s) are able to use the platform training environment to practice administration tasks such as opening a test session, pausing and restarting a student/ test session, applying disability adjustment codes and finalising a test session https://www.assessform.edu.au</p>	
February – May 2020	<p>Public demonstration site</p> <p>Students should be provided with opportunities to use the public demonstration site to familiarise themselves with the test platform features and functionality and question types. http://www.nap.edu.au/online-assessment/public-demonstration-site</p> <p>Schools should ensure students undertake practice activities using the device they will use during the NAPLAN tests in May.</p> <p>Parents can also access the site to view the item types available in the online tests.</p>	Teachers Students Parents
23 March – 26 March 2020	<p>Practice Test</p> <p>All Catholic schools are expected to participate in the practice test with all Years 5/7/9 NAPLAN cohort students sitting a writing and omnibus test. Note year 3 students will only do an omnibus test.</p>	NAPLAN Co-ordinator School Test Administrators Students
23 March 2020 12pm	<p>Coordinated Practice Test</p> <p>The coordinated practice test is run at a predetermined time on one day during the practice test window. The aim of the CPT is to load test the platform with a large number of students across Australia sitting an online practice test, preferably the writing test. Schools are strongly encouraged to schedule their school's participation in the CPT as part of their participation in the practice test.</p>	NAPLAN Co-ordinator School Test Administrators Students

Below is a resource shared by the Diocese of Bathurst that has identified ICT Skills used in previous NAPLAN Online Tests that you may find useful. This spread sheet may complement the resource previously shared from the Queensland Education Department that is available, along with other relevant information, on the [CSO NAPLAN Online Resource site](#).

Year / Test	Input identifying number	Click button to answer question	Scroll Screen down to view full text	Reduce/expand screen size	click radio button multiple choice answer	flag question to return	click next/back navigation button	answer from drop down selection	drag and drop to answer (cloze; order; classify)	select answer from list (more than one answer)	Connect answers - click and drag to control	Increase/decrease screen view size	click to select part of text	select answers in matrix	drag and drop labels	Select play audio button/pause	Word Processing Tools-undo/redo ; cut; copy; paste to clipboard; fontsize; bold; italics; underline; left justify; centre; dot points list; numbered list.	Typing / alphabet or numbers
Year 9 Reading	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
Year 9 Writing	X	X	X				X									X	X	X
Year 9 Language Conventions	X				X			X	X	X	X					X		X
Year 9 Numeracy	X				X			X	X	X								X

Analysed by Vickie Vance, January 2017 Using Public demonstration site mini-tests found at <http://www.nap.edu.au/online-assessment/naplan-online/naplan-online-public-demonstration-site> December 2016

