Adjustments for students with disability – NAPLAN and QCS tests

Sue Robertson
QSA has responsibility for:

- National Assessment Program — Literacy and Numeracy (NAPLAN) tests
- Queensland Core Skills Test (QCS)
## Management of tests

<table>
<thead>
<tr>
<th>Service</th>
<th>NAPLAN</th>
<th>QCS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test development</td>
<td>ACARA</td>
<td>QSA</td>
</tr>
<tr>
<td>Protocols for administration</td>
<td>ACARA</td>
<td>QSA</td>
</tr>
<tr>
<td>Management and authorisation of adjustments for students with disability</td>
<td>QSA and school</td>
<td>QSA</td>
</tr>
<tr>
<td>Test administration, marking and reporting</td>
<td>QSA</td>
<td>QSA</td>
</tr>
</tbody>
</table>
Adjustments are available:

• only for students with a disability
• to provide access to the tests.

For both the NAPLAN and QCS tests, disability is defined as per the Commonwealth *Disability Discrimination Act 1992*. 
Types of special provision for the QCS Test

Before the test

• **Special arrangements** – practical adjustments to the test conditions, e.g. restbreaks, A3-size test materials, computer.

• **Exemption** allows a student to be absent from the test and remain eligible for an OP.

After the test

• **Absentee exemption** allows a student who was unavoidably absent from the test to remain eligible for an OP.

• **Declaring a test grade null and void** allows a student who sat the test to choose not to receive a test grade.
Weblink for Core Skills Test

• QSA
  – Special provision for the QCS Test
    o http://www.qsa.qld.edu.au/1102.html
Reasonable adjustments for NAPLAN

Section 6.2.3 National Protocols for Test Administration

• … tests designed to provide a summative, nationally comparable understanding of student performance in Reading, Writing, Language Conventions and Numeracy.

• … not designed as formative tools, and adjustments appropriate for learning environments may not be appropriate for NAPLAN

• … adjustments are not appropriate (even if they are usually provided for the student in their classroom) if they compromise a student’s ability to demonstrate the following skills:
Skills assessed by NAPLAN tests

Reading: … assesses the ability of students to independently make meaning from written standard Australian English texts, including those with some visual elements.

Writing: … assesses a student’s ability to convey thoughts, ideas and information through the independent construction of a written text in standard Australian English.

Language Conventions: … assesses a student’s ability to independently recognise and use correct standard Australian English grammar, punctuation and spelling in written contexts.

Numeracy: … assesses students’ knowledge of mathematics, their ability to independently apply that knowledge in context, and their ability to independently reason mathematically.
Adjustments available for NAPLAN tests

• Extra time
• Rest breaks
• Signed support
• Scribe
• Support person
• Assistive technology/computers
• Tests in alternative formats:
  – Braille
  – Large print
  – Black and white
  – Electronic
NAPLAN forms

Online forms for students with disability
• Request for Braille format
• Request for large print or black and white format
• Application to use electronic test format
• Application to use a scribe for the *Writing* test
• Application to use assistive technology
• Temporary injury — Notice of use of assistive technology for the *Writing* test

Forms for school-use-only (download and use as required)
• Application for adjustment for disability
• Application for test exemption
• Notice of parent withdrawal
Weblinks for NAPLAN

• ACARA
  – General information
  – Scenarios

• QSA
  – 2014 Handbook for Principals
    o http://www.qsa.qld.edu.au/8021.html
  – NAPLAN portal
    o https://naplan.qsa.qld.edu.au/naplan/
## NAPLAN portal page

- **Test administration login**
  - Enables schools to login to the Test administration website to upload/edit/verify student details and to access test administration forms.

- **Results login**
  - Enables schools to login to the QSA secure site to download school and class reports for the National Assessment Program: Literacy and Numeracy (NAPLAN).

- **National NAPLAN website**
  - Enables schools to access National Assessment Program — Literacy and Numeracy (NAPLAN) website.

- **NAPLAN portal user manual (PDF, 820kB)**
  - The full instructions for maintaining student details on the Test administration webpage.
Test administration login

1. School BIC (School user ID)
   
2. Password
   
Login

Help

Forgotten password

School IDs and BIC Codes

Last updated: 25 January 2011
## NAPLAN Tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload CSV file</td>
<td>In this site you can upload, check and correct the details of students that are required to participate in NAPLAN this year.</td>
</tr>
<tr>
<td>Check/Alter student details</td>
<td>It is important that you check the details carefully as this data will be used for the overprinting of textbooks and for the student, class, and school reports. The data is also used nationally by the Federal Government.</td>
</tr>
<tr>
<td>Add a new student</td>
<td>The data for Education Queensland schools and some Queensland Catholic Education Commission schools will be uploaded by the schooling authorities. These schools are required to check the accuracy of the data. As this is early data, some students may need to be deleted and new students added.</td>
</tr>
<tr>
<td>Delete class information</td>
<td>Other schools need to create a Comma Separated Value (CSV) file containing the data for their students according to the NAPLAN portal user manual. This file should be uploaded and student details checked and confirmed.</td>
</tr>
<tr>
<td>Confirm a class/year level</td>
<td></td>
</tr>
<tr>
<td>Forms</td>
<td></td>
</tr>
<tr>
<td>Contacts</td>
<td></td>
</tr>
<tr>
<td>Logout</td>
<td></td>
</tr>
<tr>
<td>Handbook weblink</td>
<td>The information you provide will be used for administering and managing student details for the NAPLAN tests as part of legislative functions described in Education (Queensland Studies Authority) Act 2002 (s.10A). Personal information will be accessed by authorised QSA staff, and handled in accordance with the Information Privacy Act 2009. Personal information will be disclosed to the QSA’s printing and distribution contractor and the Australian Curriculum, Assessment and Reporting Authority (ACARA).</td>
</tr>
<tr>
<td>Test materials weblink</td>
<td></td>
</tr>
<tr>
<td>Report package weblink</td>
<td></td>
</tr>
</tbody>
</table>

### NAPLAN student details for Anywhere College

In this site you can upload, check and correct the details of students that are required to participate in NAPLAN this year.

It is important that you check the details carefully as this data will be used for the overprinting of textbooks and for the student, class, and school reports. The data is also used nationally by the Federal Government.

The data for Education Queensland schools and some Queensland Catholic Education Commission schools will be uploaded by the schooling authorities. These schools are required to check the accuracy of the data. As this is early data, some students may need to be deleted and new students added.

Other schools need to create a Comma Separated Value (CSV) file containing the data for their students according to the NAPLAN portal user manual. This file should be uploaded and student details checked and confirmed.
NAPLAN Tasks

Check/Alter student details
Add a new student
Delete class information
Student exemptions
Confirm a class/year level
Forms
Contacts
Logout
Handbook weblink
Test material weblink
Report package weblink
NAPLAN portal user manual (PDF, 820kB)

NAPLAN forms

Forms to be completed online

NAPLAN test date variance request: complete by Friday 28 March 2014.
Schools can vary the dates students sit the NAPLAN tests due to show holidays etc.

Request for large print or black and white format: complete by Friday 21 February 2014.
Schools can request tests in large print or black and white for students who regularly use these formats.

Request for Braille format complete by Friday 21 February 2014.
Schools can request tests in Braille format for students who regularly use this format.

Application to use electronic test format: complete by Friday 21 February 2014.
Schools can apply for tests in an electronic format for students who are not able to access the tests through any other adjustments available, including the use of assistive technology.

Application to use assistive technology: complete by Wednesday 16 April 2014.
Schools can apply for a student with a disability that impacts their ability to write for an extended period to use assistive technology in the Writing test.

Application to use a scribe for the Writing test: complete by Wednesday 16 April 2014.
Schools can apply for a student with a disability that impacts on their ability to write to have the assistance of a scribe to complete the Writing test. Scribes can be used by students who do not have fluency using alternate means of writing (e.g. Braille or a computer).

Temporary injury — notice of use of assistive technology for the Writing test: complete by Tuesday 20 May 2014.
This form is to be completed when a student with a temporary injury (e.g. broken arm) uses assistive technology (e.g. computer) to complete the Writing test. A scribe is not permitted for a student with a temporary injury.

School textbook usage advice: complete by Friday 23 May 2014.
This form is to be completed when the use of textbooks has been varied in ways that may impact on the reporting of test results (e.g. a student using a Type 1 textbook for one test and a Type 2 textbook for other tests; or where one student has used another student’s textbook).

Forms for school use only

Schools can download and print these forms. They are not required to be submitted to the QSA.

Application for adjustment for disability (PDF, 268kB): complete by Friday 9 May 2014.
Use this form for all adjustments e.g. extra time, rest breaks, signed support, scribe, support person and coloured overlays.

Application for test exemption (PDF, 265kB): complete by Friday 9 May 2014.

Notice of parent withdrawal (PDF, 261kB): complete by Friday 9 May 2014.
Thank you
sue.robertson@qsa.qld.edu.au