

## Delivery of 2014 NAPLAN test materials

### Purpose

To inform principals of the timelines and processes for the delivery of the 2014 test materials.

### Background

The delivery of test materials will begin in second term, immediately after the vacation.

- Schools in the remote areas of the state will receive their materials **from Tuesday 22 April 2014**.
- Schools in other areas of the state will receive their materials **from Thursday 24 April 2014**.
- All materials are expected to be in schools **by Friday 2 May 2014**.
- The tests are scheduled for the mornings of **Tuesday 13, Wednesday 14 and Thursday 15 May 2014**.

The delivery period for this year is very short with eight days available for the initial delivery. A further week is available for the delivery of any additional materials schools may require or to deal with any delivery problems. Therefore, it is important that principals advise the QSA as soon as their school receives the test materials and, if necessary, request additional materials.

The principal is responsible for the overall security, receipt and confidentiality of all test materials from the time the school receives the materials through to the end of the test security period. This includes the safe collection or dispatch of those materials at the conclusion of the tests, as described in Section 2.4 of the *2014 NAPLAN Handbook for Principals* (p. 3) which states:

The security of the tests is critical to ensure that students' individual results accurately reflect their abilities. Test materials must be kept in a secure location under lock and key to avoid any premature disclosure of content, or unauthorised disclosure of materials during the test period

All schools are expected to prepare a plan for the secure storage of their test materials.

### Information

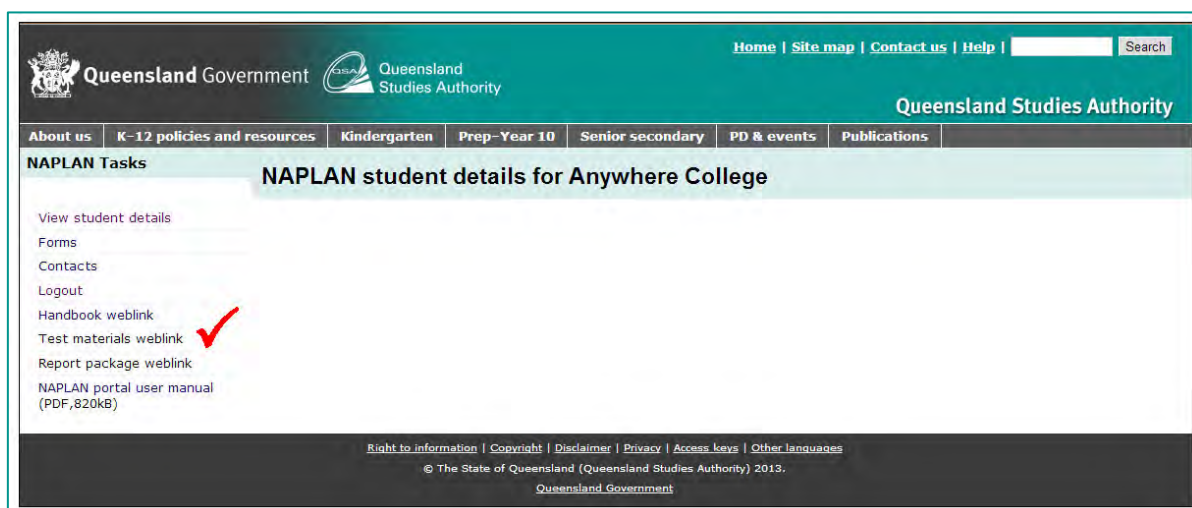
Fuji Xerox DMS, the QSA contractor responsible for distributing the test materials, will advise schools by email when their test materials have been lodged with Australia Post. This email will inform schools of the number of packages they can expect and of the consignment numbers of the packages. Schools should use the consignment number to track the status of their delivery through the Australia Post tracking system.

NAPLAN materials must be received in person by the principal or the principal's delegate. The principal is to ensure that the authorised person who receives the test materials signs for them and legibly records their name and the time the materials arrive at the school. This information may be requested by the QSA. Materials must not be left unattended by a courier. If this occurs, notify the QSA immediately.

The 2014 NAPLAN Handbook for Principals, Section 4 (p. 5) contains detailed information about the security of test materials. The processes for checking materials upon receipt are explained in Part B (pp. 31–32) of the handbook.

## What you need to do

- Authorise school personnel to sign for the receipt of the test materials.
- Identify a safe and secure area in the school where test materials can be stored for the time they are in the school.
- Check the quantities of all materials without opening the tamper-evident bags and acknowledge the receipt of all materials upon arrival.
- Notify Fuji Xerox of any incomplete deliveries or requirements for additional materials as soon as possible. To do this, you will need to:
  - access the **NAPLAN portal** on the QSA website <https://naplan.qsa.qld.edu.au/naplan/>
  - select the **Test administration log in** page (where you checked your data, and acknowledged receipt of the 2014 NAPLAN Handbook for Principals)
  - enter your **BIC** and **password**
  - select the **Test materials weblink**, as shown below, and enter the relevant information.



- Repack materials in the boxes and store securely throughout the test security period.

## Finding out more

Should you require more information about the delivery of your NAPLAN materials, please email Lee Willett at [lee.willett@qsa.qld.edu.au](mailto:lee.willett@qsa.qld.edu.au), or phone 3864 0481.

Brian Nott  
Acting Deputy Director  
Assessment and Reporting Branch