

Attachment 1b: Checklist for new users

This attachment is for use by schools and school systems (or parts of school systems) which are collecting student information from parents according to the agreed questions for the first time.

✓	Task	Notes
	Inform the school community of information required from parents for: <ol style="list-style-type: none"> a. nationally comparable reporting on student achievement, disaggregated by student background characteristics b. the compilation of student population profiles for performance reporting at the individual school level. 	
	Modify the enrolment form to include the required question modules from the 'Technical specifications' section of the manual.	This may require amendment of existing questions and/or the addition of new questions. <ul style="list-style-type: none"> • Sample data collection forms are provided at Attachment 2. • To ensure consistency in national reporting, the question modules must be as specified in the 'Technical specifications' section of the manual.
	Check privacy requirements and notices provided to parents regarding the provision of information to testing agents.	
	Review procedures for completion of the enrolment form or special data collection form. These may include: <ul style="list-style-type: none"> • distribution and collection of forms • handling queries from parents • interviewing parents • checking for completeness and accuracy of data • entering data to storage and retrieval systems. 	Modifications to existing procedures may be required.
	Train personnel involved in enrolment or data collection procedures.	Relevant personnel include those responsible for such processes as: <ul style="list-style-type: none"> • interviews • answering questions • handling complaints • checking completeness of data • conducting follow-up • entering data.

✓	Task	Notes
	<p>Reiterate to school personnel, parents and the wider school community the importance of data quality, with a view to maximising parental response rates for all data items.</p>	<p>Identify items on enrolment forms where data is missing and, as necessary, take follow-up action to obtain the outstanding information from parents.</p>
	<p>If arrangements are not in place for the collection of student background data via the enrolment process, use special data collection forms to collect background information from parents of all students in Years 3, 5, 7 and 9 (for the NAPLAN tests) and, if the school has been selected to participate in national sample testing, from parents of Year 6 and Year 10 students (for the national sample assessments).</p> <p>The processes outlined in the 'Action required' and 'Technical specifications' sections of the manual should be followed to ensure data is as complete and accurate as possible, is coded correctly, is entered on the school's administrative computer system, and can be accessed or retrieved for linking to student performance data.</p>	<p>Examples of special data collection forms are provided at Attachment 2.</p>
	<p>Prepare processes for providing the background information in the format required by the test administration authority (for the Year 3, 5, 7 and 9 NAPLAN tests) or the assessment contractor (for the national sample assessments).</p>	<p>Test administration authorities will provide Test Administration Handbooks/Manuals for Principals and Test Administrators for NAPLAN.</p> <p>The assessment contractor for the national sample assessments will provide information on procedures for linking student background data to assessment performance data.</p>