

## Attachment 1a: Checklist for existing users

This attachment is for use by schools and school systems which already have in place arrangements for collecting the required student information from parents via the school enrolment process.

✓	Task	Notes
	<p>Remind the school community of information required from parents for:</p> <ol style="list-style-type: none"> <li>a. nationally comparable reporting on student achievement, disaggregated by student background characteristics</li> <li>b. the compilation of student population profiles for performance reporting at the individual school level.</li> </ol>	
	<p>Inform school personnel, parents and the wider school community of the importance of data quality, with a view to improving parental response rates for all data items.</p>	<p>Identify sources of missing data and, as necessary, take follow-up action to obtain from parents data not previously provided.</p>
	<p>Ensure that the processes outlined in the 'Action required' and 'Technical specifications' sections of the manual have been followed so that data is collected as completely and accurately 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>Where student data is held centrally, system authorities should check for incomplete or inaccurate data and, as necessary, seek additional information from schools.</p> <p>Where data is held at the school level and is found to be incomplete, schools should follow up with parents in order to update data sets.</p>
	<p>Ensure processes are in place for providing the student background information in the format required by the test administration authority (for Year 3, 5, 7 and 9 literacy and numeracy tests) or the assessment contractor (for Year 6 and Year 10 students participating in the national sample assessment).</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>
	<p>The <i>1269.0 - Standard Australian Classification of Countries (SACC), 2011</i> was released by the Australian Bureau of Statistics in August 2011.</p> <p>Schools and school systems were asked to undertake the necessary modifications to their student data collection instruments and information storage and retrieval systems during 2009 so that data collected from parents for the 'County of birth of student' data item could be coded as per the SACC (2011) for enrolments from 2010.</p>	<p>See Attachments 5 and 6.</p>