

Dear Principal,

I would like to share with you some important information about the 2014 NAPLAN testing, which will run **from Tuesday 13 May to Thursday 15 May 2014**.

This email includes resources to assist you in administering the tests and explaining NAPLAN to your school community.

### **School community information**

A useful place to start is the '[NAPLAN 2014: Information for parents' brochure](#)', which is now available at the [National Assessment Program \(NAP\) website](#).

You may wish to distribute this brochure or the above link to your school community members.

I have also attached to this letter sample text about NAPLAN, which could be cut and pasted into your school newsletter.

### **Administration information**

The NAP website contains several resources related to NAPLAN administration. The 'School Support' section has been updated, providing better access to frequently used documents and information that principals may need.

Your test administration authority (TAA) is your first contact if you have any questions or concerns about the administration of NAPLAN. [Contact details for TAAs](#) can be found on the NAP website.

### **Managing test incidents**

By now you should have received the Handbook for principals, which outlines the administrative process for NAPLAN. In addition to the handbook, you should also review the [Guidelines for managing test incidents](#). This document has recently been updated and is available on the [NAP website](#).

### **Managing media interest**

As NAPLAN approaches, it is not uncommon for the media to take more interest in the tests. I recognise that this media attention can contribute to an increased burden on school leaders.

Please remember that videos or photographs for media opportunities must be taken outside the rooms in which the tests are taking place, and that no test material should be visible in

any print or video footage. Also note that no test material can be given to the media and that test security must be maintained until 23 May.

With NAPLAN now in its seventh year, the wealth of data available is being used more and more by schools and research bodies to help improve educational outcomes for all Australian students.

ACARA appreciates the vital role principals and all their staff play in ensuring the smooth running of NAPLAN tests.

I thank you for your contribution to the National Assessment Program – Literacy and Numeracy.

Yours sincerely,

Robert Randall  
Chief Executive Officer

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## Attachment 1

### Sample insert for school newsletters

On Tuesday 13, Wednesday 14 and Thursday 15 May, students in Years 3, 5, 7 and 9 will take part in the National Assessment Program – Literacy and Numeracy, or NAPLAN, as it is commonly known.

Skills that will be tested include: reading, writing, spelling, grammar and punctuation, and numeracy. These tests are done here at school and are considered just another part of the curriculum.

It is important for you and your child to know that NAPLAN is not a pass/fail test. It simply looks at what level students are achieving in literacy and numeracy against National Standards and compared with student peers throughout Australia.

NAPLAN cannot be studied for and students are not expected to do so. The best way you can help your child prepare for NAPLAN is to let them know that it is just a routine part of their school program, and to urge them to do the best they can on the day.

All students in Years 3, 5, 7 and 9 are expected to participate in NAPLAN testing.

Later in the year we will send parents an individual student NAPLAN report that you can use to view and monitor how your child is progressing.

More information is available on the [NAP website](#).

If you have any concerns, please contact [insert school contact point].