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**From:** DEECD Mail  
**Sent:** Tuesday, 6 May 2008  
**To:** DL All School Principals; DL All Assistant and Campus Principals; DL All Schools; DL All Corporate (new); DL All School Council Presidents; DL School Services Officer A-H; DL School Services Officer I-P; DL School Services Officer Q-Z; DL All Business Managers; DL TSP All Technicians; DL School Technicians; DL All HRMS Users; SDL OHS Reps; DL Learning Technology Co-ordinators; DL Allied Health Officers  
**Subject:** **B014-2008** DEECD MAIL Bulletin for week ending 9 May 2008

## Department of Education and Early Childhood Development – Victoria

For all schools and principals, school council presidents, parent association/club presidents, and central and regional staff

### **S148-2008 National Assessment Program for Literacy and Numeracy (NAPLAN) – 13 to 15 May 2008**

#### **Main Points**

- All principals are required to actively promote the importance of all students participating in the National Assessment Program to their teachers and school communities.
- These tests provide schools and the system with a detailed understanding of an individual student's progress.
- This data provides additional information for teachers that will assist them to develop comprehensive plans for students to ensure that they continue to improve.
- The data will also support school planning and decision-making regarding professional learning and targeted use of resources.
- At the system level, the results of these comparative national assessments will provide information for evidence-based decision making about policy and resourcing.
- Students who are unavoidably absent on the day should complete the test at a later date. Provision exists for 'catch up' tests to be conducted until Friday 23 May 2008 for any students who were unable to do the tests on the nominated day.
- Activities such as professional development events, curriculum development days, excursions, school concerts, parent teacher interviews, school photographs and sports days should be planned to avoid National Assessment Program test dates.

#### **Actions Required**

- Advocacy and action to support and promote all eligible students participating in NAPLAN.

#### **Critical Dates**

- **Monday 30 April to Friday 6 May** – Schools receive and check contents of NAPLAN test packages
- **Friday 9 May** – Final date to request extra materials

- **Tuesday 13 to Thursday 15 May** – NAPLAN Language Conventions and Writing Tests (Years 3, 5, 7 and 9)
- **Wednesday 14 May** – NAPLAN Reading Tests (Years 3, 5, 7 and 9)
- **Thursday 15 May** – NAPLAN Numeracy Tests (Years 3, 5, 7 and 9)
- **Friday 16 May** – Test booklets packed and ready for collection
- **Friday 16 to Friday 23 May** – Catch-up assessments
- **Friday 23 May** – Final date to return the catch-up assessment test booklets.

### **Additional Information**

- **Years 3, 5, 7 and 9 NAPLAN Principals' Guide**  
This guide provides information for principals and NAPLAN coordinators about administration of the NAPLAN tests in 2008 and includes forms, important dates, contact information and a sample letter for principals to send to parents. The guide is available from the VCAA website at [www.vcaa.vic.edu.au/prep10/naplan/schools/principalsguide2008.pdf](http://www.vcaa.vic.edu.au/prep10/naplan/schools/principalsguide2008.pdf).

**Darrell Fraser**  
Deputy Secretary  
Office for Government School Education