

Checklist for Principals – NAPLAN (Paper) 2018

Please complete this checklist and return it with the student test books by Monday, 21 May 2018, except the schools that have been selected for early courier pick up on Friday, 18 May 2018.

Sector (please circle): DECD CESA AISSA

School Name: _____

School Number: _____

Principal's Signature: _____ Date: _____

Please confirm the following have been completed before returning test books:

- Test books being returned for processing match the information recorded on the Student Participation Website.
- All relevant year level check boxes have been ticked on the confirmation screen of the Student Participation Website, confirming all student participation details are correct.
- Alternative format test books have been packed at the top of a box.
- All unused test books, stimulus materials, teacher handbooks and working-out papers are being stored securely until Friday 1 June 2018. (Do not return these spare materials with your test book returns.)
- Student test books for return are bundled in year level order and packed in original delivery boxes.
- Writing tests undertaken on a computer are printed and placed (unattached) into the student's Writing test book. Any school copies have been stored securely.
- Test books used by students visiting from interstate have been posted to the relevant state or territory listed in the *Handbook for principals*.
- Ensure the white return Australia Post eParcel label (or courier collection label) is placed over the top of the original red Australia Post eParcel label, ready for forwarding to Fuji Xerox via your local Post Office (or via courier for selected schools only).
- Breaches of security and/or inappropriate test supervision have been reported to your sector representative in DECD, CESA or AISSA.

A copy of this checklist is provided in the envelope marked "Instructions for posting materials and return address labels enclosed".

If your packages are not lodged with Australia Post by Monday 21 May 2018, please notify the Test Administration Authority immediately by email at decd.sa.taa@sa.gov.au