

Administration guidelines Years 3, 5 and 7

WALNA 2007



Western Australian Literacy and Numeracy Assessment 2007



Department of
Education
and Training




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For more information, contact WALNA (telephone 9202 1282 or 9264 4088
or visit www.det.wa.edu.au/education/walna/).

KEY DATES FOR WALNA 2007

4 May, 25 May and 15 June	Details of marking and <i>Expression of interest</i> forms published in <i>School Matters</i> and distributed by the Catholic Education Office's Communications Board.
15 June	Last date for submission of requests for Braille and large-print tests (Appendix A).
29 June	Last date for submission of <i>Expression of interest</i> forms (Appendix F).
24 July	 Ensure there are sufficient 2B pencils (Years 3, 5 and 7) and calculators (Years 5 and 7).
27 July	All assessment materials delivered to principals by registered mail.
27 July	Check test booklets supplied against school enrolments. Where a pre-printed test booklet has not been supplied for a student, follow the instructions on page 6.
27 July	Last date for submission of requests for exemptions (Appendix B).
30 July	Last date for notification of failure to receive assessment materials (Appendix D).
30 July	Check school's <i>Courier Australia</i> calendar to determine the date that completed books will be picked up (public schools only).
6–10 August	Administer numeracy, reading, spelling and writing tests.
13 August	WALNA coordinator checks completed test papers to ensure: <ul style="list-style-type: none"> • all information on front of test booklets has been provided, including class identifiers, in 2B pencil; and • students have used the same first and last name throughout the test booklet.
13 August	RETURN OF MATERIALS Metropolitan public schools: Metropolitan public schools return all materials through <i>Courier Australia</i> on either Monday 13 August or Tuesday 14 August , depending on courier run. Metropolitan private schools: Metropolitan Independent and Catholic schools return all materials through <i>Australia Post</i> as registered mail no later than Monday 13 August . Ensure that a record of lodgement is obtained from the post office or agency. Country Schools: All public and private country schools return all materials through the local <i>Australia Post</i> or postal agency as registered mail no later than Monday 13 August . Ensure that a record of lodgement is obtained from the post office or agency.
18–31 August	Marking of WALNA.
Mid November	All WALNA student reports distributed to schools for inclusion with second semester school reports.

INFORMATION ABOUT THE ASSESSMENTS

Four separate tasks will be completed for the Western Australian Literacy and Numeracy Assessment in Years 3, 5 and 7: numeracy, reading, spelling and writing. These tasks have been developed through a collaborative effort between the Western Australian Department of Education and Training, the Catholic Education Office of Western Australia, the Association of Independent Schools of Western Australia, and the Australian Council for Educational Research.

Students receive one test booklet which contains all four assessment tasks. The booklets are pre-printed with the students' names for accurate reporting to parents and to schools.

In instances where a student has recently enrolled at the school and a pre-printed test booklet has not been supplied, please follow the instructions on page 6.



As test papers are scanned prior to marking, it is essential that **all assessment tasks** are completed with a **2B pencil** in the test booklet.

The student and school information on the front of the booklet is also machine scanned. Where teachers complete this information, a **2B pencil** must be used.

Information entered with coloured pencils or red biros cannot be scanned.

Sheets of paper that are glued, stapled or paperclipped into the test booklet interfere with scanning and create delays in marking. Any teacher notes or comments relating to students' responses should be written in **2B pencil in the test booklet**.

Assessment materials

Assessment materials will be forwarded to schools by **Friday 27 July 2007**. Delivery will be by registered post and must be signed for.

For security reasons, assessment materials will not be labelled. Principals or their delegates should check for their arrival. Envelopes and boxes should be kept for the return of the materials.

Please advise Pearson Assessment and Testing by fax using **Appendix D** if the materials have not arrived by **Friday 27 July 2007**.

Each school should receive:

- a delivery sheet;
- *Teachers administration instructions* for each of Years 3, 5 and 7;
- pre-printed booklets for each student;
- a colour reading magazine for each student;
- a *School tally sheet*; and
- a return envelope or label.

Numeracy

Students are allowed 30 minutes working time in Year 3, 40 minutes in Year 5 and 45 minutes in Year 7.

Year 5 and Year 7 students will require a **calculator** for part of the assessment task. Year 3 students **will not** use a calculator.

Teachers may give assistance to students who are having difficulty following instructions or reading questions. Words, phrases, or sentences may be read to individual students or to the class as a whole. Some paraphrasing of unfamiliar words may be needed, but mathematical terms and concepts must not be explained.

Some additional time may be taken on the numeracy task to compensate for time taken to read questions to the whole class.

Reading

Students are allowed 45 minutes working time in Years 3 and 5, and 60 minutes in Year 7. Students will receive an answer booklet and a colour magazine.

Because this is a test of reading, teachers must not read either the reading text or the questions to students. Questions must not be re-worded or explained.

Spelling

Spelling will be assessed through students' writing and through two other tasks – *Spelling in context* and a *Spelling correction* task. Students are allowed 20 minutes working time to complete both spelling tasks.

Please note: It is important that the teacher follows the spelling administration instructions carefully and ensures that all students stay on task. If students provide words other than those prescribed by the task, the words are marked as incorrect.

Writing

The writing task is a narrative and takes up to 65 minutes to administer. Students have up to 35 minutes for writing.

There will be opportunity for:

- teacher input;
- think time or small group discussion;
- class discussion;
- pre-writing and planning;
- writing;
- proofing; and
- sharing (optional).

INFORMATION ABOUT THE ASSESSMENTS

Spelling will be judged, in part, in the context of the students' writing, therefore dictionaries may not be used.



As with all assessment tasks, students must write with a **2B pencil** in the test booklet.

Editing marks made with coloured pencils or red biros cannot be scanned.

Sheets of paper that are glued, stapled or paperclipped into the test booklet interfere with scanning and create delays in marking. Loose pages should be labelled and placed into the booklet. Teacher notes can be written directly **on the test booklet in 2B pencil**.

Role of the teacher

Teachers will assist in producing valid and reliable results by:

- reading the *Teachers administration instructions* prior to administering the test;
- ensuring that students have their own pre-printed test booklet;
- providing students with **2B pencils**;
- verifying that students are using **2B pencils**;
- confirming that Years 5 and 7 students have a **calculator** for the numeracy assessment;
- ensuring that students complete the practice questions correctly;
- adhering to the assessment guidelines provided in the *Teachers administration instructions*;
- urging students to do their best as results are reported to parents and schools;
- encouraging students to complete all questions and check that they have not missed any questions;
- providing students with an additional few minutes, if required;
- checking that students have written their name at the beginning of each assessment task and that this name is the same name as the pre-printed name on the front of the book; and
- using a **2B pencil** for recording student information on test booklets, where required.

Providing support for students

Teachers can provide appropriate support for students. For many, the WALNA tasks will be their first experience of a formal test. They will probably look for, and should receive, the usual support and encouragement from their class teacher. However, it is not the intention that teachers lead students through the test in a step-by-step manner.

While teachers cannot explain mathematical terms and concepts or read any part of the reading assessment to the students, it is appropriate for them to:

- read or rephrase numeracy questions for students;
- ask a child to read aloud a question or part of a text in the reading assessment;
- encourage a student who has lost concentration to refocus;
- encourage students to 'have a go'; and
- reassure students.

Role of the principal

All material will be sent to the principal by registered mail. The principal will be responsible for the management of test administration in the school.

The principal should:

- distribute *Parent brochures* to parents;
- assess and register special print needs of vision education service students using **Appendix A** within the guidelines on page 8;
- register any formal exemptions using **Appendix B** within the guidelines listed on pages 7–8;
- register any parent/caregiver withdrawals using **Appendix C** within the guidelines on pages 7–8;
- plan the times and locations of testing (testing in multi-level or split classes should be dealt with in the same way as normal classroom activities);
- check and secure the assessment materials when they are delivered to the school;
- assign each class a one digit or letter identifier (3.1, 3.2, 5.1, 5.2 or 3A, 3B, 5A, 5B etc.) if there are multiple classes of a year group. **This will ensure that school reports are sorted into these class groups;**
- provide adequate time for the supervising teacher/s to become familiar with the *Teachers administration instructions* (these arrive with the assessment materials);
- ensure that testing is completed;
- ensure that all test materials and the *School tally sheet* are completed, checked and packed ready for return; and
- check that the completed assessment materials have left the school according to the guidelines on pages 9–10.

Should schools require extra information documents, these can be downloaded from <http://www.det.wa.edu.au/education/walna/>

Note: The principal may delegate these administrative requirements.

Scheduling the assessments

All the Year 3, Year 5 and Year 7 assessment tasks should be conducted during the week commencing 6 August 2007.

There is no provision for late testing.

INFORMATION ABOUT THE ASSESSMENTS

Pre-printing of student information

Student names and information will be pre-printed on the front of test booklets. Where there are errors in the pre-printed information, use a **2B pencil** to cross out the errors and write in the correct information. Where pre-printed information is missing, (for example, language background other than English status), complete this information.

Do not use an already pre-printed book for another student, as rewriting on an overprinted book interferes with scanning. These books should be kept as spares for future use.


Schools will receive blank test papers for use by students who have recently enrolled.


Recording student information

Accurate information about each student is essential for analysis and reporting. For this reason student names and information are pre-printed on test booklets.

Student enrolment information from schools' information systems is used for the pre-printing of test booklets. This information is automatically harvested in early May.

For public schools using Schools Information Systems (SIS), student names are harvested from the 'legal surname' and 'first name' fields and the names and spellings in these fields are also used to identify the student in the school and student reports.

Principals and teachers are therefore asked to check carefully all student information on the machine-readable front covers of test booklets before returning the booklets for marking. Where there are errors or where different names are desired for reporting purposes, for example where the surname in the SIS 'surname' field is preferred, use a **2B pencil**  to cross out the error and write in the correct information.

For test booklets that have not been pre-printed, student information must be recorded on the front cover using only a **2B pencil**  to ensure the information can be scanned.

If students in the same school have the same names, teachers should include their middle name initials to identify them.

Please ensure that the students' class numbers, as determined by the principal, are clearly recorded on the front cover of the test booklet (see page 5 – *Role of the principal* point 7).

The school must ensure the accuracy of the information about each student.

Exemptions, withdrawals and absences

Exemptions

The principal, with the signed agreement of parents/caregivers, may only grant exemptions in the following circumstances:

- on the grounds of intellectual or functional disability or impairment of either a temporary or permanent nature; and
- in Catholic schools, students funded by the Commonwealth Special Education Program.

Principals may register exemptions for Years 3, 5 and 7 students enrolled in the Intensive English Centres at:

- Beaconsfield IEC
- Highgate IEC
- Koondoola IEC
- Mandurah IEC
- Mirrabooka IEC
- Nollamara IEC
- Parkwood IEC

Principals may register exemptions for identified English as Second Language students in mainstream classes who have been in Australia for one year or less.

Exemptions must be registered **prior to Friday 27 July 2007**. Exemptions should be lodged by using the form shown at **Appendix B**.

Students who attempt a task, and there is evidence of that attempt, but experience difficulty are not categorised as exempt.

Exempted students will **not** receive an individual student report. For the purposes of benchmark reporting, they will be deemed to be 'below benchmark'.

Parents/caregiver withdrawals

Parents/caregivers may withdraw their children from the assessment.

Parent/caregiver withdrawal does not constitute exemption.

Appendix C should be used for this purpose.

Absences

Students who are absent from school on any day during the week of testing and return to school in that week should complete the remainder of the tests and as many of the missed tests as possible.

INFORMATION ABOUT THE ASSESSMENTS

Years 3, 5 and 7 students who are in-patients at Princess Margaret Hospital during the testing week will be deemed to be absent.

Students who are absent from the testing are not categorised as exempt.

Students who are absent for the entire week (6–10 August) will not receive an individual report and nor will they be included in school reports. However, absentees are included in national reporting figures.

Reading Assistance Voucher (RAV) program

The RAV programme was announced by the Australian Government in its 2006–07 budget and was aimed at assisting those students who did not meet the minimum Year 3 reading benchmark in 2006, as well as those who were formally exempted from the Year 3 reading benchmark testing in 2006.

Although yet to be finalised, it is likely that the vouchers will be offered for the 2008 calendar year under the same conditions.

Therefore, students in Year 3 in 2007 who do not sit the Year 3 reading test in 2007 will be eligible only if they are formally exempted by the principal due to special learning needs or other factors.

Students who are absent on the day of the test or who are withdrawn from the test by their parents/caregivers **will not** be eligible.

Students with disabilities

All students with disabilities are entitled to participate in WALNA.

They may receive the level of assistance that is normally available to them: for example, Braille or large-print versions of the assessment materials will be provided for those who need them.

Schools requiring Braille or large-print versions of the assessments should complete and fax **Appendix A** by **Friday 15 June 2007**.

Please note: visiting teachers from Vision Education Service WILL NOT make this request on behalf of schools.

Provision of assistance or special conditions for particular students may be authorised by the principal.

Record of events during the assessment

At the back of the *Teachers administration instructions* is a place for the teacher/test administrator to record events before or during the assessments that may affect students' performance. These *Record of events* sheets **should be retained** by the school to assist in the discussion of students' results.

Returning the assessments

All completed assessment booklets, including partially completed booklets, and the reconciled *School tally sheet* should be returned to the WALNA Processing Centre in the envelope or box(es) in which the materials arrived.

Please ensure that the school address label is removed and the return address label attached.

N.B. The *School tally sheet* should state the number of booklets for each Year level being returned and be signed by the principal or delegate.

Schools may retain:

- the colour magazines;
- the completed *Record of events during the assessment* sheet for later reference;
- unused test booklets. Photocopies of the booklets may also be retained. Please note that extra booklets are not available after the assessment.

The return envelopes or boxes should be clearly labelled

Western Australian Literacy and Numeracy Assessment – 2007

and be returned to:

WALNA PROCESSING CENTRE
 REPLY PAID 83223
 EASTERN MC
 VICTORIA 3110



INFORMATION ABOUT THE ASSESSMENTS

Metropolitan public schools

Metropolitan public schools should return all materials through *Courier Australia* on either **Monday 13 August or Tuesday 14 August**, depending on the courier run day (check the school's *Courier Australia* calendar).

Metropolitan private schools

Metropolitan Independent and Catholic schools should return all materials through *Australia Post* as registered mail **no later than Monday 13 August**. Schools should obtain a record of lodgement from the post office.

All country schools

All country schools (public and private) should return all materials through their local *Australia Post* agency as registered mail **no later than Monday 13 August**. Schools should obtain a record of lodgement from the post office or agency.

It is the responsibility of the principal to ensure the materials leave the school by the due date. Failure to do so may result in the booklets not being processed for marking.

Marking

The marking of assessment tasks is scheduled for 18–31 August. Qualified teachers will undertake the marking and expressions of interest are sought from eligible teachers who are interested in marking the narrative writing task.

Participation in the marking is recognised by the Professional Learning Institute as system-endorsed professional development.

Information about the marking is included at **Appendix E**. An *Expression of interest* form is included as **Appendix F**.

Interested teachers should return the *Expression of interest* form by **Friday 29 June 2007**.

Reports

Results of the testing will be available in mid-November.

Student and school data will be made available on the Electronic Assessment and Reporting System (EARS). For public schools, EARS will be downloadable from *Schools online*.

Private schools will receive their data on EARS burnt to CD via registered mail.

All schools will receive hardcopies of a *Guide to reporting* booklet, individual student, class and school reports.

It is expected that schools will distribute the individual student reports to parents as a supplement to normal second semester reporting procedures.

School reports will provide teachers with information on individual students and class groups, as well as in relation to other students across the State.

WALNA 2007 (Years 3, 5 and 7)

APPENDIX A: REQUEST FOR BRAILLE AND LARGE PRINT ASSESSMENT MATERIALS

Fax:	9264 4045
Phone:	9202 1282

Surname

Given name

School

Address

Postcode

Telephone

Fax

Requires A Braille version of the test
 A large-print version of the test (photocopy to A3)

For Year 3
 Year 5
 Year 7

Principal or delegate signature _____ Date _____

THIS FORM MUST BE REGISTERED BY FRIDAY 15 JUNE 2007

Office use only This application has been noted and materials forwarded to schools. Signed _____ Date _____
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WALNA 2007 (Years 3, 5 and 7)

APPENDIX B: FORMAL EXEMPTION

Public Schools Fax: 9264 4045 Perette Price Manager Educational Measurement Department of Education and Training Phone: 9264 4088	Catholic Schools Fax: 6380 5325 Paula Sgherza Special Projects Consultant Learning and Teaching K-12 Team Catholic Education Office of Western Australia Phone: 6380 5315	Non-Catholic Independent Schools Fax: 9244 2786 Ron Gorman Literacy Consultant Association of Independent Schools of WA Phone: 9441 1620
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Surname

Given name

School

Postcode

Telephone

Fax

Please complete

_____ (name of student) is granted formal exemption from the Western Australian Literacy and Numeracy Assessment because:

Parent/Caregiver	Date	Principal	Date
_____	_____	_____	_____

For the purpose of Australian Government reporting, the following information is required. Please indicate by ticking the appropriate boxes.

What Year is this student in? Year 3 Year 5 Year 7

Sex of student Boy Girl

Is the student of Aboriginal or Torres Strait Islander origin? Yes No

Does anyone in the student's home usually speak in a language other than English? Yes No

THIS FORM MUST BE REGISTERED BY FRIDAY 27 JULY 2007

Office use only
 This application has been noted.

Signed _____ Date _____

WALNA 2007 (Years 3, 5 and 7)

APPENDIX C: PARENT/CAREGIVER WITHDRAWAL

Public Schools Fax: 9264 4045 Perette Price Manager Educational Measurement Department of Education and Training Phone: 9264 4088	Catholic Schools Fax: 6380 5325 Paula Sgherza Special Projects Consultant Learning and Teaching K-12 Team Catholic Education Office of Western Australia Phone: 6380 5315	Non-Catholic Independent Schools Fax: 9244 2786 Ron Gorman Literacy Consultant Association of Independent Schools of WA Phone: 9441 1620
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Surname

Given name

School

Postcode

Telephone

Fax

Please complete

I/we wish to withdraw _____ (name of student) from the Western Australian Literacy and Numeracy Assessment because:

Parent/Caregiver	Date	Principal	Date
_____	_____	_____	_____

For the purpose of Australian Government reporting, the following information is required. Please indicate by ticking the appropriate boxes.

What Year is this student in? Year 3 Year 5 Year 7

Sex of student Boy Girl

Is the student of Aboriginal or Torres Strait Islander origin? Yes No

Does anyone in the student's home usually speak in a language other than English? Yes No

THIS FORM MUST BE REGISTERED BY FRIDAY 27 JULY 2007

Office use only
 This application has been noted.

Signed _____ Date _____

WALNA 2007 (Years 3, 5 and 7)

APPENDIX D: ASSESSMENT MATERIALS – NON ARRIVAL

Fax: 03 9873 8967

Attention: Pearson Assessment and Testing

Principal or delegate _____

Date _____

School _____

Address _____

Postcode _____

Telephone _____

Fax _____

The WALNA 2007 assessment materials did not arrive at this school by Friday 27 July 2007

THIS FORM MUST BE REGISTERED BY MONDAY 30 JULY 2007

Office use only

This application has been noted and materials forwarded to schools.

Signed _____ Date _____

WALNA 2007 (Years 3, 5 and 7)

APPENDIX E: MARKERS EXPRESSION OF INTEREST (NARRATIVE WRITING) – INFORMATION

Expressions of interest are sought from qualified teachers who would like to mark the Narrative Writing task for the 2007 Years 3, 5 and 7 WALNA.

- Participation in the marking is recognised by the Professional Learning Institute as system-endorsed professional development.
- Approximately 100,000 test booklets will be scanned prior to marking and marking will be completed on screen. No computer knowledge is necessary.
- Markers will work in groups of 6–8 with a group leader.
- Strict reliability and comparability measures will be adopted and monitored by the group leader.
- Markers may choose to attend either day or evening sessions.
- Once the marking has begun, markers cannot move between sessions.

Details

Location: Cnr Sevenoaks and Ewing Streets, Bentley (next to WA Auto Auctions).
Venue is accessible by train and major highways and has secure parking.

Dates: Saturday 18 August 2007 to Friday 31 August 2007

Sessions: Day session: 8.30am–3.00pm; or
Evening session: 4.00–9.00pm

Schedule for Writing marker training and marking

Team Leader training	Friday 17 August, 8.30am–3.00pm
New writing marker training	Saturday 18 August, 8.30am–3.00pm
All writing marker training	Monday 20 August, 8.30am–3.00pm or 4.00–9.00pm
Marking starts	Tuesday 21 August, 8.30am–3.00pm or 4.00–9.00pm
Marking completed	Friday 31 August

- New markers are required to attend the training sessions on Saturday 18 and Monday 20 August, and **all** markers are required to attend the training session on Monday 20 August at their allocated timeslot (i.e. day or evening marking session).
- Markers nominate to attend a day or evening session. Markers will NOT be able to attend two sessions in one day or change from the day session to the evening session.

Payment

- Markers will be paid for a compulsory one-hour break. (While marking, short breaks can be taken as required.)
- Markers will be paid \$30 per hour, including the break times, each marking session. (Writing markers are to mark at least 10 writing papers per hour.)

Selection criteria

Essential

- teaching qualifications

Desirable

- previous experience in marking WALNA 2002–2006 or MSE9 assessments
- other system level marking
- interest in literacy assessment and development

Both primary and secondary teachers are encouraged to apply.

Teachers who are currently employed at a school will need to obtain their principal's endorsement to participate in the WALNA marking.

**THE CLOSING DATE FOR EXPRESSIONS OF INTEREST
IS 4.30PM FRIDAY 29 JUNE 2007**

WALNA 2007 (Years 3, 5 and 7)

APPENDIX F: MARKERS EXPRESSION OF INTEREST (NARRATIVE WRITING) – APPLICATION

Fax: 9264 4045

Please use **BLOCK** letters and complete **ALL** sections. Copies of this form can be downloaded from <http://www.det.wa.edu.au/education/walna>.

Surname

Given Name

Current teaching status Permanent
 Casual
 On leave
 Part-time
 Retired
 Other (please specify)

Current school or college
School
Telephone
Fax

Personal details
Number and Street
Town/Suburb
Postcode
Telephone
Fax (if applicable)
Mobile (if applicable)
Email

Sector DET
 Catholic Education
 Independent

Session for which you are available Day
 Evening
 Either

Number of years teaching

- Less than 5
 5-10
 10+

Recent teaching experience (list in table below)

Subject area(s)	Year level(s)	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____

Previous marking experience (if you have marked previously, this section must be completed)

- WALNA 2006 WALNA 2005 WALNA 2004 WALNA 2003 WALNA 2002
 MSE9, 2006 MSE9, 2005 MSE9, 2004

Other system level marking (specify Year levels and subject area[s])

Other relevant information (please attach extra sheet if there is insufficient room)

Principal's acknowledgment (if currently employed in a school, this section MUST be completed)

I have read the above application by _____ (name of marker) to participate in the 2007 WALNA marking.

His/her attendance at the marking venue at the times nominated is understood and has my endorsement.

Name _____ Signature _____ Date _____

Return this form to:

Perette Price (confidential)
 Education Measurement
 Department of Education and Training
 151 Royal St, East Perth, WA 6004

An acknowledgement will be sent within two weeks of receipt of your application.
 For further information contact the Educational Measurement Branch on 9264 4088.

FAX: 9264 4045 BY 4.30 PM FRIDAY 29 JUNE 2007

