

## MEETING OF NAPLAN TEST ADMINISTRATORS

### Suggested topics for discussion

The principal is responsible for ensuring that all test administrators:

- are briefed about testing procedures
- have an understanding of the protocols related to test administration and special provisions, and
- are familiar with the content of the *Test Administration Handbook for Teachers*.

It is recommended that a meeting of test administrators is held in the week before the tests. This includes itinerant and support teachers who will be administering NAPLAN tests.

A power point *Guidelines for test administrators* can be downloaded from the PAR website.

Suggested topics for discussion	Comment
Location of each test	
Start/finish time of each test	
Select test administrators for student groups	
Changes to the school timetable	
Management of emergency situations	
Casual staff	
Distribution and collection of materials	
Preparation of classrooms	
Equipment required during the tests	
Non-participating students	
Disability adjustments	
Completing test participation rolls	
Catch-up tests	
Test administration script	

Every test administrator must be provided with a copy of the *Test Administration Handbook for Teachers* in the week before the test. Copies are sent to schools with the test materials. Additional copies can be downloaded from the PAR website.