### National Assessment Program – Literacy and Numeracy 2016
### PAR CHECKLIST

**PAR website:** [www.naplanpar.nsw.edu.au](http://www.naplanpar.nsw.edu.au)

<table>
<thead>
<tr>
<th>Task</th>
<th>PHASE 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Statement of Compliance</strong></td>
<td>□ Principals must complete the Statement of Compliance screen before the other PAR screens can be accessed.</td>
</tr>
<tr>
<td><strong>School Details</strong></td>
<td>□ Check school details and <strong>notify BOSTES of any changes</strong>.</td>
</tr>
<tr>
<td><strong>School Contacts</strong></td>
<td>□ Add the contact details for the NAPLAN coordinator and other school contacts.</td>
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</tbody>
</table>
| **Student Test Participation** | □ Check the roll class groupings; amend or delete, if required.  
□ Check student details and confirm that the number of students listed is correct.  
Submit applications for disability adjustments - special print, scribe, computer |

| Task | PHASE 2  
| Pre test week |
| **Student Test Participation** | □ Add students who have recently enrolled at the school.  
□ Change status of students who have left the school to left school/deleted.  
□ Check all student names are correctly spelt to ensure student reports are correct. |
| **Print Test Rolls** | □ Print the test participation roll for each class and for each NAPLAN test.  
□ Ensure test administrators are aware of the procedures for completing the test participation roll. |

| Task | PHASE 2  
| Test week |
| **Print Test Rolls** | □ Distribute the test participation rolls with the test materials for each test to supervising teachers.  
□ Instruct test administrators to add any student not listed to the test participation roll.  
□ Collect and check the test participation rolls after each test and confirm that all absences, exemptions, withdrawals and disability adjustments have been correctly recorded. |
| **Student Test Participation** | □ Before entering the student participation details in test week, ensure that all students who have left the school have been updated to left school/deleted and that any new enrolments or visiting students have been added.  
□ Ensure all students who were absent, exempt or withdrawn are correctly indicated.  
□ Ensure all students who accessed disability adjustments are correctly indicated.  
□ Update student participation status from ‘absent’ to ‘present’ for all students who completed catch-up tests. |
| **Important** | □ Count all completed books submitted by supervising teachers and ensure this count matches the number calculated by PAR.  
□ Package all completed test books in the delivery boxes.  
□ Return books via Australia Post using the eParcel labels provided. |