Dear Parents and Caregivers,

In May 2014 the National Assessment Program – Literacy and Numeracy (NAPLAN) will be completed by students in Years 3, 5, 7 and 9. NAPLAN has the support of all State and Territory Education Ministers and will assess the literacy and numeracy skills of students across Australian schools.

The results of the tests will provide important information to schools about what each student can do, and will be used to support teaching and learning programs. Parents will receive a report indicating their child’s level of achievement. Each student’s level of achievement will be reported against the national minimum standard.

Background information (student name, gender, date of birth, language background and Aboriginality) will be collected as part of the National Assessment Program. This information is treated confidentially and held securely to ensure that every student’s right to privacy is maintained.

The NAPLAN tests will be conducted from 13 - 15 May 2014.

<table>
<thead>
<tr>
<th>TUESDAY 13 MAY</th>
<th>WEDNESDAY 14 MAY</th>
<th>THURSDAY 15 MAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Conventions (Spelling, Punctuation and Grammar)</td>
<td>Reading</td>
<td>Numeracy (Number, Algebra, function and pattern; Chance and data; Measurement and Space)</td>
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<tr>
<td>Writing</td>
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In the Numeracy tests students do not require any measuring tools such as rulers or protractors. In Years 7 and 9 there will be two Numeracy tests: one where a calculator is allowed and one where calculators are not to be used. For the calculator test, the student should use the calculator that they currently use at school.

In 2014, as in previous years, the Writing task will be a single common task for all students. The 2014 Writing test will require students to respond to either a persuasive or narrative Writing prompt. However, the genre of the prompt will not be disclosed prior to the test period.

Wherever possible, schools will organise for individual students who are absent at the time of testing to complete missed tests at another time during testing week. Individual students are not permitted to sit tests after Friday 16 May 2014.

Students may be considered for exemption from the tests if:

- they are newly arrived in Australia (less than one year before the test) and with a language background other than English, or
- they have significant intellectual disability and/or significant co-existing conditions which severely limit their capacity to participate in the tests.

All other students are expected to participate in the tests. Disability adjustments which reflect the student’s normal level of support in the classroom may be provided. Large print, Braille, coloured paper versions and electronic tests are available to meet the needs of individual students.

Access to disability adjustment or exemption from the tests must be discussed with the school Principal and a parent or carer consent form must be signed. Students may be withdrawn from NAPLAN by their parent or carer. This is a matter for consideration by parents in consultation with the Principal. If you wish to withdraw your child from the tests, a parent or carer consent form must be signed.

Please make an appointment with the Principal of the school your child attends if you would like to discuss your child’s participation in NAPLAN.

Additional information about NAPLAN can be found at www.nap.edu.au/NAPLAN/Parent_Carer_support/index.html.

Yours Sincerely,

Ms Teresa Rodd
NAPLAN Coordinator – HT English

Ms Kim Chapman
Principal