

Attachment 1a:

Checklist for Existing Users

This attachment is for use by schools and schools systems which already have in place arrangements for the collection of the required student information from parents via the school enrolment process.

Task	Notes
<input type="checkbox"/> The principal update that needs to be noted is that data collected from parents for the 'Country of birth of student' data item should be coded to the <i>Standard Australian Classification of Countries</i> (SACC) Second Edition which was released by the Australian Bureau of Statistics in May 2008.	See Attachments 7 and 8.
<input type="checkbox"/> If arrangements are not in place for the collection of student background data via the enrolment process, use special data collection forms to collect background information from parents of students in Years 3, 5, 7 and 9 and, if the school has been selected to participate in national sample testing in 2009, from parents of Year 6 students. The processes outlined at Section 2.2.6 should be followed to ensure data collection is as complete and accurate as possible, is coded correctly and is entered on the school's administrative computer system.	Examples of special data collection forms are provided at Attachment 3.
<input type="checkbox"/> Ensure processes are in place for providing the student background information in the format required by the test administration authority (for Year 3, 5, 7 and 9 literacy and numeracy tests) or the assessment contractor (for the 2009 science literacy sample assessment).	Test administration authorities will provide Test Administration Handbooks/Manuals for Principals and Test Administrators for NAPLAN 2009. The assessment contractor for the 2009 science literacy sample assessment will provide information on procedures for the electronic collection of student background data.