

Attachment 1b:**Checklist for New Users**

This attachment is for use by schools and school systems (or parts of school systems) which are collecting student information from parents according to the agreed questions for the first time.

Task	Notes
<input type="checkbox"/> Inform school community of information required from parents.	
<input type="checkbox"/> Modify the enrolment form to include the required questions from Section 3 (Technical Specifications).	This may require amendment of existing questions and the addition of new questions.
<input type="checkbox"/> Check privacy requirements and notices provided to parents regarding provision of information to testing agents.	
<input type="checkbox"/> Review procedures for completion of the enrolment form or special data collection form. These may include: <ul style="list-style-type: none"> • distribution and collection of forms • handling queries from parents • interviewing parents • checking for completeness and accuracy • entering data to storage and retrieval systems. 	Modifications to existing procedures may be required.
<input type="checkbox"/> Train personnel involved in enrolment or data collection procedures.	Relevant personnel include those responsible for such processes as: <ul style="list-style-type: none"> • interviews • answering questions • handling complaints • checking completeness • conducting follow-up • entering data.
<input type="checkbox"/> Implement the revised enrolment system.	
<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"/> Prepare processes for providing the 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.