

## Appendix A – NAPLAN Online Item Trial August 2017 Writing Marking Schedule

### Preparation of NAPLAN Online Item Trial writing marking materials

A set of materials is required for each topic to be marked – i.e. for the NAPLAN Online Item Trial August 2017 **8 sets** are to be developed. (Both narrative and persuasive topics will be trialled. The Lead Marker and expert markers need to be highly experienced with both rubrics.)

Please note that this schedule will be confirmed during contract negotiations, and the final schedule will be included in the Contract. Tenderers should use the following information as the basis for preparing their Tenders.

Activity title	Work to be completed	Duration	Dates	Resources	Personnel
<b>1. Script Selection for a set of potential training materials for EACH topic.</b>	A range of potential training scripts selected from completed student scripts. (Approx. 10 hand-picked scripts per topic that will be pared down to a final set of 4-5 after agreed consensus marking). Each topic's scripts must cover the range of possible scores and must include high level examples that can exemplify tops scores in a number, if not all categories. Scripts must be selected from high and low ICSEA schools across the year levels.	3 days – must commence asap after completion of sufficient scripts (one class per year level)	02/08/2017 to 04/08/2017	Assess scripts from students across all ability levels for EACH topic  Platform, marking system, internet, devices and printer  <b>Location:</b> At ACARA's Perth office	<b>Experienced expert markers:</b> Contractor's Lead Marker or local expert marker in consultation with ACARA
<b>2. Reaching agreed scores for training scripts</b>	The selected 5 scripts for each topic (from step 1) are individually marked then discussed by a small group of expert markers and consensus scores for each script agreed. Notes are made on particular	3 days	04/08/2017 to 08/08/2017	Scripts from step 1  Platform, marking system, internet, devices and printer	<b>Team of experienced expert markers:</b> 2 expert markers from MQT* Contractor's Lead Marker or local expert marker in consultation with ACARA  <b>*Inclusion of a minimum of 2 MQT members in this process is considered crucial to ensuring that the</b>

	category features to inform the writing of script commentaries.			<b>Location:</b> At ACARA's Perth office	<b>marking consistency at trial is aligned to national marking operations. The data from trial can then be used with confidence to predict the performance of future test topics.</b>  <b>At least 2 MQT members and ACARA staff will work in conjunction with the Contractor's Lead Marker or local expert marker. There is an expectation that the trial marking contractor will meet travel costs, meal allowances and accommodation expenses for the Lead Marker (if they choose not to use a Perth-based expert marker) and MQT members. ACARA will cover all costs for ACARA staff.</b>
<b>3. Production of training script commentaries</b>	Using the consensus scores and notes taken in step 2, each script will have a commentary written. Each commentary notes the agreed category score for each of the 10 marking criteria as well as a category description of the features exemplified in the script for each criterion.	4 days	09/08/2017 to 14/08/2017	Scripts and notes from step 2  Platform, marking system, internet, devices and printer  <b>Location:</b> Preferable at ACARA's Perth office (alternatively at contractor's premises if regular secure communications can be established)	<b>Expert markers:</b> Contractor's Lead Marker or local expert marker in consultation with ACARA (needs to be the same person who worked in activity 1 and 2 above)
<b>4. Production of training package</b>	Prepare process and copy and prepare materials for training of markers.	1 day	15/08/2017	Platform, internet, devices and printer	<b>Expert markers:</b> ACARA in consultation with the Contractor's Lead Marker or local expert marker (needs to be the same person who worked in activity 1, 2 and 3 above)

				<p>Copying/printing facilities</p> <p><b>Location:</b> Preferable at ACARA's Perth office (alternatively at contractor's premises if regular secure communications can be established)</p>	
<p><b>5. Training and marking</b></p>	<p>Implementation of training and marking</p> <p>Training approx. half day</p> <p>Marking rate calculated at 8-10 scripts per marker per hour</p>	<p>Estimated 5 days</p>	<p>16/08/2017 to 22/08/2017</p>	<p><b>Location:</b> Contractor's secure, central marking centre</p>	<p><b>Marking Personnel:</b> Contractor's Lead Marker (oversees marking progress and monitors Team Leaders' marking) + sufficient markers and team leaders to complete the following marking work: Approx. 8000 scripts, requiring single blind marking for each script with a minimum 10% back-reading/check-marking</p> <p>ACARA works with Lead Marker to monitor marking centre.</p>