

Appendix B – NAPLAN Online Item Trial August 2017 Year 3 paper-based writing test

Preparation and marking of paper-based Year 3 writing test

ACARA is yet to determine whether the Year 3 writing prompts will be trialled online in the platform or on paper. ACARA requests that the Contractor provide a quote for preparing and marking the Year 3 writing tests only in a paper-based form in the event that the Year 3 writing scripts must be conducted in a paper-based form instead of online on the platform.

The final project scope will be confirmed with the successful tenderer during contract negotiations.

Tenderers should use the following information as the basis for preparing their Tenders.

2.4.17 Deliverable 17 – Printing and packing of Y3 writing test materials

The Contractor would be required to:

- facilitate the secure transfer of writing test material data from the Contractor to the printer
- print writing test materials as indicated in the table below
- securely pack all writing test materials in class and school sets
- writing test booklets and stimulus material should be colour coded to match (e.g. task 1 and booklet 1 = red, task 2 and booklet 2 = blue, etc)
- all school sets must be easily identifiable by invigilators.

The table below shows the number of Year 3 writing test booklets and tasks that would require printing and the number of pages in each piece of test material:

Writing – Year 3 only			
Test material	Page numbers	Number per test material	Total number of test material
8 different test booklets	4	250	2000
8 different stimulus tasks/prompts (full-colour sheet)	1	250	2000

Note: students will complete two writing tasks each.

2.4.18 Deliverable 18 – Distribution of writing test materials to and from invigilators

The Contractor would be required to:

- use a highly secure and trackable distribution system for all writing test materials to and from invigilators
- ensure that all writing test materials returned from invigilators to the Contractor are accounted for
- provide original and scanned copies of the student writing task scripts to ACARA in Jpeg and Pdf formats.

2.4.19 Deliverable 19 – Provision of secure marking system

The Contractor would be required to provide a secure marking system on which to conduct the marking operation of Year 3 paper-based scripts. The Contractor's marking system must be able to accept paper-based writing scripts; be configured for implementing marking as

detailed in Deliverable 14 on all criteria of the NAPLAN writing marking guide; for quality control (score review procedures); and have the capacity to extract marker and marking data to ACARA's specifications (e.g. fixed width ASCII text file). The Contractor would also need to provide technical support (a helpdesk) for, and training in, their marking system for the duration of the marking operation.

2.4.20 Deliverable 20 – Provision of data files and staff support

The Contractor would be required to provide data files at the end of the marking operation for all raw score marks according to ACARA's specifications. The detailed data matrix specifications and code-frames will be provided to the successful Contractor. The format of the data file is fixed width ASCII text file. Quality assurance processes must be in place to ensure the accuracy and consistency of these data. The Contractor should ensure that all data is 'cleaned' by ensuring that there are no out-of-range responses, that all results have been included in the relevant files, and that all coding is accurate.

The Contractor may be required to nominate one person with experience in the production of data files to be able to be contacted for a period of four weeks after the data files have been provided to ACARA to resolve any issues that might arise during the subsequent analysis of the writing results. The person should be readily available during that period.

2.4.21 Deliverable 21 – Secure storage and disposal of materials

After the completion of the administration of the tests, the Contractor will be responsible for ensuring that the invigilators collect up any scrap paper used during the tests and securely destroy these e.g. by shredding.

All test materials in both paper and electronic files must be stored in appropriately secure locations for a period of time to be determined by ACARA and, following the expiry of this time period, disposed of in a highly secure manner as approved by ACARA. The Contractor will be responsible for ensuring that any materials that can compromise the security of the test are securely provided to ACARA or destroyed. 'Secure' is specified in the section 2.6 Security Requirements.