

WHAT DO YOU NEED TO BRING WITH YOU?

Summary of what to bring

You need to bring hard copy of the following reports with you to the **NAPLAN PD**, workshop. You **DO NOT** need a laptop – printed copies of the reports below are sufficient.

1. *School Summary Report* (National Report) for each Year Level (see instructions below)
2. *Five Year Trend Report* (Reading and Numeracy) for each Year Level (see instructions below)
3. *Writing Criteria Report* for each Year Level (see instructions below)
4. *Item Analysis Report* (Reading - Item Order and Numeracy - Item Order) for each Year Level (see instructions below)

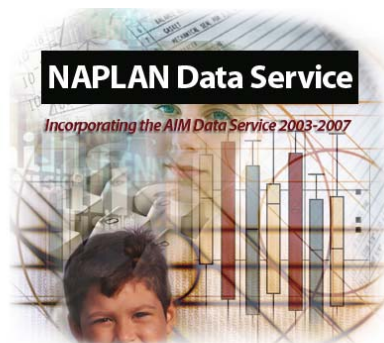
To print these reports you first need to login to the NAPLAN Data Service as follows:

- i. Using an internet browser, go to <http://naplands.vcaa.vic.edu.au/> .
- ii. From the menu on the left, choose ‘**NAPLAN Data Service System Login**’ (see below)

Welcome to the **NAPLAN Data Service**
Incorporating the **AIM Data Service 2003 - 2007**

The NAPLAN Data Service provides Victorian Schools with a range of online reports for the National Assessment Program - Literacy and Numeracy (NAPLAN). The NAPLAN Data Service also incorporates results from AIM Statewide Testing conducted from 2003 to 2007.

[NAPLAN Data Service System Login](#)
[NAPLAN Data Service Tutorial and Help](#)



Minimum System Requirements

- Microsoft Windows 2000, XP or 2003 (Not supported by Apple MAC, or other non-Microsoft Windows Operating Systems).
- Microsoft Internet Explorer (IE) 6.0 and above.

[Privacy Statement](#)

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- iii. The following login screen should appear. (If it doesn't, go to the ‘**Tools**’ menu of your browser and ‘**turn off pop-up blocker**’ then retry.) Type in your new 2009 ‘**User ID:**’ and ‘**Password:**’ (sent to your school principal recently) and then click on the ‘**Login**’ button.

The image is a screenshot of a web browser window titled 'User Login WS - Microsoft Internet Explorer'. The main content area is a grey box with a white border. At the top, it says 'Warning - this system is provided for the use of authorised personnel only'. Below this, there are two input fields: 'User ID:' with the text 'VICCOLLEGE' and 'Password:' with a masked password of ten dots. At the bottom of the grey box are two buttons: 'Login' and 'Cancel'.

- iv. The following screen should appear. You are now in the NAPLAN Data Service and are ready to begin printing the required reports.

Reports to bring

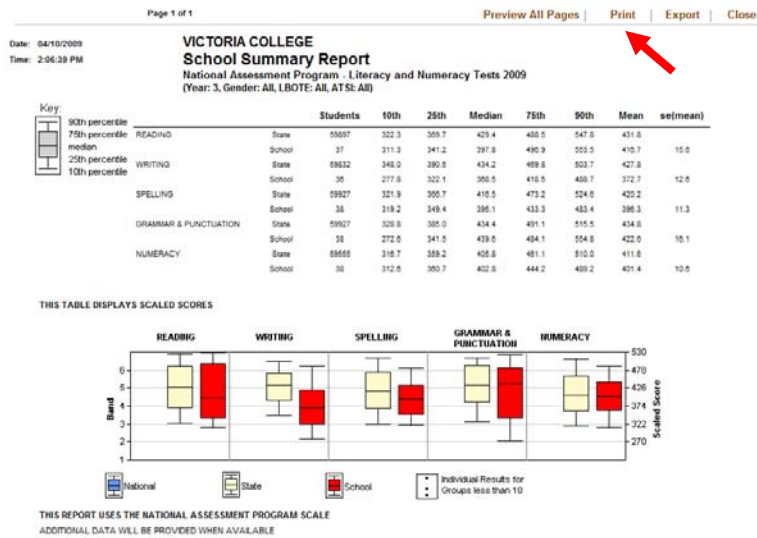
1. School Summary Report (National Report) for each Year Level

- i. Choose the appropriate Year Level (Yr3, 5, 7 or 9), leave the **'Reporting Year'** at **2009** and from the drop-down box select the **'School Summary Report'**

- ii. The following screen should appear.

100	90th percentile	READING	Like School
	75th percentile		School
50	median		State
	25th percentile	WRITING	Like School
0	15th percentile		School
			State
		SPELLING	Like School
			School
			State
		NUMBER	Like School
			School

- iii. Select **'National Report'** and then click on **'Preview Report'**. The following report should appear. Click on the **'Print'** button to print the report.



- iv. Repeat the above steps for each Year Level in your school. You should bring up to **four** of these reports with you to the PD session, namely:
- School Summary Report – Year 3 and/or,
 - School Summary Report – Year 5 and/or,
 - School Summary Report – Year 7 and/or,
 - School Summary Report – Year 9.

2. Five Year Trend Report (Reading and Numeracy) for each Year Level

- i. Choose the appropriate Year Level (Yr3, 5, 7 or 9), leave the **'Reporting Year'** at **2009** and from the drop-down box select the **'Five Year Trend Report'**

Report Parameters

Test:

Year 3

Year 5

Year 7

Year 9

Reporting Year: 2009

Report Name:

School Summary Report

Group Summary Report

Assessment Area Report

Writing Criteria Report

Item Analysis Report

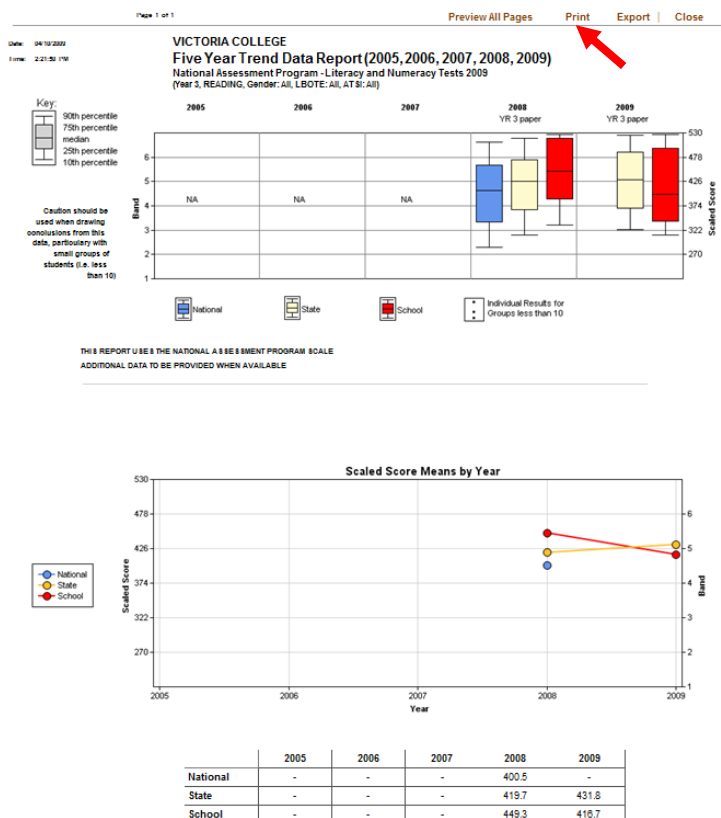
Student Response Report

Student Achievement Level Report

Five Year Trend Report

ii. The following screen should appear.

iii. Select 'Reading' or 'Numeracy' (as appropriate) and then click on 'Preview Report'. The following report should appear. Click on the 'Print' button to print the report.



v. Repeat the above steps for both **Reading** and **Numeracy** and for each Year Level in your school. You should bring up to **eight** of these reports with you to the PD session, namely:

- Five Year Trend Report –Year 3 (both Reading and Numeracy) and/or,
- Five Year Trend Report –Year 5 (both Reading and Numeracy) and/or,
- Five Year Trend Report –Year 7 (both Reading and Numeracy) and/or,
- Five Year Trend Report –Year 9 (both Reading and Numeracy).

3. Writing Criteria Report for each Year Level

- i. Choose the appropriate Year Level (Yr3, 5, 7 or 9), leave the 'Reporting Year' at 2009 and from the drop-down box select the 'Writing Criteria Report'.

Report Parameters

Test:

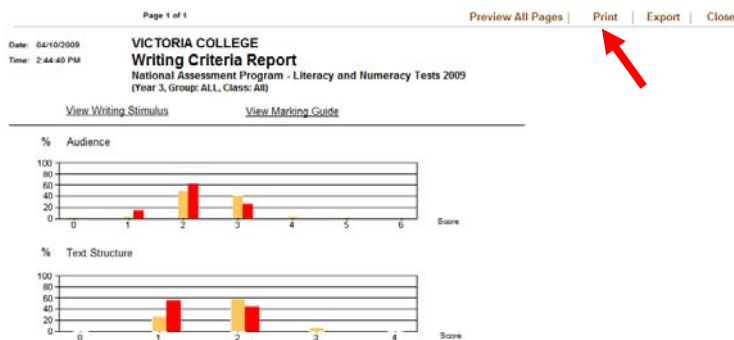
Year 3
 Year 5
 Year 7
 Year 9

Reporting Year: 2009

Report Name:

- School Summary Report
- Group Summary Report
- Assessment Area Report
- Writing Criteria Report**
- Item Analysis Report
- Student Response Report
- Student Achievement Level Report
- Five Year Trend Report

- ii. Click on 'Preview report' to view the writing criteria report. The following report should appear. Click on the 'Print' button to print the report.



- vi. Repeat the above steps for each Year Level in your school. You should bring up to **four** of these reports with you to the PD session, namely:
 - Writing Criteria Report –Year 3 and/or,
 - Writing Criteria Report –Year 5 and/or,
 - Writing Criteria Report –Year 7 and/or,
 - Writing Criteria Report –Year 9.

4. Item Analysis Report (Reading - Item Order and Numeracy - Item Order) for each Year Level

- i. Choose the appropriate Year Level (Yr3, 5, 7 or 9), leave the 'Reporting Year' at 2009 and from the drop-down box select the 'Item Analysis Report':

Report Parameters

Test:

Year 3
 Year 5
 Year 7
 Year 9

Reporting Year: 2009

Report Name:

- School Summary Report
- Group Summary Report
- Assessment Area Report
- Writing Criteria Report
- Item Analysis Report**
- Student Response Report
- Student Achievement Level Report
- Five Year Trend Report

- ii. In the ‘**Order By**’ drop-down box select ‘**Reading – Item Order**’ or ‘**Numeracy – Item Order**’ as appropriate.

Report Parameters

Test:

Year 3
 Year 5
 Year 7
 Year 9

Reporting Year: 2009

Report Name: Item Analysis Report

Assign Students to Classes

Class Code:

Order By:

- Reading - Item Order
- Reading - Item Order**
- Reading - Difficulty Order
- LC Spelling - Item Order
- LC Spelling - Difficulty Order
- LC Grammar & Punctuation - Item Order
- LC Grammar & Punctuation - Difficulty Order
- Numeracy - Item Order
- Numeracy - Dimension Order
- Numeracy - Difficulty Order

Preview Report

Year	Gender	Level	Item	Score	Standard	Score	Standard	Score	Standard	Score	Standard
2009	Year 3	LC	1	10	10	10	10	10	10	10	10
2009	Year 3	LC	2	10	10	10	10	10	10	10	10
2009	Year 3	LC	3	10	10	10	10	10	10	10	10
2009	Year 3	LC	4	10	10	10	10	10	10	10	10
2009	Year 3	LC	5	10	10	10	10	10	10	10	10
2009	Year 3	LC	6	10	10	10	10	10	10	10	10
2009	Year 3	LC	7	10	10	10	10	10	10	10	10
2009	Year 3	LC	8	10	10	10	10	10	10	10	10
2009	Year 3	LC	9	10	10	10	10	10	10	10	10
2009	Year 3	LC	10	10	10	10	10	10	10	10	10
2009	Year 3	LC	11	10	10	10	10	10	10	10	10
2009	Year 3	LC	12	10	10	10	10	10	10	10	10
2009	Year 3	LC	13	10	10	10	10	10	10	10	10
2009	Year 3	LC	14	10	10	10	10	10	10	10	10
2009	Year 3	LC	15	10	10	10	10	10	10	10	10
2009	Year 3	LC	16	10	10	10	10	10	10	10	10
2009	Year 3	LC	17	10	10	10	10	10	10	10	10
2009	Year 3	LC	18	10	10	10	10	10	10	10	10
2009	Year 3	LC	19	10	10	10	10	10	10	10	10
2009	Year 3	LC	20	10	10	10	10	10	10	10	10
2009	Year 3	LC	21	10	10	10	10	10	10	10	10
2009	Year 3	LC	22	10	10	10	10	10	10	10	10

- iii. Click on ‘**Preview report**’ to view the ‘**Item Analysis Report**’. Click on the ‘**Print**’ button to print the report.
- vii. Repeat the above steps for both **Reading** and **Numeracy** and for each Year Level in your school. You should bring up to **eight** of these reports with you to the PD session, namely:
- Item Analysis Report –Year 3 (both Reading and Numeracy) and/or,
 - Item Analysis Report –Year 5 (both Reading and Numeracy) and/or,
 - Item Analysis Report –Year 7 (both Reading and Numeracy) and/or,
 - Item Analysis Report –Year 9 (both Reading and Numeracy).