

18 February 2025

Re: NAPLAN testing 2025 – Wednesday 12 March – Monday 24 March

Dear Families

This letter is to inform you of the upcoming NAPLAN assessments for students in Years 3, 5, 7, and 9, scheduled from 12–24 March 2025.

At Caritas College, we are dedicated to preparing your child for these assessments and using them as one of many tools to understand and support each student's learning journey. Recognising that while NAPLAN is an important assessment, it will be just one of the various resources we use to evaluate your child's progress.

Please note that an exact timetable for your child's participation in the NAPLAN tests will be provided closer to the testing window. This schedule will detail the specific dates and times for each test.

In preparation for NAPLAN, a practice test will be conducted towards the end of February. This is an opportunity for students to familiarise themselves with the format of the assessments and for us to ensure that they feel comfortable and confident in taking the tests.

Enclosed with this letter is a parent fact sheet about NAPLAN, providing essential information about the tests, including their nature, what they assess, and how the results can be interpreted and used. Additionally, a Privacy Collection Notice is attached. This document outlines how personal information related to the NAPLAN assessments is collected, used, and stored.

We understand that assessments can be a source of anxiety for some students, and we are here to support your child through this period. If you have any questions or concerns about the NAPLAN assessments or if you would like to discuss your child's participation and support, please feel free to contact us. You can reach out to our school office at 86489700 to arrange a meeting with the relevant staff member.

Yours sincerely



Damain Smith
Principal

NAPLAN

National Assessment Program - Literacy and Numeracy Information for parents and carers

- All students in Years 3, 5, 7 and 9 in Australia do NAPLAN tests in March each year.
- NAPLAN tests students' skills in reading, writing and maths.
- The test questions are presented in Standard Australian English dialect.
- Students read some of the questions and listen to others with headphones.
- The tests will get easier or harder, depending on how students are going in the test.
- Students do four different tests. The names of the four tests are:



Writing



Reading



Conventions of language
(spelling, grammar and punctuation)



Numeracy

- Students in Year 3 will do the Writing test using pencil and paper. Year 3 students will answer the other test questions on the computer.
- Students in Years 5, 7 and 9 will answer all their test questions on computers.
- Teachers will help students get ready for NAPLAN tests.
- Schools will get their students' results. The school will then give parents/carers a report showing their own child's results.
- Parents/carers can talk to the teacher about these results.
- NAPLAN shows how students are going all over Australia. People who work in the Australian Government, state and territory education authorities and schools use NAPLAN results. The results let them see which schools are doing well and which schools might need help.

Talk to your teacher if you have any questions about your child doing the tests.

For more information on NAPLAN, visit nap.edu.au.

NAPLAN – privacy collection notice

The National Assessment Program – Literacy and Numeracy (NAPLAN) takes place each year for students in Years 3, 5, 7 and 9 and has been an everyday part of the school calendar since 2008.

NAPLAN helps parents, carers and educators to see if children are meeting important numeracy and literacy standards.

Collection of personal information

Schools are required by law to collect personal information about you and your child, irrespective of whether your child participates in NAPLAN testing.

The purpose of this notice is to advise parents and carers of how personal information about you and your child will be used for NAPLAN testing (both online and paper tests) and NAPLAN readiness activities scheduled at various times leading up to the test in March 2025.

NAPLAN testing

Since 2022 NAPLAN tests are completed nationally online, except for Year 3 writing which remains paperbased and a small number of students who will continue to use alternative format (paper or electronic pdf tests).

Online testing brings many benefits and opportunities including providing better assessment, more precise results and faster turnaround of information.

More information on NAPLAN is available at: www.nap.edu.au/naplan/parent-carer-support/.

Readiness testing activities

A critical step in preparing for NAPLAN is schools' participation in readiness testing activities.

The purpose of readiness testing activities is to ensure your child is familiar with their device and the online test environment, as well as to confirm school infrastructure systems and processes are in place for NAPLAN testing.

Disclosure of personal information

For every student participating in NAPLAN testing and readiness activities, personal information will be uploaded by the Department for Education, as the Test Administration Authority (TAA), to the NAPLAN Online Assessment Platform ('assessment platform'). For information on how ACARA collects and uses personal information about you and your child for NAPLAN please refer to [ACARA's privacy notices](#).

The information overleaf marked with an asterisk (*) is also provided by the department, as the TAA, to FUJIFILM Data Management Solutions Pty Ltd for the purposes of printing paper test materials and the printing of student reports. FUJIFILM Data Management Solutions Pty Ltd ("FUJIFILM") is subject to rigorous information privacy and data security obligations under its contract with the Department for Education and is only permitted access to personal information from a relevant school for the purposes of providing the contracted services.

FUJIFILM's privacy policy can be found at: <https://www.fujifilm.com/au/en/privacy>

- Student name*
- School name, class and year level*
- Date of birth*
- Country of birth
- Aboriginal and/or Torres Strait Islander status
- Gender*
- Disability adjustments (where applicable) *
- Language background other than English
- Parents' occupation, education and language background
- Student's braille format*
- Jurisdictional and local school student identifiers*

The personal information for students who are exempted, absent or withdrawn from NAPLAN testing is collected and used for reporting purposes.

Data security

Security and privacy are key requirements for the delivery of national testing.

NAPLAN Assessment Platform

The online assessment platform has been designed to comply with relevant national data security policies and guidelines.

The assessment platform is managed by Education Services Australia (ESA). ESA is a not-for-profit company jointly owned by the Australian education ministers. ESA is subject to rigorous information privacy and data security obligations under its contract with the Department for Education.

ESA only has access to personal information from a relevant school or TAA for the primary purpose of fulfilling ESA's role in supporting the operation of the assessment platform.

ESA's privacy policy can be found at: www.esa.edu.au/contact-us/privacy.

Access and correction

To request access or correction to personal information collected for NAPLAN and held by schools, please contact your school principal in the first instance. Any concerns about a breach of privacy by a school should be directed in writing to the school principal.

More information

Speak with your school principal in the first instance if you have any questions about this information.