

2. ACTIONS REQUIRED

2.1 Existing users

Some existing users may be collecting information from secondary students for the first time. Attachment 1A provides a checklist for those schools or school systems which have already implemented the necessary changes.

2.2 New users

The key steps for schools or school systems implementing the data collection for the first time are as follows:

- Revise enrolment forms to ensure the forms incorporate the agreed questions and use the exact wording of the agreed question modules.
- Ensure that responses to the 'Main language other than English spoken at home' question are linked to the Australian Standard Classification of Languages (ASCL) Second Edition coding index as per Attachments 5 and 6.
- Ensure that responses to the 'Country of birth' question are linked to the Standard Australian Classification of Countries (SACC) coding index as per Attachments 7 and 8.
- Ensure information has been obtained from the testing agent on the agreed process for providing student background information to be linked to students' test data.
- Revise the data storage system for student records to include fields for the new enrolment data on students' background characteristics.
- Collect and store the necessary student background data.

Further details are provided below. A checklist of tasks associated with the key steps is shown in Attachment 1B.

2.2.1 Changes to enrolment forms

Enrolment forms need to include the agreed question modules set out in Section 3 of this manual (*Technical Specifications*). **To ensure consistency in national reporting, the question modules must be used as specified.**

Attachment 3 provides two samples of how the question modules might appear on enrolment forms.

2.2.2 Use of special data collection forms

Schools or school systems which have not implemented the requirements to collect student background information via enrolment forms for the 2008 school year will need to collect the necessary information for those students taking part in Year 3, 5, 7 and 9 literacy and numeracy testing and/or Year 6 students selected to participate in the National Assessment Program (NAP) – Information and Communication Technology Literacy (ICTL), 2008 using special data collection forms.

Attachment 3 provides two sample special data collection forms using the agreed question modules.

2.2.3 Information for testing agents

After each assessment is conducted, the testing agent(s) will need to link students' test results to their respective background characteristics. This will require schools or school systems to provide the background information to the testing agent in an agreed format.

In the case of the National Assessment Program (NAP) – Information and Communication Technology Literacy (ICTL), 2008, the background information will be collected electronically, prior to the testing date, through a secure online student registration system (OSRS) developed specifically for this purpose. The consultant employed to undertake the assessment will advise school systems and schools how to provide the background information on the Year 6 students participating in the assessment.

2.2.4 Revising the data storage system for student records

Along with the required question modules, Section 3 provides guidance on how the responses should be coded and stored. The following details need to be checked:

- student data records include fields for all of the information specified in Section 3;
- the fields in electronic records meet the information system requirements specified in Section 3; and
- student background information is able to be retrieved in such a way that it can be linked to students' test data by the testing agent, for example, by means of a suitable student identifier.

2.2.5 Collecting and storing the background information

It is important for national reporting to have data that is as accurate as possible and from as many parents as possible. Schools need to ensure that procedures for completion of enrolment forms or special data collection forms are carefully considered. For example, schools may provide information accompanying enrolment or special data collection forms. They may also need to work with parents and have arrangements in place to follow up where forms are incomplete. In some cases, parents may need assistance in interpreting and answering some of the questions.

Processes need to be in place for entry and coding of data to computer files from enrolment forms or, where the student background data collection requirements have not been incorporated into the enrolment process, from special data collection forms so that the information can be readily provided to or accessed by testing agents.