

ATTACHMENT 1A: CHECKLIST FOR EXISTING USERS

This attachment is for use by schools and schools systems which have already collected student information from parents according to the agreed questions and have enrolment forms or special data collection forms in place.

Task	Notes
<input type="checkbox"/> The principal update that needs to be noted is that the lists of main languages other than English spoken at home (Attachment 5) and most common countries of birth (Attachment 7), for Australia and for each State and Territory, have been revised by the ABS to reflect data on languages and birthplace from the 2006 Census of Population and Housing.	See Attachments 5 and 7.

ATTACHMENT 1B: IMPLEMENTATION CHECKLIST FOR NEW USERS

This attachment is for use by schools and school systems (or parts of school systems) which are implementing collections of student information from parents according to the agreed questions for the first time.

These users might include new independent schools and secondary schools (in all sectors) which have not previously collected student background data using the nationally agreed criteria through the enrolment process and which will need to collect information on Year 9 students in 2008.

Schools are required to use an Online Student Registration System (OSRS) which the testing agent will provide several months prior to the test in question.

Task	Notes
<input type="checkbox"/> Inform school community of information required from parents.	
<input type="checkbox"/> Modify the enrolment form and, where necessary, develop special data collection forms to include the required questions from Section 3 (Technical Specifications).	This may require amendment of existing questions and the addition of new questions.
<input type="checkbox"/> Check privacy requirements and notices provided to parents regarding provision of information to testing agents.	
<input type="checkbox"/> Review procedures for completion of the enrolment form or special data collection form. These may include: <ul style="list-style-type: none"> • distribution and collection of forms • handling queries from parents • interviewing parents • checking for completeness and accuracy • entering data to storage and retrieval systems. 	Modifications to existing procedures may be required.
<input type="checkbox"/> Train personnel involved in enrolment or data collection procedures.	Relevant personnel include those responsible for such processes as: <ul style="list-style-type: none"> • interviews • answering questions • handling complaints • checking • data entry.
<input type="checkbox"/> Implement the revised enrolment system.	
<input type="checkbox"/> If arrangements are not in place for the collection of student background data via the enrolment process, use special data collection forms to collect background information from parents of students in Years 3, 5, 7 and 9, as well as students participating in Year 6 national sample testing.	This will require special data collection forms (see Attachment 3).
<input type="checkbox"/> Prepare processes for providing the background information in the format required by the testing agent.	Subject to advice from the testing agent. This may require the preparation of tables as specified in the Online Student Registration System (OSRS) manual which will be supplied by the testing agent and loaded on the online system. This will usually be done at the system or central level for government schools.