

2006 principals' guide



**Achievement
Improvement
Monitor**

Administration

Year 9



**Achievement Improvement Monitor
ASSESSMENT PROGRAM**

AIM 2006 STATE-WIDE TESTS

PRINCIPALS' GUIDE - ADMINISTRATION

YEAR 9

Published by the Victorian Curriculum and Assessment Authority
41 St Andrews Place, East Melbourne, Victoria 3002

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Principal's Checklist

Year 9 2006

Date		Check <input checked="" type="checkbox"/>
On receipt	Read this <i>AIM 2006 Principals' Guide – Administration</i> paying particular attention to the responsibilities of principals and the required administrative procedures	<input type="checkbox"/>
28 February	Last date for verification of student data on pre-enrolment website	<input type="checkbox"/>
10 March	Final date for schools to request a variation to testing dates	<input type="checkbox"/>
	Final date for schools to request Large Print and Braille materials	<input type="checkbox"/>
	Forward up to three signatories for authorised receipt of test packages and report packages to the VCAA	<input type="checkbox"/>
	Schools to acquire parental approval for exemptions	<input type="checkbox"/>
	Prepare documentation for receipt, tracking, storage and distribution of AIM test materials in the Security Log	<input type="checkbox"/>
Week of 27 March	Schools to receive and check contents of AIM test package	<input type="checkbox"/>
	Request extra materials where required	<input type="checkbox"/>
	Complete the Receipt and Distribution Record	<input type="checkbox"/>
	Complete the Access Log	<input type="checkbox"/>
	Store all materials in double secure storage	<input type="checkbox"/>
	Distribute the <i>AIM 2006 Schools' Guide – Implementation</i> to teachers	<input type="checkbox"/>
	Conduct a briefing on test administration for teachers supervising the AIM tests	<input type="checkbox"/>
4 April	Distribute Mathematics test booklets to teachers	<input type="checkbox"/>
4 April	Mathematics AIM test	
5 April	Distribute English test booklets to teachers	<input type="checkbox"/>
5 April	English AIM test	
5 April	Check and prepare test booklets, Record of Exemption forms, and Participation Return forms ready for collection	<input type="checkbox"/>
6 April	Ensure that test packages are ready for collection by 8:30 am and a record kept of the name of courier and time of pick up	<input type="checkbox"/>
13 April	Notify the AIM Helpdesk if test packages have not been collected	<input type="checkbox"/>
	Final date to return test booklets for catch-up assessment and for classes which had approval for a variation to testing dates	<input type="checkbox"/>

HELP DESK

A help desk service operates to assist principals and AIM coordinators with queries about the AIM Years 3, 5, 7 and 9 assessment program. For queries and/or assistance contact the Victorian Curriculum and Assessment Authority on:

AIM Testing

freecall	1800 648 637
fax	(03) 9651 4612
email	vcaa.aim.help@edumail.vic.gov.au
website	www.vcaa.vic.edu.au

Dates for AIM Tests

Year 9	4 and 5 April 2006
Years 3, 5 and 7	1 and 2 August 2006

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INTRODUCTION

The Achievement Improvement Monitor (AIM) program is a curriculum-based assessment for Year 3, Year 5, Year 7 and Year 9 students in Victoria, testing their knowledge and skills in English and Mathematics.

The results of the tests provide information for students, parents, teachers and principals about student achievement, which can be used to support teaching and learning programs.

Each student's result is reported to schools and parents against the Victorian Essential Learning Standards. Students are assessed in Year 3 to identify individual student achievement at the end of the early years of schooling. They are assessed again in Year 5 to monitor their achievement before transition to secondary school. The Year 7 assessments provide information about achievement in the first year of secondary school. Secondary schools will be able to link their Year 7 AIM student data to Year 9 to get a two year growth comparison of their students. At these points teachers can identify students who will benefit from enrichment activities or who may require further development in specific aspects of the curriculum.

The AIM program assists teachers to identify students' strengths and weaknesses in English and Mathematics. By analysing results which show a pattern or which add to information from teacher judgments, teachers can adjust teaching strategies to provide appropriate support.

The aggregation of student results from the AIM tests provides the school with an overview of current achievements for groups of students and contributes to a more comprehensive understanding of their performance. The analysis of school-wide data assists school planning and can be used by the school to monitor English and Mathematics improvement over time.

About this guide

This guide provides information for principals and AIM coordinators to prepare for the administration of the Year 9 2006 assessment program. It is the first of three publications to be provided to schools:

- 1. Principals' Guide – Administration (this publication)**
- 2. Schools' Guide – Implementation**
- 3. Reporting Guide – Data**

Other important information about the AIM Assessment Program can be found in the *VCAA Bulletin P-10* and on the VCAA website at:
www.vcaa.vic.edu.au/prep10/

Privacy Statement

The Victorian Curriculum and Assessment Authority (VCAA) is committed to the protection of student information generated by the AIM assessment program. All personal information collected during the AIM program is used in accordance with the *Information Privacy Act 2000*. In order to conduct the AIM tests, the VCAA collects names and achievement data of all students who undertake the Year 3, Year 5, Year 7 and Year 9 tests. The VCAA also collects information on gender, language background, Aboriginal and Torres Strait Islander (ATSI) status and date of birth of students.

The VCAA uses the student information provided by schools to overprint individual student details on the front cover of the test booklets and to report to parents on their own child's performance. This data is also provided to the school to assist principals to analyse the effectiveness of their school programs and to identify individual students' strengths and weaknesses.

The principal should ensure that all student details and results are kept confidential.

Communicating with parents

It is important that parents understand the purpose of the AIM assessment program. Schools may notify parents prior to the test about the nature, purpose and timing of the AIM assessment program by one of the following methods:

- use or modify the sample letter (see page 17)
- as part of a regular school newsletter
- as part of a parent/teacher interview.

A leaflet for parents which discusses the AIM program is included in this package.

Responsibilities of the principal

The principal has a critical leadership role in the administration of the AIM assessment program. The principal is well placed to integrate the AIM results into broad planning strategies and to communicate to parents the school's commitment to improvement of student achievement.

It is the principal's responsibility to:

1. Ensure that appropriate staff are aware of the pending arrival of the test packages and signatories for receipt are assigned.
2. Ensure that all testing materials are checked for tampering upon receipt by the school.
3. Store test materials in a safe and secure manner.
4. Document receipt, tracking, storage and distribution of materials in the AIM Test Materials Security Log. Record, and retain at the school, the names and roles of all personnel who have authorised access to the test materials and who are authorised to sign for receipt of test materials.

5. Ensure that no unauthorised person handles test materials prior to the times specified in the *AIM 2006 Principals' Guide – Administration*.
6. Ensure that the test materials stored at the school are re-checked for tampering prior to the commencement of the testing period.
7. Ensure that the test booklets are handed to supervising teachers on the morning of each test and returned to secure storage after each test.
8. Notify the VCAA immediately of any breaches of test security.
9. Ensure that all supervising staff are briefed about testing procedures and conduct of the tests in a manner consistent with the instructions in the *AIM 2006 Schools' Guide – Implementation*.
10. Notify the VCAA immediately of any test procedures which are inconsistent with directions in the *AIM 2006 Principals' Guide – Administration* and *AIM 2006 Schools' Guide – Implementation*.
11. Ensure that students complete the correct pre-printed test booklets.
12. Ensure that a record is kept of the name of each student who sits the AIM tests.
13. Ensure that procedures for exempting students are conducted according to procedures stated in the *AIM 2006 Principals' Guide – Administration*.
14. Ensure that the Participation Return forms are accurately completed.

The VCAA will conduct a security audit of randomly selected schools' storage facilities for the AIM test materials during 2006. At all times prior to being administered, the test materials are to be kept in a double-secure area. The security storage should meet one of the following criteria:

- A locked filing cabinet which is in a locked storeroom/office which is unable to be accessed by unauthorised persons.
- A locked safe which is in a locked storeroom/office which is unable to be accessed by unauthorised persons.
- A locked, sealed container which is in a locked storeroom/office which is unable to be accessed by unauthorised persons.

While the test materials are held in the school prior to, during and after the testing period, any direct access to them within the secure area is to be recorded in the Security Log. The Security Log may also be subject to audit by the VCAA.

SECTION 1

Before the testing period

The tests must be administered in the order, on the dates and within the times specified in the table below.

Students must not have any opportunity to discuss the specific content of any test with other students prior to attempting the test. Students undertaking catch-up assessments on the days following the scheduled test dates should follow the same schedule wherever practicable.

It is recommended that students be given a break between test sessions conducted on the same day.

Timetable for administration of AIM Year 9

Task	Date 2006	Administration time for the test	Introduction and Practice Questions	Time Allocation Year 9
Mathematics – Test 1 Session 1	Tuesday 4 April	Before recess	10 minutes	45 minutes
Mathematics – Test 2 Session 2	Tuesday 4 April	Before lunch	5 minutes	40 minutes
English Test Session 1	Wednesday 5 April	Before recess	10 minutes	45 minutes
Writing Test Session 2	Wednesday 5 April	Before lunch	15 minutes	40 minutes

Mathematics Test 1 **Multiple-choice/short-answer questions.**

Mathematics Test 2 **Extended-answer questions.**

English Test **Reading, writing conventions and spelling questions.**

Writing Test **Narrative writing based on a common prompt.**

Please note that the time allowance does not include the time teachers and students spend working through the practice questions at the start of the test booklets. These are to be completed immediately before students attempt each of the Mathematics and English tests.

Request to vary testing dates

Requests by principals for variations to the dates of the AIM tests will only be approved in exceptional circumstances.

Activities such as professional development events, curriculum development days, excursions, school concerts, parent teacher interviews, school photographs, and sports days should be planned to avoid Tuesday 4 April and Wednesday 5 April 2006.

The Request to Vary Dates for AIM Year 9 Testing 2006 form (see page 18) should be completed and returned to the VCAA by **10 March 2006**. Also refer to the VCAA website for an electronic version of the form at:

www.vcaa.vic.edu.au/schooladmin/forms/aim/aim.html

Victorian Government and Catholic schools require approval from the appropriate sector authority before applying to the VCAA for a variation.

Prior to sending the form to the VCAA:

- government schools should send the form to their DE&T, Regional Director or Assistant Regional Director for approval (see page 22 for contact details)
- Catholic schools should send the form to the Director of Catholic Education, Catholic Education Office, James Goold House, 228 Victoria Parade, East Melbourne 3002 for approval
- independent schools may fax the form directly to the VCAA on **(03) 9651 4612**.

Where dates need to be varied, the school will make arrangements with the VCAA for a whole class to undertake the tests at an appropriate time after the scheduled date and before **Thursday 13 April 2006**. Students must not sit the tests before the scheduled date. The VCAA will confirm the outcome of the request for a variation.

In the case where one student or a small number of students are absent on 4 and/or 5 April, the students may undertake a catch-up assessment and complete the tests no later than **Thursday 13 April 2006**.

If a variation to the testing dates is approved, the school will be responsible for the return of completed test booklets (at the school's expense) via Registered Post to:

**VCAA Assessment Centre,
c/- Pearson Assessments and Testing,
100 Station Street,
Nunawading, VIC 3131**

These are to be returned no later than **Thursday 13 April 2006**.

Candidacy, exemptions and special provisions

Students are defined as Year 9 by the census data. In cases where students may not be assigned a year level according to school census data, the principal may determine the appropriate year level placement of the student for participation in the AIM assessment program.

Exemptions

In certain circumstances, students may be granted an exemption from the AIM assessment program. The principal may grant an exemption to:

- students with learning disabilities and to
- students who have been learning English in Australia for less than **one** year.

Students arriving from overseas less than one year before the test with a language background other than English have the opportunity to be treated as exempt from testing.

Students who have moderate to severe intellectual disability and/or permanent physical disability such that he/she cannot perform in an assessment situation can be exempted. This includes students who are unable to follow even the general instructions of the assessment. However, students CANNOT be excluded solely because of poor academic performance or disciplinary problems. Students who can be accommodated under Special Provision (see page 8) should be assessed.

These decisions are made at the school level. The Record of Exemption form for each exempted student must be completed, signed by the parent or guardian, and returned to the VCAA with the test booklets after the test. A copy of these forms should be kept by the school.

Students withdrawn due to reasons other than exemptions should not be registered as exempt. Students granted exemptions from the AIM tests will be reported as achieving below national benchmark standards for the purpose of state-wide reporting to the Commonwealth Government.

Refer to page 20 or the VCAA website for the Record of Exemption form at: www.vcaa.vic.edu.au/schooladmin/forms/aim/aim.html

Absent students

In the interests of maximising participation of the cohort, principals are encouraged to facilitate the participation in the tests of students who were absent on the day of the test but return to school before **Thursday 13 April 2006**. The details of absent students should be recorded on the Participation Return form.

The principal must ensure that the work is sent to the VCAA by Registered Post at the school's expense, no later than **Thursday 13 April 2006**. These should be sent to:

VCAA Assessment Centre
c/- Pearson Assessments and Testing,
100 Station Street,
Nunawading, Melbourne, VIC 3131.

If the student does not complete all of the AIM testing program, the school should complete the details on the Participation Return form.

Withdrawn students

Occasionally parents will withdraw their children from the AIM program. These cases should be documented with signed parental consent and the details of withdrawn students should be recorded on the Participation Return form.

For students with a temporary disability that cannot be accommodated under Special Provision, or with a medical certificate covering a disorder that adversely affects the capacity of the individual to complete the test, there is an option to be withdrawn.

Hosted and visiting students

Occasionally a school will host visiting students from other schools or students who normally undertake their studies at home. In these cases, the principal will decide if the students may sit the test at the host school. If permission is granted, the host principal is responsible for sending the reports of these students to the home school or appropriate location.

Transferring students

If a student transfers to another school after completing the test, the student's results are sent to the school where the test was completed. The principal is responsible for forwarding the student's report to the new school.

Special Provision

Students with special learning needs

The principal has discretion in providing special conditions for students experiencing learning difficulties or students experiencing personal or social conditions which may affect performance. Students with disabilities should be given the opportunity to participate in the tests rather than automatically exempted. It is recommended that students be allowed the following accommodations, as necessary:

- reading support for mathematics
- additional 5–10 minutes to complete papers
- use of a scribe for mathematics, reading and spelling.

It is recommended that the following Special Provision be allowed for students where it is common classroom practice for that student:

- Braille and large print test materials
- separate supervision or special test environments
- additional time (not exceeding 5 minutes in every 30) to allow for breaks
- PCs/laptops (no spell check or speech to text software), assistive listening devices, specialised equipment or alternative communication devices
- 'signed' instructions.

Refer to the *AIM 2006 Schools' Guide – Implementation* for further guidelines regarding the level of teacher assistance allowed. The principal should make plans to cater for the needs of students requiring special conditions and ensure that specialist staff or other requirements are available on the days the tests are conducted.

Students in Special Education schools are exempt from testing unless parents specifically request that they participate.

Large print and Braille materials

If large print or Braille materials are required please submit the Request for Large Print and Braille Materials form (see page 19). Refer to the VCAA website for an electronic version of the form at:

www.vcaa.vic.edu.au/schooladmin/forms/aim/aim.html

Fax this form to the VCAA by 10 March 2006 at the latest.

Delivery of the test packages

In the week beginning **Monday 27 March 2006**, the Year 9 test packages will be delivered to your school by secure courier. Schools will submit up to three signatories responsible for accepting and signing for receipt of the test packages. Document the receipt, tracking, storage and distribution of the test materials in the AIM Test Materials Security Log.

The test package will contain:

- Packing Slip
- *AIM Schools' Guide – Implementation*
- Year 9 test booklets – English Test
- Year 9 test booklets – Writing Test
- Year 9 Stimulus material 'Perspectives'
- Year 9 test booklets – Mathematics Test 1
- Year 9 test booklets – Mathematics Test 2
- 2B Pencils
- Participation Return forms
- Packing Return form

The Packing Slip should be used to check that the correct quantity of materials has been provided.

The number of test booklets, stimulus materials and pencils included in the package is based on pre-enrolment data provided by schools. Extra copies of all materials are provided to allow for new enrolments.

If the test package has not been delivered by 3.45 pm on Friday 31 March 2006, please contact the VCAA on Freecall 1800 648 637.

Security of test materials

The principal should be aware of issues relating to the security of the test materials and brief appropriate staff about the need to keep materials secure prior to, during and after the tests. The principal should ensure that test booklets are kept in a double secure area at all times prior to the test. Test booklets for Year 9 should not be distributed until the morning of the tests – i.e. Mathematics Tuesday 4 April 2006 and English Wednesday 5 April 2006. After the tests have been completed, they should be kept in a secure, confidential area until they are collected by the courier.

Principals should ensure that the Security Log is maintained and updated throughout the process.

Request for additional materials

Test booklets and stimulus materials should be checked without opening the security packaging. If there are insufficient quantities of any materials, the principal should contact the nearest Regional Office of DE&T or the Catholic Education Office as soon as possible. A list of these offices can be found on page 22. Alternatively, complete the Request for Extra Materials AIM Year 9 2006 form (see page 21) and fax it to the VCAA on (03) 9651 4612 as soon as possible. Refer to the VCAA website for an electronic version of the form at <www.vcaa.vic.edu.au/prep10/aim/teachers/>. Requests should be received by the VCAA by **31 March 2006** at the very latest.

Standard conditions for administering the AIM state-wide tests

AIM reports provide schools and parents with a range of valuable information showing how their children's achievements compare with a range of measures, including state-wide norms, and year level expectations. This information is accurate to the extent that the tests are administered in a standard way. If the staff in one school were, for example, to provide a significantly greater level of assistance to their students than other schools, the AIM reports for that school would become less accurate. There would be a significant risk that the data would mislead parents and students by presenting them with more favourable results than their achievement warranted. The risk is that, where learning problems exist, teachers, parents and students would be encouraged to believe that they did not.

For this reason, the *AIM 2006 Schools' Guide – Implementation* describes in some detail the manner and conditions in which the AIM tests should be administered. It is important that the principal ensures that staff follow these instructions as faithfully as possible. By adhering to standard conditions, principals can ensure that the information that they use, and provide to parents, is accurate and valid.

Standard conditions for the conduct of the tests, adherence to time limits, and the level of teacher assistance, will allow all students across Victoria an equal opportunity to demonstrate their individual level of achievement. The AIM tests are to be administered under standard test conditions which include:

- strict adherence to times for each test
- private individual work only
- calculators or dictionaries must not be used by students
- teacher assistance only within the guidelines provided in the *AIM 2006 Schools' Guide – Implementation*.

Pre-printed student details

Students undertaking the AIM tests in 2006 will be pre-enrolled using data provided to the VCAA by schools.

Pre-enrolment allows individual student details, including names, date of birth, gender, indigenous status, and LBOTE status to be printed on the front cover of the test booklets.

Each school's test package will contain test booklets that are either:

- a) test booklets with student and school details printed on the front cover, or
- b) test booklets with school details only printed on the front cover.

The information which appears on the front cover of the test booklets should be accurate as schools will have been given the opportunity to verify the student data. However, the VCAA acknowledges that changes may need to be made to student details submitted in a school's student details file, for the following reasons:

- an error has been identified in the data, either by the school or by the VCAA
- a student leaves the school after the student details file has been submitted.

In each of these cases, an email should be sent to <aim.student.data@edumail.vic.gov.au> outlining the student and the details that must be changed.

Under no circumstances should a student complete the test in another booklet if a pre-printed booklet exists for that student nor should they complete the test using another student's pre-printed booklet.

Test booklets with school details only printed on the front cover are to cater for those students who have enrolled at the school after the electronic data file was submitted to the VCAA. Principals should ensure that the following information for these students is recorded on the front cover of each test booklet:

- student's first name and last name in block letters
- date of birth
- Aboriginal or Torres Strait Islander (ATSI) status
- language background other than English (LBOTE) status.

For general enquires about the verification of Year 9 student personal details, schools should contact the VCAA on (03) 9651 4472 or Freecall 1800 820 122 or email <vcaa.aim.help@edumail.vic.gov.au>.

SECTION 2

During the testing period

The principal may distribute the *AIM 2006 Schools' Guide – Implementation* to teachers as soon as they have been checked against the Packing Slip.

In the tasks for Mathematics and English, students will be asked to respond to questions in a booklet. They may be asked to respond in different ways, for example by shading a bubble or shape or writing a number, letter or word.

In English, students will also complete a piece of writing on a set topic. The work should not be drafted and students will write directly into the writing test booklets.

The questions in the test cover a range of Victorian Essential Learning Standards levels and are designed to determine the levels of achievement of students.

- At Year 9, test items are drawn from levels 4, 5, 6 and 6+ of the Standards.

Pre-test staff briefing

Principals should ensure that all supervising staff are briefed about the correct testing procedures and that the tests are conducted in a manner consistent with the instructions in the *AIM 2006 Schools' Guide – Implementation*. This briefing will assist schools to adhere to standard conditions and consistency in the conduct of the tests.

Conducting the tests

As far as possible the school should maintain an environment which enables students to perform at their best. Generally, the class teacher will conduct and administer the tests in the students' classroom.

The timetables for the tests on page 5 specify the order of the tests. The school must keep to this order but may choose the most appropriate starting time for each session.

The Test Log Report contained in the Security Log should be photocopied and given to each test supervisor. Test supervisors should record any incidents or irregularities that occur during the AIM tests that might have an impact on one or more students' results, including any special provision allowed for students. This record should be maintained by the schools and should only be forwarded to the VCAA on request.

SECTION 3

After the testing period

Collection of completed test booklets by the VCAA commences at 8:30 am on Thursday 6 April and continues until Thursday 13 April 2006. Material for collection should be ready and available for collection by the courier at the general reception area at the school. Record the name of the person who signed for the test package pickup on the AIM Materials Security Log.

Please ensure that the Participation Return forms are accurately completed. It is important that accurate information is provided to ensure the AIM school and parent reports clearly reflect participation in the tests. This information is also required for national reporting purposes. No individual student or school will be identifiable in the information released to the Commonwealth.

Checking materials

Please check that:

- student details on test booklets are correct
- the Participation Return forms are accurately completed
- the number of test booklets are accounted for and correctly recorded on the Packing Return form
- unused test booklets, including those with pre-printed student names, are not included
- stimulus materials are not included
- completed test booklets and forms, are packed into the container in which the material arrived
- the return addressed label is attached and each container is taped securely and marked Box 1 of 3, Box 2 of 3, etc.

Packing materials

Please ensure that the test material is readily available to the courier.

Include in the package to be returned to the VCAA Assessment Centre for marking:

- completed test booklets
- Record of Exemption forms (one for each student exempted)
- Participation Return pre-printed forms
- Packing Return form.

If materials have not been collected by 3:45 pm on Thursday 13 April 2006, the principal should contact the VCAA on Freecall 1800 648 637.

Special arrangements for return of the tests

Where a school has made special arrangements with the VCAA for some classes to conduct assessments at a time later than those specified

or

where catch-up assessments have been organised for individual or small groups of students, their completed test booklets and accompanying forms must be returned by Registered Post at the school's expense to:

**AIM Testing
VCAA Assessment Centre
c/- Pearson Assessments and Testing
100 Station Street,
Nunawading
VIC 3131**

All catch-up assessments must be forwarded by **Thursday 13 April 2006**.

The principal should ensure that:

- appropriate documentation regarding evidence of postage or delivery is retained by the school
- all procedures for packing materials are adhered to, including the use of a photocopy of the Participation Return form and Packing Return form.

Distribution of parent reports

It is important that teachers be fully informed of the detailed results of each student and of the results for their class as a whole, and that parents have the opportunity to discuss the results with the school. The results sent to the school provide detailed information about the achievement of each student. This information can be used to place the parent reports in a wider context that enables strategies and suggestions for learning improvement to be discussed with parents.

It is important that the parent reports are delivered to parents in a timely manner as many are awaiting the results at the beginning of June 2006. The parent reports are confidential documents containing personal information about each student and how they compare to others within the school and the state. Given the need for confidentiality the VCAA would ask schools to consider a direct mail out of results to their parent body or issuing them directly to parents, for example, through information nights or for collection from the school by parents. Any of these methods will mean that students will see their information only if parent/s wish them to.

Schools should retain evidence of distribution of reports to parents at the school, for example, letter addressed to parents or notification in the school newsletter.

SAMPLE LETTER TO PARENTS YEAR 9

Dear Parent/Guardian

The Achievement Improvement Monitor (AIM) state-wide tests for Year 9 students will be held on Tuesday 4 April and Wednesday 5 April 2006.

The results of the tests provide diagnostic information for parents and teachers about a student's performance in English and Mathematics. This information can be used to support your child's teaching and learning programs.

Each test will take approximately 45 minutes for students to complete. There are two English and two Mathematics tests spread over two days and there are rest periods between sessions.

If your child has a disability which needs special consideration or has been educated in English for less than one year, you should discuss with your child's teacher whether or not your child should undertake the test. Large print and Braille versions are available for students with visual impairment.

At the beginning of June you will receive your child's personal report. This report tells you how your child is achieving compared to other Year 9 students in Victoria. It will also describe your child's particular skills in reading, writing, spelling and mathematics.

Your child's results are confidential to you and the school.

I am confident that the information you receive as a result of your child's participation in the AIM tests will be valuable in helping you to assess your child's progress in English and Mathematics.

For more information about the AIM tests, please visit the Victorian Curriculum and Assessment Authority's website at:
www.vcaa.vic.edu.au

Yours sincerely

Principal

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY

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 EMAIL vcaa@edumail.vic.gov.au WEB www.vcaa.vic.edu.au
 ABN 82 628 957 617



Request to Vary Dates AIM YEAR 9 TESTING 2006

VCAA Privacy Statement

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority established under the *Victorian Curriculum and Assessment Authority Act 2000*. The VCAA is committed to protecting all personal information collected and handling this data in accordance with the *Information Privacy Act 2000*. All of the information we collect from you will be kept secure and confidential.

Fax this form to the VCAA on (03) 9651 4612 by 10 March 2006
Form also available online: www.vcaa.vic.edu.au/prep10/aim/teachers/

Notes:

1. If the school has exceptional circumstances which affect the implementation of the Centrally Assessed Tasks on 4 and 5 April, the Principal should use this form to request a variation to these dates for the school.
2. Government and Catholic schools must gain written approval for this request from the appropriate sector authority before sending this form to the VCAA. Independent schools may fax the form directly to the VCAA.
3. The VCAA will notify the Principal of the result of this request. If a variation to the testing dates is approved, the Principal will organise the return of student work for the affected classes to the VCAA at the school's cost. This will be no later than **Thursday 13 April 2006**.
4. A copy of this form should be retained for school records.

BLOCK LETTERS (PRINT)

School Name _____ School Code _____

Principal/Head Teacher _____ Telephone _____

Fax _____ Email _____

Proposed date for Mathematics Test _____

Centrally Assessed Tasks must be held between Tuesday 4 and Thursday 13 April 2006

Proposed date for English Test _____

Centrally Assessed Tasks must be held between Wednesday 5 and Thursday 13 April 2006

Reason for variation of dates for Centrally Assessed Tests _____

Principal's Name _____

Signature _____ Date _____

Endorsement by sector authority (Victorian Government and Catholic schools only – please tick appropriate box) BLOCK LETTERS

☐ Dept Education & Training – Regional Director or Assistant Regional Director

Name _____ Position _____

Signature _____ Date _____

☐ Catholic Education Office – Director of Catholic Education Diocese

Name _____ Position _____

Signature _____ Date _____

VCAA USE ONLY

Date received _____

Approved by sector authority ☐ Yes ☐ No

Date school contacted _____

Date notified _____

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY

41 St Andrews Place East Melbourne Victoria 3002 Australia
 TELEPHONE +61 3 9651 4300 FACSIMILE +61 3 9651 4324
 EMAIL vcaa@edumail.vic.gov.au WEB www.vcaa.vic.edu.au
 ABN 62 628 957 617



Request for Large Print and Braille Materials

AIM YEAR 9 TESTING 2006

VCAA Privacy Statement

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority established under the *Victorian Curriculum and Assessment Authority Act 2000*. The VCAA is committed to protecting all personal information collected and handling this data in accordance with the *Information Privacy Act 2000*. All of the information we collect from you will be kept secure and confidential.

Fax this form to the VCAA on (03) 9651 4612

Form is also available online: www.vcaa.vic.edu.au/prep10/aim/teachers/

Notes:

1. The principal should complete this form to request large print or Braille versions of the assessment tasks for visually impaired students.
2. Please return this form by **Friday 10 March 2006**.
3. If these materials do not arrive by **Friday 31 March**, please contact the VCAA on **Freecall 1800 648 637**

BLOCK LETTERS

School Name _____ School Code _____

Principal/Head Teacher _____ Telephone _____

Fax _____ Email _____

Postal address _____

BRaille MATERIALS	Quantity
Year 9 Test booklet – English	
Year 9 Reading Stimulus Material – ‘Perspectives’	
Year 9 Writing Test Booklet	
Year 9 Test booklet – Mathematics Test 1	
Year 9 Test booklet – Mathematics Test 2	

LARGE PRINT MATERIALS	Quantity
Year 9 Test booklet – English	
Year 9 Reading Stimulus Material – ‘Perspectives’	
Year 9 Writing Test Booklet	
Year 9 Test booklet – Mathematics Test 1	
Year 9 Test booklet – Mathematics Test 2	

Other comments (if necessary) _____

 Signature of Principal/Head Teacher (or delegate)

 Date

VCAA USE ONLY

Date received _____ Date notified _____

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Record of Exemption AIM TEST 2006

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Form also available online: www.vcaa.vic.edu.au/prep10/aim/teachers/

Exemptions Policy

The principal of a school is responsible for granting exemptions from the AIM tests for students with learning disabilities and for students who have been learning English in Australia for less than one year.

The principal, after discussion with the parents, may grant an exemption.

Students withdrawn due to reasons other than those stated as valid reasons for exemptions should be recorded as absent.

The parent/guardian must sign this form agreeing to the exemption.

BLOCK LETTERS

Student Name _____ Year _____

Date of Birth / /

School Name _____

_____ is granted an exemption from the AIM Testing 2006

Reason for exemption (tick appropriate box)

1. He /she has a learning disability ☐
2. He/she has been learning English in Australia for less than one year ☐

Signature of Parent/Guardian

Date

Signature of Principal/Head teacher (or delegate)

Date

RETURN TO VCAA WITH COMPLETED AIM TEST BOOKLETS

Retain a copy at the school.

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Request for Extra Materials

AIM YEAR 9 TESTING 2006

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Fax this form to the VCAA on (03) 9651 4612

Form also available online: www.vcaa.vic.edu.au/prep10/aim/teachers/

Note: If insufficient quantities of materials are delivered to schools, the principal should complete this form to request additional materials as soon as possible. Alternatively, Regional Offices may be able to supply materials.

BLOCK LETTERS

School Name _____ School Code _____

principal/Head Teacher _____ Telephone _____

Fax _____ Email _____

Site address for delivery of materials _____

Reason for extra materials (tick appropriate box)

1. Increase in student numbers ☐

2. Quantity received less than indicated on the packing slip ☐

3. Other (please specify) _____

Details of materials required	Quantity	Details of materials required	Quantity
Year 9 Test booklet – English		Participation return sheets	
Year 9 Reading Stimulus Material – ‘Perspectives’		2B Pencils	
Year 9 Writing Test Booklet		AIM Parent Pamphlets	
Year 9 Test booklet – Mathematics Test 1		Principals' Guide – Administration	
Year 9 Test booklet – Mathematics Test 2		Schools' Guide – Implementation	

Signature of Principal/Head teacher (or delegate)

Date

VCAA USE ONLY

Date school contacted _____

Date despatched _____

Contact details for Department of Education & Training Regional Offices 2006

OFFICE	NAME / TITLE	MAIL ADDRESS	TELEPHONE	FAX	SITE ADDRESS
Barwon South Western Region	Ms Glenda Strong Regional Director	PO Box 240 NORTH GEELONG 3215	5272 8300	5277 9926	Vines Road North Geelong 3215
Central Highlands Wimmera Region	Mr Malcolm Millar Regional Director	1 / 1220 Sturt Street BALLARAT 3350	5337 8444	5333 2135	Level 1, 1220 Sturt Street Ballarat 3350
Eastern Region	Dr Jim Watterston Regional Director	2/ 29 Lakeside Drive BURWOOD EAST 3151	9881 0200	9881 0243	Level 2, 29 Lakeside Drive Burwood East 3151
Gippsland Region	Ms Michonne Van Rees Regional Director	PO Box 381 MOE 3825	5127 0400	5126 1933	Cnr Kirk & Haigh Street Moe 3825
Goulburn North Eastern Region	Mr Stephen Brown Regional Director	PO Box 403 BENALLA 3672	5761 2100	5762 5039	Arundel Street Benalla 3672
Loddon Campaspe Mallee Region	Mr Ron Lake Regional Director	PO Box 442 BENDIGO 3552	5440 3111	5442 5321	37-43 Havlin Street Bendigo East 3550
Northern Metropolitan Region	Mr Wayne Craig Regional Director	Locked Bag 88 FAIRFIELD 3078	9488 9488	9488 9440	Level 1 582 Heidelberg Road Fairfield 3078
Southern Metropolitan Region	Mr Peter Greenwell Regional Director	PO Box 5 DANDENONG 3175	9794 3555	9794 3594	VACC Building 1st Floor 33 Princes Highway Dandenong 3175
Western Metropolitan Region	Mr Rob Blachford Regional Directory	Level 4, 369 Royal Parade PARKVILLE 3052	9291 6500	9291 6555	Level 4, 369 Royal Parade Parkville 3052

Contact details for Catholic Education Offices 2006

OFFICE	NAME / TITLE	MAIL ADDRESS	TELEPHONE	FAX	SITE ADDRESS
Melbourne	Ms Susan Pascoe Director of Catholic Education	PO Box 3 EAST MELBOURNE 8002	9267 0228	9415 9325	James Goold House 228 Victoria Parade East Melbourne 3002
Ballarat / Main Office	Mr Larry Burn Director Catholic Diocesan Office	PO Box 576 BALLARAT 3353	5337 7135	5331 5166	Catholic Education Office 5 Lyons Street Ballarat 3353
Sandhurst / Bendigo	Mr Denis Higgins Director Of Catholic Education Diocese Bendigo	181 McCrae Street BENDIGO 3550	5443 2377	5441 5168	181 McCrae Street Bendigo 3550
Sandhurst / Wangaratta	Mr Michael Avery Educational Consultant	PO Box 1181 WANGARATTA 3676	5723 0000	5723 0033	71 Ryley Street Wangaratta 3677
Sale / Warragul	Dr Therese D'Orsa Director of Catholic Education Diocese Sale	PO Box 322 WARRAGUL 3820	5622 6600	5623 4258	6 Witton Street Warragul 3820
Melbourne / Southern Area	Ms Tricia Keenan Regional Manager	14 Spring Street HIGGETT 3190	9532 1922	9553 5005	14 Spring Street Highett 3190
Melbourne / Eastern Area	Mr Peter Ryan Regional Manager	39 Hewish Road CROYDON 3136	9724 0200	9724 0201	39 Hewish Road Croydon 3136
Melbourne / Northern Area	Ms Pauline Zappulla Regional Manager	Cnr Howard & Rosslyn Streets WEST MELBOURNE 3003	9329 8800	9326 7443	Cnr Howard & Rosslyn Streets West Melbourne 3003
Melbourne / Western Area	Mr John Mills Regional Manager	PO Box 4026 HOPPERS CROSSING 3029	9748 0844	9748 5289	255-267 Old Geelong Road Hoppers Crossing 3029

**The VCAA provides curriculum and assessment for Prep to Year 12.
It is a statutory body directly responsible to the Minister for Education
and Training and serves government and non-government schools.**

Published by

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