

# NAPLAN – Setting up

## User Guide



## Table of Contents

<b><u>Introduction.....</u></b>	<b><u>1</u></b>
<b><u>Prerequisites for first time users .....</u></b>	<b><u>2</u></b>
Update Code Files .....	2
MCEETYA/NAPLAN Year Level.....	2
Maintenance Codes .....	3
User Definition Codes .....	4
<b><u>See Link for how to now prepare the file for NAPLAN .....</u></b>	<b><u>4</u></b>

### Introduction

MCEETYA (Ministerial Council on Education Employment Training and Youth Affairs)

NAPLAN (national Assessment Program Literacy and Numeracy)

The National Assessment Program - Literacy and Numeracy (NAPLAN) is conducted each year for all students in Years 3, 5, 7 and 9 in all government and non-government schools. This program, which has the support of all State and Territory Education Ministers, assesses the literacy and numeracy learning of students in all Australian schools.

NAPLAN enables more comprehensive national reporting, giving nationally comparable data that can track the achievement of students from all backgrounds and determine the progress being made towards the achievement of MCEETYA's goal to promote equity and excellence.

## Prerequisites for first time users

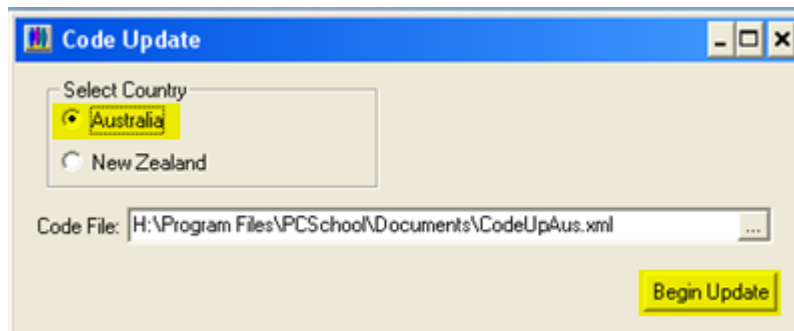
The following Prerequisites need to be checked before running the NAPLAN for the first time;

- Update Code Files
- MCEETYA/NAPLAN Year Level
- Maintenance Codes
- User Definition Codes

### Update Code Files

**Path:** Utilities → Update Code Files

This procedure would only be run if the Ethnic codes are incorrect or do not exist when selecting them.



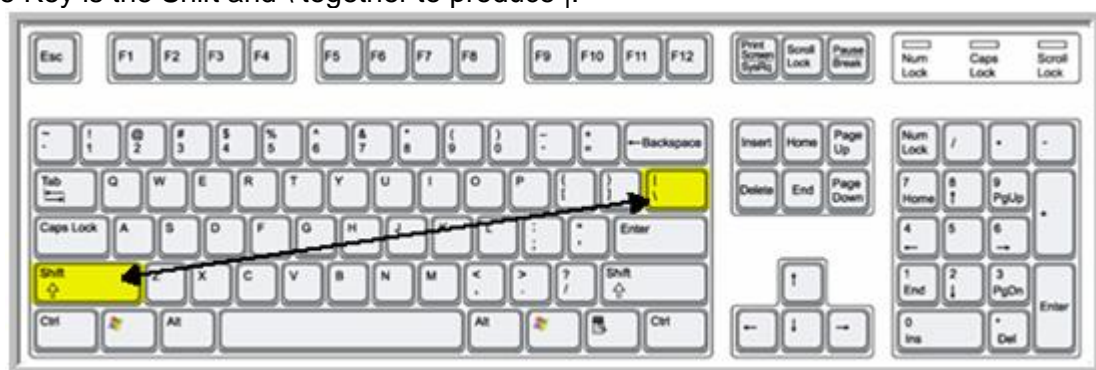
•	Make sure Australia is Selected.
•	Click Begin to start the Update.

### MCEETYA/NAPLAN Year Level

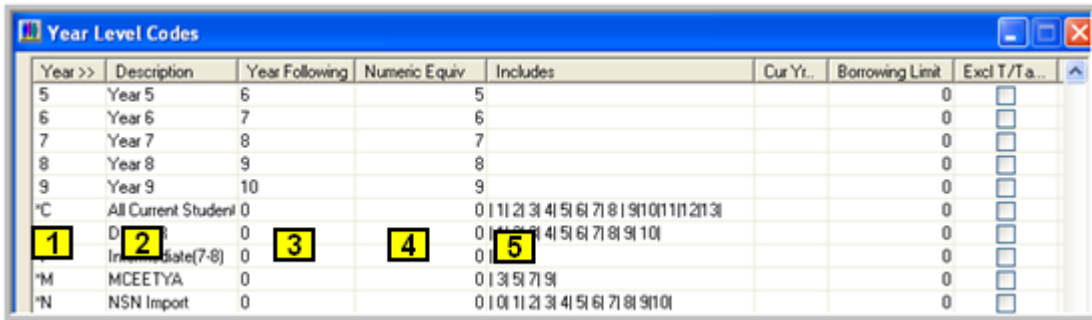
**Path:** Scholastic → System Functions → Year Level Description

#### Information;

The Pipe Key is the Shift and \ together to produce |.



Create a new Year Level.



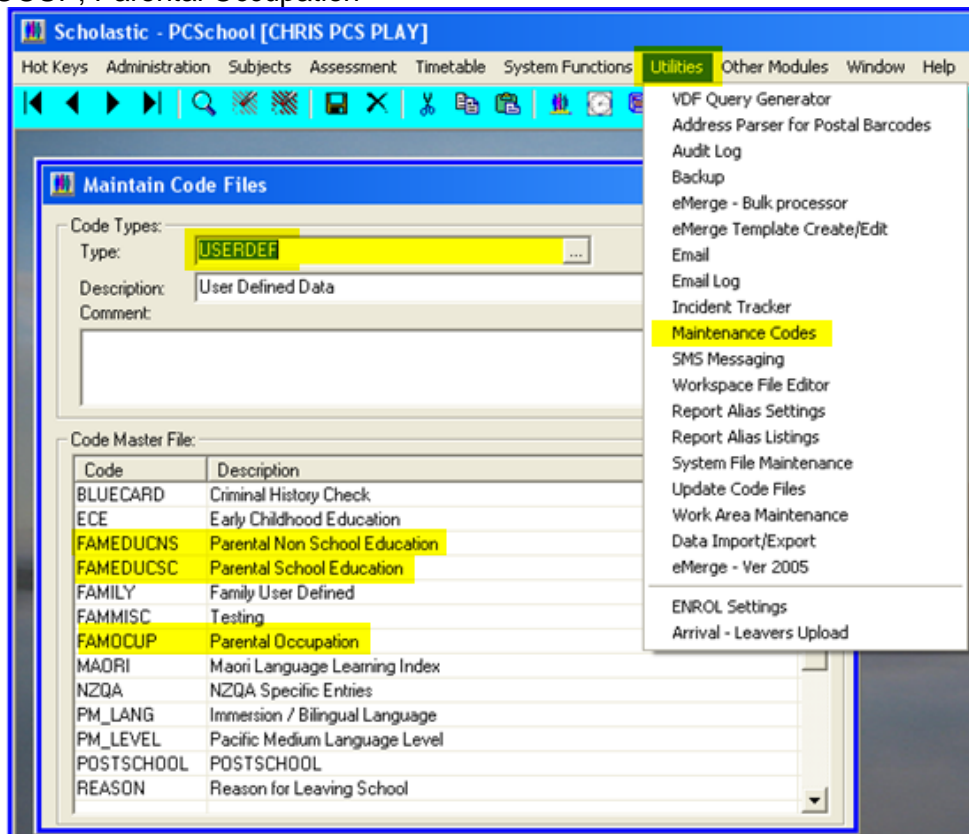
1.	Enter a new Year Level; this will be an Alpha preceded with an asterisk.
2.	Enter a description you will understand.
3.	Tab across Year Following, it will default to 0.
4.	Tab across Numeric Equivalent; it will default to 0.
5.	Enter the Year Levels to be included; <ul style="list-style-type: none"> <li>• Pipe Key; Spacebar, 3' Pipe Key; Spacebar, 5; Pipe key; Spacebar, 7</li> <li>• Pipe key; Spacebar, 9; Pipe key</li> </ul>
•	Tab off the line to save it or click the Save Icon on the top toolbar.

### Maintenance Codes

**Path:** Utilities → Maintenance Codes → USERDEF

If not already available you need to create the following;

- FAMEDUCNS; Parental Non School Education
- FAMEDUCSC; Parental School Education
- FAMOCUP; Parental Occupation



### User Definition Codes

**Path:** System Functions → User definition Codes

If the following Codes are not available, they must be created for accurate reporting.

The screenshot shows a window titled 'User Def Code View' with a dropdown menu set to 'Parental Non School Education'. Below the menu is a table with the following data:

Code >>	Desc	Elect code	A
BACHELOR	Bachelor degree or above	7	
CERT	Certificate 1 to IV (inc Trade cert)	5	
DIPLOMA	Advanced diploma/Diploma	6	
NIL	No Non School qualification	8	

The screenshot shows a window titled 'User Def Code View' with a dropdown menu set to 'Parental School Education'. Below the menu is a table with the following data:

Code >>	Desc	Elect code	A
10	Year 10 or equivalent	2	
11	Year 11 or equivalent	3	
12	Year 12 or equivalent	4	
9	Year 9 or equivalent or below	1	

This screenshot is identical to the one above, showing the 'User Def Code View' window for 'Parental School Education' with the same table of codes and descriptions.

**[See Link for how to now prepare the file for NAPLAN](http://help.pcschool.net/help/naplan/)**

**<http://help.pcschool.net/help/naplan/>**