

NAPLAN 2025

Parent acting as a test supervisor agreement

Please sign and return this agreement to the school by **Friday 28 February 2025**.

Preparation statement

I **confirm** that I have:

- received the *NAPLAN test administration handbook for teachers*
- downloaded and installed the latest version of the NAP locked down browser on the student's device.

I **confirm** that I am aware of the:

- available disability adjustments and will discuss them with the school where required
- appropriate behaviours when supervising the tests in accordance with the *NAPLAN test administration handbook for teachers*
- requirement to report to the school any technical disruption that impacts the students during the tests
- requirement to report to the school any test incident that potentially compromises the security or integrity of the tests.

I **confirm** that the student has accessed the demonstration tests, either via the NAPlocked down browser or public demonstration site, and is familiar with the functionality of NAPLAN online tests and range of question types. This includes:

- navigating between questions using the back and next buttons
- selecting/deselecting an answer in all question types
- flagging/deflagging a question
- playing audio (available in writing, conventions of language and numeracy tests only)
- using the zoom tool to use the fit to screen mode (or 150%, 200% or 300% if required)
- using the editing tools in the writing test (underline text, bold text, create a list, etc.)
- using the tools in the numeracy test: ruler; protractor; calculator (Year 7 and 9 only).

Please see the following page for the confidentiality statement and agreement

Confidentiality statement

I agree to act as a test supervisor and uphold the fundamental principles upon which NAPLAN online test administration is based, and to ensure that all household members undertake to observe the same principles. In doing so I agree to:

- Maintain the security and confidentiality of test materials.
This includes securely storing student session codes, and any alternative format test material.
- Maintain the security and confidentiality of the test content.
This includes not disclosing the test content prior to or during the test security period. It also includes not copying, storing, transcribing, transmitting, videoing or photographing test content or student responses.
- Maintain the integrity of the tests.
This includes preparing the test environment and administering the tests in accordance with the *2025 NAPLAN test administration handbook for teachers*.
- Notify the school principal immediately if the security or integrity of the tests has been breached in any way.

Agreement

By signing this agreement, I confirm that I agree to act as a test supervisor, and I have read and agree with the 'Preparation statement and Confidentiality statement'.

I, _____, the parent/carer
(parent/carer name)

of _____
(student/s name/s)

who attend(s)

(school name)

agree to act as a test supervisor.

Signed: _____

Date: _____