



# INFORMATION FOR PRINCIPALS ACHIEVEMENT IMPROVEMENT MONITOR (AIM)

## Year 7 Statewide Testing Program 2003

This document is also available on the VCAA website: [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

The AIM Year 7 Testing will be implemented as per the schedule below. This year there will be no changes from 2002 to the range of tasks or the time allowed for each task. The time for each task is printed in the booklet.

Schools will be provided with two publications; the *Guide for Principals and Teachers* to assist with the administration of the tests, and the *2003 Reporting Guide* which supports the interpretation of results.

The schedule for the AIM Year 7 Testing is as follows:

- Delivery of test materials during the week commencing **Monday 28 July 2003**.
- Mathematics and English tasks conducted on **Tuesday 5 and Wednesday 6 August 2003**.
- Collection of test materials commencing **Thursday 7 August 2003**.

This booklet contains information to assist administrative planning for the tests. It also provides guidelines for test conditions and collection of data on exempted students.

- To assist with accurate and efficient checking of test booklets, schools will be asked to include a list of student names and details with the completed tests. (see page 4)

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## Assessment tasks

Assessment tasks are to be conducted on the days, and in the order specified below:

Task	Date	Time allocation
Mathematics – Short-answer Question	Tuesday 5 August	45 minutes
Mathematics – Extended-answer Question	Tuesday 5 August	40 minutes
English – Short-answer Question	Wednesday 6 August	45 minutes
English – Writing Task	Wednesday 6 August	40 minutes

Presentation for 2003 will include:

- the time for each task printed in the booklet
- the topic and stimulus for the Writing task printed in the test booklet.

The tasks are to be administered under standard test conditions which include:

- strict adherence to time for each test
- private individual work
- no access to resources outside those approved by the VCAA
- no calculators or dictionaries to complete the Mathematics or English task
- teacher assistance **only** within the guidelines provided in the *Guide for Principals and Teachers*.

It is recommended that students work in their normal classrooms where possible and be assisted to feel comfortable with the tests. Prior practice with the demonstration questions provided in the *Guide for Principals and Teachers* and careful working through the practice questions in the student booklet can help familiarise students with the test format.

Adherence to the allowed times is important so that assessments are comparable and provide valid results for parents and the school.

Please note that the time allowance does not include the time teachers and students spend working through the practice questions in the booklet that are to be completed immediately before students attempt each of the Mathematics and English tests, or the time spent discussing the writing topic with the class.

## School organisation

The following suggestions are provided to assist the implementation of the AIM Year 7 2003 statewide testing program:

### **Filling in student details on test booklets**

- The accuracy of school and parent reports relies on accurate student data. The details on both booklets completed by the same student must be identical.
- Student details may be filled in by teachers prior to the students undertaking the tests.
- Students may fill in details when first using a test booklet:
  - teachers should check details for accuracy
  - allow time for this to be completed before commencing the relevant test.
- The name which appears on the Mathematics test booklet will appear on the reports sent to parents and to schools.

### **Time allowance and organisation for tests**

Mathematics tasks are to be completed on **Tuesday 5 August 2003**.

- Tasks may be undertaken consecutively, using a double period of  $2 \times 50$  minutes. It may be helpful for school organisation to allow an extra 10 minutes to complete student details.
- Tasks may be undertaken using separate 50-minute periods; however, there may be a need to allow extra time for organisation and booklet distribution.

English tasks are to be completed on **Wednesday 6 August 2003**.

- Time may be organised as for Mathematics.
- Year 7 will write on one topic for 40 minutes.
- For the Writing task, a maximum of 10 minutes should be used for preliminary class discussion.
- In general, practice questions preceding short-answer tasks will take no more than 5 minutes to complete.

Schools should include a list of student names with the returned booklet. This list should be attached to the Tally Sheet.

### For Government Schools

The list of student names may be generated using a specific CASES report. **Report 21** was released to schools in 2002, and is called the **AIM Student Details Report**. It contains all the fields of information that are entered on the front page of the test booklet.

The report may be generated for one level, i.e. Year 7, or for each class and can support teachers in filling out and/or checking the student information entered on the test booklets.

### For non-Government Schools

A list in any format that provides **student name and date of birth** is acceptable.

Please note:

- If there are more names on the list than booklets, the VCAA will assume those students to be absent or exempted, and they will not be recorded or reported on.

### Dates for 2004 – Centrally Assessed Tasks

Mathematics – Tuesday 3 August 2004

English – Wednesday 4 August 2004

### Changes for 2003

The test booklets will have the school name printed on the front.

- On the receipt of test material, please check that the booklets are printed with the correct school name.
- If incorrect ring Wayne Condick on 03 9811 6214.
- Extra booklets can be obtained from Regional DE&T and CEO offices, or by contacting Wayne Condick. The school name and registered number should be clearly printed in the blank space provided.

In exceptional circumstances, if the school has planned special activities for **5 and 6 August 2003**, the Principal may request that the VCAA vary the dates for the assessment tasks for the school. The form '**Request to vary dates for AIM Year 7 Testing 2003**' (see page 7) should be used for this purpose. In the case where one or a small number of students have a planned absence for **5 and 6 August 2003**, the student/s may be treated as catch-up assessments and complete the task before **Friday 15 August 2003** (See the *Guide for Principals and Teachers*).

**Please note:** Government and Catholic schools require approval from the appropriate sector authorities before applying to the VCAA.

Prior to sending the form to the VCAA:

- **Government schools** should send the form to their DE&T Regional Director for approval.
- **Catholic schools** should send the form to the Director of Catholic Education, James Goold House, 228 Victoria Parade, East Melbourne, 3002 for approval.
- **Independent schools** may send the form directly to the VCAA.

This form must be returned to the VCAA no later than **Friday 27 June 2003**. A copy should be retained for school records.

In the case that dates need to be varied:

- the school will propose a suitable date or dates on which the task or tasks will be done by the whole class
- the dates proposed must be later than the set dates, and before **Friday 15 August 2003**
- the VCAA will approve, in writing, the change of dates.

If a variation of dates is approved:

- the school is responsible for the secure return of completed Test booklets for the effected class or classes to the VCAA
- schools must return student work, at the school's expense, as soon as possible after the completion of the assessment tasks, but no later than, **Friday 15 August 2003**.

## Exemptions and the Collection of Data

**Exemptions:** In certain circumstances students may be granted an exemption from the AIM Year 7 Testing. The Principal may grant an exemption to students with disabilities or impairments, and to students who have been learning English in Australia for less than two years, and in other exceptional circumstances. Parents should correspond with Principals requesting such exemptions. The decisions are made at the school level.

All exemption forms must be signed by parents and filed at the school. There is a form for this purpose in the *Guide for Principals and Teachers*.

### Collection of exempted student numbers:

The VCAA requires an accurate record of the number of students exempted from the AIM Year 7 Testing for the following reasons:

- learning disability or impairment
  - learning English in Australia for less than two years
  - other reasons.
1. The number of students exempted for these reasons should be entered on the School Tally Sheet as in 2002.
    - The number entered for **male** at each level should be the **total number** of male students exempted. Please indicate in the following spaces if any of these students are from a Language Background Other Than English (LBOTE) or are Aboriginal or Torres Strait Islander (ATSI) students.
    - The number entered for **female** at each level should be the **total number** of female students exempted. Please indicate in the following spaces if any of these students are from a Language Background Other Than English (LBOTE) or are Aboriginal or Torres Strait Islander (ATSI) students.
  2. Where there are no exempted students please write '0' (zero) in the box.

## Large-print and braille material

Large-print and braille versions of the assessment booklets will be available for visually impaired students. Schools may also provide support in the form of a scribe, technological assistance (such as word processors), or a person to assist the students.

Schools requiring large-print or braille versions of the assessment for students should complete the form '**Request for large-print and braille materials**' (see page 8) and fax it to the VCAA by **Friday 27 June 2003**.



## FORM 1

# Request to vary dates for AIM Year 7 Testing 2003

**Fax to Victorian Curriculum and Assessment Authority  
(03) 9651 4612**

**Notes**

1. If the school has exceptional circumstances which affect the implementation of the assessment tasks on **5 and 6 August 2003**, 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.
3. The VCAA will notify the Principal of the result of this request by telephone. If a variation to the Testing dates is approved, the Principal will organise the return of student work to the VCAA. This will be no later than **Friday 15 August 2003**.
4. A copy of this form should be retained for school records.
5. Fax to VCAA on **(03) 9651 4612**.
6. Please return the form no later than **Friday 27 June 2003**.

School Name \_\_\_\_\_ School Code \_\_\_\_\_

Principal/Head teacher \_\_\_\_\_ Telephone \_\_\_\_\_

Proposed date/s for tasks \_\_\_\_\_

Assessment tasks must be held between Tuesday 5 August and Friday 15 August 2003.

Reason for variation of dates for assessment tasks \_\_\_\_\_

\_\_\_\_\_

Endorsement by sector authority (Government and Catholic schools only – see page 5 for details)

Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal/Head teacher (or delegate)

\_\_\_\_\_  
Date

**VCAA USE ONLY**

Date received \_\_\_\_\_ Approved by sector authority YES ☐ NO ☐

Date school contacted \_\_\_\_\_ Date notified \_\_\_\_\_



## FORM 2

# Request for large-print and braille materials

## AIM Year 7 Testing 2003

**Fax to Victorian Curriculum and Assessment Authority  
(03) 9651 4612**

**Notes**

1. The Principal should complete this form to request large-print or braille versions of the assessment tasks for visually impaired students.
2. If these materials do not arrive by **Friday 25 July 2003**, please contact the hotline, Freecall 1800 648 637.
3. Fax to **VCAA on (03) 9651 4612**.
4. Please return the form no later than **Friday 27 June 2003**.
5. A copy of this form should be retained for school records.

School Name \_\_\_\_\_ School Code \_\_\_\_\_

Principal/Head teacher \_\_\_\_\_ Telephone \_\_\_\_\_

Postal address \_\_\_\_\_

Details of assessment tasks required	Quantity
Large-print version _____	_____
Braille version _____	_____

Other comments (if necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal/Head teacher (or delegate) \_\_\_\_\_ Date \_\_\_\_\_

**VCAA USE ONLY**

Date received \_\_\_\_\_ Date notified \_\_\_\_\_