

2007 principals' guide



**Achievement
Improvement
Monitor**

Administration

Year 3, Year 5,
Year 7 and Year 9

**ACHIEVEMENT IMPROVEMENT MONITOR
ASSESSMENT PROGRAM**

AIM 2007 STATE-WIDE TESTS

**PRINCIPALS' GUIDE –
ADMINISTRATION**

YEAR 3, YEAR 5, YEAR 7 AND YEAR 9

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Principal's Checklist

Year 9 2007

Date		Check <input checked="" type="checkbox"/>
On receipt	Read this <i>AIM 2007 Principals' Guide – Administration</i> paying particular attention to the responsibilities of principals and administrative procedures	<input type="checkbox"/>
9 March	Last day for verification of enrolment data on AIM student data website	<input type="checkbox"/>
23 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"/>
	Final date to submit Statement of Compliance	<input type="checkbox"/>
	Final date to submit names of authorised staff for test package delivery	<input type="checkbox"/>
Week of 23 April	Brief appropriate staff about the pending arrival of the Year 9 test packages and record the name of the staff member who signs for receipt from the courier	<input type="checkbox"/>
Week of 30 April	Schools to receive and check contents of the Year 9 AIM test package	<input type="checkbox"/>
	Request extra materials where required	<input type="checkbox"/>
	Store all materials in double secure storage	<input type="checkbox"/>
	Complete the Receipt and Distribution Record in the AIM Test Materials Security Log	<input type="checkbox"/>
	Complete the Access Log in the AIM Test Materials Security Log	<input type="checkbox"/>
	Distribute the <i>AIM 2007 Schools' Guide – Implementation</i> to test supervisors	<input type="checkbox"/>
	School to acquire parental approval for exemptions	<input type="checkbox"/>
1–7 May	Conduct a briefing on test administration for test supervisors	<input type="checkbox"/>
7 May	AIM coordinator to sort and collate secure test materials and return to secure storage	<input type="checkbox"/>
8 May	Distribute Mathematics test booklets to test supervisors	<input type="checkbox"/>
	Mathematics AIM tests	
9 May	Distribute English test booklets to test supervisors	<input type="checkbox"/>
	English AIM tests	
	Check and prepare completed test booklets, Record of Exemption forms and Participation Return forms ready for collection	<input type="checkbox"/>
10 May	Ensure that test packages are ready for collection by 8.30 am and a record kept of the time and date of pick up	<input type="checkbox"/>
16 May	Notify the AIM Helpdesk if test packages have not been collected	<input type="checkbox"/>
18 May	Final date to return test booklets for catch-up tests and for classes which had approval for a variation to testing dates	<input type="checkbox"/>

Principal's Checklist

Year 3, Year 5 and Year 7 2007

Date	Check <input checked="" type="checkbox"/>
On receipt	Read this <i>AIM 2007 Principals' Guide – Administration</i> paying particular attention to the responsibilities of principals and administrative procedures <input type="checkbox"/>
23 March	Final date for schools to request a variation to testing dates <input type="checkbox"/>
	Final date to submit names of authorised staff for test package delivery <input type="checkbox"/>
	Final date to submit Statement of Compliance <input type="checkbox"/>
27 April	Last day for verification of enrolment data on AIM student data website <input type="checkbox"/>
7 May	Final date for schools to request Large Print and Braille materials <input type="checkbox"/>
Week of 25 June	Brief appropriate staff about the pending arrival of the Years 3 and 5 test packages and record the name of the staff member who signs for receipt from the courier <input type="checkbox"/>
Week of 16 July	Schools to receive and check contents of AIM test packages (Years 3 and 5) <input type="checkbox"/>
	Request extra materials where required <input type="checkbox"/>
	Store all materials in double secure storage <input type="checkbox"/>
	Complete the Receipt and Distribution Record in the AIM Test Materials Security Log <input type="checkbox"/>
	Complete the Access Log in the AIM Test Materials Security Log <input type="checkbox"/>
	Distribute the <i>AIM 2007 Schools' Guide – Implementation</i> to test supervisors (Year 3 and Year 5) <input type="checkbox"/>
18–30 July	Conduct the Teacher Assessed Tasks (Years 3 and 5 only) <input type="checkbox"/>
	Mark the Teacher Assessed Tasks and complete Teacher Assessed Task Returns (Years 3 and 5 only) <input type="checkbox"/>
Week of 23 July	Brief appropriate staff about the pending arrival of the Year 7 test packages and record the name of the staff member who signs for receipt from the courier <input type="checkbox"/>
	Schools to receive and check contents of AIM test packages (Year 7) <input type="checkbox"/>
	Request extra materials where required <input type="checkbox"/>
	Complete the Receipt and Distribution Record in the AIM Test Materials Security Log <input type="checkbox"/>
	Complete the Access Log in the AIM Test Materials Security Log <input type="checkbox"/>
	Store all materials in double secure storage <input type="checkbox"/>
	Distribute the <i>AIM 2007 Schools' Guide – Implementation</i> to test supervisors (Year 7) <input type="checkbox"/>
24–30 July	Conduct a briefing on test administration for test supervisors <input type="checkbox"/>
30 July	AIM coordinator to sort and collate secure test materials and return to secure storage <input type="checkbox"/>
31 July	Distribute Mathematics test booklets to test supervisors <input type="checkbox"/>
	Mathematics AIM tests
1 August	Distribute English test booklets to test supervisors <input type="checkbox"/>
	English AIM tests
	Check and prepare completed test booklets, Record of Exemption forms and Participation Return forms ready for collection <input type="checkbox"/>
2 August	Ensure that test packages are ready for collection by 8.30 am and a record kept of the time and date of pick up <input type="checkbox"/>
10 August	Notify the AIM Helpdesk if test packages have not been collected <input type="checkbox"/>
	Final date to return test booklets for catch-up tests and for classes which had approval for a variation to testing dates <input type="checkbox"/>

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AIM Helpdesk

The AIM Helpdesk 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	8 and 9 May 2007
Years 3, 5 and 7	31 July and 1 August 2007

Introduction

The Achievement Improvement Monitor (AIM) program is a curriculum-based assessment program for Year 3, Year 5, Year 7 and Year 9 students in Victoria, testing 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 results are reported to schools and parents against the Victorian Essential Learning Standards.

- At Year 3, test items are drawn from Levels 1 to 4 of the Standards.
- At Year 5, test items are drawn from Levels 2 to 5 of the Standards.
- At Year 7, test items are drawn from Levels 3 to 6 of the Standards.
- At Year 9, test items are drawn from Levels 4 to 6+ of the Standards.

Students are assessed in Year 3 to identify their achievement at the end of the early years of schooling and again in Year 5 to monitor their achievement before moving to secondary school. The Year 7 assessments provide information about achievement in the first year of secondary school. Secondary schools are then able to link their Year 7 AIM student data to Year 9 AIM student data 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.

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 pre-print individual student details on the front cover of the test booklets and to report to parents on their 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.

Schools across Australia are required to collect background characteristic information for all students participating in state-wide testing, namely the AIM in Victoria. The VCAA, on behalf of the Department of Education (DoE), will be responsible for the collection of this information from schools and its transfer to the Ministerial Council of Education, Employment, Training and Youth Affairs (MCEETYA).

The information that will be required for each student is as follows:

- parental school education (mother and father as applicable)
- parental non-school education (mother and father as applicable)
- main language spoken at home (student)
- main language spoken at home (mother and father as applicable)
- parental occupation.

No individual student or school will be identifiable in the information released to MCEETYA.

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

About this guide

This guide provides information for principals and AIM coordinators to prepare for the administration of the 2007 AIM assessment program.

It is supported by other publications distributed to schools at later dates:

1. April 2007: Schools' Guide – Implementation Year 9
2. July 2007: Schools' Guide – Implementation Years 3, 5 and 7
3. July 2007: Reporting Guide – Data Year 9
4. October 2007: Reporting Guide – Data Years 3, 5 and 7

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/

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.

Principals are required to submit a Statement of Compliance, indicating an understanding of the VCAA's requirements in relation to test security and administration.

This year, the Statement of Compliance will be submitted electronically. Details on how to complete the statement online are enclosed with this guide. Principals should submit the statement by **Friday 23 March 2007**. Information about the Statement of Compliance can also be found on the VCAA website at: www.vcaa.vic.edu.au/prep10/aim/teachers/

It is the principal's responsibility to:

1. Brief appropriate staff about the pending arrival of the test packages and record the name of the staff member who signs for receipt from the courier in the AIM Test Materials Security Log.
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.
5. Ensure that no unauthorised person handles test materials prior to the times specified in the *AIM 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 Schools' Guide – Implementation*.
10. Notify the VCAA immediately of any test procedures which are inconsistent with directions in the *AIM Principals' Guide – Administration* and the *AIM Schools' Guide – Implementation*.
11. Ensure that students complete the correct pre-printed test booklets.
12. Ensure that an accurate 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 *AIM Principals' Guide – Administration*.
14. Ensure that the Participation Return forms are accurately completed and signed off by the principal.

The VCAA will conduct a security audit of randomly selected schools' storage facilities for the AIM test materials during 2007. 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 accessible only by authorised staff.
- A locked safe which is in a locked storeroom/office which is accessible only by authorised staff.
- A locked, sealed container which is in a locked storeroom/office which is accessible only by authorised staff.
- 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.

Authorised staff

In order to improve delivery processes for AIM test and reporting packages, schools are being asked to complete an online registration of authorised staff. Schools need to provide the names of up to three authorised staff members to be notified of the delivery of the AIM test and reporting packages to the school. These names will be printed on the outside of the packages to ensure that the test materials are tracked at the school end.

In addition, the VCAA would like you to provide the name and email address of the school's AIM coordinator. This will provide the VCAA with a liaison person, who can be contacted regarding specific follow ups and queries.

Information about authorised staff can be found at: www.vcaa.vic.edu.au/prep10/aim/teachers/

Names of authorised staff need to be submitted by **Friday 23 March 2007**.

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

A pamphlet for parents which discusses the AIM program has been provided to schools.

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 tests. Students undertaking catch-up tests 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.

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

Timetables

Administration of AIM Year 9

Test	Date 2007	Administration time for the test	Introduction and practice questions	Time allocation
Mathematics – Test 1	Tuesday 8 May	Before recess	10 minutes	45 minutes
Mathematics – Test 2	Tuesday 8 May	Before lunch	5 minutes	40 minutes
English	Wednesday 9 May	Before recess	10 minutes	45 minutes
Writing	Wednesday 9 May	Before lunch	15 minutes	40 minutes

Administration of AIM Year 7

Test	Date 2007	Administration time for the test	Introduction and practice questions	Time allocation
Mathematics – Test 1	Tuesday 31 July	Before recess	10 minutes	45 minutes
Mathematics – Test 2	Tuesday 31 July	Before lunch	5 minutes	40 minutes
English	Wednesday 1 August	Before recess	10 minutes	45 minutes
Writing	Wednesday 1 August	Before lunch	15 minutes	40 minutes

Administration of AIM Years 3 and 5

Teacher Assessed Tasks

Task	Date 2007	Time allocation Year 3	Time allocation Year 5
English test (Writing)	18–30 July	90 minutes*	90 minutes*
Mathematics test	18–30 July	30 minutes	40 minutes

*The 90 minutes for writing may be allocated in two or three sessions on one day or in a number of sessions on different days.

Centrally Assessed Tests

Year 3

Test	Date 2007	Administration time for the test	Introduction and practice questions	Time allocation
Mathematics	Tuesday 31 July	Before recess	10 minutes	35 minutes
English	Wednesday 1 August	Before recess	10 minutes	40 minutes
Spelling – (Dictation and Editing)	Wednesday 1 August	Before recess		15 minutes [†] (includes introduction)
Writing	Wednesday 1 August	Before lunch	15 minutes	35 minutes

† This time is an estimate only. Allow sufficient time to complete both spelling tasks (Dictation and Editing).

Year 5

Test	Date 2007	Administration time for the test	Introduction and practice questions	Time allocation
Mathematics	Tuesday 31 July	Before recess	10 minutes	45 minutes
English	Wednesday 1 August	Before recess	10 minutes	50 minutes
Spelling – (Dictation and Editing)	Wednesday 1 August	Before recess		15 minutes [†] (includes introduction)
Writing	Wednesday 1 August	Before lunch	15 minutes	40 minutes

† This time is an estimate only. Allow sufficient time to complete both spelling tasks (Dictation and Editing).

Note: While the school may choose the most appropriate starting time for each session, the order of the sessions and dates cannot be varied.

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 8 May 2007** and **Wednesday 9 May 2007** (Year 9), **Tuesday 31 July 2007** and **Wednesday 1 August 2007** (Years 3, 5 and 7).

The Request to Vary Dates for AIM 2007 forms (see pages 18 and 19) should be completed and returned to the VCAA by **Friday 23 March 2007**. Also refer to the VCAA website for an electronic version of the form at: www.vcaa.vic.edu.au/prep10/aim/teachers/

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 DoE, Regional Director or Assistant Regional Director for approval (see page 25 for contact details)
- Catholic schools should send the form to the appropriate Catholic Education Office for approval (see page 25 for contact details)
- 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 test date and before **Friday 18 May 2007** (Year 9) or **Friday 10 August 2007** (Years 3, 5 and 7). There is no provision for classes to sit the tests before the specified dates. The VCAA will confirm the outcome of the request for a variation.

If a variation to the testing dates is approved, the school will be responsible for the return of completed test booklets by Registered Post or secure courier to the:

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

These are to be returned **at the school's expense**, no later than **Friday 18 May 2007** (Year 9) or **Friday 10 August 2007** (Years 3, 5 and 7).

Candidacy, exemptions and special provisions

Students are defined as Year 3, Year 5, Year 7 or 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
- students who have been learning English in Australia for less than **one** year.

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 provisions (see page 10) should be assessed.

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 should not be exempted for any other reason.

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.

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.

For the Record of Exemption form refer to page 22 or the VCAA website at: www.vcaa.vic.edu.au/prep10/aim/teachers

The Record of Exemption form is also available in languages other than English on the VCAA website.

Absent students and catch-up assessments

In the interests of maximising participation, 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 **Friday 18 May 2007** (Year 9) or **Friday 10 August** (Years 3, 5 and 7).

In the case where one student or a small number of students does not undertake one or more tests on test days, and the teacher, student or the student's parents request a catch-up assessment, the principal may agree to this, provided the test is completed before **Friday 18 May 2007** (Year 9) or **Friday 10 August 2007** (Years 3, 5 and 7).

The principal must ensure that these completed test booklets are sent to the VCAA by Registered Post or secure courier at the school's expense. These should be sent no later than **Friday 18 May 2007** (Year 9) or **Friday 10 August 2007** (Years 3, 5 and 7) to:

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

The details of absent students should be recorded on the Participation Return forms.

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 the withdrawn students should be recorded on the Participation Return forms.

For students with a temporary disability that cannot be accommodated under Special Provisions, 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.

Students who are withdrawn from the test should be recorded on the Participation Return forms as withdrawn, not exempt.

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.

Composite and multi-age classes

In some schools, composite and multi-age classes operate across year levels. If teachers wish to have all the class working on the same tasks at the same time, AIM materials may be photocopied to provide extra copies.

Special provisions

It is recommended that special provisions be allowed for students as necessary, and that where possible, special provisions should reflect common classroom practice for that student.

The principal has discretion in providing special conditions for students with learning disabilities 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 be exempted. It is recommended that students be allowed the following accommodations (where it is common classroom practice for that student), as necessary:

- reading support for mathematics
- additional 5–10 minutes to complete papers
- use of a scribe for mathematics, reading and spelling
- 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 2007 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 the tests 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 forms (see pages 20 and 21). Refer to the VCAA website for an electronic version of the form at: www.vcaa.vic.edu.au/prep10/aim/teachers.

Fax this form to the VCAA (03) 9651 4612 by **Friday 23 March 2007** (Year 9) or **Friday 15 June 2007** (Years 3, 5 and 7).

Delivery of the test packages

In the week beginning **Monday 30 April 2007**, the Year 9 test packages will be delivered to your school by secure courier. Year 3 and Year 5 test packages will be delivered in the week beginning **16 July 2007** and Year 7 test packages will be delivered in the week beginning **23 July 2007**. Brief appropriate staff about the pending arrival of the test packages and record the name of the staff member who signs for receipt from the courier.

Document the receipt, tracking, storage and distribution of the test materials in the AIM Test Materials Security Log.

Secure materials will be packed separately in tamper evident bags within the consignment. 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 Teacher Assessed Task Mathematics worksheets (Years 3 and 5 only) included in the package is based on the pre-enrolment data provided by schools for each year level. Extra copies of all materials are provided to allow for new enrolments.

Security of test materials

The principal should be aware of issues relating to the security of the AIM 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 and other secure materials should not be distributed until the morning of the test. 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. The Security Log should be kept by the school for 12 months after the test and may be subject to audit by the VCAA.

Request for additional materials

Test booklets, stimulus materials and Spelling and Writing Task Instructions for Teachers should be counted without opening the tamper evident packaging. If there are insufficient quantities of any materials, the principal should contact the nearest Department of Education Regional Office or the Catholic Education Office as soon as possible. A list of these offices can be found on page 25. Alternatively, complete the Request for Extra Materials forms (see pages 23 and 24) 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 **Friday 4 May 2007** (Year 9) or **Friday 27 July 2007** (Years 3, 5 and 7) at the very latest.

Completion of student details

Students undertaking the AIM tests in 2007 have been 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.

Test booklets with student and school details 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.

If there is an error in the student's details on the front cover of the test booklets, test supervisors should ensure that incorrect details are crossed out and the correct details written clearly.

Under no circumstances should students complete the test in another booklet if a pre-printed booklet exists for that particular 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

The test booklets with school details only 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 by the teacher 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 and/or
- language background other than English (LBOTE) status.

For further information contact the AIM Helpdesk on Freecall 1800 648 637 or email: vcaa.aim.help@edumail.vic.gov.au

Practice materials

Past test papers, available on the VCAA website at: www.vcaa.vic.edu.au/prep10/aim/, testing can help familiarise students with the test format. Teachers should prepare students for the tests by demonstrating correct procedures for completing responses and giving students practice in completing the different response formats prior to the start of each test.

Section 2: During the testing period

The AIM assessment program includes:

- Teacher Assessed Tasks (Mathematics and Writing) – Years 3 and 5 only
- Centrally Assessed Tests (Mathematics, English and Writing).

Students in Years 3 and 5 will complete the Teacher Assessed Tasks, which are marked by the classroom teacher in Writing and Mathematics. The teacher's results are combined with the results from the Centrally Assessed Tests to determine the levels of student achievement. All assessment tasks are conducted in the English language.

Teacher Assessed Tasks – Year 3 and Year 5 only

Teacher Assessed Tasks are administered in the two weeks prior to the Centrally Assessed Tests, i.e. 18 to 30 July 2007. The *AIM Schools' Guide – Implementation* includes the details and guidelines for the Teacher Assessed Tasks, the assessment criteria and instructions for administering and marking the tasks.

The principal may distribute the *AIM Schools' Guide – Implementation* and student work sheets for the Teacher Assessed Mathematics Task to Year 3 and Year 5 teachers as soon as they have been checked against the Packing Slip.

Students will complete a Writing and a Mathematics task. Teachers are required to mark the Teacher Assessed Task by Monday 30 July 2007 and transfer the marks onto the Teacher Assessed Task Return form. The students' work is retained by the school.

Centrally Assessed Tests – Years 3, 5, 7 and 9

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

Conducting the tests

As far as possible the school should maintain an environment which enables students to perform at their best.

The timetables for the tests on pages 5 and 6 specify the order of the tests. The school must keep to this order but may choose the most appropriate starting time for each test session.

Each test supervisor should have a Participation Return form and 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.

Standard conditions for administering AIM state-wide tests

The 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, year level expectations, and national benchmarks. 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.

For this reason, the *AIM 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 receive, 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 Centrally Assessed Tests are to be administered under standard test conditions which include:

- strict adherence to times for each test
- private individual work only
- calculators, dictionaries or other electronic devices, such as mobile phones, organisers, computerised watches and MP3 players, which are capable of storing, receiving or transmitting information or electronic signals, are not to be used by students in any circumstances
- teacher assistance only within the guidelines provided in the *AIM Schools' Guide – Implementation*.

Section 3: After the testing period

Collection of completed test booklets commences from 8.30 am:

- Thursday 10 May (for Year 9) and continues until Friday 18 May 2007
- Thursday 2 August (for Years 3, 5 and 7) and continues until Friday 10 August 2007.

Material for collection should be ready and available for collection by the courier at the general secure reception area at the school.

Please ensure that the Participation Return forms are completed accurately. 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 MCEETYA.

Checking materials

Please check that:

- student details on test booklets have been completed accurately where applicable
- marks for the Teacher Assessed Tasks are entered on to the Teacher Assessed Tasks Return form accurately (Year 3 and Year 5 only)
- 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 name, 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

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

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

Please ensure that the test material is ready for pick-up by the courier from **Thursday 10 May 2007** (for Year 9) or **Thursday 2 August 2007** (for Years 3, 5 and 7).

If materials have not been collected by 3:45 pm on Wednesday 16 May 2007 (Year 9) or Wednesday 8 August 2007 (Years 3, 5 and 7), 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 forms must be returned by Registered Mail or secure courier 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 **Friday 18 May 2007** (Year 9) or **Friday 10 August 2007** (Years 3, 5 and 7).

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 forms, Record of Exemption forms and Packing Return form.

Student results

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 the parent reports are delivered to parents in a timely manner as many are awaiting the results at the beginning of the term following the test. The parent reports are confidential documents containing personal information about each student and how their results compare to others in 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 parents 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.

The AIM 2007 test results will be available for schools to access on the Internet, via the VCAA website at: <www.vcaa.vic.edu.au> when the parent reports are released. Schools will need to use their own unique login and security password to access the data.

As in previous years, principals and classroom teachers will be invited to attend professional development sessions where the AIM Data Service Reports will be demonstrated and explained.

Sample letter to parents

Dear Parent/Guardian

The Achievement Improvement Monitor (AIM) state-wide tests for Year X students will be held on Tuesday XX 2007 and Wednesday XX 2007. The AIM tests are conducted by the Victorian Curriculum and Assessment Authority (VCAA).

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

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.

Early next term, you will receive your child's personal report. This report tells you how your child is achieving compared to other students in Victoria, describes the overall achievement in English and Mathematics and explains how this compares with the expected level of achievement. It will also describe your child's particular skills in reading, writing, spelling and mathematics. The report will also show how your child performed in relation to national benchmark standards. These benchmarks describe minimum acceptable standards for students across Australia.

The VCAA is committed to the protection of student information generated by the AIM assessment program.

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 website at www.vcaa.vic.edu.au

Yours sincerely
Principal

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY

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 MAIL vcaa@edumail.vic.gov.au WEB www.vcaa.vic.edu.au
 BN 82 628 957 617



Request to Vary Dates

AIM YEARS 3, 5 AND 7 TESTING 2007

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 23 March 2007

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

Notes:

If the school has exceptional circumstances which affect the implementation of the Centrally Assessed Tests on 31 July and 1 August the principal should use this form to request a variation to these dates for the school.

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.

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 expense**. This will be no later than **Friday 10 August 2007**.

A copy of this form should be retained for school records.

BLOCK LETTERS (PRINT)

School name _____ School Code _____

Principal/Head teacher _____ Telephone _____

Fax _____ Email _____

School Year ☐ Year 3 ☐ Year 5 ☐ Year 7

Proposed date for Mathematics Test _____

Centrally Assessed Tests must be held between Wednesday 1 and Friday 10 August 2007

Proposed date for English Test _____

Centrally Assessed Tests must be held between Thursday 2 and Friday 10 August 2007

Reason for variation of dates for Centrally Assessed Tests _____

Principal/ Head teacher's name _____

Signature _____ Date _____

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

☐ Department of Education – Regional Director or Assistant Regional Director

Name _____ Position _____

Signature _____ Date _____

☐ Catholic Education Office – Director of Catholic Education Diocese or Regional Manager

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

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Request to Vary Dates AIM YEAR 9 TESTING 2007

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Fax this form to the VCAA on (03) 9651 4612 by 23 March 2007
Form also available online: www.vcaa.vic.edu.au/prep10/aim/teachers/

Notes:

If the school has exceptional circumstances which affect the implementation of the Centrally Assessed Tests on 8 and 9 May the principal should use this form to request a variation to these dates for the school.

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.

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 expense**. This will be no later than **Friday 18 May 2007**.

A copy of this form should be retained for school records.

BLOCK LETTERS (PRINT)

School name _____ School Code _____

Principal/Head teacher _____ Telephone _____

Fax _____ Email _____

School Year ☐ Year 9

Proposed date for Mathematics Test _____

Centrally Assessed Tests must be held between Wednesday 9 and Friday 18 May (Year 9)

Proposed date for English Test _____

Centrally Assessed Tests must be held between Thursday 10 and Friday 18 May (Year 9)

Reason for variation of dates for Centrally Assessed Tests _____

Principal/ Head teacher's name _____

Signature _____ Date _____

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

☐ Department of Education – Regional Director or Assistant Regional Director

Name _____ Position _____

Signature _____ Date _____

☐ Catholic Education Office – Director of Catholic Education Diocese or Regional Manager

Name _____ Position _____

Signature _____ Date _____

VCAA USE ONLY

Date received _____

Approved by sector authority ☐ Yes ☐ No

Date school contacted _____

Date notified _____

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Request for Large Print and Braille Materials

AIM YEARS 3, 5 AND 7 TESTING 2007

VCAA Privacy Statement

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

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

Notes:

- The principal should complete this form to request Large Print or Braille versions of the tests for visually impaired students.
- Please return this form by **Friday 15 June 2007**.
- Please fax this form to the VCAA together with the names and year levels of students for whom the material is being requested.

BLOCK LETTERS

School name _____ School Code _____

Principal/Head teacher _____ Telephone _____

Fax _____ Email _____

Postal address _____

BRAILLE MATERIALS	Quantity
Year 3 test booklet – English	
Year 3 test booklet – Writing	
Year 3 stimulus material – ‘Going Places’	
Year 3 test booklet – Mathematics	
Year 3 Mathematics Teacher Assessed Task	
Year 5 test booklet – English	
Year 5 test booklet – Writing	
Year 5 stimulus material – ‘Making Tracks’	
Year 5 test booklet – Mathematics	
Year 5 Mathematics Teacher Assessed Task	
Year 7 test booklet – English	
Year 7 test booklet – Writing	
Year 7 stimulus material – ‘Horizons’	
Year 7 test booklet – Mathematics Test 1	
Year 7 test booklet – Mathematics Test 2	

LARGE PRINT MATERIALS	Quantity
Year 3 test booklet – English	
Year 3 test booklet – Writing	
Year 3 stimulus material – ‘Going Places’	
Year 3 test booklet – Mathematics	
Year 3 Mathematics Teacher Assessed Task	
Year 5 test booklet – English	
Year 5 test booklet – Writing	
Year 5 stimulus material – ‘Making Tracks’	
Year 5 test booklet – Mathematics	
Year 5 Mathematics Teacher Assessed Task	
Year 7 test booklet – English	
Year 7 test booklet – Writing	
Year 7 stimulus material – ‘Horizons’	
Year 7 test booklet – Mathematics Test 1	
Year 7 test booklet – Mathematics Test 2	

Other comments (if necessary) _____

Signature of Principal/Head teacher (or delegate)

Date

CAA USE ONLY

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY

41 St Andrews Place East Melbourne Victoria 3002 Australia

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ABN 82 628 957 617



Request for Large Print and Braille Materials

AIM YEAR 9 TESTING 2007

VCAA Privacy Statement

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

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

Notes:

- The principal should complete this form to request Large Print or Braille versions of the tests for visually impaired students.
- Please return this form by **Friday 23 March 2007**.
- Please fax this form to the VCAA together with the names and year levels of students for whom the material is being requested.

BLOCK LETTERS

School name _____ School Code _____

Principal/Head teacher _____ Telephone _____

Fax _____ Email _____

Postal address _____

BRAILLE MATERIALS	Quantity
Year 9 test booklet – English	
Year 9 test booklet – Writing	
Year 9 stimulus material – 'Perspectives'	
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 test booklet – Writing	
Year 9 stimulus material – 'Perspectives'	
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

CAA USE ONLY

Date received _____ Date notified _____

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T 02 628 957 617



Record of Exemption AIM TEST 2007

AA Privacy Statement

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**Form also available online and in languages other than English:
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 withdrawn.

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

BOOK LETTERS

Date of birth _____

Student name _____ Year level _____

School name _____

Is the student granted an exemption from the AIM Testing 2007

Reason for exemption (tick appropriate box)

He /she has a learning disability ☐

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.

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY

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Request for Extra Materials

AIM YEARS 3, 5 AND 7 TESTING 2007

VCAA Privacy Statement

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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.

LOCK 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 3 test booklet – English		Year 7 stimulus material – ‘Horizons’	
Year 3 test booklet – Writing		Year 7 test booklet – Mathematics Test 1	
Year 3 stimulus material – ‘Going Places’		Year 7 test booklet – Mathematics Test 2	
Year 3 test booklet – Mathematics			
Year 3 Mathematics Teacher Assessed Task			
Year 5 test booklet – English		Year 3 Spelling Instructions	
Year 5 test booklet – Writing		Year 5 Spelling Instructions	
Year 5 stimulus material – ‘Making Tracks’		Participation Return form	
Year 5 test booklet – Mathematics		2B Pencils	
Year 5 Mathematics Teacher Assessed Task		AIM Parent Pamphlets	
Year 7 test booklet – English		Principals’ Guide – Administration	
Year 7 test booklet – Writing		Schools’ Guide – Implementation	

Signature of Principal/Head teacher (or delegate)

Date

CAA USE ONLY

ate school contacted _____

Date despatched _____

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Request for Extra Materials AIM YEAR 9 TESTING 2007

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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		Year 9 Instructions	
Year 9 test booklet – Writing			
Year 9 stimulus material – ‘Perspectives’		Participation Return form	
Year 9 test booklet – Mathematics Test 1		2B Pencils	
Year 9 test booklet – Mathematics Test 2		AIM Parent Pamphlets	
		Principals’ Guide – Administration	
		Schools’ Guide – Implementation	

Signature of Principal/Head teacher (or delegate)

Date

/CAA USE ONLY

Date school contacted _____

Date despatched _____

Contact details

Department of Education regional offices 2007

OFFICE	NAME/TITLE	MAIL ADDRESS	TELEPHONE	FAX	SITE ADDRESS
Barwon South Western Region	Mrs Glenda Strong Regional Director	PO Box 2086 GEELONG 3220	5272 8300	5277 9926	5A Little Ryrie St Geelong 3220
Grampians 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
Hume Region	Mr Stephen Brown Regional Director	PO Box 403 BENALLA 3671	5761 2100	5762 5039	Arundel Street Benalla 3672
Loddon-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 Director	Level 4, 369 Royal Parade PARKVILLE 3052	9291 6500	9291 6565	Level 4, 369 Royal Parade Parkville 3052

Catholic Education Offices 2007

OFFICE	NAME/TITLE	MAIL ADDRESS	TELEPHONE	FAX	SITE ADDRESS
Melbourne	Mr Stephen Elder 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 Education 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 Sandhurst Office	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 Office	PO Box 322 WARRAGUL 3820	5622 6600	5623 4258	6 Witton Street Warragul 3820
Melbourne / Southern Area	Ms Patricia Keenan Regional Manager	602 South Road MOORABBIN EAST 3189	9532 1922	9553 5005	602 South Road Moorabbin East 3189
Melbourne / Eastern Area	Ms Jan Elliot Regional Manager	PO Box 1121 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 serves government and non-government schools.**

Published by

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