To: Boards of Management, Principal Teachers and Teaching Staff of Primary Schools

<u>Standardised Testing in Primary Schools – Returns for 2012/13</u>

Thank you all very much for providing us with your results for the 2011/12 school year's standardised tests. We realise that this was your first time to use the online Literacy and Numeracy application on Esinet and we appreciate your co-operation.

In late April/early May, 2013, you should have received funding for 2012/2013 standardised testing. These funds may be used to purchase test instruments and materials such as teachers' manuals, test scoring services or test-related software offered by test providers. Any funds remaining after the standardised testing costs have been met may be spent on diagnostic tests in accordance with a school's needs.

During May/June 2013, you should carry out the tests in accordance with circulars 0056/2011 and 0018/2012. The results of these tests must be uploaded onto the Esinet portal on or before **28th June 2013**.

In order to upload the returns, please complete the following steps:

1. The designated data entry person in your school should log onto the Esinet portal, click on 'Literacy and Numeracy Returns', and then 'QCAP Application', before entering the results of the tests on the form on screen, and clicking 'Submit'.
2. Once the scores are submitted, the data entry person should log out.
3. The designated approver in your school should then log onto the Esinet portal, click on 'Literacy and Numeracy Returns', and then 'QCAP Application'.
4. If the approver is satisfied that the correct scores have been entered, he/she should click 'Approve'.
5. A message will appear to say 'Thank you. The data has been successfully approved'.
6. The approver should then click 'Finish'.

Please note the following points in relation to the uploading of returns on the Esinet portal:
  ➢ All returns must be submitted **<u>online</u>**. Postal returns will **<u>not</u>** be processed
  ➢ Returns should be submitted by the <u>designated</u> data entry person in your school **and** then approved by the <u>designated</u> approver
  ➢ Submitted returns will **<u>not</u>** show up in the OLCS approval list. The approver must log into the application and approve the data

Schools are reminded of their reporting obligations in Part 7 of Circular 0056/2011: Reporting and Using the Results of Assessments to Improve Pupil Learning. These relate to:

➢ Reporting to parents
➢ Using report card templates: Note that all primary schools must use one of the report card templates (available at www.ncca.ie) for reporting to parents on students' progress and achievement at school
➢ Reporting, analysing and using assessment information at school level
➢ Reporting information from standardised tests to boards of management
➢ Reporting assessment results to other schools
➢ Reporting standardised test results to the Department of Education and Skills

Thank you in advance for your co-operation in this matter.

Yours sincerely,

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Breda Naughton
Qualifications, Curriculum & Assessment Policy Unit
1st May 2013