

ACARA Item Trial tests Privacy notice

Notice of collection under Australian Privacy Principle 5 (Privacy Act 1988 Cth)

This notice is to advise you that personal information about your child will be collected for the ACARA Item Trial tests, to be conducted this calendar year.

The purpose of the item trial is to evaluate *potential* questions (which ACARA calls 'items') for use in future NAPLAN tests. The item trial is about testing the **questions**, not about testing your child, or their ability. Your child's results are not reported.

ACARA protects the data it collects in accordance with the standards in the *Privacy Act 1988 (Cth)*. For further information, see [ACARA's privacy policy](http://acara.edu.au/contact-us/privacy) at acara.edu.au/contact-us/privacy.

ACARA Item Trial tests

The ACARA Item Trial tests are conducted online and on paper. Online assessments can run through a real-time internet connection or onscreen without an internet connection. Read more about NAPLAN at nap.edu.au/naplan.

Education Services Australia Limited (**ESA**) operate the Online National Assessment Platform used for NAPLAN and Item Trial tests. [ESA](http://esa.edu.au) (esa.edu.au) is a national, not-for-profit company owned by all Australian education ministers.

Collection

Section 40 of the *Australian Curriculum, Assessment and Reporting Authority Act 2008 (Cth)* authorises ACARA to collect personal information for purposes including producing national reports and assisting government to formulate education policies.

ACARA (through its contractor) collects class lists from each school. ACARA's contractor is an organisation.

Selected students will complete 2 tests (for example, a reading test and a numeracy test; or two writing tests). The item trial tests are online tests. However, some Year 3 students sitting the writing tests will be asked to sit one writing test online and one writing test on paper.

ACARA (through its contractor) will collect the following categories of information for each student, regardless of the kind of test undertaken: school name, year level, class name, item trial student identifier, gender, room name, type of device, as well as participation and performance information (for example, multiple choice and written responses) collected from ESA. An item trial student identifier is generated for each individual student.

Note that for most students, no student names are collected. However, for the Year 3 students who sit the writing test on paper, student names are written on the front cover of the test booklets. ACARA's contractor provides ACARA with scans of these booklets (excluding the front cover sheets) after completion of the test.

In addition, ACARA's contractor collects the name of the principal, the name of a school contact person and relevant contact details.

Disclosure

ACARA only discloses student personal information where consistent with our legal obligations, which includes obligations in any agreement that regulates the ways in which personal information can be used and disclosed by ACARA or its contractors.

ACARA discloses some data to ESA so that ESA can create student logins. For each student, this includes school identifier and student identifier.

In circumstances where ACARA has serious and reasonable concerns for the health, safety or well-being of your child based on their responses to the writing test(s), ACARA may provide a copy of your child's writing test(s) to the relevant state or territory test administration authority so that the response(s) can be brought to the attention of your child's school in the interests of ensuring your child's welfare.

ACARA will not disclose personal information overseas.

Access and correction

After the Item Trial testing process is complete, ACARA instructs its contractor to delete the class lists, all participation and performance information and student login details. ACARA retains scans of Year 3 writing scripts (excluding the front cover sheets) for training of NAPLAN markers. ACARA is **not** able to match information it holds with individual students.

If you wish to access or correct your child's personal information regarding these tests, contact your child's school in the first instance. Alternatively, you may contact the relevant state or territory [test administration authority](https://nap.edu.au/contacts/test-administration-authorities-contacts) (<https://nap.edu.au/contacts/test-administration-authorities-contacts>).

Complaints

If you wish to make a complaint about ACARA's privacy practices, you can lodge a complaint with ACARA directly. ACARA's [privacy policy](https://acara.edu.au/contact-us/privacy) (acara.edu.au/contact-us/privacy) provides information on how to make a complaint and how ACARA deals with complaints.