
Publication Procedures for the Annual National Report on Schooling in Australia (ANR)

Introduction

In July 2003, Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA) Ministers "... committed to a timetable for the production of the annual *National Report on Schooling in Australia* to achieve public release by the end of the calendar year following the reporting year." At the 23 April 2004 MCEETYA meeting, Ministers reiterated this commitment by agreeing to the "timely publication of the annual *National Report on Schooling in Australia* within 12 months of the completion of the program year."

The Performance Measurement and Reporting Taskforce (PMRT) is responsible for coordinating the development and writing of each year's annual *National Report on Schooling in Australia* (ANR). The Publication Procedures for the ANR have been developed to ensure the ANR is published within one year of the end of the reporting year and to ensure that the ANR focuses on the priority performance measurement areas identified by Ministers.

ANR Information Framework

1. PMRT develops an ANR Information Framework that describes the areas to be reported in the ANR for the specified year of the report. The ANR Information Framework focuses on the priority areas of performance measurement that have been identified by Ministers.
2. The ANR Information Framework is submitted to MCEETYA for approval, prior to the completion of the reporting year.
3. Following MCEETYA approval, PMRT forwards a copy of the ANR Information Framework to all Taskforce Chairs and to all organisations/individuals responsible for writing chapters or sections within the ANR.

ANR Writing Guidelines

4. PMRT develops ANR Writing Guidelines for organisations/individuals involved in producing the ANR. The ANR Writing Guidelines describe the:
 - taskforce, organisation or individual responsible for preparing each section of the ANR
 - formatting and presentation requirements for each section
 - recommended length
 - Data collection principles and protocols
 - liaison responsibilities with other taskforces or organisations for people responsible for preparing sections of the ANR
 - time-lines for submission to the MCEETYA Secretariat for each section
5. PMRT circulates the ANR Writing Guidelines to all Taskforce Chairs for feedback, prior to their finalisation. Taskforce Chairs will be provided with 15 working days to provide feedback. If the PMRT Secretariat has not received written communication from a Taskforce Chair within the 15-day time frame, it will be assumed that there is no feedback to be provided.

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6. The ANR Writing Guidelines are sent to all taskforces, organisations and individuals responsible for preparing each section of the ANR, prior to the completion of the reporting year.
 7. A Taskforce or other MCEETYA organisational unit will be assigned responsibility for each section of the ANR.

ANR Consultation Procedures

8. The Taskforce responsible for each section of the ANR is required to ensure that there has been consultation and agreement by jurisdictions prior to the section being forwarded to the MCEETYA Secretariat.
9. The Taskforce will circulate the draft section to each jurisdiction, seeking input and agreement for the section to be forwarded to the MCEETYA Secretariat. Jurisdictions will be provided with 15 working days to provide feedback. Jurisdictional authorisation for suggested changes is a matter for each jurisdiction, but should be at an appropriately senior level. If the Taskforce has not received written communication from a jurisdiction within the 15 working-day period, it will be assumed that there is no feedback to be provided and that the section is approved for forwarding to the MCEETYA Secretariat.
10. The author(s) of the section will be provided with 10 working days to liaise with jurisdictions requesting changes and to negotiate any changes to the section. Jurisdictions wishing to participate in the discussions regarding the requested changes will make contact directly with the author(s) of the section.
11. At the end of the 10-day period, the Taskforce or MCEETYA organisational unit responsible for preparing the section of the ANR will forward the completed draft section to the MCEETYA Secretariat. The MCEETYA Secretariat is to receive the draft section by the due date outlined in Point 4 of these procedures.

ANR Approval Procedures

12. The MCEETYA Secretariat will circulate the section to the nominated person (ie Minister or CEO) in each jurisdiction, with a copy to PMRT members, for their approval to publish the section/chapter on the MCEETYA website.
13. Each jurisdiction will be given 15 working-days to respond to the request for approval to publish the section on-line, except for literacy and numeracy benchmark data in which case a 20 working-day period will be provided. If the MCEETYA Secretariat has not received written communication from a jurisdiction within the 15-day time-frame (or 20-day time-frame for literacy and numeracy benchmark data), it will be assumed that the jurisdiction has approved the section/chapter for publication on the MCEETYA website.

ANR Publication Procedures

14. The MCEETYA Secretariat publishes the chapter/section on the MCEETYA website within 15 working days of the final approval date.
15. Within 15 working days of all sections of the ANR for a specified reporting year being received, the MCEETYA Secretariat circulates the entire ANR to the nominated person (ie Minister or CEO) in each jurisdiction for their approval to publish the ANR in hard copy.
16. Each jurisdiction will be provided with a 15 working-day period to respond to the request for approval to publish the hard-copy ANR. If the MCEETYA Secretariat has not received written communication from a jurisdiction within the 15 working-day time

frame, it will be assumed that the jurisdiction has approved the publication of the ANR in hard copy.

17. The MCEETYA Secretariat will publish the hard copy report and distribute to jurisdictions. A press release negotiated with the MCEETYA Chair may accompany the report's distribution.

Procedures for developing and publishing national literacy and numeracy benchmark data in the ANR

PMRT has developed a national benchmark equating methodology for literacy and numeracy at Year 3, Year 5 and Year 7. The national benchmark equating methodology allows state and territory comparisons of students achieving the national literacy and numeracy benchmarks using state and territory based tests in reading, writing, spelling and numeracy. The following procedures will ensure that the national literacy and numeracy benchmark data has been developed and published within one year of the literacy and numeracy student testing.

1. PMRT develops the structure, format and development time-lines of the national literacy and numeracy benchmark data. These time-lines are included in the ANR Writing Guidelines for the specified reporting year.
2. In the first year that a benchmark standard is set, PMRT (through the Benchmarking and Educational Measurement Unit – BEMU) meets to discuss the equating procedures and determine benchmark cut-scores for jurisdictions. The cut-scores remain the same in subsequent years.
3. Following the literacy and numeracy testing in each year (see Table One), the PMRT Chair sends written requests to each jurisdiction CEO for the jurisdictional benchmark data to be sent to the PMRT Secretariat within 15 working days. No jurisdictions will withhold their data at this stage.
4. When received by the PMRT Secretariat the data is provided to the Director of BEMU to be collated and to calculate national averages. All jurisdictions will be informed by the PMRT Chair of the national averages, but they are not to be used publicly until after the publication of the data by MCEETYA.
5. The Director of BEMU forwards the national and state summary data to the MCEETYA Secretariat.
6. The MCEETYA Secretariat forwards copies of the data on a confidential basis to the writer engaged to prepare the draft benchmark publication.
7. PMRT sends the data and text in the draft publication through the Data Collection and Reporting – DCR Subgroup to NMAG for advice on accuracy and appropriateness from the measurement perspective.
8. The PMRT reviews the data and text in the draft publication following the consultation procedures outlined in steps eight to 11 outlined in the ANR Approval Processes section (see above). When the publication is finalised, the Chair of PMRT sends the publication to the MCEETYA Secretariat.
9. The MCEETYA Secretariat follows steps 12 to 14 outlined in the ANR Approval Processes section (see above) to seek approval and to place the publication on the MCEETYA website.
10. Prior to the publication being placed on the MCEETYA website, the MCEETYA Secretariat prepares a press release to be issued by the Chair of MCEETYA when the data is placed on the website.

11. Embargoed copies of the press release and copies of the publication are forwarded to Ministers and CEOs several days in advance of the release date.

12. The MCEETYA Secretariat publishes the chapter/section on the MCEETYA website.

Table One: Years 3, 5 and 7 Literacy and Numeracy Testing schedules by State and Territory

State/Territory	Testing schedule
New South Wales	Years 3 & 5 – August; Years 7 & 8 - March
Victoria	1 st week August
Queensland	Tests conducted in the last week of August every year
South Australia	August
Western Australia	Week 3, Term 3
Tasmania	August (same as WA)
Northern Territory	Weeks 3, 4 & 5, Term 3 (August)
Australian Capital Territory	Weeks 2 to 4 of Term 3 each year, i.e. around the end of July - early August

Procedures for developing and publishing reports from the national sample assessments for science, civics and citizenship, and information and communication technology

PMRT is responsible for the contracting and administration of national sample assessments for science literacy, civics and citizenship and information and communication technology (ICT) literacy on a three-year cycle. The following procedures will ensure that reports of the national sample assessments have been developed and published within one year of student testing.

1. PMRT sets out the expected structure for reports in the Invitation to Tender documentation for the relevant national sample assessment.
2. In the first year that proficient standards for a national sample assessment are set, the Benchmarking and Educational Measurement Unit (BEMU) arranges a standard setting workshop, the results of which are considered by the KPM Sub-group and the PMRT which then determines the agreed proficient standards. The proficient standards (and other performance bands) remain the same in subsequent years.
3. The Director of BEMU working with the contractor prepares a draft of the national report for publication.
4. PMRT sends the data and text in the draft publication through the DCR Sub-group to NMAG for advice on accuracy and appropriateness from the measurement perspective.
5. The PMRT reviews the draft publication. When the publication is finalised to the satisfaction of the PMRT, the Chair of PMRT sends the publication to the MCEETYA Secretariat.
6. The MCEETYA Secretariat follows steps 8 to 14 outlined in the ANR Approval Processes section (see above) to seek approval and to place the publication on the MCEETYA website.
7. Prior to the publication being placed on the MCEETYA website, the MCEETYA Secretariat prepares a press release to be issued by the Chair of MCEETYA when the publication is placed on the website.
8. Embargoed copies of the press release and copies of the publication are forwarded to Ministers, CEOs and members of the PMRT several days in advance of the release date.
9. The MCEETYA Secretariat publishes the publication on the MCEETYA website and in hard copy.
10. A summary of the publication, including key results by jurisdiction, is prepared by BEMU and included in the ANR for the school year in which the assessment took place.