

# How to select Grade 4 and Grade 6 students for PILNA

Student lists from your school were not provided to EQAP for central student selection. This means that the PILNA School Coordinator must select the students from Grade 4 and Grade 6 who will take part in PILNA.

Students must be **randomly sampled** so it is **very important** that the School Coordinator follows the below instructions on how to select the students who will participate in the assessment.

Please remember:

- Do not worry if the randomly sampled students at your school are a higher than average or lower than average ability group. This is what happens in random sampling. Results will only be reported at a national level, and no individual students or schools will be reported on.
- A maximum of 25 students per grade level are to take part in PILNA.
- Do not substitute or replace students under any circumstances. Only the students listed on the Class Attendance List can sit the assessment. If some students are absent then the assessment should go ahead with a reduced number of students.

## Instructions for the School Coordinator

1. Make a list of the class teachers for Year 4 and order them alphabetically by surname.
2. Select the class of the teacher who is first on the list. If there is only one stream of Year 4, then that class would be selected.
3. If there are fewer than 25 students in this class, then all students in this class will participate.
4. If there are more than 25 students in this class, then select the first 25 students when ordered alphabetically by surname.
5. Once you have identified the names of the students that will sit PILNA, then, follow the instructions on the green sheet titled 'WHAT TO DO IF THE CLASS ATTENDANCE LIST DOES NOT HAVE THE STUDENT INFORMATION'. This sheet provides you with more details on how to complete the Class Attendance List and match the students to their test booklets.
6. Repeat steps 1-5 for Grade 6.

**NOTE:** In the rare event that the above method cannot be followed to select the students, you must tick the box on the top of the Class Attendance List saying 'Class nominated by School'.

## Returning the materials to your National Coordinator

When returning the test materials to your National Coordinator, make sure to request from the principal a copy of the full list of ALL students in each grade, including the class that was selected to participate. This list should contain the gender and class teacher name for each student and should be returned to the National Coordinator along with the completed Class Attendance Lists and all other test materials. This will ensure the correct weighting calculations can be made during the data analysis stage.