

Memo

Queensland Curriculum and Assessment Authority

30 January 2023

Prep – Year 10

Number: 007/23

NAPLAN 2023 preparations

Purpose

To inform schools about required NAPLAN preparation tasks, NAPLAN resources and how to access the NAPLAN environments.






Background

The Australian Curriculum, Assessment and Reporting Authority (ACARA) is responsible for managing NAPLAN tests. The QCAA coordinates the administration, marking and reporting of the tests in Queensland.

Information

School checklist

The school checklist has been updated on the [QCAA NAPLAN website](#). Note that the following dates have been amended to allow schools additional time for those tasks.

	Submit applications for students requiring QCAA-approved disability adjustments to access tests, e.g. use of a scribe, extra time double, assistive technology or colour contrast modification, assistive technology (computer template) or electronic format (interactive PDF). Check disability adjustment forms are correct and relevant to all modes.	By 21 Feb 2023
	Independent and Religious Institute Catholic schools: Enter, upload and check student details in the <i>NAPLAN Administration application</i> in the QCAA Portal .	6–21 Feb 2023
	State schools and schools from each of the Catholic dioceses: Verify and update student details in the <i>NAPLAN Administration application</i> in the QCAA Portal .	10–21 Feb 2023
	Post all Year 3 writing testbooks by COB 22 Mar 2023. Ensure <i>Returned test materials lodgement</i> form (provided in the test materials delivery box) is stamped and scanned by the post office and retained by the school.	22 Mar 2023
	Post all other alternative format (paper) test materials as soon as the school testing window is completed.	27 Mar 2023

NAPLAN 2023 supporting videos

There is a suite of short videos available on the Noticeboard in the QCAA Portal www.qcaa.qld.edu.au/logins/qcaa-portal/landing-page. Schools may find these useful for training and staff familiarisation, particularly if roles have changed within the school.

News bites

Every Tuesday in Term 1, 2023, schools are welcome to join a live update on upcoming NAPLAN tasks. News bites will be held at **8:20 am** and repeated at **3:20 pm** (lasting approximately 10 minutes). No registration is required. No recordings will be available. Schools will be able to access all News bites via <https://au.bbcollab.com/guest/7325207b10534c839177952e0345525c>.

QCAA Portal

The QCAA Portal has a number of applications that schools will use for the following tasks:

- **fileShare** — download Training environment login details from **31 January 2023**
- **Noticeboard** — access NAPLAN 2023 supporting videos
- **Access Management** — update principal details
- **NAPLAN Administration** — upload students from **6–21 February 2023** (only Independent and Religious Institute Catholic schools)
- **NAPLAN Administration** — check student data from **10–21 February 2023** (all schools).

New NAPLAN Administration app (within QCAA portal)

From 2023, the NAPLAN Administration application will gradually replace the QCAA NAPLAN portal for administration processes, such as the uploading and checking of student data.

The QCAA is offering webinars on how to complete these tasks, in addition to the user guide that will be available on the QCAA website. Guest links to these webinars are available at <https://www.qcaa.qld.edu.au/p-10/naplan/pd>.

Independent and Religious Institute Catholic schools (student upload and data checking):

Morning 10:30–11:30 am	Afternoon 3:30–4:30 pm
<ul style="list-style-type: none">• Tuesday 31 January• Wednesday 1 February	<ul style="list-style-type: none">• Wednesday 1 February• Thursday 2 February

Government and Catholic diocese schools (data checking only):

Morning 10:30–11:30 am	Afternoon 3:30–4:30 pm
<ul style="list-style-type: none">• Tuesday 7 February• Wednesday 8 February• Thursday 9 February	<ul style="list-style-type: none">• Monday 6 February• Wednesday 8 February• Thursday 9 February

NAPLAN portal

The NAPLAN portal is now available to schools to:

- download school use only forms, e.g. exemption, withdrawal, record of adjustment
- submit applications for adjustment for disability (see memo [053/22](#) for more details). Please contact QCAA to discuss adjustment requirements for Year 7 students and other students newly enrolled in 2023 no later than **Friday 3 February 2023**.

Assessment Platform

Schools access the NAPLAN Assessment Platform environments via www.assessform.edu.au. There are two environments available in 2023:

- **Training environment** — available from **31 January 2023**. Login details will be provided in fileShare from that date.
- **NAPLAN 2023 environment** — available from **6 February 2023**. Login details will be provided by this date in future QCAA communications.

Practice tests

Practice tests are available in the Training environment (www.assessform.edu.au).

Schools should participate in practice tests to check technical and student readiness or complete staff training. We encourage schools to complete a practice test between 13 and 24 February 2023, although the tests are available from the end of January.

Technical readiness

Ensure your student devices have the 2023 NAP locked down browser installed.

It is the responsibility of every school to ensure that all technical readiness checks have been completed prior to testing. Please refer to:

- ACARA resources at www.assessform.edu.au
- QCAA supporting videos in the Noticeboard in the QCAA Portal.

Handbooks

The following handbooks are now available at www.qcaa.qld.edu.au/p-10/naplan/test-administration/naplan:

- NAPLAN handbook for principals and coordinators 2023
- Years 3, 5, 7 & 9 NAPLAN test administration handbook for teachers 2023.

Finding out more

Please email, naplan@qcaa.qld.edu.au, or phone 1300 214 452 for further information.

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