

Memo

Release of 2023 NAPLAN student reports and test results

Purpose

To inform schools about the release of school reports, the Student and School Summary Report (SSSR) and individual student reports (ISRs), as well as how to access student writing scripts and timelines for checking and querying data.

Background

The National Assessment Program — Literacy and Numeracy (NAPLAN) provides information on how Australian students in Years 3, 5, 7 and 9 are performing in numeracy, reading, writing, spelling, grammar and punctuation. The QCAA is legislated to administer and report on NAPLAN in Queensland.

On 10 February 2023, education ministers agreed to change the reporting of NAPLAN results in response to completing the transition to online testing and the move to earlier NAPLAN testing in March. As a result, proficiency standards have replaced the previous numerical bands. They provide information about what students at each level can typically demonstrate in each NAPLAN test.

Information

The release schedule for 2023 NAPLAN test results and reports is as follows:

2023 Schedule	NAPLAN data	Details
Wednesday 12 July	Student and School Summary Report (SSSR)	<ul style="list-style-type: none">Available from the Assessment Platform www.assessform.edu.auProvides feedback on how students and cohorts of students within schools performed in NAPLAN online testsFor 2023, the SSSR will not include data relating to proficiency levels. This data will be available in the school reports in the QCAA Portal.
	Release of NAPLAN school reports	<ul style="list-style-type: none">Available via the fileShare application (app) in the QCAA PortalDisplay students' proficiency levelsProvides students' scaled scores and state means

	Release of writing scripts	<ul style="list-style-type: none"> • Writing script images are available through the View Script function on the Student Reports tab within the SSSR (downloaded from the Assessment Platform) • All writing scripts (including year 3 and alternative formats) will be available in the fileShare app in the QCAA Portal • Schools downloading files to their school network must ensure that appropriate security measures are in place to maintain privacy and prevent unauthorised access
Commencing early Term 3 (mid-late July)	Individual student reports (ISRs)	<ul style="list-style-type: none"> • QCAA posts hard copies of ISRs to all schools • Schools receive one printed ISR for each student for distribution to parents/carers • For 2023, a printed information sheet for parents/carers will also be provided for distribution with the ISRs • ISR files will be uploaded into the fileShare app for each school following the resolution of appeals

Resources to support schools

The following resources are available to help schools and parents understand the new reporting standards:

- [How to interpret the SSSR](#) (ACARA)
- [Proficiency level descriptions](#) (ACARA)
- [NAPLAN individual student report: Information for parents and carers 2023](#) (ACARA).

What you need to do

Schools need to:

- prepare for the secure storage of ISRs
- check that all ISRs have been received and all data is accurate. Reports will not be provided for students who were withdrawn or exempt from all tests
- check each student's details in the ISRs
 - name (specifically if the student name or preferred name, such as an anglicised name or nickname, is different to that provided as the enrolled name, also commonly known as a legal name. Refer to the [NAPLAN Handbook for Principals and Coordinators 2023](#) on pages 49, 52, 56 and 65 for further information about student names)
 - school and participation category (e.g. exempt or absent)
 - placement of dots indicating student performance
- distribute ISRs and the information sheet to parents/carers as soon as possible
- lodge any applications to query results in the NAPLAN portal from Monday 24 July to 18 August, 2023.

Note: School administrators should lodge an *Application to query student report* with the QCAA for consideration of any perceived errors in the school or student reports, or for missing student reports. School data will only be adjusted in response to amended school and student data from applications lodged on or before this closing date.

Access your NAPLAN school reports

To access your NAPLAN school reports:

1. Go to the QCAA Portal landing page: www.qcaa.qld.edu.au/logins/qcaa-portal/landing-page.
2. Log in using your login email and password, created when you registered.
3. Click on the **fileShare** app tile.
4. Click on the **Reporting files** tab to access and download files.

For more information on accessing the reports in the QCAA Portal, click on the Help link in the top right-hand corner of the screen, select fileShare application and refer to the *Reporting files* quick step guide.

Confirmed principals, principals' delegates and users with the following roles assigned in the fileShare application can access this functionality:

- Application Administrator
- fileShare Submitter.

Download the SSSR

To download the SSSR (online schools only):

1. Access the Assessment Platform at www.assessform.edu.au.
2. Select the environment — **NAPLAN 2023**.
3. Enter your username (email address used to register in the Assessment Platform) and password.
4. Use the secure grid card assigned to you to complete the two-step verification process.
5. Select **Download School and Student Summary Report (SSSR)** from the School and Student Reports tile. (**Note: you will need the school PIN** to authenticate SSSR access.)
6. To download and view the SSSR, follow the instructions on the Assessment Platform (see [NAPLAN — Results Factsheet 32: School and student summary report \(SSSR\)](#)).

Access student writing scripts within the SSSR — for Years 5, 7 and 9 students

To view the responses of students who completed the writing test online:

1. Open the SSSR for your school.
2. Select the **Student Report** tab.
3. Select domain — **Writing**.
4. Select **Year Level**.
5. Select student from the displayed list.
6. Select **View Script**.

Download writing scripts including Year 3 students and alternative formats

All writing test script files will be available for download in the QCAA fileShare app. Follow the steps provided to access your NAPLAN School Reports.

Lodge an *Application to query student report* (from 24 July to 18 August, 2023)

To lodge an *Application to query student report*:

1. Go to the NAPLAN portal at <https://naplan.qcaa.qld.edu.au/naplan/pages/login>.
2. Enter your school BIC and password to log in.
3. Select **Student report queries** from the NAPLAN portal menu, on the left-hand side of the screen, to display a list of your students.
4. All student detail fields can be searched by using the filters at the top of the list to locate a student.
5. Click **Apply** to open the *Application to query student report* form for a particular student.
6. Complete the information on the form as required.
7. Click **Submit** to lodge the application.

Finding out more

For more information, please email naplan@qcaa.qld.edu.au or phone 1300 214 452.

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