

# Memo

## Queensland Curriculum and Assessment Authority

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30 October 2023

Prep – Year 10

Number: 066/23

# Preparing for NAPLAN 2024

## Purpose

To advise schools to commence preparations for the National Assessment Program — Literacy and Numeracy (NAPLAN) 2024, in Term 4 2023.

## Background

In 2024, NAPLAN will be held from **Wednesday 13 March to Monday 25 March**. All eligible students in Years 3, 5, 7 and 9 are expected to participate in the NAPLAN tests. As a result of the March test window some preparations and considerations for 2024 need to commence in Term 4 2023.

Year 3 students will complete their writing test in a response booklet that is overprinted with their name, school and class. The overprinting and delivery to all Queensland schools must be finalised before the commencement of the test. The submission of Year 2 census data in Term 4 to QCAA allows this process to be completed over the Christmas school holiday period.

## Information

### Adjustments for students with disability

For the 2024 tests onwards, applications for adjustments for students with disability will be made through the new NAPLAN AARA app within the QCAA Portal. Principals and the principal's delegate (NAPLAN) have had their QCAA Portal permissions refreshed to include the NAPLAN AARA app. Refer to [Memo number 065/23](#) for more information about applications due in Term 4 2023.

Schools should commence consultation with parents/caregivers for students who may require an alternative format AARA. Further information about these disability adjustments can be found at <https://www.qcaa.qld.edu.au/p-10/naplan/disability-adjustments>.

### Year 2 census data

On behalf of their schools, the Queensland Department of Education and each of the Catholic dioceses submits to QCAA the census data for their students enrolled in Year 2 in 2023. The QCAA will upload this data to the NAPLAN Administration app in the QCAA Portal.

Independent schools, and some religious institute schools, will upload and check their own data directly in the NAPLAN Administration app from Monday 30 October 2023.

Schools that have their data submitted by their sector authority on their behalf will be able to check that the data is complete and accurate from 30 October.

All schools are responsible for checking the accuracy of their Year 2 student records in the NAPLAN Administration app.

The final date for **all** schools to complete their check of the Year 2 data in the NAPLAN Administration app is **Friday 17 November 2023**.

*\*Early in 2024, Year 3 student census data will be collected. As this will be the most current data when tests are held, this will be the data imported into the National Assessment Platform. QCAA will provide information to schools about census data uploads for all year levels at a later time.*

## Student devices

Updated requirements for student testing devices to be used in NAPLAN 2024 are expected to be added to the Online National Assessment Platform website ([assessform.edu.au](https://assessform.edu.au)) in late November.

Schools should access the Device requirements page to ensure that school/student devices intended for use in NAPLAN 2024 meet the required technical specifications.

## Your school's test schedule, camps, excursions and sports days

Schools are encouraged to create their 2024 test schedule following a review of their expected enrolments for 2024 for Years 3, 5, 7 and 9, the devices available and their network capacity. Schools are reminded that for the 9-day test window, schools are not to schedule camps, excursions, sports days or other events that require students to be offsite/unavailable for the entire day.

## Training environment

The 2024 Training environment is now open and can be used to support student familiarisation with the platform, staff training, and device/network readiness testing.

Refreshed login credentials for the 2024 Training environment are in the fileShare app (QCAA Portal).

The 2023 and 2024 locked down browser will work in the training environment in Term 4. From 15 January 2024, only the 2024 locked down browser will work in the Training environment.

## Training resources to support preparations for 2024

In early 2024, QCAA will release a schedule to offer training options to refresh understanding about how the National Test Protocols are implemented in school's operations, including Test Administrator training.

## What you need to do

- Visit the QCAA website (<https://www.qcaa.qld.edu.au/p-10/naplan/test-administration/naplan>) to view updates for 2024.
- Apply for QCAA-approved alternative format AARA by the due dates.
- Independent schools and religious institute schools: upload and verify the accuracy of Year 2 census data in the NAPLAN Administration app (QCAA Portal) by **17 November 2023**.

- All schools verify the accuracy of their Year 2 census data in the NAPLAN Administration app (QCAA Portal) by **17 November 2023**.
- Visit the Device requirements page on the Online National Assessment Platform website ([assessform.edu.au](https://assessform.edu.au)) to ensure devices intended for use in 2024 NAPLAN testing meet the minimum requirements.
- Access login credentials for the 2024 Training environment in the fileShare app (QCAA Portal).

## Finding out more

For further information or support, please email the NAPLAN Unit at [naplan@qcaa.qld.edu.au](mailto:naplan@qcaa.qld.edu.au) or phone 1300 214 452.

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