

Memo

Queensland Curriculum and Assessment Authority

23 January 2025

Prep – Year 10

Number: 005/25

NAPLAN 2025 — final preparations

Purpose

To inform schools about the National Assessment Program — Literacy and Numeracy (NAPLAN) 2025 final preparation tasks, test environments and support materials prior to the NAPLAN test window, which will run from 12 to 24 March 2025.

Background

Participation in the NAPLAN tests is an important opportunity for schools to gain valuable insights into student learning and progress. These assessments provide a consistent measure of literacy and numeracy skills across Australia, providing an understanding of both your school's and students' results in comparison to national benchmarks. NAPLAN results help identify strengths and areas for improvement, enabling targeted interventions and evidence-based strategies to support student achievement. All eligible students in Years 3, 5, 7 and 9 are expected to participate in the NAPLAN tests.

Information

School checklist

The [NAPLAN 2025 School checklist](#) is now available on the QCAA NAPLAN webpages.

NAPLAN Companion guide

The [QCAA's NAPLAN Companion guide 2025](#) is now available on the QCAA NAPLAN webpages.

NAPLAN training sessions

Prior to NAPLAN testing, the QCAA will deliver free webinars to support schools in administering NAPLAN 2025. Visit the [QCAA PD & events](#) page for further details.

Copies of the webinar slides and notes will also be published in the Noticeboard application (app) in the [QCAA Portal](#).

QCAA Portal

NAPLAN Administration

The NAPLAN Administration app should be used to:

- upload student details from **28 January to 18 February 2025** (Only **Independent (ISQ)** and **Religious Institute Catholic** schools are responsible for uploading their own student data.

State schools and schools from each of the Catholic dioceses have their data uploaded centrally by their schooling authority.)

- check uploaded student data from 13 February until **close of business on 18 February 2025**. All schools from all sectors should verify the accuracy of their student data by checking
 - correct numbers of students have been uploaded in each year level
 - student names are correct
 - dates of birth are correct
 - class groups are correct
- If necessary, schools should:
 - edit student details
 - create a new student (only for newly enrolled students since the data upload)
 - add/delete class groups.
- download student withdrawal and exemption forms
- acknowledge delivery of test materials (includes the welcome letter, secure grid cards, test books and stimulus materials).

NAPLAN AARA app

The NAPLAN AARA app should be used to submit applications for QCAA-approved NAPLAN access arrangements and reasonable adjustments (AARA) for students with disability and for notifying the QCAA of any students with a temporary injury who require an adjustment.

The following documents are located on the NAPLAN AARA app:

- *Record of adjustment for disability (school use only)* form. (Schools must keep a record of any student with a disability who has an adjustment applied for NAPLAN tests.)
- Application for QCAA-approved AARA
- Temporary injury notice.

The QCAA is also offering webinars explaining the different types of NAPLAN AARA available for students and how to submit NAPLAN AARA applications. Visit the [QCAA PD & events](#) page for further details, including dates and how to register.

Other relevant portal apps

The [QCAA Portal](#) has several other apps that schools use for the following tasks:

- **fileShare** — to download
 - Training and Practice environment login details
 - NAPLAN environment school PIN
- **Access Management** — to update principal details.

Device requirements and issues

In Term 4, 2024 the Australian Curriculum, Assessment and Reporting Authority (ACARA) released their updates regarding devices used for NAPLAN testing. Schools must ensure they

have downloaded and are familiar with the most recent version of the following ACARA resources:

- [NAP locked-down browser \(LDB\)](#)
- [User guide specific to each operating system](#) (includes device issues)
- [Device requirements](#) (including those that are not supported)
- [Network Firewall Requirements and Recommendations for Schools v6.6](#).

Schools are also reminded to ensure all devices, including back-up devices, have the latest version of the [NAP locked-down browser \(LDB\)](#) installed and are checked to ensure installation was successful prior to NAPLAN testing.

Assessment Platform

Schools access the NAPLAN assessment platform environments via www.assessform.edu.au. There are two environments available in 2025:

- **Training and Practice environment** — available now with practice tests. You can find login details in fileShare
- **NAPLAN 2025 environment** — available from **6 February 2025**. Login details will be provided by this date in future QCAA communications. Principals are encouraged to register on the [Online National Assessment Platform](#) using a secure grid card as soon as possible after receiving their email invitation. Note that students will not be uploaded into the [Online National Assessment Platform](#) until **3 March 2025**.

Student and school summary report (SSSR) update

Please note that ACARA has made a minor change to the SSSR for 2025. The spelling nodes that are included in the SSSR have been renamed so that they now display in the correct order and are consistent with the naming conventions of the spelling testlets, e.g. SA, SB, SD. Schools should consider if these changes will affect the analysis applications they use to integrate NAPLAN reporting data and, if necessary, take steps to ensure compatibility.

Handbooks

From 2025, the NAPLAN handbooks will be comprised of two separate publications: the [National protocols for test administration](#) and the [NAPLAN Operations handbook — Handbook for principals](#).

The format of the [NAPLAN Years 3, 5, 7 & 9 — Test administration handbook for teachers](#) remains unchanged.

All of these documents, as well as the [Test administration handbook for practice tests \(for use with practice test/s only\)](#), are required for administering NAPLAN tests and can be accessed online on the [QCAA website](#).

Finding out more

For all NAPLAN enquiries, please email naplan@qcaa.qld.edu.au or phone 1300 214 452.

For all NAPLAN AARA enquiries, please email aara@qcaa.qld.edu.au or phone 1300 381 575.

Claude Jones
Executive Director, Assessment, Reporting and ICT Systems Division

 © State of Queensland (QCAA) 2025

Licence: <https://creativecommons.org/licenses/by/4.0> | **Copyright notice:** www.qcaa.qld.edu.au/copyright — lists the full terms and conditions, which specify certain exceptions to the licence. |

Attribution: '© State of Queensland (QCAA) 2025' — please include the link to our copyright notice.