

Memo

Queensland Curriculum and Assessment Authority

13 June 2025

Prep – Year 10

Number: 023/25

Release of final NAPLAN reports

Purpose

To inform schools about:

- the release of the 2025 final NAPLAN final Student and School Summary Report (SSSR), QCAA NAPLAN school reports and Individual Student Reports (ISRs)
- how to access student writing scripts
- 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.

Information

The schedule for 2025 NAPLAN test results and reports is as follows.

Note: Schools downloading files to their school network must ensure that appropriate security measures are in place to maintain privacy and prevent unauthorised access.

2025 Schedule	NAPLAN data	Details
Commencing Monday 16 June	Final SSSR	<ul style="list-style-type: none">• Available from the Assessment Platform www.assessform.edu.au.• Provides feedback on how students and cohorts of students within schools performed in all NAPLAN tests.
	Writing scripts	<p>Available from:</p> <ul style="list-style-type: none">• the SSSR www.assessform.edu.au<ul style="list-style-type: none">– online writing scripts for Years 5, 7 and 9 only. <p>Note: all writing scripts including Year 3 and alternative formats will be uploaded to the fileShare app in the QCAA Portal in Term 3.</p>
Commencing Wednesday 18 June	QCAA NAPLAN school reports	<ul style="list-style-type: none">• QCAA NAPLAN school reports are available via the fileShare app in the QCAA Portal.• Provides student scale scores and state means.
Commencing Term 3	ISRs	<ul style="list-style-type: none">• QCAA posts hard copies of ISRs to all schools (one per student).• Schools distribute to parents/carers.• ISR files uploaded to fileShare in the QCAA Portal for each school.

Support for schools

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

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

QCAA webinar — a live webinar is available to assist schools to access their reports. The duration of the webinar is approximately 15 minutes.

Access at a time listed below using the link provided.

Dates	Morning	Afternoon	Link
16 June	-	3:15 pm	https://au.bbcollab.com/guest/e8faaa6cba37429d9795b1b2ac7a6723
18 June	9:00 am	3:15 pm	
20 June	9:00 am	3:15 pm	

What you need to do

1. Download the final SSSR and writing responses

For instructions about downloading the final SSSR and the writing responses, see the [QCAA NAPLAN test reporting and analysis](#) webpage.

2. Access your QCAA NAPLAN school report

QCAA NAPLAN school reports are available for download in fileShare. Log in to the [QCAA Portal](#) and open the fileShare app. Select the **Reporting files** tab.

Confirmed principals and users with the QCAA Portal roles of Principal Delegate NAPLAN, fileShare Application Administrator, or fileShare Submitter can access this functionality.

3. Receipt of ISRs

- 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 student details in the ISRs, including:
 - name (specifically if the student's preferred name is different to their enrolled/legal name. Refer to the [2025 NAPLAN Operations handbook](#))
 - participation status (e.g. exempt or absent).
- Distribute ISRs.
- Lodge a *Query final student data* form for any perceived errors by the due date.

4. Lodge *Query final student data* form (for Writing results only) from 16–27 June 2025

To lodge a *Query final student data* form:

1. Log in to the [QCAA Portal](#).
2. Open the **NAPLAN Administration** app.
3. Select the **Online forms** tab and select the **New form** button.
4. From the dropdown list select **Query final student data**.
5. Search for each relevant student and complete the form. (A separate form must be completed for each student you wish to query.)

Note: If a student's name cannot be found, **do not** create a new student record within the NAPLAN Administration app. Please call the NAPLAN Helpdesk on 1300 214 452 or email naplan@qcaa.qld.edu.au for assistance.

Amendments to reports will be processed through applications submitted using the *Query final student data* form lodged on or before this closing date.

5. Closure of NAPLAN 2025 and Preparations for 2026

The NAPLAN 2025 environment on the Assessment Platform will close in September, making it no longer accessible to schools or QCAA. Schools should ensure that their SSSR has been downloaded before it closes. QCAA will provide communication about this closer to the time.

As schools commence their planning for 2026, they are reminded that booking school camps, excursions and sports days during the test window (11–23 March 2026) is not permitted as stated in [National test protocols for test administration](#). All schools are expected to commence testing on Day 1.

Finding out more

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

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