NAPLAN 2024

School checklist

	Description	Where	From	Due by
	Term 1			
☐	Access 2024 Training environment credentials.	**QCAA Portal:** fileShare app	3 Oct 2023	March 2024
☐	Submit applications for QCAA-approved alternative format materials (large print, black and white, electronic PDF) for Year 7 and newly enrolled students.	**QCAA Portal:** NAPLAN access arrangement and reasonable adjustments (AARA) app	15 Jan	2 Feb
☐	Submit applications for QCAA-approved NAPLAN AARA (disability adjustments) for students with disability.			20 Feb
☐	Provide a copy of the *Record of adjustment for students with disability* form to parents/carers and retain the signed originals. Apply disability adjustment codes (DACs) to the assessment platform.		22 Jan	12 Mar
☐	Submit application to vary test dates due to gazetted public holidays.	Principal email to naplan@qcaa.qld.edu.au		2 Feb
☐	Receive QCAA welcome pack, grid cards and Year 3 test materials.		From 29 Jan	
☐	Prepare school security plan — template available from QCAA Portal.	**QCAA Portal:** NAPLAN Administration app		Feb 2024
☐	**Independent and Religious Institute Catholic schools:** upload and check student details.		29 Jan	19 Feb
☐	**State schools and schools from the Catholic dioceses:** verify and update student details.		7 Feb	19 Feb
☐	Receive special print materials (braille, large print and black and white).		From 19 Feb	
☐	Develop school test schedule and distribute to the school community.			14 Feb
☐	Download and distribute handbooks from QCAA NAPLAN test administration page.	QCAA NAPLAN webpage		Feb 2024
☐	Complete parent/carer withdrawal and test exemption forms.	**QCAA Portal:** NAPLAN Administration app		12 Mar
☐	Store all test materials securely from receipt until the end of test security window.			28 Mar
☐	Complete principal online registration process for the NAPLAN environment as soon as possible after receiving the invitation email.	Assessment platform	8 Feb	1 Mar
☐	Conduct NAPLAN practice test. Practice tests are optional but highly advisable.			Prior to 12 Mar
☐	Create test administrator (TA) packs for each scheduled test session.		4 Mar	12 Mar
☐	Confirm all devices have the latest version of the NAP locked down browser installed and working. Ensure spare devices and headsets are available.			Prior to 11 Mar
☐	Prepare rooms for tests, i.e. arrange furniture, remove or cover wall charts.		11 Mar	12 Mar
☐	**Test window opens. All year levels commence writing test on 13 March.**	Assessment platform NAP locked down browser	13 Mar	25 Mar
☐	Distribute test materials as required for each test session, following the official test schedule.		13 Mar	25 Mar
☐	Complete Year 3 writing catch-up tests for absent students in alignment with paper protocols.		14 Mar	18 Mar
☐	Check all Year 3 testbook covers for accuracy and completeness. Update assessment platform to match participation changes.	Assessment platform	13 Mar	20 Mar
☐	Post all paper test materials. Ensure *Returned test materials lodgement* form is stamped by the post office. Take photo of stamped lodgement form for future reference if necessary.	**QCAA Portal:** NAPLAN Administration app		20 Mar
☐	Ensure all online catch-up tests have been completed.	Assessment platform	13 Mar	26 Mar
☐	Close all open test attempts and move school to **Results** as soon as testing is completed.			26 Mar
☐	If applicable, submit *Student test attempt advice* form to advise of any test attempt variations.	**QCAA Portal:** NAPLAN Administration app	13 Mar	26 Mar
☐	Store test materials securely until the test security window ends. Retain school PIN for access to *Student and school summary report* (SSSR).			28 Mar

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For all Queensland schools

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