

NAPLAN 2026

School checklist

January to mid-February		From	Due
<input type="checkbox"/>	Submit applications in the QCAA Portal: NAPLAN AARA app for: <ul style="list-style-type: none">• QCAA-approved alternative format materials (large print, black and white, electronic PDF) for Year 7 and newly enrolled students• QCAA-approved NAPLAN AARA (disability adjustments) for students with disability.	6 Jan	13 Feb
<input type="checkbox"/>	Upload 2026 student details in the QCAA Portal: NAPLAN Administration app . (Only Independent (ISQ) and Religious Institute Catholic schools are responsible for uploading their own student data.)	27 Jan	18 Feb
<input type="checkbox"/>	Check uploaded students. All schools from all sectors should verify the accuracy of their student data.	13 Feb	18 Feb
<input type="checkbox"/>	Commence school readiness for NAPLAN 2026 by: <ul style="list-style-type: none">• creating a school security plan, ready to receive secure materials — refer to the template available from the QCAA Portal: NAPLAN Administration app• accessing 2026 training and practice environment credentials (QCAA Portal: fileShare app) and scheduling a practice test• developing a school test schedule and distributing it to the school community• applying for variation to test dates (e.g. gazetted public holidays) with a principal's email to naplan@qcaa.qld.edu.au.	Jan	18 Feb
<input type="checkbox"/>	Receive the QCAA welcome pack, grid cards and Year 3 test materials.	30 Jan	
<input type="checkbox"/>	Access the 2026 NAPLAN environment school pin from the QCAA Portal: fileShare app .	5 Feb	
Mid-February to early March		From	Due
<input type="checkbox"/>	Provide a copy of the <i>Record of adjustment for students with disability</i> form to parents/carers if their child will be given an adjustment, and retain the signed originals. Ensure the correct disability adjustment codes (DACs) for school-approved and QCAA-approved NAPLAN AARA are assigned on the assessment platform.	Jan	10 Mar
<input type="checkbox"/>	Download and distribute handbooks from the QCAA NAPLAN handbooks and platform guides webpage on the QCAA website.		Feb
<input type="checkbox"/>	Complete parent/carer withdrawal and test exemption forms, if required. These forms are available from the QCAA Portal: NAPLAN Administration app .	16 Feb	10 Mar
<input type="checkbox"/>	Look for the email from notifications@assessform.edu.au inviting the principal to self-register. Complete the principal's online registration for the NAPLAN environment as soon as possible after receiving the email.	5 Feb	27 Feb
<input type="checkbox"/>	Create test administrator (TA) packs for each scheduled test session. Go to the assessment platform at www.assessform.edu.au .	3 Mar	10 Mar
<input type="checkbox"/>	Confirm all devices have the latest version of the NAP locked down browser installed and working. Ensure spare devices and headsets are available. Refer to www.assessform.edu.au .		10 Mar
<input type="checkbox"/>	Prepare rooms for tests, i.e. arrange furniture, remove or cover wall charts.	9 Mar	10 Mar
From the start of the test window to the end of the secure period (11–26 March)		From	Due
<input type="checkbox"/>	Distribute test materials as required for each test session, following the official test schedule.	11 Mar	23 Mar
<input type="checkbox"/>	Complete Year 3 writing catch-up tests for absent students in alignment with paper protocols.	11 Mar	16 Mar
<input type="checkbox"/>	Check all Year 3 test book covers for accuracy and completeness. Update the assessment platform to match participation changes on test book covers.	11 Mar	17 Mar
<input type="checkbox"/>	Post all paper test materials. Ensure the <i>Returned test materials lodgement</i> form (QCAA Portal: NAPLAN Administration app) is stamped by the post office. Take a photo of the stamped form for future reference.		17 Mar
<input type="checkbox"/>	Ensure all online catch-up tests have been completed.	11 Mar	23 Mar
<input type="checkbox"/>	Close all open test attempts and move school to Results as soon as testing is completed.		23 Mar
<input type="checkbox"/>	If applicable, submit the following forms in the QCAA Portal: NAPLAN Administration app : <ul style="list-style-type: none">• <i>Student test attempt advice</i> form to advise of any test attempt variations• <i>Visiting student data transfer</i> form, if your school hosted any visiting students.	11 Mar	23 Mar
<input type="checkbox"/>	Store test materials securely until the test security window ends. Retain the school PIN for access to the <i>Student and school summary report</i> (SSSR).		26 Mar

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