

# NAPLAN 2026

## School checklist

January to mid-February		From	Due
<input type="checkbox"/> Submit applications in the <a href="#">QCAA Portal: NAPLAN AARA app</a> for:	6 Jan	13 Feb	
<ul style="list-style-type: none"> <li>• QCAA-approved alternative format materials (large print, black and white, electronic PDF) for Year 7 and newly enrolled students</li> <li>• QCAA-approved NAPLAN AARA (disability adjustments) for students with disability.</li> </ul>			
<input type="checkbox"/> Upload 2026 student details in the <a href="#">QCAA Portal: NAPLAN Administration app</a> . (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:	Jan	18 Feb	
<ul style="list-style-type: none"> <li>• creating a school security plan, ready to receive secure materials — refer to the template available from the <a href="#">QCAA Portal: NAPLAN Administration app</a></li> <li>• accessing 2026 training and practice environment credentials (<a href="#">QCAA Portal: fileShare app</a>) and scheduling a practice test</li> <li>• developing a school test schedule and distributing it to the school community</li> <li>• applying for variation to test dates (e.g. gazetted public holidays) with a principal's email to <a href="mailto:nplan@qcaa.qld.edu.au">nplan@qcaa.qld.edu.au</a>.</li> </ul>			
<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 <a href="#">QCAA Portal: fileShare app</a> .	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 <a href="#">QCAA NAPLAN handbooks and platform guides</a> 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 <a href="#">QCAA Portal: NAPLAN Administration app</a> .	16 Feb	10 Mar	
<input type="checkbox"/> Look for the email from <a href="mailto:notifications@assessform.edu.au">notifications@assessform.edu.au</a> 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 <a href="http://www.assessform.edu.au">www.assessform.edu.au</a> .	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 <a href="http://www.assessform.edu.au">www.assessform.edu.au</a> .		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 <a href="#">assessment platform</a> 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 ( <a href="#">QCAA Portal: NAPLAN Administration app</a> ) 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 <b>Results</b> as soon as testing is completed.		23 Mar	
<input type="checkbox"/> If applicable, submit the following forms in the <a href="#">QCAA Portal: NAPLAN Administration app</a> :	11 Mar	23 Mar	
<ul style="list-style-type: none"> <li>• <i>Student test attempt advice</i> form to advise of any test attempt variations</li> <li>• <i>Visiting student data transfer</i> form, if your school hosted any visiting students.</li> </ul>			
<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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