

NAPLAN Online 2020

School task schedule

Task description			Complete by	From	To	Complete
Data checking	QCAA NAPLAN portal ¹	Enter and upload student details — independent, religious institute and some Catholic schools.*		11 Feb	5 Mar	<input type="checkbox"/>
		Verify and update student details — state schools and schools from each of the Catholic dioceses.*		18 Feb	5 Mar	<input type="checkbox"/>
		*Note: Student grouping (by class or year level) must be decided before entry/upload, as this determines class groups in the Assessment Platform, how test materials are packaged, and how results are reported — see the NAPLAN portal user manual . ² Check student details, confirm each class/year level in the NAPLAN portal and notify the QCAA that all the details are accurate.				
		Submit applications for tests in alternative formats: Braille, large print and black and white. Follow paper-based test protocols.		3 Feb	28 Feb	<input type="checkbox"/>
		Submit applications for students to use a scribe (SCR), have extra time (ETD), use assistive technology (AST) or use colour contrast modification (COL) to access tests (QCAA approval required).		3 Feb	30 April	<input type="checkbox"/>
		Acknowledge receipt of NAPLAN Online registration pack (letter and grid cards).		19 Feb	20 Mar	
		Acknowledge receipt of paper-based test materials at https://naplan.qcaa.qld.edu.au/naplan/pages/login.jsp . All schools receive brown boxes of paper-based test materials (back-up materials to be used only with QCAA approval).		20 Apr	6 May	<input type="checkbox"/>
		Year 3 schools acknowledge receipt of white boxes (online materials for Year 3 Writing) and request additional test materials (if required).				<input type="checkbox"/>
	School administration	Access <i>Handbook for principals and NAPLAN coordinators — NAPLAN Online 2020</i> at www.qcaa.qld.edu.au/p-10/naplan-online/test-administration . Print and distribute to staff.		2 Mar		<input type="checkbox"/>
		Manage arrangements for students with disability requiring adjustments, test exemptions, parent withdrawals and supervision of students not participating in testing.	11 May	3 Feb	11 May	<input type="checkbox"/>
		Advise teachers of test preparation materials available from the National Assessment Program (www.nap.edu.au) website.	6 Mar			<input type="checkbox"/>
		Prepare a school security plan.	20 Mar			<input type="checkbox"/>
		Familiarise students with item interaction types — access NAPLAN Online public demonstration site . ⁴	20 Mar	As required		<input type="checkbox"/>
		Store test materials securely (until end of extended security period).			29 May	<input type="checkbox"/>
		Develop a school timetable for the testing period. Note: Extended test window for online tests: Tuesday 12 May to Friday 22 May.	8 May			<input type="checkbox"/>
		Prepare rooms for tests, e.g. organise furniture, remove or cover wall charts.	11 May			<input type="checkbox"/>
	Assessment Platform ³	Manage student information and participation statuses, including alternative format, and apply disability adjustment codes (DAC) for students' tests. (Both school and QCAA approval is required.)	11 May			<input type="checkbox"/>
		Finalise student information and participation statuses, including alternative format, and apply DAC for students' tests. (Both school and QCAA approval is required.)	22 May			<input type="checkbox"/>
		Complete checklist in <i>Preparing</i> to progress school to <i>Delivering</i> .		20 Mar		<input type="checkbox"/>
		Create Test Administrator (TA) Packs for each scheduled test session. (Access and print Test administration handbooks at: www.qcaa.qld.edu.au/p-10/naplan-online/test-administration .)	As required			<input type="checkbox"/>
		Provide each TA with relevant TA Pack before each scheduled test session.	As required			<input type="checkbox"/>
		Administer practice test (omnibus test for all test year levels).		25 Mar	24 Apr	<input type="checkbox"/>
		Start administering tests on Day 1.		12 May		<input type="checkbox"/>
		Continue administering tests according to the school's test schedule and national protocols.		13 May	22 May	<input type="checkbox"/>
Complete catch-up test sessions as required and <i>Finalise</i> all open sessions.		22 May			<input type="checkbox"/>	
Complete checklist in <i>Delivering</i> to progress school to <i>Results</i> .		22 May			<input type="checkbox"/>	
Test window	Paper-based	Administer Year 3 Writing tests (use testbooks received in the white boxes and follow paper-based test protocols).	12 May	12 May		<input type="checkbox"/>
		Complete all Year 3 catch-up Writing tests.	15 May			<input type="checkbox"/>
	Test materials Year 3 only	Check and pack all Year 3 Writing testbooks for return (including all type 1 (named) testbooks).	19 May	15 May	19 May	<input type="checkbox"/>
		Post Year 3 Writing testbooks by close of business. At post office, ensure <i>Returned test materials lodgement</i> form is stamped and scanned.	19 May	15 May	19 May	<input type="checkbox"/>
Store all unused test materials in secure storage until end of extended security window.		29 May			<input type="checkbox"/>	
After the tests	QCAA NAPLAN portal ¹	YEAR 3 ONLY				
		Lodge <i>Temporary injury — notice of use of assistive technology form</i> with QCAA (if applicable).		23 Mar	22 May	<input type="checkbox"/>
		Lodge <i>School testbook usage advice</i> form with QCAA for Writing test, if applicable (follow paper-based test protocols).		12 May	19 May	<input type="checkbox"/>
		Complete the Principal's declaration form online, then print, sign, scan and email it to: NAPLAN.tests@qcaa.qld.edu.au (see NAPLAN portal user manual ²).		14 May	22 May	<input type="checkbox"/>
		ALL SCHOOLS				
		Receive and acknowledge receipt of student reports for distribution to parents/carers.		Term 3		<input type="checkbox"/>

1. QCAA NAPLAN portal: <https://naplan.qcaa.qld.edu.au/naplan> — select Test administration login/Results login and enter school BIC and password.

2. NAPLAN portal user manual: <https://naplan.qcaa.qld.edu.au/naplan/Usermanual.pdf>

3. Assessment Platform: www.assessform.edu.au — select NAPLAN environment and enter login details (username, school PIN, password, environment-specific grid card).

4. NAPLAN Online public demonstration site: www.nap.edu.au/online-assessment/public-demonstration-site