

NAPLAN 2020

School task schedule for paper-based schools

| Task description | | Complete by | NAPLAN portal | | ☑ |
|---|--|---------------|----------------|--------|--------------------------|
| | | | Open | Close | |
| Data checking | 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 how test materials are packaged and results are reported — see the NAPLAN <i>Portal</i> user manual — see the NAPLAN portal user manual . ² Check student details, and confirm each class/year level in the NAPLAN portal to notify QCAA that all the details are accurate. | | | | |
| | Submit applications for tests in alternative formats — Braille, large print or black and white. | | 3 Feb | 28 Feb | <input type="checkbox"/> |
| Before test week | Submit application to vary test dates due to gazetted public holidays. | | 3 Feb | 30 Apr | <input type="checkbox"/> |
| | Submit applications for students to use a scribe, assistive technology (computer template) or electronic format (interactive PDF) to access tests. | | 3 Feb | 30 Apr | <input type="checkbox"/> |
| | Acknowledge receipt of copies of <i>Handbook for principals and NAPLAN coordinators 2020</i> . Distribute copies to staff immediately. | | 19 Feb | 20 Mar | <input type="checkbox"/> |
| | Advise teachers of National Assessment Program (NAP) test preparation materials: www.nap.edu.au . | 6 Mar | | | <input type="checkbox"/> |
| | Prepare a school security plan. | 20 Mar | | | <input type="checkbox"/> |
| | Manage arrangements for students requiring school-approved adjustments for disability, test exemptions and parent withdrawals. | 11 May | 3 Feb | 11 May | <input type="checkbox"/> |
| | Receive and acknowledge receipt of test materials and request any additional test materials via the <i>Test materials</i> confirmation link: https://naplan.qcaa.qld.edu.au/naplan/pages/login.jsp . | | 20 Apr | 6 May | <input type="checkbox"/> |
| | Store test materials securely until end of extended security period. | 20 Apr–29 May | | | <input type="checkbox"/> |
| | Distribute copies of the relevant <i>Test administration handbook for teachers 2020</i> . | 1 May | | | <input type="checkbox"/> |
| | Develop a school timetable for the testing period. | 8 May | | | <input type="checkbox"/> |
| | Finalise all test arrangements, including parent withdrawals, availability of calculators for Years 7 and 9, and supervision of students not participating in the tests. | 11 May | | | <input type="checkbox"/> |
| TEST WEEK (under no circumstances are tests to be conducted on Monday 11 May) | | | | | |
| Final prep | Provide each test administrator with a list of students in their class/groups who are participating in the tests. | 11 May | | | <input type="checkbox"/> |
| | Prepare rooms for tests, e.g. organise furniture, remove or cover wall charts. | | | | <input type="checkbox"/> |
| TEST DAYS | 1 Conduct <i>Language conventions</i> and <i>Writing</i> tests. (Catch-up tests for <i>Language conventions</i> and <i>Writing</i> permitted in the afternoon.) | 12 May | | | <input type="checkbox"/> |
| | 2 Conduct <i>Reading</i> test. (Catch-up tests for <i>Language conventions</i> , <i>Writing</i> and <i>Reading</i> permitted in the afternoon.) | 13 May | | | <input type="checkbox"/> |
| | 3 Conduct <i>Numeracy</i> tests. (Catch-up tests for any tests permitted in the afternoon.) | 14 May | | | <input type="checkbox"/> |
| | Schools of Distance Education distribute test materials to non-school locations. | 14 May | | | <input type="checkbox"/> |
| | 4 Conduct catch-up tests for students absent on any of the test days. | 15 May | | | <input type="checkbox"/> |
| Test materials | Courier collects completed <i>Language conventions</i> and <i>Writing</i> testbooks from selected schools. | 13–15 May | | | <input type="checkbox"/> |
| | Return all unused test materials to secure storage in the school and keep until 29 May. | | 12 May | 29 May | <input type="checkbox"/> |
| | Check all testbooks and pack for return — make sure all Type 1 (named) testbooks are returned. | 15–19 May | | | <input type="checkbox"/> |
| | Post all testbooks by close of business 19 May. | | | | <input type="checkbox"/> |
| | Ensure <i>Returned test materials lodgement</i> form is stamped and scanned by the post office. | 19 May | | | <input type="checkbox"/> |
| All testbooks must be lodged at local post office by close of business Tuesday 19 May | | | | | |
| After the tests | Submit <i>Temporary injury</i> — notice of use of assistive technology for the <i>Writing</i> test forms (for students with hand or wrist injury). | | 23 Mar | 22 May | <input type="checkbox"/> |
| | Submit <i>School testbook</i> usage advice forms to QCAA (if applicable). | | 12 May | 19 May | <input type="checkbox"/> |
| | Complete the <i>Principal's declaration</i> 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"/> |
| Reports | View raw score class reports. | | Week 1, Term 3 | | <input type="checkbox"/> |
| | Receive and acknowledge receipt of student reports for distribution to parents/carers. | | Ongoing in Aug | | <input type="checkbox"/> |
| | View and check class and school reports for accuracy (select <i>Results login</i> on QCAA NAPLAN portal ¹). | | Week 1 Term 3 | 18 Sep | <input type="checkbox"/> |
| | View student writing scripts (select <i>Results login</i> on QCAA NAPLAN portal ¹). | | August | 30 Nov | <input type="checkbox"/> |
| | Submit applications for any report queries, missing reports and/or extra copies of student reports. | | August | 18 Sep | <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>