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| NAPLAN  Principal/NAPLAN coordinator checklist |

For use with the **NAPLAN environment** at [www.assessform.edu.au](http://www.assessform.edu.au).

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| Before the tests | Resources |
| Administration  Complete principal registration in the Assessment Platform and invite delegates  Ensure school technical readiness checks are taking place  Identify test administrators and provide training  Create and distribute test schedule to staff and school community  Distribute handbooksto relevant staff  Familiarise students with using the public demonstration site or practice tests | * [Factsheet 2: Registration](https://www.qcaa.qld.edu.au/downloads/p_10/naplan_online_02_registration.pdf) * [Factsheet 5:  Technical readiness](https://www.qcaa.qld.edu.au/downloads/p_10/naplan_online_05_technical_readiness.pdf) |
| Manage students  Complete applications for disability adjustments  Complete withdrawal and exemption forms  Update these changes in the Assessment Platform | * [Factsheet 8A: Manage student participation statuses](https://www.qcaa.qld.edu.au/downloads/p_10/naplan_online_08a_manage_student_participation.pdf) * [Factsheet 8B:  Apply disability adjustments](https://www.qcaa.qld.edu.au/downloads/p_10/naplan_online_08b_apply_disability_adjustments.pdf) |
| Create TA packs and prepare assigned test rooms  Prepare TA packs and store them securely  Arrange for spare devices (with LDB installed), earphones and power boards | * [Factsheet 12:  Create Test Administrators (TA) Packs](https://www.qcaa.qld.edu.au/downloads/p_10/naplan_online_12_create_ta_packs.pdf) |
| On test days | Resources |
| Prior to test administration  Distribute TA packs to test administrators (daily)  Be available to support test administrators |  |
| After test administration  Check ‘Manage test sessions’ for any sessions not finalised (daily)  Complete actions to postpone and reschedule students who have been paused due to illness or unresolved technical disruption  Finalise any open test sessions (daily)  Destroy used test and student session slips  Arrange catch-up tests for absent students | * [Factsheet 24:  Postpone a test attempt](https://www.qcaa.qld.edu.au/downloads/p_10/naplan_online_24_postpone_test_attempt.pdf) * [Factsheet 28: Abandon a test attempt](https://www.qcaa.qld.edu.au/downloads/p_10/naplan_online_28_abandon_test_attempt.pdf) |
| After the tests | Resources |
| Dispatch all paper testbooks to QCAA (if applicable)  Update student participation statuses in the assessment platform (e.g. absent, withdrawn, no longer enrolled — paying attention to Year 3 writing test status)  Complete all tasks in the Delivering checklist (when directed by QCAA)  Save login credentials to access Results later in the year |  |

## More information

If you would like more information, please visit the QCAA website [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au/) and search for ‘NAPLAN’. Alternatively, phone 1300 214 452 or email [naplan@qcaa.qld.edu.au](mailto:naplan@qcaa.qld.edu.au).

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