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| NAPLANPrincipal/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 |
| National protocols and responsibilities [ ]  Be familiar with the [NAPLAN test window dates](https://nap.edu.au/naplan/key-dates) and test order.[ ]  Create and distribute the school test schedule. [ ]  Distribute [handbooks](https://www.qcaa.qld.edu.au/p-10/naplan/test-administration/naplan-handbooks-and-platform-guides) to relevant staff (digital or paper).[ ]  Arrange storage for secure materials.[ ]  Ensure school technical readiness checks are taking place (see [Platform guide 5: Technical readiness](https://www.qcaa.qld.edu.au/downloads/p_10/platform_guide_05_technical_readiness.pdf)).[ ]  Provide training to staff (see [NAPLAN Support materials](https://www.qcaa.qld.edu.au/p-10/naplan/test-administration/naplan-resources)). [ ]  Familiarise students using the [public demonstration site](https://www.nap.edu.au/naplan/public-demonstration-site) or practice tests. |
| QCAA Portal — NAPLAN administration application and the NAPLAN AARA application[ ]  Complete tasks in the [QCAA Portal](https://www.qcaa.qld.edu.au/logins/qcaa-portal/landing-page): * check student data (NAPLAN administration app)
* complete applications for disability adjustments (NAPLAN AARA app)
* complete withdrawal and exemption forms (NAPLAN administration app).
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| Assessment platform — administration[ ]  Complete tasks in the [Online National Assessment Platform](https://www.assessform.edu.au) (the platform):* register with [the platform](https://www.assessform.edu.au) and invite NAPLAN coordinator/s (see [Platform guide 2: Registration](https://www.qcaa.qld.edu.au/downloads/p_10/platform_guide_02_registration.pdf))
* update any changes to participation in [the platform](https://www.assessform.edu.au) (see [Platform guide 8: Manage student participation statuses](https://www.qcaa.qld.edu.au/downloads/p_10/platform_guide_08_manage_student_participation.pdf) and [Platform guide 9: Apply disability adjustments](https://www.qcaa.qld.edu.au/downloads/p_10/platform_guide_09_apply_disability_adjustments.pdf))
* prepare TA packs and store them securely (see [Platform guide 14: Create TA packs](https://www.qcaa.qld.edu.au/downloads/p_10/platform_guide_14_create_ta_packs.pdf)).
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| On test days |
| Start of day procedures[ ]  Distribute TA packs to test administrators (daily) following test order.[ ]  Be available to support test administrators.[ ]  Confirm there are spare devices (current [locked-down browser](https://www.assessform.edu.au/naplan-online/locked-down-browser) installed) and headphones available. |
| End of day procedures[ ]  Check that all test sessions have been finalised. [ ]  Follow up on incomplete test sessions.[ ]  Complete actions to postpone and reschedule students who have been paused due to illness or unresolved technical disruptions (see [Platform guide 26: Postpone a test attempt](https://www.qcaa.qld.edu.au/downloads/p_10/platform_guide_26_postpone_test_attempt.pdf)). [ ]  Update student test attempts in the platform e.g. postponed, refused (see [Platform guide 30: Abandon a test attempt [sanctioned]](https://www.qcaa.qld.edu.au/downloads/p_10/platform_guide_30_abandon_test_attempt.pdf)).[ ]  Collect all test materials — destroy used session slips. |
| After the tests |
| [ ]  Dispatch **all** paper test materials (including unused materials).[ ]  Report any errors affecting test results using the *Student test attempt advice* in the [NAPLAN Administration app](https://www.qcaa.qld.edu.au/logins/qcaa-portal/landing-page). [ ]  Ensure all test sessions have been finalised.[ ]  Update student participation statuses in [the platform](https://www.assessform.edu.au), e.g. absent.[ ]  Complete all tasks in the Delivering checklist. [ ]  Save login credentials to access results in Term 2. |

## 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.

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