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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 | 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)
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| 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)
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| 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)
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| 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)
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| 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.

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