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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 |
| 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). |
| 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)). |
| 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](mailto:naplan@qcaa.qld.edu.au).

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