

# NAPLAN — Preparing

## Factsheet 1: Roles and tasks overview



Task	Factsheet #	P Principals	NC NAPLAN Coordinators	ST School Technical Support Officer	TA Test Administrators
Registration	2	✓			
<b>Manage school-based users</b>					
<ul style="list-style-type: none"> <li>Invite NAPLAN Coordinator</li> <li>Manage NAPLAN Coordinator</li> </ul>	3	✓			
<ul style="list-style-type: none"> <li>Invite School Technical Support Officer</li> <li>Manage School Technical Support Officer</li> </ul>	4	✓	✓		
<b>Technical readiness</b>					
<ul style="list-style-type: none"> <li>Check device requirements</li> <li>Manage network settings</li> <li>Install NAP locked down browser</li> </ul>	5	✓	✓	✓	
<b>Manage students</b>					
<ul style="list-style-type: none"> <li>Create student</li> </ul>	6	✓	✓		
<ul style="list-style-type: none"> <li>Edit student record</li> </ul>	7	✓	✓		
<ul style="list-style-type: none"> <li>Manage student participation statuses</li> </ul>	8A	✓	✓		
<ul style="list-style-type: none"> <li>Apply disability adjustments</li> </ul>	8B	✓	✓		
<ul style="list-style-type: none"> <li>Add/Remove class groups</li> </ul>	8C	✓	✓		
<b>Reports</b>					
<ul style="list-style-type: none"> <li>Technical readiness</li> <li>Student disability adjustments</li> <li>Exempted and withdrawn students</li> <li>Participating students</li> <li>Test administration</li> </ul>	9	✓	✓		
<b>Checklist</b>					
Moving from <i>Preparing</i> to <i>Delivering</i>	10	✓	✓		

## More information

If you would like more information, please visit the QCAA website at [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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