

# NAPLAN — Preparing

## Platform guide 1: Roles and tasks overview



Task	Platform guide #				
		Principals	NAPLAN coordinators	School technical support officer	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> <li>Edit student record</li> <li>Manage student participation statuses</li> <li>Apply disability adjustments</li> <li>Add/remove class groups</li> </ul>	6				
	7				
	8				
	9				
	10				
<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Exempted and withdrawn students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>	11				
<b>Checklist</b>					
Moving from Preparing to Delivering	12				

## 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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