

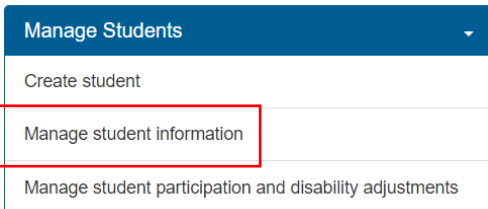
NAPLAN — Preparing

Factsheet 7: Edit student record

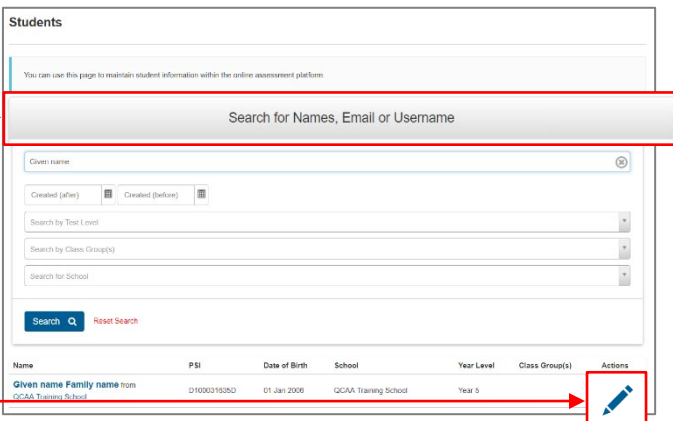



The **Principal** and **NAPLAN Coordinator** can edit student information in the Assessment Platform (www.assessform.edu.au).

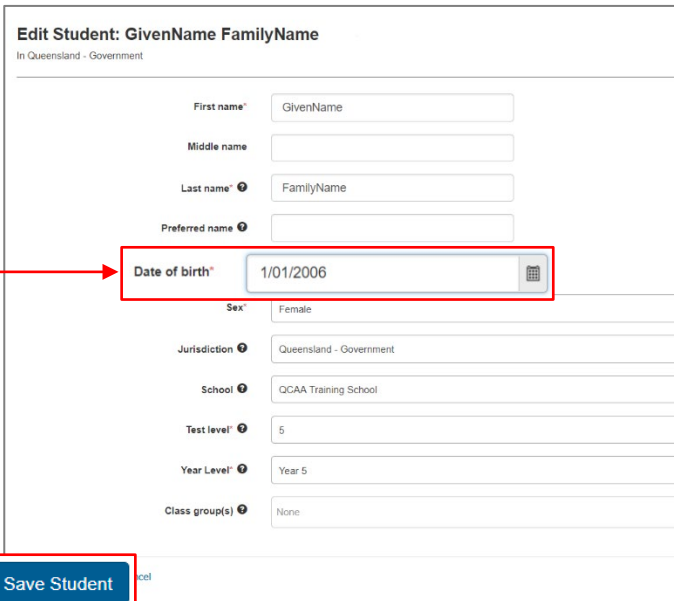
1. Select.



2. Select **Search** and enter details.



3. Select  icon to **Edit**.



4. Edit details, e.g.

5. Select **Save Student**.

Full-fee paying students (if applicable)

If your school has full-fee paying students, follow these steps to edit their record:

6. Edit full-fee-paying students.

7. Select **Student information**.

▼ Student information

- > Demographics
- > Enrolment status
- > Identifiers
- > QA status
- > Alternative Format Information

8. Select icon to edit **Enrolment status**.

▼ Enrolment status

Contains information relating to the student's school enrolment.

Offline delivery

Local school student ID

Exclude from NAPLAN national reporting

FTE

Education support

Full fee paying student*

Visa code

Main school flag

Local school ID

Local campus ID

Other school ID

Other school name

Reporting school ID

Reporting school name

Home schooled student

9. Select dropdown arrow for full-fee-paying student and select appropriate information.

Full fee paying student*

Visa code

Main school flag

- FFPOS
- Non-FFPOS
- Not stated / Unknown

10. Save edited enrolment information.

Save Enrolment status

More information

If you would like more information, please visit the QCAA website at 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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1. Assessment Platform screenshots have been accessed via www.assessform.edu.au and are used with permission of Education Services Australia (ESA).