

NAPLAN Online — Preparing

Factsheet 8: Edit student participation and disability adjustments



The **Principal** and **NAPLAN Coordinator** can edit student information. They can change **Participation status** and **Disability adjustment codes** and assign class groups in the Assessment Platform (www.assessform.edu.au).

Access the QCAA NAPLAN Portal (<https://naplan.qcaa.qld.edu.au/naplan/>) for forms to document exemptions, withdrawals, adjustments (school-approved) and to apply for adjustments (QCAA approval required).

Change a participation status

The default participation status for all students is **Participating (P)**. This status can be changed to:

- Absent (A)
- Exempt (E)
- No longer enrolled (NLE)
- Refused (R)
- Withdrawn (W).

1. Select.

2. Select search — enter or choose from dropdown list (mandatory).

3. Select **Search**.

To search for a specific student, select test level and then enter student's given name and/or family name.

A list of students matching your search criteria will be displayed.

Manage student participation and disability adjustments

You can use this page to maintain students participation and disability adjustments for each test domain.

Search

Class 7A

Search for students by given name and/or surname (in that order) or PSI

Conventions of Language: All | Numeracy: All | Reading: All | Writing: All

Search Reset Search

> Legend

Student	Test Level	Class Group(s)	Selected (6)	Conventions of Language	Numeracy	Reading	Writing	Actions
FirstName LastName qca10212199	7	Class 7A	<input type="checkbox"/>	P	P	P	P	<input type="checkbox"/>
Tyke Wrizowski qca10212119	7	Class 7A	<input type="checkbox"/>	P	P	P	P	<input type="checkbox"/>
Carlie Xavier qca10212519	7	Class 7A	<input type="checkbox"/>	P	P	P	P	<input type="checkbox"/>
Bruce Zanner qca10212679	7	Class 7A	<input checked="" type="checkbox"/>	P	P	P	P	<input type="checkbox"/>

Change selected attempts...

4. Select test attempt/s that require the same participation status.

5. Select **Change selected attempts...**

Change selected attempts...

Change 6 selected attempts so that -

Participation status is:

- Exempt
- Withdrawn
- No longer enrolled
- Absent
- Refused

Attached disability adjustment codes are:

Cancel Update 6 attempts

6. Select new participation status.

7. Select **Update X attempts.**

> Legend

Student	Test Level	Class Group(s)	Selected (0)	Conventions of Language	Numeracy	Reading	Writing	Actions
FirstName LastName qca10212199	7	Class 7A	<input type="checkbox"/>	P	P	P	E	<input type="checkbox"/>
Tyke Wrizowski qca10212119	7	Class 7A	<input type="checkbox"/>	P	P	P	E	<input type="checkbox"/>
Carlie Xavier qca10212519	7	Class 7A	<input type="checkbox"/>	P	P	P	P	<input type="checkbox"/>
Bruce Zanner qca10212679	7	Class 7A	<input type="checkbox"/>	E	E	E	E	<input type="checkbox"/>

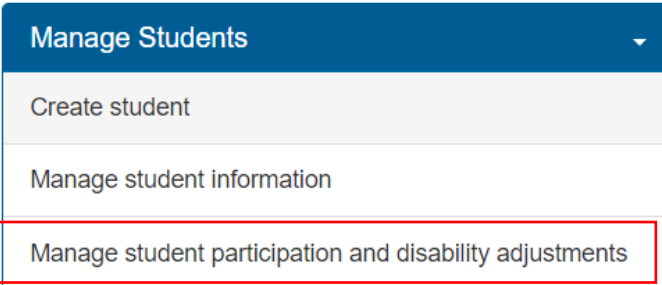
8. Check that the relevant test attempts reflect the updated **Participation status.**

The student list will update to display the changed participation status for the selected test attempt/s.

Apply Disability Adjustment Codes (DACs)

For students requiring QCAA-approved adjustments applications are to be approved by the QCAA before the DACs are applied in the [Assessment Platform](#).

1. Select.

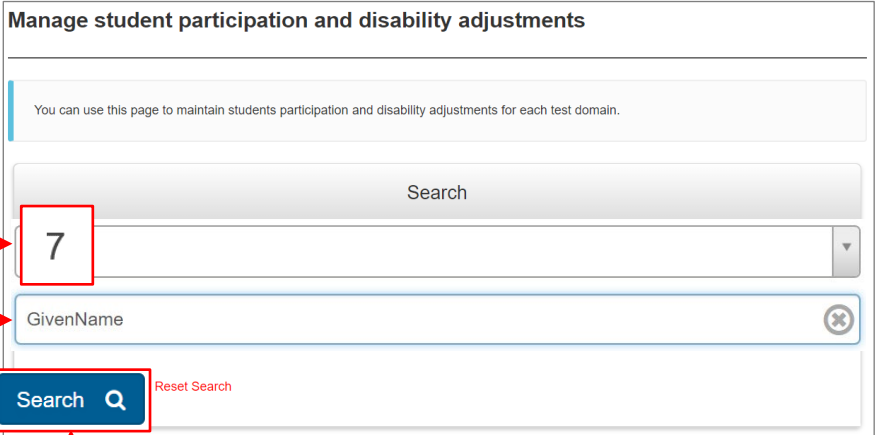


The screenshot shows a blue dropdown menu titled 'Manage Students'. It contains three options: 'Create student', 'Manage student information', and 'Manage student participation and disability adjustments'. The third option is highlighted with a red box, and a red arrow points from the instruction '1. Select.' to it.

2. Select search — enter or choose from dropdown list (mandatory).

3. Enter student name.

4. Select **Search**.

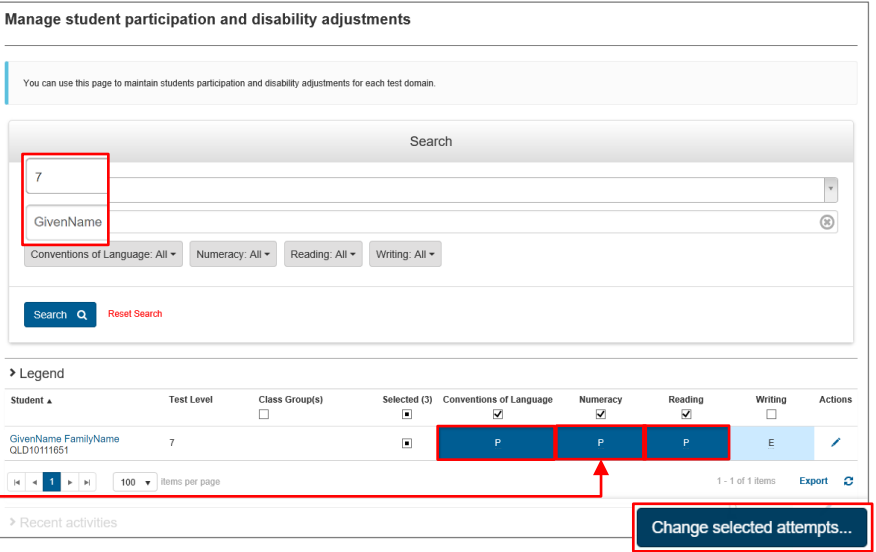


The screenshot shows the 'Manage student participation and disability adjustments' page. It has a search bar with '7' entered, a 'GivenName' input field, and a 'Search' button. Red boxes and arrows highlight the search bar, the 'GivenName' field, and the 'Search' button, corresponding to instructions 2, 3, and 4 respectively.

A list of students matching your search criteria will be displayed.

5. Select test attempt/s.

6. Select **Change selected attempts...**



The screenshot shows a table of students with columns for 'Student', 'Test Level', 'Class Group(s)', 'Selected (3)', 'Conventions of Language', 'Numeracy', 'Reading', 'Writing', and 'Actions'. The 'Selected' column for the student 'GivenName FamilyName QLD10111651' has three 'P' buttons highlighted with a red box. A red arrow points from instruction 5 to these buttons. Another red box highlights the 'Change selected attempts...' button in the 'Actions' column, with a red arrow pointing from instruction 6 to it.

Change selected attempts...

Change 3 selected attempts so that -

Participation status is:

Exempt

Withdrawn

No longer enrolled

Absent

Refused

Attached disability adjustment codes are:

Alternative items - audio

Alternative items - visual

Assistive technology

Black with blue background

Black with green background

Black with lilac background

Black with white background

Black with yellow background

7. Select.

8. Select adjustment/s from dropdown list.

Change selected attempts...

Change 3 selected attempts so that -

Participation status is:

Exempt

Withdrawn

No longer enrolled

Absent

Refused

Attached disability adjustment codes are:

9. Select **Update X attempts**.

The test attempt/s will reflect that a DAC has been applied.

Legend									
Student ▲	Test Level	Class Group(s)	Selected (0)	Conventions of Language	Numeracy	Reading	Writing	Actions	
GivenName FamilyName QLD10111651	7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> P (DAC)	<input checked="" type="checkbox"/> P (DAC)	<input checked="" type="checkbox"/> P (DAC)	<input type="checkbox"/> E	<input type="button" value="✎"/>	

10. Check that the **Attached disability adjustment codes** are correct (see [Factsheet 9: Generate reports](#)).

Assign class groups

Students can be assigned to a class group to assist with printing **Student Session Slips** for the TA Packs (see [Factsheet 12: Create Test Administrators \(TA\) Packs](#)).

Manage Students ▾

- Create student
- Manage student information
- Manage student participation and disability adjustments

1. Select.

Manage student participation and disability adjustments

You can use this page to maintain students participation and disability adjustments for each test domain.

Search

▾

Search for students by given name and/or surname (in that order) or PSI

Search
Reset Search

2. Select search — enter or choose from dropdown list (mandatory).

3. Select **Search**.

A list of students matching your search criteria will be displayed.

Choose students for a class group:

- select the **Class Groups(s)** column to include all students displayed on the current page **OR**
- select specific students from the displayed list.

4.1 Select the **Class Group(s)** column.

Student ▾	Test Level	Class Group(s)	Selected (0)	Conventions of Language	Numeracy	Reading	Writing	Actions
Arna Zula qca10212679	7	None	<input type="checkbox"/>	P	P	P	P	
Carlie Xavier qca10212519	7	None	<input type="checkbox"/>	P	P	P	P	
Sam Wrizowski qca10212119	7	None	<input type="checkbox"/>	P	P	P	P	

4.2 Select the corresponding **Class Group(s)** cells for specific students.

Student ▾	Test Level	Class Group(s)	Selected (0)	Conventions of Language	Numeracy	Reading	Writing	Actions
Arna Zula qca10212679	7	None	<input type="checkbox"/>	P	P	P	P	
Carlie Xavier qca10212519	7	None	<input type="checkbox"/>	P	P	P	P	
Sam Wrizowski qca10212119	7	None	<input type="checkbox"/>	P	P	P	P	

Add Class Group memberships...

5. Select **Add Class Group memberships...**

6. Enter the name of your class group followed by a *comma* – e.g. **Class 7A,**

Add Class Group(s)
[2 students]

Class Group(s)
Class 7A

Cancel Save

7. Select **Save**.

Student ▼	Test Level	Class Group(s)	Selected (0)	Conventions of Language	Numeracy	Reading	Writing	Actions
Arna Zula qca10212679	7	None	<input type="checkbox"/>	P	P	P	P	
Carlie Xavier qca10212519	7	Class 7A	<input type="checkbox"/>	P	P	P	P	
Sam Wrizowski qca10212119	7	Class 7A	<input type="checkbox"/>	P	P	P	P	

The updated student list will reflect the new class groups.

Remove a student from class group/s

1. Select the student's **Class Groups(s)** cell.

Student ▼	Test Level	Class Group(s)	Selected (0)	Conventions of Language	Numeracy	Reading	Writing	Actions
Arna Zula qca10212679	7	Class 7A	<input type="checkbox"/>	P	P	P	P	
Carlie Xavier qca10212519	7	Class 7A	<input type="checkbox"/>	P	P	P	P	
Sam Wrizowski qca10212119	7	Class 7A	<input type="checkbox"/>	P	P	P	P	
Vanessa Wright qca10212360	7	NOTR037	<input type="checkbox"/>	P	P			

Edit Class Group memberships...

2. Select **Edit Class Group memberships...**

3. Select **X**.

Update Class Group(s)
Arna Zula [qca10212679]

Class Group(s) X

Cancel Save

4. Select **Save**.

The updated student list will reflect the change/s.

More information

For more information about NAPLAN visit www.qcaa.qld.edu.au/p-10/naplan.
Alternatively, please email naplan@qcaa.qld.edu.au or phone (07) 3864 0396.