NAPLAN — Preparing

Factsheet 8A: Manage student participation statuses

| 🏠 | Preparing | Delivering | Results |

P   **NC**   ST   TA

The **Principal** and **NAPLAN Coordinator** can change **Participation statuses** in the Assessment Platform (www.assessform.edu.au).

Change a participation status

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

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- Withdrawn (W)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

Manage Students ▾

Create student

Manage student information

1. Select. → Manage student participation and disability adjustments

Manage student participation and disability adjustments

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

Search

2. Select search — enter or choose from dropdown list (mandatory). → Search by Test Level or Class Group(s) ▾

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

Search 🔍   Reset Search

3. Select **Search**.

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

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

⟩ Legend

Student ▲	Test Level	Class Group(s)	Selected (6) ☐	Conventions of Language ▪	Numeracy ▪	Reading ▪	Writing ▪	Actions
FirstName LastName qca10212199	7	Class 7A	▪	P	P	P	**P**	✏
Tyke Wrizowski qca10212119	7	Class 7A	▪	P	P	P	**P**	✏
Carlie Xavier qca10212519	7	Class 7A	☐	P	P	P	P	✏
Bruce Zanner qca10212679	7	Class 7A	☑	**P**	**P**	**P**	**P**	✏

|◀ ◀ 1 ▶ ▶| 100 ▾   items per page

Change selected attempts...

5. Select Change selected attempts.

Change selected attempts...   ✕

Change 4 selected attempts so that -

Participation status is:

◉ Exempt

◯ Withdrawn

◯ No longer enrolled

◯ Absent

◯ Refused

◯ Alternative Format

Attached disability adjustment codes are:

Cancel   **Update 6 attempts**

6. Select new participation status.

7. Select Update X attempts.

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

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

> ❯ Legend

Student ▲	Test Level	Class Group(s)	Selected (0)	Conventions of Language	Numeracy	Reading	Writing	Actions
			☐	☐	☐	☐	☐	
FirstName LastName qca10212199	7	Class 7A	☐	P	P	P	E	✏
Tyke Wrizowski qca10212119	7	Class 7A	☐	P	P	P	E	✏
Carlie Xavier qca10212519	7	Class 7A	☐	P	P	P	P	✏
Bruce Zanner qca10212679	7	Class 7A	☐	E	E	E	E	✏

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

Hosted and visiting students

If your school is hosting a visiting student to access the tests at your school, follow these steps:

1. Create a student record (see Factsheet 6: Create new student record).

   The Assessment Platform will automatically assign the relevant test attempts based on the **Test level** and **Year level** information entered.

2. Edit student participation, if necessary.

3. For each test attempt, print a **student session slip** to be included in the relevant TA pack (see Factsheet 15: Print student session slips).

4. After the student has completed their test attempt/s, contact the QCAA with their details to manage the transfer process.

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.