

# NAPLAN — Preparing

## Factsheet 8C: Add/Remove class groups



The **Principal** and **NAPLAN Coordinator** can assign class groups in the Assessment Platform ([www.assessform.edu.au](http://www.assessform.edu.au)).

### Add class groups

Students can be added to a class group to assist with printing **student session slips** for the TA packs (see [Factsheet 12: Create TA Packs](#)).

1. Select.

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

3. Select **Search**.

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

To add class groups individually or in bulk:

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

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

Student ▾	Test Level	Class Group(s)	Selected (0)	Conventions of Language	Numeracy	Reading	Writing	Actions
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Arna Zula qca10212679	7	None	<input type="checkbox"/>	P	P	P	P	
Carlle 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 cells for specific students.

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

100 items per page

Add Class Group memberships... Remove 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)

Cancel Save

7. Select **Save.**

Student ▾	Test Level	Class Group(s)	Selected (0)	Conventions of Language	Numeracy	Reading	Writing	Actions
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Arna Zula qca10212679	7	None	<input type="checkbox"/>	P	P	P	P	
Carlle 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 class groups

To remove class groups individually or in bulk:

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

1. Select the student's **Class Groups(s)** column **OR** specific students.

Student ▼	Test Level	Class Group(s)	Selected (0)	Conventions of Language	Numeracy	Reading	Writing	Actions
Ama Zula R302976546E	7	Class 7A	<input type="checkbox"/>	P	P	P	P	
Carlie Xavier R302976542H	7	Class 7A	<input type="checkbox"/>	P	P	P	P	
Sam Wrizowski R302976544A	7	Class 7A	<input type="checkbox"/>	P	P	P	P	
One Alligator R302976535M	7	Class 7A	<input type="checkbox"/>					

[Add Class Group memberships...](#) [Remove Class Group memberships...](#)

2. Select **Remove Class Group memberships...**

3. Select **X**.

Remove Class Group(s)  
[10 students]

Class Group(s)

Class 7A |

4. Select **Save**.

The updated student list will reflect the changes.

## 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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1. Assessment Platform screenshots have been accessed via [www.assessform.edu.au](http://www.assessform.edu.au) and are used with permission of Education Services Australia (ESA).