

NAPLAN — Preparing

Factsheet 1: Roles and tasks overview



Task	Factsheet #	<div>P</div> <div>Principals</div>	<div>NC</div> <div>NAPLAN Coordinators</div>	<div>ST</div> <div>School Technical Support Officer</div>	<div>TA</div> <div>Test Administrators</div>
Registration	2	<div>✓</div>			
Manage school-based users					
<div>• Invite NAPLAN Coordinator</div> <div>• Manage NAPLAN Coordinator</div>	3	<div>✓</div>			
<div>• Invite School Technical Support Officer</div> <div>• Manage School Technical Support Officer</div>	4	<div>✓</div>	<div>✓</div>		
Technical readiness					
<div>• Check device requirements</div> <div>• Manage network settings</div> <div>• Install NAP locked down browser</div>	5	<div>✓</div>	<div>✓</div>	<div>✓</div>	
Manage students					
<div>• Create student</div>	6	<div>✓</div>	<div>✓</div>		
<div>• Edit student record</div>	7	<div>✓</div>	<div>✓</div>		
<div>• Manage student participation statuses</div>	8A	<div>✓</div>	<div>✓</div>		
<div>• Apply disability adjustments</div>	8B	<div>✓</div>	<div>✓</div>		
<div>• Add/Remove class groups</div>	8C	<div>✓</div>	<div>✓</div>		
Reports					
<div>• Technical readiness</div> <div>• Student disability adjustments</div> <div>• Exempted and withdrawn students</div> <div>• Participating students</div> <div>• Test administration</div>	9	<div>✓</div>	<div>✓</div>		
Checklist					
Moving from <i>Preparing</i> to <i>Delivering</i>	10	<div>✓</div>	<div>✓</div>		

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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Factsheet 2: Registration

The **Principal**, **NAPLAN Coordinator** and **School Technical Support Officer** must complete the registration process on the *Online National Assessment Platform* (Assessment Platform).



You must **register within 30 days** and complete all steps of the registration the first time you access the link.

Items required to complete registration

Roles	Invitation email	School PIN	Grid card
Principal	✓	✓	✓
NAPLAN Coordinator	✓	✓	✓
School Technical Support Officer	✓	Not required	

The QCAA will invite the Principal from the Assessment Platform (invitation from notifications@assessform.edu.au). The Principal is responsible for inviting other school staff in the Assessment Platform (see [Factsheet 3: Invite NAPLAN Coordinators](#) and [Factsheet 4: Invite School Technical Support Officer](#)).

1. Select the link in the email from notifications@assessform.edu.au to begin registration.

The screenshot shows the 'Sign Up' page. At the top, it says 'Sign Up' and 'Create your account. [Login](#) if you already have an account.' Below this is a message: 'Invitation to sample.principal@email.com.au for the role of the 'Principal' at Sample school.' There are two input fields: 'First name*' and 'Last name*'. Below these is a blue 'Sign Up' button. At the bottom, it says '* denotes mandatory fields'. Three numbered instructions are overlaid on the form: 1. 'Enter details.' points to the first name field. 2. 'Select Sign Up.' points to the Sign Up button.

The Principal and NAPLAN Coordinator must complete a two-step verification process using the **School PIN** and their individual secure **grid card**.

Two-step verification process

Principal and NAPLAN Coordinator only

Step 1

The screenshot shows the 'Set my password' form. It includes a password requirement note: 'Password requires at least 9 characters, one uppercase letter, one number, one special character (e.g. !@#%)'. The form has three input fields: 'New Password*', 'Confirm Password*', and 'School PIN*'. A blue 'Set Password' button is at the bottom right. Red boxes and arrows highlight the steps: 4. Create password. (New Password*), 5. Re-enter password. (Confirm Password*), 6. Enter your School PIN. (School PIN*), and 7. Select Set Password. (Set Password button).

4. Create password.

5. Re-enter password.

6. Enter your **School PIN**.

7. Select **Set Password**.

School PIN is required for the initial login only.

Step 2

A grid card is required to complete your login. Use **one** grid card from the set provided in your *NAPLAN Registration Pack*.

The screenshot shows the 'Set my password' form. It includes a password requirement note: 'Password requires at least 9 characters, one uppercase letter, one number, one special character (e.g. !@#%)'. The form has two input fields: 'New Password*' and 'Confirm Password*'. Below these are instructions: 'Use the grid references to find the appropriate letters for the access key. Eg. Grid reference A1 is the top left cell of the NAP secure login card. Use this NAP secure login card to respond to the challenge below. If you do not have NAP secure login card, please contact your principal or administrator.' The form has a 'Grid Reference' field with the value 'A 7 B 4 G 10' and a 'Value*' field with six empty boxes. A blue 'Set Password' button is at the bottom right. Red boxes and arrows highlight the steps: 8. Use grid card and enter Grid Reference. (Grid Reference field) and 9. Select Set Password. (Set Password button).

8. Use **grid card** and enter Grid Reference.

9. Select **Set Password**.

Keep your grid card secure — it is assigned specifically to you and is required for all your future logins to the Assessment Platform (www.assessform.edu.au).

Subsequent logins will only require a username (the email address the registration link was sent to) and grid card reference.

More information

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Factsheet 3: Invite NAPLAN Coordinators



The **Principal** must invite the NAPLAN Coordinators to register in the Assessment Platform (www.assessform.edu.au).

1. Select.

Manage School-based Users

- Invite NAPLAN Coordinators
- Manage NAPLAN Coordinator
- Invite School Technical Support Officer
- Manage School Technical Support Officer

2. Enter email addresses.

Invite NAPLAN Coordinators via secure link

Invite new NAPLAN Coordinators to self-register by emailing a secure link. Please complete the information below, and send the invitations. You can invite up to 30 users at a time. Note that the people you invite will not be able to choose their own username, or specify an email address different to the one chosen by you.

School* QCAA Training School

Email Addresses*

Link expiry (hours)* 720

Email Subject* Invitation to register for NAPLAN Online Training

Email Body*

Edit Insert View Format Table

Formats B I

Welcome.
[Inviter.FullName] from [Inviter.Or the NAPLAN Online training environ
Your username is your email addre
Follow this link to complete the reg
This link is valid for 30 days. It will become invalid once you have completed your registration.
For registration queries, please contact your jurisdiction helpdesk - <https://www.assessform.edu.au/Help/Suocort.aspx>.
When your registration is complete, please visit the Online National Assessment Platform at <https://www.assessform.edu.au> for more information.
This is an automated email - please do not reply to this email.

Do not alter this text.

3. Select **Send Invitations**.

Send Invitations Cancel

4. Provide each NAPLAN Coordinator with the **School PIN** and an **unused grid card**.

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Factsheet 4: Invite School Technical Support Officer



The **Principal** or **NAPLAN Coordinator** must invite the School Technical Support Officer (STSO) to register in the Assessment Platform (www.assessform.edu.au).

1. Select.

Manage School-based Users	
	Invite NAPLAN Coordinators
	Manage NAPLAN Coordinator
	Invite School Technical Support Officer
	Manage School Technical Support Officer

2. Enter email addresses.

3. Select **Send Invitations**.

Do not alter this text.

Send Invitations

Cancel

More information

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Factsheet 5: Technical readiness

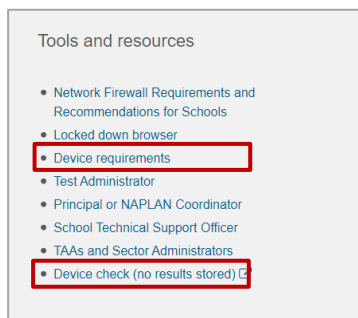


The school must conduct technical readiness checks prior to conducting NAPLAN. These can be completed by the **School Technical Support Officer, Principal** or **NAPLAN Coordinator**.

There are four parts to technical readiness checks. Most of these are completed without having to log into the Assessment Platform.

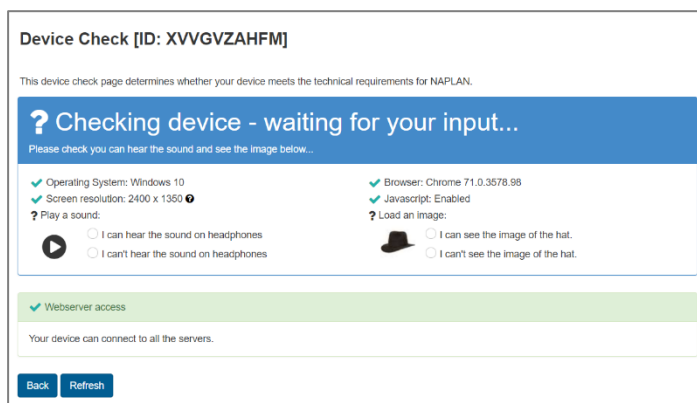
1. Devices

Devices must meet the minimum requirements and also pass a device check. This information is regularly updated by ACARA and can be found on their website www.assessform.edu.au. **No login** is required.



Device checks can be completed in two ways:

- through the NAP locked down browser on a student device (recommended)
- using the link on the Assessment Platform.



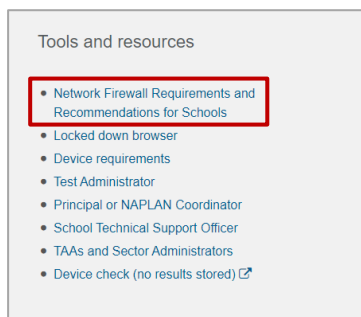
A green tick indicates the device meets requirements. A red cross indicates the device does not meet requirements. Results of these checks will not be saved.

Schools should have back-up devices available that have been checked and have the NAP locked down browser installed in the event another device is not working.

2. Network settings (Catholic and Independent schools)

The 'Network Firewall Requirements and Recommendations for Schools' document contains important technical information, such as firewall and proxy requirements for NAPLAN testing at schools. It can be found on the ACARA website www.assessform.edu.au.

Login is required to access this document.

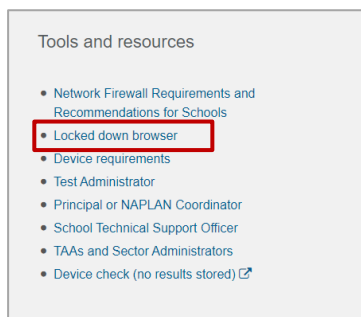


3. NAP locked down browser (LDB)

All student devices require the most current version of the NAP locked down browser (LDB) to be installed on their device. Schools with BYO devices should allow sufficient time for this installation.

Once the LDB has been installed, it is recommended that the application is opened to check that it has installed successfully.

Current versions of the LDB can be found on the ACARA website www.assessform.edu.au and should be checked before each test event. **No login** is required.



4. Capacity

It is recommended that schools test the maximum device load on their school network. They can do this by administering a practice test that reflects the greatest number of students expected to test concurrently.

Capacity testing should consider school bandwidth, access points and device counts.

More information

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Factsheet 6: Create new student record



The **Principal** and **NAPLAN Coordinator** can create new students in the Assessment Platform (www.assessform.edu.au) for new enrolments, hosted and visiting students.

1. Select.

Manage Students

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

2. Enter details.

New Student

You can use this page to create new students within the assessment platform when you have late registrations or visiting students.
The Platform Student Identifier (PSI) will be auto-generated when you save the student's record.

First name*

Middle name

Last name*

Preferred name

Date of birth*

Sex*

Jurisdiction

School

Test level*

Year Level*

Class group(s)

3. Select **Save Student**.

Save Student Cancel

Fields marked * are mandatory.

More information

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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**.

The screenshot shows the 'Manage Students' dropdown menu with options: 'Create student', 'Manage student information' (highlighted), and 'Manage student participation and disability adjustments'. Below this is the 'Students' search page with a search bar and filters. A table lists student records, with the 'Edit' icon (pencil) highlighted for a student named 'Given name Family name'. The 'Edit Student' form is shown with fields for First name, Middle name, Last name, Preferred name, Date of birth (highlighted), Sex, Jurisdiction, School, Test level, Year Level, and Class group(s). The 'Save Student' button is highlighted at the bottom.

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 

10. Save edited enrolment information.

Save Enrolment status

More information

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Factsheet 8A: Manage student participation statuses



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).

1. Select.

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

3. Select **Search**.

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

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
First Name LastName qca10212199	7	Class 7A	<input checked="" type="checkbox"/>	P	P	P	P	<input checked="" type="checkbox"/>
Tyke Witkowski qca10212119	7	Class 7A	<input checked="" type="checkbox"/>	P	P	P	P	<input checked="" 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 checked="" type="checkbox"/>

Change selected attempts...

5. Select **Change selected attempts**.

6. Select new participation status.

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

7. Select **Update X attempts**.

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

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Factsheet 8A: Manage student participation statuses

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Queensland Curriculum & Assessment Authority
January 2023

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
qca10212199	7	Class 7A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
qca10212199	7	Class 7A	<input type="checkbox"/>	P	P	P	E	
qca10212119	7	Class 7A	<input type="checkbox"/>	P	P	P	E	
qca10212519	7	Class 7A	<input type="checkbox"/>	P	P	P	P	
qca10212679	7	Class 7A	<input type="checkbox"/>	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

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Factsheet 8B: Apply disability adjustments



The **Principal** and **NAPLAN Coordinator** can apply **disability adjustments** in the Assessment Platform (www.assessform.edu.au).

Apply disability adjustments

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

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

7

GivenName

Conventions of Language: All

Numeracy: All

Reading: All

Writing: All

Search

Reset Search

> Legend

Student	Test Level	Class Group(s)	Selected (3)	Conventions of Language	Numeracy	Reading	Writing	Actions
GivenName FamilyName QLD10111651	7			P	P	P	E	

1 - 1 of 1 Items Export

> Recent activities

Change selected attempts...

5. Select test attempt/s.

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

Change selected attempts...

Change 3 selected attempts so that -

Participation status is:

☐ Exempt
☐ Withdrawn
☐ No longer enrolled
☐ Absent
☐ Refused
☐ Alternative Format

Attached disability adjustment codes are:

Cancel Update 3 attempts

7. Select.

8. Select adjustment/s from dropdown list.

- 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

Change selected attempts...

Change 3 selected attempts so that -

Participation status is:

☐ Exempt
☐ Withdrawn
☐ No longer enrolled
☐ Absent
☐ Refused
☐ Alternative Format

Attached disability adjustment codes are:

Cancel Update 3 attempts

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				P (DAC)	P (DAC)	P (DAC)	E	

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

More information

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Factsheet 8C: Add/Remove class groups



The **Principal** and **NAPLAN Coordinator** can assign class groups in the Assessment Platform (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
Arna Zula qca10212679	7	None	<input type="checkbox"/>	P	P	P	P	
Carlisle 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
Arna Zula qca10212679	7	None	<input type="checkbox"/>	P	P	P	P	
Carlisle 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)

Class 7A,
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	
Carlisle 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

Cancel Save

4. Select **Save**.

The updated student list will reflect the changes.

More information

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NAPLAN — Preparing

Factsheet 9: Generate reports



The **Principal** and **NAPLAN Coordinator** can generate a range of reports to easily check school technical readiness, test session details, participation status and disability adjustments recorded.

Reports
Technical Readiness
Student Disability Adjustments
Exempted and Withdrawn Students
Participating Student
Test Administration

The reports can be accessed in different ways. Optional filters are available for some reports.

Report descriptions

- **Technical Readiness** — Provides some information on the school's technical readiness.
- **Student Disability Adjustments** — Lists students that have a disability adjustment recorded for specific tests and the date and time for the completed tests.
- **Exempted and Withdrawn Students** — Lists students whose participation status is *Exempt* or *Withdrawn*.
- **Participating Students** — Lists students against five participation statuses — Participating, Absent, Exempt, No longer enrolled, Withdrawn.
- **Test Administration** — Lists unused TA session logins.

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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NAPLAN — Preparing

Factsheet 10: Moving from Preparing to Delivering



The **Principal** or **NAPLAN Coordinator** must progress the school from the **Preparing** phase to the **Delivering** phase by completing the checklist.

All items in the **Checklist** must be checked to move to the **Delivering** phase, where test sessions are administered. You can still return to the **Preparing** phase to carry out tasks if necessary.

The screenshot shows the 'Checklist' interface. A red box labeled '1. Check completed tasks.' points to the list of tasks. A red box labeled '2. Select **Complete**.' points to the 'Complete' button at the bottom of the checklist.

Checklist
<input checked="" type="checkbox"/> Handbook for Principals and Test Administration Handbook have been received and distributed.
<input checked="" type="checkbox"/> Parent information packs have been distributed.
<input checked="" type="checkbox"/> School technical readiness checks have been completed and delivery mode approved – online, low bandwidth school server, offline, paper.
<input checked="" type="checkbox"/> NAPLAN Coordinators are identified, trained and set up within the assessment platform.
<input checked="" type="checkbox"/> Need for withdrawal and exemption requests have been reviewed. If required request form completed and submitted to the TAA.
<input checked="" type="checkbox"/> Need for disability adjustment requests have been reviewed. If required request form completed and submitted to the TAA.
<input checked="" type="checkbox"/> Need for alternative format test material has been reviewed. If required request form completed and submitted to the TAA.
<input checked="" type="checkbox"/> Test administration staff are identified and trained within the assessment platform.
<input checked="" type="checkbox"/> Participating students' information within the ADS is complete and up-to-date.
<input checked="" type="checkbox"/> School and student device checks have been completed.
<input checked="" type="checkbox"/> Initial test session timetable has been completed and distributed to staff.

Complete

The **Complete** button will *only* appear after every task has been checked.

The screenshot shows the 'ADS checklist confirmation - ADS' dialog box. A red box labeled '3. Select **Yes**.' points to the 'Yes' button.

ADS checklist confirmation - ADS

Are you sure you want to progress to the next workflow?

Yes No

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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