

# 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 a 'Checklist' window with a list of 12 items, each with a checked checkbox. A red box labeled '1. Check completed tasks.' points to the first item. A second red box labeled '2. Select Complete.' points to a blue 'Complete' button at the bottom of the checklist. The checklist items are:

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

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

The screenshot shows a dialog box titled 'ADS checklist confirmation - ADS' with the question 'Are you sure you want to progress to the next workflow?'. There are two buttons: 'Yes' and 'No'. A red box labeled '3. Select Yes.' points to the 'Yes' button.

## 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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