














































# NAPLAN — Delivering

## Factsheet 11: Roles and tasks overview



Task	Factsheet #	 Principals	 NAPLAN Coordinators	 School Technical Support Officer	 Test Administrators
Create Test Administrator (TA) packs	12				
<b>Test session preparation</b>					
• Create and manage Test Administrator (TA) session logins.	13				
• Print Test Administrator (TA) session slips.	14				
• Print student session slips.	15				
<b>Test session tasks</b>					
• TA login and start test session.	16				
• Monitor a test session.	17				
• Allow late entry to a test session.	18				
• Pause and resume a test attempt.	19				
• Pause and resume a test session.	20				
• Reopen a test attempt and add more time.	21				
• Unlock a test attempt.	22				
• Finish a test attempt.	23				
• Postpone a test attempt.	24				
• Finalise a test session.	25				
<b>Manage test sessions</b>					
• Manage test sessions.	26				
• Manage test attempts.	27				
– Abandon a test attempt.	28				

Task	Factsheet #	Principals	NAPLAN Coordinators	School Technical Support Officers	Test Administrators
<b>Reports</b>					
• Open test session.	29	✓	✓		
• Test session finalisation.					
• Multi-school student and student information QA.					
• Hosted and visiting students.					
• Excluded students.					
• Student participation summary.					
<b>Checklist</b>					
Moving from <i>Delivering to Results</i>	30	✓	✓		

## 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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