




NAPLAN — Delivering

Factsheet 12: Create TA packs

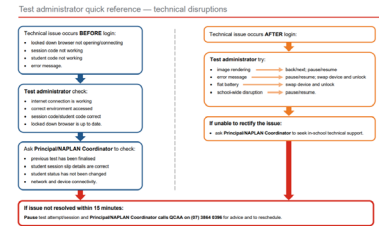
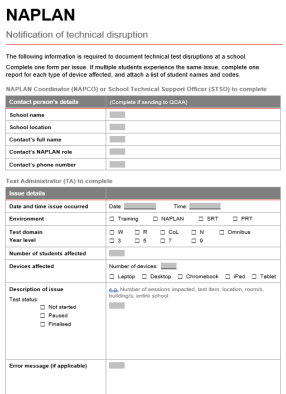
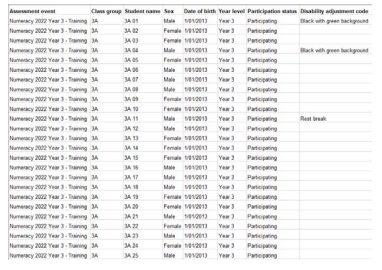


Before the NAPLAN tests, the **Principal** or **NAPLAN Coordinator** must prepare a TA pack for each Test Administrator (TA) for each session. The following materials must be included.

The **essential** components of each TA pack include:

TA session slip	Student session slips	Test administration handbook
<p>TA login details to open a new test session</p>  <p>See QCAA Factsheets 13 and 14.</p>	<p>Student login details to access a specific test attempt</p>  <p>See QCAA Factsheet 15.</p>	<p>Test administration guidelines, protocols and scripts</p>  <p>Access through the QCAA webpage.</p>

The **useful** components of each TA pack include:

TA quick reference	Notification of technical disruption	Participating student list
<p>Guide to help a TA troubleshoot possible disruptions</p>  <p>Access through the QCAA webpage.</p>	<p>Student login details to access a specific test attempt</p> <p>NAPLAN Notification of technical disruption</p> <p>The following information is required to document technical test disruptions at a school. Complete one form per issue. If multiple students experience the same issue, complete one report for each type of device affected, and attach a list of student names and codes.</p> <p>NAPLAN Coordinator (NAPCO) or School Technical Support Officer (STSO) to complete</p>  <p>Access through the QCAA webpage.</p>	<p>Information about students with disability adjustments applied</p>  <p>Access www.assessform.edu.au.</p>

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