

# NAPLAN — Delivering

## Factsheet 15: Print student session slips



The **Principal** or **NAPLAN Coordinator** must print the **student session slips**. This forms part of the TA pack that is provided to Test Administrators each day. Each participating student has a **different** student session slip specific to each test attempt, which includes the test name, student name and unique student code.

Each student code is linked to a specific test attempt, e.g. a separate code for Writing, Reading, Conventions of language, Numeracy.

Test Session Preparation
4 unused session logins
Create TA session login
Manage TA session login
Print TA Session Slip
<b>Print Student Session Slip</b>
Test Session Status Report

1. Select.

All unused **student session slips** will be displayed — including test attempts that have not been **finalised**.

Apply filters (Test/Class Group) to select and display a specific group to print in batches.  
**If no filters are used, the student session slips for all students for all test attempts will be printed.**

2. Select student group by **Test** and **Class Group**.

Print Student Session Slip

Use the dropdowns to filter the student session slips. If the filters are blank, all student session slips will be printed.

Select Test: None      Class Group: None

Select Student: None      Print Layout: 1 per page (A4 Portrait - With ...

- 1 per page (A4 Portrait - With Borders)
- 2 x 5 (Avery L7414 - No Borders)
- 2 x 7 (A4 Portrait - With Borders)
- 2 x 7 (Avery L7163 - No Borders)

3. Select the appropriate **Print layout**.

The display will reflect the filters and print layout applied.

4. Select **Print** to print all displayed students (scroll to view).

Print Student Session Slip

Use the dropdowns to filter the student session slips. If the filters are blank, all student session slips will be printed.

Select Test: None      Class Group: 5ACK

Select Student: Peta Quinn      Print Layout: 2 x 7 (A4 Portrait - With Borde...)

Numeracy Year 5 Demonstration test Student Name: Peta QUINN Student Code: QV-ZH-RL-WB	Public Demonstration: Year 5 Writing Student Name: Peta QUINN Student Code: CG-TT-HX-DG
Conventions of language Year 5 Demonstration test Student Name: Peta QUINN Student Code: MT-PC-WF-DV	Reading Year 5 Demonstration test Student Name: Peta QUINN Student Code: VW-DL-VY-KB

Check the **Print** dialog and print **single-sided** only.

## 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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