

NAPLAN — Delivering

Factsheet 16: TA login and start session



The **Test Administrator (TA)** must log in to the [Online National Assessment Platform](#) (Assessment Platform) to create and start a test session.

The TA is the only role that can start a test session.

The Principal or NAPLAN Coordinator must provide the TA with the TA pack to administer the test session (see [Factsheet 12: Create TA packs](#)) prior to the test and this is checked by the TA.

The essential components of each TA pack are:

- TA session slip
- student session slips (for the relevant test)
- *NAPLAN test administration handbook for teachers.*

TA login

1. Access the Assessment Platform at www.assessform.edu.au.

The environments displayed on the Assessment Platform change based on current activities.

2. Select and log in to the **relevant environment**, e.g. NAPLAN environment.

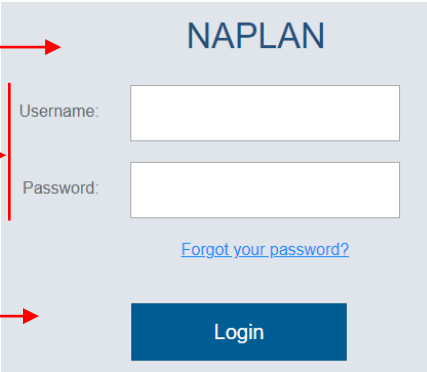
The screenshot shows the ONAP website interface. At the top, there is the 'acara' logo (Australian Curriculum, Assessment and Reporting Authority) and the 'NAP' logo (National Assessment Program). Below the logos, the text 'Online National Assessment Platform' is displayed. A search bar and links for 'About', 'Contacts', and 'Messages' are visible. A navigation bar includes 'Home', 'NAPLAN online', 'NAPLAN Low Bandwidth', and 'Resources'. The main content area is titled 'Access an environment' and includes the instruction 'Login to your portal'. Two cards are shown: 'NAPLAN Training' and 'NAPLAN 2023'. The 'NAPLAN 2023' card is highlighted with a red box, and a red arrow points from the text 'Select and log in to the relevant environment' to the 'Login' button on this card.

The **Username** and **Password** are printed on the **TA session slip** — included in your TA pack. These details are specific to each environment.

3. Check environment. →

4. Enter details. →


5. Select **Login**. →



The image shows a login form for NAPLAN. It has a header 'NAPLAN' in blue. Below it are two input fields: 'Username:' and 'Password:'. There is a blue link that says 'Forgot your password?'. At the bottom is a blue button labeled 'Login'.

6. Confirm **Create New Test Session**. →

Use the 'Create New Test Session' button to create a new test session for students to join.



The image shows a white box with a blue button labeled 'Create New Test Session'.

7. Write the **Session Code** on a board for students to use to log in to the test session.



The image shows a screenshot of the 'Test Administration Sessions' interface. At the top left is the 'acara' logo (Australian Curriculum, Assessment and Reporting Authority). At the top right is the 'NAP' logo (National Assessment Program) and text: '14 Tues, Y5 Writing, 5ACK TA Session Login QCAA Training School'. The main heading is 'Test Administration Sessions at QCAA Training School'. A 'Session Code' box contains 'QCJ-CD-VGV'. Below this are instructions: 'Step 1: Write session code on the board', 'Step 2: Wait for all students to join the session', and 'Step 3: Start the session'. On the right, there is a counter showing '0 students' and two buttons: 'Cancel session' (red) and 'Start session' (blue). Below the buttons is a 'Search for Student' input field. A filter bar shows 'All (0)', 'Not started (0)', 'Started (0)', 'Paused (0)', 'Finished (0)', 'Waiting entry (0)', and 'Other (0)'. A table header is visible with columns: 'Student', 'Status', 'Test', 'Progress', 'Time joined', and 'Actions'. Below the table, it says 'No students have joined yet refresh'. At the bottom left is a 'Help' link.

8. Check test and student name, and distribute the correct **student session slip** to each student.

Numeracy Year 5 Demonstration test

Student Name: Peta QUINN

Student Code: QV-ZH-RL-WB

9. Begin reading the relevant script from the *NAPLAN test administration handbook for teachers* to guide students through the process of logging into the test session.

Start session

10. As students log in to the session, their names will appear on the **TA dashboard**.

The screenshot shows the 'Test Administration Sessions' dashboard. At the top, it displays the 'acara' logo and 'NAP NATIONAL ASSESSMENT PROGRAM' logo. The session code is 'QCJ-CD-VGV'. A box indicates that 3 students are logged in. A 'Start session' button is highlighted with a red box. Below the button, a table lists the students who have logged in:

Student	Status	Test	Progress	Time joined	Actions
Nick Bassett [QLD10111631]	Not started	Reading Year 5 Demonstration test		13:13	+
Sophie Horton [QLD10111624]	Not started	Reading Year 5 Demonstration test		13:07	+
Tina Gustin [QLD10111628]	Not started	Reading Year 5 Demonstration test		13:04	

11. Select **Start session** when all students have logged in and when directed by the script.

Only the TA's role can start a test session.

12. Select **Yes**.

The dialog box asks: 'Are you sure you want to start the students' test session? Students who join the test after this will need to be manually admitted to the session'. There are 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box.

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).