NAPLAN — Delivering

Platform guide 18: TA login and start session



The **test administrator (TA)** must log in to the 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 prior to the test (see Platform guide 14: Create TA packs). The TA should check this.

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.

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.
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Online Nation	al Assessment Platforr	n			Search	About	Contacts	Messages
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Access a	n environment							
NAPLAN Tra Available througi test their NAPLA Login	tining and Practice nout the year for schools to N preparedness.	NAPLAN 2025 The annual assessment 1 Years 3, 5, 7 and 9. Login	for students in					





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



7. Display the **Session Code** prominently for students to use to log in to the test session.

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	ALIAN CURRICULUM, SMENT AND ITING AUTHORITY					NAP	NATIONAL ASSESSMENT PROCRAM 14 Tues, Y5 V TA Session Logi QCAA Training	Writing, 5AC in School
Test Admini at QCAA Training Sch Session Code Step 1: Write se	stration Session QC	J-CD-VGV					0	
Step 2: Wait for : Step 3: Start the	all students to join the session	session				Cancel session	Start session Search for Student	
All (0) Not st	arted (0) Started (0)	Paused (0) Finished (0)	Waiting entry (0)	Other (0)				
Stu	dent		Status	Test		Progress	Time joined ¥ Actions	
H H D F	H 20 ¥ items pe	r page					No items to display	e
			No studer	nts have joir	ned yet refresh			

8. Check that the test domain and student name on each student session slip is correct as they are distributed to each student.

 Numeracy Year 5 Demonstration test

 Student Name:
 Peta QUINN

 Student Code:
 QV-ZH-RL-WB

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

Start session

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

Test at QCA	t Administrati A Training School	on Sessions						
Sess	ion Code	QCJ-CD-VGV						
Step	1: Write session c	ode on the board						3
Step	2: Wait for all stud	ents to join the ses	sion					students
0100	0. 01011 110 000010					Cancel session	s	start session
					_			
							Searc	ch for Student
All	(3) Not started (3)	Started (0) P	aused (0) Finish	ed (0) Waiting entry (0)	Other (0)		Searc	ch for Student
All	(3) Not started (3) Student	Started (0) P	aused (0) Finish	ed (0) Waiting entry (0) Status	Other (0) Test	Progress	Searc Time joined *	ch for Student
	(3) Not started (3) Student Nick Basso	Started (0) P ett [QLD10111631]	aused (0) Finish	ed (0) Waiting entry (0) Status Not started	Other (0) Test Reading Year 5 Demonstration test	Progress	Search Time joined + 13:13	Actions
	3) Not started (3) Student Nick Bassi Sophie Ho	Started (0) P ett [QLD10111631] rton [QLD10111624	aused (0) Finish	Waiting entry (0) Status Not started Not started	Other (0) Test Reading Year 5 Demonstration test Reading Year 5 Demonstration test	Progress	Time joined * 13:13 13:07	Actions + +
	3) Not started (3) Student Nick Basso Sophie Ho Tina Gusti	Started (0) P ett [QLD10111631] rton [QLD10111624] n [QLD10111628]	aused (0) Finish	ed (0) Waiting entry (0) Status Not started Not started Not started	Cetter (0) Test Reading Year 5 Demonstration test Reading Year 5 Demonstration test Reading Year 5 Demonstration test	Progress	Searc Time joined * 13:13 13:07 13:04	Actions + +

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

Only the TA can start a test session.



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).