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.
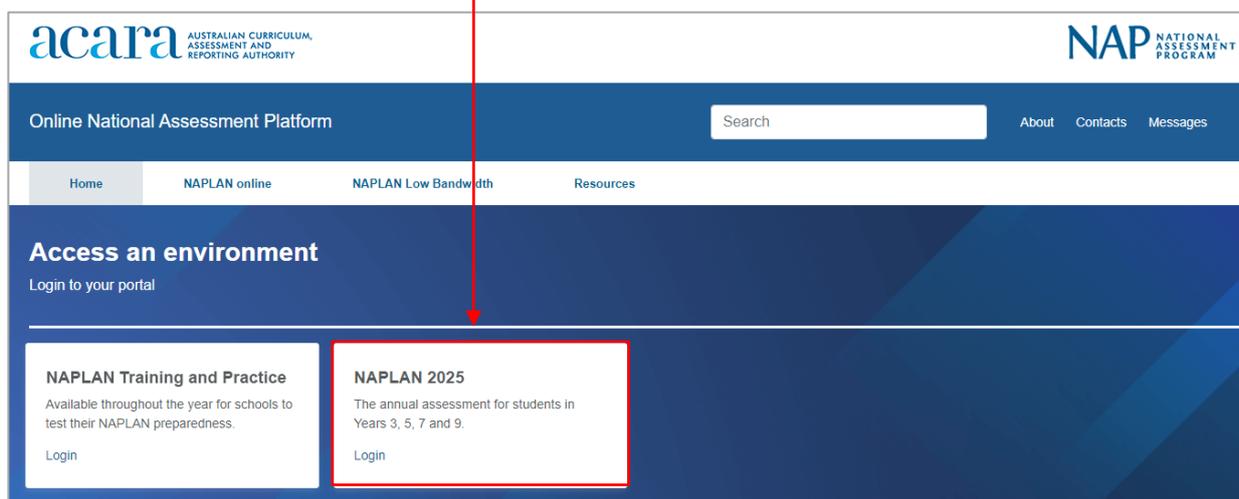
The essential components of each TA pack are:

- 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.
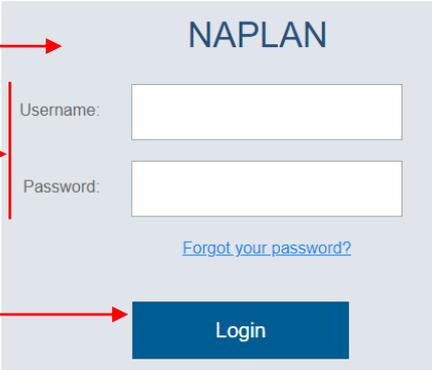
For all Queensland schools

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

3. Check environment.
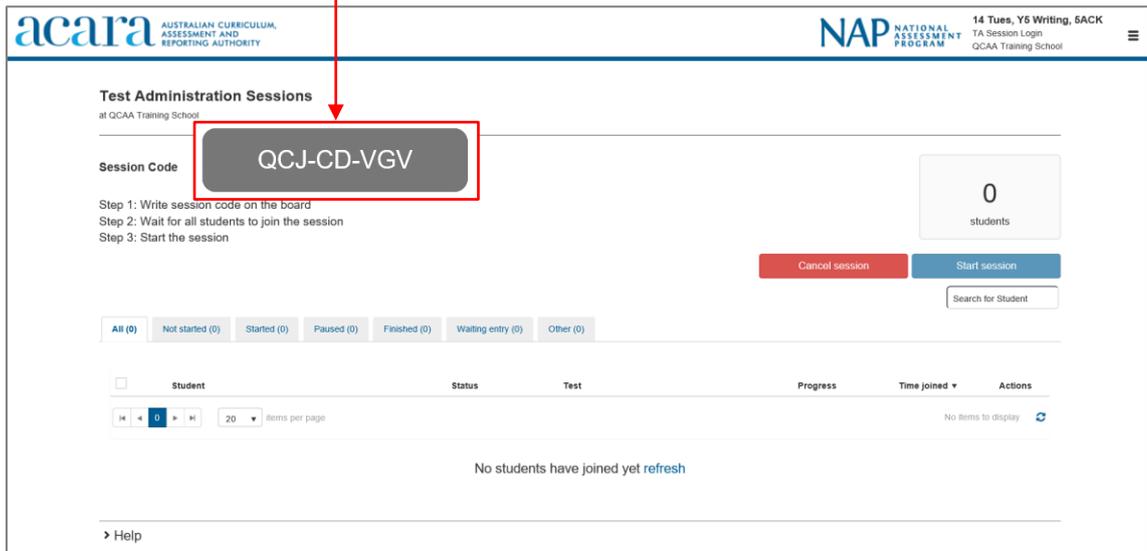
4. Enter details.

5. Select **Login**.

NAPLAN

Username:

Password:

Forgot your password?

Login

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

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

Create New Test Session

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

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NAP NATIONAL ASSESSMENT PROGRAM

14 Tues, Y5 Writing, 5ACK
TA Session Login
QCAA Training School

Test Administration Sessions
at QCAA Training School

Session Code

QCJ-CD-VGV

Step 1: Write session code on the board
Step 2: Wait for all students to join the session
Step 3: Start the session

0
students

Cancel session   Start session

Search for Student

All (0)   Not started (0)   Started (0)   Paused (0)   Finished (0)   Waiting entry (0)   Other (0)

Student   Status   Test   Progress   Time joined ▾   Actions

|◄ ◄ 0 ► ►| 20 ▼ items per page   No items to display ↻

No students have joined yet refresh

> Help

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**.

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

Only the TA can start a test session.

12. Select **Yes**.

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.