

NAPLAN — Delivering

Factsheet 17: Monitor a test session



During a test session, the **Test Administrator (TA)** must actively monitor the TA dashboard and take immediate action to resolve any problems.

The TA must check regularly:

- the tabs **All, Not started, Paused, Finished, Waiting entry** for any student who may require TA action to be able to continue their test attempt
- the **Progress** column to make sure all students are progressing through their test attempt
- the **Actions** column for icons, which provide information about the student’s test experience and alert the TA to perform an action.

Test Administration Sessions Pause session Finalise session

at QCAA Training School 10

Session Code: QCJ-CD-VGV

Session started at 1:30 PM
Last student will finish at 4:11 PM

3
students

Remove extra time
Pause student
Resume student
Finish student

All (3)
Not started (0)
Started (3)
Paused (0)
Finished (0)
Waiting entry (0)
Other (0)

	Student	Status	Test	Progress	Time joined	End time	Actions
<input type="checkbox"/>	Nick Bassett [QLD10111631]	Started	Reading Year 5 Demonstration test	7 / 14	13:13	16:11	⚠
<input type="checkbox"/>	Sophie Horton [QLD10111624]	Started	Reading Year 5 Demonstration test	14 / 14	13:07	15:30	+
<input type="checkbox"/>	Tina Gustin [QLD10111628]	Started	Reading Year 5 Demonstration test	6 / 14	13:04	15:49	⚠

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Actions icons	Indicates	Test Administrator
	Locked test attempt	<ul style="list-style-type: none"> • Decide if the student should be allowed to continue.
	Active test disruption (live test disruption)	<ul style="list-style-type: none"> • Check if the student is experiencing a problem. • Pause the student, resolve issue and resume if possible. • Dismiss the disruption icon.
	Inactive test disruption (no longer affecting the student)	<ul style="list-style-type: none"> • Check if the student is experiencing a problem. • Decide if pause is required (in some instances students do not notice the disruption). • Select Show details for further information.
	Disability adjustment recorded	<ul style="list-style-type: none"> • Check the recorded adjustment. • Decide if any TA action is required, e.g. rest break.

TA actions that may be required	
Waiting entry	Allow a student's late entry to a test session that has been started if there is enough time in the session for the test to be completed. See Factsheet 18: Allow late entry to a test session .
Pause test attempt	Pause a test attempt: <ul style="list-style-type: none"> • due to a technical issue • to provide an approved rest break.
Resume test attempt	Resume a test attempt after: <ul style="list-style-type: none"> • resolving a minor technical issue • an approved rest break. See Factsheet 19: Pause and resume a test attempt .
Pause session	Pause the test session if there is a: <ul style="list-style-type: none"> • widespread technical problem • disruption.
Resume session	Resume the test session after resolving a: <ul style="list-style-type: none"> • widespread technical problem • disruption. See Factsheet 20: Pause and resume a test session .
Reopen	Reopen a test attempt if: <ul style="list-style-type: none"> • a student's test time has elapsed because of an unresolved technical issue. See Factsheet 21: Reopen a test attempt and add more time .
Unlock	Unlock a test attempt if a student logs into the NAP locked down browser: <ul style="list-style-type: none"> • more than once or • from a different device for the same test attempt. See Factsheet 22: Unlock a test attempt .
Finish	Finish a student's test attempt only if a student has not finished the test before leaving at the end of the test session. See Factsheet 23: Finish a test attempt .

The Principal or NAPLAN Coordinator can also perform these tasks if necessary.

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).