

# NAPLAN Online

## 2018 Test Administrator training – checklist

For use within the *Training environment*.

Before the test session	During the test session	After the test session
<p><b>Set up the room</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Review contents of the <b>TA Pack</b>.</li><li><input type="checkbox"/> Arrange the room.</li><li><input type="checkbox"/> Access to a whiteboard.</li><li><input type="checkbox"/> Planning paper (<i>if applicable</i>).</li></ul> <p><b>Set up technical devices</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> TA device: charged, connected to network.</li><li><input type="checkbox"/> Student devices: charged, connected to network.</li><li><input type="checkbox"/> Earphones for all students (<i>if applicable</i>).</li><li><input type="checkbox"/> Spare devices, earphones and power boards.</li></ul> <p><b>Log into the Training environment</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Open <a href="http://www.assessform.edu.au">www.assessform.edu.au</a></li><li><input type="checkbox"/> Select login for the <b>Training environment</b>.</li><li><input type="checkbox"/> Enter the <b>Username</b> and <b>Password</b> from the TA Session Slip and select <b>Login</b>.</li><li><input type="checkbox"/> Select <b>Create New Test Session</b>. A <b>Session Code</b> will now be displayed.</li><li><input type="checkbox"/> Write 8-letter <b>Session Code</b> on the board for students to see.</li></ul>	<p><b>Assist students to login</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Distribute <b>Student Session Slips</b>.</li><li><input type="checkbox"/> Read aloud from the script in the <i>TA mini-handbook for teachers</i>.</li><li><input type="checkbox"/> <b>Start</b> session.</li></ul> <p><b>Monitor the test session</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Supervise students.</li><li><input type="checkbox"/> Actively monitor the TA dashboard:<ul style="list-style-type: none"><li>• <b>Not started, Paused, Finished</b>, and <b>Waiting entry</b> tabs for students.</li><li>• <b>Actions</b> column for disruptions.</li></ul></li></ul> <p><b>See also:</b> <a href="#">Factsheet 17: Monitor a test session</a> <a href="#">Factsheet 18: Allow late entry to a test session</a> <a href="#">Factsheet 19: Pause and resume a test attempt</a> <a href="#">Factsheet 20: Pause and resume a test session</a> <a href="#">Factsheet 21: Reopen test attempt / add more time</a> <a href="#">Factsheet 22: Unlock a test attempt</a></p>	<p><b>Finalise the test session</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Check all students in attendance have selected <b>Finish</b> on their tests (they will then appear in the <b>Finished</b> tab).</li><li><input type="checkbox"/> Check all students have closed the NAP Locked down browser.</li><li><input type="checkbox"/> For students who did not select <b>Finish</b>, but completed the test session (and are not <b>Paused</b>) you may <b>Finish student</b> for them.</li><li><input type="checkbox"/> If all students are <b>Finished</b> then select <b>Finalise session</b>. If not, notify the NAPLAN Coordinator.</li><li><input type="checkbox"/> Collect all test materials and return them to the NAPLAN Coordinator.</li></ul> <p><b>See also:</b> <a href="#">Factsheet 23: Finish a test attempt</a> <a href="#">Factsheet 25: Finalise a test session</a></p>

## More information

Visit the QCAA NAPLAN Online webpage [www.qcaa.qld.edu.au/p-10/naplan-online](http://www.qcaa.qld.edu.au/p-10/naplan-online).  
Alternatively, phone 3864 0396 or email [NAPLANOnline@qcaa.qld.edu.au](mailto:NAPLANOnline@qcaa.qld.edu.au).