

NAPLAN — Delivering

Factsheet 19: Pause and resume a test attempt



The **Test Administrator (TA)** can pause and resume a test attempt during the test session. This may be required due to:

- an approved rest break — pause and resume
- a disruption — pause and resume
- a technical issue — pause (and resume if rectified)
- an illness or injury — pause and refer to NAPLAN Coordinator.

Pause a test attempt

1. Select the **Started** tab.

Test Administration Sessions
at QCAA Training School

Session Code: QCJ-CD-VGV
Session started at 1:30 PM
Last student will finish at 2:38 PM

3 students

Search for Student | Remove extra time | Pause student | Resume student | Finish student

Student	Status	Test	Progress	Time joined	End time	Actions
<input checked="" type="checkbox"/> Nick Bassett [QLD10111631]	Started	Reading Year 5 Demonstration test		13:13	16:11	+
<input type="checkbox"/> Sophie Horton [QLD10111624]	Started	Reading Year 5 Demonstration test		13:07	14:38	+
<input type="checkbox"/> Tina Gustin [QLD10111628]	Started	Reading Year 5 Demonstration test		13:04	14:38	

2. Select student/s.

3. Select **Pause student**.

4. Select **Reason** from the dropdown list.

5. Enter details.

6. Select **Confirm**.

Pause attempt

Students selected (1)

Reason: Approved rest break

Comments: For medication

Cancel | Confirm

At the end of the session, advise the Principal or NAPLAN Coordinator of any paused test attempts and the reasons.

Resume a test attempt

1. Select the **Paused** tab.

The screenshot shows the 'Test Administration Sessions' interface for QCAA Training School. At the top right, there are buttons for 'Pause session' and 'Finalise session'. Below this, the session code is 'QCJ-CD-VGV'. The session started at 1:30 PM and the last student will finish at 2:38 PM. A box indicates that 3 students are present. A search bar and buttons for 'Remove extra time', 'Pause', 'Resume student', and 'Finish student' are visible. A filter bar shows 'Paused (1)' selected. Below the filter bar is a table with columns: Student, Status, Test, Progress, Time joined, End time, and Actions. The table contains one entry for Nick Bassett [QLD10111631] with a status of 'Paused' and a test of 'Reading Year 5 Demonstration test'. A checkmark icon is next to the student name. A pagination bar at the bottom shows '20 items per page' and '1 - 1 of 1 items'.

2. Select student/s.

3. Select **Resume student**.

4. Enter details.

The screenshot shows a 'Resume attempt' dialog box. It has a close button (X) in the top right corner. Below the title, it says 'Students selected (1)'. There is a 'Comments' field with a text input area containing the text 'Approved - break for medication'. At the bottom right, there are two buttons: 'Cancel' and 'Confirm'.

5. Select **Confirm**.

The Principal and 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).