

# NAPLAN — Delivering

## Platform guide 21: 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.

Student	Status	Test	Progress	Time joined	End time	Actions
<input type="checkbox"/>	Started	Reading Year 5 Demonstration test		13:13	16:11	+
<input type="checkbox"/>	Started	Reading Year 5 Demonstration test		13:07	14:38	+
<input type="checkbox"/>	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 are 'Pause session' and 'Finalise session' buttons. Below is the 'Session Code' (QCJ-CD-VGV) and session timing information. A 'Paused (1)' tab is highlighted. A table lists the student Nick Bassett [QLD10111631] with a status of 'Paused'. A 'Resume student' button is visible in the table's action column.

Student	Status	Test	Progress	Time joined	End time	Actions
Nick Bassett [QLD10111631]	Paused	Reading Year 5 Demonstration test		13:13	14:20	+

2. Select student/s.

3. Select **Resume student**.

4. Enter details.

The 'Resume attempt' dialog box shows 'Students selected (1)'. A text area for 'Comments' contains the text 'Approved - break for medication'. At the bottom right are 'Cancel' and 'Confirm' buttons.

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](http://www.qcaa.qld.edu.au) and search for 'NAPLAN'. Alternatively, phone 1300 214 452 or email [naplan@qcaa.qld.edu.au](mailto:naplan@qcaa.qld.edu.au).



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1. Assessment platform screenshots have been accessed via [www.assessform.edu.au](http://www.assessform.edu.au) and are used with permission of Education Services Australia (ESA).