

# NAPLAN Online

## Test Administrator training: Checklist

For use within the **Training environment** with teachers in role as students.

| 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 a whiteboard.</li> <li><input type="checkbox"/> Provide 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 log in</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</b>, <b>Paused</b>, <b>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><br/> <a href="#">Factsheet 17: Monitor a test session</a><br/> <a href="#">Factsheet 18: Allow late entry to a test session</a><br/> <a href="#">Factsheet 19: Pause and resume a test attempt</a><br/> <a href="#">Factsheet 20: Pause and resume a test session</a><br/> <a href="#">Factsheet 21: Reopen test attempt / add more time</a><br/> <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><br/> <a href="#">Factsheet 23: Finish a test attempt</a><br/> <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 (07) 3864 0396 or email [NAPLANOnline@qcaa.qld.edu.au](mailto:NAPLANOnline@qcaa.qld.edu.au).

