

# NAPLAN — Delivering

## Factsheet 20: Pause and resume a test session



The **Test Administrator (TA)** can pause and resume the test session. This may be necessary if there is a widespread technical problem or disruption, e.g. internet outage, fire alarm.

### Pause a test session

1. Select **Pause session**.

The screenshot shows the 'Test Administration Sessions' page for 'at QCAA Training School'. The session code is 'QCJ-CD-VGV'. It indicates the session started at 1:30 PM and the last student will finish at 4:41 PM. There are 3 students. A table lists the students: Nick Bassett, Sophie Horton, and Tina Gustin, all with a 'Started' status. A red box highlights the 'Pause session' button in the top right corner.

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

3. Enter details.

The 'Pause session' modal dialog is shown. The 'Reason' dropdown menu is set to 'Disruption'. The 'Comments' text area contains 'Fire alarm'. A red box highlights the 'Confirm' button at the bottom right.

4. Select **Confirm**.

## Resume a test session

1. Select **Resume session**.

The screenshot shows the 'Test Administration Sessions' interface for QCAA Training School. At the top right, a blue button labeled 'Resume session' is highlighted with a red box. Below this, the session code is 'QCJ-CD-VGV' and the session started at 1:30 PM. A box indicates '3 students'. There are search and 'Remove extra time' buttons. A filter bar shows 'All (3)', 'Not started (0)', 'Started (0)', 'Paused (3)', 'Finished (0)', 'Waiting entry (0)', and 'Other (0)'. A table lists three students: Nick Bassett, Sophie Horton, and Tina Gustin, all with a 'Paused' status. At the bottom, there are pagination controls showing '20 items per page' and '1 - 3 of 3 items'.

2. Enter details.

The screenshot shows a 'Resume session' dialog box. The 'Comments' field contains the text 'Fire alarm'. At the bottom right, a blue 'Confirm' button is highlighted with a red box, next to a grey 'Cancel' button.

3. 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).



© State of Queensland (QCAA) 2023

**Licence:** <https://creativecommons.org/licenses/by/4.0> | **Copyright notice:** [www.qcaa.qld.edu.au/copyright](http://www.qcaa.qld.edu.au/copyright) — lists the full terms and conditions, which specify certain exceptions to the licence.

Other copyright material in this publication is listed below.

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).