NAPLAN Online

Test administration mini-handbook for teachers

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QCAA
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Contents

Introduction

This *Test administration **mini-handbook** for teachers* is a shortened version of the *NAPLAN Online: Test administration handbook*. It provides a condensed script and additional guidance on platform usage.

The procedures in this mini-handbook will help you to administer readiness and/or practice tests.

Readiness and practice tests

Readiness and practice tests provide an additional opportunity for schools to become familiar with the platform functionality and types of questions they will encounter in NAPLAN Online.

However, there are important differences between these and NAPLAN tests:

- Items in the readiness and practice tests do not need to be kept secure.

- Students should be encouraged to seek clarification if they have any questions about any aspects of the test — and teachers are allowed to help.

- Items in the readiness and practice tests are not scored or marked.

- Results from the readiness and practice tests are not reported.

- Not all procedures that are required for the NAPLAN tests may be required for the readiness and practice tests.

Please see the NAPLAN *National protocols for test administration* for further information about conditions that must be applied for NAPLAN tests.

The Test Administrator should use this mini-handbook to deliver any of the readiness and practice tests listed below:

	Omnibus	Writing	Reading	Conventions of Language	Numeracy
Training environment					
Staff training		✓	✓	✓	✓
School readiness test	✓	✓			
NAPLAN environment					
Practice test	✓	✓			
PRT environment					
Platform readiness test		✓	✓	✓	✓

Note: The Assessment Platform has a number of environments that are used for different purposes. The NAPLAN Coordinator should fill in the content fields in this document to inform staff which environment to use.

Preparing for the test

The Test Administrator (TA) must complete the following tasks **before** starting a test.

Review contents of the TA pack

- TA session slip
- student session slips
- *NAPLAN Online: Test administration mini-handbook for teachers*
- *NAPLAN Online: Test administrator quick reference*
- participating students list
- support contact details

Perform set-up tasks

Ensure:

- a board is available
- sufficient devices and headphones are available for each student, and spare devices and headphones are available
- devices are switched on, connected to the internet and charged.

Display the session code

Before students arrive, log in as the TA and display the session code on the board.

1. Go to www.assessform.edu.au and select the   environment.
2. Enter the username and password from the TA session slip.
3. Select **Login**.
4. Select **Create new test session**. The session code will be displayed.
5. Write the eight-letter session code on the board for students to see.

Prepare students

Once students arrive, distribute a student session slip to each student. Check the names on the session slips are correct.

Once students are ready, read the test administration script.

Test administration script (condensed)

Starting the test session

In NAPLAN, the test administration script is used to ensure national consistency for assessment integrity. This script has been adapted for preparation activities only.

In some tests, students may have to complete practice questions and/or a short survey.

Let students know which test they will be completing in this session.

Accessing the test

Step 1	**READ ALOUD**
	Check that: • you have your student code for the test on a piece of paper • your device is turned on • you have a blank piece of paper, a pencil and a set of headphones (if necessary) • your headphones are plugged in (if necessary) • your device volume is about three-quarters of its maximum level (if necessary). Remind students that if they experience technical issues they should let you know straight away by raising their hand.
Step 2	Ask students to: • open the NAP locked-down browser • select the button for .
Step 3	Ask students to complete the audio check: • 'I can hear the sound on headphones.' • 'I can't hear the sound on headphones.' • 'I do not need to check my audio.' If students cannot hear the sound, they should exit the locked-down browser and adjust the device volume.
Step 4	Instruct students to: • Enter the session code provided by the TA. • Select **Next**. • Enter the student code from the student session slip. • Select **Next**. • Select **Yes** to confirm the correct student name and test. Students may have to complete a short survey at this time. A 'Wait to begin' page is displayed on students' devices until the TA starts the test session.
Step 5	Assist as required. Make sure all students have successfully logged in to the correct test before continuing. If an error is displayed, confirm codes are entered correctly and confirm the environment in the screen title. If the error persists, the student code may have already been used, or the student may not be finalised in a previous test. Contact your Principal or NAPLAN Coordinator if you are unable to resolve any issues.

Commencing the Writing test (Years 5, 7, 9 only)

Step 6	Introduce the **Writing** test using the script.
	READ ALOUD
	You will be able to read or listen to the writing prompt and the instructions.
	Pay careful attention to the instructions, as they will explain the type of text to you. You can do this as many times as you need to.
	You have 42 minutes for the test. I recommend you:
	• read or listen to the instructions for 2 minutes
	• spend 5 minutes planning
	• spend approximately 30 minutes writing, and
	• use the last 5 minutes for editing your work.
	Once you are ready, select 'Start writing'.
	You will have plenty of space to write. Once your text goes past the area that you can see at the start, a scroll bar will appear.
Step 7	Pause to allow time for questions.
Step 8	**READ ALOUD**
	If you have any questions during the test, raise your hand and I will speak with you.
	If you finish before your time ends, check your work.
	You can finish your test by selecting 'Finish'.
	You will be asked whether you have completed and reviewed your work.
	If you select 'No' you will stay in the test.
	If you select 'Yes', you can reopen the test if you have time remaining.
	I will let you know when you have about five minutes of test time left. You can also check your time by looking at the timer in the top left-hand corner of your screen.
Step 9	Begin the test session. Select **Start session** on the TA dashboard. Select **Confirm** to start the test session.
	READ ALOUD
	You may begin your test now.
	Note: Any student who joins after the session starts will need to be allowed late entry on the 'Waiting Entry' tab.

Commencing the Omnibus test

Step 6	Introduce the **Omnibus (Reading, Conventions of Language and Numeracy)** test using the script. **READ ALOUD** In some questions an audio player may be available to have your computer read a question out to you. If you make a mistake you can change your answer. If a question is too hard, flag it and go on to the next. You can do this by selecting the flag button at the bottom of the screen. The grid symbol at the top of the screen will show you which questions you have answered and flagged. There you can select a question to reopen it. There are three sections in this test. At the end of each section a message on your screen will ask if you would like to check your answers before moving to the next section. You have 45 minutes for this test.
Step 7	Pause to allow time for questions.
Step 8	**READ ALOUD** If you have any questions during the test, raise your hand and I will speak with you. If you finish before your time ends, check your work. You can finish your test by selecting 'Finish'. You will be asked whether you have completed and reviewed your work. If you select 'No' you will stay in the test. If you select 'Yes', you can reopen the test if you have time remaining. I will let you know when you have about five minutes of test time left. You can also check your time by looking at the timer in the top left-hand corner of your screen.
Step 9	Begin the test session. Select **Start session** on the TA dashboard. Select **Confirm** to start the test session. **READ ALOUD** You may begin your test now. **Note:** Any student who joins after the session starts will need to be allowed late entry on the 'Waiting Entry' tab.

Commencing the Reading test

Step 6	Introduce the **Reading** test using the script.
	READ ALOUD
	The audio player is **not** available for the Reading test.
	If you make a mistake you can change your answer.
	If a question is too hard, flag it and go on to the next. You can do this by selecting the flag button at the bottom of the screen.
	The grid symbol at the top of the screen will show you which questions you have answered and flagged. There you can select a question to reopen it.
	There are three sections in this test. At the end of each section a message on your screen will ask if you would like to check your answers before moving to the next section.
	You have: • *Year 3: 45 minutes for this test* • *Year 5: 50 minutes for this test* • *Years 7 & 9: 65 minutes for this test.*
Step 7	Pause to allow time for questions.
Step 8	**READ ALOUD**
	If you have any questions during the test, raise your hand and I will speak with you.
	If you finish before your time ends, check your work.
	You can finish your test by selecting 'Finish'. You will be asked whether you have completed and reviewed your work. If you select 'No' you will stay in the test. If you select 'Yes', you can reopen the test if you have time remaining.
	I will let you know when you have about five minutes of test time left. You can also check your time by looking at the timer in the top left-hand corner of your screen.
Step 9	Begin the test session. Click **Start session** on the TA dashboard. Select **Confirm** to start the test session.
	READ ALOUD
	You may begin your test now.
	Note: Any student who joins after the session starts will need to be allowed late entry on the 'Waiting Entry' tab.

Commencing the Conventions of Language test

Step 6	Introduce the **Conventions of Language** test using the script.
	READ ALOUD
	In some questions an audio player may be available to have your computer read a question out to you.
	If you make a mistake you can change your answer.
	If a question is too hard, flag it and go on to the next. You can do this by selecting the flag button at the bottom of the screen.
	The grid symbol at the top of the screen will show you which questions you have answered and flagged. There you can select a question to reopen it.
	There are three sections in this test. At the end of each section a message on your screen will ask if you would like to check your answers before moving to the next section.
	You have 45 minutes for this test.
Step 7	Pause to allow time for questions.
Step 8	**READ ALOUD**
	If you have any questions during the test, raise your hand and I will speak with you.
	If you finish before your time ends, check your work.
	You can finish your test by selecting 'Finish'. You will be asked whether you have completed and reviewed your work. If you select 'No' you will stay in the test. If you select 'Yes', you can reopen the test if you have time remaining.
	I will let you know when you have about five minutes of test time left. You can also check your time by looking at the timer in the top left-hand corner of your screen.
Step 9	Begin the test session. Click **Start session** on the TA dashboard. Select **Confirm** to start the test session.
	READ ALOUD
	You may begin your test now.
	Note: Any student who joins after the session starts will need to be allowed late entry on the 'Waiting Entry' tab.

Commencing the Numeracy test

Step 6	Introduce the **Numeracy** test using the script. **READ ALOUD** In some questions an audio player may be available to have your computer read a question out to you. If you make a mistake you can change your answer. If a question is too hard, flag it and go on to the next. You can do this by selecting the flag button at the bottom of the screen. The grid symbol at the top of the screen will show you which questions you have answered and flagged. There you can select a question to reopen it. There are three sections in this test. At the end of each section a message on your screen will ask if you would like to check your answers before moving to the next section. You have: • *Year 3: 45 minutes for this test* • *Year 5: 50 minutes for this test* • *Years 7 & 9: 65 minutes for this test.*	
Step 7	Pause to allow time for questions.	
Step 8	**READ ALOUD** If you have any questions during the test, raise your hand and I will speak with you. If you finish before your time ends, check your work. You can finish your test by selecting 'Finish'. You will be asked whether you have completed and reviewed your work. If you select 'No' you will stay in the test. If you select 'Yes', you can reopen the test if you have time remaining. I will let you know when you have about five minutes of test time left. You can also check your time by looking at the timer in the top left-hand corner of your screen.	
Step 9	Begin the test session. Click **Start session** on the TA dashboard. Select **Confirm** to start the test session. **READ ALOUD** You may begin your test now. **Note:** Any student who joins after the session starts will need to be allowed late entry on the 'Waiting Entry' tab.	

Monitoring the test session

During the test session, the TA must actively supervise students, encourage participation and monitor the TA dashboard. The checks below should be routinely performed on the dashboard.

Step 10	1. Check the number of students in the 'Not Started', 'Paused', 'Finished', and 'Waiting Entry' tabs. If numbers are not as expected, follow up as necessary.
	2. Scan the 'Actions' column for icons.
	🔒 A lock icon indicates an attempt to re-enter the test. This may be caused by a student exiting and re-entering, a device change or reboot. Determine the cause and select **Accept** or **Reject** for the re-entry.
	⚠️ **Active** test disruptions are displayed with a red triangle indicating a live test disruption, usually due to connectivity problems. Monitor the student and resolve the matter if necessary (see 'Resolving test issues'). In many cases, the system will reconnect without incident. Select the icon for details and check with the student.
	⚠️ **Inactive** test disruptions are displayed with a grey triangle indicating the disruption is no longer affecting the student. Select the icon for details of the disruption.
	➕ A plus sign indicates an adjustment for a student with disability. Select the icon for details. Most adjustments are automatically managed. Only the 'Rest break' adjustment requires actions ('Pause', 'Resume') by the TA.

Closing the test session

With five minutes left

Step 11	Let students know the test is almost finished with the following script.
	For all tests
	READ ALOUD
	You have about 5 minutes left.
	If you have already finished, use this time to check your work.
	When your time ends you will see a screen asking you to select 'Finish'.
	If you finish before your time ends you can select finish, then wait quietly.

When the time has expired

Step 12	When the TA dashboard shows the time has expired for all students, finish the test using the following script. **For all tests** **READ ALOUD** Thank you, everyone. The test is now finished. If you have already finished your test, you should have a message confirming that it has been finished. If you ran out of time, you will now have a screen asking you to select 'Finish'. Please select 'Finish'.
Step 13	Ask students to log out, using the following script. **For all tests** **READ ALOUD** Leave your paper and student code on your desk to be collected. You should now close down the NAP locked-down browser. To do this: • Select '**Logout**' at the bottom of the screen; you will then be asked if you are sure you want to log out. • Click '**Yes**'. • Select the '**X**' at the bottom right of the screen. • You will then see an extra message asking you if you are sure you want to logout. Select '**Yes**'. Check all students have finished and closed the NAP locked-down browser.

Finalising the test session

Once the test session is concluded, finalising will allow students to move onto further testing and confirm their tests as completed.

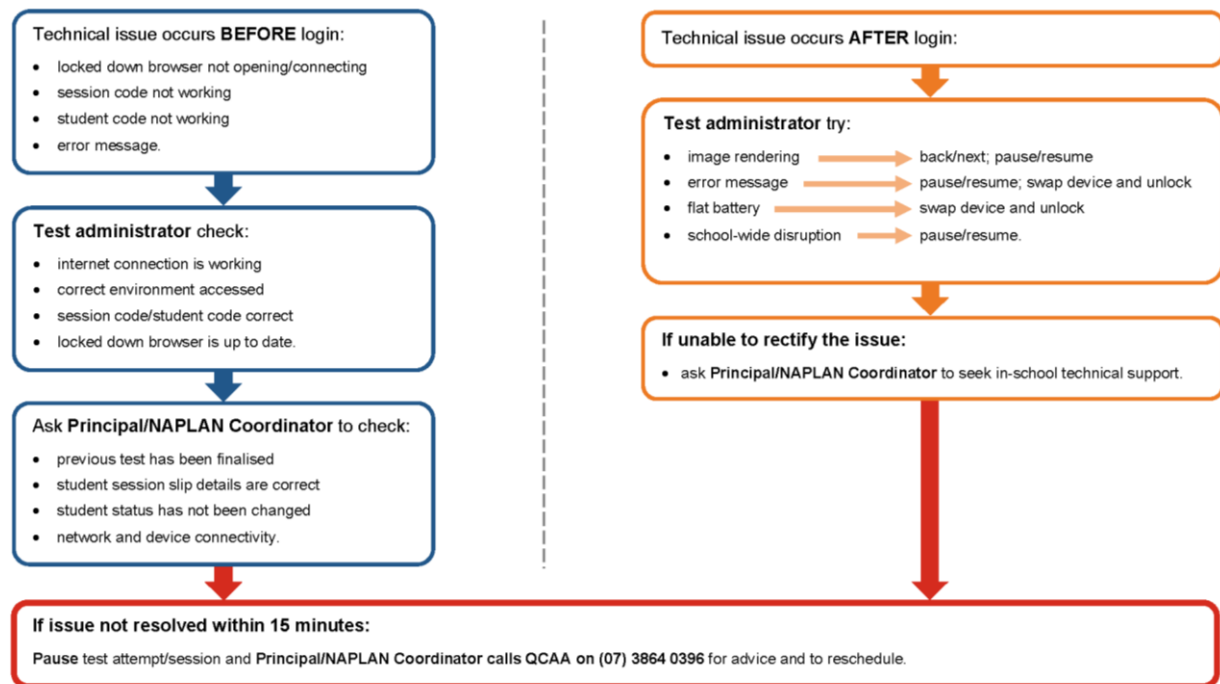|	
Step 14	To finalise the test session, select '**Finalise session**'. If any student is Paused at this stage, you should **not** finalise the session. Notify your Principal or NAPLAN Coordinator for further action.

Resolving test issues

If a technical disruption occurs, pause the test attempt for the student/s affected, then refer to the *Test administrator quick reference — technical disruptions* (copy below).

Resume each student's test attempt if possible. If it's not possible, leave the test attempt paused and contact your Principal or NAPLAN Coordinator for further action.

Test administrator quick reference — technical disruptions

Technical issue occurs BEFORE login:
- locked down browser not opening/connecting
- session code not working
- student code not working
- error message.

Test administrator check:
- internet connection is working
- correct environment accessed
- session code/student code correct
- locked down browser is up to date.

Ask Principal/NAPLAN Coordinator to check:
- previous test has been finalised
- student session slip details are correct
- student status has not been changed
- network and device connectivity.

Technical issue occurs AFTER login:

Test administrator try:
- image rendering → back/next; pause/resume
- error message → pause/resume; swap device and unlock
- flat battery → swap device and unlock
- school-wide disruption → pause/resume.

If unable to rectify the issue:
- ask Principal/NAPLAN Coordinator to seek in-school technical support.

If issue not resolved within 15 minutes:

Pause test attempt/session and **Principal/NAPLAN Coordinator calls QCAA on (07) 3864 0396** for advice and to reschedule.

More information

Visit the QCAA NAPLAN Online webpage www.qcaa.qld.edu.au/p-10/naplan-online.
Alternatively, phone (07) 3864 0396 or email NAPLANOnline@qcaa.qld.edu.au.