

NAPLAN — Delivering

Factsheet 21: Reopen a test attempt and add more time

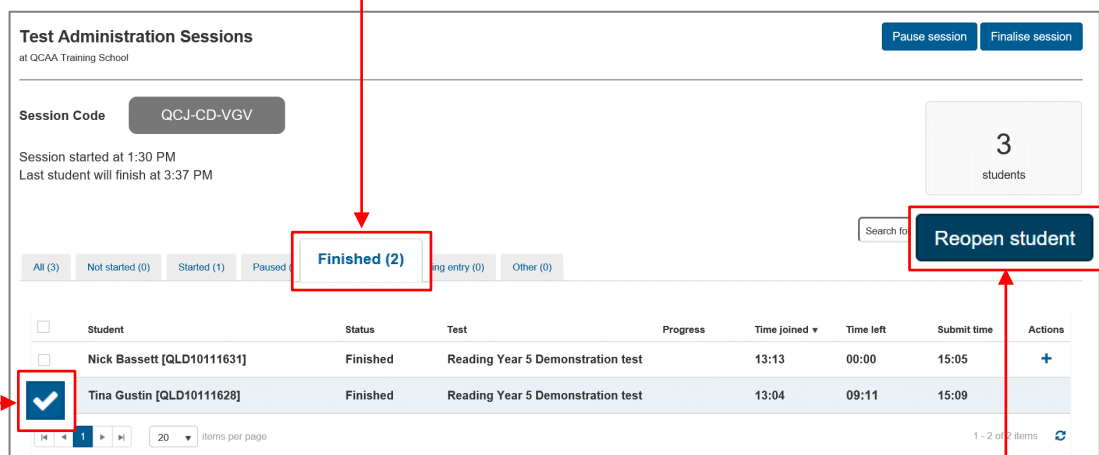


The **Test Administrator (TA)** can reopen a test attempt and add more time (if required) before the session has been finalised.

This would occur when the test time has elapsed due to an unresolved technical disruption — add more time *only* if the student has lost time. Time added must be equivalent to time lost.

Reopen a test attempt

1. Select the **Finished** tab.



Test Administration Sessions
at QCAA Training School

Session Code: QCJ-CD-VGV

Session started at 1:30 PM
Last student will finish at 3:37 PM

3 students

Pause session Finalise session

Search for: Reopen student

Student	Status	Test	Progress	Time joined	Time left	Submit time	Actions
<input type="checkbox"/> Nick Bassett [QLD10111631]	Finished	Reading Year 5 Demonstration test		13:13	00:00	15:05	+
<input checked="" type="checkbox"/> Tina Gustin [QLD10111628]	Finished	Reading Year 5 Demonstration test		13:04	09:11	15:09	

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2. Select student.

3. Select **Reopen student**.

Add more time

4. Select and enter **Time to add** — *only* if the student has lost time.

5. Enter details.

Reopen test attempt

Students selected (1)

Time to add minutes

Comments
Accidentally submitted test

Cancel Confirm

6. Select **Confirm**.

The Principal or NAPLAN Coordinator can also perform this task 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).