

NAPLAN

Test administration mini-handbook for teachers

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Introduction

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

The procedures in this mini-handbook will help you to administer practice tests in your school.

Please read this mini-handbook before administering a test.

Practice tests

Practice tests provide an opportunity for schools and students to become familiar with the platform functionality and types of questions they will encounter in NAPLAN.

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

- Items in the 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 practice tests are not scored or marked.
- Results from the practice tests are not reported.
- Not all procedures that are required for the NAPLAN tests may be required for the 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 (TA) should use this mini-handbook to deliver any of the practice tests for student familiarisation and/or staff training.

Setting up for the practice test

The TA must complete the following tasks **before** starting a test on test days.

Review contents of the TA pack

- TA session slip
- student session slips
- *NAPLAN: Test administration mini-handbook for teachers* (this document)
- *NAPLAN: Test administrator quick reference* (see page 11)
- participating students list.

Set up resources

The following are required for each test session:

- a board
- a blank sheet of paper for each student
- a fully charged device and headphones for each student
- devices that are switched on and connected to the internet
- charged spare devices.

Log into the Assessment Platform

Before students arrive:

1. ensure the TA device is connected with a LAN cable and fully charged
2. open the assessment platform www.assessform.edu.au
3. select the Training environment
4. enter the username and password from the **TA session slip**
5. select **Login**. The TA dashboard will appear
6. select **Create new test session**. The session code will be displayed
7. write the eight-letter session code on the board for students to see.

Starting the practice test session

Prepare students

1. Distribute a **student session slip** to each student.
2. Ask students to check that:
 - the test name on the session slip is correct
 - they have a blank sheet of paper and a pencil.
3. Ask students to plug in their headphones (if necessary), and set the volume to about three-quarters of the maximum.
4. Ask students to:
 - open the NAP locked-down browser on their device
 - select the Training environment.

Access the test

Once students have selected the Training environment, lead them through the following screens:

1. Audio check

Ask all students to complete the audio check by clicking on the sound icon.

Each student should then select the button that applies:

- 'I can hear the sound on headphones.'
- 'I can't hear the sound on headphones.'
- 'I do not need to check my audio.' (Reading test only)

If students cannot hear the sound, they should exit the NAP locked-down browser, adjust the device volume and perform the audio check again.

Ask all students to select **Start test**.

2. Session code

Ask all students to enter the **session code** that is on the board, then select **Next**.

3. Student code

Ask students to enter the **student code** that is on their student session slip, then select **Next**.

4. Confirm details

Ask students to confirm their test name matches their student session slip, then select **Next**.

Students may have to complete a short survey at this time.

5. Wait to begin

A **Wait to begin** page is displayed on student devices until the TA starts the test session.

Once students are ready, read the test administration script for the relevant test domain. There is one script per domain, which has been adapted specifically for preparation activities.

Monitoring the practice test session

Throughout each 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.

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 test, changing their device or needing to reboot their device. Determine the cause and select **Accept** or **Reject** for the re-entry.
 -  **Active** test disruptions are displayed with a red triangle, usually due to connectivity problems. Monitor the student and resolve the matter if necessary (see Resolving test issues on p. 11). 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 icon 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 by the TA (**Pause**, **Resume**).

1 Omnibus test

Test administration script

Step 1	READ ALOUD Today you will complete an omnibus test. This means the test will have questions on reading, spelling, grammar and punctuation and numeracy. An audio player is available for some questions in this test. At the end of each part a message on your screen will ask if you would like to check your answers before moving to the next part. If you make a mistake, you can change your answer. If a question is too hard, flag it by selecting the flag button at the bottom of the screen and go on to the next question. The grid symbol at the top of the screen will show you which questions you have answered and which questions you have flagged. You can select a question to reopen it. Are there any questions?
Step 2	If you have any questions during the test, or if you have any technical problems, raise your hand and I will speak with you. I will let you know when you have about five minutes of test time left. You can check your time by looking at the timer in the top left-hand corner of the screen. If you finish before your time ends, check your work.
Step 3	Begin the test session. Select Start session on the TA dashboard. Select Confirm to start. You may begin your test now. The test will start on all student devices. The TA dashboard will update with the status Started for students. The End time column will now display the time allocated for each student's test attempt.
Step 4	With about five minutes remaining: You have about five minutes left to do this test. 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. You can reopen the test if you have time remaining. See page 4 for test monitoring procedures for each test session. Go to page 10 of this document for the steps required to finalise the test session.

2 Writing test

Test administration script (Years 5, 7 and 9 only)

Step 1	READ ALOUD Today you will complete a writing test. An audio player is available for this test. Once I start the test, you can 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 listen as many times as you need to. You have 42 minutes to complete the test. I recommend you: <ul style="list-style-type: none">• spend 2 minutes reading or listening to the instructions• spend 5 minutes planning• spend approximately 30 minutes writing• use the last 5 minutes for editing your work. 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. Are there any questions?
Step 2	If you have any questions during the test, or if you have any technical problems, raise your hand and I will speak with you. I will let you know when you have about five minutes of test time left. You can check your time by looking at the timer in the top left-hand corner of the screen. If you finish before your time ends, check your work.
Step 3	Begin the test session. Select Start session on the TA dashboard. Select Confirm to start. You may begin your test now. The test will start on all student devices. The TA dashboard will update with the status Started for students. The End time column will now display the time allocated for each student's test attempt.
Step 4	With about five minutes remaining: You have about five minutes left to complete this test. 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. You can reopen the test if you have time remaining. See page 4 for test monitoring procedures for each test session. Go to page 10 of this document for the steps required to finalise the test session.

3 Reading test

Test administration script

Step 1	READ ALOUD Today you will complete a reading test. The audio player is not available for this test. There are three parts to this test. At the end of each part a message on your screen will ask if you would like to check your answers before moving to the next part. If you make a mistake, you can change your answer. If a question is too hard, flag it by selecting the flag button at the bottom of the screen and go on to the next question. The grid symbol at the top of the screen will show you which questions you have answered and which questions you have flagged. You can select a question to reopen it. Are there any questions?
Step 2	If you have any questions during the test, or if you have any technical problems, raise your hand and I will speak with you. I will let you know when you have about five minutes of test time left. You can check your time by looking at the timer in the top left-hand corner of the screen. If you finish before your time ends, check your work.
Step 3	Begin the test session. Select Start session on the TA dashboard. Select Confirm to start. You may begin your test now. The test will start on all student devices. The TA dashboard will update with the status Started for students. The End time column will now display the time allocated for each student's test attempt.
Step 4	With about five minutes remaining: You have about five minutes left to complete this test. 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. You can reopen the test if you have time remaining. See page 4 for test monitoring procedures for each test session. Go to page 10 of this document for the steps required to finalise the test session.

4 Conventions of language test

Test administration script

Step 1	READ ALOUD Today you will complete a conventions of language test. An audio player is available for some questions in this test. There are two parts to this test. The first part is spelling, and the second part is grammar and punctuation. Once you have moved past the spelling questions, you will not be able to go back and change your answers. At the end of each part there will be a message on your screen — read this carefully. If you make a mistake, you can change your answer. If a question is too hard, flag it by selecting the flag button at the bottom of the screen and go on to the next question. The grid symbol at the top of the screen will show you which questions you have answered and which questions you have flagged. You can select a question to reopen it. Are there any questions?
Step 2	If you have any questions during the test, or if you have any technical problems, raise your hand and I will speak with you. I will let you know when you have about five minutes of test time left. You can check your time by looking at the timer in the top left-hand corner of the screen. If you finish before your time ends, check your work.
Step 3	Begin the test session. Select Start session on the TA dashboard. Select Confirm to start. You may begin your test now. The test will start on all student devices. The TA dashboard will update with the status Started for students. The End time column will now display the time allocated for each student's test attempt.
Step 4	With about five minutes remaining: You have about five minutes left to complete this test. 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. You can reopen the test if you have time remaining. See page 4 for test monitoring procedures for each test session. Go to page 10 of this document for the steps required to finalise the test session.

5 Numeracy test

Test administration script

Step 1	READ ALOUD Today you will complete a numeracy test. An audio player is available for all questions. At the end of each part a message on your screen will ask if you would like to check your answers before moving to the next part. Years 7 and 9: Once you have moved past the non-calculator part of the test, you will not be able to go back and change your answers. If you make a mistake, you can change your answer. If a question is too hard, flag it by selecting the flag button at the bottom of the screen and go on to the next question. The grid symbol at the top of the screen will show you which questions you have answered and which questions you have flagged. You can select a question to reopen it. Are there any questions?
Step 2	If you have any questions during the test, or if you have any technical problems, raise your hand and I will speak with you. I will let you know when you have about five minutes of test time left. You can check your time by looking at the timer in the top left-hand corner of the screen. If you finish before your time ends, check your work.
Step 3	Begin the test session. Select Start session on the TA dashboard. Select Confirm to start. You may begin your test now. The test will start on all student devices. The TA dashboard will update with the status Started for students. The End time column will now display the time allocated for each student's test attempt.
Step 4	With about five minutes remaining: You have about five minutes left to complete this test. 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. You can reopen the test if you have time remaining. See page 4 for test monitoring procedures for each test session. Go to page 10 of this document for the steps required to finalise the test session.

Finalising the test session

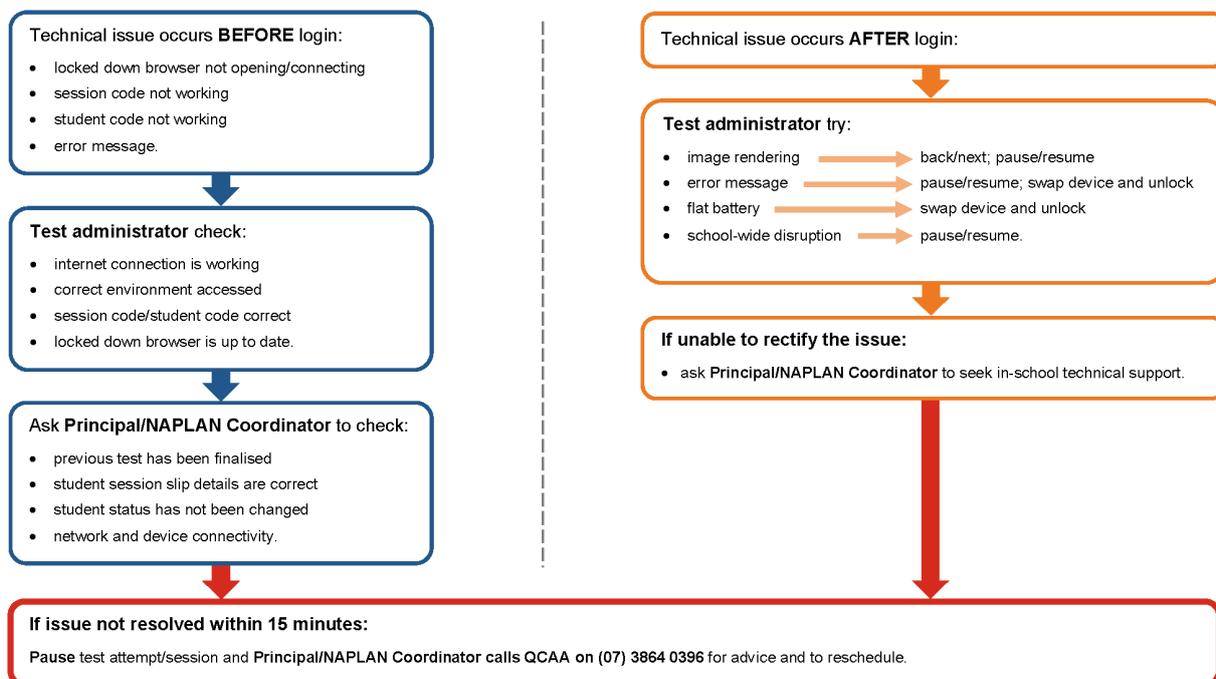
Step 5	READ ALOUD Thank you, everyone. The test is now finished. If you have already finished your test, you should have a message confirming that it has been finished. If you ran out of time, you will now have a screen asking you to select Finish . Select Finish . Please select Finish again.
Step 6	You should now close the NAP locked-down browser by selecting the X at the bottom right of the screen. Leave your paper and student code on your desk to be collected.
Step 7	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. If any student is Paused at this stage, you should not finalise the session. Notify your principal or NAPLAN coordinator for further action. To finalise the test session, the TA must select Finalise session in the top right-hand corner.

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 is not possible, leave the test attempt paused and contact your principal or NAPLAN coordinator for further action.

Test administrator quick reference — technical disruptions



More information

Visit the QCAA NAPLAN webpage www.qcaa.qld.edu.au/p-10/naplan.
Alternatively, phone 1300 214 452 or email naplan@qcaa.qld.edu.au.