

NAPLAN — Delivering

Factsheet 23: Finish a test attempt



At the end of a test session, the **Test Administrator (TA)** should only finish a test attempt that has not been finished by the student at the end of their allocated test time.

Do not finish any test attempt that has been **paused** because of:

- unresolved technical issue
- illness or injury.

Advise the Principal or NAPLAN Coordinator of any paused test attempt and the reasons for it at the end of the test session (see [Factsheet 24: Postpone a test attempt](#)).

1. Select the **Started** tab.

The screenshot shows the 'Test Administration Sessions' interface. At the top right are 'Pause session' and 'Finalise session' buttons. Below is the 'Session Code' (QFJ-XD-NGT) and session timing information. A box indicates '4 students'. A search bar and 'Pause student' button are present. A 'Finish student' button is highlighted with a red box. Below this is a filter bar with tabs: 'All (4)', 'Not started', 'Started (1)', 'Paused (1)', 'Finished (2)', 'Waiting entry (0)', and 'Other (0)'. The 'Started (1)' tab is selected. A table below shows one student: Steven Range [QLD10111629] with status 'Started', test 'Numeracy Year 5 Demonstration test', progress '7 / 12', time joined '13:28', and end time '15:37'. A '+' icon in the 'Actions' column is highlighted with a red box.

2. Select student/s with the status of **Started** only.

3. Select **Finish student**.

4. Enter details.

The 'Finish attempt' dialog box shows 'Students selected (1)'. There is a 'Comments' field with a text input area. At the bottom right are 'Cancel' and 'Confirm' buttons. The 'Confirm' button is highlighted with a red box.

5. 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).