

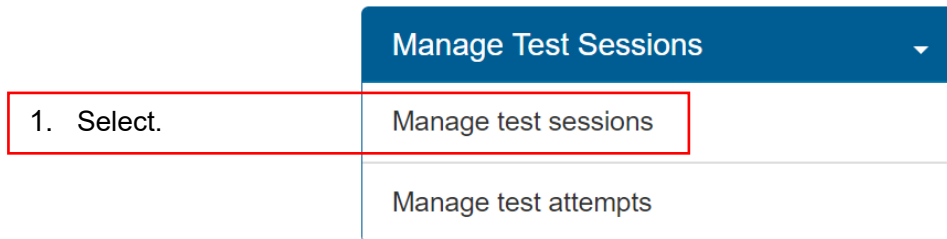
# NAPLAN — Delivering

## Factsheet 24: Postpone a test attempt



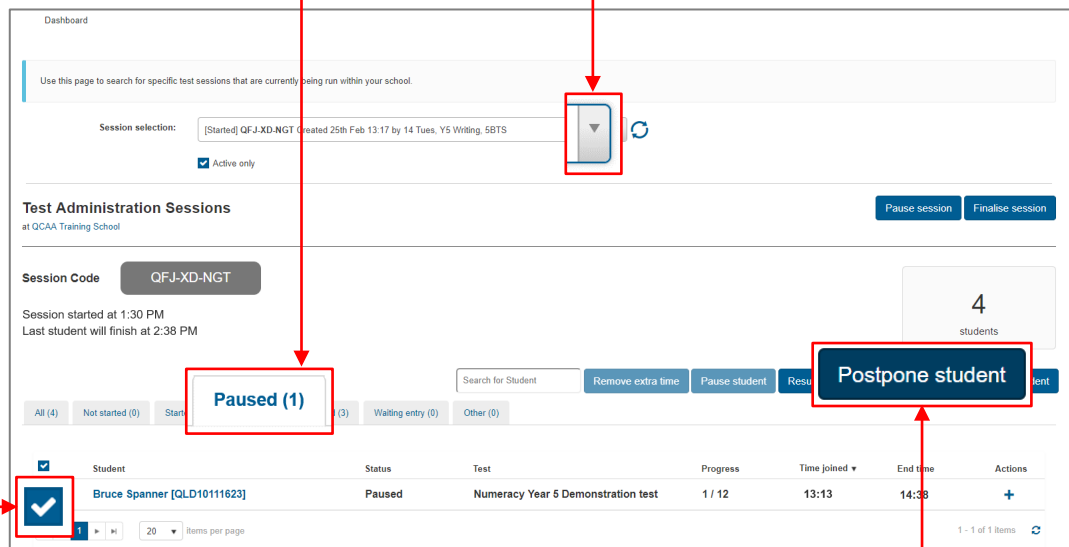
For a **paused** test attempt, the **Principal** or **NAPLAN Coordinator** must complete both the following tasks.

1. **Postpone** the test attempt.
2. **Finalise** the test session (see [Factsheet 25: Finalise a test session](#)).



2. Select the test session from the dropdown list — only sessions that have not been finalised can be managed.

3. Select the **Paused** tab.



4. Select student/s.

5. Select **Postpone student**.

6. Select **Reason** from dropdown list.

7. Enter details.

8. Select **Confirm**.

9. Select **Ok**.

Postponed test attempts should be rescheduled so that the student has an opportunity to complete the test with the remaining time.

In certain circumstances, a test attempt that has been postponed **may** be abandoned.

If a student has had a test attempt rescheduled due to ongoing technical issues, illness or injury and is absent for the rescheduled test session, contact the QCAA on 1300 214 452 to request a sanctioned abandonment.

See [Factsheet 28: Abandon a test attempt](#).

## 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).

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