

NAPLAN — Delivering

Factsheet 25: Finalise a test session



At the end of a test session, the **Test Administrator (TA)** must finalise the session — if all test attempts have been finished — so that students can log in to access another test.

Before you finalise a test session, check that all students who have joined the session have the status of **Finished**.

Do not finalise the test session if a student has a **Paused** status — ongoing technical issue, illness or injury (see [Factsheet 24: Postpone a test attempt](#)).

Contact the Principal or NAPLAN Coordinator to manage this session.

1. Select the **All** tab.

Test Administration Sessions
at QCAA Training School

Session Code: QRJ-SD-CGT

Session started at 12:17 PM
Last student will finish at 2:30 PM

5 students

Search for Student | Remove extra time | Pause student | Resume student | Finish student

All (5) | Started (0) | Paused (0) | Finished (5) | Waiting entry (0) | Other (0)

All students in this test session have submitted their tests.
This test session **should not** be finalised if a student has been unable to complete their test because of disruptions or the student has left during the session due to injury or illness. To finalise this session, select **Finalise session**.

Please note
Until finalised, students in this session cannot attempt another test.
If you have any issues or concerns, do not finalise the test session. Please contact your NAPLAN Coordinator or Principal for assistance.

Student	Status	Test	Progress	Time joined	End time	Actions
<input type="checkbox"/> Peta Quinn [QLD10111632]	Finished	Numeracy Year 5 Demonstration test	12 / 12	12:24	14:30	
<input type="checkbox"/> Bruce Spanner [QLD10111623]	Finished	Numeracy Year 5 Demonstration test	12 / 12	12:11	13:38	
<input type="checkbox"/> Jane Orah [QLD10111636]	Finished	Numeracy Year 5 Demonstration test	12 / 12	12:11	12:38	
<input type="checkbox"/> Tania Starc [QLD10111634]	Finished	Numeracy Year 5 Demonstration test	12 / 12	12:11	12:38	
<input type="checkbox"/> Steven Range [QLD10111629]	Finished	Numeracy Year 5 Demonstration test	12 / 12	12:10	12:38	+

1 - 5 of 5 items

2. Confirm **Ok**.

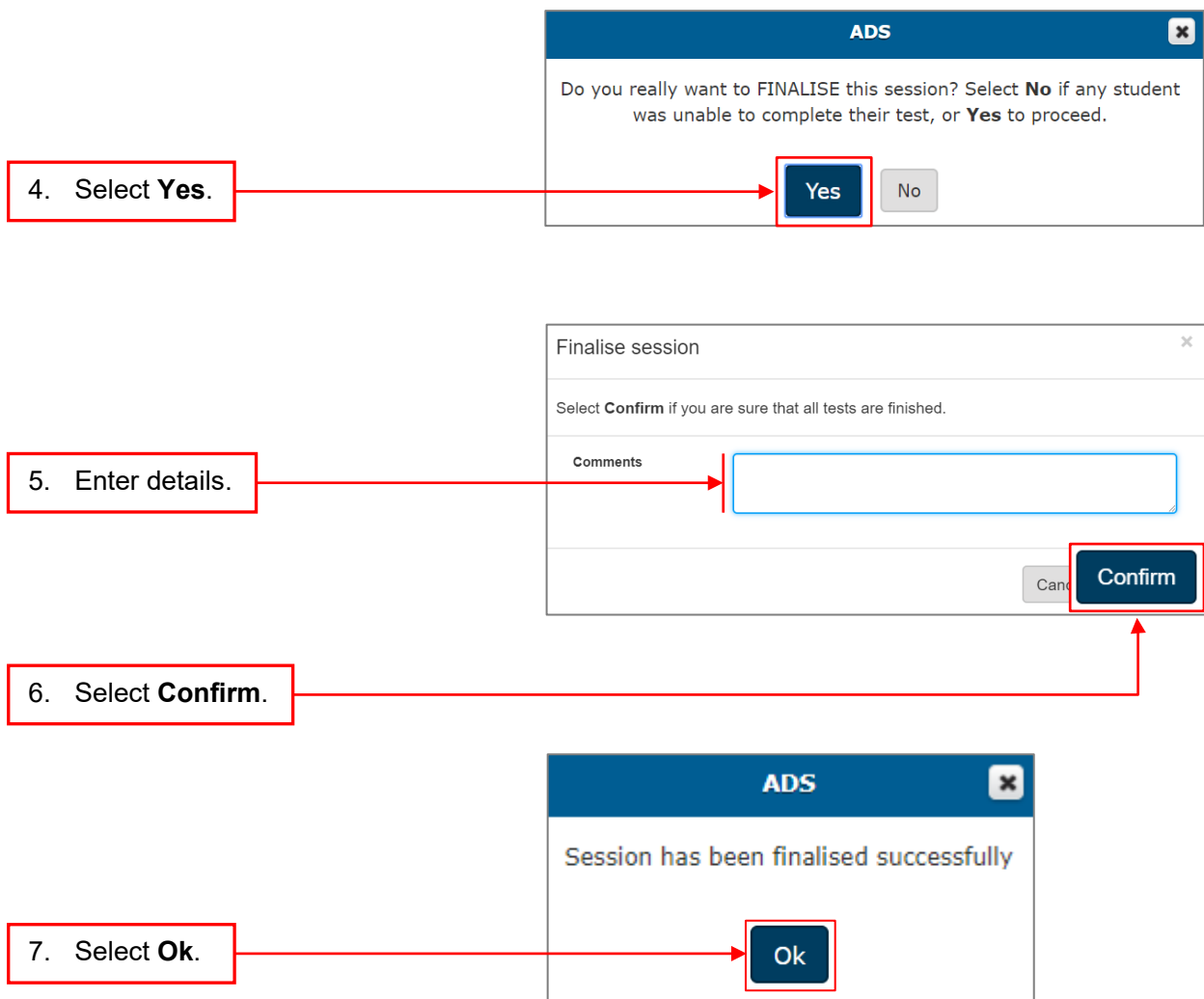
ADS

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Please note
Until finalised, students in this session cannot attempt another test.
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Ok

3. Select **Finalise session**.



The Principal and 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).