NAPLAN — Delivering

Factsheet 26: Manage a test session



The **Principal** and **NAPLAN Coordinator** can monitor and manage test sessions once they have been **started**. They should check that all test sessions have been finalised each day.

The Principal and NAPLAN Coordinator can also perform the following tasks to assist the TA:

- allow a student's late entry
- pause and resume a test attempt
- pause and resume a test session
- reopen a test attempt and add more time
- unlock a test attempt
- finish a test attempt
- postpone a test attempt
- finalise a test session.

	Manage Test Sessions	
1. Select.	Manage test sessions	
	Manage test attempts	

2. Select session from the dropdown list — the dashboard will reflect your selection.

Use this	s page to search for specific test sessions that are currently being	run within your school.					
	Session selection:						
	[started] des-cb-vd	V Created 15th Jan 11:44	by 14 Tues, Y5 Writing, 5ACK				
	Active only						
lest A	dministration Sessions					Pause session	Finalise sess
t QCAA Tr	raining School						
ession (Code QFJ-XD-NGT						•
Session s	started at 1:36 PM					:	3
Session s							3 dents
Session s	started at 1:36 PM					stur	dents
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iession s ast stude	started at 1:36 PM ent will finish at 3:37 PM	ed (0) Watting entry (0) I Status Started		Progress 5/12	t Resume student Time joined + 13:34	stur	dents
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3. Use the dashboard functions to complete the required tasks.





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).