

NAPLAN — Delivering

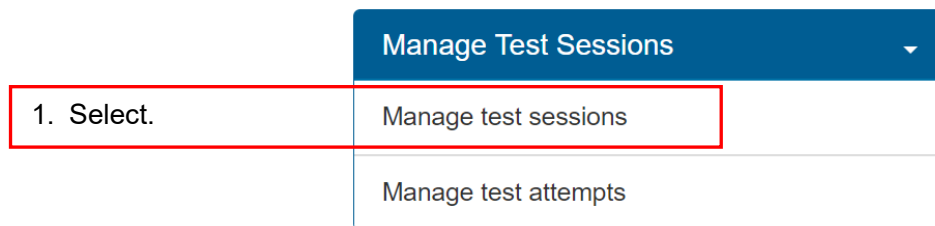
Factsheet 26: Manage a test session



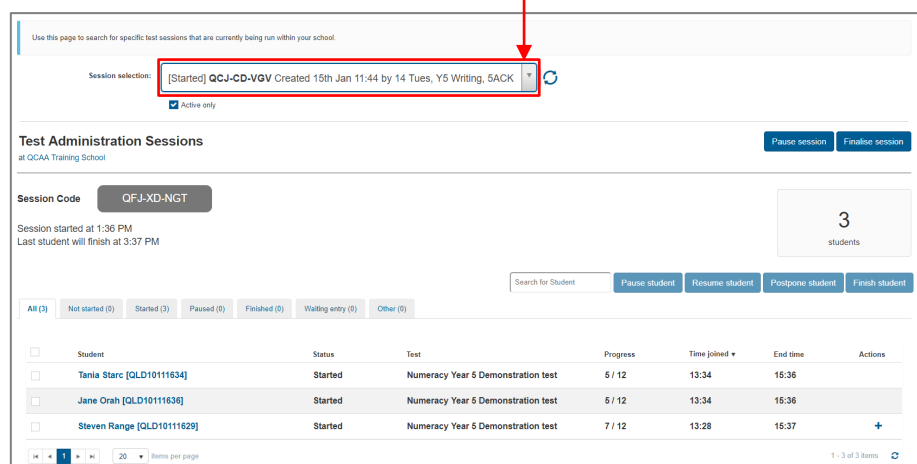
The **Principal** and **NAPLAN Coordinator** can monitor and manage test sessions once they have been **started**. They should check that all test sessions have been finalised each day.

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.



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



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).