

# NAPLAN — Delivering

## Factsheet 30: Moving from Delivering to Results



The **Principal** or **NAPLAN Coordinator** must progress the school from the **Delivering** phase to the **Results** phase when advised by the QCAA.

Once you progress to Results, you **cannot** access the Preparing or Delivering phases.

Before the test window ends, check that there are **no**:

- test sessions that are **Open** or **Started**
- test attempts with the status of **Open**, **Paused** or **Postponed**.

All items in the **Checklist** must be checked to move to the Results phase, where you will download the *School and Student Summary Report (SSSR)* when it is released.

A screenshot of the 'Checklist' interface. The checklist items are:

- The test administrator test session packs have been prepared and distributed.
- The assigned test rooms have been prepared and are ready for use.
- All of the planned test sessions have been completed and closed.
- All of the student test attempts have been submitted and finalised.
- All of the alternative format test materials have been returned to the TAA.

At the bottom of the checklist is a blue button labeled 'Complete'. Red boxes and arrows indicate the following steps:

1. Check completed tasks. (Arrow points to the checklist items)
2. Select **Complete**. (Arrow points to the 'Complete' button)

A screenshot of the 'ADS checklist confirmation - ADS' dialog box. The text inside reads: 'Are you sure you want to progress to the next workflow?'. There are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box and an arrow from the annotation '3. Select **Yes**.'

The **Complete** button will appear only after every task has been checked.

## 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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