

NAPLAN Online

Test Administrator training: Facilitator's guide

For use within the **Training environment** only.

This Test Administration (TA) training kit has been created for schools to familiarise their Test Administrators (TAs) with the Assessment Platform used to deliver NAPLAN Online.

All training should be conducted in the **Training environment**. This environment has sample versions of each of the tests and uses simulated student names.

Login details for the Training environment are distributed to the Principal.

The training kit is comprised of:

For the Facilitator	For Participants
<ul style="list-style-type: none">• Facilitator's guide• Test Administrator training Powerpoint	<ul style="list-style-type: none">• Test Administrator mini-handbook for teachers• Test Administrator checklist

Before training:

You will need to access the **Delivering** phase dashboard to complete the following preparation tasks.

The Principal / NAPLAN Coordinator must:

- create a TA Pack **for each Participant**.
- create a TA Pack for the **Facilitator**.

TA Pack (for training purposes)

- TA Session Slip
- Student Session Slips
- Test administration mini-handbook for teachers
- TA checklist
- Test administrator quick reference — Technical disruptions

From the
Assessment Platform

From the NAPLAN
QCAA webpage

Handy hint:

It is useful to print session slips and assemble TA Packs at one time rather than separately. This helps avoid double printing and mix ups. This can be done in advance.

To create **TA Packs**: ([Factsheet 12](#))

1. Log into the Training environment on the Assessment Platform www.assessform.edu.au
2. Create TA Session Slips ([Factsheet 13](#)) - add detail such as dates, test type, room or TA.
3. Print TA Session Slips ([Factsheet 14](#))

4. Print Student Session Slips ([Factsheet 15](#)) — filter according to test type/class, then print in batches to help with the assembly of the Packs.
5. Open the QCAA [NAPLAN School readiness](#) webpage and print:
 - TA checklist
 - Test administrator quick reference — Technical disruptions

Open the QCAA NAPLAN [Online test administration](#) webpage and print:

- Test administration mini-handbook for teachers

During training:

Facilitator to bring	Participants to bring
<ul style="list-style-type: none"> • TA Pack for each participant • TA Pack for the facilitator • Test Administrator training Powerpoint (<i>including scripted notes</i>) 	<ul style="list-style-type: none"> • Device (NAP Locked down browser installed) • Earphones

The Facilitator should step participants through the role of Test Administrator using the training Powerpoint provided. Not all slides need to be used, as it is intended that training will include hands-on practice. Internet access will be required for all devices.

The presentation is divided into four parts:

Part A — Introduction

- Have TAs open and bookmark the web address www.assessform.edu.au.
- Explain the role of TA and the TA Pack.
- Depending on time, have TAs explore the Public Demonstration Site.

Part B — Log into a test session

- Detail the tasks to be performed by the Test Administrator (on test days).
- Demonstrate how to log into the Assessment Platform as the Test Administrator and how to create a test session code.

Part C — Run a test session (participants take on the role of students)

- Distribute a Student Session Slip to each participant.
- Read from the Test Administrator mini-handbook for teachers.
- Step participants through the process to log in as students.
- Explain the TA dashboard and how the TA would navigate the screen.
- Explain the *Test Administrator quick reference — Technical disruptions*.

Part D — Practice

- Distribute a TA Pack to each Test Administrator.
- In small groups, participants alternate between roles of TA and student.
- Review processes and clarify terminology.

After training:

Encourage the continued use of the TA Packs for self directed learning.
Finalise all sessions created in the training environment as required.

More information

For more information about NAPLAN visit www.qcaa.qld.edu.au/p-10/naplan.
Alternatively, please email naplan@qcaa.qld.edu.au or phone (07) 3864 0396.