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| NAPLANTest administrator checklist |

For use with the **NAPLAN environment** [www.assessform.edu.au](http://www.assessform.edu.au).

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| Before the tests | Resources  |
| Set up the room[ ]  Arrange the room[ ]  Access a whiteboard[ ]  Provide planning paper (if applicable)  |  |
| Set up technical devices[ ]  Charge TA device and connect to network[ ]  Check student devices will be charged and can connect to the school network[ ]  Check there are spare devices (with LDB installed), earphones and power boards available  |  |
| Familiarise with the Test administration handbook[ ]  Read the *NAPLAN test administration handbook for teachers* |  |
| On test days | Resources |
| Log into the test environment[ ]  Check contents of the **TA pack**[ ]  Open [www.assessform.edu.au](http://www.assessform.edu.au/)[ ]  Select login for the relevant environment[ ]  Enter the **Username** and **Password** from the TA session slip and select **Login**[ ]  Select Create New Test Session. A session code will be displayed[ ]  Write the 8-letter session code on the board for students to see | * [Factsheet 17: Monitor a test session](https://www.qcaa.qld.edu.au/downloads/p_10/naplan_online_17_monitor_test_session.pdf)
* [Factsheet 18: Allow late entry to a test session](https://www.qcaa.qld.edu.au/downloads/p_10/naplan_online_18_allow_late_entry_to_session.pdf)
* [Factsheet 19: Pause and resume a test attempt](https://www.qcaa.qld.edu.au/downloads/p_10/naplan_online_19_pause_resume_test_attempt.pdf)
* [Factsheet 20: Pause and resume a test session](https://www.qcaa.qld.edu.au/downloads/p_10/naplan_online_20_pause_resume_test_session.pdf)
* [Factsheet 21: Reopen test attempt and add more time](https://www.qcaa.qld.edu.au/downloads/p_10/naplan_online_21_reopen_test_add_time.pdf)
* [Factsheet 22: Unlock a test attempt](https://www.qcaa.qld.edu.au/downloads/p_10/naplan_online_22_unlock_test_attempt.pdf)
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| Assist students to log in[ ]  Distribute **student session slips**[ ]  Read aloud from the script in the *NAPLAN test administration handbook for teachers*[ ]  **Start** session when all students have logged in (note: absent students will not appear on dashboard and their students slips must be returned to the NAPCO) |
| Monitor the test session[ ]  Supervise students[ ]  Actively monitor the TA dashboard:* + Tabs: Not started, Paused, Finished, and Waiting entry tabs for students
	+ Actions: disability adjustments, technical disruptions
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| After the tests | Resources |
| Finalise the test session[ ]  Check all students in attendance have selected **Finish** on their tests[ ]  Check all students have closed the NAP locked down browser[ ]  If all students are finished then select **Finalise session**[ ]  For students who remain **Paused** due to illness or an unresolved technical issue,the test session cannot be **Finalised** and the NAPLAN coordinator must be notified[ ]  Collect all test materials and return them to the NAPLAN coordinator | * [Factsheet 25: Finalise a test session](https://www.qcaa.qld.edu.au/downloads/p_10/naplan_online_25_finalise_test_session.pdf)
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## More information

If you would like more information, please visit the QCAA website [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.

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