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| NAPLAN  Test 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) |
| 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 |
| 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) |

## 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](mailto:naplan@qcaa.qld.edu.au).

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