NAPLAN

Test administration handbook for practice tests

February 2025

Contents

Introduction

This *Test administration handbook for practice tests* is a shortened version of the *NAPLAN test administration handbook for teachers*. It provides a condensed script and additional guidance on platform usage.

The procedures in this handbook will help you to administer practice tests in your school.

Please read this handbook before administering a test.

Practice tests

Practice tests provide an opportunity for schools and students to become familiar with the platform functionality and types of questions they will encounter in NAPLAN.

However, there are important differences between practice tests and NAPLAN tests:

- Items in the practice tests do not need to be kept secure.

- Students should be encouraged to seek clarification if they have any questions about any aspects of the test — and teachers are allowed to help.

- Items in the practice tests are not scored or marked.

- Results from the practice tests are not reported.

- Not all procedures that are required for the NAPLAN tests may be required for the practice tests.

Please see the *NAPLAN national protocols for test administration* for further information about conditions that must be applied for NAPLAN tests.

The test administrator (TA) should use this handbook to deliver any of the practice tests for student familiarisation and/or staff training.

Setting up for the practice test

The TA must complete the following tasks **before** starting a test.

Review contents of the TA pack

- TA session slip
- student session slips
- *NAPLAN: Test administration handbook for practice tests* (this document)
- *NAPLAN: Test administrator quick reference* (see page 7 and www.qcaa.qld.edu.au/p-10/naplan/test-administration/naplan-resources).

Set up resources

The following items are required for each test session:

- a board
- a blank sheet of paper for each student
- a fully charged device and headphones for each student
- devices that are switched on and connected to the internet
- charged spare devices.

Log into the assessment platform

Before students arrive:

1. ensure the TA device is connected with a LAN cable and fully charged
2. open the assessment platform www.assessform.edu.au
3. select the NAPLAN Training and Practice environment
4. enter the username and password from the **TA session slip**
5. select **Login**. The TA dashboard will appear
6. select **Create new test session**. The session code will be displayed
7. write the eight-letter session code on the board for students to see.

Starting the practice test session

Prepare students

1. Distribute a **student session slip** to each student.

2. Ask students to check that:

   - the test name on the session slip is correct

   - they have a blank sheet of paper and a pencil.

3. Ask students to plug in their headphones (if necessary), and set the volume to about three-quarters of the maximum.

4. Ask students to:

   - open the NAP locked-down browser on their device

   - select the NAPLAN Training and Practice environment.

Access the test

Once students have selected the NAPLAN Training and Practice environment, lead them through the following screens:

1. **Audio check**

   Ask all students to complete the audio check by clicking on the sound icon.

   Each student should then select the relevant button that applies:

   - 'I can hear the sound on headphones.'

   - 'I can't hear the sound on headphones.'

   - 'I do not need to check my audio.' (Reading test only)

   If students cannot hear the sound, they should exit the NAP locked-down browser, adjust the device volume and perform the audio check again.

   Ask all students to select **Start test**.

2. **Session code**

   Ask all students to enter the **session code** that is on the board, then select **Next**.

3. **Student code**

   Ask students to enter the **student code** that is on their student session slip, then select **Next**.

4. **Confirm details**

   Ask students to confirm their test name matches their student session slip, then select **Next**.

   Students may have to complete a short survey at this time.

5. **Wait to begin**

   A **Wait to begin** page is displayed on student devices until the TA starts the test session.

Once students are ready, read the test administration script for the relevant test domain. There is one script per domain, which has been adapted specifically for preparation activities.

Monitoring the practice test session

Throughout each test session, the TA must actively supervise students, encourage participation and monitor the TA dashboard. The checks below should be routinely performed on the dashboard.

1. Check the number of students in the **Not Started**, **Paused**, **Finished** and **Waiting Entry** tabs. If numbers are not as expected, follow up as necessary.

2. Scan the **Actions** column for icons:

   🔒 A lock icon indicates an attempt to re-enter the test. This may be caused by a student exiting and re-entering a test, changing their device or needing to reboot their device. Determine the cause and select **Accept** or **Reject** for the re-entry.

   ⚠ **Active** test disruptions are displayed with a red triangle, usually due to connectivity problems. Monitor the student and resolve the matter if necessary (see Resolving test issues on p. 11). In many cases, the system will reconnect without incident. Select the icon for details and check with the student.

   ⚠ **Inactive** test disruptions are displayed with a grey triangle indicating the disruption is no longer affecting the student. Select the icon for details of the disruption.

   ✚ A plus icon indicates an adjustment for a student with disability. Select the icon for details. Most adjustments are automatically managed. Only the Rest break adjustment requires actions by the TA (**Pause**, **Resume**).

1 Omnibus test

Test administration script

Step 1	**READ ALOUD**
	Today you will complete an omnibus test. This means the test will have questions on reading, spelling, grammar and punctuation and numeracy. An audio player is available for some questions in this test. At the end of each part a message on your screen will ask if you would like to check your answers before moving to the next part. If you make a mistake, you can change your answer. If you are not yet able to answer a question, flag it by selecting the flag button at the bottom of the screen and go on to the next question. The grid symbol at the top of the screen will show you which questions you have answered and which questions you have flagged. You can select a question to reopen it. Are there any questions?
Step 2	You have 45 minutes to complete the test. If you have any questions or you experience any technical issues during the test, such as your device not working or a question not loading, raise your hand and I will help you. I will let you know when you have about five minutes of test time left. You can check your time by looking at the timer in the top left-hand corner of the screen. If you finish before your time ends, check your work.
Step 3	Begin the test session. Select **Start session** on the TA dashboard. Select **Confirm** to start. You may start the test now. The test will start on all student devices. The TA dashboard will update with the status **Started** for students. The **End time** column will now display the time allocated for each student's test attempt.
Step 4	With about five minutes remaining: You have about five minutes left to finish this test. If you have already finished, use this time to check that you have answered all the questions. When your time ends, you will see a screen asking you to select **Finish**. If you finish before your time ends, you can select **Finish**, then wait quietly. You can reopen the test if you have time remaining. See page 4 for test monitoring procedures for each test session.
Step 5	Thank you, everyone. The test is now finished. You should now close the NAP locked-down browser by selecting the X at the bottom right of the screen. Leave your paper and student code on your desk to be collected. **Finalising the test session** Once the test session has concluded, you can finalise the session. This will allow students to move onto further testing and confirm their tests as completed. If any student is **Paused** at this stage, you should **not** finalise the session.

2 Writing test

Test administration script (Years 5, 7 and 9 only)

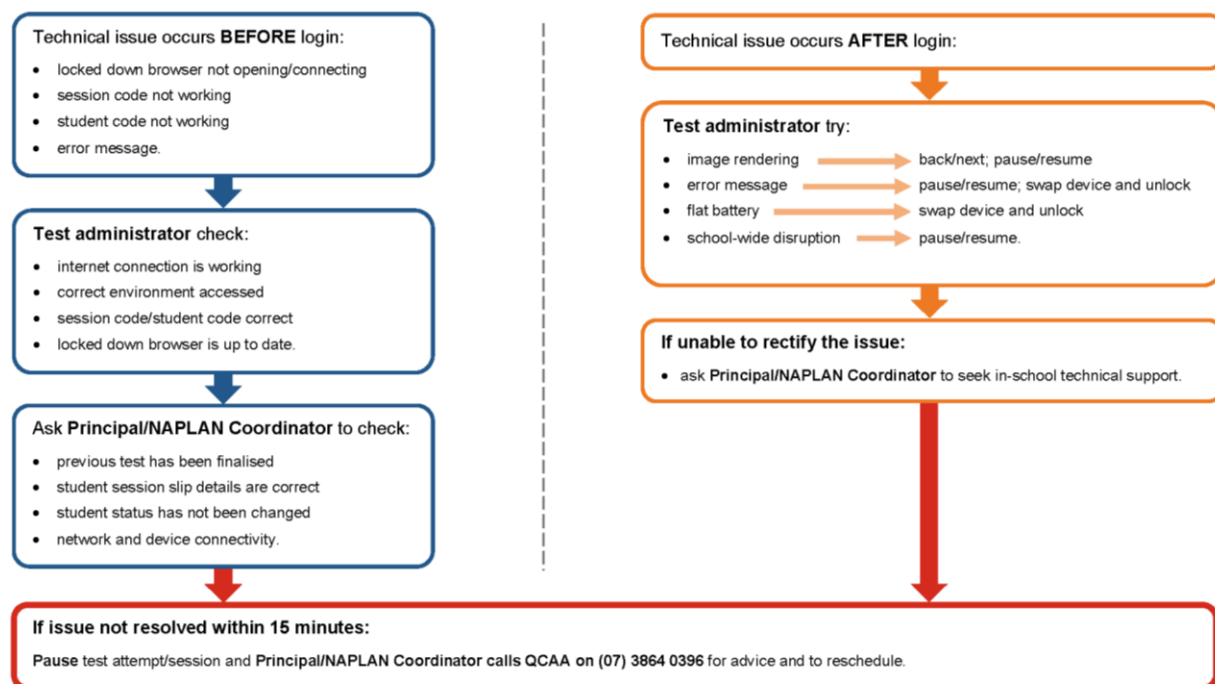| Step 1	**READ ALOUD**
	Today you will complete a writing test. An audio player is available for this test.
	Once I start the test, you can read or listen to the writing prompt and the instructions.
	Pay careful attention to the instructions as they will explain the type of text to you.
	You can listen as many times as you need to.
	You have 42 minutes to complete the test. I recommend you:
	• spend 2 minutes reading or listening to the instructions
	• spend 5 minutes planning
	• spend approximately 30 minutes writing
	• use the last 5 minutes for editing your work.
	You will have plenty of space to write. Once your text goes past the area that you can see at the start, a scroll bar will appear. Are there any questions?

Step 2	If you have any questions or you experience any technical issues during the test, raise your hand and I will help you.
	I will let you know when you have about five minutes of test time left.
	You can check your time by looking at the timer in the top left-hand corner of the screen.
	If you finish before your time ends, check your work.

Step 3	Begin the test session. Select **Start session** on the TA dashboard. Select **Confirm** to start.
	You may start the test now.
	The test will start on all student devices.
	The TA dashboard will update with the status **Started** for students.
	The **End time** column will now display the time allocated for each student's test attempt.

Step 4	With about five minutes remaining:
	You have about five minutes left. You should now have finished your writing. Use this time to check and edit your work.
	When your time ends, you will see a screen asking you to select **Finish**.
	If you finish before your time ends, you can select **Finish**, then wait quietly.
	You can reopen the test if you have time remaining.
	See page 4 for test monitoring procedures for each test session.

Step 5	Thank you, everyone. The writing test is now finished.
	You should now close the NAP locked-down browser by selecting the X at the bottom right of the screen. Leave your paper and student code on your desk to be collected.
	Finalising the test session
	Once the test session has concluded, you can finalise the session. This will allow students to move onto further testing and confirm their tests as completed.
	If any student is **Paused** at this stage, you should **not** finalise the session.

Resolving test issues

If a technical disruption occurs, **pause** the test attempt for the student/s affected, then refer to the *Test administrator quick reference — technical disruptions* (copy below).

Resume each student's test attempt if possible. If that is not possible, leave the test attempt paused and contact your principal or NAPLAN coordinator for further advice.

Test administrator quick reference — technical disruptions

Technical issue occurs BEFORE login:
- locked down browser not opening/connecting
- session code not working
- student code not working
- error message.

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Test administrator check:
- internet connection is working
- correct environment accessed
- session code/student code correct
- locked down browser is up to date.

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Ask Principal/NAPLAN Coordinator to check:
- previous test has been finalised
- student session slip details are correct
- student status has not been changed
- network and device connectivity.

Technical issue occurs AFTER login:

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Test administrator try:
- image rendering → back/next; pause/resume
- error message → pause/resume; swap device and unlock
- flat battery → swap device and unlock
- school-wide disruption → pause/resume.

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If unable to rectify the issue:
- ask Principal/NAPLAN Coordinator to seek in-school technical support.

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If issue not resolved within 15 minutes:

Pause test attempt/session and Principal/NAPLAN Coordinator calls QCAA on (07) 3864 0396 for advice and to reschedule.

More information

If you would like more information, please visit the QCAA NAPLAN webpage www.qcaa.qld.edu.au/p-10/naplan. Alternatively, phone 1300 214 452 or email naplan@qcaa.qld.edu.au.