

NAPLAN — Preparing

Platform guide 7: Edit student record

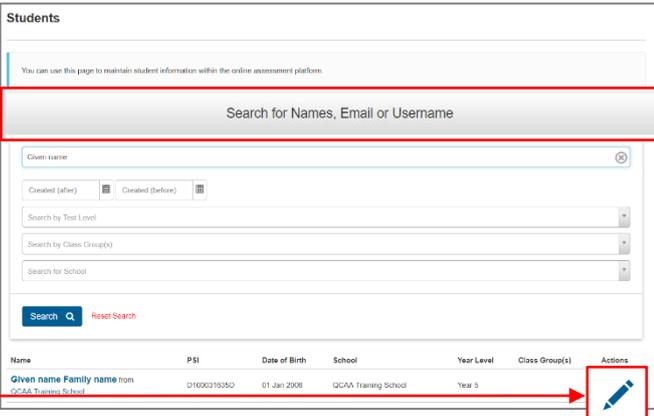


The **principal** and **NAPLAN coordinator** can edit student information in the [assessment platform](#).

1. Select.

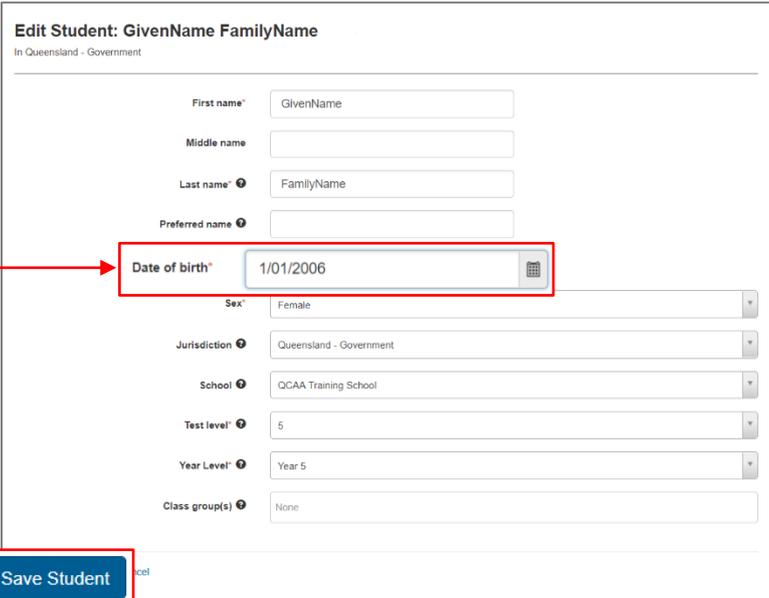


2. Select **Search and enter details.**



3. Select  icon to **Edit.**

4. Edit details, e.g.



5. Select **Save Student.**

Full fee-paying students (if applicable)

If your school has full fee-paying students, follow these steps to edit their record:

6. Edit full fee-paying students.

7. Select **Student information**.

▼ Student information

- > Demographics
- > Enrolment status
- > Identifiers
- > QA status
- > Alternative Format Information

8. Select  icon to edit **Enrolment status**.

▼ Enrolment status

Contains information relating to the student's school enrolment.

Offline delivery 

Local school student ID* 

Exclude from NAPLAN national reporting 

FTE 

Education support 

Full fee paying student*  (Not specified)

Visa code 

Main school flag 

Local school ID 

Local campus ID 

Other school ID 

Other school name 

Reporting school ID 

Reporting school name 

Home schooled student 

9. Select dropdown arrow for full fee-paying student and select appropriate information.

Full fee paying student* 

Visa code 

Main school flag 

FFPOS

Non-FFPOS

Not stated / Unknown

10. Save edited enrolment information.

Save Enrolment status

More information

If you would like more information, please visit the QCAA website at 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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1. Assessment platform screenshots have been accessed via www.assessform.edu.au and are used with permission of Education Services Australia (ESA).