## NAPLAN — Delivering

Platform guide 13: Roles and tasks overview

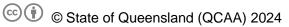
Preparing Delivering	Results				
		P	NC	ST	TA
Task	Platform guide #	Principals	NAPLAN coordinators	School technical support officer	Test administrators
Create test administrator (TA) packs	14	$\bigcirc$	$\bigcirc$		-
Test session preparation					
Create and manage TA session logins	15				
Print TA session slips	16	$\bigcirc$	$\bigcirc$		
Print student session slips	17	$\bigcirc$	$\bigcirc$		
Test session tasks			1		
<ul> <li>TA login and start test session</li> </ul>	18				
Monitor a test session	19	$\bigcirc$		_	$\bigcirc$
Allow late entry to a test session	20	$\bigcirc$			$\bigcirc$
Pause and resume a test attempt	21	$\bigcirc$			$\bigcirc$
Pause and resume a test session	22	$\bigcirc$			$\bigcirc$
<ul> <li>Reopen a test attempt and add more time</li> </ul>	23	$\bigcirc$			$\bigcirc$
Unlock a test attempt	24	$\bigcirc$			$\bigcirc$
Finish a test attempt	25	$\bigcirc$			$\bigcirc$
Postpone a test attempt	26	$\bigcirc$	$\bigcirc$		
Finalise a test session	27	$\bigcirc$			$\bigcirc$
Manage test sessions					
Manage test sessions	28				
Manage test attempts	29	$\bigcirc$			
Abandon a test attempt	30	$\bigcirc$			
Reports					
Open test session					
Test session finalisation					
<ul> <li>Multi-school student and student information QA</li> </ul>	31				
Hosted and visiting students					
Excluded students					
Student participation summary					
Checklist					





## 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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