## NAPLAN — Delivering

Platform guide 14: Create TA packs



Before administering the NAPLAN tests, the **principal** or **NAPLAN coordinator** must prepare a test administrator (TA) pack for each session.

Each TA pack must include these **essential** components.

TA session slip	Student session slips Student login details to access a specific test attempt		Test administration handbook Test administration guidelines, protocols and scripts
A login details to open a new test ession			
Training Numercy Year 5 Text DearTime Text Room Cable Group	Training Numeracy Year 5 Bandrett News GRAVFE Bandrett Code:	Training Numeracy Year 5 Bouleen Numer: Maxturd GCANUA Bouleen Code:	
This is a one-time login for use within the above test session. At the end of this test session this login will no longer be usable.	Training Numerocy Visor 5 Environ Name: Navy GOAT Bluefent Code:	Training Numerany Year 5 Bhudeen Name: Cilve GOLDEINCH Bhudeet Godo:	
Test Administrator Name:	Training Numerocy Vicer 5 Brodent Name: Orange GOLDFISH Brudent Code:	Training Numerany Yoor 5 Bhuten Name: Peach GOOSE Bluden Code:	
Session Notes:	Training Numeracy Vear 5 Bhufent Name: Firk GODHUMC Bhufent Code:	Training Numeracy Year 5 Bludent Name: Fuce GRASSHOPPER Bludent Code:	2025 NAPLAN Years 3, 5, 7 & 9
	Training Numeracy Year 5 Student Name: Purple GROUSE Student Code:	Training Numeracy Year 5 Bhufen Name: Quarts GULL Budget Code:	
	Training Numeracy Year 5 Student Name: Red 14MISTER Bluefent Code:	Training Numeracy Year 5 Brudent Name: Rove HARE Brudent Codo:	Test administration handbook for teachers
Sign and date silp spon-desing this test session and return to the NAPLAN Coordinator, along with all student session slips and materials left behind.	Training Numerary Year 6 Brudent Name: Fluty HANN Student Code:	Training Numerancy Year 5 Brudent Name: Edman HEDGEHOG Brudent Code:	
Date: Signature:			acara

The **useful** components of each TA pack include:

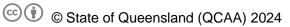
TA quick reference	Notification of technical disruption	Participating student list Information about students with disability adjustments applied	
Guide to help the TA troubleshoot possible disruptions	QCAA form to report technical test disruption details for investigation		
<text></text>	<section-header><section-header><section-header></section-header></section-header></section-header>	Assessment network         Company         Non-first         Non-first Non-f	
Access through the QCAA webpage.	Access through the QCAA webpage.	Access via assessment platform (se Platform guide 11: Generate reports	





## 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).