

NAPLAN — Delivering

Platform guide 15: Create and manage TA session logins



The **principal** or **NAPLAN coordinator** must create a **test administrator (TA) session login** for every test session. TA session logins must be created prior to printing (see [Platform guide 16: Print TA session slips](#)).

Refer to the school test schedule to determine the total number of test sessions to create. It is recommended to use the same naming conventions.

Create TA session logins

It is recommended to create **all** the TA session logins that you need at the same time — based on the naming conventions used in the school test schedule.

1. Select.

Test Session Preparation

0 unused session logins

Create TA session login

Manage TA session login

Print TA Session Slip

Print Student Session Slip

Test Session Status Report

2 Select **Add session details...**

Create TA session logins

You currently have 1 Active TA session logins.

School PIN 5817

TA session login	Session details
TASWYNWW	Y5 Writing, Tues 14, 5ACK
TANTJDVW	Y5 Writing, Tues 14, 5BTS
TATTCSGF	Y5 Writing, Tues 14, 5CJT
	Add session details...

Save TA session logins

3. Select **Save TA session logins.**

Manage TA session login

Unused TA session logins cannot be deleted; however, they can be renamed.

1. Select.

Test Session Preparation

4 unused session logins


Create TA session login

Manage TA session login

Print TA Session Slip

Print Student Session Slip





Test Session Status Report

2. Select the pencil icon .

TA Session Logins

Use this page to search for specific session logins and assign or reassign to a specific test session for the test administrator to use.

Search for Names, Email or Username

TA Session Login	School PIN	Session Details	Actions
TAHZKQDH	5817	15 Wed, Y5, CoL, 5ACK	
TAFPSGZG	5817	14 Tues, Y5 Writing, 5BTS	
TALJTNKM	5817	14 Tues, Y5 Writing, 5CJT	
TAWTCXBK	5817	14 Tues, Y5 Writing, 5ACK	

1 - 4 of 4 items


Export

3. Select and edit details.


Edit TA Session Login: 15 Wed, Y5, CoL, 5ACK [TAHZKQDH]

In Queensland - Government

Use this page to change the test session the TA session login will be used within.

Session details 


15 Wed, Y5, CoL, 5ACK

Jurisdiction 

Queensland - Government

School

QCAA Training School

TA session login* 

TAHZKQDH

Save TA Session Login

Cancel

4. Select **Save TA Session Login**.

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.



© State of Queensland (QCAA) 2024

Licence: <https://creativecommons.org/licenses/by/4.0> | **Copyright notice:** www.qcaa.qld.edu.au/copyright — lists the full terms and conditions, which specify certain exceptions to the licence.

Other copyright material in this publication is listed below.

1. Assessment platform screenshots have been accessed via www.assessform.edu.au and are used with permission of Education Services Australia (ESA).