NAPLAN — Delivering

Platform guide 15: Create and manage TA session logins

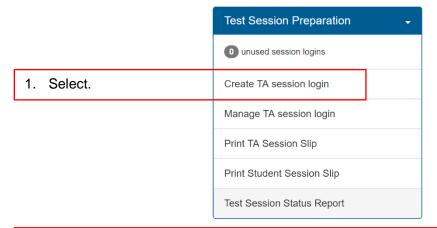


The **principal** or **NAPLAN** coordinator must create a **test** administrator (**TA**) session login for every test session. TA session logins must be created prior to printing (see Platform guide 16: Print TA session slips).

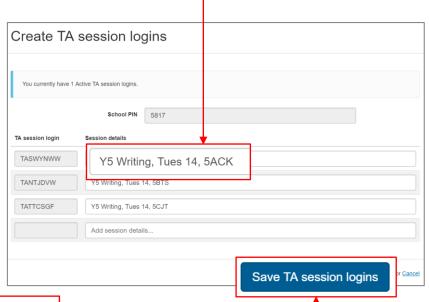
Refer to the school test schedule to determine the total number of test sessions to create. It is recommended to use the same naming conventions.

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.



2 Select Add session details...

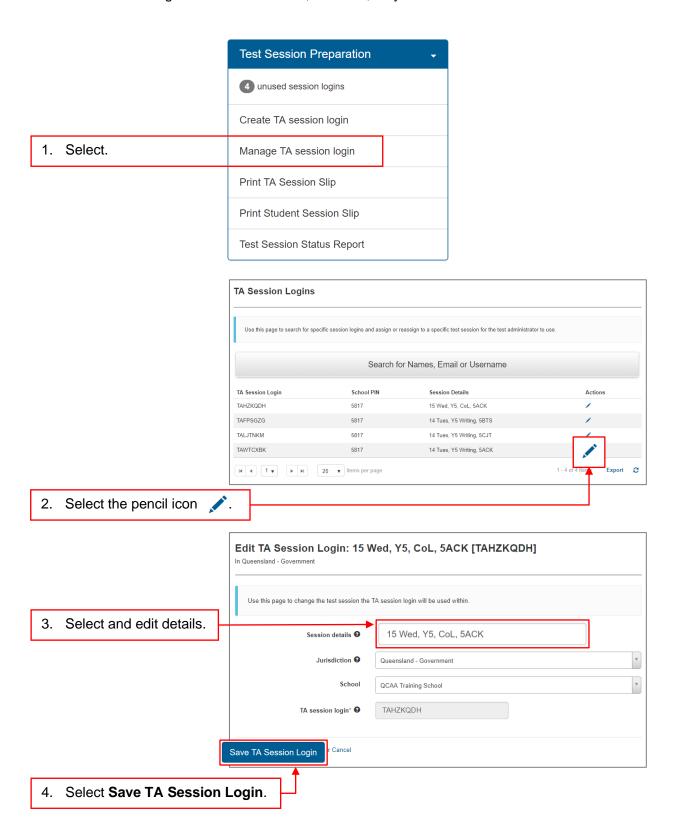


3. Select Save TA session logins.



Manage TA session login

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



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).