

# NAPLAN — Delivering

## Platform guide 22: Pause and resume a test session



The **test administrator (TA)** can pause and resume the test session. This may be necessary if there is a widespread technical problem or disruption, e.g. internet outage, fire alarm.

### Pause a test session

1. Select **Pause session**.

Test Administration Sessions  
at QCAA Training School

Session Code: QCJ-CD-VGV

Session started at 1:30 PM  
Last student will finish at 4:41 PM

3 students

Search for Student | Remove extra time | Pause student | Resume student | Finish student

All (3) | Not started (0) | Started (3) | Paused (0) | Finished (0) | Waiting entry (0) | Other (0)

Student	Status	Test	Progress	Time joined	End time	Actions
Nick Bassett [QLD10111631]	Started	Reading Year 5 Demonstration test		13:13	16:41	+
Sophie Horton [QLD10111624]	Started	Reading Year 5 Demonstration test		13:07	14:38	+
Tina Gustin [QLD10111628]	Started	Reading Year 5 Demonstration test		13:04	14:38	

2. Select **Reason** from the dropdown list.

3. Enter details.

Pause session

Reason: Disruption

Comments: Fire alarm

Cancel | Confirm

4. Select **Confirm**.

## Resume a test session

1. Select **Resume session**.

The screenshot shows the 'Test Administration Sessions' interface for QCAA Training School. At the top right, a dark blue button labeled 'Resume session' is highlighted with a red box. An arrow points from the first step's text to this button. Below the button, the session code is 'QCJ-CD-VGV' and it shows '3 students'. A table lists three students: Nick Bassett, Sophie Horton, and Tina Gustin, all with a status of 'Paused'. At the bottom right of the table, a 'Remove extra time' button is visible.

2. Enter details.

The 'Resume session' dialog box is shown. It has a 'Comments' section with a text input field containing 'Fire alarm'. At the bottom right, there are two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a red box, and an arrow points from the second step's text to it.

3. Select **Confirm**.

The principal and NAPLAN coordinator can also perform these tasks if necessary.

## More information

If you would like more information, please visit the QCAA website at [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au) and search for 'NAPLAN'. Alternatively, phone 1300 214 452 or email [naplan@qcaa.qld.edu.au](mailto:naplan@qcaa.qld.edu.au).



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