NAPLAN — Delivering

Platform guide 26: Postpone a test attempt



For a test attempt that is still paused at the end of a test session, the **principal** or **NAPLAN coordinator** must complete both the following tasks:

- 1. **Postpone** the test attempt.
- 2. Finalise the test session (see Platform guide 27: Finalise a test session).

	Manage Test Sessions		
1. Select.	Manage test sessions		
	Manage test attempts		

2. Select the test session from the dropdown list — only sessions that have not been finalised can be managed.

3. Select the Paused tab.	_					
Dashboard						
Use this page to search for specific test sessions that an	ecurrently being run within your school.					
Session selection: [Started] QFJ	XD-NGT Greated 25th Feb 13:17 by 14 Tues, YS	Writing, 5BTS				
at QCAA Training School					Pause session	Finalise session
Session Code QFJ-XD-NGT						
Session started at 1:30 PM Last student will finish at 2:38 PM						4 students
	+ _			Post	none st	udent
All (4) Not started (0) Starts	ed (1)	Search for Student Remove extra time Other (0)	Pause student	Resu		ddent jent
Student Bruce Spanner [QLD10111623]	Status	Test Numeracy Year 5 Demonstration test	Progress	Time joined + 13:13	End time	Actions
1 H 20 V Items per page						1 - 1 of 1 items 🛛 😂
4. Select student/s.						
J						
5. Select Postpone student.						







10. Finalise the test session (see Platform guide 27: Finalise a test session).

Postponed test attempts should be rescheduled so that the student has an opportunity to complete the test with the remaining time.

In certain circumstances, a test attempt that has been postponed may be abandoned.

If a student has had a test attempt rescheduled due to ongoing technical issues, illness, or injury and is absent for the rescheduled test session, contact the QCAA on 1300 214 452 to request a sanctioned abandonment (see Platform guide 30: Abandon a test attempt).

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).