

# Memo

Queensland Curriculum and Assessment Authority

---

5 February 2018

Prep – Year 10

Number: 006/18

## Student data for 2018 NAPLAN tests

### Purpose

To inform schools of the process for uploading and verifying the student data of all students participating in the 2018 National Assessment Program — Literacy and Numeracy (NAPLAN) tests.

### Background

Details of all students eligible to sit the 2018 NAPLAN tests are uploaded and checked through QCAA's NAPLAN portal. This information is used to supply test materials to all schools, overprint the testbooks of each participating student with their student details and populate the online platform.

This process is the same for paper-based and online, as all schools will be supplied with paper-based test materials.

Overprinting the testbooks with student details means that schools will not face the onerous task of writing student names on the testbooks each morning. In addition, it makes data processing quicker and smoother.

If schools do not provide this student data by **Wednesday 28 February 2018**, then the student details will have to be manually written on the cover of each testbook.

### Information

#### How to provide details

The Department of Education and each of the Catholic dioceses need to send the data for their schools to the QCAA, and the QCAA will upload this data into the NAPLAN portal. These schools will be able to access the NAPLAN portal to check and edit their data from **Tuesday 13 February 2018**.

All independent schools and some religious institute schools will need to upload their own data into the NAPLAN portal. These schools will be able to access the NAPLAN portal from **Thursday 1 February 2018**.

All schools must log in to the NAPLAN portal to add, delete and edit student details. Schools will also need to check and confirm the accuracy of their student data.

As this data is used to overprint testbooks and later to print individual student reports, it is imperative that schools follow the instructions provided to ensure that student data is as complete and correct as possible. Please check that student names are correctly spelt and, where possible,

that the class information is correct. Schools can only edit data up to **Wednesday 28 February 2018**.

For students enrolled after Wednesday 28 February, schools will need to use Type 2 (unnamed) testbooks, because Type 1 (named) testbooks cannot be provided to the school.

## Key dates

- **Thursday 1 February 2018** — NAPLAN portal opens for schools uploading their own data. All independent schools and specific religious institute schools will have access to upload, verify and confirm their student data.
- **Tuesday 13 February 2018** — NAPLAN portal opens for all schools whose data has been centrally uploaded for them. All state schools and schools from each of the Catholic dioceses will have access to verify and confirm student data.
- **Tuesday 13 February – Wednesday 28 February 2018** — NAPLAN portal is open for all schools to check and confirm student details. After checking and making any necessary changes to student details, schools must notify the QCAA that all details are correct by confirming each class/year level in the NAPLAN portal.
- **Wednesday 28 February 2018** — Submission for data to the NAPLAN portal closes for all schools at **close of business** on this date. All schools can edit details until this time. Copies of school data should be printed for use during the administration of the tests.

## Contact details

For easier and more direct communication with each school, the details of the principal and NAPLAN coordinator will be required when schools access the NAPLAN portal for the first time. If any of these details change during the year, schools will be able to edit these details through the NAPLAN portal.

## What you need to do

### Only for schools who must upload their own student data:

1. Prepare and create a csv file/s containing the details of your students in participating year levels from your school information management system. The format of the csv file is detailed in the *NAPLAN portal user manual*. This manual is available from the 'NAPLAN Tasks' menu under the NAPLAN portal: <https://naplan.qcaa.qld.edu.au/naplan/Usermanual.pdf>.
2. Upload your student data by going to the Test Administration login: <https://naplan.qcaa.qld.edu.au/naplan/pages/login.jsp>. Enter your school's Brief Identification Code (BIC) and password. On the main menu, click 'Upload csv file' to start the process of uploading your student data.

**For all schools**, after the student data has been uploaded, to check and verify student data:

1. Go to the QCAA homepage at [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au) and select 'QCAA Portal and QCAA secure' from the 'Online services and secure login' menu on the right-hand side of the screen.
2. Select the NAPLAN portal from the 'QCAA secure' menu on the right-hand side of the screen.
3. Select 'Test administration login' and enter **your school's** BIC and password. You cannot use a personal BIC and password.

**Note:** The BIC and password are unique to the school and should be kept secure.

4. Open the *NAPLAN portal user manual*: <https://naplan.qcaa.qld.edu.au/naplan/Usermanual.pdf>. This will assist principals and administrators with registering students and completing other tasks. This manual is available from the 'NAPLAN Tasks' menu.
5. Add, delete or edit student data as necessary. Data required for each student comprises full legal name, date of birth, class, school code and name, and EQ ID for state school students only.
6. Organise your school's data in class groups or by alphabetical order for a year-level cohort. Your data arrangement determines how the test materials are packaged and results are reported.  
**Note:** It is not possible to arrange student names for the Literacy tests one way and for the Numeracy tests in a different way.
7. Confirm that your student data for each year level or class group is correct.
  - a. Select 'Confirm a class/year level' on the main menu.
  - b. Click on the drop-down arrow under 'Confirmed' next to the description of the class/year level that you wish to confirm and select 'Yes'.
  - c. Once all classes/year levels are confirmed, the registration of the school's student data is complete.

## Finding out more

For information or support for uploading, checking and confirming student data, please email [NAPLAN.tests@qcaa.qld.edu.au](mailto:NAPLAN.tests@qcaa.qld.edu.au) or phone (07) 3864 0337.

For queries about accessing the QCAA website, including your school's BIC and password, please email [helpdesk@qcaa.qld.edu.au](mailto:helpdesk@qcaa.qld.edu.au) or phone (07) 3864 0278.

Claude Jones  
Director, Assessment and Reporting Division