



**2024  
NAPLAN**

# **Practice Test Administration Handbook**

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## 1. INTRODUCTION

This handbook has been developed earlier than normal due to the NAPLAN Training Environment being made available earlier. Please note, this handbook may be updated at a later date once the NAPLAN Test Administration Handbooks have been finalised for 2024.

As part of readiness activities, schools across Australia participating in NAPLAN may undertake **practice tests** from Monday 25 September 2023, via the 'NAPLAN Training Environment' tile on the assessform website ([www.assessform.edu.au](http://www.assessform.edu.au)).

Testing in the training environment provides an opportunity for:

- students to familiarise themselves with the types of questions and the online test design, including test player functionality;
- staff to familiarise themselves with the online platform and logistics involved in managing an online assessment; and
- schools to verify that their technical infrastructure (devices, bandwidth, local networks) can support online testing and assess the effectiveness of their preparation ahead of the NAPLAN test window.

Note that these instructions apply to the NAPLAN online tests and are provided here as an opportunity for test administrator familiarisation. However, for the practice tests, students should be encouraged to ask questions as they familiarise themselves with the online test delivery platform, including how to:

- select and deselect answers for each item type
- use the online tools such as the ruler, protractor and (Year 7 and 9 only) the calculator
- flag items and use the progress bar to track progress
- listen to audio files
- check answers before moving onto a new section of the test and not being able to return to a locked section (Conventions of language and Year 7 and 9 Numeracy).

Students, teachers and parents can also use the public demonstration site to become familiar with the NAPLAN tests (<https://www.nap.edu.au/naplan/public-demonstration-site>).

The following **practice tests** are available on the assessform website:

- Omnibus test (includes conventions of language, reading and numeracy questions)
- Writing – narrative
- Writing – persuasive

The questions in the practice tests are **not** indicative of the range of question difficulty that will be in the main NAPLAN tests, where students may see easier or more difficult questions depending on the test pathway they take because of the tailored-test design.

To successfully administer the practice tests, it is important to become familiar with the procedures in this handbook. **There are significant differences between the practice tests and NAPLAN.** In practice tests:

- no real student data is used ('dummy' student data is included in the NAPLAN training environment for schools to use to administer practice tests)
- items in the practice tests do not need to be kept secure

- **students should be encouraged to seek clarification if they have any questions about any aspects of the test – and teachers are allowed to assist**
- items in the practice tests are not scored or marked
- results from the practice tests are not reported
- not all procedures that are required for NAPLAN will be required for the practice tests. Where not required for the practice test, the text has been greyed out.

To administer the online NAPLAN tests, you need to be familiar with the platform, including how to:

- use the test administrator's dashboard to create a test session and monitor students' progress
- manage test sessions.

This practice test handbook will help guide you and familiarise you with the online platform and the logistics involved in managing an online assessment. It does not provide step-by-step instructions on the functionality of the test administrator's dashboard.

You will find detailed instructions on using the online national assessment platform and test administrator's dashboard in the resources available at [www.assessform.edu.au](http://www.assessform.edu.au)

Your role in the administration of the tests is critical. Standardised administration of the NAPLAN tests contributes significantly to the fairness and reliability of the final dataset. This practice test gives you the opportunity to follow the administration instructions and maintain a positive and calm atmosphere throughout the test sessions. During the practice tests, students should be encouraged to ask questions as they familiarise themselves with the platform.

If you have any questions before, during or after the NAPLAN practice tests, seek advice from your NAPLAN coordinator.

## 2. PREPARING FOR THE TESTS

### 2.1 Before the test day

Your role as the test administrator is to deliver the NAPLAN tests to students. As part of your role, in the weeks before the test, the school's NAPLAN coordinator will meet with you to:

- provide you with access to the NAPLAN training environment to ensure you know how to use the test administrator's dashboard, and the NAP locked-down browser, including setting up an unsecured browser if necessary
- determine where the test sessions will be held
- plan the configuration of the test room(s) so that students will not be able to see each other's work. Where the tests are to take place in a collaborative workspace, devices may need to be moved or temporary barriers put up between students
- confirm how you and the students will connect to the internet
- discuss the organisational procedures required during the tests, including procedures for students bringing their own devices (BYOD) if applicable
- ensure that, on test days, there are arrangements to take down, cover or reverse any posters, displays or teaching materials that might help students with the tests
- review procedures for emergencies and test disruptions, including how to seek technical assistance for online tests
- plan the organisational arrangements for non-participating students
- confirm that all devices have passed the necessary device checks and that arrangements have been made to ensure the devices will be in the room, have the correct NAP locked-down browser installed, and will be fully charged and connected to the internet on the day of the assessment
- ensure that you are familiar with all the test administration instructions and procedures
- establish procedures in the event that the test is to be administered by a casual, relief, supply teacher or NAPLAN support person
- ensure you are aware of and able to manage any disability adjustments provided to the students in your session.

### 2.2 On test days

Prior to commencing, please ensure you have all materials required for the test session. Your NAPLAN coordinator will provide you with a test administration pack which includes:

- a device for your own use to administer the test session
- the test administrator session slip (TA session slip) for the test session you will be administering (this will contain the test administrator session login details)
- student session slips for all students participating in the test session (these slips have the unique student codes that each student needs to access each test)
- a printed list of students allocated to the test session, including details of which students, if any, have been allocated disability adjustments (note that students with a hearing impairment may require assistance from you or a support person while logging in)
- information on how many students are expected to bring their own devices

- contact details for your school’s technical support officer, your NAPLAN coordinator, and the NAPLAN helpdesk
- this NAPLAN test administration handbook
- notepad and pen.

Allow enough time to set up the devices and the room including removing posters, displays or teaching materials that might help students with tests. Work with your NAPLAN coordinator and available IT support, as required.

### 2.3 Student test materials

You will find a list of required student and test administrator materials at the beginning of each test section later in this handbook.

All NAPLAN tests (except reading) require the use of the platform’s audio player. Students will need headphones to use the audio player.

The following items are **not permitted** to be taken into any test as they could affect the validity of the test:

- × books, including dictionaries
- × rulers
- × mobile phones or any other devices that can connect to the internet either through wi-fi or bluetooth, or that can transmit, extract and display or read out data to the user
- × protractors / mathematics templates
- × calculators (unless provided as a disability adjustment)
- × smart pens (e.g. pens/pencils/stylus) capable of transcribing a students’ handwritten response into digital text.

### 2.4 Supervising the test sessions

In supervising the tests, you **must**:

- ✓ deliver the instructions accurately
- ✓ encourage student participation
- ✓ actively monitor student conduct by regularly walking around the room and checking that students are not talking, collaborating, or using prohibited items as listed above
- ✓ actively monitor the test administrator’s dashboard and ensure all flags or warnings are actioned as required.

It is **not permitted** for any person to take photographs in test rooms while tests are in progress, unless directed by the TAA.

## 2.5 Time allowed for each test

The duration of each online practice test is provided below:

	Omnibus (R-CoL-N)	Writing
Year 3	50 min	-
Year 5	50 min	42 min
Years 7 and 9	50 min	42 min

For each test session, you will also need to allow an introduction time of approximately 15 minutes for students to settle in, have the test administration script read to them and log into the NAP locked-down browser. The required test session time will also need to be adjusted for students who have been provided with disability adjustments.

## 2.6 Adjustments for students with disability

Students with disabilities may be granted extra time, rest breaks and/or alternative test items as a disability adjustment. Adjustments should reflect the kind of support and assistance normally required for assessment in the classroom. Prior to the start of the tests, the NAPLAN coordinator will enter the relevant disability adjustment code(s) (DAC) for these students against their profile.

You must contact your NAPLAN coordinator prior to the test session or immediately after you become aware of an error in the printed list of students allocated to the test session they have provided you. This includes if, before the test starts, you notice a DAC is either not assigned or is incorrectly assigned to a student, or if a student enters the test and realises they do not have the appropriate adjustment, or they have an adjustment that they are not expecting.

See Appendix 1 for a table of DACs and actions required by the test administrator in relation to disability adjustments.

**Note:** For practice tests, no paper tests (including Year 3 writing, braille, large print or black and white) will be provided.

## 2.7 Reading the test administration script

It is important that all students across Australia receive uniform test instructions. The instructions and scripts in this handbook are standardised so that no student is advantaged or disadvantaged..

You must **READ ALOUD** to students all instructions which appear in this handbook in shaded boxes, for example:

### **READ ALOUD**

You will now be attempting the practice XXX test.

Usually, all students in the session will be undertaking the same test. However, it is possible to have students in a session completing different tests, for example, in catch-up sessions. In this case, the appropriate scripts must be read to students taking the different tests.

### 3. TEST ADMINISTRATION: PRACTICE WRITING TEST (NARRATIVE OR PERSUASIVE)

#### 3.1 Overview

This is an assessment of a student's ability to plan and write a text independently.

During NAPLAN, there must be no teacher input or assistance. However, during the practice test, students should be encouraged to seek clarification if they have any questions about any aspects of the test. Teachers are permitted to assist students during the practice test.

Test administrators should receive any information related to disability adjustments, including students who require them and any associated rules such as scribe rules from the NAPLAN coordinator. For further information, refer to the *NAPLAN national protocols for test administration*.

#### 3.2 Allocating time during the test

Test administrators should encourage students to use their time as follows:

- reading/listening to the stimulus: 2 minutes
- planning: 5 minutes
- writing: 30 minutes
- editing: 5 minutes.

#### 3.3 Materials required

Prior to the test, make sure each student has:	The test administrator must have:
<ul style="list-style-type: none"><li>✓ a device that meets the technical specifications for NAPLAN</li><li>✓ their student session slip for this session</li><li>✓ a blank sheet of planning paper</li><li>✓ a pen or pencil</li><li>✓ headphones.</li></ul>	<ul style="list-style-type: none"><li>✓ a device that meets the technical specifications for NAPLAN</li><li>✓ the TA session slip (containing the test administrator login details necessary for generating the test session code)</li><li>✓ extra blank paper</li><li>✓ spare pens/pencils</li><li>✓ a board to display test session code</li><li>✓ a list of students allocated to the test session (including details of disability adjustments) and the URL for the unsecured browser if necessary.</li></ul>

Students must **NOT** have access to reading books during the writing test.

#### 3.4 Before the test

- Arrange the room so that students cannot see each other's work. Where students are in a computer lab that has been designed to facilitate collaboration, computers may need to be moved or temporary barriers put up between students.
- Take down, cover, or reverse any posters, displays or teaching materials that might help students with the test.



- Check that devices are fully charged or connected to a power supply.

### 3.5 Creating the test session

- Open your browser and navigate to [www.assessform.edu.au](http://www.assessform.edu.au). For low-bandwidth schools, open the Remote application.
- Log into the NAPLAN Training Environment using the username and password from the TA session slip provided by the school NAPLAN coordinator.
- Select 'Create new test session.'
- The session code will be displayed at the top of your screen in a grey box. Display the session code where students can see it (e.g. write it on the board). The students will need the session code to enter the test session.

**Note:** Some functions on the test administrator's dashboard will remain inactive until students join the session and/or the session is started.

### 3.6 Script for administering the practice writing test

Note: these instructions (including the script) apply to the NAPLAN online tests and are provided here as an opportunity for test administrator and student familiarisation with the platform. Therefore, students should be encouraged to ask questions about platform functionality.

The practice test also gives students the opportunity to see how NAPLAN tests work and learn how to respond to the test. Students should be encouraged to ask questions if there is something that they don't understand about any aspect of the test.

However, test administrators **must not** supply students with ideas for their writing.

#### READ ALOUD

Today you will complete a practice writing test.

You can use headphones for this test to listen to the writing prompt. You can also read it on your screen. You can refer to the writing prompt at any point in the practice test.

If you have any questions, you cannot see what I describe on your screen, or you experience any technical issues during the practice test, such as your device not working or the writing prompt or screen not loading, raise your hand and I will help you.

Go through the following steps with students, resolving any issues that may arise.

Ask students to:

1. open the NAP locked-down browser (students allocated a disability adjustment code of AST or COL, or their support person, should type the URL for the unsecured browser into the browser and select enter)
2. select 'Training'
3. complete audio check
4. select 'Start test'
5. type the session code exactly as it appears on the board into the boxes

6. select 'Next'
7. type their student code from their student session slip into the boxes that appear
8. select 'Next'
9. check that the name, year and the test domain match their student session slip, select 'Yes' and wait.

For any issues, please contact your NAPLAN coordinator as soon as possible.

## **READ ALOUD**

You will have 42 minutes to do this practice test. This includes time for reading and listening to the prompt. Read or listen to the writing prompt first and then use the next 5 minutes to plan. I will tell you when you should start writing.

You can use your blank sheet of paper or the writing pane on your device to do your planning. You might like to use a diagram, write down your main ideas or key words, or you might like to plan by just thinking about what you will write. Choose the kind of planning that helps you to organise your ideas.

Remember, the writing prompt may have words or pictures to help you think of ideas for the topic. You do not have to use all or any of these ideas. You may use your own ideas, as long as you write about the topic on the writing prompt.

The sheet of paper will not be marked, but it will be collected. Anything you type into the writing pane of your device will be marked, so please delete any planning notes that are not part of your final text before finishing your practice test.

There is a timer in the top left-hand corner of your screen. It will flash when you have 10 minutes left and again when you have 5 minutes left. I will also tell you.

After you 'Finish' your test, if there is still time left, you can select the 'Reopen test' button.

To protect your privacy, please do not include your name in your writing response. The online system knows who you are from your login details.

Once you have finished your practice test, wait quietly.

Begin the test session by selecting the 'Start session' button on the test administrator's dashboard.

## **READ ALOUD**

You may start your test now. Begin by reading or listening to the prompt, then start your planning. You must do your own work. You are not allowed to talk to other students.

Once you have read or listened to the writing prompt, you can select 'Start writing.' This will take you to the writing screen where you can start typing your text.

Students who arrive late to the test room can join the test session after it has been started by entering a test session code and their student code. These students' names will show in the 'Waiting entry' tab of the test administrator's dashboard and you must manually admit them.

Open the 'Waiting entry' tab and select the box to the left of their names. Then select 'Allow start.' The platform will provide the student with the correct amount of time to complete the test.

As test administrator,<sup>1</sup> you **must read only the text in the 'Read aloud' boxes.**

**You must not:**

- × brainstorm with students
- × allow students to discuss the topic
- × give students ideas or pre-developed plans
- × remind students of writing tasks or text structures completed in class prior to the test
- × discuss any pictures that may be on the writing prompt
- × write anything on the board other than the test session code
- × plan for the students.

Actively supervise students to make sure they are planning their work independently. If a student is having difficulties, quietly encourage them to look at the writing stimulus or listen to the instructions again.

**Do not help students to develop or structure their writing.**

**After 7 minutes, READ ALOUD**

About 7 minutes have now passed. If you have not already done so, you should move on from planning to typing your text.

Actively supervise the students to make sure they are on task.

Quietly speak to those students who are not working. Refer them to the writing stimulus for ideas, **but do not help them with their ideas or their text.**

Students who finish early should be encouraged to re-read and edit their writing. When they have finished checking, they should sit and wait quietly. They may not engage in 'early finisher' activities, such as reading.

If a whole class has checked their responses and selected 'Finish' before the allocated time, you may use discretion in managing the test environment and finalising the test session.

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<sup>1</sup> Note that these instructions apply to the NAPLAN tests and are provided here as an opportunity for test administrator familiarisation. For the practice tests, students should be encouraged to ask questions as they familiarise themselves with the platform.

### After 32 minutes, READ ALOUD

You have about 10 minutes left for this test. Try to spend the next 5 minutes finishing your writing so that you have 5 minutes left for editing.

### After 37 minutes, READ ALOUD

Your writing time is now finished. You have 5 minutes to check and edit your work.

Check your writing by reading it carefully. You can edit your work by adding or changing words or sentences and correcting any spelling or punctuation mistakes. However, you do not have time to make big changes.

You can also use this time to complete your writing if you need to, but you will not be allowed any extra time for editing. When you have finished, wait quietly.

If you did your planning in the writing pane, you should delete any remaining notes.

Actively supervise students to make sure they are editing and completing their texts. Students may use this time to complete their writing; however, no additional time can be provided for editing.

Be mindful of students who may have been granted extra time due to a disability adjustment or a disruption. Alert these students when they have 5 minutes of test time remaining.

When your dashboard shows that the time has expired for all students:

### READ ALOUD

Thank you everyone. The practice writing test is now finished.

If you have already finished your practice test, you should have a message confirming that it has been finished.

If you ran out of time to finish your practice test, you will now have a screen asking you to select 'Finish.' Please select 'Finish.'

Walk around and check that all students have finished their tests.

### READ ALOUD

Leave your sheet of paper and your student session slip on your desk to be collected.

You should now all close the test browser.

## 3.7 After the test

If **any** test attempt could **not be finished** because of a test disruption or a student left the session due to illness or injury, **you must not finish their test attempt or finalise the test session**. Notify your NAPLAN coordinator.

If a student logged in but refused to complete the test, you will 'finish' the test attempt on behalf of the student on the test administrator's dashboard.

If all test attempts have been finished, finalise the test session by selecting the 'Finalise session' button on the test administrator's dashboard.

At the end of the test session, check that all student browsers have been closed and collect:

- all student session slips
- any slips containing the unsecured browser URL
- all working-out or planning paper used by students.

You **must** notify the NAPLAN coordinator if there were any:

- absent students
- students who refused to login or logged in and did not attempt to complete the test
- students who abandoned the test due to illness (medical or social/emotional conditions) or injury
- test disruptions or incidents
- paused test attempts
- errors in the spelling of student names.

You **must** return the TA session slip, student session slips and any other test materials to the NAPLAN coordinator (including any paper used by students during the test).

Recharge school-supplied devices for the next test session, if necessary.

## 4. TEST ADMINISTRATION: PRACTICE OMNIBUS TEST

### 4.1 Overview

The omnibus test is a combination of conventions of language, reading and numeracy items.

During NAPLAN, there must be no teacher input or assistance. However, during the practice test, students should be encouraged to seek clarification if they have any questions about any aspects of the test. Teachers are permitted to assist students during the practice test.

### 4.2 Materials required

Prior to the test, make sure each student has:	The test administrator must have:
<ul style="list-style-type: none"><li>✓ a device that meets the technical specifications for NAPLAN</li><li>✓ their student session slip for this session</li><li>✓ a blank sheet of working-out paper</li><li>✓ a pen or pencil</li><li>✓ headphones.</li></ul>	<ul style="list-style-type: none"><li>✓ a device that meets the technical specifications for NAPLAN</li><li>✓ the TA session slip (containing the test administrator login details necessary for generating the test session code)</li><li>✓ a board to display the test session code</li><li>✓ a list of students allocated to the test session (including details of disability adjustments) and the URL for the unsecured browser if necessary.</li></ul>

### 4.3 Before the test

- Arrange the room so that students cannot see each other's work. Where students are in a computer lab that has been designed to facilitate collaboration, computers may need to be moved or temporary barriers put up between students.
- Take down, cover, or reverse any posters, displays or teaching materials that might help students with the test.
- Check that devices are fully charged or connected to a power supply.

### 4.4 Creating the test session

- Open your browser and navigate to [www.assessform.edu.au](http://www.assessform.edu.au). For low-bandwidth schools, open the Remote application.
- Log into the NAPLAN Training Environment using the username and password from the TA session slip provided by the school NAPLAN coordinator.
- Select 'Create new test session.'
- The session code will be displayed at the top of your screen in a grey box. Display the session code where students can see it (e.g. write it on the board). The students will need the session code to enter the test session.

**Note:** Some functions on the test administrator's dashboard will remain inactive until students join the session and/or the session is started.

## 4.5 Script for administering the practice omnibus test

Note: these instructions (including the script) apply to the NAPLAN online tests and are provided here as an opportunity for test administrator and student familiarisation with the platform. Therefore, students should be encouraged to ask questions about platform functionality.

The practice test also gives students the opportunity to see how NAPLAN tests works and learn how to respond to the test. Students should be encouraged to ask questions if there is something that they don't understand about any aspect of the test.

### READ ALOUD

Today you will complete a practice omnibus test.

If you have any questions, you cannot see what I describe on your screen, or you experience any technical issues during the test, such as your device not working or a question not loading, raise your hand and I will help you.

Go through the following steps with students, resolving any issues that may arise.

Ask students to:

1. open the NAP locked-down browser (students allocated a disability adjustment code of AST or COL, or their support person, should type the URL for the unsecured browser into the browser and select enter)
2. select 'Training'
3. complete audio check
4. select 'Start test'
5. type the session code exactly as it appears on the board into the boxes
6. select 'Next'
7. type their student code from their student session slip into the boxes that appear
8. select 'Next'
9. check that the name, year and the test domain match their student session slip, select 'Yes' and wait.

For any issues, please contact your NAPLAN coordinator as soon as possible.

### READ ALOUD

**Year 3:** There are 42 questions in this practice test, and you have 50 minutes to complete them.

**Year 5:** There are 45 questions in this practice test, and you have 50 minutes to complete them.

**Year 7 and 9:** There are 47 questions in this practice test, and you have 50 minutes to complete them.

**All Years:** At certain points in this practice test, you will see message screens. Some of these messages just remind you to check your answers and once you pass them you can still return to the questions to add or change your answers. Other message screens lock the questions in the section you have just finished, so you cannot go back and change your answers. There is one of these 'lock' screens at the end of the Spelling section of the practice test.

**Years 7 and 9:** You will also see a lock screen at the end of the non-calculator section of the Numeracy part of the practice test. Remember, once you go past a lock screen, you will not be able to go back to the questions in that section of the test.

**All Years:** There is a timer in the top left-hand corner of your screen. It will flash when you have 10 minutes left and again when you have 5 minutes left. I will also tell you.

After you 'Finish' your test, if there is still time left, you can select the 'Reopen test' button to go back into the test.

Once you have finished your test, wait quietly.

Begin the test session by selecting the 'Start session' button on the test administrator's dashboard.

## READ ALOUD

You may start the practice test now. You must do your own work. You are not allowed to talk to other students.<sup>2</sup>

Students who arrive late to the test room can join the test session after it has been started by entering a test session code and their student code. These students' names will show in the 'Waiting entry' tab of the test administrator's dashboard and you must manually admit them.

Open the 'Waiting entry' tab and select the box to the left of their names. Then select 'Allow start.' The platform will provide the student with the correct amount of time to complete the test.

Actively supervise students to make sure they are on task. For the reading questions, ensure that students are scrolling down where necessary to read the whole text. You should also monitor that students are answering questions in the correct way (for example, some items may require students to move tiles or select multiple responses).

Students who finish early should be encouraged to check their answers. When they have finished checking, they should sit and wait quietly. They may not engage in 'early finisher' activities, such as reading.

If a whole class has checked their responses and selected 'Finish' before the allocated time, you may use discretion in managing the test environment and finalising the test session.

### **After 45 minutes, READ ALOUD**

You have about 5 minutes left to finish the practice test. If you have already finished, use this time to check that you have answered all the questions.

Be mindful of students who may have been granted extra time due to a disability adjustment or a disruption. Alert these students when they have 5 minutes of test time remaining.

When your dashboard shows that the time has expired for all students:

## READ ALOUD

Thank you everyone. The practice test is now finished.

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<sup>2</sup> Note that these instructions apply to the NAPLAN online tests and are provided here as an opportunity for test administrator familiarisation. However, for the practice tests, students should be encouraged to ask questions as they familiarise themselves with the platform.



If you have already finished your test, you should have a message confirming that it has been finished.

If you ran out of time to finish your practice test, you will now have a screen asking you to select 'Finish.' Please select 'Finish.'

Walk around and check that all students have finished their tests.

### READ ALOUD

Leave your sheet of paper and student session slip on your desk to be collected.

You should now all close the test browser.

## 4.6 After the test

If **any** test attempt could **not be finished** because of a test disruption or a student left the session due to illness or injury, **you must not finish their test attempt or finalise the test session**. Notify your NAPLAN coordinator.

If a student logged in but refused to complete the test, you will 'finish' the test attempt on behalf of the student on the test administrator's dashboard.

If all test attempts have been finished, finalise the test session by selecting the 'Finalise session' button on the test administrator's dashboard.

At the end of the test session, check that all student browsers have been closed and collect:

- all student session slips
- any slips containing the unsecured browser URL
- all working-out or planning paper used by students.

You **must** notify the NAPLAN coordinator if there were any:

- absent students
- students who refused to login or logged in and did not attempt to complete the test
- students who abandoned the test due to illness (medical or social/emotional conditions) or injury
- test disruptions or incidents
- paused test attempts
- errors in the spelling of student names.

You **must** return the TA session slip, student session slips and any other test materials to the NAPLAN coordinator (including any paper used by students during the test).

Recharge school-supplied devices for the next test session, if necessary.

## APPENDIX 1 – DISABILITY ADJUSTMENT CODES

The following table shows the available disability adjustment codes (DACs), the online assessment platform adjustment, and the action required during the test session by test administrators.

The principal or NAPLAN coordinator is responsible for adding and updating DACs to students' tests and for the scheduling of tests.

DAC	Name	Platform adjustment	Action required by test administrator	Approval by TAA or school
SUP	NAPLAN support person	No platform adjustment Domains applicable: reading, conventions of language, numeracy	Test environment arrangements should ensure that these adjustments do not impact other students.	School
OSS	Oral sign / support	No platform adjustment		School
SCR	Scribe	No platform adjustment for student Domains applicable: writing only		TAA
RBK	Rest break	No platform adjustment	Pause student's test attempt when it is time for them to take a break. Once the student has returned from their rest break, resume the test attempt.	School
<b>Adjustments providing extra time</b>				
ETA	Extra Time – one minute for every 6 minutes of test time	Platform will automatically calculate and allocate extra time to the individual student's timer, if this DAC is allocated.	Ensure that the time allowed for the test session caters for the total test duration for students with extra time. The principal or NAPLAN coordinator is responsible for adding and updating the DAC for students and overall scheduling.	School
ETB	Extra Time – one minute for every 3 minutes of test time			
ETC	Extra Time – one minute for every 2 minutes of test time			
ETD	Extra Time – double total test time	Platform will automatically calculate and allocate extra time to the individual student's timer, if this DAC is allocated.	Ensure that the time allowed for the test session caters for the total test duration for students with extra time. The principal or NAPLAN coordinator is responsible for adding and updating the DAC for students and overall scheduling.	TAA
<b>Adjustments allowing secure browser to be disabled</b>				

DAC	Name	Platform adjustment	Action required by test administrator	Approval by TAA or school
AST	Assistive technology	Use browser which allows setting manipulation (customised pointing devices, keyboards, software access, etc.).	NAP locked-down browser cannot be used when this adjustment is applied.  Students not using a secure browser will require additional supervision to ensure they are not using prohibited functionality, such as external websites or calculators.	TAA
COL	Colour contrast modification	Use browser (TAA-supplied) which allows student to adjust colour, contrast or brightness settings on their device.  This includes setting screen to 'invert' in conjunction with BNW to create white text with black background.		
<b>Adjustments through offline testing</b>				
OFF	Braille, large print, black and white, electronic test format	No platform adjustment	Student will sit an alternative format (paper) version of the NAPLAN tests.	TAA
<b>Adjustments providing alternative items</b>				
AIA	Alternative items – audio	Platform will swap <i>audio items</i> for alternatives if alternative items are defined for this DAC.	None – the platform will automatically substitute affected items with appropriate alternative items.	School
AIV	Alternative items – visual	Platform will swap <i>visually detailed items</i> for alternatives if alternative items are defined for this DAC.		
<b>Adjustment providing alternative colour themes</b>				
BNW	Black text with white background (Use with COL and system settings to invert colours for white text with black background*)	Platform will use student's preferred colour scheme as defined for this DAC.	None – the platform will automatically substitute student's chosen colour theme.  *Follow student's usual process to set up screen inverting via device.	School
BNB	Black text with blue background			
BNL	Black text with lilac background			
BNG	Black text with green background			
BNY	Black text with yellow background			

