

NAPLAN QUICK REFERENCE GUIDE 2024

for NAPLAN COORDINATORS

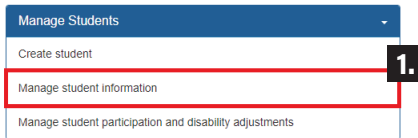
Contents

Action	Page
Edit a student	2
Create a new student	2
Add class group	3
Manage bulk participation status and disability adjustments	4
Create a test session login	5
Print test administrator and student session slips	5
Manage a test session	6
Postpone a student	6
Sanctioned abandonment	7
Update participation statuses	8
Troubleshooting tips	9

EDIT A STUDENT

Student details will be available in the online assessment platform from 4 March 2024.

1. Select *Manage student information*.
2. Select *Search* then filter as required.
3. Click on the pencil icon in the *Actions* column to edit.



Name	PSI	Date of Birth	School	Year Level	Class Group(s)	Actions
NAPLAN_Practice Y8student001 from Victoria Independent Training School 4 (90004)	TR23V0495501	01 Jan 2013	Victoria Independent Training School 4 (90004)	Year 5		
NAPLAN_Practice Y8student002 from Victoria Independent Training School 4 (90004)	TR23V0495502	01 Jan 2013	Victoria Independent Training School 4 (90004)	Year 5		
NAPLAN_Practice Y8student003 from Victoria Independent Training School 4 (90004)	TR23V0495503	01 Jan 2013	Victoria Independent Training School 4 (90004)	Year 5		
NAPLAN_Practice Y8student004 from Victoria Independent Training School 4 (90004)	TR23V0495504	01 Jan 2013	Victoria Independent Training School 4 (90004)	Year 5		

4. Edit as necessary, then select *Save student*.



CREATE A NEW STUDENT

1. Check student does not already exist.
2. Select *Create student*.
3. Enter student details.



New Student

You can use this page to create new students within the assessment platform when you have site registrations or existing students. The Platform Student Identifier (PSI) will be auto-generated when you save the student's record.

3.

Preferred name

Date of birth

Sex

Jurisdiction

School

Text level

Year Level

Class groups

4.

4. Select *Save student*.

ADD CLASS GROUP

1. Select *Manage student participation and disability adjustments*.
2. Select *Test level* or *Class group* then *Search*.
3. Check the box at the top of the *Class group(s)* column to select all students.
4. Or select each cell under *Class group(s)* separately in the space between the check box and *None* to select multiple students.

Student	Test Level	Class Group(s)	Class (s)	1. Omnibus practice	2. Writing practice – narrative	3. Writing practice – persuasive	Actions
NAPLAN_Practice Y5Student001 TR23V499301	5	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Practice Y5Student002 TR23V499302	5	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Practice Y5Student003 TR23V499303	5	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Practice Y5Student004 TR23V499304	5	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Practice Y5Student005 TR23V499305	5	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Practice Y5Student006 TR23V499306	5	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Practice Y5Student007 TR23V499307	5	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Practice Y5Student008 TR23V499308	5	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Practice Y5Student009 TR23V499309	5	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Select *Add class group memberships**.
6. Type names of the class group(s), select *Enter* on your keyboard then *Save*.

Add Class Group(s)
(# students)

Class Group(s)

*Select *Remove class group memberships* to remove class groups in bulk.

MANAGE BULK PARTICIPATION STATUS AND DISABILITY ADJUSTMENTS

1. Select *Manage student information and disability adjustments*.
2. Select *Test level* or *Class group* then *Search*.
3. Select the green *P* to select one at a time.
4. Or check the box at the top of the test domain to select the entire column.
5. Or select check box under *Selected* to select all test attempts for a student.
6. Select *Change selected attempts* in bottom right corner.
7. Change participation or add adjustments for selected students.
8. Select *Update attempts*.

The screenshot displays a table of student participation data with several numbered callouts (1-8) indicating key actions. The table has columns for Student, Test Level, Class Group(s), Selected (105), and three test domains: 1. Omnibus, 2. Writing practice - narrative, and 3. Writing practice - persuasive. Each cell in the table contains a 'P' (participation) or 'F' (failure) and a checkmark icon. A modal dialog titled 'Change selected attempts...' is open, showing a list of radio buttons for participation status: Exempt, Withdrawn, No longer enrolled, Absent, Refused, and Alternative Format. The dialog also includes a field for 'Attached disability adjustment codes' and buttons for 'Cancel' and 'Update 105 attempts'.

Student	Test Level	Class Group(s)	Selected (105)	1. Omnibus	2. Writing practice - narrative	3. Writing practice - persuasive	Admins
NAPLAN_Practice YStudent001 TR23V445391	5	None	<input type="checkbox"/>	P	P	P	✓
NAPLAN_Practice YStudent002 TR23V445392	5	None	<input checked="" type="checkbox"/>	P	P	P	✓
NAPLAN_Practice YStudent003 TR23V445393			<input type="checkbox"/>	P	P	P	✓
NAPLAN_Practice YStudent004 TR23V445394			<input type="checkbox"/>	P	P	P	✓
NAPLAN_Practice YStudent005 TR23V445395			<input type="checkbox"/>	P	P	P	✓
NAPLAN_Practice YStudent006 TR23V445396			<input type="checkbox"/>	P	P	P	✓
NAPLAN_Practice YStudent007 TR23V445397			<input type="checkbox"/>	P	P	P	✓
NAPLAN_Practice YStudent008 TR23V445398			<input type="checkbox"/>	P	P	P	✓
NAPLAN_Practice YStudent009 TR23V445399			<input type="checkbox"/>	P	P	P	✓
NAPLAN_Practice YStudent010 TR23V445400			<input type="checkbox"/>	P	P	P	✓

1. Manage student information and disability adjustments (top right)

2. Search (top right)

3. Select the green P (table cell)

4. Check box at the top of the test domain (table header)

5. Check box under Selected (table header)

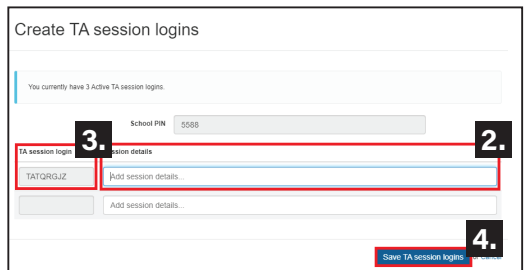
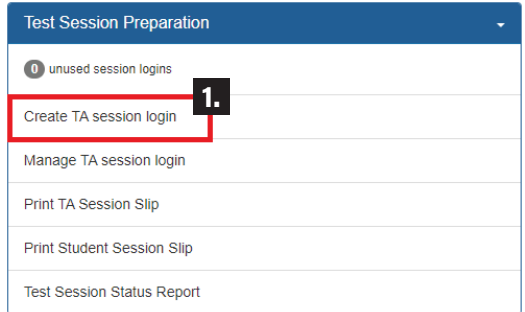
6. Change selected attempts... (bottom right)

7. Participation status is: Exempt, Withdrawn, No longer enrolled, Absent, Refused, Alternative Format (modal dialog)

8. Update 105 attempts (modal dialog)

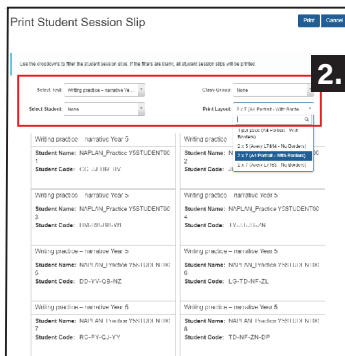
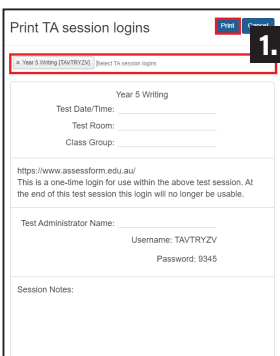
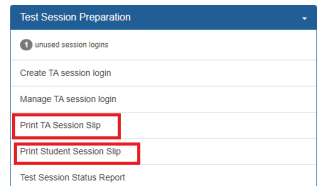
CREATE A TEST SESSION LOGIN

1. Select *Create TA session login*.
2. Select *Session details* field and add test details (optional).
3. The TA session login will automatically generate once *Session details* is selected.
4. Select *Save TA session logins*.



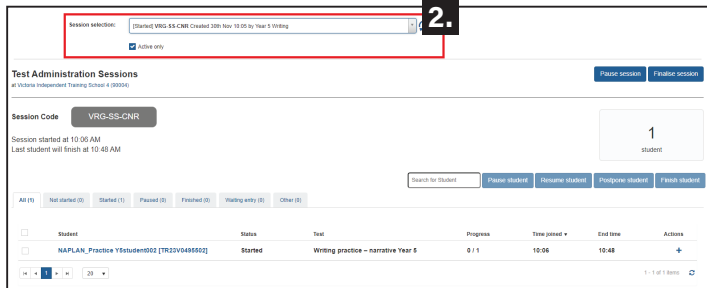
PRINT TEST ADMINISTRATOR AND STUDENT SESSION SLIPS

1. Select *Print TA session slip*, select slips from the drop-down then *Print*.
2. Select *Print student session slip*, filter options then *Print*.



MANAGE A TEST SESSION

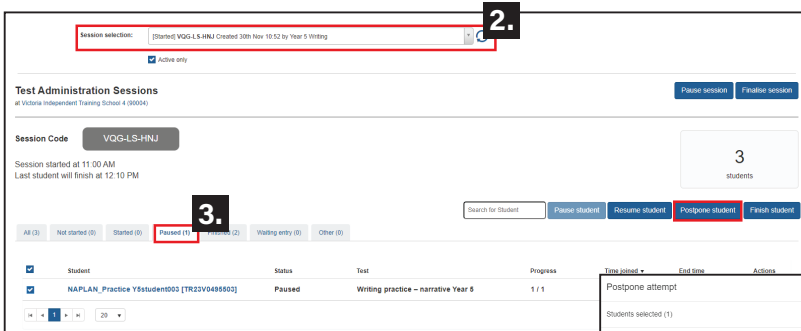
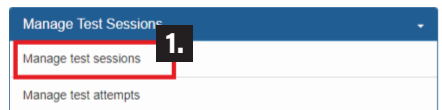
1. Select *Manage test sessions*.
2. Select the test session you wish to view from the drop-down options.



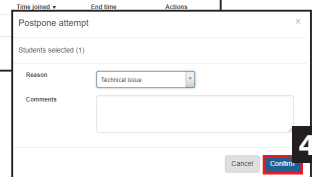
NAPLAN coordinators can perform all the same functions as the test administrator, but they cannot start a test session from this dashboard. They will need to log in to the test session using the details on the TA session slip.

POSTPONE A STUDENT

1. Select *Manage test sessions*.
2. Select the test session from the drop-down options.
3. Select *Paused* tab, tick the box next to the student's name then *Postpone student*.



4. Select reason from the drop-down options, enter details then *Confirm*.

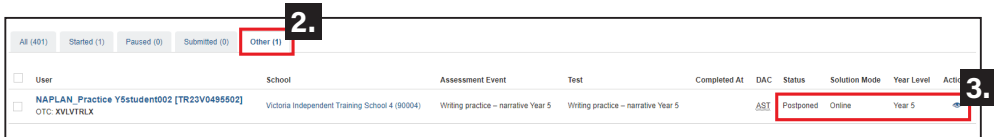


SANCTIONED ABANDONMENT

Before students can be indicated as Abandoned (sanctioned), they need to be postponed from their test, see POSTPONE A STUDENT on page 6.

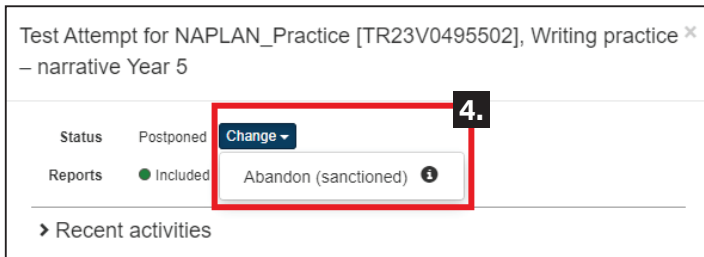
VCAA approval is required before completing the following action.

1. Select *Manage test attempts*.
2. Select *Other* status tab.



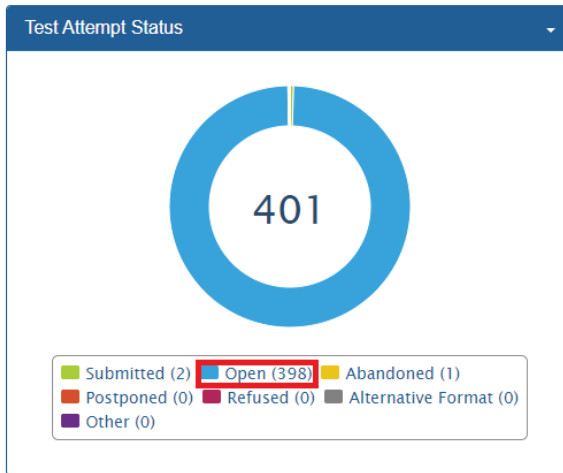
A screenshot of a table with columns: All (401), Started (1), Paused (0), Submitted (0), Other (1), User, School, Assessment Event, Test, Completed At, DAC, Status, Solution Mode, Year Level, and Actions. The 'Other (1)' tab is selected and highlighted with a red box and a '2.' callout. The table contains one row for 'NAPLAN_Practice Y5student002 [TR23V0495502]' with status 'Postponed' and 'Year 5' highlighted with a red box and a '3.' callout. An eye icon in the 'Actions' column is also highlighted with a red box and a '3.' callout.

3. Select the eye icon in the *Actions* column.
4. Change the status from *Postponed* to *Abandon (sanctioned)*.



UPDATE PARTICIPATION STATUSES

The centre tile of the *Delivering dashboard* indicates any *Open* test attempts.



Until this states that there are zero *Open* test attempts, you will not be able to complete the checklist and move through to the Results dashboard.

When testing has been completed, all *Open* attempts must be updated.

If students did not sit the test, their participation status must be updated to Absent, Withdrawn, Exempt or No longer enrolled.

To change the participation status for multiple students, see **MANAGE BULK PARTICIPATION STATUS AND DISABILITY ADJUSTMENTS** on page 4.

TROUBLESHOOTING TIPS

Issue

Action

Password reset/
Registration link invalid

Select NAPLAN 2024 > Select *Forgot your password* > Enter Username (usually email address) > You will receive an email with a new link > Follow link to reset your password.
Note: You will need your school PIN and grid card.

Inviting NAPLAN
coordinator(s)

Principal logs in and selects *Invite NAPLAN coordinators* > Enter email address(es) > *Select Send invitations*

Checking NAPLAN
coordinator's assigned
NAP secure login card
(grid card)

Principal logs in and selects *Manage NAPLAN coordinator* > Select user's name > Select Actions > Select *Assign NAP secure login card* > The number displayed is assigned to the user. Selecting a new number from the drop-down will assign a new card.

Duplicate students

If a student is appearing twice on the online assessment platform, send an email to: vcaa.naplan.help@education.vic.gov.au

Catch-up sessions

Sessions may contain multiple students from different year levels, completing different tests. The NAPLAN coordinator must ensure the student has the correct student code for the test they are due to sit.

TROUBLESHOOTING TIPS

Issue

Change of principal

Action

Send an email to

vcaa.naplan.help@education.vic.gov.au

with details of the new principal.

All requests must come from the principal.

Non pre-enrolled Year 3 students for writing test

The default status for all pre-enrolled Year 3 writing test attempts is (AF).

If you add a new student to the platform, you must change the participation status from (P) to (AF).

WHEN TO CONTACT THE VCAA NAPLAN HELPDESK

- If you have any questions or concerns about NAPLAN.
- In case of any major ongoing technical disruption.
- To seek approval for the use of the NAPLAN security period.
- To seek approval for sanctioned abandonment.

VCAA NAPLAN helpdesk

Phone: 1800 648 637

Email: vcaa.naplan.help@education.vic.gov.au

