



2024 NAPLAN

Years 3 & 5 NAPLAN Test Administration Handbook for Teachers

VCAA NAPLAN Helpdesk

A helpdesk service operates to assist principals and NAPLAN coordinators with queries about NAPLAN Online. For queries and/or assistance contact the Victorian Curriculum and Assessment Authority (VCAA) on:

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DATES FOR NAPLAN ONLINE 2024 TESTS

13 to 25 March Writing, Reading, Conventions of Language and Numeracy

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INTRODUCTION

Thank you for administering the National Assessment Program – Literacy and Numeracy (NAPLAN).

Year 3 students sit the NAPLAN writing test as a paper-based test and all other tests on the online national assessment platform (the platform). Year 5 students sit all tests on the platform.

This handbook focuses on the procedures for administering the NAPLAN tests, including the Year 3 paper writing test. It is important that you are familiar with the procedures in this handbook and that you read the relevant script to students when administering tests. The scripts contain important information for students and ensure national consistency in test administration (see page 4 for further information).

To administer the online NAPLAN tests, you will 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.

You will find detailed instructions on using the online national assessment platform and test administrator’s dashboard in resources available at www.assessform.edu.au.

Your role in the administration of the tests is critical. Standardised administration of the tests contributes significantly to the fairness and reliability of the assessment tasks. It is important that these administration instructions are followed carefully and that a positive and calm atmosphere is maintained throughout the test sessions.

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

PREPARING FOR THE TESTS

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 device (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 (see *Appendix 2* – if required)
- 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 (not applicable for the Year 3 paper writing test)
- 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 or NAPLAN support person
- ensure you are aware of and able to manage any disability adjustments provided to the students in your session.

On test days

Online tests

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

- a device for your own use in administering 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 device

- contact details for your school’s technical support officer, your NAPLAN coordinator and the VCAA NAPLAN helpdesk
- this NAPLAN test administration handbook and a Quick Reference Guide for Test Administrators.
- 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.

Year 3 paper writing test

On the morning of the Year 3 paper writing test, ensure you have all materials required for the test session, including a printed list of students allocated to the test session and details of disability adjustments, if any, allocated. Check you have the required number of stimulus sheets and test books and all the necessary equipment, and that you understand all procedures.

Detailed information for Recording Test Participation Year 3 Writing Test only, can be found on page 19.

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 and the Year 3 paper writing test) allow or 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.

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 (not applicable for the Year 3 paper writing test).

Time allowed for each test

The duration of each test is provided below.

	Writing	Reading	Conventions of language	Numeracy
Year 3	40 min (paper)	45 min	45 min	45 min
Year 5	42 min	50 min	45 min	50 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, for the online tests, 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.

Adjustments for students with disability

Students with disability may be granted adjustments such as extra time, rest breaks and/or alternative test items. 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 don't 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.

Year 3 paper writing test

All Year 3 students participating in the NAPLAN writing test must handwrite their response to the writing prompt within a 3-page booklet, unless they have a disability or temporary injury that prevents them from handwriting. Please refer to the *NAPLAN handbook for principals and NAPLAN coordinators* for more information.

A scribe for the writing test is not permitted where a student has a temporary injury and will NOT be approved by the TAA.

Assisting students

Professional and ethical behaviour in accordance with the *NAPLAN national protocols for test administration* is expected in all aspects of each test's administration. Any additional support given to a student that advantages them in any way is considered cheating.

Your NAPLAN coordinator will be able to provide you with a copy of the *NAPLAN national protocols for test administration*. You can also download a copy from the NAP website:

<https://www.nap.edu.au/naplan/school-support/national-protocols-for-test-administration>

During **all** tests, you **MAY**:

- ✓ read and clarify general instructions
- ✓ remind students of the way to respond to particular item types (e.g. that they need to select an answer, type an answer or place tiles into the correct order)
- ✓ remind students how to change their answer, if necessary
- ✓ remind students how to navigate through the platform (without navigating for them)
- ✓ remind students how to access different aspects of the platform (e.g. ruler, timer, magnification, audio player)
- ✓ advise students to leave a question they are unsure about and to move on to the next question
- ✓ remind students how to flag a question they may want to return to
- ✓ where there are no locked sections of the test, advise students to return to any unanswered questions if there is time at the end of the test (including reminding them how to see which questions were flagged and how to navigate back to them)
- ✓ where the test is locked between sections (conventions of language test), advise students to return to any unanswered questions before moving on. Once they move forward, they cannot go back to the previous section
- ✓ provide general encouragement to continue.

During **all** tests, you **MUST NOT**:

- ✗ take photos of students, test questions or any other test material, unless directed by the TAA
- ✗ give hints or examples
- ✗ explain, paraphrase or interpret questions, including translating questions into another language or dialect
- ✗ indicate to students whether answers are correct or incorrect
- ✗ remind students about related work completed in class
- ✗ provide extra time (unless provided as a disability adjustment or because of a documented disruption during the test session)
- ✗ navigate through the platform for the student or in any way manipulate the mouse, keyboard or screen on behalf of the student.

	You MAY:	You MUST NOT:
Writing	<ul style="list-style-type: none"> ✓ remind students how to use the audio player (not applicable for the Year 3 paper writing test) 	<ul style="list-style-type: none"> ✗ discuss the writing task ✗ provide any content information, whether orally or in writing ✗ provide advice to students regarding the text structure or writing prompt ✗ write for a Year 3 student (note: a scribe can write for a student where the use of a scribe has been approved by the TAA) ✗ type for a student in Year 5 (note: a scribe can type for a student where the use of a scribe has been approved by the TAA)
Reading		<ul style="list-style-type: none"> ✗ read anything from the reading texts ✗ read any test questions

Conventions of language	<ul style="list-style-type: none"> ✓ remind students how to use the audio player (spelling test only) ✓ advise students to check answers in the spelling test before they move to the grammar and punctuation section as they cannot go back. 	<ul style="list-style-type: none"> ✗ read or sound out the spelling questions to the students ✗ read any test questions ✗ write any spelling words for students, on the board or elsewhere.
Numeracy	<ul style="list-style-type: none"> ✓ remind students to use the audio player if they need help with reading the questions ✓ read any words, numbers or symbols that are embedded within text – see examples below 	<ul style="list-style-type: none"> ✗ read numbers or symbols unless they are embedded within text – see examples below ✗ explain the meaning of any symbols, numbers or mathematical terms ✗ interpret any graphs or diagrams.

The literacy demands of the numeracy test should not exclude a student from accessing the test. You should encourage students to access the audio player for the numeracy test if their literacy standard is a barrier to access. The following examples in the numeracy test show what **may** and **may not** be read aloud to students:

Example 1	<p>The numbers and symbols in this question must not be read aloud as they are not embedded within text.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>What number will make this number sentence true?</p> $4.52 + 3.68 = \square + 3.70$ </div>
Example 2	<p>The numbers 100 and 2 in this question may be read aloud as they are embedded within the text. The numbers 50, 55, 70 and 220 must not be read aloud as they are not embedded within text.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Edward travelled 100 kilometres in 2 hours. What was his average speed in kilometres per hour?</p> <p> <input type="radio"/> 50 <input type="radio"/> 55 <input type="radio"/> 70 <input type="radio"/> 220 </p> </div>
Example 3	<p>The number 39 889 in the question and the numbers 10, 100, 1000 and 10 000 in the options may be read aloud as they are embedded within text.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>The number 39 889 can be rounded in different ways. Which ways of rounding give the same answer?</p> <p> <input type="radio"/> Rounding to the nearest 10 and nearest 100. <input type="radio"/> Rounding to the nearest 10 and nearest 1000. <input type="radio"/> Rounding to the nearest 100 and nearest 1000. <input type="radio"/> Rounding to the nearest 1000 and nearest 10 000. </p> </div>

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. No other instructions or assistance are to be given to students, except that permitted on page 5 of this handbook.

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

READ ALOUD

Today you will complete the writing 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.

USING THE PLATFORM DURING THE TESTS

Administering the test

The information below provides an overview of how to login to the platform and commence and finalise a test session.

The *Quick Reference Guide for Test Administrators* provides more detailed information on platform functions that may be required during a test session.

Each test administration script includes a list of materials. However, at a minimum you will require the following for each test:

- Test administration session slip (TA session slip) – this contains the username and password for you to login to the platform to manage the test session. This should be provided to you by your principal or NAPLAN coordinator.
- An internet enabled device – so you can login to the platform to manage the test session.
- Student session slip – this contains the student code for each student in your test session. Please note the student code is unique for each student and each test. This should be provided to you by your principal or NAPLAN coordinator.

Prior to the test:

- Distribute the student session slip to individual students in your test session.
- Ask all students to open the LDB application on their devices.
- You can now proceed to create a new test session.

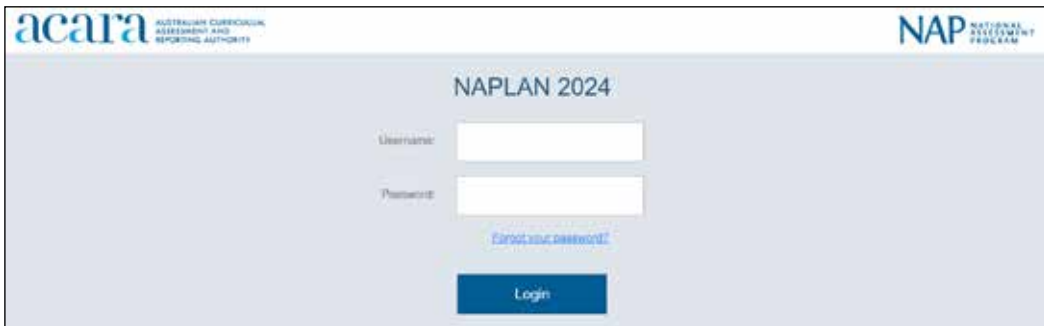
Beginning a test:

How to start a test

1. Go to <https://www.assessform.edu.au/>, and click on the 'NAPLAN 2024' login icon.



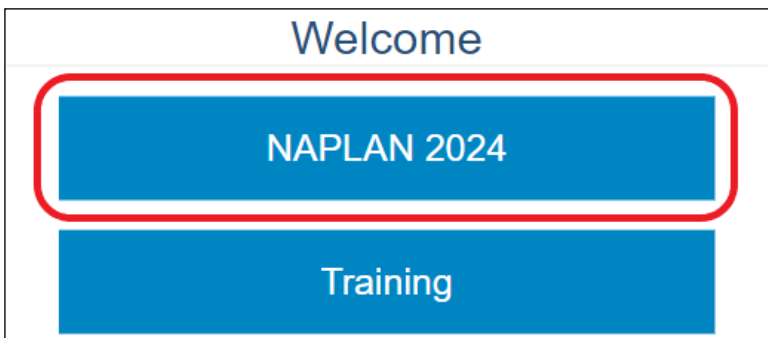
2. Log in to the platform using the username and password provided to you on the TA session slip



3. Click on the "Create New Test Session" button to continue.



4. Students need to click on 'NAPLAN 2024' on their LDB.



- Once they have completed the audio check, it will bring them to the screen where they need to enter the test session code.

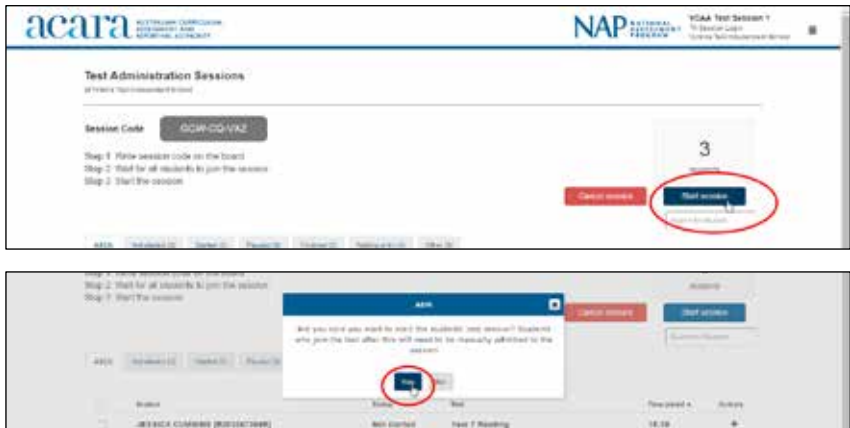
Give the session code on the top left of your test administration screen to the students. Once students have entered the session code, they can enter the student code on the student session slip you provided them with into the LDB.

- As students are logging in, they will appear at the bottom of the screen. The number of students in your test session will also be updated on the right side of the screen. After students have successfully logged in, they will see a waiting screen.

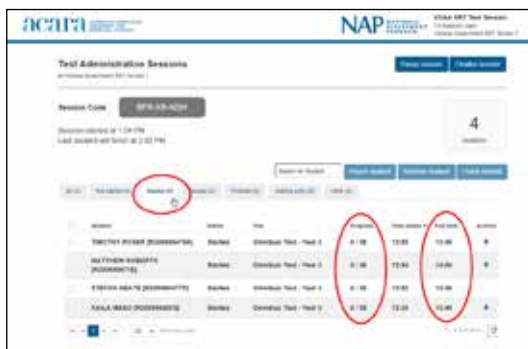
Student	Head	Test	Progress	Start Time	Action
TWITTY ACER (2020000178)	Not started	Oralbook Test - Year 2		10:59	
MATTHEW ROBERTS (2020000178)	Not started	Oralbook Test - Year 2		10:59	
STEFAN WEADE (2020000177)	Not started	Oralbook Test - Year 2		10:59	
KALLA WEADE (2020000178)	Not started	Oralbook Test - Year 2		10:59	

Once all students have logged in, select the "Start session" button on the right side of the screen under the total number of students. Then select "Yes" when prompted.

7. This will now start the test for the students. If there are any students who arrive late to class, refer to the *NAPLAN Quick Reference Guide for Test Administrators* for instructions on how to start their tests.



8. As the test loads on each individual student's device, the student will appear under the "Started" tab. You can see the progress of the student in the 'Progress' column. You can also see the finish time for their tests in the "End Time" column.



When you see a student with a "+" icon under the Actions column, this means a disability adjustment code has been entered against that student.

9. If you click on the "+" icon, it will show you the details of what disability adjustment type the student has been granted.




Most of the disability adjustment codes are automated by the system (e.g. extra time), so you will not need to take any further action. However, a preapproved rest break will require manual intervention. You will be required to “pause” the test for the student so they can have a rest break. For detailed instructions on how to “pause” and “resume” a student test, refer to the *NAPLAN Quick Reference Guide for Test Administrators*.


Monitoring the test session


During the test session the TA must actively supervise students, encourage participation and monitor the TA dashboard. These simple checks should be regularly performed on the dashboard:


10. Check the number of students in the Not started, Paused, Finished and waiting entry tabs. If numbers are not as expected, follow up as necessary.

11. Scan the Actions columns for icons.

 A lock icon indicates an attempt to re-enter the test. This may be caused if a student needs to exit the test and re-enter for a device change or re-boot. Determine the cause, select the lock icon and Accept or Reject re-entry.

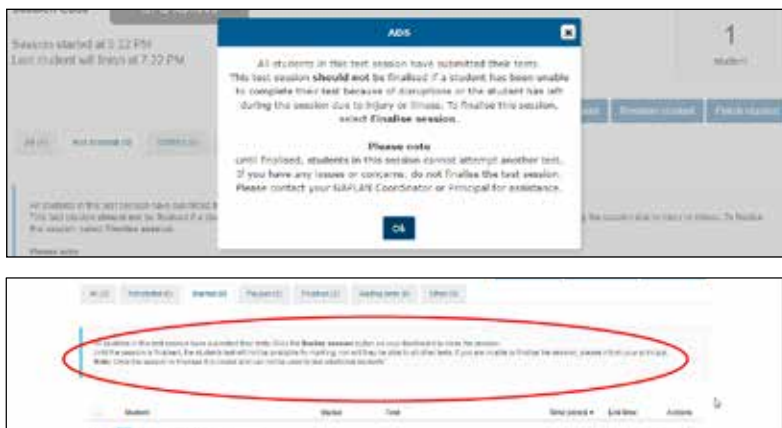
 A warning icon indicates possible connectivity problems. A red triangle indicates an active issue that may need attention.

 A grey icon indicates an inactive issue that no longer requires attention. Monitor the student and resolve the matter if necessary. In most cases, the system will have reconnected without incident. Select the icon for details of the disruption.

 A plus sign indicates a disability adjustment. Select the icon for details. Most adjustments are automatically managed within the online assessment platform. Only Rest break requires actions (Pause student, Resume) by the TA.

Finalising a test session

12. Once all the students have submitted their tests, you will see either of these warning messages to remind you to finalise the test session.



13. The students won't be allowed to sit another test until this session is finalised. To finalise your test session, select the "Finalise session" button on the top right of the screen.



14. When prompted, select "Yes" to continue.



15. When prompted, enter details for the test session or leave this section blank. Select the "Confirm" button to finalise the test session.



16. Once the test session is finalised, you will be logged out of the page automatically and the "Test Session has been closed" message will appear on the screen.



If there are paused students who couldn't resume the test, or if there are any incidents during the test that prevent you from finalising the test session, you need to notify the principal or the NAPLAN coordinator. They will be able to postpone any students who remain paused and finalise the test session.

Recording test participation

At the end of the test session, you must notify the NAPLAN coordinator if:

- there were errors in the spelling of student names
- a student was absent (the NAPLAN coordinator will arrange a catch-up test session if appropriate)
- a student abandoned the test due to illness or injury (the NAPLAN coordinator may need to update the student's participation status)
- a student refused to login (the NAPLAN coordinator will update the student's participation status)
- a student logged in but refused to complete the test (you will submit the test on behalf of the student – the NAPLAN coordinator is notified for information purposes only)
- there were test disruptions or incidents (you will pause the student's test attempt if the system does not do so automatically, and resume if necessary. The NAPLAN coordinator will postpone the student test if it was not possible to resume in the session).

Other test administration system functions

Once a test session has started, a number of functions become active on the test administration session dashboard.

Functions that can be applied by you to individual students or groups of students are:

- 'Pause'
- 'Resume'
- 'Submit'
- 'Reopen'

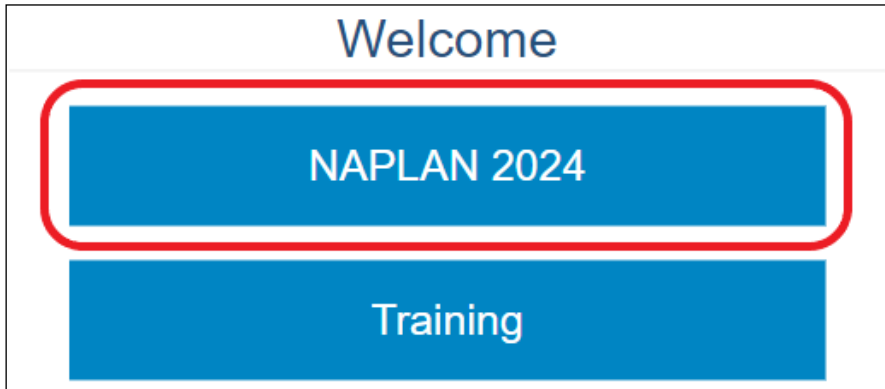
Functions that can be applied by you to the whole test session are:

- 'Pause session'
- 'Resume session'
- 'Finalise session'

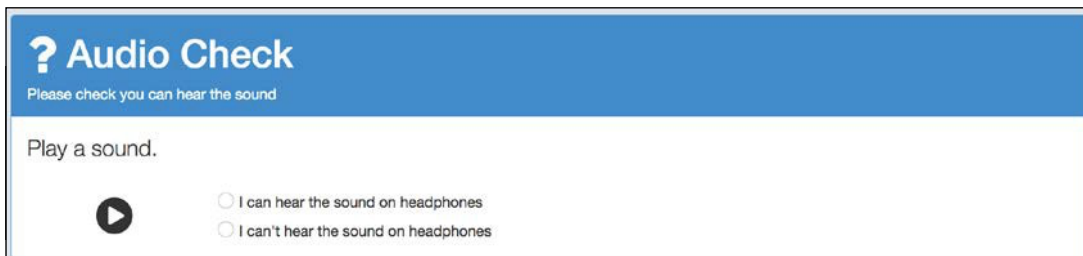
Session functions affect all students who have joined the test session. See the *Quick Reference Guide for Test Administrators* for details on how to use these functions.

Sitting the test – student view

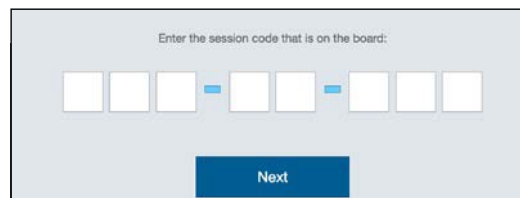
After a student opens the LDB, click on 'NAPLAN 2024'. (For training, click on 'Training').



Students will be taken to an audio check page.



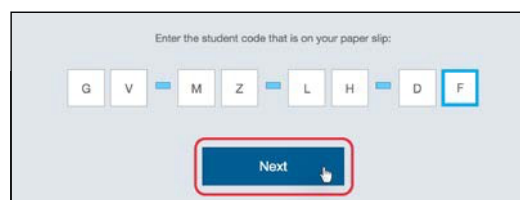
Follow the test administration script in the *NAPLAN Test administration handbook for teachers* to proceed to the login screen.



Students will first need to enter the TA session code provided by the test administrator.

The student should then click 'Next'. The student will now be under the test administrators supervision for the test session.

Students enter their student code – located on their student session slip – and click 'Next'. This determines the test that will be delivered to the student.



The student will be asked to confirm their name.



If the student clicks 'No', they will be logged out of the platform. The test administrator will need to check that the student has the correct student session slip and ask the student to restart the login process as outlined above.

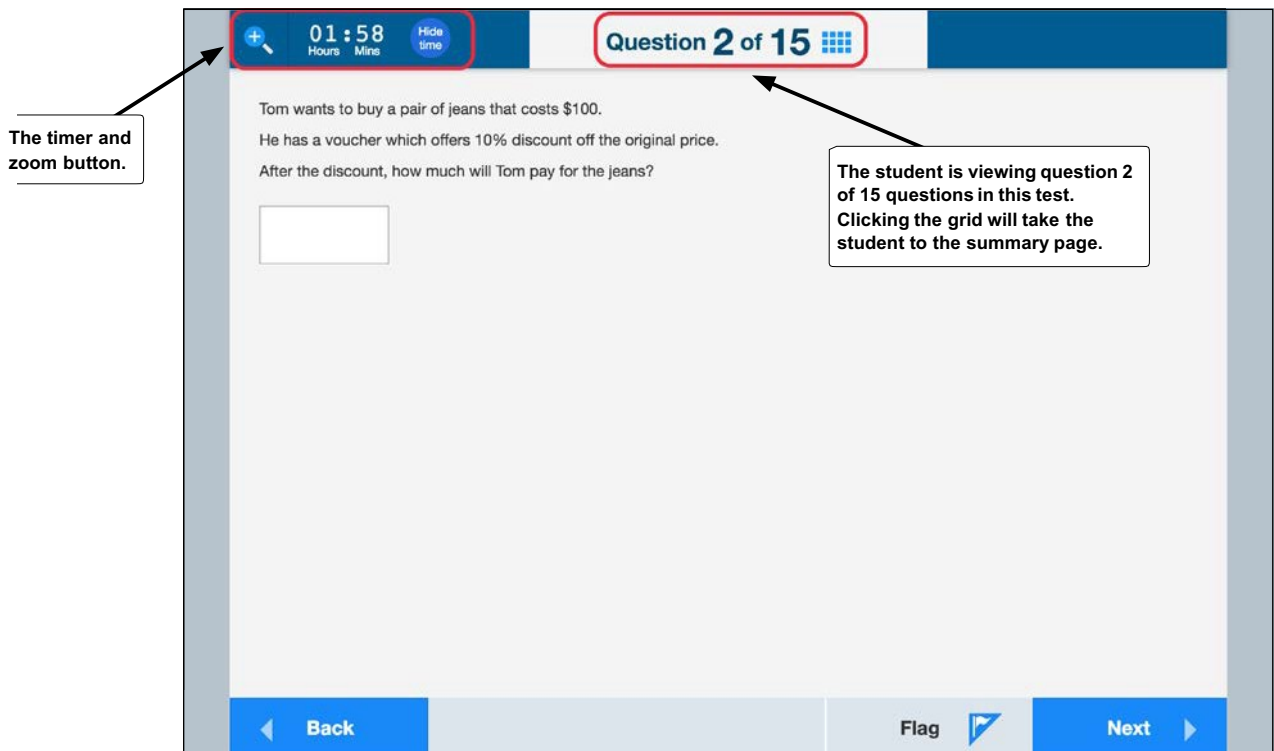
When the student clicks 'Yes', they will see the waiting screen displaying the test session and their name. They will remain on this waiting screen until the test administrator starts the test session.



Once the test administrator clicks on 'Start session' on the test administration session dashboard, the student will be taken to the first question within the test.

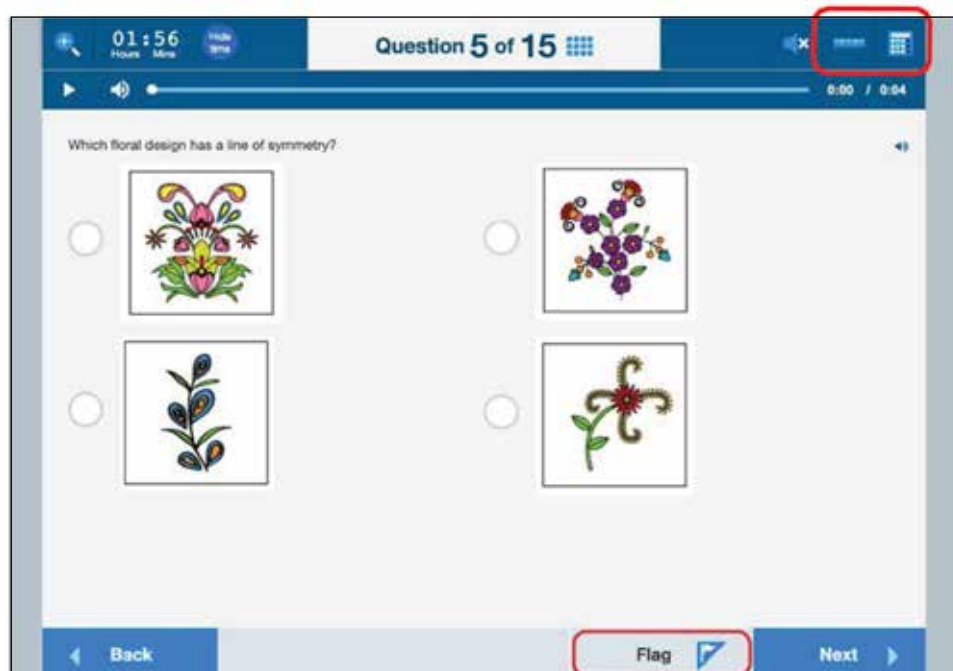
Note: there may be a delay of up to 30 seconds while the questions load.

Once the test has started, the student will see the timer and the zoom button on the top left corner of the screen. The total number of test questions in the session and which question they are currently answering is displayed at the top middle of the screen.

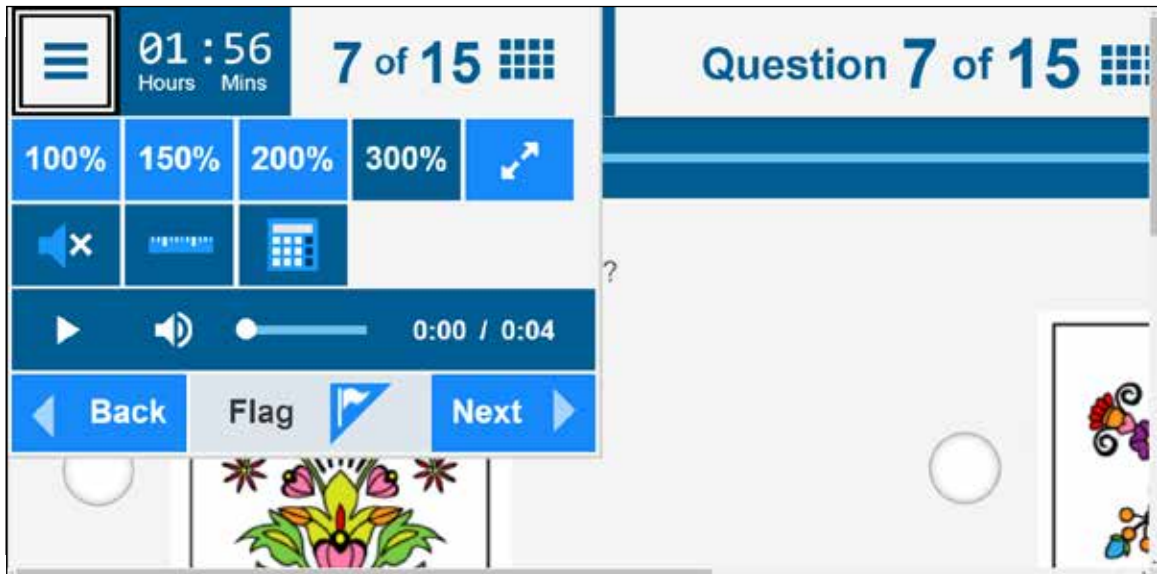


Where a question requires the use of a ruler, protractor or a calculator, the button for the corresponding tools will appear on the top right of the screen.

Students can also flag a question by clicking the 'Flag' button on the bottom right of the screen, if there are any questions that they want to revisit before submitting the test.



If a student has zoomed into the page, there will be a hamburger menu button on the top left of the screen. When a student selects the hamburger menu, it will expand and show all available buttons and tools.



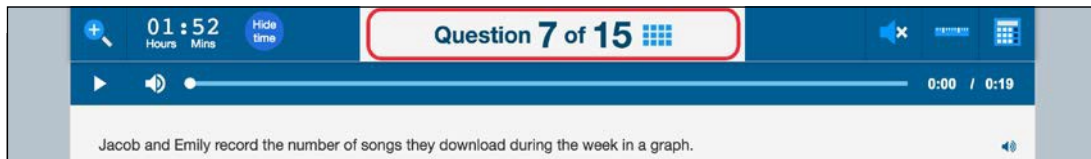
Once students have completed all test questions, a summary page will display before they submit their test. The summary page will show students:

- how many questions they have answered
- how many questions they have seen but not answered
- any questions they have flagged that they might want to revisit.

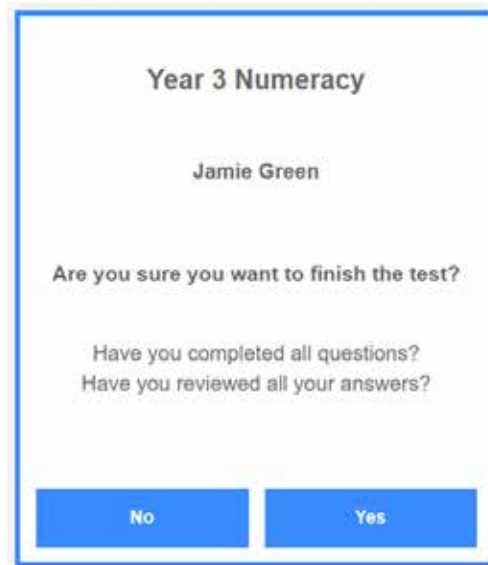
Students can click on any of the question numbers to go back to that question.



If a student decides to revisit any questions, they can click the question number at the top to return to the summary page.



On completion of the test, students must click 'Finish.' The system will prompt the student to confirm the submission by clicking 'Yes.'



RECORDING TEST PARTICIPATION: YEAR 3 WRITING TEST ONLY

Types of test books

Personalised test books

The information printed on the front cover of the writing test books should be accurate, as the details used in the printing of the books have been drawn from school enrolment data. If on the day of the test it is found that information printed on the front cover of the writing test book is incorrect, the test administrator should ensure that incorrect details are crossed out and that correct details are clearly indicated.

A student should not complete the test in another book if a personalised book exists for that student.

Under no circumstances should a student complete the test using another student's personalised test book.

Non-personalised test books

Non-personalised writing test books with school details only printed on the front cover are to cater for visiting students and students who have enrolled at the school after the close of the pre-enrolment process. The following information for these students should be recorded by the test administrator on the front cover of the writing test book:

- student's first name and last name in block letters
- student's date of birth
- home groups
- home school (for visiting students).

All personalised or non-personalised writing test books, used and unused, must be returned to the VCAA.

Correcting errors on personalised test book covers

At the beginning of the test session students will be asked to check that they have the test book that has their details printed on it and to check the accuracy of the details. These details have been printed from enrolment data provided by your school.

If there is an error in the printed details on the personalised test book, rule a single line through the incorrect information and print the correct details neatly.



If there are any doubts about the accuracy of a student's details, do not make any changes.

Please note: Only information that is factually incorrect should be updated. For instance, a student's first name should not be changed to a nick name or preferred name (e.g., Christopher should not be changed to Chris).

Recording test participation

You **MUST** shade ONE of the bubbles on the front of the cover of the student's test book to indicate their test participation.

Please shade these bubbles at the end of each test session.

If a student was present, shade the 'Present' bubble.

If a student was absent, shade the 'Absent' bubble. But if the student subsequently completes the test in a 'catch-up' session, ensure that the shaded 'Absent' bubble is erased and shade the 'Catch-up' bubble. If a student has left the school, shade the 'Left School' bubble.

It is important that bubbles are shaded accurately and information relating to student absence is completed correctly.

An example of the participation bubbles on the front cover of the personalised Year 3 writing test book is below:

FOR TEACHER ONLY:

1. Please indicate student attendance on test day (shade one only)

Present Catch-up Left School Absent Exempt Withdrawn

2. Please indicate if this student was given disability adjustments to complete this test

Separate Supervision Rest Breaks Assistive Technology Other (specify below)

Extra Time Scribe Paper Attachment

In the example above, the student was present for the test and was given a rest break.

TEST ADMINISTRATION: YEAR 3 PAPER WRITING TEST

Overview

This is an assessment of a student's ability to plan and write a text independently. No assistance from the test administrator or teacher is allowed.

Test administrators should receive any information related to disability adjustments, including scribe rules, from the NAPLAN coordinator. For further information, refer to the *NAPLAN national protocols for test administration*.

If you have a student with a temporary hand or arm injury, please refer to *NAPLAN national protocols for test administration*.

Guidelines for students with a disability or temporary injury using a computer or other device to complete the Year 3 paper writing test is on page 48, *Appendix 3*.

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.

Materials required

Prior to the test, make sure each student has:	The test administrator must have:
<ul style="list-style-type: none"> ✓ a Year 3 writing test book ✓ the coloured, single page YEAR 3 AND YEAR 5 writing stimulus page ✓ a blank sheet of paper for planning ✓ 2B or HB pencils or a blue or black pen ✓ an eraser ✓ a sharpener. 	<ul style="list-style-type: none"> ✓ extra blank paper ✓ spare 2B/HB pencils or black/blue pens, erasers, sharpeners ✓ a watch or clock for timing the test ✓ a board to display the time sequence ✓ a class list.

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

Before the test

On the morning of the test:

- Arrange the room so that students cannot see each other's work.
- Cover, reverse or remove any word lists, posters, displays or reading materials that may unfairly advantage the students.
- Write a time sequence with start and finish times including 10-minute intervals on the board.
- Check that there is a personalised Year 3 writing test book and a Year 3 writing stimulus for each student.
- Allocate a non-personalised writing test book to any student who does not have a personalised test book. Complete the student's details using a 2B or HB pencil or a black or blue pen.
- Check that you have the package that contains the Year 3 test materials. Each writing stimulus page will have YEAR 3 AND YEAR 5 clearly marked in white font on the black banner in the top left-hand corner. Distribute the writing stimulus page and a blank sheet of paper to each student.
- Ensure you are aware of any disability adjustments provided to the students in your session and how to manage them.

Script for administering the paper writing test

READ ALOUD

Today you will complete the writing test. Check that you have:

- your Year 3 writing test book
- the writing stimulus page
- a blank sheet of paper on your desk that can be used as a planning page.

On your writing stimulus page, look at the black banner in the top left-hand corner. Put your finger on the words that say YEAR 3 AND YEAR 5. Raise your hand if you cannot find these words.

Now check that you have a 2B or HB pencil or a blue or black pen, a sharpener and an eraser on your desk. Do not open your test book until I tell you.

Allow students time to check they have the appropriate materials.

Check that all students have the correct test book. Under no circumstances should a student complete the test using another student's personalised test book.

READ ALOUD

During the test you must follow the instructions on the front of the test book.

I will read them to you now.

1. You must do your own work and follow all directions given to you by the teacher.
2. Do not speak to other students. Raise your hand if you need to speak to the teacher.
3. Use a 2B or HB pencil, blue or black pen. Do NOT use a red pen.
4. To confirm you have the correct test book, print your name in the boxes below when instructed.

Now print your first name and last name in the boxes provided. Use all capital letters.

Show students where to write their names and allow them time to do so.

READ ALOUD

Put your pencil or pen down now and listen carefully while we look at the writing stimulus page.

Hold up a copy of the YEAR 3 AND YEAR 5 writing stimulus page for students to see.

READ ALOUD

You need to write about the topic or idea on the stimulus page.

The stimulus page also tells you what kind of text to write.

I will read the page for you. Follow the words while I read it to you.

Point to the information you are going to read. Read **everything** on the YEAR 3 AND YEAR 5 writing stimulus page, from top to bottom, to the students.

You must only read the words on the stimulus page.

DO NOT:

- ✗ brainstorm with students
- ✗ allow students to discuss the topic or idea
- ✗ 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 stimulus page
- ✗ write anything on the board other than the time sequence
- ✗ plan for the students.

When you have finished reading the stimulus page:

READ ALOUD

In this test, you will have 40 minutes to complete your writing. You can use 5 minutes to plan your work, 30 minutes to write and then the last 5 minutes to edit your work. Or you can use the time in the way that suits you best.

Show students the blank sheet of paper.

READ ALOUD

You can use your blank sheet of paper as a planning page to draw a diagram or write down your main ideas. 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.

Use the dot points on the writing stimulus page to help you.

Remember, the stimulus page 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 page.

The planning page will not be marked, but it will be collected.

Open your writing test book to page 2. This is where you start your writing. You have 3 pages to write on, but you do not have to use them all. You cannot be given any extra pages to write on.

You have 40 minutes to write on the topic. I will tell you when the 5 minutes of suggested planning time has ended, when you have 10 minutes left to finish your test, and then when you have 5 minutes left to edit your work.

You may start writing now.

After 5 minutes, READ ALOUD

5 minutes have now passed. If you haven't already done so, you should move on from planning to writing your text in the test booklet.

Actively supervise the students to make sure that they have begun writing.

Check that they have started on page 2 of the test book. Quietly speak to those students who are not working. Refer them to the stimulus page for ideas, but **do not help them with their ideas or their text.**

Do not provide extra paper or an extra writing book to students as these will not be marked. Only the 3 pages of writing in the test book will be marked.

Make sure that students are writing with an appropriate pencil or pen. Students must not use correction fluid/tape, felt pens or coloured pencils as these will affect the scanning of the test books.

Mark off the time intervals on the board.

If students finish early, suggest they re-read and edit their writing and then close their test books, leave them on their desks, and sit quietly. They may not engage in 'early finisher' activities, such as reading. **DO NOT** collect the test books until the end of the test time, or until all students have completed the tests.

After 30 minutes, READ ALOUD

You have 10 minutes of test time left. Try to spend the next 5 minutes finishing your writing so that you have 5 minutes for editing. If you have already finished writing, use this time to start checking your work.

After 35 minutes, READ ALOUD

You have 5 minutes left. You can use this time 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 don't 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, close your test books and wait quietly.

Actively supervise students to make sure they are editing and completing their text. Students may use the editing time to complete their writing; however, if they choose to do this, they must not be given any additional time for editing.

After 40 minutes, READ ALOUD

The writing test is now finished. Please put your pencil or pen down and close your test book. Put your planning and stimulus pages next to your test book.

After the test

- Collect all test books, writing stimuli and planning pages, and sort into separate piles.
- Match test books against your class list or roll. Check that ALL test books are accounted for, including those for students who did not sit or complete this session.
- Where appropriate, ensure that the personalised test book is attached to the braille, large print, black and white, or electronic test format test papers with a paperclip.
- Return all test materials to the principal / NAPLAN coordinator as soon as possible for secure storage. Do not leave any test books, whether complete or incomplete, where they could be accessed by someone not authorised to do so.
- No students, teachers (unless they are the test administrator) or other unauthorised persons should remove any test material from the test area.
- Under no circumstances should student responses be copied or transcribed, either during or after the test.

After the testing period**Checking and packing test materials**

Before packing materials, please check that:

- Student details on the test books are accurate.
- Student attendance is reported accurately on the front of each test book.
- All test books personalised, or non-personalised, used or unused are accounted for and must be returned to the VCAA.
- The principal has finalised all exemptions, withdrawals and disability adjustments information (if required).

Do not return:

- student withdrawal, record of exemption, scribe or assistive technology forms – these are to be kept at the school for a period of 12 months and are subject to audit by the VCAA
- paper used by students for planning
- writing stimulus pages
- test material packing and return checklist.

Attach the addressed return label to each box. Make sure the boxes are securely taped and marked Box 1 of 3, Box 2 of 3, etc.

Collection

Please ensure that you have checked and prepared all completed test books and that they are ready for collection **by 8.30am on Tuesday 19 March 2024.**

If materials have not been collected by 3.45pm on Friday 22 March 2024, the principal should contact the VCAA helpdesk on 1800 648 637.

TEST ADMINISTRATION: ONLINE WRITING TEST – YEAR 5

Overview

This is an assessment of a student’s ability to plan and write a text independently. No assistance from the test administrator or teacher is allowed.

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*.

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.

Materials required

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

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

Before the test

- Arrange the room so that students cannot see each other’s work. Where students are in a collaborative workspace, 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

Creating the test session

- Open your browser and navigate to www.assessform.edu.au. For low-bandwidth schools, open the Remote application.
- Log into NAPLAN 2024 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.

Script for administering the online writing test

READ ALOUD

Today you will complete a 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 test.

If you have any questions, you can't see what I describe on your screen, or you experience any technical issues during the 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 'NAPLAN 2024'
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 their name, year and the test domain are correct, select 'Yes' and wait.

If the name presented by the system is not correct, take the following action:

- If the name is simply spelled incorrectly, the student should select 'Yes'. Inform the NAPLAN coordinator of the inaccuracy after the session.
- If a student has been given the student session code for another student in the same test session, the student should select 'No', and the 2 students must swap codes and re-enter them.
- If a student has been given the student session code for another student in a different test session, the student should select 'No', and you should inform the NAPLAN coordinator of the error as soon as possible. The student's test may need to be rescheduled if you do not have their correct student session slip.

READ ALOUD

You will have 42 minutes to complete your writing. 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 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 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, 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 haven't 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.

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 don't 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 writing test is now finished.

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 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.

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 leave their test attempt paused and 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 must '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), to be kept secure until the test security period ends on **Thursday 28 March 2024.**

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

TEST ADMINISTRATION: READING – YEARS 3 & 5

Overview

This is an assessment of a student's ability to read, comprehend and respond to a variety of text types.

The materials included in the NAPLAN reading tests are intended to engage students and assess their literacy skills. Any views or opinions expressed in these test materials do not necessarily reflect the views and opinions of ACARA.

Materials required

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

Before the test

- Arrange the room so that students cannot see each other's work. Where students are in a collaborative workspace, 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.

Creating the test session

- Open your browser and navigate to www.assessform.edu.au. For low-bandwidth schools, open the Remote application.
- Log into NAPLAN 2024 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.

Script for administering the reading test

READ ALOUD

Today you will complete a reading test.

You will not need headphones for this test.

If you have any questions, you can't 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 'NAPLAN 2024'
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 their name, year and the test domain are correct, select 'Yes' and wait.

If the name presented by the system is not correct, take the following action:

- If the name is simply spelled incorrectly, the student should select 'Yes.' Inform the NAPLAN coordinator of the inaccuracy after the session.
- If a student has been given the student session code for another student in the same test session, the student should select 'No', and the 2 students must swap codes and re-enter them.
- If a student has been given the student session code for another student in a different test session, the student should select 'No', and you should inform the NAPLAN coordinator of the error as soon as possible. The student's test may need to be rescheduled if you do not have their correct student session slip.

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

READ ALOUD

Year 3: There are 39 questions in this test, and you have 45 minutes to complete them.

Year 5: There are 39 questions in this test, and you have 50 minutes to complete them.

There are 3 sections in this test. At the end of each section, a message on your screen will ask if you would like to check your answers before moving to the next section.

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 test now. You must do your own work. You are not allowed to talk to other students.

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. 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 (e.g. some questions 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.

Year 3: After 40 minutes, READ ALOUD

Year 5: After 45 minutes, READ ALOUD

You have about 5 minutes left to finish the 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 reading test is now finished.

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 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.

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 leave their test attempt paused and 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 must '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), to be kept secure until the test security period ends on

Thursday 28 March 2024.

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

TEST ADMINISTRATION: CONVENTIONS OF LANGUAGE – YEARS 3 & 5

Overview

This is an assessment of a student's ability to independently recognise and use correct Standard Australian English grammar, punctuation and spelling in written contexts.

This test is composed of 2 parts: spelling followed by grammar and punctuation. The grammar and punctuation questions will only be available to students after they have completed the spelling questions. Students will not be able to return to the spelling questions once they have moved onto the grammar and punctuation questions. A screen at the end of the spelling questions will remind them of this.

Materials required

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

Before the test

- Arrange the room so that students cannot see each other's work. Where students are in a collaborative workspace, 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.

Creating the test session

- Open your browser and navigate to www.assessform.edu.au. For low-bandwidth schools, open the Remote application.
- Log into NAPLAN 2024 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.

Script for administering the conventions of language test

READ ALOUD

Today you will complete a conventions of language test. This test has 2 parts: spelling followed by grammar and punctuation.

You will need headphones for the spelling part only. You can use your blank sheet of paper to do your working out. It will not be marked but will be collected after the test.

If you have any questions, you can't 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 'NAPLAN 2024'
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 their name, year and the test domain are correct, select 'Yes' and wait.

If the name presented by the system is not correct, take the following action:

- If the name is simply spelled incorrectly, the student should select 'Yes.' Inform the NAPLAN coordinator of the inaccuracy after the session.
- If a student has been given the student session code for another student in the same test session, the student should select 'No,' and the 2 students must swap codes and re-enter them.
- If a student has been given the student session code for another student in a different test session, the student should select 'No,' and you should inform the NAPLAN coordinator of the error as soon as possible. The student's test may need to be rescheduled if you do not have their correct student session slip.

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

READ ALOUD

There are 52 questions in the test: 25 questions in the spelling part and 27 questions in the grammar and punctuation part. You have 45 minutes to complete all the questions. You may need more time to answer the grammar and punctuation questions as there is more to read in this part than in the spelling part.

There are 3 sections in each part of the test. At the end of each section, a message on your screen will ask if you would like to check your answers before moving to the next section.

At the very end of the spelling part of the test, you will see a message asking if you are ready to start the next section. If you click 'No, I want to check my answers', you will be able to review or change your spelling answers or revisit flagged questions.

If you click 'Yes, I want to start the next section', you will go to the grammar and punctuation part of the test and will **NOT** be able to go back to see or change your answers in the spelling part of the test.

There is a timer in the top left-hand corner of your screen. When your timer says 30 minutes, you should be close to finishing the spelling part of the test, which finishes at question 25, and be ready to move onto the grammar and punctuation part of the test.

The time 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 to the grammar and punctuation questions.

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 test now. You must do your own work. You are not allowed to talk to other students.

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 and to see that they are managing their time so they do not spend the whole test time on spelling – which will result in them not receiving a score for grammar and punctuation.

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 40 minutes, READ ALOUD

You have about 5 minutes left to finish the 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 conventions of language test is now finished.

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 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.

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 leave their test attempt paused and 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 must '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), to be kept secure until the test security period ends on **Thursday 28 March 2024**.

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

TEST ADMINISTRATION: NUMERACY – YEARS 3 & 5

Overview

This is an assessment of a student’s ability to independently apply knowledge and reasoning of mathematics in context.

Students are not permitted to use a calculator during any part of the NAPLAN test.

Materials required

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

Before the test

- Arrange the room so that students cannot see each other’s work. Where students are in a collaborative workspace, 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.

Creating the test session

- Open your browser and navigate to www.assessform.edu.au. For low-bandwidth schools, open the Remote application.
- Log into NAPLAN 2024 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.

Script for administering the numeracy test

READ ALOUD

Today you will complete a numeracy test.

You can use headphones for this test. I can also read the questions to you, but I can't read numbers or symbols to you unless they are part of the text in the question. Also, I cannot explain the questions.

You can use the blank sheet of paper to do your working out. This paper will not be marked but it will be collected.

You cannot use a calculator in this test.

If you have any questions, you can't 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 'NAPLAN 2024'
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 their name, year and the test domain are correct, select 'Yes' and wait.

If the name presented by the system is not correct, take the following action:

- If the name is simply spelled incorrectly, the student should select 'Yes' Inform the NAPLAN coordinator of the inaccuracy after the session.
- If a student has been given the student session code for another student in the same test session, the student should select 'No', and the 2 students must swap codes and re-enter them.
- If a student has been given the student session code for another student in a different test session, the student should select 'No', and you should inform the NAPLAN coordinator of the error as soon as possible. The student's test may need to be rescheduled if you do not have their correct student session slip.

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

READ ALOUD

Year 3: There are 36 questions in the numeracy test, and you have 45 minutes to complete them.

Year 5: There are 42 questions in the numeracy test, and you have 50 minutes to complete them.

There are 3 sections in this test. At the end of each section, a message on your screen will ask if you would like to check your answers before moving to the next section.

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 test now. You must do your own work. You are not allowed to talk to other students.

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.

If students ask you to read questions, you should encourage them to use the platform audio. However, you may read questions for them. **Ensure you are familiar with what may and may not be read** to students. Refer to page 4 – 7 of this handbook for details and examples.

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.

Year 3: After 40 minutes, READ ALOUD

Year 5: After 45 minutes, READ ALOUD

You have about 5 minutes left to finish the 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 numeracy test is now finished.

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 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.

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 leave their test attempt paused and 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 must '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), to be kept secure until the test security period ends on **Thursday 28 March 2024**.

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

APPENDIX 1: DISABILITY ADJUSTMENT CODES (DAC)

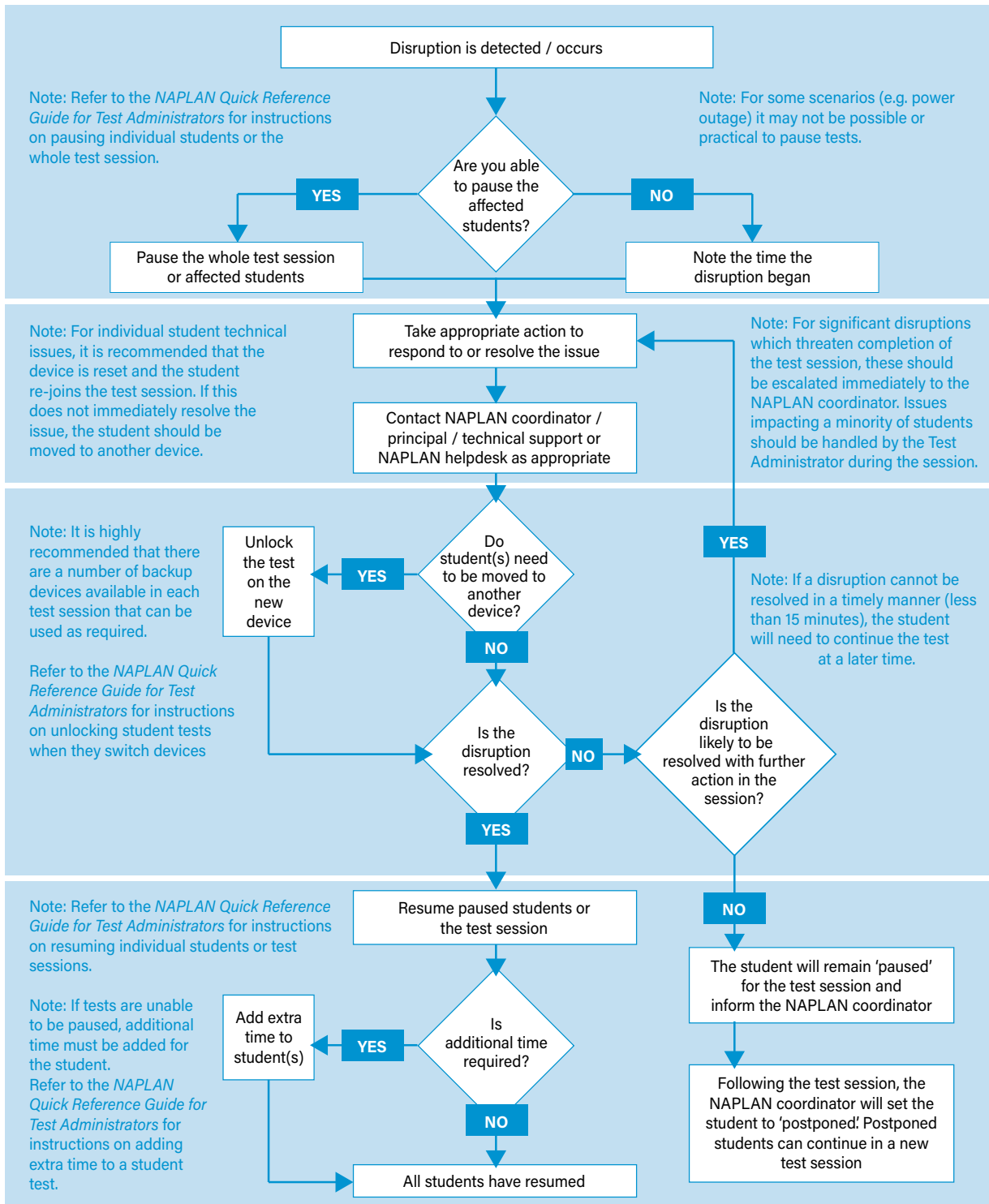
The following table shows the available disability adjustment codes (DAC), the online assessment platform adjustment, and the action required during the test session by test administrators.

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
Adjustments providing extra time				
ETA	Extra Time – 1 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 – 1 minute for every 3 minutes of test time			
ETC	Extra Time – 1 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

Adjustments allowing secure browser to be disabled				
AST	Assistive technology	Use browser that 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 that 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		
Adjustments through offline testing				
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
Adjustments providing alternative items				
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.		
Adjustments providing alternative colour themes				
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 where 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			

APPENDIX 2: REFERENCE FOR RESPONDING TO TEST DISRUPTIONS

Disruptions can occur during the tests but the Platform provides a number of features to help minimise the impact on students and ensure they can complete their tests. This chart is intended as a guide to assist in responding to test disruptions. For further information about planning for and responding to disruptions, refer to the *NAPLAN Quick Reference Guide for Test Administrators*.



Note: Make a note of the details of the disruption and inform the NAPLAN coordinator at the end of the test session. Students who are 'postponed' for technical issues must be rescheduled to continue their test at a later time.

APPENDIX 3: GUIDELINES FOR STUDENTS WITH A DISABILITY OR TEMPORARY INJURY USING A COMPUTER OR OTHER DEVICE TO COMPLETE THE YEAR 3 PAPER WRITING TEST

Length of computer text equivalent to 3 pages of handwriting	Year 3: 700 words
Font	Students should use an appropriate font and font size (such as Arial or Times New Roman) as would be used in normal classroom work. When scanned, the response should be able to be easily read by the marker.
Conditions	<p>The temporary injury must be to the hand or arm the student usually writes with and must prevent the student writing with that hand.</p> <p>Computer use must be in accordance with standard assessment practices: Spelling- and grammar-checks, dictionary, predictive text, etc. must be turned off. Access to the internet or internal networks must also be completely restricted.</p> <p>Extra time may be used by the student at the discretion of the teacher, depending on the student's familiarity using a keyboard with their non-writing arm.</p>
After the test	<p>The test administrator should save identifying student information to the bottom left-hand footer so it appears on every page of the completed test response, that is:</p> <p>Student name: Year level: School: Date of birth and/or unique student identification number:</p> <p>Then:</p> <ol style="list-style-type: none"> 1. Save the completed test to the desktop as a backup. 2. Print a copy of the completed test from the desktop. 3. Delete the file from the desktop and the device's recycling bin. 4. Attach printout with clear tape to the inside of the student's personalised book. 5. Follow any other procedures as requested by the TAA.

