2024 NAPLAN

Years 7 & 9
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:

CONTACT DETAILS

Freecall	1800 648 637
Email	vcaa.naplan.help@education.vic.gov.au

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).

Years 7 and 9 students sit all tests on the online national assessment platform (the platform).

This handbook focuses on the procedures for administering the NAPLAN tests. 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 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 devices (BYOD) if applicable
- ensure that, on test days, there are arrangements to take down, cover or reverse any posters, displays or teaching materials that might help students with the tests
- review procedures for emergencies and test disruptions, including how to seek technical assistance for online tests (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
- 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 teacher, 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

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

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 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 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.

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

Time allowed for each test

The duration of each test is provided below.

	Writing	Reading	Conventions of language	Numeracy
Year 7 and 9	42 min	65 min	45 min	65 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.

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 and Years 7 and 9 numeracy tests), 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	✓ remind students how to use the audio player	✗ discuss the writing task ✗ provide any content information, whether orally or in writing ✗ provide advice to students regarding the text structure or writing prompt ✗ type for a student (note: a scribe can type for a student where the use of a scribe has been approved by the TAA)
Reading		✗ read anything from the reading texts ✗ read any test questions
Conventions of language	✓ 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.	✗ 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	✓ 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	✗ 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	The numbers and symbols in this question **must not** be read aloud as they are not embedded within text.
	What number will make this number sentence true? 4.52 + 3.68 = ☐ + 3.70
Example 2	The numbers 100 and 2 **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.
	Edward travelled 100 kilometres in 2 hours. What was his average speed in kilometres per hour? ◯ 50 ◯ 55 ◯ 70 ◯ 220
Example 3	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.
	The number 39 889 can be rounded in different ways. Which ways of rounding give the same answer? ◯ Rounding to the nearest 10 and nearest 100. ◯ Rounding to the nearest 10 and nearest 1000. ◯ Rounding to the nearest 100 and nearest 1000. ◯ Rounding to the nearest 1000 and nearest 10 000.

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 4 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 – 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.
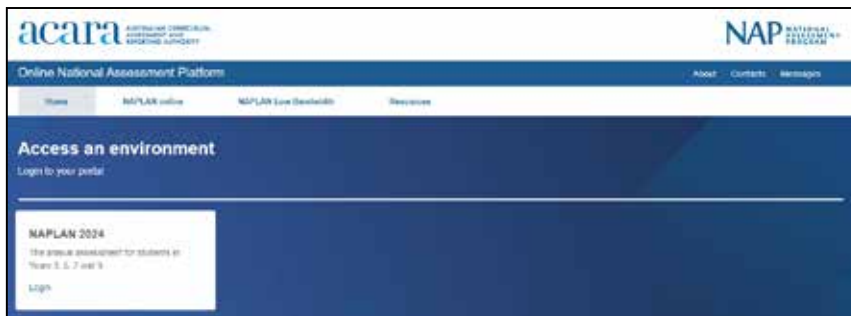
2. Log in to the platform using the username and password provided to you on the TA session slip

3. Click on the "Create New Test Session" button to continue.
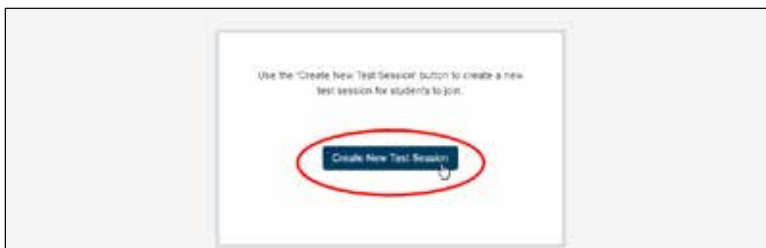
4. Students need to click on 'NAPLAN 2024' on their LDB.
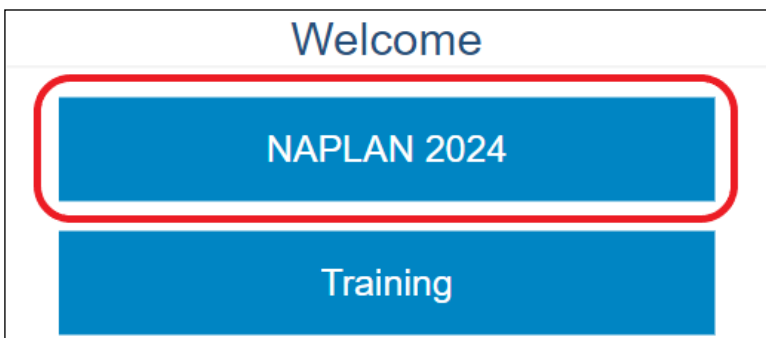
5. Once they have completed the audio check, it will bring them to the screen where they need to enter the test session code.
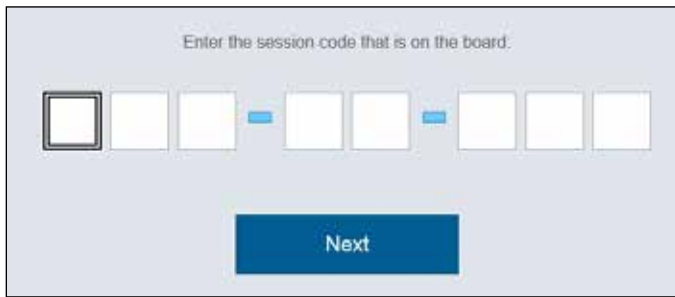
Give the session code on the top left of your test administration screen to the students. Once students have entered the session code, they can enter the student code on the student session slip you provided them with into the LDB.

6. 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.
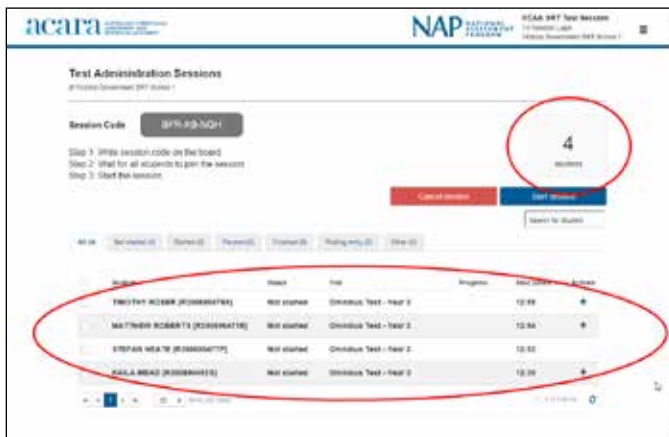
Once all students have logged in, select the "Start session" button on the right side of the screen under the total number of students. Then select "Yes" when prompted.

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.
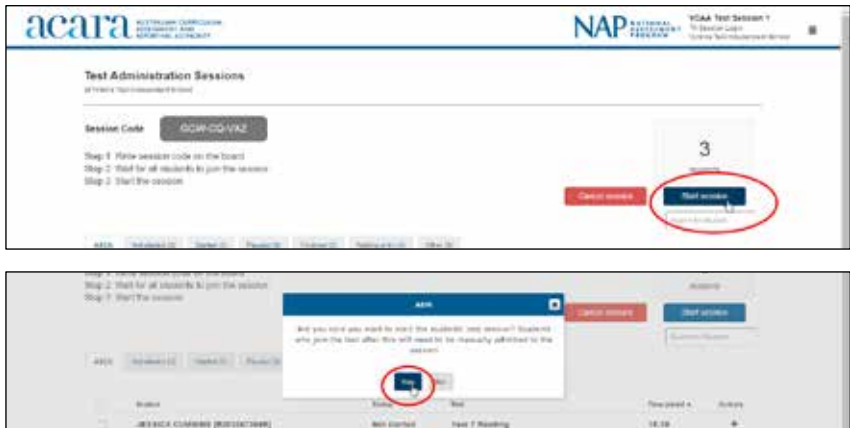
8. As the test loads on each individual student's device, the student will appear under the "Started" tab. You can see the progress of the student in the 'Progress' column. You can also see the finish time for their tests in the "End Time" column.
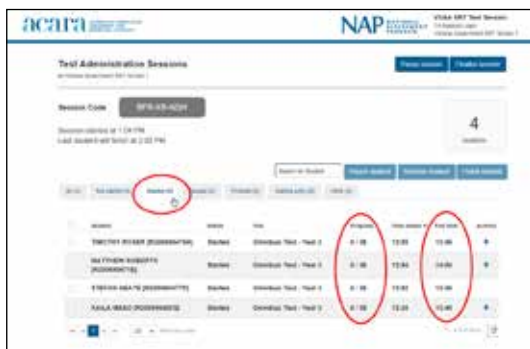
When you see a student with a "+" icon under the Actions column, this means a disability adjustment code has been entered against that student.

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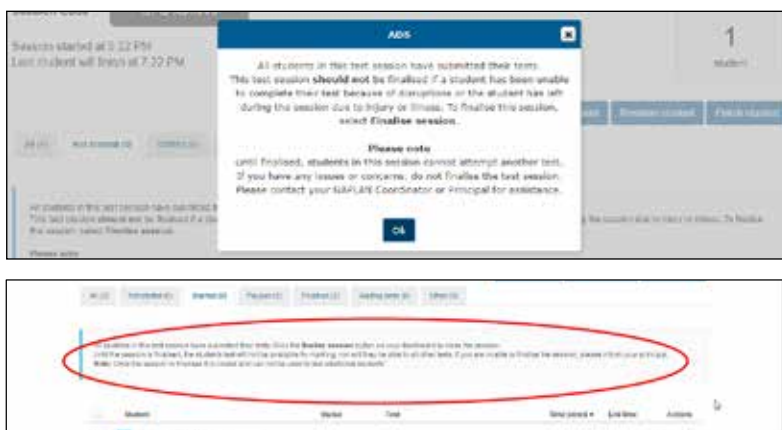
13. The students won't be allowed to sit another test until this session is finalised. To finalise your test session, select the "Finalise session" button on the top right of the screen.

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').
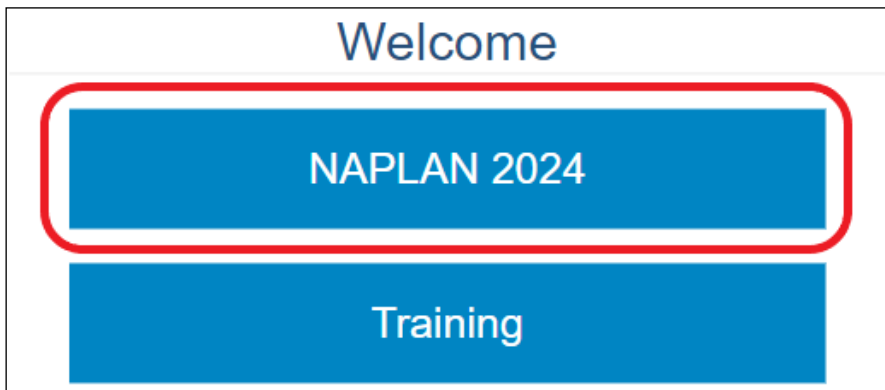
Students will be taken to an audio check page.
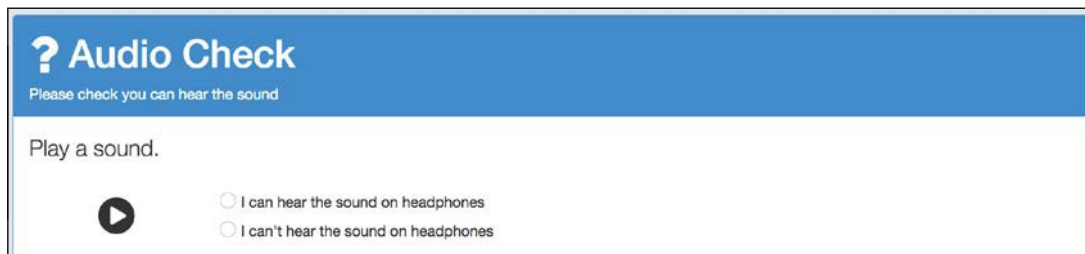
Follow the test administration script in the *NAPLAN Test administration handbook for teachers* to proceed to the login screen.
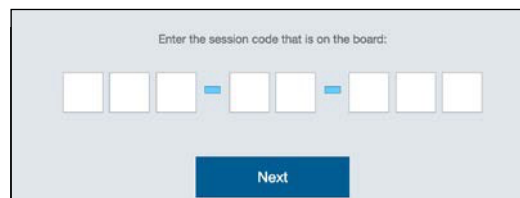
Students will first need to enter the TA session code provided by the test administrator.

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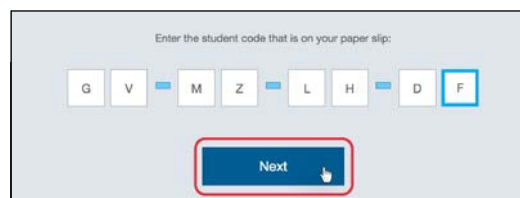
The student will be asked to confirm their name.
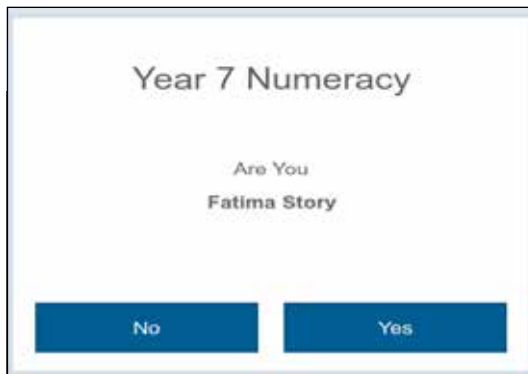
If the student clicks 'No', they will be logged out of the platform. The test administrator will need to check that the student has the correct student session slip and ask the student to restart the login process as outlined above.

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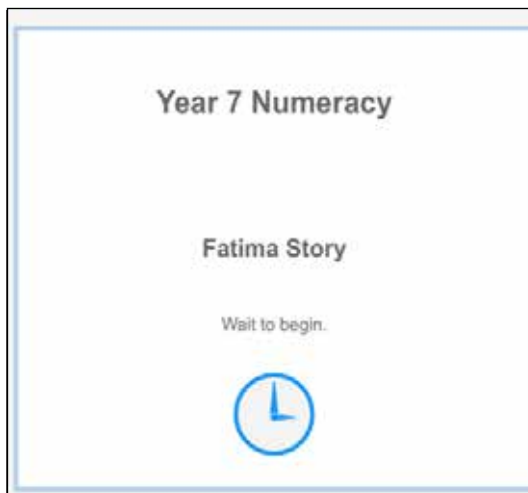
Once the test administrator clicks on 'Start session' on the test administration session dashboard, the student will be taken to the first question within the test.

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.

The timer and zoom button.

The student is viewing question 2 of 15 questions in this test. Clicking the grid will take the student to the summary page.
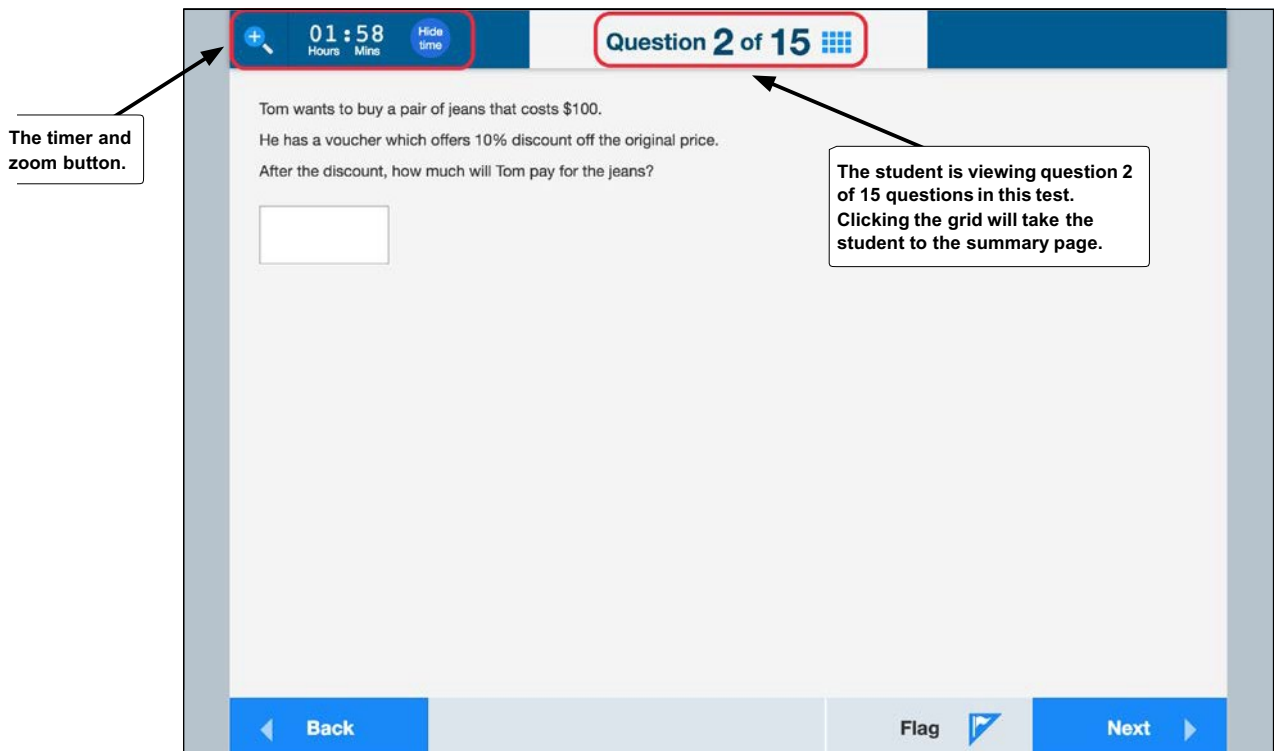
Where a question requires the use of a ruler, protractor or a calculator, the button for the corresponding tools will appear on the top right of the screen.

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.
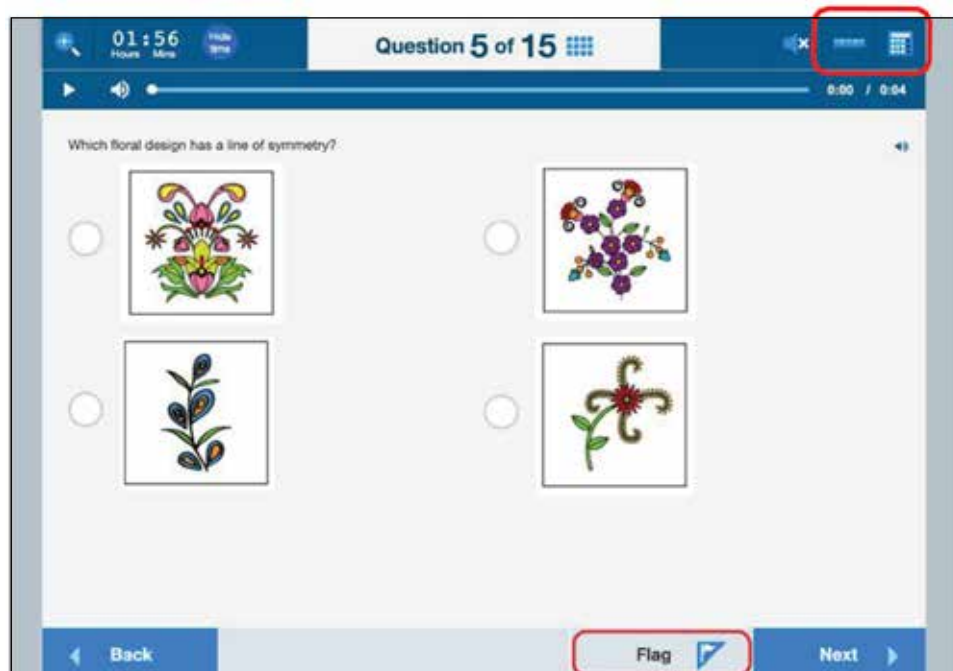
If a student has zoomed into the page, there will be a hamburger menu button on the top left of the screen. When a student selects the hamburger menu, it will expand and show all available buttons and tools.
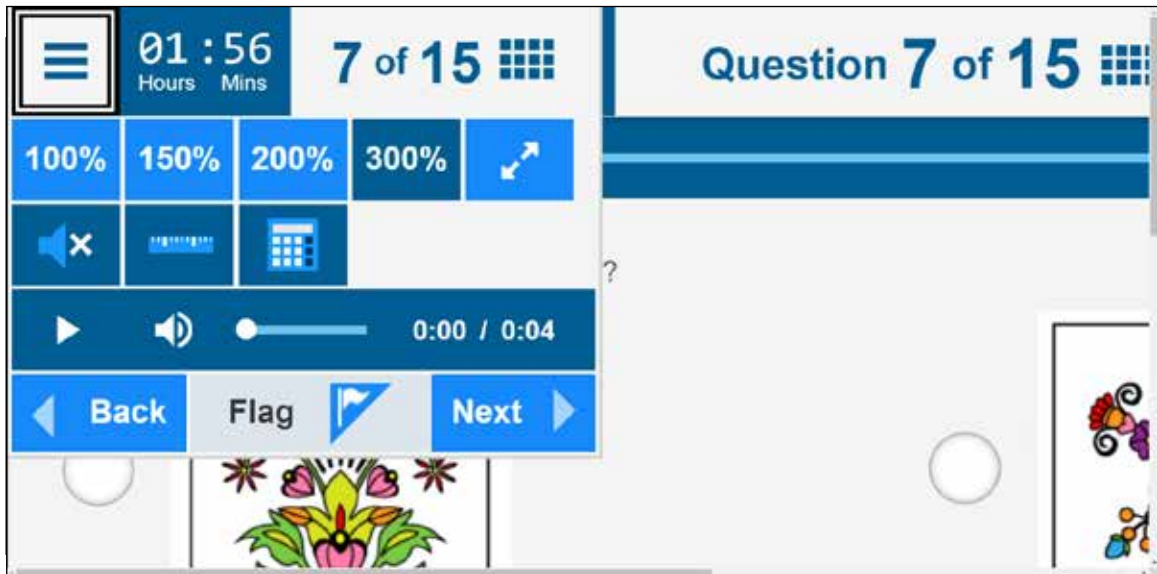
Once students have completed all test questions, a summary page will display before they submit their test. The summary page will show students:

- 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.'
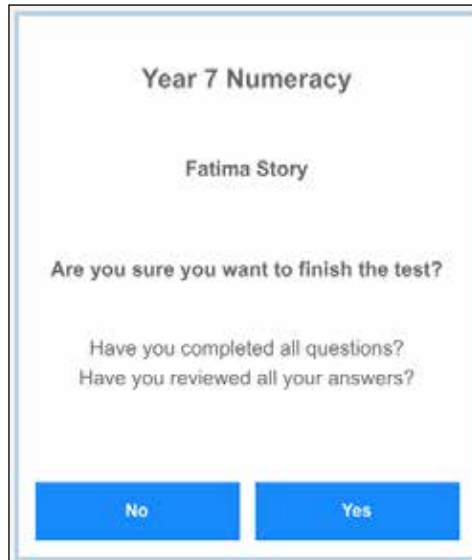
TEST ADMINISTRATION: WRITING – YEARS 7 & 9

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:
- 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.	- 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 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.

WRITING

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 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.

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

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 session 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.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 7 & 9

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:
▪ 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.	▪ 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

There are 48 questions in this test, and you have 65 minutes to complete it.

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.

After 60 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.

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.

READING

TEST ADMINISTRATION: CONVENTIONS OF LANGUAGE – YEARS 7 & 9

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:
▪ 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.	▪ 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 7 & 9

Overview

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

This test is composed of 2 parts: a non-calculator part and a calculator part. Students are **not permitted** to use their own calculator for any part of the test, unless provided as an approved disability adjustment.

The online calculator will only be available to students after they have completed the non-calculator part of the test. Students will not be able to return to the non-calculator part of the test once they have moved onto the calculator part. A screen at the end of the non-calculator part of the test will remind them of this.

Materials required

Prior to the test, make sure each student has:	The test administrator must have:
- 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.	- 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.

NUMERACY

Script for administering the numeracy test

READ ALOUD

Today you will complete a numeracy test.

This test has 2 parts: a non-calculator test followed by a calculator-allowed 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 will be collected.

You cannot use your own calculator in this test. An online calculator will be available to you after you have completed the non-calculator part of 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 48 questions in the numeracy test, and you have 65 minutes to complete them.

At the end of the non-calculator part of the test, a message on your screen will ask if you would like to check your answers before moving to the next section. If you click 'No, I want to check my answers', you will be able to review or change your answers or revisit flagged questions.

If you click 'Yes, I want to start the next section', you will move onto the calculator-allowed part of the test and will NOT be able to go back and see or change your answers in the non-calculator part of the test.

The calculator part of the test has 3 sections. 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 calculator-allowed part of 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 aloud** to students. Refer to pages 4 – 6 of this handbook, *Assisting students* 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.

After 60 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 *audio items* 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 *visually detailed items* 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*.

Disruption is detected / occurs

Note: Refer to the *NAPLAN Quick Reference Guide for Test Administrators* for instructions on pausing individual students or the whole test session.

Note: For some scenarios (e.g. power outage) it may not be possible or practical to pause tests.

Are you able to pause the affected students?

— YES → **Pause the whole test session or affected students**

— NO → **Note the time the disruption began**

Take appropriate action to respond to or resolve the issue

Note: For individual student technical issues, it is recommended that the device is reset and the student re-joins the test session. If this does not immediately resolve the issue, the student should be moved to another device.

Note: For significant disruptions which threaten completion of the test session, these should be escalated immediately to the NAPLAN coordinator. Issues impacting a minority of students should be handled by the Test Administrator during the session.

Contact NAPLAN coordinator / principal / technical support or NAPLAN helpdesk as appropriate

Note: It is highly recommended that there are a number of backup devices available in each test session that can be used as required.

Refer to the *NAPLAN Quick Reference Guide for Test Administrators* for instructions on unlocking student tests when they switch devices

Do student(s) need to be moved to another device?

— YES → **Unlock the test on the new device**

— NO →

Is the disruption resolved?

— YES →

— NO → **Is the disruption likely to be resolved with further action in the session?**

— YES (from significant disruptions) →

Note: If a disruption cannot be resolved in a timely manner (less than 15 minutes), the student will need to continue the test at a later time.

Resume paused students or the test session

Note: Refer to the *NAPLAN Quick Reference Guide for Test Administrators* for instructions on resuming individual students or test sessions.

Note: If tests are unable to be paused, additional time must be added for the student.
Refer to the *NAPLAN Quick Reference Guide for Test Administrators* for instructions on adding extra time to a student test.

Is additional time required?

— YES → **Add extra time to student(s)**

— NO → **All students have resumed**

— NO (from disruption likely to be resolved) → **The student will remain 'paused' for the test session and inform the NAPLAN coordinator**

Following the test session, the NAPLAN coordinator will set the student to 'postponed'. Postponed students can continue in a new test session

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.