



NAPLAN Practice Test Administration Handbook

2023

OFFICIAL

**2023 NAPLAN
PRACTICE TEST ADMINISTRATION HANDBOOK**

Contents

1. INTRODUCTION.....	3
2. PREPARING FOR THE TESTS	5
2.1 Before the test day.....	5
2.2 On test days.....	5
2.3 Student test materials	6
2.4 Supervising the test sessions.....	6
2.5 Time allowed for each test	6
2.6 Adjustments for students with disability.....	7
2.7 Reading the test administration script	7
3. TEST ADMINISTRATOR’S DASHBOARD FUNCTIONS	8
3.1 Active functions.....	8
3.2 Pausing and resuming an individual test attempt	8
3.3 Reopening a test attempt / adding extra time	9
3.4 Finishing a test attempt.....	9
3.5 Pausing and resuming a test session.....	9
3.6 Finalising a test session.....	10
4. TEST ADMINISTRATION: PRACTICE WRITING TEST: NARRATIVE OR PERSUASIVE	11
4.1 Overview.....	11
4.2 Allocating time during the test	11
4.3 Scribes.....	11
4.4 Materials required	12
4.5 Before the test	12
4.6 Creating the test session.....	12
4.7 Script for administering the practice writing test	13
4.8 After the test	16
5. TEST ADMINISTRATION: PRACTICE OMNIBUS TEST	17
5.1 Overview.....	17
5.2 Materials required	17
5.3 Before the test	17
5.4 Creating the test session.....	17
5.5 Script for administering the practice omnibus test	18
5.6 After the test	20
Appendix 1 – Disability Adjustment Codes.....	21
Appendix 2 - Read aloud scripts for Reading, Conventions of Language and Numeracy tests	

1. INTRODUCTION

As part of readiness activities, schools across Australia participating in NAPLAN may undertake **practice tests** from Monday 23 January 2023 (until approximately early December 2023), via the 'NAPLAN Training Environment' tile on the assessform website (www.assessform.edu.au).

Testing in the training environment provides an opportunity for:

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

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

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

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

This handbook only covers instructions for the practice omnibus test and the practice writing tests) The reading, conventions of language and numeracy tests are the NAPLAN branched tests that were used for the platform readiness test event in 2022.

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

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

- no real student data is used ('dummy' student data is included in the NAPLAN) training environment for schools to use to administer practice tests
- items in the practice tests do not need to be kept secure
- students should be encouraged to seek clarification if they have any questions about any aspects of the test – and teachers are allowed to assist
- items in the practice tests are not scored or marked
- results from the practice tests are not reported
- not all procedures that are required for NAPLAN may be required for the practice tests.

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

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

This handbook does not provide step-by-step instructions on the functionality of the test administrator's dashboard.

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

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.

2. PREPARING FOR THE TESTS

2.1 Before the test day

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

- provide you with access to the NAPLAN training environment to ensure you know how to use the test administrator's dashboard, and the NAP locked-down browser, including setting up an unsecured browser if necessary
- determine where the test sessions will be held
- plan the configuration of the test room(s) and 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
- review procedures for emergencies and problem situations, including how to seek technical assistance for online tests
- plan the organisational arrangements for non-participating students
- confirm that all devices have passed the necessary device checks and that arrangements have been made to ensure the devices will be in the room, have the correct NAP locked-down browser installed, and will be fully charged and connected to the internet on the day of the assessment
- ensure that you are familiar with all the test administration instructions and procedures
- establish procedures in the event that the test is to be administered by a casual, relief or NAPLAN support teacher
- ensure you are aware of and able to manage any disability adjustments provided to the students in your session.

2.2 On test days

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

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

Allow enough time to set up the room and the devices, working with your NAPLAN coordinator and available IT support, as required.

2.3 Student test materials

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

All NAPLAN tests 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).

2.4 Supervising the test sessions

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

- ✓ deliver the instructions accurately
- ✓ encourage student participation
- ✓ actively monitor student conduct by regularly walking around the room and checking that students are not talking, collaborating, or using prohibited items as listed above
- ✓ actively monitor the test administrator's dashboard and ensure all flags or warnings are actioned as required (not applicable for the Year 3 paper writing test).

2.5 Time allowed for each test

The duration of each online practice test is provided below:

	Omnibus (R-CoL-N)	Writing	Reading	Conventions of language	Numeracy
Year 3	45 min	-	45 min	45 min	45 min
Year 5	45 min	42 min	50 min	45 min	50 min
Years 7 and 9	45 min	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, log into the NAP locked-down browser. The required test session time will also need to be adjusted for students who have been provided with disability adjustments.

2.6 Adjustments for students with disability

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

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

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

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

2.7 Reading the test administration script

It is important that each of the tests is administered uniformly according to the instructions in this handbook.

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

READ ALOUD

You will now be attempting the practice XXX test.

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

3. TEST ADMINISTRATOR'S DASHBOARD FUNCTIONS

3.1 Active functions

Once a test session has started, several functions become active on the test administrator's dashboard.

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

- 'Pause student'
- 'Resume student'
- 'Finish student'
- 'Reopen student' (the ability to add extra time is part of the 'reopen' process).

Session functions affect all students who have joined the test session. Functions that can be applied by you to the whole test session are:

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

3.2 Pausing and resuming an individual test attempt

Pausing and resuming a test attempt can only be performed if the student's test attempt time has not expired – i.e. the student's timer has not reached zero. The pause function pauses the test clock for the student. The amount of time they 'Paused' will be added to their 'End' time when the test is resumed.

An individual student's test attempt might be paused by you when:

- a student has an approved rest break as a disability adjustment
- there is a test disruption that affects a student, but not the class (e.g. a technical issue).

To pause a test attempt from the 'All' or 'Started' tab:

- tick the checkbox next to the student's name (multiple student names can be selected)
- select 'Pause student'
- select the reason for pausing test attempt/s from the drop-down list.

To resume a student's test attempt:

- tick the checkbox next to the student's name (multiple student names can be selected)
- select 'Resume student'
- use the free-text field prompted by the system to enter the reason for pausing and the resolution.

3.3 Reopening a test attempt / adding extra time

Student

If a student has selected 'Finish' on their test and still has time remaining, and the test session has not been finalised, they can select 'Reopen test' on their screen. If they have run out of time, this option will not be available.

Test administrator

If there is a legitimate reason for allowing a student, whose test is in 'Finished' status to continue working on the test after their time has expired (e.g. if a test disruption occurred and the test could not be paused, and the student's timer reached zero during the disruption), the test administrator may reopen the test. To do this:

- tick the checkbox next to the student's name (multiple student names can be selected)
- select 'Reopen student'
- add extra time and select the reason for doing so. You should also record the reason for the disruption.

If the student's test attempt is not in the 'Finished' status, you will need to use the 'Finish student' function first.

3.4 Finishing a test attempt

Students should finish their own test attempts once they have completed the test. However, you can 'finish' a test attempt on behalf of a student, when:

- a student's time has run out, but they do not finish their test before leaving the test room
- a student fails to finish their test attempt despite being instructed to do so.

To finish a student's test attempt:

- on the 'All' tab, tick the checkbox next to the student's name
- select 'Finish student'
- enter details in the free-text field that appears.

DO NOT FINISH a student's test attempt for them if they did not complete the test during the session if:

- they experienced a test disruption, e.g. their screen froze and they could not select 'Finish' themselves
- they left the session because they were unwell.

3.5 Pausing and resuming a test session

Pausing a test session is a useful function if there is a test disruption for all students in a session. The system will present a text box where you can enter relevant details. You must also provide these details to the NAPLAN coordinator at the end of the test session.

If you are unable to pause the test session, you must note the time at which the disruption begins and its duration. When the disruption is resolved, and if you add time to students' test attempts, you must select the reason from the drop-down list and record the reason for the disruption.

If the test session has been, or is likely to be, disrupted and you cannot resolve the issue, you should contact your NAPLAN coordinator immediately.

Note: If an individual student's test attempt has already been paused (e.g. for a rest break as part of a disability adjustment) when you pause an entire session, you will need to resume their individual test attempt separately after having first resumed the test session for the whole class. This student's timer will only resume once their individual test attempt has been resumed.

3.6 Finalising a test session

You should **ONLY** finalise a test session when **ALL** students in the test session are in the 'Finished' status. To do so:

- select 'Finalise session'
- enter details in the free-text field that appears, if necessary.

Note: Once a test session is finalised, all test attempts are submitted and cannot be reopened. Therefore, if there are test attempts with outstanding issues, test administrators **MUST NOT** finalise the test session, and should promptly advise the NAPLAN coordinator.

You must not finalise a test session when:

- a student's test attempt is in the 'Paused' status
- a test disruption has not been resolved
- a student has left the session due to illness or injury.

Your NAPLAN coordinator will postpone the attempt(s) for rescheduling.

4. TEST ADMINISTRATION: PRACTICE WRITING TEST: NARRATIVE OR PERSUASIVE

4.1 Overview

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

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

4.2 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.

4.3 Scribes

Students require Test administration authority (TAA) approval for the use of a scribe. Students with a temporary injury (eg. a broken arm) are not permitted the use of a scribe. Students using a scribe may need extra time added to their test attempt. This will only be necessary if the student's test time runs out before completion of the short spelling test that is given after students complete their writing.

So that scribed scripts can be identified and marked appropriately during the marking process, scribes **must** type at the top of a student's writing pane, '**This student has approval for a scribe and all scribing rules are acknowledged.**'

Scribes must refer to and follow the NAPLAN scribe rules in the [*NAPLAN national protocols for test administration*](#).

4.4 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 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.

4.5 Before the test

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

4.6 Creating the test session

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

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

4.7 Script for administering the practice writing test

READ ALOUD

Today you will complete a practice writing test.

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

If you have any questions, you cannot see what I describe on your screen, or you experience any technical issues during the test, such as your device not working or 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 using an unsecured browser, i.e. DACs AST or COL, or their support person should type the URL for the unsecured browser into the browser and select enter)
2. select 'Training'
3. complete audio check
4. select 'Start test'
5. type the session code exactly as it appears on the board into the boxes
6. select 'Next'
7. type their student code from their student session slip into the boxes that appear
8. select 'Next'
9. check that the name, year and the test domain match their student session slip, select 'Yes' and wait.

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

READ ALOUD

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

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

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

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

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.

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.

As test administrator,¹ you **must not**:

- × brainstorm with students
- × allow students to discuss the topic
- × give students ideas or pre-developed plans
- × 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

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

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

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

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

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

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

After 32 minutes, READ ALOUD

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

After 37 minutes, READ ALOUD

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

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

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

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

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

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

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

READ ALOUD

Thank you everyone. The 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.

4.8 After the test

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

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

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

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

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

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

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

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

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

5. TEST ADMINISTRATION: PRACTICE OMNIBUS TEST

5.1 Overview

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

Students should be encouraged to ask questions as they familiarise themselves with the platform.

5.2 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) ✓ 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.

5.3 Before the test

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

5.4 Creating the test session

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

5.5 Script for administering the practice omnibus test

READ ALOUD

Today you will complete a practice omnibus test.

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

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

Ask students to:

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

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

READ ALOUD

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

Year 5: There are 41 questions in this test, and you have 45 minutes to complete them.

Year 7 and 9: There are 43 questions in this test, and you have 45 minutes to complete them.

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

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

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.

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.

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.²

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

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

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

After 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 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.

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

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.

5.6 After the test

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

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

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

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

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

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

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

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

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

APPENDIX 1 – DISABILITY ADJUSTMENT CODES

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

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

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

DAC	Name	Platform adjustment	Action required by test administrator	Approval by TAA or school
AST	Assistive technology	Use browser which allows setting manipulation (customised pointing devices, keyboards, software access, etc.).	NAP locked-down browser cannot be used when this adjustment is applied. Students not using a secure browser will require additional supervision to ensure they are not using prohibited functionality, such as external websites or calculators.	TAA
COL	Colour contrast modification	Use browser (TAA-supplied) which allows student to adjust colour, contrast or brightness settings on their device. This includes setting screen to 'invert' in conjunction with BNW to create white text with black background.		
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.		
Adjustment 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 as defined for this DAC.	None – the platform will automatically substitute student's chosen colour theme. *Follow student's usual process to set up screen inverting via device.	School
BNB	Black text with blue background			
BNL	Black text with lilac background			
BNG	Black text with green background			
BNY	Black text with yellow background			

APPENDIX 2

PRACTICE TEST ADMINISTRATION HANDBOOK READ ALLOUD TEST SCRIPTS FOR READING, CONVENTIONS OF LANGUAGE AND NUMERACY

Contents

1. NOTE.....	3
2. TEST ADMINISTRATION: READING	4
2.1 Overview.....	4
2.2 Materials required	4
2.3 Before the test	4
2.4 Creating the test session.....	4
2.5 Script for administering the reading test.....	5
2.6 After the test	7
3. TEST ADMINISTRATION: CONVENTIONS OF LANGUAGE	9
3.1 Overview.....	9
3.2 Materials required	9
3.3 Before the test	9
3.4 Creating the test session.....	9
3.5 Script for administering the conventions of language test.....	10
3.6 After the test	12
4A. TEST ADMINISTRATION: YEARS 3 AND 5 NUMERACY	14
4a.1 Overview.....	14
4a.2 Materials required	14
4a.3 Before the test	14
4a.4 Creating the test session.....	14
4a.5 Script for administering the numeracy test	15
4a.6 After the test	17
4B. TEST ADMINISTRATION: YEARS 7 AND 9 NUMERACY	19
4b.1 Overview	19
4b.2 Materials required.....	19
4b.3 Before the test	19
4b.4 Creating the test session	19
4b.5 Script for administering the numeracy test	20
4b.6 After the test	22

1. NOTE

This document contains test administration scripts for the NAPLAN 2023 practice tests in reading, conventions of language and numeracy. It supplements the *2023 NAPLAN Practice Test Administration Handbook*, which contains:

- Introduction
- Preparing for the tests
- Test administrator dashboard functions
- Test administration: Practice writing test: narrative or persuasive
- Test administration: Practice omnibus test.

2. TEST ADMINISTRATION: READING

2.1 Overview

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

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

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.

2.2 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. 	<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.

2.3 Before the test

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

2.4 Creating the test session

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

2.5 Script for administering the reading test

READ ALOUD

Today you will complete a practice 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 using an unsecured browser, i.e. DACs AST or COL, or their support person should type the URL for the unsecured browser into the browser and select enter)
2. select 'Training'
3. complete audio check
4. select 'Start test'
5. type the session code exactly as it appears on the board into the boxes
6. select 'Next'
7. type their student code from their student session slip into the boxes that appear
8. select 'Next'
9. check that their name, year and the test domain are correct, select 'Yes' and wait.

For any 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.

Years 7 and 9: There are 48 questions in this test, and you have 65 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.

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.

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.¹

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 items may require students to move tiles or select multiple responses).

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

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

If 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

Years 7 and 9: 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.

2.6 After the test

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

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

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

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

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

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

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

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

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

3. TEST ADMINISTRATION: CONVENTIONS OF LANGUAGE

3.1 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 test will only be available to students after they have completed the spelling test. 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 test will remind them of this.

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

3.2 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.

3.3 Before the test

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

3.4 Creating the test session

- Open your browser and navigate to www.assessform.edu.au For low-bandwidth schools, open the Remote application.
- Log into the NAPLAN Training Environment using username and password from the TA session slip provided by the school NAPLAN coordinator.

- Select 'Create new test session'.
- The session code will be displayed at the top of your screen in a grey box. Display the session code where students can see it (e.g. write it on the board). The students will need the session code to enter the test session.

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

3.5 Script for administering the conventions of language test

READ ALOUD

Today you will complete a practice 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.

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 using an unsecured browser, i.e. DACs AST or COL, or their support person should type the URL for the unsecured browser into the browser and select enter)
2. select 'Training'
3. complete audio check
4. select 'Start test'
5. type the session code exactly as it appears on the board into the boxes
6. select 'Next'
7. type their student code from their student session slip into the boxes that appear
8. select 'Next'
9. check that their name, year and the test domain are correct, select 'Yes' and wait.

For any 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 15 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.

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.

Begin the 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.²

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.

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

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.

3.6 After the test

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

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

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

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

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

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

- absent students
- students who refused to login or logged in and did not attempt to complete the test
- students who abandoned the test due to illness or injury (medical or social/emotional conditions)

- test disruptions or incidents
- paused test attempts
- errors in the spelling of student names.

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

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

4A. TEST ADMINISTRATION: YEARS 3 AND 5 NUMERACY

4a.1 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.

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

4a.2 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.

4a.3 Before the test

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

4a.4 Creating the test session

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

4a.5 Script for administering the numeracy test

READ ALOUD

Today you will complete a practice numeracy test.

You can use headphones for this test. I can also read the questions to you. During the NAPLAN tests later this year, I can't read numbers or symbols to you unless they are part of the text in the question and I cannot explain the questions. Because you are doing a practice test today, you may ask questions about these things.

You can use the blank sheet of paper to do your working out.

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 using an unsecured browser, i.e. DACs AST or COL, or their support person should type the URL for the unsecured browser into the browser and select enter)
2. select 'Training'
3. complete audio check
4. select 'Start test'
5. type the session code exactly as it appears on the board into the boxes
6. select 'Next'
7. type their student code from their student session slip into the boxes that appear
8. select 'Next'
9. check that their name, year and the test domain are correct, select 'Yes' and wait.

For any 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.

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.

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.³

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 section 2.7, Assisting students, in this handbook for details and examples.⁴

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.

³ Note that these instructions apply to the NAPLAN online tests and are provided here as an opportunity for test administrator familiarisation. However, for the practice tests, students should be encouraged to ask questions as they familiarise themselves with the platform.

⁴ Ibid.

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.

4a.6 After the test

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

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

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

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

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

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

- absent students
- students who refused to login or logged in and did not attempt to complete the test

- students who abandoned the test due to illness or injury (medical or social/emotional conditions)
- test disruptions or incidents
- paused test attempts
- errors in the spelling of student names.

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

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

4B. TEST ADMINISTRATION: YEARS 7 AND 9 NUMERACY

4b.1 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.

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

4b.2 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.

4b.3 Before the test

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

4b.4 Creating the test session

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

- Log into the NAPLAN Training Environment using 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.

4b.5 Script for administering the numeracy test

READ ALOUD

Today you will complete a practice numeracy test.

This test has 2 parts: a non-calculator test followed by a calculator test.

You can use headphones for this test.

I can also read the questions to you. During the NAPLAN tests later this year, 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. Because you are doing a practice test today, you may ask questions about these things.

You can use the blank sheet of paper to do your working out.

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 using an unsecured browser, i.e. DACs AST or COL, or their support person should type the URL for the unsecured browser into the browser and select enter)
2. select 'Training'
3. complete audio check
4. select 'Start test'
5. type the session code exactly as it appears on the board into the boxes
6. select 'Next'
7. type their student code from their student session slip into the boxes that appear
8. select 'Next'
9. check that their name, year and the test domain are correct, select 'Yes' and wait.

For any 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 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 part of the test.

Once you have finished your test, wait quietly.

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.

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.⁵

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**

⁵ Note that these instructions apply to the NAPLAN online tests and are provided here as an opportunity for test administrator familiarisation. However, for the practice tests, students should be encouraged to ask questions as they familiarise themselves with the platform.

may not be read to students. Refer to section 2.7, Assisting students, in this handbook for details and examples.⁶

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.

4b.6 After the test

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

⁶ Note that these instructions apply to the NAPLAN online tests and are provided here as an opportunity for test administrator familiarisation. However, for the practice tests, students should be encouraged to ask questions as they familiarise themselves with the platform.

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

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

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

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

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

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

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

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