

Years 3 & 5

NAPLAN test administration handbook for teachers – online

2022

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
VCAA website	www.vcaa.vic.edu.au
NAPLAN Test Administration website	https://www.naplanadmin.vic.edu.au
Online National Assessment Platform	www.assessform.edu.au

DATES FOR NAPLAN ONLINE 2022 TESTS

10 to 20 May	Writing, Reading, Conventions of Language and Numeracy
---------------------	---

Authorised and published by the Victorian Curriculum and Assessment Authority
Level 7, 2 Lonsdale Street
Melbourne VIC 3000

ISBN: 978-1-925264-26-5

© Victorian Curriculum and Assessment Authority 2022

No part of this publication may be reproduced except as specified under the *Copyright Act 1968* or by permission from the VCAA.
For more information go to: www.vcaa.vic.edu.au/Pages/aboutus/policies/policy-copyright.aspx

The VCAA provides the only official, up-to-date versions of VCAA publications. Details of updates can be found on the VCAA website: www.vcaa.vic.edu.au

This publication may contain copyright material belonging to a third party. Every effort has been made to contact all copyright owners.
If you believe that material in this publication is an infringement of your copyright, please email the Copyright Officer: vcaa.copyright@education.vic.gov.au

Copyright in materials appearing at any sites linked to this document rests with the copyright owner/s of those materials, subject to the Copyright Act.
The VCAA recommends you refer to copyright statements at linked sites before using such materials.

The VCAA logo is a registered trademark of the Victorian Curriculum and Assessment Authority.

TABLE OF CONTENTS

NAPLAN COLLECTION NOTICE AND PRIVACY POLICY	1
What is NAPLAN?	1
The VCAA	1
Collection of information	1
Use and disclosure of information	1
Access and correction	2
Further information	3
INTRODUCTION	3
Test dates	4
Test durations	5
ABOUT NAPLAN ONLINE	5
General information about the Online National Assessment Platform	5
Locked Down Browser (LDB)	6
Student familiarisation	6
Dealing with disruptions	7
Adjustments for students with disability	8
PREPARING FOR THE TESTS	9
Before the test day	9
On test days	10
Student test materials	10
Supervising the test sessions	10
Time allowed for each test	11
Adjustments for students with disability	11
Assisting students	12
Reading the test administration script	14
USING THE PLATFORM DURING THE TESTS	14
Administering the tests	14
Recording test participation	19
Other test administration system functions	19

TEST ADMINISTRATION: WRITING – YEAR 5	20
Overview	20
Allocating time during the test	20
Scribes	20
Preparation for the writing test session	20
Materials required	21
Script for administering writing test	21
After the test	25
TEST ADMINISTRATION: READING – YEARS 3 & 5	26
Overview	26
Preparation for the reading test session	26
Materials required	27
Script for administering reading test	27
After the test	30
TEST ADMINISTRATION: CONVENTIONS OF LANGUAGE – YEARS 3 & 5	31
Overview	31
Preparation for the conventions of language test session	31
Materials required	32
Script for administering conventions of language test	32
After the test	35
TEST ADMINISTRATION: NUMERACY – YEARS 3 & 5	36
Overview	36
Preparation for the numeracy test session	36
Materials required	37
Script for administering numeracy test	37
After the test	40
APPENDIX 1: QUICK REFERENCE GUIDE	41
APPENDIX 2: DISABILITY ADJUSTMENT CODES (DAC)	47
APPENDIX 3: PRACTICE TEST ADMINISTRATION	49
APPENDIX 4: REFERENCE FOR RESPONDING TO TEST DISRUPTIONS	60

NAPLAN COLLECTION NOTICE AND PRIVACY POLICY

What is NAPLAN?

The National Assessment Program – Literacy and Numeracy (**NAPLAN**) is an annual assessment for all students in Years 3, 5, 7 and 9. It tests the types of skills that are essential for every child to progress through school and life. The tests cover skills in reading, writing, spelling, grammar and punctuation, and numeracy. The assessments are undertaken every year in May. NAPLAN is run at the direction of the Education Council.

The Australian Curriculum, Assessment and Reporting Authority (**ACARA**) is the independent statutory authority responsible for the overall management of the Australian National Assessment Program, in collaboration with representatives from all states and territories and non-government school sectors.

The VCAA

The Victorian Curriculum and Assessment Authority (**VCAA**) is a statutory authority continued under the *Education and Training Reform Act 2006* (Vic). The VCAA is responsible for curriculum, assessment and reporting in year levels Foundation to 12 for all Victorian school students. The VCAA is also the Test Administration Authority responsible for the administration and delivery of NAPLAN in Victoria.

Personal information about children and their parents/guardians is collected by the VCAA for the purposes of administering and delivering NAPLAN. This notice describes what personal information the VCAA collects, how the VCAA uses that information and to whom the information is disclosed.

Collection of information

The VCAA collects personal information within the meaning of the *Privacy and Data Protection Act 2014* (Vic) (**PDP Act**) about all Victorian school students who sit NAPLAN in years 3, 5, 7 and 9. The VCAA collects this information from schools. The VCAA may also collect personal and health information within the meaning of the *Health Records Act 2001* (Vic), for example, when a student applies for disability adjustments to undertake NAPLAN testing.

The VCAA collects personal information about students each time they sit NAPLAN tests. This includes student's name, school, year level, Victorian Student Number (VSN), gender, date of birth, country of birth, language background, Aboriginal and Torres Strait Islander (ATSI) status, parental occupation and parental education. The VCAA also collects student NAPLAN test responses for the **primary purpose** of assessing and reporting on student learning against the national minimum standards. This helps to improve learning outcomes. NAPLAN test responses may be reported to a student's past and current school, or any future school they attend. The test responses may also be reported across school sectors (e.g. Government and Non-Government) and to other Government agencies and statutory bodies, in order to improve learning outcomes for a particular student.

Use and disclosure of information

The personal information collected by the VCAA will be used by VCAA employees and disclosed to and used by VCAA contractors for and in connection with the abovementioned purposes, and for analysis and research associated with the VCAA's statutory functions.

If personal information is not provided, student test responses cannot be assessed and reported for the purposes set out above.

The VCAA discloses personal information as set out below:

- NAPLAN test results are given to the student's parent/guardian;
- Student name, date of birth, gender, language background, ATSI status and NAPLAN test results will be given to the student's past and current school, as well as any future school they attend. This data may also be given to different school sectors (e.g. Government and Non-Government).

The VCAA discloses de-identified and aggregated data:

- to another State of Australia or the Commonwealth Government upon request or to comply with reporting requirements;
- on request from the Victorian Registration and Qualification Authority (**VRQA**) in relation to the VRQA's statutory functions, including the registration of schools and training organisations; and
- third party researchers, for the purposes of analysis and research related to education, health and other policy issues. Personal information will only be provided to researchers where they have written consent from parents or students for the VCAA to disclose that personal information.

The following information is disclosed to ACARA for national reporting and education policy purposes and to Educational Services Australia Limited (ESA), a national not-for-profit company owned by all Australian education ministers, for the administration of NAPLAN Online:

- VCAA Student identifier
- Gender
- Date of birth
- Country of birth
- Language background
- ATSI status
- Parent/guardian occupation and education
- Parent languages
- Test responses
- Year level and classes
- School

Personal information (first name, surname, DOB, gender) as well as NAPLAN results and a range of 'background information' (gender, ATSI status, language background, school parent/guardian occupation and education) are provided to education sector authorities (e.g. Victorian Department of Education and Training, Catholic Education Commission Victoria, and Independent Schools Victoria).

Personal information collected for the abovementioned purposes will not otherwise be used or disclosed by the VCAA, except with the prior consent of the student (or student's parent or guardian where applicable) and in accordance with the PDP Act, or if the VCAA is required or otherwise permitted by law to do so.

[Access and correction](#)

An individual may request access to personal information, if any, the VCAA holds about them, and request its correction if inaccurate. Contact the VCAA NAPLAN helpdesk on 1800 648 637 or vcaa.naplan.help@education.vic.gov.au.

Further information

Further information about NAPLAN is available on the VCAA's website at www.vcaa.vic.edu.au.

The VCAA Privacy Policy can be found at <https://www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx>.

Information about ACARA's collection, use and disclosure of personal information about NAPLAN is available on the ACARA website: <https://www.acara.edu.au/contact-us/privacy#PartC>.

ESA's Online National Assessment Platform (Assessment Platform) Privacy Policy is available at: <https://www.assessform.edu.au/Public/Legals/PrivacyPolicy.aspx>.

INTRODUCTION

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

Your role in the administration of the tests is critical. This handbook provides you with all the instructions you need to administer the tests online. It is important that you are familiar with all the procedures in this handbook.

You will also need to be familiar with the online assessment platform, including how to:

- use the test administrator's session dashboard to monitor students' progress
- Manage test sessions.

This handbook focuses on the procedures for administering the NAPLAN tests online. It does not provide step-by-step instructions on the functionality of the test administrator's dashboard.

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

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 online NAPLAN test event, seek advice from your NAPLAN coordinator.

Test dates

The NAPLAN test window starts on **10 May 2022** and finishes on **20 May 2022**. The test security period extends for two weeks past the end of the test window and finishes on **3 June 2022**.

Domains other than writing must be tested in the following sequence:

Reading (R) → Conventions of language (CoL) → Numeracy (N)

Writing:

- All year 3 students sit the writing test on Day 1.
- Catch-up sessions are test sessions made available for students who were identified by the school they are enrolled in as absent for their scheduled NAPLAN test. They are not available for students who have already logged into a session and started a test nor to visiting students attending a host school.

			Year 3	Year 5	Years 7 & 9
NAPLAN Testing Window	Week One	Monday 9 May	Preparation day - NO tests permitted		
		Tuesday 10 May Day 1	Writing (Paper) R	Writing R	No Writing R-Col-N
		Wednesday 11 May Day 2	R-Col-N	Writing R-Col-N	Writing R-Col-N
		Thursday 12 May Day 3	Catch-up tests	Catch-up tests	Catch-up tests
		Friday 13 May Day 4	R-Col-N	R-Col-N	Writing R-Col-N
	Week Two		Catch-up tests	Catch-up tests	Catch-up tests
		Monday 16 May Day 5	R-Col-N	R-Col-N	R-Col-N
		Tuesday 17 May Day 6	Catch-up tests (Year 3 writing catch-up tests must be completed by this day)	Catch-up tests	Catch-up tests
		Wednesday 18 May Day 7	Follow test sequence Reading → Conventions of language → Numeracy (R-Col-N)		
		Thursday 19 May Day 8	Catch-up tests permitted		
	Friday 20 May Day 9				
	Test Security Period	Week Three	Monday 23 May – Friday 27 May	These two weeks may ONLY be used for testing with written permission from the relevant TAA.	
Week Four		Monday 30 May – Friday 3 June	Test security to be maintained by all schools to 3 June 2022.		

Test durations

Year 3

Test	Writing	Reading	Conventions of Language	Numeracy
Year 3	40 min (paper)	45 min	45 min	45 min

Introduction time of approximately 15 minutes should be added to these times.

Year 5

Test	Writing	Reading	Conventions of Language	Numeracy
Year 5	42 min	50 min	45 min	50 min

Introduction time of approximately 15 minutes should be added to these times.

ABOUT NAPLAN ONLINE

Below is important information about NAPLAN Online, including the Online National Assessment Platform, the Locked Down Browser, student familiarisation, how to deal with disruptions and disability adjustments.

General information about the Online National Assessment Platform

The Online National Assessment Platform (the 'platform') enables assessments to be delivered online to students. NAPLAN Online is conducted on the platform and students access the tests via a Locked Down Browser (LDB), which needs to be installed on all of the devices being used by students for testing. The LDB prevents students from accessing other applications during the test.

The platform is used by schools to complete tasks related to the NAPLAN Online tests.

For test administrators, these tasks include:

- commencing test sessions following a test script
- monitoring the progress of the tests
- pausing individual students or the whole class as required
- adding extra time (as required)
- finalising sessions.

All test administrator tasks are undertaken via the test administrator dashboard on the platform.

The *Using the platform* section of this handbook (page 14) includes step by step instructions to log on to the platform and complete all tasks associated with administering an online test session.

NAPLAN coordinators and principals have additional access within the platform that includes:

- adding and editing student details and managing disability adjustments
- producing student and test administration codes for each test session
- managing test participation, including postponing tests
- running reports from the system.

Locked Down Browser (LDB)

In order to prevent students from accessing prohibited tools or browsing the internet, they are required to use a purpose built, LDB to access the NAPLAN Online tests.

When in LDB mode students are prevented from accessing software, switching applications, or using operating commands such as Ctrl-Alt-Delete. The LDB disables camera, spell and grammar check, screenshot, home and back button features.

Schools are responsible for ensuring that students are using devices that are in this locked down mode.

In the lead up to the tests, your NAPLAN coordinator and/or principal, will determine the approach used in your school to ensure that the LDB is installed on student test devices. The latest versions of the LDB are available from <https://www.assessform.edu.au/>.

Student familiarisation

As part of the National Protocols for Test Administration (Online), it is a requirement that students have the opportunity to become familiar with the question types contained in the NAPLAN Online tests.

Two practice tests will be available via the platform for students to experience the NAPLAN Online environment and familiarise themselves with the different types of questions used in the May tests.

The tests are a writing test and an omnibus test (a single test that includes questions from reading, conventions of language and numeracy). It is important to note that students will only be able to complete each practice test once.

The latest version of the Locked Down Browser (LDB) is required to be installed on student devices prior to the practice test sessions.

There are **two options** for students to sit the practice tests:

- On the **24 March 2022 as close to 11.30 am AEST**, there will be a **Coordinated Practice Test (CPT)** where all NAPLAN Online schools are strongly encouraged to hold a practice test session at the same time. The purpose of the CPT is to replicate the maximum number of concurrent test sessions that will be undertaken during the NAPLAN Online test window at your school.
- At any other time during the practice test window from **21 March to 22 April 2022**.

All schools participating in CPT are encouraged to start with the writing test followed by the omnibus test to be completed on the same day if time permits. If schools are not able to undertake both practice tests on the day of the CPT, the omnibus test should be completed at another time during the practice test period.

The practice tests will also provide you with an opportunity to become familiar with using the platform. The NAPLAN coordinator will let you know when your sessions will take place. Prior to the sessions, the NAPLAN coordinator will brief you on how to administer a test using the platform and provide the test administration session slip (TA session slip) and student session slips. The instructions and test scripts for conducting the practice tests are in Appendix 3 of this handbook.

If there are new students or any students away during the practice test window, **demonstration tests** are available via the 'Demonstration tests' link on the Locked Down Browser or on ACARA's website: <https://nap.edu.au/online-assessment/public-demonstration-site>. Demonstration tests are available in domains for all year levels, including writing. Student disability access codes can be applied to determine whether alternative test items meet requirements.

Dealing with disruptions

Disruptions can occur during test sessions - these may be general disruptions (for example, fire alarm) or technical disruptions (for example, loss of internet connection). Preparation before the tests is the best approach to minimise the chance of disruptions occurring. Planning your response to the most common issues will minimise their impact on the test session.

In the lead up to the tests, your NAPLAN coordinator or principal will have discussed with you the schedule for administering the tests at your school. This will include the devices to be used, rooms and the timing for each test. As part of familiarisation for the tests, each student should have completed student familiarisation on the device that they will use for the live tests.

For each test session it is recommended that a number of backup devices are on standby that students can be transferred to in the event that their primary device fails. The number and type of devices should be determined in conjunction with your NAPLAN coordinator.

The test administrator is responsible for dealing with test disruptions as they arise within the test session. However, there may be occasions where the NAPLAN coordinator or principal is required to take steps in response to a test disruption or escalate an issue to the VCAA.

- If interruptions occur, test administrators should 'pause' individual students or the entire test session. Once the interruption is addressed, test sessions can be resumed. Pausing a student's test attempt will stop the student's timer so that they do not lose any time. Examples include:
 - A student's device 'freezing' and becoming unresponsive. The student's test should be paused while the device is reset or they are switched to another device.
 - A fire alarm going off and the entire group having to temporarily leave the test session. The entire test session should be paused during the disruption.
- If the test administrator is unable to pause the test session during a disruption, additional time can be added to extend the session to compensate for time lost. A student's test attempt can only be paused if the student's test attempt time has not expired (i.e., the student's timer has not reached zero). Examples include:
 - If power is lost/disrupted during the test, time will need to be added to allow for the period the test session was disrupted.
 - If a student has been experiencing a technical issue, which you were not immediately aware of. Additional time for the period the student was disrupted (and not paused) is required to be added.

Details on how to 'pause', 'resume' and 'postpone' individual students or the whole test session and 'adding extra time' can be found in the *Quick Reference Guide* in Appendix 1.

Where there are technical issues that impact on a minority of the students in the test session, test administrators should not try to resolve the issue. Where a student device freezes, or becomes unresponsive, the student's test attempt should be 'paused' in the first instance. If appropriate, it is recommended that the device is reset and the student attempts to join the test session again (with the test then 'resumed'). If this does not immediately resolve the issue, or further problems are encountered, the student should be promptly switched to a backup device. Test administrators should use their judgement in selecting the most efficient and suitable method to resolve the issue.

Where a test session has been paused, the system will present a text box where the test administrator can enter relevant details about the disruption. The test administrator must also provide details of the test disruption to the NAPLAN coordinator at the end of the test session.

If the test disruption is such that the system cannot be paused, test administrators must note the time at which the disruption begins and its duration, as students' timers may not automatically freeze and extra time may need to be added to the test session once it is resumed.

If there is a legitimate reason for allowing a student to continue working on the test after their time has expired – for instance, if a test disruption was such that the system was unable to be paused and/or the student's timer reached zero during the disruption – the test administrator may use the 'Reopen student' function to reopen the student's test attempt and add extra time to it. If extra time is added, test administrators must indicate the reason for the addition of extra time in the drop down list presented by the system (see Appendix 1).

If the issue is not able to be resolved within 15 minutes, the student(s) should resume their test attempt at a later time. For this to happen, the affected students' test attempt status must be changed to 'postponed'. In these cases you will need to pause the student(s) and escalate the issue to the NAPLAN coordinator or principal for approval. 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.

Please note that if there are any students who are 'paused' test administrators will not be able to finalise the test session. This will need to be done by the NAPLAN coordinator. Where students are unable to complete their test due to technical issues, NAPLAN coordinators are required to postpone students' tests and reschedule to allow completion of the test(s).

In the event of significant disruptions that threaten the ability to complete all scheduled test sessions, the VCAA NAPLAN helpdesk should be contacted as soon as possible. A summary of these procedures can be found in Appendix 4: A Reference for Responding to Test Disruptions.

Adjustments for students with disability

For students with disability, Disability Adjustment Codes (DACs) can be entered into the platform against the student, so that the adjustments are automatically applied during the test session. All NAPLAN Online items are now keyboard accessible.

These codes are entered by the NAPLAN coordinator. You do not have access to adjust these codes. If you are made aware of an error, contact your NAPLAN coordinator prior to commencing the test session.

In some instances, students with a disability taking the test will be presented with alternative test items which differ from questions other students in the same test session will see. These alternative items have been designed to accommodate certain disabilities in order to allow greater participation in the test, however the items assess the same knowledge requirements. The presentation of alternative items is triggered by particular DACs.

Be aware that test administrators may have students using alternative test formats. Separate handbooks will be provided with the alternative test format for these test sessions and the NAPLAN coordinator will advise of the appropriate arrangements for these students.

The list of students (class list) allocated to the test session will also indicate their approved disability adjustments, if any.

See Appendix 2 for a table of DACs and actions required by the test administrator in relation to accessibility adjustments.

Please note that where the disability adjustment requires a rest break, you will need to 'pause' the student's test attempt. This will pause the student's timer so that they do not lose any time. Once you have 'paused' the student's test attempt, you will need to enter the reason ('disability adjustment'). Once the rest break has been completed, you will need to 'resume' the test attempt. Detailed information on how to pause and resume a student test attempt is provided in Appendix 1.

Where a student requires assistive technology (AST) or colour contrast modification (COL), they will need to access the test via an unsecured browser, not the LDB. If required, details of the unsecured browser will be provided to you by the NAPLAN coordinator on the day of the test.

PREPARING FOR THE TESTS

Before the test day

The school principal is responsible for ensuring all staff are informed of their roles and responsibilities in relation to the administration of the online NAPLAN tests. The *NAPLAN national protocols for test administration – online* require that all students are familiar with the functionality of the online NAPLAN tests and range of item types in each domain, as well as with the type of device that they will be using for online NAPLAN, before sitting the tests.

Within the school, the principal's immediate delegate for the preparation and delivery of the online NAPLAN tests is the NAPLAN coordinator. The principal may also perform this role.

Your school may also have a school technical support officer who can help ensure that the necessary technology (e.g. devices, servers) is ready to support the online NAPLAN tests. The NAPLAN coordinator may also perform this role.

In the weeks before the test, the school's NAPLAN coordinator will meet with you to:

- provide you with access to the online NAPLAN training environment to ensure you know how to use the test administrator's session dashboard, and the NAP Locked Down Browser (as well as setting up an unsecured browser if necessary) or the applications for low-bandwidth schools.
- plan the configuration of the test room(s) where the test sessions will be held
- discuss the organisational procedures required during the tests, including procedures for students bringing their own device (BYOD)
- review procedures for emergencies and problem situations, including how to seek technical assistance
- explain 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, will have the NAP Locked Down Browser or applications for low-bandwidth schools installed, and will be fully charged 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.

On test days

Prior to commencing, 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 the items listed below:

- a device for your own use in administering the test session
- confirmation of how you and the students will connect to the internet
- 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 and NAPLAN coordinator, and the VCAA 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.

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 Online tests except reading allow or require the use of an 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, that can transmit, extract and display or read out data to the user
- ✗ protractors/mathematics templates
- ✗ calculators (unless provided as a disability adjustment).

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 session dashboard in order to ensure all flags or warnings are actioned as required.

Time allowed for each test

When administering a test session, in addition to the stated time for each assessment, you will need to allow time for students to settle in and log in to the online assessment platform. The test session time may also be affected where students have been provided with adjustments for disability.

Year 3

Test	Writing	Reading	Conventions of Language	Numeracy
Year 3	40 min (paper)	45 min	45 min	45 min

Introduction time of approximately 15 minutes should be added to these times.

Year 5

Test	Writing	Reading	Conventions of Language	Numeracy
Year 5	42 min	50 min	45 min	50 min

Introduction time of approximately 15 minutes should be added to these times.

The online assessment platform will provide each student with a countdown timer that shows the amount of time they have to complete the test. Students can choose to hide their timer if they find it distracting. However, the timer will flash when the student has 10 minutes left and will display continuously during the last five minutes of the test. You will also be able to see how much time each student has remaining on their test attempt via the test administrator's session dashboard on your device. The platform will lock students out of their test when their time has expired.

Adjustments for students with disability

Students with disability may be granted extra time as a disability adjustment. The NAPLAN coordinator will enter the relevant disability adjustment code(s) (DAC) for these students against their profile prior to the start of the tests. Students who have a DAC indicating they should get extra time will automatically have the appropriate amount of extra time added by the system.

Some students may be granted rest breaks. You will have to manually control rest breaks for those students who have a DAC indicating they should get a rest break by pausing and resuming the students' test attempts via the test administrator's dashboard.

In some instances, students with disability taking the test will be presented with alternative test items which differ from those other students will see in the same test session. These alternative items have been designed to accommodate certain disabilities in order to enable participation in the test, however the items assess the same knowledge requirements. The presentation of alternative items is triggered by granting of the alternative item DACs (AIA and AIV).

The list of students (class list) allocated to the test session will also indicate their approved disability adjustments, if any. This is shown by the DAC against the student's name. These codes are entered against the student profile by the NAPLAN coordinator and must be added prior to the student starting the test. You do not have access to add or adjust these codes. If you are made aware of an error, contact your NAPLAN coordinator prior to commencing the test session.

See *Appendix 2* 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 - online* is expected in all aspects of the test 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 - online*. 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 (as indicated by '**READ ALOUD**' in this handbook – see below)
- ✓ 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
- ✓ 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)
- ✓ provide general encouragement to continue.

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

- ✗ give hints or examples
- ✗ explain, paraphrase or interpret questions, including translating questions into another language
- ✗ 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 online assessment 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 ✗ prompt students regarding the text structure or writing prompt ✗ type for a student (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	Spelling section ✓ remind students how to use the audio player	✗ read or sound out the spelling items to the students ✗ read any test questions ✗ write any spelling words for students, on the board or elsewhere.
	Grammar and Punctuation section	✗ read any test questions
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 (as per the audio available to students for each question).	✗ read numbers or symbols unless they are embedded within text (as per the audio available to students for each question) ✗ 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 as they are not embedded within text. What number will make this number sentence true? $4.52 + 3.68 = \square + 3.70$
Example 2	The numbers 100 and 2 may be read as they are embedded within the text. The numbers 50, 55, 70 and 220 must not be read 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 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 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 reading test.

A section at the beginning of each script, with a series of dot points, can be read aloud as necessary to assist students to open the NAP Locked Down Browser/student test player or unsecured browser, perform an audio check and log in to the test.

Usually, all students in the session will be undertaking the same test. However, it is possible to have students within a session completing different tests – for instance, in catch-up sessions. If this is the 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* in Appendix 1 provides more detailed information on platform functions that may be required during a test session.

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

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

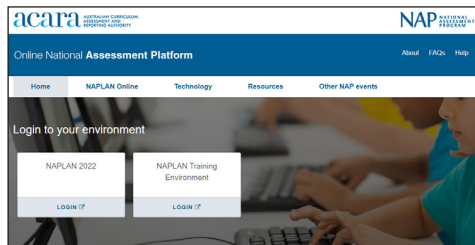
Prior to the test:

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

Beginning a test:

How to start a test

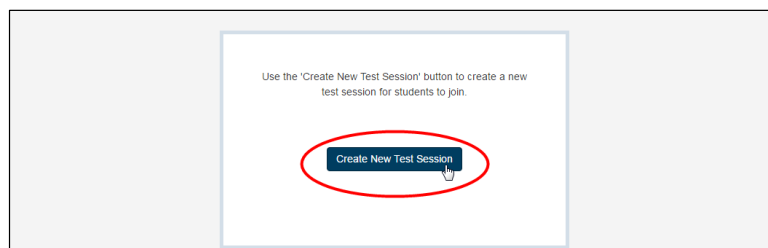
1. Go to <https://www.assessform.edu.au/>, and click on the 'NAPLAN 2022' login icon.



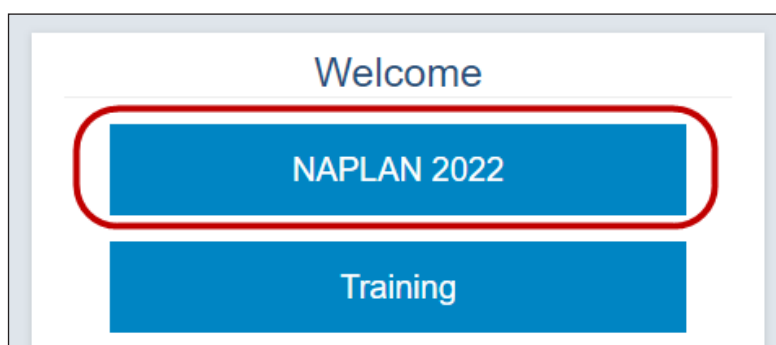
2. Log in to the platform using the username and password provided to you on the TA session slip.

The screenshot shows the NAPLAN 2022 login page. It has a light blue background. At the top, there's a header with the ACARA logo and 'NAPLAN 2022' text. Below the header, there's a large heading 'NAPLAN 2022'. Underneath, there are two input fields: 'Username:' and 'Password:'. Below the password field, there's a link 'Forgot your password?'. At the bottom, there's a blue 'Login' button.

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



4. Students need to click on 'NAPLAN 2022' 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.

Enter the session code that is on the board:

□ □ □ □ □ □ □ □

Next

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.

Test Administration Sessions
at Victoria Test Independent School

Session Code: GCW-CQ-VXZ

Step 1: Write session code on the board
Step 2: Wait for all students to join the session
Step 3: Start the session

0 students

Cancel session Start session

Search for Student

All (0) Not started (0) Started (0) Paused (0) Finished (0) Waiting entry (0) Other (0)

Student	Status	Test	Time joined	Actions
---------	--------	------	-------------	---------

No items to display

No students have joined yet refresh

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.

Test Administration Sessions
at Victoria Government SRT School 1

Session Code: BFR-XB-NQH

Step 1: Write session code on the board
Step 2: Wait for all students to join the session
Step 3: Start the session

4 students

Cancel session Start session

Search for Student

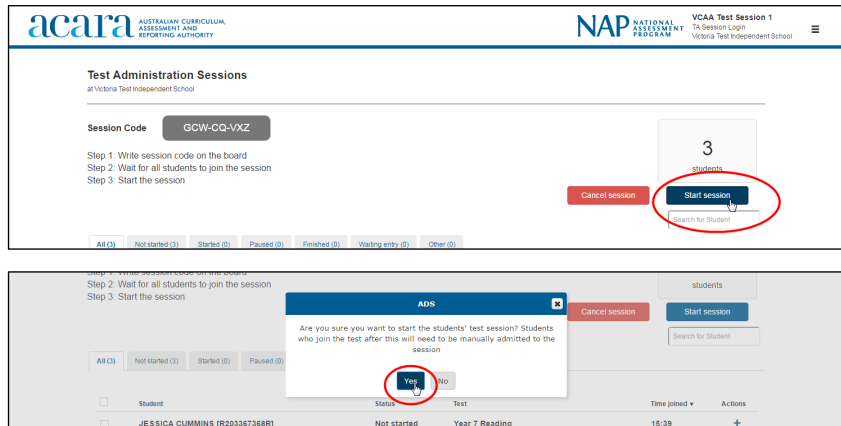
All (4) Not started (4) Started (0) Paused (0) Finished (0) Waiting entry (0) Other (0)

Student	Status	Test	Progress	Time joined	Actions
TIMOTHY ROSE [R200690478A]	Not started	Omnibus Test - Year 3		12:55	+
MATTHEW ROBERTS [R200690471B]	Not started	Omnibus Test - Year 3		12:54	+
STEFAN NEATE [R200690477P]	Not started	Omnibus Test - Year 3		12:52	+
KAILA MEAD [R200690492S]	Not started	Omnibus Test - Year 3		12:56	+

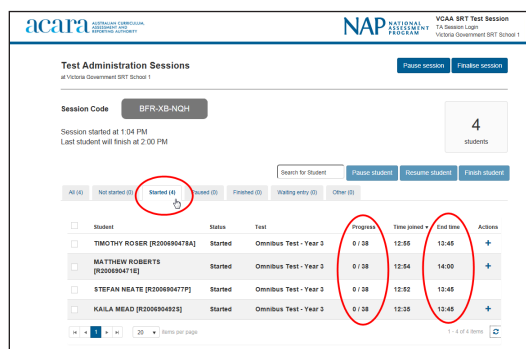
1 - 4 of 4 items

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, see Appendix 1 for instructions on how to start their tests.

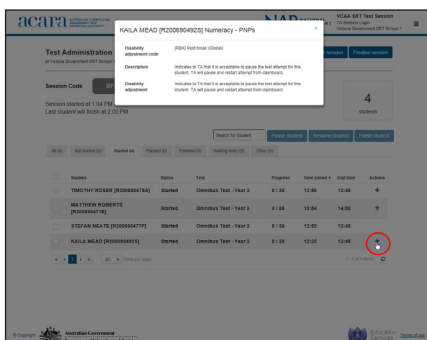


8. As the test loads on each individual student's device, the student will appear under the "Started" tab. You can see the progress of the student in the 'Progress' column. You can also see the finish time for their tests in the "End Time" column.



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

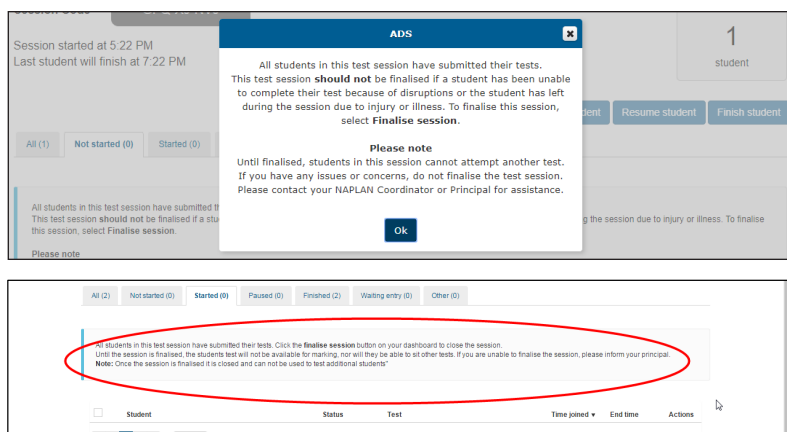
9. If you click on the "+" icon, it will show you the details of what disability adjustment type the student has been granted.



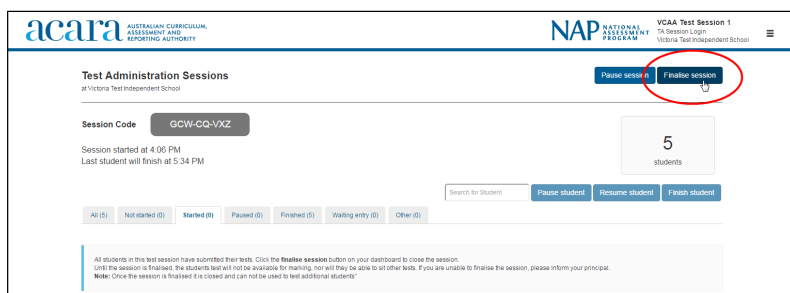
Most of the disability adjustment codes are automated by the system (e.g. extra time), so you will not need to take any further action. However, a preapproved rest break will require manual intervention. You will be required to “pause” the test for the student so they can have a rest break. For detailed instructions on how to “pause” and “resume” a student test, refer to Appendix 1.

Finalising a test session

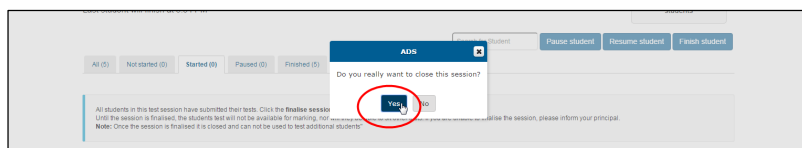
- Once all the students have submitted their tests, you will see either of these warning messages to remind you to finalise the test session.



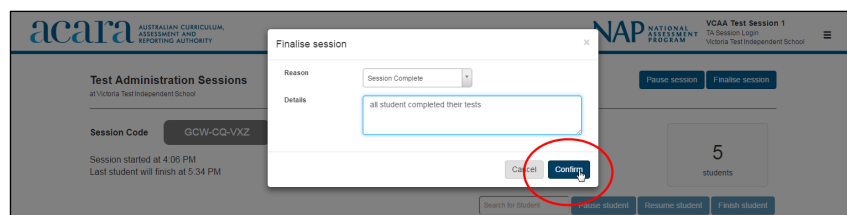
- The students won't be allowed to sit another test until this session is finalised. To finalise your test session, select the “Finalise session” button on the top right of the screen.



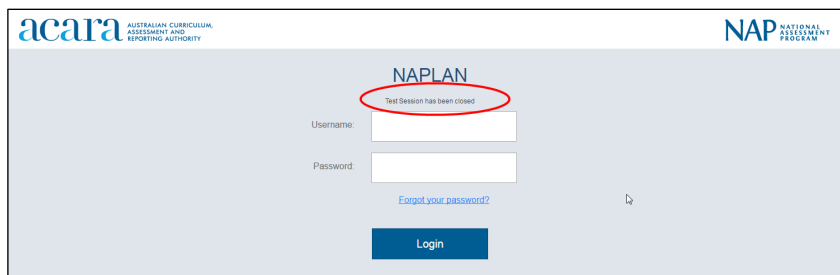
- When prompted, select “Yes” to continue.



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



14. 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* in Appendix 1 for details on how to use these functions.

TEST ADMINISTRATION: WRITING – YEAR 5

Overview

This test is to be conducted in one session. This is an assessment of a student's ability to plan and write a text independently. There must be no teacher input or assistance.

Students **must not** have access to any books during the writing test.

Ensure that all steps necessary to create a test session have been completed before attempting to administer the test. (See page 9, *Before the test day*).

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

Scribes

Students require TAA approval for the use of a scribe. Students with a temporary injury are not permitted the use of a scribe.

For students using a scribe, test administrators may need to add extra time to the student's test session. This will only be necessary if the test session ends before completion of the short spelling test that is given after students complete their writing.

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

For scribing rules refer to the *NAPLAN national protocols for test administration – online*.

Preparation for the writing test session

To prepare for the writing test you will need to:

- make sure you have the required materials (see page 21)
- take down, cover or reverse any posters, displays or teaching materials that might help students with their writing
- confirm there are sufficient devices for all of the students in the test session (taking into account any students bringing their own device)
- check that your device is fully charged or connected to a power supply
- confirm there are sufficient sets of headphones for all students in the test session
- check you are aware of any disability adjustments provided to the students in your session and how to manage them
- ensure you have a sufficient number of slips of paper on which the URL for the unsecured browser is written (for students with DAC AST and COL) if required
- be prepared to assist students in opening the LDB for their device
- check you have access to a whiteboard or blackboard

To start the test session:

- use your test administrator login details for the session to create a test session code for this test
- write the test session code on the board
- if the test session includes students who have a disability adjustment which allows them to use an unsecured browser (rather than the LDB), provide the URL for the unsecured browser to these students on a slip of paper and assist them with logging in as necessary
- distribute the student session slips.

Materials required

Each student must have	The test administrator must have
• a device that meets the technical specifications for NAPLAN Online • their student session slip for this session • a sheet of blank planning paper • a pen or pencil • headphones.	• a device that meets the technical specifications for NAPLAN Online • this test administration handbook • the TA session slip (containing the test administrator login details necessary for generating the test session code) • extra blank paper • spare pens/pencils • a watch or clock • a board to display the test session code • a list of students allocated to the test session (including details of disability adjustments) and URL for unsecured browser if necessary.

Script for administering writing test

You should have already generated the session code at this stage, but should not yet have started the test. See the section of this handbook titled *Using the platform during the tests* (page 14).

READ ALOUD

Today you will complete a writing test.

If you have any questions, or you can't see what I describe on your screen, raise your hand and I will help you.

Remind students that if they experience technical issues (mouse, keyboard, monitor or device not working, questions not loading or questions flickering, screens freezing etc.) that they should let you know straight away by raising their hand.

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

Ask students to check that they have:

- their student code for the test on a piece of paper with their correct name
- a blank piece of paper, a pen or pencil and a set of headphones
- turned on their device
- plugged in their headphones
- adjusted their device volume to a comfortable/suitable level.

Ask students to:

- open the student test player (NAP Locked Down Browser or application for low- bandwidth schools) (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)
- select 'NAPLAN 2022'.

Students will then see the audio check screen. For the writing test, students should:

- play the sound
- select 'I can hear the sound on headphones' if they can hear the sound, or
- select 'I can't hear the sound on headphones' if they can't hear the sound and follow the instructions on the page.

Assist students with a hearing impairment if required. These students should select 'I do not need to check my audio'.

Instruct students to:

- select 'Start test'
- type the session code exactly as it appears on the board into the boxes, and then select 'Next'
- type your student code into the boxes that appear and select 'Next'
- check that your name, year and the test domain are correct, select 'Yes' and wait.

READ ALOUD

Once I start the test, you can read or listen to the writing prompt and the test instructions.

Pay careful attention to the instructions, as they will explain what kind of text you need to write. You can also listen to them at any point in the test.

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

You will have plenty of space to write. Scroll down for more space.

Pause to allow students to ask questions.

READ ALOUD

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

You can use your piece 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 and instructions 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 in the writing prompt.

The piece 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.

When your time ends you will see a screen asking you to select a 'Finish' button.

If you finish early, check your writing.

If you finish before your time ends you can also select the 'Finish' button, but you will be asked whether or not you have checked your answers. If you select 'No' you will stay in the test. Selecting 'Yes' will finish your test.

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.

Answer any questions the students have.

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.

As test administrator, 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

About seven 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 that they have begun typing.

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.**

Ensure that students are typing their text into the writing pane in the online assessment platform. They should not be using their sheet of paper for anything beyond planning. The planning paper will not be marked.

Students who finish early should be encouraged to reread and edit their writing. When they have finished checking, they should sit and wait quietly. Students can access the 'Reopen test' button if they have finished their test and decide they would like to go back in to change or add to their writing. They may not engage in 'early finisher' activities, such as reading, which may provide information or ideas for their writing. If a whole class has checked their responses, clicked finish, then submitted their tests before the allocated time, you may use discretion in managing the test environment and finalising the test session.

After 32 minutes, READ ALOUD

Check your timer in the left-hand corner of your screen. If your test has not been paused, you have about 10 minutes left for this test. I recommend that you spend the next five minutes finishing your writing, so that you have 5 minutes left for editing.

After 37 minutes, READ ALOUD

Check your timer in the left-hand corner of your screen. If your test has not been paused, your writing time is now finished. You have five 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 five 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 planning page and your student session slip on your desk to be collected.

You should now all close the test browser.

Check that all students have closed the NAP Locked Down Browser or, where appropriate, the unsecured browser.

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

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

Collect all student session slips and all paper used during the tests. Student session slips, including unused session slips, must be returned to the NAPLAN coordinator along with the TA session slips to be securely stored.

You will need to refer to *Finalising a test session* on page 18 to ensure you have met all requirements.

After the test

- recharge school-supplied devices for the next test session
- collect all planning pages and student session slips
- collect any slips containing the unsecured browser URL
- collect and store school headphones
- group student slips into those that completed the tests and any students who:
 - were absent
 - refused to login or logged in and did not complete the test
 - abandoned the test due to illness or injury
- In addition to the above, notify the NAPLAN coordinator of any
 - test disruptions or incidents
 - paused test attempts
 - errors in the spelling of student names
- ensure that you note the student session slips appropriately (e.g., absent students, abandoned test attempts), so that the NAPLAN coordinator is aware of any further action that needs to be taken
- return the TA session slip, student session slip, planning pages and any other test materials to the NAPLAN coordinator.

TEST ADMINISTRATION: READING – YEARS 3 & 5

Overview

This test is to be conducted in one session. 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.

Headphones are not used in the reading test.

Ensure that all steps necessary to create a test session have been completed before attempting to administer the test. (See page 9, *Before the test day*).

Preparation for the reading test session

To prepare for the reading test you will need to:

- make sure you have the required materials (see page 27)
- take down, cover or reverse any posters, displays or teaching materials that might help students to answer questions
- confirm there are sufficient devices for all of the students in the test session (taking into account any students bringing their own device)
- check that your device is fully charged or connected to a power supply
- check you are aware of any disability adjustments provided to the students in your session and how to manage them
- ensure you have a sufficient number of slips of paper on which the URL for the unsecured browser is written (for students with DAC AST and COL) if required
- be prepared to assist students in opening the LDB for their device
- check you have access to a whiteboard or blackboard

To start the test session:

- use your test administrator login details for the session to create a test session code for this test
- write the test session code on the board
- if the test session includes students who have a disability adjustment which allows them to use an unsecured browser (rather than the LDB), provide the URL for the unsecured browser to these students on a slip of paper and assist them with logging in as necessary
- distribute the student session slips.

Materials required

Each student must have	The test administrator must have
- a device that meets the technical specifications for NAPLAN Online - their student session slip for this session	- a device that meets the technical specifications for NAPLAN Online - this test administration handbook - the TA session slips (containing the test administrator login details necessary for generating the test session code) - a watch or clock - a board to display the test session code - a list of students allocated to the test session (including details of disability adjustments) and URL for unsecured browser if necessary.

Script for administering reading test

You should have already generated the session code at this stage, but should not yet have started the test. See the section of this handbook titled *Using the platform during the tests* (page 14).

READ ALOUD

Today you will complete a reading test.

If you have any questions or you can't see what I describe on your screen, raise your hand and I will help you.

Remind students that if they experience technical issues (mouse, keyboard, monitor or device not working, questions not loading or questions flickering, screen freezing etc.) that they should let you know straight away by raising their hand.

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

Ask students to check that they have:

- their student code for the test on a piece of paper with their correct name
- turned on their device.

Ask students to:

- open the student test player (NAP Locked Down Browser or application for low-bandwidth schools (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)
- select 'NAPLAN 2022'

Students will then see the audio check screen. The reading test does not include audio. For the reading test, students should:

- select 'I do not need to check my audio'.

Instruct students to:

- select 'start test'
- type the session code exactly as it appears on the board into the boxes, and then select 'Next'
- type their student code into the boxes that appear and select 'Next'
- check that their name, year and the test domain are correct, select 'Yes' and wait.

READ ALOUD

In this reading test, you will read texts and then answer questions about them.

(For Year 3) There are 39 questions in this test and you have 45 minutes to complete it.

(For Year 5) There are 39 questions in this test and you have 50 minutes to complete it.

There are three 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.

If you make a mistake, you can change your answer. If you find that a question is too hard, flag it and go on to the next one. If you have time, you can go back to flagged questions after you have finished the rest of the test.

If you have any questions, raise your hand and I will come to speak with you. However, because this is a test of how well you read, I cannot read or explain the questions or texts to you.

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 when you have five minutes left.

When your time ends you will see a screen asking you to select a 'Finish' button.

If you finish early, check your answers and be sure that you have answered all the questions.

If you finish before your time ends you can also select the 'Finish' button, but you will be asked whether or not you have completed all the questions and checked your answers. If you select 'No' you will stay in the test. Selecting 'Yes' will finish your test.

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

Once you have finished your test, wait quietly.

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.

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 (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 patiently. They may not engage in 'early finisher' activities, such as reading, which may provide clues to the answers. If a whole class has checked their responses, clicked finish, then submitted their tests before the allocated time, you may use discretion in managing the test environment and finalising the test session.

(For Year 3) After 40 minutes, READ ALOUD

(For Year 5) After 45 Minutes, READ ALOUD

Check your timer in the left-hand corner of your screen. If your test has not been paused, you have about five 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 five 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 student session slip on your desk to be collected.

You should now all close the test browser.

Check that all students have closed the NAP Locked Down Browser or, where appropriate, the unsecured browser.

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

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

Collect all student session slips and all paper used during the tests. Student session slips, including unused session slips, must be returned to the NAPLAN coordinator along with the TA session slips to be securely stored.

You will need to refer to *Finalising a test session* on page 18 to ensure you have met all requirements.

After the test

- recharge school-supplied devices for the next test session
- collect all planning pages and student session slips
- collect any slips containing the unsecured browser URL
- group student slips into those that completed the tests and any students who:
 - were absent
 - refused to login or logged in and did not complete the test
 - abandoned the test due to illness or injury
- In addition to the above, notify the NAPLAN coordinator of any
 - test disruptions or incidents
 - paused test attempts
 - errors in the spelling of student names
- ensure that you note the student session slips appropriately (e.g., absent students, abandoned test attempts), so that the NAPLAN coordinator is aware of any further action that needs to be taken
- return the TA session slips, student session slips, planning pages and any other test materials to the NAPLAN coordinator.

TEST ADMINISTRATION: CONVENTIONS OF LANGUAGE – YEARS 3 & 5

Overview

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

It includes a message advising students that they've reached the end of a locked section. When students reach the locked message, they will be asked if they are ready to start the next section.

When students click 'No, I want to check my answers' they will be able to review or change their grammar and punctuation answers or revisit flagged items.

When students click 'Yes, I want to start the next section' they will begin the spelling section and won't be able to return to the grammar and punctuation section.

Ensure that all steps necessary to create a test session have been completed before attempting to administer the test. (See page 9, *Before the test day*).

Preparation for the conventions of language test session

To prepare for the conventions of language test you will need to:

- make sure you have the required materials (see page 32)
- take down, cover or reverse any posters, displays or teaching materials that might help students to answer questions
- confirm there are sufficient devices for all of the students in the test session (taking into account any students bringing their own device)
- check that your device is fully charged or connected to a power supply
- confirm there are sufficient sets of headphones for all students in the test session
- check you are aware of any disability adjustments provided to the students in your session and how to manage them
- ensure you have a sufficient number of slips of paper on which the URL for the unsecured browser is written (for students with DAC, AST and COL) if required
- be prepared to assist students in opening the LDB for their device
- check you have access to a whiteboard or blackboard

To start the test session:

- use your test administrator login details for the session to create a test session code for this test
- write the test session code on the board
- if the test session includes students who have a disability adjustment which allows them to use an unsecured browser (rather than the LDB), provide the URL for the unsecured browser to these students on a slip of paper and assist them with logging in as necessary
- distribute the student session slips.

Materials required

Each student must have	The test administrator must have
- a device that meets the technical specifications for NAPLAN Online - their student session slip for this session - a sheet of blank paper for working out - a pen or pencil - headphones.	- a device that meets the technical specifications for NAPLAN Online - this test administration handbook - the TA session slip (containing the test administrator login details necessary for generating the test session code) - a watch or clock - a board to display the test session code - a list of students allocated to the test session (including details of disability adjustments) and URL for unsecured browser if necessary.

Script for administering conventions of language test

You should have already generated the session code at this stage, but should not yet have started the test. See the section of this handbook titled *Using the platform* (page 14).

READ ALOUD

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

If you have any questions today, or you can't see what I describe on your screen, raise your hand and I will help you.

Remind students that if they experience technical issues (mouse, keyboard, monitor or device not working, questions not loading or questions flickering, screens freezing etc.) that they should let you know straight away by raising their hand.

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

Ask students to check that they have:

- their student code for the test on a piece of paper with their correct name
- a blank piece of paper, a pen or pencil and a set of headphones
- turned on their device
- plugged in their headphones
- adjusted their device volume to a comfortable/suitable level.

Ask students to:

- open the student test player (NAP Locked Down Browser or application for low-bandwidth schools) (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)
- select 'NAPLAN 2022'.

Students will then see the audio check screen. For the conventions of language test, students should:

- play the sound
- select 'I can hear the sound on headphones' if they can hear the sound, or
- select 'I can't hear the sound on headphones' if they can't hear the sound, and follow the instructions on the page.

Assist students with the disability adjustment code AIA if required. These students should select 'I do not need to check my audio'.

Instruct students to:

- select 'Start test'
- type the session code exactly as it appears on the board into the boxes, and then select 'Next'
- type their student code into the boxes that appear and select 'Next'
- check that their name, year and the test domain are correct, select 'Yes' and wait.

READ ALOUD

There are two sections to this test. The first section is a grammar and punctuation test, and the second is a spelling test. You will need your headphones for the spelling test only. Once you move to the spelling test, you cannot go back to the grammar and punctuation test.

There are 52 questions in all: 27 questions in the grammar and punctuation test and 25 questions in the spelling test. 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 test than spelling.

In both the grammar and punctuation test AND the spelling test, there are three sections. Within each test, you can go back to a previous section to flagged questions or to just check your answers. A message on your screen will ask if you want to go back.

However, at the very end of the grammar and punctuation 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 grammar and punctuation answers or revisit flagged questions, and you will be able to change your answers if you think you have made a mistake.

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

There is a timer in the top left-hand corner of your screen. When your timer says 25 minutes, you should be close to finishing the grammar and punctuation test, which finishes at question 27, and be ready to move onto the spelling test.

The time will flash when you have 10 minutes left and again when you have 5 minutes left. I will also tell you.

When your time ends, you will see a screen asking you to select a 'Finish' button.

If you finish early, check your answers and be sure that you have answered all the questions.

If you finish before your time ends you can also select the 'Finish' button, but you will be asked whether or not you have completed all the questions and checked your answers. If you select 'No' you will stay in the spelling test. If you select 'Yes' you will finish your test.

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

Once you have finished your test, wait quietly.

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.

Actively supervise students to make sure they are on task to see that they are managing their time so they do not spend the whole test time on grammar and punctuation – spending the whole test time on grammar and punctuation will result in them not receiving a score for spelling.

Students who finish early should be encouraged to check their answers. When they have finished checking, they should sit and wait patiently. They may not engage in 'early finisher' activities, such as reading, which may provide clues to the answers. If a whole class has checked their responses, clicked finish, then submitted their tests 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 five 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 five 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 student session slip on your desk to be collected.

You should now all close the test browser.

Check that all students have closed the NAP Locked Down Browser or, where appropriate, the unsecured browser.

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

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

Collect all student session slips and all paper used during the tests. Student session slips, including unused session slips, must be returned to the NAPLAN coordinator along with the TA session slips to be securely stored.

You will need to refer to *Finalising a test session* on page 18 to ensure you have met all requirements.

After the test

- recharge school-supplied devices for the next test session
- collect all student session slips
- collect any slips containing the unsecured browser URL
- collect and store school headphones
- group student slips into those that completed the tests and any students who:
 - were absent
 - refused to login or logged in and did not complete the test
 - abandoned the test due to illness or injury
- In addition to the above, notify the NAPLAN coordinator of any
 - test disruptions or incidents
 - paused test attempts
 - errors in the spelling of student names
- ensure that you note the student session slips appropriately (e.g., absent students, abandoned test attempts), so that the NAPLAN coordinator is aware of any further action that needs to be taken
- return the TA session slips, student session slips and any other test materials to the NAPLAN coordinator.

TEST ADMINISTRATION: NUMERACY – YEARS 3 & 5

Overview

This test is to be conducted in one session. Years 3 and 5 students will not have access to the online calculator during any part of this test. Years 3 and 5 students are not permitted to use a calculator during any part of the NAPLAN test.

Ensure that all steps necessary to create a test session have been completed before attempting to administer the test. (See page 9, *Before the test day*).

Preparation for the numeracy test session

To prepare for the numeracy test you will need to:

- make sure you have the required materials (see page 37)
- take down, cover or reverse any posters, displays or teaching materials that might help students to answer questions
- confirm there are sufficient devices for all of the students in the test session (taking into account any students bringing their own device)
- check that your device is fully charged or connected to a power supply
- confirm there are sufficient sets of headphones for all students in the test session
- check you are aware of any disability adjustments provided to the students in your session and how to manage them
- ensure you have a sufficient number of slips of paper on which the URL for the unsecured browser is written (for students with DAC, AST and COL) if required
- be prepared to assist students in opening the LDB for their device
- check you have access to a whiteboard or blackboard
- check that no calculators are available.

To start the test session:

- use your test administrator login details for the session to create a test session code for this test
- write the test session code on the board
- if the test session includes students who have a disability adjustment which allows them to use an unsecured browser (rather than the LDB), provide the URL for the unsecured browser to these students on a slip of paper and assist them with logging in as necessary.
- distribute the student session slips.

Materials required

Each student must have	The test administrator must have
- a device that meets the technical specifications for NAPLAN Online - their student session slip for this session - a sheet of paper for working out - a pen or pencil - headphones.	- a device that meets the technical specifications for NAPLAN Online - this test administration handbook - the TA session slip (containing the test administrator login details necessary for generating the test session code) - a watch or clock - a board to display the test session code - a list of students allocated to the test session (including details of disability adjustments) and URL for unsecured browser if necessary.

Script for administering numeracy test

You should have already generated the session code at this stage, but should not yet have started the test. See the section of this handbook titled *Using the platform* (page 14).

READ ALOUD

Today you will complete a numeracy test.

If you have any questions or you can't see what I describe on your screen, raise your hand and I will help you.

Remind students that if they experience technical issues (mouse, keyboard, monitor or device not working, questions not loading or questions flickering, screens freezing etc.) that they should let you know straight away by raising their hand.

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

Ask students to check that they have:

- their student code for the test on a piece of paper with their correct name
- a blank piece of paper, a pen or pencil and a set of headphones
- turned on their device
- plugged in their headphones
- adjusted their device volume to a comfortable/suitable level.

Ask students to:

- open the student test player (NAP Locked Down Browser or application for low-bandwidth schools (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)
- select 'NAPLAN 2022'.

Students will then see the audio check screen. For the numeracy test, students should:

- play the sound
- select 'I can hear the sound on headphones' if they can hear the sound, or
- select 'I can't hear the sound on headphones' if they can't hear the sound, and follow the instructions on the page.

Assist students with a hearing impairment if required. These students should select 'I do not need to check my audio'.

Instruct students to:

- select 'Start test'
- type the session code exactly as it appears on the board into the boxes, and then select 'Next'
- type their student code into the boxes that appear and select 'Next'
- check that your name, year and the test domain are correct, select 'Yes' and wait.

READ ALOUD

In this test, you can select 'Play' to have the questions read to you through your headphones. 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.

(For Year 3) There are 36 questions in the numeracy test and you have 45 minutes to complete all the questions.
(For Year 5) There are 42 questions in the numeracy test and you have 50 minutes to complete all the questions.

There are three sections in this test. At the end of each section you will see a message on your screen asking if you would like to review your answers before moving to the next section.

If you make a mistake, you can change your answer. If you find that a question is too hard for you, flag it and go on to the next one. If you have time, you can go back to flagged questions after you have finished the rest 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.

When your time ends you will see a screen asking you to select a 'Finish' button.

If you finish early, check your answers and be sure that you have answered all the questions.

If you finish before your time ends you can also select the 'Finish' button, but you will be asked whether or not you have completed all the questions and checked your answers. If you select 'No' you will stay in the test. Selecting 'Yes' will finish your test.

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 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.

Actively supervise students to make sure they are on task.

If students ask you to read questions, you should encourage them to use the platform audio. However, you may read questions for them. **Ensure you are familiar with what may and may not be read** to students. Refer to page 12 – 13 of this handbook for details and examples.

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

If a whole class has checked their responses, clicked finish, then submitted their tests before the allocated time, you may use discretion in managing the test environment and finalising the test session.

(For Year 3) After 40 minutes, READ ALOUD

(For Year 5) After 45 minutes, READ ALOUD

You have about five 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 five 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 student session slip on your desk to be collected.

You should now all close the test browser.

Check that all students have closed the NAP Locked Down Browser or, where appropriate, the unsecured browser.

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

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

Collect all student session slips and all paper used during the tests. Student session slips, including unused session slips, must be returned to the NAPLAN coordinator along with the TA session slips to be securely stored.

You will need to refer to *Finalising a test session* on page 18 to ensure you have met all requirements.

After the test

- recharge school-supplied devices for the next test session
- collect all planning pages and student session slips
- collect any slips containing the unsecured browser URL
- collect and store school headphones
- group student slips into those that completed the tests and any students who:
 - were absent
 - refused to login or logged in and did not complete the test
 - abandoned the test due to illness or injury
- In addition to the above, notify the NAPLAN coordinator of any
 - test disruptions or incidents
 - paused test attempts
 - errors in the spelling of student names
- ensure that you note the student session slips appropriately (e.g., absent students, abandoned test attempts), so that the NAPLAN coordinator is aware of any further action that needs to be taken
- return the TA session slips, student session slips, planning pages and any other test materials to the NAPLAN coordinator.

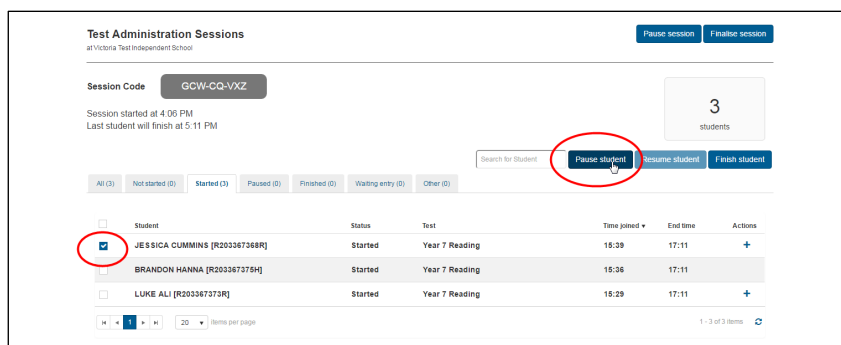
APPENDIX 1: QUICK REFERENCE GUIDE

Once a test session has started, a number of functions become active on the test administration session dashboard. This *Quick Reference Guide* provides detailed steps for how to use the following functions on the platform:

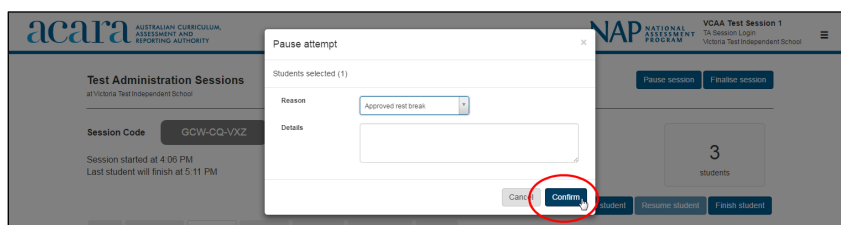
- Pausing an individual student
- Pausing a whole test session
- Allowing a student to switch devices
- Submitting tests for students
- Reopening tests and adding extra time for students
- Allowing late students to start a test

1. Pausing an individual student

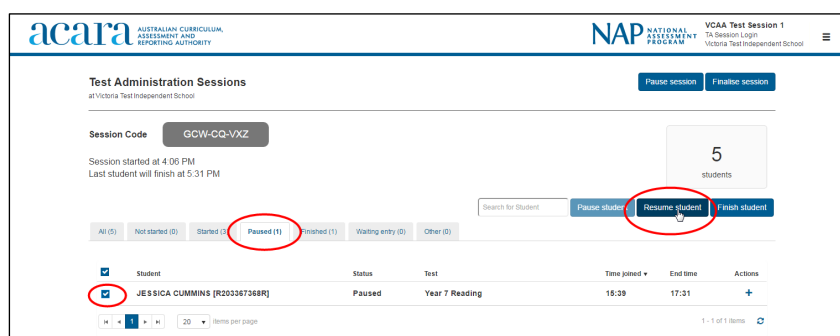
- 1.1. If a student has an approved rest break or if there are any technical difficulties or disruptions, you will need to pause the test for an individual student.
- 1.2. To pause the test for an individual student, select the student(s) you want to pause under the “Started” tab, then select the “Pause student” button on the right side, under the total number of students.



- 1.3. Select a reason when prompted. You can enter the details in the box or you can leave blank. Select the “Confirm” button to continue. Any paused students will now appear under the “Paused” tab.

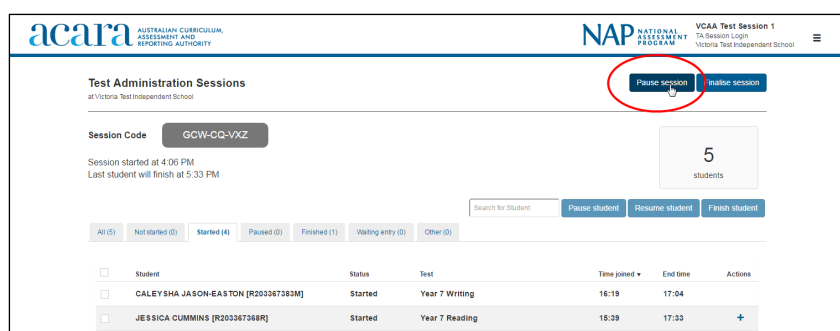


- 1.4. To resume the test for the paused student, go to the “Paused” tab. Select the student(s) you wish to resume the test for, then click the “Resume student” button on the right side, under the total number of students. Once resumed, the student will appear under “Started” tab again with an updated end time.

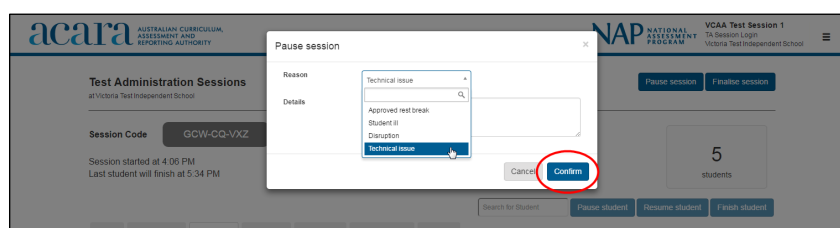


2. Pausing a whole test session

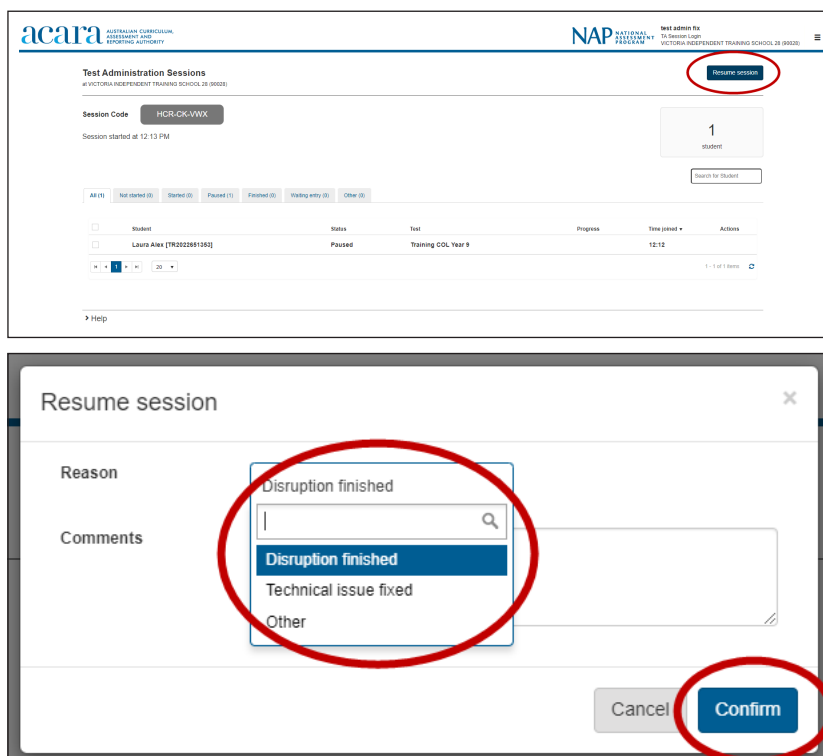
- 2.1 If there are major disruptions or severe technical difficulties that affect the whole class, you will need to pause the whole test session. When you pause a whole test session, it will pause all the students that are within that test session.
- 2.2 To pause a whole test session, select the “Pause session” button on the top right of the screen, above the total number of students.



- 2.3 Select a reason when prompted. You can enter the details in the box or you can leave blank. Select the “Confirm” button to continue.

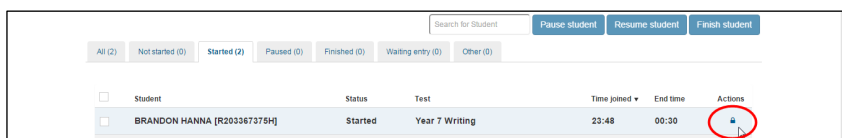


- 2.4 This will pause all students who are in this test session and all buttons on your screen will be disabled, except the “Resume session” button. When you are ready to resume the test session, select the “Resume session” button on the top right of the screen. Select “Yes” when prompted. This will now resume all the student tests in your test session and all the buttons on your screen will be active again.



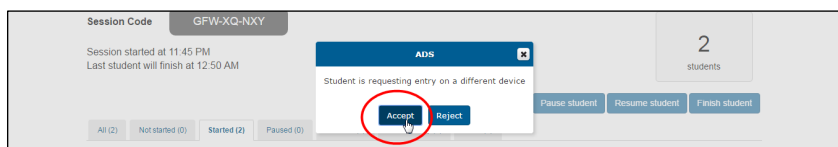
3. Allowing a student to switch devices

- 3.1 If a student device has run out of battery or if the device has frozen, the student can switch to another device to continue the test. You should first pause the student test, so the student won't lose time when trying to login to another device.
- 3.2 Once a student has logged into a new device, you will see a lock icon under the “Actions” column for that student.



- 3.3 This student will not be allowed to sit the test until you allow them to switch to another device. To allow them to switch, click on the lock icon for the relevant student and click “Accept”.

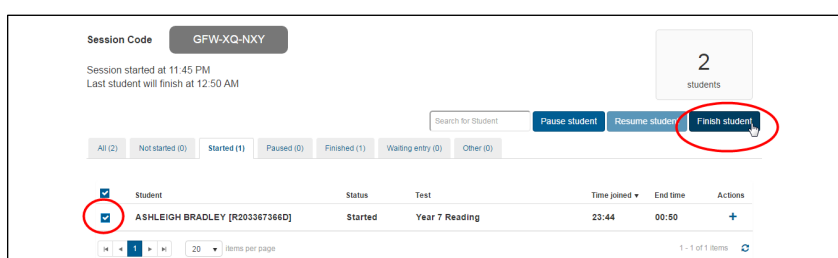
- 3.4 This student will now be able to continue the test on a new device. If you had paused the student, follow step 1.4 above to resume the test for the student.



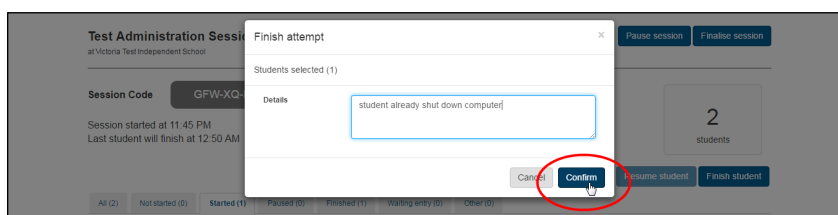
- 3.5 If you do not allow them to switch to another device, click on the “Reject” button and the student will not be able to continue the test on a new device.

4. Submitting tests for students

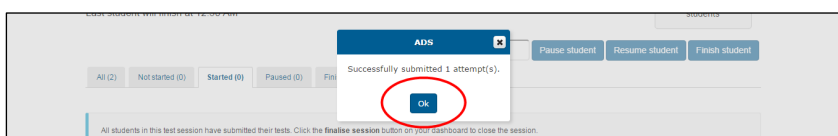
- 4.1 If a student has completed their test but did not click the “Finish” button to submit the test, or if a student has run out of time and turns the device off, you will need to submit the tests on their behalf, so that you can finalise the test session.
- 4.2 There might be cases where a student requires extra time to be added due to a technical disruption. In order to add extra time for a student, a student’s test must be finished first. You can follow steps 4.3 to 4.5 to manually finish a test for a student, then follow steps 5.1 to 5.4 to reopen the test and add extra time for the student.
- 4.3 To submit a test for student(s), select each student under the “Started” tab, then click the “Finish student” button.



- 4.4 Enter details when prompted or you can leave it blank. Click on the “Confirm” button to continue.

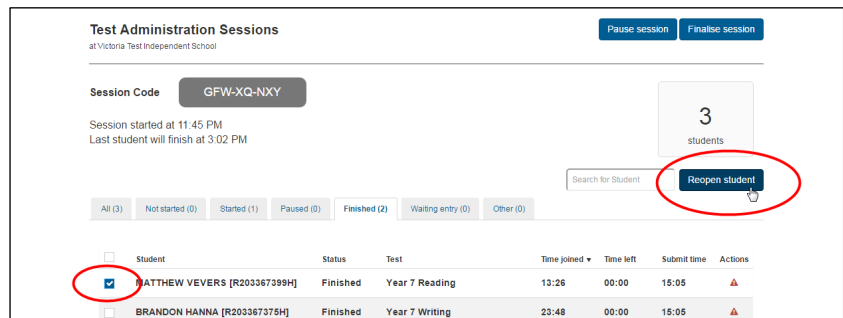


- 4.5 When prompted, click the “Ok” button to continue.

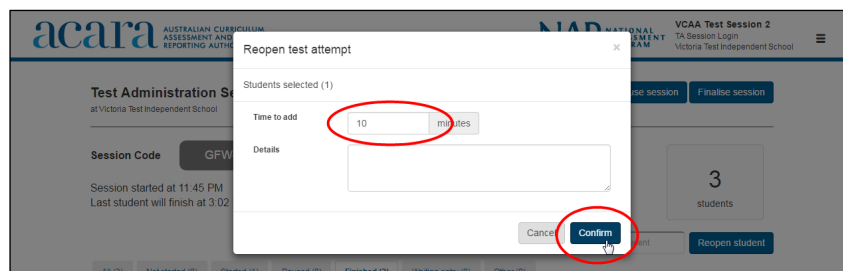


5. Reopening tests and adding extra time for students

- 5.1 Where a student has lost time due to technical difficulties or disruption, you can add extra time for the student once the test has been submitted.
- 5.2 In the “Finished” tab, select the student you need to add extra time for. Click on the “Reopen student” button.



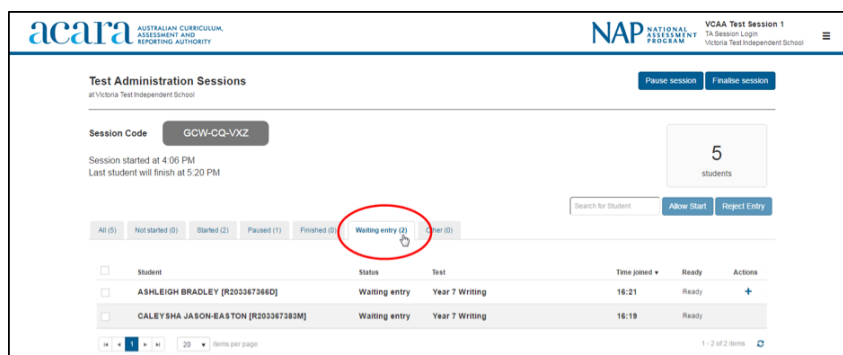
- 5.3 Enter the extra time that needs to be added when prompted; you can enter details or leave that section blank. Click on the ‘Confirm’ button to continue.



- 5.4 The test will now load on the student device again and the student will appear in the “Started” tab with an updated end time.

6. Allowing late students to start a test

- 6.1 If you have any students who arrive late, you will need to manually allow them entry to your test session. After they login with your test session code and their student code, they will see a waiting for entry screen on their device. You will see these students under the “Waiting entry” tab.



- 6.2. In order to allow the late students to start the test, select their names and click on the “Allow Start” button on the right side, under the total number of students.

acara AUSTRALIAN CURRICULUM, ASSESSMENT AND REPORTING AUTHORITY

NAP NATIONAL ASSESSMENT PROGRAM

VCAA Test Session 1
Ta Session Login
Victoria Test Independent School

Test Administration Sessions
at Victoria Test Independent School

Pause session Finalise session

Session Code GCW-CQ-VXZ

Session started at 4:06 PM
Last student will finish at 5:20 PM

5 students

Search for Student

Allow Start Reject Entry

All (5) Not started (0) Started (2) Paused (1) Finished (0) Waiting entry (2) Other (0)

☒	Student	Status	Test	Time joined	Ready	Actions
☒	ASHLEIGH BRADLEY [R203267366D]	Waiting entry	Year 7 Writing	16:21	Ready	+
☒	CALEYSHA JASON-EASTON [R203267383M]	Waiting entry	Year 7 Writing	16:19	Ready	

1 - 2 of 2 items

- 6.3 When prompted, you can enter the details in the box or you can leave it blank. Click the “Confirm” button to allow late students to start the tests. Once the test has loaded on the student device, they will appear under the “Started” tab.

APPENDIX 2: 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 – one minute for every six 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 three minutes of test time			
ETC	Extra Time – one minute for every two 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 which allows setting manipulation (customised pointing devices, keyboards, software access, etc.).	Locked Down Browser will not need to 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 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.		
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 3: PRACTICE TEST ADMINISTRATION

Please ensure that you are familiar with the relevant information in this handbook before administering this test.

In 2022 two practice tests are available to schools, a writing test and an omnibus test that comprises of reading, conventions of language and numeracy questions.

The practice tests provide an opportunity for students to become familiar with the types of questions they will encounter in NAPLAN Online and for you to become familiar with the platform.

Preparation for the practice tests

To prepare for the tests you will need to:

- make sure you have the required materials for the practice test you have been asked to administer
- confirm there are sufficient devices for all students in the test session (taking into account any students bringing their own device)
- check that your device is fully charged or connected to a power supply
- check you are aware of any disability adjustments provided to the students in your session and how to manage them
- ensure you have sufficient slips of paper on which the URL for the unsecured browser is written (for students with DAC AST or COL), if required
- be prepared to assist students to open the LDB
- check you have access to a whiteboard or blackboard

To start the test session:

- use your test administrator login details for the session to create a test session code for this test
- write the test session code on the board
- if the test session includes students who have a disability adjustment which allows them to use an unsecured browser (rather than the LDB), provide the URL for the unsecured browser to these students on a slip of paper and assist them with logging in as necessary
- distribute the student session slips.

PRACTICE TEST ADMINISTRATION – WRITING TEST

Overview

This test is to be conducted in one session. This is an assessment of a student's ability to plan and write a text independently. There must be no teacher input or assistance.

Students **must not** have access to any books during the writing test.

Ensure that all steps necessary to create a test session have been completed before attempting to administer the test. (See page 9, *Before the test day*.)

Allocating time during the test

It is recommended that the entire duration of 42 minutes are given for the practice writing test, however, in order to assist schools in scheduling two practice tests on the one day the writing test can be shortened to 30 minutes.

Introduction time: approximately 15 minutes

Test time: 42 minutes

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

If you select to administer the practice test in 30 minutes, you will need to adjust the script accordingly. The time reference within the script have been highlighted where time adjustments will need to be made.

Materials required

Each student must have:	The test administrator must have:
• a device that meets the technical specifications for NAPLAN Online • their student session slip for this session • a sheet of blank paper for planning • a pen or pencil • headphones	• a device that meets the technical specifications for NAPLAN Online • this test administration handbook • the TA session slip (containing the test administrator login details necessary for generating the test session code) • a watch or clock • a board to display the test session code • a list of students allocated to the test session (including details of disability adjustments) and URL for unsecured browser if necessary.

Script for administering practice writing test

READ ALOUD

Today you will complete a writing test.

If you have any questions, or you can't see what I describe on your screen, raise your hand and I will help you.

Remind students that if they experience technical issues (mouse, keyboard, monitor or device not working, questions not loading or questions flickering, screens freezing etc) that they should let you know straight away by raising their hand.

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

Ask students to check that they have:

- their student code for the test on a piece of paper with their correct name
- a blank piece of paper, a pen or pencil and a set of headphones
- turned on their device
- plugged in their headphones
- adjusted their device volume to a comfortable/suitable level.

Ask students to:

- open the student test player (NAP Locked Down Browser or application for low-bandwidth schools) (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).
- select 'NAPLAN 2022'.

Students will then see the audio check screen. For the writing test, students should:

- play the sound
- select 'I can hear the sound on headphones' if they can hear the sound, or
- select 'I can't hear the sound on headphones' if they can't hear the sound, and follow the instructions on the page.

Assist students with a hearing impairment if required. These students should select 'I do not need to check my audio'.

Instruct students to:

- select 'Start test'
- type the session code exactly as it appears on the board into the boxes, and then select 'Next'
- type their student code into the boxes that appear and select 'Next'
- check that your name, year and the test domain are correct, select 'Yes' and wait.

READ ALOUD

Once I start the test, you can read or listen to the writing prompt and the test instructions.

Pay careful attention to the instructions, as they will explain what kind of text you need to write. You can also listen to them at any point in the test.

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

You will have plenty of space to write. Scroll down for more space.

Pause to allow students to ask questions.

READ ALOUD

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

You can use your piece 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 and instructions 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 in the writing prompt.

The piece 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 five minutes left. I will also tell you.

When your time ends you will see a screen asking you to select a 'Finish' button.

If you finish early, check your writing.

If you finish before your time ends you can also select the 'Finish' button, but you will be asked whether or not you have checked your answers. If you select 'No' you will stay in the test. Selecting 'Yes' will finish your test.

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.

Answer any questions the students have.

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.

As test administrator, 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

About seven 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 that they have begun typing.

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.**

Ensure that students are typing their text into the writing pane in the online assessment platform. They should not be using their sheet of paper for anything beyond planning. The planning paper will not be marked.

Students who finish early should be encouraged to reread and edit their writing. When they have finished checking, they should sit and wait quietly. Students can access the 'Reopen test' button if they have finished their test and decide they would like to go back in to change or add to their writing. They may not engage in 'early finisher' activities, such as reading, which may provide information or ideas for their writing. If a whole class has checked their responses, clicked finish, then submitted their tests before the allocated time, you may use discretion in managing the test environment and finalising the test session.

After 32 minutes writing time, READ ALOUD

Check your timer in the left-hand corner of your screen. If your test has not been paused, you have about 10 minutes left for this test. I recommend that you spend the next five minutes finishing your writing, so that you have five minutes left for editing.

After 37 minutes writing time, READ ALOUD

Check your timer in the left-hand corner of your screen. If your test has not been paused, your writing time is now finished. You have five 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 five 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 planning page and your student session slip on your desk to be collected.

You should now all close the test browser.

Check that all students have closed the NAP Locked Down Browser or, where appropriate, the unsecured browser.

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

If any test attempt is still paused or a student has left the session due to illness or injury, you will not be able to finalise the test session. You must inform the NAPLAN coordinator.

After the test

- recharge school-supplied devices for the next test session
- collect all planning pages and student session slips
- collect any slips containing the unsecured browser URL
- group student slips into those that completed the tests and any students who:
 - were absent
 - refused to login or logged in and did not complete the test
 - abandoned the test due to illness or injury
- In addition to the above, notify the NAPLAN coordinator of any
 - test disruptions or incidents
 - paused test attempts
 - errors in the spelling of student names
 - ensure that you notate any of the student session slips appropriately (e.g., absent students, abandoned test attempts), so that the NAPLAN coordinator is aware of any further action that needs to be taken.

PRACTICE TEST ADMINISTRATION – OMNIBUS TEST

Overview

The omnibus test is a combination of numeracy, reading and conventions of language items. This test is to be conducted in one session.

Time allocation

Introduction time: approximately 15 minutes

Test time: 45 minutes

Materials required

Each student must have:	The test administrator must have:
• a device that meets the technical specifications for NAPLAN Online • their student session slip for this session • a sheet of blank paper for working out • a pen or pencil • headphones	• a device that meets the technical specifications for NAPLAN Online • this test administration handbook • the TA session slip (containing the test administrator login details necessary for generating the test session code) • a watch or clock • a board to display the test session code • a list of students allocated to the test session (including details of disability adjustments) and URL for unsecured browser if necessary.

Script for administering practice omnibus test

READ ALOUD

Today you will complete a practice omnibus test.

If you have any questions or you can't see what I describe on your screen, raise your hand and I will help you.

Remind students that if they experience technical issues (mouse, keyboard, monitor or device not working, questions not loading or questions flickering, screens freezing etc.) that they should let you know straight away by raising their hand.

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

Ask students to check that they have:

- their student code for the test on a piece of paper with their correct name
- a blank piece of paper, a pen or pencil and a set of headphones
- turned on their device
- plugged in their headphones
- adjusted their device volume to a comfortable/suitable level.

Ask students to:

- open the student test player (NAP Locked Down Browser or application for low-bandwidth schools) (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).
- select 'NAPLAN 2022'.

Students will then see the audio check screen. For the practice test, students should:

- play the sound
- select 'I can hear the sound on headphones' if they can hear the sound, or
- select 'I can't hear the sound on headphones' if they can't hear the sound, and follow the instructions on the page.

Assist students with a hearing impairment if required. These students should select 'I do not need to check my audio'.

Instruct students to:

- select 'Start test'
- type the session code exactly as it appears on the board into the boxes, and then select 'Next'
- type your student code into the boxes that appear and select 'Next'
- check that your name, year and the test domain are correct, select 'Yes' and wait.

READ ALOUD

There are 40 questions in this test and you have 45 minutes to complete it.

If you make a mistake, you can change your answer. If you find that a question is too hard for you, flag it and go on to the next one. If you have time, you can go back to flagged questions after you have finished the rest 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 five minutes left. I will also tell you when you have five minutes left.

When your time ends you will see a screen asking you to select a 'Finish' button.

If you finish early, check your answers and be sure that you have answered all the questions.

If you finish before your time ends you can also select on the 'Finish' button, but you will be asked whether or not you have completed all the questions and checked your answers. If you select 'No' you will stay in the test. Selecting 'Yes' will finish your test.

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

Once you have finished your test, wait quietly.

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.

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 patiently. They may not engage in 'early finisher' activities, such as reading, which may provide clues to the test question answers. If a whole class finishes the test before the allocated time, you may use discretion in managing the test environment and closing the test session.

After 40 minutes, READ ALOUD

Check your timer in the left-hand corner of your screen. If your test has not been paused, you have about five 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 five 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.

READ ALOUD

Leave your student session slip on your desk to be collected.

You should now all close the test browser.

Check that all students have closed the NAP Locked Down Browser or, where appropriate, the unsecured browser.

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

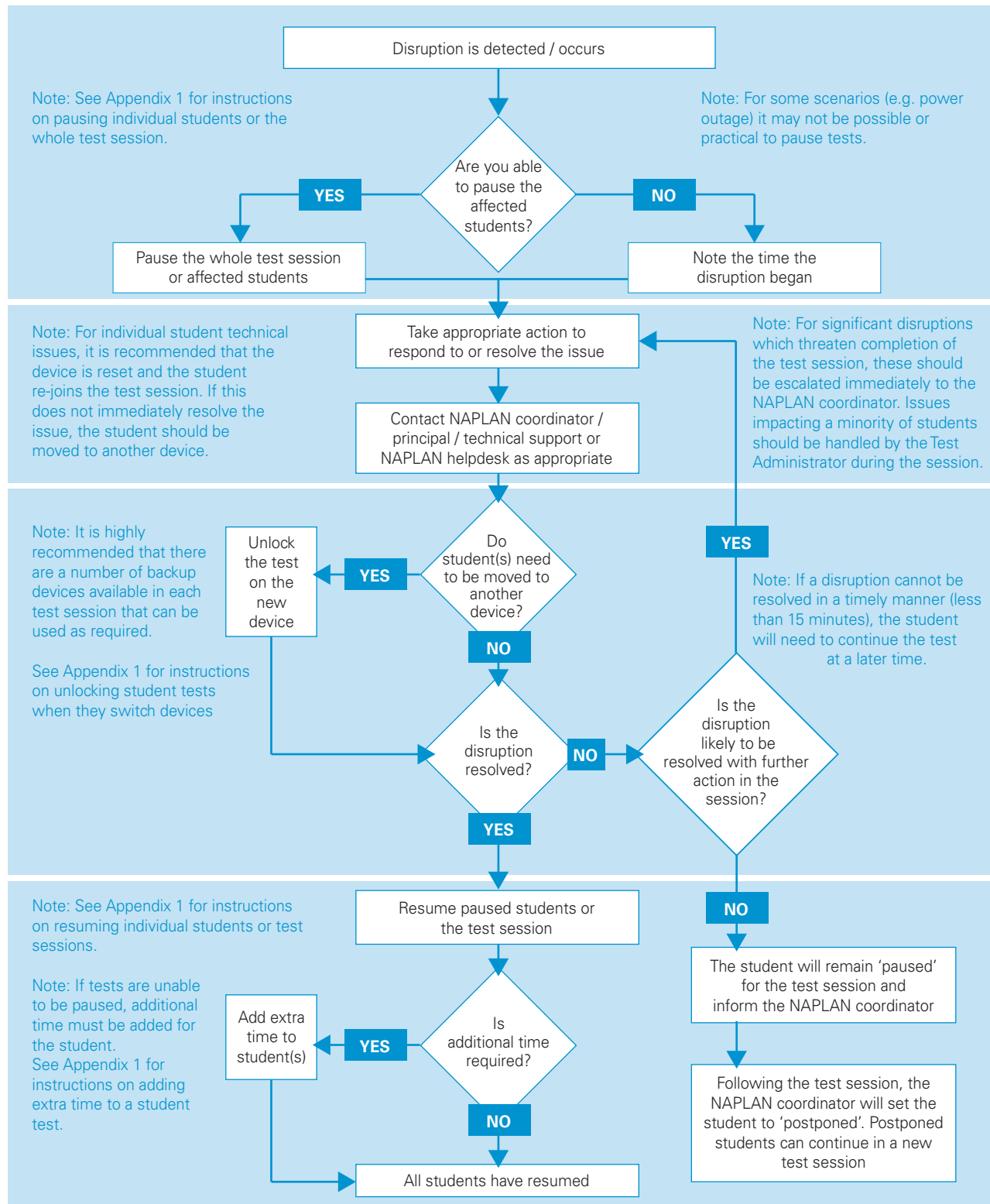
If any test attempt is still paused or a student has left the session due to illness or injury, you will not be able to finalise the test session. You must inform the NAPLAN coordinator.

After the test

- recharge school-supplied devices for the next test session
- collect all planning pages and student session slips
- collect any slips containing the unsecured browser URL
- group student slips into those that completed the tests and any students who:
 - were absent
 - refused to login or logged in and did not complete the test
 - abandoned the test due to illness or injury
- In addition to the above, notify the NAPLAN coordinator of any
 - test disruptions or incidents
 - paused test attempts
 - errors in the spelling of student names
 - ensure that you notate any of the student session slips appropriately (e.g., absent students, abandoned test attempts), so that the NAPLAN coordinator is aware of any further action that needs to be taken.

APPENDIX 4: 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, see the *'Dealing with Disruptions'* section in the handbook.



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.

