

# NAPLAN 2024

## INFORMATION KIT FOR SCHOOLS



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# NAPLAN 2024 test timetable

The NAPLAN test window runs from **Wednesday 13 March** to **Monday 25 March 2024**. In addition, contingencies will be in place in 2024 to support schools who are affected by a major disruption during the scheduled test window. A three-day 'test security period' will be in place from Tuesday 26 March to Thursday 28 March 2024. Schools impacted by disruptions during NAPLAN are required to contact the VCAA to gain permission to use the test security period.

## Find out more

The full [NAPLAN 2024 test timetable](#) is available as an infographic via the Australian Curriculum Assessment and Reporting Authority (ACARA) website.

## Ramadan and Eid

NAPLAN testing dates are established in consultation with state, territory and federal authorities, accommodating different term dates in all states and territories. As Islamic celebrations such as Ramadan and Eid are set by the lunar calendar, with the dates changing from year to year, they may, at times, fall during NAPLAN.

ACARA consults with the Islamic Schools Association of Australia to review and update, as required, recommended approaches and the flexibility needed to support Islamic schools and students completing NAPLAN in years when it may overlap with Ramadan and particularly Eid.

In 2024, NAPLAN testing starts on 13 March and ends on 25 March. This overlaps with the Islamic holy month of Ramadan, which is expected to begin on 11 March 2024.

The overlap of dates may raise scheduling issues for some schools that may either be closed for several days for the Eid celebration, or if open, have some students absent.

## Schools closed for Eid or Ramadan commitments

Schools that are closed on days 1 and 2 of the NAPLAN test window should contact the VCAA to schedule writing on another day.

When schools reopen, schools should follow the prescribed test sequence: writing, reading, conventions of language, numeracy.

If schools will not be able to complete all test domains within the test window, including the days scheduled for catch-up tests, they must contact the VCAA for approval to schedule assessments in the test security period.

## Schools open with absent students

Schools that are open throughout the test window can use the catch-up days for students who have been absent due to Ramadan commitments or Eid celebrations.

Schools that have compelling reasons to schedule the writing test outside of days 1 and 2 of the test window must request permission from the VCAA.

For further information, schools can refer to the nationally agreed protocols provided by the VCAA. These protocols will be available later in December 2023.

## Support for students

To identify appropriate measures, parents and carers may wish to discuss with their child's school any concerns regarding their child observing Ramadan and participating in NAPLAN. Schools with Muslim students can schedule NAPLAN tests first thing in the morning to ensure fasting students' energy levels are at their highest.



# Preparing your school for NAPLAN testing

The NAPLAN test window in 2024 will be 13 March to 25 March 2024. There will be quite a few tasks to complete at the beginning of term 1 2024. The information and resources contained throughout this kit will ensure schools can confidently progress with the online delivery of the NAPLAN tests.

## NAPLAN activities prior to NAPLAN testing

Schools will be familiar with the use of the VCAA [NAPLAN Test Administration Website](#) to manage their participation in the test program. In 2024 access to this website will open from the beginning of term 1 2024. School principals can access the site from **Monday 29 January 2024** to:

- Confirm school details and key contacts
- Nominate staff for NAPLAN 2024 testing (NAPLAN coordinator and technical support officer)
- Access and complete the Statement of Compliance for NAPLAN 2024
- Order alternative test formats for eligible students (e.g. large print)
- Load student enrolment data for NAPLAN 2024 (independent schools only)
- Apply for disability adjustments that require VCAA approval (scribe, extra double test time, assistive technology that requires the use of an unsecured browser, and the use of a computer for Year 3 writing)
- Access and submit an updated Technical Readiness Check
- Access an updated Test Scheduler to assist with planning test sessions to meet the requirements of the NAPLAN 2024 test timetable
- Download a request for exemption and withdrawal form for NAPLAN 2024
- Request extra test materials for NAPLAN 2024 to be submitted

To assist schools in completing these tasks, the website will be pre-populated with 2023 data where applicable.

### Important changes to the timeframe for ordering alternative test formats

The time frame for ordering paper-based alternative test books has changed in 2024. Orders for alternative based test books will open from beginning of term 1 2024 and close on **Friday 9 February 2024**.

Before ordering alternative paper test booklets, schools should encourage students who may have required these previously to access the [NAPLAN public demonstration website](#) to determine if they can access NAPLAN online. Students should test the zoom and colour contrast settings they may already be using in the classroom to see if these are suitable.

Applications for Braille test materials have closed. If you have a student who needs a Braille version of the NAPLAN test please contact the VCAA helpdesk as soon as possible.

## NAPLAN Test Packages

Schools will receive a 'Principals package' for NAPLAN 2024 at the start of Term 1, with distribution commencing from **Monday 29 January 2024**. Packages will include all materials (including Grid Cards and printed handbooks) required to administer NAPLAN in March 2024, with the exception of Year 3 writing books, which will be distributed to primary schools from **Tuesday 27 February 2024**.

Alternative test format booklets will be sent on the same date to all schools who ordered them.

### Important note for Independent schools

In order to print student details on the cover of the year 3 test books all year 3 enrolment data must be submitted to the VCAA via the Test Administration Website by Monday 5 February 2024. Year 5, 7 and 9 enrolment data is due on Friday 9 February 2024.



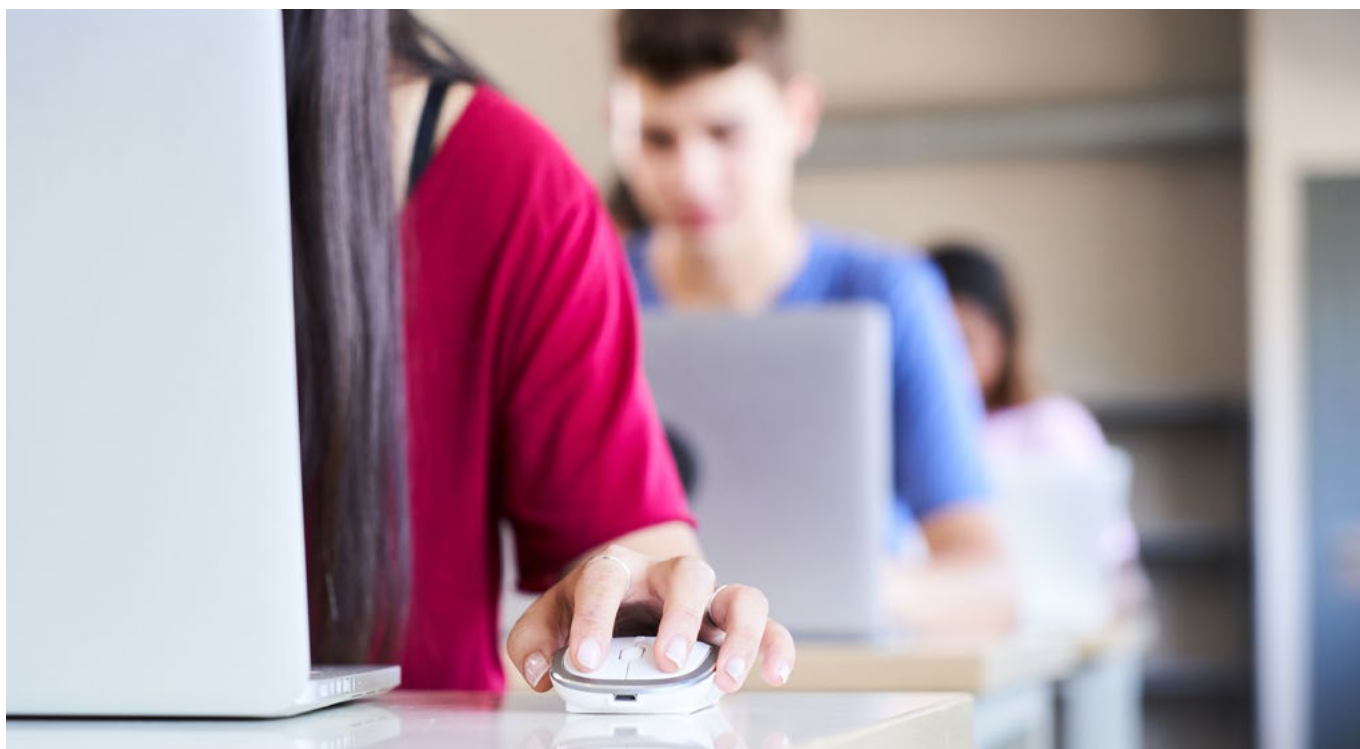
# Technical readiness for online test delivery

NAPLAN is conducted via the Online National Assessment Platform ([assessform](#)). For NAPLAN 2024, principals will be required to register their school account from **Monday 12 February 2024**. An invitation will be emailed to school principals, with instructions on how to complete the registration process. Once registered, principals can invite their nominated staff to register for their specific NAPLAN roles (i.e. NAPLAN coordinator and technical support officer).

Teachers or support staff who will be administering NAPLAN do not need to complete a personal registration on [assessform](#). NAPLAN test sessions are administered using a series of system-generated codes that will be provided to teachers by the NAPLAN coordinator or principal before the test days.

The Online National Assessment Platform ([assessform](#)) will function as in previous NAPLAN online test cycles and most schools will be familiar with how to use the system to deliver the tests. Where staff are unfamiliar with the platform or require a refresh of their knowledge, the VCAA has prepared a series of training materials to demonstrate the key functionality in the test preparation, test delivery and results phases. See more in the 'Staff training and support' section on [page 9](#).

New schools administering NAPLAN online for the first time in 2024 will be provided with targeted support from the VCAA based on their needs and in keeping with the readiness program completed by schools who have already made the transition to online testing.



## Important changes

The Chromebook LDB has reverted back to the previous version (v0.16.0.1) due to issues identified with the functioning of the 2024 LDB on a range of devices. The Chromebook LDB is an application that must be run in 'kiosk' mode through a management console.

Due to the removal of the Android-based app from the Google Play Store, the use of Android devices for NAPLAN 2024 is no longer supported.

Please visit the [assessform minimum device requirements page](#) to check if your devices are supported.

We encourage everyone that is planning to use the ChromeOS LDB to download, install and run a demo test.

## Preparation of student devices and the Locked Down Browser

Students will access the NAPLAN tests via a secure Locked Down Browser (LDB) that must be installed on their device before the test days. An updated LDB can be downloaded from the [assessform website](#).

To access NAPLAN, the correct version of the LDB must be installed.

**Important: On 20 February 2024, the VCAA wrote to schools to confirm an important change to the use of Android and Chromebook devices.**

Due to significant issues identified with the functioning of the 2024 version of the Chromebook Locked Down Browser (LDB) on a range of devices after its release last year, the 2024 NAP Chromebook LDB has been removed from the Google Play Store and decommissioned on Wednesday 21 February.

Schools planning to use Chromebook devices for testing must use the 2023 NAP Chromebook LDB (v0.16.0.1) for NAPLAN testing in March 2024. The 2023 NAP Chromebook LDB has been tested to confirm that it continues to work as expected and that the student experience will not be affected.

BYOD Chromebooks and Android devices are not supported for NAPLAN testing.

Schools are encouraged to download the installation of the LDB as soon as possible to allow for testing of all students' devices to be used for NAPLAN in March 2024.

Students who bring their own device to school should be encouraged to download and test LDB on their device with plenty of time before the start of the test window in March. More details on how to make sure students are ready to sit the NAPLAN tests can be found in the 'Student familiarisation and NAPLAN practice' section on [page 10](#).

## Technical Readiness Check

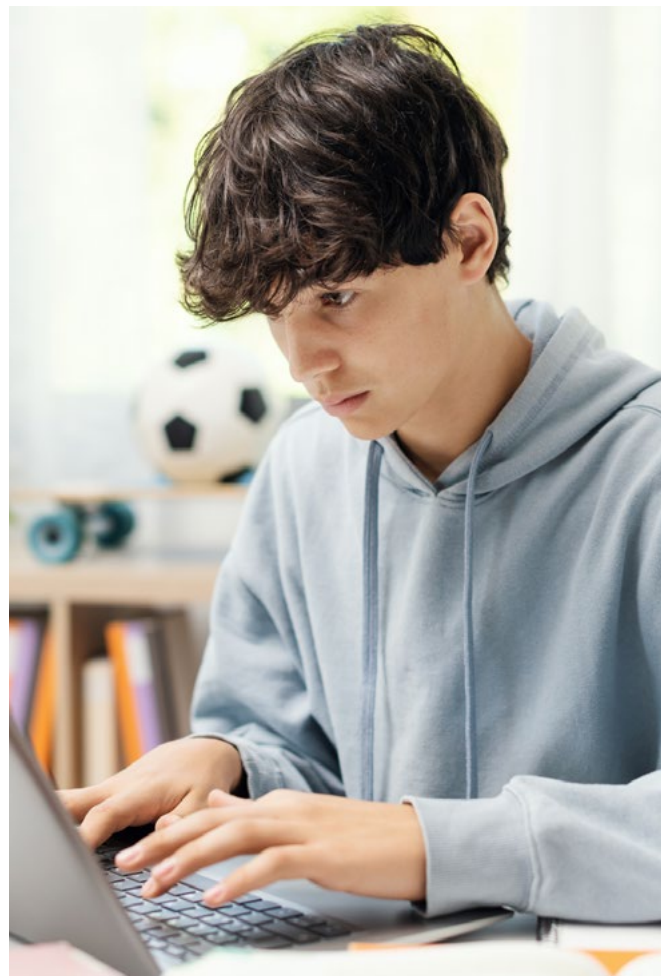
The VCAA NAPLAN Technical Readiness Check is a useful tool that will help your school to assess your ICT set-up and ensure that you can meet the minimum requirements to conduct NAPLAN in 2024.

The tool contains a detailed questionnaire into which schools can input details on the number of students expected to sit the tests, the number and configuration of the rooms available for testing, available bandwidth and test device details. The tool is adaptable and can be completed as many times as necessary for optimal online set-up for NAPLAN.

Schools are encouraged to work with their ICT team and their nominated technical support officer to complete the Technical Readiness Check.

Support for ICT planning and infrastructure for government schools is available via the Information Management and Technology Division (IMTD) through your local Service Technician or Service Delivery Manager.

The latest technical documentation for NAPLAN can be found on the assessform [Device requirements](#) page.



# Student enrolment and managing NAPLAN test participation

Schools will have access to student enrolment information on the [Online National Assessment Platform \(assessform\)](#) from **Monday 4 March 2024**.

From this date, principals or NAPLAN coordinators will be able to securely log into the platform to:

- Check and edit pre-loaded student records
- Add new students and update records for those who have left your school
- Review and add, where required, school-approved disability adjustment codes to students for one or more test domains
- Create or alter class groups and assigned students
- Manage student test participation statuses (i.e. updating records for exempt or withdrawn students)
- Prepare NAPLAN test session materials, including test administrator and student session slips, and attendance lists



## Important information

### NAPLAN test preparation week

Schools will have 7 days (Monday 4 March to Tuesday 12 March) to manage student enrolment and prepare their NAPLAN test materials before the start of the test window. Make sure you are on track to access the platform as soon as possible from Monday 4 March to manage your student records and set up test sessions for the delivery of the tests.

### Student enrolment data is not pre-populated for NAPLAN Practice tests

Student enrolment data will not be used for schools who wish to facilitate practice testing via the training environment. Schools will instead have access to generic student records to facilitate NAPLAN practice tests. See more in the 'Student familiarisation and NAPLAN practice' section on [page 10](#).



# Staff training and support



## Training materials

Schools will have access to updated NAPLAN training materials via the [VCAA website](#) from the start of Term 1, 2024.

Staff are encouraged to access these materials to refresh their knowledge of the platform and the NAPLAN test administration requirements. Staff who have not acted in the roles of NAPLAN coordinator or test administrator should take time to work through the relevant course materials before the NAPLAN 2024 test window.

## Handbooks

Updated handbooks will be published for NAPLAN 2024 via the [VCAA website](#). Schools will receive hard copies of the NAPLAN handbooks at the start of Term 1, 2024 in the 'Principals package'.

The use of all NAPLAN handbooks is essential to support the fair and standardised delivery of the tests in accordance with the *National Protocols for Test Administration*.

## Platform training environment

Schools now have access to a dedicated 'training environment' for staff to practice using the platform. The training environment replicates the functionality of the NAPLAN platform and is a great resource for new or inexperienced staff to learn how to deliver the tests.

The NAPLAN coordinator and test administration training courses contain a series of guided activities for schools to practice setting up and delivering NAPLAN test sessions with staff and students. See more in the 'Student familiarisation and NAPLAN practice' section on [page 10](#).

# Student familiarisation and NAPLAN practice

It is very important that students have the opportunity to familiarise themselves with the types of test questions and functionality. Schools have the flexibility to administer practice tests to students at any time that suits them until the first day of the NAPLAN 2024 test window on Wednesday 13 March.

There are two ways schools can organise practice tests.

## 1. NAPLAN public demonstration website

This site is available 24/7 for teachers, parents and carers, and students to access. The site enables users to familiarise themselves with the types of questions and functionalities available in the online NAPLAN assessment.

The [public demonstration site](#) contains demonstration tests for conventions of language (spelling, grammar and punctuation), numeracy, reading and writing for each NAPLAN test year level (Years 3, 5, 7 and 9). The exception is for Year 3 writing – as students will complete the writing test on paper, there is no online demonstration test available. These same demonstration tests can also be accessed from the Locked Down Browser menu, once downloaded and installed on the student device.

Sample NAPLAN paper tests and past writing prompts for all year levels are available on the ACARA website:

[NAPLAN 2008–2011 test papers and answers](#)

[NAPLAN 2012–2016 test papers and answers](#)

## 2. Scheduled practice tests

While the NAPLAN public demonstration website is an excellent general resource for NAPLAN, using this website for student familiarisation does not mimic the secure online experience (i.e. testing administered under timed and supervised conditions).

Schools that wish to administer more formalised practice tests are recommended to use the platform training environment to deliver tests sessions with staff acting as test administrators. This option has a range of benefits including:

- providing a mechanism to familiarise test administrators in their role and facilitating NAPLAN student familiarisation (in line with the *national protocols*) at the same time
- testing ICT set-up for NAPLAN to enable time for remediation (e.g. managing school networks and access to the platform, and installation of the latest LDB).

Practice tests available via the training environment include:

- Omnibus Practice (inc reading, conventions of language and numeracy questions)
- Practice Writing – narrative (not Year 3)
- Practice Writing – persuasive (not Year 3)

With a more flexible approach to practice testing available, your school may elect to combine use of both the NAPLAN public demonstration website and the training environment, or to stick with one approach.

Whichever method you choose, make sure you provide your students with an appropriate level of support to access NAPLAN practice tests to set them up for success during the March test period.

### Important information

#### Student enrolment for practice tests

Student enrolment data will not be available to load on the NAPLAN 2024 platform to facilitate practice tests.

Schools can use the platform training environment loaded with generic student records for practice testing. If you require more generic student records please contact the VCAA helpdesk.

# Adjustments for students with disability

A range of reasonable adjustments are available for students with disability to support their access to the NAPLAN tests.

An adjustment is considered reasonable if it achieves the purpose of enabling participation by taking into account the student's learning needs and balancing the interest of all parties affected, including those of the student with disability, the education provider, staff and other students.

A list of possible adjustments that may be provided for NAPLAN is included in the *National Protocols for Test Administration*.

Reasonable adjustments for the NAPLAN tests must always be considered on a case-by-case basis.

## How to determine suitable adjustments for NAPLAN

The Australian Curriculum Assessment and Reporting Authority (ACARA) has prepared a comprehensive series of [scenarios and possible adjustments to apply for NAPLAN](#). The scenarios include videos with students, parents and carers, and teachers for each category, and are intended to help schools to determine the best approach for managing disability adjustments for their students.

One of the best ways to explore the accessibility functions of the NAPLAN platform is to use the [NAPLAN public demonstration website](#). The demonstration site showcases the available colour themes as well as the alternative (audio and visual) question formats. The site can also be used to test the [keyboard shortcuts](#), zoom, navigation and numeracy tools.

We encourage all schools to engage staff and parents and carers with these resources to determine the best approach to support students with disability to participate in NAPLAN 2024.

## Adjustments requiring VCAA approval

Four disability adjustments for NAPLAN require VCAA approval:

1. Scribe
2. Double extra test time
3. Assistive technology and colour contrast settings that require the use of an unsecured browser
4. Use of a computer for Year 3 writing

Schools must apply for these via the NAPLAN Test Administration Website. Once approved, the VCAA will update student records on the Online National Assessment Platform ([assessform](#)) and these will be available for schools to review from Monday 4 March 2024.

The application of these adjustments without VCAA approval is considered a breach of the national test protocols.

All other adjustments can be added by principals or NAPLAN coordinators directly to student records on the platform and will be automatically applied on test days (e.g. a colour contrast adjustment).





# Information for parents and carers



The *National Protocols for Test Administration* require schools to actively engage with parents and carers, and the school community regarding NAPLAN. Specifically, principals are responsible for making sure all eligible students in Years 3, 5, 7 and 9 are supported to sit the tests.

Schools must make sure parents and carers are aware of the NAPLAN test window dates and your planned test schedule. To promote test participation and inclusion, students who are absent during a scheduled test session must be given the opportunity to sit a catch-up test during the available test dates.

Should parents and carers not want their child to sit one or more of the NAPLAN tests, schools must facilitate withdrawal using the forms provided via the [NAPLAN](#)

[Test Administration Website](#). A record of all student withdrawals must be maintained at the school.

Students may be exempt from one or more of the tests (that is writing, reading, conventions of language or numeracy) on the grounds of English language proficiency or disability. Again, the correct form must be completed and retained.

To assist with communications, a number of information sheets and pamphlets for parents and carers are available in multiple languages on the [VCAA website](#).

ACARA provides communication materials, videos and infographics for schools and parents and carers on the [NAPLAN website](#).

## More support

Contact the VCAA NAPLAN Helpdesk during business hours on 1800 648 637 or email [VCAA NAPLAN Help](#).



# NAPLAN 2024 checklist

Use the checklist below to manage your NAPLAN 2024 preparation.

Activity	Where	When	Due by
<b>Term 1, 2024</b>			
Download and install the latest Locked Down Browser on all student devices	<a href="#">assessform</a>	1 December 2023	
Receive NAPLAN 'Principals package'	Courier	29 January 2024	2 February 2024
Order alternative test formats for eligible students (e.g. large print)	<a href="#">VCAA NAPLAN Test Administration Website</a>	29 January 2024	9 February 2024
Confirm school details and key contacts			
Nominate NAPLAN coordinator and technical support officer			
Complete the Statement of Compliance (principal)			
Load student enrolment data. Note Year 3 enrolment data are due 5 February 2024 to allow time for printing (independent schools only)			
Submit an updated Technical Readiness Check			1 March 2024
Submit a Test Schedule			6 March 2024
Apply for disability adjustments that require VCAA approval (the VCAA will update student records on the Online National Assessment Platform following approval)			6 March 2024
Facilitate student practice tests	NAPLAN training environment or		6 March 2024
	ACARA public demonstration site	Anytime	
Register on NAPLAN 2024 platform (principal) and invite NAPLAN coordinator	<a href="#">assessform</a>	From 12 February 2024	
Request extra test materials (paper tests only)	<a href="#">VCAA NAPLAN Test Administration Website</a>	27 February 2024	7 March 2024
Process applications for student exemptions and withdrawals	<a href="#">VCAA NAPLAN Test Administration Website</a>	29 January 2024	12 March 2024
	Update student record on <a href="#">assessform</a>	4 March 2024	13 March 2024
Receive Year 3 writing test packages and alternative format test books	Courier	27 February 2024	
Review student enrolment, update student test participation statuses and disability adjustment codes	<a href="#">assessform</a>	4 March 2024	13 March 2024
Set up test sessions and prepare Test Administrator packs with TA and student session slips	<a href="#">assessform</a>	4 March 2024	13 March 2024
Conduct NAPLAN tests	<a href="#">assessform</a>	13 March 2024	25 March 2024
NAPLAN test security period (VCAA approval required for testing)	<a href="#">assessform</a>	26 March 2024	28 March 2024
Finalise NAPLAN 2024 student participation for results generation and reporting	<a href="#">assessform</a>	28 March 2024	

