NAPLAN NATIONAL ASSESSMENT PROGRAM Literacy and Numeracy

Student Registration Website

User Manual

2021

Government of **Western Australia**
School Curriculum and Standards Authority

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INTRODUCTION

A secure website has been established for schools to register details of all students participating in the National Assessment Program Literacy and Numeracy (NAPLAN) tests. This information is required to facilitate smooth administration of the testing program.

The website will be open to schools in two stages:

- registration – **23 February to 5 March**
- participation – **15 March to 21 May**

In the **registration stage** schools are able to add new students and review and edit student details. Schools can allocate students into groups or classes according to their arrangements for administering the NAPLAN tests, e.g. normal class groups. This will enable test booklets to be sorted and delivered as per school test administration requirements.

Schools can also print exemption, withdrawal, adjustment for disability and alternative test format application forms that are pre-filled with student details from the registration website. See page 8 of this manual for details.

Schools use the website to check whether applications for adjustment for disability and alternative test formats have been approved by the TAA.

All schools MUST verify their student information by **5 March**.

THE STUDENT REGISTRATION WEBSITE

The Student Registration website will open on **23 February and close on 5 March.** Schools **must** check and confirm their student registration data.

The Student Registration website can be found at:

www.pearsononline.com.au/WA

Note: you will need to allow for pop-ups on your internet browser.

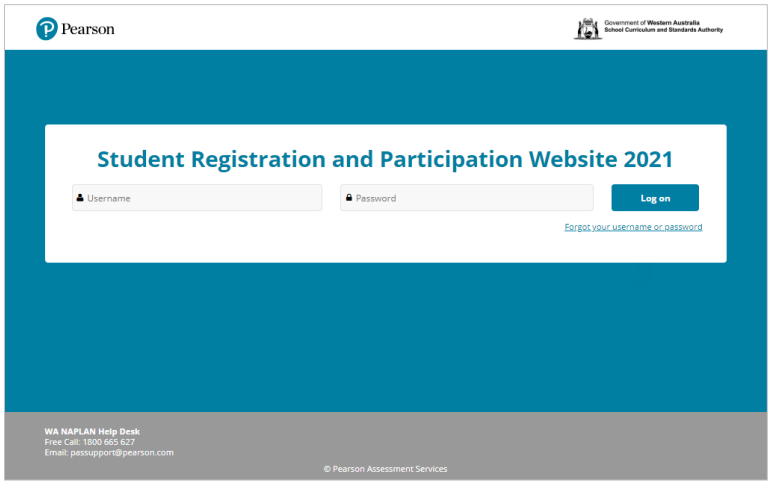
The website is secure and schools can only access and amend the details of their own students. Schools were provided with their usernames and passwords in a letter included in the pre-test mail-out package, entitled ***Student registration and participation*** **website**.

If you have not received your username and password please contact the help desk on 1800 665 627.

LOG-ON

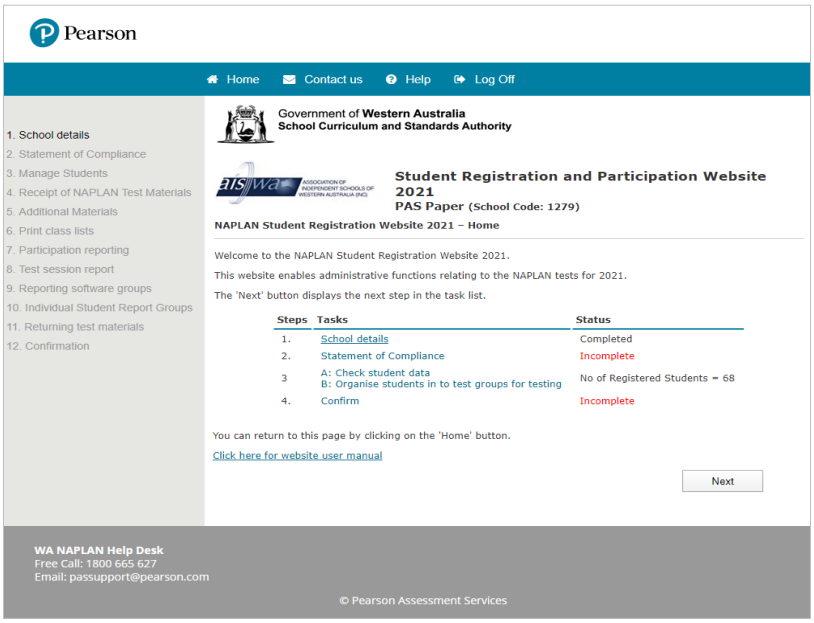
To log-on to the secure website:

- go to www.pearsononline.com.au/WA
- enter the **USERNAME** and case-sensitive **PASSWORD** that has been assigned to your school in the letter received with the pre-test mailout.



Note: if you have forgotten your username or password, click on the link provided on the log-on page. If you incorrectly enter your details three times, you will be locked out of the website and will need to contact the help desk on **1800 665 627**.

The website **HOME PAGE** will open.



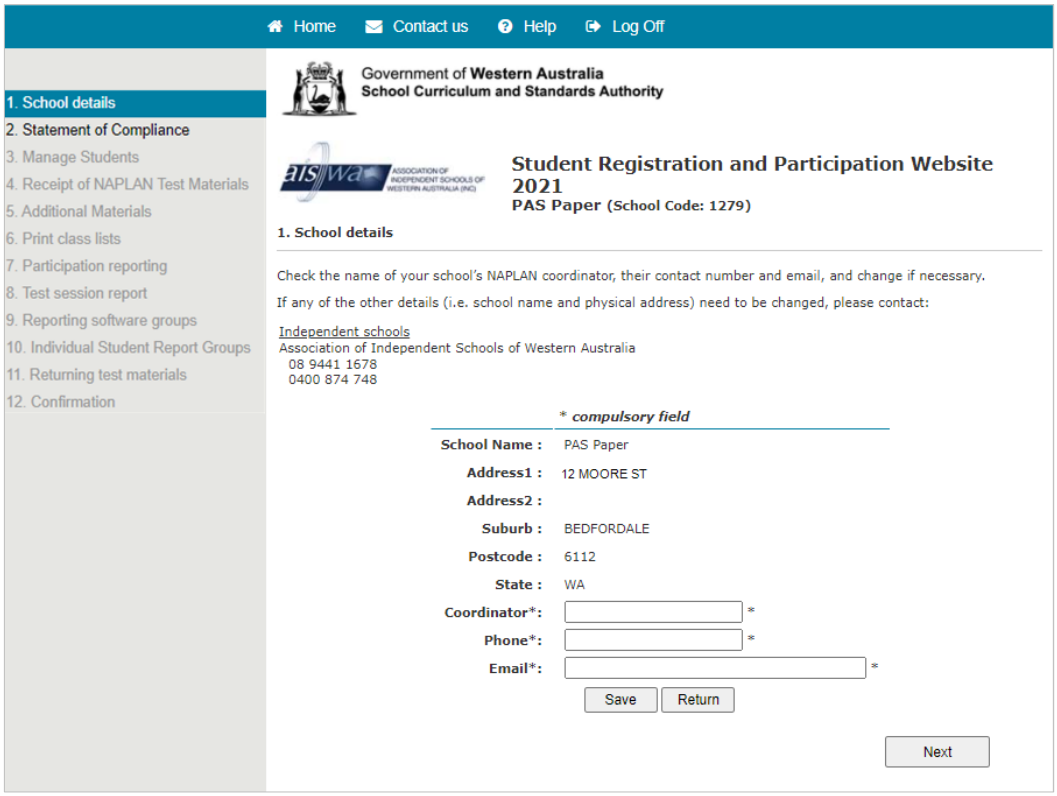
To complete the necessary steps on the website, click on the options, i.e. *School details, Statement of compliance, Manage students, Confirmation* in the ***Main Menu*** on the left of the screen or click the relevant link under ***TASKS*** in the Home Page.

The ***Next*** button, located at the lower right hand corner of each page, allows you to move through to the next step.

Note: Steps 4 through to 11 will not become active until 15 March 2021

CHECK SCHOOL DETAILS

Check your school's details by clicking on ***School details*** from the main menu on the left of your screen or ***Task 1*** on the Home page. Please ensure that the contact details of the school's NAPLAN co-ordinator are correct.



Click on ***Save*** once you have edited your school details.
Contact your testing authority if any of the other school details, i.e. school name or address need to be changed:

Public Schools (including Independent Public Schools)
School Curriculum and Standards Authority
(08) 9442 9442
naplan@scsa.wa.edu.au

Catholic schools
Catholic Education Western Australia
(08) 6380 5288

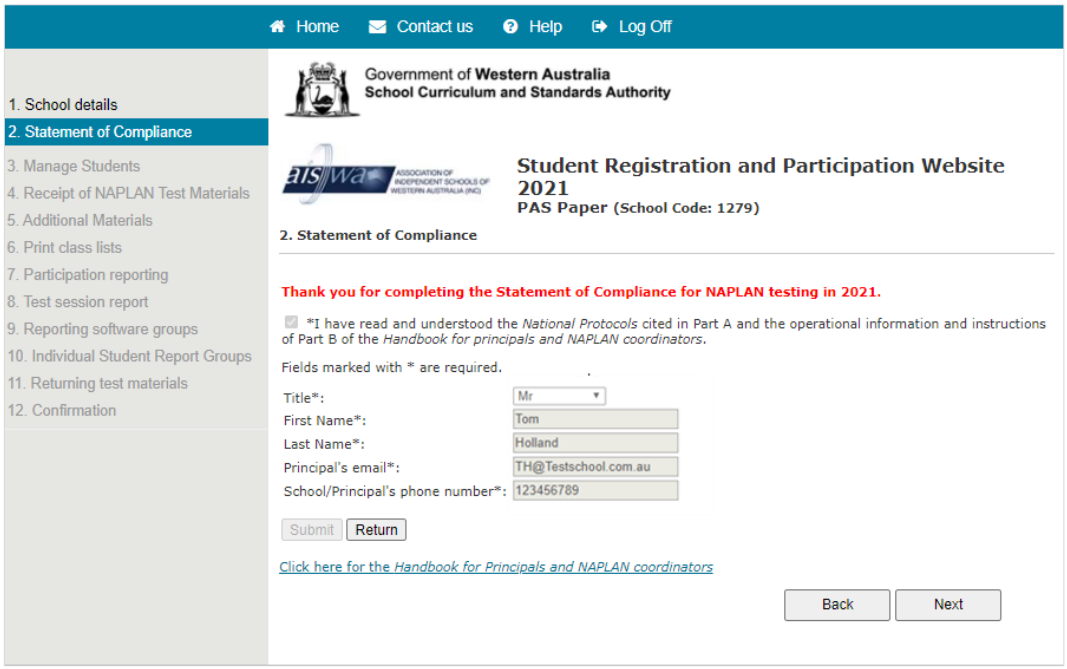
Non-Government Independent Schools
Association of Independent Schools of Western Australia
(08) 9441 1678

STATEMENT OF COMPLIANCE

Principals are required to acknowledge that they have read and understood the *National Protocols* cited in Part A and the operational information and instructions of Part B of the *Handbook for principals and NAPLAN coordinators.*

To complete the Statement of Compliance:

- click on ***Statement of Compliance*** on the main menu or ***Task 2*** from the Home page or the ***Next*** button after completing ***School details***
- tick the box to indicate that you have read and understood the requirements
- enter your title, first name, last name, email address and phone number into the text boxes
- click on the ***Submit*** button
- Once the Statement of Compliance information has been submitted, it cannot be changed or re-submitted



MANAGE STUDENTS

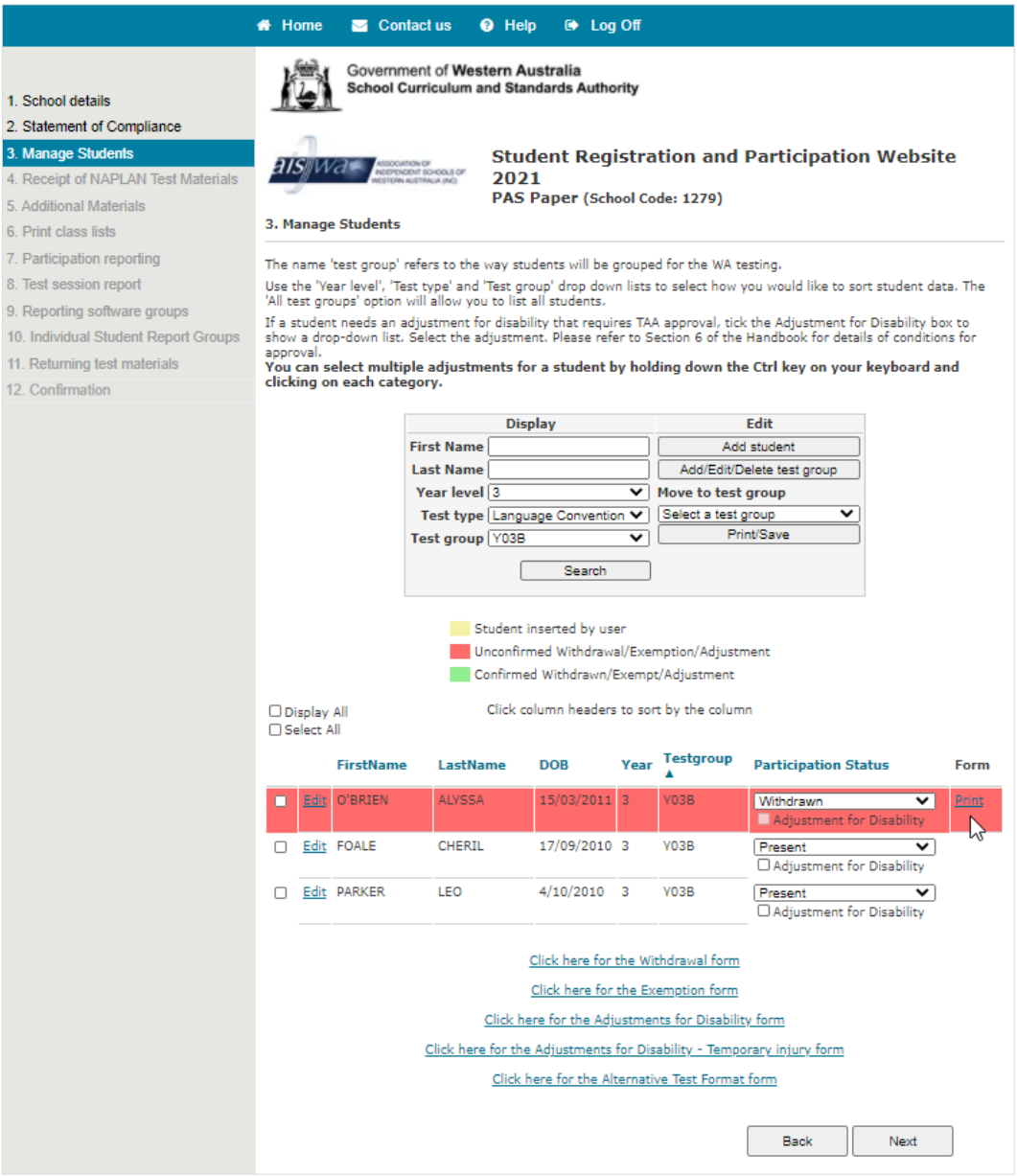
Student records have been uploaded to the website and the details need to be checked for accuracy and edited where necessary. Students can be added or removed and class allocations can be changed.

VIEW A STUDENT'S DETAILS

To view students' details:

- click on ***Manage students*** on the left of your screen or click on ***Task 3***

  This will display a list of your school's enrolled students' details. The *Participation Status* for all students will default to *Present*
- click on the ***Display*** drop down options to select the Year level, Test type and Test group that you want to check
- if a Test group is not shown in the drop-down options, set up new test groups as directed on page 13 prior to amending student details
- click on the headings at the top of each column to sort the student details in different ways
- to search for a specific student, enter the student's name into the ***First name*** and ***Last name*** boxes and click on ***Search*.** The list will then display the student/s matching the name. If a student does not exist, a message will be displayed with 'student cannot be found.' Click on ***Manage students*** to return to the student list
- To record a student as *Present, Absent, Left school, Exempt, Withdrawn, Abandonment,* or *Deleted*, select the relevant option from the ***Participation status*** drop down list next to each student (NB: *Absent* or *Abandonment* should not be used until after the May testing is completed)
- If *Exempt* or *Withdrawn* is selected, this status will be applied to all test types for that student; however, you are also able to subsequently change the status for individual test types if necessary
- If *Adjustment for Disability* is selected you will need to apply for all test types individually if necessary
- If *Exempt*, *Withdrawn* or *Adjustment for Disability* is selected, you will be reminded to submit an Exemption, Withdrawal or Adjustment for Disability form for that student. A pre-filled form, containing that student's details can be downloaded and printed by clicking the ***Print*** option under *Forms*.



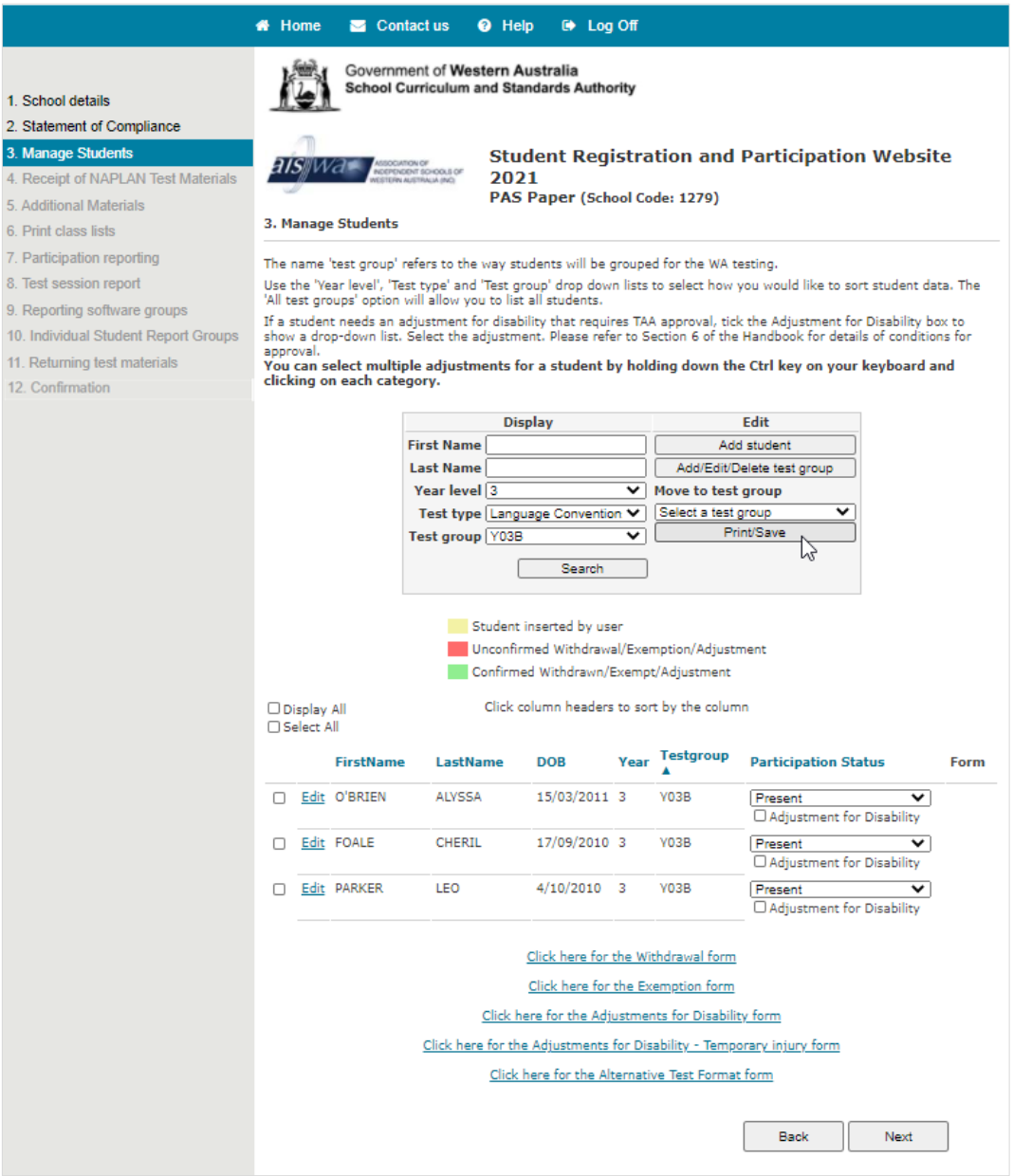
Note: Exemption and Adjustment for Disability forms must be submitted by **8 April** for approval. Withdrawal forms must be submitted by **3 May** for approval. Once approved, the shading for the student will change from red (unconfirmed) to green (confirmed). Links to the relevant forms can also be found at the bottom of the **Manage Students page** and the **Confirmation page.**

STUDENT LISTS

Student lists can be saved and/or printed by following these steps:

To save/print *Test participation and summary report:*

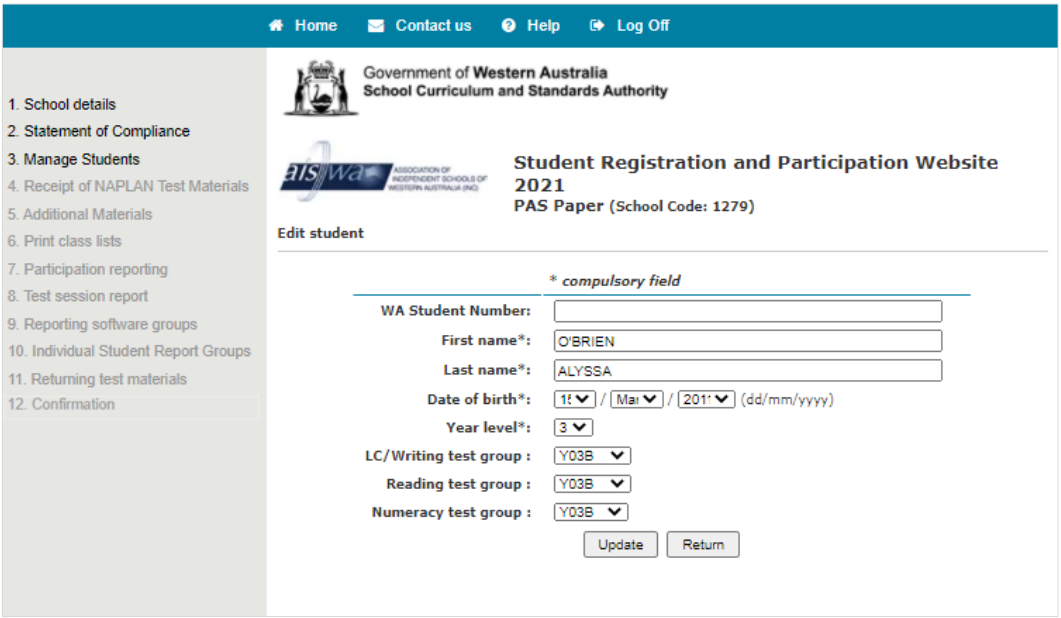
- click on ***Print/Save*** on the ***Manage Students*** page
- select the year level, test type and test group from the relevant drop-down list
- click on ***View Report***
- click on to reveal a drop-down list of export formats
- select and click on your preferred export format from the drop-down list
- open the document to print or save the document to the desired location.



EDIT A STUDENT'S DETAILS

Schools will be able to change an individual student's details by clicking on ***Edit*** next to each student entry. To edit a student's details:

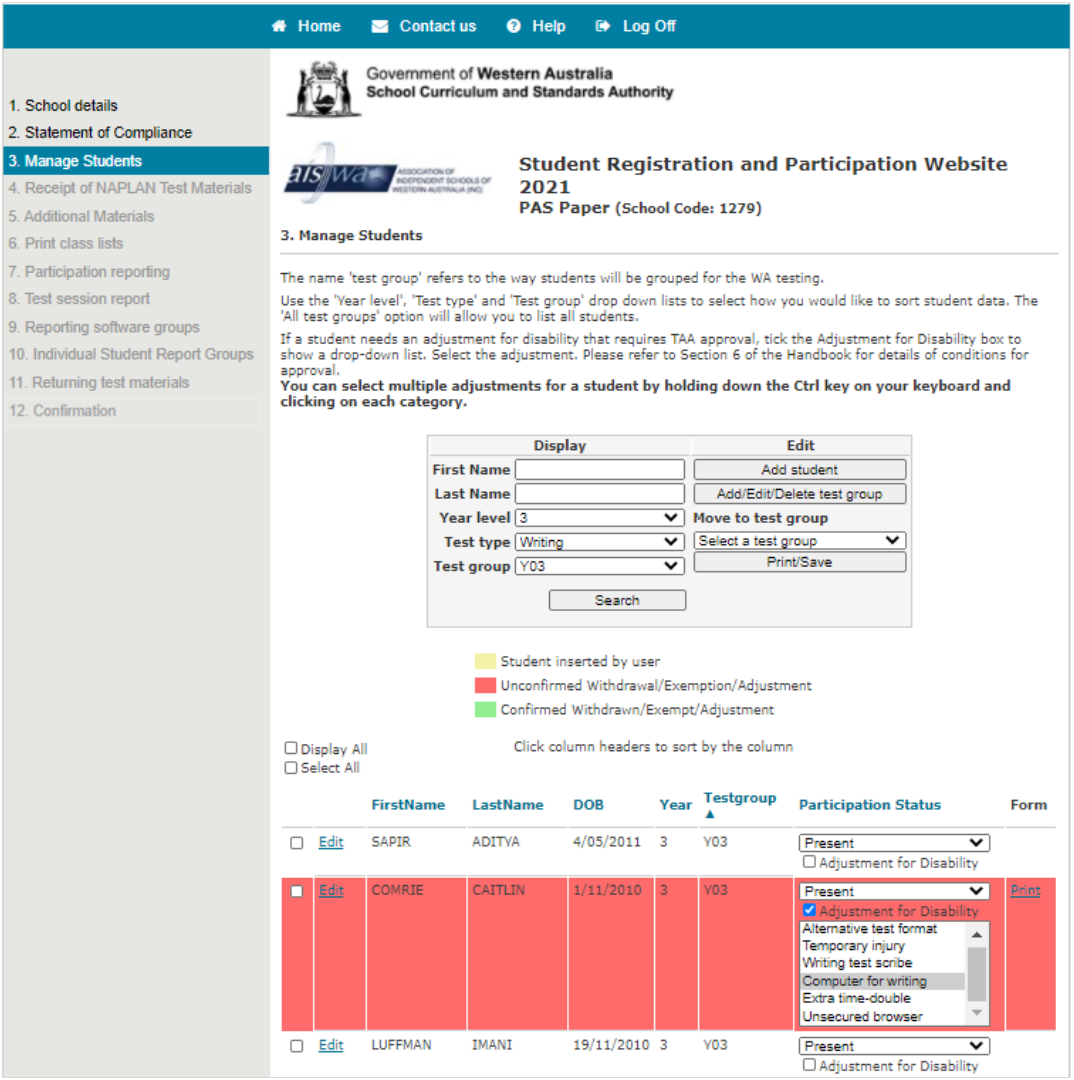
- click on ***Edit*** next to the student's name on the list. This will display a screen containing the details for the individual student (see image below). New details can be typed in or selected from drop down options
- click ***Update*** to save the amendments to the record
- click ***Return*** to return to the list of student details.



APPLYING FOR ADJUSTMENT FOR DISABILITY

To apply for an adjustment for disability to a student:

- place a tick in the tick-box of **Adjustment for Disability** in the participation column
- select the **Adjustment** from the dropdown list, then click on the OK button in the pop-up message to display the form for downloading and printing.
- To request two or more adjustments for a student, hold down the Ctrl key on your keyboard and click on the next adjustment. Click Ok in the popup again. Repeat for subsequent adjustment requests. The appropriate forms will display if multiple adjustments are selected.
- Click on the **Print** link for downloading and printing form/s, to be completed and signed.

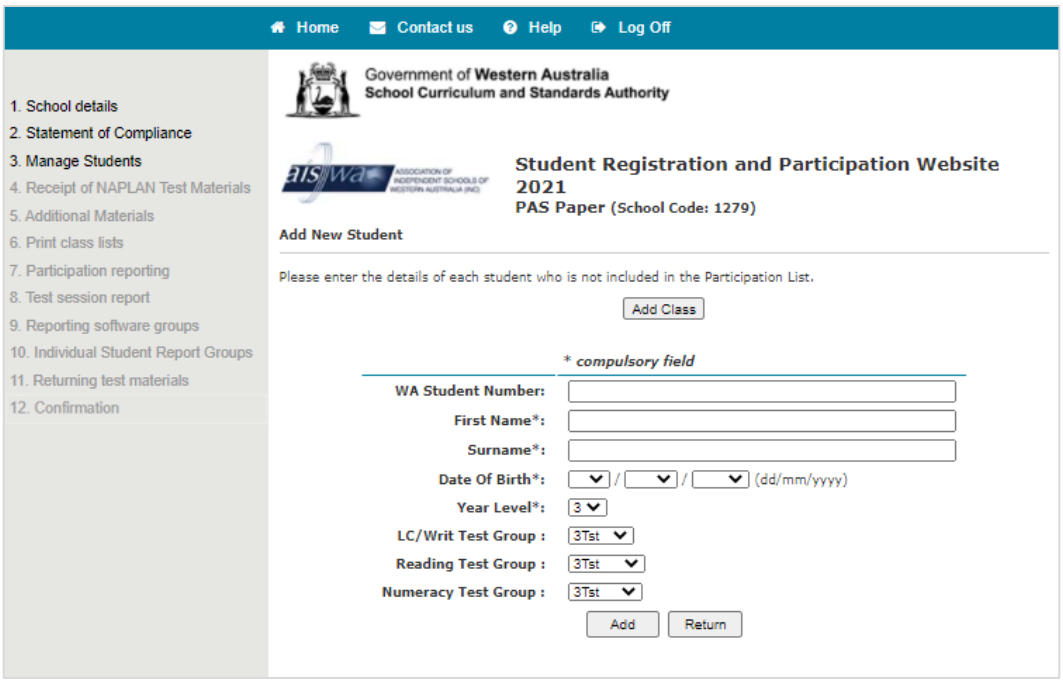


ADD A NEW STUDENT'S DETAILS

To add a new student's details:

- click on ***Add student*** on the ***Manage Students*** screen
- enter the details of the new student
- click on ***Add*** at the bottom of the screen
- click ***Return*** to return to the list of student details.

Once the student has been added, they will appear on the student list.



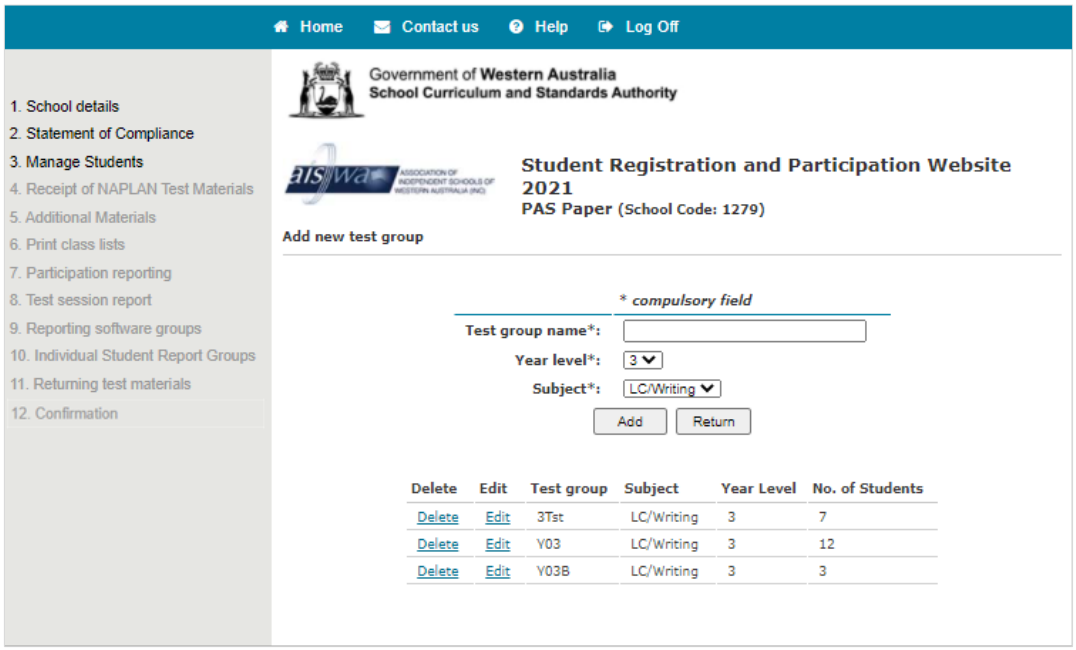
ADD A TEST GROUP

If the test group that you need to move the students to does not exist, you can create new test groups.

To create a new test group:

- click on ***click on Add/Edit/Delete test group***
- type in the test group name
- select the Year level and Test type from the drop-down lists
- click on ***Add*** to create the new test group.

Note: adding a new test group does not default to all test types.



Once the test group is created, the name can be edited, by clicking on the ***Edit Test group*** link on the ***Manage Students*** screen. There is the option to delete test groups if desired.

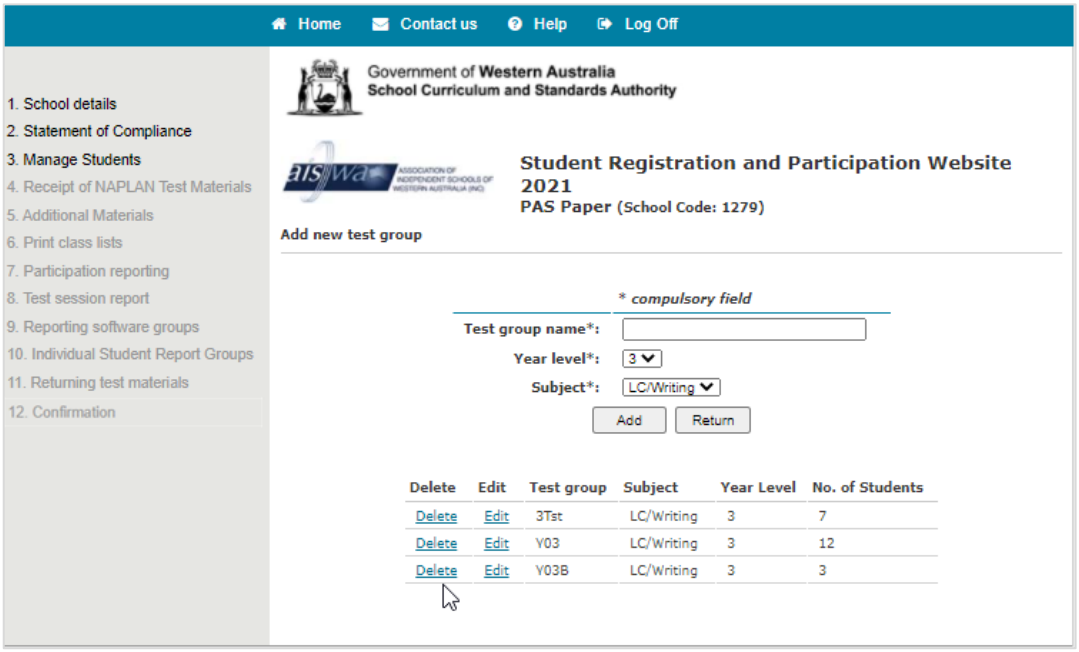
DELETE A TEST GROUP

To delete a test group:

- click on ***Add/Edit/Delete test group***
- click on the ***Delete*** link for the test group you wish to delete
- click ***Ok*** from the message popup.

Note:

- **The test group must be empty before it can be deleted.**
- **The action will only remove the individual test group and each test type must be done separately.**



ORGANISE STUDENTS INTO GROUPS FOR TESTING

Where appropriate, a student can be allocated to a different test group for each subject. For example, a student can be in Class 1 for Language Conventions/Writing and Class 5 for Reading. This will determine how the test materials for your school will be packed.

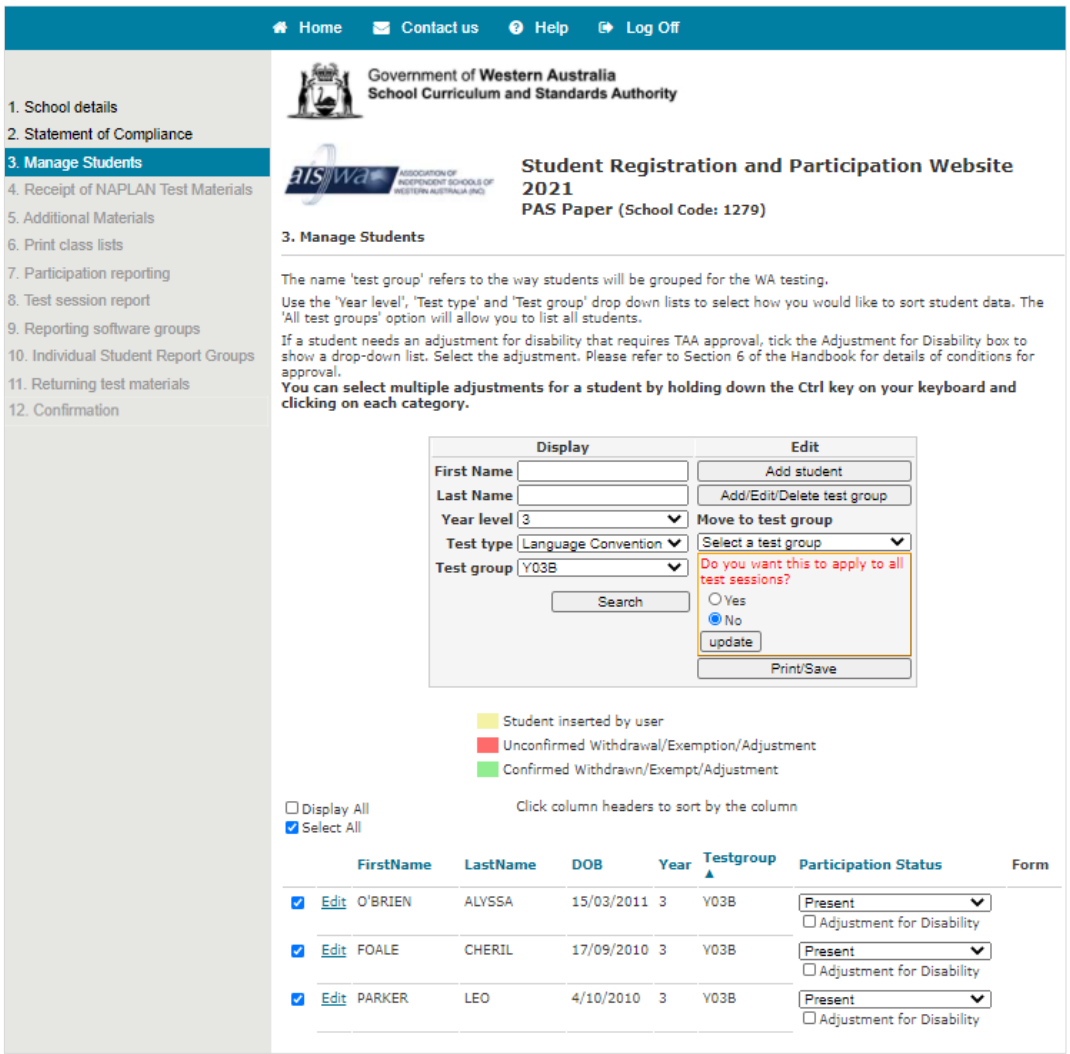
VIEWING STUDENT LISTS

Students may be displayed on multiple pages. If you check the **Display All** box, the entire alphabetical list of students will be displayed on one page.

MOVE STUDENTS TO A TEST GROUP

To move several students to a different class:

- click the check box next to the students' names (or you can select the entire list of students by clicking the ***Select All*** check box)
- select the new test group from the ***Move to test group*** drop down list
- select **YES** to apply the change to all test sessions (if required), then click **Update**.



CONFIRMATION

After checking your students' records and making necessary amendments, confirm that all information is accurate. This is required for the overprinting of student details onto the test books.

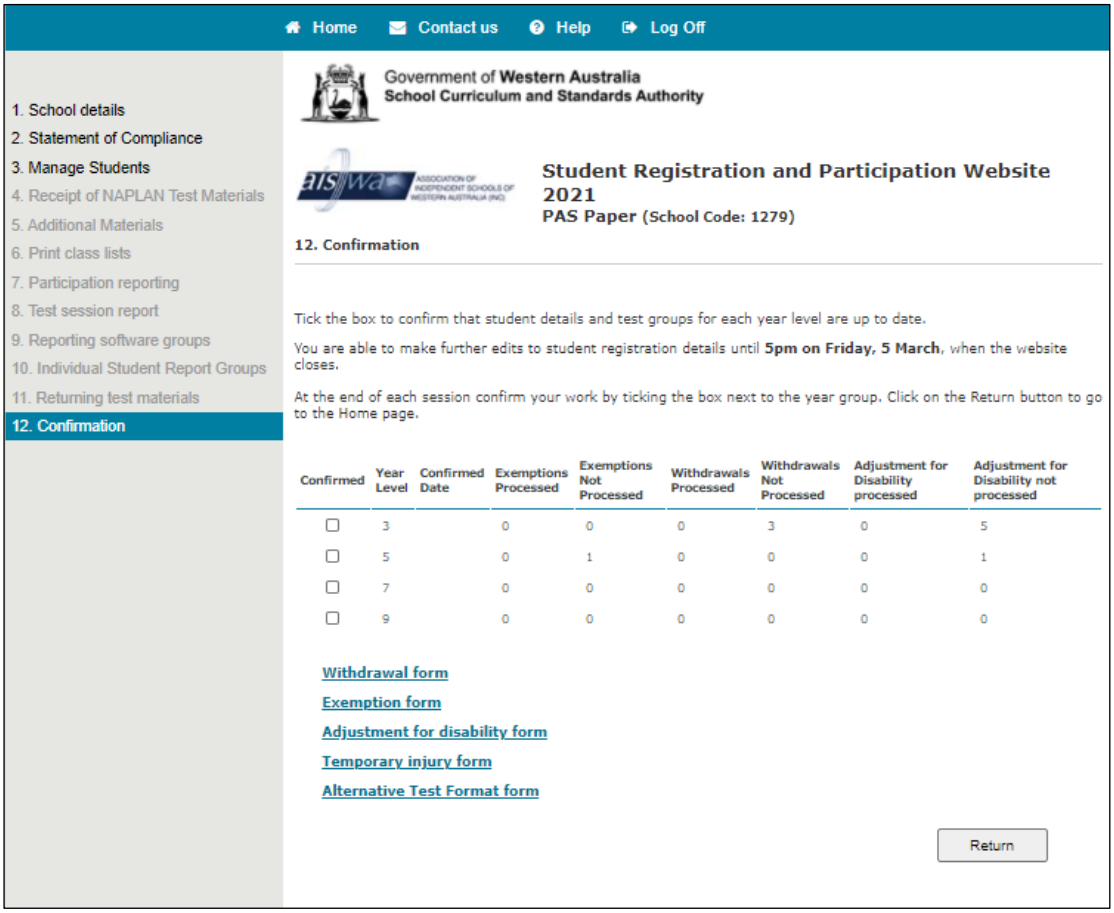
NB: Test materials, including backup paper test materials for online schools, will be printed for all students who are not withdrawn or exempt by **5 March.**

When the student details for a Year level are accurate:

- click on ***Confirmation*** on the main menu bar on the left of the screen or the ***Next*** button on the ***Manage Students*** page
- click the box next to the Year level that you want to confirm.

Once confirmation for each year level has been received, the online student registration process is complete.

Click ***Return*** to return to Home page.



WEBSITE SUPPORT

The help desk should be contacted for all technical queries, including username and password enquiries (1800 665 627)
Opening hours are 8am to 4pm (WST), Monday to Friday.

For NAPLAN testing related queries please contact the School Curriculum and Standards Authority:

Phone: (08) 9442 9442
Email: naplan@scsa.wa.edu.au (paper test schools)
naplanonline@scsa.wa.edu.au (online test schools)