Practice Test
NAPLAN test supervisor manual

2024

1. INTRODUCTION

The School Curriculum and Standards Authority (the Authority) has produced this manual for three different student groups:

- for students enrolled in home education, the Authority is the test administrator.
- for students enrolled in the School of Isolated and Distance Education or in a School of the Air **and** are sitting the NAPLAN tests in a non-school location (e.g. at home), the Department of Education is the test administrator.
- for students enrolled in online learning programs at other schools, the school is the test administrator.

As part of readiness activities, all students who will be participating in the March NAPLAN 2024 tests at a non-school location should participate in a compulsory Practice test.

The dates, times, and login codes for the Practice test will be confirmed by your test administrator.

By participating in the compulsory Practice test, students have an opportunity to become familiar with the format and types of questions they will experience in the March NAPLAN 2024 tests, as well as the device they will be using and the functionality of the test platform.

This manual and the resources provided by your test administrator contain all the information and instructions you need to participate in the online Practice test. It is important that you are familiar with these materials to ensure a smooth NAPLAN experience for you and your students.

Participation in the Practice test is advisable to validate the reliability of student devices, your internet connection and the NAP Locked Down Browser, and provide you, as test supervisor, the opportunity to go through the procedures required for the March tests. These are:

- receiving test login codes (test session code and student code) prior to the tests

- opening the NAP Browser, and being ready to conduct the tests at the scheduled time

- ensuring students can login to the tests

- reading the test supervisor script

- logging out of and closing the NAP Browser

- if necessary, calling your test administrator

If you have any questions about NAPLAN 2024, contact your test administrator.

Contact details for the Authority's test administrator:
Phone: 9442 9442
Email: naplan@scsa.wa.edu.au

2.   PRACTICE TEST INFORMATION

2.1   About the Practice test

The Practice test is a single 'omnibus' test that includes questions from the domains of conventions of language, reading, and numeracy. It will take about 60 minutes to complete, using 10 minutes for introduction and instruction time and 50 minutes for student test time.

The questions in the Practice test are **not** indicative of the range of question difficulty that will be in the March NAPLAN tests.

There are important differences between the Practice test and the March NAPLAN tests:

- items in the Practice test do not need to be kept secure
- test supervisors and students can discuss the items and the test functions during the test
- items in the Practice test are not scored or marked
- results from the Practice test are not reported.

2.2   Approved rest breaks

If you have applied for a rest break as a disability adjustment for a student, and this has been granted, the adjustment will be added to the online platform by your test administrator and will be available to the student during the test.

To activate the rest break, you will need to phone your test administrator at the time the student requires the break. The test administrator will then pause the student's test and the test platform clock will stop. The student should move away from the computer during their break. When the amount of time granted for the break has elapsed, the test administrator will resume the test and the platform clock will continue to count down.

You should ensure the student is ready to return to the test as soon as the allowed time has elapsed.

2.3   Materials required by the test supervisor

For the Practice test, you will need:

- this manual
- the test session code and student code you received from your test administrator
- the phone with the number you have provided to your school. This is in the event that your test administrator needs to contact you during the test.

2.4   Materials required by the student

For the Practice test, the student will need:

- a device that meets the technical specifications for NAPLAN online, with headphones
- the latest NAP Browser installed on the device's desktop
- the test session code and their student code for this test
- a sheet of blank paper for working out
- a pen or pencil

No other materials are permitted during the March NAPLAN tests and therefore should not be used during the Practice test.

2.5 Reading the test supervisor script to students

During the Practice test, you must use the test supervisor script and READ ALOUD to students **all** instructions in shaded boxes, e.g.

READ ALOUD

> You will now be attempting the Practice test.

2.6 Time management on the day of the Practice test

Where the school is the test administrator, the school will set their own schedule within the Practice test period.

The following table shows the sequence of events and timing leading up to and during a Practice test scheduled for 10.00 am.

ROLE	TASK	Test scheduled for 10.00am start
Test supervisor	Access student login codes from email	9.00 am
Test supervisor	Check each student's device is fully charged or plugged into mains power	9.00 am
Test supervisor	Make login codes available to student and begin audio check and login process with student	No later than 9.45 am
Student	Open locked down browser, complete audio check and log in to test using the login codes Listen to the test supervisor read 'Introduction to the test', page 8 Wait for test to start at scheduled time	No later than 9.45 am
Test administrator	Open test session	10.00 am
Student	Start test questions	10.00 am
Test supervisors/ student	Final opportunity to be ready to start the test	10.15 am
Test supervisor	Read Practice test script to student while they complete the test	For the 45 minutes of allowed test time
Test platform	Clock will automatically flash and can no longer be hidden	When 10 minutes of test time is remaining (after 35 minutes have elapsed)
Test platform	Clock will automatically flash	When 5 minutes of test is remaining and every minute thereafter
Student	Click 'Yes' to finish, then 'Logout' of the test, then 'Yes' to confirm logout. Quit the NAP Browser by clicking the 'X' in the lower right hand corner of the Browser	After test time has elapsed.

3. PRACTICE TEST SUPERVISOR SCRIPT

3.1 One hour before the test is due to begin

Make sure student devices are fully charged, or plugged into mains power.

Receiving test login codes
You will receive one email per student you are supervising from your school.

The email will contain the following codes for the Practice test session:
- the session code (8-digit code formatted xxx-xx-xxx)
- the student code (8-digit code formatted xx-xx-xx-xx).

You will need to have both codes ready for the student when the test is due to start.

For advice and questions or if there is a technical problem, contact your test administrator.

Ensure you and the student have all the required materials and equipment.

The test will start at exactly the scheduled time.

3.2 15 minutes before the scheduled test time: logging in

Summary of student login process
The following steps are a summary of the login process that you step the student through in section 3.3 (Audio check and student login).

To access the test, students need to:
1. open NAP Browser
2. select *TRAINING*
3. complete the audio check
4. select 'Start test'
5. enter test session code
6. enter student code

The screen that appears will show the title and Year level of the test the student is about to take, and the student's name. Students will be asked to confirm these details by selecting a 'Yes' button but **they must not do so until after you, the test supervisor, have read aloud the section 'Introduction to the test' on page 8 of the test supervisor script.**

If the details are not correct, contact your test administrator immediately.

Once you have read the section 'Introduction to the test', students can confirm these details by selecting a 'Yes' button. They will then wait until admitted to the test by the test administrator.

3.3   Audio check and student login

READ ALOUD

Today you will complete a NAPLAN Practice test, containing conventions of language, reading, and numeracy questions.

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

Make sure the student has:
- the session code
- their student code
- a blank piece of paper, a pen or pencil
- a set of headphones

Then make sure the student has:
- turned on their device
- plugged in their headphones
- adjusted their device volume to about three-quarters of its maximum level.

READ ALOUD

If at any time you have any questions or you cannot see what I describe on your screen, let me know. Now click on the NAP 2024 browser on your desktop.

Assist students as necessary to locate the NAP 2024 icon on their device's desktop.
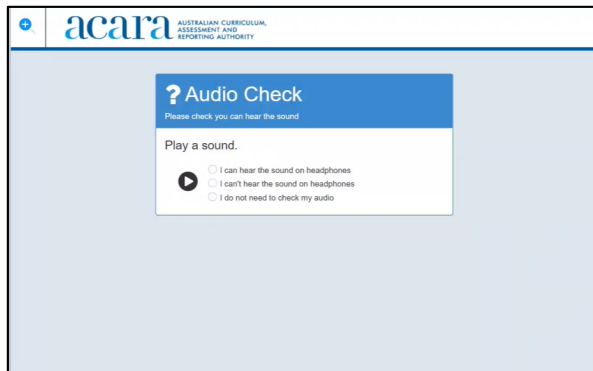

A screen similar to the following will appear:

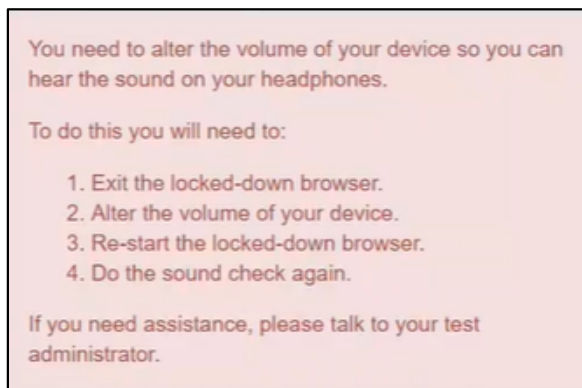

READ ALOUD

Now select *TRAINING*.

The following screen will appear where students will conduct the audio check.

With headphones on, the student will complete the audio check.

Ask them to:

- play the sound (students should hear a short melody)
- 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. This advice is:

READ ALOUD

If you can hear the sound, Click 'Start Test'.

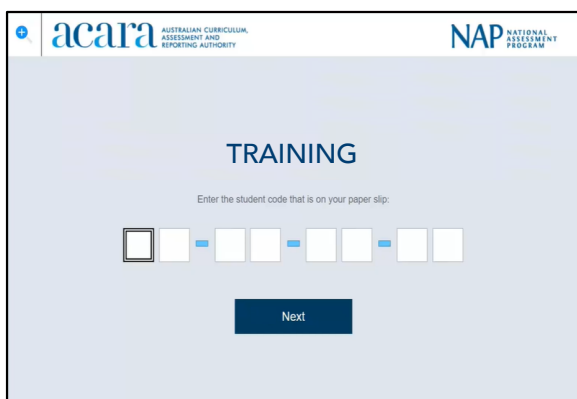A screen similar to the following will appear, asking the student to enter the test session code.
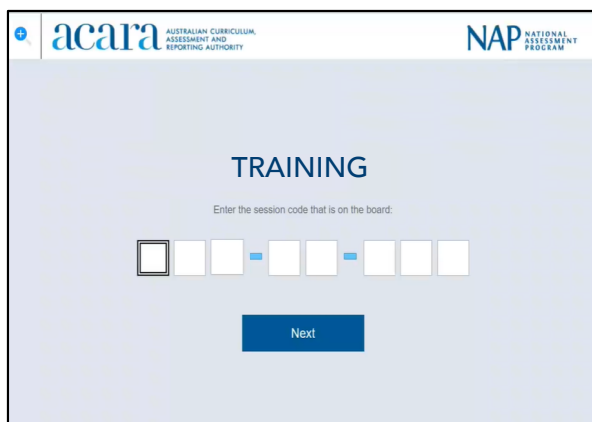
READ ALOUD

Type the session code into the boxes exactly as I have given it to you. Then click 'Next'.

A screen similar to the following will appear, asking the student to enter their student code:
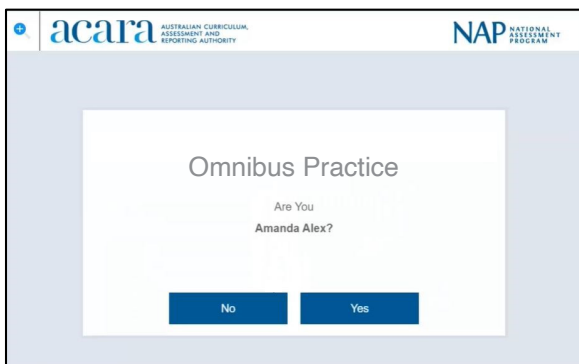

Now make sure the student has their student code.

READ ALOUD

Type your student code into the boxes exactly as I have given it to you.

Then click 'Next' and wait for me to explain about the test.

The following screen will show the title and Year level of the test the student is about to take, and the student's name. It is important that this information is correct.

If the information is not correct, please phone the test administrator immediately.

STOP NOW

Do not let the student click 'Yes'.

READ ALOUD

Stop now.

Do not click 'Yes'.

Only check that the test name and your name are correct.

Wait and listen while I read to you about the test.

While the student is waiting, read aloud the next section, Introduction to the test.

3.4   Introduction to the test

READ ALOUD

Listen now while I tell you about the test. There are

[Year 3 students: 42 questions]
[Year 5 students: 45 questions]
[Years 7 and 9 students: 47 questions]

in this Practice test. You have 50 minutes to complete the questions.

During the test, you will see message screens. Some of these messages just remind you to check your answers. Once you move past them, you can still return to the questions.
Other message screens lock the questions in the section you have just finished, so you can't go back to change your answers. There is a 'lock' screen at the end of the spelling section of the test.

[Years 7 and 9 students only: There is also a 'lock' screen in the numeracy test, at the end of the 'Calculator Allowed' section.]

Remember, once you go past a lock screen, you won't be able to go back to the questions in that section of the test.

If you want to change an answer, you can. 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, EXCEPT if they are in a locked section.

There is a timer in the top left-hand corner of your screen. It will flash when you have 10 minutes left, and again when you have 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 the 'Finish' button. You will be asked whether you have completed all the questions and checked your answers. If you select 'No' you will stay in the test. If you select 'Yes' you will exit the test.

However, if there is still time left and you want to, you can select the 'Reopen test' button to go back to the test.
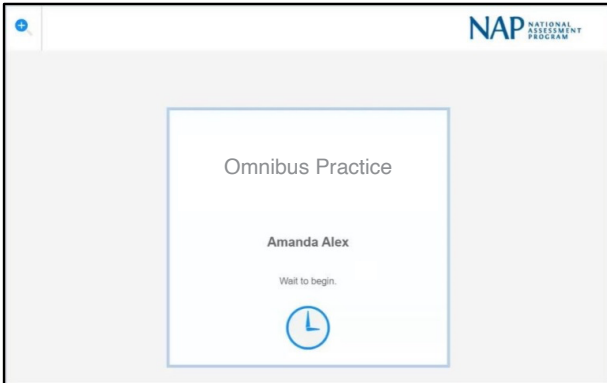
The student is now ready to click 'Yes'.

3.5   Entering the test

READ ALOUD

> You are now ready for the test. Click 'Yes'. You will see a screen telling you 'Wait to begin'.

The student should have a waiting screen similar to the following displaying on their device.

Ensure the student is ready to start the test when they are admitted by the test administrator.

The test administrator will admit the student to the test at the scheduled start time, and for up to 15 minutes after.

If more than 15 minutes after the scheduled start time has elapsed, and you have not completed the section Introduction to the test, on page 8, and the student has not been admitted to the test, you must ring the test administrator for advice.

If you fail to ring the test administrator, the student will be deemed not to have been present for the Practice test and will need to make other arrangements with your test administrator.

READ ALOUD

> Start as soon as the first question appears on your screen.

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

If the student finishes before the 50 minutes of test time has elapsed, encourage them to check their answers.

When the student has finished checking, you may allow them to finish the test and logout of the NAP Browser.

After 45 minutes, READ ALOUD

> Check your timer in the left-hand corner of your screen. If you have already finished, use this time to check that you have answered all the questions.

Students who have been granted extra time due to a disability adjustment will have different finishing times. Alert them when they have five minutes of test time remaining.

After 45 minutes, READ ALOUD

Thank you for completing the test. It is now finished. There will be 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'.

Check that the student has finished the test.

READ ALOUD

You should now close the Locked Down Browser by clicking the grey 'X' in the lower right corner of the screen.

Thank you for supervising the NAPLAN Practice test.