

NAPLAN 2025 Schedule of tasks

Preparation tasks

If you require assistance with any of the tasks for NAPLAN, contact the helpdesks on:

TAA: SCSA NAPLAN helpdesk

Ph: 9442 9442

E: naplan@scsa.wa.edu.au

Fujifilm DMS: WA NAPLAN Website helpdesk

Ph: 1300 990 265

E: naplan.wa.qd@fujifilm.com

Tasks:	Complete by:
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Update SIRS contacts

Principal and NAPLAN coordinator details must be current in SIRS to ensure all SCSA communications, and NAPLAN and Fujifilm DMS WA NAPLAN Website registrations are provided to the correct staff:	
<input type="checkbox"/> confirm SIRS contacts correct for the user list on WA NAPLAN Website	8 Nov 2024
<input type="checkbox"/> confirm SIRS contacts correct for commencement of school year	30 Jan
<input type="checkbox"/> confirm SIRS contacts correct for the release of Individual Student Reports	6 Jun
NOTE: For SIRS staff account assistance, refer to scsa.wa.edu.au/publications/data-procedures-manual Section 2.	

Student registration in SIRS

<input type="checkbox"/> upload student SRGDG files in SIRS	13 Feb
For assistance:	
<ul style="list-style-type: none">• scsa.wa.edu.au/publications/data-procedures-manual Section 4 or• scsa.wa.edu.au/publications/primary-student-registration-procedures-manual Section 3• Ph: Data Services on 9273 6352• E: dataservices@scsa.wa.edu.au.	

Information for staff

<input type="checkbox"/> inform staff about NAPLAN 2025 dates	3 Feb
<input type="checkbox"/> nominate NAPLAN coordinator/s, test administration staff and technical support officer/s.	

Tasks:	Complete by:
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Access to NAPLAN Training and Practice environment

<input type="checkbox"/> principal and NAPLAN coordinator access from 8 October 2024. Refer to NAPLAN Update 10, 2024 or NAPLAN Update 1, 2025 for login details <input type="checkbox"/> plan technical readiness, staff training and practice test schedule <input type="checkbox"/> prepare TA packs for practice tests including: <ul style="list-style-type: none"> <input type="checkbox"/> the test administration session login slip <input type="checkbox"/> practice student login slips (live student data must not be used) <input type="checkbox"/> attendance list of students <input type="checkbox"/> student DAC codes matched to correct login slips <input type="checkbox"/> electronic copies of the <i>2025 NAPLAN Practice test administration handbook</i> are provided with NAPLAN Update 1, 2025. 	from 8 Oct 2024
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Complete SCSA training modules

<input type="checkbox"/> Technical readiness	28 Feb
<input type="checkbox"/> Principal	4 Mar
<input type="checkbox"/> NAPLAN coordinator	4 Mar
<input type="checkbox"/> Test administrator	11 Mar
NOTE: Refer to NAPLAN Update 1 for SCSA training module login details.	
<input type="checkbox"/> email code of conduct attached to NAPLAN Update 1 to all staff involved	11 Mar

Pre-test mailout

<input type="checkbox"/> online schools will receive a package via Australia Post including: <ul style="list-style-type: none"> • cover letter to principal with School PIN for NAPLAN 2025 platform • <i>2025 NAPLAN Handbook for principals and NAPLAN coordinators</i> • 5 secure login cards • <i>2025 NAPLAN Years 3, 5, 7 & 9 Test administration handbook for teachers</i> • <i>NAPLAN 2025 Information for parents and carers</i> brochure. 	7 Feb
<input type="checkbox"/> alternate format schools will receive a package via Australia Post including: <ul style="list-style-type: none"> • cover letter to principal • <i>2025 NAPLAN Handbook for principals and NAPLAN coordinators</i> • 2025 NAPLAN test administration handbooks for teachers (as required) • <i>NAPLAN 2025 Information for parents and carers</i> brochure (paper). 	
<input type="checkbox"/> distribute handbooks to staff involved. Electronic copies are available at k10outline.scsa.wa.edu.au/home/assessment/testing/naplan/schools .	

Tasks:	Complete by:
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Special print materials

<input type="checkbox"/> application/s submitted	22 Nov 2024
<input type="checkbox"/> applications for 2025 new enrolments requiring special print submitted	10 Feb
<input type="checkbox"/> contact the SCSA NAPLAN helpdesk if special print test materials not received	7 Mar

Disability adjustments

<input type="checkbox"/> disability adjustments requiring TAA approval applications submitted	28 Feb
<input type="checkbox"/> exemption applications submitted	5 Mar
<input type="checkbox"/> withdrawal applications submitted	17 Mar
NOTE: DACs that have not been approved, and exemptions and withdrawals without submitted applications, will be removed from the platform.	

Student familiarisation activities

<input type="checkbox"/> complete practice test/s on the public demonstration site and/or	7 Feb–
<input type="checkbox"/> participate in school-run test session/s in the NAPLAN Training and Practice environment	11 Mar

For test administrators, scribes and support persons

<input type="checkbox"/> brief test administrators, scribes and support persons emphasising that: <ul style="list-style-type: none"> <input type="checkbox"/> the provided 2025 NAPLAN test administration handbook for teachers must be read and followed exactly <input type="checkbox"/> assistance can only be provided as explained in the handbook <input type="checkbox"/> students must not be provided with visual or spoken clues including reminding them of recent work <input type="checkbox"/> photos and video must not be taken in the test room <input type="checkbox"/> images of students showing test materials must not be uploaded to social media platforms <input type="checkbox"/> posters, displays or teaching materials that might help students with the tests must be taken down or covered <input type="checkbox"/> incidents such as late arrival, illness, disruptions, refusal or abandonment must be recorded and reported to NAPLAN coordinator <input type="checkbox"/> rules for student disability adjustments must be followed. 	7 Feb– 11 Mar for 12–24 Mar
<input type="checkbox"/> all test administrators must complete the SCSA training module before administering a test	11 Mar

Test incidents

Report test breaches/cheating to the K–10 Manager, on: Ph: 9442 9442 E: naplan@scsa.wa.edu.au .	throughout the testing window
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NAPLAN 2025 platform readiness

Tasks:	Complete by:
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Platform registration

<input type="checkbox"/> principal <i>invitation to self-register</i> email received from notifications@assessform.edu.au	24 Feb
<input type="checkbox"/> principal activated account on the NAPLAN 2025 platform	28 Feb
<input type="checkbox"/> principal invites NAPLAN coordinator/s on the NAPLAN 2025 platform <input type="checkbox"/> NAPLAN coordinator/s registration email received <input type="checkbox"/> NAPLAN coordinator/s activated account on the NAPLAN 2025 platform	3 Mar
NOTE: NAPLAN 2025 logins require the School PIN and physical secure login card provided with the Pre-test mailout. NAPLAN Training and Practice environment logins will not work in the NAPLAN 2025 platform.	

NAPLAN coordinator preparation on the NAPLAN 2025 platform

<input type="checkbox"/> check student data, available on 3 March <input type="checkbox"/> add new enrolments (please email SCSA NAPLAN helpdesk to confirm new enrolments) <input type="checkbox"/> create class groups (optional, as needed) <input type="checkbox"/> submit all exemption and withdrawal forms <input type="checkbox"/> update participation status for withdrawn, exempt and no longer enrolled students <input type="checkbox"/> add disability adjustments <input type="checkbox"/> generate TA test session slips and student session slips	3–11 Mar
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NAPLAN coordinator for the school community

<input type="checkbox"/> prepare test schedule <input type="checkbox"/> inform parents/carers of test schedule and distribute <i>NAPLAN 2025 Information for parents and carers</i> brochure. Electronic copies available at k10outline.scsa.wa.edu.au/home/assessment/testing/naplan/parents <input type="checkbox"/> inform students of their test schedule.	11 Mar
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Test technical readiness

Tasks:	Complete by:
<input type="checkbox"/> coordinate technical readiness checks with IT staff: <ul style="list-style-type: none"> <input type="checkbox"/> refer to resources on assessform.edu.au <input type="checkbox"/> test maximum expected network load <input type="checkbox"/> test Wi-Fi accessibility for devices <input type="checkbox"/> confirm all devices meet specification requirements <input type="checkbox"/> confirm all devices have locked down browser (LDB) installed and functioning 	28 Feb
<input type="checkbox"/> confirm all devices have all manual changes made as stated in the LDB guides <ul style="list-style-type: none"> <input type="checkbox"/> device/s available for test administrator/s <input type="checkbox"/> device/s available for any student/s with specific DACs e.g. AST - computer for writing Year 3 <input type="checkbox"/> headphones available for all students. 	12–24 Mar

Room preparation

Tasks:	Complete by:
<input type="checkbox"/> book shared resources if required e.g. exam hall, rooms, device trolleys, to match your test schedule <ul style="list-style-type: none"> <input type="checkbox"/> advise staff to prepare classrooms for test conditions <input type="checkbox"/> check that all posters, charts and any printed materials are removed before and during the test days 	11 Mar for 12–24 Mar
<input type="checkbox"/> board/projector and screen available in test room to display test session code.	12–24 Mar

Preparation for Year 3 writing

Tasks:	Complete by:
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Confirm student registration details

<input type="checkbox"/> WA NAPLAN Website activation email received	19 Nov 2024
<input type="checkbox"/> WA NAPLAN Website account activated	21 Nov 2024
<input type="checkbox"/> School Details page – postal details confirmed	12 Dec 2024
<input type="checkbox"/> Registration page – student details confirmed	12 Dec 2024

Printing of test books

NOTE: Year 3 writing test books and Years 3, 5, 7 and 9 paper test books are printed by Fujifilm DMS with student details that were confirmed in November.	Jan 2025
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Delivery of Year 3 writing test materials

<input type="checkbox"/> DO NOT OPEN TAMPER-EVIDENT BAGS	until 12 Mar
<input type="checkbox"/> test materials delivered via Australia Post <input type="checkbox"/> package received and signed for. The box will be labelled 'IMPORTANT: FOR THE PRINCIPAL' <input type="checkbox"/> retain the box for return of completed test materials <input type="checkbox"/> check contents using the package label and by counting the number of books (spines) through the clear plastic window in the side of the tamper-evident bag <input type="checkbox"/> principal to check that the materials received include: <ul style="list-style-type: none"> <input type="checkbox"/> cover letter to principal <input type="checkbox"/> writing test books <input type="checkbox"/> a writing prompt page for each student <input type="checkbox"/> extra test materials, including non-personalised (blank) test books <input type="checkbox"/> an envelope containing instructions for return of test materials. 	27 Feb
<input type="checkbox"/> principal to store materials securely	until 12 Mar

Acknowledge receipt of Year 3 writing test materials

<input type="checkbox"/> WA NAPLAN Website activation email received	17 Feb
<input type="checkbox"/> WA NAPLAN Website account activated	19 Feb
<input type="checkbox"/> Test Material page – confirm the number received	7 Mar
<input type="checkbox"/> order additional non-personalised books and prompt pages if needed.	7 Mar

Tasks:	Complete by:
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Administering and returning the Year 3 writing test

<input type="checkbox"/> additional non-personalised books received if ordered	11 Mar
<input type="checkbox"/> contact the SCSA NAPLAN helpdesk if additional non-personalised books are required on or before the test day	12 Mar
<input type="checkbox"/> writing test scheduled for Day 1 of NAPLAN	12 Mar
<input type="checkbox"/> NAPLAN coordinator to complete all new student/s details on the front cover of a non-personalised book before the test, including: <ul style="list-style-type: none"> <input type="checkbox"/> first name <input type="checkbox"/> last name <input type="checkbox"/> date of birth <input type="checkbox"/> class group (optional for most schools) <input type="checkbox"/> Western Australian Student Number (WASN). <p>Do not use a personalised book for a different student under any circumstances</p>	12 Mar
<input type="checkbox"/> test administrators collect all test materials at the completion of each test session: <ul style="list-style-type: none"> <input type="checkbox"/> student session slips <input type="checkbox"/> writing test books <input type="checkbox"/> writing prompt page for each student <input type="checkbox"/> extra test materials, including non-personalised (blank) test books <input type="checkbox"/> working-out/planning paper <input type="checkbox"/> return all test materials to NAPLAN coordinator for secure storage <input type="checkbox"/> NAPLAN coordinator to complete participation status on test book front covers on the day of the test for any withdrawn, exempt, sanctioned abandonment, NLE or refused students. Do not mark 'Absent' until all catch-up test sessions are finished. 	12 Mar
<input type="checkbox"/> final day for writing test catch-up sessions <input type="checkbox"/> NAPLAN coordinator to: <ul style="list-style-type: none"> <input type="checkbox"/> complete participation status on test book front covers on the final day of the test for absent students <input type="checkbox"/> record the participation status of students for the Year 3 writing test on the NAPLAN 2025 platform: <ul style="list-style-type: none"> <input type="checkbox"/> update all absent, withdrawn, exempt, sanctioned abandonment, NLE and refused before updating participating students to AF (alternative format). <input type="checkbox"/> all Year 3 writing test materials lodged via Australia Post for return to Fujifilm DMS processing centre.	17 Mar

Administering tests

Tasks:	Complete by:
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Adjustments for students with injury or temporary disability

<p>NOTE: Adjustments for students who sustain an injury or temporary disability just before the test may be applied using section 6.21 in Part A of this handbook.</p> <p><input type="checkbox"/> adjustments requiring TAA approval must be applied for before the student sits the test, including AST - computer for writing</p>	12–24 Mar
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Test administration

<ul style="list-style-type: none"> <input type="checkbox"/> distribute test administration test session packs including an attendance list for the student test group <input type="checkbox"/> advise test administrators of DACs, exemptions, withdrawals, hosted and visiting students <input type="checkbox"/> keep a record of all DACs applied for auditing purposes <input type="checkbox"/> check all IT requirements are available and set up before students enter the test room <input type="checkbox"/> test administrators manage test sessions <input type="checkbox"/> test administrators collect all test materials after each test session (including all student session slips and working-out/planning paper) <input type="checkbox"/> return all test materials to the NAPLAN coordinator for secure storage <input type="checkbox"/> test administrators inform NAPLAN coordinators of any issues, disruptions, technical difficulties, and student participation statuses including postponed students 	12–24 Mar
<ul style="list-style-type: none"> <input type="checkbox"/> NAPLAN coordinator confirms all details on the platform before finalising test sessions each day 	Daily
<ul style="list-style-type: none"> <input type="checkbox"/> all tests, scheduled and catch-up, completed by the final day of the testing window <input type="checkbox"/> final check of student participation status for NLE, absent, refused <input type="checkbox"/> sanctioned abandonment status only applied with TAA approval <input type="checkbox"/> finalise all test sessions on the platform <input type="checkbox"/> contact the SCSA NAPLAN helpdesk to arrange the transfer of hosted and visiting student results <input type="checkbox"/> all special print test materials lodged for return to Fujifilm DMS 	24 Mar
<ul style="list-style-type: none"> <input type="checkbox"/> complete the platform checklist and move to <i>Results</i>. 	27 Mar

Preparation for NAPLAN 2025 alternative format schools

Tasks:	Complete by:
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Delivery of alternative format test materials

<input type="checkbox"/> DO NOT OPEN TAMPER-EVIDENT BAGS	until 12 Mar
<input type="checkbox"/> test materials delivered via Australia Post <input type="checkbox"/> package received and signed for. The box/es will be labelled 'IMPORTANT: FOR THE PRINCIPAL' <input type="checkbox"/> check contents using the package label and by counting the number of books (spines) through the clear plastic window in the side of the tamper-evident bag <input type="checkbox"/> principal to check that the materials received include: <ul style="list-style-type: none"> <input type="checkbox"/> cover letter to principal <input type="checkbox"/> test books for each domain <input type="checkbox"/> writing prompt pages and reading magazines for each year group <input type="checkbox"/> extra test materials, including non-personalised (blank) test books <input type="checkbox"/> an envelope containing instructions for return of test materials. 	27 Feb
<input type="checkbox"/> principal to store materials securely	until 12 Mar

Acknowledge receipt of alternative format test materials

<input type="checkbox"/> WA NAPLAN Website activation email received	17 Feb
<input type="checkbox"/> WA NAPLAN Website account activated	19 Feb
<input type="checkbox"/> Test Material page – confirm the number received	7 Mar
<input type="checkbox"/> order additional non-personalised test materials if needed	7 Mar
<input type="checkbox"/> retain the box/es for return of completed test materials	17 Mar
<p>Before each test, distribute materials that test administrators will need:</p> <input type="checkbox"/> a test book for each student. All non-personalised books being used must have student details written on the front <input type="checkbox"/> do not use a personalised book for a different student under any circumstances <input type="checkbox"/> blank (working-out/planning) paper for each student <input type="checkbox"/> a class list, with any disability adjustments next to student names, and where applicable, exemptions and withdrawals are noted <input type="checkbox"/> spare pencils, erasers and sharpeners <input type="checkbox"/> calculators, including some spares, for Years 7 and 9 numeracy <input type="checkbox"/> the test administrator should use the class list to record any incidents during the test.	12–14 Mar

Return of all alternative format test materials including Year 3 writing

Tasks:	Complete by:
<input type="checkbox"/> all Year 3 writing test materials lodged for return by COB <input type="checkbox"/> all Years 3, 5, 7 and 9 alternative format schools test materials lodged for return by COB	17 Mar
<input type="checkbox"/> Years 3, 5, 7 and 9 special print materials lodged for return to Fujifilm DMS by COB <input type="checkbox"/> pack all used and unused special print test materials in a box, contact the SCSA NAPLAN helpdesk if they do not fit	24 Mar

Returning test materials

Packing instructions: <ul style="list-style-type: none"> <input type="checkbox"/> check participation status on each book cover matches participation status on the NAPLAN 2025 platform. Students who were present and completed their test will not have a participation bubble filled in <input type="checkbox"/> attach any typed scripts to the students' personalised books <input type="checkbox"/> pack all used and unused test books in the original box <input type="checkbox"/> pack all writing prompt sheets separately to test books in the box <input type="checkbox"/> pack visiting/hosted student paper test materials in the box <input type="checkbox"/> use the packing label and instructions supplied by Fujifilm DMS to label the box. 	
Return address: FUJIFILM Data Management Solutions PTY Ltd ATTN: DHAVAN GALA 9 Jackson St Bassendean WA 6054	
<input type="checkbox"/> obtain Australia Post receipt	17 Mar
<input type="checkbox"/> test materials return tracking details recorded on the WA NAPLAN Website	18 Mar

After the test security period

<input type="checkbox"/> test materials kept securely until the end of the test security period	27 Mar
<input type="checkbox"/> securely destroy any other test materials including TA session login slips, student session slips and student working-out/planning pages.	28 Mar

Marking and analysis

Marking of writing and short-response questions takes place in each state and territory by professional markers who are trained in the NAPLAN tasks.	18 Mar–Apr
Analysis of data and preparation of reports takes place.	Apr–Jun

Accessing the Student and School Summary Report (SSSR)

Tasks:	Complete by:
<input type="checkbox"/> Preliminary SSSR downloaded and saved to secure local drive on school network	TBC
<input type="checkbox"/> Final SSSR downloaded and saved to secure local drive on school network	TBC
<input type="checkbox"/> Final SSSR and sector reporting tools available for teaching staff	

Individual Student Reports (ISRs)

Digital copy

<input type="checkbox"/> WA NAPLAN Website activation email received <input type="checkbox"/> WA NAPLAN Website account activated <input type="checkbox"/> Individual Student Reports (ISRs) and writing scripts downloaded <input type="checkbox"/> ISRs checked against SSSR data and hard copies <input type="checkbox"/> ISRs and writing scripts saved to secure local drive on school network for future access	Jun–Jul
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Hard copy

<input type="checkbox"/> Reporting package delivered to school including: <ul style="list-style-type: none"> <input type="checkbox"/> cover letter to principal <input type="checkbox"/> hard copy ISRs for distribution to parents/carers <input type="checkbox"/> reporting information brochure for parents/carers. <input type="checkbox"/> ISRs checked against SSSR data and digital copies before distribution to parents/carers	TBC
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School requests to review student results

<p>To request a review of an individual student's results, principals should email the SCSA NAPLAN helpdesk clearly outlining the basis for the request including:</p> <ul style="list-style-type: none"> • check of results and re-marking • replacement reports due to legal name changes • missing reports. 	TBC
<input type="checkbox"/> distribute ISRs and parent/carer information brochure within a week of receipt.	TBC

School data available on relevant sector reporting systems

DoE schools: SAIS dashboard CEWA schools: Power BI app AISWA schools: Valuate portal	TBC
Release of NAPLAN 2025 national report.	TBC