



Years 7 & 9

NAPLAN test administration handbook for teachers

2023

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1. INTRODUCTION

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

This handbook focuses on the procedures for administering the NAPLAN tests. It is important that you are familiar with all the procedures in this handbook.

The handbook does not provide step-by-step instructions on the functionality of the test administrator’s dashboard.

To administer the online NAPLAN tests, you need to be familiar with the online assessment platform, including how to:

- use the test administrator’s dashboard to create a test session and monitor students’ progress
- manage test sessions.

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

Your role in the administration of the tests is critical. 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 NAPLAN tests, seek advice from your NAPLAN coordinator.

1.1 Test dates

The NAPLAN test window starts on Wednesday, 15 March 2023 and finishes on Monday, 27 March 2023.

The test security period extends for a further four days until Friday, 31 March 2023.

Domains must be tested in the following sequence:

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

Writing:

- All Years 7 and 9 students will sit the writing test on Day 1, with Day 2 only used where there are technical/logistical limitations. Any rescheduling of writing beyond Day 2 requires TAA approval.

The test timetable is below.

			Years 7 and 9
Week 1		Monday 13 March – Tuesday 14 March	Preparation only - NO tests permitted
	NAPLAN Testing Window	Wednesday 15 March Day 1	Writing Reading (Only after writing)
		Thursday 16 March Day 2	Writing (Only to be used when technical/logistical issues prevent testing on day 1) Reading → Conventions of language → Numeracy (R-CoL-N) Catch-up tests
		Friday 17 March Day 3	R-CoL-N Catch-up tests
Week 2		Monday 20 March Day 4	R-CoL-N Catch-up tests
	NAPLAN Testing Window	Tuesday 21 March Day 5	Follow test sequence: Reading → Conventions of language → Numeracy Catch-up tests permitted
		Wednesday 22 March Day 6	
		Thursday 23 March Day 7	
		Friday 24 March Day 8	
	Monday 27 March Day 9		
Week 3	Test Security Period	Tuesday 28 March – Friday 31 March	Test security to be maintained <i>These four days may ONLY be used for testing with written permission from the relevant TAA.</i>

Catch-up test sessions

Catch-up sessions are test sessions made available to students identified as absent by the school they are enrolled in on the day of their scheduled NAPLAN test.

Catch-up sessions are not available to students who have already logged into a session and have started a test.

Catch-up sessions are not required to be provided to visiting students attending a host school.

Rescheduled test sessions

Rescheduled test sessions are made available for students who log into a test session and start a test, but who:

- abandon the test due to illness or injury; or
- experience technical difficulties and are unable to continue their test; or
- cannot complete their test due to a disruption.

These students' test attempts should be moved to the 'Postponed' status by the NAPLAN coordinator and rescheduled for a new test session, where the students may resume their tests. The test administrator must not 'Finish' the test attempts on the test administrator's dashboard.

2. PREPARING FOR THE TESTS

2.1 Before the test day

Your role as the test administrator is to deliver the NAPLAN tests to students. As part of your role, in the weeks before the test, the school's NAPLAN coordinator will meet with you to:

- provide you with access to the NAPLAN training environment to ensure you know how to use the test administrator's dashboard, and the NAP locked down browser, including setting up an unsecured browser if necessary
- determine where the test sessions will be held
- plan the configuration of the test room(s) and confirm how you and the students will connect to the internet
- discuss the organisational procedures required during the tests, including procedures for students bringing their own devices (BYOD) if applicable
- review procedures for emergencies and problem situations, including how to seek technical assistance for online tests
- plan 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, have the NAP locked down browser installed, be fully charged and connected to the internet 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
- ensure you are aware of and able to manage any disability adjustments provided to the students in your session.

2.2 On test days

Online tests

Prior to commencing the online tests, please ensure you have all materials required for the test session. Your NAPLAN coordinator will provide you with a test administration pack which includes:

- a device for your own use in administering the test session
- 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 devices
- contact details for your school's technical support officer, your NAPLAN coordinator, and the 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.

2.3 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 tests (except reading) allow or require the use of the platform's 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 can connect to the internet either through Wi-Fi or Bluetooth, or that can transmit, extract and display or read out data to the user
- ✗ protractors/mathematics templates
- ✗ calculators (unless provided as a disability adjustment).

2.4 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 dashboard and ensure all flags or warnings are actioned as required.

2.5 Time allowed for each test

The duration of each test is provided below.

	Writing	Reading	Conventions of language	Numeracy
Years 7 and 9	42 min	65 min	45 min	65 min

For each test session, you will also need to allow an introduction time of approximately 15 minutes for students to settle in, have the test administration script read to them and, for the online tests, log into the NAP locked-down browser. The required test session time will also need to be adjusted where students have been provided with disability adjustments.

2.6 Adjustments for students with disability

Students with disabilities may be granted extra time, rest breaks and/or alternative test items as a disability adjustment. Adjustments should reflect the kind of support and assistance normally required for assessment in the classroom. Prior to the start of the tests, the NAPLAN coordinator will enter the relevant disability adjustment code(s) (DAC) for these students against their profile.

The list of students (class list) allocated to the test session will indicate their approved disability adjustments, if any. This is shown by the DAC against the student's name.

You must contact your NAPLAN coordinator prior to the test session or immediately you become aware of an error in the list, e.g. if, before the test starts, you notice a DAC is not assigned, or is incorrectly assigned to a student or, after a student enters the test and realises they don't have the appropriate adjustment, or they have an adjustment that they are not expecting.

See Appendix 1 for a table of DACs and actions required by the test administrator in relation to disability adjustments.

A writing test typing scribe is not permitted where a student has a temporary injury and will NOT be approved by the TAA.

2.7 Assisting students

Professional and ethical behaviour in accordance with the *NAPLAN national protocols for test administration* is expected in all aspects of each test's 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*. 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
- ✓ 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
- ✓ where there are no locked sections of the test, 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)
- ✓ where tests are locked between sections (Conventions of language and Year 7 & 9 numeracy tests), advise students to return to any unanswered questions before moving on. Once they move forward, they cannot go back to the previous section.
- ✓ 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	<ul style="list-style-type: none"> ✓ remind students how to use the audio player 	<ul style="list-style-type: none"> ✗ discuss the writing task ✗ provide any content information, whether orally or in writing ✗ provide advice to 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		<ul style="list-style-type: none"> ✗ read anything from the reading texts ✗ read any test questions.
Conventions of language	<ul style="list-style-type: none"> ✓ remind students how to use the audio player (spelling test only) ✓ advise students to return to unanswered questions in the spelling test. Once they move to the grammar and punctuation section, they will not be able to go back 	<ul style="list-style-type: none"> ✗ 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.
Numeracy	<ul style="list-style-type: none"> ✓ 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 – see examples below 	<ul style="list-style-type: none"> ✗ read numbers or symbols unless they are embedded within text – see examples below ✗ 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	<p>The numbers and symbols in this question must not be read as they are not embedded within text.</p> <div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"><p>What number will make this number sentence true? $4.52 + 3.68 = \square + 3.70$</p></div>
Example 2	<p>The numbers 100 and 2 in this question 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.</p> <div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"><p>Edward travelled 100 kilometres in 2 hours. What was his average speed in kilometres per hour?</p><p><input type="radio"/> 50 <input type="radio"/> 55 <input type="radio"/> 70 <input type="radio"/> 220</p></div>
Example 3	<p>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.</p> <div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"><p>The number 39 889 can be rounded in different ways. Which ways of rounding give the same answer?</p><p><input type="radio"/> Rounding to the nearest 10 and nearest 100.</p><p><input type="radio"/> Rounding to the nearest 10 and nearest 1000.</p><p><input type="radio"/> Rounding to the nearest 100 and nearest 1000.</p><p><input type="radio"/> Rounding to the nearest 1000 and nearest 10 000.</p></div>

2.8 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.

Usually, all students in the session will be undertaking the same test. However, it is possible to have students in a session completing different tests – for example, in catch-up sessions. In this case, the appropriate scripts must be read to students taking the different tests.

3. TEST ADMINISTRATOR'S DASHBOARD FUNCTIONS

3.1 Active functions

Once a test session has started, several functions become active on the test administrator's dashboard.

Functions that can be applied by you to individual students or groups of students are:

- 'Pause student'
- 'Resume student'
- 'Finish student'
- 'Reopen student' (the ability to add extra time is part of the 'reopen' process).

Session functions affect all students who have joined the test session. Functions that can be applied by you to the whole test session are:

- 'Pause session'
- 'Resume session'
- 'Finalise session'

3.2 Pausing and resuming an individual test attempt

Pausing and resuming a test attempt can only be performed if the student's test time has not expired, i.e. the student's timer has not reached zero. The pause function pauses the test clock for the student. The amount of time they are in the status 'Paused' will be added to their 'End' time.

An individual student's test attempt might be paused by you when:

- a student has an approved rest break as a disability adjustment
- there is a test disruption that affects a student but not the class (e.g. a technical issue).

To pause a test attempt from the 'All' or 'Started' tab:

- tick the checkbox next to the student's name. Multiple student names can be selected
- select 'Pause student'
- select reason for pausing test attempt/s from the drop-down list.

To resume a student's test attempt:

- tick the checkbox next to the student's name (multiple student names can be selected)
- select 'Resume student'
- enter greater detail about the need for pausing and its resolution in the free-text field that appears.

3.3 Reopening a test attempt

Student

If a student has selected 'Finish' on their test and still has time remaining, and the test session has not been finalised, they can select 'Reopen test' on their screen. If they have run out of time, this option will not be available.

Test administrator

If there is a legitimate reason for allowing a student whose test is in 'Finished' status to continue working on the test after their time has expired (e.g., if a test disruption occurred and the test could not be paused, and the student's timer reached zero during the disruption), their test may be reopened. To do this:

- tick the checkbox next to the student's name (multiple student names can be selected)
- select 'Reopen student'
- add extra time and select the reason for doing so. You should also record the reason for the disruption.

If the student's test attempt is not in the 'Finished' status, you will need to use the 'Finish student' function first.

3.4 Finishing a test attempt

Students should finish their own test attempts once they have completed the test. However, you can finish a test attempt on behalf of a student, when:

- a student's time has run out but they do not finish their test before leaving the test room
- a student does not select 'finish' at the end of the test session despite being instructed to do so.

To finish a student's test attempt:

- on the 'All' tab, tick the checkbox next to the student's name
- select 'Finish student'
- enter details in the free text field that appears.

DO NOT FINISH a student's test attempt for them if they did not complete the test during the session when:

- they experienced a test disruption, including where their screen has frozen and they cannot select 'Finish' themselves
- they left the session because they were unwell.

In these cases, you must notify your NAPLAN coordinator.

3.5 Pausing and resuming a test session

Pausing a test session is a useful function if there is a test disruption for all students in a session. The system will present a text box where you can enter relevant details. You must also provide these details to the NAPLAN coordinator at the end of the test session.

If you are unable to pause the test session, you must note the time at which the disruption begins and its duration. When the disruption resolves, and if you add time to students' test attempts, you must select the reason from the drop-down list and record the reason for the disruption.

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.

Note: If an individual student's test attempt has already been paused (e.g. for a rest break as part of a disability adjustment) when you pause an entire session, you will need to resume their individual test attempt separately after having first resumed the test session for the whole class. This student's timer will only resume once their individual test attempt has been resumed.

3.6 Finalising a test session

You should finalise a test session **ONLY WHEN** all students in the test session are in the 'Finished' status. To do so,

- select 'Finalise session'
- enter details in the free text field that appears, if necessary.

Note: Once a test session is finalised, all test attempts are submitted for marking and cannot be reopened. Therefore, if there are test attempts with outstanding issues, test administrators **MUST NOT** finalise the test session, and should promptly advise the NAPLAN coordinator.

You must not finalise a test session when

- a student's test attempt is in the 'Paused' status
- a test disruption has not been resolved
- a student has left the session due to illness or injury.

Your NAPLAN coordinator will postpone the attempt(s) for rescheduling.

4. TEST ADMINISTRATION: YEARS 7 AND 9 WRITING

This is an assessment of a student's ability to plan and write a text independently. No assistance from the test administrator or teacher is allowed.

4.1 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

4.2 Scribes

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

Students using a scribe may need extra time added to their test attempt. This will only be necessary if the student's test time runs out before completion of the short spelling test that is given after students complete their writing.

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

Scribes must refer to and follow the NAPLAN scribe rules at section 6.8.9 in the *NAPLAN handbook for principals and NAPLAN coordinators*.

4.3 Materials required

Each student must have:	The test administrator must have:
<ul style="list-style-type: none">✓ a device that meets the technical specifications for NAPLAN✓ their student session slip for this session✓ a blank sheet of paper for planning✓ a pen or pencil✓ headphones	<ul style="list-style-type: none">✓ this test administration handbook✓ a device that meets the technical specifications for NAPLAN✓ the TA session slip (containing the test administrator login details necessary for generating the test session code)✓ extra blank paper✓ spare pens/pencils✓ 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.

Students must **NOT** have access to reading books during the writing test.

4.4 Before the test

- Arrange the room so that students cannot see each other's work. Where students are in a computer lab that has been designed to facilitate collaboration, computers may need to be moved or temporary barriers put up between students.
- Take down, cover, or reverse any posters, displays or teaching materials that might help students with the test.
- Check that devices are fully charged or connected to a power supply.

4.5 Creating the test session

- Open your browser and navigate to www.assessform.edu.au.
- Log into NAPLAN 2023 using the username and password on the TA session slip provided by the school NAPLAN coordinator.
- Select 'Create new test session'.
- The session code will be displayed at the top of your screen in a grey box. Display the session code where students can see it (e.g. write it on the board). The students will need the session code to enter the test session.

Note: Some functions on the test administrator's dashboard will remain inactive until students join the session and/or the session is started.

4.6 Script for administering the online writing test

READ ALOUD

Today you will complete a writing test.

You can use headphones for this test to listen to the writing prompt. You can also read it on your screen. You can refer to the writing prompt at any point in the test.

If you have any questions, you can't see what I describe on your screen, or you experience any technical issues during the test, such as your device not working or a question not loading, raise your hand and I will help you.

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

Ask students to check that they have:

- the correct student session slip with their name spelt correctly on it
- a blank piece of paper, a pen or pencil and a set of headphones
- turned on their device and plugged in their headphones.
- adjusted the volume on their device to about three-quarters of the maximum volume.

Then ask them to:

1. open the NAP locked down browser (Students using an unsecured browser (with DACs AST or COL) or their support person should type the URL for the unsecured browser into the browser and select enter)
2. select 'NAPLAN 2023'
3. complete the audio check
4. select 'Start test'
5. type the session code exactly as it appears on the board into the boxes
6. select 'Next'
7. type their student code into the boxes that appear
8. select 'Next'
9. check that their name, year, and the test domain are correct, select 'Yes' and wait.

If the name presented by the system is not correct, take the following action:

- If the name is simply spelled incorrectly, the student should select 'Yes'. Inform the NAPLAN coordinator of the inaccuracy after the session.
- If a student has been given the student session code for another student in the same test session, the student should select 'No', and the two students must swap codes and re-enter them.
- If a student has been given the student session code for another student in a different test session, the student should select 'No', and you should inform the NAPLAN coordinator of the error as soon as possible. The student may need to be rescheduled if you do not have their correct student session slip.

For any other issues, please contact your NAPLAN coordinator as soon as possible.

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 sheet 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 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 on the writing prompt.

The sheet 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.

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.

Once you have finished your test, wait quietly.

Begin the test session by selecting the 'Start session' button on the test administrator's dashboard.

Students who come late to the test room can join the test session after it has been started by entering a test session code and their student code. These students' names will show in the 'Waiting entry' tab on the test administrator's dashboard and you must manually admit them.

Open the 'Waiting entry' tab and select the box to the left of their names. Then select 'Allow start'. The platform will provide the students with the correct amount of time to complete the test.

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.

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

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 they are on task.

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.**

Students who finish early should be encouraged to reread and edit their writing. When they have finished checking, they should sit and wait quietly. They may not engage in 'early finisher' activities, such as reading, which may provide ideas for their writing.

If a whole class has checked their responses and selected 'Finish' before the allocated time, you may use discretion in managing the test environment and finalising the test session.

After 32 minutes, READ ALOUD

You have about 10 minutes left for this test. Try to spend the next five minutes finishing your writing, so that you have five minutes left for editing.

After 37 minutes, READ ALOUD

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 sheet of paper and your student session slip on your desk to be collected.

You should now all close the test browser.

4.7 After the test

If **any** test attempt could **not be finished** (and is in 'Paused' status) because of a test disruption or a student left the session due to illness or injury, **you must not finish their test attempt or finalise the test session**. Notify your NAPLAN coordinator.

If a student logged in but refused to compete the test, you will 'Finish' the test attempt on behalf of the student on the test administrator's dashboard.

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

At the end of the test session, check that all student browsers have been closed, then collect:

- all student session slips
- any slips containing the unsecured browser URL
- all working-out or planning paper used by students.

You **must** notify the NAPLAN coordinator if there were any:

- absent students
- students who refused to login or logged in and did not attempt to complete the test
- students who abandoned the test due to injury or illness (medical or social/emotional condition)
- test disruptions or incidents
- paused test attempts
- errors in the spelling of student names.

You **must** return the TA session slip, student session slips and any other test materials to the NAPLAN coordinator, (including any paper used by students during the test) to be securely stored until the test security period ends on Friday, 31 March.

Recharge school-supplied devices for the next test session, if necessary.

5. TEST ADMINISTRATION: YEARS 7 AND 9 READING

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.

5.1 Materials required

Each student must have:	The test administrator must have:
<ul style="list-style-type: none">✓ a device that meets the technical specifications for NAPLAN✓ a blank sheet of paper for planning✓ their student session slip for this session.	<ul style="list-style-type: none">✓ this test administration handbook✓ a device that meets the technical specifications for NAPLAN✓ the TA session slip (containing the test administrator login details necessary for generating the test session code)✓ 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.

5.2 Before the test

- Arrange the room so that students cannot see each other’s work. Where students are in a computer lab that has been designed to facilitate collaboration, computers may need to be moved or temporary barriers put up between students
- Take down, cover, or reverse any posters, displays or teaching materials that might help students with the test
- Check that devices are fully charged or connected to a power supply.

5.3 Creating the test session

- Open your browser and navigate to www.assessform.edu.au.
- Log into NAPLAN 2023 using the username and password from the TA session slip provided by the school NAPLAN coordinator.
- Select ‘Create new test session’.
- The session code will be displayed at the top of your screen in a grey box. Display the session code where students can see it (e.g. write it on the board). The students will need the session code to enter the test session.

Note: Some functions on the test administrator’s dashboard will remain inactive until students join the session and/or the session is started.

5.4 Script for administering the reading test

READ ALOUD

Today you will complete a reading test.

You will not need headphones for this test.

If you have any questions, you can’t see what I describe on your screen, or you experience any technical issues during the test, such as your device not working or a question not loading, raise your hand and I will help you.

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

Ask students to:

1. check they have the correct student session slip with their name spelt correctly on it
2. turn on their device
3. open the NAP locked down browser (Students using an unsecured browser (with DACs AST or COL) or their support person should type the URL for the unsecured browser into the browser and select enter)
4. select 'NAPLAN 2023'
5. complete the audio check by selecting 'I do not need to check my audio'
6. select 'Start test'
7. type the session code exactly as it appears on the board into the boxes
8. select 'Next'
9. type their student code into the boxes that appear
10. select 'Next'
11. check that their name, year, and the test domain are correct, select 'Yes' and wait.

If the name presented by the system is not correct, take the following action:

- If the name is simply spelled incorrectly, the student should select 'Yes'. Inform the NAPLAN coordinator of the inaccuracy after the session
- If a student has been given the student session code for another student in the same test session, the student should select 'No', and the two students must swap codes and re-enter them
- If a student has been given the student session code for another student, in a different test session, the student should select 'No', and you should inform the NAPLAN coordinator of the error as soon as possible. The student may need to be rescheduled if you do not have their correct student session slip.

For any other issues, please contact your NAPLAN coordinator as soon as possible.

READ ALOUD

There are 48 questions in this test, and you have 65 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.

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.

After you 'Finish' you 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.

Students who come late to the test room can join the test session after it has been started by entering a test session code and their student code. These students' names will show in the 'Waiting entry' tab of the test administrator's dashboard and you must manually admit them.

Open the 'Waiting entry' tab and select the box to the left of their names. Then select 'Allow start'. The platform will provide the students with the correct amount of time to complete the test.

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 give clues to the test questions' answers.

If a whole class has checked their responses and selected 'Finish' before the allocated time, you may use discretion in managing the test environment and finalising the test session.

After 60 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 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.

5.5 After the test

If **any** test attempt could **not be finished** (and is in 'Paused' status) because of a test disruption or a student left the session due to illness or injury, **you must not finish their test attempt or finalise the test session**. Notify your NAPLAN coordinator.

If a student logged in but refused to compete the test, you will 'Finish' the test attempt on behalf of the student on the test administrator's dashboard.

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

At the end of the test session, check that all student browsers have been closed, then collect:

- all student session slips
- any slips containing the unsecured browser URL
- all working-out or planning paper used by students.

You **must** notify the NAPLAN coordinator if there were any:

- absent students
- students who refused to login or logged in and did not attempt to complete the test
- students who abandoned the test due to injury or illness (medical or social/emotional condition)
- test disruptions or incidents
- paused test attempts
- errors in the spelling of student names.

You **must** return the TA session slip, student session slips and any other test materials to the NAPLAN coordinator, (including any paper used by students during the test) to be securely stored until the test security period ends on Friday, 31 March.

Recharge school-supplied devices for the next test session, if necessary.

6. TEST ADMINISTRATION: YEARS 7 AND 9 CONVENTIONS OF LANGUAGE

This is an assessment of a student’s ability to independently recognise and use correct Standard Australian English grammar, punctuation and spelling in written contexts.

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

6.1 Materials required

Each student must have:	The test administrator must have:
<ul style="list-style-type: none">✓ a device that meets the technical specifications for NAPLAN✓ their student session slip for this session✓ a blank sheet of paper for working out✓ a pen or pencil✓ headphones	<ul style="list-style-type: none">✓ this test administration handbook✓ a device that meets the technical specifications for NAPLAN✓ the TA session slip (containing the test administrator login details necessary for generating the test session code)✓ 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.

6.2 Before the test

- Arrange the room so that students cannot see each other’s work. Where students are in a computer lab that has been designed to facilitate collaboration, computers may need to be moved or temporary barriers put up between students
- Take down, cover, or reverse any posters, displays or teaching materials that might help students with the test
- Check that devices are fully charged or connected to a power supply.

6.3 Creating the test session

- Open your browser and navigate to www.assessform.edu.au.
- Log into NAPLAN 2023 using username and password from the TA session slip provided by the school NAPLAN coordinator.
- Select ‘Create new test session’.
- The session code will be displayed at the top of your screen in a grey box. Display the session code where students can see it (e.g. write it on the board). The students will need the session code to enter the test session.

Note: Some functions on the test administrator’s dashboard will remain inactive until students join the session and/or the session is started.

6.4 Script for administering the conventions of language test

READ ALOUD

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

You will need headphones for the spelling part only. You can use your sheet of blank paper to do your working out.

If you have any questions, you can't see what I describe on your screen, or you experience any technical issues during the test, such as your device not working or a question not loading, raise your hand and I will help you.

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

Ask students to check that they have:

- the correct student session slip with their name spelt correctly on it
- a blank piece of paper, a pen or pencil and a set of headphones
- turned on their device and plugged in their headphones.
- adjusted the volume on their device to about three-quarters of the maximum volume.

Then ask them to:

1. open the NAP locked down browser (Students using an unsecured browser (with DACs AST or COL) or their support person should type the URL for the unsecured browser into the browser and select 'Enter')
2. select 'NAPLAN 2023'
3. complete audio check
4. select 'Start test'
5. type the session code exactly as it appears on the board into the boxes
6. select 'Next'
7. type their student code into the boxes that appear
8. select 'Next'
9. check that their name, year, and the test domain are correct, select 'Yes' and wait.

If the name presented by the system is not correct, take the following action:

- If the name is simply spelled incorrectly, the student should select 'Yes'. Inform the NAPLAN coordinator of the inaccuracy after the session
- If a student has been given the student session code for another student in the same test session, the student should select 'No', and the two students must swap codes and re-enter them
- If a student has been given the student session code for another student, in a different test session, the student should select 'No', and you should inform the NAPLAN coordinator of the error as soon as possible. The student may need to be rescheduled if you do not have their correct session code.

For any other issues, please contact your NAPLAN coordinator as soon as possible.

READ ALOUD

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

There are three sections in each part of the 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.

At the very end of the spelling part of the 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 spelling answers or revisit flagged questions.

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

There is a timer in the top left-hand corner of your screen. When your timer says 15 minutes, you should be close to finishing the spelling part of the test, which finishes at question 25, and be ready to move onto the grammar and punctuation part of the test.

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

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

Once you have finished your test, wait quietly.

Begin the session by selecting the 'Start session' button on the test administrator's dashboard.

Students who come late to the test room can join the test session after it has been started by entering a test session code and their student code. These students' names will show in the 'Waiting entry' tab of the test administrator's dashboard and you must manually admit them.

Open the 'Waiting entry' tab and select the box to the left of their names. Then select 'Allow start'. The platform will provide the students with the correct amount of time to complete the test.

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 spelling – which will result in them not receiving a score for grammar and punctuation.

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 give clues to the test questions' answers.

If a whole class has checked their responses and selected 'Finish' 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 sheet of paper and student session slip on your desk to be collected.

You should now all close the test browser.

6.5 After the test

If **any** test attempt could **not be finished** (and is in 'Paused' status) because of a test disruption or a student left the session due to illness or injury, **you must not finish their test attempt or finalise the test session**. Notify your NAPLAN coordinator.

If a student logged in but refused to compete the test, you will 'Finish' the test attempt on behalf of the student on the test administrator's dashboard.

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

At the end of the test session, check that all student browsers have been closed, then collect:

- all student session slips
- any slips containing the unsecured browser URL
- all working-out or planning paper used by students.

You **must** notify the NAPLAN coordinator if there were any:

- absent students
- students who refused to login or logged in and did not attempt to complete the test
- students who abandoned the test due to injury or illness (medical or social/emotional condition)
- test disruptions or incidents
- paused test attempts
- errors in the spelling of student names.

You **must** return the TA session slip, student session slips and any other test materials to the NAPLAN coordinator, (including any paper used by students during the test) to be securely stored until the test security period ends on Friday, 31 March.

Recharge school-supplied devices for the next test session, if necessary.

7. TEST ADMINISTRATION: YEARS 7 AND 9 NUMERACY

This is an assessment of a student's ability to independently apply knowledge and reasoning of mathematics in context.

Students are not permitted to use a calculator during any part of the NAPLAN test.

7.1 Materials required

Each student must have:	The test administrator must have:
<ul style="list-style-type: none">✓ a device that meets the technical specifications for NAPLAN✓ their student session slip for this session✓ a sheet of blank paper for working out✓ a pen or pencil✓ headphones.	<ul style="list-style-type: none">✓ this test administration handbook✓ a device that meets the technical specifications for NAPLAN✓ the TA session slip (containing the test administrator login details necessary for generating the test session code)✓ 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.

7.2 Before the test

- Arrange the room so that students cannot see each other's work. Where students are in a computer lab that has been designed to facilitate collaboration, computers may need to be moved or temporary barriers put up between students
- Take down, cover, or reverse any posters, displays or teaching materials that might help students with the test
- Check that devices are fully charged or connected to a power supply.

7.3 Creating the test session

- Open your browser and navigate to www.assessform.edu.au
- Log into NAPLAN 2023 using the username and password from the TA session slip provided by the school NAPLAN coordinator.
- Select 'Create new test session'.
- The session code will be displayed at the top of your screen in a grey box. Display the session code where students can see it (e.g. write it on the board). The students will need the session code to enter the test session.

Note: Some functions on the test administrator's dashboard will remain inactive until students join the session and/or the session is started.

7.4 Script for administering the numeracy test

READ ALOUD

Today you will complete a numeracy test.

You can use headphones for this test. 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.

You can use your sheet of blank paper to do your working out.

You cannot use a calculator in this test.

If you have any questions, you can't see what I describe on your screen, or you experience any technical issues during the test, such as your device not working or a question not loading, raise your hand and I will help you.

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

Ask students to check that they have:

- the correct student session slip with their name spelt correctly on it
- a blank piece of paper, a pen or pencil and a set of headphones
- turned on their device and plugged in their headphones.
- adjusted the volume on their device to about three-quarters of the maximum volume.

Then ask them to:

1. open the NAP locked down browser (Students using an unsecured browser (with DACs AST or COL) or their support person should type the URL for the unsecured browser into the browser and select 'Enter')
2. select 'NAPLAN 2023'
3. complete audio check
4. select 'Start test'
5. type the session code exactly as it appears on the board into the boxes
6. select 'Next'
7. type their student code into the boxes that appear
8. select 'Next'
9. check that their name, year, and the test domain are correct, select 'Yes' and wait.

If the name presented by the system is not correct, take the following action:

- If the name is simply spelled incorrectly, the student should select 'Yes'. Inform the NAPLAN coordinator of the inaccuracy after the session
- If a student has been given the student session code for another student in the same test session, the student should select 'No', and the two students must swap codes and re-enter them
- If a student has been given the student session code for another student, in a different test session, the student should select 'No', and you should inform the NAPLAN coordinator of the error as soon as possible. The student may need to be rescheduled if you do not have their correct session code.

For any other issues, please contact your NAPLAN coordinator as soon as possible.

READ ALOUD

There are 48 questions in the numeracy test, and you have 65 minutes to complete all the questions.

At the end of the non-calculator part of the test, a message on your screen will ask if you would like to check your answers before moving to the next section. If you click 'No, I want to check my answers', you will be able to review or change your answers or revisit flagged questions.

If you click 'Yes, I want to start the next section', you will move onto the calculator part of the test and will NOT be able to go back and see or change your answers in the non-calculator part of the test.

The calculator part of the test has 3 sections. 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.

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.

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.

Students who come late to the test room can join the test session after it has been started by entering a test session code and their student code. These students' names will show in the 'Waiting entry' tab of the test administrator's dashboard and you must manually admit them.

Open the 'Waiting entry' tab and select the box to the left of their names. Then select 'Allow start'. The platform will provide the student with the correct amount of time to complete the test.

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 section 2.7, *Assisting students* in 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 give clues to the test questions' answers.

If a whole class has checked their responses and selected 'Finish' before the allocated time, you may use discretion in managing the test environment and finalising the test session.

After 60 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 sheet of paper and student session slip on your desk to be collected.

You should now all close the test browser.

7.5 After the test

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

If a student logged in but refused to complete the test, you will 'finish' the test attempt on behalf of the student on the test administrator's dashboard.

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

At the end of the test session, check that all student browsers have been closed and collect:

- all student session slips
- any slips containing the unsecured browser URL
- all working-out or planning paper used by students.

You **must** notify the NAPLAN coordinator if there were any:

- absent students
- students who refused to login or logged in and did not attempt to complete the test
- students who abandoned the test due to injury or illness (medical or social/emotional conditions)
- test disruptions or incidents
- paused test attempts
- errors in the spelling of student names.

You **must** return the TA session slip, student session slips and any other test materials to the NAPLAN coordinator (including any paper used by students during the test), to be kept secure until the test security period ends on Friday, 31 March.

Recharge school-supplied devices for the next test session, if necessary.

APPENDIX 1: DISABILITY ADJUSTMENT CODES

The following table shows the available disability adjustment codes (DACs), the online assessment platform adjustment, and the action required during the test session by test administrators.

The Principal or NAPLAN coordinator is responsible for adding and updating DACs to students' tests and for scheduling of tests.

DAC	Name	Online assessment platform adjustment	Action required by test administrator
SUP	NAPLAN support person	No platform adjustment. Domains applicable: reading, conventions of language, numeracy.	Arrange test environments so that students with these adjustments do not disturb other students.
SCR	Scribe	No platform adjustment. Domain applicable: writing only.	
OSS	Oral sign / support	No platform adjustment.	
RBK	Rest break	No platform adjustment.	Pause the 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. (See <i>Pausing and resuming an individual test attempt</i> on page 8.)
Adjustments providing extra time			
ETA	Extra time – one minute for every six minutes of test time	Platform will automatically calculate and add the appropriate amount of extra time to the student's test timer.	Ensure that the time allowed for the whole test session includes the total test duration for students with extra time.
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		
Adjustments allowing the locked down browser to be disabled			
AST	Assistive technology	Locked down browser cannot be used for these adjustments.	Disable locked down browser to allow setting manipulation (customised pointing devices, keyboards, software access, etc.) Provide additional supervision to ensure students who are not using the locked down browser do not access prohibited functionality, such as external websites or calculators.
COL	Colour contrast modification	Locked down browser cannot be used for these adjustments.	Disable locked down browser to allow 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. Provide additional supervision to ensure students who are not using the locked down browser do not access prohibited functionality, such as external websites or calculators.

DAC	Name	Online assessment platform adjustment	Action required by test administrator
Adjustments through offline testing			
AF	Braille, large print, black and white master hardcopy, electronic pdf format	No platform adjustment.	Student will sit a paper-based version or an electronic pdf version of the NAPLAN paper tests.
Adjustments providing alternative items			
AIA	Alternative items - audio	Platform will swap <i>audio items</i> for alternatives.	None – the online assessment platform will automatically substitute affected items with appropriate alternative items.
AIV	Alternative items - visual	Platform will swap <i>visually detailed items</i> for alternatives.	
Adjustments providing alternative colour themes			
BNW	Black 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.
BNB	Black with blue background		
BNL	Black with lilac background		
BNG	Black with green background		
BNY	Black with yellow background		

APPENDIX 2: TROUBLESHOOTING DURING A TEST SESSION

Issue	Test administrator action
Student login	
<ul style="list-style-type: none"> The test session code is not working 	<ul style="list-style-type: none"> Check that students are logging into the correct platform environment: NAPLAN 2023. Check that the test session code is correct (this code appears in the grey box on your dashboard and is to be written on the board). Check that the student has entered their own unique code correctly from their student session slip. If the above actions do not solve the problem, notify the NAPLAN coordinator. If both the test session code and student code have been entered correctly, the issue is likely to be with the student participation status (i.e. the student has been marked with a non-participating test status). If the message <i>Student is already taking another test</i> appears, the student's previous test session has not been finalised.
Student device – technical	
<ul style="list-style-type: none"> The Locked Down Browser (LDB) is not opening LDB error message 	<ul style="list-style-type: none"> Check the device's internet connection. Check that the latest LDB version is installed on the student's device (version no. is shown on the 'Welcome' screen. Reinstall the LDB if necessary). Seek help from the school technical support officer if necessary.
<ul style="list-style-type: none"> Loss of connection Student device displays an error message Device becomes unresponsive during test Loss of Audio during test 	<ul style="list-style-type: none"> 'Pause' the student's test attempt. Exit their LDB by using one of the following codes: <ul style="list-style-type: none"> Windows: Ctrl + Q Mac: command (⌘) + q iPad: hold three fingers on the screen for five seconds Chrome: reboot the device by powering off Password: QUIT!please Re-start the student's device. Have the student move to a new device to continue the test. If the test timer was not paused at the start of the incident, add extra time to the student's test once the remaining time has elapsed. If you cannot resolve the issue, leave the student's attempt in the 'Paused' status and do not finalise the test. Notify the NAPLAN coordinator who may postpone and reschedule the test attempt.
Student device – test questions	
<ul style="list-style-type: none"> The test question images do not load or do not display correctly Student cannot go back to a previous section 	<ul style="list-style-type: none"> Ask the student to navigate back and next through the test questions. If the issue is not resolved and the question is not in a locked section, encourage the student to continue through the test and then come back to the question once all other questions have been attempted. If the issue is not resolved, 'Pause' the student's test attempt and leave the session open. Refer the matter to the NAPLAN coordinator or the NAPLAN helpdesk. The section is locked.

Issue	Test administrator action
Student device – test questions (cont.)	
<ul style="list-style-type: none"> • Student cannot select answers to test questions • Student cannot change an answer 	<ul style="list-style-type: none"> • For interactive questions, check that the student has removed an unwanted answer by undoing or deleting an action: <ul style="list-style-type: none"> • Dragging the responses back out of the box to the holding space • Clicking on an object in an answer, then clicking in the holding space. The unwanted answer will move back to the holding space • Clicking on lines to remove them • Clicking on a tick in a box to undo the tick • Clicking on a highlighted box to unhighlight it. • Questions that require a one-word answer will not accept spaces or sentences. • Some numeracy questions do not accept decimal places. In this instance, encourage the student to read the question again. • If the issue is not resolved by the student action, take note of the question and include this in your test session notes. Do not finalise the session and refer the matter to the NAPLAN coordinator.
Incorrect or missing disability adjustment	
<ul style="list-style-type: none"> • Before the test starts 	Check the list of students and any disability adjustments before the test starts. If there is an error, i.e. a student is missing an adjustment, or has an incorrect adjustment, contact the NAPLAN coordinator prior to starting the test session.
<ul style="list-style-type: none"> • After the test starts 	After starting, a student notices their test does not have their adjustment, or their adjustment is incorrect, 'Pause' the student's test immediately then notify the NAPLAN coordinator.
Late student	
<ul style="list-style-type: none"> • One or more students arrives late for the test 	Any student who joins the test after the session has been started will have the status 'Waiting entry'. To admit the student to the test, <ol style="list-style-type: none"> 1. Select the 'Waiting entry' tab. 2. Select the checkbox beside the student's name, and then select 'Allow Start' or 'Reject Entry'.
Absent student	
<ul style="list-style-type: none"> • A student expected to take the test does not arrive to class 	<ul style="list-style-type: none"> • No action is required on the platform. • Report absentees to the NAPLAN coordinator in your test session notes.
Emergency	
<ul style="list-style-type: none"> • Fire alarm/power outage/major technical issues/emergency evacuation 	<ul style="list-style-type: none"> • Follow the school disruption/emergency management plan. • If it is safe to do, select the 'Pause session' tile to pause the timer for the whole test session. • If the test session has been paused, it can be resumed at the conclusion of the disruption. • The test session may need to be rescheduled to a later time or day. Notify the NAPLAN coordinator who can postpone the students' test attempts and reschedule the session.

Issue	Test administrator action
Student illness	
<ul style="list-style-type: none"> The illness is brief: student is able to return to the test to complete their test 	<ul style="list-style-type: none"> 'Pause' the student's test and 'Resume' the test when they are feeling better. If the test timer was not paused at the beginning of the incident, add extra time for the student once the student's status is 'Finished'.
<ul style="list-style-type: none"> The illness is unresolved and the student cannot complete the test 	<ul style="list-style-type: none"> 'Pause' the student's test. Advise the NAPLAN coordinator that the student left the session due to illness/injury and that their test attempt has been paused. Do not finalise the test session. Leave the session open and inform your NAPLAN coordinator at the conclusion of the test session time. The NAPLAN coordinator may postpone and reschedule the test, or apply to the TAA for a sanctioned abandonment.
Student non-attempt, refusal or test abandonment	
<ul style="list-style-type: none"> Student logs in but refuses to complete the test 	<ul style="list-style-type: none"> Quietly encourage the student to participate, and notify your NAPLAN coordinator for further action if required. You may need to manually 'Finish student' on behalf of the student, in order to finalise the session. The student cannot sit a catch-up test.
<p>NAPLAN helpdesk: Phone: 9442 9442 Email: naplanonline@scsa.wa.edu.au</p>	

APPENDIX 3: QUICK REFERENCE GUIDE – TEST ADMINISTRATOR

Create a test session in the test administrator dashboard

1. Go to www.assessform.edu.au and select 'NAPLAN 2023'.
2. A login screen will appear. Enter the Username and Password from the TA session slip (in your test administrator pack).

Test Name:
Test Date/Time:
Test Room:
Class Group:

<http://www.assessform.edu.au>
This is a one-time login for use within the above test session. At the end of this test session this login will no longer be usable.

Test Administrator Name:
Username: TAKRSZGF
Password: 9679

Session Notes:

3. Select 'Login', then select 'Create new test session'. The Test administrator dashboard will open.
4. Write the test session code (formatted XXX-XX-XXX) on the board.
5. Begin reading the correct test administration script.
6. When prompted by the script, select 'Start session' on the dashboard.

Late students

Students who are late to class will need to log in. Their name will show in the 'Waiting entry' tab.

1. Select the 'Waiting entry' tab and click the box next to the student's name.
2. Select 'Allow start'. You will be prompted to enter a reason in a box.
3. Select 'Confirm' or 'Reject entry' depending on the circumstances.

Monitor a test session

1. Monitor students' test status by watching the 'Status' column, 'Progress' column and 'Actions'.
2. Pause all students in a session by selecting 'Pause session'. Select 'Resume session' when the disruption resolves.
3. Pause an individual student by selecting the box next to their name, then selecting 'Pause student'. When the disruption resolves, select their name again, then select 'Resume student'.
4. If time was lost due to a disruption and the attempt was not paused, a 'Finished' student's test can be reopened and extra time added. Click the box next to the student's name, then select 'Reopen student'. Add the extra time and a reason in the box.

Extra time added from 'Finished' tab

Select 'Waiting entry' tab to allow a late entry

Number of questions

Legend:
🔒 – Click to unlock
⚠️ – Disruption alert
⚠️ – Resolved disruption
+ – Click to view

Finalise a test session

- If all students have had a successful test attempt are in 'Finished' status, select 'Finalise session' to close the test session.
- DO NOT finalise a test session if a student is in the 'Paused' status, disruptions have not been resolved or the student has left the session due to illness or injury.
- Report sessions left open to the NAPLAN coordinator or contact the NAPLAN online helpdesk (9442 9442) for advice. You should use the comments box to record the details.

APPENDIX 4: QUICK REFERENCE GUIDE – STUDENT LOGIN

Check students have:

- their unique student session slip with name of the test, year level, student name and student code
- turned on their device
- plugged in their headphones (writing, conventions of language, and numeracy tests only)
- adjusted their device volume to about three-quarters of its maximum level.

It is up to the test administrator, to ensure that each student has their own unique student slip. If there is any doubt, inform your NAPLAN coordinator immediately, e.g. if two students in the same class have the same name.

Instruct students to:

1. Click on the NAP locked down browser icon on their desktop to open the browser.
2. Select 'NAPLAN 2023'.
3. Complete the audio check.
4. Select 'Start test'.
5. Enter the test session code, exactly as it is written on the board. Then click 'Next' (formatted XXX-XX-XXX).
6. Enter unique student code from the piece of paper with their name. (formatted XX-XX-XX-XX).
7. If the name of the test, year level and name are correct, click 'Yes' to the question 'Are you [student name]?'
8. Wait to begin.

