2024
NAPLAN

Years 7 & 9
Test Administration
Handbook for Teachers

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1.   INTRODUCTION

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

Years 7 and 9 students sit all tests on the online national assessment platform (the platform).

This handbook focuses on the procedures for administering the NAPLAN tests. It is important that you are familiar with the procedures in this handbook and that you read the relevant script to students when administering tests. The scripts contain important information for students and ensure national consistency in test administration (see section 2.8 for further information).

To administer the online NAPLAN tests, you need to be familiar with the 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 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, 13 March 2024 and finishes on Monday, 25 March 2024. All test material must be kept secure until the end of the test security period, which extends for a further three days past the end of the test window and finishes on Thursday, 28 March 2024.

The tests must be administered in the following sequence:

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

1.2   Writing

All Years 7 and 9 cohorts must 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.

1.3   Test timetable

			Years 7 and 9
Week 1	**NAPLAN Test Window**	Monday 11 March – Tuesday 12 March	*Preparation only − NO tests permitted*
		Wednesday 13 March Day 1	**Writing** **R** *(R only after writing)*
		Thursday 14 March Day 2	**Writing** *(Only to be used when technical/logistical issues prevent testing on day 1)* **R-CoL-N** Catch-up tests (All domains)
		Friday 15 March Day 3	**R-CoL-N** Catch-up tests (All domains)
Week 2		Monday 18 March Day 4	**R-CoL-N** Catch-up tests (All domains)
		Tuesday 19 March Day 5	**Follow test sequence:** **Reading → Conventions of language → Numeracy (R-CoL-N)** Catch-up tests for all domains
		Wednesday 20 March Day 6	
		Thursday 21 March Day 7	
		Friday 22 March Day 8	
		Monday 25 March Day 9	
Week 3	**Test Security Period**	Tuesday 26 March – Thursday 28 March	*This security period may ONLY be used for testing with written permission from the relevant TAA.*

Note: NAPLAN coordinators MUST ensure ALL test sessions are finalised by the end of the test window.

1.4   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. They are also not required to be provided to visiting students attending a host school.

1.5   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 (i.e. a medical or social/emotional condition) 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' these test attempts or finalise the test session on the test administrator's dashboard. 'Finishing' a test attempt automatically submits the test for marking. Schools cannot re-open tests that have been 'Finished'.

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) so that students will not be able to see each other's work. Where the tests are to take place in a collaborative work space, devices may need to be moved or temporary barriers put up between students

- 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

- ensure that, on test days, there are arrangements to take down, cover or reverse any posters, displays or teaching materials that might help students with the tests

- review procedures for emergencies and test disruptions, including how to seek technical assistance for online tests. See Appendix 2 *Troubleshooting during a test session*

- 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 correct NAP locked-down browser installed, and will 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 or relief teacher, or NAPLAN support person

- ensure you are aware of and able to manage any disability adjustments provided to the students in your session.

2.2   On test days

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 devices and the room including removing posters, displays or teaching materials that might help students with tests. Work 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)

- ✗ smart pens (e.g. pens/pencils/stylus) capable of transcribing a student's handwritten response into digital text.

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.

It is **not permitted** for any person to take photographs in test rooms while tests are in progress, unless directed by the TAA.

2.5   Time allowed for each test

The duration of each test is:

	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 log into the NAP locked-down browser. The required test session time may also need to be adjusted for students who 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.

You must contact your NAPLAN coordinator prior to the test session or immediately after you become aware of an error in the printed list of students allocated to the test session they have provided you. This includes if, before the test starts, you notice a DAC is either not assigned or is incorrectly assigned to a student, or if a student enters the test and they realise 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.

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 should provide you with a copy of the *NAPLAN national protocols for test administration.* These are printed as Part A of the *NAPLAN handbook for principals and NAPLAN coordinators*. 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 Years 7 and 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**:

✗ take photos of students, test questions or any other test material, unless directed by the TAA

✗ give hints or examples

✗ explain, paraphrase or interpret questions, including translating questions into another language or dialect

✗ 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 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	✓ remind students how to use the audio player	✗ 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 in (**note**: a scribe can type for a student where the use of a scribe has been approved by the TAA)
Reading		✗ read anything from the reading texts ✗ read any test questions
Conventions of language	✓ remind students how to use the audio player (spelling test only) ✓ advise students to check answers in the spelling test **before** they move to the grammar and punctuation section. Once they move past the spelling, they cannot go back.	✗ 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	✓ 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	✗ 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	The numbers and symbols in this question **must not** be read aloud as they are not embedded within text. What number will make this number sentence true? $4.52 + 3.68 = \boxed{} + 3.70$
Example 2	The numbers 100 and 2 in this question **may** be read aloud as they are embedded within the text. The numbers 50, 55, 70 and 220 **must not** be read aloud as they are not embedded within text. Edward travelled 100 kilometres in 2 hours. What was his average speed in kilometres per hour? ○ 50 ○ 55 ○ 70 ○ 220

	The number 39 889 in the question and the numbers 10, 100, 1000 and 10 000 in the options **may** be read aloud as they are embedded within text.
Example 3	The number 39 889 can be rounded in different ways. Which ways of rounding give the same answer? ○ Rounding to the nearest 10 and nearest 100. ○ Rounding to the nearest 10 and nearest 1000. ○ Rounding to the nearest 100 and nearest 1000. ○ Rounding to the nearest 1000 and nearest 10 000.

2.8   Reading the test administration script

It is important that all students across Australia receive uniform test instructions. The instructions and scripts in this handbook are standardised so that no student is advantaged or disadvantaged.

No other instructions or assistance is to be given to students, except that permitted in Section 2.7 of this handbook.

You must **READ ALOUD** to students all instructions which appear in this handbook in shaded boxes, for example:

READ ALOUD

Today you will complete the writing 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 the appropriate scripts must be read to students taking different tests.

3.   TEST ADMINISTRATION: YEARS 7 and 9 WRITING TEST

3.1   Overview

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.

Test administrators should receive any information related to disability adjustments, including students who require them and any associated rules such as scribe rules, from the NAPLAN coordinator. For further information, refer to the *NAPLAN national protocols for test administration*.

3.2   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.

3.3   Materials required

Prior to the test, make sure each student has:	The test administrator must have:
✓ a device that meets the technical specifications for NAPLAN ✓ their student session slip for this session ✓ a blank sheet of planning paper ✓ a pen or pencil ✓ headphones.	✓ 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 test session code ✓ a list of students allocated to the test session (including details of disability adjustments)

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

3.4   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.

3.5   Creating the test session

- Open your browser and navigate to www.assessform.edu.au.

- Log into NAPLAN 2024 using the username and password from the TA session slip provided by the 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.

3.6   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 the writing prompt or screen 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. open the NAP locked-down browser

2. select 'NAPLAN 2024'

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 from their student session slip 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 2 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's test 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 complete your writing. This includes time for reading and listening to the prompt. Read or listen to the writing prompt first and then use the next 5 minutes to plan. I will tell you when you should start writing.

You can use your blank 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 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 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.

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 screen where you can start typing your text.

Students who arrive 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.

As test administrator, you **must not:**

- ✗ brainstorm with students
- ✗ allow students to discuss the topic
- ✗ give students ideas or pre-developed plans
- ✗ remind students of writing tasks or text structures completed in class prior to the test
- ✗ 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 7 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 re-read 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.

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 5 minutes finishing your writing so that you have 5 minutes left for editing.

After 37 minutes, READ ALOUD

Your writing time is now finished. You have 5 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 5 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.

3.7   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 illness (medical or social/emotional conditions) or injury
- 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 Thursday 28 March.

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

4. TEST ADMINISTRATION: YEARS 7 and 9 READING

4.1 Overview

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.

4.2 Materials required

Prior to the test, make sure each student has:	The test administrator must have:
✓ a device that meets the technical specifications for NAPLAN ✓ their student session slip for this session. ✓ a blank sheet of working-out paper ✓ a pen or pencil.	✓ 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)

4.3 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.

4.4 Creating the test session

- Open your browser and navigate to www.assessform.edu.au

- Log into NAPLAN 2024 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.

4.5   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. open the NAP locked-down browser

2. select 'NAPLAN 2024'

3. complete audio check by selecting 'I do not need to check my audio'

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 from their student session slip 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 2 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 them.
>
> There are 3 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' 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 test session by selecting the 'Start session' button on the test administrator's dashboard.

READ ALOUD

> You may start the test now. You must do your own work. You are not allowed to talk to other students.

Students who arrive 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.

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 (e.g. 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 quietly. They may not engage in 'early finisher' activities, such as reading.

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 5 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 5 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 sheet of paper and student session slip on your desk to be collected.

You should now all close the test browser.

4.6   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 illness or injury (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 Thursday 28 March.

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

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

5.1 Overview

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 2 parts: spelling followed by grammar and punctuation. The grammar and punctuation questions will only be available to students after they have completed the spelling questions. 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 questions will remind them of this.

5.2 Materials required

Prior to the test, make sure each student has:	The test administrator must have:
✓ 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.	✓ 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)

5.3 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.

5.4 Creating the test session

- Open your browser and navigate to www.assessform.edu.au

- Log into NAPLAN 2024 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.

5.5   Script for administering the conventions of language test

READ ALOUD

Today you will complete a conventions of language test. This test has 2 parts: spelling followed by grammar and punctuation.

You will need headphones for the spelling part only. You can use your blank sheet of paper to do your working out. It will not be marked but will be collected after 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:

1. open the NAP locked-down browser

2. select 'NAPLAN 2024'

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 from their student session slip 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 2 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 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 than in the spelling part.

There are 3 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 to 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 30 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 time 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.

READ ALOUD

You may start the test now. You must do your own work. You are not allowed to talk to other students.

Students who arrive 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.

Actively supervise students to make sure they are on task and 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 quietly. They may not engage in 'early finisher' activities, such as reading.

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 5 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 5 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.

5.6   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 illness (medical or social/emotional conditions) or injury
- 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 Thursday 28 March.

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

6.   TEST ADMINISTRATION: YEARS 7 AND 9 NUMERACY

6.1   Overview

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

This test is composed of 2 parts: a non-calculator part and a calculator part. Students are **not permitted** to use their own calculator for any part of the test, unless provided as an approved disability adjustment.

The online calculator will only be available to students after they have completed the non-calculator part of the test. Students will not be able to return to the non-calculator part of the test once they have moved onto the calculator part. A screen at the end of the non-calculator part of the test will remind them of this.

6.2   Materials required

Prior to the test, make sure each student has:	The test administrator must have:
✓ 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.	✓ 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).

6.3   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.

6.4   Creating the test session

- Open your browser and navigate to www.assessform.edu.au

- Log into NAPLAN 2024 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.

6.5   Script for administering the Years 7 and 9 numeracy test

READ ALOUD

Today you will complete a numeracy test.

This test has 2 parts: a non-calculator-test followed by a calculator-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 the blank sheet of paper to do your working out. This paper will not be marked but it will be collected.

You cannot use your own calculator in this test. An online calculator will be available to you after you have completed the non-calculator part of 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:

1.   open the NAP locked-down browser

2.   select 'NAPLAN 2024'

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 from their student session slip 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 2 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 the numeracy test, and you have 65 minutes to complete them.

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-allowed 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 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 into the calculator-allowed part of the test.

Once you have finished your test, wait quietly.

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

READ ALOUD

You may start the test now. You must do your own work. You are not allowed to talk to other students.

Students who arrive 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.

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 quietly. They may not engage in 'early finisher' activities, such as reading.

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 5 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 5 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.

6.6   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 illness (medical or social/emotional conditions) or injury

- 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 Thursday 28 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 the scheduling of tests.

DAC	Name	Platform adjustment	Action required by test administrator	TAA approval required
SUP	NAPLAN support person	No platform adjustment. Applies only to reading, conventions of language and numeracy	Test room arrangements should ensure that these adjustments do not impact other students.	NO
OSS	Oral/sign support	No platform adjustment		NO
SCR	Scribe	No platform adjustment. Applies only to writing		YES
RBK	Rest break	No platform adjustment.	Pause student's test attempt when it is time for them to take a break. When student returns from their rest break, resume the test attempt.	NO
Adjustments providing extra time				
ETA	Extra Time – one minute for every 6 minutes of test time	Platform will automatically calculate and allocate extra time to the individual student's timer.	Ensure that the time allowed for the test session caters for the total test duration for students with extra time. The principal or NAPLAN coordinator is responsible for adding and updating the DAC for students and overall test time scheduling.	NO
ETB	Extra Time – one minute for every 3 minutes of test time			
ETC	Extra Time – one minute for every 2 minutes of test time			
ETD	Extra Time – double total test time	Platform will automatically calculate and allocate extra time to the individual student's timer.		YES

DAC	Name	Platform adjustment	Action required by test administrator	TAA approval required
Adjustments when platform functionality is not sufficient to access the tests				
AST	Assistive technology	Use an unsecured browser (e.g. chrome/edge) with device settings applied to allow student access to the test.	NAP locked-down browser cannot be used when this adjustment is applied. See NAPLAN coordinator for the URL to access the test. Students will require additional supervision to ensure they are not using prohibited functionality, such as external websites or calculators.	YES **NOTE:** AST is also applied where a Year 3 student has TAA approval to sit the Y3 writing test on a computer.
COL	Colour contrast modification	Use an unsecured browser (e.g. chrome/edge) with colour contrast device settings applied to allow student access to the test.		
Adjustments through offline testing				
OFF	Braille, large print, black and white, electronic test format	No platform adjustment	Student will sit an alternative format (paper) version of the NAPLAN tests.	YES
Adjustments providing alternative items				
AIA	Alternative items – audio	Platform will swap *audio items* for alternatives if alternative items are defined for this DAC.	None – the platform will automatically substitute affected items with appropriate alternative items.	NO
AIV	Alternative items – visual	Platform will swap *visually detailed items* for alternatives if alternative items are defined for this DAC.		
Adjustments providing alternative colour themes				
BNW	Black text with white background	Platform will use student's preferred colour scheme	None – the platform will automatically substitute student's preferred colour theme.	NO
BNB	Black text with blue background			
BNL	Black text with lilac background			
BNG	Black text with green background			
BNY	Black text with yellow background			
White text on Black Background	Use device colour settings/filters to invert colours, then apply BNW DAC code	Invert colours on device before opening locked down browser and applying BNW		NO

APPENDIX 2: TROUBLESHOOTING DURING A TEST SESSION

Issue	Test administrator action
Student login	
– The test session code is not working	• Check that students are logging into the correct platform environment: **NAPLAN 2024.** • 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 *Student is already taking another test* appears, the student's previous test session has not been finalised.
Student Device – technical	
– The Locked Down Browser (LDB) is not opening – LDB error message	• 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.

– Loss of connection
 	
 – Student device displays an error message
 	
 – Device becomes unresponsive during test
 	
 – Loss of Audio during test
	• 'Pause' the student's test attempt.
	
	 • Exit their LDB by using one of the following codes
	   – 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.

Issue	Test administrator action
Student Device – test questions	
− The test question images do not load or do not display correctly	• 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.
− Student cannot go back to a previous section	• The section is locked.

− Student cannot select answers to test questions
 	
− Student cannot change an answer
	• For interactive questions, check that the student has removed an unwanted answer by undoing or deleting an action:
	
	  − 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	
− 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.
− 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	
− 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, 1. Select the 'Waiting entry' tab. 2. Select the checkbox beside the student's name, and then select 'Allow Start' or 'Reject Entry'.

Issue	Test administrator action
Absent student	
– A student expected to take the test does not arrive to class.	• No action is required on the platform. • Report absentees to the NAPLAN coordinator in your test session notes.
Emergency	
– Fire alarm/power outage/major technical issues/emergency evacuation.	• 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.
Student illness	
– The illness is brief: student is able to return to the test to complete it.	• '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'.
– The illness is unresolved and the student cannot complete the test.	• '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	
– Student/s log in but refuse to complete the test/s	• Quietly encourage the students 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.
NAPLAN helpdesk: Phone: 9442 9442 Email: naplan@scsa.wa.edu.au	

APPENDIX 3: PLATFORM QUICK REFERENCE GUIDE

Create a test session in the test administrator dashboard

1. Go to www.assessform.edu.au and select 'NAPLAN 2024'.

2. A login screen will appear. Enter the Username and Password from the TA session slip (in your test administrator pack).

3. Click 'Login', then click 'Create new test session'. The Test administrator dashboard will open.

4. Write the test session code (XXX-XX-XXX shown in the grey box) on the board.

5. Begin reading the correct test administration script.

6. When the script instructs you to, click '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 and '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

Number of questions

Finalise a test session

- If all students have had a successful test attempt and 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 helpdesk on 9442 9442 for advice. You should use the comments box to record the details.

APPENDIX 4: QUICK REFERENCE 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 you, 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 2024'.
3. Complete the audio check.
4. Select 'Start test'
5. Enter the test session code, exactly as it is written on the board. This code is formatted XXX-XX-XXX. Then click 'Next'.
6. Enter their unique student code from the piece of paper with their name. This code is 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.