PART D: NAPLAN SCHEDULE OF TASKS

Test preparation	Key dates
Writing marking applications Principals advise staff that NAPLAN writing marker applications are completed online on the School Curriculum and Standards Authority website. Go to https://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan/markers for more information and a link to the application form.	**Fri Nov 17 to Mon 29 Jan**
Informing staff Principals nominate NAPLAN coordinators and test administration staff and inform all staff of the NAPLAN testing period to discuss preparation and implementation.	**From Mon 29 Jan**
Update school contact details in SIRS Update the principal and NAPLAN contacts in SIRS, using the 'Providers: Provider Search/Provider Members' tab. Provide principal and NAPLAN contacts names and email addresses. These are required for registration within the NAPLAN platform. The wrong details here will delay access to the platform. **For assistance:** - Section 2 of the Data Procedures Manual at https://www.scsa.wa.edu.au/publications - Phone: Cristina Caruso, SIRS Coordinator on 9263 6317 - Email: cristina.caruso@scsa.wa.edu.au	**Mon 29 Jan to Wed 31 Jan**
Pre-test mailout is delivered to schools Pre-test packages will be delivered to schools by Team Global Express (TGE) courier and must be signed for. Packages contain: - cover letter for the principal - NAPLAN handbook for principal and NAPLAN coordinators - SCSA letter with school PIN for the NAPLAN 2024 environment - 5 x secure login cards - NAPLAN Information for parents and carers 2024 brochures - Test administration handbooks for teachers On receipt of materials, the principal should read the *NAPLAN Handbook for principals and NAPLAN coordinators 2024* which outlines protocols, responsibilities and procedures. **If the pre-test package has not been delivered by Friday, 2 February, contact:** Fujifilm DMS help desk: 1300 990 265 or naplan.wa.qd@fujifilm.com NAPLAN helpdesk: 9442 9442 or naplan@scsa.wa.edu.au	**Mon 29 Jan to Fri 2 Feb**
Applications for Special Print test materials: no later than Tuesday 6 February See section 6 of the NAPLAN handbook for principals and NAPLAN coordinators. Alternative test formats are available for students with disabilities who regularly use alternative formats in the classroom **and** for whom platform adjustments are not sufficient to access the tests. To ascertain whether the adjustments are sufficient for a student, schools are encouraged to provide an opportunity for them to access a test via the Public Demonstration site or the NAPLAN online Training environment, with the relevant platform adjustments applied. Should the platform adjustments not be sufficient and the student is unable to access the tests, you may make a late application for an alternative format test for the student. Applications for alternative format tests for the Year 3 writing test may also be made. Applications are sent to the NAPLAN helpdesk at naplan@scsa.wa.edu.au and should be made as a matter of urgency with the details of the student/s and test format/s provided.	**no later than Tues 6 Feb**

Register students in SIRS Upload Student Registration and Demographic information (via SRGDG file) for all students in Years 3, 5, 7 and 9. **For assistance:** - Section 4 of the Data Procedures Manual or Section 3 of the Primary Student Registration Procedures Manual at: https://www.scsa.wa.edu.au/publications - Email: dataservices@scsa.wa.edu.au - Phone: Data Services on 9273 6352	**Wed 31 Jan to Thurs 8 Feb**
Complete SCSA training modules Principals, NAPLAN coordinators, test administrators, and school technical support officers complete training modules. See NAPLAN email update for login details.	**From Mon 29 Jan**
Identify and rectify potential technical issues Set up Practice test sessions in the Training environment https://www.assessform.edu.au/ to: - test expected maximum load on school network - give students opportunity for familiarisation with platform and tests - provide NAPLAN coordinators and test administrators with practice in using the test administrator dashboard. See NAPLAN email update for login details.	**Mon 29 Jan to Fri 1 Mar**
Prepare Practice test session packs in the Training environment In the Training environment's 'Delivering' dashboard, prepare test administrator packs for Practice test sessions, containing: - the test administration session login slip - student login slips - a list of students expected to attend the session, with DAC codes (if any) noted. **NOTE:** live student data cannot be used.	**Mon 29 Jan to Fri 1 Mar**
Informing parents/carers Inform parents/carers about NAPLAN participation. Distribute NAPLAN *Information for parents and carers* 2024 brochures to parents/carers, received with the pre-test materials. Soft copies of the brochure are available on the SCSA website at https://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan	**from Mon 5 Feb**
Handbooks Distribute handbooks to relevant staff: - *NAPLAN handbook for principals and NAPLAN coordinators* - *Test administration handbooks for teachers* Soft copies of all handbooks are available on the SCSA website at https://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan	**from Mon 5 Feb**

Adjustments for disability requiring TAA approval are due by Friday, 1 March See section 6 of the *NAPLAN handbook for principals and NAPLAN coordinators*, noting that adjustments applied to NAPLAN tests must be documented at the school in students' Individual Learning Plans and be used on a regular basis in classroom assessments. Identify students who qualify for adjustments for disability and liaise with their parents/carers. **Adjustments requiring TAA approval** These are: *Year 3 computer for writing; Writing test scribe; Unsecured browser; Extra double total test time.* To seek approval to apply these adjustments, please email SCSA at naplan@scsa.wa.edu.au with details of the student/s and the adjustment/s required. **Adjustments NOT requiring TAA approval** These are: *rest breaks, extra time (one minute for every 6, 3, or 2 minutes of test time), alternative items, colour themes and support person*. No notification to SCSA is required, but records are to be kept for auditing purposes. School staff should enter the adjustment(s) in the *Preparing* dashboard under 'Manage student participation and disability adjustments' when student data is available in the platform on Monday, March 4. If an adjustment requiring TAA approval is entered into the platform without contacting SCSA, the adjustment will be removed from the platform.	**by Fri 1 Mar**
Exemption applications due by Friday, 1 March See section 5.2 of the *NAPLAN handbook for principals and NAPLAN coordinators*. Identify students who qualify for exemption and liaise with their parents/carers. Parent/carer consent is required for exemption. Applications for exemption can be made online at https://webforms.scsa.wa.edu.au/Forms/Exemption-Application/ The form is also available from https://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan under the heading 'Forms'. Once submitted, a copy of the application will be automatically forwarded to SCSA, the principal, the parent/carer, the school sector (AISWA, CEWA or DoE SSEN-D) and the NAPLAN coordinator (if submitted by them). Schools will be contacted by their sector if there is a query with the form, otherwise schools should assume the exemption is approved. School staff should enter the exempted student's participation status as 'Exempted' in the 'Preparing' dashboard under 'Manage student participation and disability adjustments'. If the exemption is not approved, SCSA will remove it from the platform.	**by Fri 1 Mar**
Withdrawal forms due by Wednesday, 6 March See section 5.3 of the *NAPLAN handbook for principals and NAPLAN coordinators*. Student withdrawal must be initiated by the parent/carer. Applications for withdrawal can be made online at https://webforms.scsa.wa.edu.au/Forms/Withdrawal-Application/ The form is also available from https://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan under the heading 'Forms'. Once submitted by the school, a copy of the application will be automatically forwarded to SCSA, the principal, the parent/carer, and the NAPLAN coordinator (if submitted by them). School staff should enter the withdrawn student's participation status as 'Withdrawn' in the 'Preparing' dashboard under 'Manage student participation and disability adjustments'. If the withdrawal is not approved, or a form is not received, SCSA will remove it from the platform.	**by Wed 6 Mar**

Familiarise students with the online national assessment platform - Provide opportunity for students to use the Public Demonstration Site at https://www.nap.edu.au/naplan/public-demonstration-site **AND/OR** - Administer a practice NAPLAN test using the Training environment	**Wed 7 Feb** **to** **Tues 12 Mar**
Platform registration invitations sent to principals **Principal only:** check email for Invitation to self-register in the assessment platform. The email is from notifications@assessform.edu.au If the self-registration email has not been received by **Wednesday, 21 February,** contact the NAPLAN Helpdesk on 9442 9442. Invitations will be sent to the principal's email address that was listed in SIRS on **Wednesday, 31 January.** **NOTE:** student data will not be available in the platform until Monday, 4 March.	**Mon 19 Feb** **to** **Wed 21 Feb**
Platform registration Principals register in the platform and invite NAPLAN coordinators, then NAPLAN coordinators register in platform. **NOTE:** logins for the NAPLAN 2024 environment differ to the Training environment logins. The training environment logins will not work in the NAPLAN 2024 environment.	**Mon 19 Feb** **to** **Fri 1 Mar**
Check mail for arrival of Special Print test papers Special print test papers will be dispatched on Wednesday, 28 February from SCSA by registered mail (Australia Post) to those schools requiring them. **If the special print papers have not been received by Friday, 8 March, contact:** NAPLAN helpdesk: 9442 9442 or naplan@scsa.wa.edu.au	**Wed 28 Feb** **to** **Fri 8 Mar**
Public holiday	**Mon 4 Mar**
Student data available in platform from Monday, 4 March The NAPLAN 2024 student data is available in the https://www.assessform.edu.au/ platform from Monday, 4 March for schools to: - check student data - add new enrolments - create class groups - add/update participation status (withdrawals, exemptions) - add DACs where necessary - prepare test administrator test session packs Withdrawals, exemptions and DACs that are not approved by SCSA or for which no form is received will be removed from the platform.	**Mon 4 Mar** **to** **Tues 12 Mar**

Test administrator preparation Refer to section 8.8, Preparation for test administration, of Part A of the *NAPLAN handbook for Principals and NAPLAN coordinators*. Brief all test administrators and support persons, ensuring you emphasise the following points: - The *NAPLAN test administration handbook for teachers 2024* must be read carefully and followed exactly. - No assistance whatsoever, beyond that described in the *Test administration handbook*, can be given to students, including reminding them of work recently completed in class. - Photos or videos must not be taken in the test room. - Word lists, posters, displays, charts or other materials which may assist students to answer test questions and unfairly advantage them must be covered over or removed. - Incidents such as late arrival, illness, disruptions, refusal or abandonment must be recorded. - Rules for adjustments for students with disability must be followed. See section 6 in Part A of *NAPLAN handbook for Principals and NAPLAN coordinators*. Distribute test administrator test session packs to test administrators. Advise test administrators of students who are exempt, withdrawn, visiting or need adjustments for disability.	**Tues 5 Mar to Tues 12 Mar**
NAPLAN online test window	**Wed 13 Mar to Mon 25 Mar**
NAPLAN security period	**ends Thurs 28 Mar**

Test preparation: Year 3 writing	Key dates
Year 3 student writing test books Year 3 writing test books have been printed and personalised with student and school details using information taken from the WA NAPLAN registration website in December 2023. This website is managed by FUJIFILM DMS.	**January 2024**
WA NAPLAN registration website The website is used by schools receiving paper test books to acknowledge receipt of the Year 3 writing test papers, to record details of test materials being returned, and to notify the Team Global Express (TGE) courier that completed test material is ready for collection. It is accessed via the Fujifilm DMS portal at https://wanaplan.serviceportal.net.au/sc/ School accounts have been active since November 2023 when principals and NAPLAN coordinators checked last year's Year 2 student list in preparation for personalisation of the Year 3 writing test books. If you are a new principal at the school in 2024, please email the NAPLAN helpdesk naplan@scsa.wa.edu.au so an account can be set up for you. You will receive an account activation email from noreply@fujifilm.com. Please look in your junk/spam folder if you are expecting this email. The link to activate your account is live for 48 hours only. You will be the account holder and your username will be your email address. You will create your own password. The website requires multi-factor authentication, which will occur via the account holder's email. Once the new principal is an account holder, an account for a NAPLAN coordinator can be arranged, if necessary. Once logged in, click on the word 'REGISTRATION' immediately below the Fujifilm logo and your data will appear. More information will be supplied in NAPLAN email updates. **For assistance in accessing your account, contact:** Fujifilm DMS help desk: 1300 990 265 or naplan.wa.qd@fujifilm.com NAPLAN helpdesk: 9442 9442 or naplan@scsa.wa.edu.au	**from Mon 29 Jan**
Year 3 writing materials arrive in schools Year 3 writing materials will arrive on or before **Thursday, 29 February.** The materials are couriered to schools by Team Global Express (TGE) and will arrive during school hours. The box/es will be labelled **'IMPORTANT: FOR THE PRINCIPAL'.** **NOTE:** a very small number of schools in remote areas will receive their test packages via Australia Post Express. Advise staff who are to take receipt of the test materials that they must sign for them legibly and notify the principal and NAPLAN coordinator immediately. The principal or NAPLAN coordinator must organise the secure storage of the test materials. **If the materials have not been received by Thursday, 29 February, contact:** Fujifilm DMS help desk: 1300 990 265 or naplan.wa.qd@fujifilm.com NAPLAN helpdesk: 9442 9442 or naplan@scsa.wa.edu.au	**up to Thurs 29 Feb**

Check Year 3 writing materials as soon as possible **Retain packaging for return of completed test materials.** Check contents of the package using the package label and by counting the number of books (spines) through the clear plastic window in the side of the tamper evident bag. **DO NOT OPEN TAMPER-EVIDENT PACKS.** Ensure that the materials received include: - cover letter to principal - writing test books, personalised with student details on the front cover - a writing stimulus page for each student - extra test materials, including non-personalised (blank) test books - envelope containing instructions for returning test materials. Store the test materials securely.	**up to Thurs 29 Feb**
Acknowledge receipt of Year 3 materials on the WA NAPLAN registration website Go to the WA NAPLAN registration website at https://wanaplan.serviceportal.net.au/sc/on or before **Thursday, 29 February** to confirm receipt of materials and record the number of books and stimulus materials received. **For assistance, contact** Fujifilm DMS help desk: 1300 990 265 or naplan.wa.qd@fujifilm.com NAPLAN helpdesk: 9442 9442 or naplan@scsa.wa.edu.au	**up to Thurs 29 Feb**
Request additional materials If any test materials are missing, or there are insufficient materials, go to the WA NAPLAN registration website at https://wanaplan.serviceportal.net.au/sc/ and request additional materials by **Thursday, 7 March**. These will be couriered by TGE and must be signed for. **If additional orders have not arrived at the school by Monday, 11 March, contact:** Fujifilm DMS help desk: 1300 990 265 or naplan.wa.qd@fujifilm.com NAPLAN helpdesk: 9442 9442 or naplan@scsa.wa.edu.au	**by Thurs 7 Mar** **by Mon Mar 11**
Providing student details on the front cover of non-personalised test books For students who do not have a personalised book and will be using a non-personalised book for the test, a teacher should clearly write the student details on the front cover of the test book before the test day. - Student's given and family name (in block capitals) - Western Australian Student Number (WASN) - Date of birth **Students should not write this information on their test books during the test session.**	**Before the test**

Test delivery	Key dates
Classroom preparation Advise teachers to prepare classrooms for test conditions, including removal of charts and printed material. See sections 8.8 and 8.9 of Part A, and sections 17–19 of Part B, of the *NAPLAN handbook for Principals and NAPLAN coordinators.*	**Tues 12 Mar to Mon 25 Mar**
Test administrator packs Distribute the test administrator test session packs prior to each test session.	**Wed 13 Mar to Mon 25 Mar**
NAPLAN writing test window **Year 3 writing** Year 3 writing must be administered on the morning of Wednesday, 13 March. **Years 5, 7 and 9 writing** Administer the writing test on Day 1 (Wednesday,13 March) and only use Day 2 (Thursday, 14 March) if there are technical or logistical issues that prevent testing on Day 1. **All years: non-writing tests** Writing is to be followed by reading, conventions of language, then numeracy in that order.	**Wed 13 Mar to Thurs 14 Mar**
Final day for Year 3 writing Final day for Year 3 writing catch-up tests and date for return of Year 3 writing test papers via courier is **Monday, 18 March.**	**Mon 18 Mar**
Years 5, 7 and 9 writing catch-up testing Years 5, 7 and 9 students who are absent for their scheduled writing test may complete a catch-up writing test when they return to school within the test window. The catch-up writing test must occur as soon as possible after the student returns to school, and must take priority over catch-up tests for other domains.	**by Mon 25 Mar**
Adjustments for students with an injury or temporary disability Adjustments for students who sustain an injury or temporary disability prior to the test may be applied in line with section 6.16 of Part A of this handbook. The adjustment for disability, *use of a computer for the Year 3 writing test,* requires TAA approval. Please email SCSA at naplan@scsa.wa.edu.au with details of the student and the injury/disability incurred. **NOTE:** a scribe may NOT be used for the writing test for a temporary disability, in line with section 6.16 In Part A of this handbook. Schools should enter disability adjustments in the 'Preparing' dashboard before the test. Keep records of adjustments for auditing. Refer to Appendix 1 Disability adjustment codes, to determine which adjustments require TAA approval.	**Wed 13 Mar to Mon 25 Mar**
Collect test materials Collect all test material used in the online tests (including all working-out/planning paper) at the completion of each test session and store securely.	**Wed 13 Mar to Mon 25 Mar**
Test breaches Report any test breaches to SCSA (the TAA) by phoning 9442 9464.	**Wed 13 Mar to Mon 25 Mar**

Final date for online testing Monday, 25 March is the final day for scheduled, rescheduled and catchup tests, for individual students. This relates all online tests, including Years 5, 7 and 9 writing. **NOTE:** the Year 3 writing paper test concluded with catch-up testing on Monday, 18 March.	**Mon 25 Mar**
Test security period All test materials must be kept secure up to and including Thursday, 28 March. **NOTE:** all Year 3 writing test papers (used and unused) and stimulus sheets should have been returned to the NAPLAN processing centre via courier, no later than Monday, March 18.	**Thurs 28 Mar**
Update student participation status in platform Update student participation status where necessary: - No longer enrolled - Absent - Sanctioned abandonment - Refusal/non-attempt. All withdrawn and exempt student statuses should already be in the platform. **Year 3 writing test only:** After you have updated the Year 3 writing test participation statuses, change all students' status to 'Alternative format'. This can be done in bulk, rather than student-by student. See section 20.2 of Part B of the *NAPLAN handbook for Principals and NAPLAN coordinators*.	**Mon 25 Mar to Thurs 28 Mar** **Mon 18 Mar to Thurs 28 Mar**
Visiting and hosted students Contact the NAPLAN helpdesk at naplan@scsa.wa.edu.au or 9442 9442 to arrange for visiting or hosted students' completed test attempts to be transferred to their home school.	**before Thurs 28 Mar**
Move to the Results dashboard Finalise all test sessions, complete the Platform checklist and move to the Results dashboard.	**Thurs 28 Mar**
After the test security period All test materials remain secure AFTER Thursday, 28 March, in accordance with sections 4.3.13 and 4.3.14 in Part A of the *NAPLAN handbook for Principals and NAPLAN coordinators*. The following materials must be returned to the processing centre: - Year 3 writing prompt sheets - Year 3 writing test books, used and unused - All special print test papers. Securely destroy any other test material, such as working-out pages, TA session login slips and student session slips used by students during test sessions.	**Thurs 28 Mar**

Year 3: return of writing tests and special print material	Key dates
Packing instructions **Personalised books** Pack any used and unused personalised Year 3 paper writing books into their original box. Attach any typed scripts to the students' personalised books. **Non-personalised books** Ensure student details (WASN, given and family names and dates of birth) are on the front cover of the test book and are accurate and clearly legible. **Teachers should rewrite where necessary.** Pack into the original box. Attach any typed scripts to student books. **Writing prompt sheets** Pack all prompt sheets separately to the test books and return in the original box, with the test papers. **Special Print** Pack all used and unused special print Year 3 tests (large print, black & white masters, electronic PDF and any stimulus material) into the original box. If the materials do not fit into the original box, please contact NAPLAN helpdesk on 9442 9442 for advice. **Label the box** Instructions for labelling and returning test materials were provided in a separate envelope, found within the box containing the test material. **Login in to the WA NAPLAN Registration website at** https://wanaplan.serviceportal.net.au/sc/ Once test materials are packed and labelled for return, go to the website, click the label's consignment number and indicate they are ready for the courier to collect. **Courier pick-up** A courier from Team Global Express (TGE) will arrive during school hours to collect the materials. The principal should ensure a staff member has the materials ready for collection. The staff member should note the day and time the materials are collected, then inform the principal the courier has collected them. **For assistance, contact:** Fujifilm DMS help desk: 1300 990 265 or naplan.wa.qd@fujifilm.com NAPLAN helpdesk: 9442 9442 or naplan@scsa.wa.edu.au	**no later than Mon 18 Mar**
Returns of visiting or hosted students Return any Year 3 writing test books and writing prompt sheets for visiting or hosted students: - to the TAA of their home state or territory for interstate students - to the WA TAA (SCSA) for WA students. See section 12 of Part A of the *NAPLAN handbook for Principals and NAPLAN coordinators* for address details.	

Years 5, 7 and 9: return of Special Print material	Key dates
Packaging for returning Special Print test materials Pack all used and unused test papers and stimulus materials (large print, Braille, Black and white masters, USB tests) into the return material packaging. This may be the box they were originally packed in, or a clean plastic satchel sent with the test materials. Return labels will be provided with the materials. Please ensure the return address label and the Australia Post Registered mail label are clearly visible on the outside of the package. **Return address** The materials will be returned via Australia Post to: FUJIFILM Data Management Solutions Pty Ltd ATTN: DHAVAN GALA 9 Jackson St Bassendean WA 6054 **Retain receipt** Take your materials to your local post office and retain your receipt. **For assistance, contact:** NAPLAN helpdesk: 9442 9442 or naplan@scsa.wa.edu.au	**on or before Mon 25 Mar**

Marking and reporting	Key dates
Marking Marking of writing and short-response questions takes place in each state and territory by professional markers who are trained to mark the NAPLAN tasks.	**from Tues 19 Mar to 20 April**
Analysis Analysis of data and preparation of reports takes place.	**April—June**
SSSRs available in platform School and student summary reports (SSSR) available in the platform from the 'Results' dashboard.	**June**
Individual student reports arrive in schools Following NAPLAN testing and data analyses, hard copy individual student reports (ISRs) will be posted to schools. The materials are couriered to schools by Team Global Express (TGE) and will arrive during school hours. The box/es will be labelled '**IMPORTANT: FOR THE PRINCIPAL**'. Advise staff who are to take receipt of the reporting package/s they must sign for them legibly and notify the principal and NAPLAN coordinator immediately. The principal or NAPLAN coordinator must organise the secure storage of the test materials until they are distributed to parents. Schools receive the following: - cover letter for the principal - hard-copy individual student reports (ISRs) for distribution to parents/carers - reporting information brochure for distribution to parents/carers - Administrator's guide to reporting handbook The Writing test performance profile will be available on the SCSA NAPLAN website at https://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan/schools School data will be available electronically through the relevant sector's reporting system: - DoE schools: SAIS dashboards - CEWA schools: Powerbi App - AISWA schools: Valuate	**TBC**

Check results Schools check all ISRs and data. Schools distribute the ISRs to parents/carers within a week of receipt.	**from receipt of reports**
Request for review of student results To request a review of a student's results, principals (or delegates with a cc to the principal) should email the request to naplan@scsa.wa.edu.au, clearly outlining the basis for the request, e.g. - check of results and re-marking - replacement report - missing report.	**as reports are checked**
Electronic copies of ISRs and writing scripts Electronic copies of ISRs and writing scripts will be available for all schools through the Fujifilm DMS portal at https://wanaplan.serviceportal.net.au/sc/ Schools with students who completed paper tests activated their accounts in November 2023. Principals of all other schools, you will receive an account activation email from noreply@fujifilm.com, after the testing and data analyses have taken place. You should look in your junk/spam folder if you are expecting this email. The link to activate an account is live for 48 hours only. You will be the account holder and your email address will be the username. You will create your own password. The website requires multi-factor authentication, which will occur via the account holder's email. Once the principal has activated their account, an account for a NAPLAN coordinator can be arranged, if necessary. Further details will be provided in NAPLAN email updates. The principal should ensure that the writing scripts and ISRs are stored securely, by saving to a secure location on the school network computer for writing. More information will be supplied in NAPLAN updates. **For assistance in accessing your account, contact:** Fujifilm DMS help desk: 1300 990 265 or naplan.wa.qd@fujifilm.com NAPLAN helpdesk: 9442 9442 or naplan@scsa.wa.edu.au	**June-July**
Release of 2024 NAPLAN National report	**TBC**

APPENDIX 1: DISABILITY ADJUSTMENT CODES

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

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** **NOTE:** Only approved in exceptional circumstances. See section 6.11 of Part A of this handbook)

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 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 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**