2025 NAPLAN
Practice test supervisor manual

For home educators

Contents

1.   INTRODUCTION

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

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

As part of readiness activities, all students who will be participating in the March 2025 NAPLAN tests at a non-school location must participate in a compulsory practice test.

1.1   Students enrolled in home education for whom SCSA is the test administrator

The dates, times, and login codes for the practice test will be confirmed by your test administrator in an email to your nominated email address. This email will be sent after you have successfully completed the SCSA training course. The training course must be completed by close of business on Thursday, 13 February 2025.

By participating in the compulsory practice test, students have an opportunity to become familiar with the format and types of questions they will experience in the March 2025 NAPLAN tests, as well as the device they will be using and the functionality of the test platform.

Failure to participate in the practice test will result in ineligibility to sit NAPLAN at a non-school location. Home educators who do not participate in the practice test may wish to approach a school and negotiate with the principal for their student to be hosted at the school.

This manual and the resources listed in section 3 contain all the information and instructions you need to participate in the online practice test. It is important that you are familiar with these materials to ensure a smooth NAPLAN experience for you and your student.

Participation in the practice test is necessary to validate the reliability of your student's device, your internet connection and the NAP Locked Down Browser (LDB), and provide you, as test supervisor, the opportunity to go through the procedures required for the March NAPLAN tests. These are:

- receiving test login codes (test session code and student code) by email prior to the tests
- opening the LDB and being ready to conduct the tests at the scheduled time
- ensuring your student can log into the tests
- reading the test supervisor script
- logging out of and closing the LDB
- if necessary, calling the NAPLAN helpdesk.

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

Contact details for the SCSA test administrator and NAPLAN helpdesk:

Phone: 9442 9442 or Email: naplan@scsa.wa.edu.au.

2.   TESTING SCHEDULE

2.1   Compulsory training course

Information about the compulsory supervisor's training course will be emailed to nominated test supervisors on **Friday, 7 February**.

Following your successful completion of the compulsory training course, you will receive an email from naplan@scsa.wa.edu.au with the login codes (test session code and student code) for your student to access the practice test.

If you do not complete the training course by **Thursday, 13 February**, you will receive an email confirming that your student is no longer eligible to sit NAPLAN at a non-school location. However, you may still approach a school to host your student.

2.2   Compulsory practice test

There are three opportunities to participate in the practice test:

- **Tuesday, 25 February 2025 @ 10:00 am**
- **Wednesday, 26 February 2025 @ 10:00 am**
- **Thursday, 27 February 2025 @ 10:00 am**.

You do not need to book in to participate in the practice test, you will receive login details for all three sessions. Students must only participate in one session.

Should you not participate in any of the offered sessions, you will receive an email confirming that your student is no longer eligible to sit NAPLAN at a non-school location. However, you may still approach a school to host your student.

2.3   March NAPLAN tests

When completing the compulsory training course, you will be required to book sessions (date and time) for your student's main NAPLAN tests in March. Once your bookings are complete, please record the details for your reference. Changes to these bookings can be made up until close of business on **Friday, 14 March 2025**.

On the day of your booked session, you will receive an email containing the login details (session code and student code) for the test one hour before the scheduled test time. Once you receive the login details, your student may log in to the test. The test administrator will begin the test at the scheduled time. Late entries to the test sessions will not be admitted from 15 minutes after the scheduled start time.

3.   RESOURCES

Download the Locked Down Browser (LDB)
assessform.edu.au/naplan-online/locked-down-browser

Access the public demonstration site
nap.edu.au/naplan/public-demonstration-site

School Curriculum and Standards Authority home educators page
k10outline.scsa.wa.edu.au/home/assessment/testing/naplan/home-educators

Further resources
nap.edu.au/resources

4. ESSENTIAL TASKS

4.1 Prior to NAPLAN

1. Complete the test supervisor training course (details emailed on **Friday, 7 February**) and familiarise yourself with this manual.
2. Download the most recent version of the LDB on your student's device.
3. Test the LDB on the device by opening it, clicking 'Demonstration tests' and completing a demonstration test.
4. Should your student have a diagnosed disability, please familiarise yourself with the disability adjustments that are built into the LDB and contact SCSA or your host school to confirm which adjustments are appropriate to apply, prior to NAPLAN testing.

4.2 On the day of the test (including the practice test)

1. Have your supervisor script ready to read.
2. Ensure your student's device has the latest version of the LDB installed and is fully charged.
3. One hour before the test, have your email open and ready to receive the login codes.
4. Read the supervisor script to your student.
5. Your student logs in and waits for the test to begin.
6. At the end of the test, ensure that your student clicks on the button to finish the test.

5. PRACTICE TEST INFORMATION

5.1 About the practice test

The compulsory practice test is a single 'omnibus' test that includes questions from the domains of conventions of language, reading, and numeracy. It will take about 55 minutes to complete, using 10 minutes for introduction and instruction time and up to 45 minutes for student test time.

The questions in the practice test are not indicative of the difficulty of the questions that will be in the March NAPLAN tests.

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

- questions in the practice test do not need to be kept secure
- test supervisors and students can discuss the questions and the test functions during the practice test
- questions in the practice test are not scored or marked
- there are no scores or results for the practice test.

5.2 Approved rest breaks

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

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

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

5.3   Equipment

For the practice test, you will need:

- this manual
- the test session code and student code you received from the email address naplan@scsa.wa.edu.au following your completion of the SCSA training course
- your student's device with the latest LDB installed
- a blank sheet of paper for working out
- a pen or pencil.

No other materials are permitted.

During the practice test, the supervisor must follow the supervisor script and read aloud all instructions contained in the shaded boxes.

5.4   Timing of the practice test

For students being hosted at a school, the school will set their own schedule within the practice test period.

For students where SCSA is the test administrator, test supervisors will be required to supervise students sitting the compulsory practice test on either **Tuesday, 25 February**, **Wednesday, 26 February**, or **Thursday, 27 February at 10:00 am**.

9:00 am Check that the student's device is charged and ready.

     Access the login details that have been sent to the supervisor email address.

     You will receive one email per student you are supervising from naplan@scsa.wa.edu.au.

     The email will contain the following codes for the practice test session:

       the session code (8-digit code formatted xxx-xx-xxx)
       the student code (8-digit code formatted xx-xx-xx-xx).

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

9:45 am Student logs in and performs device check:

      1. open NAP Locked Down Browser

      2. select 'Training and Practice'

      3. complete the audio check

      4. select 'Start test'

      5. enter test session code

      6. enter student code.

     Test supervisor reads their script to the student.

10:00 am Test will be started by the test administrator.

10:15 am Late entries will no longer be accepted.

     During the last 10 minutes of the test, the on-screen clock will flash and can no longer be hidden.

     Upon test completion, the student clicks 'Yes' to finish, then 'Logout' and finally 'Yes' again to confirm logout. The LDB may then be closed.

6. PRACTICE TEST SUPERVISOR SCRIPT

READ ALOUD

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

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

Make sure the student has:

- the session code
- their student code
- a blank piece of paper, a pen or pencil and a set of headphones.

Then make sure the student has:

- turned on their device
- plugged in their headphones
- adjusted their device volume to about three-quarters of its maximum level.

READ ALOUD

If at any time you have any questions or you cannot see what I describe on your screen, let me know. Now click on the NAP 2025 icon on your device.

A screen similar to the following will appear.

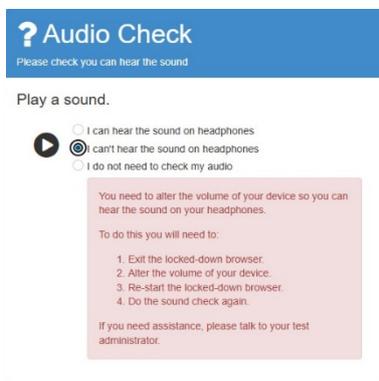

READ ALOUD

Now select Training and Practice.

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

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

Ask them to:

- play the sound (students should hear a short melody)
- select 'I can hear the sound on headphones' if they can hear the sound, or
- select 'I can't hear the sound on headphones' if they can't hear the sound, then follow the instructions on the page.

READ ALOUD

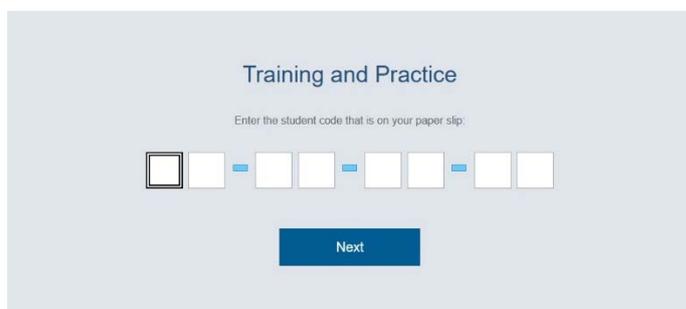If you can hear the sound, click 'Start test'.

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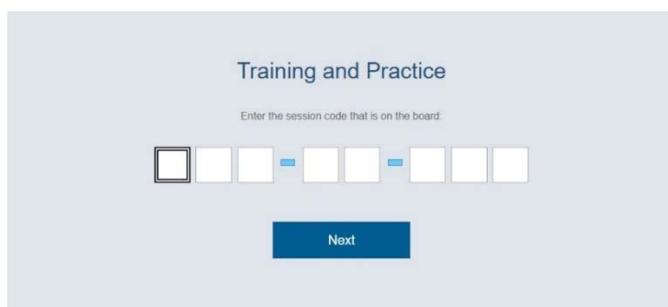
READ ALOUD

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

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

READ ALOUD

Type your student code into the boxes exactly as I have given it to you.
Then click 'Next' and wait for me to explain about the test.

The following screen will show the title and year level of the test the student is about to take, and the student's name. Please note that the name displayed will be a generic name for the practice test, not the student's actual name. Practice test questions are not scored, even though the message screens in the test will say they are. This is to maintain a consistent experience for students.

READ ALOUD

Stop now. Do not click 'Yes'.

Wait and listen while I tell you about the test.

Year 3: there are 42 questions
Year 5: there are 45 questions
Years 7 and 9: there are 47 questions

in this practice test. You have 45 minutes to complete the questions.

During the test, you will see message screens. Some of these messages just remind you to *check* your answers before they are scored. Once you move past them, you can still return to the questions.

Other message screens 'lock' the questions in the section you have just finished, so you can't go back to change your answers. There is a 'lock' screen at the end of the spelling section of the test.

Years 7 and 9: There is also a 'lock' screen in the numeracy test, at the end of the non-calculator section.

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

If you find that a question is too hard for you, flag it and go on to the next one. If you want to change an answer, you can as long as it is not in a locked section of the test. If you have time, you can go back to flagged questions after you have finished the rest of the test.

There is a timer in the top left-hand corner of your screen. It will flash when you have 10 minutes left, and again when you have five minutes left. I will also tell you when you have five minutes left. When your time ends, you will see a screen asking you to click the 'Finish' button.

If you finish early, check your answers and be sure that you have answered all the questions.

If you finish before your time ends, you can also click the 'Finish' button. You will be asked whether you have completed all the questions and checked your answers. If you select 'No' you will stay in the test. If you select 'Yes' you will exit the test.

Once finished, if there is still time left and you want to, you can select the 'Reopen test' button to go back to the test.

READ ALOUD

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

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

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

If your student misses the login window, please contact the SCSA NAPLAN helpdesk to reschedule for another session. If there are no more sessions offered, and your student has not participated in a practice test, they will no longer be eligible to sit NAPLAN at a non-school location. However, you may still approach a school to host your student.

READ ALOUD

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

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

If the student finishes before the 45 minutes of test time has elapsed, encourage them to check their answers.

When the student has finished checking, you may allow them to finish the test and log out of the Locked Down Browser.

After 40 minutes, READ ALOUD

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

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

After 45 minutes, READ ALOUD

Thank you for completing the test. It is now finished. There will be a message confirming that it has been finished. If you ran out of time to finish your test, you will now have a screen asking you to select 'Finish'.

Check that the student has finished the test.

READ ALOUD

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

You have now completed the compulsory practice test. Please make a note of the times and dates of your booked sessions for the March NAPLAN tests. These bookings can be changed up until 14 March 2025. The relevant test login details will be emailed to you approximately 1 hour before the test is due to start.