Preparation for NAPLAN Online 2018

Slide 1: NAPLAN Online – Platform refresher training February 2018

Welcome to the NAPLAN Online platform refresher training video. The intended audience for this presentation is School principals and NAPLAN coordinators. My name is Marian Thomson. I am a principal consultant with the K–10 testing team. Our team that is managed by Marilyn McKee acts as the test administration authority in Western Australia. Since 2016, one of my roles has been to provide training for NAPLAN Online and the use of the NAPLAN Online platform. The purpose of the video is to provide you with a quick refresher on the use of the platform.

Slide 2: Instruction pack and invitation email

The NAPLAN Online process will start with an Instruction pack. This pack has been sent recently to school principals. Following this Principals will receive an email invite to register for the platform. The email will be sent on the 2nd of March and will include a link to self-register. For the registration process you will need the school PIN and one of the secure login cards from the Instruction pack. The secure login cards are blue and white and are marked with 2018. Please ensure that any remaining 2017 cards are destroyed as they are no longer useable. Once registered as a user in the platform, the card used for the first login is bound to your account. Any subsequent logins will require you to enter your email address as your username, the password you created and the coordinates from the same card.

Once the principal has successfully registered they will be able to invite other users via the preparing dashboard. Keep in mind that anyone that has the role of NAPLAN coordinator within the platform will have access to all student background data and results. Therefore this access should be limited to people in senior positions.

Student data will not be available on the platform until the 9th of March. Between the 2 and 9th of March you will be able to Invite NAPLAN coordinators and school technical support officers. You can also use this time to create your test session schedule, check devices and install locked down browsers.

Slide 3: www.assessform.edu.au

For each login from this point you will need to go to www.asssessform.edu.au and select NAPLAN 2018. You can also select the training environment from this page however you need to remember that access to this part of the platform requires a completely different set of login details that we will go into later.

The home page contains technical and locked down browser information in the technology tab. The resources tab contains user guides and instructional videos.

Slide 4: Resources – preparing phase

The resources tab contains a section for the Principal and NAPLAN Coordinator. In this section a guide and instructional videos are available. To gain access to the resources you will need to log into the platform using a username, password and secure login card. The training school login details will work for this purpose. Once logged in the resources can be downloaded and saved to your device for easier access if you wish. In this presentation I will show you some of these videos, but highly recommend that you use the guide and view all the videos for more detailed information.

Slide 5: Preparing dashboard – first login

After registration the principal will be taken directly to the preparing dashboard for the school. At this stage the graph in the middle will state no data found as the student data will not be available until the 9th of March. More information about the dashboard functionality before and after the upload of data is available in the *System Workflows* video.

The principal may now invite one or more NAPLAN Coordinators using the Invite NAPLAN Coordinator link. The principal will also need to provide the NAPLAN Coordinator with one of the remaining secure login cards and the School PIN to enable them to complete the registration process. Once the NAPLAN Coordinator is registered as a user in the platform, the card supplied to them is bound to their account. Any subsequent logins will require the use of the same card.

The principal or NAPLAN coordinator may also invite School Technical Support Officers to register for an account. The School Technical Support Officer may assist with local technical support at the school.   The School Technical Support Officer will not have access to student information and therefore will not require a secure login card or the School PIN.

Slide 6: Preparing dashboard - tasks

This slide shows the preparing dashboard after student data has been uploaded. The graph in the centre of the screen is showing the number off assessment that need to be completed not the number of students enrolled. You can also select the links below the graph to see the students in each category.

During the preparing phase you will need to tick off all tasks in the checklist before you can move to the delivering phase. I will now work through some of these tasks

Pre-test material should be arriving by mail between the 26th of February and the 9th of March. This will include the handbooks and *Information for parent and carers* brochures. We are not providing a parent pack but provision of the brochure will cover the second check box.

The check boxes relating to submission of forms can be ticked if the process is underway. It may not be possible to finalise everything before you need to move to delivering. It is suggested that you be moving to the delivering phase by the 19th of March.

After student data is uploaded you will be able to use the manage students tile to check student details and add students as required. You cannot delete a student at this stage but you can mark them as no longer enrolled.

Slide 7: Adding class groups

A function that you may not have used in the trials is the ability to add class groups, disability adjustments and participation information in bulk.

The video I am about to play demonstrates adding class groups. Adding class groups will enable you to print student slips by the groups that you have assigned.

Slide 8: Adding class groups

Video from www.assessform.edu.au

Slide 9: Managing participation and disability adjustments

The manage student participation and disability adjustments link can also be used to assign disability adjustment codes and update the participation status of students as demonstrated in the next video.

Slide 10: Managing participation and disability adjustments

Video from www.assessform.edu.au

Slide 11: Managing participation and disability adjustments

As explained in the video the default participation status is participating. A student with the participating status is automatically assigned the available tests. During the preparing phase the only status that we would like you to use is no longer enrolled status for students that have left your school. As explained in the previous training video, our staff will update the status for exempt and withdrawn students, and apply disability adjustment codes once application forms have been received and approved. Disability adjustments that do not require our approval should be added by the NAPLAN Coordinator.

After moving to the delivering dashboard you will be able to come back to the preparing dashboard and use manage student participation and disability adjustments link to update the participation status for students who refused to sit the test.

At the end of the 9 day window you can also use the absent status for any students that were absent on the day of testing and any catch-up sessions offered. Setting a student's status to absent will prevent them from sitting the test and cannot be reversed.

Slide 12: Participating student report

Another function available on the preparing dashboard is the ability to run reports. One of these reports is the *Participating Student* report. In the delivering phase you will be required to produce packs for test administrators. One component of these packs is a list of students for each session which includes information on any disability adjustments, exemptions and withdrawals. The *Participating Student* report contains all of this information. The video I am about to play

demonstrates how to run and export this report. Once exported in excel format, the report can be altered to meet your needs.

Slide 13: Participating student report

Video from www.assessform.edu.au

Slide 14: Preparing phase complete

I have now given a brief overview of the preparing dashboard. Once all the boxes in the checklist have been ticked the complete button will appear at the bottom of the tile. After selecting the complete button and yes on the confirmation pop up you will progress to the Delivering dashboard. Remember you can always come back to the Preparing dashboard if required.

Slide 15: Delivering phase

The delivering phase is about producing all the material required to administer the tests and the test delivery. In this phase you will need to create the test administration packs for your planned sessions. The pack will require you to create a TA session login, print a TA session slip and print the student session slips. For more information the videos available in the resources tab demonstrate these functions of the platform clearly. Along with the material generated by the platform the test administration pack needs to include other information such as the *Test administration handbook*. A full list of the material required by the test administrator can be found on page 48 of the *Handbook for principals – NAPLAN Online 2018.*

Slide 16: Resources – delivering phase

This slide shows the resources that relate to the delivering phase. I highly recommend that you use these videos and the guide if you require more information.

Slide 17: Training for test delivery

The training of the Test administrators is a very important task that will need to be performed by the Principal or NAPLAN Coordinator. Principals were sent a set of login details for the NAPLAN Online training environment on the 9th of February along with instructions for accessing this environment. The login details in this email are the only way to access the training environment. Your email address and the coordinates from the blue and white secure login card will not provide you with access to the training environment. You can use the training environment to become familiar with the platform. This environment is also very useful when training test administrators.

The training environment is a mirror of the NAPLAN 2018 environment but contains only dummy information. Real student or staff data should not be added to the training environment. Once you have access to the training environment tick all the boxes on the preparing dashboard and progress the training school to the delivering dashboard. Once on the delivering dashboard create as many Test session logins as you like and print the slips. Also print some of the dummy student slips. These two pieces of information will enable you to demonstrate how to start and run a session. To assist

you the document *NAPLAN Online – using the training environment to demonstrate test delivery* will be sent with Update 3 and includes step by step instructions.

Slide 18: Resources – test administrator

The resources tab contains a section for the Test Administrator. In this section a guide and instructional videos are available. To gain access to the resources you do not need to log into the platform first. Once again the resources are downloadable. It is recommended that all staff involved in NAPLAN Online test delivery view the videos.

Slide 19: Test administrator responsibilities

The most important message for test administrators is to pause if a disruption occurs. The test administrator has the ability to pause the entire session or pause an individual student. Pausing will stop the timer and ensures that when students are able to resume they will still have the correct amount of time remaining.

If the problem can be quickly resolved the test administrator can resume the session or the student. If the problem persists they may need to keep the student in the paused state and contact the NAPLAN Coordinator.

The test administrator will also need to manually pause for students that have an approved rest breaks. Other disability adjustments such as extra time and alternative items will be applied automatically, and require no action from the test administrator.

Technical disruptions will display on the test administrator dashboard as a triangle icon. Once the disruption has been resolve the test administrator should dismiss the disruption. This will ensure that any further disruptions are visible.

Please refer to the *Monitoring Disruptions* video for more information.

If a spare devices is available it is possible for the student to switch device. This may be the quickest resolution for a disruption.

If the test was not able to be paused a record should be kept on any time lost. The intention is that all students have a comparable testing experience. At the discretion of the test administrator, test attempts can be reopened at the end of the test. Extra time can be added to compensate for any lost time. A reason should be recorded in the platform at the time.

In most cases the Test administrator will be able to finalise the session. The only time that a session should not be finalised is when a student remains in pause and needs to be postponed by the NAPLAN Coordinator. This will be after a major disruption or if a student falls ill.

When sessions are not finalised the student in that session will not be able to move on to another test and the students work will not be sent for marking.

Slide 20: Managing test sessions – NAPLAN coordinator

During the testing window it is important that the Principal or NAPLAN Coordinator manages the test sessions daily to ensure that all test attempts are submitted and that the test sessions have been finalised. Test administrators only have the ability to pause student attempts. Any issues that cannot be resolve during the test session will result in the student or students remaining in a paused state. The principal or NAPLAN coordinator will need to decide on the action that needs to be taken for these students. For students who have experienced a technical issue the attempts can be postponed. This will allow the student to resume their test at another time. If a student is ill or injured during the testing session the principal or NAPLAN coordinator will again postpone the attempt. They will then need to contact our office to get approval for a sanctioned abandonment. Students who are injured or fall ill during the test must not be given an opportunity to resume the test. The principal or NAPLAN coordinator can also finish the test on the student's behalf. This would be in the case of a student refusal. In the platform the term finish indicates that the test will be submitted for marking. It is a breach to add or alter responses to individual questions for any student. Once all test attempts are finished or postponed the session can be finalised allowing the students in that session to move to another assessment.

The video I am about to play demonstrates how to manage sessions and test attempts from the Principal or NAPLAN Coordinator dashboard.

Slide 21: Managing test sessions – NAPLAN coordinator

Video from www.assessform.edu.au

Slide 22: School readiness – practice test

To allow test administrator and students to become familiar with the NAPLAN Online process a practice test has been loaded into the NAPLAN 2018 environment. It will allow test administrators and students to complete a practice test within the NAPLAN 2018 and is additional to the training environment. It will be available for use from the 20th March to the 27th April. You will not be able to access it outside of these dates. The practice test allows student to log in exactly as they will for the NAPLAN tests. Going through this exercise should assist with a smoother start for the actual tests. A practice test has been allocated to every student registered on the platform and can only be used once. For this reason we would suggest that you use it as close to the NAPLAN testing window as possible. To administer the practice test your school will need to be in the delivering phase on the platform. Test administrator session slips will need to be produced and practice test student slips printed. We will also be providing you with a mini test administration handbook to cover this event.

Slide 23: Contact details

I have now given a brief overview of the preparing and delivering dashboard for the NAPLAN Online platform. If you have any questions or concerns following this presentation or at any time in the future please call the NAPLAN Online help desk on 9442 9442 or send an email to naplanonline@scsa.wa.edu.au. Electronic copies of forms and publications can be found on the SCSA website