

PART D: NAPLAN ONLINE OPERATIONAL INSTRUCTIONS

Preparation	Key dates	Check
Familiarise students with the online national assessment platform via the <i>Public Demonstration</i> site: www.nap.edu.au/online-assessment/public-demonstration-site	ongoing	
Ensure principal and NAPLAN coordinator details are correct in SIRS.	31 January	
Undertake the online training in using the assessment platform. Refer to NAPLAN updates for more information.	Begin 31 January	
Inform parents and carers about NAPLAN participation.	Begin 31 January	
Advise staff that NAPLAN writing marker applications must be completed online on the <i>School Curriculum and Standards Authority</i> website. For information and to apply, go to k10outline.scsa.wa.edu.au/home/assessment/testing/naplan/markers . The final date for submission of applications is Friday, 1 April .	Begin 31 January	
Submit applications for alternative test formats: braille, large print, black & white masters . The form is downloadable at the SCSA NAPLAN website k10outline.scsa.wa.edu.au/home/assessment/testing/naplan Applications must be submitted by Thursday, 10 February .	End 10 February	
<p>The Pearson Student registration website (www.pearsononline.com.au/WA) opens on Tuesday, 22 February and closes on Friday, 4 March. Student information has been uploaded by the sector authorities.</p> <p>All schools are required to check student registration and participation data in the Pearson website before SCSA transfers the data to the NAPLAN platform on Monday, 14 March (noting that the website closes on Friday, 4 March). The NAPLAN coordinator will need to continue to check and amend student information in the NAPLAN platform after transfer.</p> <p>The Pearson website is also to be used to download forms to apply for exemptions, withdrawals and disability adjustments. Download pre-populated forms and submit these as soon as possible for processing. The final submission date for exemption and adjustments for disability applications is Friday, April 8 (noting this date is the last day of Term 1), and the final submission date for withdrawal is Monday, 2 May.</p> <p>Verify or amend student details on the website:</p> <ul style="list-style-type: none"> – Check for accuracy and spelling of names, dates of birth, year levels. – Indicate participation status: present, absent, left school, exempt, withdrawn. – Apply for adjustments for disability requiring TAA approval (Year 3 computer for writing; Writing test scribe; Unsecured browser; Extra time - double total test time). <p>Year 3 writing test booklets will be pre-printed with student details for all students who are registered on the website, including those not withdrawn or exempted by Friday, 4 March.</p> <p>Data from the Pearson website is also used for individual student reports.</p> <p>For assistance call the Pearson help desk on 1800 665 627. A User manual is on the website.</p>	<p>Begin 22 February</p> <p>End 4 March</p>	

<p>Check daily for delivery of pre-test materials:</p> <ul style="list-style-type: none"> – NAPLAN handbook for principals and NAPLAN coordinators – online 2022 – Information for parents and carers brochures – NAPLAN test administration handbook for teachers – online 2022 – Password for the Pearson Student registration and participation website – Five secure login cards and school PIN for access to the online national assessment platform. <p>If these materials have not been received by Thursday, 17 February please contact 1800 665 627.</p>	Begin 12 February	
<ul style="list-style-type: none"> – Ensure test administration staff are identified and trained to use the assessment platform. – The NAPLAN test administration handbook for teachers – online 2022 may be distributed. – Distribute the Information for parents and carers brochures. 	Begin when pre-test materials are received	
<p>The Pearson Student registration website closes on 4 March. Final date for pre-printed back-up test material student information for all students not withdrawn or exempted. The student data in the website on that date will be used to pre-print back-up test books with student details. No further registration updates can be made until the website reopens for the participation stage on 14 March.</p>	4 March	
<p>(Principal Only) Check email account 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 9 March contact the NAPLAN Helpdesk on 9442 9442. Please note student data will not be available in the platform until 14 March.</p>	8 March	
<p>(Principal Only) Invite NAPLAN coordinator/s and school technical support officer, as required, to register in the assessment platform.</p>	Begin 8 March	
<p>Student data available within the assessment platform. Check that student information is current and complete.</p>	14 March	
<p>Pearson Student participation website reopens. The website will remain open until 20 May.</p>	14 March	
<p>In the assessment platform, ensure the checklist on the <i>Preparing</i> dashboard is completed and move to the <i>Delivering</i> dashboard. A task started but not completed may be ticked. You can return to the <i>Preparing</i> dashboard while in the <i>Delivering</i> phase as needed.</p>	Before 23 March	
<p>Prepare test administrator test session packs for practice sessions, containing:</p> <ul style="list-style-type: none"> – the test session login slip – student login slips – a list of students expected to attend the session. 	23 March	
<p>Coordinated practice test: Writing. For more details, see section <i>Practice tests</i> on page 47 of this handbook.</p>	24 March 9.00am	
<p>NAPLAN Online 2022 practice test period. The practice tests will not be available after 8 April.</p>	24 March – 8 April	
<p>Remind teachers that writing marker applications are due on Friday, 1 April. For information and to apply, go to k10outline.scsa.wa.edu.au/home/assessment/testing/naplan/markers.</p>	1 April	
<p>Term one ends.</p>	8 April	
<p>Last date for submission of exemption and adjustment for disability application forms.</p>	8 April	
<p>Complete initial test session timetable/schedule and distribute to staff.</p>	28 April	

<p>Schools with Year 3 students only: Prepare for receipt of Year 3 writing paper test materials from Australia Post from Tuesday, 26 April to Monday, 2 May. Advise all staff that anyone collecting or taking receipt of materials must:</p> <ul style="list-style-type: none"> • sign for them legibly • notify the principal and NAPLAN coordinator immediately <p>The principal or NAPLAN coordinator must organise the secure storage of the test materials.</p> <p>Country and remote schools: plan to collect materials from the nearest Australia Post office or depot as per normal mail routines.</p> <p>If materials have not arrived by Tuesday, 3 May report by phoning 1800 665 627.</p>	26 April – 3 May	
<p>Schools with Year 3 students only: On receipt of NAPLAN test materials, open package or box. Retain packaging for return of completed test booklets. Check contents against Step 4 Receipt of NAPLAN materials on the Pearson website (www.pearsononline.com.au/WA) and the Test participation and summary report.</p> <p>DO NOT OPEN TAMPER-EVIDENT PACKS.</p> <p>Ensure that the test materials received include:</p> <ul style="list-style-type: none"> • eParcel labels with unique Australia Post Article ID numbers for return of materials • writing test books, pre-printed with student details on the front cover • a writing stimulus page for each student • extra sets of test materials (these books are not pre-printed with student details) • special return envelope for alternative format tests. <p>Acknowledge receipt of the Year 3 writing materials on the Pearson website by Tuesday, 3 May. If any materials are missing, contact 1800 665 627 immediately. The last day to request additional supplies on the Pearson website is Tuesday, 3 May. Store the test materials securely.</p>	26 April – 3 May	
<p>Prepare test administrator test session packs, including the test session login slip, student login slips and a list of students expected to attend the session.</p>	26 April – 9 May	
<p>Refer to section 8 in Part A of this handbook <i>Administering the tests</i>. Brief all test administrators and support persons emphasising the following points:</p> <ul style="list-style-type: none"> • The <i>NAPLAN test administration handbook for teachers – online 2022</i> must be read carefully and followed exactly. • 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 this handbook <i>Adjustments for students with disability</i>). <p>Distribute to administrators the <i>NAPLAN test administration handbook for teachers – online 2022</i> (if not distributed earlier) and class lists. Advise test administrators of students who are exempt, withdrawn, visiting or need adjustments for disability.</p>	26 April – 9 May	
<ul style="list-style-type: none"> • Ensure all applications for withdrawal have been submitted. <p>Schools with Year 3 students:</p> <ul style="list-style-type: none"> • Check daily for receipt of writing test materials. • Acknowledge receipt of test materials on the Pearson website www.pearsononline.com.au/WA 	No later than 3 May	
<p>If any additional orders of Year 3 writing test materials have not arrived by Friday, 6 May, report by phoning 1800 665 627.</p>	6 May	

Test delivery	Key dates	Check
Advise teachers to prepare rooms for test conditions, including removal of charts and printed material.	9 May	
Distribute the test administrator test session pack prior to each test session.	10 – 20 May	
NAPLAN testing window YEARS 3 and 5: <ul style="list-style-type: none"> Year 3 writing must be administered on the morning of 10 May. Administer the Year 5 writing test first, within the first two days, followed by reading, conventions of language and numeracy in that order. YEARS 7 and 9: <ul style="list-style-type: none"> Administer the writing test on Days 2 and 3 (11 and 12 May). Day 1 may be used to administer reading, followed by conventions of language. 	10 – 20 May	
Apply for adjustments for students with an injury or temporary disability. Go to k10outline.scsa.wa.edu.au/home/assessment/testing/naplan to download forms.	10 – 20 May	
Years 5, 7 and 9 NAPLAN writing to be completed (except for catch-up tests).	10 – 12 May	
Final day for Year 3 writing catch-up tests.	13 May	
Return all Year 3 writing tests as soon as possible and no later than 13 May. See next section of this schedule for details.	13 May	
Collect test materials used in the online tests (including all working-out paper) at the completion of each test session and store securely.	10 – 20 May	
Report any test breaches to the TAA by phoning 9442 9460.	10 – 20 May	
Final date for catch-up tests for individual students for all tests except Year 3 writing.	20 May	
Update student participation status in assessment platform where necessary, finalise all test sessions and complete the <i>Platform</i> checklist.	20 May	
Alternative format tests only For all tests except Year 3 writing: collect all large print and braille test materials (used and unused) for return, and package them in the special return polybag provided for large print, and the original box for braille materials. For used large print and braille tests, the personalised test book should be returned with the tests for transcription and marking. Test materials should be returned with the provided eParcel labels printed with the return address. If eParcel labels are missing, contact 1800 665 627. (see next section for return of Year 3 writing test materials)	10 – 20 May	
Return any Year 3 writing test books for visiting or hosted students: <ul style="list-style-type: none"> to the TAA of their home state or territory for interstate students to the WA TAA (SCSA) for WA students. See section 12 of this handbook for details.	13 May	
All retained test materials must be kept secure up to and including Friday, 3 June, when the test security period ends. Continue to securely store all online test materials and Year 3 writing test materials, including unused test books, until 3 June.	10 May – 3 June	
After the test security period: Test materials may be used within the school AFTER 3 June , only in accordance with sections 4.3.12 and 4.3.13 in this handbook: <ul style="list-style-type: none"> paper test materials, e.g. the Year 3 writing test, may be used within the school. Ensure that any personal student information is removed before post-test use. All working-out pages used by students during test sessions must be securely destroyed. 	after 3 June	

Return of Year 3 test materials only	Key dates	Check
It is essential that materials are mailed back on time. Retain your receipt from Australia Post.	13 May	
Pack any used and unused pre-printed Year 3 paper writing books into their original box. Ensure that any typed scripts are attached to the personalised book. Pack all used and unused alternative format Year 3 writing tests (braille, large print) into the special return polybag and return with the provided eParcel label printed with the return address. Ensure the personalised book is attached to any used alternative format test for transcription and marking. If the eParcel label is missing, contact 1800 665 627.	13 May	
Confirm dispatch of materials on the Pearson <i>Student participation</i> website. Indicate the number of boxes sent and specify which labels were used. Print this page for your records.	13 May	

Marking and reporting	Key dates	Check
Marking Marking of writing and short-response questions takes place in each state and territory by professional markers who are trained to mark the specific NAPLAN tasks.	18 May – 11 June (TBC)	
Analysis of data and preparation of reports takes place.	May - August	
Preliminary results of NAPLAN Online released in the platform. Preliminary school and student summary reports (SSSR) are available.	TBC	
Final results available. Schools receive the following: <ul style="list-style-type: none"> – individual student reports (ISRs) for distribution to parents and carers – reporting information brochure for parents and carers – <i>Administrator's guide to reporting handbook</i> – electronic copies of writing scripts and PDFs of all individual student reports. <p>The principal should ensure that the writing scripts and ISRs are stored securely, and saved to a secure computer for backup.</p> <p>School data will be available electronically through the relevant sector's reporting system.</p>	September	
Schools must check all ISRs and data.	September	
Schools distribute the ISRs to parents and carers within a week of receipt.	September	
Request by email to naplan@scsa.wa.edu.au , clearly outlining the basis for the request: <ul style="list-style-type: none"> – replacement of missing reports – checking of results and re-marking by the end of term 3 (Friday, 23 September)	End of term 3 (23 September)	
Release of 2022 NAPLAN National report.	December	