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INTRODUCTION
A secure website has been established for schools to register details of all students participating in the National Assessment Program Literacy and Numeracy (NAPLAN) and to update NAPLAN-related activities. This information is required to facilitate accurate administration of the testing program.

The website is open to schools in two stages:

- registration – 23 February to 5 March
- participation – 15 March to 21 May

IT IS A SCHOOL’S RESPONSIBILITY TO PROVIDE CORRECT AND COMPLETE DATA FOR ALL STUDENTS BY 21 MAY.

This manual relates to the participation stage.

In the participation phase, schools confirm receipt of test materials, request additional test materials, print class lists, confirm the participation status of students, record issues during test administration, and allocate students into groups or classes for reporting software and individual student reports.

Schools can also update student details and print exemption, withdrawal, adjustment for disability and alternative test format application forms that are pre-filled with student details.

The website is also used to check whether applications for adjustment for disability and alternative test formats have been approved by the TAA.

THE STUDENT PARTICIPATION WEBSITE
The Student participation website is accessed at:  

* Note that you will need to allow for pop-ups on your internet browser. For example, in Internet Explorer: Tools>Pop-up Blocker>Turn off

The website is secure and each school can only access and amend the details of their own students. Schools were provided with their usernames and passwords in a letter included in the pre-test mailout containing the Handbook for principals and NAPLAN coordinators, Test administration handbooks for teachers and Information for parents and carers brochures.

Your username and password is the same as that used for the registration stage of the website. If you do not have your username and password please contact the help desk on 1800 665 627.
PROGRESSING THROUGH THE REGISTRATION AND PARTICIPATION WEBSITE

The website has been designed to step schools through the processes required for managing the NAPLAN assessments.

There are three groups of school users:
1. Paper test schools
2. Online test schools with Year 3 students
3. Online test schools without Year 3 students

The requirements for progressing through the steps in the website are different for each group. Access to the steps is managed within the website, and steps that are not applicable to a school group will be greyed-out.

1. Paper test schools are required to progress through ALL steps 1 to 12.
2. Online schools with Year 3 students are required to progress through steps 1 to 3 for all students and steps 4 to 12 for Year 3 Writing assessment students only.
   
   **Step 10** should be completed for all students if you require the Individual Student Reports (ISRs) to be sent to your school ordered by class groups.

3. Online schools without Year 3 students are required to complete steps 1 to 4 only.

   **Step 10** is also available if you require the Individual Student Reports (ISRs) to be sent to your school ordered by class groups.

**Steps 1 to 3** were available to ALL schools during the registration phase (25 February – 6 March).

Schools should continue to use **step 3, Manage Students**, to:
- update the participation status for paper test students (Paper test schools, and Year 3 students in Online test schools)
- access prefilled forms for withdrawals, exemptions and applications for disability adjustments (all schools)
- view when applications requiring approval have been approved (all schools)

**Step 4** should be completed by ALL schools as soon as possible after the receipt of paper test materials.

**Step 5** is only needed if additional materials are required.

**Steps 6 to 9** need to be completed at the time of the assessments.

**Steps 10 -12** need to be completed after the assessments have been completed.
ACCESS TO THE WEBSITE

To login to the secure website:

- go online to https://www.pearsononline.com.au/wa
- enter the **USERNAME** and case-sensitive **PASSWORD** that has been assigned to your school. These are the same as used for the registration website.

*Note:* if you incorrectly enter your details 3 times, you will be locked out of the website and will need to contact the help desk on **1800 665 627**.

The website **HOME PAGE** will open.

To complete the necessary steps on the website, click on the options in the Main Menu on the left of the screen or click the relevant link under Tasks in the Home Page.

Steps 1 to 6 should be completed before the assessment, and steps 7 to 12 during and after the assessment. Use the **Next** button to move to the next step.
Step 1: CHECK SCHOOL DETAILS

View your school’s details by clicking on School details in the main menu or Step 1 on the Home page. You are able to update the name of the school’s NAPLAN co-ordinator and their contact details.

Click on Save once you have edited your school details.

Contact your testing authority if any of the other school details (i.e. school name and address) need to be changed:

Public Schools (including Independent Public Schools)
School Curriculum and Standards Authority
(08) 9442 9442
naplan@scsa.wa.edu.au

Catholic schools
Catholic Education Western Australia
(08) 6380 5200

Non-Government Independent Schools
Association of Independent Schools of Western Australia
(08) 9441 1678
Step 2: STATEMENT OF COMPLIANCE

Principals are required to acknowledge that they have read and understood the National Protocols cited in Part A and the operational information and instructions of Part B of the Handbook for principals and NAPLAN coordinators.

Note: This step should have been completed in the Registration phase.

To complete the Statement of Compliance:

- click on **Statement of Compliance** in the main menu or **Step 2** on the Home page or the **Next** button after completing **School details**
- tick the box to indicate that you have read and understood the requirements
- enter your title, first name, last name, email address and phone number into the text boxes
- click on the **Submit** button
- Once the Statement of Compliance information has been submitted, it cannot be changed or re-submitted
Step 3: MANAGE STUDENTS
This page allows you to view and modify your students and test groups. For example, you can:
- move students to a different test group
- create a new test group
- add a new student.

VIEW TEST GROUPS
- Click on Manage Students in the main menu on the left of the screen.
- In the Display side of the shaded action panel, click on the Filter drop-down options to select the Year level, Test type and Test group that you want to check. ‘All test groups’ will show all students in the Test type you have selected.
- Click Search.
- Student details will show below the panel. Click on the column headings if you wish to sort the students in different ways.

NOTE: Student data in the electronic reporting software defaults to the test groups. Groups can be changed in Step 9 (see page 17).

Student data in the Individual Student Reports (pdfs) defaults to alphabetical order. Test groups need to be reapplied in Step 10 (see page 19) if you wish the pdf reports to be sorted by these groups.
SEARCH FOR A SPECIFIC STUDENT OR ADD A NEW STUDENT

- Enter the student’s name into the First Name and Last Name boxes.
- Click on Search. The list will then display the student. If the student does not exist a ‘student cannot be found’ message will appear.
- Click on Check Students/groups to return to the student list.
- Register a new student by clicking on Add student and entering details.

ADD A TEST GROUP

If the test group that you need to move the students to does not exist, you can create a new test group.

To create a new test group:
- in the Edit side of the shaded section, click on Add/Edit/Delete test group
- type in the test group name
- select the Year level and Test type from the drop down lists
- click on Add to create the new test group.

Note: adding a new test group does not default to all test types. Each test type must be done separately.

Once the test group is created, the name can be edited by clicking on the Edit link on the Add new test group screen.

There is the option to delete test groups if desired.
DELETE A TEST GROUP

To delete a test group:

- click on Add/Edit/Delete test group
- click on the Delete link for the test group you wish to delete
- Click Ok from the message popup

Note: The test group must be empty before it can be deleted. Also note that deleting a test group does not default to all test types. Each test type must be done separately.

MOVE STUDENTS TO A DIFFERENT TEST GROUP

- Choose the Test type (students can be in different test groups for each test type). Click Search.
- Click the tick box next to the student or students’ names.
- To move the entire list of students check the tick box Select All above the list of students.
- From the Move to test group drop down list, select the new test group.
- A question asking whether you want this to apply to all test sessions (domains) will appear. Click Yes or No and then Update.
- The selected students will be updated automatically.
Step 4: RECEIPT OF NAPLAN TEST MATERIALS

Carefully check the quantities of NAPLAN materials you have received.

To assist with this, you can print class lists *(Test participation and summary reports)*. See page 13 of this manual.

View and confirm the quantities of test materials that have been dispatched to your school by clicking on Receipt of NAPLAN Test materials on the main menu on the left of your screen.

The Receipt of NAPLAN Test materials page lists the NAPLAN materials for your school. The Quantity Received column will show the number of materials you should have received. If you did not receive these quantities, change the number in the box to show what you actually received.

Once all quantities have been checked and updated (if necessary), click Confirm Quantity Received button.

*Note: Once you have clicked Confirm Quantity Received, this action cannot be undone.*
Step 5: REQUEST ADDITIONAL MATERIALS

To request additional materials click on Request Additional Materials on the main menu on the left of your screen.

NOTE: You can only request additional test materials after clicking Confirm Quantity Received on the Receipt of NAPLAN Test Materials page.

If you received fewer materials than you should have, the shortfall will be automatically added to the Additional Materials Required column and highlighted.

You can request other additional materials by changing the number in the box in the Additional Materials Required column.

Once you have updated all additional materials required, click Request Additional Materials. A popup will appear summarising your request:

Please confirm the following additional materials:
- 1 additional material(s) for Test administration handbooks Year 3 and Year 5
- 1 additional material(s) for Test administration handbooks Year 7 and Year 9

Click Confirm Additional Materials to finalise your request. A history of your requests and current status will then appear below the ‘Request Additional Materials’ button.
Step 6: PRINT CLASS LISTS: TEST PARTICIPATION AND SUMMARY REPORT (TPSR)

To manage and record student participation, schools should print class lists (Test participation and summary reports) before the test period begins.

Note: class lists for classes sitting the test online cannot be printed.

Print the Test participation and summary report
- Click on Print class lists (TPSR) in the main menu on the left of the screen.
- Click Print/Save.
- Select the Year level, Test type and Test group from the drop-down lists.
- Click on View Report.
- Click on Export button in the tool bar.
- Select your preferred format from the drop-down list.
- Choose Open or Save.
- Print as per your usual procedure.

NOTE: Class lists exported in Word will display on the left side of the document. The list can be easily adjusted to fit the whole page width by dragging the right-hand border of the table containing the list toward the right.

Test administrators should use these class lists at test sessions to record the various categories of student participation e.g. absent, abandonment etc. Details of any new students can be written down on the blank rows at the end of the Test participation and summary report.

The Test participation and summary reports can then be used as a reference for recording student participation on the website. Schools should update the test participation information for each class on the website by 21 May.

Once the test session updating has been completed in the website, the Test participation and summary report can be reprinted. Schools should keep a hard copy for their records.
Steps 7 and 8: MANAGE STUDENT PARTICIPATION DURING THE TESTS

a) **Step 7 PARTICIPATION REPORTING**

The participation status for all students for whom a pre-printed test book has been provided will be set to **Present**. If an application for exemption or withdrawal has been approved by your testing authority, the status of those students will be set to **Exempt** or **Withdrawn**. Students identified as **Left School** are also pre-set.

You will need to amend the participation status for a student if
- they did not participate or were absent from the testing
- they received adjustments for disability
- their withdrawn or exempt status was changed.

**Amend a student’s participation details**
- Click on Participation reporting on the left of the screen.
- Click on the Filter options to select Year level, Test type and Test group.
- Select the relevant participation status from the drop-down list in the Participation column next to a student’s name on the list:
  - **Absent**: absent for the test session
  - **Left School**: left the school prior to the test
  - **Exempt**: formally exempted from the test
  - **Withdrawn**: withdrawn from the test by a parent
  - **Abandonment**: test not completed due to illness or misadventure
  - **Adjustment for Disability**: see below

**Record an Adjustment for Disability**
- Select the appropriate adjustment. *Select multiple adjustments by holding down the Ctrl key and clicking on required categories.*
- Adjustments that require TAA approval are:
  - Alternative test format
  - Temporary injury
  - Writing test scribe
  - Computer for writing
  - Extra time - double test time
  - Unsecured browser

Once selected, the participation information is automatically saved.

**Add a new student**
- Click on **Add Student** on the Participation reporting screen.
- Enter the details of the new student, including their participation details for each test type.
- Click on **Add** at the bottom of the screen.
- Click **Return** to return to the list of student details.

Once the student has been added, they will appear on the student list highlighted in yellow.
## Student Registration and Participation Website 2021

**PAS Paper (School Code: 1279)**

### Participation Reporting

Enter each student's participation status. When you have finished click 'next'. If a student needs an adjustment for disability that requires TDA approval, tick the Adjustment for Disability box to show a dropdown list. Select the adjustment. Please refer to Section 5 of the handbook for details of conditions for approval.

You can select multiple adjustments for a student by holding down the Ctrl key on your keyboard and clicking on each category.

### Display Options

- **Display All**
- **Select All**

Click column headers to sort by the column.

<table>
<thead>
<tr>
<th>FirstName</th>
<th>LastName</th>
<th>DOB</th>
<th>Year</th>
<th>Test Group</th>
<th>Participation Status</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>WESLEY</td>
<td>FRED-GEORGE</td>
<td>2/01/1982</td>
<td>3</td>
<td>3Test</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>GLENNARD</td>
<td>SIENNA</td>
<td>10/05/2010</td>
<td>3</td>
<td>3Test</td>
<td>Withdrawn</td>
<td></td>
</tr>
<tr>
<td>GERRI</td>
<td>TRAY</td>
<td>18/02/2011</td>
<td>3</td>
<td>3Test</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>INGRAM</td>
<td>ZOC</td>
<td>15/06/2011</td>
<td>3</td>
<td>3Test</td>
<td>Present</td>
<td></td>
</tr>
</tbody>
</table>

### Adjustments

- TDA Adjustment for Disability
- Alternative Test Format
- Temporary Injury
- Extra time
double
- Unsecured browser

Click here for the Withdrawal form
Click here for the Participation form
Click here for the Adjustments for Disability form
Click here for the Adjustments for Disability - Temporary Injury form
Click here for the Alternative Test Format form

**Back**  **Next**
b. Step 8: MAKE NOTES ON POTENTIAL FACTORS AFFECTING STUDENT PERFORMANCE

In Step 8 Test Session Report, schools are able to record issues that arose during the test session that could affect performance (students arriving late, feeling sick, etc.).

**Enter a test session report**
- Click on **Test session report** from the main menu.
- Select the **Year level**, **Test session** and **Test group** from the menu.
- Type in the details in the report window.
- Click on the **Update** button to save the report.
- Click on the **Print/Save** button to print a copy of the report. The **Test session report** will also appear on the TPSR.

**Note: the Test Session Report relates only to a Year level, Test session and/or Test group** – not to an individual student. Notes relating to individual students can be handwritten on the CLASS LIST: TEST PARTICIPATION AND SUMMARY REPORT (see step 6).
**Step 9: MANAGE STUDENT GROUPS FOR ELECTRONIC REPORTING SOFTWARE**

This page allows you to determine how your school data will be presented in the electronic reporting software later in the year.

**NOTE:** If you wish to receive electronic data for students in the same groups you used for the test sessions, **skip** this step by clicking **Next**.

**Receive electronic reporting in alphabetical order for each year level and subject:**

If you wish to receive school data for students in each year level in alphabetical order do the following:

- Click **Reporting software groups** from the main menu.
- In the **Edit** section of the action panel go to **Group all students by**.
- Click **Select an option**.
- Click **Alphabetical order**.

**Wait for a message to appear:**

**Successfully grouped by Alphabetical order.**

Electronic reporting data will be grouped alphabetically for each year group and subject.
Receive electronic reports in specific reporting groups

If you wish to receive school data for students in each year level in **specific electronic reporting software groups** follow the steps below. Default reporting software groups are the same as your test groups. You can create new groups if you wish.

**Create a new electronic reporting software group**
- In the **Edit** section of the action panel click on **Add/Delete Reporting software group**.
- Type in the group name.
- Select the **Year level** and **Subject** from the drop-down lists.
- Click **Add** to create the new group. Repeat as required for each subject.
- You can edit the name of a **Reporting software group** by clicking on **Edit Reporting software group name**.

**Move students to a new reporting software group**
- Click **Reporting software groups** from the main menu.
- Click the Filter drop-down options to select the **Year level**, **Subject** and **Reporting software group** that you want to view. ‘All reporting software groups’ will display all students.
- Click the tick box next to the relevant students’ names. To move the entire page of students, click the tick box at the top of the column.
- Select the new group from the **Move selected student to reporting software group** drop-down list. The selected students will be updated automatically. Their new allocation will be listed in the reporting software group column on the student list. **This must be repeated for each page, subject and year level.**

If you change your mind and want to group students in original test groups do the following:

- Select the **Year level** and **Subject** from the drop-down lists.
- Select ‘All reporting software groups’ from the **Reporting software group** menu.
- In the **Edit** section of the action panel go to **Group all students by**.
- Click on **Select an option**.
- Click on **Test groups**. A message will appear: **Successfully grouped by Test group.** The students’ new allocation will be listed in the reporting software group column on the student list.
- **You do not need to repeat this for the other subjects or year levels as it transfers across all students automatically.**
Step 10: MANAGE STUDENT GROUPS FOR INDIVIDUAL STUDENT REPORTS (ISR)

This page allows you to determine how individual student reports will be delivered.

If you wish to receive your individual student reports in alphabetical order please click Next to skip this step.

If you wish to have reports delivered in Test group order or the electronic reporting software group order, please do the following:

- Click on Individual Student Reports Groups on the main menu.
- Click on the Filter drop-down options to select the Year level and ISR group that you want to view. ‘All ISR groups’ will display all students.
- Click the tick box next to the relevant students’ names. To move the entire list of students click the ‘select all’ box at the top of the column.
- Go to the Group students by menu. Select group from the drop-down list.
  - Test group (LC/Writing)
  - Test group (Reading)
  - Test group (Numeracy)
  - Reporting software group (LC/Writing)
  - Reporting software group (Reading)
  - Reporting software group (Numeracy)
  - Alphabetical

The students’ new allocation will be listed in the ISR group column on the list.

If you wish to have reports delivered in a new group you create, do as follows:

- Click Add ISR group.
- Type in the group name.
- Select the Year level drop-down list.
- Click Add to create the new group.
- Return to Individual Student Reports Groups on the main menu.
- Click the tick box next to the relevant students’ names. To move the entire list of students, click the ‘select all’ box at the top of the column.
- Go to the Move to ISR group drop-down list. Select the group and the selected students will be updated automatically.
Step 11: RETURNING TEST MATERIALS

Once the tests have been completed and the test materials are ready for return, follow the steps below:

- Click on Returning test materials on the main menu.
- Tick the relevant Australia Post Article ID box for each of the eParcel return labels used.
- Indicate the number of regular test books and specially printed books (e.g. Braille, large print etc.) that are being returned. Repeat for test booklet type.
- Fill in the number of boxes returned for processing.

If you do not have the Australia Post eParcel labels available, please contact the Pearson helpdesk (1800 665 627) to request additional labels.
Step 12: CONFIRM YOU HAVE FINISHED REPORTING AND ORGANISING STUDENTS

When the student details for a year level are accurate:

- Click on Confirmation on the main menu
- Click the box next to the year level that you want to confirm

Once confirmation for each year level has been received, the online student participation process is complete. You can now log off.

If you need to make further edits to participation details, the year levels must be ‘unconfirmed’ first.

WEBSITE SUPPORT

The help desk should be contacted for all technical queries, including username and password enquiries (1800 665 627)
Opening hours are 8am to 4pm (WST), Monday to Friday.

For NAPLAN testing related queries please contact the School Curriculum and Standards Authority:

Phone: (08) 9442 9442
Email: naplan@scsa.wa.edu.au (paper test schools)
naplanonline@scsa.wa.edu.au (online test schools)