

Student Participation Website

User Manual

2021



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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:

<https://www.pearsononline.com.au/WA>

* 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**.

Student Registration and Participation Website 2021

Log on

[Forgot your username or password](#)


The website **HOME PAGE** will open.

Home


Contact us

Help

Log Off



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Student Registration and Participation Website 2021
PAS Paper (School Code: 1279)

1. School details

2. Statement of Compliance

3. Manage Students

4. Receipt of NAPLAN Test Materials

5. Additional Materials

6. Print class lists

7. Participation reporting

8. Test session report

9. Reporting software groups

10. Individual Student Report Groups

11. Returning test materials

12. Confirmation

NAPLAN Student participation website 2021 – Home

Welcome to the NAPLAN Student participation website 2021.

This website will enable schools to perform the administrative functions relating to the National Assessment Program – Literacy and Numeracy (NAPLAN) tests for 2021 in a secure environment.

Steps	Tasks	Status
1.	School details	Open
2.	Statement of Compliance	Open
3.	Check student information and test groups	No of Registered Students = 296
4.	Receipt of NAPLAN Test Materials	Open
5.	Additional Materials	Open
6.	Print class lists (Test participation and summary reports)	Open
7.	Manage student participation during the tests	No of Registered Students = 296
8.	Make notes on potential factors affecting student performance	No of Test session report = 0
9.	Manage groups for electronic reporting software	Open
10.	Manage student groups for Individual Student Reports	Open
11.	Return test materials	No of Registered Boxes = 5
12.	Confirm you have finished reporting and organising students	Incomplete

The 'Next' button allows you to move to the next task.
You can return to this task by clicking on the 'Home' button.

[Click here for website user manual](#)

Next

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.

The screenshot shows the 'Student Registration and Participation Website 2021' interface. At the top, there is a navigation bar with links for Home, Contact us, Help, and Log Off. Below this, the header identifies the Government of Western Australia School Curriculum and Standards Authority and the Association of Independent Schools of Western Australia (AISWA). The main content area is titled '1. School details' and includes instructions to check and update the school's NAPLAN coordinator details. A list of 12 menu items is on the left, with '1. School details' selected. The form fields for school details are as follows:

* compulsory field	
School Name :	HOPE CHRISTIAN COLLEGE
Address1 :	15 ROOKS RD
Address2 :	
Suburb :	ROELANDS
Postcode :	6226
State :	WA
Coordinator*:	<input type="text"/>
Phone*:	<input type="text"/>
Email*:	<input type="text"/>

At the bottom of the form are 'Save' and 'Return' buttons. A 'Next' button is located at the bottom right of the page.

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

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**Student Registration and Participation Website
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PAS Paper (School Code: 1279)

2. Statement of Compliance

Thank you for completing the Statement of Compliance for NAPLAN testing in 2021.

☒ *I 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*.

Fields marked with * are required.

Title*:

First Name*:

Last Name*:

Principal's email*:

School/Principal's phone number*:

[Click here for the Handbook for Principals and NAPLAN coordinators](#)

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.

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3. Manage Students

The name 'Test group' refers to the way students will be grouped for the WA testing. Test booklets will arrive at the school packed according to these groups.

Use the 'Year level', 'Test type' and 'Test group' drop down lists to select how you would like to sort student data. The 'All test groups' option will allow you to display all students.

If a student needs an adjustment for disability that requires TAA approval, tick the Adjustment for Disability box to show a drop-down list. Select the adjustment. Please refer to Section 6 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

First Name:

Last Name:

Year level:

Test type:

Test group:

Edit

☐ Student inserted by user
☐ Unconfirmed Withdrawal/Exemption/Adjustment
☐ Confirmed Withdrawn/Exempt/Adjustment

☐ Display All
☐ Select All

Click column headers to sort by the column

	FirstName	LastName	DOB	Year	Testgroup	Participation Status	Form
<input type="checkbox"/>	SIENNA	FOALE	18/05/2010	3	3Test	<input type="text" value="Present"/>	
<input type="checkbox"/>	TREY	GLENARDO	13/02/2011	3	3Test	<input type="text" value="Present"/> <input checked="" type="checkbox"/> Adjustment for Disability Alternative test format Temporary injury Extra time-double Unsecured browser <input type="text" value="No"/>	<input type="button" value="Print"/>

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.

The screenshot shows the 'Add new test group' form on the 'Student Registration and Participation Website 2021'. The page header includes the Government of Western Australia School Curriculum and Standards Authority logo and the AISWA logo. A sidebar on the left lists 12 menu items. The form has three compulsory fields: 'New test group name*' (text input with 'Y03A'), 'Year level*' (dropdown with '3'), and 'Subject*' (dropdown with 'LC/Writing'). Below these are 'Add' and 'Return' buttons. A table at the bottom lists existing test groups.

Delete	Edit	Test group	Subject	Year Level	No. of Students
Delete	Edit	V03	LC/Writing	3	19
Delete	Edit	V03B	LC/Writing	3	3

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.

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Add new test group

* compulsory field

New test group name*:

Year level*:

Subject*:

Add Return

Delete	Edit	Test group	Subject	Year Level	No. of Students
Delete	Edit	Y03	LC/Writing	3	19
Delete	Edit	Y03B	LC/Writing	3	3

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.*

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4. Receipt of NAPLAN Test Materials

Please confirm the quantities of test materials you have received and click **Confirm Quantity Received**.
You cannot request additional materials until you have confirmed the quantity received.

Item	Pre-printed Quantity Sent	Blank Quantity Sent	Total Quantity Sent	Quantity Received
Cover letter	-	-	1	<input type="text" value="1"/>
Return eParcel label	-	-	2	<input type="text" value="2"/>
Test administration handbooks Year 3 and Year 5	-	-	4	<input type="text" value="4"/>
Test administration handbooks Year 7 and Year 9	-	-	6	<input type="text" value="6"/>
Year 3 Language Conventions/Writing test book	18	3	21	<input type="text" value="21"/>
Year 3 Writing stimulus	-	-	21	<input type="text" value="21"/>
Year 3 Reading test book	18	3	21	<input type="text" value="21"/>
Year 3 Reading magazine	-	-	21	<input type="text" value="21"/>
Year 3 Numeracy test book	18	3	21	<input type="text" value="21"/>

Confirm Quantity Received

Back

Next

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.

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5. Request Additional Materials

If you require additional test materials please enter the number of each item required.

There is a shortfall in the quantity of materials you have received. These items are highlighted below. The shortfall amounts have been added automatically as an additional materials request.

Please note: Test Administration Handbooks are now available only in electronic format. Copies can be downloaded through the SCSA website at the following link <http://k10outline.scsa.wa.edu.au/home/assessment/testing/naplan>

Item	Pre-printed Quantity Sent	Blank Quantity Sent	Total Quantity Sent	Quantity Received	Additional Materials Required
Cover letter	-	-	1	1	0
Return eParcel label	-	-	2	2	0
Test administration handbooks Year 3 and Year 5	-	-	4	3	1
Test administration handbooks Year 7 and Year 9	-	-	6	6	0
Year 3 Language Conventions/Writing test book	18	3	21	21	0
Year 3 Writing stimulus	-	-	21	21	0
Year 3 Reading test book	18	3	21	21	0
Year 3 Reading magazine	-	-	21	21	0
Year 3 Numeracy test book	18	3	21	21	0

Request Additional Materials

Back Next

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

Confirm Additional Materials Cancel


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

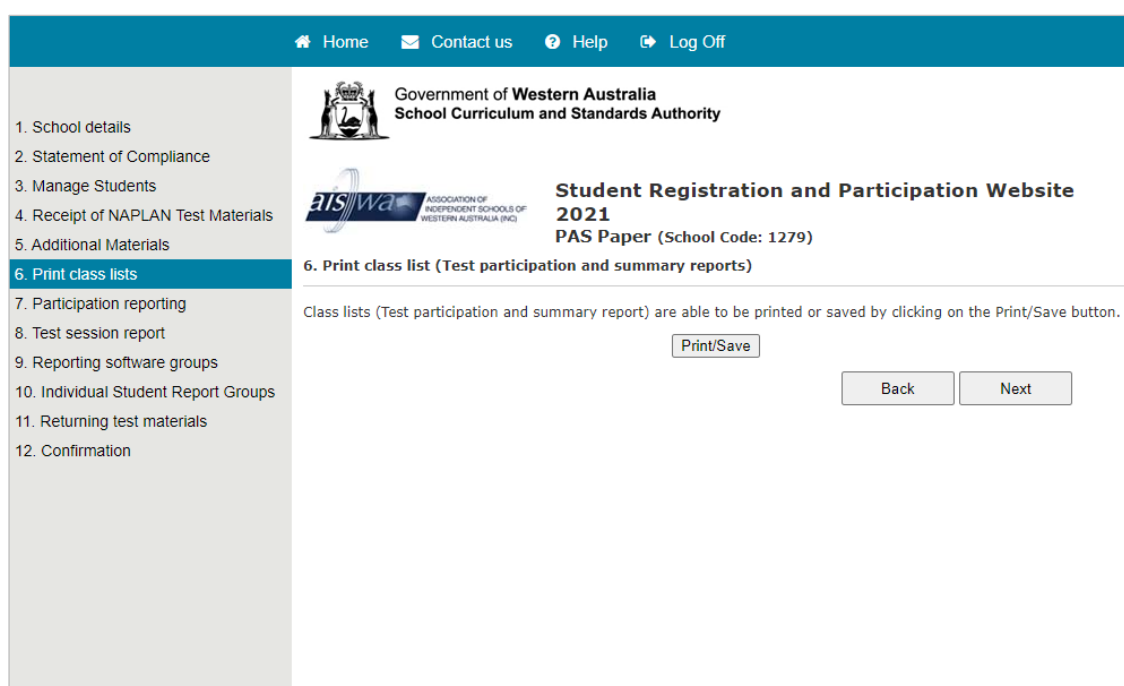
- Click on **Print class lists (TPSR)** in the main menu on the left of the screen.
- Click **Print/Save**.
- Select the **Year level**, **Test type** and **Test group** from the drop-down lists.
- Click on **View Report**.
- Click on **Export** button in the tool bar. 
- Select your preferred format 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.



The screenshot shows the 'Student Registration and Participation Website 2021' interface. At the top is a navigation bar with links: Home, Contact us, Help, and Log Off. Below this is a header section with the Government of Western Australia School Curriculum and Standards Authority logo and the AISIWA logo. The main content area is divided into a left sidebar menu and a main panel. The sidebar menu lists 12 items, with '6. Print class lists' highlighted in blue. The main panel displays the title 'Student Registration and Participation Website 2021' and 'PAS Paper (School Code: 1279)'. Below this, it shows the section '6. Print class list (Test participation and summary reports)'. A text box states: 'Class lists (Test participation and summary report) are able to be printed or saved by clicking on the Print/Save button.' Below this text are three buttons: 'Print/Save', 'Back', and 'Next'.

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.



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Enter each student's participation status. When you have finished click 'next'.

If a student needs an adjustment for disability that requires TAA approval, tick the Adjustment for Disability box to show a drop-down list. Select the adjustment. Please refer to Section 6 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	Edit
First Name <input type="text"/>	<input type="button" value="Add student"/>
Last Name <input type="text"/>	<input type="button" value="Add/Edit/Delete test group"/>
Year level <input type="text" value="3"/>	<input type="button" value="Move to test group"/>
Test type <input type="text" value="Language Convention"/>	<input type="button" value="Select a test group"/>
Test group <input type="text" value="3Test"/>	<input type="button" value="Print/Save"/>
<input type="button" value="Search"/>	

- Student inserted by user
- Unconfirmed Withdrawal/Exemption/Adjustment
- Confirmed Withdrawn/Exempt/Adjustment

- ☐ Display All
☐ Select All

Click column headers to sort by the column

	FirstName	LastName	DOB	Year	Testgroup	Participation Status	Form	
<input type="checkbox"/>	Delete	WEESLEY	FRED-GEORGE	2/01/1985	3	3Test	<div><div>Present</div><div><div><input checked="" type="checkbox"/> Adjustment for Disability</div><div>Alternative test format</div><div>Temporary injury</div><div>Extra time-double</div><div>Unsecured browser</div></div></div>	
<input checked="" type="checkbox"/>		GLENARDO	SIENNA	13/05/2010	3	3Test	<div><div>Withdrawn</div><div><div><input checked="" type="checkbox"/> Adjustment for Disability</div></div></div>	Print
<input type="checkbox"/>		GORE	TREY	8/02/2011	3	3Test	<div><div>Present</div><div><div><input type="checkbox"/> Adjustment for Disability</div></div></div>	
<input type="checkbox"/>		INGRAM	ZOE	12/06/2011	3	3Test	<div><div>Present</div><div><div><input type="checkbox"/> Adjustment for Disability</div></div></div>	

[Click here for the Withdrawal form](#)

[Click here for the Exemption 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](#)

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).

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8. Test session report

This page is optional:
Enter any details likely to affect the performance of a student or all students in a class. This information is for school use only.
It will appear on class lists (Test participation and summary report) when printed. These provide a record of what you entered into the website.

Year Level

Test session

Test group

Test session report :

To print completed *Test participation and summary reports*:

[Click here for the Withdrawal form](#)

[Click here for the Exemption form](#)

[Click here for the Adjustments for Disability form](#)

[Click here for the Adjustments for Disability - Temporary injury form](#)

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.

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Government of Western Australia
School Curriculum and Standards Authority



ASSOCIATION OF
INDEPENDENT SCHOOLS OF
WESTERN AUSTRALIA (AIS)

Student Registration and Participation Website
2021
PAS Paper (School Code: 1279)

1. School details
2. Statement of Compliance
3. Manage Students
4. Receipt of NAPLAN Test Materials
5. Additional Materials
6. Print class lists
7. Participation reporting
8. Test session report
9. Reporting software groups
10. Individual Student Report Groups
11. Returning test materials
12. Confirmation

9. Manage student groups for reporting software

If you wish to use the same groups for the reporting software as were used for testing, click **Next**.

Filter

Year level

Subject

Reporting software group

Edit

Move selected student to reporting software group

Group all students by

Edit reporting software group name

☐ Display All ☐ Select All

Click column headers to sort by the column

	First Name	Last Name	DOB	Year	Reporting software group
<input type="checkbox"/>	SCHOLTZ	DAKOTA-BAILEY	11/12/2006	7	7
<input type="checkbox"/>	GRUNDLINGH	LAVINIA	4/08/2006	7	7
<input type="checkbox"/>	WAITER	MASARU	5/03/2007	7	7
<input type="checkbox"/>	TIMMS	SAMANTHA	27/03/2007	7	7

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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.

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10. Manage ISR group

The name *ISR group* refers to the way Individual Students Reports (to be sent home to parents) will be grouped for the delivery to schools.
If you wish to receive Individual Student Reports in alphabetical order for each year level, click **Next**.
Use the 'Year level' and *ISR group* drop down lists to select how you would like to sort student data. The *All ISR groups* option will allow you to list all students.

Filter

Year level3

ISR group3

Edit

Move to ISR groupSelect an ISR Group

Group students byTest group (Reading)

Edit ISR groupAdd ISR group

☐ Display All

Click column headers to sort by the column

☐ Select All

	First Name	Last Name	DOB	Year	ISR group
<input type="checkbox"/>	BLUNSDON	CHAYCE	2/04/2011	3	3
<input type="checkbox"/>	BUTCHER	DARCY	6/06/2011	3	3
<input type="checkbox"/>	PEARCE	GABRIEL	4/11/2010	3	3
<input type="checkbox"/>	STRAUCH	HARRISON	16/11/2010	3	3
<input type="checkbox"/>	CHIVERE	JESSE-J	14/02/2011	3	3
<input type="checkbox"/>	FLETCHER	LACHLAN	15/05/2011	3	3

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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.

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11. Returning test materials

You were supplied with Australia Post eParcel return labels with the test materials. Tick the ID numbers of the labels you have used.

Registered Post ID number

☐ 3760118116010000000000

☒ 3760118117010000000000

Record the number of test books returned for processing

Year	Test Booklet	Total Regular Books Returned	Total Special Books Returned
3	Language Conventions / Writing	<input type="text" value="1"/>	<input type="text" value="0"/>
3	Reading	<input type="text" value="0"/>	<input type="text" value="0"/>
3	Numeracy	<input type="text" value="0"/>	<input type="text" value="1"/>
5	Language Conventions / Writing	<input type="text" value="0"/>	<input type="text" value="0"/>
5	Reading	<input type="text" value="0"/>	<input type="text" value="1"/>
5	Numeracy	<input type="text" value="0"/>	<input type="text" value="0"/>
7	Language Conventions / Writing	<input type="text" value="1"/>	<input type="text" value="0"/>
7	Reading	<input type="text" value="0"/>	<input type="text" value="0"/>
7	Numeracy	<input type="text" value="0"/>	<input type="text" value="0"/>
9	Language Conventions / Writing	<input type="text" value="0"/>	<input type="text" value="1"/>
9	Reading	<input type="text" value="1"/>	<input type="text" value="0"/>
9	Numeracy	<input type="text" value="0"/>	<input type="text" value="0"/>

Number of boxes returned for processing

Save

Print

If returning test materials for Visiting or Hosted students

- post interstate students' materials to their home state/territory TAA
- post WA students' materials to the WA TAA

Refer to pages 11 and 37-38 of the Handbook for principals and NAPLAN coordinators for further details.

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If you do not have the Australia Post eParcel labels available, please contact the Pearson helpdesk (**1800 665 627**) to request additional labels.

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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

The screenshot shows the '12. Confirmation' page of the Student Registration and Participation Website 2021. The page header includes the Government of Western Australia School Curriculum and Standards Authority logo and the AISWA logo. The main content area has a confirmation message and a table for tracking student details.

12. Confirmation

Tick the box to confirm that student details and test groups for each year level are up to date.
If you need to make further changes to student participation details you will need to UNTICK the confirmation box before you can make any edits.

Confirmed	Year Level	Confirmed Date	Exemptions Processed	Exemptions Not Processed	Withdrawals Processed	Withdrawals Not Processed
<input type="checkbox"/>	3		0	1	0	1
<input type="checkbox"/>	5		0	0	0	0
<input type="checkbox"/>	7		0	0	0	0
<input type="checkbox"/>	9		0	0	0	0

[Withdrawal form](#)
[Exemption form](#)
[Adjustment for disability form](#)
[Temporary injury form](#)
[Alternative Test Format form](#)

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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)