2027 NAPLAN

Practice test administration handbook

Government of Western Australia
School Curriculum and Standards Authority

acara AUSTRALIAN CURRICULUM, ASSESSMENT AND REPORTING AUTHORITY

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1 Introduction

1.1 Overview

This handbook has been developed to align with the NAPLAN Test Administration Handbooks for 2027.

As part of readiness activities, schools across Australia participating in NAPLAN may undertake **practice tests** from Monday 27 July 2026, via the "NAPLAN Training and Practice" tile on the Assessform website (www.assessform.edu.au).

Testing in the NAPLAN Training and Practice environment provides an opportunity for:

- students to familiarise themselves with the types of questions and the online test design, including test player functionality;
- staff to familiarise themselves with the online platform and logistics involved in managing an online assessment; and
- schools to verify that their technical infrastructure (devices, bandwidth, local networks) can support online testing and assess the effectiveness of their preparation ahead of the NAPLAN test window.

Note that these instructions apply to the NAPLAN online tests and are provided here as an opportunity for test administrator familiarisation. However, for the practice tests, students should be encouraged to ask questions as they familiarise themselves with the online test delivery platform, including how to:

- select and deselect answers for each item type
- use the online tools such as the ruler, protractor and (Years 7 and 9 only) the calculator
- flag items and use the progress bar to track progress
- listen to audio files
- check answers before moving onto a new section of the test and not being able to return to a locked section (conventions of language and Years 7 and 9 numeracy).

Students, teachers and parents can also use the public demonstration site to become familiar with the NAPLAN tests (www.nap.edu.au/naplan/public-demonstration-site).

The following **practice tests** are available on the Assessform website:

- Omnibus test (includes conventions of language, reading and numeracy questions)
- Writing – narrative
- Writing – persuasive.

The questions in the practice tests are ***not*** indicative of the range of question difficulty that will be in the main NAPLAN tests, where students may see easier or more difficult questions depending on the test pathway they take because of the tailored test design.

To successfully administer the practice tests, it is important to become familiar with the procedures in this handbook. **There are significant differences between the practice tests and NAPLAN**. In practice tests:

- no real student data is used ('dummy' student data is included in the NAPLAN Training and Practice environment for schools to use to administer practice tests)
- items in the practice tests do not need to be kept secure

- **students should be encouraged to seek clarification if they have any questions about any aspects of the test – and teachers are allowed to assist**
- items in the practice tests are not scored or marked
- results from the practice tests are not reported
- not all procedures that are required for NAPLAN will be required for the practice tests. Where not required for the practice test, the text has been enclosed in parentheses { }.

To administer the online NAPLAN tests, you need to be familiar with the platform, including how to:

- use the test administrator's dashboard to create a test session and monitor students' progress
- manage test sessions.

This practice test handbook will help guide you and familiarise you with the online platform and the logistics involved in managing an online assessment. It does not provide step-by-step instructions on the functionality of the test administrator's dashboard.

You will find detailed instructions on using the online national assessment platform and test administrator's dashboard in the resources available at www.assessform.edu.au.

Your role in the administration of the tests is critical. Standardised administration of the NAPLAN tests contributes significantly to the fairness and reliability of the final dataset. This practice test gives you the opportunity to follow the administration instructions and maintain a positive and calm atmosphere throughout the test sessions. During the practice tests, students should be encouraged to ask questions as they familiarise themselves with the platform.

If you have any questions before, during or after the NAPLAN practice tests, seek advice from your NAPLAN coordinator.

2 Preparing for the tests

2.1 Before the test day

Your role as the test administrator is to deliver the NAPLAN tests to students. As part of your role, in the weeks before the test, the school's NAPLAN coordinator will meet with you to:

- provide you with access to the NAPLAN Training and Practice environment to ensure you know how to use the test administrator's dashboard and the NAP locked-down browser
- ensure that you are familiar with all the test administration instructions and procedures
- ensure you are aware of and able to manage any disability adjustments provided to the students in your session
- ensure all support people and scribes are aware of the test administration protocols, such as what can and can't be read aloud, and scribe rules
- review procedures for emergencies and test disruptions, including how to seek technical assistance for online tests
- determine where the test sessions will be held
- plan the configuration of the test room(s) so that students will not be able to see each other's work. Where the tests are to take place in a collaborative workspace, devices may need to be moved or temporary barriers put up between students
- ensure that, on test days, there are arrangements to take down, cover or reverse any posters, displays or teaching materials that might help students with the tests
- confirm how you and the students will connect to the internet
- discuss the organisational procedures required during the tests, including procedures for students bringing their own devices (BYOD), if applicable
- confirm that all devices have passed the necessary device checks and that arrangements have been made to ensure the devices will be in the room, have the correct NAP locked-down browser installed, and will be fully charged and connected to the internet on the day of the assessment
- plan the organisational arrangements for non-participating students
- establish procedures if the test is to be administered by a casual, relief or supply teacher, or NAPLAN support person.

2.2 On test days

Before starting the online tests, please ensure you have all materials required for the test session including the device that you will use to administer the test. Your NAPLAN coordinator will provide you with a test administration pack that includes:

- the test administrator session slip (TA session slip) for the test session you will be administering (this will contain the test administrator session login details)
- {student session slips for all students participating in the test session (these slips have each student's name and their unique student code for students to access each test)
    - NAPLAN coordinators and test administrators should ensure that where students in the same year level have the same name, the correct student slip is matched to the correct student. This can be confirmed by referring to each student's DOB in the platform and checking that this matches the student session code on the slip}
- a list of students allocated to the test session, including details of any students who have been allocated disability adjustments (note that students with a hearing impairment may require assistance from you or a support person while logging in)
- information on how many students are expected to bring their own devices

- contact details for your school's technical support officer, your NAPLAN coordinator and the NAPLAN helpdesk
- this NAPLAN test administration handbook
- notepad and pen.

Allow enough time to set up the devices and the room, {including removing posters, displays or teaching materials that might help students with tests}. Work with your NAPLAN coordinator and available IT support, as required.

2.3 Supervising the test sessions

In supervising the tests, you **must**:

- ✓ deliver the instructions accurately
- ✓ encourage student participation
- ✓ actively monitor student conduct by regularly walking around the room and checking that students are in the NAP locked-down browser and, not talking, collaborating or using prohibited items as listed in section 3.3
- ✓ actively monitor the test administrator's dashboard and ensure all flags or warnings are actioned as required.

It is **not permitted** for any person to take photographs or video recordings in test rooms while tests are in progress, unless directed by the test administration authority (TAA).

2.4 Adjustments for students with disability

See section 6 of the *NAPLAN national protocols for test administration* for further information on disability adjustments. The NAP website (nap.edu.au/naplan/accessibility) also contains useful information, including scenarios and videos to support students with disability to access NAPLAN.

Students with disability may be granted adjustments such as extra time, rest breaks and/or alternative test items. Adjustments should reflect the kind of support and assistance normally required for assessment in the classroom, and be documented in the student's individual learning plan. Before the start of the tests, the NAPLAN coordinator will enter the relevant disability adjustment code(s) (DAC) for these students against their profiles in the assessment platform.

You must contact your NAPLAN coordinator before the test session or immediately after you become aware of any error in the printed list of students allocated to the test session they have provided you. This includes if, before the test starts, you notice a DAC is either not assigned or is incorrectly assigned to a student, or if a student enters the test and realises they don't have the appropriate adjustment, or they have an adjustment that they are not expecting.

See Appendix 1 for a table of DACs and actions required by the test administrator in relation to disability adjustments.

Note: for practice tests, no paper tests (including Year 3 writing, braille, large print or black and white) will be provided.

2.5 Reading the test administration script

It is important that all students across Australia receive uniform test instructions. The instructions and scripts in this handbook are standardised so that no student is advantaged or disadvantaged.

You must **READ ALOUD** verbatim to students all instructions that appear in this handbook in shaded boxes, for example:

Step 1	**READ ALOUD**
	Today you will complete a practice XXX test.

Usually, all students in the session will be undertaking the same test. However, it is possible to have students in a session completing different tests; for example, in catch-up sessions. In this case, the appropriate scripts must be read to students taking the different tests. This could be accomplished by staggering start times for different cohorts or individual students.

3 Test administration information

3.1 Test overviews

- The **practice writing test** is an assessment of a student's ability to plan and write a text independently.
- The **practice omnibus test** is a combination of conventions of language, reading and numeracy items.

During NAPLAN, there must be no teacher input or assistance. However, during the practice test, students should be encouraged to seek clarification if they have any questions about any aspects of the test.

Teachers are permitted to assist students during the practice test.

Note for writing: before the tests, test administrators should receive any information related to disability adjustments, including students who require them, and any associated rules (such as scribe rules) from the NAPLAN coordinator. For further information, refer to section 6 of the *NAPLAN national protocols for test administration*.

3.2 Test durations and time allowed for each test

The duration of each online practice test is provided below:

	Omnibus (CoL-R-N)	Writing
Year 3	45 min	-
Year 5	45 min	42 min
Year 7	45 min	42 min
Year 9	45 min	42 min

For each test session, you will need to allow an additional introduction time of approximately 15 minutes for students to settle in, have the test administration script read to them and log into the NAP locked-down browser. The required test session time will also need to be adjusted for students who have been provided with disability adjustments.

Allocating time for the writing test

Test administrators should encourage students to use their time as follows:

- reading/listening to the prompt: 2 minutes
- planning: 5 minutes
- writing: 30 minutes
- editing: 5 minutes.

3.3 Materials required

Before the test, make sure each student has:	The test administrator must have:
• a device that meets the technical specifications for NAPLAN with the NAP locked-down browser installed • their student session slip for the session • a blank sheet of paper for planning/working out • a pen or pencil • headphones.	• a device with a current web browser and reliable access to the internet that meets the technical specifications for NAPLAN • the TA session slip (containing the test administrator login details necessary for generating the test session code) • extra blank paper • spare pens/pencils • a board to display the test session code • a list of students allocated to the test session (including details of disability adjustments) and the URL for the web browser if necessary • this test administration handbook.

The following items are **not permitted** to be taken into any test as they could affect the validity of the test:

- reading books, including dictionaries
- rulers
- mobile phones or any other devices that can connect to the internet, through either Wi-Fi or Bluetooth, or that can transmit, extract and display or read out data to the user
- protractors or mathematics templates
- calculators (unless provided as a disability adjustment)
- smart pens (for example, pens, pencils or stylus) capable of transcribing a student's handwritten response into digital text.

3.4 Before the tests

- Arrange the room so that students cannot see each other's work. Where students are in a collaborative workspace, temporary barriers may need to be put up between students or computers may need to be moved (for online tests).
- {Take down, cover or reverse any posters, displays or teaching materials that might help students with the test.}
- Check that devices are fully charged and/or connected to a power supply.

3.5 Creating a test session

- Open your browser and navigate to www.assessform.edu.au then click on "NAPLAN Training and Practice". For low-bandwidth schools, open the Remote application.
- Log into the NAPLAN Training and Practice environment as a test administrator using the username and password from the TA session slip provided by the school NAPLAN coordinator.
- Select "Create new test session". For low-bandwidth, click on "Invigilation" in the menu on the left hand side of the screen.
- The session code will appear at the top left-hand side of your screen in a grey box. Display the session code where students can see it (for example, write it on the board). The students will need the session code to enter the test session.

Note: some functions on the test administrator's dashboard will remain inactive until students join the session and/or the session is started.

3.6 Scripts for administering the practice tests

Domain	Page number
Writing (narrative or persuasive)	9
Omnibus (conventions of language, reading and numeracy)	14

3.7 After the tests

- If any test attempt could **not be finished** because of a test disruption or because a student left the session due to illness or injury, **you must leave their test attempt paused and must not finish their test attempt or finalise the test session**. Instead, log out and notify your NAPLAN coordinator. The NAPLAN coordinator can finalise the test session on your behalf once they have postponed the affected students.
- If a student logged in but refused to complete the test, you must finish the test attempt on behalf of the student on the test administrator's dashboard.
- If all test attempts have been finished, finalise the test session by selecting the "Finalise session" button on the test administrator's dashboard.
- At the end of the test session, check that all student browsers have been closed and collect:
    - all student session slips
    - any slips containing the web browser URL
    - all working-out or planning paper used by students.
- {You **must** notify the NAPLAN coordinator if there were any:
    - absent students
    - students who refused to log in or logged in and did not attempt to complete the test
    - students who abandoned the test due to illness (medical or social/emotional conditions) or injury
    - test disruptions or incidents
    - paused test attempts
    - errors in the spelling of student names.}
- You **must** return the TA session slip, student session slips and any other test materials (including any paper used by students during the test) to the NAPLAN coordinator.
- Recharge school-supplied devices for the next test session, if necessary.

4 Test administration scripts

4.1 Practice writing test

Note: these instructions (including the script) apply to the NAPLAN online tests and are provided here as an opportunity for test administrator and student familiarisation with the platform. Therefore, students should be encouraged to ask questions about platform functionality.

The practice test also gives students the opportunity to see how NAPLAN tests work and learn how to respond to the test. Students should be encouraged to ask questions if there is something that they don't understand about any aspect of the test.

However, test administrators **must not** supply students with ideas for their writing.

Test time: 42 minutes
Create a test session as per section 3.5.
If any student has approval for a scribe, ensure that you have reviewed the scribe rules at section 6.11 of the *NAPLAN national protocols for test administration*.

The following instructions must be followed whether they apply to a single student or multiple students, and whether it is a local or national issue.

If a technical issue or a disruption is being experienced

Test administrators should:

1. **Pause** the test attempt/s until the technical issue or disruption is resolved. You can then resume the test attempt/s. It is suggested schools do not persist longer than 15 minutes to resolve issues.

   If it is not resolved, leave the test attempt/s paused and do **not** finalise the session. Log out and advise the NAPLAN coordinator as soon as possible.

NAPLAN coordinators should then:

2. **Postpone** any paused test attempt/s.
3. **Reschedule** the postponed test attempt/s for the student/s to sit the remainder of their test.

Step 1	**READ ALOUD**
	Today you will complete a practice writing test. You can use headphones for this test to listen to the writing prompt. You can also read it on your screen. You can look at the writing prompt at any time during the practice test. You can use the blank sheet of paper on your desk for planning. It will not be marked but it will be collected after the test. If you have any *questions* about what to do, put your hand up and I will help you. If you have any *problems*, like your device doesn't work or your test doesn't load, put your hand up and I will help you.

Step 2 Go through the following steps with students, resolving any issues that may arise.

Ask students to:

1. Open the NAP locked-down browser (students allocated a disability adjustment code of AST or COL, or their support person, should type the URL for the web browser into the browser and select enter).
2. Select “Training and Practice”.
3. Complete the audio check.
4. Select “Start test”.
5. Type the session code exactly as it appears on the board into the boxes.
6. Select “Next”.
7. Type their student code from their student session slip into the boxes that appear.
8. Select “Next”.
9. Check that their name and the year and test domain are correct, select “Yes” and wait.

For any issues, please contact your NAPLAN coordinator as soon as possible.

Step 3 **READ ALOUD**

You will have 42 minutes to complete your writing practice test. This includes time for reading and listening to the prompt.

Read or listen to the writing prompt first, then use the next 5 minutes to plan. I will tell you when 7 minutes has ended.

You can use your blank sheet of paper or the writing pane on your device to plan. You can draw a diagram to plan, or you can write down your main ideas or key words. You might like to plan by just thinking about what you will write. Choose the kind of planning that helps you to organise your ideas.

The writing prompt has words and pictures to help you think about what to write. However, you may use your own ideas **as long as you write about the topic on the prompt**.

Use the dot points on the writing prompt page to help you.

The blank piece of paper for planning will not be marked, but it will be collected.

{Anything you type into the writing pane of your device **will** be marked if left in the writing pane. [1]} **Delete any planning notes that are not part of your final text before finishing your practice test.**

There is a timer in the top left-hand corner of your screen. It will flash when you have 10 minutes left and again when you have 5 minutes left. I will also tell you when you have 5 minutes left.

Once you have finished writing your text, you should check your work and then wait quietly.

[1] Note that these instructions apply to the NAPLAN tests and are provided here as an opportunity for test administrator familiarisation. For the practice tests, students should be encouraged to ask questions as they familiarise themselves with the platform.

If you select the “Finish” button and there is still time left, you can select the “Reopen test” button to go back into the test.

Do not include your name in your writing response. The online system knows who you are from your login details.

Once you have finished your test, wait quietly.

Step 4 Begin the test session by selecting the “Start session” button on the test administrator’s dashboard.

Step 5 **READ ALOUD**

You may start your test now. You must do your own work. {You are not allowed to talk to other students.}

Begin by reading or listening to the prompt, then start your planning. Planning can be done on your piece of paper or in the writing pane of your device.

Once you have read or listened to the writing prompt, select “Start writing”. This will take you to the writing screen where you will complete your test.

Step 6 Students who arrive late to the test room can join the test session with full test time after it has been started by entering the test session code and their student code. These students’ names will show in the “Waiting entry” tab of the test administrator’s dashboard and you must manually admit them.

Open the “Waiting entry” tab and select the box to the left of the students’ names. Then select “Allow start”. The platform will provide the students with the correct amount of time to complete the test.

Actively supervise students to make sure they are planning their work independently. If a student is having difficulties, quietly encourage them to look at the writing prompt or listen to the instructions again. **Do not help students to develop or structure their writing.**

{As test administrator, you **must not**:

- × brainstorm with students
- × allow students to discuss the topic
- × give students ideas or pre-developed plans
- × remind students of writing tasks or text structures completed in class before the test
- × discuss any pictures that may be on the writing prompt
- × write anything on the board other than the test session code
- × plan for the students.}

Step 7 **After 7 minutes, READ ALOUD**

Seven minutes have now passed. If you haven’t already done so, you should soon move on from planning to typing your text. You must complete your test in the writing pane of the computer.

Step 8 Actively supervise students to make sure they are on task.

Quietly speak to those students who are not working. Refer them to the writing prompt for ideas, **but do not help them with their ideas or their text**.

Students who finish early should be encouraged to re-read and edit their writing. When they have finished checking, they should sit and wait quietly. **They may not engage in "early finisher" activities, such as reading.**

If a whole class has checked their responses and selected "Finish" before the allocated time, you may use discretion in managing the test environment and finalising the test session.

Step 9 **After 32 minutes, READ ALOUD**

You have 10 minutes left for this test. Try to complete your text in the next 5 minutes so that you have 5 minutes to check and edit your writing. If you have already finished, use this time to check your work.

Step 10 **After 37 minutes, READ ALOUD**

You have 5 minutes left. You can use this time to check and edit your work.

Check your writing by reading it carefully. You don't have time to make big changes. You can edit your work by adding or changing words or sentences. You can correct spelling or punctuation mistakes.

You can also use this time to complete your writing if you need to, but you will not be allowed any extra time for editing.

If you did your planning in the writing pane, you should delete any remaining notes.

When you have finished, wait quietly.

Step 11 Actively supervise students to make sure they are editing and completing their texts. Students may use this time to complete their writing; however, no additional time can be provided for editing.

Be mindful of students who may have been granted extra time due to a disability adjustment or a disruption. Alert these students when they have 5 minutes of test time remaining.

Step 12 When your dashboard shows that the time has expired for all students:

READ ALOUD

Thank you everyone. The practice writing test is now finished.

If you have already selected the "Finish" button, you should have a message confirming that your test has been finished.

If you ran out of time to finish your test, you will now have a screen asking you to select "Finish". Please select "Finish".

Step 13 Walk around and check that all students have finished their tests.

Step 14 **READ ALOUD**

Leave your sheet of paper and your student session slip on your desk to be collected.

You should all now close the test browser.

End of test

Only finalise the test session if <u>all</u> test attempts have been finished.

To finalise the test session:

1. Go to the test administrator's dashboard.
2. Select "**Finalise session**".

If one or more test attempts are <u>not</u> finished due to a test disruption, student illness or injury, do <u>not</u> finalise the test session.

In this situation:

1. Leave the affected test attempt/s **paused**.
2. Do **<u>not</u>** finish affected student test attempt/s.
3. Do **<u>not</u>** finalise the test session.
4. Log out and notify your NAPLAN coordinator as soon as possible.

The NAPLAN coordinator will finalise the session on your behalf once the affected students have been postponed.

Refer to section 3.7 After the tests for further instructions.

4.2 Practice omnibus test – conventions of language, reading and numeracy

Note: these instructions (including the script) apply to the NAPLAN online tests and are provided here as an opportunity for test administrator and student familiarisation with the platform. Therefore, students should be encouraged to ask questions about platform functionality.

The practice test also gives students the opportunity to see how NAPLAN tests work and learn how to respond to the test. Students should be encouraged to ask questions if there is something that they don't understand about any aspect of the test.

Test time: 45 minutes
Create a test session as per section 3.5.

The following instructions must be followed whether they apply to a single student or multiple students, and whether it is a local or national issue.

If a technical issue or a disruption is being experienced

Test administrators should:

1. **Pause** the test attempt/s until the technical issue or disruption is resolved. You can then resume the test attempt/s. It is suggested schools do not persist longer than 15 minutes to resolve issues.

   If it is not resolved, leave the test attempt/s paused and do **not** finalise the session. Log out and advise the NAPLAN coordinator as soon as possible.

NAPLAN coordinators should then:

2. **Postpone** any paused test attempt/s.
3. **Reschedule** the postponed test attempt/s for the student/s to sit the remainder of their test.

Step 1	**READ ALOUD** Today you will complete a practice omnibus test. You can use your blank sheet of paper to do your working out. It will not be marked but will be collected after the test. If you have any *questions* about what to do, put your hand up and I will help you. If you have any *problems*, like your device doesn't work or your test doesn't load, put your hand up and I will help you.
Step 2	Go through the following steps with students, resolving any issues that may arise. Ask students to: 1. Open the NAP locked-down browser (students allocated a disability adjustment code of AST or COL, or their support person, should type the URL for the web browser into the browser and select enter). 2. Select "Training and Practice". 3. Complete the audio check. 4. Select "Start test".

5. Type the session code exactly as it appears on the board into the boxes.
6. Select “Next”.
7. Type their student code from their student session slip into the boxes that appear.
8. Select “Next”.
9. Check that their name, year and the test domain are correct, select “Yes” and wait.

For any other issues, please contact your NAPLAN coordinator as soon as possible.

Step 3 READ ALOUD

Year 3: There are 42 questions in this practice test, and you have 45 minutes to do them.

Year 5: There are 45 questions in this practice test, and you have 45 minutes to do them.

Year 7: There are 47 questions in this practice test, and you have 45 minutes to do them.

Year 9: There are 46 questions in this practice test, and you have 45 minutes to do them.

All: At certain points in this practice test, you will see message screens. Some of these messages just remind you to check your answers and once you pass them you can still return to the questions to add or change your answers. Other message screens lock the questions in the section you have just finished, so you cannot go back and change your answers. There is one of these ‘lock’ screens at the end of the Spelling section of the practice test.

Years 7 and 9: You will also see a lock screen at the end of the non-calculator section of the numeracy part of the practice test. Remember, once you go past a lock screen, you will not be able to go back to the questions in that section of the test.

All: There is a timer in the top left-hand corner of your screen. It will flash when you have 10 minutes left and again when you have 5 minutes left. I will also tell you when you have 5 minutes left.

Once you have finished your questions, you should check your answers and then wait quietly.

If you select the “Finish” button and there is still time left, you can select the “Reopen test” button to go back into the test.

Once you have finished your test, wait quietly.

Step 4 Begin the test session by selecting the “Start session” button on the test administrator’s dashboard.

Step 5	**READ ALOUD** You may start the practice test now. You must do your own work. {You are not allowed to talk to other students[2].}
Step 6	Students who arrive late to the test room can join the test session after it has been started by entering the test session code and their student code. These students' names will show in the "Waiting entry" tab of the test administrator's dashboard and you must manually admit them. Open the "Waiting entry" tab and select the box to the left of the students' names. Then select "Allow start". The platform will provide the students with the correct amount of time to complete the test. Actively supervise students to make sure they are on task. You should also monitor that students are answering questions in the correct way (for example, some questions may require students to move tiles or select multiple responses). For the reading questions, ensure that students are scrolling down where necessary to read the whole text. Students who finish early should be encouraged to check their answers. When they have finished checking, they should sit and wait quietly. **They may not engage in "early finisher" activities, such as reading.** If a whole class has checked their responses and selected "Finish" before the allocated time, you may use discretion in managing the test environment and finalising the test session.
Step 7	**After 40 minutes, READ ALOUD** You have about 5 minutes left to finish the test. If you have already finished, use this time to check that you have answered all the questions.
Step 8	Be mindful of students who may have been granted extra time due to a disability adjustment or a disruption. Alert these students when they have 5 minutes of test time remaining.
Step 9	When your dashboard shows that the time has expired for all students: **READ ALOUD** Thank you everyone. The practice test is now finished. If you have already selected the "Finish" button, you should have a message confirming that your test has been finished. If you ran out of time to finish your test, you will now have a screen asking you to select "Finish". Please select "Finish".
Step 10	Walk around and check that all students have finished their tests.

[2] Note that these instructions apply to the NAPLAN online tests and are provided here as an opportunity for test administrator familiarisation. However, for the practice tests, students should be encouraged to ask questions as they familiarise themselves with the platform.

Step 11 READ ALOUD

Leave your sheet of paper and your student session slip on your desk to be collected.

You should all now close the test browser.

End of test

Only finalise the test session if <u>all</u> test attempts have been finished.

To finalise the test session:

1. Go to the test administrator's dashboard.
2. Select "**Finalise session**".

If one or more test attempts are <u>not</u> finished due to a test disruption, student illness or injury, do <u>not</u> finalise the test session.

In this situation:

1. Leave the affected test attempt/s **paused.**
2. Do **<u>not</u>** finish affected student test attempt/s.
3. Do **<u>not</u>** finalise the test session.
4. Log out and notify your NAPLAN coordinator as soon as possible.

The NAPLAN coordinator will finalise the session on your behalf once the affected students have been postponed.

Refer to section 3.7 After the tests for further instructions.

Appendix 1: Disability adjustment codes and information

The following table shows the available disability adjustment codes (DACs), the online assessment platform adjustment and the action required during the test session by test administrators.

The principal or NAPLAN coordinator is responsible for adding and updating DACs to students' tests and for the scheduling of tests. This information should be used in conjunction with section 6 of the *NAPLAN national protocols for test administration*.

* The disability adjustments must be applied in accordance with the terms of these protocols. Schools must adhere to common assessment principles and commit to upholding the integrity of the assessment environment when administering and overseeing the use of adjustments.

** Schools delivering alternative format tests that are not using the platform must record DACs in a manner set out by the TAA.

Adjustment	Approval by*	DAC**	Comment	Protocols Section
Adjustments requiring alternative format (special print) tests				
Braille	TAA	OFF	Student will sit a paper-based version of the NAPLAN tests. For schools administering online tests: • Ensure "OFF" DAC is assigned to student's test. • The "OFF" DAC cannot be used in conjunction with a DAC that implies the student is sitting an online test (i.e. AIA, AIV). • Change participation status to "Alternative Format" once test is completed. (Note: this information applies across adjustments requiring alternative format [special print] tests.)	6.7
Large print	TAA	OFF		6.8
Black and white	TAA	OFF		6.9
Electronic PDF test	TAA	OFF		6.10
Adjustments providing additional support				
Scribe	TAA	SCR	**Writing test only.** Ensure test environment arrangements do not impact other students. All scribe rules (see *NAPLAN national protocols for test administration* section 6.11.9) **must** be followed, including completion of the spelling test, for the student to receive a mark for the writing test.	6.11
NAPLAN support person	School	SUP	**Reading, conventions of language and numeracy tests only.** Ensure test environment arrangements do not impact other students.	6.12
Oral/sign support	School	OSS	Ensure test environment arrangements do not impact other students.	6.13

Adjustment	Approval by*	DAC**	Comment	Protocols Section
Rest break	School	RBK	Test administrator must pause student's test attempt on the dashboard when break commences and resume test attempt when student returns from their rest break. Students must not engage with test materials during the rest break.	6.14
Adjustments providing extra time				
Extra time – one minute for every 6 minutes of test time	School	ETA	Platform will automatically allocate extra time. Combinations of extra time DAC must not be applied to the same test. Ensure timing allowed for test session caters for total duration of tests for students with extra time. (Note: this information applies across all adjustments providing extra time.)	6.15
Extra time – one minute for every 3 minutes of test time	School	ETB		6.15
Extra time – one minute for every 2 minutes of test time	School	ETC		6.15
Extra time – double total test time (for online schools)	TAA	ETD		6.16
Assistive technology				
Assistive technology (web browser: TAA will provide link)	TAA	AST	AST DAC should **only** be used where the student cannot access their assistive technology when using the NAP locked-down browser. Students will require additional supervision to ensure they are not using prohibited functionality, such as external websites or calculators. Spelling and grammar checks, dictionary, predictive text, and any functionality or applications that enable a possible advantage must be turned off.	6.17
Assistive technology (compatible with NAP locked-down browser)	School	-	Assistive technology that can be used with the NAP locked-down browser and is compatible with the test construct (for example, ergonomic mouse, Bluetooth headphones [see *NAPLAN national protocols for test administration* section 8.5.10], classroom communication devices) does not require TAA approval. There is no DAC for these assistive technologies.	6.17
Use of computer for Year 3 writing test	TAA	-	Where a student with disability regularly uses a computer as a part of their usual adjustments in classroom assessments, this may be appropriate for use during the tests. While TAA approval is required, there is no DAC for the use of a computer for Year 3 paper writing tests.	6.17

Adjustment	Approval by*	DAC**	Comment	Protocols Section
Use of computer for Year 3, 5, 7, 9 students in alternative format schools	TAA	-	While TAA approval is required, there is no DAC for the use of a computer for students in alternative format schools in Years 3, 5, 7 and 9. Where a student with disability regularly uses a computer as a part of usual disability adjustments in classroom assessments, this adjustment may be appropriate for use during the tests.	6.17
Adjustments providing alternative items				
Alternative items – audio	School	AIA	Platform will automatically swap audio items for alternative items.	6.19
Alternative items – visual	School	AIV	Platform will automatically swap visually detailed items for alternative items.	6.19
Adjustments providing alternative colour themes				
Black text with white background	School	BNW	Platform will automatically apply the chosen colour theme (“BNW”, “BNB”, “BNL”, “BNG”, “BNY”). Combinations of alternative colour theme DACs must not be applied to the same test. (Note: this information applies across adjustments providing alternative colour themes.)	6.20
Black text with blue background	School	BNB		6.20
Black text with lilac background	School	BNL		6.20
Black text with green background	School	BNG		6.20
Black text with yellow background	School	BNY		6.20
White text with black background (if web browser is necessary: TAA approval required. TAA will provide link)	TAA	BNW + COL	Use “BNW” and “COL” DACs with system settings to invert colours for white text with black background. Follow student’s usual process to set up screen inverting via device.	6.20
Colour contrast modification (if web browser is necessary: TAA approval required. TAA will provide link)	TAA	COL	Where the above colour themes do not meet a student’s needs, COL can be used to allow students to access their usual device and settings. Students will require additional supervision to ensure they are not using functions prohibited by the protocols, such as external websites or calculators. Spelling and grammar checks, dictionary and predictive text must be turned off.	6.18

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