

NAPLAN 2026 schedule of tasks

PREPARATION TASKS

If you require assistance with any of the tasks for NAPLAN, contact the helpdesks on:

TAA: The School Curriculum and Standards Authority (the Authority) NAPLAN helpdesk

Ph: 9442 9442

E: naplan@scsa.wa.edu.au

Fujifilm DMS: WA NAPLAN Website helpdesk

Ph: 1300 990 265

E: naplan.wa.qd@fujifilm.com.

Tasks:	Complete by:
---------------	---------------------

Update Student Information Record System (SIRS) contacts

Principal and NAPLAN coordinator contact details must be current in the 'Provider Members' tab in SIRS to ensure all Authority communications, and NAPLAN and Fujifilm DMS WA NAPLAN Website registrations are provided to the correct staff:

<input type="checkbox"/> confirm SIRS contacts correct for commencement of school year	29 Jan
NOTE: For SIRS staff account assistance, refer to scsa.wa.edu.au/publications/data-procedures-manual Section 2.	

Alternative format (special print) materials

<input type="checkbox"/> submit NAPLAN 2026 Adjustments for disability application/s for alternative format (special print) orders	21 Nov 2025
<input type="checkbox"/> submit applications for 2026 new enrolments requiring alternative format (special print)	9 Feb
<input type="checkbox"/> contact the Authority's NAPLAN helpdesk if alternative format (special print) test materials not received	6 Mar

Student registration in SIRS

<input type="checkbox"/> upload Student Registration and Demographic (SRGDG) files for Years 3, 5, 7 and 9 in SIRS	12 Feb
For assistance: Data Services scsa.wa.edu.au/publications/data-procedures-manual Section 4 Ph: Data Services on 9273 6352 E: dataservices@scsa.wa.edu.au .	

Information for staff

<input type="checkbox"/> inform all staff about NAPLAN 2026 dates	2 Feb
<input type="checkbox"/> nominate NAPLAN coordinator/s, test administrators and technical support officer/s	

Tasks:	Complete by:
---------------	---------------------

Disability adjustments

<input type="checkbox"/> submit NAPLAN 2026 Adjustments for disability application/s requiring TAA approval	27 Feb
<input type="checkbox"/> submit NAPLAN 2026 Exemption applications. These applications are reviewed by sector representatives so are due the week before NAPLAN commences	4 Mar
<input type="checkbox"/> submit NAPLAN 2026 Withdrawal applications. These applications must be submitted prior to the start of the scheduled test session for the student	Prior to testing
NOTE: Disability Adjustment Codes (DACs) that have not been approved, and exemptions and withdrawals without submitted applications, will be removed from the platform.	

Complete training modules provided by the Authority

<input type="checkbox"/> Technical readiness	27 Feb
<input type="checkbox"/> Principal	3 Mar
<input type="checkbox"/> NAPLAN coordinator	3 Mar
<input type="checkbox"/> Test administrator	10 Mar
<input type="checkbox"/> Scribe	10 Mar
NOTE: Refer to NAPLAN Update 1 for Authority training module login details.	
<input type="checkbox"/> email code of conduct attached to NAPLAN Update 1 to all staff involved	10 Mar

Access to NAPLAN Training and Practice environment

<input type="checkbox"/> Principal and NAPLAN coordinator access from 21 October 2025. Refer to NAPLAN Update 1, 2026 for login details <input type="checkbox"/> prepare test administrator packs for practice tests including: <ul style="list-style-type: none"> <input type="checkbox"/> the <i>2026 NAPLAN Practice test administration handbook</i>, digital copies are provided with NAPLAN Update 1, 2026, to be printed as needed <input type="checkbox"/> the test administration session login slip <input type="checkbox"/> practice student login slips (actual student information must not be used) <input type="checkbox"/> attendance list of students. <input type="checkbox"/> student DAC codes matched to correct login slips	Prior to the 2026 testing window
<input type="checkbox"/> complete practice test/s on the public demonstration site and/or <input type="checkbox"/> participate in school-run test session/s in the NAPLAN Training and Practice environment.	2 Feb– 10 Mar

Tasks:	Complete by:
--------	--------------

Pre-test mailout

<input type="checkbox"/> online schools will receive a package via Australia Post including: <ul style="list-style-type: none"> <input type="checkbox"/> cover letter to Principal with School PIN for NAPLAN 2026 platform <input type="checkbox"/> 2026 NAPLAN Handbook for principals and NAPLAN coordinators <input type="checkbox"/> 5 secure login cards <input type="checkbox"/> 2026 NAPLAN Years 3, 5, 7 & 9 Test administration handbook for teachers <input type="checkbox"/> NAPLAN 2026 Information for parents and carers brochure. 	6 Feb
<input type="checkbox"/> alternate format schools will receive a package via Australia Post including: <ul style="list-style-type: none"> <input type="checkbox"/> cover letter to Principal <input type="checkbox"/> 2026 NAPLAN Handbook for principals and NAPLAN coordinators <input type="checkbox"/> 2026 NAPLAN test administration handbooks for teachers (as required) <input type="checkbox"/> NAPLAN 2026 Information for parents and carers brochure (paper). 	
<input type="checkbox"/> distribute handbooks to staff involved. Electronic copies are available at k10outline.scsa.wa.edu.au/home/assessment/testing/naplan/schools	

NAPLAN coordinator briefing for test administrators, scribes and support persons

<input type="checkbox"/> brief test administrators, scribes and support persons emphasising that: <ul style="list-style-type: none"> <input type="checkbox"/> the provided 2026 NAPLAN test administration handbook for teachers must be read and followed exactly <input type="checkbox"/> assistance can only be provided as explained in the handbook <input type="checkbox"/> students must not be provided with visual or spoken clues including reminding them of recent work <input type="checkbox"/> photos and video must not be taken in the test room <input type="checkbox"/> images of students showing test materials must not be uploaded to social media platforms <input type="checkbox"/> posters, displays or teaching materials that might help students with the tests must be taken down or covered <input type="checkbox"/> incidents such as late arrival, illness, disruptions, refusal or abandonment must be recorded and reported to NAPLAN coordinator <input type="checkbox"/> rules for student disability adjustments must be followed. 	2 Feb– 10 Mar for the 2026 testing window
<input type="checkbox"/> all test administrators to complete the Authority's training module before administering a test	10 Mar
<input type="checkbox"/> all scribes to complete the Authority's training module before scribing for a student	10 Mar

NAPLAN coordinator for the school community

<input type="checkbox"/> prepare test schedule, distribute to parents/carers and inform students <ul style="list-style-type: none"> <input type="checkbox"/> distribute the NAPLAN 2026 Information for parents and carers brochure. Digital copies available at k10outline.scsa.wa.edu.au/home/assessment/testing/naplan/parents. 	10 Mar
---	--------

Tasks:	Complete by:
---------------	---------------------

NAPLAN 2026 PLATFORM READINESS

Platform registration

<input type="checkbox"/> Principal <i>invitation to self-register</i> email received from notifications@assessform.edu.au	23 Feb
<input type="checkbox"/> Principal to activate account on the NAPLAN 2026 platform	28 Feb
<input type="checkbox"/> Principal to invite NAPLAN coordinator/s on the NAPLAN 2026 platform <input type="checkbox"/> NAPLAN coordinator/s will then receive a registration email <input type="checkbox"/> NAPLAN coordinator/s activate account on the NAPLAN 2026 platform	3 Mar
NOTE: NAPLAN 2026 logins require the School PIN and physical secure login card provided with the pre-test mailout. NAPLAN Training and Practice environment logins will not work in the NAPLAN 2026 platform.	

NAPLAN coordinator preparation on the NAPLAN 2026 platform

<input type="checkbox"/> check student data, scheduled to be available from 2 March <input type="checkbox"/> add new enrolments (please email the Authority's NAPLAN helpdesk to confirm new enrolments) <input type="checkbox"/> create class groups (optional, as needed) <input type="checkbox"/> submit all exemption and withdrawal forms <input type="checkbox"/> update participation status for withdrawn (W), exempt (E) and no longer enrolled (NLE) students <input type="checkbox"/> add disability adjustments <input type="checkbox"/> generate TA test session slips and student session slips	3–10 Mar
---	----------

TEST TECHNICAL READINESS

<input type="checkbox"/> coordinate technical readiness checks with IT staff: <ul style="list-style-type: none"> <input type="checkbox"/> refer to resources on assessform.edu.au <input type="checkbox"/> test maximum expected network load <input type="checkbox"/> test Wi-Fi accessibility for devices <input type="checkbox"/> confirm all devices meet specification requirements <input type="checkbox"/> confirm all devices have NAP Locked Down Browser (LDB) installed and functioning 	27 Feb
<input type="checkbox"/> confirm all devices have all manual changes made as stated in the LDB guides <input type="checkbox"/> device/s available for test administrator/s <input type="checkbox"/> device/s available for any student/s with specific DACs e.g. use of a computer for Year 3 writing <input type="checkbox"/> headphones available for all students.	11–23 Mar

Tasks:	Complete by:
---------------	---------------------

ROOM PREPARATION

<input type="checkbox"/> book shared resources if required e.g. exam hall, rooms, device trolleys, to match your test schedule <input type="checkbox"/> advise staff to prepare classrooms for test conditions <input type="checkbox"/> check that all posters, charts and any printed materials are removed before and during the test days	10 Mar for the 2026 testing window
<input type="checkbox"/> confirm board/projector and screen available in test room to display test session code	11–23 Mar

PREPARATION FOR YEAR 3 WRITING

Printing of test books

NOTE: Year 3 writing test books and Years 3, 5, 7 and 9 paper test books are printed by Fujifilm DMS with student details.	Jan–Feb
--	---------

Delivery of Year 3 writing test materials

<input type="checkbox"/> test materials delivered via Australia Post <input type="checkbox"/> package received and signed for. The box will be labelled 'IMPORTANT: FOR THE PRINCIPAL' <input type="checkbox"/> retain the box for return of test materials <input type="checkbox"/> Principal to check that the materials received include: <ul style="list-style-type: none"> <input type="checkbox"/> cover letter to Principal <input type="checkbox"/> writing test books in a tamper-evident bag <input type="checkbox"/> a writing prompt page for each student in a tamper-evident bag <input type="checkbox"/> extra test materials, including non-personalised (blank) test books <input type="checkbox"/> an envelope containing instructions for return of test materials. 	4 Mar
<input type="checkbox"/> Principal to: <ul style="list-style-type: none"> <input type="checkbox"/> identify the tamper-evident bag containing the writing prompt. This bag MUST NOT be opened prior to testing 	Not before 11 Mar
<input type="checkbox"/> identify the tamper-evident bag containing the personalised student test books. This bag should be opened to ensure all students have a personalised book	Check as soon as possible after delivery
<input type="checkbox"/> Principal to store test materials securely in preparation for testing.	until 11 Mar

Tasks:	Complete by:
---------------	---------------------

Acknowledge receipt of Year 3 writing test materials

<input type="checkbox"/> receive WA NAPLAN Website activation email	16 Feb
<input type="checkbox"/> activate WA NAPLAN Website account	18 Feb
<input type="checkbox"/> Test Material page – confirm the number received	6 Mar
<input type="checkbox"/> order additional non-personalised books and prompt pages if needed	6 Mar

Administering and returning the Year 3 writing test

<input type="checkbox"/> additional personalised books received if ordered	10 Mar
<input type="checkbox"/> contact the Authority's NAPLAN helpdesk if additional test books are required on the test day	11 Mar
<input type="checkbox"/> writing test scheduled for Day 1 of NAPLAN	11 Mar
<input type="checkbox"/> test administrators collect all test materials at the completion of each test session: <ul style="list-style-type: none"> <input type="checkbox"/> student session slips <input type="checkbox"/> writing test books <input type="checkbox"/> writing prompt page for each student <input type="checkbox"/> extra test materials, including non-personalised (blank) test books <input type="checkbox"/> working-out/planning paper. <input type="checkbox"/> return all test materials to NAPLAN coordinator for secure storage <input type="checkbox"/> NAPLAN coordinator to complete participation status on test book front covers on the day of the test for any withdrawn, exempt, sanctioned abandonment, NLE or refused students. Do not mark 'Absent' until all catch-up test sessions are finished	11 Mar
<input type="checkbox"/> final day for writing test catch-up sessions <input type="checkbox"/> NAPLAN coordinator to: <ul style="list-style-type: none"> <input type="checkbox"/> complete participation status on test book front covers on the final day of the test for absent students <input type="checkbox"/> record the participation status of students for the Year 3 writing test on the NAPLAN 2026 platform: <ul style="list-style-type: none"> <input type="checkbox"/> update all absent, withdrawn, exempt, NLE and refused before updating participating students to AF (alternative format) <input type="checkbox"/> recording sanctioned abandonment must only occur after approval has been received from the TAA. <input type="checkbox"/> all Year 3 writing test materials lodged via Australia Post for return to Fujifilm DMS processing centre.	16 Mar

Tasks:	Complete by:
---------------	---------------------

ADMINISTERING TESTS

Adjustments for students with injury or temporary disability

<p>NOTE: Adjustments for students who sustain an injury or temporary disability just before the test may be applied using section 6.21 in Part A of this handbook.</p> <p><input type="checkbox"/> adjustments requiring TAA approval must be applied for before the student sits the test, including 'Assistive technology - computer for writing'</p>	11–23 Mar
---	-----------

Test administration

<p><input type="checkbox"/> NAPLAN coordinators to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> distribute test administration packs including an attendance list for the student test group <input type="checkbox"/> advise test administrators of DACs, exemptions, withdrawals, hosted and visiting students <input type="checkbox"/> keep a record of all DACs applied for auditing purposes <input type="checkbox"/> check all IT requirements are available and set up before students enter the test room. <p><input type="checkbox"/> Test administrators to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> manage test sessions <input type="checkbox"/> collect all test materials after each test session (including all student session slips and working-out/planning paper) <input type="checkbox"/> return all test materials to the NAPLAN coordinator for secure storage <input type="checkbox"/> inform NAPLAN coordinators of any issues, disruptions, technical difficulties, and student participation statuses including postponed students. 	11–23 Mar
<p><input type="checkbox"/> NAPLAN coordinator confirms all details on the platform before finalising test sessions each day</p>	Daily
<ul style="list-style-type: none"> <input type="checkbox"/> all tests, scheduled and catch-up, completed by the final day of the testing window <input type="checkbox"/> final check of student participation status for NLE, absent, refused <input type="checkbox"/> sanctioned abandonment status only applied with TAA approval <input type="checkbox"/> finalise all test sessions on the platform <input type="checkbox"/> contact the Authority's NAPLAN helpdesk to arrange the transfer of hosted and visiting student results 	23 Mar
<p><input type="checkbox"/> complete the platform checklist and move to <i>Results</i>.</p>	26 Mar

Test incidents

<p>Report test breaches/cheating to the Authority on:</p> <p>Ph: 9442 9442</p> <p>E: naplan@scsa.wa.edu.au.</p>	Throughout the testing window
--	-------------------------------

Tasks:	Complete by:
---------------	---------------------

PREPARATION FOR NAPLAN 2026 ALTERNATIVE FORMAT SCHOOLS

Delivery of alternative format test materials

<input type="checkbox"/> test materials delivered via Australia Post <input type="checkbox"/> package received and signed for. The box/es will be labelled 'IMPORTANT: FOR THE PRINCIPAL' <input type="checkbox"/> retain the box/es for return of test materials <input type="checkbox"/> Principal to check that the materials received include: <ul style="list-style-type: none"> <input type="checkbox"/> cover letter to Principal <input type="checkbox"/> test books for each domain <input type="checkbox"/> writing prompt pages and reading magazines for each year group <input type="checkbox"/> extra test materials, including non-personalised (blank) test books <input type="checkbox"/> an envelope containing instructions for return of test materials. 	4 Mar
<input type="checkbox"/> Principal to: <ul style="list-style-type: none"> <input type="checkbox"/> identify the tamper-evident bag/s containing the writing prompt. These bags MUST NOT be opened prior to testing 	Not before 11 Mar
<input type="checkbox"/> identify the tamper evident bag/s containing the reading magazine. These bags MUST NOT be opened prior to testing	Not before scheduled test session
<input type="checkbox"/> identify the tamper-evident bag/s containing the personalised student test books for writing only . These bags should be opened to ensure all students have a personalised book. The tamper-evident bags containing reading, conventions of language and numeracy MUST NOT be opened prior to testing.	check as soon as possible after delivery

Acknowledge receipt of alternative format test materials

<input type="checkbox"/> WA NAPLAN Website activation email received	16 Feb
<input type="checkbox"/> WA NAPLAN Website account activated	18 Feb
<input type="checkbox"/> Test Material page – confirm the number received	6 Mar
<input type="checkbox"/> order additional test materials if needed	6 Mar
<p>Before each test, NAPLAN coordinator to distribute the test materials that test administrators will need to administer the test:</p> <input type="checkbox"/> a test book for each student. All non-personalised books being used must have student details written on the front <input type="checkbox"/> do not use a personalised book for a different student under any circumstances <input type="checkbox"/> blank (working-out/planning) paper for each student <input type="checkbox"/> a class list, with any disability adjustments next to student names, and where applicable, exemptions and withdrawals are noted <input type="checkbox"/> spare pencils, erasers and sharpeners <input type="checkbox"/> calculators, including some spares, for Years 7 and 9 numeracy <input type="checkbox"/> the test administrator should use the class list to record any incidents during the test.	11–16 Mar (17 Mar for non-writing domain catch-ups)

Tasks:	Complete by:
---------------	---------------------

RETURN OF ALL ALTERNATIVE FORMAT TEST MATERIALS INCLUDING YEAR 3 WRITING

<input type="checkbox"/> lodge all Year 3 writing test materials for return via Australia Post by COB <input type="checkbox"/> lodge all Years 3, 5, 7 and 9 alternative format schools test materials for return via Australia Post by COB	17 Mar
--	--------

Returning test materials

Packing instructions: <input type="checkbox"/> check participation status on each book cover matches participation status on the NAPLAN 2026 platform. Students who were present and completed their test will not have a participation bubble filled in <input type="checkbox"/> attach any typed scripts to the students' personalised books <input type="checkbox"/> pack all used and unused test books <input type="checkbox"/> pack all writing prompt sheets separately to test books in the box <input type="checkbox"/> pack visiting/hosted student paper test materials in the box <input type="checkbox"/> use the packing label and instructions supplied by Fujifilm DMS to label the box.	
Return address: FUJIFILM Data Management Solutions PTY Ltd ATTN: DHAVAN GALA 9 Jackson St Bassendean WA 6054	
<input type="checkbox"/> obtain Australia Post receipt	17 Mar
<input type="checkbox"/> record test materials return tracking details on the WA NAPLAN Website	18 Mar

Returning alternative format (special print) test materials

<input type="checkbox"/> lodge Years 3, 5, 7 and 9 alternative format (special print) materials via Australia Post for return to Fujifilm DMS by COB <input type="checkbox"/> pack all used and unused alternative format (special print) test materials in the bag/box they were delivered in for return <input type="checkbox"/> use the packing label and instructions supplied by Fujifilm DMS to label the bag/box.	23 Mar
--	--------

After the test security period

<input type="checkbox"/> keep test materials securely until the end of the test security period	26 Mar
<input type="checkbox"/> securely destroy any other test materials including TA session login slips, student session slips and student working-out/planning pages	27 Mar

MARKING AND ANALYSIS

Marking of writing and short-response questions takes place in each state and territory by professional markers who are trained in the NAPLAN tasks.	17 Mar–Apr
Analysis of data and preparation of reports takes place.	Apr–Jun

Tasks:	Complete by:
---------------	---------------------

ACCESSING THE STUDENT AND SCHOOL SUMMARY REPORT (SSSR)

<input type="checkbox"/> confirm SIRS contacts correct for the release of Individual Student Reports	6 Jun
<input type="checkbox"/> download Preliminary SSSR and save to secure local drive on school network	TBC
<input type="checkbox"/> download Final SSSR and save to secure local drive on school network	TBC
<input type="checkbox"/> Final SSSR and sector reporting tools available for teaching staff	

INDIVIDUAL STUDENT REPORTS (ISRs)

Digital copy

<input type="checkbox"/> receive WA NAPLAN Website activation email <input type="checkbox"/> activate WA NAPLAN Website account <input type="checkbox"/> download Individual Student Reports (ISRs) and writing scripts <input type="checkbox"/> save digital ISRs and writing scripts to secure local drive on school network for future access <input type="checkbox"/> check digital ISRs against SSSR data and hard copies	Jun–Jul
--	---------

Hard copy

<input type="checkbox"/> Reporting package delivered to school including: <ul style="list-style-type: none"> <input type="checkbox"/> cover letter to Principal <input type="checkbox"/> hard copy ISRs for distribution to parents/carers <input type="checkbox"/> reporting information brochure for parents/carers. <input type="checkbox"/> ISRs checked against SSSR data and digital copies before distribution to parents/carers	TBC
<input type="checkbox"/> distribute ISRs and parent/carer information brochure within a week of receipt	TBC

School requests to review student results

<p>To request a review of an individual student's results, principals should email the Authority's NAPLAN helpdesk clearly outlining the basis for the request including:</p> <ul style="list-style-type: none"> • check of results and re-marking • replacement reports due to legal name changes • missing reports. 	TBC
--	-----

School data available on relevant sector reporting systems

DoE schools: SAIS dashboard CEWA schools: Power BI app AISWA schools: Valuate portal	TBC
Release of NAPLAN 2026 national report.	TBC