

NAPLAN 2022 Report Website User Guide

INTRODUCTION

A secure website has been established for schools to download Individual Student Reports (ISRs) and writing task images for students who participated in the National Assessment Program Literacy and Numeracy (NAPLAN) in 2022.

Login details were provided with the 2022 Reporting package (via Australia Post) and in the *NAPLAN reporting update-August 2022*, emailed to schools on Monday, 29 August 2022.

The website is open to schools from **29 August to 4 November 2022**.
The ISRs and writing task images will not be available after this closing date.

IMPORTANT: All downloaded files should be saved to a secure folder on your school network and retained for future access by authorised staff.

1. DOWNLOAD INDIVIDUAL STUDENT REPORTS (ISR)

You can download ISRs for a whole Year level or for an individual student.

Download by Year Level

In the 'Year Level' area, use the dropdown box to select the Year level. Click on *Download ISRs*. The ISRs for that Year group will download as a zip file to your 'Downloads' folder.

Select a different Year Level from the drop-down list. Repeat the process to download a zip file for each Year Level.

Year Level

Filter by Year Level:

Extract the files from the zip folder to a folder on your school network. [See Step 3 below for how to do this.]

Download by individual student

Select the Year level of the student. In the 'Student Search' area, use the search boxes to locate the student. Click on the *Download* link next to the name. A PDF of the student's ISR will download to your 'Downloads' folder.

Move the file from your 'Downloads' folder to a folder on your school network.

Click on the *Clear* button to clear the search boxes.

The columns in the student table are sortable. Click on the column heading to change the way the student table is sorted.

Student Search

Search by first name: Search by last name:

File Download	First Name	Last Name ↑	WASN	Year Level
Download	JASMINA	HIGHAM	44192535	3
Download	JOHN	MCHUGH	44254229	3

2. DOWNLOAD WRITING TASKS

You can download Writing Tasks for a whole Year level or for an individual student.

Download by Year Level

In the 'Year Level' area, use the dropdown box to select the Year level. Click on *Download Writing Tasks*. The Writing Tasks for that Year group will download as a zip file to your 'Downloads' folder.

Select a different Year Level from the drop-down list. Repeat this process to download a zip file for each Year Level.

Year Level Filter by Year Level: <input type="text" value="7"/> <input type="button" value="Download Writing Tasks"/>

Extract the files from the zip folder to a folder on your school network. [See Step 3 below for how to do this.]

Download by individual student

Select the Year level of the student. In the 'Student Search' area, use the search boxes to locate the student. Click on the *Download* link next to the name. A PDF of the student's writing task will download to your 'Downloads' folder.

Move the file from your 'Downloads' folder to a folder on your school network.

Click on *Clear* button to clear the search boxes.

The *Download* link will only appear for students who were present for the Writing Task. Students who were absent, exempt or withdrawn will not have a link. Their Participation status will show in the 'Participation' column.

The columns in the student table are sortable. Click on the column heading to change the way the student table is sorted.

File Downloads	First Name	Last Name ↑	WASN	Year Level	Participation
Download	MERVYN	BLAKERS	44 131813	3	P
	CHRISTINA	BROWN	11866732	3	A
Download	JASMINA	BUI	10506767	3	P
Download	TONY	BUTTERS	28058678	3	P
	IVY	COX	21407089	3	W

3. EXTRACTING THE ISRS AND WRITING TASKS FROM FROM ZIP FILES

1. Make new folders on your secure school network to store the ISRs and writing tasks. Rename the folders. Suitable names might be **2022 NAPLAN ISRs** and **2022 NAPLAN WRITING TASKS**.
2. Move the zip file(s) from your downloads folder to the new folder(s) you have created.
3. Right-click the zip file name. A list of actions will show.
4. Click 'Extract All ...' A window will then ask you to 'Select a Destination and Extract Files'.
5. Click 'Browse'. Locate the new folder you have created. Click its name.
6. Click 'Select Folder'. The 'Select a Destination and Extract Files' window will show the file path of the new folder. Check this is correct.
7. Click 'Extract'. The student reports will appear in the new folder.