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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) tests. This information is required to facilitate smooth administration of the testing program.

The website will be open to schools in two stages:

- registration – 26 February to 8 March
- participation – 18 March to 24 May

In the registration stage schools are able to add new students and review and edit student details. Schools can allocate students into groups or classes according to their arrangements for administering the NAPLAN tests, e.g. normal class groups. This will enable test booklets to be sorted and delivered as per school test administration requirements.

Schools are able to print pre-filled exemption, withdrawal and adjustment for disability forms from the registration website. See page 8 of this manual for details.

All schools MUST verify their student information by 8 March.

THE STUDENT REGISTRATION WEBSITE
The Student Registration website can be found at:


Note: you will need to allow for pop-ups on your internet browser.

The website is secure and schools 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 package containing their Handbook for principals, Information for teachers and Information for parents. If you have not received your username and password please contact the help desk on 1800 665 627.

HOW TO USE THE WEBSITE
The Student Registration website will be open 26 February and close 8 March. Schools must check and confirm their student registration data.
LOG-ON
To log-on to the secure website:

- go online to www.pearsononline.com.au/WA
- enter the USERNAME and case-sensitive PASSWORD that has been assigned to your school.

Note: if you have forgotten your username or password, click on the link provided on the log-on page. If you incorrectly enter your details three times, you will be locked out of the website and will need to contact the help desk on 1800 665 627.

The website HOME PAGE will open.
To complete the necessary steps on the website, click on the options, i.e. School details, Statement of Compliance, Manage students, Confirmation in the Main Menu on the left of the screen or click the relevant link under Steps in the Home Page.

The Next button, located at the lower right hand corner of each page, allows you to move through to the next step.

Note: Steps 4 through to 11 will not become active until 18 March 2019
CHECK SCHOOL DETAILS

Check your school’s details by clicking on School details from the main menu on the left of your screen or Step 1 on the Home page. Please ensure that the contact details of the school’s NAPLAN co-ordinator are correct.

Click on Save once you have edited your school details. Contact your testing authority if any of the other school details, i.e. school name or address need to be changed:

Public Schools (including Independent Public Schools)
School Curriculum and Standards Authority
(08) 9442 9461
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
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.

To complete the Statement of Compliance:

- click on Statement of Compliance on the main menu or Step 2 from the Home page or the Next button after completing School details
- tick the box to indicate that you have read and accept 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
MANAGE STUDENTS
Student records have been uploaded to the website and the details need to be checked for accuracy and edited where necessary. Students can be added or removed and class allocations can be changed.

VIEW A STUDENT’S DETAILS
To view students’ details:

- click on Manage students on the left of your screen or click on Step 3
  This will display a list of your school’s enrolled students’ details. The Participation Status for all students will default to Present.
- click on the Display drop down options to select the Year level, Test type and Test group that you want to check
- if a Test group is not shown in the drop down options, set up new test groups as directed on page 13 prior to amending student details
- click on the headings at the top of each column to sort the student details in different ways
- to search for a specific student, enter the student’s name into the First name and Last name boxes and click on Search. The list will then display the student/s matching the name. If a student does not exist, a message will be displayed with ‘student cannot be found.’ Click on Manage students to return to the student list
- To record a student as Exempt, Withdrawn, Adjustment for Disability, Left School or Deleted; select the relevant option from the Participation status drop down list next to each student
  - If Exempt, Withdrawn is selected, this status will be applied to all test types for that student; however, you are also able to subsequently change the status for individual test types if necessary
  - If Adjustment for Disability is selected you will need to apply for all test types individually if necessary.
  - If Exempt, Withdrawn or Adjustment for Disability is selected, you will be reminded to submit an Exemption, Withdrawal or Adjustment for Disability form for that student. A pre-filled form, containing that student’s details can be downloaded and printed by clicking the Print option under Forms.

Note: Exemption, Withdrawal and Adjustment for Disability forms must be submitted by 12 April for approval. Once approved, the shading for the student will change from red (unconfirmed) to green (confirmed).

Links to the relevant forms can also be found at the bottom of the Manage students page.

Student lists can be saved and/or printed by following these steps:
To save/print Test participation and summary report:
- click on Print/Save on the Manage students page
- select the year level, test type and test group from the relevant drop down list
- click on View Report
- click on to reveal a drop down list of export formats
- select and click on your preferred export format from the drop down list
- open the document to print or save the document to the desired location.

The name 'test group' refers to the way students will be grouped for the WA testing.

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 list all students.

If you select 'Adjustments for Disability' as the option, then you will be presented with another drop down menu
from which you will need to select the appropriate Special Provisions category. You can select multiple categories
by holding down the Ctrl key on your keyboard and clicking on each category.

<table>
<thead>
<tr>
<th>Display</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Add student</td>
</tr>
<tr>
<td>Last Name</td>
<td>Add/Edit/Delete test group</td>
</tr>
<tr>
<td>Year level</td>
<td>Move to test group</td>
</tr>
<tr>
<td>Test type</td>
<td>Select a test group</td>
</tr>
<tr>
<td>Test group</td>
<td>All test groups</td>
</tr>
</tbody>
</table>

Search

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

Click column headers to sort by the column

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>DOB</th>
<th>Year</th>
<th>Test group</th>
<th>Participation Status</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>SOFIE</td>
<td>PRICE</td>
<td>15/04/2010</td>
<td>3</td>
<td>03R</td>
<td>Present</td>
</tr>
<tr>
<td></td>
<td>LIAM</td>
<td>JACKSON</td>
<td>1/01/2009</td>
<td>3</td>
<td>030</td>
<td>Present</td>
</tr>
<tr>
<td>Edit</td>
<td>RUBY</td>
<td>MEAD</td>
<td>28/01/2006</td>
<td>3</td>
<td>030</td>
<td>Present</td>
</tr>
<tr>
<td>Edit</td>
<td>RYAN</td>
<td>STANLEY</td>
<td>5/07/2009</td>
<td>3</td>
<td>030</td>
<td>Present</td>
</tr>
<tr>
<td>Edit</td>
<td>GRACE</td>
<td>TAYLOR</td>
<td>21/02/2009</td>
<td>3</td>
<td>030</td>
<td>Present</td>
</tr>
</tbody>
</table>

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

Back     Next
EDIT A STUDENT’S DETAILS

Schools will be able to change an individual student’s details by clicking on **Edit** next to each student entry. To edit a student’s details:

- click on **Edit** next to the student’s name on the list. This will display a screen containing the details for the individual student (see image below). New details can be typed in or selected from drop down options
- click **Update** to save the amendments to the record
- click **Return** to return to the list of student details.

---

**Image of Edit Student details screen:**

- **First name:** BOFE
- **Last name:** PRICE
- **Date of birth:** 15/4/2010
- **Year level:** 3
- **Language Writing test group:** BBB
- **Reading test group:** BBB
- **Numeracy test group:** BBB

**Buttons:** Update, Return
APPLYING FOR ADJUSTMENT FOR DISABILITY

To apply for an adjustment for disability to a student:

- place a tick in the tick-box of Adjustment for Disability in the participation column
- select the Adjustment from the dropdown list (you can select multiple categories by holding down the Ctrl key on your keyboard and clicking on each category)
- click on the OK button in the popup message to submit forms.

<table>
<thead>
<tr>
<th>Display</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Add student</td>
</tr>
<tr>
<td>Last Name</td>
<td>Add/Edit/Delete test group</td>
</tr>
<tr>
<td>Year level</td>
<td>Move to test group</td>
</tr>
<tr>
<td>Test type</td>
<td>Language Conventions</td>
</tr>
<tr>
<td>Test group</td>
<td>Select a test group</td>
</tr>
<tr>
<td>All test groups</td>
<td>Print/Save</td>
</tr>
</tbody>
</table>

Student Registration and Participation Website 2019
PAS School (School Code: 9997)

3. Manage Students

The name ‘test group’ refers to the way students will be grouped for the WAB testing.
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 list all students.

If you select Adjustments for Disability as the option then you will be presented with another drop down menu from which you will need to select the appropriate Social Provision category. You can select multiple categories by holding down the Ctrl key on your keyboard and clicking on each category.
ADD A NEW STUDENT'S DETAILS

To add a new student’s details:

- click on **Add student** on the **Manage students** screen
- enter the details of the new student
- 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.
**ADD A TEST GROUP**

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

To create a new test group:

- click on **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.

Once the test group is created, the name can be edited, by clicking on the **Edit Test group** link on the **Manage students** 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.
- The action will only remove the individual test group and each test type must be done separately.
ORGANISE STUDENTS INTO GROUPS FOR TESTING
Where appropriate, a student can be allocated to a different test group for each subject. For example, a student can be in Class 1 for Language Conventions/Writing and Class 5 for Reading. This will determine how the test materials for your school will be packed.

VIEWING STUDENT LISTS
Students may be displayed on multiple pages. If you check the Display All box, the entire alphabetical list of students will be displayed on one page.

MOVE STUDENTS TO A TEST GROUP
To move several students to a different class:

- click the check box next to the students’ names (or you can select the entire list of students by clicking the Select All check box)
- select the new test group from the Move to test group drop down list
- select YES to apply the change to all test sessions (if required), then click Update.

![Image of Pearson Student Registration and Participation Website]

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. Reprising software groups
10. Individual Student Report Groups
11. Returning test materials
12. Confirmation

The name ‘test group’ refers to the way students will be grouped for the WA testing. 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 list all students.

If you select Adjustments for Disability as the option, then you will be presented with another drop down menu from which you will need to select the appropriate Special Provisions category. You can select multiple categories by holding down the Ctrl key on your keyboard and clicking on each category.

<table>
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<tr>
<td>Year Level</td>
<td>Move to test group</td>
</tr>
<tr>
<td>Test Type</td>
<td>Language Conventions</td>
</tr>
<tr>
<td>Test Group</td>
<td>All test groups</td>
</tr>
</tbody>
</table>

Do you want this to apply to all test sessions?
- [ ] yes
- [ ] no
- update

Print/Save

[Options for selecting students and test groups]
CONFIRMATION

After checking your students’ records and making necessary amendments, confirm that all information is accurate. This is required for the overprinting of student details onto the test books.

When the student details for a Year level are accurate:

- click on Confirmation on the main menu bar on the left of the screen or Step 4 or the Next button on the Manage students page
- click the box next to the Year level that you want to confirm.

Once confirmation for each year level has been received, the online student registration process is complete.

WEBSITE SUPPORT

The toll-free help desk number (1800 665 627) and the contact details for your testing authority can be found in the Contact Us page.

The help desk should be contacted for all technical queries, including username and password enquiries, and will be available from 8am to 4pm (WST), Monday to Friday.

For NAPLAN testing related queries please contact the School Curriculum and Standards Authority: (08) 9442 9461 or naplan@scsa.wa.edu.au.