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| NAPLAN 2025School checklist |

| Key | fileShare app | NAPLAN AARA app  | NAPLAN Administration app |  |
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|  | Description | Where | From | Due by |
|  | Term 1 |  |  |  |
| [ ]  | Access 2025 Training and Practice environment credentials. | **QCAA Portal:** fileShare app | Jan | Mar |
|[ ]  For Year 7 and newly enrolled students only, submit applications for QCAA-approved alternative format materials (large print, black and white, electronic tests — PDFs). | **QCAA Portal:** NAPLAN access arrangement and reasonable adjustments (AARA) app | 6 Jan | 11 Feb |
|[ ]  Submit applications for QCAA-approved NAPLAN AARA (disability adjustments) for students with disability.  |  |  | 11 Feb |
|[ ]  Provide a copy of the Record of adjustment for students with disability form to parents/carers and retain the signed originals. Ensure correct disability adjustment codes (DACs) for school-approved and QCAA-approved NAPLAN AARA are assigned on the [assessment platform](https://www.assessform.edu.au) prior to NAPLAN testing. |  | 30 Oct 2024 | 11 Mar |
| [ ]  | Submit application to vary test dates due to gazetted public holidays (only if applicable). | Principal email to naplan@qcaa.qld.edu.au  |  | 2 Feb |
|[ ]  Receive QCAA welcome pack, grid cards and Year 3 test materials. |  | 29 Jan | 14 Feb |
|[ ]  Prepare school security plan — template available from [QCAA Portal](https://www.qcaa.qld.edu.au/logins/qcaa-portal/landing-page). | **QCAA Portal:** NAPLAN Administration app |  | Feb  |
|[ ]  **Independent and Religious Institute Catholic schools:** upload and check student details.  |  | 28 Jan | 18 Feb |
|[ ]  **State schools and schools from the Catholic dioceses:** verify and update student details. |  | 13 Feb | 18 Feb |
|[ ]  Receive special print materials (braille, large print and black and white). |  | 19 Feb |  |
|[ ]  Develop school test schedule and distribute to the school community. |  |  | 14 Feb |
|[ ]  Download and distribute handbooks from [QCAA NAPLAN Handbooks and platform guides](https://www.qcaa.qld.edu.au/p-10/naplan/test-administration/naplan-handbooks-and-platform-guides) page. | QCAA NAPLAN webpage |  | Feb  |
|[ ]  Complete parent/carer withdrawal and test exemption forms, if required. | **QCAA Portal:** NAPLAN Administration app | 17 Feb | 11 Mar |
|[ ]  Store all test materials securely from receipt until the end of test security window. |  |  | 28 Mar |
| [ ]  | Access 2025 NAPLAN environment school PIN. | **QCAA Portal:** fileShare app | 6 Feb |  |
|[ ]  Complete principal online registration process for the NAPLAN environment after receiving the welcome letter, grid cards and invitation email. This should be done as soon as possible. | [Assessment platform](https://www.assessform.edu.au) | 6 Feb | 28 Feb |
|[ ]  Conduct NAPLAN practice test in the Training and Practice environment. Practice tests are optional but highly advisable. |  |  | Prior to 11 Mar |
|[ ]  Create test administrator (TA) packs for each scheduled test session. |  | 3 Mar | 11 Mar |
|[ ]  Confirm all devices have the latest version of the [NAP locked down browser](https://www.assessform.edu.au) installed and working. Ensure spare devices and headsets are available.  |  |  | Prior to 12 Mar |
|[ ]  Prepare rooms for tests, i.e. arrange furniture, remove or cover wall charts. |  | 10 Mar | 11 Mar |
|[ ]  Test window opens. All year levels must commence writing test on 12 March 2025. | [Assessment platformNAP locked down browser](https://www.assessform.edu.au/naplan-online/locked-down-browser) | 12 Mar | 24 Mar |
|[ ]  Distribute test materials as required for each test session, following the official test schedule. |  | 12 Mar | 24 Mar |
|[ ]  Complete Year 3 writing catch-up tests for absent students in alignment with paper protocols.  |  | 13 Mar | 17 Mar |
|[ ]  Check all Year 3 test book covers for accuracy and completeness. Update assessment platform to match participation changes on test book covers. | [Assessment platform](https://www.assessform.edu.au) | 13 Mar | 19 Mar |
|[ ]  Post all paper test materials. Ensure *Returned test materials lodgement* form is stamped by the post office. Take photo of stamped lodgement form for future reference. | **QCAA Portal:** NAPLAN Administration app |  | 19 Mar |
|[ ]  Ensure all online catch-up tests have been completed.  | [Assessment platform](https://www.assessform.edu.au) | 12 Mar | 24 Mar |
|[ ]  Close all open test attempts and move school to **Results** as soon as testing is completed. |  |  | 25 Mar |
|[ ]  If applicable, submit: * *Student test attempt advice* form to advise of any test attempt variations, including known duplicate records
* *Visiting student data transfer* form if your school hosted any visiting students.
 | **QCAA Portal:** NAPLAN Administration app | 12 Mar | 25 Mar |
|[ ]  Store test materials securely until the test security window ends.Retain school PIN for access to *Student and school summary report* (SSSR). |  |  | 27 Mar |

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