

Memo

Release of 2024 NAPLAN student reports and test results

Purpose

To inform schools about:

- the release of the final 2024 NAPLAN Student and School Summary Report (SSSR), QCAA NAPLAN school reports and Individual Student Reports (ISRs)
- how to access student writing scripts
- timelines for checking and querying data.

Background

The National Assessment Program — Literacy and Numeracy (NAPLAN) provides information on how Australian students in Years 3, 5, 7 and 9 are performing in numeracy, reading, writing, spelling, grammar and punctuation. The QCAA is legislated to administer and report on NAPLAN in Queensland.

In 2023, proficiency standards replaced the previous numerical bands. Proficiency standards provide information about what students at each level can typically demonstrate in each NAPLAN test.

Information

The release schedule for 2024 NAPLAN test results and reports is as follows:

2024 Schedule	NAPLAN data	Details
Commencing 18 June	Final Student and School Summary Report (SSSR)	<ul style="list-style-type: none">• Final SSSR is available from the Online National Assessment Platform www.assessform.edu.au.• Provides feedback on how students and cohorts of students within schools performed in all NAPLAN tests.
	Release of writing scripts	<ul style="list-style-type: none">• All writing scripts (including Year 3 and alternative formats) are available in the fileShare application (app) in the QCAA Portal.• Writing script images for Years 5, 7 and 9 are also available through the View Script function on the Student Reports tab within the SSSR (downloaded from www.assessform.edu.au).• Schools downloading files to their school network must ensure that appropriate security measures are in place to maintain privacy and prevent unauthorised access.

Commencing end Term 2	Release of QCAA NAPLAN school reports	<ul style="list-style-type: none"> • QCAA NAPLAN school reports are available via the fileShare app in the QCAA Portal. • Provides students' scaled scores and state means.
Commencing early Term 3 (mid-late July)	Individual Student Reports (ISRs)	<ul style="list-style-type: none"> • QCAA posts hard copies of ISRs to all schools. • Schools receive one printed ISR for each student for distribution to parents/carers. • ISR files will be uploaded into the fileShare app in the QCAA Portal for each school.

Resources to support schools

The following resources are available to help schools and parents understand the reporting standards:

- [How to interpret the SSSR](#) (ACARA)
- [Proficiency level descriptions](#) (ACARA)
- [NAPLAN individual student report: Information for parents and carers 2024](#) (ACARA).
- **QCAA newsbite webinar** — a live communication stream assisting schools to access their reports. The duration of the webinar is approximately 15 minutes. Access a no-cost session at a time listed below using the link provided.

Dates	Morning	Afternoon	Link
11, 18 and 25 July	9:00 am	3:15 pm	https://au.bbcollab.com/guest/274f7f6aecba42f3903e362fecbedd9e

What you need to do

Download the final SSSR and writing responses

For instructions about downloading the final SSSR and the writing responses, see the [QCAA NAPLAN test reporting and analysis](#) webpage.

Access your NAPLAN school report

NAPLAN school reports are available for download in fileShare. Log in to the [QCAA Portal](#) and open the fileShare app. Select the **Reporting files** tab.

Confirmed principals and users with the QCAA Portal roles of Principal Delegate NAPLAN, fileShare Application Administrator, or fileShare Submitter can access this functionality.

Receipt of ISRs

- Prepare for the secure storage of ISRs.
- Check that all ISRs have been received and all data is accurate. Reports will not be provided for students who were withdrawn or exempt from all tests.

- Check student details in the ISRs, including:
 - name (specifically if the student’s preferred name is different to their enrolled/legal name. Refer to the [2024 NAPLAN Handbook for Principals and NAPLAN Coordinators](#))
 - participation status (e.g. exempt or absent).
- Distribute ISRs.
- Lodge a *Query final student data* form for any perceived errors by the due date.

Lodge *Query final student data* form (from 22 July to 9 August 2024)

To lodge a *Query final student data* form:

1. Log in to the [QCAA Portal](#).
1. Open the **NAPLAN Administration** app.
2. Select the **Online forms** tab.
3. Select the **New form** button.
4. From the dropdown list select **Query final student data**.
5. Search for each relevant student and complete the form. (A separate form must be completed for each student you wish to query.)

Note: If a student’s name cannot be found, **do not** create a new student record within the NAPLAN Administration app to proceed with this query. Please call the NAPLAN Helpdesk on 1300 214 452 or email NAPLAN@qcaa.qld.edu.au for assistance.

Amendments to reports will be processed through applications submitted using the *Query final student data* form lodged on or before this closing date.

Finding out more

For more information, please email naplan@qcaa.qld.edu.au or phone 1300 214 452.

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