

Memo

Queensland Curriculum and Assessment Authority

5 November 2024

Prep – Year 10

Number: 053/24

Preparing for NAPLAN 2025

Purpose

To advise schools to commence preparations for the National Assessment Program — Literacy and Numeracy (NAPLAN) 2025 in Term 4 2024.

Background

All eligible students in Years 3, 5, 7 and 9 are expected to participate in the NAPLAN tests. As a result of the March test window, some preparations and considerations for 2025 need to commence in Term 4 2024.

Year 3 students will complete their writing test in a response booklet that is printed with their name and school. The submission of Year 2 census data to the QCAA in Term 4 allows the printing and delivery process to commence during the end-of-year school holiday period in readiness for the start of the 2025 school year.

Information

Finalising the 2024 NAPLAN test cycle

QCAA NAPLAN school reports have been updated following ACARA's release of the 2024 NAPLAN national results. These reports include the most up-to-date information about school and state scale score means.

The updated reports, as well as digital versions of the NAPLAN 2024 Individual Student Reports (ISRs), are now available in fileShare (QCAA Portal).

AARA for students with disability

Schools should commence consultation with parents/caregivers for students who may require alternative format test materials as an access arrangement or reasonable adjustment (AARA). Further information about these AARA can be found at www.qcaa.qld.edu.au/p-10/naplan/disability-adjustments. Refer to Memo number 051/24 for more information about applying for alternative format test materials.

Year 2 census data

Year 2 census data is submitted to the QCAA so that the printing process for Year 3 writing testbooks can commence over the end-of-year school holiday period. This information is uploaded to the NAPLAN Administration application (app).

On behalf of their schools, the Queensland Department of Education and each of the Catholic dioceses submits the census data for their students enrolled in Year 2 in 2024 to the QCAA.

Independent schools, and some religious institute schools, will upload their own data directly to the NAPLAN Administration app from **4 November 2024**.

Schools that have their data submitted by their sector authority on their behalf will be able to check that the data is complete and accurate from **11 November 2024**.

All schools are responsible for checking the accuracy of their student records in the NAPLAN Administration app by **22 November 2024**.

Please refer to the QCAA Portal help guides to assist you with data loading and checking.

Note: this data is collected for the purpose of commencing the Year 3 writing testbook printing and delivery process. Year 3 census data will be collected early in 2025 to confirm the most current data is imported into the Assessment Platform. For this reason, class groups are not required to be uploaded or verified as part of the Year 2 census data collection, as Year 2 class groups will not be used for the printing, packaging or delivery of student testbooks.

Student devices

Updated requirements for student testing devices to be used in NAPLAN 2025 have been added to the Assessment Platform website (assessform.edu.au).

Schools should visit the Device requirements page to ensure that school/student devices intended for use in NAPLAN 2025 meet the required technical specifications.

Please note that touchscreen devices (not including iPads) continue to be unsupported for the NAPLAN tests. Use of these devices may result in answer selections not being saved to the platform.

Your school's test schedule, camps, excursions and sports days

Schools are encouraged to create their 2025 test schedule following a review of their expected enrolments for 2025 for Years 3, 5, 7 and 9, the devices available and the school's network capacity. Schools are reminded that for the nine-day test window, schools are not to schedule camps, excursions, sports days or other events that require students to be offsite/unavailable for the entire day.

NAPLAN Training and Practice environment

The NAPLAN Training and Practice environment will be available to schools from January 2025 and can be used to support student familiarisation with the platform, staff training, and device/network readiness testing.

Refreshed login credentials for the NAPLAN Training and Practice environment will be uploaded to the fileShare app (QCAA Portal) for your school prior to the Term 1 2025 staff professional development days.

Practice tests conducted from January onwards should use the 2025 locked down browser, which will be available for download from the Assessment Platform website (assessform.edu.au) in late 2024.

NAPLAN training sessions

In Term 1 2025, the QCAA is delivering online webinars to support schools in administering NAPLAN. Visit the [QCAA PD & events](#) page for further details and to register.

What you need to do

- Download the 2024 QCAA NAPLAN school reports and digital ISRs from fileShare (QCAA Portal).
- Apply for QCAA-approved alternative format AARA by the due dates.
- **Independent schools and religious institute schools:** upload Year 2 census data to the NAPLAN Administration app (QCAA Portal) from **4 November 2024**.
- **All schools:** verify the accuracy of Year 2 census data in the NAPLAN Administration app (QCAA Portal) by **22 November 2024**.
- Visit the Device requirements page on the Assessment Platform website (assessform.edu.au) to ensure devices intended for use in 2025 NAPLAN testing meet the minimum requirements.
- Register for webinars to support your preparations for NAPLAN 2025 via the [QCAA PD & events](#) page.

Finding out more

For further information or support, please email the NAPLAN Unit at naplan@qcaa.qld.edu.au or phone 1300 214 452.

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