

# Memo

Queensland Curriculum and Assessment Authority

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23 April 2025

Prep – Year 10

Number: 015/25

## Release of 2025 NAPLAN preliminary Student and school summary report (SSSR)

### Purpose

To inform schools about:

- the release of the preliminary 2025 NAPLAN Student and school summary report (SSSR)
- timelines for checking and querying data
- timelines for the final SSSR and individual student reports (ISRs).

### 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 writing, reading, spelling, punctuation, grammar and numeracy. The QCAA is legislated to administer and report on NAPLAN in Queensland.

The NAPLAN preliminary SSSR provides data for each student in the test domains of reading, spelling, punctuation, grammar and numeracy.

The final SSSRs will be available by the end of Term 2, 2025 and will provide writing scores and writing scripts, scale score results and student proficiency levels, taking individual item difficulty into account.

The Australian Curriculum, Assessment and Reporting Authority (ACARA) will publish the NAPLAN national results in August 2025.

### Information

The information in the 2025 NAPLAN preliminary SSSR enables schools to:

- check student participation status, e.g. absent, withdrawn, exempt, refused, sanctioned abandonment
- check the accuracy of data, including the spelling of students' names
- check that hosted or visiting student records have been transferred to the enrolled school
- identify the non-writing test domains in which students found items challenging and see which pathway was taken by individual students.

Schools should exercise caution in drawing conclusions from the preliminary SSSR data. It is important to note this is preliminary data and should not be distributed to parents.

## Release schedule for 2025 NAPLAN test results and reports

**Note:** Schools downloading files to their school network must ensure that appropriate security measures are in place to maintain privacy and prevent unauthorised access.

2025 schedule	NAPLAN data	Details
<b>24 April 2025</b>	Preliminary SSSR	<ul style="list-style-type: none"> <li>Available from the <a href="#">Assessment Platform</a>.</li> <li>Provides the following data for all test domains <b>except</b> writing:               <ul style="list-style-type: none"> <li>participation</li> <li>proficiency levels</li> <li>students' scores and branching pathways.</li> </ul> </li> </ul>
<b>Mid-June 2025</b>	Final SSSR	<ul style="list-style-type: none"> <li>Available from the <a href="#">Assessment Platform</a>.</li> <li>Provides the following data for all test domains <b>including</b> writing:               <ul style="list-style-type: none"> <li>participation</li> <li>proficiency levels</li> <li>students' scores</li> <li>online writing scripts for Years 5, 7 and 9 only.</li> </ul> </li> </ul> <p>Note that all writing scripts (including Year 3 and alternative formats) will be available in the fileShare application (app) via the <a href="#">QCAA Portal</a>.</p>
<b>Starting early Term 3, 2025</b>	ISRs	<ul style="list-style-type: none"> <li>QCAA posts hard copies of ISRs to all schools.</li> <li>Schools receive one printed ISR for each student for distribution to parents/carers.</li> <li>Parents/carers receive an information brochure that is provided for distribution with the ISRs for 2025.</li> <li>QCAA uploads ISR files into the fileShare app for each school following the resolution of queries.</li> </ul>

## Support for schools

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

- [How to interpret the SSSR](#) (ACARA)
- [Proficiency level descriptions](#) (ACARA).

The QCAA also delivers a webinar to assist schools to access their reports. The webinar duration is approximately 15 minutes, and it can be accessed via the following information.

Dates	Morning	Afternoon	Link
28 April	9:00 am	3:15 pm	<a href="https://au.bbcollab.com/guest/696655ef825346439df6700ce83ab85f">https://au.bbcollab.com/guest/696655ef825346439df6700ce83ab85f</a>
30 April	9:00 am	3:15 pm	
2 May	9:00 am	3:15 pm	

# What you need to do

## Download the preliminary SSSR (online schools only)

To download the preliminary SSSR:

1. access the Online National Assessment Platform at [www.assessform.edu.au](http://www.assessform.edu.au)
2. select the environment: **NAPLAN 2025**
3. enter your username (email address used to register in the Online National Assessment Platform) and password
4. use the secure grid card assigned to you to complete the two-step verification process
5. select **Download School and Student Summary Report (SSSR)** from the School and Student Reports tile.

**Note:** You will need the **School PIN** to authenticate SSSR access. The School PIN can be found in the **Reporting files** tab in the fileShare app via the QCAA Portal.

6. download and view the preliminary SSSR by following the instructions in [NAPLAN — Results Factsheet 32: Student and school summary report \(SSSR\)](#).

**Note:** School administrators should lodge a *Query preliminary student data* form with the QCAA for consideration of any perceived errors in the preliminary SSSR. Only queries lodged on or before 9 May 2025 will be reviewed.

## Lodge Query preliminary student data form (from 28 April to 9 May 2025)

To lodge a *Query preliminary student data* form:

1. log in to the QCAA Portal at [www.qcaa.qld.edu.au/logins/qcaa-portal/landing-page](http://www.qcaa.qld.edu.au/logins/qcaa-portal/landing-page).
2. open the **NAPLAN Administration** app
3. select the **Online forms** tab and select the **New form** button
4. from the dropdown list select *Query preliminary 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.)
6. click **Submit** to lodge the form.

**Note:** If a student's name cannot be found, **do not** create a new student record within the NAPLAN Administration app. Please call the NAPLAN Helpdesk on 1300 214 452 or email [naplan@qcaa.qld.edu.au](mailto:naplan@qcaa.qld.edu.au) for assistance.

## Finding out more

For more information, please email [naplan@qcaa.qld.edu.au](mailto:naplan@qcaa.qld.edu.au) or phone 1300 214 452.

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