

NAPLAN — Preparing

Factsheet 6: Create new student record



The **Principal** and **NAPLAN Coordinator** can create new students in the Assessment Platform (www.assessform.edu.au) for new enrolments, hosted and visiting students.

1. Select.

Manage Students	
<input type="checkbox"/>	Create student
<input type="checkbox"/>	Manage student information
<input type="checkbox"/>	Manage student participation and disability adjustments

2. Enter details.

New Student

You can use this page to create new students within the assessment platform when you have late registrations or visiting students.
The Platform Student Identifier (PSI) will be auto-generated when you save the student's record.

First name*	<input type="text"/>
Middle name	<input type="text"/>
Last name*	<input type="text"/>
Preferred name	<input type="text"/>
Date of birth*	<input type="text"/>
Sex*	<input type="text" value="Please select"/>
Jurisdiction	<input type="text" value="Queensland - Government"/>
School	<input type="text" value="QCAA Training School"/>
Test level	<input type="text"/>
Year Level	<input type="text" value="Please select"/>
Class group(s)	<input type="text" value="None"/>

3. Select **Save Student**.

Fields marked * are mandatory.

More information

If you would like more information, please visit the QCAA website at www.qcaa.qld.edu.au and search for 'NAPLAN'. Alternatively, phone 1300 214 452 or email naplan@qcaa.qld.edu.au.



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1. Assessment Platform screenshots have been accessed via www.assessform.edu.au and are used with permission of Education Services Australia (ESA).