

# NAPLAN — Delivering

## Factsheet 18: Allow late entry to a test session



The **Test Administrator (TA)** can allow a student to log in to the session as a late entry after the session has started, if there is enough time in the session for the student to complete the test.

The TA must guide the student to log in with the **Session code** on the board and the **Student code** from their **Student session slip**.

1. Select the **Waiting entry** tab.

Test Administration Sessions  
at QCAA Training School 10

Session Code: QCJ-CD-VGV

Session started at 1:30 PM  
Last student will finish at 4:29 PM

4 students

Search for Student: [ ] [Allow Start] [Reject Entry]

Waiting entry (1)

Student	Status	Test	Progress	Time joined	Ready	Actions
<input checked="" type="checkbox"/> Carly Knight [QLD10111627]	Waiting entry	Conventions of language Year 5 Demonstration test		15:48	Ready	

2. Select student/s.

3. Select **Allow Start**.

4. Enter details.

Allow Start attempt

Students selected (1)

Comments: [Late entry]

Cancel [Confirm]

5. Select **Confirm**.

The Principal and NAPLAN Coordinator can also perform this task if necessary.

## More information

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



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