

NAPLAN — Delivering

Factsheet 27: Manage test attempts



The **Principal** and **NAPLAN Coordinator** must monitor and manage test attempts to ensure all eligible students complete their test attempts before the end of the test window.

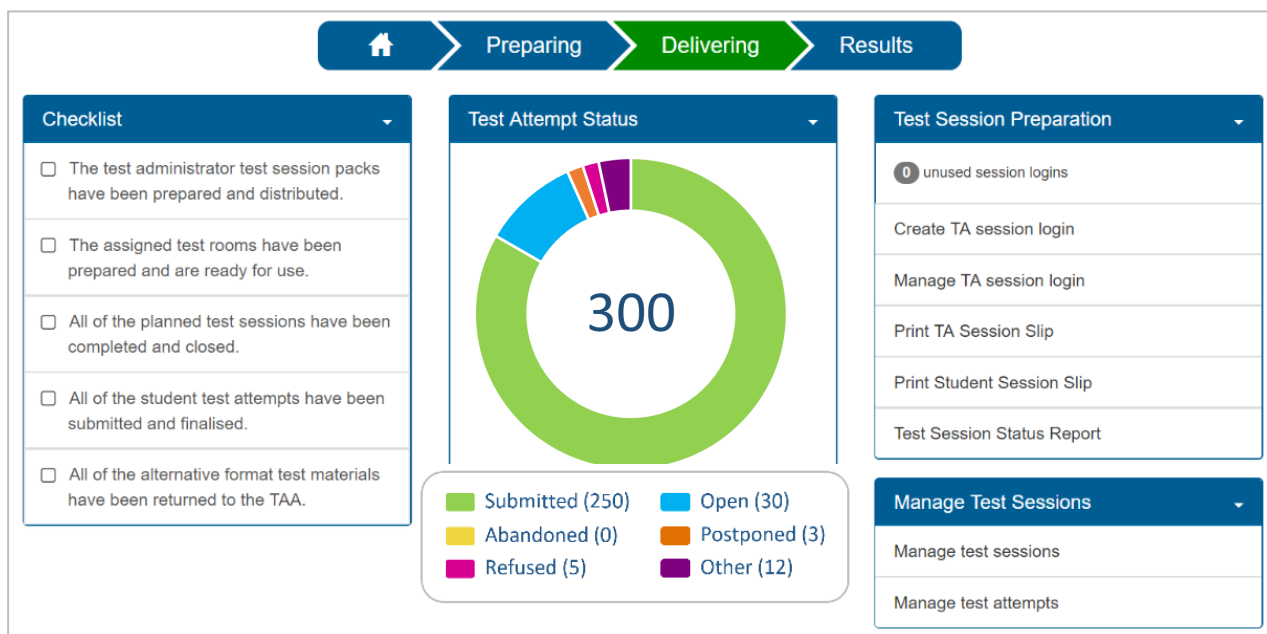
To complete test administration, after your school's test session schedule has been completed, there should be no **Open** test or **Postponed** attempts remaining.

The **Test Attempt Status** for all test attempts must display as one of the following:

- Submitted — automatically updated
- Abandoned — must be sanctioned by the QCAA
- Refused — status updated by school
- Other (includes Absent, Exempt, No longer enrolled, Withdrawn) — status updated by school.

Note: For **visiting students** who have completed a test attempt at your school, contact the QCAA to transfer their test-related records to the school they are enrolled at.

Test Attempt Status



From the **Test Attempt Status** graph, you can access a list of test attempts filtered by status for each category displayed.

Open test attempts

1. Select the **Open** category to display the list of test attempts with that status.

<input type="checkbox"/>	User	School	Assessment Event	Test	Completed At	DAC	Status	Solution Mode	Year Level	Actions
<input type="checkbox"/>	Peta Quinn [QLD10111632] OTC: MTPCWFDV	QCAA Training School	Year 5 Conventions of Language - Training	Conventions of language Year 5 Demonstration test			Open	Online	Year 5	
<input type="checkbox"/>	Peta Quinn [QLD10111632] OTC: VWDLVYKB	QCAA Training School 10	Year 5 Reading - Training	Reading Year 5 Demonstration test			Open	Online	Year 5	

1. Select the eye icon to change the **Status** of that test attempt.
2. Select **Change**.
3. Select the correct status from the dropdown list.
4. Confirm **Yes**.

Test Attempt for Peta [QLD10111632], Reading Year 5 Demonstration test

Status Open

Reports Included

> Recent activities

Change ▼

- No longer enrolled
- Refused to attempt
- Exempt
- Withdrawn
- Absent

The updated test attempt list will reflect the change.

Postponed test attempts

You must contact the QCAA on 1300 214 452 to request a sanctioned abandonment if a test attempt has been postponed *and* the student is absent for the rescheduled session.

1. Select the **Postponed** category to display the list of test attempts with that status.
2. Select the eye icon to change the **Status** of that test attempt.
3. Select **Change**.
4. Select the correct status from the dropdown list.
5. Confirm **Yes**.

Test Attempt for Carly [QLD10111627], Conventions of language Year 5 Demonstration test

Status Postponed

Reports Included

> Recent activities

Change ▼

Abandon (sanctioned)

The updated test attempt list will reflect the change.

Hosted and visiting students

If your school is hosting a visiting student to access the tests at your school, follow these steps:

1. The student *must* be from a participating NAPLAN Online school — to check, email the QCAA at naplan@qcaa.qld.edu.au.
2. Complete familiarisation (if required).
3. Create a student record (see [Factsheet 6: Create new student record](#)).

The Assessment Platform will automatically assign the relevant test attempts based on the **Test level** and **Year level** information entered.

4. Edit student participation, if necessary (see [Factsheet 8: Edit student participation and disability adjustments](#)).
5. For each test attempt, print a **student session slip** to be included in the relevant TA pack (see [Factsheet 15: Print student session slips](#)).
6. After the student has completed their test attempt/s, contact the QCAA with their details to manage the transfer process.

A visiting student's test attempts *must* be transferred to the school they are enrolled at — their reporting school. This must be completed before you progress your school to the **Results** phase.

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).