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| NAPLAN  Test administrator (TA) checklist |

For use with the **NAPLAN environment** [www.assessform.edu.au](http://www.assessform.edu.au).

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| Before the tests |
| Essential dates  Know the [NAPLAN test window dates](https://nap.edu.au/naplan/key-dates).  Be familiar with the test domains, test order and school test schedule. |
| Familiarise with the Test administration handbook  Read the [Test administration handbook](https://www.qcaa.qld.edu.au/p-10/naplan/test-administration/naplan-handbooks-and-platform-guides). |
| Test preparation  Arrange the room including access to a board.  Provide planning paper for students (if applicable).  Charge TA device and connect to network.  Check there are spare devices (with current [LDB](https://www.assessform.edu.au/naplan-online/locked-down-browser) installed) and spare headphones are available. |
| On test days |
| Test administration pack  Check the contents of the TA pack:  TA Session slip; Student session slips and the [Test administration handbook](https://www.qcaa.qld.edu.au/p-10/naplan/test-administration/naplan-handbooks-and-platform-guides).  Distribute student session slips. |
| NAP locked-down browser  Support students to log into the [locked-down browser](https://www.assessform.edu.au/naplan-online/locked-down-browser).  Read aloud from the script in the [Test administration handbook](https://www.qcaa.qld.edu.au/p-10/naplan/test-administration/naplan-handbooks-and-platform-guides). |
| Assessment platform  Open [www.assessform.edu.au](http://www.assessform.edu.au/), select environment and log in using the **Username** and **Password** from the TA session slip. Select Login.  Select **Create New Test Session** (a session code will be displayed).  Write the 8-letter session code on the board for students to see.  Start session when all students have logged in. |
| Manage the test session  Supervise students.  Actively monitor the TA dashboard:   * + Tabs: Not started, Paused, Finished, and Waiting entry tabs for students   + Actions: disability adjustments, technical disruptions.   (see [Platform guide 19: Monitor a test session](https://www.qcaa.qld.edu.au/downloads/p_10/platform_guide_19_monitor_test_session.pdf) and [Platform guide 20: Allow a late entry to a test session](https://www.qcaa.qld.edu.au/downloads/p_10/platform_guide_20_allow_late_entry_to_test_session.pdf)).  Finalise the test session when all students have completed the test. |
| Test disruptions  Pause student test attempt (see [Platform guide 21: Pause and resume a test attempt](https://www.qcaa.qld.edu.au/downloads/p_10/platform_guide_21_pause_resume_test_attempt.pdf)).  Resolve disruption e.g. illness, flat battery. (see [Platform guide 22: Pause and resume a test session](https://www.qcaa.qld.edu.au/downloads/p_10/platform_guide_22_pause_resume_test_session.pdf) and [Platform guide 23: Reopen test attempt and add more time](https://www.qcaa.qld.edu.au/downloads/p_10/platform_guide_23_reopen_test_attempt_add_more_time.pdf)).  Resume student — if disruption has been resolved (see [Platform guide 24: Unlock a test attempt](https://www.qcaa.qld.edu.au/downloads/p_10/platform_guide_24_unlock_test_attempt.pdf)). |
| After the tests |
| Finalise the test session  Check all students in attendance have selected **Finish** on their tests.  If all students are finished (pop up box will appear) then select **Finalise session** (see [Platform guide 27: Finalise a test session](https://www.qcaa.qld.edu.au/downloads/p_10/platform_guide_27_finalise_test_session.pdf)).  For students who remain **Paused** due to illness or an unresolved technical issue,the test session **cannot be** **Finalised** and the NAPLAN coordinator must be notified.  Collect all test materials and return them to the NAPLAN coordinator. |

## More information

If you would like more information, please visit the QCAA website [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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