

NAPLAN — Preparing

Platform guide 6: Create new student record



The **principal** and **NAPLAN coordinator** can create new students in the [assessment platform](#).

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*

Middle name

Last name*

Preferred name

Date of birth*

Sex*

Jurisdiction*

School*

Test level*

Year Level*

Class group(s)

or

3. Select **Save Student**.

Fields marked * are mandatory.

Note: For information on how to change a new Year 3 student's writing test status to alternative format (AF), see [Platform guide 8: Manage student participation statuses](#).

Hosted and visiting students

If the new student record is for a visiting student, follow these steps after completing steps 1–3.

4. Select.

Manage Students

- Create student
- Manage student information
- Manage student participation and disability adjustments

5. Select the visiting student's name.

Students

You can use this page to maintain student information within the online assessment platform.

Search for Names, Email or Username

Name	PSI	Date of Birth	School	Year Level	Class Group(s)	Actions
Lavender Rhinoceros from QCAA Training School 1	TR23Q0111999	01 Jan 2009	QCAA Training School 1	Year 9		
Lemon Rook from QCAA Training School 1	TR23Q0112000	01 Jan 2009	QCAA Training School 1	Year 9		
Lilac Ruff from QCAA Training School 1	TR23Q0111995	01 Jan 2009	QCAA Training School 1	Year 9		

6. Click **Student information**, then select the **Enrolment status** icon to edit.

- > Platform Role
- > Test participation
- > Disability adjustments
- ▼ **Student information**
 - > Demographics
 - > **Enrolment status**
 - > Identifiers
 - > QA status
 - > Alternative Format Information
- ▼ Recent activities

7. In the **Other school name** field, type the name of the student's enrolled school.

8. Select **Save Enrolment status**.

Offline delivery 

Local school student ID 

FTE 

Education support 

Full fee paying student 

Visa code 

Main school flag 

Local school ID 

Local campus ID 

Other school ID 

Other school name 

Reporting school ID 

Reporting school name 

Home schooled student 

For each test attempt, print a **student session slip** to be included in the relevant TA pack (see [Platform guide 17: Print student session slips](#)).

After the student has completed their test attempt/s, complete a visiting student data transfer form via the NAPLAN Admin app to request QCAA transfer. If assistance is required, contact the QCAA at naplan@qcaa.qld.edu.au.

More information

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

 © State of Queensland (QCAA) 2024

Licence: <https://creativecommons.org/licenses/by/4.0> | **Copyright notice:** www.qcaa.qld.edu.au/copyright — lists the full terms and conditions, which specify certain exceptions to the licence.

Other copyright material in this publication is listed below.

1. Assessment platform screenshots have been accessed via <https://www.assessform.edu.au/> and are used with permission of Education Services Australia (ESA).