

# NAPLAN — Preparing

## Platform guide 8: Manage student participation statuses



The **principal** and **NAPLAN coordinator** can change **participation statuses** in the [assessment platform](#).

### Change a participation status

The default participation status for all students is **Participating (P)**. This status can be changed to:

- Exempt (E)
- Withdrawn (W)
- No longer enrolled (NLE)
- Absent (A)
- Refused (R)
- Alternative format (AF).

1. Select.

2. Select **Search** and enter or choose test level from dropdown list (mandatory).

3. Select **Search**.

The screenshot shows the 'Manage Students' dropdown menu with 'Manage student participation and disability adjustments' selected. Below it is the 'Manage student participation and disability adjustments' page. A search bar is highlighted with a red box, and a 'Search' button is also highlighted with a red box. Red arrows point from the numbered instructions to these elements.

4. Select test attempt/s that require the same participation status.

**Manage student participation and disability adjustments**

You can use this page to maintain students participation and disability adjustments for each test domain.

Search

Class 7A

Search for students by given name and/or surname (in that order) or PSI

Conventions of Language: All | Numeracy: All | Reading: All | Writing: All

Search | Reset Search

> Legend

Student	Test Level	Class Group(s)	Selected (6)	Conventions of Language	Numeracy	Reading	Writing	Actions
First Name LastName qca110212199	7	Class 7A	<input checked="" type="checkbox"/>	P	P	P	P	<input checked="" type="checkbox"/>
Tyke Witkowski qca110212119	7	Class 7A	<input checked="" type="checkbox"/>	P	P	P	P	<input checked="" type="checkbox"/>
Carlie Xavier qca110212519	7	Class 7A	<input type="checkbox"/>	P	P	P	P	<input type="checkbox"/>
Bruce Zanner qca110212879	7	Class 7A	<input checked="" type="checkbox"/>	P	P	P	P	<input checked="" type="checkbox"/>

100 items per page

Change selected attempts...

5. Select **Change selected attempts.**

6. Select new participation status.

Change selected attempts...

Change 4 selected attempts so that -

Participation status is:

- Exempt
- Withdrawn
- No longer enrolled
- Absent
- Refused
- Alternative Format

Attached disability adjustment codes are:

Cancel | Update 6 attempts

7. Select **Update X attempts.**

The student list will update to display the changed participation status for the selected test attempt/s.

Legend								
Student ▲	Test Level	Class Group(s)	Selected (0)	Conventions of Language	Numeracy	Reading	Writing	Actions
FirstName LastName qca10212199	7	Class 7A	<input type="checkbox"/>	P	P	P	E	
Tyke Wrzowski qca10212119	7	Class 7A	<input type="checkbox"/>	P	P	P	E	
Carlie Xavier qca10212519	7	Class 7A	<input type="checkbox"/>	P	P	P	P	
Bruce Zanner qca10212679	7	Class 7A	<input type="checkbox"/>	E	E	E	E	

8. Check that the relevant test attempts reflect the updated **participation status**.

**Note:** Because year 3 students do not complete the writing domain online, the participation status is automatically set to Alternative format for every student. This must be changed to Participating for the relevant students before another status, such as Withdrawn, can be applied.

## 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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1. Assessment platform screenshots have been accessed via [www.assessform.edu.au](http://www.assessform.edu.au) and are used with permission of Education Services Australia (ESA).