NAPLAN — Preparing

Platform guide 8: Manage student participation statuses

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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- Withdrawn (W)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).

Manage Students

Create student

Manage student information

1. Select. → Manage student participation and disability adjustments

Manage student participation and disability adjustments

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

Search

2. Select **Search** and enter or choose test level from dropdown list (mandatory). → Search by Test Level or Class Group(s)

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

3. Select **Search**. → Search 🔍   Reset Search

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
FirstName LastName qca10212199	7	Class 7A	▣	P	P	P	P	✏
Tyke Wrizowski qca10212119	7	Class 7A	▣	P	P	P	P	✏
Carlie Xavier qca10212519	7	Class 7A	☐	P	P	P	P	✏
Bruce Zanner qca10212679	7	Class 7A	☑	P	P	P	P	✏

Change selected attempts...

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

5. Select **Change selected attempts**.

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- ◯ Withdrawn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

6. Select new participation status.

7. Select **Update X attempts**.

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

Student ▲	Test Level	Class Group(s)	Selected (0)	Conventions of Language	Numeracy	Reading	Writing	Actions
FirstName LastName qca10212199	7	Class 7A	☐	P	P	P	E	✏
Tyke Wrizowski qca10212119	7	Class 7A	☐	P	P	P	E	✏
Carlie Xavier qca10212519	7	Class 7A	☐	P	P	P	P	✏
Bruce Zanner qca10212679	7	Class 7A	☐	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 and search for 'NAPLAN'. Alternatively, phone 1300 214 452 or email naplan@qcaa.qld.edu.au.