

NAPLAN — Preparing

Platform guide 9: Apply disability adjustments



The **principal** and **NAPLAN coordinator** can apply **disability adjustments** in the [assessment platform](#).

Apply disability adjustments (NAPLAN AARA)

For students requiring QCAA-approved adjustments, the QCAA must approve applications before the disability adjustment codes (DACs) are applied in the [assessment platform](#).

1. Select.

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

3. Enter student name.

4. Select **Search**.

The screenshot shows the 'Manage Students' dropdown menu with the following options: 'Create student', 'Manage student information', and 'Manage student participation and disability adjustments'. Below this is the 'Manage student participation and disability adjustments' page, which includes a search bar with the number '7' entered, a 'GivenName' input field, and a 'Search' button. A 'Reset Search' link is also visible.

A list of students matching your search criteria will be displayed.

Manage student participation and disability adjustments

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

Search

7

GivenName

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

Search [Q] Reset Search

> Legend

Student	Test Level	Class Group(s)	Selected (3)	Conventions of Language	Numeracy	Reading	Writing	Actions
GivenName FamilyName QLD10111851	7			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	P P P E

1 - 1 of 1 Items | Export

> Recent activities

5. Select test attempt/s.

6. Select **Change selected attempts...**

Change selected attempts...

Change 3 selected attempts so that -

Participation status is:

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- Withdrawn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

Attached disability adjustment codes are:

[Empty text box]

Cancel Update 3 attempts

7. Select.

8. Select adjustment/s from dropdown list.

- Alternative items - audio
- Alternative items - visual
- Assistive technology
- Black with blue background
- Black with green background
- Black with lilac background
- Black with white background
- Black with yellow background

Change selected attempts...

Change 3 selected attempts so that -

Participation status is:

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- Withdrawn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

Attached disability adjustment codes are:

* Alternative items - audio * Rest break

Cancel Update 3 attempts

9. Select **Update X attempts.**

The test attempt/s will reflect that a DAC has been applied.

Legend								
Student ▲	Test Level	Class Group(s)	Selected (0)	Conventions of Language	Numeracy	Reading	Writing	Actions
GivenName FamilyName QLD10111651	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				P (DAC)	P (DAC)	P (DAC)	E	

10. Check that the applied disability adjustments are correct (see [Platform guide 11: Generate reports](#)).

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).