

NAPLAN — Preparing

Platform guide 12: Moving from Preparing to Delivering



The **principal** or **NAPLAN coordinator** must progress the school from the **Preparing** phase to the **Delivering** phase by completing the checklist.

All items in the **Checklist** must be checked to move to the **Delivering** phase, where test sessions are administered. You can still return to the **Preparing** phase to carry out tasks if necessary.

The screenshot shows a 'Checklist' window with a list of 12 items, each with a checked box. A red box labeled '1. Check completed tasks.' points to the first item. A second red box labeled '2. Select Complete.' points to a blue 'Complete' button at the bottom of the checklist.

- Handbook for Principals and Test Administration Handbook have been received and distributed.
- Parent information packs have been distributed.
- School technical readiness checks have been completed and delivery mode approved – online, low bandwidth school server, offline, paper.
- NAPLAN Coordinators are identified, trained and set up within the assessment platform.
- Need for withdrawal and exemption requests have been reviewed. If required request form completed and submitted to the TAA.
- Need for disability adjustment requests have been reviewed. If required request form completed and submitted to the TAA.
- Need for alternative format test material has been reviewed. If required request form completed and submitted to the TAA.
- Test administration staff are identified and trained within the assessment platform.
- Participating students' information within the ADS is complete and up-to-date.
- School and student device checks have been completed.
- Initial test session timetable has been completed and distributed to staff.

The **Complete** button will **only** appear after every task has been checked.

The screenshot shows a dialog box titled 'ADS checklist confirmation - ADS' with the question 'Are you sure you want to progress to the next workflow?'. A red box labeled '3. Select Yes.' points to the 'Yes' button.

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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