

# NAPLAN — Delivering

## Platform guide 13: Roles and tasks overview



Task	Platform guide #				
		Principals	NAPLAN coordinators	School technical support officer	Test administrators
Create test administrator (TA) packs	14				
<b>Test session preparation</b>					
• Create and manage TA session logins	15				
• Print TA session slips	16				
• Print student session slips	17				
<b>Test session tasks</b>					
• TA login and start test session	18				
• Monitor a test session	19				
• Allow late entry to a test session	20				
• Pause and resume a test attempt	21				
• Pause and resume a test session	22				
• Reopen a test attempt and add more time	23				
• Unlock a test attempt	24				
• Finish a test attempt	25				
• Postpone a test attempt	26				
• Finalise a test session	27				
<b>Manage test sessions</b>					
• Manage test sessions	28				
• Manage test attempts	29				
• Abandon a test attempt	30				
<b>Reports</b>					
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• Hosted and visiting students					
• Excluded students					
• Student participation summary					
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Moving from Delivering to Results	32				

## 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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