


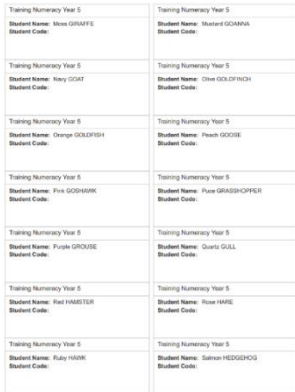
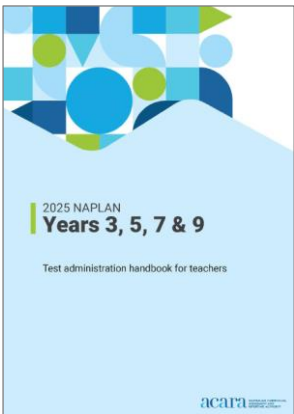
# NAPLAN — Delivering

## Platform guide 14: Create TA packs

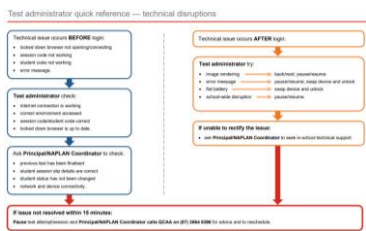

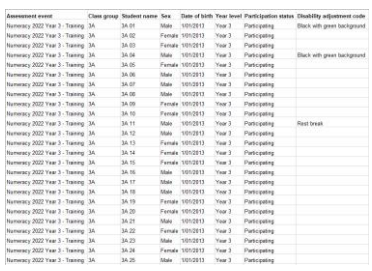


Before administering the NAPLAN tests, the **principal** or **NAPLAN coordinator** must prepare a test administrator (TA) pack for each session.

Each TA pack must include these **essential** components.

TA session slip	Student session slips	Test administration handbook
<p>TA login details to open a new test session</p>  <p>See QCAA Platform guides 15 and 16.</p>	<p>Student login details to access a specific test attempt</p>  <p>See QCAA Platform guide 17.</p>	<p>Test administration guidelines, protocols and scripts</p>  <p>Access through the <a href="#">QCAA webpage</a>.</p>

The **useful** components of each TA pack include:

TA quick reference	Notification of technical disruption	Participating student list
<p>Guide to help the TA troubleshoot possible disruptions</p>  <p>Access through the <a href="#">QCAA webpage</a>.</p>	<p>QCAA form to report technical test disruption details for investigation</p>  <p>Access through the <a href="#">QCAA webpage</a>.</p>	<p>Information about students with disability adjustments applied</p>  <p>Access via <a href="#">assessment platform</a> (see Platform guide 11: Generate reports).</p>

## 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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