NAPLAN — Delivering

Platform guide 19: Monitor a test session

During a test session, the **test administrator (TA)** must actively monitor the TA dashboard and take immediate action to resolve any problems.

The TA must regularly check:

- the **All, Not started, Paused, Finished** and **Waiting entry** tabs for any student who may require TA action to be able to continue their test attempt

- the **Progress** column to make sure all students are progressing through their test attempt

- the **Actions** column for icons, which provide information about each student's test experience and alert the TA to perform an action.

Test Administration Sessions
at QCAA Training School 10

[Pause session] [Finalise session]

Session Code   QCJ-CD-VGV

Session started at 1:30 PM
Last student will finish at 4:11 PM

3 students

Search for Student   [Remove extra time] [Pause student] [Resume student] [Finish student]

All (3) | Not started (0) | **Started (3)** | Paused (0) | Finished (0) | Waiting entry (0) | Other (0)

☐	Student	Status	Test	Progress	Time joined ▼	End time	Actions
☐	Nick Bassett [QLD10111631]	Started	Reading Year 5 Demonstration test	7 / 14	13:13	16:11	⚠
☐	Sophie Horton [QLD10111624]	Started	Reading Year 5 Demonstration test	14 / 14	13:07	15:30	✚
☐	Tina Gustin [QLD10111628]	Started	Reading Year 5 Demonstration test	6 / 14	13:04	15:49	⚠

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Actions icons	Indicates	Test administrator
🔒	Locked test attempt	- **Decide** if the student should be allowed to continue.
⚠ (red)	Active test disruption (live test disruption)	- **Check** if the student is experiencing a problem. - **Pause** the student, resolve issue and resume if possible. - **Dismiss** the disruption icon.
⚠ (grey)	Inactive test disruption (no longer affecting the student)	- **Check** if the student is experiencing a problem. - **Decide** if pause is required (in some instances students do not notice the disruption). - **Select Show details** for further information.
✚	Disability adjustment recorded	- **Check** the recorded adjustment. - **Decide** if any TA action is required, e.g. rest break.

TA actions that may be required	
Waiting entry	Allow a student's late entry to a test session that has been started if there is enough time in the session for the test to be completed. See Platform guide 20: Allow late entry to a test session.
Pause test attempt Resume test attempt	Pause a test attempt: • due to a technical issue • to provide an approved rest break. Resume a test attempt after: • resolving a minor technical issue • an approved rest break. See Platform guide 21: Pause and resume a test attempt.
Pause session Resume session	Pause the test session if there is a: • widespread technical problem • disruption. Resume the test session after resolving a: • widespread technical problem • disruption. See Platform guide 22: Pause and resume a test session.
Reopen	Reopen a test attempt if: • a student's test time has elapsed because of an unresolved technical issue. See Platform guide 23: Reopen a test attempt and add more time.
Unlock	Unlock a test attempt if a student logs into the NAP locked down browser: • more than once or • from a different device for the same test attempt. See Platform guide 24: Unlock a test attempt.
Finish	Finish a student's test attempt only if a student has not finished the test before leaving at the end of the test session. See Platform guide 25: Finish a test attempt.

The principal or NAPLAN coordinator can also perform these tasks if necessary.

If a test attempt has been paused for any reason and cannot be resumed before the end of the test session, **do not finalise the test session** before discussing the issue with the principal or NAPLAN coordinator (see Platform guide 27: Finalise a test session).

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.