NAPLAN — Delivering

Platform guide 20: Allow late entry to a test session

The **test administrator (TA)** can allow a student to log in to the session as a late entry after the session has started provided there is enough time in the session for the student to complete the test.

The TA must guide the student to log in with the **session code** on the board and the **student code** from their **student session slip**.
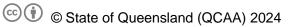
1. Select the **Waiting entry** tab.

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 4:29 PM

4
students

Search for Student | **Allow Start** | Reject Entry

All (4) | Not started (0) | Started (2) | Paused (1) | Finished | **Waiting entry (1)** | Other (0)

	Student	Status	Test	Progress	Time joined ▼	Ready	Actions
☑	Carly Knight [QLD10111627]	Waiting entry	Conventions of language Year 5 Demonstration test		15:48	Ready	

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2. Select student/s.

3. Select **Allow Start**.

Allow Start attempt   ✕

Students selected (1)

Comments   Late entry

Cancel | **Confirm**

4. Enter details.

5. Select **Confirm**.

The principal and NAPLAN coordinator can also perform this task if necessary.

Queensland Government

QCAA
Queensland Curriculum & Assessment Authority

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For all Queensland schools

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.