

# NAPLAN — Delivering

## Platform guide 23: Reopen a test attempt and add more time



The **test administrator (TA)** can reopen a test attempt and add more time (if required) before the session has been finalised.

This would occur when the test time has elapsed due to an unresolved technical disruption — add more time **only** if the student has lost time. Time added must be equivalent to time lost.

### Reopen a test attempt

1. Select the **Finished** tab.

Test Administration Sessions  
at QCAA Training School

Session Code: QCJ-CD-VGV  
Session started at 1:30 PM  
Last student will finish at 3:37 PM

3 students

Pause session Finalise session

Search for

Reopen student

Student	Status	Test	Progress	Time joined	Time left	Submit time	Actions
<input type="checkbox"/> Nick Bassett [QLD10111631]	Finished	Reading Year 5 Demonstration test		13:13	00:00	15:05	+
<input checked="" type="checkbox"/> Tina Gustin [QLD10111628]	Finished	Reading Year 5 Demonstration test		13:04	09:11	15:09	

1 - 2 of 2 items

2. Select student.

3. Select **Reopen student**.

## Add more time

4. Select and enter **Time to add** — *only* if the student has lost time.

5. Enter details.

Reopen test attempt

Students selected (1)

Time to add  minutes

Comments  
Accidentally submitted test

Cancel Confirm

6. Select **Confirm**.

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

## 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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