

NAPLAN — Delivering

Platform guide 25: Finish a test attempt



At the end of a test session, the **test administrator (TA)** should only finish a test attempt that has not been finished by the student at the end of their allocated test time.

Do not finish any test attempt that has been **paused** because of:

- unresolved technical issue
- illness or injury.

Advise the principal or NAPLAN coordinator of any paused test attempt and the reasons for it at the end of the test session (see [Platform guide 26: Postpone a test attempt](#)).

1. Select the **Started** tab.

Test Administration Sessions
at QCAA Training School

Session Code: QFJ-XD-NGT

Session started at 1:36 PM
Last student will finish at 6:22 PM

4 students

Search for Student | Pause student | Result | **Finish student**

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

Student	Status	Test	Progress	Time joined	End time	Actions
Steven Range [GLD10111629]	Started	Numeracy Year 5 Demonstration test	7 / 12	13:28	15:37	+

2. Select student/s with the status of **Started** only.

3. Select **Finish student**.

4. Enter details.

Finish attempt

Students selected (1)

Comments

Cancel | **Confirm**

5. 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 and search for 'NAPLAN'. Alternatively, phone 1300 214 452 or email naplan@qcaa.qld.edu.au.

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1. Assessment platform screenshots have been accessed via www.assessform.edu.au and are used with permission of Education Services Australia (ESA).