

NAPLAN — Delivering

Platform guide 27: Finalise a test session



If all test attempts have been finished at the end of a test session, the **test administrator (TA)** must finalise the session so that students can log in to access another test. The principal and the NAPLAN coordinator can perform this task if necessary.

Before finalising a test session, check that the status of all students who have joined the session is **Finished**.

Do not finalise the test session if a student has a Paused status due to an ongoing technical issue, illness or injury (see [Platform guide 26: Postpone a test attempt](#)).

Contact the principal or NAPLAN coordinator to manage this session in this case.

Test Administration Sessions
at QCAA Training School

Session Code: QRJ-SD-CGT
Session started at 12:17 PM
Last student will finish at 2:30 PM

5 students

Search for Student | Remove extra time | Pause student | Resume student | Finish student

All (5) | Not started (0) | Started (0) | Paused (0) | Finished (5) | Waiting entry (0) | Other (0)

All students in this test session have submitted their tests. This test session **should not** be finalised if a student has been unable to complete their test because of disruptions or the student has left during the session due to injury or illness. To finalise this session, select **Finalise session**.

Please note
Until finalised, students in this session cannot attempt another test. If you have any issues or concerns, do not finalise the test session. Please contact your NAPLAN Coordinator or Principal for assistance.

Student	Status	Test	Progress	Time joined	End time	Actions
Peta Quinn [QLD10111632]	Finished	Numeracy Year 5 Demonstration test	12 / 12	12:24	14:30	
Bruce Spanner [QLD10111623]	Finished	Numeracy Year 5 Demonstration test	12 / 12	12:11	13:38	
Jane Orah [QLD10111636]	Finished	Numeracy Year 5 Demonstration test	12 / 12	12:11	12:38	
Tania Starc [QLD10111634]	Finished	Numeracy Year 5 Demonstration test	12 / 12	12:11	12:38	
Steven Range [QLD10111629]	Finished	Numeracy Year 5 Demonstration test	12 / 12	12:10	12:38	+

When all students in the session have the status **Finished**, this message will appear:

1. Confirm **Ok**.

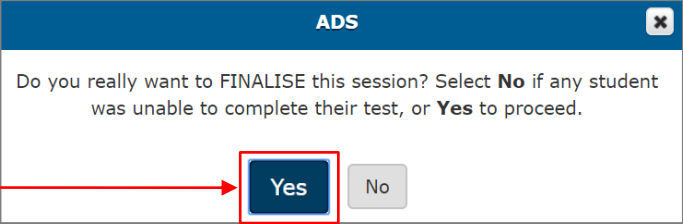
2. Select **Finalise session**.

ADS

All students in this test session have submitted their tests. This test session **should not** be finalised if a student has been unable to complete their test because of disruptions or the student has left during the session due to injury or illness. To finalise this session, select **Finalise session**.

Please note
Until finalised, students in this session cannot attempt another test. If you have any issues or concerns, do not finalise the test session. Please contact your NAPLAN Coordinator or Principal for assistance.

3. Select **Yes**.

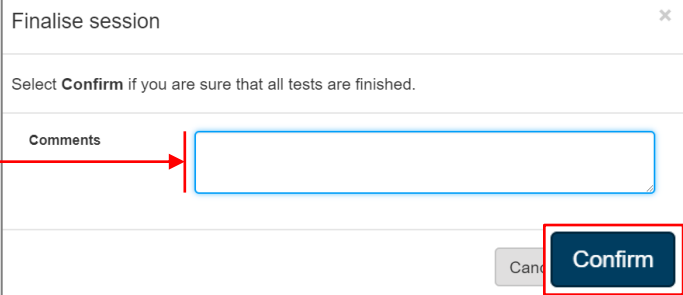


ADS

Do you really want to FINALISE this session? Select **No** if any student was unable to complete their test, or **Yes** to proceed.

Yes No

4. Enter details.



Finalise session

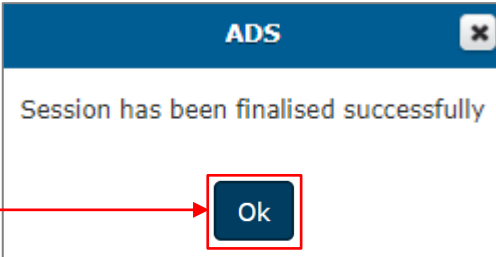
Select **Confirm** if you are sure that all tests are finished.

Comments

Cancel Confirm

5. Select **Confirm**.

6. Select **Ok**.



ADS

Session has been finalised successfully

Ok

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.

  © State of Queensland (QCAA) 2024

Licence: <https://creativecommons.org/licenses/by/4.0> | **Copyright notice:** www.qcaa.qld.edu.au/copyright — lists the full terms and conditions, which specify certain exceptions to the licence.

Other copyright material in this publication is listed below.

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