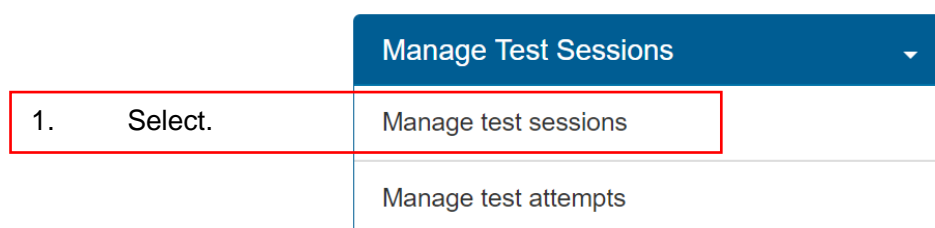# NAPLAN — Delivering

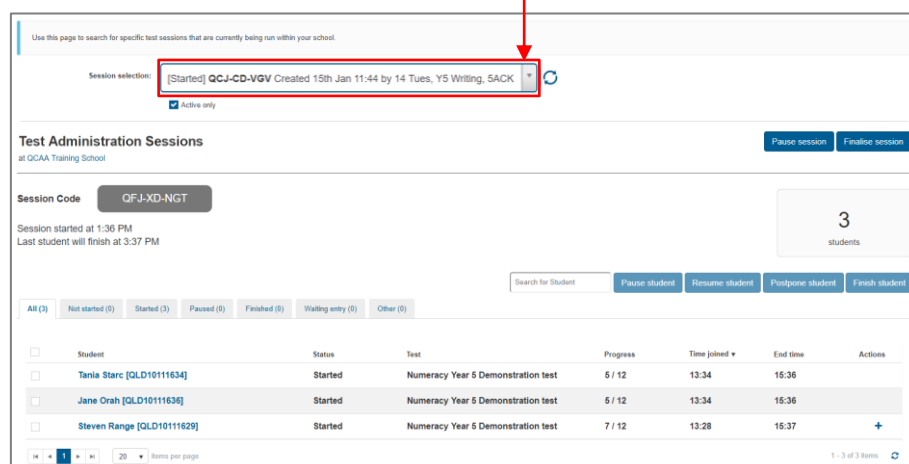## Platform guide 28: Manage a test session

The **principal** and **NAPLAN coordinator** can monitor and manage test sessions once they have been **started**. They should check that all test sessions have been finalised each day.

The principal and NAPLAN coordinator can also perform the following tasks to assist the TA:

- allow a student's late entry (see Platform guide 20: Allow late entry to a test session)

- pause and resume a test attempt (see Platform guide 21: Pause and resume a test attempt)

- pause and resume a test session (see Platform guide 22: Pause and resume a test session)

- reopen a test attempt and add more time (see Platform guide 23: Reopen a test attempt and add more time)

- unlock a test attempt (see Platform guide 24: Unlock a test attempt)

- finish a test attempt (see Platform guide 25: Finish a test attempt)

- postpone a test attempt (see Platform guide 26: Postpone a test attempt)

- finalise a test session (see Platform guide 27: Finalise a test session).

1.   Select.

Manage Test Sessions ▾
Manage test sessions
Manage test attempts

2.   Select session from the dropdown list — the dashboard will reflect your selection.

Use this page to search for specific test sessions that are currently being run within your school.

Session selection: [Started] QCJ-CD-VGV Created 15th Jan 11:44 by 14 Tues, Y5 Writing, 5ACK
☑ Active only

Test Administration Sessions
at QCAA Training School — Pause session | Finalise session

Session Code: QFJ-XD-NGT — 3 students

Session started at 1:36 PM
Last student will finish at 3:37 PM

Search for Student | Pause student | Resume student | Postpone 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
☐	Tania Starc [QLD10111634]	Started	Numeracy Year 5 Demonstration test	5 / 12	13:34	15:36	
☐	Jane Orah [QLD10111636]	Started	Numeracy Year 5 Demonstration test	5 / 12	13:34	15:36	
☐	Steven Range [QLD10111629]	Started	Numeracy Year 5 Demonstration test	7 / 12	13:28	15:37	+

|◀ ◀ 1 ▶ ▶| 20 Items per page   1 – 3 of 3 items

3.   Use the dashboard functions to complete the required tasks.

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.