

NAPLAN — Delivering

Platform guide 29: Manage test attempts



The **principal** and **NAPLAN coordinator** must monitor and manage test attempts to ensure all eligible students complete their test attempts before the end of the test window.

To complete test administration, after your school's test session schedule has been completed, there should be no **Open** or **Postponed** test attempts remaining.

The **Test Attempt Status** for all test attempts must display as one of the following:

- Submitted — automatically updated
- Abandoned — must be sanctioned by the QCAA
- Refused — status updated by school
- Other (includes Absent, Exempt, No longer enrolled, Withdrawn) — status updated by school.

Note: A visiting student's test attempts **must** be transferred to the school they are enrolled at, i.e. their reporting school. This must be completed before progressing your school to the **Results** phase. For **hosted and visiting students** who have completed a test attempt at your school, complete a visiting student data transfer form via the NAPLAN Admin app to request QCAA transfer.

Test Attempt Status

The screenshot shows the 'Test Attempt Status' dashboard. At the top is a progress bar with 'Delivering' highlighted. The main content is divided into three columns:

- Checklist:** A list of five items with checkboxes, all currently unchecked. The items are: 'The test administrator test session packs have been prepared and distributed.', 'The assigned test rooms have been prepared and are ready for use.', 'All of the planned test sessions have been completed and closed.', 'All of the student test attempts have been submitted and finalised.', and 'All of the alternative format test materials have been returned to the TAA.'
- Test Attempt Status:** A donut chart showing the distribution of test attempts. The total number of attempts is 300. The legend below the chart shows: Submitted (250), Open (30), Abandoned (0), Postponed (3), Refused (5), and Other (12).
- Test Session Preparation:** A list of actions: 'unused session logins' (with a '0' icon), 'Create TA session login', 'Manage TA session login', 'Print TA Session Slip', 'Print Student Session Slip', and 'Test Session Status Report'.
- Manage Test Sessions:** A dropdown menu with options: 'Manage test sessions' and 'Manage test attempts'.

A list of test attempts filtered by status for each category displayed can be accessed from the **Test Attempt Status** graph.

Open test attempts

1. Select the **Open** category to display the list of test attempts with that status.

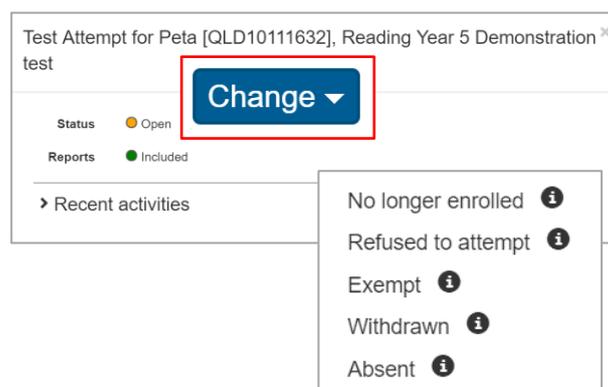
| <input type="checkbox"/> | User | School | Assessment Event | Test | Completed At | DAC | Status | Solution Mode | Year Level | Actions |
|--------------------------|---|-------------------------|---|---|--------------|-----|--------|---------------|------------|---------|
| <input type="checkbox"/> | Peta Quinn [QLD10111632] OTC: MTPCWFDV | QCAA Training School | Year 5 Conventions of Language - Training | Conventions of language Year 5 Demonstration test | | | Open | Online | Year 5 | |
| <input type="checkbox"/> | Peta Quinn [QLD10111632] OTC: VWDLVYKB | QCAA Training School 10 | Year 5 Reading - Training | Reading Year 5 Demonstration test | | | Open | Online | Year 5 | |

2. Select the eye icon  to change the **Status** of that test attempt.

3. Select **Change**.

4. Select the correct status from the dropdown list.

5. Confirm **Yes**.



Test Attempt for Peta [QLD10111632], Reading Year 5 Demonstration test

Change ▼

Status ● Open

Reports ● Included

► Recent activities

- No longer enrolled ⓘ
- Refused to attempt ⓘ
- Exempt ⓘ
- Withdrawn ⓘ
- Absent ⓘ

The updated test attempt list will reflect the change.

Postponed test attempts

You must contact the QCAA on 1300 214 452 to request a sanctioned abandonment if a test attempt has been postponed **and** the student is absent for the rescheduled session — see [Platform guide 30: Abandon a test attempt \(sanctioned\)](#).

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).