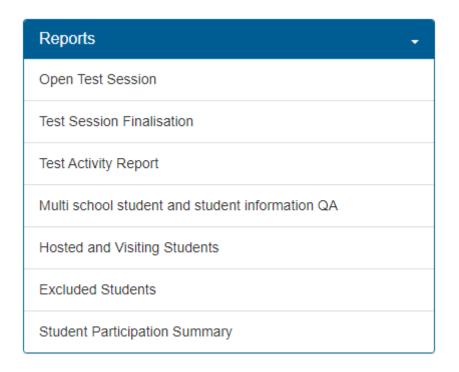# NAPLAN — Delivering

Platform guide 31: Generate reports

The **principal** and **NAPLAN coordinator** can generate a range of reports to check and manage test administration.

Reports ▾
Open Test Session
Test Session Finalisation
Test Activity Report
Multi school student and student information QA
Hosted and Visiting Students
Excluded Students
Student Participation Summary

The reports can be generated in the assessment platform. Optional filters are available for some reports.

Report descriptions

- **Open Test Session** — lists all test sessions that have not been finalised.

- **Test Disruption** — provides details of any disruptions that occurred within a test session.

- **Test Session Finalisation** — provides details of finalised test sessions.

- **Multi school student and student information QA** — provides information about student records that must be reviewed.

- **Hosted and Visiting Students** — lists students from other schools who have completed tests at your school and will need to have their test attempts transferred.

- **Excluded Students** — lists students who are not included in national reporting.

- **Student Participation Summary** — provides a summary of the school's test progress.

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.