

2026

NAP Opt-in Assessment

Science Literacy, Civics and Citizenship, and ICT Literacy

Handbook for Principals and NAP Coordinators

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Checklist for principals

Check	Task	When	Handbook ref
<input type="checkbox"/>	Familiarise yourself with NAP Opt-in by reading this handbook.	Now	1
<input type="checkbox"/>	Assign NAP Coordinator and School Technical Support Officer (STSO).	During registration	2.4
<input type="checkbox"/>	Confirm participating year levels/classes, testing date/s and Test Administrator (TA) for each test session.	Within 1 week of registration	5.2
<input type="checkbox"/>	Enrol students by class groups in the platform.	As soon as possible after registration	3
<input type="checkbox"/>	Notify staff, students and parents/carers.	2–3 weeks before test day	
<input type="checkbox"/>	Confirm device readiness and locked down browser (LDB) installation with STSO.	1 week before test day	4
<input type="checkbox"/>	Confirm with TAs that they have accessed and read all training materials.	3 days before test day	
<input type="checkbox"/>	Confirm with NAP Coordinator that TA logins and student logins have been distributed to TAs.	1 day before test day	
<input type="checkbox"/>	Ensure students complete their test sessions as scheduled.	Test day	
<input type="checkbox"/>	Finalise all open test sessions.	By end of testing window	6
<input type="checkbox"/>	Download and review school level reports.	August	7
<input type="checkbox"/>	Provide reports to teachers for professional learning.	August onwards	

Table of contents

1	Introduction.....	6
1.1	Background.....	6
1.2	The NAP Opt-in 2026 assessment.....	7
1.3	Key information for principals.....	7
2	Roles and responsibilities.....	9
2.1	The role of the NAP Coordinator.....	9
2.2	The role of the School Technical Support Officer.....	10
2.3	The role of the Test Administrator.....	10
2.4	How to nominate the NAP Coordinator and STSO in the platform.....	11
3	Student enrolment in the platform.....	13
3.1	How to “Bulk” upload student list (recommended).....	13
3.2	How to add an individual student record.....	18
3.3	How to update existing student information.....	19
3.4	How to update class groups in bulk.....	22
3.5	How to export enrolled student lists.....	23
4	Managing student participation (SL and CC only).....	25
4.1	How to manage student participation.....	25
4.2	How to export participating student lists.....	27
5	Technical preparation.....	29
5.1	Technical preparation for SL and CC.....	29
5.2	Technical preparation for ICTL.....	29
5.3	Device checks.....	29
5.4	Viewing list of devices that have completed the device check (SL and CC only)....	29
5.5	Technical readiness report (SL and CC only).....	30
6	Test preparation – delivering workflow.....	31
6.1	Complete the Preparing workflow.....	31
6.2	Test session preparation for SL and CC.....	32
6.2.1	Creating TA session logins for SL and CC.....	32
6.2.2	Managing TA session logins.....	34
6.2.3	Printing TA session slips.....	35
6.2.4	Printing student session slips for SL and CC.....	36
6.3	Test session preparation for ICTL.....	38
6.3.1	Exporting student login details for ICTL.....	38
6.3.2	Printing student session slips for ICTL.....	40
7	Monitoring test progress – SL and CC only.....	43
7.1	During test delivery.....	43
7.1.1	Managing test sessions.....	43
7.1.2	Managing student participation status after a test session.....	44
7.1.3	Dealing with test disruptions.....	44
7.1.4	Managing test attempts.....	45
7.1.5	Creating a Test Session Status Report.....	47
7.1.6	Test Session Finalisation Report.....	47

8	Test conclusion	49
9	Reporting	51
9.1	How to access NAP Opt-in School Reports	51
9.2	NAP Opt-in School Reports	51
10	Appendix	53
10.1	How to run a device check – ICTL.....	53
10.2	How to run a device check – SL and CC	53
	Device check from the dashboard	53
	Device check from the NAP locked down browser (recommended)	55
10.3	Bring your own device (BYOD) considerations	56

1 Introduction

An important note about this handbook and the 2026 Opt-in assessments

The 3 Opt-in assessments for 2026: science literacy, civics and citizenship, and ICT literacy are **not** all delivered on the same platform.

Science literacy (SL) and civics and citizenship (CC) are managed and delivered on the same platform used to deliver NAPLAN (Assessform).

ICT Literacy (ICTL) is delivered on a separate, browser-based platform.

Student enrolment for **all 3** assessments is completed via the Assessform site.

The process differs between assessments for managing uploaded student information and for creating logins to an assessment.

It is important to note which assessment the instructions in each section of this handbook refer to.

This handbook aims to provide principals and NAP Coordinators with information about preparing for the NAP Opt-in assessment in your school.

1.1 Background

The NAP Opt-in assessments are an important addition to the National Assessment Program announced by the Education Ministers Meeting. These new assessments are derived from the domains tested through the [NAP sample assessments](#) for Years 6 and 10 students. They progressively became available over 3 years for any school or system that chose to participate.

These opt-in assessments will provide additional information for schools that choose to take part. They will show teachers how well students are acquiring essential knowledge and understanding in the key areas of science literacy, civics and citizenship, and ICT literacy. This includes information about student achievement in relation to national standards. Further information can be found at [NAP Opt-in assessments](#).

Participation is voluntary and schools self-administer the NAP Opt-in assessments via an online platform within the testing window in May each year.

NAP Opt-in assessments in SL and CC are delivered on the Education Services Australia (ESA) assessment platform: Assessform.

The NAP Opt-in ICTL assessment is delivered on a separate platform designed to reflect how students use digital tools in their lives. As a result, the test delivery interface and login process differ slightly from Assessform.

Schools will already be familiar with the Assessform platform and processes, as they are similar to NAPLAN. However, the NAP Opt-in ICTL test delivery instructions are different. Please follow the specific instructions for ICTL as outlined in this handbook.

1.2 The NAP Opt-in 2026 assessment

In NAP Opt-in 2026, the following domains will be available for schools to participate in:

- science literacy
- civics and citizenship
- ICT Literacy.

A designated webpage has been set up at <https://nap.edu.au/opt-in> to share key assessment information for all NAP Opt-in participating schools, including all guideline materials for principals, NAP Coordinators and Test Administrators.

In your school, you may choose to enrol all or some of the students in Year 6 and/or Year 10 for the assessments. Depending on your school's resources and preferences, the assessment sessions can run on the same day or different days within the test window. Members of staff at your school will administer the assessments following the instructions provided in the relevant Test Administrators' Handbook.

Students will complete the assessments online using internet-connected school computers. The systems have been designed to support a broad range of devices including desktop and laptop computers running Windows PC, Macs, Chromebooks and iPads.

1.3 Key information for principals

Registration platform	www.assessform.edu.au
Test delivery platforms	<p>The assessments are delivered on different platforms.</p> <p>Science literacy and civics and citizenship</p> <p>Students will sit the SL and CC assessments using the locked down browser (LDB) in the same way NAPLAN tests are delivered. Further information on the LDB, including installation guides, is available at: https://www.assessform.edu.au/naplan-online/locked-down-browser</p> <p>ICT Literacy</p> <p>The NAP Opt-in ICTL assessment is delivered on a separate, browser-based platform. There is no requirement for an application to be installed on devices being used for NAP Opt-in ICTL.</p> <p>Test delivery URL: https://oars.acer.edu.au/opt-ictl/</p>
Helpdesk support	<p>For all enquiries regarding your school's implementation of the NAP Opt-in assessment, please contact helpdesk support.</p> <p>NAPopt-in@acer.org or 1800 950 135</p>
Support materials for schools	<p>Test Administrator handbooks and other supporting materials are available on the ACARA NAP Opt-in webpage: https://nap.edu.au/opt-in</p>

Test window	<p>Monday 4 May to Friday 29 May 2026</p> <p>Schools should choose suitable test day/s and time/s within the 4-week test window as soon as possible. It is recommended that a test be completed in a single, uninterrupted session, preferably in the morning.</p>																							
Assessment duration	<p>Allow approximately 90 minutes for each test session.</p> <p>This includes time for logging students into the platform and reading instructions to students, as well as students undertaking the practice questions and assessment.</p> <p><i>The NAP Opt-in SL and CC consist of</i></p> <table border="1" data-bbox="448 591 1315 768"> <thead> <tr> <th>Component</th> <th>Year 6</th> <th>Year 10</th> </tr> </thead> <tbody> <tr> <td>Practice questions</td> <td>5 mins (approx.)</td> <td>5 mins (approx.)</td> </tr> <tr> <td>Assessments</td> <td>60 mins (approx.)</td> <td>75 mins (approx.)</td> </tr> </tbody> </table> <p><i>The NAP Opt-in ICTL consists of</i></p> <table border="1" data-bbox="448 853 1034 1272"> <thead> <tr> <th>Activity</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Introductory tutorial</td> <td>10 minutes</td> </tr> <tr> <td>Module 1</td> <td>20 minutes</td> </tr> <tr> <td>Break</td> <td>5 minutes</td> </tr> <tr> <td>Module 2</td> <td>20 minutes</td> </tr> <tr> <td>Break</td> <td>5 minutes</td> </tr> <tr> <td>Module 3</td> <td>20 minutes</td> </tr> </tbody> </table>	Component	Year 6	Year 10	Practice questions	5 mins (approx.)	5 mins (approx.)	Assessments	60 mins (approx.)	75 mins (approx.)	Activity	Time	Introductory tutorial	10 minutes	Module 1	20 minutes	Break	5 minutes	Module 2	20 minutes	Break	5 minutes	Module 3	20 minutes
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Device requirements	<p>NAP Opt-in SL and CC: https://www.assessform.edu.au/naplan-online/device-requirements</p> <p>NAP Opt-in ICTL: https://www.nap.edu.au/nap-sample-assessments/ict-literacy/technical-requirements</p>																							
Privacy notices	<p>NAP Opt-in student privacy notice (PDF 153 KB)</p> <p>NAP Opt-in school staff privacy notice (PDF 145 KB)</p>																							
Public demonstration site	<p>Students, parents/carers and teachers can see test question format and platform functionality here: https://nap.edu.au/nap-sample-assessments/the-tests</p>																							

2 Roles and responsibilities

Principals are the primary point of contact within their school for managing resources and activities related to test delivery.

As principal:

- you are expected to convey all relevant information in a timely manner to all school staff members involved in the administration of the NAP Opt-in assessment
- you **may** choose to lead this work yourself or appoint a NAP Coordinator to coordinate the assessment activities within your school
- you **must** appoint a member of staff as the School Technical Support Officer (STSO), who is responsible for ensuring all devices are test ready before the scheduled assessment.

2.1 The role of the NAP Coordinator

NAP Coordinators are responsible for planning and coordinating all assessment activities. These include:

- determining which groups of Year 6 and/or Year 10 students will sit the assessment/s
- selecting suitable assessment date/s and appointing members of staff as Test Administrators (TAs) for each test session
- managing students' enrolment in the platform and updating student participation statuses
- ensuring all tasks in the Preparing workflow checklist on the platform are completed, then moving to the Delivering workflow
- scheduling the assessment and booking assessment room/s with an appropriate number of devices with power supply
- notifying teachers, students and parents/carers about the assessment, according to school policies
- in the week before the assessment, ensuring that the STSO has performed the device checks, and all devices are test ready
- assisting the TA with final arrangements on assessment day
- performing any of the tasks of the STSO, as needed
- ensuring TAs read and become familiar with the TA Handbook and training materials relevant to the assessment they are conducting, before the assessment session
- being familiar with assessment procedures to be able to administer the assessment in the event of unexpected TA absence
- preparing and distributing an information pack for TAs, including:
 - the TA Handbook/s
 - a TA device with internet connection for administering the test session (if the TA is administering either the SL or CC assessment)
 - network/password details and instructions for connecting TA and student devices to the internet
 - TA session slip containing TA login details for each test session (if the TA is administering either the SL or CC assessment)
 - student session slips for all students participating in each test session, containing the unique login details for each student

- a list of students allocated to the test session
- contact details for the school's IT support, NAP Coordinator and the NAP Opt-in Helpdesk.

2.2 The role of the School Technical Support Officer

The tasks of the School Technical Support Officer (STSO) include:

- determining, with the NAP Coordinator, which devices will be used for the assessment
- ensuring devices have the NAP locked down browser installed for the Nap Opt-in SL and/or CC assessment. Please note, no application installation is required for the NAP Opt-in ICTL assessment
- conducting device checks on all devices to be used for the Nap Opt-in:
 - for SL and CC, device checks are done via the LDB
 - for ICTL, device checks are done via <https://oars.acer.edu.au/ictldevicecheck/>
- in the week before the assessment, ensuring all devices are test ready
- assisting the TA with set up and troubleshooting on test day.

Note

For SL and CC, refer to the following guides for instructions and troubleshooting for each device type: <https://www.assessform.edu.au/naplan-online/locked-down-browser>.

For ICTL, refer to <https://www.nap.edu.au/nap-sample-assessments/ict-literacy/technical-requirements>.

2.3 The role of the Test Administrator

The Test Administrator (TA) is the person who will administer an assessment to the students on test day. Detailed instructions on how to administer the NAP Opt-in 2026 assessments to students at your school are provided in the 2 TA Handbooks (one handbook for both SL and CC and another for ICTL). TAs will be required to:

- familiarise themselves with all TA training materials
- receive the student logins from the principal or NAP Coordinator
- manage the test session using the instructions provided
- read the administration script (provided in the relevant TA Handbook) aloud to students
- invigilate the session under standard test conditions.

Important

Test Administrators must understand that NAP Opt-in assessments are delivered on different platforms and prepare test sessions and devices accordingly. Science Literacy (SL) and Civics and Citizenship (CC) are delivered using the NAPLAN locked down browser (LDB), while ICT Literacy (ICTL) is delivered via a standard web browser using a URL.

TAs must also read the Test Administrator handbook for the specific assessment they are delivering, as instructions differ between assessments.

2.4 How to nominate the NAP Coordinator and STSO in the platform

As the principal, once you have gained access to the Preparing dashboard in the platform, you can invite staff members to the roles of NAP Coordinator and STSO. Should you wish to, you can also access and complete all the tasks of the NAP Coordinator and STSO in the platform.

Note: the platform does not permit NAP Coordinators and STSOs to manage multiple schools using same email.

The steps for adding the role of the NAP Coordinator and STSO are similar.

1. Select **Invite NAP Coordinators** or **Invite School Technical Support Officer** from the **Manage School-based Users** tile.

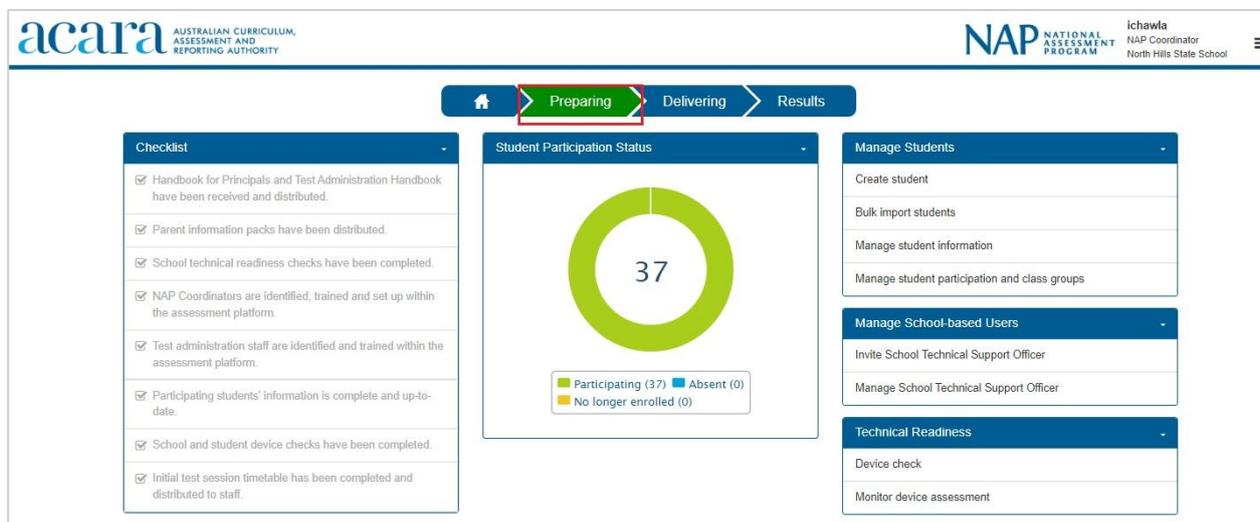


2. The school's name will display in the **school** field.
3. Add the email address of the invitee. This will be their username. You may invite up to 30 users for a school at a time, using their email addresses separated by commas (,).

Before you send out the invitation, it is anticipated that the invited staff member has been notified and consent has been received to add their email address to the platform.

4. Invitations are valid for 30 days. You can alter the **Link expiry (hours)** if required.
5. You can customise the **Email Subject** and **Email Body**. However, you must not alter the text contained within the square brackets as this is autogenerated by the platform (for example, '[Inviter.GivenName]').
6. Once completed, select **Send Invitations**.

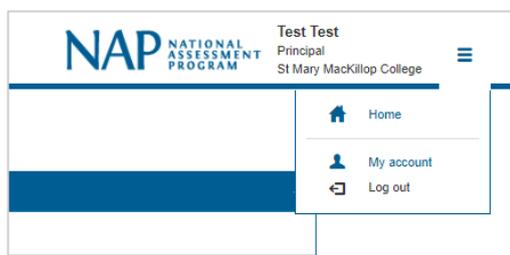
7. The NAP Coordinator or STSO will receive an email inviting them to register. In that email, they can select **Self-register as a NAP Coordinator** or **Self-register as a School Technical Support Officer** to complete the registration based on the nominations from principal.
8. Once the NAP Coordinator or STSO have completed registration, the **Preparing** workflow for the role will display.



The only difference between the principal and NAP Coordinator's **Preparing** workflows is the ability for the principal to invite and manage NAP Coordinators.

Principals and NAP Coordinators can self-manage their account in the platform.

- Once logged in, principals and NAP Coordinators can select the menu at the upper right corner and select **My account** to either edit personal details or change their password.



On the **Manage School-based Users** tile, principals can view and update the details of the NAP Coordinator and STSO. The NAP Coordinator can also view and update STSO details.

3 Student enrolment in the platform

Important!

Before entering student information into the platform, schools must decide whether to use pseudonyms or real student names.

If pseudonyms or IDs are used, schools must:

1. keep a secure record that matches pseudonyms/IDs to actual student names for reporting purposes
2. provide this matching record to the Test Administrator conducting each session to ensure students receive the correct login details.

If either step is not completed, schools will be unable to identify individual students in assessment reports.

The use of pseudonyms and/or the unique Local school student ID is recommended. If real student names are used, the principal or NAP Coordinator must ensure parents/carers are notified and consent is obtained in line with jurisdictional policies.

Schools are strongly encouraged to complete student enrolment as soon as possible after registration and before 30 April.

Student enrolments for the ICTL assessment made after 30 April will require additional helpdesk support. For assistance, contact NAPopt-in@acer.org.

The Preparing workflow in the platform allows principals and NAP Coordinators to manage the school's preparations for the assessment, including:

- adding a new student
- bulk uploading student list (recommended)
- managing student records
- exporting student list
- managing student participation.

In 2026, NAP Opt-in assessments are available in science literacy, civics and citizenship, and ICT literacy for Years 6 and/or 10 students. By default, all students enrolled by 30 April will be assigned to all 3 assessments; however, schools can choose which assessments to administer.

Schools are not required to enrol all students in the relevant year group (Years 6 and 10). However, enrolling full cohorts will provide more comprehensive data to inform and support school-wide planning. It also reduces the likelihood of bias where schools voluntarily choose to report results in annual and other reports.

3.1 How to “Bulk” upload student list (recommended)

Please note that the system doesn't allow student records to be deleted from the platform once uploaded.

Principals and NAP Coordinators can add students in bulk by uploading an Excel file in a specified format. A template containing the required fields is available for download in the platform.

1. On the Preparing dashboard, click on **Bulk import students** under the **Manage Students** tile.

The screenshot shows a dashboard with a progress bar at the top containing 'Preparing', 'Delivering', and 'Results'. The 'Preparing' step is highlighted in green. Below the progress bar is a 'Student Participation Status' section with a donut chart showing 303 participating students. A legend below the chart indicates: Participating (303), Absent (0), and No longer enrolled (0). To the right is a 'Manage Students' sidebar menu with options: Create student, Bulk import students (highlighted with a red box), Manage student information, and Manage student participation and class groups. Below this is a 'Manage School-based Users' section with options: Invite NAP Coordinators, Manage NAP Coordinator, Invite School Technical Support Officer, and Manage School Technical Support Officer.

2. On the bulk import page, download the excel template to your desktop before compiling the student list.

The screenshot shows the 'Bulk import students' page. At the top, it says 'You can add students from a spreadsheet' with a red box around a 'Template' link. Below this is an 'Important Instructions' section with the text: 'Please note that the first row under the column headings in the template is for reference only'. Further down is a 'Spreadsheet File' section with a 'Select File...' button. At the bottom is a blue button labeled 'Import and email result'.

Student data field details (for both adding individual students and bulk import)

When adding students, the following fields need to be considered.

Field	Validation	Format	Additional information
First name	Mandatory	Text	Schools could choose to use pseudonyms or dummy names if real student names are not being used.
Middle name	Optional	Text	
Preferred name	Optional	Text	
Last name	Mandatory	Text	Schools could choose to use pseudonyms or dummy names if real student names are not being used.
Date of birth	Optional	dd/mm/yyyy	Not required
Sex	Mandatory	Male, Female, Other	Required for reporting
Test level	Mandatory	6, 10	Test forms will be assigned based on this information.
Year level	Mandatory	Year 6, Year 10	Please use "Year 6" or "Year 10" only.
Class group	Mandatory	Text	<p>A customisable field for grouping students.</p> <p>Please note: a student cannot be assigned to multiple class groups. Choose <u>one</u> class group for each student.</p>
Local school student ID	Mandatory	Text	<p>ID must be unique for each student. The system will not accept duplicates within a school.</p> <p>If schools choose to use pseudonyms or dummy names, then a unique "Local school student ID" can be used to identify students during test administration and when reading schools reports. Schools must maintain a record of which "Local school student ID" relates to which student name.</p>

Note:

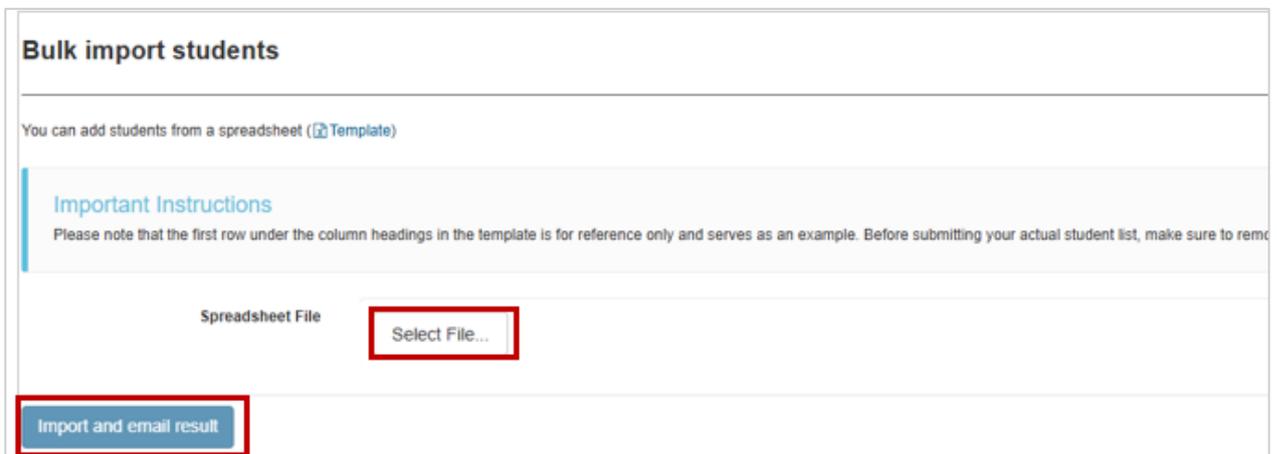
All fields in the import template are identical to the fields required when adding a new student individually. All data validation rules are the same regardless of how the student data are added to the platform.

The first row under the column headings is an example only. You must remove the first row before submitting your actual student list to ensure accurate data import.

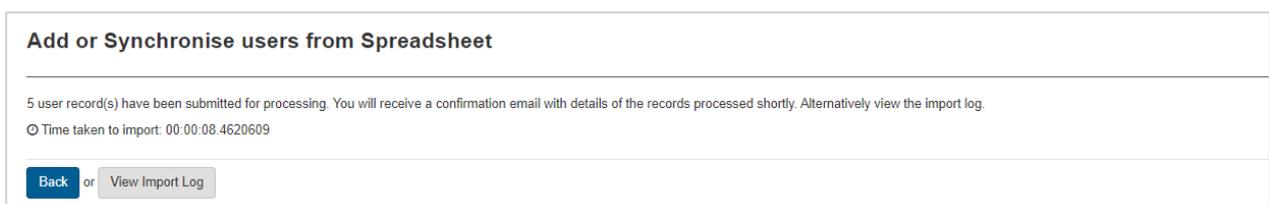
An additional worksheet **Supported Attributes** is included in the Excel template, which defines each field and its corresponding validation rules.

	A	B	C	D	E	F	G	H	I	J
1	First Name	Last Name	Middle Name	Preferred Name	Date Of Birth	Sex	Test level	Year level	Class group	Local school student ID
2	Samantha	Smith		Sam	20/08/1990	Female	6	Year 6	Test	P12345
3										

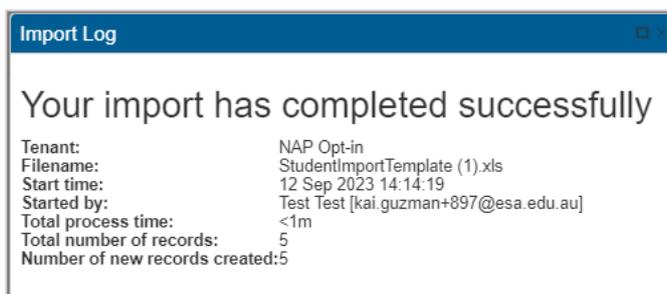
- When you are ready to import the completed student list, click on **Select File** to locate the file on your computer. Then click **Import and email result** to upload it to the platform.



- After the file is imported, a message will appear showing the number of student records that have been submitted for processing.



Click the **View Import Log** button to display details of the import, and whether it was successful.



If the spreadsheet contains invalid values, the import log will provide details such as the row, column, error message and the specific invalid value. Any record with an error is excluded from enrolment in the platform.

Import Log
✖

Your import has completed with errors

Tenant: NAP Opt-in
 Filename: StudentImportTemplate (1) - Duplicate.xls
 Start time: 12 Sep 2023 14:30:10
 Started by: Test Test [kai.guzman+897@esa.edu.au]
 Total process time: <1m
 Total number of records: 5
 Number of records with errors:5

Errors/Warnings

Row Number	Column	Message	Invalid Value
2	Local school student ID	Active user not updated	P12345
3	Local school student ID	Active user not updated	P12346
4	Local school student ID	Active user not updated	P12347
5	Local school student ID	Active user not updated	P12348
6	Local school student ID	Active user not updated	P12349

Fix the errors identified in the Import Log and import the spreadsheet again.

If a class group does not exist in the system, it will be created during the import process.

The system does not update or overwrite existing student records.

- Once the student records are successfully imported, a unique ID (PSI) will be assigned to each student. Students enrolled by 30 April are automatically enrolled in all available assessments for their test level (that is, science literacy, civics and citizenship, and ICT literacy).

If student enrolments are completed **after 30 April**, enrolment in the ICTL assessment will require helpdesk support. Schools wishing to enrol students after this date for ICTL must contact the helpdesk by emailing NAPopt-in@acer.org and wait for further instructions on obtaining student login details and when these will be available.

- The principal or NAP Coordinator will receive an email about the import, including the number of records created and any errors encountered during the upload.

Your User Import is Complete

notifications@assessform.edu.au

To: kai.guzman+897@esa.edu.au

😊
↩ Reply
↩ Reply All
➡ Forward
📧
⋮

Tue 12/09/2023 2:14 PM

Caution: This email originated from outside of ESA. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Your import has completed successfully

Tenant: NAP Opt-in
Filename: StudentImportTemplate (1).xls
Start time: 12 Sep 2023 14:14:19
Started by: Test Test [kai.guzman+897@esa.edu.au]
Total process time: <1m
Total number of records: 5
Number of new records created: 5

3.2 How to add an individual student record.

1. To add a new individual student, click on **Create student** from the **Manage Students** tile.

2. Complete the form including all mandatory fields (marked with *), then click on **Save Student**. If any mandatory fields are missing, you will see an error message **<Field name> is required**. Please note that **Jurisdiction** and **School** are prepopulated fields, so no editing is required.

Dashboard

New Student

You can use this page to create new students within the assessment platform when you have late registrations or visiting students. The Platform Student Identifier (PSI) will be auto-generated when you save the student's record.

First Name*
Middle Name
Preferred Name
Last Name*
Date of Birth
Sex*
Jurisdiction*
School*
Test Level*
Year Level*
Class Group*
Local School Student ID*

Save Student or Cancel

- You can search for a student in your school using **Manage student information** from the Manage Students tile. By default, all students added in the platform will be listed on this page. If a student does not exist, you will see No items to display.

- Once the student is successfully added, the system will automatically enrol the student into all available assessment events for their year level. For Opt-in 2026, students will be enrolled in science literacy, civics and citizenship, ICTL for the test level selected if you complete the student enrolment before 30 April 2026

3.3 How to update existing student information

The **Manage Students** tile allows you to create students and manage existing student information. The principal and NAP Coordinator can also manage participation in bulk.

Please note that the system doesn't allow student records to be deleted from the platform.

- Select Manage student information from the Manage Students tile.

- The student list for the school will display. Use the **Search** function to narrow the results, as required.

Students

You can use this page to maintain student information within the online assessment platform.

Search for Names, Email or Username

Name	PSI	Date of Birth	School	Year level	Class Group(s)	Actions	Calibration Flag
Suzie Brown from North Hills State School	D000007240P	11 Nov 2011	North Hills State School	Year 10	GR 3		
Isha Test from North Hills State School	D000007230D	08 Dec 2012	North Hills State School	Year 6	test		
Peter Neelson from North Hills State School	D000004471G	11 Oct 2012	North Hills State School	Year 10	test		
Max Student10 from North Hills State School	D000001635R	05 Jan 2007	North Hills State School	Year 10	Test2		
Test8 Student8 from North Hills State School	D000001633H	03 Jan 2007	North Hills State School	Year 10	Test2		
Test9 Student9 from North Hills State School	D000001634P	04 Jan 2007	North Hills State School	Year 10	Test2		
Test7 Student7 from North Hills State School	D000001632G	02 Jan 2007	North Hills State School	Year 10	Test2		
Test6 Student6 from North Hills State School	D000001631M	01 Jan 2007	North Hills State School	Year 10	Test2		
Test4 Student4 from North Hills State School	D000001629P	04 Jan 2011	North Hills State School	Year 6	test		
Test5 Student5 from North Hills State School	D000001630A	05 Jan 2011	North Hills State School	Year 6	test		

10 items per page 1 - 10 of 14 items [Export](#)

On this page, you can:

- sort each column by clicking on the column title on the top
- sort student name by **Given Name** or **Surname**.

Name

Sort by

Given Name ▼

Sort direction

Ascending ▼

Clear Sort Sort

3. To edit individual student basic information, you can select the edit pen (✎) in the **Actions** column to open the editing page and edit, as appropriate.

Edit Student: Sudan Subedi [D000011517K]
In ACARA

First Name*	<input type="text" value="Sudan"/>
Middle Name	<input type="text"/>
Preferred Name*	<input type="text" value="Sudan"/>
Last Name*	<input type="text" value="Subedi"/>
Date of Birth	<input type="text" value="20/08/2015"/>
Sex*	<input type="text" value="Male"/>
Jurisdiction*	<input type="text" value="ACARA"/>
School*	<input type="text" value="ACARA School [acara-school]"/>
Test Level*	<input type="text" value="10"/>
Year Level*	<input type="text" value="Year 10"/>
Class Group*	<input type="text" value="Test"/>
Local School Student ID*	<input type="text" value="P12370"/>

or

4. You can change a student's class group assignment by selecting the group in the drop-down menu and selecting the new class group.

Class Group*	<input type="text" value="Elephant"/>
Local School Student ID*	<input type="text"/>

Elephant
Elephant
Giraffe

5. You can also create a new class group by typing in the new name. It will appear immediately in the drop-down menu for you to add a student to.

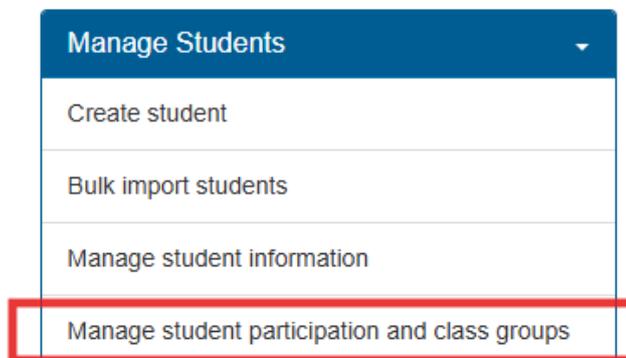
Class Group*	<input type="text" value="Elephant"/>
Local School Student ID*	<input type="text" value="Horse "/>

Elephant
Horse

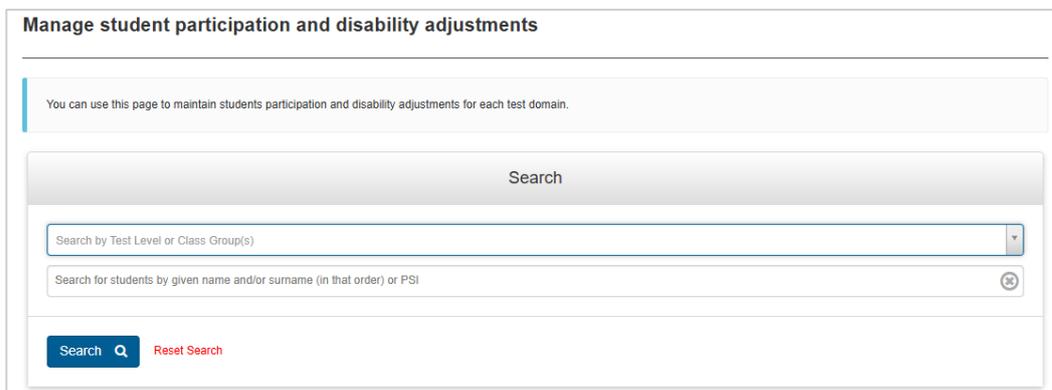
3.4 How to update class groups in bulk

Please note that a student cannot be assigned to more than one class group even with bulk update.

1. To edit class groups for multiple students, select **Manage student participation and class groups** on the dashboard.



2. Search by test level or existing class group



3. The page that opens shows column headings for CC and SL. ICTL is not required here, as this page is used only to update class groups.

Select the checkbox under the **Class Group(s)** heading to select **all students**

> Legend

Student ▲	Test Level	Class Group(s)	Selected (0)	Civics and Citizenship	Science Literacy	Actions
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Student 54 D000014175S	10	Class 2B	<input type="checkbox"/>	P	P	✎
Student 55 D000014176R	10	Class 2B	<input type="checkbox"/>	P	P	✎
Student 56 D000014177K	10	Class 2B	<input type="checkbox"/>	P	P	✎
Student 57 D000014178E	10	Class 2B	<input type="checkbox"/>	P	P	✎
Student 58 D000014179D	10	Class 2B	<input type="checkbox"/>	P	P	✎
Student 59 D000014180C	10	Class 2B	<input type="checkbox"/>	P	P	✎
Student 60 D000014181A	10	Class 2B	<input type="checkbox"/>	P		Edit Class Group memberships...

or select a subset of students by clicking on a student's class group cell to update the class group for those students only.

Legend						
Student ▲	Test Level	Class Group(s)	Selected (0)	Civics and Citizenship	Science Literacy	Actions
Student 54 D000014175S	10	Class 2B	<input type="checkbox"/>	P	P	
Student 55 D000014176R	10	Class 2B	<input type="checkbox"/>	P	P	
Student 56 D000014177K	10	Class 2B	<input type="checkbox"/>	P	P	
Student 57 D000014178E	10	Class 2B	<input type="checkbox"/>	P	P	
Student 58 D000014179D	10	Class 2B	<input type="checkbox"/>	P	P	
Student 59 D000014180S	10	Class 2B	<input type="checkbox"/>	P	P	
Student 60 D000014181R	10	Class 2B	<input type="checkbox"/>	P	P	

4. Select **Edit Class Group memberships.**

Student 59 D000014180S	10	Class 2B	<input type="checkbox"/>	P	P	
Student 60 D000014181R	10	Class 2B	<input type="checkbox"/>	P	P	

5. The **Update Class Group(s)** function will display. Choose an existing class to move the students to or create a new class by typing in the search bar. Then select **Save**.

Update Class Group(s) ×

[6 students]

Class Group(s) ?

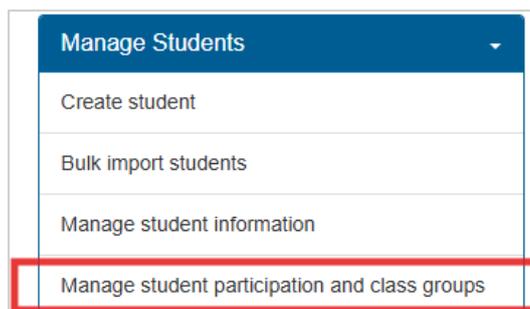
The updated class group will now display for the selected students.

Please note that you can only bulk update the class group information.

3.5 How to export enrolled student lists

The principal and the NAP Coordinator can export student lists from the platform.

1. Select **Manage student participation and class groups** from the **Preparing** workflow.



2. Search by test level or class group.
3. Select **Export** from the bottom right corner.

Student	Test Level	Class Group(s)	Selected (0)	Science Literacy	Actions
Leonardo Barnes D000000125P	10	Apple	<input type="checkbox"/>	P	
Chloe Bennett D000000143E	10	Apple	<input type="checkbox"/>	P	

1 - 2 of 2 items **Export**

The exported file will have search filters applied. This example shows the “Group 12” class group.

4. From the **Export as** drop-down list, select the export format (XLSX, CSV or PDF).

Select the columns to be included, select **Export** and choose a location for the file to be saved.

Export options

Export as: Excel format (.xlsx)

Please select the columns you want to include:

Student Participation and Disability Adjustments

- Student
- Test Level
- Class Group(s)

Export or Cancel

Open the exported file.

	A	B	C	D	E
1	Student	Test Level	Class Group(s)	Civics and	Science Literacy
2	John Jones	10	Group 12	P	P
3	Sam Smith	6	Group 12	P	P
4	Bobby Brown	6	Group 12	P	P
5	Ruby White	6	Group 12	P	P
6					

The exported enrolled student list displays columns for SL and CC only.

All students appearing on the student list will also be enrolled into ICTL if enrolment was completed before 30 April.

4 Managing student participation (SL and CC only)

4.1 How to manage student participation

This allows schools to monitor participation, generate login sheets and ensure Test Administrators (TAs) know which students are assigned to each test. NAP Coordinators should regularly update student participation before, during and after the assessment window.

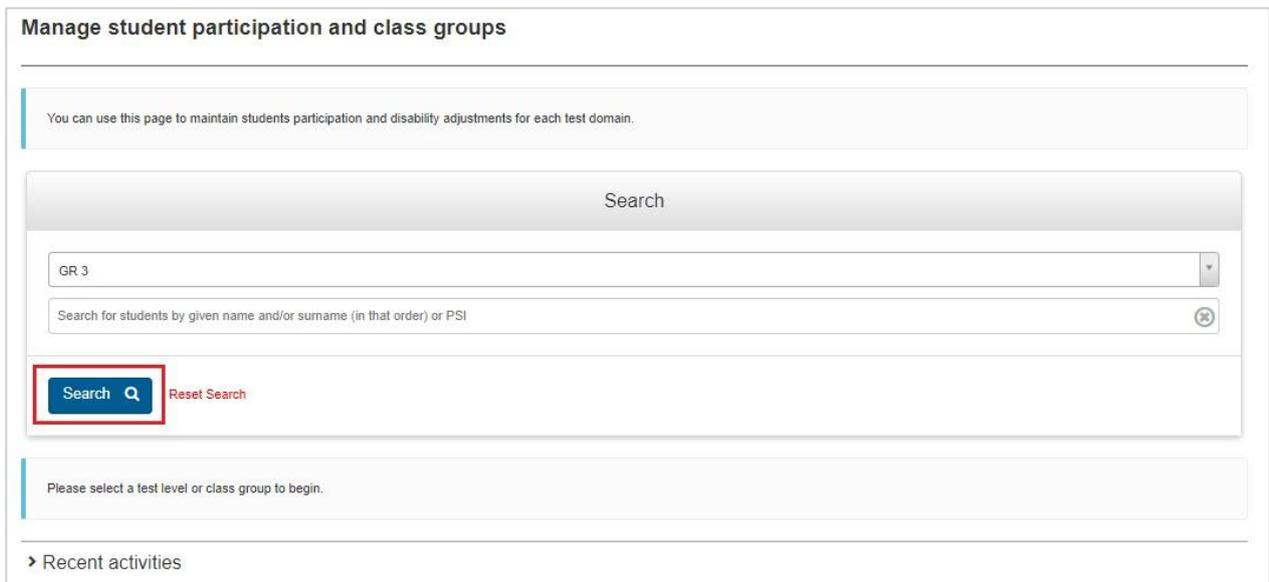
To update participation for a student or group of students:

1. Select **Manage student participation and class groups** from the **Manage Students** tile.



2. The **Manage student participation and class groups** page will display.

Select the **Test level** or **Class group** and select **Search**. You can also search by student name.



- The student list will display with students' names, test levels, class groups and test attempt participation status. Expanding the legend will display information relating to codes and colours.

Student	Test Level	Class Group(s)	Selected (2)	Civics and Citizenship	Science Literacy	Actions
First Last D000013516K	10	Test	<input checked="" type="checkbox"/>	P	P	
S S D000013512G	10	Test	<input type="checkbox"/>	P	P	
Sam Smith D000013311D	6	Test	<input checked="" type="checkbox"/>	P	P	

100 1 - 3 of 3 items [Export](#)

Change selected attempts...

Legend

	Selected - click a cell to select it, or double-click a cell to immediately action it.
	Participating
	Completed
	Exempt
	Withdrawn
	No longer enrolled
	Absent
	Refused
	Cancelled
	Alternative Format
	Has Disability Adjustments
	No test attempts detected

- Click the checkbox next to the student/s to be updated.
- Select the **Change selected attempts** button and select the new participation status (if required).

6. Select **Update attempt** to finalise the change.

Change selected attempts...

Change 3 selected attempts so that -

Participation status is:

Exempt

Withdrawn

No longer enrolled

Absent

Refused

Alternative Format

Attached disability adjustment codes are:

Cancel Update attempt

7. The student's test attempt will display with the updates.

Managing participation for multiple students can be achieved by selecting multiple checkboxes in the **Selected** column and making the required updates.

To manage participation for **all** students in a test, select the top checkbox under the NAP-SL column title and make the required updates.

4.2 How to export participating student lists

The following steps describe how to run, view and extract reports.

1. Select the report (in this example, **Participating Student**) from the **Reports** tile. The report's filter page will display.

Reports

Technical Readiness

Participating Student

Test Administration

- Select the filters required and select **Export to Excel** to download the report in Excel spreadsheet format.

Participating Student Report

Provides a list of students participating within the current assessment events. The report provides information that will enable the test administrators to quickly identify those students that have a:

- Disability adjustment code and check that it is recorded within the ADS.
- Participation status that brings into question whether the student should take the test.
- Postponed test attempts being started again in their test session - the test administrator can check that such student's test start at the correct place.

(less)

View Report For North Hills State School [esa]

Optional filters

Status

Year level

Assessment event

Class group

Export to Excel

Test session	Assessment event	Class group	Student's ID	School's ID	Student name	Sex	Date of birth	Year level	Participation status	Postponed	Disability adjustment code
Opt-In CC	Opt-In CC	GR 3	D000007240P		Suzie Brown	Female	11/11/2011	Year 10	Participating	No	
Opt-In CC	Opt-In CC	test	D000004471G		Peter Nealsen	Male	11/10/2012	Year 10	Participating	No	
Opt-In CC	Opt-In CC	Test2	D000001631M		Test6 Student6	Male	1/01/2007	Year 10	Participating	No	
Opt-In CC	Opt-In CC	Test2	D000001632G		Test7 Student7	Female	2/01/2007	Year 10	Participating	No	
Opt-In CC	Opt-In CC	Test2	D000001633H		Test8 Student8	Male	3/01/2007	Year 10	Participating	No	
Opt-In CC	Opt-In CC	Test2	D000001634P		Test9 Student9	Female	4/01/2007	Year 10	Participating	No	
Opt-In ICTL	Opt-In ICTL	GR 3	D000007240P		Suzie Brown	Female	11/11/2011	Year 10	Participating	No	
Opt-In ICTL	Opt-In ICTL	Test2	D000001635R		Max Student10	Male	5/01/2007	Year 10	Participating	No	
Opt-In ICTL	Opt-In ICTL	Test2	D000001631M		Test6 Student6	Male	1/01/2007	Year 10	Participating	No	
Opt-In ICTL	Opt-In ICTL	Test2	D000001632G		Test7 Student7	Female	2/01/2007	Year 10	Participating	No	
Opt-In ICTL	Opt-In ICTL	Test2	D000001633H		Test8 Student8	Male	3/01/2007	Year 10	Participating	No	
Opt-In ICTL	Opt-In ICTL	Test2	D000001634P		Test9 Student9	Female	4/01/2007	Year 10	Participating	No	
Opt-In SL	Opt-In SL	GR 3	D000007240P		Suzie Brown	Female	11/11/2011	Year 10	Participating	No	
Opt-In SL	Opt-In SL	test	D000004471G		Peter Nealsen	Male	11/10/2012	Year 10	Participating	No	
Opt-In SL	Opt-In SL	Test2	D000001633H		Test8 Student8	Male	3/01/2007	Year 10	Participating	No	
Opt-In SL	Opt-In SL	Test2	D000001634P		Test9 Student9	Female	4/01/2007	Year 10	Participating	No	

5 Technical preparation

5.1 Technical preparation for SL and CC

Students will complete the NAP Opt-in assessments in Science Literacy and Civics and Citizenship using the NAP locked down browser (LDB) on the Assessform platform. All devices to be used for these assessments must have the current version of the LDB installed prior to testing, which can be downloaded from:

<https://www.assessform.edu.au/naplan-online/locked-down-browser>

Schools must ensure all devices meet the technical requirements published on the Assessform website:

<https://www.assessform.edu.au/naplan-online/device-requirements>

Some devices, including iPads, require manual configuration of system/accessibility settings prior to test sessions. These guidelines are available on [assessform.edu.au](https://www.assessform.edu.au). Schools must refer to the list of known device issues at [assessform.edu.au](https://www.assessform.edu.au) and comply with all requirements.

5.2 Technical preparation for ICTL

The ICT literacy assessment is delivered on a separate platform. Instructions for ICTL test administration are included in the *Test Administration handbook for ICTL*.

All devices to be used for the ICTL assessment must pass the device check using the link:

<https://oars.acer.edu.au/ictldevicecheck/>

Detailed device requirements for ICTL are available at:

<https://www.nap.edu.au/nap-sample-assessments/ict-literacy/technical-requirements>

5.3 Device checks

There are 2 separate device check tools – one for SL and CC and another for ICTL. They are used to confirm that devices are suitable for the NAP Opt-in assessments.

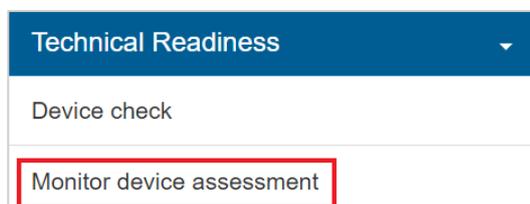
Device checks should be undertaken by your school's nominated School Technical Support Officer (STSO).

Step by step Instructions on how to run a device check, including any additional considerations for BYOD schools, are provided in the Appendix to this handbook.

5.4 Viewing list of devices that have completed the device check (SL and CC only)

This list is available through the principal, NAP Coordinator and STSO dashboard in the platform.

1. Select **Monitor device assessment** from the **Technical Readiness** tile.



2. The **Device List** page will display.

Device List

This page lists devices that have performed a device check as part of the assessment program. When using this list you will need to note the following:

- For device checks performed in unauthenticated mode, the school is left blank.
- Duplicates may appear within this list as the device check relies on the local browser storage to store the ID of a device that is checked more than once.
- Different devices supply different information to the device checks. Some devices may report unreliable information.

Search for Device

Device Id	School	Result	Browser or App	OS	Screen Resolution	Timestamp	Actions
NZA34ECJF8	North Hills State School	Pass	Windows NAP browser 1	Windows 10	1680 x 1050	Wednesday, April 26, 11:31 AM	More
3LFAF4FLKJ	North Hills State School	Pass	Chrome 57.0.2987.133	Windows 10	1680 x 1050	Wednesday, April 26, 11:29 AM	More

20 items per page 1 - 3 of 3 items **Export**

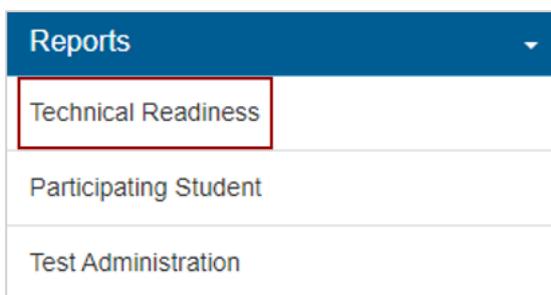
Note: In this example, the same device has been checked inside and outside the LDB. The list can be exported to a spreadsheet using the **Export** function.

Select **More** in the **Actions** column to view the device check results for the device.

5.5 Technical readiness report (SL and CC only)

The following steps describe how to view the current technical readiness status of a school.

1. To access the report, select **Technical Readiness** on the **Reports** tile in the **Preparing** tab.



2. On the **Technical Readiness Report** page, the principal can view and download a report that shows the current technical readiness status of a school.

Technical Readiness Report

Provides information on the **current technical readiness status of a school.**

NOTE: If the device check is performed outside of the school, the outcome of the check is unknown.

View Report For ACARA School 1 [acaraschool1]

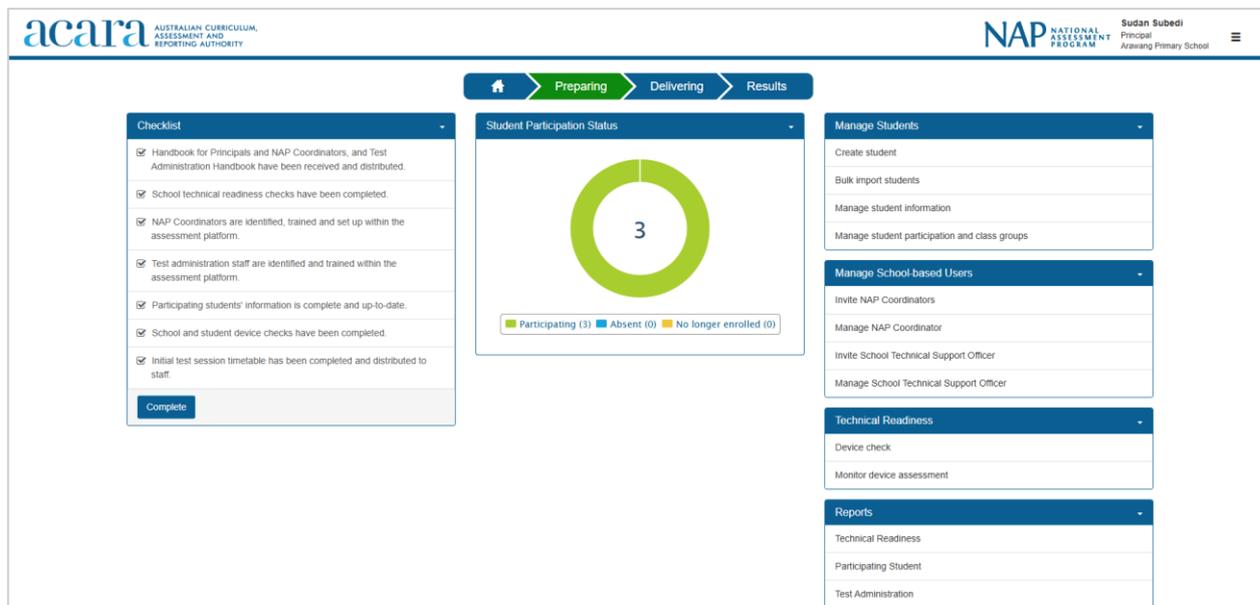
View **Export to Excel**

6 Test preparation – delivering workflow

6.1 Complete the Preparing workflow

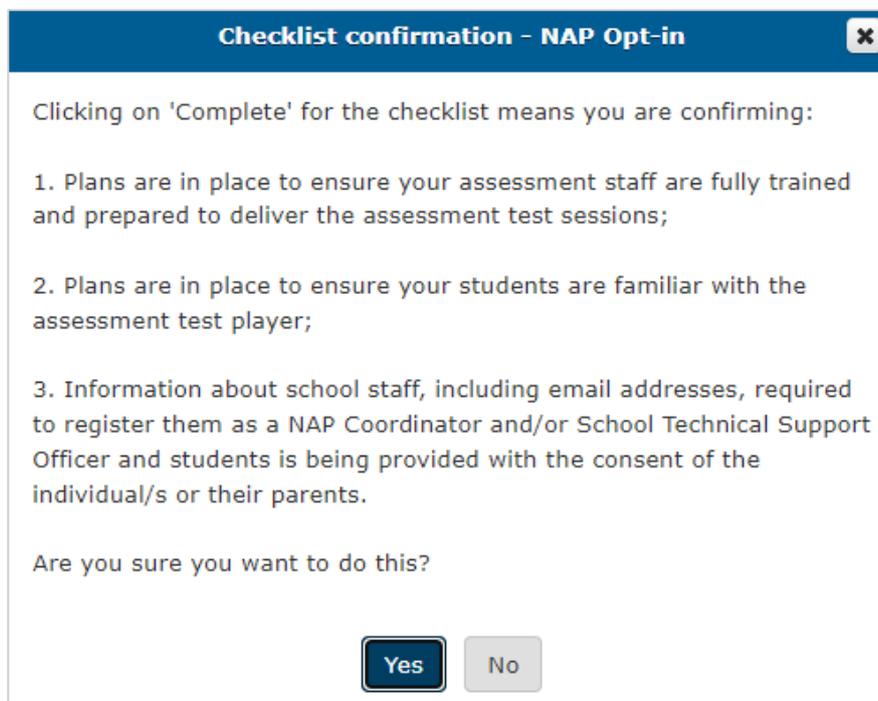
To move from the **Preparing** workflow to the **Delivering** workflow, all items in the checklist must be confirmed as completed.

1. Tick off each item in the checklist then select **Complete** to finalise the checklist.



The screenshot shows the NAP Opt-in dashboard. At the top, there are logos for 'acara AUSTRALIAN CURRICULUM, ASSESSMENT AND REPORTING AUTHORITY' and 'NAP NATIONAL ASSESSMENT PROGRAM'. The user is identified as 'Sudan Subedi, Principal, Ararung Primary School'. The main navigation bar shows 'Preparing' as the active workflow, with 'Delivering' and 'Results' also visible. On the left, a 'Checklist' panel contains seven items, all of which are checked. A 'Complete' button is at the bottom of this panel. In the center, the 'Student Participation Status' panel features a green donut chart with the number '3' in the center, indicating 3 participating students. Below the chart, a legend shows 'Participating (3)', 'Absent (0)', and 'No longer enrolled (0)'. On the right, there are several management panels: 'Manage Students' (with options like 'Create student', 'Bulk import students'), 'Manage School-based Users' (with options like 'Invite NAP Coordinators', 'Manage NAP Coordinator'), 'Technical Readiness' (with options like 'Device check', 'Monitor device assessment'), and 'Reports' (with options like 'Technical Readiness', 'Participating Student', 'Test Administration').

2. The following **Checklist confirmation** message will display.



Checklist confirmation - NAP Opt-in

Clicking on 'Complete' for the checklist means you are confirming:

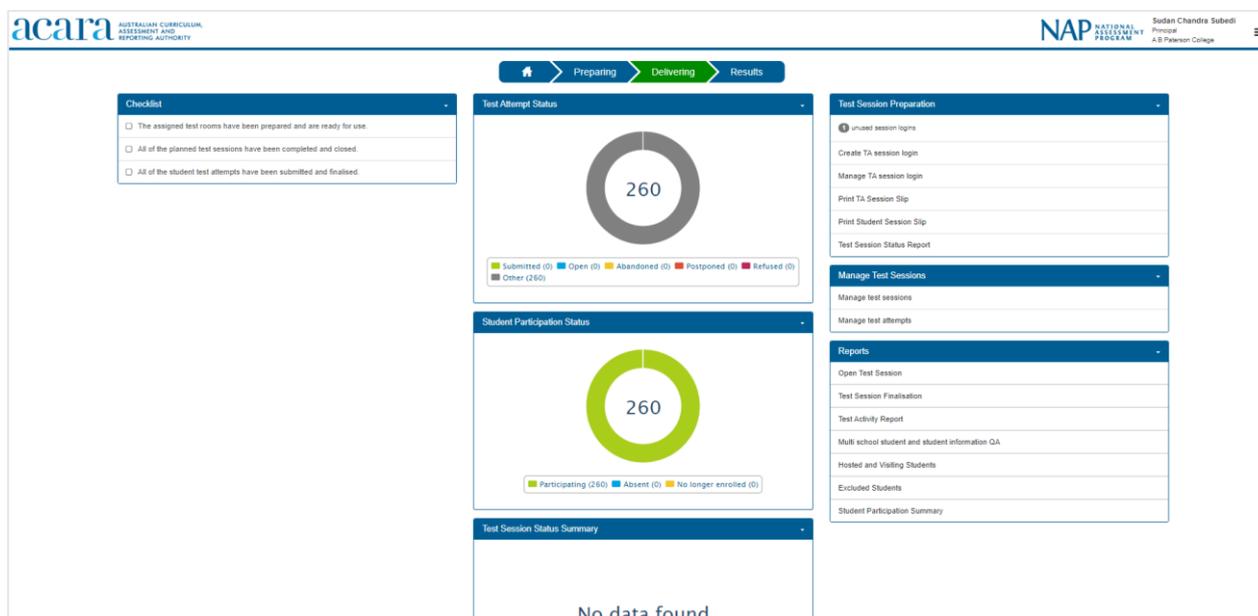
1. Plans are in place to ensure your assessment staff are fully trained and prepared to deliver the assessment test sessions;
2. Plans are in place to ensure your students are familiar with the assessment test player;
3. Information about school staff, including email addresses, required to register them as a NAP Coordinator and/or School Technical Support Officer and students is being provided with the consent of the individual/s or their parents.

Are you sure you want to do this?

Yes **No**

3. Select **Yes** to confirm. The workflow will progress to **Delivering**.

Note: the principal and NAP Coordinator can still select the **Preparing** workflow and complete functions (such as creating a student) after the workflow has progressed to **Delivering**.



6.2 Test session preparation for SL and CC

Section 6.2 details the process of creating login information for the SL and CC tests.

Please see section 6.3 for details on how to obtain the login information for the ICTL test.

The **Test Session Preparation** tile allows the principal or NAP Coordinator to prepare for the SL and CC test sessions, including creating and printing the Test Administrator (TA) and student logins.

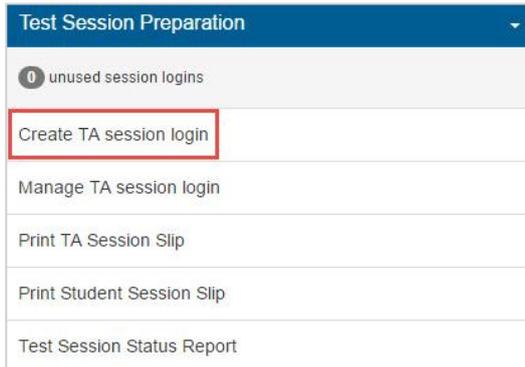
6.2.1 Creating TA session logins for SL and CC

Please note: TA session logins are for SL and CC only. You do not need to create TA session logins for the ICTL test. For instructions on how to create and print login information for ICTL, refer to section 6.3.2 Printing student session slips for ICTL.

You must create a TA session login for each of the test sessions being run for the Science Literacy and Civics and Citizenship tests.

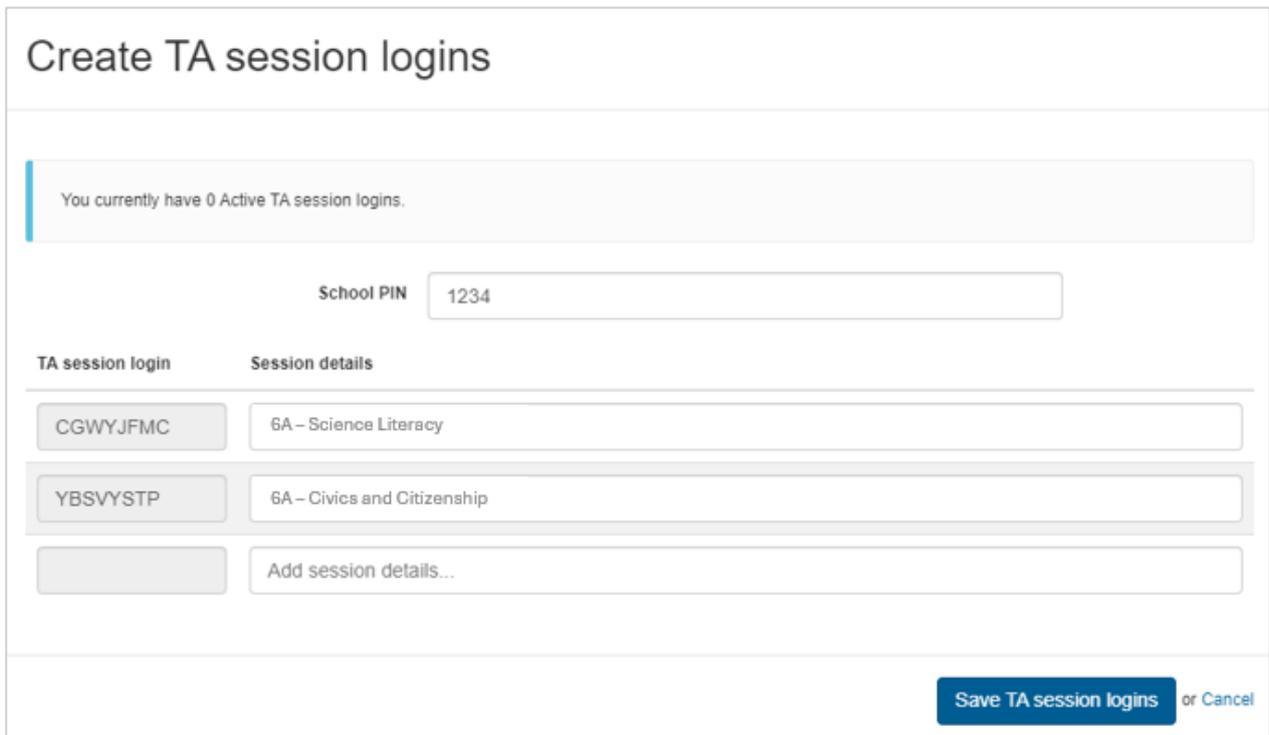
The TA session slip contains a username (a code generated by the platform) and a password, and can be printed or saved as a PDF. The TA session login is not assigned to a specific person and can be used by any authorised staff member who will be administering a particular test session. After logging in with these credentials, the TA can create a test session and generate a session code needed for students to access the test (see TA Handbook for details).

1. Select **Create TA session login** from the **Test Session Preparation** tile.



The screenshot shows a dropdown menu titled "Test Session Preparation". Below the title, there is a notification that says "0 unused session logins". The menu items are: "Create TA session login" (highlighted with a red box), "Manage TA session login", "Print TA Session Slip", "Print Student Session Slip", and "Test Session Status Report".

2. The **Create TA session login** page will display.



The screenshot shows the "Create TA session logins" page. At the top, it says "Create TA session logins". Below that, a message states "You currently have 0 Active TA session logins." There is a "School PIN" field with the value "1234". Below the PIN field, there are two columns: "TA session login" and "Session details". Under "TA session login", there are two fields: "CGWYJFMC" and "YBSVYSTP". Under "Session details", there are two fields: "6A – Science Literacy" and "6A – Civics and Citizenship". There is also an "Add session details..." field. At the bottom right, there is a "Save TA session logins" button and a "Cancel" link.

3. In the **School PIN** field, please create a 4-digit number combination as the PIN. The PIN you create will be the password for the TA to use at login later. You may choose any 4-digit number combination as the PIN.
4. Enter the session details in the **Add session details** field (for example, the name of the test and/or class group). Include as many sessions as needed for your school.

The TA session login field will be generated automatically when you interact with the **Add session details** field. This will be the username for the TA to use at login.
5. Select **Save TA session logins**. The **Create TA session logins** page will be refreshed. It will show you the number of TA session logins created and allow you to create more TA session logins as needed.

6. Select **Cancel** to return to the dashboard.

Create TA session logins

You currently have 6 Active TA session logins.

You have successfully created 6 new TA session logins. You can now print these for distribution. Please note that the TA code can only be used for one Test Session. After that, it will be deactivated for security.

Dismiss

School PIN 9139

TA session login Session details

Add session details...

Save TA session logins or **Cancel**

6.2.2 Managing TA session logins

1. To manage previously created TA logins, select **Manage TA session login** from the **Test Session Preparation** tile.

Test Session Preparation

6 unused session logins

Create TA session login

Manage TA session login

Print TA Session Slip

Print Student Session Slip

Test Session Status Report

- On the **TA Session Logins** page, select the Edit pen function (✎) in the **Actions** column to edit a TA session login.

TA Session Logins

Use this page to search for specific session logins and assign or reassign to a specific test session for the test administrator to use.

Search for Names, Email or Username

TA Session Login	School PIN	Session Details	Actions
RFDMHQXK	9139		
FMRHCNSG	9139		
LZDRGHP	9139	6A – Science Literacy	
YCSQXTJL	9139	6A – Civics and Citizenship	
JNHJNWHQ	9139	6B – Science Literacy	
RYFPSCCG	9139	6B – Civics and Citizenship	

1 - 6 of 6 items [Export](#)

- On the **Edit TA Session Login** page, you can edit the **Session details** as required. When you finish, select **Save TA Session Login**.

Edit TA Session Login: [RFDMHQXK]
In NAP Territory

Use this page to change the test session the TA session login will be used within.

Session details 

Jurisdiction 

School

TA session login* 

[Save TA Session Login](#) or [Cancel](#)

6.2.3 Printing TA session slips

- Select **Print TA Session Slip** from the **Test Session Preparation** tile.

Test Session Preparation

- 6 unused session logins
- Create TA session login
- Manage TA session login
- Print TA Session Slip**
- Print Student Session Slip
- Test Session Status Report

- The previously created TA session logins will be displayed on screen. Select the specific TA session login in the drop-down list or type a selection to search. Leave the search field blank if you wish to print all TA sessions logins at once.

Print TA session logins Print Cancel

Select TA session logins

- [PWFMDYJF]
- [CLYFVTQF]
- [MHFDRLSF]

- Once the selected TA session login slip(s) display on screen, select **Print**. Then follow the prompt to print **single-sided**.

Print TA session logins Print Cancel

Select TA session logins

Test Name: _____

Test Date/Time: _____

Test Room: _____

Class Group: _____

<https://www.assessform.edu.au/>
This is a one-time login for use within the above test session. At the end of this test session this login will no longer be usable.

Test Administrator Name: _____

Username: VVMHJPFK

Password: 1234

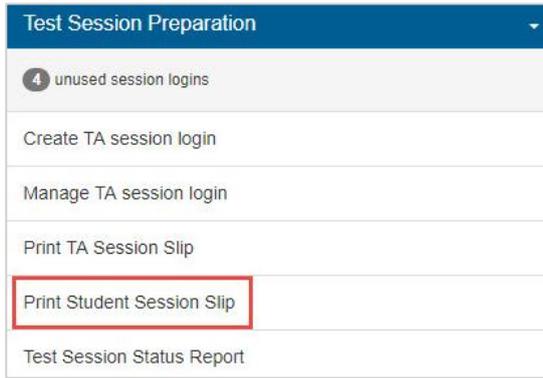
Session Notes:

- When the session slip is printed, complete all of the test information on the form (that is, Test Date/Time, Test Room, Class Group and Test Administrator Name). Supply the slip to the Test Administrator.

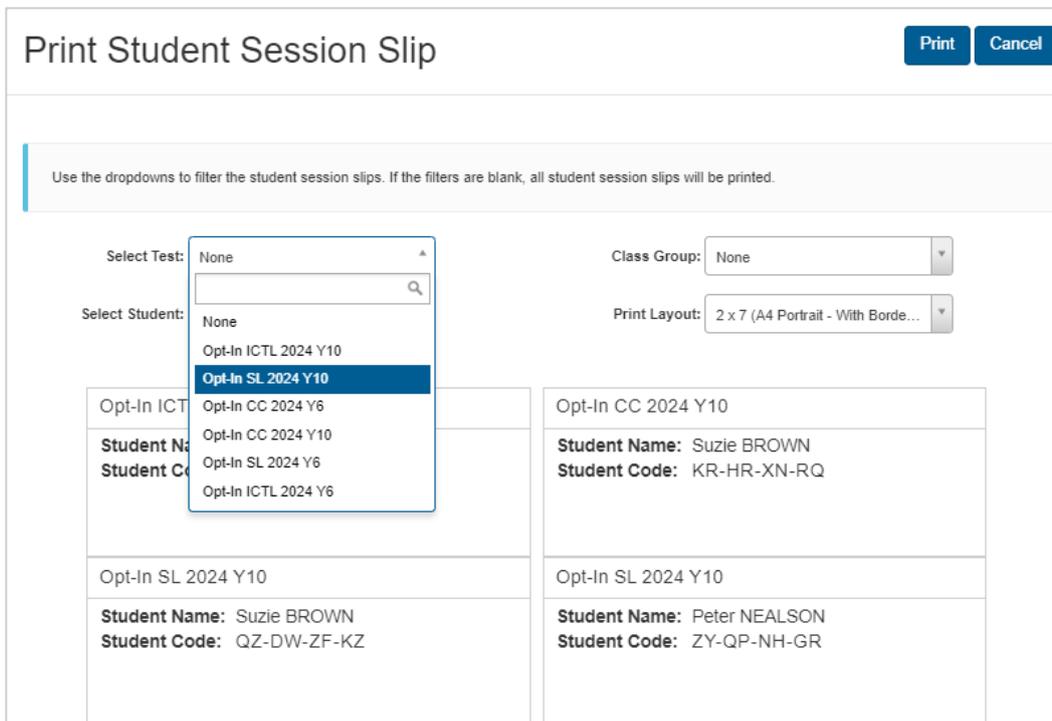
6.2.4 Printing student session slips for SL and CC

The student session slips contain the student code that a student needs to attempt a test.

1. Select **Print Student Session Slip** from the **Test Session Preparation** tile.



2. The **Print Student Session Slip** page will display. The default view is all tests for students in the school. You can filter the list by selecting the "Test", "Class Group" or specific "Student" to manage sets of logins more efficiently. Only students who meet the filtering criteria selected will display. For example, filter by the Opt-in science literacy test and class 6A to print slips for that test, then switch to Opt-in civics and citizenship to print slips for that one.



3. Select the desired format from the **Print Layout** drop-down list. Then select **Print** to print all student session slips selected in the filters.

TIP: You can create a PDF document from your print options, then email it as required. Also, printing "1 per page" provides a student with paper for working out answers.

6.3 Test session preparation for ICTL

6.3.1 Exporting student login details for ICTL

- The ICTL test will be delivered on a separate, browser-based, platform and has different login requirements to SL and CC. To export student logins for ICTL, on the Preparing dashboard, click on **Manage student information** under **Manage Students** tile.

The screenshot shows the ACARA NAP National Assessment Program dashboard. At the top, there are navigation tabs for 'Preparing', 'Delivering', and 'Results'. The 'Preparing' tab is active. On the left, there is a 'Checklist' with several items to be completed. In the center, the 'Student Participation Status' section shows 'No data found'. On the right, the 'Manage Students' section is expanded, showing options like 'Create student', 'Bulk import students', 'Manage student information' (highlighted with a red box), and 'Manage student participation and class groups'. Below this are sections for 'Manage School-based Users' and 'Technical Readiness'.

The student list for the school will display. Use the **Search** function to narrow the results, as required.

Students

You can use this page to maintain student information within the online assessment platform.

Search for Names, Email or Username

Name	PSI	Date of Birth	School	Year level	Class Group(s)	Actions	Calibration Flag
Suzie Brown from North Hills State School	D000007240P	11 Nov 2011	North Hills State School	Year 10	GR 3		
Isha Test from North Hills State School	D000007230D	08 Dec 2012	North Hills State School	Year 6	test		
Peter Nealson from North Hills State School	D000004471G	11 Oct 2012	North Hills State School	Year 10	test		
Max Student10 from North Hills State School	D000001635R	05 Jan 2007	North Hills State School	Year 10	Test2		
Test8 Student8 from North Hills State School	D000001633H	03 Jan 2007	North Hills State School	Year 10	Test2		
Test9 Student9 from North Hills State School	D000001634P	04 Jan 2007	North Hills State School	Year 10	Test2		
Test7 Student7 from North Hills State School	D000001632G	02 Jan 2007	North Hills State School	Year 10	Test2		
Test6 Student6 from North Hills State School	D000001631M	01 Jan 2007	North Hills State School	Year 10	Test2		
Test4 Student4 from North Hills State School	D000001629P	04 Jan 2011	North Hills State School	Year 6	test		
Test5 Student5 from North Hills State School	D000001630A	05 Jan 2011	North Hills State School	Year 6	test		

10 items per page 1 - 10 of 14 items **Export**

2. Select the filters required and select **Export** from the bottom right corner.

Students

You can use this page to maintain student information within the online assessment platform.

Search for Names, Email or Username

Name	PSI	Date of Birth	School	Year level	Class Group(s)	Actions	Calibration Flag
Suzie Brown from North Hills State School	D000007240P	11 Nov 2011	North Hills State School	Year 10	GR 3		
Isha Test from North Hills State School	D000007230D	08 Dec 2012	North Hills State School	Year 6	test		
Peter Neelson from North Hills State School	D000004471G	11 Oct 2012	North Hills State School	Year 10	test		
Max Student10 from North Hills State School	D000001635R	05 Jan 2007	North Hills State School	Year 10	Test2		
Test8 Student8 from North Hills State School	D000001633H	03 Jan 2007	North Hills State School	Year 10	Test2		
Test9 Student9 from North Hills State School	D000001634P	04 Jan 2007	North Hills State School	Year 10	Test2		
Test7 Student7 from North Hills State School	D000001632G	02 Jan 2007	North Hills State School	Year 10	Test2		
Test6 Student6 from North Hills State School	D000001631M	01 Jan 2007	North Hills State School	Year 10	Test2		
Test4 Student4 from North Hills State School	D000001629P	04 Jan 2011	North Hills State School	Year 6	test		
Test5 Student5 from North Hills State School	D000001630A	05 Jan 2011	North Hills State School	Year 6	test		

10 items per page 1 - 10 of 14 items **Export**

3. From the Export as drop-down list, select the export format (XLSX, CSV or PDF).

4. In the Export options pop up, ensure check boxes are ticked for:

- Display name
- PSI
- Class group
- Year level

and uncheck the remaining boxes.

Export options

Export as: Excel format (.xlsx)

Please select the columns you want to include:

Users	Custom Attribute
<input checked="" type="checkbox"/> Display name	<input checked="" type="checkbox"/> Year level
<input checked="" type="checkbox"/> PSI	<input checked="" type="checkbox"/> Calibration Flag
<input checked="" type="checkbox"/> Date of Birth	
<input checked="" type="checkbox"/> School	
<input checked="" type="checkbox"/> Class Group(s)	

Export or Cancel

5.

- Click **Export** to save the file to a location on your computer.

6.3.2 Printing student session slips for ICTL

Important

The exported student login details will open as an Excel spreadsheet. If you spend a few moments resizing rows and formatting the spreadsheet before printing, this will enable the login slips to be cut up more easily and will assist the Test Administrator when distributing slips on test day.

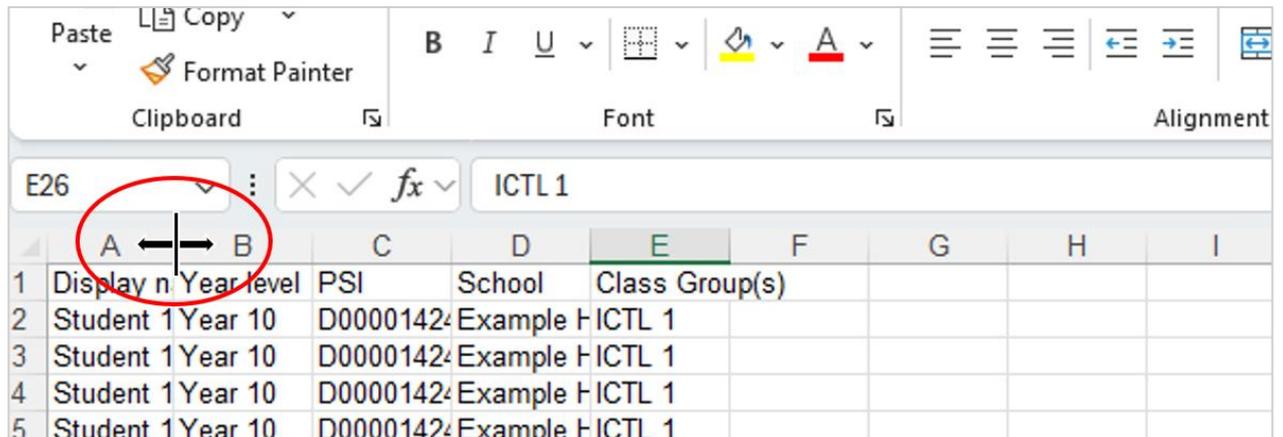
- Locate and open the Excel file containing the student login information for the ICTL test session.

1	Display name	Year level	Calibration	PSI	Date of Birth	School	Class Group(s)
2	Sam200 Smith200	Year 10		D000013511M	20 Aug 1990	ACARA School	Year 10 E
3	Sam197 Smith197	Year 10		D000013509H	20 Aug 1990	ACARA School	Year 10 E
4	Sam198 Smith198	Year 10		D000013509P	20 Aug 1990	ACARA School	Year 10 E
5	Sam199 Smith199	Year 10		D000013510A	20 Aug 1990	ACARA School	Year 10 E
6	Sam192 Smith192	Year 10		D000013503E	20 Aug 1990	ACARA School	Year 10 E
7	Sam193 Smith193	Year 10		D000013504D	20 Aug 1990	ACARA School	Year 10 E
8	Sam194 Smith194	Year 10		D000013505A	20 Aug 1990	ACARA School	Year 10 E
9	Sam195 Smith195	Year 10		D000013506M	20 Aug 1990	ACARA School	Year 10 E
10	Sam196 Smith196	Year 10		D000013507G	20 Aug 1990	ACARA School	Year 10 E
11	Sam189 Smith189	Year 10		D000013500S	20 Aug 1990	ACARA School	Year 10 E
12	Sam190 Smith190	Year 10		D000013501R	20 Aug 1990	ACARA School	Year 10 E
13	Sam191 Smith191	Year 10		D000013502K	20 Aug 1990	ACARA School	Year 10 E
14	Sam185 Smith185	Year 10		D000013496P	20 Aug 1990	ACARA School	Year 10 E
15	Sam186 Smith186	Year 10		D000013497A	20 Aug 1990	ACARA School	Year 10 E
16	Sam187 Smith187	Year 10		D000013498H	20 Aug 1990	ACARA School	Year 10 E
17	Sam188 Smith188	Year 10		D000013499G	20 Aug 1990	ACARA School	Year 10 E
18	Sam182 Smith182	Year 10		D000013493R	20 Aug 1990	ACARA School	Year 10 E
19	Sam183 Smith183	Year 10		D000013494K	20 Aug 1990	ACARA School	Year 10 E
20	Sam184 Smith184	Year 10		D000013495H	20 Aug 1990	ACARA School	Year 10 E
21	Sam180 Smith180	Year 10		D000013491D	20 Aug 1990	ACARA School	Year 10 D
22	Sam181 Smith181	Year 10		D000013492S	20 Aug 1990	ACARA School	Year 10 E
23	Sam175 Smith175	Year 10		D000013486D	20 Aug 1990	ACARA School	Year 10 D
24	Sam176 Smith176	Year 10		D000013487S	20 Aug 1990	ACARA School	Year 10 D
25	Sam177 Smith177	Year 10		D000013488R	20 Aug 1990	ACARA School	Year 10 D
26	Sam178 Smith178	Year 10		D000013489K	20 Aug 1990	ACARA School	Year 10 D
27	Sam179 Smith179	Year 10		D000013490E	20 Aug 1990	ACARA School	Year 10 D
28	Sam173 Smith173	Year 10		D000013484M	20 Aug 1990	ACARA School	Year 10 D
29	Sam174 Smith174	Year 10		D000013485E	20 Aug 1990	ACARA School	Year 10 D
30	Sam168 Smith168	Year 10		D000013479M	20 Aug 1990	ACARA School	Year 10 D
31	Sam169 Smith169	Year 10		D000013480G	20 Aug 1990	ACARA School	Year 10 D
32	Sam170 Smith170	Year 10		D000013481H	20 Aug 1990	ACARA School	Year 10 D
33	Sam171 Smith171	Year 10		D000013482P	20 Aug 1990	ACARA School	Year 10 D
34	Sam172 Smith172	Year 10		D000013483A	20 Aug 1990	ACARA School	Year 10 D
35	Sam166 Smith166	Year 10		D000013477P	20 Aug 1990	ACARA School	Year 10 D
36	Sam167 Smith167	Year 10		D000013478A	20 Aug 1990	ACARA School	Year 10 D
37	Sam162 Smith162	Year 10		D000013473S	20 Aug 1990	ACARA School	Year 10 D
38	Sam163 Smith163	Year 10		D000013474R	20 Aug 1990	ACARA School	Year 10 D
39	Sam164 Smith164	Year 10		D000013475G	20 Aug 1990	ACARA School	Year 10 D
40	Sam165 Smith165	Year 10		D000013476H	20 Aug 1990	ACARA School	Year 10 D
41	Sam158 Smith158	Year 10		D000013468R	20 Aug 1990	ACARA School	Year 10 C
42	Sam159 Smith159	Year 10		D000013470K	20 Aug 1990	ACARA School	Year 10 C
43	Sam160 Smith160	Year 10		D000013471E	20 Aug 1990	ACARA School	Year 10 C
44	Sam161 Smith161	Year 10		D000013472D	20 Aug 1990	ACARA School	Year 10 C

Each row in the excel sheet belongs to one student.

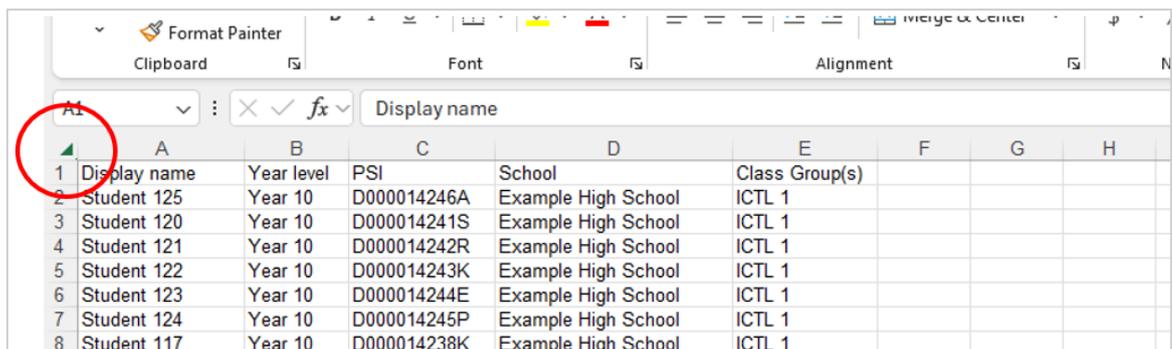
The text in the PSI column of the spreadsheet is both the username and password for the ICTL test for each student.

- Adjust the columns of the spreadsheet so that the text is readable and does not overlap with other columns. Do this by hovering the pointer between each column, and clicking and dragging to the appropriate width.

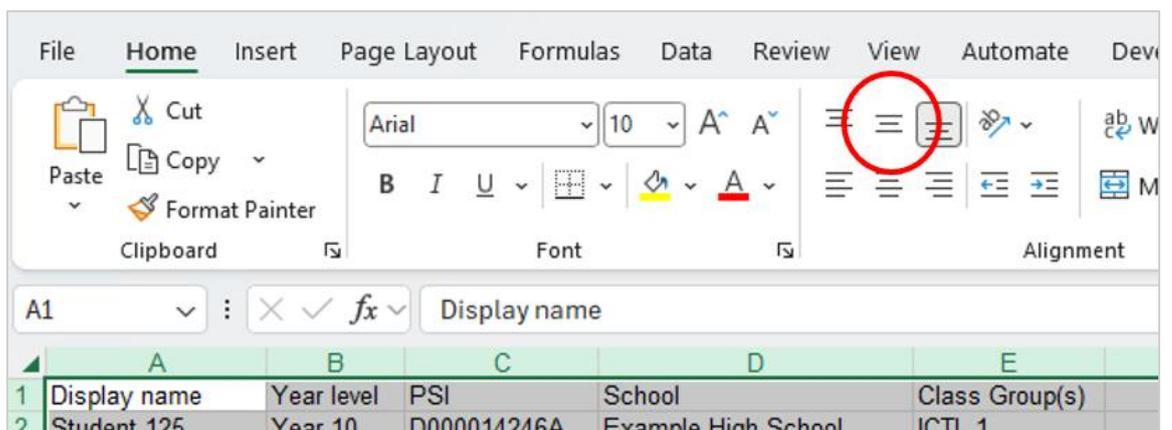


- Adjust the text alignment and height of the rows by:

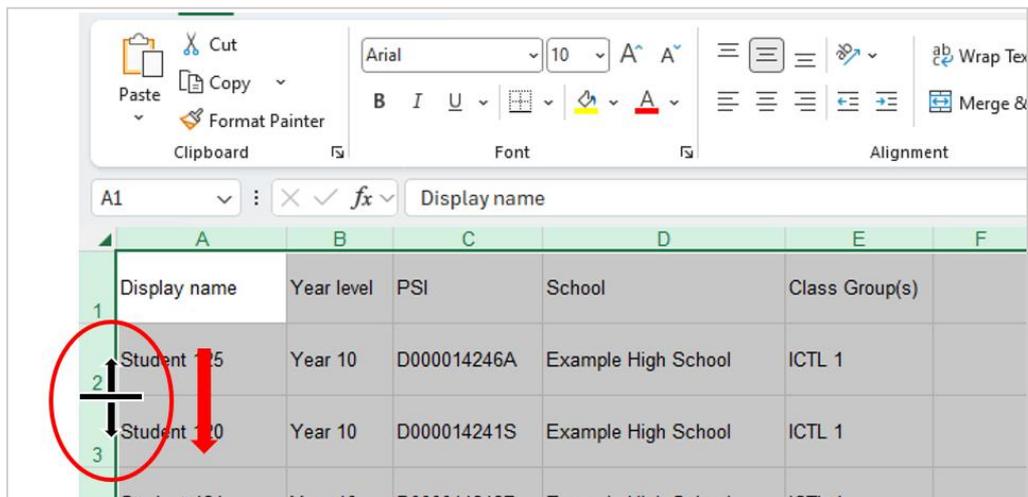
- selecting the downward facing arrow in the top left corner of the sheet (to highlight the entire sheet)



- while the entire sheet is highlighted, selecting the Middle align icon in the tool bar to adjust the text so that it sits in the middle of the row



- c) and finally (while the entire sheet is still highlighted) dragging the line between one of the rows until it is the size of 2 or 3 rows.



Once the required format has been achieved, please print this sheet and provide it to the Test Administrator conducting the assessment. The Test Administrator should then cut the printed sheets into individual slips ready for the test session.

7 Monitoring test progress – SL and CC only

7.1 During test delivery

During test delivery in your school, you should monitor the test session progress as scheduled and provide support to the TAs both inside and outside the platform, as needed. The following sections illustrate a number of functions in the platform that you can perform for the SL and CC tests.

7.1.1 Managing test sessions

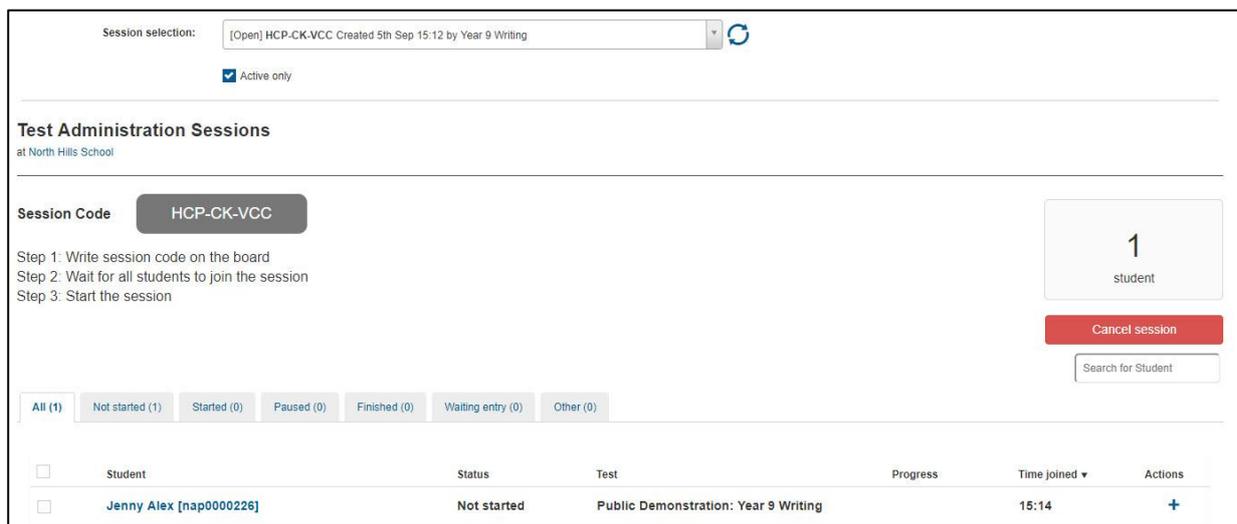
The **Manage Test Sessions** tile allows principals and NAP Coordinators to manage aspects of the test sessions, as well as to update student test attempt information.

The functions below are only available to the principal and NAP Coordinator. They are not available to the TA.

1. Select **Manage test sessions** from the **Manage Test Sessions** tile on the **Delivering** tab.



2. On the **Test Administration Sessions** page, you can choose a session from the drop-down list in **Session selection**. The default view is **Active only**. Uncheck the checkbox to display finished or cancelled test sessions. Note: a test session will not appear on the manage test sessions page until after the TA has logged in and created the session.



The example shown above is an open test session. You can only cancel a session if the test session is open and has not been started by the TA. Cancelling a session will close the test session and release any student who has joined, enabling them to log in to another test session.

- When the TA has started the test session, the status of the test session will change from **Open** to **Started**. The students' status will change to **Started**. The **Progress** column will now populate. The **End time** column will now also display.

Session selection: [Started] GKW-CN-CWJ Created 23rd Feb 14:22 by [TAXYWYBJ]

Active only

Test Administration Sessions at North Hills State School Pause session Finalise session

Session Code: **GKW-CN-CWJ** 6 students

Session started at 2:30 PM
Last student will finish at 3:10 PM

Search for Student Pause student Resume student Postpone student Finish student

All (6) Not started (0) Started (6) Paused (0) Finished (0) Waiting entry (0) Other (0)

Student	Status	Test	Progress	Time joined	End time	Actions
<input type="checkbox"/> Therese Kerwin [nhss32]	Started	Public Demonstration: Year 3 Conventions of Language	0 / 25	14:23	15:10	+
<input type="checkbox"/> Lily Graney [nhss26]	Started	Public Demonstration: Year 3 Conventions of Language	0 / 25	14:23	15:10	+
<input type="checkbox"/> Alex Hope [nhss29]	Started	Public Demonstration: Year 3 Conventions of Language	0 / 25	14:23	15:10	+
<input type="checkbox"/> Stephen Willis [nhss27]	Started	Public Demonstration: Year 3 Conventions of Language	0 / 25	14:23	15:10	+
<input type="checkbox"/> Will Smith [D100003412S]	Started	Public Demonstration: Year 3 Conventions of Language	0 / 25	14:22	15:10	+
<input type="checkbox"/> Joe Smith [D100003402P]	Started	Public Demonstration: Year 3 Conventions of Language	0 / 25	14:22	15:10	+

7.1.2 Managing student participation status after a test session

The NAP Coordinator should not finalise the test session unless they are sure that the student participation status is correct, and all student test attempts are finished. However, if the test is finalised incorrectly, the NAP Coordinator should contact the NAP Opt-in helpdesk for advice.

We recommend NAP Coordinators change all student participation to **“Finished”** (where students did not finish the test themselves) and then finalise any open test sessions before the end of the testing window. The participation status cannot be changed after the test session has been finalised.

7.1.3 Dealing with test disruptions

A test disruption is an unexpected disturbance that interrupts a test and may impact one or more students. Technical issues, fire alarms and evacuations are the most common disruptions that lead to students' tests being interrupted.

The TA should provide the NAP Coordinator with details of any test disruption and must also provide details within the platform. For instance, if a TA pauses a test, they are required to provide the reason for doing so (by selecting from a drop-down list). They are also presented with a free text field to record any further information or context.

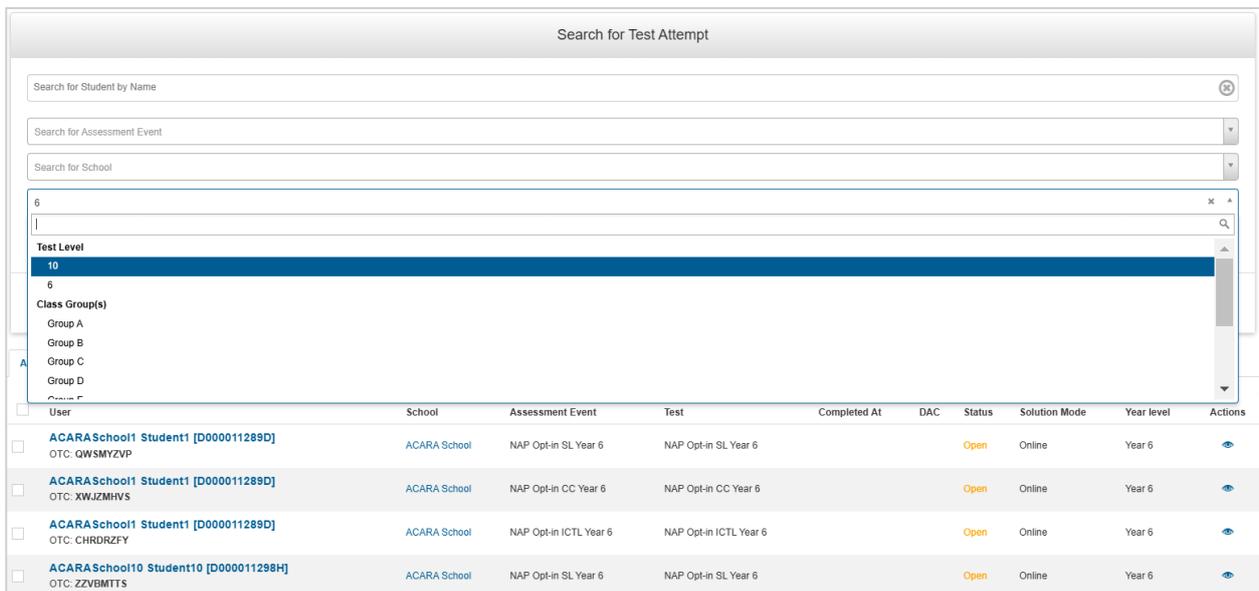
If a test session could not be started or resumed within a reasonable amount of time due to a technical issue or disruption, the test session may be rescheduled.

7.1.4 Managing test attempts

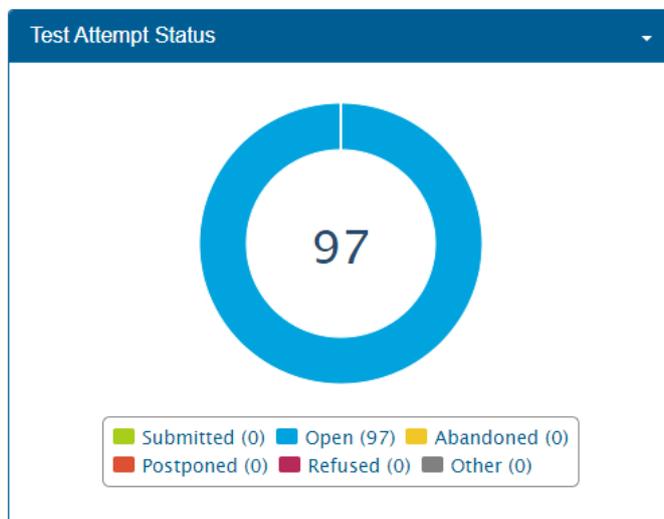
1. Select **Manage test attempts** from the **Manage Test Sessions** tile.



2. On the **Test Attempt** page, you can use the search feature or filter the list by Student, Assessment Event, Test Level or Class Group.



You can also select a link in the **Test Attempt Status** graph from the dashboard in the **Delivering** tab to view the **Test Attempt** page filtered by a particular status, such as **Submitted**.



All (42) Started (0) Paused (0) Submitted (0) Other (5)										
<input type="checkbox"/>	User	School	Assessment Event	Test	Completed At	DAC	Status	Solution Mode	Year level	Actions
<input type="checkbox"/>	Suzie Brown [D000007240P] OTC: FFMCMJSJG	North Hills State School	Opt-In ICTL 2024 Y10	Opt-In ICTL 2024 Y10			Open	Online	Year 10	
<input type="checkbox"/>	Suzie Brown [D000007240P] OTC: KRHRXNRQ	North Hills State School	Opt-In CC 2024 Y10	Opt-In CC 2024 Y10			Open	Online	Year 10	
<input type="checkbox"/>	Suzie Brown [D000007240P] OTC: QZDWZFKZ	North Hills State School	Opt-In SL 2024 Y10	Opt-In SL 2024 Y10			Open	Online	Year 10	
<input type="checkbox"/>	Peter Nealsen [D000004471G] OTC: ZYQPNHGR	North Hills State School	Opt-In SL 2024 Y10	Opt-In SL 2024 Y10			Open	Online	Year 10	
<input type="checkbox"/>	Peter Nealsen [D000004471G] OTC: LYTZYQPD	North Hills State School	Opt-In ICTL 2024 Y10	Opt-In ICTL 2024 Y10			Withdrawn	Online	Year 10	
<input type="checkbox"/>	Peter Nealsen [D000004471G] OTC: KQPGFDZB	North Hills State School	Opt-In CC 2024 Y10	Opt-In CC 2024 Y10			Open	Online	Year 10	
<input type="checkbox"/>	Test Student [D000001625A] OTC: MRVVJYTC	North Hills State School	Opt-In CC 2024 Y6	Opt-In CC 2024 Y6			Open	Online	Year 6	
<input type="checkbox"/>	Test Student [D000001625A] OTC: BFFVJDPG	North Hills State School	Opt-In SL 2024 Y6	Opt-In SL 2024 Y6			Open	Online	Year 6	

Each column can be sorted alphabetically (either ascending or descending) by selecting the column title.

The tabs on the top of the page further categorise the list. The default view is **All**. When a student completes a test, that attempt will move from the **Started** tab to the **Submitted** tab.

Selecting a student's name will display the **Student Details View** page.

- Select the View eye icon in the **Actions** column to view or edit the status of the test attempt.

All (3) Started (0) Paused (0) Submitted (0) Other (2)										
<input type="checkbox"/>	User	School	Assessment Event	Test	Completed At	DAC	Status	Solution Mode	Year level	Actions
<input type="checkbox"/>	Peter Nealsen [D000004471G] OTC: ZYQPNHGR	North Hills State School	Opt-In SL 2024 Y10	Opt-In SL 2024 Y10			Withdrawn	Online	Year 10	

Select the new status from the **Change** drop-down list. Then select **Yes** to confirm. The student's status for this test attempt will be updated.

Note: if a student is currently taking the test, the test attempt status cannot be changed.

Test Attempt for Peter [D000004471G], Opt-In ICTL 2024 Y10 ✕

Status Withdrawn Change ▾

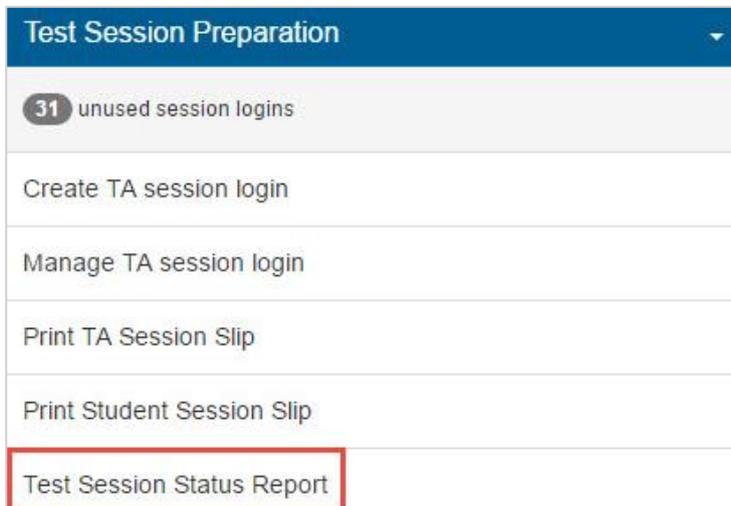
Reports ● Included Open ⓘ

› Recent activities

7.1.5 Creating a Test Session Status Report

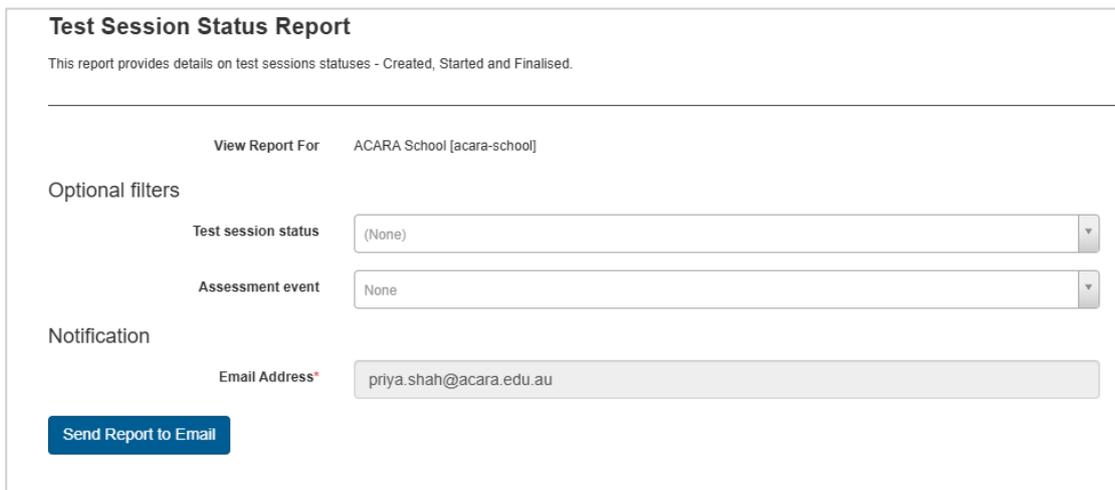
The **Test Session Status Report** is a valuable report to use during the test delivery.

1. Select **Test Session Status Report** from the **Test Session Preparation** tile on the **Delivery** page.



The screenshot shows a blue header for 'Test Session Preparation' with a dropdown arrow. Below the header is a grey bar with a badge '31' and the text 'unused session logins'. The menu items are: 'Create TA session login', 'Manage TA session login', 'Print TA Session Slip', 'Print Student Session Slip', and 'Test Session Status Report'. The 'Test Session Status Report' item is highlighted with a red rectangular border.

2. Select the optional filters as required.
3. Select **Send Report to Email**. An email will be sent to you with a link to the generated report.



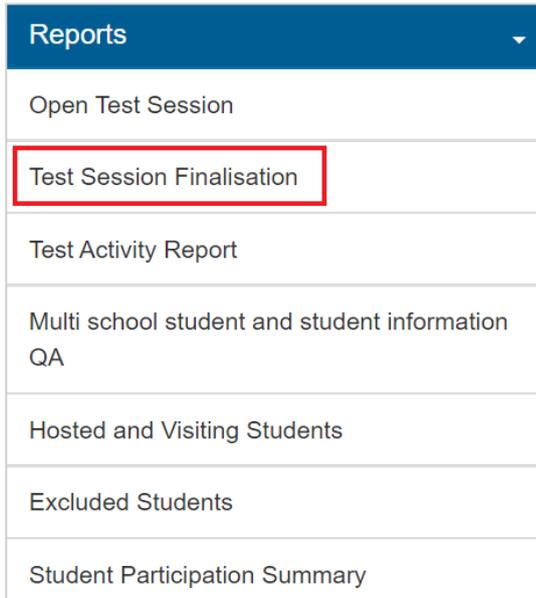
The screenshot shows the 'Test Session Status Report' configuration form. It includes a title 'Test Session Status Report' and a subtitle 'This report provides details on test sessions statuses - Created, Started and Finalised.' Below this is a 'View Report For' field with the value 'ACARA School [acara-school]'. Under 'Optional filters', there are two dropdown menus: 'Test session status' set to '(None)' and 'Assessment event' set to 'None'. Under 'Notification', there is an 'Email Address*' field with the value 'priya.shah@acara.edu.au'. A blue button labeled 'Send Report to Email' is located at the bottom left of the form.

7.1.6 Test Session Finalisation Report

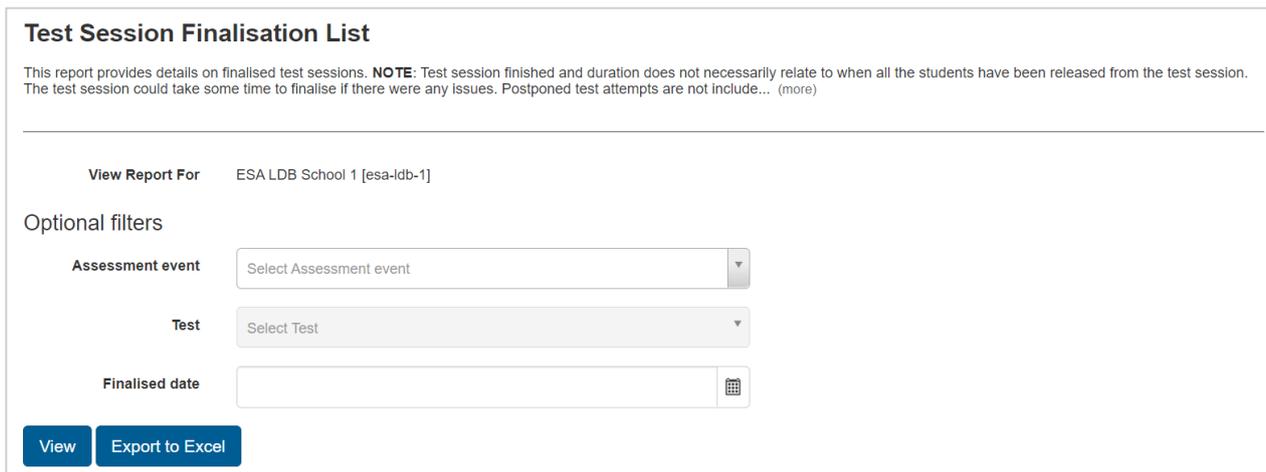
The **Reports** tile on the **Delivery** page allows the principal or NAP Coordinator to access reports related to delivering activities.

The following steps outline the process to run, view and extract the reports.

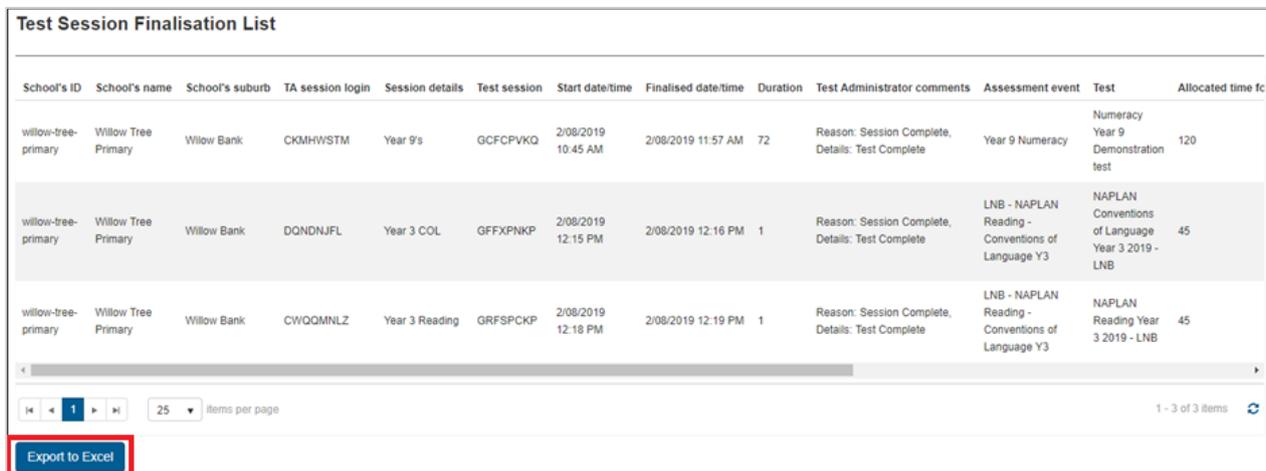
1. Select the report (in this example, **Test Session Finalisation**) from the **Reports** tile.



2. Select the optional filters as required and then select **View** to display the report on the page.



3. The report can be exported to a spreadsheet by selecting **Export to Excel** at the bottom left of the page.



8 Test conclusion

After each test session, the principal or NAP Coordinator must ensure all TA session slips and any unused test codes are securely destroyed.

Once a school has completed all intended test sessions and all student test attempts have been finished, it is important for the NAP Coordinator to check and ensure that all student participation statuses are accurate and up to date for SL and CC.

Note: schools are not required to update participation status for ICTL.

For example, if your school or students are participating in **only one domain**, you must update the participation status of students in the **other domain to “withdrawn”** before moving to the Results stage.

Refer to **Section 4** for details on how to manage student participation. This must be completed before the end of the test window so that Opt-in school reports can be produced.

When there are no open or postponed test attempts remaining and the **Delivering** dashboard checklist is complete and confirmed, schools can move from the **Delivering** to the **Results** dashboard in the platform.

Important

Schools must complete all tests for the domains they choose to participate in **before** moving to the **Results** stage of the workflow.

The system will **not** allow student slips (for all 3 domains including ICTL, which is administered in an external platform) to be downloaded once the school moves to **Results**.

You cannot go back to the **Delivering** dashboard once you progress to the **Results** dashboard

You cannot move to the **Results** dashboard if there are any open or postponed test attempts.

When the functions of the **Delivering** workflow are finished, you must complete the **Checklist**. When all of the items have been checked as complete, the **Complete** button will display. Select **Complete** to finalise the checklist.

The screenshot shows the NAP Opt-in dashboard with the following components:

- Navigation:** Home, Preparing, **Delivering** (active), Results.
- Checklist:**
 - 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.
 - Complete** button.
- Test Attempt Status:**
 - Donut chart showing 41 total attempts.
 - Legend: Submitted (0), Open (36), Abandoned (0), Postponed (0), Refused (0), Other (5).
- Test Session Preparation:**
 - unused session logins
 - Create TA session login
 - Manage TA session login
 - Print TA Session Slip
 - Print Student Session Slip
 - Test Session Status Report
- Manage Test Sessions:**
 - Manage test sessions
 - Manage test attempts
- Student Participation Status:** (Section header visible)

Note: only complete this step when the school has finished the test delivery cycle and is ready for reporting.

The **Checklist confirmation** message will display.

Checklist confirmation - NAP Opt-in

Clicking on 'Complete' for the checklist means you are confirming:

1. Your school has completed the NAP Opt-in assessment in accordance with Handbook for Principals and NAP Coordinators, and Test Administration Handbook.
2. Your school has finalised all student test attempts and closed all test sessions.

Are you sure you want to do this?

Yes **No**

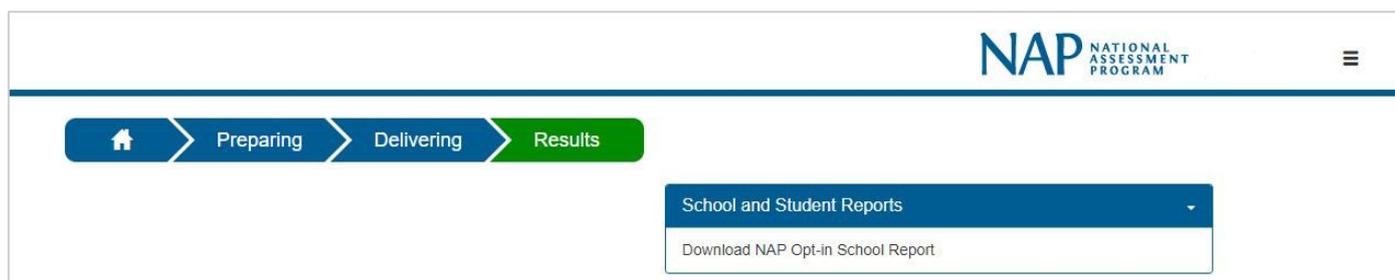
Select **Yes** to confirm.

Once you progress to **Results**, the previous workflows (**Preparing** and **Delivering**) will be unavailable. This means that you will not be able to create or edit student records or run any more test sessions; the school will have completed the test delivery cycle.

9 Reporting

9.1 How to access NAP Opt-in School Reports

The Results dashboard displays tasks that allow the delivery of the NAP Opt-in School Report. In the “Results” phase, click on “Download NAP Opt-in School Report”.



Once you have agreed to the condition on the screen, click on “Download data” to continue.

The school report file will download as a compressed (zipped) folder and may save to the default Downloads folder. If prompted, select “Save” and “View downloads”.

Right click on the folder name, select “Extract all” and choose a location to save your extracted report.

Navigate to the extracted school report folder then open the extracted index.html file.

Select the appropriate domain and year level on the different report tab.

9.2 NAP Opt-in School Reports

NAP Opt-in School reports show school and student performance, which can be used to inform teaching and learning. We would encourage schools to consider how this information is shared with their school community, including parents/carers; for example, through parent–teacher meetings.

Three types of report are provided to participating schools:

1. Items report shows:
 - items categorised based on curriculum content areas for each year level; this will help the school gauge their students' performance in different strands
 - relative item performance in schools compared to national performance for each year level. This will provide better visibility for schools of their relative performance in different content areas of the curriculum.
2. Class report shows:
 - students grouped by different variables including class group and gender for each year level; this will provide better understanding of the performance of students and class groups
 - students' performance on a scale against the proficiency levels and other national statistics from NAP sample assessment for each year level.
3. School summary report shows:
 - overall performance of students in the school compared to different national statistics obtained from NAP sample assessment for each year level.

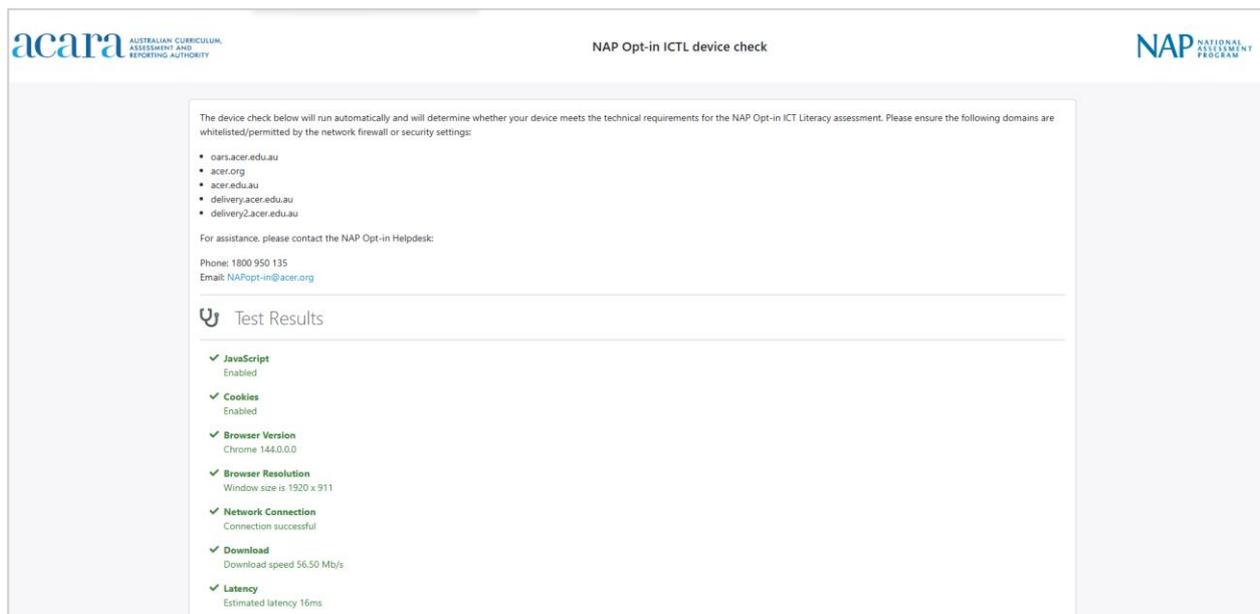
Detailed information about the contents of the NAP Opt-in school report will be provided in the NAP Opt-in School Report guide.

10 Appendix

10.1 How to run a device check – ICTL

The device check tool is used to confirm that devices are suitable for the NAP Opt-in ICTL assessment. Device checks should be undertaken by the nominated School Technical Support Officer (STSO) and run on the student devices **using a profile that students will use on assessment day**.

To run the ICTL device check, open <https://oars.acer.edu.au/ictldevicecheck/> on each student device that will be used for the ICTL test.



Make any necessary updates to ensure a green tick is achieved for each element.

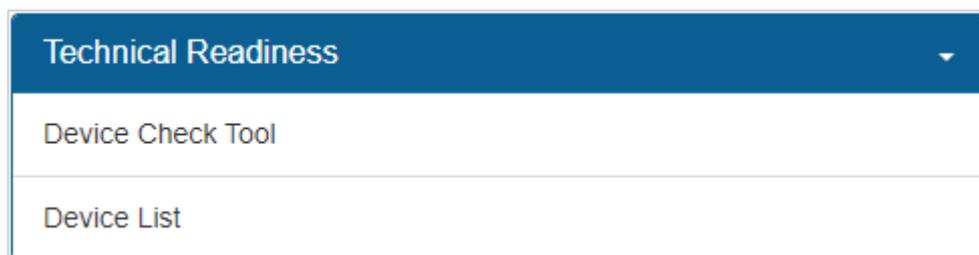
A red cross indicates that the ICTL assessment may not work on this device.

10.2 How to run a device check – SL and CC

Device checks for the science literacy and civics and citizenship tests can be accessed from the Assessform dashboard or from the LDB on students' devices. Device checks should be undertaken by the nominated School Technical Support Officer (STSO) and run on the student devices, **using a profile that students will use on assessment day**.

Device check from the dashboard

1. Select Device Check Tool from the Technical Readiness tile.



The device check result will display with a unique device check ID. This ID will be included in the technical readiness report. If the device fails any of the requirements, a red cross X will display.

Device Check [ID: 3VLDTKWS4J]
at North Hills State School

This device check page determines whether your device meets the technical requirements for NAP Opt-in.

✗ NAP Opt-in may not work on this device.
Unfortunately, your device does not meet the technical requirements for NAP Opt-in.

✓ Operating System: Windows 10
✓ Screen resolution: 1728 x 972
✗ Play a sound:
 I can hear the sound on headphones
 I can't hear the sound on headphones
Please check your headphones and volume level.

✓ Browser: Chrome 120.0.0.0
✓ Javascript: Enabled
✗ Load an image:
 I can see the image of the hat.
 I can't see the image of the hat.

✓ Websaver access
Your device can connect to all the servers.

Back Refresh

2. You will need to test the device's image resolution. Confirm whether you can see the hat image () by selecting the appropriate radio button.

The Opt-in assessments do not use audio, so for the purposes of this check, select **I can hear the sound on headphones**.

3. When you have completed the device check, a message will display either **You are good to go!** or **NAP Opt-in may not work on this device**. Select **Back** to save the results, and to return to the dashboard.

Device Check [ID: 3VLDTKWS4J]
at North Hills State School

This device check page determines whether your device meets the technical requirements for NAP Opt-in.

✓ You are good to go!
Your device meets the technical requirements for NAP Opt-in.

✓ Operating System: Windows 10
✓ Screen resolution: 1728 x 972
✓ Play a sound:
 I can hear the sound on headphones
 I can't hear the sound on headphones

✓ Browser: Chrome 120.0.0.0
✓ Javascript: Enabled
✓ Load an image:
 I can see the image of the hat.
 I can't see the image of the hat.

✓ Websaver access
Your device can connect to all the servers.

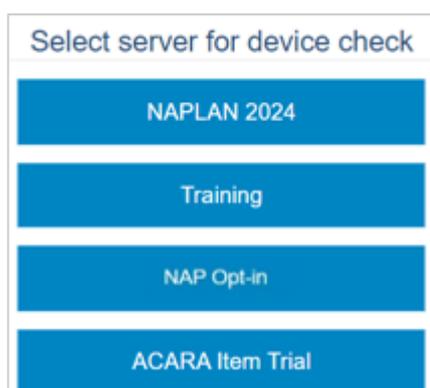
Back Refresh

Device check from the NAP locked down browser (recommended)

1. Launch the locked down browser on student devices that will be used in Opt-in.



2. There are 2 device check options available: **Device check** and **Device check (without login)**. Select one as appropriate for your school.
 - **Device check (without login)** does not require a platform login (such as a principal, NAP Coordinator or STSO login). It can be used by anyone. For example, it could be used by students or parents/carers to check a device. Device checks without a login are not saved in the list of the school's device checks.
 - **Device check** performs a device check with a platform login, which saves the results to the device list for your school.
3. There may be different options available; select **NAP Opt-in**.



4. Complete the device check as you would do the device check from the dashboard. Select **Back** to save the results.

10.3 Bring your own device (BYOD) considerations

Some schools have adopted a “bring your own device” (BYOD) program that allows students to use their own device at school. The use of a BYOD laptop or tablet for NAP assessments creates several issues around test security and privacy. These will need to be managed by schools.

Where a BYOD program operates, we recommend schools ensure the following practices are in place.

Devices are used under an appropriate BYOD policy implemented by the school.

Devices meet the minimum technical requirements (<https://www.assessform.edu.au/naplan-online/device-requirements>).

Devices are compatible with the applicable NAP locked down browser, and this browser has been successfully installed and validated on each BYOD prior to the test event.

Devices have had all required manual security setting adjustments made (<https://www.assessform.edu.au/naplan-online/locked-down-browser>).

Devices have been configured for school network access and can access the NAP Opt-in server successfully.

Devices have virus protection software installed, where appropriate.

Devices are fully charged prior to undertaking the NAP Opt-in tests, with the school managing any unexpected unavailability or failure of a student’s BYOD device.

Sufficient network access points (wired and/or wireless) are available within the school to support the BYOD devices operating in test sessions.

The use of BYOD devices considers any restrictions described in the list of known device issues.