

2025

NAP Opt-in Assessment **Science Literacy** **Civics and Citizenship**

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 Lock 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"/>	Conclude all outstanding 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	

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1 Introduction

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 and will progressively become available over 3 years for any school or system that chooses 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, including information about student achievement in relation to national standards. Further information can be found at [NAP Opt-in assessments](#).

Participation is voluntary and schools will self-administer the NAP Opt-in assessments themselves via an online platform within the testing window in May each year. The platform and process will be similar to those used for NAPLAN.

The NAP Opt-in 2025 assessment

In NAP Opt-in 2025, the following domains will be available for schools to participate in:

- Science Literacy
- Civics and Citizenship

A designated webpage has been set up for all NAP Opt-in participating schools at <https://nap.edu.au/opt-in> to share key assessment information, 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 in your school will administer the assessment following the instructions provided in the Test Administrators' Handbook.

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

1.2 Key information for principals

Assessment platform	www.assessform.edu.au									
Helpdesk support	<p>NAPopt-in@acer.org</p> <p>Or 1800 574 000</p> <p>For all enquiries regarding your school's implementation of the NAP Opt-in assessment, please contact helpdesk support.</p>									
Support materials for schools	<p>https://nap.edu.au/opt-in</p> <p>This includes the Test Administrators' Handbook</p>									
Test window	<p>Monday 5 May to Friday 30 May 2025</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 logging students into the platform and reading instructions to students, as well as students undertaking the practice questions and assessment.</p> <table border="1" data-bbox="443 1234 1182 1402"> <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>Assessment</td> <td>60 mins (max.)</td> <td>75 mins (max.)</td> </tr> </tbody> </table>	Component	Year 6	Year 10	Practice questions	5 mins (approx.)	5 mins (approx.)	Assessment	60 mins (max.)	75 mins (max.)
Component	Year 6	Year 10								
Practice questions	5 mins (approx.)	5 mins (approx.)								
Assessment	60 mins (max.)	75 mins (max.)								
Locked Down Browser (LDB)	<p>Students will sit the NAP Opt-in assessments using the LDB. Further information on the LDB, including installation guides, is available at:</p> <p>https://www.assessform.edu.au/naplan-online/locked-down-browser</p>									
Device requirements	<p>https://www.assessform.edu.au/naplan-online/device-requirements</p>									
Privacy notices	<p>NAP Opt-in student privacy notice (PDF 116 KB)</p> <p>NAP Opt-in school staff privacy notice (PDF 114 KB)</p>									
Public demonstration site	<p>Students, parents/carers and teachers can see test question format and platform functionality here:</p> <p>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 before the assessment session
- being familiar with assessment procedures in order to be able to administer the assessment due to unexpected TA absence
- preparing and distributing an information pack for TAs, including:
 - the TA Handbook
 - a TA device with internet connection for administering the test session (if the TA does not have a school issued device already)
 - 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

- student session slips for all students participating in each test session, containing the unique, one-time student codes 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 all devices have the NAP Locked Down Browser installed
- conducting the Assessform device check on all devices to be used for the assessment
- in the week before the assessment, ensuring all devices are test ready
- assisting the TA with set up and troubleshooting on test day.

NOTE: Refer to LDB guides for instructions and troubleshooting for each device type: <https://www.assessform.edu.au/naplan-online/locked-down-browser>

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 2025 assessments to students at your school are provided in the TA Handbook. 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 TA Handbook) aloud to students
- invigilate the session under standard test conditions.

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.

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.



- The school's name will display in the **school** field.
- 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 a comma (,).

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.

- Invitations are valid for 30 days. You can alter the **Link expiry (hours)** if required.
- 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 (e.g. '[Inviter.GivenName]').
- Once completed, select **Send Invitations**.

Invite NAP Coordinators via secure link

Invite new NAP Coordinators to self-register by emailing a secure link. Please complete the information below, and send the invitations. You can invite up to 30 users at a time. Note that the people you invite will not be able to choose their own username, or specify an email address different to the one chosen by you.

By entering information below, you are confirming that information about school staff, including email addresses, required to register them as a NAP Coordinator and/or School Technical Support Officer, is being provided with the consent of the individual/s.

School* 40001 [40001]

Email Addresses* John.smith@esa.edu.au

Link expiry (hours)* 720

Email Subject* Invitation to register for NAP Opt-in

Email Body*

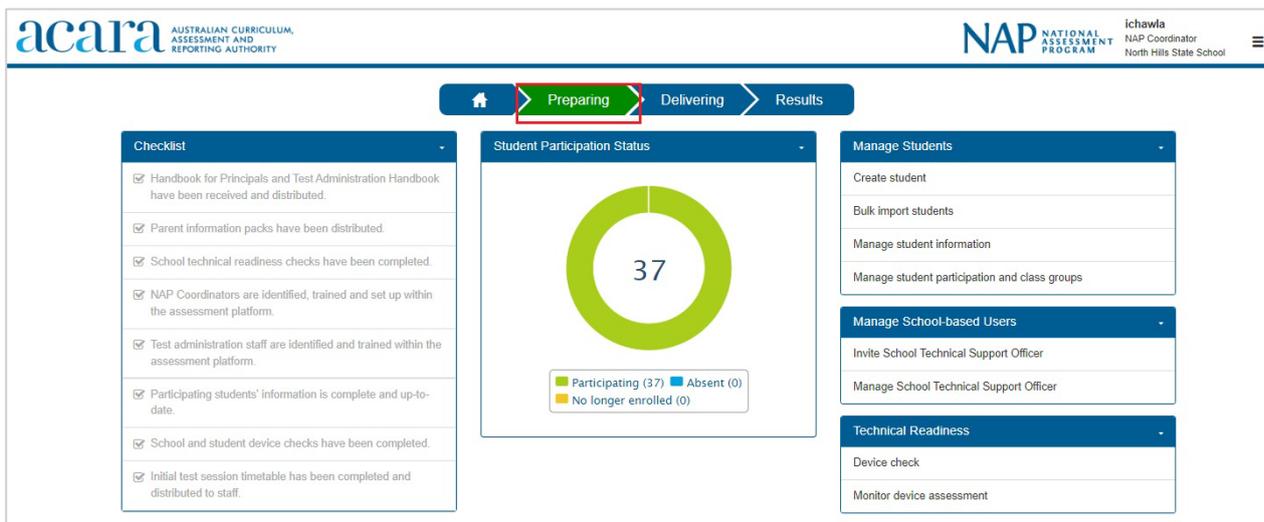
Edit - Insert - View - Format - Table -

Welcome
 [Inviter.FullName] from [Inviter.OrgUnit] has invited you to complete your registration as a [Invitation.MainRole] of [Invitation.OrgUnit].
 In completing your registration to the Online National Assessment Platform you are confirming your acceptance of the Statement of Compliance for NAP Opt-in Assessment. You can view the statement at <https://www.assesform.edu.au>
 Your username is [Invitation.Email]
 Please follow this link to complete the registration process - [Invitation.InvitationLink]
 This link is valid for 30 days. It will become invalid once you have completed your registration.
 When your registration is complete, please visit the Online National Assessment Platform at <https://www.assesform.edu.au> for more information.
 Any Questions?
 If you have any questions, please contact NAPOpt-in@acara.edu.au
 This is an automated email - please do not reply to this email.

Words: 117

Send Invitations Cancel

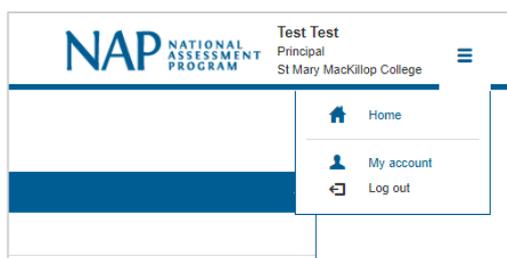
- The NAP coordinator or STSO will receive an email inviting them to register. In that email, they can select **Self-register as a NAP coordinator** or **Self-register as a School Technical Support Officer** to complete the registration based on the nominations from principal.
- Once the NAP coordinator 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

The platform allows principals and NAP coordinators to:

- manually add new students
- change/edit existing student information
- upload a spreadsheet with student information for bulk enrolment.

In 2025, NAP Opt-in assessments are available in science literacy and civics and citizenship for Years 6 and 10 students. All enrolled students will be assigned both assessments by default, but schools can decide which assessments they participate in.

Schools do not have to enrol all students in the relevant year group (Years 6 and 10). However, there are benefits in doing so as full cohorts will provide more data to inform school-wide planning and reduce the likelihood of bias where schools voluntarily choose to report results in annual and other reports.

The Preparing workflow allows you 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.

Important note about using real student names.

For data privacy reasons, it is recommended that real student names not be used in the platform. Schools can instead choose to use pseudonyms or dummy names and use the 'Local school student ID' column to identify the students during test administration and when reading the school reports. Importantly:

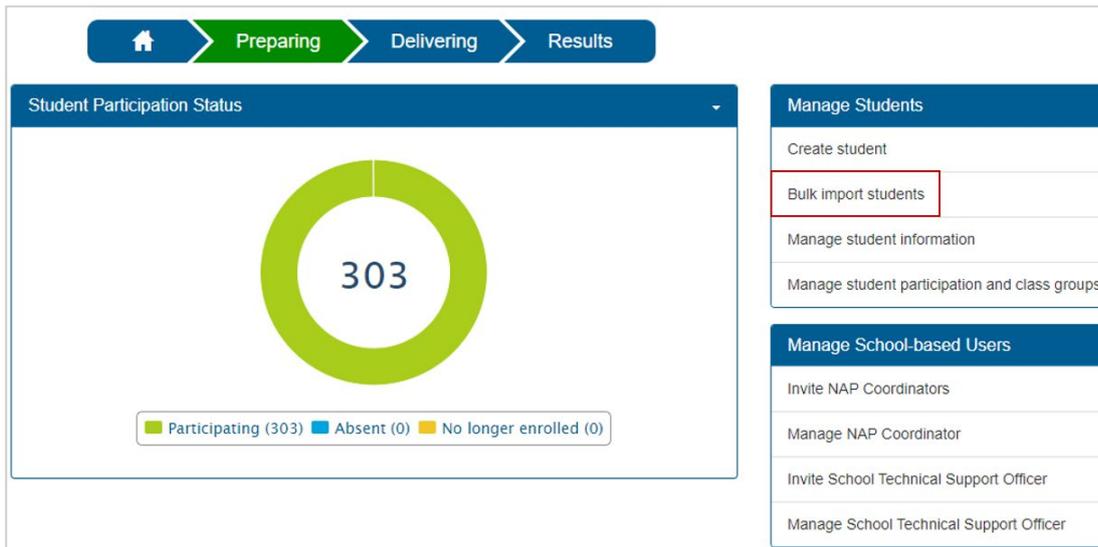
- In order to read the school reports, **schools must maintain a record outside the platform of which 'Local school student ID' relates to which student.**
- The 'Local school student ID' must be unique. It can be any random number that you allocate to each student for the Opt-in assessment, or an existing local student ID you already use in school. The 'Local school student ID' will appear in the school reports.

If schools prefer to use real student names in the platform, the principal and/or NAP coordinator must ensure that appropriate notice be given to, and consent obtained from, students and parents/carers in accordance with your jurisdictional legislation and policies.

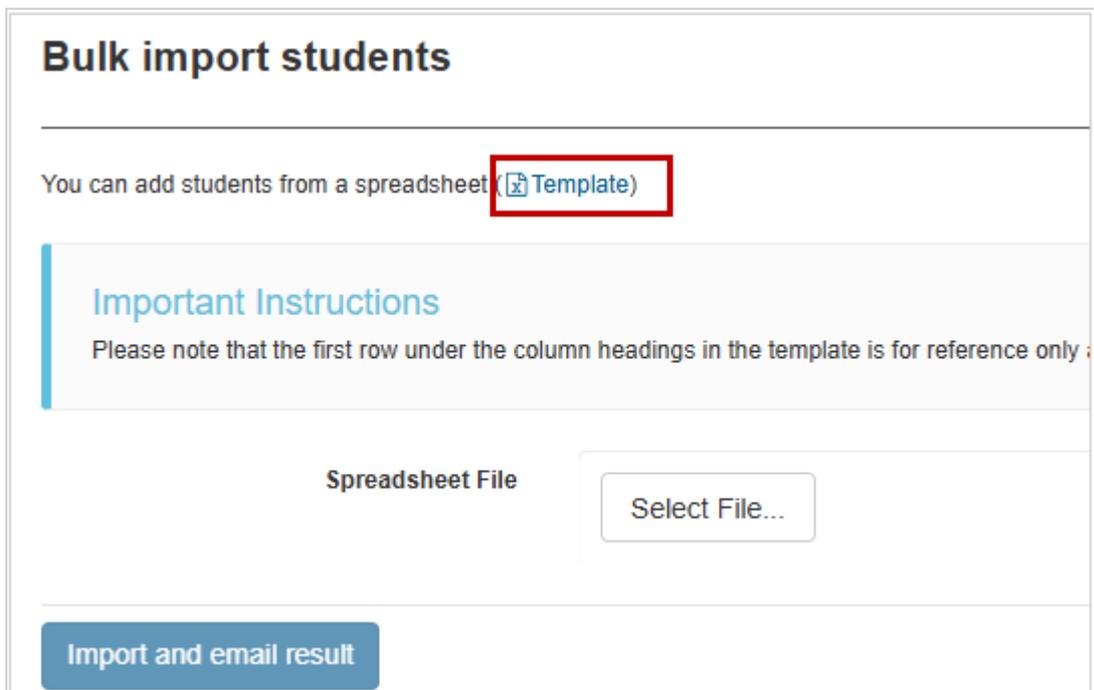
3.1 How to 'Bulk' upload student list (recommended)

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 **Manage Students** tile.



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



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

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

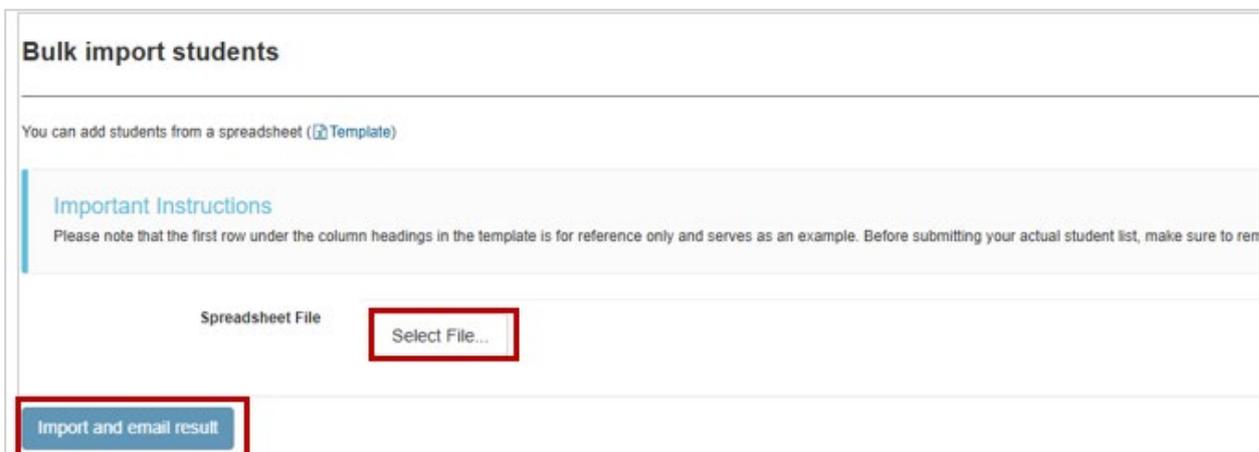
Field	Validation	Format	Additional information
First name	Mandatory	Text	Schools could choose to use pseudonyms or dummy names if real student names are not being used.
Middle name	Optional	Text	
Preferred name	Optional	Text	
Last name	Mandatory	Text	Schools could choose to use pseudonyms or dummy names 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	A customisable field for grouping students. When adding an individual student, all existing groups can be found in the drop-down list and new groups can be added by typing the name in the field and selecting it. Class group name can be removed by selecting the (x) button.
Local school student ID	Mandatory	Text	ID must be unique for each student. The system will not accept duplicates within a school. 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.

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										

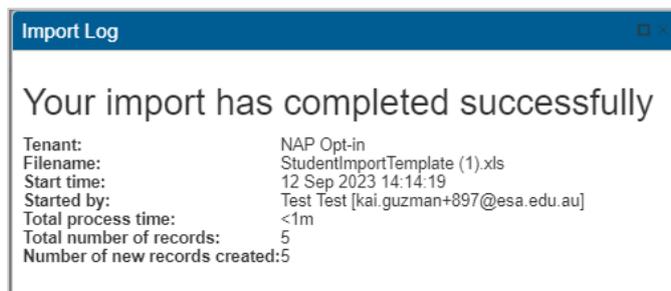
- When you are ready to import the completed student list, click on **Select File** to locate the file on your computer. Then click **Import and email result** to upload it to the platform.



- 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. **The students will be automatically enrolled in all the assessments available for the test level selected (i.e. they will be enrolled in assessments for both science literacy and civics and citizenship).**
- 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.

The screenshot shows the ACARA NAP National Assessment Program dashboard. The 'Manage Students' tile is highlighted, showing a 'Create student' button. The 'Student Participation Status' tile shows 'No data found' with a legend for Participating (0), Absent (0), and No longer enrolled (0). The 'Checklist' tile on the left contains 8 items related to test preparation. The 'Manage School-based Users' tile lists roles like Invite NAP Coordinators and Invite School Technical Support Officer. The 'Technical Readiness' tile includes Device check and Monitor device assessment. The 'Reports' tile lists Technical Readiness, Participating Student, and Test Administration.

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 2025, students will be enrolled in science literacy and civics and citizenship for the test level selected.

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 students record 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 per ) in the **Actions** column to open the editing page and edit, as appropriate.

Edit Student: Sudan Subedi [D000011517K]
In ACARA

First Name*  Sudan

Middle Name

Preferred Name  Sudan

Last Name*  Subedi

Date of Birth 20/08/2015 

Sex* Male 

Jurisdiction*  ACARA 

School*  ACARA School [acara-school] 

Test Level*  10 

Year Level*  Year 10 

Class Group*  Test 

Local School Student ID* P12370

Save Student or Cancel

- You can add a student to any existing class groups by selecting the group in the drop-down menu.

Class Group*  Elephant

Local School Student ID*

Elephant

Giraffe

- 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*  Elephant

Local School Student ID*

Horse|

Horse

3.4 How to update class groups in bulk

- To edit class groups for multiple students, select **Manage student participation and class groups** on the dashboard.
- Search by test level or existing class group, then select the checkbox under the **Class Group(s)** heading.

You can also select a subset of students (instead of all) to update the class group for those students only.

3. Select **Edit Class Group** memberships.

Legend							
Student	Test Level	Class Group(s)	Selected (0)	Civics and Citizenship	Information and Communication Technology	Science Literacy	Actions
ACARASchool1 Student1 D000011295D	6	Group A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACARASchool10 Student10 D000011296H	6	Group A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACARASchool11 Student11 D000011299P	6	Group A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACARASchool12 Student12 D000011300M	6	Group A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACARASchool13 Student13 D000011301G	6	Group A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACARASchool14 Student14 D000011302H	6	Group A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACARASchool15 Student15 D000011303P	6	Group A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACARASchool16 Student16 D000011304A	6	Group A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACARASchool17 Student17 D000011305K	6	Group A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. 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 groups will now display for the selected students.

Please note 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.

Manage student participation and disability adjustments

You can use this page to maintain students participation and disability adjustments for each test domain.

Search

Group 12

Search for students by given name and/or surname (in that order) or PSI

Civics and Citizenship: All Science Literacy: All

Search Reset Search

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 D000000123P	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)

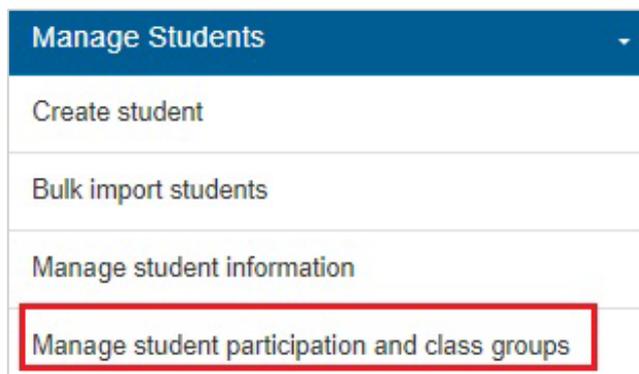
Export or Cancel

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					

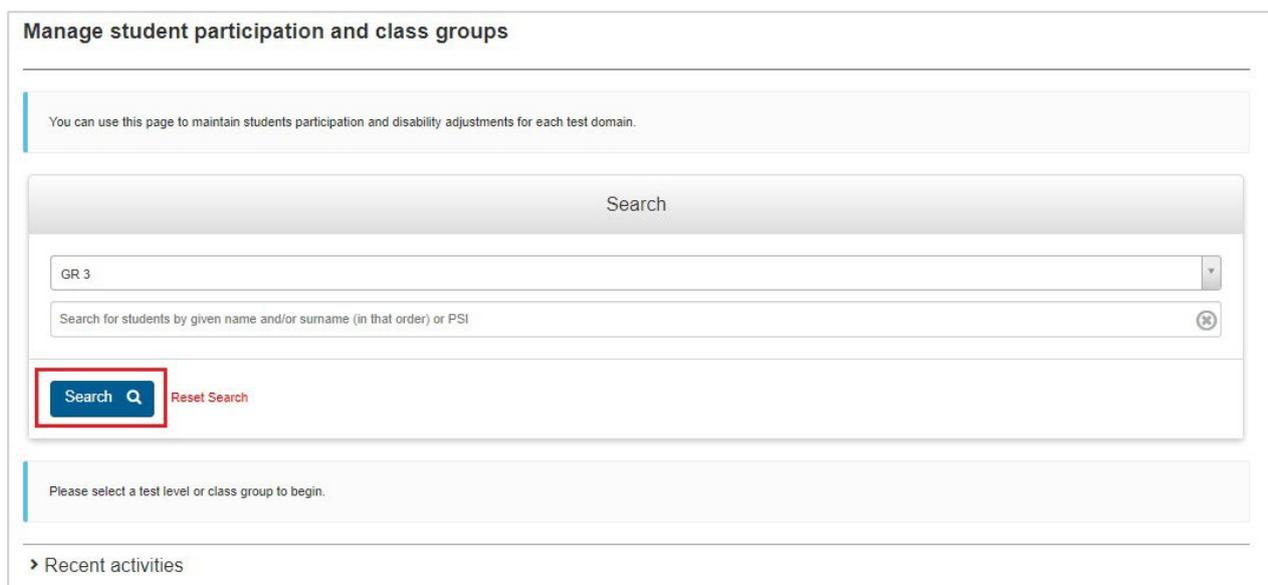
3.6 How to manage student participation

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.



3. 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 (3)	Information and Communication Technology	NAP-CC	NAP-SL	Actions
Peter Neelson D000004471G	10	test	<input type="checkbox"/>	W	P	R	
Max Student10 D000001635R	10	Test2	<input type="checkbox"/>	P	AF	P	
Test6 Student6 D000001631M	10	Test2	<input type="checkbox"/>	P	P	P	
Test7 Student7 D000001632G	10	Test2	<input type="checkbox"/>	P	P	P	
Test8 Student8 D000001633H	10	Test2	<input type="checkbox"/>	P	P	P	
Test9 Student9	10	Test2	<input type="checkbox"/>	P	P	P	

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).
- 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

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

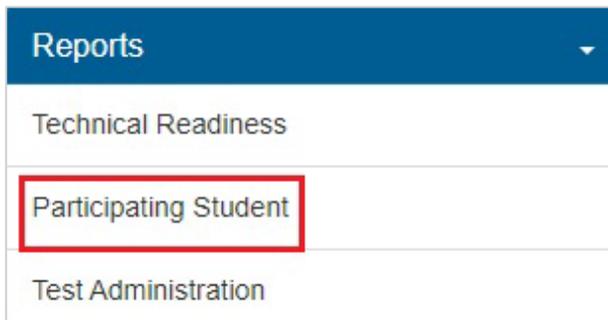
Managing participation for multiple students can be achieved by selecting multiple checkboxes in the **Selected** column and making the required updates.

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

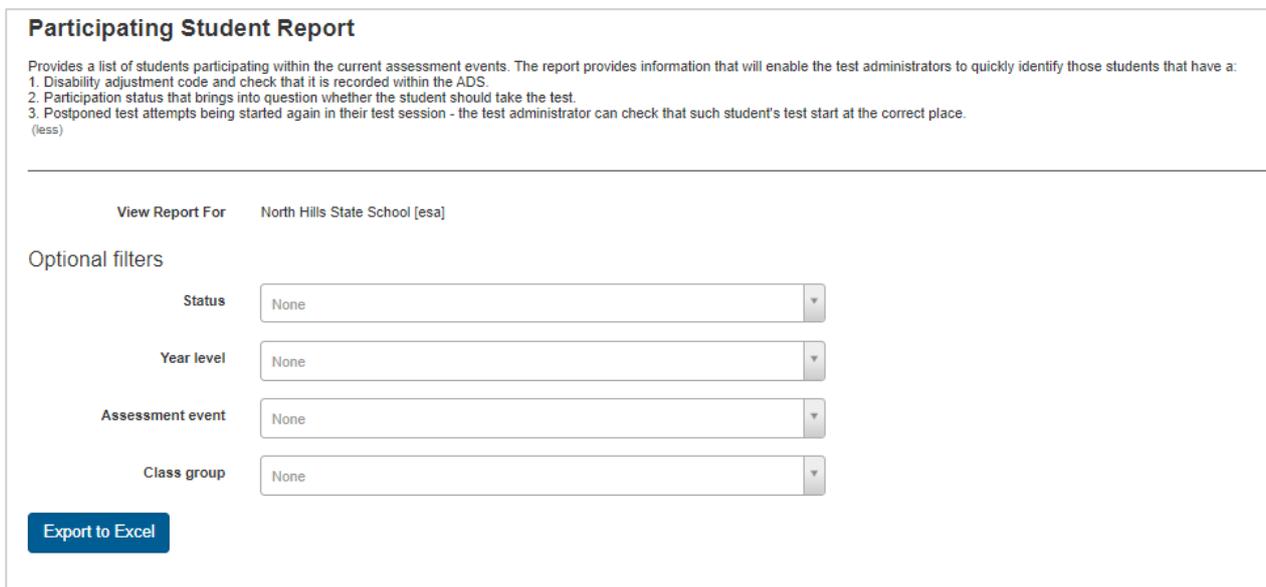
3.7 How to export participating student lists

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

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



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



AutoSave Off Participating Student Re... Search Isha Chawla

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat

Clipboard Font Alignment Number Styles Conditional Formatting Format as Table Cell Styles Cells Editing Sensitivity Add-ins Analyze Data Create PDF and Share link Share via Outlook Adobe Acrobat

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Test sessi	Assesseme	Test	Class grou	Student's I	School's s'	Student name	Sex	Date of birth	Year level	Participation status	Postponed	Disability z
2	Opt-In CC	Opt-In CC	GR 3	D000007240P	Suzie Brown		Suzie Brown	Female	11/11/2011	Year 10	Participating	No	
3	Opt-In CC	Opt-In CC	test	D000004471G	Peter Neals		Peter Neals	Male	11/10/2012	Year 10	Participating	No	
4	Opt-In CC	Opt-In CC	Test2	D000001631M	Test6 Student6		Test6 Student6	Male	1/01/2007	Year 10	Participating	No	
5	Opt-In CC	Opt-In CC	Test2	D000001632G	Test7 Student7		Test7 Student7	Female	2/01/2007	Year 10	Participating	No	
6	Opt-In CC	Opt-In CC	Test2	D000001633H	Test8 Student8		Test8 Student8	Male	3/01/2007	Year 10	Participating	No	
7	Opt-In CC	Opt-In CC	Test2	D000001634P	Test9 Student9		Test9 Student9	Female	4/01/2007	Year 10	Participating	No	
8	Opt-In ICTL	Opt-In ICTL	GR 3	D000007240P	Suzie Brown		Suzie Brown	Female	11/11/2011	Year 10	Participating	No	
9	Opt-In ICTL	Opt-In ICTL	Test2	D000001635R	Max Student10		Max Student10	Male	5/01/2007	Year 10	Participating	No	
10	Opt-In ICTL	Opt-In ICTL	Test2	D000001631M	Test6 Student6		Test6 Student6	Male	1/01/2007	Year 10	Participating	No	
11	Opt-In ICTL	Opt-In ICTL	Test2	D000001632G	Test7 Student7		Test7 Student7	Female	2/01/2007	Year 10	Participating	No	
12	Opt-In ICTL	Opt-In ICTL	Test2	D000001633H	Test8 Student8		Test8 Student8	Male	3/01/2007	Year 10	Participating	No	
13	Opt-In ICTL	Opt-In ICTL	Test2	D000001634P	Test9 Student9		Test9 Student9	Female	4/01/2007	Year 10	Participating	No	
14	Opt-In SL	Opt-In SL	GR 3	D000007240P	Suzie Brown		Suzie Brown	Female	11/11/2011	Year 10	Participating	No	
15	Opt-In SL	Opt-In SL	test	D000004471G	Peter Neals		Peter Neals	Male	11/10/2012	Year 10	Participating	No	
16	Opt-In SL	Opt-In SL	Test2	D000001633H	Test8 Student8		Test8 Student8	Male	3/01/2007	Year 10	Participating	No	
17	Opt-In SL	Opt-In SL	Test2	D000001634P	Test9 Student9		Test9 Student9	Female	4/01/2007	Year 10	Participating	No	

4 Technical preparation

Students will take the NAP Opt-in assessments using the NAP locked down browser (LDB). All devices to be used for the 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>

Detailed device requirements can be found at <https://www.assessform.edu.au/naplan-online/device-requirements>

Some devices (including iPads) also require system/accessibility settings to be manually set up 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.

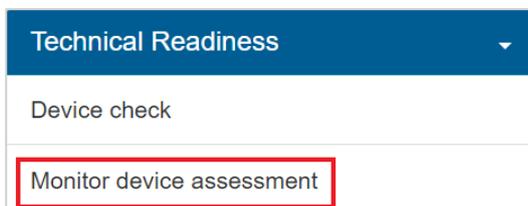
4.1 Device check

The device check tool is used to confirm that devices are suitable for the NAP Opt-in assessment. Device checks should be undertaken by your school's nominated School Technical Support Officer (STSO). Instructions on how to run a device check, including any additional considerations for BYOD schools, are provided in the Appendix to this handbook.

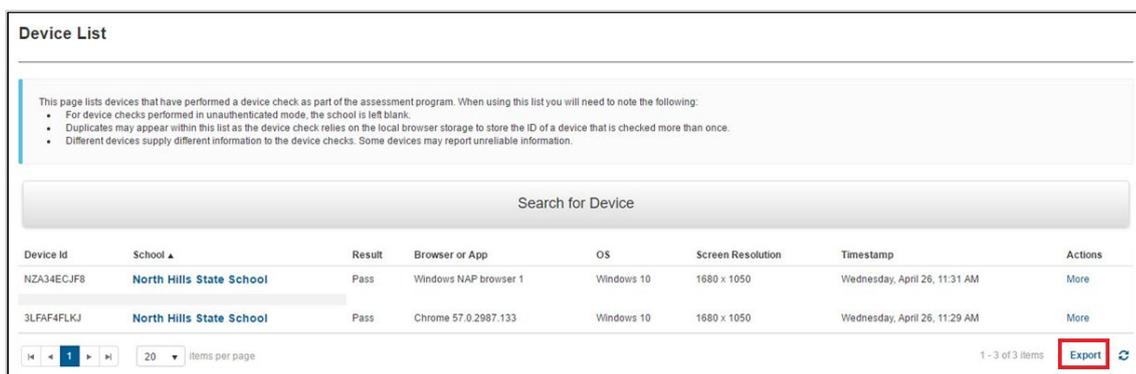
4.2 Viewing list of devices that have completed the device check

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.



The image shows the "Device List" page. At the top, there is a search bar labeled "Search for Device". Below the search bar is a table with the following columns: Device Id, School, Result, Browser or App, OS, Screen Resolution, Timestamp, and Actions. The table contains two rows of data. The first row has Device Id "NZA34ECJF8", School "North Hills State School", Result "Pass", Browser or App "Windows NAP browser 1", OS "Windows 10", Screen Resolution "1680 x 1050", Timestamp "Wednesday, April 26, 11:31 AM", and Actions "More". The second row has Device Id "3LFAF4FLKJ", School "North Hills State School", Result "Pass", Browser or App "Chrome 57.0.2987.133", OS "Windows 10", Screen Resolution "1680 x 1050", Timestamp "Wednesday, April 26, 11:29 AM", and Actions "More". At the bottom of the table, there is a pagination control showing "1" of "20" items per page and an "Export" button with a refresh icon.

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

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.

4.3 Technical readiness report

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.



5 Test preparation – delivering

5.1 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 displays the ACARA NAP Opt-in interface. At the top, the 'Preparing' workflow is active. The central 'Student Participation Status' donut chart shows 3 participating students, 0 absent, and 0 no longer enrolled. The checklist on the left is fully completed, and the 'Complete' button is visible. The right-hand side contains various management panels for students, users, technical readiness, and reports.

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**.

The screenshot shows the NAP system interface during the 'Delivering' phase. At the top, there are navigation tabs for 'Preparing', 'Delivering', and 'Results'. The 'Delivering' tab is active. On the left, a 'Checklist' section contains three items, all of which are unchecked. The main content area is divided into several sections: 'Test Attempt Status' with a donut chart showing 260 total attempts, broken down into Submitted (0), Open (0), Abandoned (0), Postponed (0), Refused (0), and Other (260); 'Student Participation Status' with a donut chart showing 260 total participants, broken down into Participating (260), Absent (0), and No longer enrolled (0); and 'Test Session Status Summary' which currently displays 'No data found'. On the right side, there are two main sections: 'Test Session Preparation' and 'Manage Test Sessions'. The 'Test Session Preparation' section includes a '0 unused session logins' indicator and several options: 'Create TA session login', 'Manage TA session login', 'Print TA Session Slip', 'Print Student Session Slip', and 'Test Session Status Report'. The 'Manage Test Sessions' section includes 'Manage test sessions' and 'Manage test attempts'. Below these are 'Reports' including 'Open Test Session', 'Test Session Finalisation', 'Test Activity Report', 'Multi school student and student information QA', 'Hosted and Visiting Students', 'Excluded Students', and 'Student Participation Summary'.

5.2 Test session preparation

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

5.2.1 Creating TA session logins

You must create a TA session login for each of the test sessions being run. The way schools conduct test sessions can differ, but typically a test session involves one class taking one assessment. For example, class 6A might be completing the science literacy assessment. You will need to create an adequate number of TA session logins, corresponding to the various student groups and assessments being conducted.

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 that 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'. The menu is open, displaying several options. The first option is '0 unused session logins'. The second option, 'Create TA session login', is highlighted with a red rectangular box. Other options in the menu include '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 input fields with values 'CGWYJFMC' and 'YBSVYSTP'. Under 'Session details', there are two input fields with values 'Class A' and 'Class B'. Below these, there is an 'Add session details...' field. At the bottom right, there are two buttons: 'Save TA session logins' and 'Cancel'.

3. The **school PIN** will be the password for the TA to use at login. You may choose any four-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.

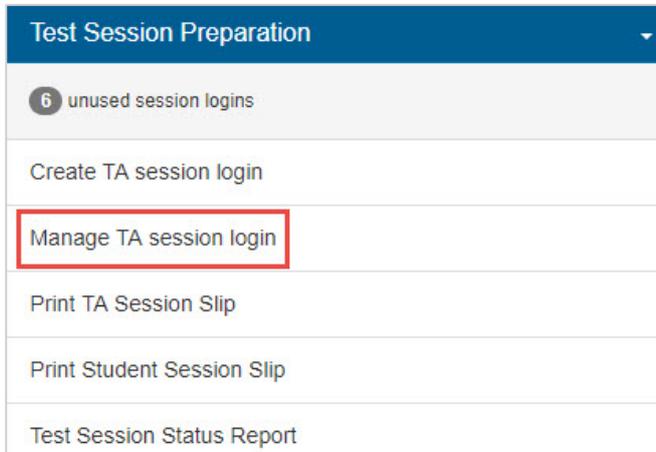
5. Select **Save TA session logins**. The **Create TA session logins** page will be refreshed. It will show you the number of TA session logins created and allows you to create more TA session logins as needed.

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

The screenshot shows the 'Create TA session logins' page after a successful operation. At the top, it says 'Create TA session logins'. Below that, a message states 'You currently have 6 Active TA session logins.' A green success message follows: '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.' Below the success message is a 'Dismiss' button. There is a 'School PIN' field with the value '9139'. Below the PIN field, there are two columns: 'TA session login' and 'Session details'. Under 'TA session login', there is one empty input field. Under 'Session details', there is one 'Add session details...' field. At the bottom right, there are two buttons: 'Save TA session logins' and 'Cancel'.

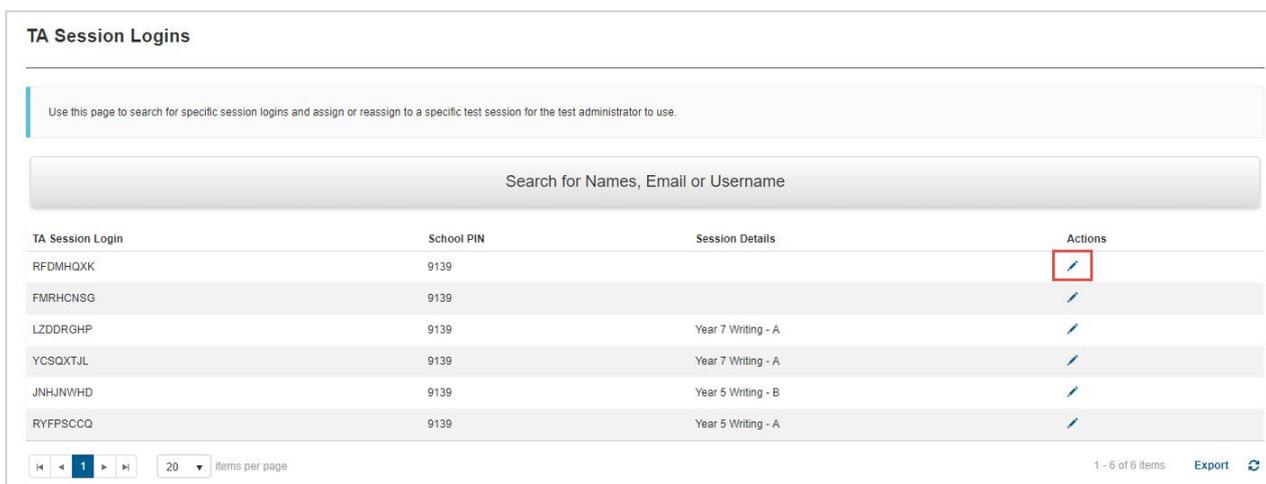
5.2.2 Managing TA session logins

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



The screenshot shows a dropdown menu titled "Test Session Preparation". It contains several options: "6 unused session logins", "Create TA session login", "Manage TA session login" (highlighted with a red box), "Print TA Session Slip", "Print Student Session Slip", and "Test Session Status Report".

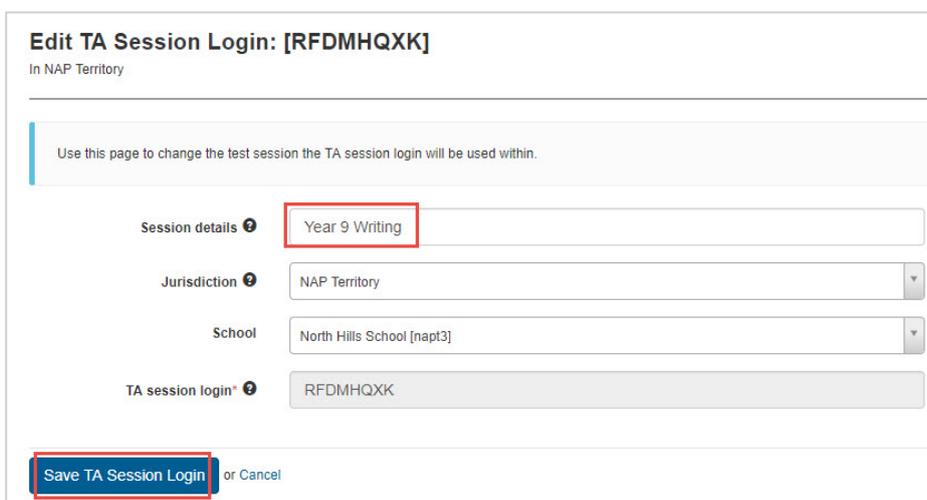
2. On the **TA Session Logins** page, select the Edit pen function () in the **Actions** column to edit a TA session login.



The screenshot shows the "TA Session Logins" page. It includes a search bar and a table with the following columns: "TA Session Login", "School PIN", "Session Details", and "Actions". The first row is highlighted, and the edit icon in the "Actions" column is circled in red.

TA Session Login	School PIN	Session Details	Actions
RFDMHQXK	9139		
FMRHCNSG	9139		
LZDRGHFP	9139	Year 7 Writing - A	
YCSQXTJL	9139	Year 7 Writing - A	
JNHJNWHHD	9139	Year 5 Writing - B	
RYFPSCCQ	9139	Year 5 Writing - A	

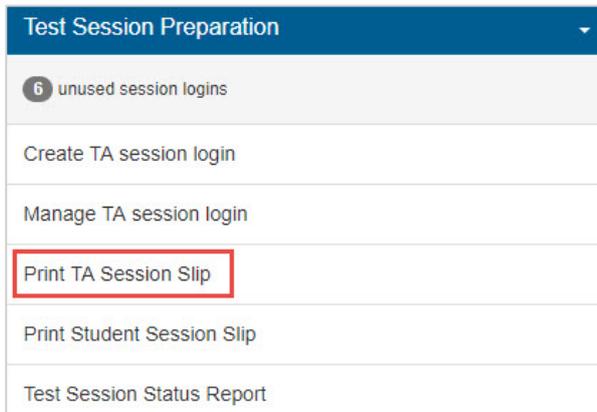
3. On the **Edit TA Session Login** page, you can edit the **Session details** as required and when you finish, select **Save TA Session Login**.



The screenshot shows the "Edit TA Session Login: [RFDMHQXK]" page. It includes a form with the following fields: "Session details" (set to "Year 9 Writing", highlighted with a red box), "Jurisdiction" (set to "NAP Territory"), "School" (set to "North Hills School [napt3]"), and "TA session login" (set to "RFDMHQXK"). At the bottom, there is a "Save TA Session Login" button (highlighted with a red box) and a "Cancel" link.

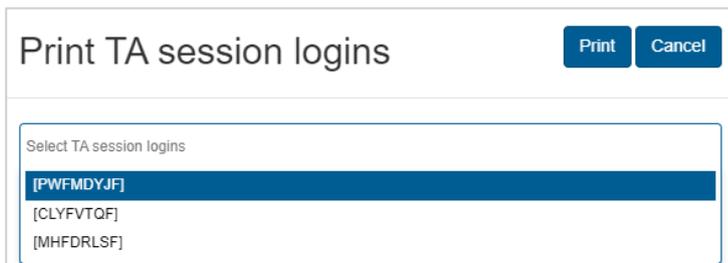
5.2.3 Printing TA session slips

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



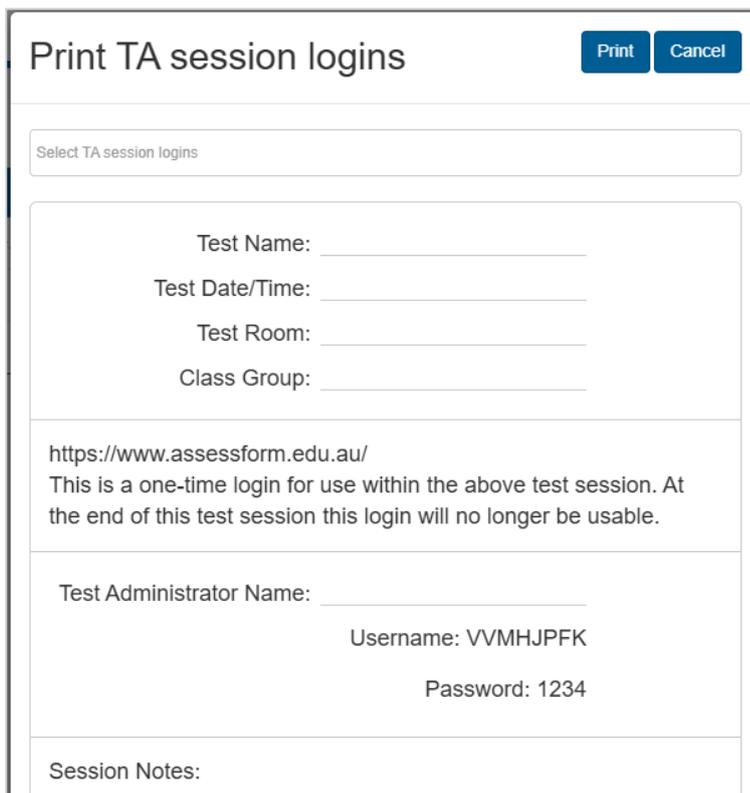
The screenshot shows a dropdown menu titled "Test Session Preparation". The menu items are: "6 unused session logins", "Create TA session login", "Manage TA session login", "Print TA Session Slip" (highlighted with a red box), "Print Student Session Slip", and "Test Session Status Report".

2. 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.



The screenshot shows the "Print TA session logins" screen. At the top right are "Print" and "Cancel" buttons. Below the title is a search field labeled "Select TA session logins" with a dropdown menu. The dropdown menu is open, showing three options: "[PWFM DYJF]", "[CLYFVTQF]", and "[MHFDRLSF]".

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



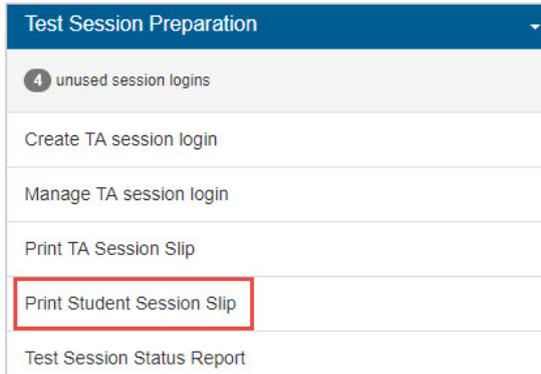
The screenshot shows the "Print TA session logins" screen with the "Print" button selected. The screen displays a search field labeled "Select TA session logins" which is empty. Below the search field are four input fields: "Test Name:", "Test Date/Time:", "Test Room:", and "Class Group:". Below these fields is a URL: "https://www.assessform.edu.au/" followed by the text: "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." Below this text are three input fields: "Test Administrator Name:", "Username: VVMHJPFK", and "Password: 1234". At the bottom of the screen is a "Session Notes:" field.

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

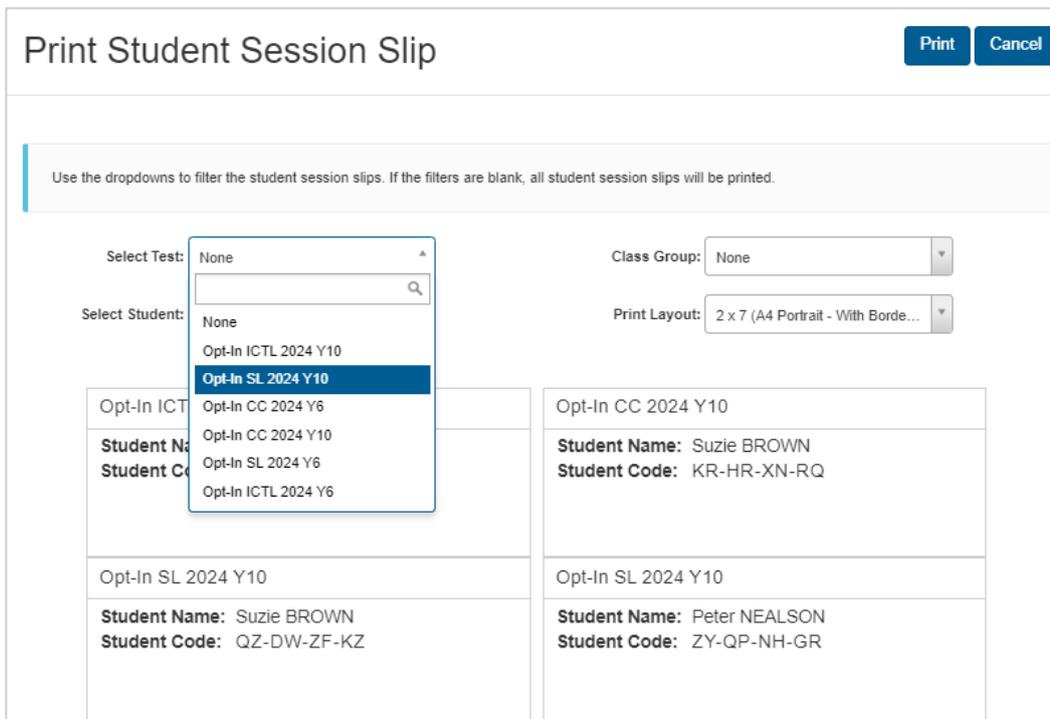
5.2.4 Printing student session slips

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

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



- 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.



- 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.

5.3 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.

5.3.1 Managing test sessions

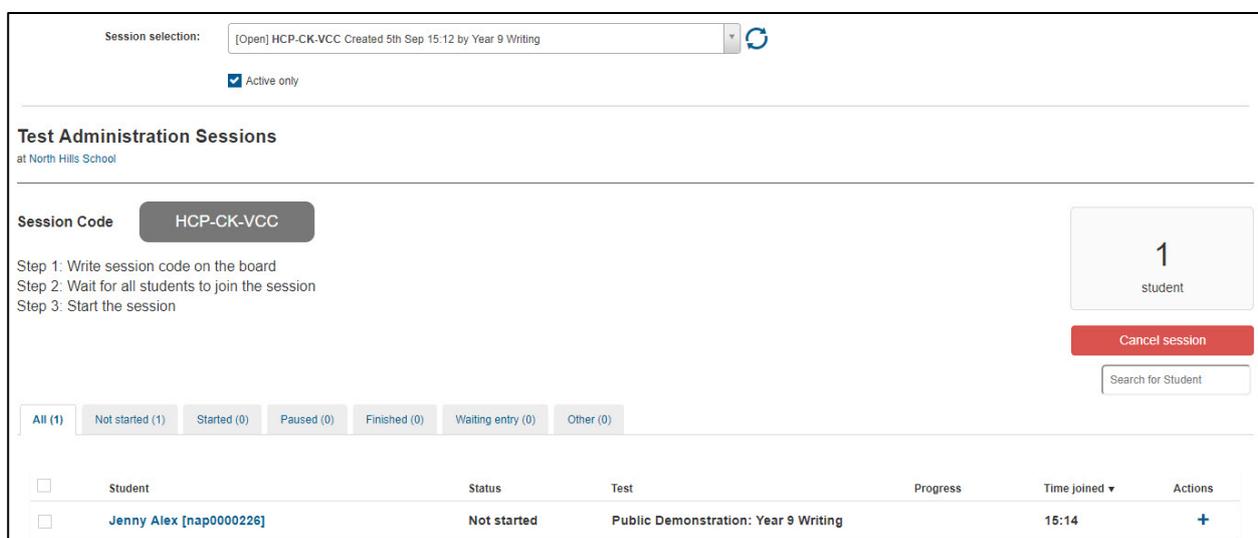
The **Manage Test Sessions** tile allows principals and NAP coordinators to manage aspects of the test sessions, as well as to update student test attempt information.

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.



Student	Status	Test	Progress	Time joined	Actions
Jenny Alex [nap000226]	Not started	Public Demonstration: Year 9 Writing		15:14	+

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	+

5.3.2 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.

5.3.3 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) and are also presented with a free text field to record any further information or context.

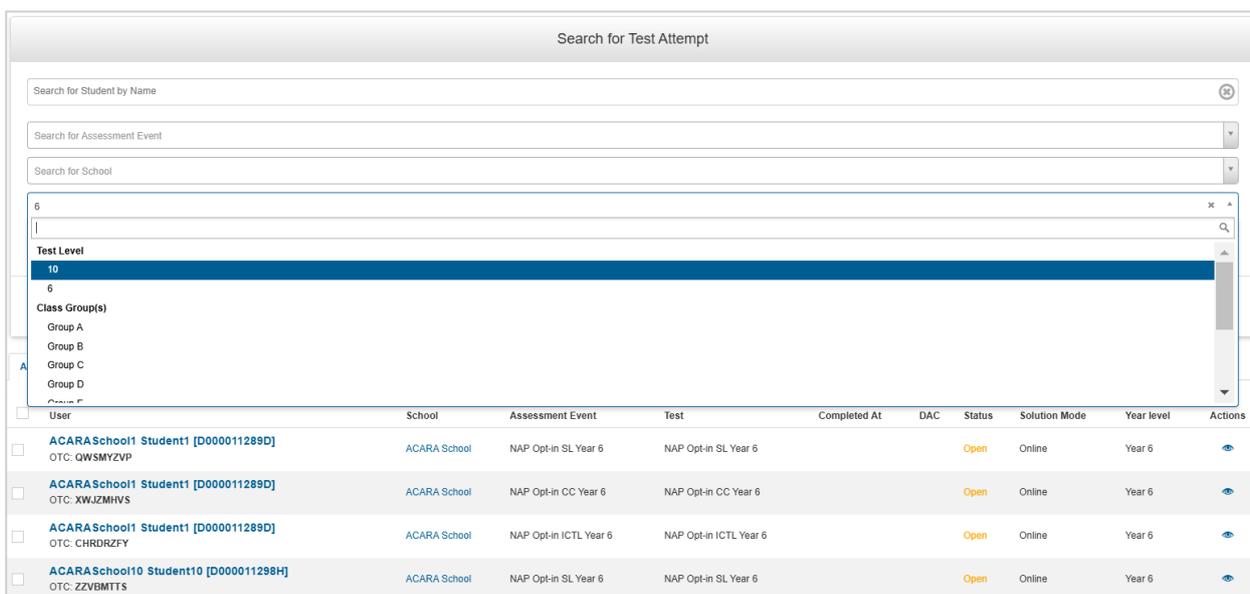
If a test session could not be started or resumed within a reasonable amount of time due to a technical issue or disruption, the test session may be rescheduled.

5.3.4 Managing test attempts

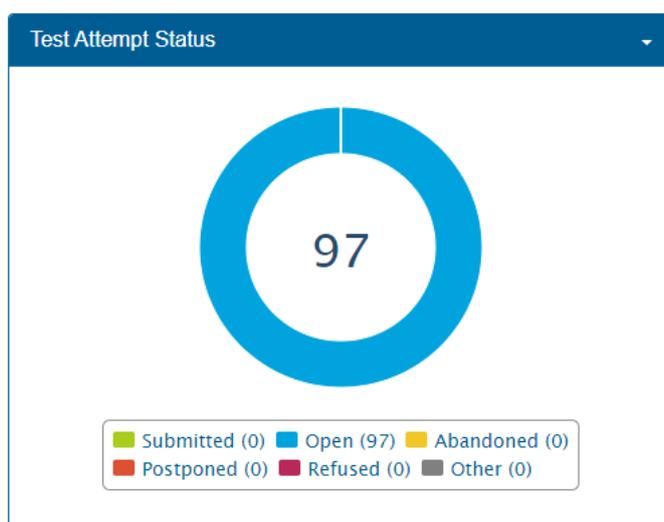
1. Select **Manage test attempts** from the **Manage Test Sessions** tile.



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**.



<input type="checkbox"/> All (42) <input type="checkbox"/> Started (0) <input type="checkbox"/> Paused (0) <input type="checkbox"/> Submitted (0) <input type="checkbox"/> 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: FMCMSJG	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.

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

<input type="checkbox"/> All (3) <input type="checkbox"/> Started (0) <input type="checkbox"/> Paused (0) <input type="checkbox"/> Submitted (0) <input type="checkbox"/> 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 ▾

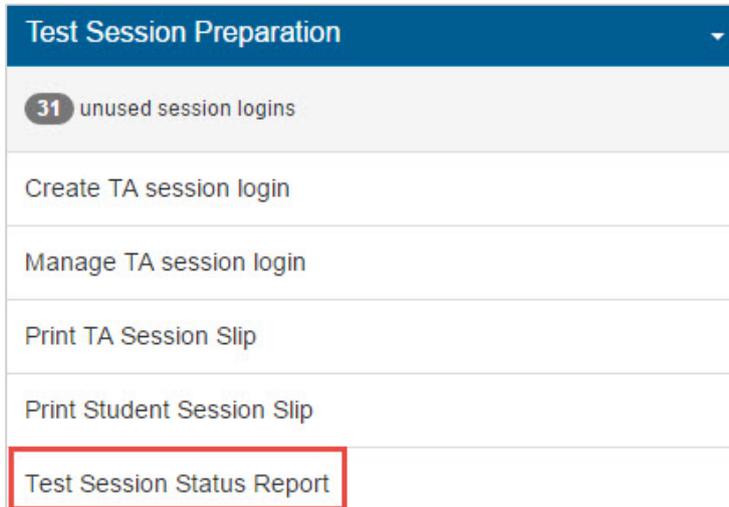
Reports ● Included Open ⓘ

➤ Recent activities

5.3.5 Creating a Test Session Status Report

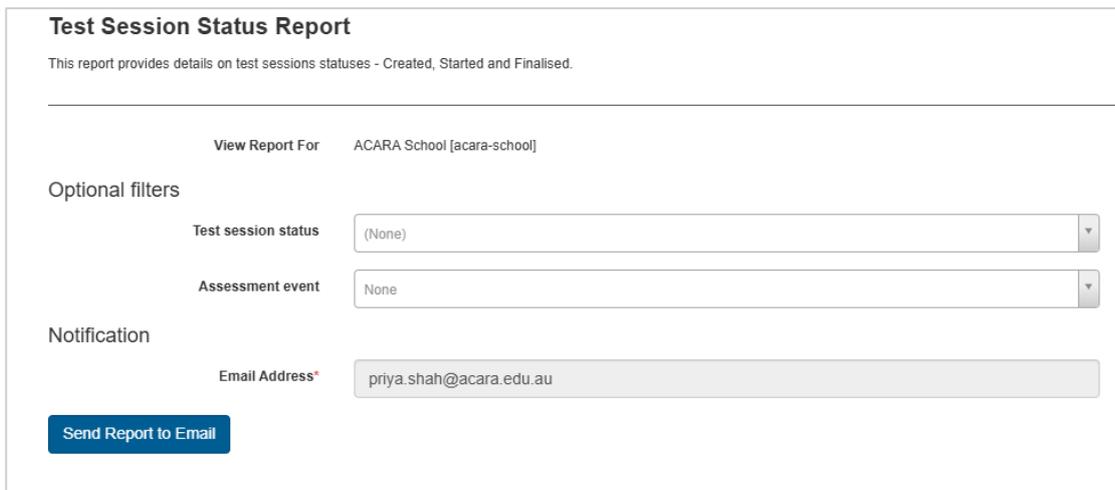
The **Test Session Status Report** is a valuable report to use during the test delivery.

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



Test Session Preparation
31 unused session logins
Create TA session login
Manage TA session login
Print TA Session Slip
Print Student Session Slip
Test Session Status Report

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.



Test Session Status Report
This report provides details on test sessions statuses - Created, Started and Finalised.

View Report For ACARA School [acara-school]

Optional filters

Test session status (None)

Assessment event None

Notification

Email Address* priya.shah@acara.edu.au

Send Report to Email

5.3.6 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.

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

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

Test Session Finalisation List

This report provides details on finalised test sessions. **NOTE:** Test session finished and duration does not necessarily relate to when all the students have been released from the test session. The test session could take some time to finalise if there were any issues. Postponed test attempts are not include... (more)

View Report For ESA LDB School 1 [esa-ldb-1]

Optional filters

Assessment event

Test

Finalised date

[View](#) [Export to Excel](#)

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

Test Session Finalisation List

School's ID	School's name	School's suburb	TA session login	Session details	Test session	Start date/time	Finalised date/time	Duration	Test Administrator comments	Assessment event	Test	Allocated time
willow-tree-primary	Willow Tree Primary	Willow Bank	CKMHWSTM	Year 9's	GCFPCVKQ	2/08/2019 10:45 AM	2/08/2019 11:57 AM	72	Reason: Session Complete, Details: Test Complete	Year 9 Numeracy	Numeracy Year 9 Demonstration test	120
willow-tree-primary	Willow Tree Primary	Willow Bank	DQDNJFL	Year 3 COL	GFFXPKNP	2/08/2019 12:15 PM	2/08/2019 12:16 PM	1	Reason: Session Complete, Details: Test Complete	LNB - NAPLAN Reading - Conventions of Language Y3	NAFLAN Conventions of Language Year 3 2019 - LNB	45
willow-tree-primary	Willow Tree Primary	Willow Bank	CWQOMNLZ	Year 3 Reading	GRFSPCKP	2/08/2019 12:18 PM	2/08/2019 12:19 PM	1	Reason: Session Complete, Details: Test Complete	LNB - NAPLAN Reading - Conventions of Language Y3	NAFLAN Reading Year 3 2019 - LNB	45

25 items per page
 1 - 3 of 3 items

[Export to Excel](#)

6 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 its 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 updated and correct. This must be completed before the end of the test window.

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

- You cannot progress to the **Results** dashboard when there are open or postponed test attempts.

IMPORTANT: If your school or students are only taking part in only one domain, you must update the statuses of the other non-participating students to "withdrawn" for the respective domains before moving to the **Results** phase. (Student participation statuses can be updated under *Manage student participation and groups* under the **Preparing** dashboard).

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

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.

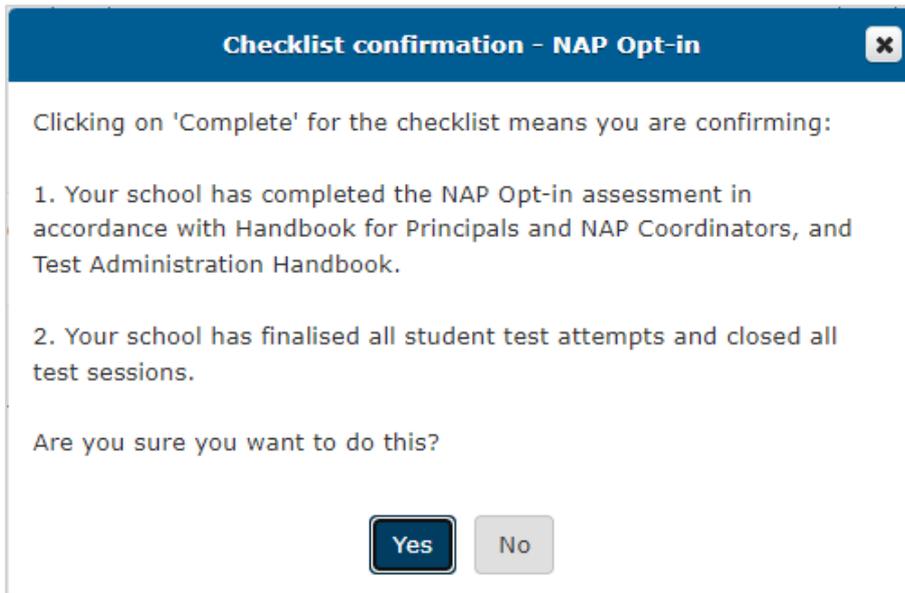
The screenshot displays the 'Delivering' dashboard in the NAP platform. At the top, the 'acara' logo is on the left, and the 'NAP NATIONAL ASSESSMENT PROGRAM' logo is on the right, along with the user's name 'ichawia' and role 'Principal' at 'North Hills State School'. A navigation bar shows 'Preparing', 'Delivering' (active), and 'Results'. The main content area is divided into three columns:

- Checklist:** Three items are checked: 'The assigned test rooms have been prepared and are ready for use.', 'All of the planned test sessions have been completed and closed.', and 'All of the student test attempts have been submitted and finalised.'. A 'Complete' button is visible at the bottom.
- Test Attempt Status:** A donut chart shows 41 total attempts. The legend indicates: Submitted (0), Open (36), Abandoned (0), Postponed (0), Refused (0), and Other (5).
- Test Session Preparation:** A list of actions including 'unused session logins', 'Create TA session login', 'Manage TA session login', 'Print TA Session Slip', 'Print Student Session Slip', and 'Test Session Status Report'.

At the bottom, there is a 'Student Participation Status' section with 'Manage test sessions' and 'Manage test attempts' options.

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.



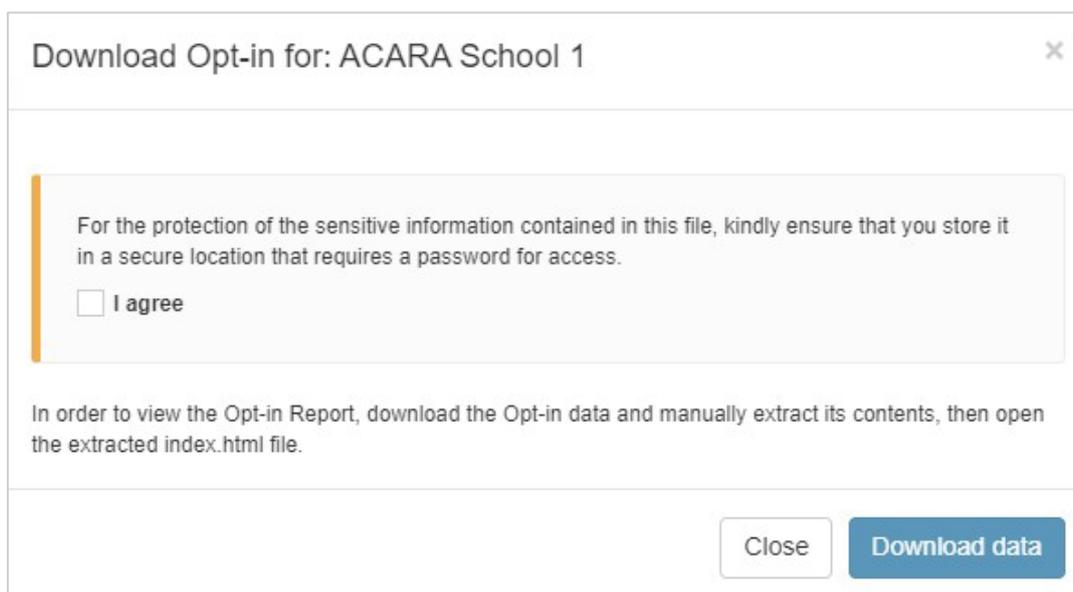
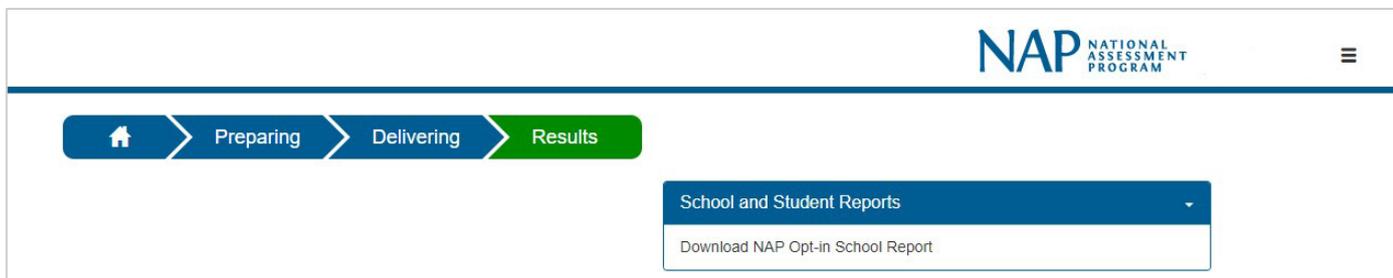
Select **Yes** to confirm.

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.

7 Reporting

7.1 How to access NAP Opt-in School Report

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.

7.2 NAP Opt-in School Report

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.

3 types of report are provided to participating schools:

1. Items report shows:

- items categorized 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 in 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.

8 Appendix

How to run a device check

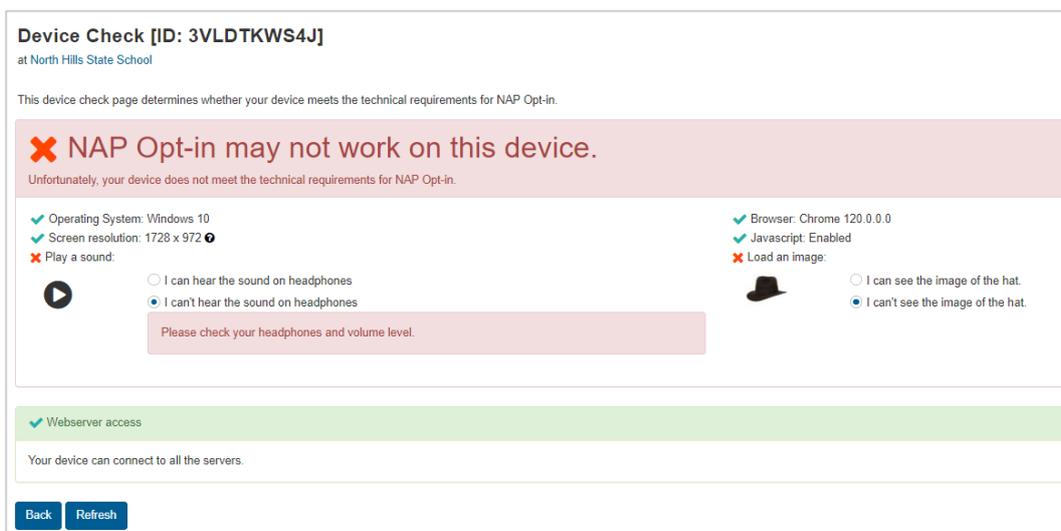
The device check tool is used to confirm that devices are suitable for the NAP Opt-in assessment. Device checks should be undertaken by the nominated School Technical Support Officer (STSO) at each school. The tool can be accessed from the dashboard or from the LDB.

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.



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.

<ul style="list-style-type: none"> ✓ Operating System: Windows 10 ✓ Screen resolution: 1728 x 972 ✓ Play a sound: <ul style="list-style-type: none"> <input checked="" type="radio"/> I can hear the sound on headphones <input type="radio"/> I can't hear the sound on headphones 	<ul style="list-style-type: none"> ✓ Browser: Chrome 120.0.0.0 ✓ Javascript: Enabled ✓ Load an image: <ul style="list-style-type: none"> <input checked="" type="radio"/> I can see the image of the hat. <input type="radio"/> I can't see the image of the hat.
---	---

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

[Back](#) [Refresh](#)

Device check from the NAP locked down browser (recommended)

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

The screenshot shows the ACARA (Australian Curriculum, Assessment and Reporting Authority) website. The header includes the ACARA logo and the NAP (National Assessment Program) logo. Below the header is a 'Welcome' section with a vertical list of blue buttons: NAPLAN 2024, Training, NAP Opt-in, ACARA Item Trial, Demonstration tests, **Device check**, and **Device check (without login)**. The last two buttons are enclosed in a red rectangular box.

5. 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.

6. There may be different options available; select **NAP Opt-in**.



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

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 settings 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.