



2024

NAP Opt-in Assessment Science 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	2.3
<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 Year 6 and Year 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.

1.2 The NAP Opt-in 2024 science literacy assessment

In an increasingly technological environment, students who can understand natural phenomena and apply scientific method to make sense of what they experience are at a significant advantage. By interpreting information on scientific issues, asking questions, conducting investigations, making decisions and communicating their findings, students develop their problem-solving skills and can participate more fully in the world around them. The NAP Opt-in science literacy assessment recognises science literacy as essential to this process.

A designated webpage has been set up for all NAP Opt-in participating schools at <https://nap.edu.au/opt-in/schools> 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 this assessment. 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 assessment 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, Macs, Chromebooks and iPads.

1.3 Key information for principals

Assessment platform	www.assessform.edu.au									
Helpdesk support	NAPScience@acer.org Or 1800 574 000 For all enquiries regarding your school's implementation of the NAP Opt-in assessment, please contact helpdesk support.									
Support materials for schools	https://nap.edu.au/opt-in/schools This includes the Test Administrators' Handbook									
Test window	Monday 6 May to Friday 31 May 2024 Schools should choose suitable test day/s and time/s within the 4-week test window as soon as possible. It is recommended that the test be completed in a single, uninterrupted session, preferably in the morning.									
Assessment duration	Allow approximately 90 minutes for the entire test session. This includes logging students into the platform and reading instructions to students, as well as students undertaking the practice questions and assessment. <table><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)	Students are required to use the LDB for this assessment. https://www.assessform.edu.au/naplan-online/locked-down-browser									
Device requirements	https://www.assessform.edu.au/naplan-online/device-requirements									
Privacy notices	NAP Opt-in student privacy notice (PDF 138 KB) NAP Opt-in school staff privacy notice (PDF 136 KB)									
Public demonstration site	Students, parents/carers and teachers can see test question format and platform functionality here: https://nap.edu.au/nap-sample-assessments/the-tests									

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
- 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
- creating and printing TA session slips and student session slips and distributing to TA/s.
- 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
- downloading the TA Handbook and TA training materials from <https://nap.edu.au/opt-in/schools> and providing to appointed TA/s
- 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 test session
 - student session slips for all students participating in the 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.

2.3 The role of the Test Administrator

The Test Administrator (TA) is the person who will administer the assessment to the students on test day. Detailed instructions on how to administer the NAP Opt-in 2024 science literacy assessment 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.



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 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.

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 (e.g. '[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. When the registration is complete, the **Preparing** workflow for the role will display.

The screenshot shows the 'Preparing' workflow dashboard. At the top, there is a navigation bar with 'Preparing' highlighted in green, followed by 'Delivering' and 'Results'. The dashboard is divided into three main sections:

- Checklist:** A list of tasks with checkboxes, all of which are checked. The tasks include:
 - Handbook for Principals and Test Administration Handbook have been received and distributed.
 - Parent information packs have been distributed.
 - School technical readiness checks have been completed.
 - NAP Coordinators are identified, trained and set up within the assessment platform.
 - Test administration staff are identified and trained within the assessment platform.
 - Participating students' information is complete and up-to-date.
 - School and student device checks have been completed.
 - Initial test session timetable has been completed and distributed to staff.
- Student Participation Status:** A donut chart showing 37 participating students (green) and 0 absent students (blue). A legend below the chart indicates:
 - Participating (37)
 - Absent (0)
 - No longer enrolled (0)
- Manage Students:** A panel with options: Create student, Bulk import students, Manage student information, and Manage student participation and class groups.
- Manage School-based Users:** A panel with options: Invite School Technical Support Officer and Manage School Technical Support Officer.
- Technical Readiness:** A panel with options: Device check and Monitor device assessment.

The only difference between the principal and NAP coordinator's **Preparing** workflows is that more users are available to principals in the **Manage School-based Users** tile.

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.

The screenshot shows the user account menu. The menu is open, displaying the following options:

- Home
- My account
- Log out

The user's name and role are displayed at the top of the menu: Test Test, Principal, St Mary MacKillop College.

- 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.

NAP Opt-in assessments in science literacy are available for Year 6 and Year 10 students.

Schools do not have to enrol all students in the relevant year group (Year 6 and Year 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:

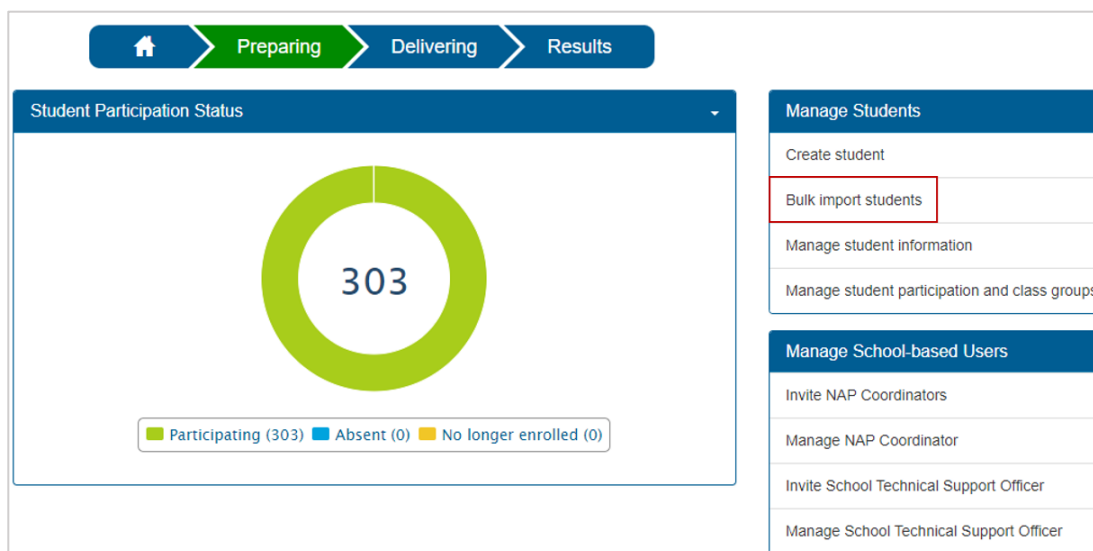
- In order to read the school reports, **schools must maintain a record outside the platform of which 'Local school student ID' relates to which student.**
- The 'Local school student ID' must be unique. It can be any random number that you allocate to each student for the Opt-in assessment, or an existing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

Field	Validation	Format	Additional information
			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. 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.

Add or Synchronise users from Spreadsheet

5 user record(s) have been submitted for processing. You will receive a confirmation email with details of the records processed shortly. Alternatively view the import log.

⌚ Time taken to import: 00:00:08.4620609

[Back](#) or [View Import Log](#)

Bulk import students

You can add students from a spreadsheet [\(Template\)](#)

Important Instructions
Please note that the first row under the column headings in the template is for reference only and serves as an example. Before submitting your actual student list, make sure to remove the first row to ensure accurate data import. Thank you!

Spreadsheet File Select File...

[Import and email result](#)

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

Import Log

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

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.**
- 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

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

The screenshot shows the acara NAP National Assessment Program interface. The top navigation bar includes the acara logo, the NAP logo, and the user's role (Test Test Principal at St Mary Mackillop College). The main content area is divided into several sections:

- Checklist:** A list of tasks with checkboxes, including "Handbook for Principals and Test Administration Handbook have been received and distributed", "Parent information packs have been distributed", "School technical readiness checks have been completed", "NAP Coordinators are identified, trained and set up within the assessment platform", "Test administration staff are identified and trained within the assessment platform", "Participating students' information is complete and up-to-date", "School and student device checks have been completed", and "Initial test session timetable has been completed and distributed to staff".
- Student Participation Status:** A section showing "No data found" with a legend for "Participating (0)", "Absent (0)", and "No longer enrolled (0)".
- Manage Students:** A section with a "Create student" button highlighted in red, and other options like "Bulk import students", "Manage student information", and "Manage student participation and class groups".
- Manage School-based Users:** A section with options like "Invite NAP Coordinators", "Manage NAP Coordinator", "Invite School Technical Support Officer", and "Manage School Technical Support Officer".
- Technical Readiness:** A section with options like "Device check" and "Monitor device assessment".
- Reports:** A section with options like "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

3. 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.

Students

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

Search for Names, Email or Username

Test

Created (after) Created (before)

Search by Test Level

Search by Class Group(s)

Search for School

Search Reset Search

Name	PSI	Date of Birth	School	Year Level	Class Group(s)	Actions	Calibration Flag
No items to display							

Export

Recent activities

4. 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 2024, students will be enrolled in science literacy 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.

1. Select Manage student information from the Manage Students tile.

Manage Students

- Create student
- Bulk import students
- Manage student information
- Manage student participation and class groups

- 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](#)

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

Sort direction

Clear Sort Sort

- 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: Kelly Alex [D100102882E]
In ESA

First name*

Middle name

Last name*

Preferred name

Date of birth*

Sex*

Jurisdiction

School

Test level*

Year Level*

Class group(s)

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*

Local School Student ID*

- 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*

Local School Student ID*

3.4 How to update class groups in bulk

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, 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**.

Student	Test Level	Class Group(s)	Selected (0)	Science Literacy	Actions
Lana Bailey D000000000R	10	Jackfruit	<input type="checkbox"/>	P	
Michael Barnes D000000005M	10	Jackfruit	<input type="checkbox"/>	P	
Tyler Carroll D000000000P	10	Jackfruit	<input type="checkbox"/>	P	
Addison Carter D000000070A	10	Jackfruit	<input type="checkbox"/>	P	
Albert Craig D000000070K	10	Jackfruit	<input type="checkbox"/>	P	
Edgar Cunningham D000000079S	10	Jackfruit	<input type="checkbox"/>	P	
Riley Dixon D000000070D	10	Jackfruit	<input type="checkbox"/>	P	
Amanda Elliott D000000070D	10	Jackfruit	<input type="checkbox"/>	P	

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)

Cancel Save

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

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 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					

3.6 How to manage student participation

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

Manage Students

- Create student
- Bulk import students
- Manage student information
- Manage student participation and class groups**

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.

Manage student participation and class groups

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

Search

GR 3

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

Search
Reset Search

Please select a test level or class group to begin.

[Recent activities](#)

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 D000001633B	10	Test2	<input type="checkbox"/>	P	P	P	
Test9 Student9 D000001634C	10	Test2	<input type="checkbox"/>	P	P	P	

Legend

Selected	Selected - click a cell to select it, or double-click a cell to immediately action it.
P	Participating
C	Completed
E	Exempt
W	Withdrawn
NLE	No longer enrolled
A	Absent
R	Refused
P	Cancelled
AF	Alternative Format
DAC	Has Disability Adjustments
No test attempts detected	No test attempts detected

4. Click the checkbox next to the student/s to be updated.

5. 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:

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.

3.7 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

2. 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:

1. Disability adjustment code and check that it is recorded within the ADS.
2. Participation status that brings into question whether the student should take the test.
3. 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	

4 Technical preparation

Students will take the NAP Opt-in science literacy assessment using the NAP locked down browser (LDB). All devices to be used for the assessment 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 on <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.

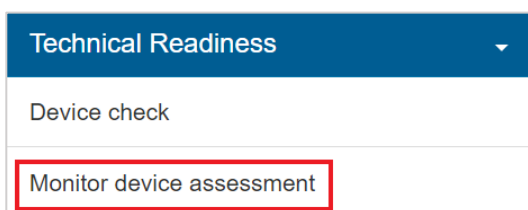
4.1 Device check

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.

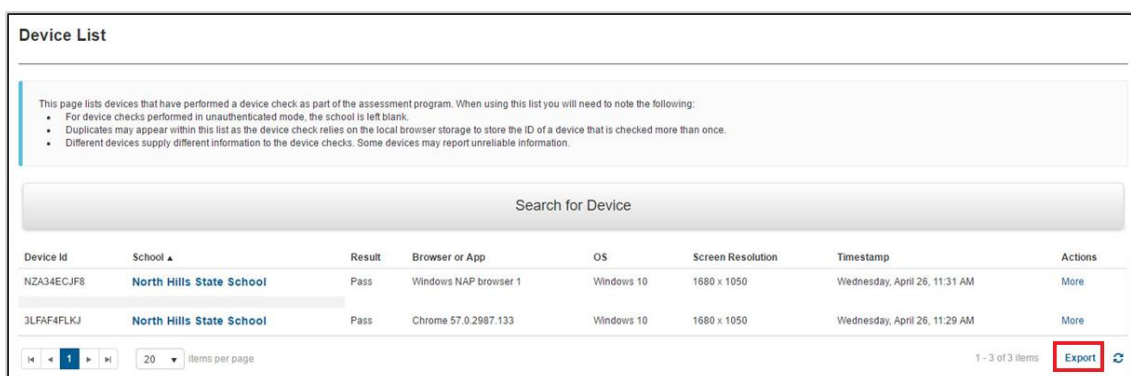
4.2 Viewing list of devices that have completed the device check

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. It includes a search bar and a table with the following data:

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
3LF4F4FLKJ	North Hills State School	Pass	Chrome 57.0.2987.133	Windows 10	1680 x 1050	Wednesday, April 26, 11:29 AM	More

At the bottom of the table, there is a pagination control showing '1' of 20 items per page and an 'Export' button highlighted with a red box.

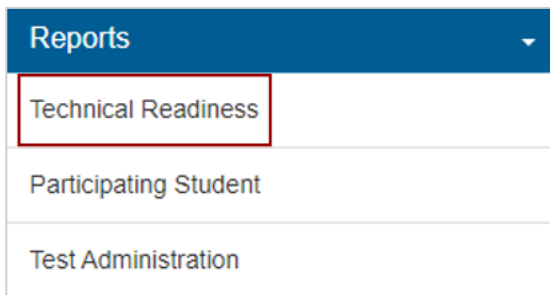
NOTE: In this example, the same device has been checked inside and outside the LDB. The list can be exported to a spreadsheet using the **Export** function.

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

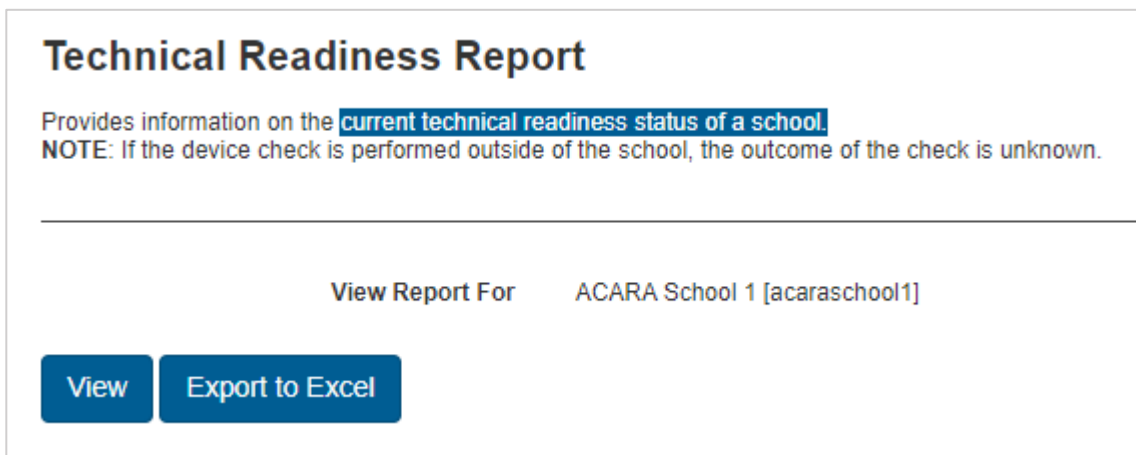
4.3 Technical readiness report

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.

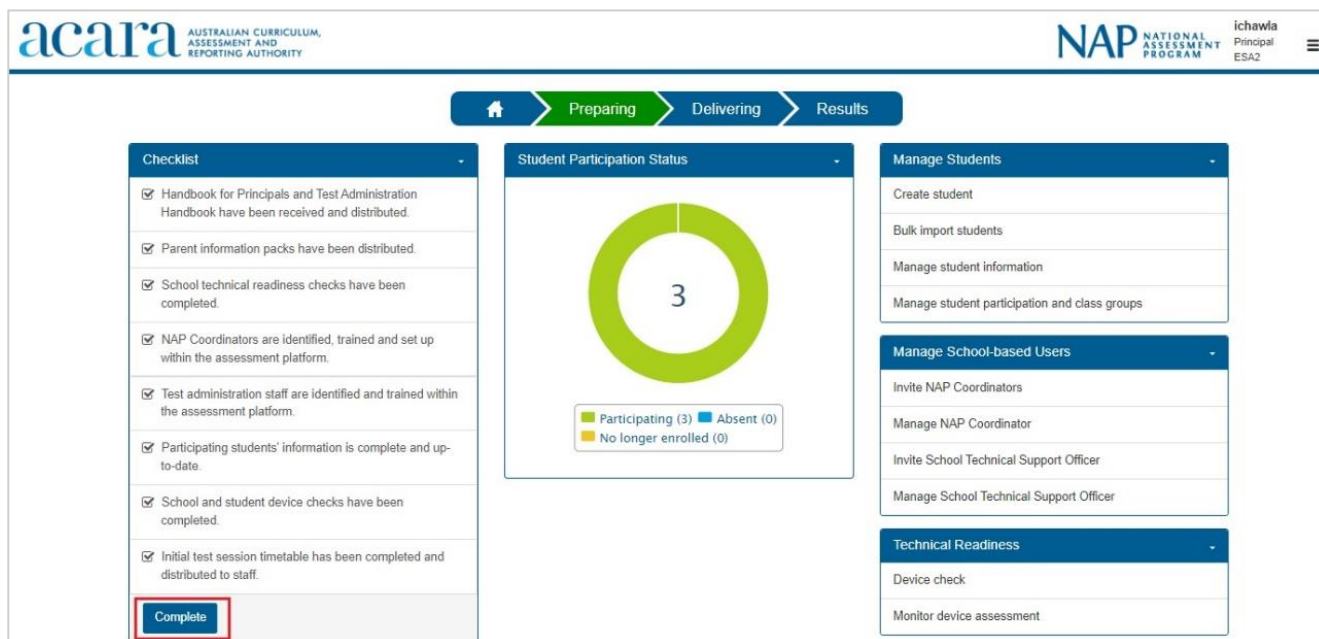


5 Test preparation – delivering

5.1 Complete the Preparing workflow

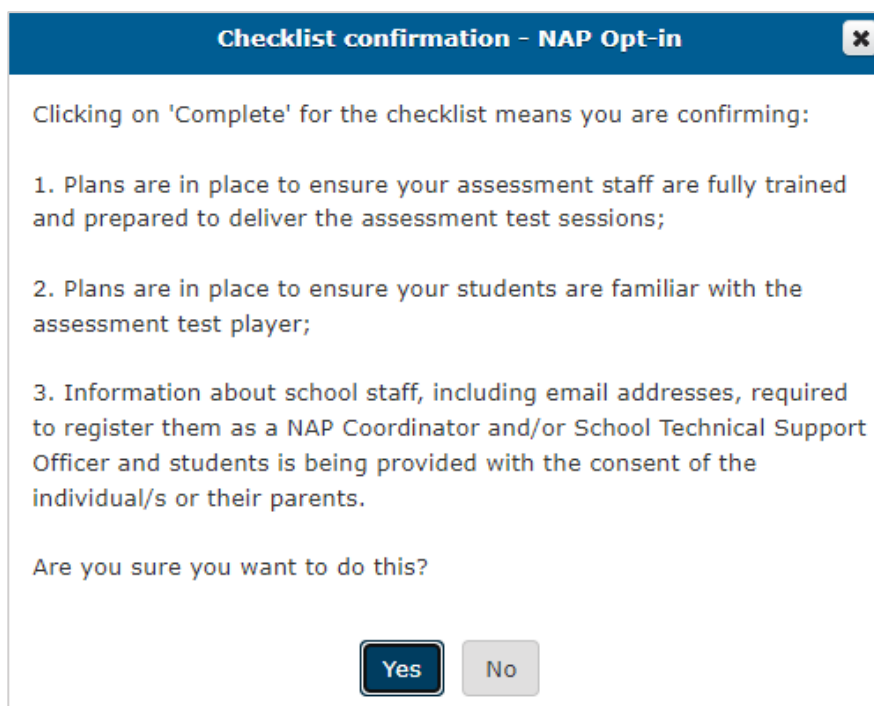
In the platform, when all the tasks are completed under the **Preparing** workflow, you must tick off the checklist on the dashboard, then the **Complete** button will appear.

1. Select **Complete** to finalise the checklist.



The screenshot shows the ACARA 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 logged in as 'ichawia Principal ESA2'. The dashboard has three main sections: 'Preparing', 'Delivering', and 'Results'. The 'Preparing' section is active. On the left, there is a 'Checklist' with eight items, all of which are checked. A 'Complete' button is located at the bottom of the checklist and is highlighted with a red box. In the center, there is a 'Student Participation Status' section with a donut chart showing 3 participating students, 0 absent, and 0 no longer enrolled. On the right, there are three main sections: 'Manage Students', 'Manage School-based Users', and 'Technical Readiness'. Each section contains a list of tasks that can be performed.

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



The screenshot shows a 'Checklist confirmation - NAP Opt-in' message box. The message text is as follows:

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

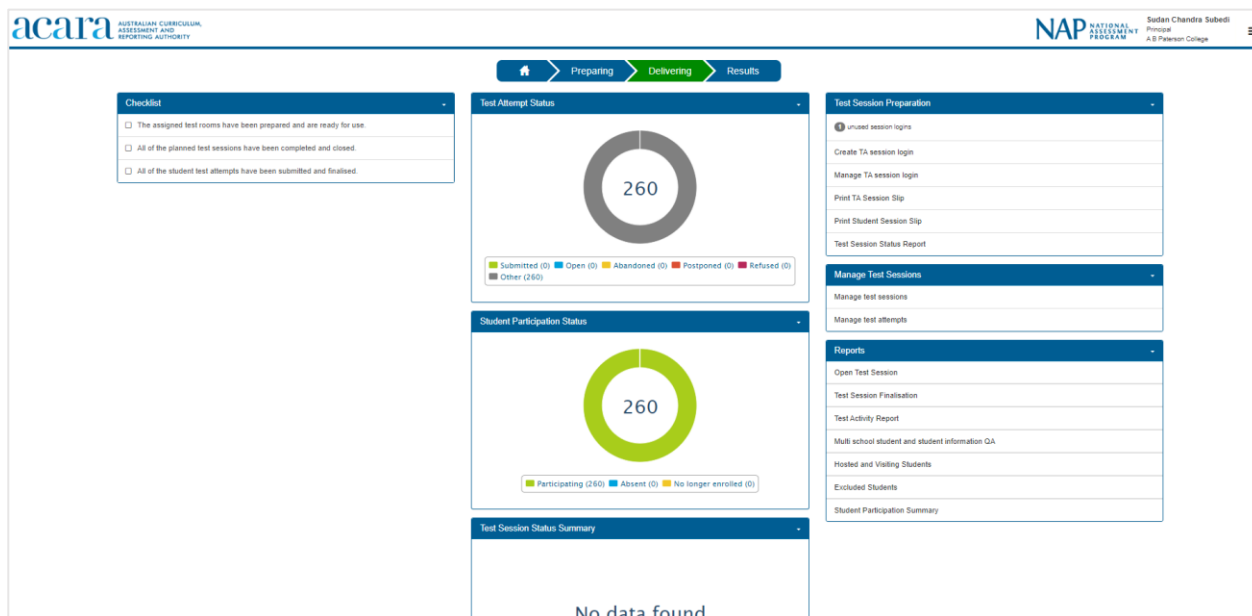
1. Plans are in place to ensure your assessment staff are fully trained and prepared to deliver the assessment test sessions;
2. Plans are in place to ensure your students are familiar with the assessment test player;
3. Information about school staff, including email addresses, required to register 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?

At the bottom of the message box, there are two buttons: 'Yes' and '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**.



5.2 Test session preparation

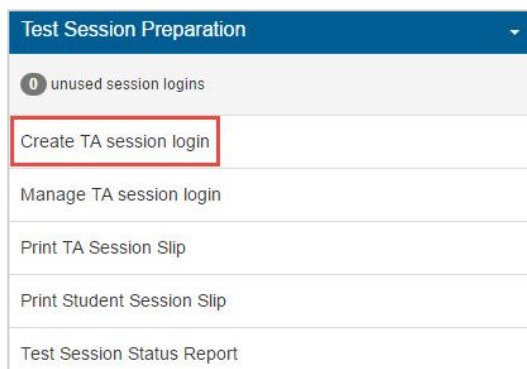
The **Test Session Preparation** tile allows the principal or NAP coordinator to prepare for test sessions, including creating and printing the Test Administrator (TA) and student logins.

5.2.1 Creating TA session logins

You can create a TA session login for each of the test sessions. The resulting 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.

Once logged in, the TA can then create a test session (see details in the TA Handbook).

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



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

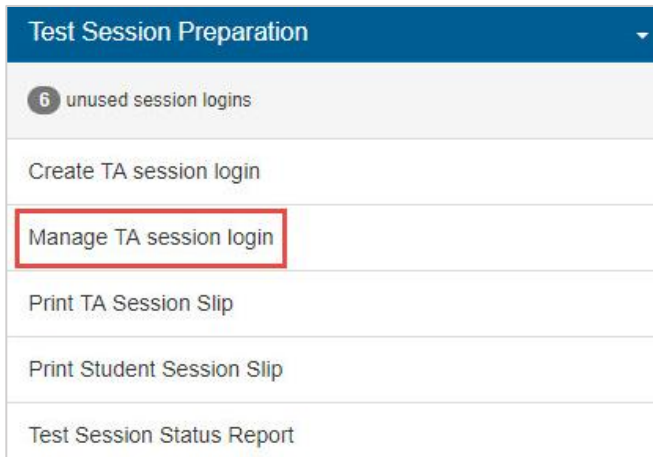
The screenshot shows the 'Create TA session logins' page. At the top, it says 'Create TA session logins'. Below that, a message states 'You currently have 0 Active TA session logins.' There is a 'School PIN' field with the value '1234'. Below the PIN field, there are two columns: 'TA session login' and 'Session details'. Under 'TA session login', there are two buttons: 'CGWYJFMC' and 'YBSVYSTP'. Under 'Session details', there are two text input fields: 'Class A' and 'Class B'. Below these, there is a button labeled 'Add session details...'. At the bottom right, there are two buttons: 'Save TA session logins' and 'or Cancel'.

3. The **school PIN** will be the password for the TA to use at login.
4. Enter the session details in the **Add session details** field (for example, the name of the test and/or class group). This field is optional.
5. The TA session login will be generated automatically when you select the **Add session details** field. This will be the username for the TA to use at login.
6. 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.
7. Select **Cancel** to return to the dashboard.


The screenshot shows the 'Create TA session logins' page after successful creation. 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.' There is a 'Dismiss' link. Below the success message, 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 a button. Under 'Session details', there is a text input field labeled 'Add session details...'. At the bottom right, there are two buttons: 'Save TA session logins' and 'or Cancel'. The 'Cancel' button is highlighted with a red box.

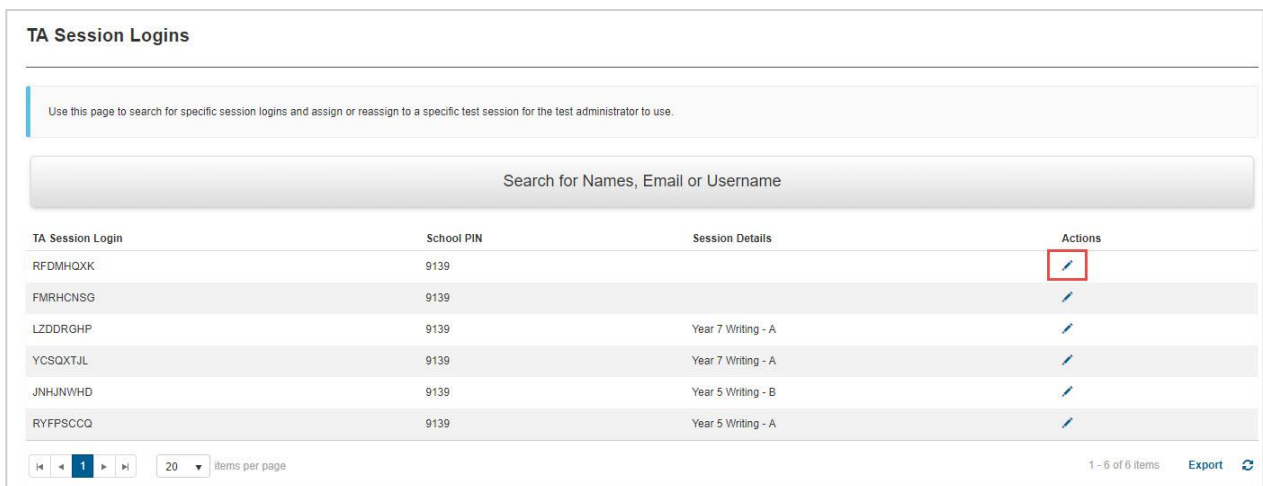
5.2.2 Managing TA session logins

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".

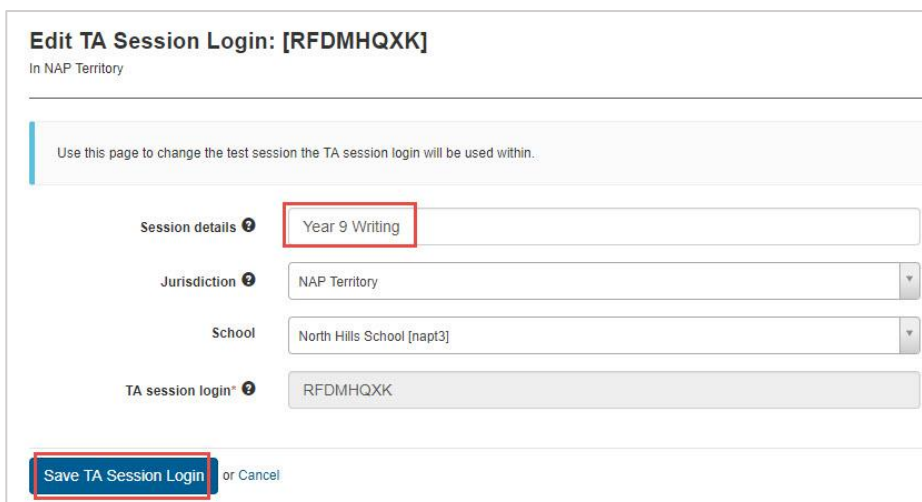
2. On the **TA Session Logins** page, select the Edit pen function () in the **Actions** column to edit a TA session login.



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 "Actions" column contains a pen icon for each row, with the first icon highlighted by a red box.

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

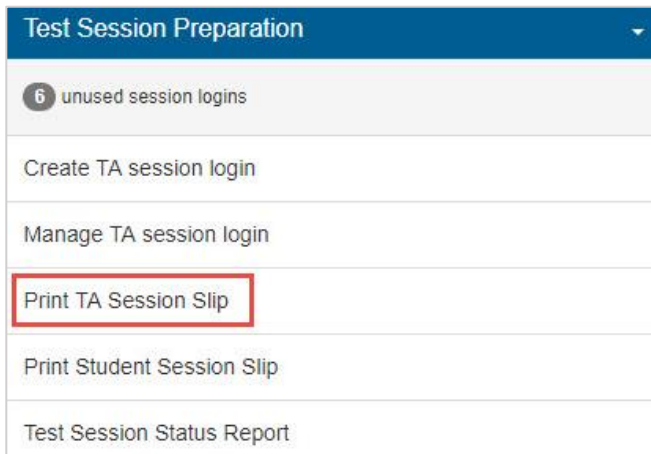
3. On the **Edit TA Session Login** page, you can edit the **Session details** as required and when you finish, select **Save TA Session Login**.



The screenshot shows the "Edit TA Session Login: [RFDMHQXK]" page. It includes a form with the following fields: "Session details" (with "Year 9 Writing" entered and highlighted by 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 by a red box) and a "Cancel" link.

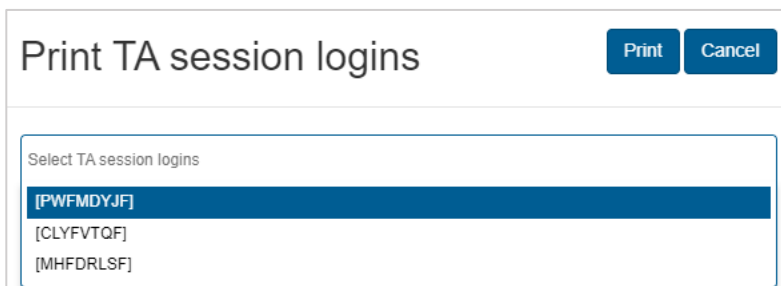
5.2.3 Printing TA session slips

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



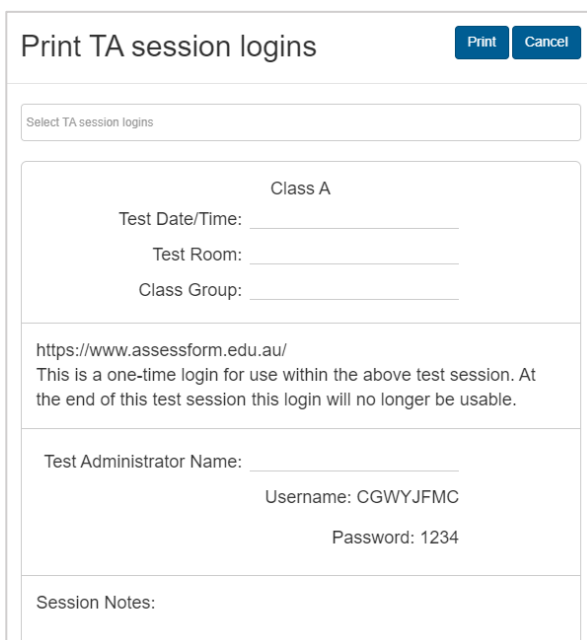
The screenshot shows a blue header bar with the text 'Test Session Preparation' and a dropdown arrow. Below the header is a list of menu items: '6 unused session logins', 'Create TA session login', 'Manage TA session login', 'Print TA Session Slip' (highlighted with a red rectangle), 'Print Student Session 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 a form titled 'Print TA session logins' with 'Print' and 'Cancel' buttons. Below the title is a search field labeled 'Select TA session logins'. A dropdown menu is open, showing three options: '[PWFMDYJF]', '[CLYFVTQF]', and '[MHFDRLSF]'. The first option is highlighted in blue.

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' form with 'Print' and 'Cancel' buttons. The search field is empty. Below the search field is a form for test session information:

- Class A
- Test Date/Time: _____
- Test Room: _____
- Class Group: _____

Below this is a URL: <https://www.assessform.edu.au/> and a warning: '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 the warning is a form for Test Administrator Name:

- Test Administrator Name: _____
- Username: CGWYJFMC
- Password: 1234

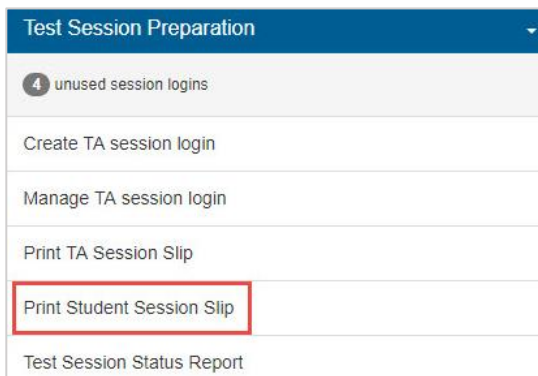
At the bottom is a field for 'Session Notes:'.

4. 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

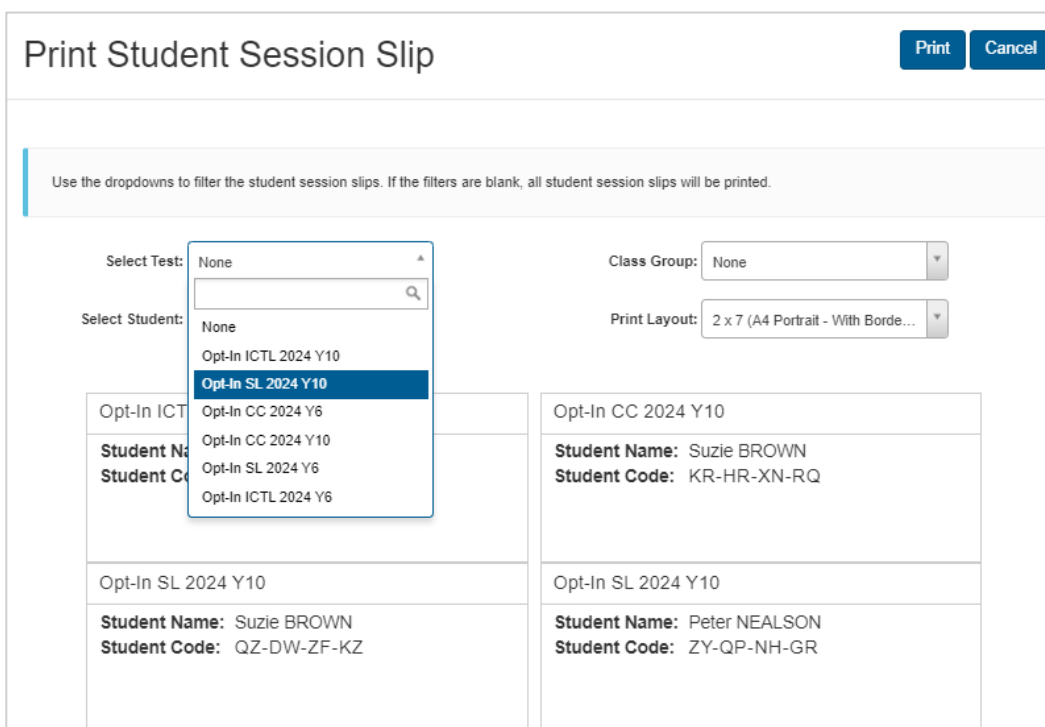
The student session slips contain the student code that a student needs to attempt a test.

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



The screenshot shows a dropdown menu titled "Test Session Preparation". The menu items are: "4 unused session logins", "Create TA session login", "Manage TA session login", "Print TA Session Slip", "Print Student Session Slip" (highlighted with a red box), and "Test Session Status Report".

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', the 'Class Group' and the 'Student'. Only students who meet the filtering criteria selected will display.



The screenshot shows the "Print Student Session Slip" page. At the top right are "Print" and "Cancel" buttons. Below is a instruction: "Use the dropdowns to filter the student session slips. If the filters are blank, all student session slips will be printed." The filters include: "Select Test:" (None), "Class Group:" (None), "Select Student:" (None), and "Print Layout:" (2 x 7 (A4 Portrait - With Borde...)). A dropdown menu for "Select Student:" is open, showing a search bar and a list of options: "None", "Opt-In ICTL 2024 Y10", "Opt-In SL 2024 Y10" (highlighted), "Opt-In CC 2024 Y6", "Opt-In CC 2024 Y10", "Opt-In SL 2024 Y6", and "Opt-In ICTL 2024 Y6". Below the filters is a table of student session slips:

Opt-In ICTL 2024 Y6	Opt-In CC 2024 Y10
Student Name: Suzie BROWN Student Code: KR-HR-XN-RQ	
Opt-In SL 2024 Y10	Opt-In SL 2024 Y10
Student Name: Suzie BROWN Student Code: QZ-DW-ZF-KZ	Student Name: Peter NEALSON Student Code: ZY-QP-NH-GR

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.

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

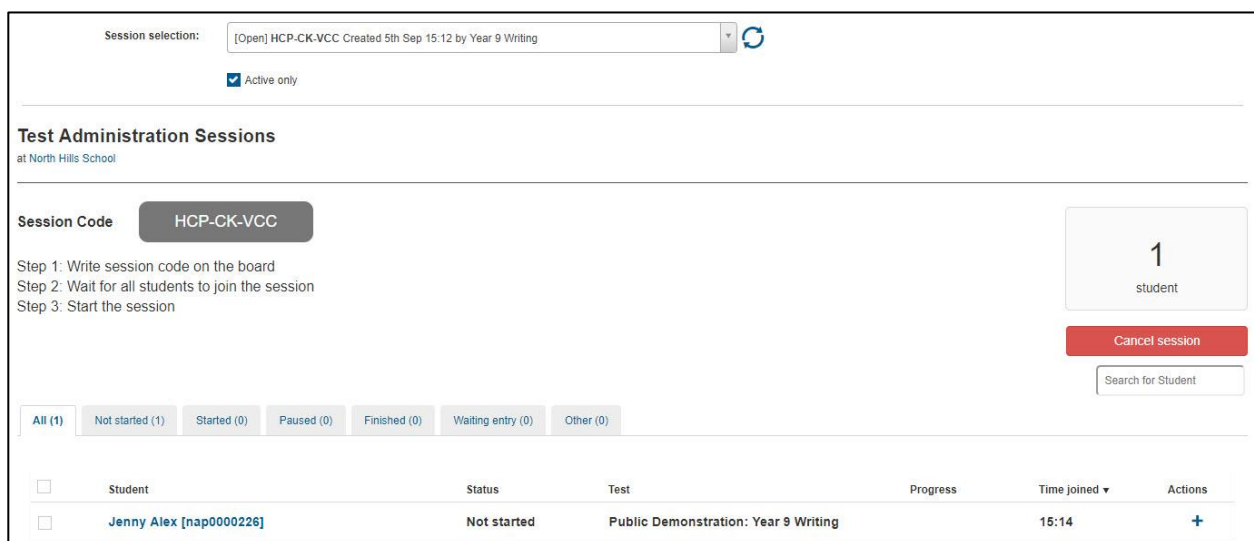
The **Manage Test Sessions** tile allows principals and NAP coordinators to manage aspects of the test sessions, as well as to update student test attempt information.

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 created the session.



The screenshot displays the 'Test Administration Sessions' interface. At the top, there is a 'Session selection' dropdown menu showing '[Open] HCP-CK-VCC Created 5th Sep 15:12 by Year 9 Writing' and a refresh icon. Below this is a checkbox for 'Active only' which is checked. The main heading is 'Test Administration Sessions at North Hills School'. A 'Session Code' field shows 'HCP-CK-VCC'. To the right, a box indicates '1 student' and a red 'Cancel session' button. Below the session code, there are three steps: 'Step 1: Write session code on the board', 'Step 2: Wait for all students to join the session', and 'Step 3: Start the session'. A 'Search for Student' input field is also present. A filter bar shows 'All (1)' selected, with other filters for 'Not started (1)', 'Started (0)', 'Paused (0)', 'Finished (0)', 'Waiting entry (0)', and 'Other (0)'. At the bottom, a table lists students with columns for 'Student', 'Status', 'Test', 'Progress', 'Time joined', and 'Actions'.

Student	Status	Test	Progress	Time joined	Actions
<input type="checkbox"/> Jenny Alex [nap0000226]	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, which means the test session 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

We recommend NAP coordinator change any student's participation to **'Finished'** (where this is necessary) and then finalise the test session before the end of the testing window. The participation status cannot be changed after the test session has been finalised.

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

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.

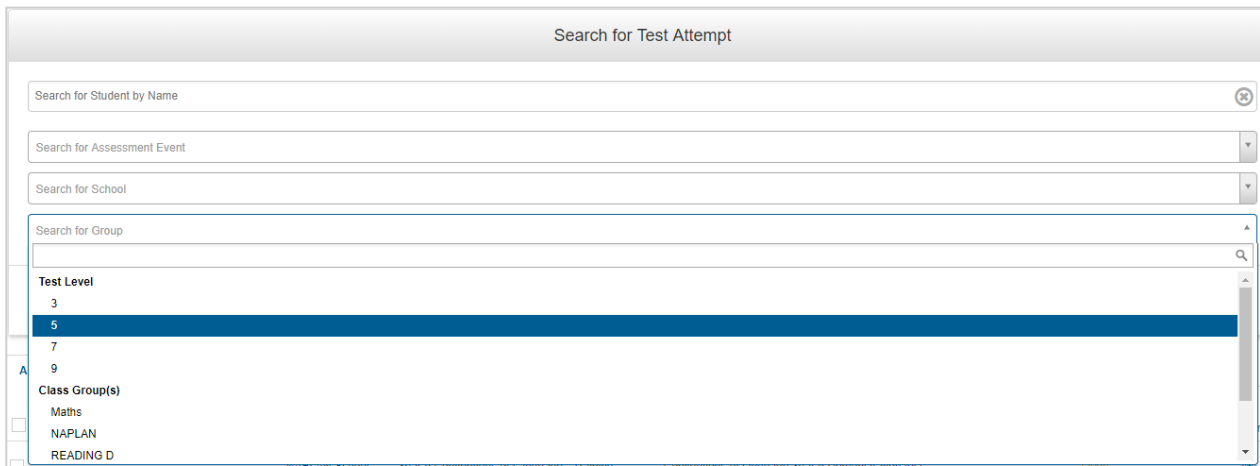
If a student's or a class's test session could not be started or resumed within a reasonable amount of time due to a technical issue or disruption, the test session may be rescheduled.

5.3.4 Managing test attempts

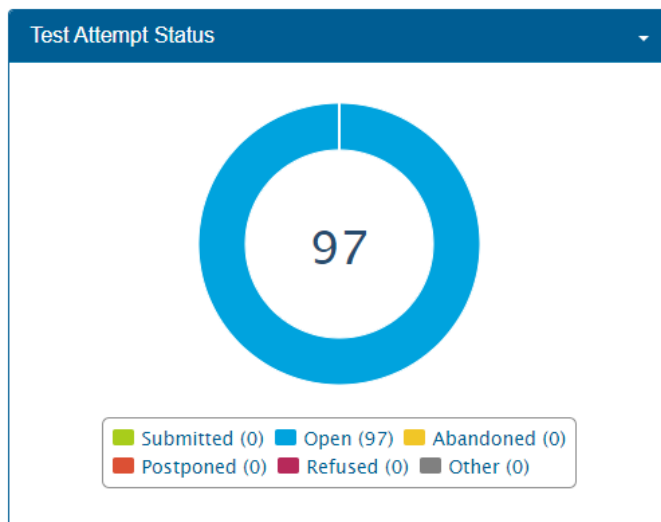
1. Select **Manage test attempts** from the **Manage Test Sessions** tile.



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="button" value="All (42)"/> <input type="button" value="Started (0)"/> <input type="button" value="Paused (0)"/> <input type="button" value="Submitted (0)"/> <input type="button" value="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: MRVJYTC	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 by 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.

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

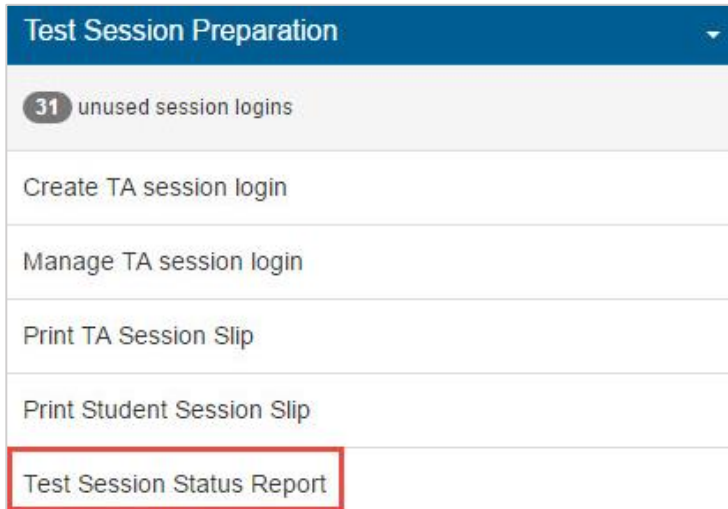
Reports ● Included Open ⓘ

› Recent activities

5.3.5 Creating a Test Session Status Report

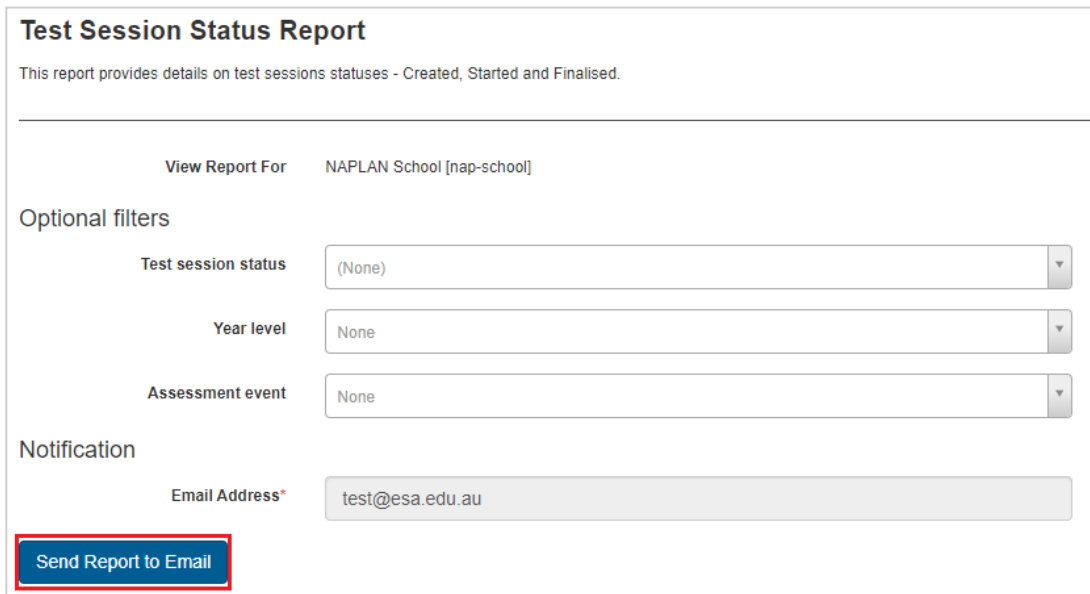
The **Test Session Status Report** is a valuable report to use during the test delivery.

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



The screenshot shows a blue header bar with the text "Test Session Preparation" and a dropdown arrow. Below the header is a list of menu items. The first item is "31 unused session logins" in a grey box. The following 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.



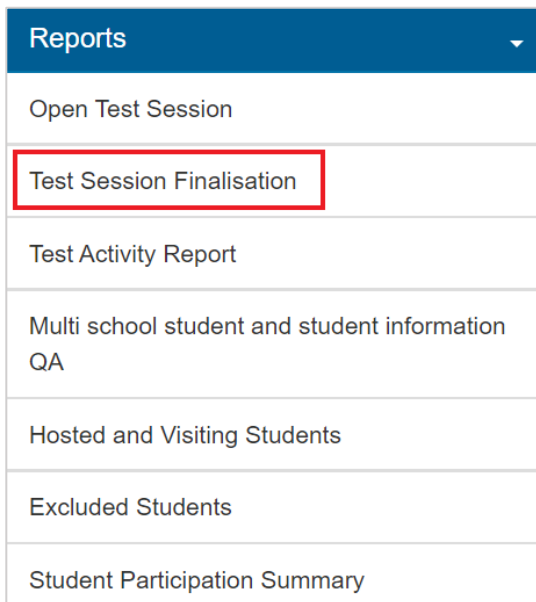
The screenshot shows the "Test Session Status Report" configuration page. At the top, it says "View Report For NAPLAN School [nap-school]". Below this is a section titled "Optional filters" with three dropdown menus: "Test session status" (set to "(None)"), "Year level" (set to "None"), and "Assessment event" (set to "None"). Below the filters is a "Notification" section with an "Email Address*" field containing "test@esa.edu.au". At the bottom left, there is a blue button with the text "Send Report to Email" highlighted with a red rectangular border.

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.

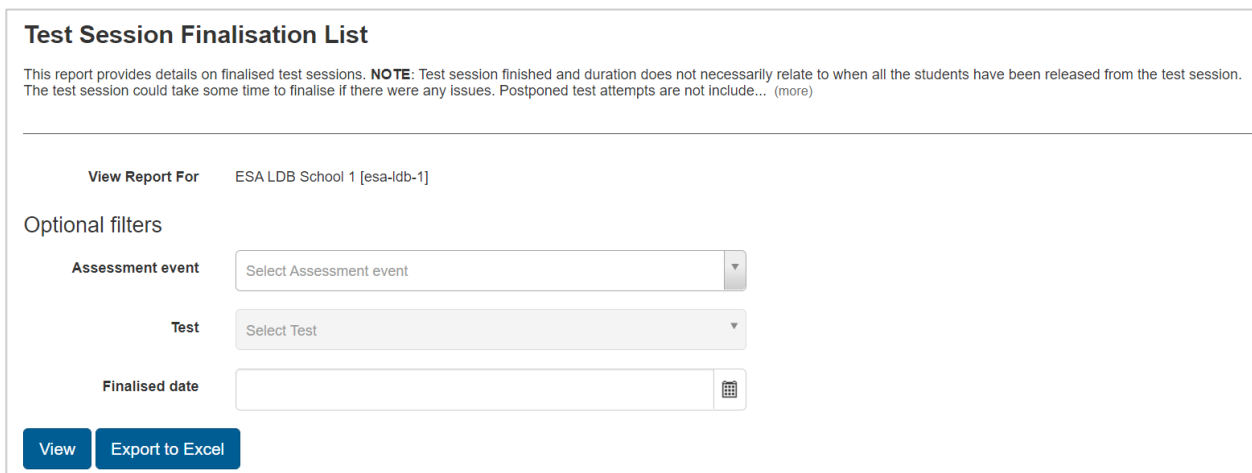
The following steps outline the process to run, view and extract the reports.

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



The screenshot shows a blue header with the word "Reports" and a downward arrow. Below the header is a list of report options: "Open Test Session", "Test Session Finalisation" (highlighted with a red border), "Test Activity Report", "Multi school student and student information QA", "Hosted and Visiting Students", "Excluded Students", and "Student Participation Summary".

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



The screenshot shows the "Test Session Finalisation List" report interface. At the top, there is a title "Test Session Finalisation List" and a note: "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)". Below the note, there is a section "View Report For" with the text "ESA LDB School 1 [esa-ldb-1]". Underneath, there is a section "Optional filters" with three filters: "Assessment event" (a dropdown menu with "Select Assessment event"), "Test" (a dropdown menu with "Select Test"), and "Finalised date" (a date picker with a calendar icon). At the bottom, there are two buttons: "View" and "Export to Excel".

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

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	DQNDNJFL	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	NAPLAN Conventions of Language Year 3 2019 - LNB	45
willow-tree-primary	Willow Tree Primary	Willow Bank	CWQQMNLZ	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	NAPLAN Reading Year 3 2019 - LNB	45

25 items per page
 1 - 3 of 3 items

Export to Excel

6 Test conclusion

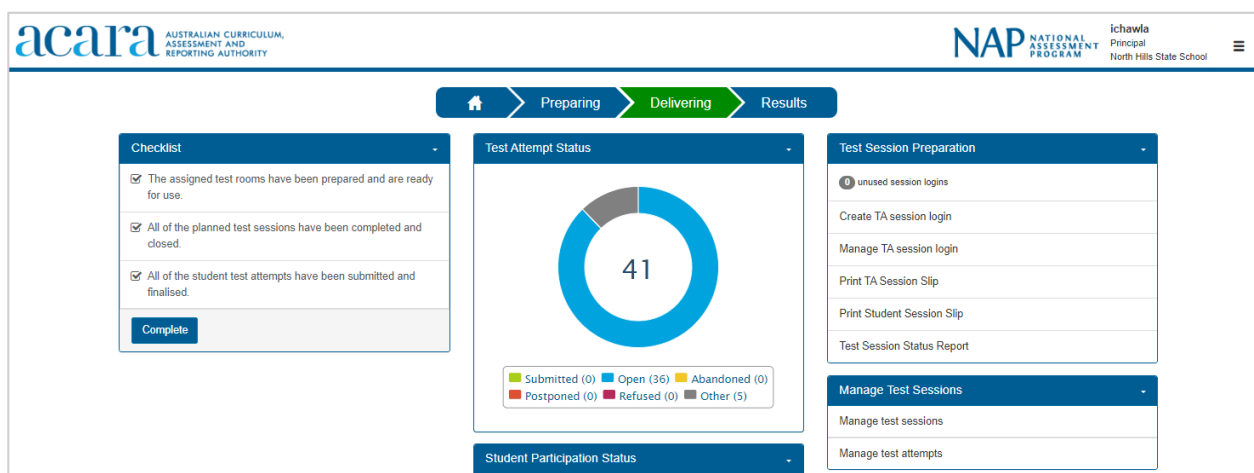
After each test session, the principal or NAP coordinator must ensure all TA session slips and any unused test codes are securely destroyed.

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.
- 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.



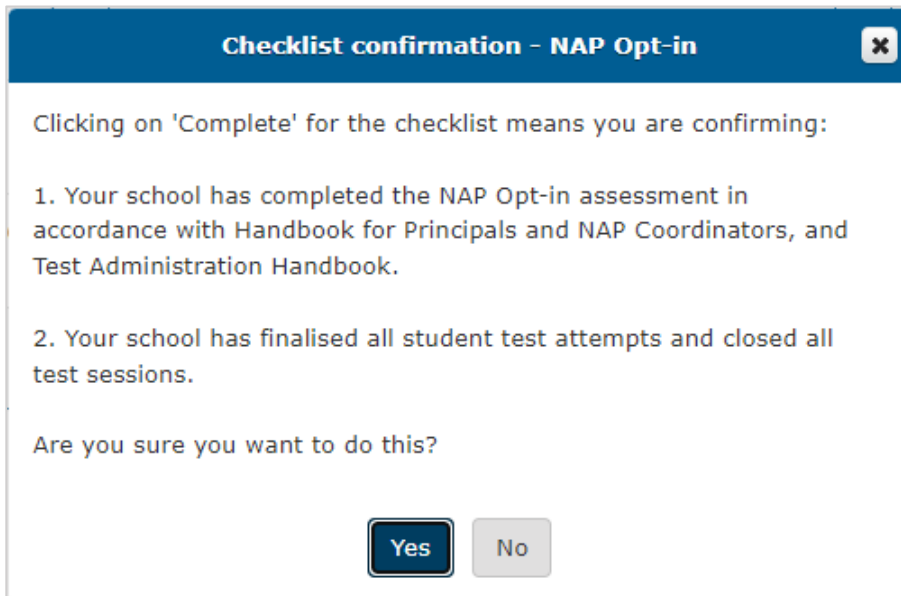
The screenshot displays the NAP Delivering dashboard for Principal ichawia at North Hills State School. The dashboard is divided into several sections:

- Checklist:** A list of three items, all of which are checked. A **Complete** button is visible at the bottom of this section.
- Test Attempt Status:** A donut chart showing 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'.
- Manage Test Sessions:** A list of actions including 'Manage test sessions' and 'Manage test attempts'.

The top navigation bar shows the current stage as **Delivering**, with options for **Preparing** and **Results**.

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

The reporting component in the platform is currently under development and QA testing. In the interim, participating schools will be provided with reports via a secure report delivery system. These reports will look at 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.

There will be 3 types of report that will be provided to participating schools:

4. Items report shows:

- items categorised based on the strand of curriculum 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 area of the curriculum.

5. 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.

6. 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 instructions on how to access the school reports will be provided to all participating schools after the conclusion of the test delivery window.

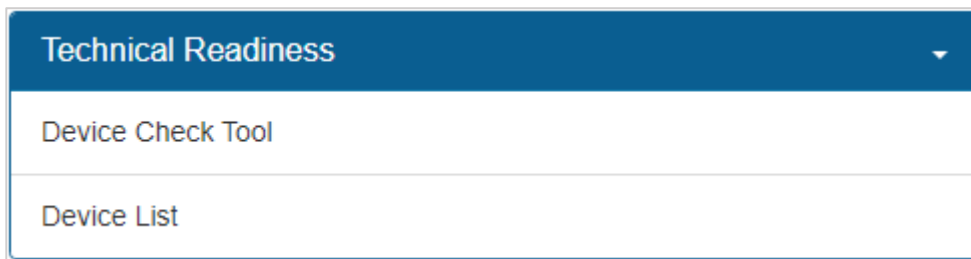
8 Appendix

How to run a device check

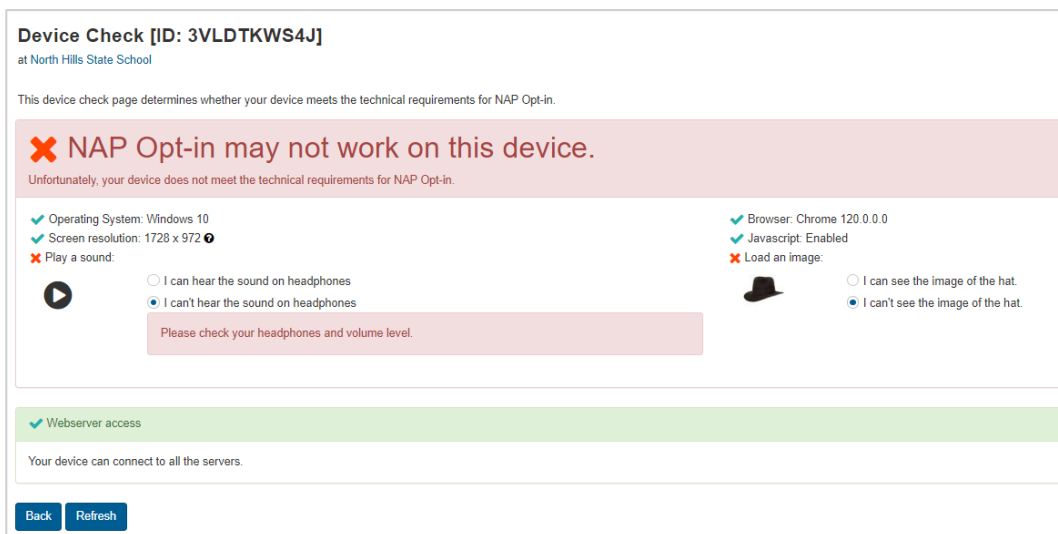
The device check tool is used to confirm that devices are suitable for the NAP Opt-in assessment. Device checks should be undertaken by the nominated School Technical Support Officer (STSO) at each school. The tool can be accessed from the dashboard or from the LDB.

Device check from the dashboard

7. 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.



8. 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, just select **I can hear the sound on headphones**.

9. 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.

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

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

Device check from the NAP locked down browser

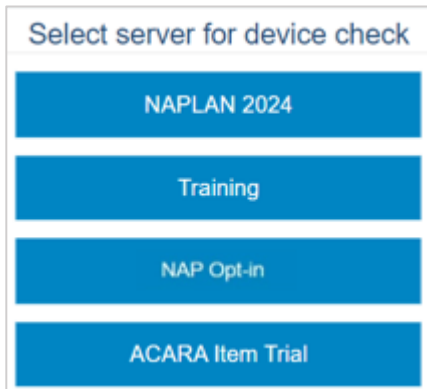
10. Launch the locked down browser on student devices that will be used in Opt-In.

The screenshot shows the ACARA (Australian Curriculum, Assessment and Reporting Authority) National Assessment Program (NAP) website. A central 'Welcome' box contains 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, 'Device check' and 'Device check (without login)', are enclosed in a red rectangular box.

11. 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.

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



13. 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 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.