



2026

NAP Opt-In Assessment

ICT Literacy

Test Administrator Handbook

Acknowledgement of Country

ACARA acknowledges the Traditional Owners and Custodians of Country and Place throughout Australia and their continuing connection to land, waters, sky and community. We pay our respects to them and their cultures, and Elders past and present.

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Checklist

Activity	Handbook reference	Time	Check
Print out (or download to your portable device) this Test Administrator Handbook and read thoroughly to familiarise yourself with your role.	All sections	Now	<input type="checkbox"/>
Ensure devices are ready for the scheduled online assessment.	Section 1.3	In the weeks before test day	<input type="checkbox"/>
Obtain student login credentials from your principal or NAP coordinator.	Section 3, Step 1	The day/s before test day	<input type="checkbox"/>
Read out the test administration script to the students during the test session.	Section 3	Test day	<input type="checkbox"/>

1 Introduction

Important

This handbook and instructions are for the test administration of the NAP Opt-in ICT literacy test only.

Test administration instructions for the NAP Opt-in science literacy and civics and citizenship assessments are available separately in the NAP Opt-in Science Literacy and Civics and Citizenship Test Administration Handbook.

1.1 Background to the NAP Opt-in assessments

From 2024, Australian schools have been able to enrol Years 6 and 10 students to take part in NAP Opt-in assessments in the key curriculum areas of science literacy, ICT literacy, and civics and citizenship. These assessments are part of the National Assessment Program and completely optional for schools. The assessments have been phased in over 3 years: science literacy in 2024, civics and citizenship added in 2025, and ICT literacy added in 2026.

The Australian Curriculum, Assessment and Reporting Authority (ACARA) is responsible for developing and overseeing the National Assessment Program. ACARA's contractor, the Australian Council for Educational Research (ACER), is responsible for assisting participating schools.

1.2 NAP Opt-in 2026 assessments

In 2026, the following domains are available for schools to participate in:

- science literacy
- civics and citizenship
- information and communication technology (ICT) literacy

The NAP Opt-in 2026 assessments will be available for schools during the following dates:

Monday 4 May – Friday 29 May 2026

Schools will self-administer the assessments at a time that suits them in the testing window. Support for school staff members who administer the assessments, henceforth referred to as Test Administrators, will be available via the NAP Opt-in Helpline (**1800 950 135**) and email (NAPOpt-in@acer.org).

1.3 Technical readiness

NAP Opt-in ICTL is an online assessment and must be completed using internet-connected school devices. Participating students will undertake the tests via an internet browser-based test platform.

The test delivery platform has been designed to support a broad range of devices including desktop and laptop computers running Windows, Macs, Chromebooks, iPads and Android tablets. The table on the following page outlines supported operating systems and their compatible browser requirements.

Browser (latest version)	Operating system				
	Windows 10* /11	Mac OS (minimum OS 14)	iPad OS (minimum iOS 15)	Android	Chrome
Google Chrome	Yes	Yes	Yes	Yes	Yes
Mozilla Firefox	Yes	Yes	Yes	Yes	Yes
Safari	No	Yes	Yes	No	No
Microsoft Edge	Yes	No	No	No	No
Internet Explorer, Opera and Brave	No	No	No	No	No

Browser settings and features

Minimum browser resolution (non-tablets): 1280 width x 800 height
 Minimum browser resolution (tablets): 1080 width x 800 height
 Cookies and JavaScript must be enabled within students' browsers. These settings can be updated from within the browser's Settings or Options menu.

*Windows 10 may be used to complete the test; however, as it is no longer supported by Microsoft and no longer receives security updates, it may present increased security risks. By choosing to use Windows 10, you acknowledge and accept responsibility for any issues that may occur.

A recommended series of technical checks on the devices to be used for this assessment must be conducted a week before the test. These checks ensure all devices meet the minimum requirements needed to access and display the test content. It is imperative that you use the devices that have successfully passed the technical check for this assessment.

1.4 Maintaining security

The security of the NAP Opt-in assessment items is crucial. You and other school staff members may choose to observe the administration of the assessment, but taking photos or screenshots of the assessment items is strictly prohibited.

1.5 Structure of this handbook

- Section 1:** provides an overview of the assessment and NAP Opt-in protocol.
- Section 2:** provides guidance on how to prepare for test day at your school.
- Section 3:** provides a **quick guide** for teachers, containing step-by-step instructions on how to administer the assessment. Importantly, the **test administrator script** that must be read to students is included in this section.
- Section 4:** provides more detailed information about the test platform's functionalities and instructions on how to navigate the TA dashboard.
- Section 5:** provides general troubleshooting advice for common technical issues.

2 Preparing for the test

2.1 Preparing the test room

To prepare the room for a test session, you will need to:

- check that your computer is turned on, connected to a power supply and connected to the internet
- ensure that there are sufficient devices for all students and that devices have successfully passed the technical check for the assessment
- ensure you have a whiteboard or blackboard in the test room
- arrange seating so that students cannot see each other's work.

2.2 Test administrator materials

Before starting the test session, please ensure you have all necessary materials. You will need:

- student login credentials (also generated by the principal or NAP coordinator)
- a zip-lock bag, or similar, in which to securely store the cut-up student code slips before distribution to students
- contact details for your IT Coordinator and the NAP Opt-in helpdesk (1800 950 135)
- this Test Administrator handbook.

2.3 Student test materials

During testing, each student requires:

- ✓ an internet-connected device that is plugged into a power supply, meets the minimum technical specifications for NAP Opt-in ICTL test and has successfully passed the technical check
- ✓ a student session slip containing their unique student session code for the test
- ✓ a pen or pencil and scrap paper (for working out/making notes)

The following items are **not permitted** to be taken into the test room as they could affect the validity of the test:

- × books, including dictionaries
- × mobile phones or other internet- or Bluetooth-enabled devices, other than the device on which the student is undertaking the test.

2.4 Maintaining test conditions

Please ensure that you are familiar with the information in this handbook before administering the test.

During the test, you **MUST**:

- ✓ deliver the instructions accurately
- ✓ actively monitor student conduct by periodically walking around the room and checking that students are not talking, collaborating, or using prohibited items such as mobile phones.

During the test, you **MAY**:

- ✓ read and clarify general instructions
- ✓ remind students of the way to respond to particular item types (for example, that they need to click on an answer, type an answer, drag and drop tiles, arrange tiles in the correct order)

- ✓ remind students how to navigate through the platform (without navigating for them)
- ✓ remind students how to access different aspects of the platform (for example, magnification, progress summary page)
- ✓ advise students to return to any flagged or unanswered questions if there is time at the end of the test (including reminding them how to see which questions were flagged and how to navigate back to them)
- ✓ provide general encouragement to continue.

During the test, you **MUST NOT**:

- ✗ give hints or examples
- ✗ explain, paraphrase or interpret questions, including translating questions into another language
- ✗ indicate to students whether answers are correct or incorrect
- ✗ remind students about related work completed in class
- ✗ navigate through the platform for the student or in any way manipulate the mouse, keyboard or screen on behalf of the student.

2.5 Assessment session timing

The NAP Opt-in ICTL consists of:

- an introductory tutorial (10 minutes). The tutorial helps to familiarise students with the format of the test questions and show them how to navigate the test platform
- three assessment modules (20 minutes each with a short break between modules).

Table 1: Assessment session timings

Activity	Time
Introductory tutorial	10 minutes
Module 1	20 minutes
Break	5 minutes
Module 2	20 minutes
Break	5 minutes
Module 3	20 minutes

It is expected that the entire session will take approximately 70 minutes in total (excluding any breaks). This includes logging students into the assessment platform as well as completing the **practice questions** and the **assessment**.

3 Quick guide for Test Administrators

This quick guide outlines the tasks that you need to undertake to administer a NAP Opt-in ICTL assessment to students. It is designed to provide all critical information for test day administration in one quick, easy-to-digest format.

Step 1: Receive login credentials

Each Test Administrator will be provided with a Test Administrator pack by the principal or NAP Coordinator. The test administrator pack contains:

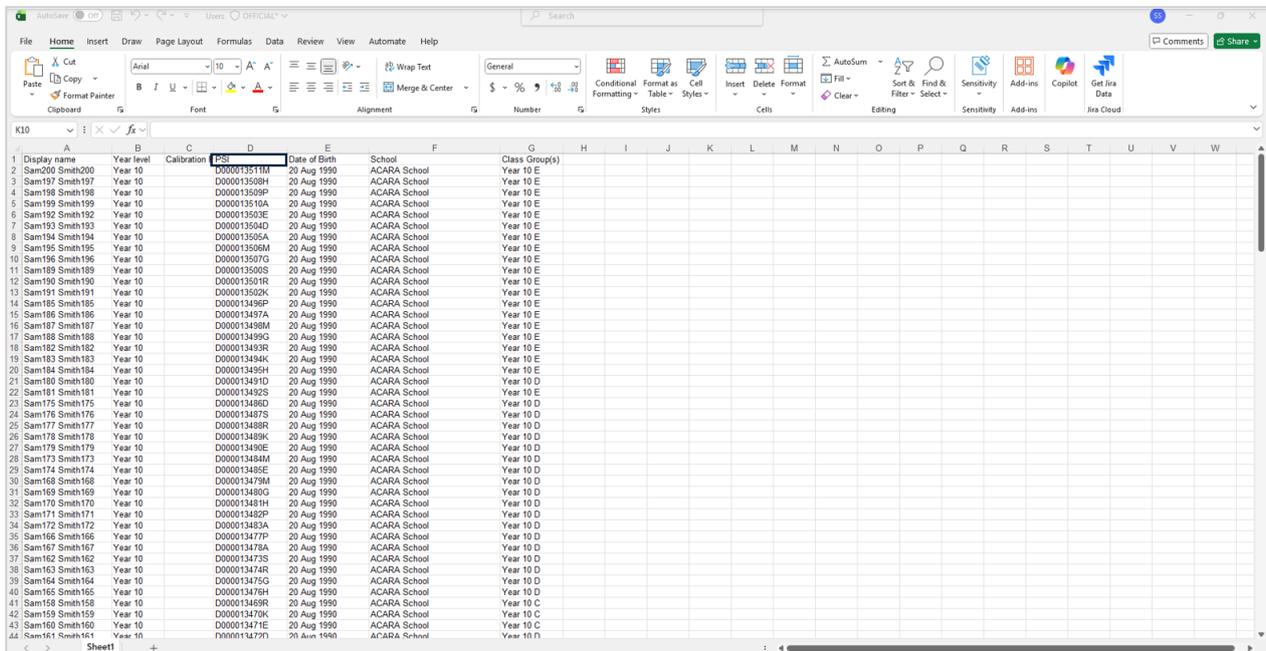
- student session slips for all students participating in the test session
- if your school is using pseudonyms, a list that matches these against actual student names
- a list of participating students
- this test administration handbook.

Important

If you receive the student session slips as an Excel file, spending a few moments resizing rows and formatting the spreadsheet before printing will enable the login slips to be cut up more easily and will assist when distributing slips on test day.

Printing student session slips for ICTL

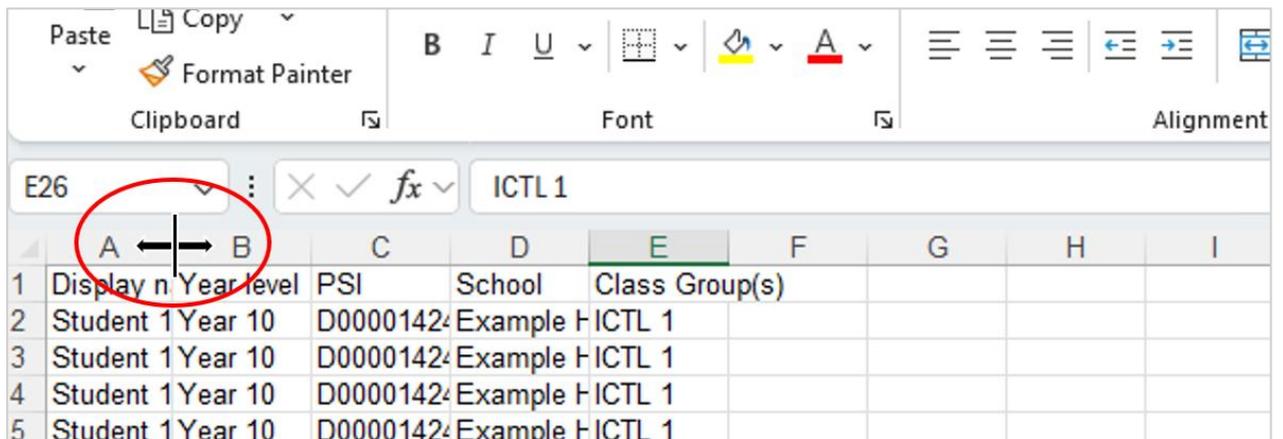
1. Locate and open the Excel file containing the student login information for the ICTL test session.



Each row in the Excel sheet belongs to one student.

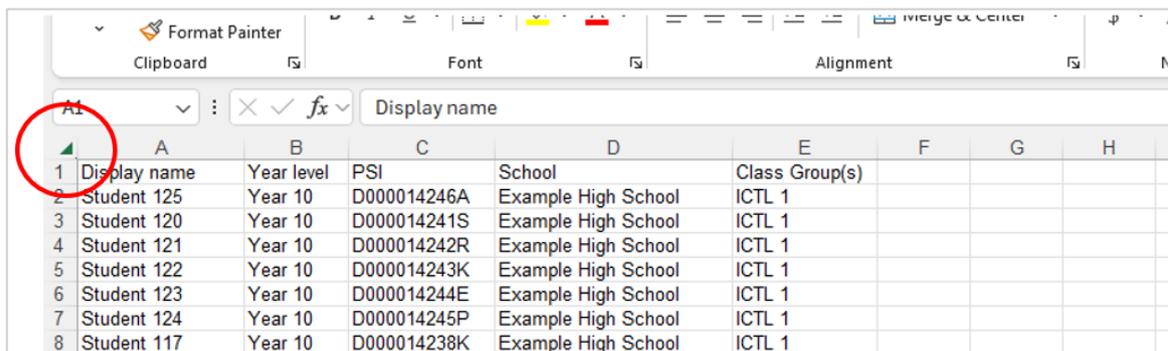
The text in the PSI column of the spreadsheet is both the username and password for the ICTL test for each student.

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

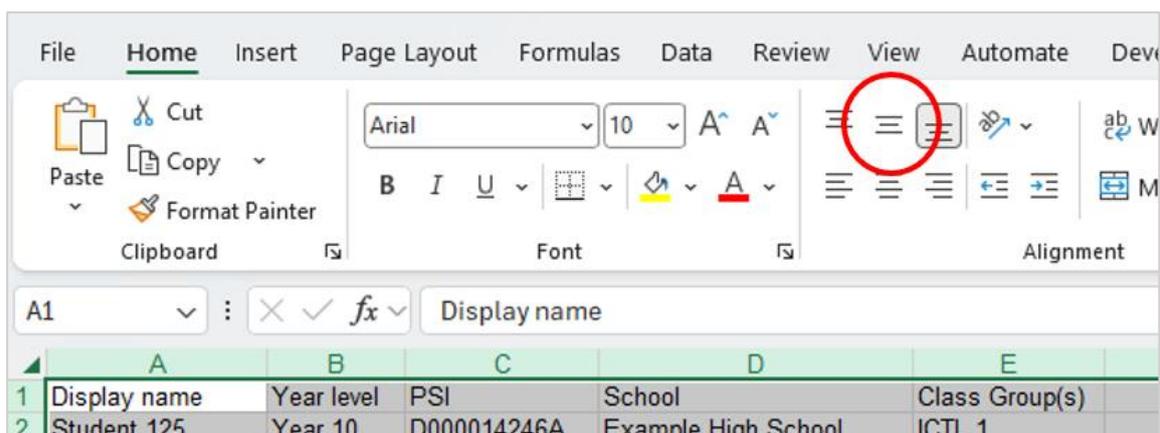


3. Adjust the text alignment and height of the rows by following these steps.

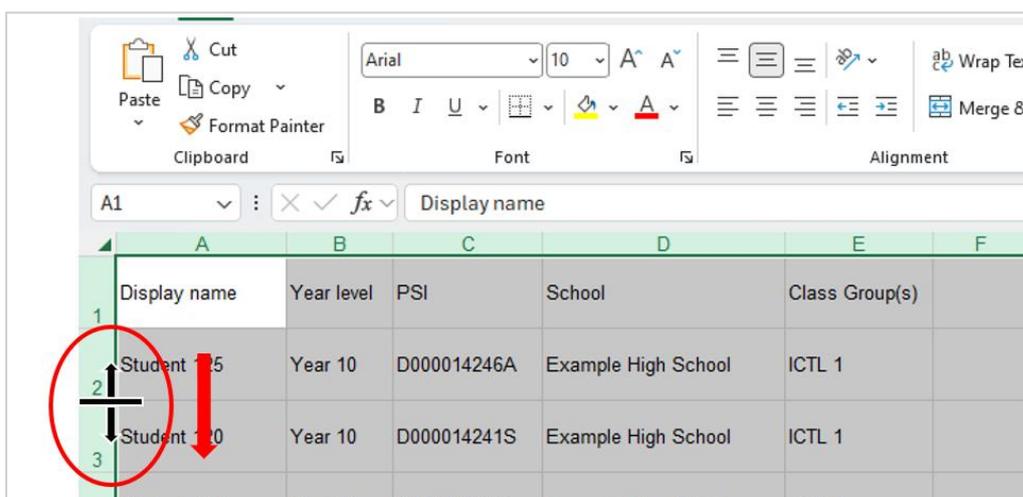
- a) Select the downward facing arrow in the top left corner of the sheet (to highlight the entire sheet).



- b) While the entire sheet is highlighted, select the Middle align icon in the toolbar to adjust the text so that it sits in the middle of the row.



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



Once the desired format has been achieved, please print and cut the sheets into individual slips. We recommend storing in a zip lock bag (or similar) ready for the test session.

Step 3: Log the students into computers

Students will access the assessment by using devices that are connected to the internet. Students may use a PC, Mac, Google Chromebook, iPad or Android tablet to undertake this assessment. Tablets must have a minimum 10-inch display and be used in landscape mode. Ideally, an external keyboard should be used.

The devices used for this assessment may be co-located in a computer lab, or they may be the students' own devices that the students will bring with them to the assessment room. Each device should be switched on and, if necessary, logged into the school's network.

Step 4: Navigate to the test

Once you have the devices up and running, you can choose to navigate to the assessment website on each of the computers before the students enter the room. Alternatively, you can write the URL on the whiteboard and instruct the students to type the URL into the address bar of the web browser themselves:

Assessment URL: <https://oars.acer.edu.au/opt-ictl/>

Note: the URL must be typed into the address bar of the web browser and not into a search engine (such as Google). Due to the secure nature of the website, you will not be able to "search" for the address using a search engine.

Full screen mode is the preferred mode for this assessment. If possible, please enable full screen mode on the devices once students have navigated to the assessment URL

Troubleshooting advice is also provided in Section 4.

The following screen should appear when the URL is entered:

acara AUSTRALIAN CURRICULUM, ASSESSMENT AND REPORTING AUTHORITY

NAP Opt-in ICT Literacy

NAP NATIONAL ASSESSMENT PROGRAM

Log in

Username

Password

Show password

Log in

Important

Your school may have chosen to use pseudonyms instead of actual student names. If the slips do not display students' real names, it is essential to maintain a list that cross-references participating students with the pseudonyms entered.

Without the list that cross-references participating students with the pseudonyms entered, schools will be unable to identify the individual students in the assessment reports.

Step 5: Student login slips

Provide each student with their assigned student login slip. Each slip contains a student's PSI, which will be located in the second or third group of text (depending on how the slips were created). The PSI is a student's username **and** password for their test.

Sam200 Smith200	Year 10	D000013511M	20 Aug 1990	ACARA School	Year 10 E
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Test administration script

PLEASE READ ALOUD ALL TEXT IN THE BOXES BELOW.

Today you will be completing an online test in ICT literacy.

The test is made up of a tutorial and then 3 test modules.

To enter each one of these sections, you must enter a code. I will give you these codes at the start of each section. You will be allowed a 5-minute break after each of the test modules.

You will have **10 minutes** to complete the tutorial and **20 minutes each** to complete the modules. You will not be timed on the practice questions.

I'll talk about the test a bit more in a moment, but now please listen carefully while I tell you how to log in to the test site.

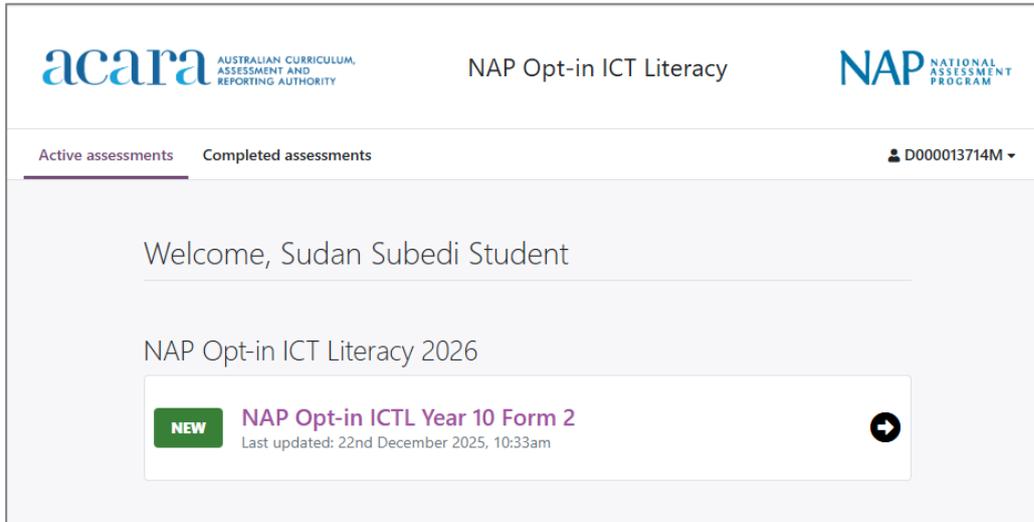
On your login slip you will see an 11-digit series of letters and numbers beginning with a "D". You will use this as both your username and your password.

When typing letters, each letter must be an uppercase or a capital letter.

Type these letters and numbers into the "Username" box on the login page now.

And then type them again into the password box and press **Login**.

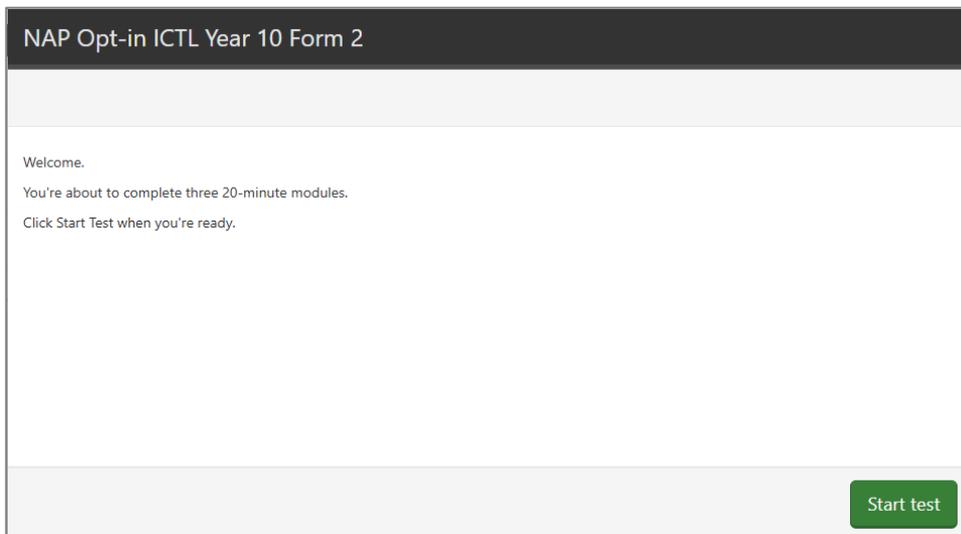
The following screen should appear:



Wait until all students have logged in. All students should now see a holding screen.

Have you all logged in? You should see a **Welcome** screen. Can you all see this?
Now click the start button.

The following screen should appear:



Start the tutorial.

The test you are about to do is made up of a tutorial, then 3 test modules.

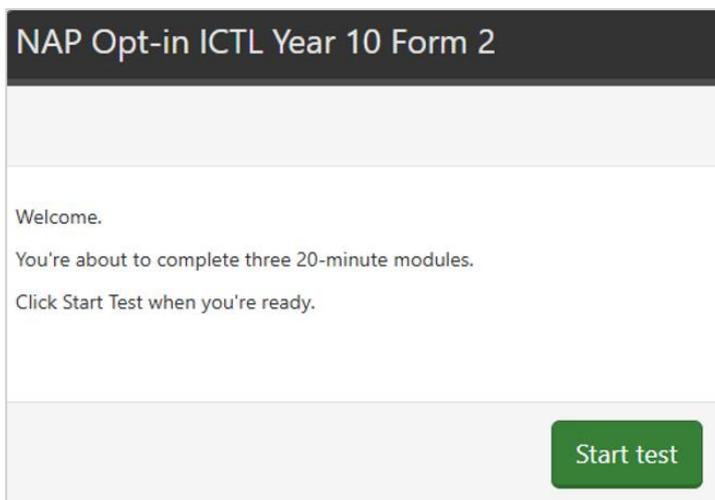
To enter each one of these sections, you must enter a code. I will give you these codes at the start of each section. You will be allowed a 5-minute break after each of the test modules.

The tutorial, which you are about to do now, will show you how the test works.

On each screen of the tutorial, the most important information is clearly visible, and the rest of the screen is “greyed-out”.

Carefully **read all the highlighted information on each screen** and then click on **I've finished** to move to the next screen. In this tutorial, and in the test itself, you cannot go back to a screen once you have moved on from it.

Check that all students have reached the below screen.



NAP Opt-in ICTL Year 10 Form 2

Welcome.

You're about to complete three 20-minute modules.

Click Start Test when you're ready.

Start test

In the tutorial, you can ask me questions if you do not understand any of the information on the screen. I can also help you answer the tutorial questions.

Once you begin the real test though, I can only clarify general instructions for you. I cannot help you with any of the test questions.

We will begin the tutorial now. **Please click the green Start Test button.**

When instructed, enter the passcode provided by your Test Administrator and click 'Begin Tutorial'

Passcode for tutorial:

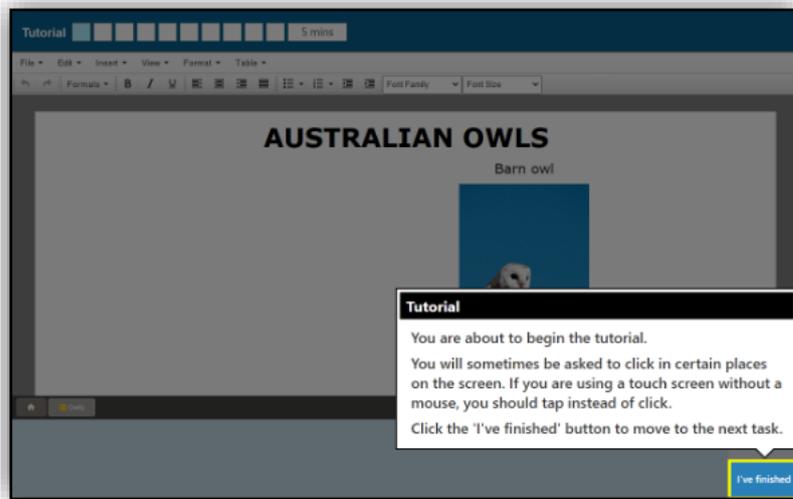
Begin Tutorial

Now, type the passcode **5283** into the box on the screen and click the blue **Begin Tutorial** button. Do this now.

Can you all see the screen that says, “You are about to begin the tutorial”?

Please work your way through the tutorial. When you come to the end, I will give you more instructions.

This is the first screen of the tutorial.



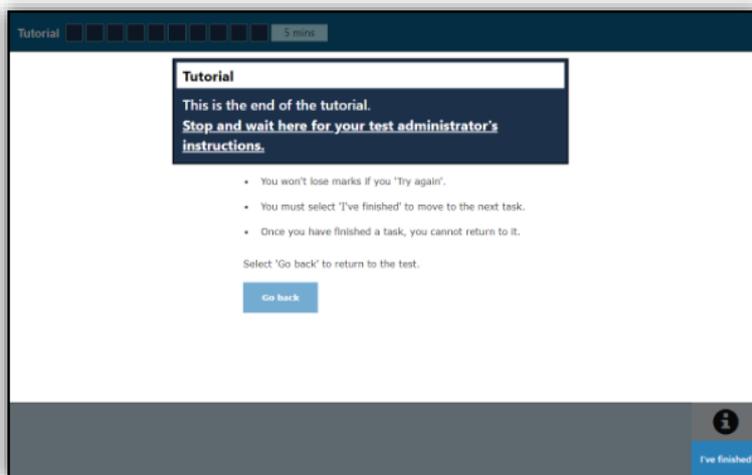
Check to see that students are in full-screen mode (hitting F11 works for many browsers. See the Troubleshooting section of this manual for other browser commands). Ideally, the questions should display on the screen without the need for excessive scrolling. If needed, students can also use the browser zoom functionality to zoom the page in or out to fit their screen.

Allow the students to work their way through the tutorial. Remember that some practice questions require the student to perform an action on the screen before the **I've finished** button becomes active.

Monitor the students' progress and answer any questions. If necessary, you may help students complete the tutorial questions.

Students are instructed to wait for your next instruction when they reach the end of the tutorial.

Wait until **all** students have reached the following screen (note: if a student progresses past this page to the next login page, that is also ok):



You've now completed the tutorial. Please listen carefully as I go over a few important points.

There are 3 test modules. Each of these modules contains a number of questions.

On some questions, after you've clicked the **I've finished** button, you'll see a **Try again** button. If you click this button, you'll go back to the question and you'll be able to redo or change your answer. You will not lose marks if you use this "Try again" function.

Some of these questions allow you to try again once, and some allow you to try again as many times as you like.

Remember, **you will not lose marks if you "Try again"**.

Another thing to remember is that once you do move on to the next question, you will not be able to go back to any of the questions before it. This is why it is very important that you are happy with your answers before you move on.

Answer any questions or points of clarification.

At the end of each module there is a large task. These large tasks will take longer to complete than the other tasks in the module.

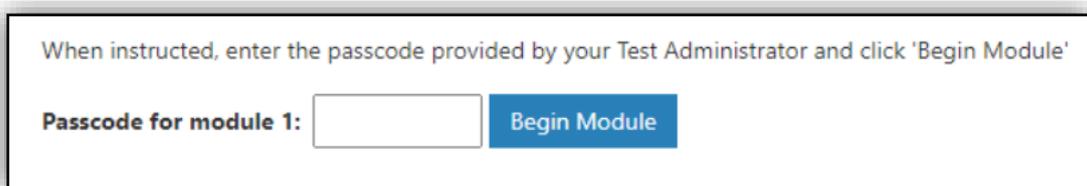
Before some large tasks, there is a short video that will show you how the task works. **It is important that you watch each video carefully.** You can pause the video by clicking it.

When you are doing a large task, the Information screen will show you important reminders about what you need to do to complete the task.

You can view the information screen at any time by clicking on the **Information** () button in the bottom right-hand corner of your screen.

You may now click the **I've finished** button. This will take you to the test login screen.

Make sure all students can see the login page (below). Entering a passcode here will enable them to begin the first test module.



When instructed, enter the passcode provided by your Test Administrator and click 'Begin Module'

Passcode for module 1: [Begin Module](#)

Now, a few last points before we begin the test.

Each module has a built-in timer. You will have a maximum of 20 minutes to complete each module. Use the timer to see how much time you have left for that module.

Some pages, in the modules and in the questionnaire, might run off your screen. You may need to scroll your page down or across to see all the information or the question.

When you get to the end of each module, sit and wait quietly for my instructions. At the end of each module, we will have a short break before starting the next one.

All right, let's start the test. Please enter the passcode **2694** and click **Begin Module**.

You should now see the first question.

The test should begin as soon as each student has entered the passcode and clicked on **Begin Module**.

Move around the room to check that all students have begun the test. Due to the design of the test, students will receive different modules.

You may answer any points of clarification, as long as this does not give students answers to the questions.

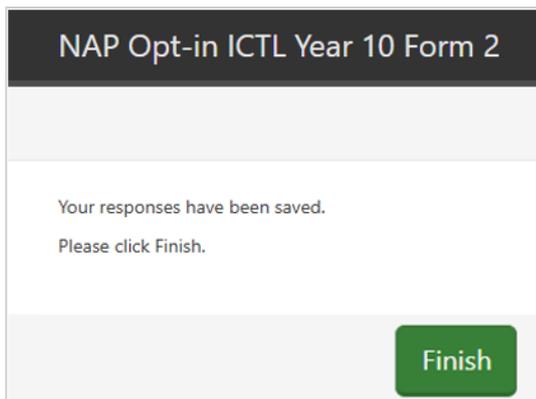
Conduct the second, third and fourth assessment modules in exactly the same manner as the first.

Once all students have finished a particular module, instruct them to take a short break. Encourage the students to stand up, stretch and move around.

After the break, make sure that all students are again seated at their allocated computers.

1. To begin the **second** assessment module, instruct the students to enter the passcode **8871** and begin the assessment by clicking **Begin Module**.
2. To begin the **third** assessment module, instruct the students to enter the passcode **4774** and begin the assessment by clicking **Begin Module**.

When all students have completed the questionnaire, inform them that they have now finished the assessment. They should see the below screen:



Instruct students to click the green **Finish** button.

Students will be taken back to the home page.

Ask students to log off by clicking their "name" in the top right corner, and then close the browser window.

Active assessments

Completed assessments

D000013714M

Welcome, Sudan Subedi Student

NAP Opt-in ICT Literacy 2026

COMPLETE

NAP Opt-in ICTL Year 10 Form 2

Last updated: 11th February 2026, 09:45am



When all students have exited the program and closed the browser, thank them for their participation. The students may now return to their classes or be dismissed as previously arranged.

4 Troubleshooting technical issues

The information that follows outlines how to deal with common technical issues, focusing on what happens when the issues impact a student's device.

The most common technical issues include:

- lost connection to the internet
- server unavailable
- a student's device becoming unresponsive
- slow performance of the platform.

4.1 Lost connection to the internet

Contact the appropriate person in your school for dealing with IT issues to assist with re-establishing the internet connection.

If the connection fails for one or more students but not the whole class, you should pause the test attempts for the students who no longer have access to the internet until the problem is rectified. Once internet connectivity is restored, the test attempts for the affected students should be resumed.

In a case where the local internet connection drops out, you must wait until the connection is restored, if practicable, and then have the class continue with the test. When the connection is restored, students will not need to log back into their test attempt. They should find the test is at the same place (that is, at the same question) as when the internet connection was lost. All previous answers will have been saved.

4.2 Server unavailable

The platform will register an issue with the server. When students log back into their test attempts, the platform will have saved all the students' previous responses and will return the students to the screens they were on when the server connection was lost.

4.3 A student's device becoming unresponsive

Immediately pause the student's test attempt on your TA dashboard.

Check the device's battery or connection to power supply. If there is no problem with the battery/power supply but the device is not responding, try to reboot (force the computer to shut down and then restart) the device. The student's work to that point will be automatically saved. If this does not work, contact your school's IT coordinator for assistance.

If this has not resolved the issue, the student should be moved to another device. The student should be returned to the last screen displayed when their device froze.

4.4 Slow connection to the platform

A slow connection to the platform could occur in several ways, such as a delay in displaying the next question or a lag between when a student types a word and when it is displayed on the screen. There are several possible reasons for slow performance.

If the connection is so slow that it impacts on the students' ability to complete the test within a reasonable time, contact the NAP Opt-in helpdesk on 1800 950 135.

4.5 Other issues

In this section, we have provided a list of technical issues you may encounter during an assessment session, along with a suggested course of action in each instance. Please try to troubleshoot issues before calling the NAP Opt-in helpdesk. Please also note that slow loading times can be a symptom of local bandwidth issues. Unfortunately, there is little we can do to improve the situation.

Issue	Suggested course of action
How to enable full screen mode	<p>Full screen mode is the preferred mode for this assessment. If possible, please enable full screen mode on the devices once students have navigated to the assessment URL.</p> <p>Instructions for each type of operating system and browser are listed below:</p> <p><u>Windows</u></p> <p>Google Chrome</p> <p>Press F11 while in browser, or</p> <p>Click the 3 dot menu icon in the upper-right corner of the browser window, then select the incomplete square icon next to the zoom options.</p> <p>Mozilla Firefox</p> <p>Press F11 while in browser, or</p> <p>Click the 3 stripe (hamburger) menu in the upper-right corner of the browser window, then select the diagonal arrows icon next to the zoom options.</p> <p>Microsoft Edge</p> <p>Press F11 while in browser, or</p> <p>Click the 3 dot menu button in the upper-right corner of the browser window, then select the diagonal arrows icon next to the zoom options.</p> <p><u>Mac</u></p> <p>Google Chrome</p> <p>Hold "Cmd" + "Shift" + "F"</p> <p>or</p> <p>Click the green button in the upper left corner of the browser window.</p> <p>Mozilla Firefox</p> <p>Hold "Cmd" + "Shift" + "F"</p> <p>Safari</p> <p>In the browser's upper-right corner, click the small icon that displays two arrows pointing away from each other.</p>

<p>Unable to view all question information at once</p>	<p>Ideally, the test questions should display on screen without the need for excessive scrolling.</p> <p>If the question image appears too large on screen, please adjust the zoom on the browser so that as much of the question as possible fits on the screen while ensuring the text is still at a legible size.</p> <p>Adjusting the browser zoom is a simple process and can be achieved by:</p> <p>PC or Chromebook</p> <p>pressing control and plus or minus</p> <p>Mac</p> <p>pressing Command and plus or minus.</p> <p>You should not need to adjust the zoom on an iPad or Android tablet.</p>
<p>Unable to log in to test player (“Incorrect Password” error message displayed)</p>	<p>The most common cause of this issue is mistyping of the username and/or password.</p> <p>Please ensure these are entered correctly and check the following:</p> <ul style="list-style-type: none"> • username: the 11 alphanumeric characters (PSI – on student login slip) • password: the 11 alphanumeric characters (PSI – on student login slip) • no spaces are entered in either the username or password. <p>If using the numeric keypad on the right of the keyboard, ensure Num Lock is turned on.</p>
<p>Questions/resources not loading or are slow to load</p>	<p>Refresh the browser. Try the basic refresh first. Use the hard refresh if the basic refresh does not resolve the issue. Instructions for most types of operating systems and browsers are listed below:</p> <p>Windows</p> <p>Mozilla Firefox</p> <p>Basic refresh: F5; Hard refresh: Hold “Ctrl” and press “F5”</p> <p>Google Chrome</p> <p>Basic refresh: F5; Hard refresh: Hold “Ctrl” and press “F5”</p> <p>Microsoft Edge</p> <p>Basic refresh: F5; Hard refresh: Press “Ctrl” + “Fn” + “F5”</p> <p>Mac</p> <p>Mozilla Firefox</p> <p>Hold “Cmd” + “Shift” + “R”</p> <p>Google Chrome</p> <p>Hold “Cmd” + “Shift” + “R”</p> <p>Safari</p> <p>Press “Cmd” + “Option” + press “R”</p>

Students unable to click through questions

The most probable reason for this issue is that Javascript has been disabled on the browser. Browsers must have Javascript enabled for the test player to run as it should. This is expected to be more common on Macs running Safari browser, instructions for which are provided below.

Mac

Safari

1. Select the Safari menu item from the Apple/System bar at top of screen.
2. From the drop-down menu, select Preferences.
3. Select the Security icon/tab at the top of the window.
4. Check the Enable JavaScript checkbox under the Web content category.
5. Close the window to save your changes.
6. Refresh your browser.

Instructions for other operating system/browser combinations can be provided by NAP Opt-in helpdesk if needed.

TA quick reference “cheat sheet”

Test login

Assessment URL: <https://oars.acer.edu.au/opt-ict/>

Username: the 11 alphanumeric characters (PSI – on student login slip)

Password: the 11 alphanumeric characters (PSI – on student login slip)

Test progression passcodes

Tutorial: 5283

Module 1: 2694

Module 2: 8871

Module 3: 4774