

# NAPLAN QUICK REFERENCE GUIDE 2025

## for NAPLAN COORDINATORS

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## EDIT A STUDENT

Student details will be available in the online assessment platform from 3 March 2025.

1. Select *'Manage student information'*.
2. Select *'Search'* then filter as required.
3. Click on the pencil icon in the *'Actions'* column to edit.



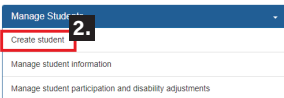
Name	PII	Date of Birth	School	Year Level	Class Group(s)	Actions
NAPLAN_Practice YStudent001 from Victoria Independent Training School 4 (90004)	TR22V0405501	01 Jan 2013	Victoria Independent Training School 4 (90004)	Year 5		
NAPLAN_Practice YStudent002 from Victoria Independent Training School 4 (90004)	TR22V0405502	01 Jan 2013	Victoria Independent Training School 4 (90004)	Year 5		
NAPLAN_Practice YStudent003 from Victoria Independent Training School 4 (90004)	TR22V0405503	01 Jan 2013	Victoria Independent Training School 4 (90004)	Year 5		
NAPLAN_Practice YStudent004 from Victoria Independent Training School 4 (90004)	TR22V0405504	01 Jan 2013	Victoria Independent Training School 4 (90004)	Year 5		

4. Edit as necessary, then select *'Save student.'*



## CREATE A NEW STUDENT

1. Check student does not already exist.
2. Select *'Create student.'*
3. Enter student details.



**New Student**

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

1. First name:

2. Middle name:

3. Last name:

Preferred name:

Date of birth:

Sex:

Jurisdiction:

School:

Year level:

Year Level:

Class groups:

4.

4. Select *'Save student.'*

# ADD CLASS GROUP

1. Select 'Manage student participation and disability adjustments'
2. Select 'Test level' or 'Class group' then 'Search'
3. Check the box at the top of the 'Class group(s)' column to select all students.
4. Or select each cell under 'Class group(s)' separately in the space between the check box and 'None' to select multiple students.

Student	Test Level	Class Group(s)	1. Oral practice	2. Writing practice - narrative	3. Writing practice - persuasive	Actions
NAPLAN_Practice Y10Student001 1822948001	S	<input type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Practice Y10Student002 1822948002	S	<input type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Practice Y10Student003 1822948003	S	<input type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Practice Y10Student004 1822948004	S	<input type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Practice Y10Student005 1822948005	S	<input type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Practice Y10Student006 1822948006	S	<input type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Practice Y10Student007 1822948007	S	<input type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Practice Y10Student008 1822948008	S	<input type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Practice Y10Student009 1822948009	S	<input type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Select 'Add class group memberships'\*.
6. Type names of the class groups(s), select 'Enter' on your keyboard then 'Save'.

Add Class Group(s)  
(8 students)

Class Group(s)

\*Select *Remove class group memberships* to remove class groups in bulk.

# MANAGE BULK PARTICIPATION STATUS AND DISABILITY ADJUSTMENTS

1. Select 'Manage student information and disability adjustments'
2. Select 'Test level' or 'Class group' then 'Search.'
3. Select the green 'P' to select one at a time.
4. Or check the box at the top of the test domain to select the entire column.
5. Or select check box under 'Selected' to select all test attempts for a student.
6. Select 'Change selected attempts' in bottom right corner.
7. Change participation or add adjustments for selected students.
8. Select 'Update attempts'

The screenshot displays a table with columns for Student, Test Level, Class Group, Selected (checkbox), 1. Oral, 2. Writing practice - narrative, 3. Writing practice - persuasive, and Actions. A modal window titled 'Change selected attempts...' is open, showing options for participation status (Exempt, Withdrawn, No longer enrolled, Absent, Refused, Alternative Format) and a field for 'Attached disability adjustment codes'. A 'Cancel' button and an 'Update 105 attempts...' button are at the bottom of the modal.

Student	Test Level	Class Group	Selected (checkbox)	1. Oral	2. Writing practice - narrative	3. Writing practice - persuasive	Actions
NAPLAN_Practice_Y9Grade9001 7823V9465391	5	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Practice_Y9Grade9002 7823V946532	5	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Pra... 7823V946533			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Pra... 7823V946534			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Pra... 7823V946535			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Pra... 7823V946536			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Pra... 7823V946537			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Pra... 7823V946538			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAPLAN_Pra... 7823V946539			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Change selected attempts...

Change 105 selected attempts to that -

Participation status is:

Exempt

Withdrawn

No longer enrolled

Absent

Refused

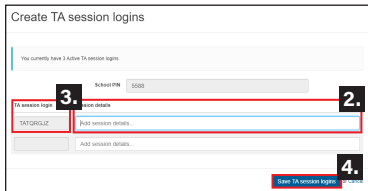
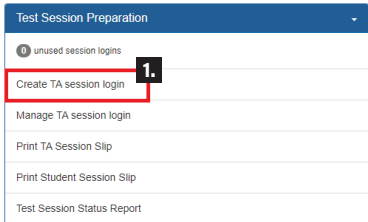
Alternative Format

Attached disability adjustment codes

Cancel Update 105 attempts...

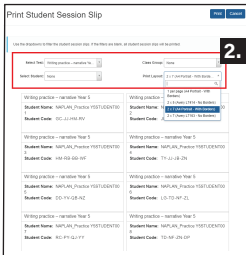
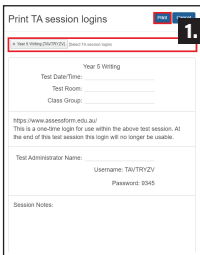
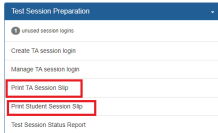
# CREATE A TEST SESSION LOGIN

1. Select 'Create TA session login'
2. Select 'Session details' field and add test details (optional).
3. The TA session login will automatically generate once 'Session details' is selected.
4. Select 'Save TA sessions logins'



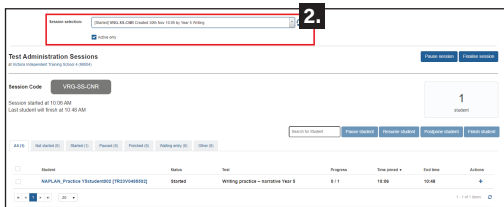
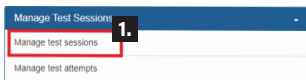
# PRINT TEST ADMINISTRATOR AND STUDENT SESSION SLIPS

1. Select 'Print TA session slip', select slips from the drop-down then 'Print'.
2. Select 'Print student session slip', filter options then 'Print'.



## MANAGE A TEST SESSION

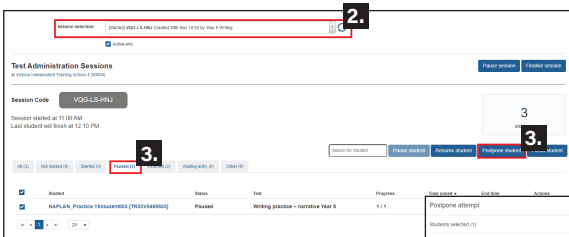
1. Select 'Manage test sessions'
2. Select the test session you wish to view from the drop-down options.



NAPLAN coordinators can perform all the same functions as the test administrator, but they cannot start a test session from this dashboard. They will need to log in to the test session using the details on the TA session slip.

## POSTPONE A STUDENT

1. Select 'Manage test sessions'
2. Select the test session from the drop-down options.
3. Select 'Paused' tab, tick the box next to the student's name then 'Postpone student'



4. Select reason from the drop-down options, enter details then 'Confirm'

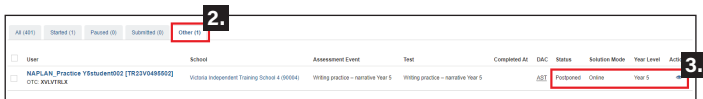


# SANCTIONED ABANDONMENT

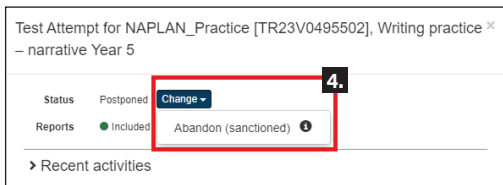
Before students can be indicated as Abandoned (sanctioned), they need to be postponed from their test, see **POSTPONE A STUDENT** on page 6.

VCAA approval is required before completing the following action.

1. Select 'Manage test attempts'
2. Select 'Other' status tab.



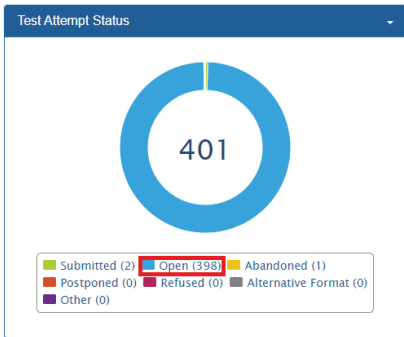
3. Select the eye icon in the 'Actions' column.
4. Change the status from 'Postponed' to 'Abandon (sanctioned)'.



Note: Sanction abandonment only applies to students that are unable to complete the rescheduled test during the test window.

## UPDATE PARTICIPATION STATUSES

The centre tile of the *Delivering dashboard* indicates any *Open* test attempts.



Until this states that there are zero *Open* test attempts, you will not be able to complete the checklist and move through to the Results dashboard.

When testing has been completed, all *Open* attempts must be updated.

If students did not sit the test, their participation status must be updated to Absent, Withdrawn, Exempt or No longer enrolled.

To change the participation status for multiple students, see **MANAGE BULK PARTICIPATION STATUS AND DISABILITY ADJUSTMENTS** on page 4.



## TROUBLESHOOTING TIPS

### Issue

### Action

Password reset/  
Registration link invalid

Select NAPLAN 2025 > Select *Forgot your password* > Enter Username (usually email address) > You will receive an email with a new link > Follow link to reset your password.  
Note: You will need your school PIN and login card (grid card).

Inviting NAPLAN  
coordinator(s)

Principal logs in and selects *Invite NAPLAN coordinators* > Enter email address(es) > Select *Send invitations*.

Checking NAPLAN  
coordinator's assigned  
NAP secure login card  
(grid card)

Principal logs in and selects *Manage NAPLAN coordinator* > Select user's name > Select *Actions* > Select *Assign NAP secure login card* > The number displayed is assigned to the user. Selecting a new number from the drop-down will assign a new card.

Duplicate students

If a student is appearing twice on the online assessment platform, send an email to: [vcaa.naplan.help@education.vic.gov.au](mailto:vcaa.naplan.help@education.vic.gov.au)

Catch-up sessions

Sessions may contain multiple students from different year levels, completing different tests. The NAPLAN coordinator must ensure the student has the correct student code for the test they are due to sit.

## TROUBLESHOOTING TIPS

### Issue

Change of principal

### Action

Send an email to [vcaa.naplan.help@education.vic.gov.au](mailto:vcaa.naplan.help@education.vic.gov.au) with details of the new principal. All requests must come from the principal.

Non pre-enrolled Year 3 students for writing test

The default status for all pre-enrolled Year 3 writing test attempts is (AF). If you add a new student to the platform, you must change the participation status from (P) to (AF).

## WHEN TO CONTACT THE VCAA NAPLAN HELPDESK

- If you have any questions or concerns about NAPLAN.
- In case of any major ongoing technical disruption.
- To seek approval for the use of the NAPLAN security period.
- To seek approval for sanctioned abandonment.

### VCAA NAPLAN helpdesk

Phone: 1800 648 637

Email: [vcaa.naplan.help@education.vic.gov.au](mailto:vcaa.naplan.help@education.vic.gov.au)



