

# NAPLAN QUICK REFERENCE GUIDE 2025

## for TEST ADMINISTRATORS

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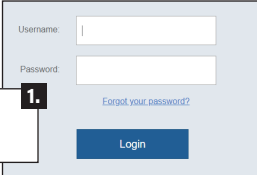
# CREATE AND START A TEST SESSION

Go to [www.assessform.edu.au](http://www.assessform.edu.au) and select NAPLAN 2025.

1. Log in with the details from the TA session slip provided by the NAPLAN coordinator.

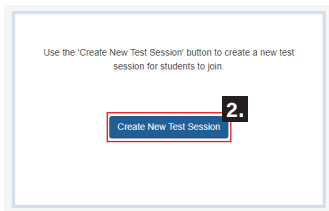
Username: TADTPDCP  
Password: 5588

1.



Username: |  
Password: |  
[Forgot your password?](#)  
**Login**

2. Select 'Create new test session' to generate the session code and open the test administration dashboard.



3. Write the 'Session code' on the board for students to log in to the test.

3.

Test Administration Sessions  
of NAPLAN Practice (Writing practice - narrative)


Session Code: **VGG4LS-HNJ**

Step 1: Write session code on the board  
Step 2: Wait for all students to join the session  
Step 3: Start the session

1 student

**Start session**

5.



checkbox	Student	Status	Test	Progress	Time passed	Actions
<input type="checkbox"/>	NAPLAN_Practice (Students) (7762212488802)	Not started	Writing practice - narrative Year 6		10:58	

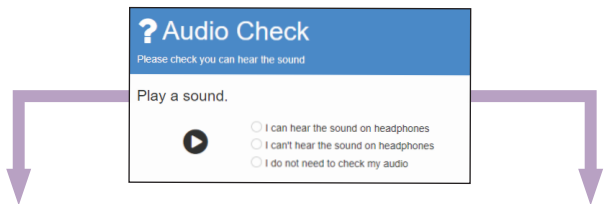
4. Read script for relevant test and year level from the *NAPLAN Test Administration Handbook for Teachers*.
5. Once all students have logged into the session, select 'Start session'.

**Note: If the NAPLAN coordinator is running the test session, they will need to log out of their personal account and log in using the details on the TA session slip to create and start the session.**

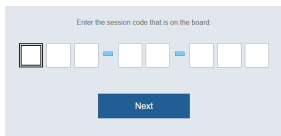
# STUDENTS JOIN A TEST SESSION

Students open the NAP locked down browser by selecting the icon, then selecting NAPLAN 2025.

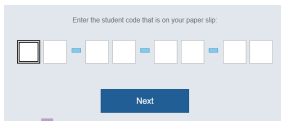
Students will then be instructed to perform an audio check.



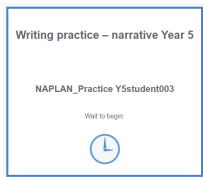
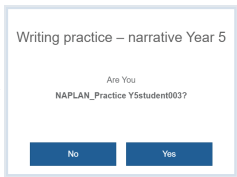
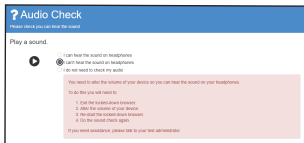
I can hear the sound on headphones. Students can now enter the 'Session code'



Students can now enter their unique 'Student code'



I **CAN'T** hear the sound on headphones. Exit the browser, check headphones and turn up the volume, then try again.



## ADMIT LATE STUDENTS

Any students attempting to enter a test session that has already commenced need to be admitted manually to the test session.

1. Select the 'Waiting entry' tab.
2. Tick the box to the left of the student's name and select 'Allow start'.
3. Enter reason for late start, then 'Confirm'.

Test Administration Sessions  
at Victoria Independent Training School 4 (30004)

Session Code: VQG-LS-HNJ

Session started at: 11:00 AM  
Last student will finish at: 12:07 PM

3 students

Search for Student: [input] [Allow start] [Reset Cals]

1. Waiting entry (1)

Student	Status	Test	Progress	Time joined	Ready	Actions
2. NAPLAN_Practice Y6student000 [TR23V0495503]	Waiting entry	Writing practice - narrative Year 6		11:06	Ready	+

## VIEW ADJUSTMENTS

If students in the session have been allocated disability adjustments, plus icon + will be displayed in the *Actions* column next to their name.

1. To view the allocated adjustments, select the plus icon +
2. A dialogue box will display adjustments assigned to the selected student and actions required. Select the X to close the dialogue box.

NAPLAN\_Practice Y6student000 [TR23V0495503] 2. Writing practice - narrative - DACs

Disability adjustment code	[ETC] Extra time – one minute for every two minutes of test time
Description	The platform will automatically allocate extra time if this DAC is allocated.
Disability adjustment	The online assessment platform will automatically calculate and add the extra time to the individual student's timer. The test administrator must ensure that the timing allowed for the test covers for the total duration of tests for students with extra time.
Disability adjustment code	[AST] Assistive technology
Description	The secure exam browser cannot be used with this adjustment. Students not using a secure browser will require additional supervision to ensure they are not using prohibited functionality, such as external websites or calculators.
Disability adjustment	Disable browser lockdown restriction to allow setting manipulation (customised pointing devices, keyboards, software access, etc.)

# PAUSE/RESUME A TEST ATTEMPT OR SESSION

Pausing a test attempt stops an individual student's time and prevents them from seeing and answering any further questions.

Pausing a test session stops the timer for all students in the session and prevents them from seeing and answering any further questions.

## To pause or resume a test attempt

1. Select the student by checking the box to the left of their name.
2. Select *'Pause students/Resume student'\**.
3. Select *'Reason'* from drop-down options, add *'Details'* and *'Confirm'*.

The screenshot shows the 'Test Administration Sessions' interface for 'at Hickory Independent Training School # 00000'. The session code is 'VOGLS-HNJ'. The session started at 11:00 AM and the last student will finish at 12:07 PM. There are 3 students in the session. A search bar for students is visible. A table lists the students with columns for 'Student', 'Status', 'Test', 'Progress', 'Time passed', and 'End time'. The first student, NAPLAN\_Practice YStudent000 [TR22V488802], is highlighted with a red box and a '1.' callout. The 'Pause student' button is highlighted with a red box and a '2.' callout. The 'Pause student' button is also highlighted with a red box and a '4.' callout.

Student	Status	Test	Progress	Time passed	End time	Action
NAPLAN_Practice YStudent000 [TR22V488802]	Started	Writing practice - narrative Year 6	0 / 1	11:06	11:49	+
NAPLAN_Practice YStudent004 [TR22V488804]	Started	Writing practice - persuasive Year 6	0 / 1	11:01	11:44	+
NAPLAN_Practice YStudent003 [TR22V488803]	Started	Writing practice - narrative Year 6	0 / 1	10:58	12:07	+

## To pause or resume a test session

4. Select *'Pause session'* in the event of a widespread disruption.
5. Select *'Reason'* from the drop-down options, add *'Details'* and *'Confirm'*.
6. Test session can be resumed by selecting *'Resume session'\**.

The screenshot shows the 'Test Administration Sessions' interface for 'at Hickory Independent Training School # 00000'. The session code is 'VOGLS-HNJ'. The session started at 11:00 AM. There are 3 students in the session. A search bar for students is visible. A table lists the students with columns for 'Student', 'Status', 'Test', 'Progress', 'Time passed', and 'Action'. The first student, NAPLAN\_Practice YStudent000 [TR22V488802], is highlighted with a red box and a '6.' callout. The 'Resume session' button is highlighted with a red box and a '6.' callout.

Student	Status	Test	Progress	Time passed	Action
NAPLAN_Practice YStudent000 [TR22V488802]	Paused	Writing practice - narrative Year 6	0 / 1	11:06	+
NAPLAN_Practice YStudent004 [TR22V488804]	Paused	Writing practice - persuasive Year 6	0 / 1	11:01	+
NAPLAN_Practice YStudent003 [TR22V488803]	Paused	Writing practice - narrative Year 6	0 / 1	10:58	+


**\*Resume student/Resume session will only be enabled after Pause has been selected.**


# MANAGE TEST DISRUPTIONS

1. If there is a major test disruption, select *'Pause session'*.
2. Select *'Reason'*, add *'Details'* and *'Confirm'*. If the issue can be resolved, *'Resume Session'*.

The screenshot shows the 'Test Administration Sessions' interface. At the top, there are buttons for 'Pause session' (highlighted with a red box and '1.') and 'Resume session'. Below this is a table with columns: Student, Status, Test, Progress, and Time joined. Three rows are visible, all with a status of 'Started'. A 'Pause session' dialog box is open, showing a 'Reason' dropdown menu with 'Disruption' selected, a 'Comments' text area, and 'Cancel' and 'Confirm' buttons (the latter is highlighted with a red box and '2.').

# UNLOCK STUDENT/SWITCH DEVICE

If a student is disconnected during the test (e.g. flat battery), they may need to reconnect with a new device. Once the student logs in again, a lock icon  will appear in the *Actions* column next to their name.

1. Select the lock .
2. Select *'Accept'* to allow the student to continue with their test.

The screenshot shows the 'Test Administration Sessions' interface with a table of sessions. The 'Actions' column contains a lock icon (highlighted with a red box and '1.') next to the second row. A modal dialog titled 'ADS' is open, displaying the message 'Student test is locked. Student is requesting entry.' Below the message are two buttons: 'Accept' (highlighted with a red box and '2.') and 'Reject'.

## ADD EXTRA TIME

If a student has lost time due to a disruption, extra time can be added.

1. When the student is in the 'Finished' status, go to the 'Finished' tab.
2. Select the student by checking the box to the left of their name.
3. Select 'Reopen student'.
4. Add extra time required, add 'Details' and 'Confirm'.

The screenshot shows the NAPLAN system interface. At the top, there are tabs for 'All (3)', 'Not started (0)', 'Started (2)', 'Paused (0)', 'Finished (1)', 'Waiting entry (0)', and 'Other (0)'. The 'Finished (1)' tab is selected and highlighted with a red box and a '1.' callout. Below the tabs is a table with columns for 'Student', 'Status', and 'Test'. One student is listed: 'NAPLAN\_Practice Y5student006 [TR23V048660]' with a status of 'Finished' and a test of 'Writing prac'. A checkbox next to the student's name is checked and highlighted with a red box and a '2.' callout. To the right of the table, there are buttons for 'Search for student', 'Reopen student' (highlighted with a red box and a '3.' callout), and 'Finish student'. A modal window titled 'Reopen test attempt' is open, showing 'Students selected (1)'. Inside the modal, there is a 'Time to add' field with '10' entered and a '+' button, highlighted with a red box and a '4.' callout. Below this is a 'Comments' text area and buttons for 'Cancel' and 'Confirm' (highlighted with a red box).

## REMOVE EXTRA TIME

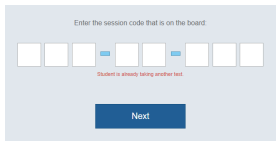
If extra time has been added by mistake:

1. Select the student by checking the box to the left of their name.
2. Select 'Remove extra time', add 'Details' and 'Confirm'.

The screenshot shows the NAPLAN system interface. At the top, there are tabs for 'All (0)', 'Not started (0)', 'Started (2)', 'Paused (0)', 'Finished (0)', 'Waiting entry (0)', and 'Other (0)'. The 'Started (2)' tab is selected and highlighted with a red box and a '2.' callout. Below the tabs is a table with columns for 'Student', 'Status', 'Test', 'Progress', 'Time passed', and 'End time'. Three students are listed, all with a status of 'Started'. The first student, 'NAPLAN\_Practice Y5student006 [TR23V048660]', has a 'Time passed' of '11:06' and an 'End time' of '12:02'. A checkbox next to the student's name is checked and highlighted with a red box and a '1.' callout. To the right of the table, there are buttons for 'Search for student', 'Remove extra time' (highlighted with a red box), 'Reopen student', 'Reassign student', and 'Finish student'.

# STUDENT MESSAGES AND DISRUPTIONS

The “student is already taking another test” message indicates a student is still logged in to a session that has not been finalised.



## Writing practice – narrative Year 5

NAPLAN\_Practice Y5student003  
communication with the test server has  
been lost.

Last communication was at 00:32:31

↻ Reconnecting...

Appears when a student has experienced a test disruption.

See **MANAGE TEST DISRUPTIONS** on page 6.

NAPLAN\_Practice Y5student003  
your test has been paused.

Wait to begin

If a student has been paused by the test administrator, this message will display until their test is resumed.



You have finished this section of the test.

You have 4 flagged questions.  
You have 4 unanswered questions.



After you click **Yes, I want to start the next section**,  
you will **NOT** be able to see or change your answers.

Are you ready to start the next section?

No, I want to check my answers.

Yes, I want to start the next section.

Indicates a student has reached a locked section.

- In the conventions of language test, students will receive this message to inform them that the questions in the spelling section will become locked once they continue to the grammar and punctuation section.
- Years 7 and 9 numeracy tests also show this message when students reach the calculator section.

## You have finished this section of the test.

After you click **Yes, I want to start the next section**, your  
answers will be **scored** and you will move to the next section.

Are you ready to start the next section?

No, I want to check my answers.

Yes, I want to start the next section.

Indicates a student has reached a branching point.

- Once students have clicked ‘Yes’, they can go back and revise their answers. Changes to their answers will not affect their branching pathway.

NAPLAN\_Practice Y5student003  
your test has been finished.

Reopen test

Once a student finishes their test, if any test time remains, they will have the option to *Reopen test*. Once they have finished, they will be asked to confirm that they wish to finish the test.

NAPLAN\_Practice Y5student003

Are you sure you want to finish the test?

Have you completed all questions?  
Have you reviewed all your answers?

No

Yes

## FINISH A TEST ATTEMPT

Any tests not finished by the student will need to be manually submitted by the test administrator.

1. Select the student by checking the box to the left of their name.
2. Select *'Finish student'*.
3. Add *'Details'* and *'Confirm'*

The screenshot shows the NAPLAN test administrator interface. At the top, there are tabs for 'Finish student', 'Reopen student', and 'Finish student'. A red box labeled '2.' highlights the 'Finish student' tab. Below the tabs is a table of test attempts. The first row is selected, and a red box labeled '1.' highlights the checkbox to the left of the student's name. The table has columns for Student, Status, Test, Progress, Time joined, and End time. Below the table, a 'Finish attempt' dialog box is open, showing 'Students selected (1)' and a text area for 'Comments' with the text 'Student left the room'. A red box labeled '3.' highlights the 'Confirm' button at the bottom right of the dialog box.

Student	Status	Test	Progress	Time joined	End time	Actions
NAPLAN_Practice Y5student005 [TR22V0495505]	Started	Writing practice - narrative Year 5	0 / 1	11:06	11:02	+
NAPLAN_Practice Y5student004 [TR22V0495504]	Started	Writing practice - persuasive Year 5	0 / 3	11:01	11:06	+
NAPLAN_Practice Y5student003 [TR22V0495503]	Started	Writing practice - narrative Year 5				

If a student has experienced a technical disruption that could not be resolved, **pause the attempt** and contact the NAPLAN coordinator.

# FINALISE A TEST SESSION

A test session cannot be finalised unless all test attempts have been finished.

To finalise a test session:

1. Select 'Finalise session'
2. Select 'Yes' to confirm

Test Administration Sessions  
of Victoria Independent Learning (Schools) (VIGS)

Session Code: VOGG-S-PKU

Session started at 11:00:00  
Last student will finish at 12:00 PM

3 students

Buttons: Finalise session, Refresh student, Finish student

Buttons: Not started (0), Started (0), Paused (0), Finished (0), Making entry (0), Other (0)

Buttons: Search for student, Refresh student, Refresh student, Finish student

Buttons: All (0), Not started (0), Started (0), Paused (0), Finished (0), Making entry (0), Other (0)

Message: All students in this test session have submitted their tests. This test session is closed and no student in this session can be able to complete their test because of disruption or the student has left during the session due to injury or illness. To finalise this session, select Finalise session.

Please note: Only finished students in this session cannot attend another test. If you have any issues or concerns, do not finalise the test session. Please contact your NAPLAN Coordinator or Principal for assistance.

<input type="checkbox"/>	Student	Status	Test	Progress	Total marks	Start time	End time	Actions
<input type="checkbox"/>	NAPLAN_Practice Y5Student005 (TR22V0485505)	Finished	Writing practice - narrative Year 5	0 / 1	11:08	11:08	11:08	+
<input type="checkbox"/>	NAPLAN_Practice Y5Student004 (TR22V048804)	Finished	Writing practice - persuasive Year 5	0 / 1	11:07	11:07	11:08	+
<input type="checkbox"/>	NAPLAN_Practice Y5Student003 (TR22V048803)	Finished						

ADS

Do you really want to FINALISE this session? Select **No** if any student was unable to complete their test, or **Yes** to proceed.

Buttons: Yes, No

## Report back to the NAPLAN coordinator:

- That the test session has finished.
- Absences/refusals.
- Incidents/disruptions.
- Paused attempts/sessions to be finalised.
- Abandoned test attempts.

## THINGS TO LOOK OUT FOR



**A red icon** – indicates an active disruption that may need attention from the test administrator.



**A grey icon** – indicates an inactive disruption that no longer requires any action.

See page 6 for **MANAGE TEST DISRUPTIONS**



**Lock icon** – appears if a student tries to log in with a new device. This may occur if a student experiences a disruption or has an issue with their device. If the student tries to log in again after restarting their machine or switching devices, their device will be locked until the test administrator allows them entry to the test.

See page 6 for **UNLOCK STUDENT/SWITCH DEVICE**



**DAC plus** – indicates the student has been allocated a disability adjustment code (DAC). Selecting the icon will show which adjustment has been allocated and actions required (if any).

See page 4 for **VIEW ADJUSTMENTS**

A screenshot of a software interface showing a tab labeled "Waiting entry (1)". The text is in blue and the tab has a white background with a thin border.

Waiting entry (1)

**Waiting entry tab** – if a student appears in the Waiting entry tab, it means they have been logged in to the test after the session has already started. They will remain on a waiting page until they are manually allowed entry by the test administrator.

See page 4 for **ADMIT LATE STUDENTS**

# RESOLVING TEST ISSUES

## Disruptive student

Pause student and move them to a separate supervised room. Follow **UNLOCK STUDENT/SWITCH DEVICE** instructions on page 6 if required or Resume student.

## Student illness or injury

Pause student. If they cannot return, notify the NAPLAN coordinator at the end of the test. **Do not finalise** the session until the NAPLAN coordinator has postponed the student's attempt.

## Technical issues

Follow steps for **PAUSE/RESUME A TEST ATTEMPT OR SESSION** on page 5 to pause the test and check network connection. If the student needs to restart or swap devices, follow **UNLOCK STUDENT/SWITCH DEVICE** instructions on page 6 then *Resume student*.

If student(s) lost time due to disruptions, follow **ADD EXTRA TIME** instructions on page 7. If a student cannot complete the test in that session, Pause student and notify the NAPLAN coordinator who will postpone the student. **Do not finalise** the session until all students have completed the test successfully or have been postponed by the NAPLAN coordinator.

## Student refusal (already logged in)

Let the student's timer run out and notify the NAPLAN coordinator at the end of the test.

## Student logs in with incorrect student session slip

Pause student and seek advice from the NAPLAN coordinator. **Do not finalise** the test session.

## Session code or student session code not working

Check the student is selecting the correct test event (e.g. NAPLAN 2025). Notify the NAPLAN coordinator if the issue persists.

## Managing rest breaks

Student attempt needs to be manually paused and resumed by the test administrator. Follow steps for **PAUSE/RESUME A TEST ATTEMPT OR SESSION** on page 5.