



Government of **Western Australia**  
School Curriculum and Standards Authority

# **NAPLAN online 2019**

## **PRACTICE TEST**

Test administration handbook for teachers



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# NAPLAN Online 2019 - Practice test

## Test administration handbook for teachers

### Introduction

As part of readiness activities, schools in Western Australia that will be participating in NAPLAN Online can undertake a practice test between 1 and 12 April 2019.

Participation in the practice test will provide students with another opportunity to be familiar with the formats of questions they will experience in NAPLAN online 2019

The practice test is a single 45-minute test that combines questions from numeracy, conventions of language and reading questions, but not writing.

Please note that the questions in the practice tests are *not* indicative of the range of question difficulty that will be in the main NAPLAN tests, where students may see easier or more difficult questions depending on the test pathway they take as a result of the tailored-test design.

### Preparing for the test

To successfully administer the tests it is important that you be familiar with the procedures in this handbook.

You will also need to be familiar with the online assessment platform, including how to:

- use the test administration session dashboard to monitor students' progress
- manage a test session.

This handbook focuses on the procedures for administering the test. It does not provide step-by-step instructions on the functionality of the test administrator's dashboard.

You will find detailed instructions on using the online national assessment platform and test administrator's dashboard in resources available at [www.assessform.edu.au](http://www.assessform.edu.au).

See *Appendix 2* for a full list of the resources available.

If you have any questions before, during or after the test, please seek advice from your NAPLAN coordinator.

### Adjustments for students with disability

Students with disability may be granted appropriate disability adjustments. The NAPLAN coordinator is required to enter the relevant disability adjustment code/s (DAC/s) for these students against their profile prior to the start of the test.

Students who have a DAC that allows extra time to complete the test will automatically have the appropriate amount of extra time added by the online test system. However, you will have to *manually control rest breaks* for those students who are eligible for them. This is done by pausing and resuming the students' test attempts via the test administrator's dashboard.

In some instances, students with disability taking the test will be presented with alternative test items which differ from those other students will see. These alternative items have been designed to accommodate certain disabilities, thereby providing better access to test questions and allowing greater participation in the test. The alternative items assess the same knowledge requirements. The presentation of alternative items is automatically triggered by particular DACs.

## Before the test session

The NAPLAN coordinator will provide you with a Test Administrator session pack. This will include:

- the test administrator session log in slip containing login details necessary for generating the test session code
- a list of the students allocated to the test session
- student session slips with their login details
- the test administrator handbook

If the student session slip information is printed on an A4 sheet, this may also be used as the student's working out page.

The list of students allocated to a test session will indicate approved disability adjustments, if any. These are shown by the DACs next to a student's names. The codes have been entered against the student profile by the NAPLAN coordinator. You do not have access to adjust these codes. If you are made aware of an error, contact your NAPLAN coordinator prior to commencing the test session.

See *Appendix 1* for a table of DACs and actions required by the test administrator in relation to disability adjustments.

## Managing a test session




Prior to students arriving log in as the Test Administrator by following these steps:

- Go to [www.assessform.edu.au](http://www.assessform.edu.au) and select the **NAPLAN 2019** login button
- Enter the **Username** and **Password** from the TA Session Slip and click **Login**
- Click **Create New Test Session**. A **Session Code** will now be displayed on your dashboard. If login is unsuccessful, or the session already contains students, contact the NAPLAN Coordinator
- Write the 8-letter **Session Code** on the board for students to see (this is a different code from your login).

When students arrive distribute **Student session slips**. Once students are seated with their device, begin reading from the Simplified test administration script.

## Monitoring the test session

During the test session the TA **must** actively supervise students and monitor for test disruptions. In addition to scanning the classroom, there are simple checks that should be routinely performed on the dashboard:

1. Check the number of students in the **Not Started**, **Paused**, **Finished**, and **Waiting entry** tabs. If numbers are not as expected follow up as necessary (see *Dealing with disruptions and issues* page 6).
2. Scan the **Actions** column for icons
  - A lock icon  indicates an attempt to re-enter the test. This may be caused by a student exiting and re-entering, a device change or reboot. Click the icon to Accept or Reject.
  - A warning icon  indicates possible connectivity issues. Monitor the student and resolve the issue if necessary (see *Dealing with disruptions and issues*). In most cases, the system will have reconnected without incident. Click the icon for details and Dismiss if no issue is observed.
  - A plus sign  indicates an adjustment. Click the icon for details. Most adjustments are automatically applied to the test. Only 'Rest break' requires actions (Pause, Resume) by the Test Administrator.

## ***Reading the test administration script***

You **must READ ALOUD** to students **all** instructions which appear in this handbook in shaded boxes, for example:

### **READ ALOUD**

You will now be attempting the practice test.

There is also a section at the beginning of each script with a series of dot points which you can read aloud as necessary to assist students to open the NAP locked down browser/student test player or unsecured browser, perform an audio check and log in to the test.

Once students have confirmed their name by clicking the 'Yes' button, the system will present a panel that shows the title of the test they are about to take. It is important, here, that the test domain and year are confirmed as correct. If the domain and/or year are not correct, the NAPLAN coordinator should be informed.

If a student has a disability adjustment that allows them to use an unsecured browser (rather than the locked down browser), provide the URL for the unsecured browser to these students on a slip of paper and assist them with logging in as necessary.

## ***Practice test administration***

This section of the handbook contains the key information for test administrators who are preparing to administer the test session.

This test is to be conducted in one session.

### ***Time allocation***

Introduction time: approximately 20 minutes

Test time: 45 minutes (unless extra time has been granted due to a disability adjustment)

### ***Preparation for the practice test***

To prepare for the test you will need to:

- make sure you have your test administration pack from the NAPLAN coordinator
- arrange the room so that students cannot see each other's work. Where students are in a computer lab that has been designed to facilitate collaboration, computers may need to be moved or temporary barriers put up between students
- take down, cover or reverse any posters, displays or teaching materials that might help students with the test
- check that your device is fully charged or connected to a power supply
- confirm there are sufficient devices for all students in the test session (taking into account any students bringing their own device) and that they are fully charged or connected to a power supply
- confirm there are sufficient sets of headphones for all students in the test session
- ensure all devices are turned on and connected to the internet
- ensure you have sufficient slips of paper on which the URL for the unsecured browser is written (for students with DACs AST or COL)
- ensure you are aware of any disability adjustments provided to the students in your session and how to manage them
- be prepared to assist students to open the locked down browser
- check you have access to a whiteboard or blackboard
- check that you have all the appropriate test materials
- check that the student materials are available for the students
- distribute the student session slips.

## Materials required

Each student must have	The test administrator must have
<ul style="list-style-type: none"><li>• a device that meets the technical specifications for NAPLAN Online</li><li>• their student session slip for this session</li><li>• a sheet of blank paper for working out</li><li>• a pen or pencil</li><li>• earphones.</li></ul>	<ul style="list-style-type: none"><li>• a device that meets the technical specifications for administering NAPLAN Online</li><li>• this test administration handbook</li><li>• the test administrator slip for the session (containing the test administrator login details necessary for generating the test session code)</li><li>• a watch or clock</li><li>• a board to display the test session code</li><li>• a list of students allocated to the test session (including details of disability adjustments) &amp; URL for the unsecured browser has been written (if necessary)</li></ul>

## Test administration script

### READ ALOUD

Today you will complete a practice test.

If you have any questions, or you can't see what I describe on your screen, raise your hand and I will help you.

Go through the following steps with students, resolving any issues that may arise.

Check that:

- you have your student code for the test on a piece of paper with your correct name
- you have a blank piece of paper, a pen or pencil and a set of headphones
- your device is turned on
- your headphones are plugged in
- your device volume is about three-quarters of its maximum level

Ask students to:

- open the locked-down browser (students using an unsecured browser (DACs AST or COL) or their support person should type the web address into the browser and click enter)
- click on 'NAPLAN 2019'

Students then:

- select 'play' to hear the sound on the audio check screen
- select 'I can hear the sound on headphones' and 'start test' if they can hear the sound

Instruct students to:

- type the session code exactly as it appears on the board into the boxes, and then click on 'Next'
- type your student code into the boxes that appear and click on 'Next'
- check that your name is correct. If it is your correct name, click on 'Yes' and wait. If it is not your correct name, raise your hand.

### READ ALOUD

You have 45 minutes to complete all the questions.

If you make a mistake, you can change your answer. If you find that a question is too hard for you, flag it and go on to the next one. If you have time, you can go back to flagged questions after you have finished the rest of the test.

You have a timer in the top left-hand corner of your screen. It will flash when you have ten minutes left and again when you have five minutes left. I will also tell you when you have five minutes left. When your time ends you will see a screen asking you to click on a 'Finish' button.

If you finish early, check your answers and be sure that you have answered all the questions.

If you finish before your time ends you can also click on the 'Finish' button, but you will be asked whether or not you have completed all the questions and checked your answers. If you click 'No' you will stay in the test. Clicking on 'Yes' will finish your test.

After you 'Finish' your test, if there is still time left, you can click on the 'Reopen test' button to go back into the test.

Once you have finished your test, wait quietly.

Begin the test session by clicking the 'Start session' button on the test administrator's session dashboard.

### **READ ALOUD**

You may start the test now. You must do your own work. You are not allowed to talk to other students.

Actively supervise students to make sure they are on task.

Students who finish early should be encouraged to check their answers. When finished checking, they should sit and wait patiently. They may not engage in 'early finisher' activities, such as reading, which may provide clues to the test question answers. If a whole class finishes the test before the allocated time, you may use discretion in managing the test environment and closing the test session.

### **After 40 minutes, READ ALOUD**

You have about five minutes left to finish the test. If you have already finished, use this time to check that you have answered all the questions.

Be mindful of students who may have been granted extra time due to a disability adjustment or a test disruption. Alert these students when they have five minutes of test time remaining.

When your dashboard shows that the time has expired for all students:

### **READ ALOUD**

Thank you everyone. The test is now finished. If you have already finished your test, you should have a message confirming that it has been finished.

If you ran out of time to finish your test, you will now have a screen asking you to click on 'Finish'. Please click on 'Finish.'

Walk around and check that all students have finished their tests.

### **READ ALOUD**

Leave your student session slip on your desk to be collected.

You should now all close the test browser.

Check that all students have closed the locked down browser or, where appropriate, the unsecured browser.

If all test attempts have been 'finished', finalise the test session by clicking the 'Finalise session' button on the test administrator's session dashboard.

If any test attempt is still paused or a student has left the session due to illness or injury, you will not be able to finalise the test session. You **must** inform the NAPLAN coordinator.

## After the test

- collect all student session slips
- collect any slips containing the unsecured browser URL
- collect all working-out paper used by the students
- notify the NAPLAN coordinator of any
  - absent students
  - students who refused to login or logged in and did not attempt complete the test
  - students who abandoned the test due to illness or injury
  - test disruptions or incidents
  - paused test attempts
  - errors in the spelling of student names
- you **must** return the TA session slip, student session slips and any other test materials to the NAPLAN coordinator, (including any paper used by students during the test) to the NAPLAN coordinator to be securely stored.
- recharge school-supplied devices for the next test session, if necessary.


## Dealing with disruptions and issues

It is important to understand how to handle disruptions that may arise and minimise interruptions to students.

To perform actions on the test attempts for specific students (e.g. *Pause the test attempt*), select the student by clicking to tick the checkbox next to their name. Then click the relevant button just above the student table (i.e. **Pause student** – which actions display will vary depending on the tab open).

Issue	Action
Technical issue –TA	Contact NAPLAN Coordinator to log in and <b>Pause session</b> remotely. Log in to a separate device if timely, if not have NAPLAN Coordinator reschedule.
Technical issue –Student (limited students and brief)	<b>Pause</b> the test attempt. If the device responds <b>Resume</b> the test attempt. If issue is not resolved follow instructions for <i>Switch device</i> .
Technical issue –Student (widespread or prolonged)	<b>Pause</b> the test attempt(s), or <b>Pause session</b> if affecting all students. Notify NAPLAN Coordinator to reschedule as required.*
Missing student slip	Contact NAPLAN Coordinator to provide student slip details.
Student slip not working	Contact NAPLAN Coordinator to check student status (i.e. already sat, in-session).
Late arrival (determine remaining time available for testing)	If there is not sufficient time the student can be allocated to a catch up session. If there is sufficient time remaining ask student to log in and commence test. Check the <b>Waiting Entry</b> tab and <b>Allow Start</b> for the student if necessary.
Rest break, temporary issue	<b>Pause</b> the test attempt. <b>Resume</b> the test attempt upon return.



Abandonment (illness)	<b>Pause</b> the test attempt. Notify NAPLAN Coordinator.*
Non-attempt (logged in)	No action required during test session.
Refusal (will not log in)	No action required during test session. Notify NAPLAN Coordinator afterwards.*
Disruptive student	<b>Pause</b> the test attempt, and move the student to a separate supervised room. Follow the <i>Switch device</i> instructions if required or <b>Resume</b> the test attempt.
Class wide disruption (fire alarm, lockdown)	Click <b>Pause session</b> to pause all students. Upon return click <b>Resume session</b> , or notify NAPLAN Coordinator to reschedule.*
Switch device or re-enter test (flat battery, reboot)	<b>Pause</b> the test attempt. Have student log in and proceed to wait screen. Click the lock icon  in the <b>Actions</b> column then click <b>Accept</b> on the dialog.
School-wide disconnection	Phone the NAPLAN Helpdesk (9442 9442) to pause the session remotely.
Student lost time (issue was not paused)	<b>Finish</b> the test attempt then open <b>Finished</b> tab. <b>Reopen</b> the test attempt. Enter the amount of time you believe was lost and click <b>Confirm</b> .
<b>*Not all disruption steps are applicable for the Practice test as rescheduled and catch-up tests are not required.</b>	

## Appendix 1

### Disability Access Codes

The following table shows the available DACs, the online assessment platform adjustment, and the action required during the test session by test administrators.

DAC	Name	Online assessment platform adjustment	Action required by test administrator
<b>SUP</b>	NAPLAN support person	No online assessment platform adjustment.  Domains applicable: Reading, Conventions of Language, Numeracy.	Arrange test environments so that students working with a NAPLAN support person do not disturb other students.
<b>SCR</b>	Scribe	No online assessment platform adjustment.  Domains applicable: Writing only.	Arrange test environments so that students working with a scribe do not disturb other students.
<b>OSS</b>	Oral sign / support	No online assessment platform adjustment.	Arrange test environments so that students working with oral sign / support do not disturb other students.
<b>RBK</b>	Rest break	No online assessment platform adjustment.	Test administrator will need to pause student's test attempt to take a break. Once the student has returned from their rest break, resume the test attempt.
<b>Adjustments providing extra time</b>			
<b>ETA</b>	Extra time – one minute for every six minutes of test time	Platform will automatically allocate extra time if this DAC is allocated.	None – online assessment platform will automatically calculate and add the extra time to the individual student's timer.  Test administrator must ensure that the timing allowed for the test caters for the total duration of tests for students with extra time.
<b>ETB</b>	Extra time – one minute for every three minutes of test time	Platform will automatically allocate extra time if this DAC is allocated.	
<b>ETC</b>	Extra time – one minute for every two minutes of test time	Platform will automatically allocate extra time if this DAC is allocated.	
<b>ETD</b>	Extra time – double total test time	Platform will automatically allocate extra time if this DAC is allocated.	

Adjustments allowing secure browser to be disabled			
AST	Assistive technology	Disable browser lockdown restriction to allow setting manipulation (customised pointing devices, keyboards, software access, etc.).	Secure browser cannot be used with these adjustments.  Students not using a secure browser will require additional supervision to ensure they are not using prohibited functionality, such as external websites or calculators.
COL	Colour contrast modification	Disable browser lockdown restriction to allow student to adjust colour, contrast or brightness settings on their device.	
Adjustments through offline testing			
OFF	Braille, large print, black and white hardcopy, electronic test format	No online assessment platform adjustment.	Student will sit a paper-based version of the NAPLAN tests or student will sit an electronic test format (not NAPLAN online).
Adjustments providing alternative items			
AIA	Alternative items - audio	Platform will swap <i>audio items</i> for alternatives.	None – the online assessment platform will automatically substitute affected items with appropriate alternative items.
AIV	Alternative items - visual	Platform will swap <i>visually detailed items</i> for alternatives.	

## ***Appendix 2***

### ***Resources for Test Administrators***

A user guides (G) and videos (V) are available for tests administrators to view or download at:  
[www.assessform.edu.au](http://www.assessform.edu.au)

Test Administrator Guide (G)

Test Administrator – Create and Start a Test Session (V)

Test Administrator – Pause Attempt or Session (V)

Test Administrator – Student Waiting Entry (V)

Test Administrator – Switching devices – Lock Icon (V)

Test Administrator – Monitoring Disruptions (V)

Test Administrator – Finish Student Attempt (V)

Test Administrator – Reopen Test Attempt / Add Extra time (V)

Test Administrator – Finalise Test Session (V)

Test Administrator – Understanding Student Test Functions (V)