



Education &
Communities

2012 NAPLAN

Participation and Registration (PAR) Website User Manual

Phase 2

NAPLAN 2012

**PARTICIPATION AND
REGISTRATION (PAR) WEBSITE**

USER MANUAL

Phase 2

CONTENTS

INTRODUCTION	3
LOG-ON	3
HOME PAGE	3
STATEMENT OF COMPLIANCE	4
SCHOOL DETAILS	5
SCHOOL CONTACTS	6
PRINT TEST ROLLS	7
COMPLETING THE TEST ROLLS	8
RECORDING THE INFORMATION IN PAR	8
STUDENT TEST PARTICIPATION	10
CONFIRMATION	13
VIEWING THE NON PARTICIPATION REPORT	13
AMENDING THE NON PARTICIPATION REPORT	14
RETURN TEST MATERIALS	15
TEST SESSION COMMENTS	16
FORMS	17
WEBSITE SUPPORT	18
APPENDIX: INSTALLING THE PRINT CONTROL	19

INTRODUCTION

During PAR Phase 2, schools will be able to:

- update student details by adding or deleting students
- complete the test participation status for each student
- indicate special provisions accessed during each test
- confirm the number of test books and boxes being returned for processing
- indicate the post office details where materials are lodged.

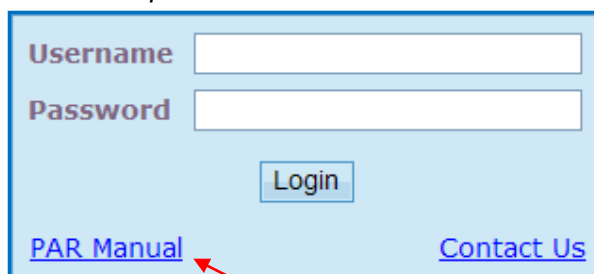
Note that you will need to allow for pop-ups on your internet browser.

LOG-ON

To log-on to the secure website:

- go to www.naplanpar.nsw.edu.au.
- enter the Username and case-sensitive Password for your school.

Note that if you enter incorrect details three times, you will be locked out of the website and will need to contact the help desk on 1800 665 627.



Username

Password

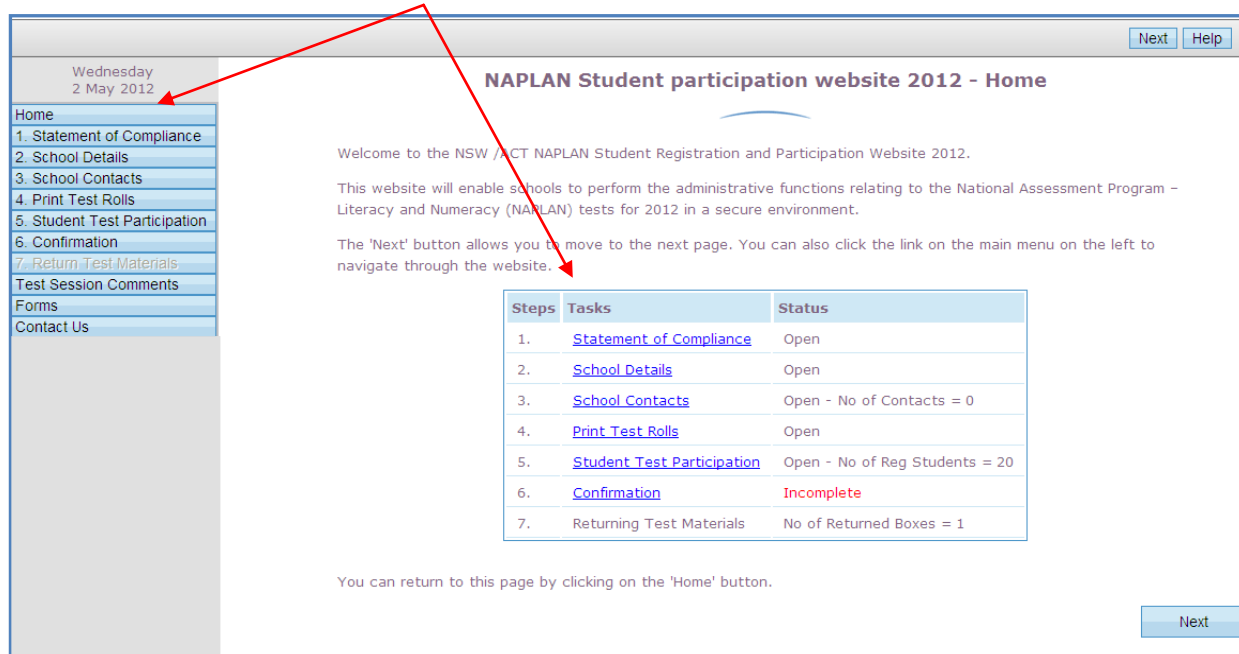
Login

[PAR Manual](#) [Contact Us](#)

There are links on the log-on screen to the PAR Manual Phase 2 and to the contact details for support.

HOME PAGE

This screen consists of a main menu on the left and a table of steps to follow in the middle. Both perform the same function.



Wednesday
2 May 2012

[Home](#) [Next](#) [Help](#)

NAPLAN Student participation website 2012 - Home

Welcome to the NSW / ACT NAPLAN Student Registration and Participation Website 2012.

This website will enable schools to perform the administrative functions relating to the National Assessment Program – Literacy and Numeracy (NAPLAN) tests for 2012 in a secure environment.

The 'Next' button allows you to move to the next page. You can also click the link on the main menu on the left to navigate through the website.

Steps	Tasks	Status
1.	Statement of Compliance	Open
2.	School Details	Open
3.	School Contacts	Open - No of Contacts = 0
4.	Print Test Rolls	Open
5.	Student Test Participation	Open - No of Reg Students = 20
6.	Confirmation	Incomplete
7.	Returning Test Materials	No of Returned Boxes = 1

You can return to this page by clicking on the 'Home' button.

[Next](#)

The Phase 2 menu items are:

1. [Statement of Compliance](#)
 2. [School Details](#)
 3. [School Contacts](#)
 4. [Print Test Rolls](#)
 5. [Student Test Participation](#)
 6. [Confirmation](#)
 7. [Return Test Materials](#) - this link is enabled once Step 6 Confirmation is complete
- [Test Session Comments](#)
- [Forms](#)
- [Contact Us](#)

To move to a different screen you can:

- click **Next** at top or bottom of the screen.
- click the link on the main menu.
- click the link in the table on the [Home](#) screen.

You can return to the [Home](#) screen at any time by clicking on the **Home** button on the main menu.

The **Next** button, located at the top and bottom right hand corner of each screen, allows you to move to the next step.

STATEMENT OF COMPLIANCE


For schools that did not complete PAR Phase 1, The *Statement of Compliance* must be completed before any test participation and special provisions information can be entered in Phase 2.

All fields marked with a **red** asterisk are mandatory.

To complete the Statement of Compliance:

- click in the check box after reading the *Handbook for Principals*.
- enter the **Principal's Name** in the text box.
- enter the **Principal's email address** in the text box.
- click on the **Submit** button to continue to the next step or **Back** to access the previous screen.

1. Statement of Compliance



* I have read and understood the [Handbook for Principals](#), Part A ("National Protocols") and Part B ("Jurisdictional information")

Fields marked with * are required.

Principal's name *

School/Principal's email *

SCHOOL DETAILS

The school's details can be viewed by clicking [School Details](#) on the main menu or [School Details](#) on the [Home](#) screen.

If the school details have changed since Phase 1, the school's phone, fax and email address can be edited.

[Save](#) [Back](#) [Next](#) [Help](#) [Log off](#)

2. School Details

To ensure the accurate and timely delivery of NAPLAN test and reporting packages, schools are asked to review the address and contact details listed below. Contact Teresa Elliott on (02) 9707 6223 if you need to make changes to the address details below. Click on the "Save" button after making any changes.

	<i>compulsory field</i>
Region Code	299
School Code	9700
School Name	Sample School
Delivery Address 1	<input type="text" value="1 Main Street"/>
Delivery Address 2	<input type="text"/>
Suburb	<input type="text" value="Sydney"/>
Postcode	<input type="text" value="2000"/>
State	<input type="text" value="New South Wales"/>
Country	<input type="text"/>
Phone*	<input type="text" value="02 8989 1234"/>
Email*	<input type="text" value="principal2@school.nsw.edu.au"/>
Fax	<input type="text" value="02 8989 1245"/>

[Save](#) [Back](#) [Next](#)

The school address details cannot be edited and are greyed out.

If you need to make changes to the school address details, please contact your testing authority.

For NSW Schools:

Contact Teresa Elliott on (02) 9707 6223

For ACT Schools:

Contact Ken Gordon on (02) 6205 9498

Click **Save** before clicking the **Next** button or click **Back** to go to the previous screen.

SCHOOL CONTACTS

The school contacts can be viewed by clicking [School Contacts](#) on the main menu or [School Contacts](#) on the [Home](#) screen.

The [School Contacts](#) screen lists:

- the names of the staff at the school who are authorised to receive NAPLAN test material
- the main contact person for each year level. The year level contacts will be included in email dispatches to the school regarding NAPLAN.

If the school contacts have changed since Phase 1, they can be edited by clicking the **Add Contact** button then **Edit** button.

3. School Contacts

Schools are requested to designate a main contact for NAPLAN administrative issues.

Staff can also be nominated to receive email updates related to the administration of the tests, in this case they do not need to be nominated as authorised for receiving test and reporting packages.

[Add Contact](#)

Click Column Headers to Sort by the Column

Edit	Delete	First Name ?	Surname ?	Role ?	admin3 ?	admin5 ?	admin7 ?	admin9 ?
Edit	Delete	John	Principal	Principal or Acting/equivalent				
Edit	Delete	Robert	Jones	Senior Years Coordinator			Y	Y
Edit	Delete	Mary	Teacher	Teacher	Y	Y		

[Back](#) [Next](#)

A new screen will open and the changes can be made.

Add Contact

First Name*

Last Name*

Contact Phone Number

Email

Role*

Contact for Year 3**

Contact for Year 5**

Contact for Year 7**

Contact for Year 9**

* These fields are required

** Checking this value will designate this person as the main administrative contact for the designated year levels. Only one person can be selected for each particular year level combination.

[Add](#) [Back](#)

To delete a school contact click the **Delete** button, which is next to the **Edit** button.

PRINT TEST ROLLS

The **Print Test Rolls** screen enables schools to print the student rolls for test administrators to use during each test session. The test rolls list all students registered to participate in the 2012 NAPLAN tests.

Test administrators **must** indicate on the rolls the participation status and special provisions which apply to each student.

To access the rolls click **Print Test Rolls** on the main menu or **Print Test Rolls** on the **Home** screen.

To view the test rolls:

- click the **Print Test Rolls** menu button.
- select the **Year Level**, **Test Type** and **Roll Class** from the drop down lists.
- select the **Sort order**; Roll Class alphabetical by surname (default), or alphabetical by surname (for all students in cohort).
- click **View Rolls**. The report will be generated in a new screen.

Before printing test rolls ensure all students have been assigned to a roll class and all newly enrolled students have been added. If you need to assign a roll class or add a student, go to Step 5, the **Student Test Participation** screen.

To assign a roll class:

- click **Edit** next to the student's name. This will display a screen containing the details for each student.

<input type="checkbox"/>	SRN	First Name	Last Name	DOB	Roll Class
<input type="checkbox"/>	435964940	DILAN	ALCOCK	6/3/2003	3/4N

- update the roll class and save the student details. Return to the **Print Test Rolls** screen.

To add a new student, including a visiting student:

- click **Add student** in the **Edit table**. A pop-up window will appear where the student's details can be added.

Sort		Edit	
First Name	<input type="text"/>	Move to roll class	Select a roll class <input type="button" value="v"/>
Last Name	<input type="text"/>	Add student	<input type="button" value="Print"/>
Year level	3 <input type="button" value="v"/>	<input type="button" value="Non Participation Report"/>	

The new student will be included in the test roll.

Return to the **Print Test Rolls** screen and repeat the process to view an updated report.

To print the test rolls:

- select the **Year Level, Test Type, Roll Class** and **Sort Order**.
- click **View Rolls**.
- click the **Print icon**, in the menu bar.

The screenshot shows a web browser window with a 'Print icon' (a printer symbol) highlighted in a red box. Below the browser window is a table with the following structure:

HOW TO COMPLETE THIS FORM		Special Provisions shade all that are applicable	
*RETAIN THIS FORM AT THE SCHOOL. ALL INFORMATION ON THIS FORM MUST BE ENTERED TO THE NAPLAN PAR WEBSITE		Shade Present, Absent, Exempt, Withdrawn, Sanction Abandonment or Left School	
Student Name	Date Of Birth	Present	Sanction Abandonment
Erica Carney	21/04/2003	<input type="checkbox"/>	<input type="checkbox"/>
Anna-Lee Marsala	11/09/2002	<input type="checkbox"/>	<input type="checkbox"/>

To save the test rolls:

- select the **Year Level, Test Type, Roll Class** and **Sort Order**.
- click **View Rolls**.
- select your preferred export format from the **Select a format** drop down list.
- click **Export** and **Save** the document.

The screenshot shows a dropdown menu with the following options:

- Select a format
- XML file with report data
- CSV (comma delimited)
- Acrobat (PDF file)
- MHTML (web archive)
- Excel
- TIFF file
- Word

Repeat these steps for each **Year Level, Test Type** and **Roll Class**.

All test rolls should be printed before each test session. After printing the test rolls, close the window to go to Step 5, the **Student Test Participation** screen.

The relevant test rolls should be handed to each test administrator with the test materials for each test session.

a) COMPLETING THE TEST ROLLS

The test administrator must:

- record his/her name at the top of the test roll.
- provide a blank test book to any student not listed on the test roll.
- list at the bottom of the test roll, any newly-enrolled student who has not yet been entered in PAR.
- ensure that any incorrect student details are updated on the front cover of the test book and in PAR.
- tick the relevant boxes to indicate the participation status and special provisions accessed for each student in the test session.
- sign the bottom of the test roll at the end of the test session to confirm the accuracy of the information.

- promptly return the completed test roll with the test materials at the end of the test session to the NAPLAN coordinator.

COMPLETING THE TEST ROLLS

https://uat03.passess.com.au/participation_NSW/OnlineReportViewerPopup.aspx?Schoolcode=532_56528&ReportPath=/StudentWebsite_Reports/NSW2012/Participation

Language Conventions - Test Participation Roll

NSW GOVERNMENT Education & Communities

School Code: _____
 Roll Class: P 4
 Test Administrator: _____

The test administrator must record his/her name on the line.

* RETAIN THIS FORM AT THE SCHOOL. ALL INFORMATION ON THIS FORM MUST BE ENTERED TO THE NAPLAN PAR WEBSITE

HOW TO COMPLETE THIS FORM		Shade Present, Absent, Exempt, Withdrawn, Sanction Abandonment or Left School		Special Provisions shade all that are applicable																				
This form lists students registered to take part in the NAPLAN 2012 tests. Students whose names are shaded will require a blank test book. New enrolments can be added at the end of this form. Refer to the PAR Help Manual for detailed instructions. Please ensure that any incorrect student details are updated on the front of the test book.																								
Student Name	Date Of Birth	Present	Absent	Exempt	Withdrawn	Sanction Abandonment	Left School	Scribe	Support Person	Computer	Large Print	Braille	Coloured Paper	B & W Paper	Electronic Test	Extra Time	Rest Break	Indiv Learning Program	Separate Supervision	Support Class	Assistive Technology	Screen Reader	Oral Sign Support	
GARRY TERES																								
JANENE IVANCIC	06/05/2001																							
GAVIN TOWERS	20/0																							
Test Administrator: _____ Signature: _____		Printed On Date: 2/05/2012 4:02:18 PM																						
NAPLAN Coordinator: <input type="checkbox"/> This information has been verified and entered correctly. This form is to be retained for your records		The NAPLAN coordinator must tick to verify the data is correct.																						

Add the name and DOB for any newly enrolled student.

The test administrator must sign the roll once completed.

b) RECORDING THE INFORMATION IN PAR

The NAPLAN Coordinator must:

- collect the test rolls for each cohort and each test session.
- check that all special provisions information is correct by matching to
 - ~ the parent-carer consent forms
 - ~ all scribe and computer use approvals sent by EMSAD.
- endorse the accuracy of the information recorded on the test rolls.
- enter the information on the test rolls into PAR in the **Student Test Participation** screen.

The Test Rolls must be kept at the school for future reference as a record of test participation.

You can return to the **Home** screen at any time by clicking on the **Home** button on the main menu.

STUDENT TEST PARTICIPATION

The **Student Test Participation** screen lists all students uploaded to the PAR website.

The test administrators need to ensure that:

- additional students (late enrolments or visiting) are added to the student test roll.
- students who have left the school are ticked on the test roll.

The NAPLAN coordinator must check the participation and special provisions data on the test roll for accuracy.

Any students listed by the test administrators at the bottom of the test roll can be added in PAR by clicking **Add student** in the **Edit table**. A pop-up window will appear where the student's details can be added.

To enter the test participation and special provisions information scroll down the **Student Test Participation** screen to the student list.

The participation status for all students is the default *Present*.

NOTE: If you tick the **Display all students** box, you cannot edit participation information. The **Edit Participation** (default) button is greyed out.

Edit	SRN	First Name	Last Name	DOB	Roll Class	Lang	Writ	Read	Num
Edit	435964940	DILAN	ALCOCK	6/3/2003	3/4N	P	P	p	P
Edit	435965431	LUKE	ASTON	6/1/2003	3/4N	P	A	P	P
Edit	435901115	RILEY	BENTON	5/9/2003	3/4N	A	P	p	P

Untick the **Display all students** box to edit the participation details.

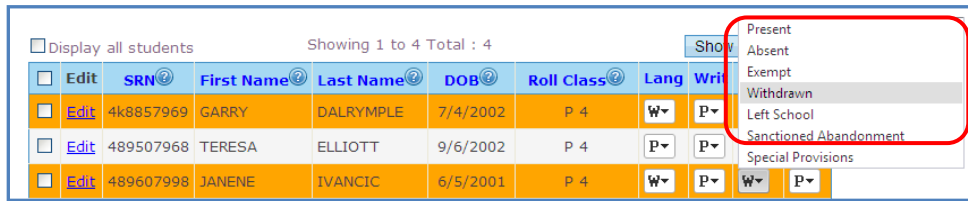
For schools with larger cohorts, please use the sort filter options or the page numbers to filter/search for students to edit participation information.

To change the participation status of a student:

- click the **Edit Participation** button. The button will then change to **Show Participation** and the participation status of each student can be edited.

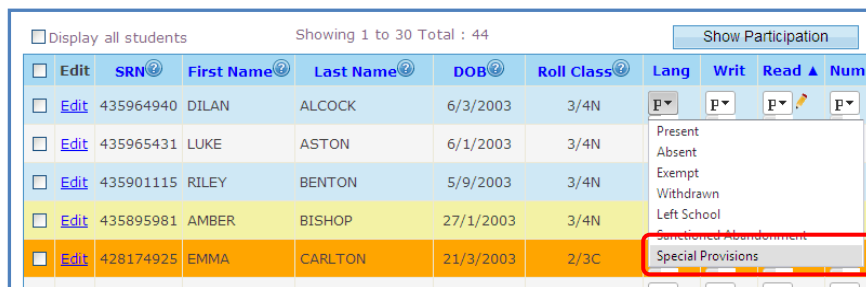
Edit	SRN	First Name	Last Name	DOB	Roll Class	Lang	Writ	Read	Num
Edit	435964940	DILAN	ALCOCK	6/3/2003	3/4N	S	P	P	P

- click in the box and choose the appropriate participation status from the drop-down list (Present, Absent, Exempt, Withdrawn, Left School or Sanctioned Abandonment).
- repeat for each test type.

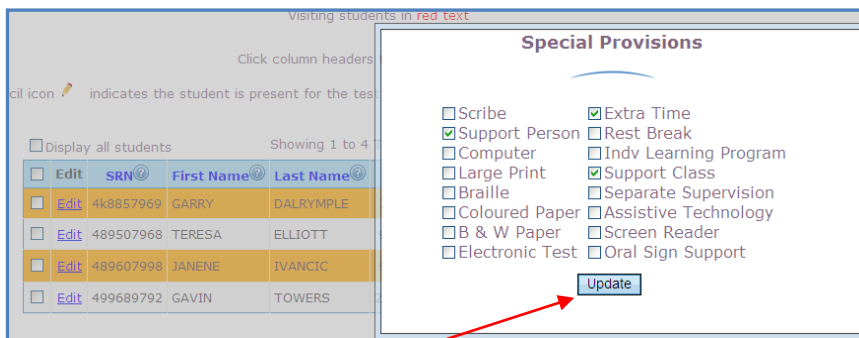


To show the special provisions status of a student:

- click the **Edit Participation** button. The button will then change to **Show Participation** and the participation status of each student can be edited.
- click in the box and select Special Provisions from the drop-down list.



A **Special Provisions** pop-up window will appear listing the special provisions allowed for NAPLAN.

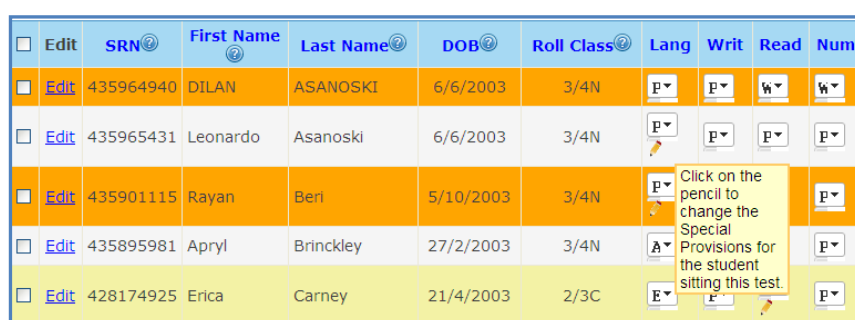


- select the special provisions accessed by the student in each test.
- click **Update**.

Once updated, a pencil icon will be displayed under the participation box in the student list. This indicates that the student accessed one or more special provisions for that test.

Repeat for each test type.

To change the special provisions information for a student click on the pencil icon. The **Special Provisions** pop-up window will open again.



Once the participation and special provisions information have been completed for all students in the cohort, click the **Show Participation** button. This button will change to **Edit Participation**.

If any further changes need to be made, click the **Edit Participation** button and repeat the steps.

Please ensure that the participation and special provisions information for all students completing catch-up tests is updated.

To see a list of **Non Participating Students**:

- click the **Non Participation Report** button in the Edit table.

Sort		Edit	
First Name	<input type="text"/>	Move to roll class	Select a roll class <input type="button" value="v"/>
Last Name	<input type="text"/>	Add student	Print
Year level	3 <input type="button" value="v"/>	Non Participation Report	
Roll Class	All roll classes <input type="button" value="v"/>	Edit roll class	Add roll class
<input type="button" value="Search"/>			

A **Non Participation Report** summary table and a **Non Participation Log** will appear listing all non participating students.

Summary Report						
, Year : 3						
Status	Lang	Writ	Read	Num		
Absent	2	1	0	0		
Exempt	0	0	0	0		
Left School	0	0	0	0		
Withdrawn	1	0	0	0		
Non Participation Log						
First Name	Last Name	Roll Class	Lang	Writ	Read	Num
LUKE	ASTON	3/4N	A			
RILEY	BENTON	3/4N	A			
AMBER	BISHOP	3/4N	S			
EMMA	CARLTON	2/3C	W			
* Please Note Sanctioned Abandonment Students will be marked as Absent						
<input type="button" value="Print"/> <input type="button" value="Close"/>						

CONFIRMATION

The **Confirmation** screen provides Principals and NAPLAN coordinators with a reconciliation of test books to be returned for processing.

6. Confirmation

This page provides schools with a reconciliation of test books to be returned for processing.

The Books Returned column indicates the total count of books to be returned for each year level and test book type.

The Books Returned count includes any Large Print, Braille, Black and White or Coloured test papers.

The check box next to each year level must be ticked to confirm the count of test books.

You can untick this check box to edit/change student details and to re-confirm.

To see all non participating students please click on the appropriate year level button in the grid.

Test books for non participating students (absent, exempt or withdrawn) or blank test books should be kept at the school and NOT returned for processing.

When all confirmation boxes are ticked, the final step Return Test Materials can be completed.

Summary report

The Books Returned count contains:

Year Level	Test Type	Books Returned	Large Print	Braille B & W	Coloured
<input type="checkbox"/>	3 LC / Writ	43	0	0	1
<input type="checkbox"/>	3 Numeracy	39	0	0	1
<input type="checkbox"/>	3 Reading	38	1	0	1
<input type="checkbox"/>	5 LC / Writ	38	0	0	0
<input type="checkbox"/>	5 Numeracy	38	0	0	0
<input type="checkbox"/>	5 Reading	38	0	0	0

Back

The **Summary Report** table indicates the **Year Level**, **Test Type** and the count of **Books Returned** for each test type.

NAPLAN coordinators must:

- count the number of actual test books to be returned to the processing centre. This count **must** match the number that has been calculated in the **Summary Report** table.
- tick the check box at the beginning of each row to confirm the number of books to be returned.

Year Level	Test Type	Books Returned
<input type="checkbox"/>	3 LC / Writ	43
<input type="checkbox"/>	3 Numeracy	39
<input type="checkbox"/>	3 Reading	38
<input type="checkbox"/>	5 LC / Writ	38
<input type="checkbox"/>	5 Numeracy	38
<input type="checkbox"/>	5 Reading	38

The **Books Returned** count includes the number of Large Print, Braille, Black and White or Coloured versions of the tests.

a) VIEWING THE NON PARTICIPATION REPORTS

To view all non participating students:

- click on the appropriate year level button (shown in **blue** font) in the table. A pop-up window will appear.
- check the information in the **Summary Report** which provides the total number of absent, exempt, left school and withdrawn students.
- check the **Non Participation Log** will appear which lists all non participating students and their participation information.
- print the non-participation reports, if required.

The **Non Participation** reports must be kept at the school for future reference as a record of non participation.

Summary Report

Year : 3

Status	Lang	Writ	Read	Num
Absent	2	1	0	0
Exempt	0	0	0	0
Left School	0	0	0	0
Withdrawn	1	0	0	0

Non Participation Log

First Name	Last Name	Roll Class	Lang	Writ	Read	Num
DILAN	ALCOCK	3/4N	S			
LUKE	ASTON	3/4N	W	A		
RILEY	BENTON	3/4N	A			

* Please Note Sanctioned Abandonment Students will be marked as Absent

Print Close

Students listed in the Non Participation Log as Sanctioned Abandonment will be included in the count of absent students in the Summary Report table.

NOTE: Sanctioned Abandonment students are classified as being absent and are included in the count of absent students.

Liam	Eslick	4/5H	L				
Meleahokava	Fisiliu	4/5H	W				
ZACHERY	WHITTON	4/5H	L	L	L	L	L

* Please Note Sanctioned Abandonment Students will be marked as Absent

Print Close

To return to the **Confirmation** screen, click **Close**.

b) AMENDING THE NON PARTICIPATION INFORMATION

Once all boxes have been ticked in the **Confirmation** screen, all student participation information will be greyed out in the **Student Test Participation** screen.

Edit	SRN	First Name	Last Name	DOB	Roll Class	Lang	Writ	Read	Num
Edit	435964940	DILAN	ALCOCK	6/3/2003	3/4N	P	P	P	P
Edit	435964131	LUKE	ASTON	5/1/2003	3/4N	P	A	P	P

If any further amendments need to be made to participation information:

- untick the relevant check box in the **Summary report** table.
- click **Back** to return to the **Student Test Participation** screen.

The list of students in the **Student Test Participation** screen will be re-enabled for editing the participation status.

Once all check boxes at the beginning of each row in the **Confirmation** screen have been ticked, text appears indicating that the confirmation process is complete.

Thank you for completing the confirmation process.

Summary report

The Books Returned count contains:

	Year Level	Test Type	Books Returned	Large Print	Braille	B & W	Coloured
<input checked="" type="checkbox"/>	3	LC / Writ	43	0	0	1	1
<input checked="" type="checkbox"/>	3	Numeracy	39	0	0	1	0
<input checked="" type="checkbox"/>	3	Reading	38	1	0	1	0
<input checked="" type="checkbox"/>	5	LC / Writ	38	0	0	0	0
<input checked="" type="checkbox"/>	5	Numeracy	38	0	0	0	0
<input checked="" type="checkbox"/>	5	Reading	38	0	0	0	0

Once all data in the **Confirmation** screen is confirmed, the table on the **Home** screen is updated, showing **Confirmation** as **Completed** followed by the date of confirmation.

This step must be completed before accessing the last step - **Return Test Materials**.

RETURN TEST MATERIALS

The **Return Test Materials** button is greyed out on the main menu until the **Confirmation** step has been completed.

Prior to completing the **Return Test Materials** screen, all completed test materials, including any Braille test materials, should be packaged for return to the processing centre in the original boxes.

Unused non-personalised books and books for students who were absent, exempt, withdrawn, sanctioned abandonment or who have left the school MUST NOT be returned to the processing centre.

Friday
27 April 2012

7. Return Test Materials

Indicate Post Office name, Date Posted details and the Number of boxes to be returned. Select the barcode used on each box.

Please retain the Australia Post receipt for future reference and tracking purposes. Please destroy any unused barcodes.

Post Office* * compulsory field

Date Posted* 24/04/2012 Open the calendar popup.

No. of boxes returned* 1

Box Barcode	Box Number
621002058-3	1
621002057-2	1

Save Back Home

In the **Return Test Materials** screen the NAPLAN Coordinator must:

- type the name of the **Post Office** where the test materials will be lodged.
- complete the **Date Posted** details - a calendar pop-up is available.

Date Posted* 24/04/2012

May 2012

18 Friday, May 18, 2012

- use the **No. of boxes returned** drop-down list to indicate the number of boxes used for the return of test materials. It is not necessary to re-use all of the boxes.
- allocate **Barcodes** to the **Box number** by using the **Box Number** drop-down list.
- click the **Save** button. Text will then appear indicating that the box returns have been successfully saved.

Box Barcode	Box Number
621002058-3	1
621002057-2	2

Save Back

Please retain the Australia Post receipt for future reference and tracking purposes.

TEST SESSION COMMENTS

The **Test Session Comments screen** is optional and can be used to record any comments relating to the performance of individual students or a whole group during a test session.

The Year Level, Test Session and Roll Class must be indicated and the relevant comment typed in.

Thursday
3 May 2012

Home Help Log off

Test Session Comments

This page is optional:
Enter any details that affected the performance of an individual student or a whole class.
This information is for school use only.

Year Level: 3

Test session: Language Conventions

Roll Class: 2/3C

Test session report

Fire alarm disrupted test session.

Update

Home

To keep a record of this information, please take a screen shot.

FORMS

The **Forms** screen contains links to documents and forms for use during the NAPLAN period. Each form can be downloaded and saved as a PDF document.

Wednesday
2 May 2012

Help Log off

Forms

This list contains all the necessary forms required for registration. Please click on the forms you require to download.

Documents:

- [Letter to Parents](#)
- [Handbook for Principals](#)
- [PAR Manual](#)
- [Scribe rules for the writing test](#)
- [Test Administration Handbook for Years 3 & 5](#)
- [Test Administration Handbook for Years 7 & 9](#)

Forms:

- [Parent/carer consent for exemption and withdrawal](#)
- [Parent/carer consent for access to special provisions](#)
- [Request for Large Print and Braille](#)
- [Request for an electronic test](#)
- [Application to use a scribe](#)
- [Application to use a computer](#)

Completed forms for exemptions, withdrawals and special provisions must be kept at the school for future reference.

WEBSITE SUPPORT

The toll-free help desk number (1800 665 627) and the contact details for your testing authority can be found in the **Contact Us** screen.

The help desk should be contacted for all technical queries and will be available from 8am to 4pm (local time), Monday to Friday.

For NAPLAN testing related queries please contact your testing authority.

Government schools

General (02) 9707 6221

(02) 9707 6215

Fax (02) 9707 6235

Catholic schools

Karen Ferrante (02) 9707 6228

Email: karen.ferrante1@det.nsw.edu.au

Independent Schools

Teresa Elliott (02) 9707 6223

Email: naplan.nsw@det.nsw.edu.au

ACT Schools

Ken Gordon (02) 6205 9498

Fax: (02) 6205 8353

Email: Ken.Gordon@act.gov.au

APPENDIX: INSTALLING THE PRINT CONTROL

For the printing of school class lists from the Student Management screen, you will need to install an Active X control.

If the installation is required you will see the following message displayed on the top of the screen in a yellow bar - *“This site may require the following ActiveX control: ‘SQL Server Reporting Services 2008’ from ‘Microsoft Corporation’.* [Click here to install ...](#)”

When you are prompted to install the Active X control, you will be presented with the following image.



Click on the Install button to install the software.

