



Northern  
Territory  
Government

# 2014|NAPLAN

NATIONAL ASSESSMENT PROGRAM  
Literacy and Numeracy

## Website User Manual

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### WEBSITE SUPPORT

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

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

For NAPLAN testing related queries please contact your testing authority:

**Gay West – 8944 9246    Sarah Belsham – 8944 9239**

## INTRODUCTION

A secure website has been established for schools to register details of all students participating in the National Assessment Program Literacy and Numeracy (NAPLAN) tests. These student details are required to facilitate smooth administration of the testing program.

The website is secure and schools can only access and amend the details of their own students. Each school received a **username and password** on a yellow sheet included in the package containing the *Handbook for Principals* and *Information for parents* brochures. For username and password information, please contact the Pearson help desk on **1800 665 627**.

The website will be open to schools in two stages:

### 1. Registration – 3 March to 14 March Term 1

During this stage schools will be able to

- add new students, review and edit student details
- allocate students into groups or classes according to their arrangements for administering the NAPLAN tests, e.g. normal class groups
- print pre-filled exemption, disability adjustment and withdrawal forms.

The Student Registration and Participation Website can be found at:

**[www.pearsononline.com.au](http://www.pearsononline.com.au)**

**\*Note:** You will need to allow for pop-ups on your internet browser.

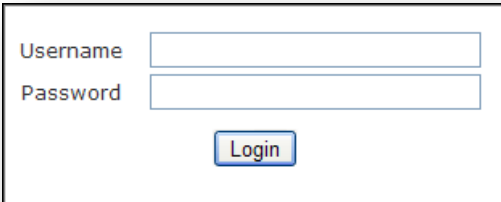
### 2. Participation – 28 April to 23 May Term 2.

Schools will record receipt of test materials, participation details for the NAPLAN testing and numbers of books returned. Another manual will be available in Term 2.

## HOW TO USE THE WEBSITE

- Log-on to [www.pearsononline.com.au](http://www.pearsononline.com.au)
- Enter the **USERNAME** and case-sensitive **PASSWORD** that was sent with the *Handbook for Principals*. [Do not use your ntschools login details.]

**\*Note:** If you incorrectly enter your details 3 times, you will be locked out of the website and will need to contact the Pearson help desk on **1800 665 627**.



Username

Password

## HOME PAGE – STUDENT REGISTRATION

This page shows the 4 steps that must be completed by 14 March.

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### Student Registration Website 2014

PRA School (School Code: 9997)

Home

Welcome to the NAPLAN Student registration and participation website.  
Please follow the steps below to register your students for testing.  
The 'Next' button allows you to move to the next page.

Steps	Tasks	Status
1.	<a href="#">Statement of Compliance</a>	Completed
2.	<a href="#">Check school details</a>	Completed
3.	<a href="#">Check student list and print forms</a>	No of Registered Students = 6
4.	<a href="#">Confirm</a>	Incomplete

You can return to this page by clicking on the 'Home' button.  
[User manual](#)

Next

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### STEP 1: STATEMENT OF COMPLIANCE

Principals are required to acknowledge that they have read and understood the *National Protocols* cited in Part A and the operational information and instructions of Part B of the *Handbook for Principals*.

- Click on **1. Statement of Compliance** or the **Next** button as shown above.
- Tick the box to indicate that you have read and accept the requirements.
- Enter your name and email address into the text boxes.
- Click on the **Submit** button when complete.

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### Student Registration Website 2014

PRA School (School Code: 9997)

Home

1. Statement of Compliance

Principals must complete this section before any further actions can be carried out.  
**Thank you for completing the Statement of Compliance.**

Fields marked with \* are required.

\* Principal's name:

\* School/Principal's email:

[Handbook for Principals](#)

\* I have read and understood the National Protocols cited in Part A and the operational information and instructions of Part B of the Handbook for Principals.

Submit

Back Next

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**\*Note:** Student details cannot be edited until this step is done.

If a mistake is made on this compliance or details need adjusting, please contact the Pearson helpdesk to request that the tick be unset. However it must be re-ticked to edit student details.

## STEP 2: CHECK SCHOOL DETAILS

- Click on **2. School details** from the main menu or on the Home page.
- Check details and ensure that the contact details of the school's NAPLAN co-ordinator are correct.
- Add the number of Test Administration books that will be needed at your school. This will allow us to send the correct number of copies for each teacher involved in the testing.
- Click on **Save** once you have completed this page.

The screenshot displays the 'Student Registration Website 2014' interface for 'PRA School (School Code: 9997)'. The page is titled '2. School details' and includes a navigation menu on the left with options: Home, 1. Statement of Compliance, 2. School details (highlighted with a red arrow), 3. Check student list and print forms, and 4. Confirmation. The main content area contains a form for entering school details, with a note: 'Check, edit or add to the following school details.' The form fields are as follows:

* compulsory field	
School Name :	PRA School
Coordinator*:	<input type="text" value="test school"/>
Address1*:	<input type="text" value="test address"/>
Address2 :	<input type="text"/>
Suburb*:	<input type="text" value="test suburb"/>
Postcode*:	<input type="text" value="1234"/>
Phone :	<input type="text" value="123456789"/>
Email :	<input type="text"/>
Fax :	<input type="text"/>

Below the form, there is a section for 'Test Administration Handbook Numbers' with the instruction: 'Every teacher administering the test will need a handbook. Insert the number required.'

Year 3/5 Handbook* :	<input type="text" value="22"/>
Year 7/9 Handbook* :	<input type="text" value="33"/>

At the bottom of the form, there are three buttons: 'Back', 'Save', and 'Next'. The footer of the page reads '© Pearson Research and Assessment'.

### STEP 3: CHECK STUDENT LIST AND PRINT FORMS

Student details need to be checked for accuracy and edited where necessary. Students can be added or removed, class allocations and groups can be changed.

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**Student Registration Website 2014**  
PRA School (School Code: 9997)

3. Check student list and print forms

The student list below is used to print the NAPLAN test booklets. Add new students, edit student details or adjust Participation Codes. Once Participation Codes have been recorded, Disability Adjustments, Exemption and Withdrawal forms can be printed.

The name 'test group' refers to the way students will be grouped for the NAPLAN testing. Test books will be packaged in this order. Use the 'Year level', 'Test type' and 'Test group' drop down lists to sort students. See [User Manual](#) for more details. The 'All test groups' option will allow you to list all students.

**Sort**

First Name

Last Name

Year Level

Literacy Test group

Math Test group

**Edit**

Move to Literacy test group

Move to Math test group

**Participation Codes**

Ext - Exemption applications required      Part - Participating  
Wd - Withdrawal forms required      Del - Delete student  
DA - Disability adjustment applications required (participating)      IYL - In another year level  
LS - Left school

Click column headers to sort by the column

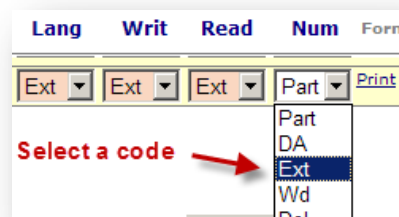
<input type="checkbox"/>	Edit	First Name	Last Name	DOB	Year	Literacy Group	Math Group	Lang	Writ	Read	Num	Form
<input type="checkbox"/>	Edit	PRA	STUDENT	6/07/1985	3	West 1	West 2	DA	Ext	Wd	Ext	Print
<input type="checkbox"/>	Edit	FIRST	TEST STUDE NT	4/03/1989	3	West 1	West 2	DA	Ext	Wd	DA	Print
<input type="checkbox"/>	Edit	GAY	WEST	12/06/2005	3	West 1	West 2	Part	DA	Ext	Wd	Print

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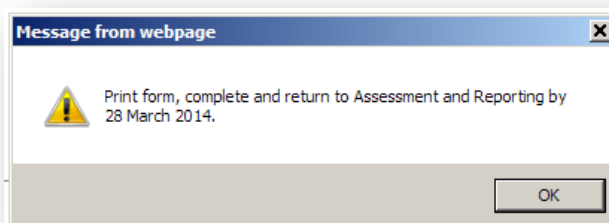
- Click on **3. Check student list and print forms**. The *Proposed Status* for all students will default to *Participating*.
- Click on the **Sort** drop down options to select the Year level, Literacy Test group and Math Test group that you want to check.
- If a Test group is not shown in the drop down options, set up new test groups as directed on page 10 prior to amending student details.
- Click on the headings at the top of each column to sort the student details in different ways.
- To search for a specific student, enter the student's name into the **First Name** and **Last Name** boxes and click on **Search**. The list will then display the student/s matching the name. If a student does not exist, a message will be displayed with 'student cannot be found.'

**PRINT OR SAVE FORMS:**

- To change the participation status of a student, click the drop down menu under the required test type and select the correct participation status:
  - Participating
  - Disability Adjustment (Participating)
  - Exemption
  - Withdrawal
  - Delete student
  - Left school
  - In another year level.



- If **Disability Adjustment, Exemption or Withdrawn** is selected, you will be reminded to submit a form for that student by 28 March. Click **OK**.



- When all the codes have been recorded for a student, click the **Print** button on the right hand side of the row. The pre-filled form or forms, containing that student's details, will appear and can be saved and/or printed ready for completion.
- To print the forms for more than one student at a time, first record all the codes for these students. Select the students using the boxes on the left hand side then click the large **Print Form** button at the top of the Participation Codes box.



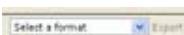

Click column headers to sort by the column

<input type="checkbox"/>	Edit	First Name	Last Name	DOB	Year	Literacy Group	Math Group	Lang	Writ	Read	Num	Form
<input type="checkbox"/>	Edit	PRA	STUDENT	6/07/1985	3	West 1	West 2	Part	Part	Part	Part	Print
<input checked="" type="checkbox"/>	Edit	FIRST	TEST STUDE NT	4/03/1989	3	West 1	West 2	DA	Part	Ext	Part	Print
<input checked="" type="checkbox"/>	Edit	GAY	WEST	12/06/2005	3	West 1	West 2	Ext	Ext	Ext	Ext	Print

Blank forms will be available on the Department of Education website and Learning Links after 14 March for late applications:

- <http://ed.ntschoools.net/II/assess/naplan/Pages/default.aspx>
- <http://www.education.nt.gov.au/teachers-educators/assessment-reporting/nap/schools/term-1-naplan-information#forms>

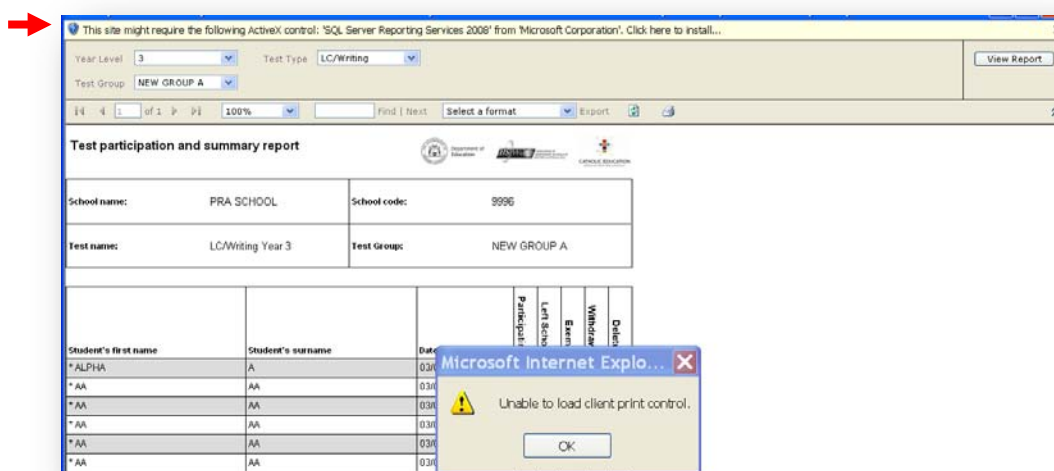
**PRINT OR SAVE STUDENT REGISTRATION LIST:**

- click on **Print/Save** 
- select the year level, test type and test group from the relevant drop down list
- click on **View Report** on the right hand side 
- click on **Select a format** (e.g. Word or Excel) drop down list
- click **Export** 
- save the document to the desired location
- to print click the print icon. 

Depending on your computer, the print function may require you to install an *ActiveX* 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...*



- Click on the yellow bar and follow the prompts to install.



## EDIT A STUDENT'S DETAILS

Non-Government schools will be able to edit an individual student's details by clicking on **Edit** next to each student entry:

- click on **Edit** next to the student's name on the list. This will display a screen containing the details for the individual student (see image below). New details can be typed in or selected from drop down options.
- click **Update** to save the amendments to the record
- click **Return** to return to the list of student details.

**Government schools** - Please update any incorrect student information in SAMS as soon as possible. These changes will be reflected on the NAPLAN booklets when printed and the website which re-opens in May for participation details.

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### Student Registration Website 2014

PRA School (School Code: 9997)

Home

1. Statement of Compliance
2. School details
3. Check student list and print forms
4. Confirmation

Edit Student

Government schools must edit student details in SAMS or call Assessment and Reporting on 8944 9245.  
Non-Government schools can edit the details below.

Add Test Group

\* compulsory field

First Name\*: PRA

Last Name\*: STUDENT

Date Of Birth\*: 6 / Jul / (dd/mm/yyyy)

Gender: -- Select --

Indigenous Status: Not Stated

Student UPN:

Year Level\*: 3

Literacy Test Group: West 1

Math Test Group: West 2

Participations

Language Conventions\*: Participating(Dis Adjust)

Writing\*: Exempt

Reading\*: Withdrawn

Numeracy\*: Exempt

Update Return

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## ADD A NEW STUDENT'S DETAILS

- Click on **Add Student** on the **Check student list and print forms** screen.
- Enter the details of the new student
- Click on **Add** at the bottom of the screen
- Click **Return** to return to the list of student details.

Once the student has been added, they will appear on the student list.

The first and last names have a maximum of 30 characters.

**\*Note:** To change the year level for a student you will need to delete the student from the incorrect year level group (dropdown menu: 'Del') and then use the **Add student** button to add the student details with the correct year level e.g. delete the student from Year 3 and add the student to Year 5.

### ORGANISE STUDENTS INTO GROUPS FOR TESTING

Where appropriate, a student can be allocated to a different test group for each subject. For example, a student can be in Class 1 for Literacy and Class 5 for Numeracy. This will determine how the test materials will be packed.

### MOVE STUDENTS TO A TEST GROUP

- Click the check box next to the students' names (or you can select the entire list of students by clicking the check box in the column header at the top).
- Select the new class from either the **Move to Literacy test group** or **Move to Math test group** drop down lists. The students selected will be moved to the selected test group.

The screenshot shows the 'Student Registration Website 2014' for PRA School (School Code: 9997). The page is titled 'Student Registration Website 2014' and 'PRA School (School Code: 9997)'. The main content area contains instructions for using the student list to print NAPLAN test booklets. Below the instructions is a form for adding or editing students. The form has two main sections: 'Sort' and 'Edit'. The 'Sort' section has dropdown menus for 'Year Level' (set to 3), 'Literacy Test group' (set to 'All test groups'), and 'Math Test group' (set to 'All test groups'). The 'Edit' section has two dropdown menus: 'Move to Literacy test group' (set to 'Select a test group') and 'Move to Math test group' (set to 'Select a test group'). Below these are buttons for 'Add student' and 'Print Form'. A 'Participation Codes' section lists codes like 'Ex', 'Wd', 'DA', 'Part', 'Del', 'IYL', and 'LS' with their meanings. At the bottom, there is a table of student records with columns for 'First Name', 'Last Name', 'DOB', 'Year', 'Literacy Group', 'Math Group', 'Lang', 'Writ', 'Read', and 'Num'. The table contains three rows of student data.

First Name	Last Name	DOB	Year	Literacy Group	Math Group	Lang	Writ	Read	Num
STUDENT		6/07/1983	3	West 1	West 2	DA	Ext	Wd	Ext
TEST STUDE	NI	4/03/1989	3	West 1	West 2	DA	Ext	Wd	DA
GAY	WEST	12/06/2005	3	West 1	West 2	Part	DA	Ext	Wd

### CREATE NEW/EDIT TEST GROUP

If the class that you need to move the students to needs to be edited or does not exist, you can edit/create new test groups.

To create a new test group:

- click on **Add/Edit test group**
- type in the test group name
- select the Year level and Test type from the drop down lists
- click on **Add** to create the new test group.

To edit a test group:

- click **Add/Edit test group**
- choose the test group you would like to edit and click **Rename**.

There is the option to delete test groups if desired.

## STEP 4: CONFIRMATION

After checking your students' records and making necessary amendments, confirm that all information is accurate. This is required for the overprinting of student details onto the test books.

- Click on **4. Confirmation**.

The total number of students participating, participating with Disability Adjustments, Exemptions and Withdrawals will be displayed for a final check.

- Click the box next to the Year level that you want to confirm.

**\*Note:** The *Confirmed* box must be unticked if you wish to go back and edit any details in the previous sections.

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### Student Registration Website 2014

PRA School (School Code: 9997)

#### 4. Confirmation

Tick the box to confirm that the student details and test groups for each year level have been finalised.  
Untick the box to re-edit the previous pages.

Confirmed	Year Level	Participations	Disability adjustments (participating)	Exemptions	Withdrawals	Confirmed Date
<input type="checkbox"/>	3	1	3	3	3	
<input type="checkbox"/>	5	2	3	3	3	

You have 6 Disability adjustment applications, 6 Exemption applications and 6 Withdrawal forms requiring lodgement.

This site will close 14 March 2014.  
It will reopen 28 April to 23 May for

- receipt of test materials
- final participation and student details
- postage confirmation.

[Back](#)

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Once confirmation for each year level has been received, the online student registration process is complete.

The website will reopen from 24 April to 23 May for NAPLAN Coordinators to

- confirm the receipt and request additional test materials
- record final student details and test participation status
- tally and record the number of completed test booklets returned
- confirm postage details of returned boxes