

STUDENT PARTICIPATION WEBSITE USER MANUAL

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INTRODUCTION

A secure website has been established for schools to confirm receipt of test materials, request additional test materials, register details and confirm participation of all students participating in the National Assessment Program Literacy and Numeracy (NAPLAN) tests. This information is required to facilitate smooth administration of the testing program.

The website will be open to schools from **28 April to 23 May**.

It is a school's responsibility to provide correct and complete data for all participating students by **23 May**.

NOTE: In 2014 receipt of NAPLAN materials must be confirmed using the website. Schools no longer confirm receipt of materials by fax.

ACCESSING THE STUDENT PARTICIPATION WEBSITE

The *Student Participation Website* can be found at:

www.pearsononline.com.au

* Note that you will need to allow for pop-ups on your internet browser. For example, in Internet Explorer: Tools>Pop-up Blocker>Turn off

The website is secure and each school can only access and amend the details of their own students. Schools were provided with their usernames and passwords in a letter included in the package containing their *Handbook for Principals*, *Information for teachers* and *Information for parents*. If you have not received your username and password please contact the help desk on **1800 665 627**.

HOW TO USE THE WEBSITE

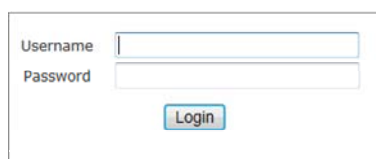
The *Student Participation Website* will be open from **28 April to 23 May** for your school to enter and confirm its student participation data.

LOG-ON

To log-on to the secure website:

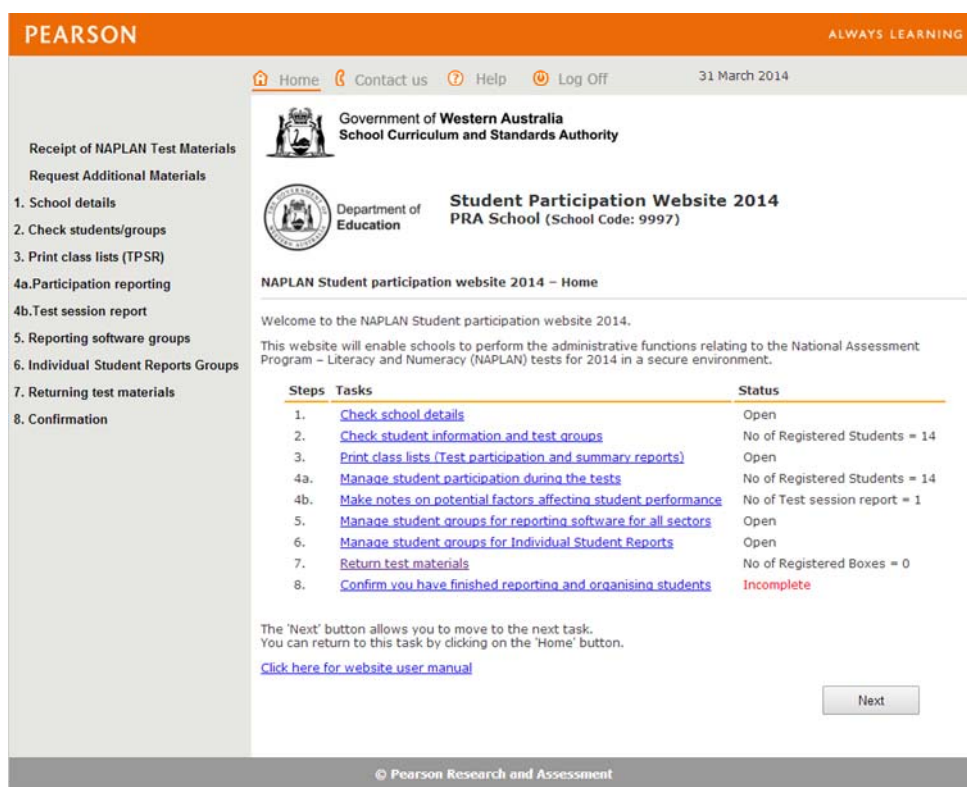
- go online to www.pearsononline.com.au
- enter the **USERNAME** and case-sensitive **PASSWORD** that has been assigned to your school. These are the same as used for the registration website.

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



A login form with two input fields: 'Username' and 'Password'. Below the fields is a blue 'Login' button.

The website **HOME PAGE** will open.



The screenshot shows the Pearson Student Participation Website 2014 Home Page. The header includes the Pearson logo and 'ALWAYS LEARNING'. The navigation bar has links for Home, Contact us, Help, and Log Off, along with the date 31 March 2014. The main content area is titled 'Government of Western Australia School Curriculum and Standards Authority' and 'Department of Education'. It features a 'Student Participation Website 2014 PRA School (School Code: 9997)' section. A table lists the steps and tasks for the website, with a 'Next' button at the bottom right.

Steps	Tasks	Status
1.	Check school details	Open
2.	Check student information and test groups	No of Registered Students = 14
3.	Print class lists (Test participation and summary reports)	Open
4a.	Manage student participation during the tests	No of Registered Students = 14
4b.	Make notes on potential factors affecting student performance	No of Test session report = 1
5.	Manage student groups for reporting software for all sectors	Open
6.	Manage student groups for Individual Student Reports	Open
7.	Return test materials	No of Registered Boxes = 0
8.	Confirm you have finished reporting and organising students	Incomplete

The 'Next' button allows you to move to the next task. You can return to this task by clicking on the 'Home' button.
[Click here for website user manual](#)

To complete the necessary steps on the website, click on the options in the main menu on the left of the screen or click the relevant link under **Steps** in the Home Page.

The website has been designed to step you through the process required for the NAPLAN assessment. Receipt of NAPLAN test materials, requesting additional materials and Steps 1 to 3 should be completed before the assessment. Steps 4 to 8 are completed during and after the assessment. Use the [Next](#) button to move to the next step.

RECEIPT OF NAPLAN TEST MATERIALS

Carefully check the quantities of NAPLAN materials you have received.

To assist with this, schools can print class lists (*Test participation and summary reports*). See page 9.

You can view and confirm the quantities of test materials that have been dispatched to your school by clicking on **Receipt of NAPLAN Test materials** on the main menu on the left of your screen.

The *Receipt of NAPLAN Test materials* page lists the NAPLAN materials for your school. The **Quantity Received** column will be pre-populated with the number of materials you should have received. If the quantities in your delivery of test materials are incorrect, change the number in the box to show what you actually received.

Once all quantities have been checked and updated (if necessary) click on **Confirm Quantity Received** button.

*Note: Once you have clicked **Confirm Quantity Received** this action cannot be undone.*

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Home

Contact us

Help

Log Off

31 March 2014

Government of Western Australia

School Curriculum and Standards Authority

Department of Education

Student Participation Website 2014

PM SAMPLE SCHOOL A (School Code: 9988)

Receipt of NAPLAN Test Materials

Request Additional Materials

1. School details

2. Check students/groups

3. Print class lists (TPSR)

4a. Participation reporting

4b. Test session report

5. Reporting software groups

6. Individual Student Reports Groups

7. Returning test materials

8. Confirmation

Receipt of NAPLAN Test Materials

Please confirm the quantities of test materials you have received and click confirm. You cannot request additional materials until you have confirmed the quantity received.

Item	Pre-printed Quantity Sent	Blank Quantity Sent	Total Quantity Sent	Quantity Received
Materials Receipt and Additional Materials Form	0	0	0	0
Cover letter	0	0	0	0
Return eParcel label	0	0	0	0
School tally sheet	0	0	0	0
Test administration handbooks Year 3 and Year 5	0	0	0	0
Test administration handbooks Year 7 and Year 9	0	0	0	0
Year 3 Language Conventions/Writing test book	0	0	0	0
Year 3 Writing stimulus	0	0	0	0
Year 3 Reading test book	0	0	0	0

Confirm Quantity Received

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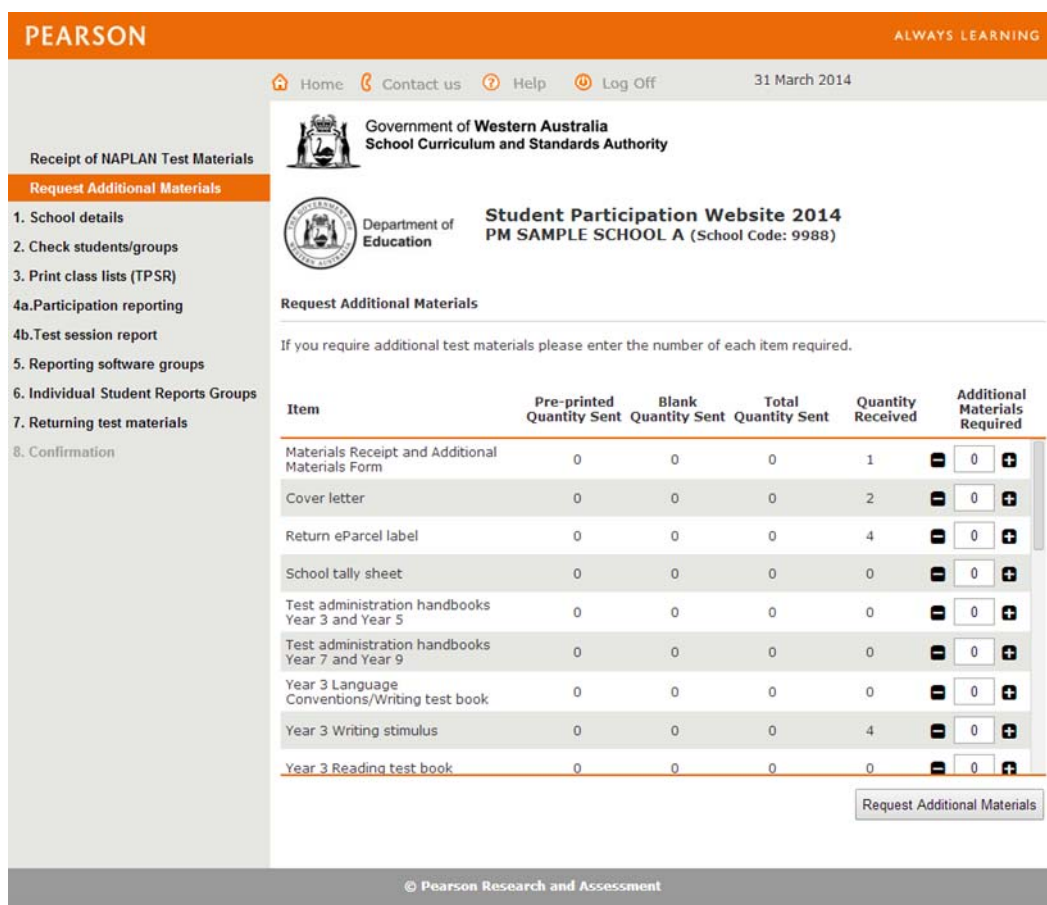
REQUEST ADDITIONAL MATERIALS

To request additional materials click on **Request Additional Materials** on the main menu on the left of your screen.

NOTE: You can only request additional test materials after clicking **Confirm Quantity Received** on the *Receipt of NAPLAN Test Materials* page.

If you received fewer materials than you should have, the shortfall will be automatically added to the **Additional Materials Required** column and highlighted in red.

You can request other additional materials by changing the number in the box in the **Additional Materials Required** column, or you can update the box using the  or  buttons.



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Home Contact us Help Log Off 31 March 2014

Government of Western Australia
School Curriculum and Standards Authority

Department of Education

Student Participation Website 2014
PM SAMPLE SCHOOL A (School Code: 9988)

Request Additional Materials

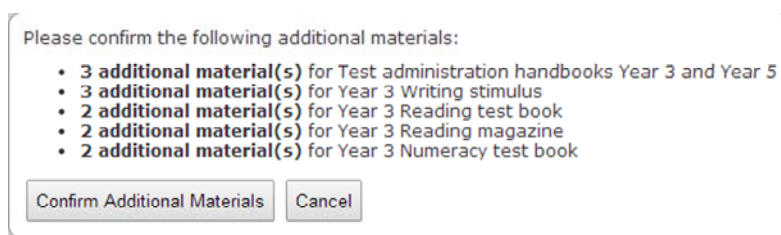
If you require additional test materials please enter the number of each item required.

Item	Pre-printed Quantity Sent	Blank Quantity Sent	Total Quantity Sent	Quantity Received	Additional Materials Required
Materials Receipt and Additional Materials Form	0	0	0	1	0
Cover letter	0	0	0	2	0
Return eParcel label	0	0	0	4	0
School tally sheet	0	0	0	0	0
Test administration handbooks Year 3 and Year 5	0	0	0	0	0
Test administration handbooks Year 7 and Year 9	0	0	0	0	0
Year 3 Language Conventions/Writing test book	0	0	0	0	0
Year 3 Writing stimulus	0	0	0	4	0
Year 3 Reading test book	0	0	0	0	0

Request Additional Materials

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Once you have updated all additional materials required, click **Request Additional Materials**. A popup will appear summarising your request:



Please confirm the following additional materials:

- 3 additional material(s) for Test administration handbooks Year 3 and Year 5
- 3 additional material(s) for Year 3 Writing stimulus
- 2 additional material(s) for Year 3 Reading test book
- 2 additional material(s) for Year 3 Reading magazine
- 2 additional material(s) for Year 3 Numeracy test book

Confirm Additional Materials Cancel

Click **Confirm Additional Materials** to finalise your request. A history of your requests and current status will appear.

1. CHECK SCHOOL DETAILS

You can view your school's details by clicking on **School details** from the main menu on the left of your screen or **Step 1** on the Home page. You are able to update the name of the school's NAPLAN co-ordinator and their contact details.

Click on **Save** once you have edited your school details.

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Receipt of NAPLAN Test Materials
Request Additional Materials

1. School details
2. Check students/groups
3. Print class lists (TPSR)
4a. Participation reporting
4b. Test session report
5. Reporting software groups
6. Individual Student Reports Groups
7. Returning test materials
8. Confirmation

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

Department of Education

**Student Participation Website 2014
PM SAMPLE SCHOOL A (School Code: 9988)**

1. Check school details

Check the name of your school's NAPLAN coordinator, their contact number and email, and change if necessary.
If any of the other details (i.e. school name and physical address) need to be changed, please contact:
[Public schools](#)
School Curriculum and Standards Authority
T: (08) 9442 9487
naplan@scsa.wa.edu.au

** compulsory field*

School Name : PM SAMPLE SCHOOL A

Address1 :

Address2 :

Suburb :

Postcode :

State :

Coordinator* :

Phone* :

Email* :

Fax :

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Contact your testing authority if any of the other school details (i.e. school name and address) need to be changed:

Public Schools

School Curriculum and Standards Authority
(08) 9442 9487
naplan@scsa.wa.edu.au

Catholic Schools

Catholic Education Office of Western Australia
(08) 6380 5302

Non-Government Independent Schools

Association of Independent Schools of Western Australia
(08) 9441 1625

2. CHECK STUDENT INFORMATION AND TEST GROUPS

This page allows you to view and modify your students and test groups. You can:

- move students to a different test group
- create a new test group
- add a new student.

View test groups

- Click on **Check Students / groups** in the main menu on the left of the screen.
- Click on the Filter drop down options to select the **Year level**, **Test type** and **Test group** that you want to check. 'All test groups' will show all students.
- Click on the column headings if you wish to sort the students in different ways.

Move students to a different test group

- Choose the **Test type** (students can be in different groups for each test type).
- Click the tick box next to the student or students' names.
- Select the new test group from the **Move to test group** drop down list. The selected students will be updated automatically.
- To move the entire list of students check the tick box at the top of the column.

Search for a specific student or add a new student

- Enter the student's name into the **First Name** and **Last Name** boxes.
- Click on **Search**. The list will then display the student. If the student does not exist a 'student cannot be found' message will appear.
- Click on **Check Students / groups** to return to the student list.
- Register a new student by clicking on **Add student** and entering details.

Create a new test group

- Click on **Add test group**.
- Type in the test group name.
- Select the **Year level** and **Subject** from the drop down lists.
- Click on **Add** to create the new test group.
- Test group names can be edited by clicking on **Edit Test Group** on the **Check Students / groups** screen.

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Home Contact us Help Log Off 31 March 2014

Government of Western Australia
School Curriculum and Standards Authority

Department of Education

Student Participation Website 2014
PM SAMPLE SCHOOL A (School Code: 9988)

2. Check students/groups

The name 'test group' refers to the way students will be grouped for the WA testing. Use the 'year level', 'test type' and 'test group' drop down lists to select how you would like to sort student data. The 'All test groups' option will allow you to list all students.

Filter

First Name

Last Name

Year level 3

Test type Language Conventions

Test group All test groups

Search

Edit

Move to test group Select a test group

Add student

Add test group

Edit test group

Student inserted by user Unconfirmed Withdrawal/Exemption Confirmed Withdrawn/Exempt

Click column headers to sort by the column

	FirstName	LastName	DOB	Year	Testgroup	Participation	Form
☐	SARAH-JANE	AL HASANI	14/12/2004	3	1a	Present	Print
☐	TAYLAN	DAGLISH	8/07/2004	3	1a	Present	Print
☐	EDMUND	DUNN	31/03/2003	3	1a	Present	Print

3. PRINT CLASS LISTS: TEST PARTICIPATION AND SUMMARY REPORT (TPSR)

To manage and record student participation, schools should print class lists (*Test participation and summary reports*) before the test period begins.

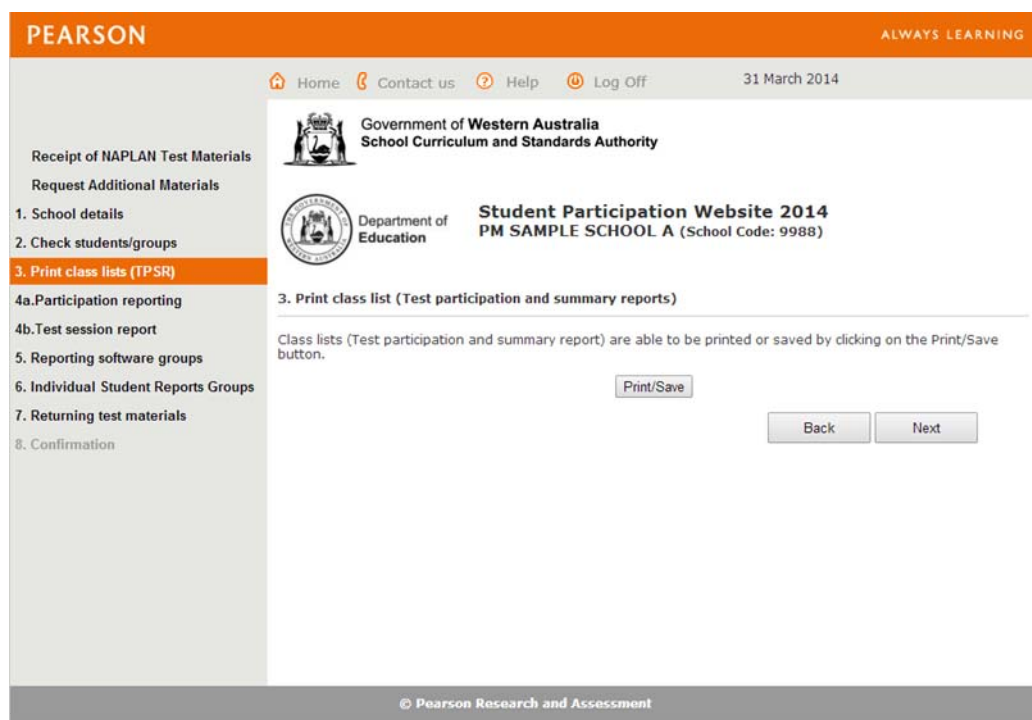
Print the Test participation and summary report

- Click on **Print class lists (TPSR)** in the main menu on the left of the screen.
- Click **Print / Save**.
- Select the **Year level**, **Test type** and **Test group** from the drop-down lists.
- Click on **View Report**.
- Click on **Export** button. 
- Select your preferred format from the drop-down list.
- Choose **Open** or **Save**.
- Print as per your usual procedure.

Test administrators should use these class lists at test sessions to record the various categories of student participation e.g. absent, abandonment etc. Details of any new students can be written down on the blank rows at the end of the *Test participation and summary report*.

The *Test participation and summary reports* can then be used as a reference for recording student participation on the website. Schools should update the test participation information for each class on the website by **23 May**.

Once the test session updating has been completed online, the *Test participation and summary report* can be reprinted. Schools should keep a hard copy for their records.



4. MANAGE STUDENT PARTICIPATION DURING THE TESTS

a) PARTICIPATION REPORTING

The participation status for all students for whom a pre-printed test book has been provided will be set to **Present**. If an application for exemption or withdrawal has been approved by your testing authority, the status of those students will be set to **Exempt** or **Withdrawn**. Students identified as **Left School** are also pre-set.

You will need to amend the participation status for a student if

- they did not participate or were absent from the testing
- they received adjustments for disability
- their withdrawn or exempt status was changed.

Amend a student's participation details

- Click on **Participation reporting** on the left of the screen.
- Click on the Filter options to select **Year level**, **Test type** and **Test group**.
- Select the relevant participation status from the drop-down list in the **Participation** column next to a student's name on the list.
 - o **Absent**: absent for the test session
 - o **Left School**: left the school prior to the test
 - o **Exempt**: formally exempted from the test
 - o **Withdrawn**: withdrawn from the test by a parent
 - o **Abandonment**: test not completed due to illness or misadventure
 - o **Adjustment for Disability**: see below

Record an Adjustment for Disability

- Select the appropriate adjustment. **Select multiple adjustments by holding down the Ctrl key and clicking on required categories.**

4a. Participation reporting

Enter each student's participation status. When you have finished click 'next'.

If you select **Adjustments for Disability** as the option, then you will be presented with another menu from which you will need to select the appropriate Adjustments for Disability category. *You can select multiple categories by holding down the Ctrl key on your keyboard and clicking on each category*

Filter

First Name

Last Name

Year level

Test type

Test group

Edit

Move to test group

☐ Student inserted by user
 ☐ Unconfirmed Withdrawal/Exemption
 ☐ Confirmed Withdrawn/Exempt

Click column headers to sort by the column

	FirstName	LastName	DOB	Year	Testgroup	Participation	Form
☐	SARAH-JANE	AL HASANI	14/12/2004	3	1a	Present ☒ Adjustment for Disability - Scrubbing - Large print - Braille - Special paper or Coloured or - Assistive technology or Scr - Electronic format	Print
☐	TAYLAH	DAGLISH	8/07/2004	3	1a	Absent ☐ Adjustment for Disability	Print
☐	EDMUND	DUNN	31/03/2005	3	1a	Left School ☐ Adjustment for Disability	Print
☒	GRACE	EDWARDS	26/07/2004	3	1a	Exempt ☐ Adjustment for Disability	Print

The participation information is automatically saved once selected.

Add a new student

- Click on **Add Student** on the **Participation reporting** screen.
- Enter the details of the new student, including their participation details for each test type.
- 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 highlighted in yellow.

Add New Student

Please enter the details of each student who is not included in the Participation List.

If you select **Adjustments for Disability** as the option, then you will be presented with another drop down menu from which you will need to select the appropriate Special Provisions category. **You can select multiple categories by holding down the Ctrl key on your keyboard and clicking on each category.**

The comments should be important and provide additional information to help processing (eg student from South Bank PS).

*** compulsory field**

First Name*:

Surname*:

Date Of Birth*: / / (dd/mm/yyyy)

Year Level*:

LC/Writ Test Group:

Reading Test Group:

Numeracy Test Group:

Participations

Language Conventions*:

Writing*:

Reading*:

Numeracy*:

b) MAKE NOTES ON POTENTIAL FACTORS AFFECTING STUDENT PERFORMANCE

In the **Test session report**, schools are able to record issues that arose during the test session that could affect performance (students arriving late, feeling sick etc).

Make a test session report

- Click on **Test session report** from the main menu.
- Select the **Year level**, **Test session** and **Test group** from the menu.
- Type in the details in the report window.
- Click on the **Update** button to save the report.
- Click on the **Print** button to print a copy of the report. The *Test session report* will also appear on the TPSR.

The screenshot shows the 'Student Participation Website 2014' interface for 'PM SAMPLE SCHOOL A (School Code: 9988)'. The left sidebar contains a menu with items like 'Receipt of NAPLAN Test Materials', 'Request Additional Materials', and '4b. Test session report' (which is highlighted). The main content area is titled '4b. Test session report' and includes a note that the page is optional. Below this, there are dropdown menus for 'Year Level' (set to 3), 'Test session' (set to Language Conventions), and 'Test group' (set to 1). A large text area labeled 'Test session report :' is provided for input. An 'Update' button is located below the text area. At the bottom, there is a 'Print/Save' button and several links for forms: 'Click here for the Withdrawal form', 'Click here for the Exemption form', 'Click here for the Adjustments for Disability form', and 'Click here for the Adjustments for Disability - Temporary injury form'. 'Back' and 'Next' buttons are also present at the bottom right.

5. MANAGE STUDENT GROUPS FOR REPORTING SOFTWARE

This page allows you to determine how your school data will be presented in the reporting software later in the year.

NOTE: If you wish to receive electronic data for students in the same groups you used for the test sessions **skip** this step by clicking **Next**.

If you wish to receive school data for students in each year level in **alphabetical order** do the following:

- Click on **Reporting software groups** from the main menu.
- Go to the **Filter** section of the yellow panel.
- Select the **Year level**.
- Select **LC/ Writing** from the **Subject** menu.
- Select 'All reporting software groups' from the **Reporting software group** menu.
- Tick the box at top left of the student list to select all students.
- In the **Edit** section of the yellow panel go to **Group all students by**.
- Click on **Select an option**.
- Click on **Alphabetical order**.

Wait for a message to appear: **Successfully grouped by Alphabetical order**. This applies to all test types. You do not need to repeat this for the other subjects or year levels as it transfers across all students automatically.

5. Manage student groups for reporting software

If you wish to use the same groups for the reporting software as was used for testing, click **Next**

Filter		Edit	
Year level	3	Move to reporting software group	Select a class
Subject	LC/Writing	Group students by	Alphabetical
Reporting software group	All reporting software gr	Successfully grouped by Alphabetical Edit reporting software group Add reporting software group	

Click column headers to sort by the column

☐	First Name	Last Name	DOB	Year	Reporting software group
☐	SARAH-JANE	AL HASANI	14/12/2004	3	
☐	TAYLAH	DAGLISH	8/07/2004	3	
☐	EDMUND	DUNN	31/03/2005	3	
☐	GRACE	EDWARDS	26/07/2004	3	
☐	MAHALIA	HENERY	12/09/2004	3	
☐	HOLLY	JACKSON	18/06/2004	3	
☐	JACK	MARTIN	8/12/2004	3	
☐	BRITNEY	MOFFAT	6/06/2004	3	
☐	AMBER	MONAGHAN	2/02/2005	3	

Back Next

If you wish to receive school data for students in each year level in **specific reporting software groups** follow the steps below. Default reporting software groups are the same as your test groups. You can create new groups if you wish.

Create a new reporting software group

- In the **Edit** section of the yellow panel click on **Add / Delete Reporting software group**.
- Type in the group name.
- Select the **Year level** and **Subject** from the drop-down lists.
- Click on **Add** to create the new group. Repeat as required for each subject.
- You can edit the name of a *Reporting software group* by clicking on **Edit Reporting software group name**.

Move students to a new reporting software group

- Click on **Reporting software groups** from the main menu.
- Click on the Filter drop-down options to select the **Year level**, **Subject** and **Reporting software group** that you want to view. 'All reporting software groups' will display all students.
- Click the tick box next to the relevant students' names. To move the entire list of students click the tick box at the top of the column.
- Select the new group from the **Move selected student to reporting software group** drop-down list. The selected students will be updated automatically. Their new allocation will be listed in the reporting software group column on the student list. **This must be repeated for each subject and year level.**

If you change your mind and want to group students in original test groups do the following:

- Select the **Year level** and **Subject** from the drop-down lists.
- Select 'All reporting software groups' from the **Reporting software group** menu.
- In the **Edit** section of the yellow panel go to **Group all students by**.
- Click on **Select an option**.
- Click on **Test groups**. A message will appear: **Successfully grouped by Test group**. The students' new allocation will be listed in the reporting software group column on the student list. **You do not need to repeat this for the other subjects or year levels as it transfers across all students automatically.**

6. MANAGE STUDENT GROUPS FOR INDIVIDUAL STUDENT REPORTS (ISR)

This page allows you to determine how individual student reports will be delivered. If you wish to receive your individual student reports in *alphabetical* order please click **Next** to skip this step.

If you wish to have reports delivered in **Test group** order or **Reporting software group** order, please do the following:

- Click on **Individual Student Reports Groups** on the main menu.
- Click on the Filter drop-down options to select the **Year level** and **ISR group** that you want to view. 'All ISR groups' will display all students.
- Click the tick box next to the relevant students' names. To move the entire list of students click the tick box at the top of the column.
- Go to the **Group students by** menu. Select group from the drop-down list.
 - o Test group (LC/Writing)
 - o Test group (Reading)
 - o Test group (Numeracy)
 - o Reporting software group (LC/Writing)
 - o Reporting software group (Reading)
 - o Reporting software group (Numeracy)

The students' new allocation will be listed in the ISR group column on the list.

If you wish to have reports delivered in a new group you create, do as follows:

- Click on **Add ISR group**.
- Type in the group name.
- Select the **Year level** drop-down list.
- Click on **Add** to create the new group.
- Return to **Individual Student Reports Groups** on the main menu.
- Click the tick box next to the relevant students' names. To move the entire list of students click the tick box at the top of the column.
- Go to the **Move to ISR group** drop-down list. Select the group and the selected students will be updated automatically.

6. Manage ISR group

The name *ISR group* refers to the way Individual Students Reports (to be sent home to parents) will be grouped for the delivery to schools.

If you wish to use the same groups for ISR as was used for the testing, click **Next**

Use the 'Year level' and *ISR group* drop down lists to select how you would like to sort student data. The *All ISR groups* option will allow you to list all students.

Filter		Edit	
Year level	3	Move to ISR group	Select an ISR Group
ISR group	All ISR groups	Group students by	Select a group
		Edit ISR group	Add ISR group

Click column headers to sort by the column

☐	First Name	Last Name	DOB	Year	ISR group
☐	SARAH-JANE	AL HASANI	14/12/2004 12:00:00 AM	3	
☐	TAYLAH	DAGLISH	8/07/2004 12:00:00 AM	3	
☐	EDMUND	DUNN	31/03/2005 12:00:00 AM	3	
☐	GRACE	EDWARDS	26/07/2004 12:00:00 AM	3	
☐	MAHALIA	HENERY	12/09/2004 12:00:00 AM	3	
☐	HOLLY	JACKSON	18/06/2004 12:00:00 AM	3	
☐	JACK	MARTIN	8/12/2004 12:00:00 AM	3	
☐	BRITNEY	MOFFAT	6/06/2004 12:00:00 AM	3	
☐	AMBER	MONAGHAN	2/02/2005 12:00:00 AM	3	

Back Next

7. RETURN OF TEST MATERIALS

Once the tests have been completed and the test materials are ready for return, follow the steps below:

- Click on **Returning test materials** on the main menu.
- Indicate the number of regular test books and specially printed books (eg Braille, large print etc) that are being returned.
- Tick the relevant Australia Post Article ID box for each of the eParcel return labels used.
- Repeat for each box.

7. Returning test materials

You were supplied with Australia Post eParcel return labels with the test materials. Tick the ID numbers of the labels you have used.

no records to display

Record the number of test books returned for processing

Year	Test Booklet	Total Book Returned	Total Exception Book Returned
3	Language Conventions	0	0
3	Writing	0	0
3	Reading	0	0
3	Numeracy	0	0
5	Language Conventions	0	0
5	Writing	0	0
5	Reading	0	0
5	Numeracy	0	0
7	Language Conventions	0	0
7	Writing	0	0
7	Reading	0	0
7	Numeracy Calculator	0	0
7	Numeracy Non-Calculator	0	0
9	Language Conventions	0	0
9	Writing	0	0
9	Reading	0	0
9	Numeracy Calculator	0	0
9	Numeracy Non-Calculator	0	0

Number of boxes returned for processing

If you do not have the Australia Post eParcel labels available, please contact the Pearson helpdesk (**1800 665 627**) to request additional labels.

8. CONFIRM YOU HAVE FINISHED REPORTING AND ORGANISING STUDENTS

When the student details for a year level are accurate:

- Click on **Confirmation** on the main menu.
- Click the box next to the year level that you want to confirm.

The screenshot shows the 'Student Participation Website 2014' for 'PM SAMPLE SCHOOL A (School Code: 9988)'. The interface includes a navigation menu on the left with options like 'Receipt of NAPLAN Test Materials', 'Request Additional Materials', and '1. School details' through '8. Confirmation'. The main content area is titled '4. Confirmation' and contains instructions: 'Tick the box to confirm that student details and test groups for each year level are up to date. If you need to make further changes to student participation details you will need to UNTICK the confirmation box before you can make any edits.'

Confirmed	Year Level	Confirmed Date	Exemptions Processed	Exemptions Not Processed	Withdrawals Processed	Withdrawals Not Processed
☐	3		0	1	0	0
☐	5		0	0	0	0
☐	7		0	0	0	0
☐	9		0	0	0	0

Below the table are links for [Withdrawal form](#), [Exemption form](#), and [Adjustment for disability form](#). A 'Back' button is located at the bottom right of the main content area.

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

If schools need to make further edits to participation details the year levels must be 'unconfirmed' first.

9. WEBSITE SUPPORT

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

The 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 the School Curriculum and Standards Authority:

(08) 94429487 or naplan@scsa.wa.edu.au