

# NAPLAN portal user manual

For school principals and administrators

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# Introduction

This handbook explains how schools should use the NAPLAN portal on the Queensland Curriculum and Assessment Authority (QCAA) website.

The QCAA is the Test Administration Authority (TAA) responsible for administering, marking and reporting the National Assessment Program — Literacy and Numeracy (NAPLAN) tests in Queensland.

Schools are required to log in to the secure **Test administration login** page of the **NAPLAN portal** on a number of occasions before and after the administration of the tests to:

- check student information and/or upload student details (5 February–6 March).
- acknowledge receipt of NAPLAN materials delivered to the school.
- lodge applications for the following: tests in alternative formats and assistive technology or scribes for students with disability; variation to test dates (6 February–24 April).
- submit applications for any of the following: report queries, missing reports and additional copies of reports (27 July–18 September).
- complete the *Principal's declaration* and online *School survey*.

## NAPLAN portal

To access this page from the QCAA homepage [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au) select **NAPLAN portal** from the **Services online** menu on the right-hand side of the screen.

Alternatively, go online to <https://naplan.qcaa.qld.edu.au/naplan/>. This will take you directly to the **NAPLAN portal**.

The screenshot shows the QCAA website homepage. At the top, there is a navigation bar with 'Site map', 'Contact us', 'Help', and a search box. Below this is a header with the Queensland Government logo and 'QCAA Queensland Curriculum & Assessment Authority'. A secondary navigation bar lists 'About us', 'K-12 policies and resources', 'Kindergarten', 'Prep-Year 10', 'Senior secondary', 'PD & events', and 'Publications'. The main content area features a large image of a teacher and students in a classroom. Below the image is a banner for 'Free P-6 Geography workshops'. On the right side, there is a 'Services online & secure login' menu with the following items: 'General login & accounts', 'MAD (Marker Applications Online)', 'NAPLAN portal' (circled in red), 'QCS Test admin database', 'School administration & reports', 'SDCS', 'SLIMS - Registration & banking', 'SunLANDA', 'TraQCEr', and 'WPOOnline'. A red arrow points to the 'NAPLAN portal' link. Below the menu is an 'Upcoming events' section with a calendar for January 2015.

Open QCAA homepage and click **Services Online** then select **NAPLAN portal**.

# Test administration login

From the **NAPLAN portal** homepage, click on **Test administration login** (see below) and enter your school BIC and password.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority

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**NAPLAN Tasks**

- Test administration login
- Results login
- National NAPLAN website
- NAPLAN portal user manual (PDF, 820kB)

Home > NAPLAN Portal

## Queensland Curriculum and Assessment Authority NAPLAN Portal

The test dates are: Tuesday 12 May, Wednesday 13 May and Thursday 14 May 2015.

**Test administration login**  
Enables schools to login to the Test administration website to upload/edit/verify student details and to access test administration forms.

**Results login**  
Enables schools to login to the QCAA secure site to download school and class reports for the National Assessment Program: Literacy and Numeracy (NAPLAN).

**National NAPLAN website**  
Enables schools to access National Assessment Program — Literacy and Numeracy (NAPLAN) website.

**NAPLAN portal user manual** (PDF, 820kB)  
The full instructions for maintaining student details on the Test administration webpage.

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Click **Test administration login**

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Home > NAPLAN Portal > Login

## Test administration login

**1. School BIC (School user ID)** **2. Password**

Login

**Help**

[Forgotten password](#)  
[School IDs and BIC Codes](#)

**QCAA Helpdesk**  
Email: [helpdesk@qcaa.qld.edu.au](mailto:helpdesk@qcaa.qld.edu.au)  
Phone: (07) 3864 0278

Last updated: 12 January 2015

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Enter school BIC and password

## Forgotten BIC or password

If you have forgotten your school BIC, select School IDs and BIC codes (as shown above) and find your QCAA school BIC (schools are listed alphabetically).

If you know your school BIC but not your school password, you can reset your password online.

- Select **Forgotten password**.
- Enter your 8 character BIC (user ID).
- Enter the word 'principal' where the prompt states *Enter your surname*.
- Click **Reset password**.
- On the next screen, you will be prompted to choose the email address to which your interim password will be sent — choose **Work** and click **Send email**.

An interim password will then be automatically generated and sent to that email address.

If you do not receive an email within a couple of hours, please email [helpdesk@qcaa.qld.edu.au](mailto:helpdesk@qcaa.qld.edu.au) with school details, email address and the words "Reset password not received" in the subject line.

# Confirm or amend school details

Once you have entered the school BIC and password, a pre-populated screen will open with your school's contact details. This feature is designed to collect the most up-to-date information for your school. Any updates to this information go straight into the NAPLAN school database.

This information is the only source that QCAA and our contractor, Fuji Xerox DMS, use for communications, dispatch of test handbooks, test materials and student reports, so it is vital that it is correct.

**Note:** Do not use any personal email addresses in the school email field.

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### School details check for Anywhere College

Before completing your student data check, please check and/or update your school details below. This will assist the QCAA and our contractor, Fuji Xerox DMS, in the timely and accurate delivery of your school's NAPLAN test materials, handbooks and student reports. If correct, click on the **Submit** button. If incorrect, please adjust accordingly and click on the **Update** button. Should your details change during the course of the year please contact the NAPLAN team on (07) 3864 0475 or send an email to [Naplan.Tests@qsa.qld.edu.au](mailto:Naplan.Tests@qsa.qld.edu.au).

School Code	9900
School Name	Anywhere college
Street address	1 Some Street
Suburb	Somewhere
Postcode	4999
Postal Address	1 Some Street
Postal Suburb	Somewhere
Postal Postcode	4999
Phone	07123456789
Fax	07123456788
School email	the.principal@anyw.qld.edu.au
School NAPLAN contact	

Submit Update

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## Confirm or amend school details

If your contact details are correct, click the **Submit** button. If you need to update any of your information, do so then click the **Update** button. You will be required to do this only once.

When you have completed this check, the NAPLAN student details page for your school will appear (see below). You will then be able to proceed either to upload the comma separated values (CSV) file of student details if you are an Independent or a Religious Institute school, or to check/alter and confirm student details if you are a state (EQ) or Catholic diocesan school.

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### NAPLAN student details for Anywhere College

In this site you can upload, check and correct the details of students that are required to participate in NAPLAN this year.

It is important that you check the details carefully as this data will be used for the overprinting of testbooks and for the student, class and school reports. The data is also used nationally by the Federal Government.

The data for Education Queensland schools and some Queensland Catholic Education Commission schools will be uploaded by the schooling authorities. These schools are required to check the accuracy of the data. As this is early data, some students may need to be deleted and new students added.

Other schools need to create a Comma Separated Value (CSV) file containing the data for their students according to the *NAPLAN portal user manual*. This file should be uploaded and student details checked and confirmed.

The information you provide will be used for administering and managing student details for the NAPLAN tests as part of legislative functions described in Education (Queensland Curriculum and Assessment Authority) Act 2014 (s.13). Personal information will be accessed by authorised QCAA staff, and handled in accordance with the Information Privacy Act 2009. Personal information will be disclosed to the QSA's printing and distribution contractor and the Australian Curriculum, Assessment and Reporting Authority (ACARA). To query an individual student result or participation, choose the "Query results" option from the menu on the left. This option can also be used to notify the Queensland Curriculum and Assessment Authority of a missing student result.

Queries reported before 25 July will be reflected in the first round of student reports subsequent queries will require a reprint of the student report if supported by the QCAA.

Applications to query results close on Friday 18 September 2015. Queries submitted after this date may not be reflected in the *My School* data published by the Australian Curriculum, Assessment and Reporting Authority (ACARA).

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**NAPLAN Tasks**

- Upload CSV file
- Principal's declaration
- Query results
- Check/Alter student details
- Add a new student
- Delete class information
- Confirm a class/year level
- Forms
- Contacts
- Logout
- Handbook weblink
- Report package weblink
- NAPLAN portal user manual (PDF,820kB)

Full menu shown – select required link that becomes available

# Registering student details

All students eligible to sit the NAPLAN tests must be registered through QCAA's NAPLAN portal.

The registration process differs for each schooling sector — Education Queensland (EQ), Queensland Catholic Education Commission (QCEC), Independent Schools Queensland (ISQ) and Religious Institute schools.

If you have not yet done so, it is recommended that you visit the portal to familiarise yourself with the layout of the school's student details page before proceeding.

Functions of relevant menu items	
<b>Upload CSV file</b>	To upload electronic CSV (comma separated value) files containing student registration details. Schools must have prepared the CSV file before uploading.
<b>Principal's declaration</b>	To complete the Principal declaration after completion of tests.
<b>Query results</b>	To access application form to query results (after student data released).
<b>Check/Alter student details</b>	To display a list of student details for checking and editing.
<b>Add a new student</b>	To display a screen to enter the details of new students.
<b>Delete class information</b>	To delete all class information (e.g. 7K) for a year level. This means that the materials for each of the tests will be packed in alphabetical order for that year level. School results will be reported in this format rather than in class groups.
<b>Confirm a class/year level</b>	To display the classes in each year level that are complete and ready for verification.
<b>Forms</b>	To access all application forms, i.e. application to use electronic test format, adjustment for disability, test exemption etc.
<b>Contacts</b>	To display contact telephone numbers and email addresses for support.
<b>Logout</b>	To exit the site.
<b>Weblinks</b>	To acknowledge receipt of <i>Handbook for Principals</i> , test materials, individual student reports – these weblinks will be accessible when required.
<b>NAPLAN portal user manual</b>	The full instructions for accessing areas via the NAPLAN portal.

## Education Queensland schools

Student details for Education Queensland (EQ) schools are provided by Education Queensland and uploaded to the website by the QCAA (see Flowchart 2). EQ schools will not be able to upload a CSV file and will need only to:

- check/alter class and student details where necessary
- confirm accuracy of information.

## Catholic Education schools

The student details for Catholic diocesan schools will have been uploaded to the website by the diocesan authorities. These schools will need only to:

- check/alter class and student details where necessary
- confirm accuracy of information.

Schools that **do not** have central uploading of their student details will need to follow the process outlined for Independent and Religious Institute schools.

## Independent and Religious Institute schools

Independent (ISQ) and Religious Institute schools can enter and upload student details from **5 February**. The following pages will explain the steps required for this process.

## Preparing your CSV file

Before logging on to the website, you will need to create files containing the students' details for each participating year level from your school information management system. A single file can be created for all students for all year levels, or separate files for each year level/class.

The file must be in CSV format, **prepared in the order shown in the following table**. Any change in the order will result in an upload error or incorrect information being overprinted on the testbook covers. **Do not use a header row as this will result in an upload error.**

Column	Field name	Length (max.)	Valid codes
A	First names	50	A-Z, a-z, special characters*
B	Last name	50	A-Z, a-z, special characters*
C	Date of birth	10	DD/MM/YYYY, e.g. 02/04/2002
D	Gender	1	1 = Male; 2 = Female
E	Year level	1	3, 5, 7, 9
F	Class	4	A-Z, 0-9 (e.g. Mr Smith's Year 3 Class – 3SMI)
G	Indigenous status	1	1, 2, 3, 4 or 9^
H	Student ID	11	A-Z, 0-9 (e.g. EQ ID for Education Queensland students)
I	LBOTE+	1	Y = Predominantly speaks a language other than English N = Speaks only English
J	Parental school education (mother)	1	0,1, 2, 3 or 4^
K	Parental school education (father)	1	0,1, 2, 3 or 4^
L	Parental non-school education (mother)	1	0, 5, 6, 7 or 8^
M	Parental non-school education (father)	1	0, 5, 6, 7 or 8^
N	Parental occupation (mother)	1	1, 2, 3, 4, 8 or 9^
O	Parental occupation (father)	1	1, 2, 3, 4, 8 or 9^
P	Main language other than English spoken at home (student)	4	4 digit numeric ASCL code^
Q	Main language other than English spoken at home (mother)	4	4 digit numeric ASCL code^
R	Main language other than English spoken at home (father)	4	4 digit numeric ASCL code^
S	Country of birth (student)	4	4 digit numeric SACC code^

\* special characters include hyphens, apostrophes, single spaces, left and right brackets, full stops.

+ LBOTE refers to Language Background Other Than English.

^ refer to Explanation of student upload file codes for explanation (page 8)

ASCL — Australian Standard Classification of Languages

SACC — Standard Australian Classification of Countries.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Kady Annabelle	Baker	20/07/2006	2	3	3b	4	12345678	N	0	4	0	7	4	1	1201	6302	1201	1101
Rene Lewis	Ryan	10/11/2006	1	3	3a	1	87654321	Y	1	3	8	5	8	4	2201	2201	1201	1101
Sample data in Excel spreadsheet																		



The Class field (F) refers to the individual class group/s from the school participating at each year level. For example, Mr Smith's Year 3 class may be entered as 3SMI. It **must be** a maximum of 4 characters. Where no data are entered in the Class field, testbooks will be packaged in alphabetical order for the year level cohort and all students will be included in the same class for reporting purposes.

**If data are not available for columns J–S, the 'Not stated' response must be used as default** (refer to page 8 for the 'Not stated' codes. The "Not stated" codes are not the same for all columns).

The record files must be uploaded to the website in CSV format, data verified and confirmed by close of business **Friday 6 March**.

### To save a file in CSV format using Excel

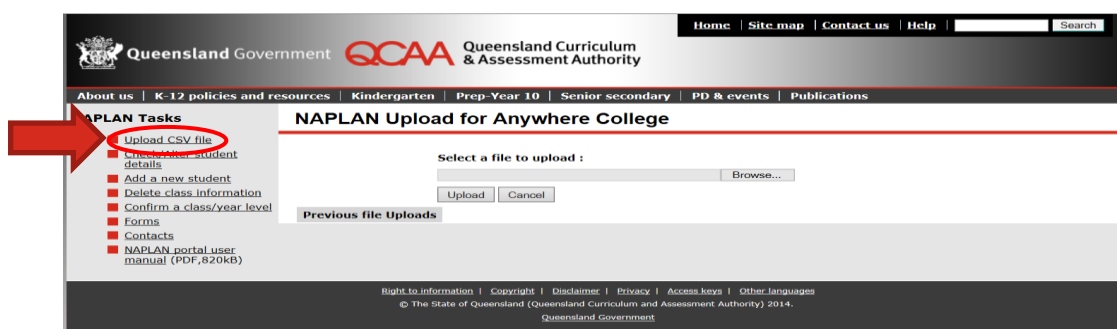
- Browse the school information management system to locate the relevant details for each year level.
- Select, copy and paste the student details into a new Excel spreadsheet — ensuring the data are in the field order given in the table on the previous page. Do not insert a header row in the spreadsheet. The first row should start with student details.
- When the new Excel spreadsheet contains all of the records for the selected year level, click 'File' and 'Save as'. This will open a 'Save as' dialogue box.
- From the 'Save in' drop-down option, select where to save the file for future school access.
- In the 'File name' box, enter a name for the file using your school's name and the relevant class information, e.g. Anywhere College Year 9. (The file name must not contain any punctuation.)
- From the 'Save as type' drop-down options, scroll down and select CSV (Comma delimited).
- Click the Save button.
- Click on OK or Yes option on any dialogue boxes that open.

The file has now been saved in the chosen location in CSV format and is ready for uploading.

### Uploading your student details

To choose and upload the appropriate files saved from your school's information management system:

- Go to **Test administration login** <https://naplan.qcaa.qld.edu.au/naplan/pages/login.jsp>
- Enter the school BIC and password.
- On the main menu, click on **Upload CSV file**.



**Click Upload CSV file**

The **NAPLAN Upload** screen will open and show the following buttons that you require:

<b>Browse</b>	enables you to locate the saved data files you want to upload
<b>Upload file</b>	enables you to upload selected files
<b>Cancel</b>	clears the selected file

- Click **Browse**. This will present a 'Choose file' dialogue box.
- Navigate to the directory that contains the file you wish to upload.
- Select the file.
- Click 'Open'. This will display the selected file name in a text box below.
- Click **Upload file** to complete the upload process.

Once the file has been successfully uploaded it will appear in your list of uploaded files. The number of student records created by the upload will also be displayed.

If there are errors with the data within the CSV file, they will be reported in red on screen. Please correct any errors before trying to reload the file. No records will be created if there are errors in the CSV file.

If you receive a 'Page load error' after you click on the Upload file button, check to see if any records have been created before attempting to upload the file again. **Do not upload the same file if records have already been created** (check under 'Previous file Uploads').

When the file has been uploaded, you will receive a message to say 'Your file was uploaded successfully' on the **File Upload Results** page and the file will appear in the table.

## Explanation of student upload file codes

<b>Indigenous status of student (column G)</b>	
1	Aboriginal but not Torres Strait Islander origin
2	Torres Strait Islander but not Aboriginal origin
3	Both Aboriginal and Torres Strait Islander origin
4	Neither Aboriginal nor Torres Strait Islander origin
9	Not stated / unknown

<b>Parental school education – mother/father (columns J, K)</b>	
0	Not stated / unknown
1	Year 9 or equivalent or below
2	Year 10 or equivalent
3	Year 11 or equivalent
4	Year 12 or equivalent

<b>Parental non-school education – mother/father (columns L, M)</b>	
0	Not stated / unknown
8	No non-school qualification
5	Certificate I to IV (including trade certificate)
6	Advanced diploma / Diploma
7	Bachelor degree or above

<b>Parental occupation – mother/father (columns N,O)</b>	
1	Senior management in large business organisation, government administration and defence, and qualified professionals
2	Other business managers, arts / media / sportspersons and associated professionals
3	Tradesmen / women, clerks and skilled office and service staff
4	Machine operators, hospitality staff, assistants, labourers and related workers
8	Not in paid work in the last 12 months
9	Not stated / unknown

<b>Main language other than English spoken at home (columns P,Q,R)</b>	
<b>Language code</b>	<b>Language description</b>
1201	English Only
4202	Arabic
7101	Cantonese
7199	Chinese, nec
3503	Croatian
2101	French
2201	Greek
5203	Hindi
2401	Italian
6301	Khmer
3504	Macedonian
7104	Mandarin
3505	Serbian
5211	Sinhalese
2303	Spanish
6511	Tagalog
4301	Turkish
6302	Vietnamese
0002	Not stated

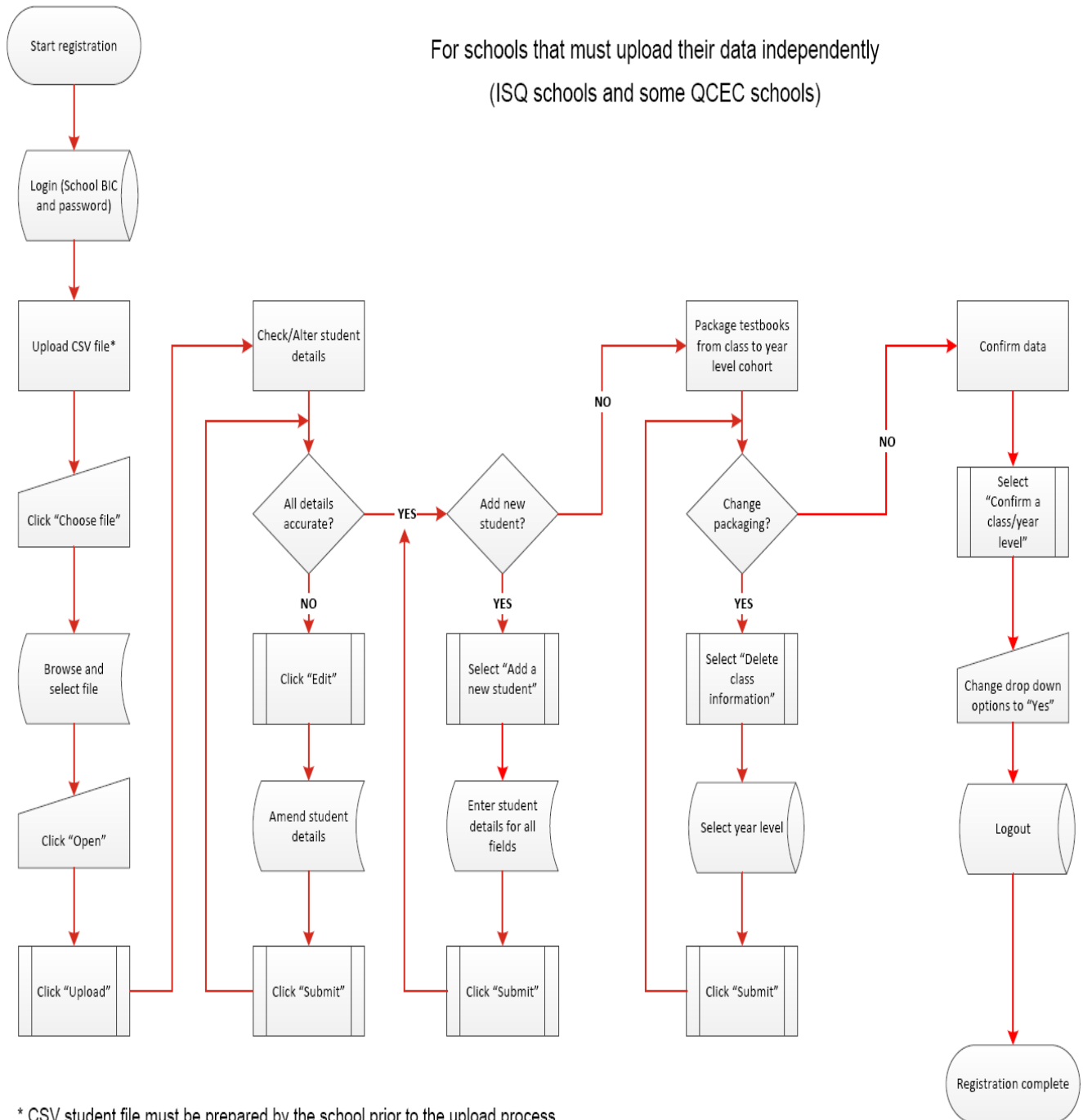
A full list is available at: <http://www.abs.gov.au/AUSSTATS/abs@.nsf/Detailspage/1269.02011?OpenDocument>

<b>Country of birth – student (column S)</b>	
<b>Country code</b>	<b>Country name</b>
1101	Australia
6101	China (excludes SARs and Taiwan Province)
2102	England
2304	Germany
6102	Hong Kong (SAR if China)
7103	India
6203	Korea, Republic of (South)
5203	Malaysia
1201	New Zealand
1302	Papua New Guinea
5204	Philippines
4213	Saudi Arabia
5205	Singapore
9225	South Africa
7107	Sri Lanka
4105	Sudan
6105	Taiwan
2100	United Kingdom
8104	United States of America
0003	Not stated

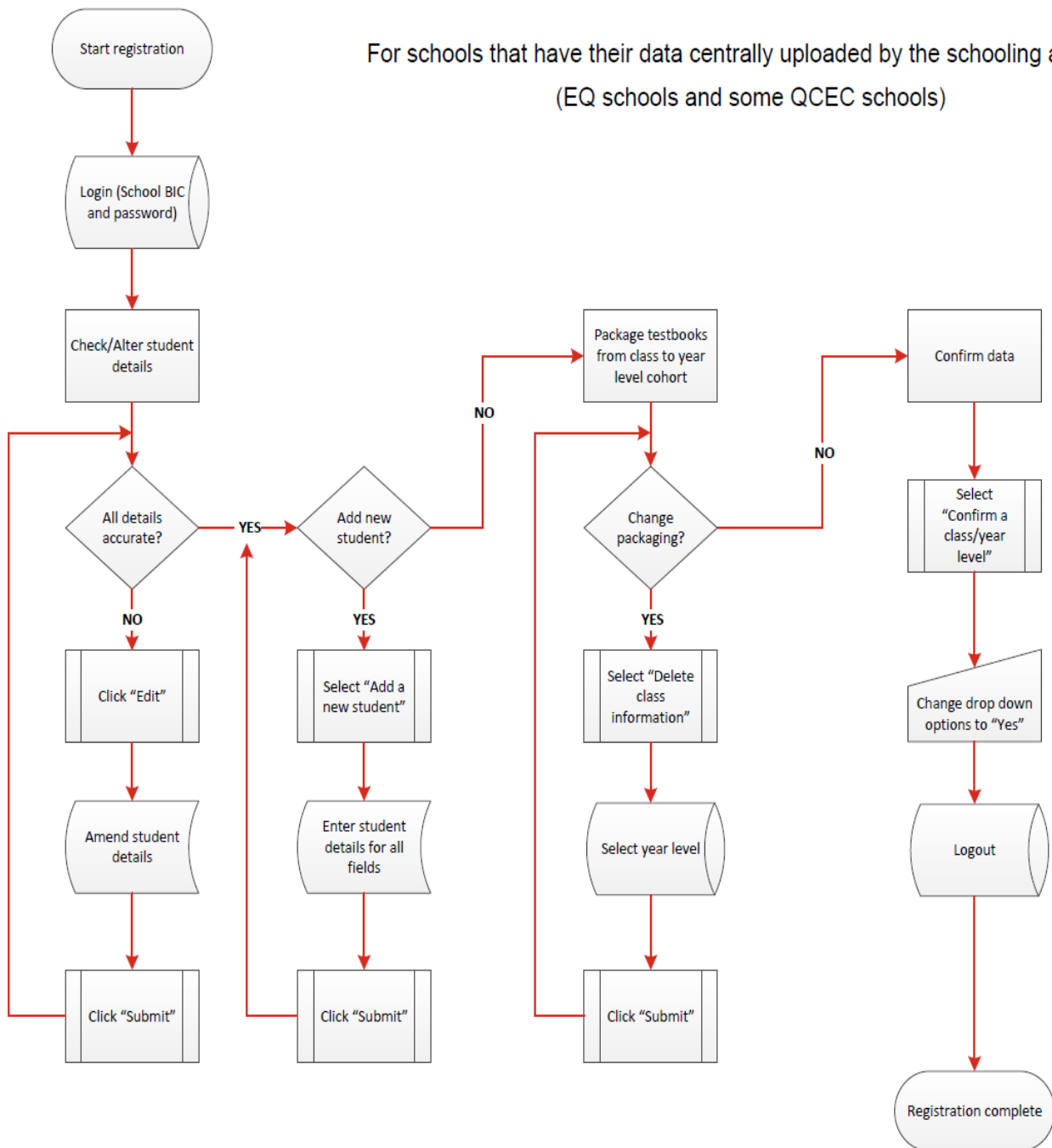
A full list is available at: <http://www.abs.gov.au/AUSSTATS/abs@.nsf/Detailspage/1267.02011?OpenDocument>

# Registration process

Flowchart 1 — Independent and Religious Institute schools upload



## Flowchart 2 — Education Queensland and Catholic Diocesan schools upload



# Checking/altering individual student details — all schools

Once the student details have been uploaded (either centrally or independently) to the website, they need to be checked for accuracy and altered where necessary. There may be cases where a new student has enrolled or a student has left the school but their details have not yet been updated. There may also have been movement of students between classes or year levels.

Changes or amendments made to the school information management system will not automatically be updated on the **NAPLAN portal student details** page. Any change to student information for the NAPLAN tests must be made in the **NAPLAN portal**.

To begin the process of checking/altering student details:

- Go to the **NAPLAN portal** and click **Test administration login**  
<https://naplan.qcaa.qld.edu.au/naplan/pages/login.jsp>
- Enter the school BIC and password.

The uploaded student details can be searched and edited by year level, class or individual student details.

## Viewing lists of student details

To display a list of your student's details, click **Check/Alter student details** on the main menu screen.

- Select the student's year level and class. This will display a list of students.

**NAPLAN Student Details for Anywhere College**

Use the "Year Level" and "Class" drop down lists to select how you would like to filter the student data.

Year Level    
 Class

Student										Mother			Father						
	Yr	Class	Last Name	First Names	DOB	Sex	Indig	LBOTE	EQ ID	Birth Country	MLOE	Sch	Non	Occ	MLOE	Sch	Non	Occ	MLOE
<input type="button" value="Edit"/>	3	NONE	FULLER	GRACE	05/08/2007	F	NS	N		PNG	NS	Y12	Dip	NP12	Taga	Y12	None	Trad	Taga
<input type="button" value="Edit"/>	3	NONE	MEIKLE	LAUREN	14/08/2007	F	None	N		Aust	NS	NS	NS	Trad	NS	NS	NS	Trad	NS
<input type="button" value="Edit"/>	3	NONE	POWELL	LEANNE	26/01/2008	F	None	Y		Aust	Mand	Y12	Deg	NP12	Mand	Y12	None	Sen	Mand
<input type="button" value="Edit"/>	3	NONE	SMITH	REBECCA	10/05/2007	F	NS	N		Aust	NS	Y11	NS	Mach	NS	NS	NS	NS	NS
<input type="button" value="Edit"/>	5	NONE	BETROS	LUKE	30/04/2005	M	None	N		Aust	NS	Y12	None	NP12	NS	Y11	Deg	Trad	NS
<input type="button" value="Edit"/>	5	NONE	DODDS	LUKE	18/08/2005	M	None	N		Aust	NS	Y10	Cert	Man	NS	Y11	Deg	Trad	NS
<input type="button" value="Edit"/>	5	NONE	FELIX	PHILIP	15/05/2005	M	None	Y		Aust		Y12	Deg	Man		Y10	Dip	Trad	
<input type="button" value="Edit"/>	5	NONE	FORSTER	TALIA	17/02/2005	F	None	N		Aust	NS	NS	NS	NS	NS	NS	NS	NS	NS
<input type="button" value="Edit"/>	5	NONE	KAPPEL	MICAH	10/11/2004	M	NS	N		Aust	NS	Y12	NS	Mach	NS	Y12	None	Sen	NS
<input type="button" value="Edit"/>	5	NONE	KENNEDY	EMILY	28/06/2005	F	None	N		Aust	NS	NS	NS	NS	NS	NS	NS	NP12	NS

Click the drop-down options to select the Year Level and Class that you want to check



## Altering student details

To alter a student's details:

- Click **Edit** next to the student's name on the list. This will display a screen containing the details for the individual student. New details can be entered or selected from drop-down options.
- Click **Submit** to save the changes to the record.

The **Reset** button will reset the values to what they were when the page opened.

The **Cancel** button discards any changes and returns to the **Check/Alter student details** page.

The **Cancel** and **Reset** buttons are for correcting user data entry errors only.

The screenshot shows the 'Edit Student Details for Anywhere College' form. The form is divided into two main sections: 'Personal Information' and 'Parental Information'. The 'Personal Information' section includes fields for Last Name (BETROS), First Names (LUKE), Year Level (5), Class (NONE), Date of Birth (30/04/2005), Gender (Male), Indigenous Status (Neither Aboriginal nor Torres Strait Islander Origin), LBOTE Status (N), EQ Id, Country of Birth (Australia (includes External Territories)), and Main language other than English spoken at Home (Not stated). The 'Parental Information' section is split into 'Mother' and 'Father' columns. The 'Mother' column includes School Education (Year 12 or equivalent), Non-school Education (No non-school qualification), Occupation (Not in paid work in last 12 months), and Main language other than English spoken at home (Not stated). The 'Father' column includes School Education (Year 11 or equivalent), Non-school Education (Bachelor degree or above), Occupation (Tradesman/women, clerks and skilled office, sales and service staff), and Main language other than English spoken at home (Not stated). At the bottom of the form, there are buttons for 'Submit', 'Reset', 'Cancel', and 'Delete this Student'. A red arrow points to the 'Submit' button.

Alter students details as required

## Deleting a student's record from the list

To delete the entire record of a student's details from the list (e.g. when a student has left the school, has been moved to a different year level or has a duplicate record):

- Select the student's year level and class. This will display a list of students.
- Click on the **Edit** button beside the student's name. The student's details will open.
- On the **Edit student details** screen, click on the **Delete this Student** button at the bottom of the screen.

The student's details will be deleted from the list. Once deleted, this record cannot be retrieved.

The **Reset** button will reset the values to what they were when the page opened.

The **Cancel** button discards any changes and returns to the **Check/Alter student details** page.

The **Cancel** and **Reset** buttons are for correcting user data entry errors only.

Click **Delete this Student**

## Adding details of a new student

Once the CSV files have been uploaded to the website, a new student may need to be added to the lists.

New students have to be added individually. New students added to the school's information management system will not be automatically added to this website.

To add the details of a new student to a class of student records:

- Click on the **Add a new student** item on the main menu screen (see page 12). This will generate a screen displaying all the enrolment data required for the online student registration.
- Enter the details of the new student.
- Click on the **Submit** button at the bottom of the screen.

Add details for a new student

## Deleting class information

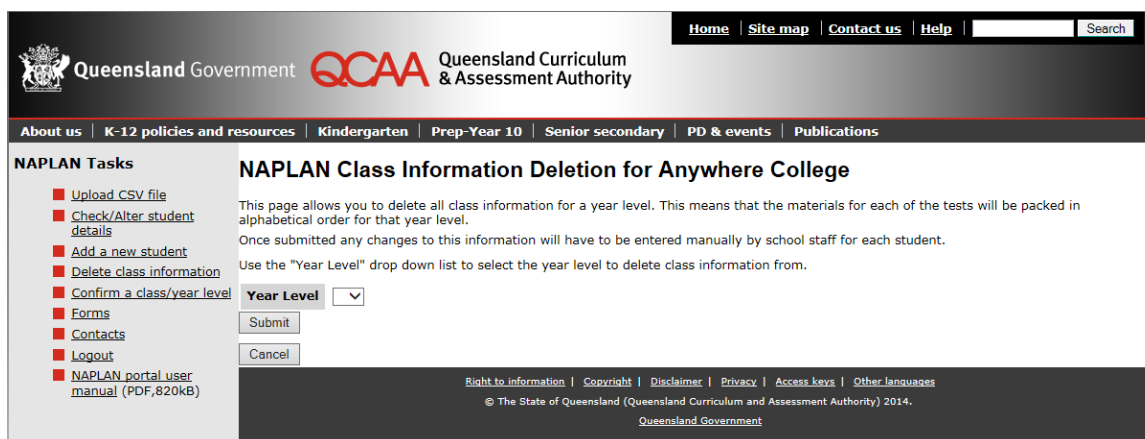
This page allows you to delete all class information for a year level. This means that the materials for each of the tests will be packed in alphabetical order for that year level, not in class groups. School results will be reported in this format rather than in class groups.

It is not possible to arrange student names for the Literacy tests one way and for the Numeracy tests in a different way.

To delete class information:

- Click on the **Delete class information** item on the main menu screen (see page 12).
- Use the **Year Level** drop-down list to select the year level from which you wish to delete class information.
- Click on the **Submit** button. All class information for that year level will be deleted and the students will be displayed in alphabetical order.

**Once submitted any changes to this information will have to be entered manually by school staff for each student.**



The screenshot shows the QCAA website interface. At the top, there is a navigation bar with links for Home, Site map, Contact us, Help, and a search box. Below this is a secondary navigation bar with links for About us, K-12 policies and resources, Kindergarten, Prep-Year 10, Senior secondary, PD & events, and Publications. The main content area is titled "NAPLAN Class Information Deletion for Anywhere College". It contains a sidebar with a list of "NAPLAN Tasks" including Upload CSV file, Check/Alter student details, Add a new student, Delete class information, Confirm a class/year level, Forms, Contacts, Logout, and NAPLAN portal user manual (PDF, 820kB). The main content area explains that this page allows deleting class information for a year level, resulting in alphabetical ordering of materials. It includes a "Year Level" dropdown menu, "Submit", and "Cancel" buttons. At the bottom, there are links for Right to information, Copyright, Disclaimer, Privacy, Access keys, and Other languages, along with a copyright notice for 2014.

### Deleting class information

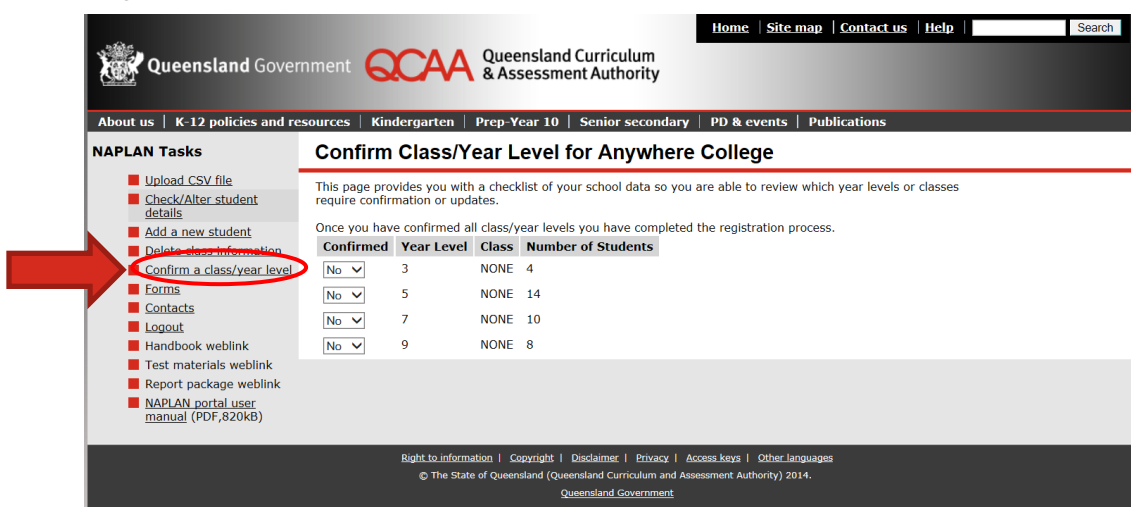
# Confirming amendments

The confirmation of student details is a vital step to ensure the accuracy of information printed on the testbook covers and for reporting.

After uploading your students' details and/or checking them and making necessary alterations, you need to confirm that all information registered for your school is accurate. It is not until this confirmation has been received that the first step of printing the student details on the testbooks can begin.

When the student details for a year level or class group are accurate:

- Click on the **Confirm a class/year level** item on the main menu (see page 12).
- Click on the drop-down arrow under **Confirmed** next to the description of the year level or class group that you wish to confirm and select **Yes**.



The screenshot shows the QCAA website interface. The main heading is "Confirm Class/Year Level for Anywhere College". Below this, there is a table with columns: Confirmed, Year Level, Class, and Number of Students. The table contains four rows of data, each with a "No" dropdown menu in the "Confirmed" column.

Confirmed	Year Level	Class	Number of Students
No	3	NONE	4
No	5	NONE	14
No	7	NONE	10
No	9	NONE	8

## Confirming your student details.

Once confirmation for each class has been submitted, the registration of student details is complete.

# Application forms

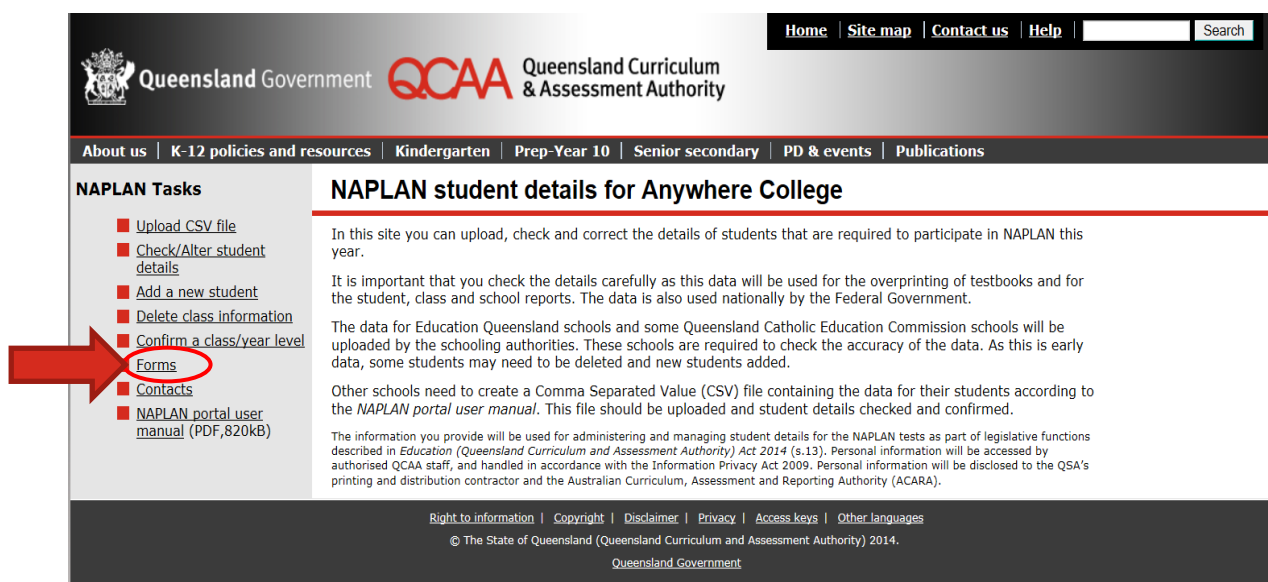
All NAPLAN application forms are available from the **Test administration login** of the **NAPLAN portal**.

To request test materials in alternative formats — Braille, large print, black and white, electronic — principals must complete the appropriate electronic form for each student requiring these adjustments.

An application for adjustment for disability should also be completed for each student accessing tests in alternate formats and a copy given to the student's parents/carers.

To access these forms:

- Go to the **NAPLAN portal** and click **Test administration login**  
<https://naplan.qcaa.qld.edu.au/naplan/pages/login.jsp>
- Enter the school BIC and password.
- Click **Forms**.



The screenshot shows the NAPLAN portal website. The header includes the Queensland Government logo and the QCAA Queensland Curriculum & Assessment Authority logo. A navigation menu at the top right contains links for Home, Site map, Contact us, Help, and a search box. A secondary navigation menu below the header lists: About us, K-12 policies and resources, Kindergarten, Prep-Year 10, Senior secondary, PD & events, and Publications. The main content area is titled 'NAPLAN student details for Anywhere College'. On the left, a sidebar titled 'NAPLAN Tasks' lists several options: Upload CSV file, Check/Alter student details, Add a new student, Delete class information, Confirm a class/year level, Forms (highlighted with a red circle and a red arrow pointing to it), Contacts, and NAPLAN portal user manual (PDF, 820kB). The main content area contains text explaining that users can upload, check, and correct student details for NAPLAN participation, and provides information about data usage and privacy.

## Accessing application forms

- Select the appropriate form from the list provided and either
  - enter the required information in all fields of the electronic forms and click on **Submit**. The information provided will be recorded in the QCAA database. You should also print a copy of the request for your records.
- OR
  - enter the required information in all fields of the interactive PDF forms that are for school use only and print.

## Forms to be completed online

Form	Description
Variance request	Schools in areas where a public holiday occurs during the testing period can apply to vary the test dates (up to 22 May) for groups of students.
Request for large print or black and white format	Various formats of textbooks in large print and black and white print are available for students with a vision impairment who regularly use these formats.
Request for Braille format	Test materials are available in Braille format for students who regularly use this format. The standard format is contracted single-line spaced Braille however, other formats may be requested.
Application to use electronic test format	An electronic format of the tests is available for students who are unable to access the tests through any other adjustments available, including the use of large print materials or assistive technology.
Application to use assistive technology	Schools may apply for a student with a disability that impacts their ability to write for an extended period to use assistive technology in the Writing test.
Application to use a scribe for the Writing test	Schools may apply for permission for a student with a disability, who meets all the criteria outlined in Section 6.5 of the Handbook for Principals, to have the assistance of a scribe to complete the Writing test.
Temporary injury — notice of use of assistive technology for the Writing test	This form is to be completed when a student with a temporary injury (e.g. broken arm) uses assistive technology (e.g. computer) to complete the Writing test. A scribe is not permitted for a student with a temporary injury.
School testbook usage advice	This form is to be completed when the use of textbooks has been varied in ways that may impact on the reporting of test results (e.g. a student using a Type 1 textbook for one test and a Type 2 textbook for other tests; or where one student has used another student's textbook).

## Forms for school use only

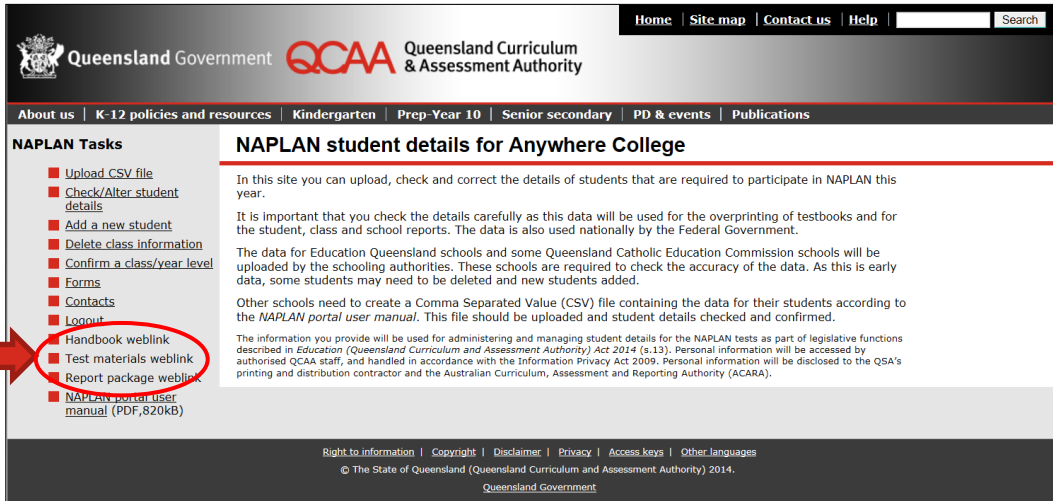
Schools can download and print these forms. They are not required to be submitted to the QCAA.

Form	Description
Application for adjustment for disability	Use this form for all adjustments e.g. extra time, rest breaks, signed support, scribe, support person and coloured overlays.
Application for test exemption	A copy of this form must be forwarded to the parents/carers. Retain the original in the student's file.
Notice of parent withdrawal	A copy of this form must be forwarded to the parents/carers. Retain the original in the student's file.

# Acknowledging receipt of handbooks and materials

The principal (or delegate) must use the **Test administration login** page of the **NAPLAN portal** to acknowledge receipt of handbooks and materials as soon as possible after delivery.

- Go to the **NAPLAN portal** and click **Test administration login**  
<https://naplan.qcaa.qld.edu.au/naplan/pages/login.jsp>
- Enter the school BIC and password.
- Click the relevant weblink (as detailed below). The weblinks will appear only when they need to be accessed.



The screenshot shows the NAPLAN portal interface. At the top, there is a navigation bar with 'Home', 'Site map', 'Contact us', and 'Help'. Below this is the Queensland Government logo and the QCAA (Queensland Curriculum & Assessment Authority) logo. The main content area is titled 'NAPLAN student details for Anywhere College'. On the left, there is a 'NAPLAN Tasks' menu with the following items: Upload CSV file, Check/Alter student details, Add a new student, Delete class information, Confirm a class/year level, Forms, Contacts, Logout, Handbook weblink, Test materials weblink, Report package weblink, and NAPLAN portal user manual (PDF, 820kB). A red arrow points to the 'Handbook weblink' option. The main content area contains the following text: 'In this site you can upload, check and correct the details of students that are required to participate in NAPLAN this year. It is important that you check the details carefully as this data will be used for the overprinting of testbooks and for the student, class and school reports. The data is also used nationally by the Federal Government. The data for Education Queensland schools and some Queensland Catholic Education Commission schools will be uploaded by the schooling authorities. These schools are required to check the accuracy of the data. As this is early data, some students may need to be deleted and new students added. Other schools need to create a Comma Separated Value (CSV) file containing the data for their students according to the NAPLAN portal user manual. This file should be uploaded and student details checked and confirmed. The information you provide will be used for administering and managing student details for the NAPLAN tests as part of legislative functions described in Education (Queensland Curriculum and Assessment Authority) Act 2014 (s.13). Personal information will be accessed by authorised QCAA staff, and handled in accordance with the Information Privacy Act 2009. Personal information will be disclosed to the QSA's printing and distribution contractor and the Australian Curriculum, Assessment and Reporting Authority (ACARA).

Select the relevant weblink

## Handbook weblink

To acknowledge receipt of copies of the *Handbook for Principals* click **Handbook weblink**. Complete the details required and click **Submit**.

Additional copies of the handbook may be downloaded from the *NAPLAN Test administration page* of the QCAA website at <https://www.qcaa.qld.edu.au/8021.html>.

## Test materials weblink

After checking materials, click the **Test materials weblink** to:

- acknowledge receipt of test materials (all schools).
- advise of incorrect/incomplete delivery.
- request additional materials.

It is imperative that schools acknowledge receipt of materials and order any additional test materials within 24 hours of receipt as the delivery timeframe for additional materials is very short.

## Report package weblink

To acknowledge receipt of the package(s) of individual student reports click **Report package weblink**. If you have Year 9 and other year levels please wait until you have received delivery of all year levels.

Complete the details required and click **Submit**.

## Principal's declaration

School principals, who oversee the administration of the tests, are required to indicate that they read, understood and adhered to the protocols for test administration as set out in the *Handbook for Principal*. Principals must complete, sign and email the *Principal's declaration* to the QCAA.

The declaration is to be completed after test materials have been returned to the QCAA and before close of business on **Friday 22 May 2015**.

To complete the principal's declaration:

- Go to the **NAPLAN portal** and click **Test administration login**  
<https://naplan.qcaa.qld.edu.au/naplan/pages/login.jsp>
- Enter the school BIC and password.
- Click **Principal's declaration** from the menu on the left side of the page and complete all fields. The link for this form will appear on Friday of the test week, once the scheduled tests have been completed.
- click **Submit** — a new page with a signature block will appear on your computer screen.

**Note:** If the page with the signature block **does not appear** on your screen after you have clicked the **Submit** button, the information has **NOT** been electronically transferred to the QCAA and you will need to repeat the process.

- print the page with the signature block and sign it before scanning and emailing to [naplan.tests@qcaa.qld.edu.au](mailto:naplan.tests@qcaa.qld.edu.au)

## School survey

Principals and school staff are asked to complete an electronic survey form designed to gather feedback on all phases of the testing program once the period is over (22 May) and before 26 June.

To access the survey:

- Go to the **NAPLAN portal** and click **Test administration login**  
<https://naplan.qcaa.qld.edu.au/naplan/pages/login.jsp>
- Enter the school BIC and password.
- Click **School survey** from the menu on the left side of the page.
- click **Submit** when you have completed the survey.



# Query results

Arrange for all details on the student reports to be checked before distributing to parents/carers.

Submit an online **Application to query student report** to the QCAA for consideration of any perceived errors in class or student reports or for missing student reports as soon as possible and before the closing date.

To access this form:

- Go to the **NAPLAN portal** and click **Test administration login**  
<https://naplan.qcaa.qld.edu.au/naplan/pages/login.jsp>
- Enter the school BIC and password.
- Click **Query results**. This will display a list of students.

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**NAPLAN Tasks**

- Upload CSV file
- Principal's declaration
- Query results**
- Check/Alter student details
- Add a new student
- Delete class information
- Confirm a class/year level
- Forms
- Contacts
- Logout
- Handbook weblink
- Report package weblink
- NAPLAN portal user manual (PDF,820KB)

**NAPLAN student details for Anywhere College**

In this site you can upload, check and correct the details of students that are required to participate in NAPLAN this year.

It is important that you check the details carefully as this data will be used for the overprinting of textbooks and for the student, class and school reports. The data is also used nationally by the Federal Government.

The data for Education Queensland schools and some Queensland Catholic Education Commission schools will be uploaded by the schooling authorities. These schools are required to check the accuracy of the data. As this is early data, some students may need to be deleted and new students added.

Other schools need to create a Comma Separated Value (CSV) file containing the data for their students according to the *NAPLAN portal user manual*. This file should be uploaded and student details checked and confirmed.

The information you provide will be used for administering and managing student details for the NAPLAN tests as part of legislative functions described in *Education (Queensland Curriculum and Assessment Authority) Act 2014 (s.13)*. Personal information will be accessed by authorised QCAA staff, and handled in accordance with the Information Privacy Act 2009. Personal information will be disclosed to the QSA's printing and distribution contractor and the Australian Curriculum, Assessment and Reporting Authority (ACARA). To query an individual student result or participation, choose the "Query results" option from the menu on the left. This option can also be used to notify the Queensland Curriculum and Assessment Authority of a missing student result.

Queries reported before 25 July will be reflected in the first round of student reports subsequent queries will require a reprint of the student report if supported by the QCAA.

Applications to query results close on Friday 18 September 2015. Queries submitted after this date may not be reflected in the *My School* data published by the Australian Curriculum, Assessment and Reporting Authority (ACARA).

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 Queensland Government

## Query results

- Select the **Year level** and **Class** from the drop down list to locate the student details.
- Click **Apply** to open the *Application to query student results form*.

**NAPLAN Tasks**

- Upload CSV file
- Principal's declaration
- Query results
- Check/Alter student details
- Add a new student
- Delete class information
- Confirm a class/year level
- Forms
- Contacts
- Logout
- Handbook weblink
- Report package weblink
- NAPLAN portal user manual (PDF,820KB)

**Query NAPLAN student results for Anywhere College**

Use the "Year Level" and "Class" drop down lists to select how you would like to filter the student data.

**Year Level**  The participation status is from textbook cover.  
 P = present A = absent X = Exempt

**Class**  W = parent withdrawn S = sanctioned abandonment

Missing Student

Action	Yr	Class	Last Name	First Names	DOB	Student ID	Participation status				
							LC	W	R	N/NC	CA
<b>Apply</b>	3	3A	FULLER	GRACE	05/08/2007		P	P	P	P	P
Apply	3	3A	MEIKLE	LAUREN	14/08/2007		P	P	P	P	P
Apply	3	3A	SMITH	JANE	01/04/2008		P	P	P	P	P
Apply	3	3B	POWELL	LEANNE	26/01/2008		P	P	P	P	P
Apply	5	NONE	BETROS	LUKE	30/04/2005		P	P	P	P	P

## Apply to query student results

- Complete the information on the form as required.
- Click **Submit** to lodge the application.

# Results login

Schools will be notified when writing scripts and school/class reports will be available from the **Results login** page of the **NAPLAN portal**.

School administrators will be required to check the accuracy of data contained in these reports.

To access your school data:

- Go to the **NAPLAN portal** and click **Results login**  
<https://naplan.qcaa.qld.edu.au/naplan/pages/login.jsp>
- Enter the school BIC and password.

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**NAPLAN Tasks**

- Test administration login
- **Results login**
- National NAPLAN website
- NAPLAN portal user manual (PDF, 820kB)

Home > NAPLAN Portal

## Queensland Curriculum and Assessment Authority NAPLAN Portal

The test dates are Tuesday 12 May, Wednesday 13 May and Thursday 14 May 2015.

[Test administration login](#)  
Enables schools to login to the Test administration website to upload/edit/verify student details and to access test administration forms.

**Results login**  
Enables schools to login to the QCAA secure site to download school and class reports for the National Assessment Program: Literacy and Numeracy (NAPLAN).

[National NAPLAN website](#)  
Enables schools to access National Assessment Program — Literacy and Numeracy (NAPLAN) website.

[NAPLAN portal user manual](#) (PDF, 820kB)  
The full instructions for maintaining student details on the Test administration webpage.

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Queensland Government

## Results login screen

- Click **School-specific reports**.

**Schools admin**

- Manage your own details and preferences
- School administration section
- QCS Test Community Representatives Database
- View staff website access
- **School-specific reports**
- Marker Applications Online

## Administration

- **Manage your own details** — change your password or email address.
- **School administration section** — manage information about your school and submit administrative information to the QCAA.
- **View staff website access** — manage access to restricted areas of this website for staff at your school.
- **School-specific reports** — download reports specific to your school.
- **Interactive Data Portal** — information specific to your school.
- **SDCS** (Student Data Capture System).
- **WPOne** - Work programs online
- **QCS Test administration database** — QCS Test community representatives nominations.
- **Marker applications online** — log in to Marker Applications Online (MAO).

The [Getting started guide](#) has been developed to provide support for applications in the administration section. Please refer to it if you need assistance with one of the applications in this section.

## School-specific reports

- Click the required file.
- Download and save the file (as per instructions on screen).

**NAPLAN Data**

2008–2013 NAPLAN data are no longer available on the website. Principals who require this information should complete the [Data request form](#).

To view documents for a school, enter the org\_id:

**QUEENSLAND CURRICULUM AND ASSESSMENT AUTHORITY (org\_id 3000)**

Available from 26 Aug 2014

[2014 NAPLAN Class and School reports for school 3000](#)

20140826\_qcaa\_3000\_naplan\_14.zip 8707 kB

To download class and school reports

## More information

If you need help with a BIC (User ID) or password, please contact the QCAA Helpdesk on **3864 0278** or by email at [helpdesk@qcaa.qld.edu.au](mailto:helpdesk@qcaa.qld.edu.au).

If you need support using the QCAA NAPLAN portal login pages, please telephone 3864 0361 or 3864 0475 (between 8:30 am and 4:30 pm) or email [naplan.tests@qcaa.qld.edu.au](mailto:naplan.tests@qcaa.qld.edu.au).