

NAPLAN portal user manual

For school principals and administrators

February 2020

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1 About this user manual

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.

This user manual explains how to complete NAPLAN administration tasks using the **NAPLAN portal**.

1.1 Getting help

Type of assistance	Unit	Email	Phone
Support using NAPLAN portal	NAPLAN operations team	naplan.tests@qcaa.qld.edu.au	(07) 3864 0396
BIC (User ID) or password	QCAA Client Services	ClientServices@qcaa.qld.edu.au	(07) 3864 0278

2 NAPLAN administration tasks and timeline

Schools are required to log in to the **NAPLAN portal** before, during and after the administration of the tests to carry out NAPLAN administration tasks as detailed in [Table 1](#).

Registration dates and details are available in the *NAPLAN 2020 School task schedule for paper-based schools* available on the QCAA website: www.qcaa.qld.edu.au/p-10/naplan/test-administration.

Table 1: NAPLAN administration tasks and timeframes

NAPLAN administration task	In this manual	When to complete
Upload student details (for schools who upload their own data only)	Section 5.10	11 February – 5 March
Check and update student details	Section 5.2	18 February – 5 March
Add a new student	Section 5.1	11 February – 5 March
Confirm data for class or year level	Section 5.3	11 February – 5 March
Acknowledge receipt of NAPLAN materials delivered to school: <ul style="list-style-type: none"> • <i>Handbook for principals and NAPLAN coordinators 2020</i> • Test materials • Student reports 	Section 5.4	<ul style="list-style-type: none"> • 19 February – 20 March • 20 April – 6 May • ongoing in August
Lodge applications for: <ul style="list-style-type: none"> • tests in alternative formats • scribes or assistive technology template (Writing test only) or electronic format (interactive PDF) for students with disability to access tests • variation to test dates 	Section 5.6	<ul style="list-style-type: none"> • 3 February – 28 February • 3 February – 30 April • 3 February – 30 April
Submit School testbook usage advice (after the tests)	Section 5.6	12 May – 19 May
Submit applications for any of the following: <ul style="list-style-type: none"> • query student reports • missing reports • additional copies of student reports 	Section 5.8	<ul style="list-style-type: none"> • August – 18 September • August – 18 September • anytime
Complete the <i>Principal's declaration</i>	Section 5.7	14 May – 22 May
Access writing scripts	Section 5.9	mid-August – 30 November
Access school and class reports	Section 5.9	Week 1 Term 3 – 18 September

3 Student registration

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

There are two methods for data to be entered in the system:

- schools may have their data uploaded centrally by their schooling authority (Section 3.1)
- schools may upload their own data via CSV (comma-separated values) file (Section 3.2).

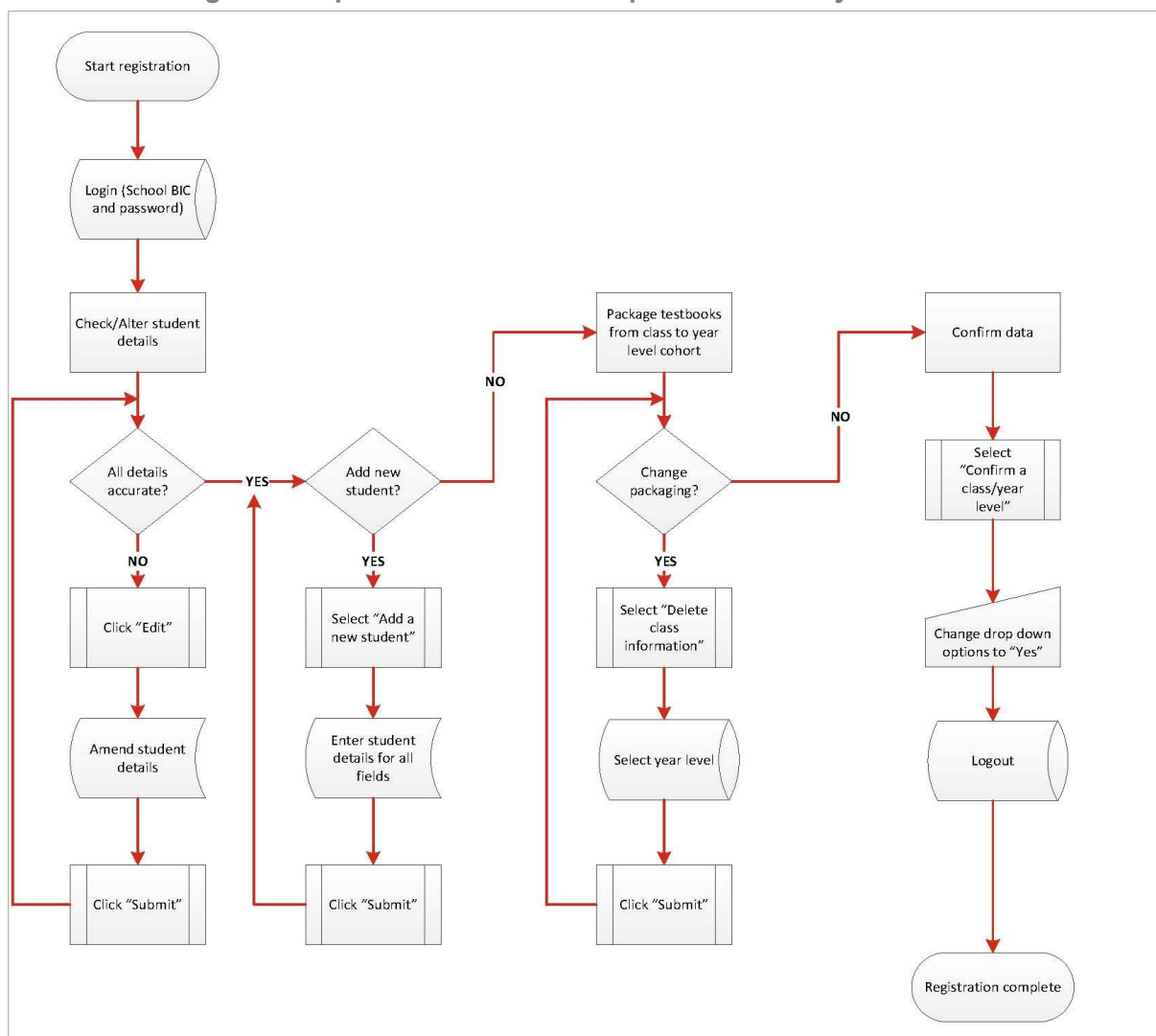
3.1 Registration when data is uploaded centrally

The Department of Education and each of the Catholic dioceses send the data for their schools to the QCAA, and the QCAA will upload this data into the **NAPLAN portal**. These schools will be able to access the portal to check and edit their data from **Tuesday 18 February 2020**.

As these schools do not upload bulk data, they do not have access to the **Upload CSV** function.

The registration process when data is uploaded centrally is shown in [Flowchart 1](#).

Flowchart 1: Registration process when data is uploaded centrally



3.2 Registration by school upload

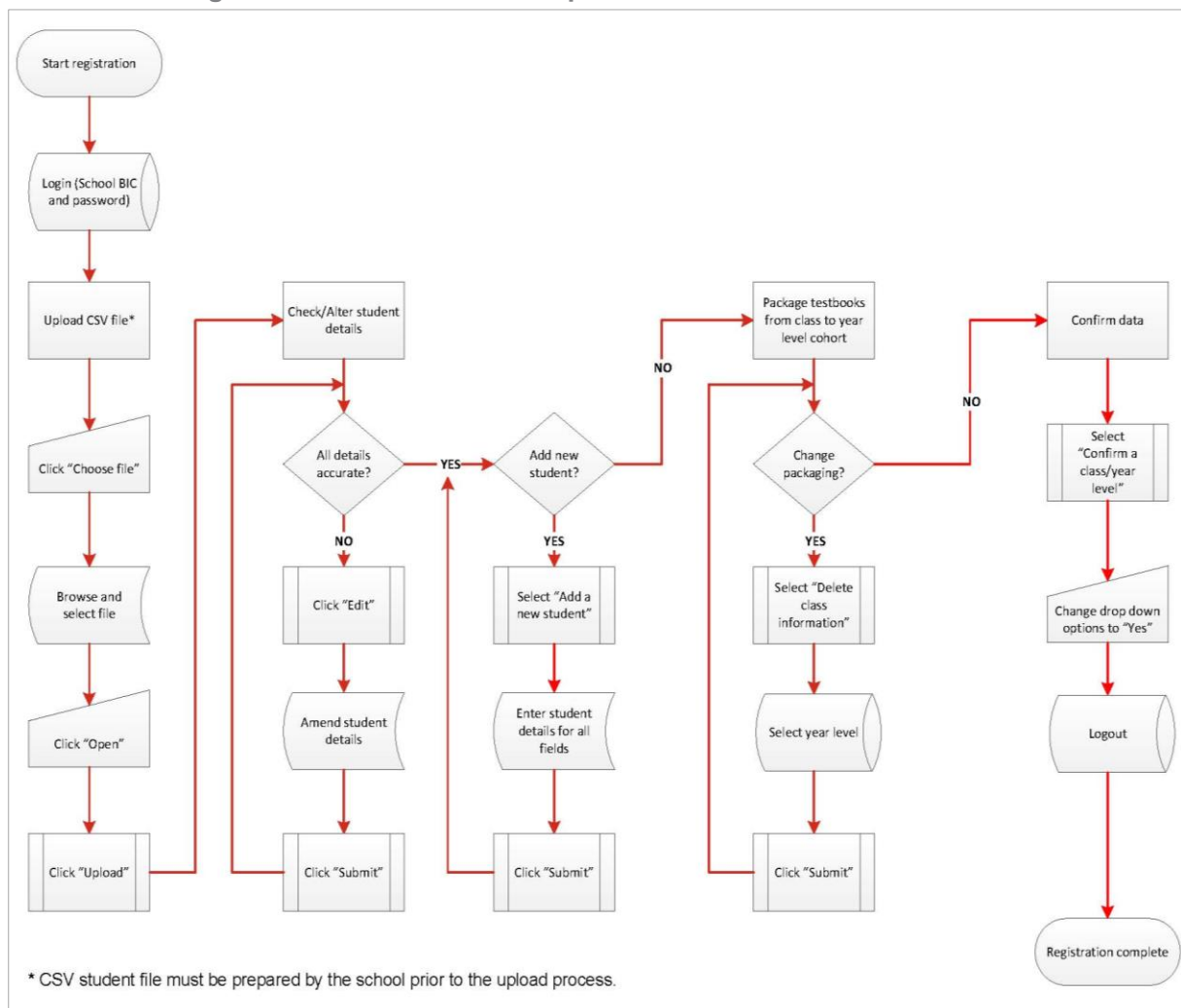
Independent (ISQ) and **religious institute** schools upload their own student details.

These schools will have access from **Tuesday 11 February 2020** to:

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

The registration process for schools that upload their own data is shown in [Flowchart 2](#). Details on how to create and upload files are provided in [Section 5.10 Preparing a student CSV file](#).

Flowchart 2: Registration for schools that upload their own data



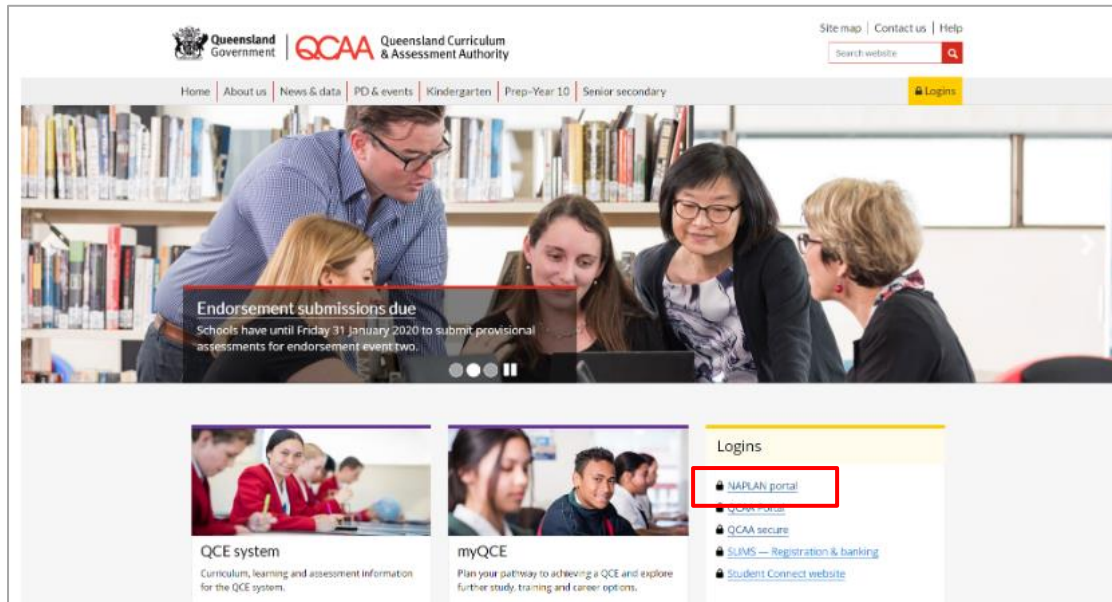
4 NAPLAN portal login

To access the **NAPLAN portal**, follow the steps below.

1. Go to QCAA website www.qcaa.qld.edu.au.
2. Select the **NAPLAN portal** link from the **Logins** menu on the right-hand side of the screen.

You can also go directly to the **NAPLAN portal** site: naplan.qcaa.qld.edu.au/naplan.

Screenshot 1: NAPLAN portal access



4.1 Test administration login

1. From the **NAPLAN portal**, select **Test administration login**.

Screenshot 2: Test administration login

The screenshot shows the NAPLAN portal home page. The breadcrumb trail is 'Home > NAPLAN portal'. The main heading is '2020 National Assessment Program – Literacy and Numeracy'. Below this, it says 'Use the NAPLAN Test administration login to:' followed by a list of tasks: Request additional copies of student reports, Submit applications for alternative test formats for disability and to vary test dates, Access forms for school use only (Record of adjustment for disability, Record of test exemption, Record of parent withdrawal), Access test administration forms, Complete NAPLAN test tasks (Update and view school contact details, Upload and view student data, Acknowledge receipt of handbooks, test materials and student reports, Complete Principal declarations), and Lodge NAPLAN appeals. A yellow box states: 'Schools should log in using a school BIC (Brief Identification Code) and password'. A blue box contains a privacy notice. On the right, the 'Logins' section has a red box around the 'Test administration login' link. Other sections include 'Reminder' and 'Resources'.

2. Enter your **School BIC** and **Password**.
If you have forgotten your BIC or password, see Section 4.3 [Forgotten BIC or password](#).

Screenshot 3: Enter school login details

The screenshot shows the 'Test administration login' page. The breadcrumb trail is 'Home > NAPLAN portal > Test administration login'. The main heading is 'Test administration login'. Below this, it says 'Your school login details' followed by a red box around the 'School BIC*' and 'Password*' input fields. A 'Login' button is to the right. On the left, there is a 'Help' section with links for 'Forgotten password' and 'School IDs and BIC Codes', and a 'NAPLAN Helpdesk' section with contact information. On the right, there are sections for 'Logins' (with 'Test administration login' and 'Results login' links), 'Reminder', and 'Resources'.

4.2 Confirm or amend school details

When you log in to the **NAPLAN portal** for the first time, the **School contact details** screen will display.

3. Please check all details carefully and update if required.

Note: If your school name or physical address is incorrect, email naplan.tests@qcaa.qld.edu.au with details immediately.

4. When you are satisfied all details are correct, click **Submit**.
5. Schools can check and update contact details at any time by selecting **School details** from the **NAPLAN portal** main menu.

Screenshot 4: School contact details

The screenshot displays the 'School contact details' page in the NAPLAN portal. The page is titled 'School contact details' and features a sidebar on the left with the following menu items: 'School details', 'School contact details' (highlighted with a red box), 'Application for additional copy of a student report', 'Student registrations', and 'Forms'. The main content area is divided into three sections: 'School details', 'Principal details', and 'School NAPLAN Coordinator details'. Each section contains a form with various fields for input. The 'School details' section includes fields for School Code, School Name, Street address, Suburb, Postcode, Postal Address, Postal Suburb, Postal Postcode, Phone, and School email. The 'Principal details' section includes fields for Title, Given name/s, Surname, Telephone, Mobile, and Email. The 'School NAPLAN Coordinator details' section includes fields for Title, Given name/s, Surname, Position, Telephone, Mobile, and Email. A 'Save' button is located at the bottom of the page, highlighted with a red box.

School details	
School Code	0000
School Name	Anywhere College
Street address	123 Fake Street
Suburb	TOWN
Postcode	4000
Postal Address	PO Box 123
Postal Suburb	TOWN MAIL CENTRE
Postal Postcode	4000
Phone	(07) 3333 3333
School email	office@anywhere.edu.au

Principal details	
Title	Ms
Given name/s	Fake
Surname	Person
Telephone	(07) 3333 3331
Mobile	0400 111 000
Email	fakemail@anywhere.edu.au

School NAPLAN Coordinator details	
Title	Same as principal
Given name/s	Notreal
Surname	Person
Position	HOD
Telephone	(07) 3333 3335
Mobile	0400 000 111
Email	notrealpersonemail@anywhere.edu.au

Save

4.3 Forgotten BIC or password

Forgotten BIC

If you have forgotten your school BIC, select **School IDs and BIC Codes** from the **Help** section. Schools are listed alphabetically.

Screenshot 5: Accessing Help

The screenshot shows the NAPLAN portal interface. At the top, there is a navigation bar with links: Home, About us, News & data, PD & events, Kindergarten, Prep-Year 10, Senior secondary, and a Logins button. Below this is a status bar indicating '[Not logged in]' and a 'Log in' button. The main content area is titled 'Test administration login'. It features a 'Your school login details' section with input fields for 'School BIC*' and 'Password*'. To the right of the login form is a 'Logins' section with links for 'Test administration login' and 'Results login'. Below the login form is a 'Help' section, which is highlighted with a red box. This section contains links for 'Forgotten password' and 'School IDs and BIC Codes'. Below the 'Help' section is a 'NAPLAN Helpdesk' section with contact information for paper-based, online, and all schools queries. To the right of the 'Help' section is a 'Reminder' section with a message about keeping school details up to date. At the bottom right is a 'Resources' section with links to the NAPLAN portal user manual, paper school's information, online school's information, and the national NAPLAN website.

Forgotten password

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

1. Select **Forgotten password** from the Help section.
2. Enter your 8-character school BIC.
3. Enter the word '**principal**' at the **Enter your surname** prompt.
4. Select **Reset password**.

You will be prompted to choose the email address where your interim password will be sent.

5. Choose **Work** and select **Send email**.

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

If you do not receive an email within two hours, please email

ClientServices@qcaa.qld.edu.au with your school details and 'Reset password not received' in the subject line.

5 NAPLAN portal

Schools complete their NAPLAN tasks using the **NAPLAN portal** throughout the year.

Instructions for completing each task are in this user manual. Tasks are selected from the **NAPLAN portal** main menu at the left of the screen.

Note: Items on this menu will change according to functions required during the NAPLAN timeline.

Screenshot 6: NAPLAN portal menu

The screenshot shows the NAPLAN portal interface. The left sidebar, highlighted with a red box, contains the following menu items:

- NAPLAN portal
 - School details
 - School contact details
 - Application for additional copy of a student report
 - Student registrations
 - Forms
 - Acknowledge receipt of Handbook for principals and NAPLAN coordinators
 - Admin tools

The main content area is titled 'School details' and includes the following sections:

In the QCAA NAPLAN portal you can:

- upload, check and correct the details of students who are required to participate in NAPLAN this year
- submit applications and query results
- access relevant forms and information
- complete your NAPLAN tasks.

Reminders and notifications

	Due	Completed
Confirm classes & year levels	05/03/2020	X
Acknowledge receipt of Handbook for principals and NAPLAN coordinators	20/03/2020	

Reminder

Please ensure your school's contact details are up to date. You can update these at any time via the NAPLAN portal.

Resources

- [NAPLAN portal user manual \(PDF\)](#)
- [NAPLAN paper school's information](#)
- [NAPLAN online school's information](#)
- [National NAPLAN website](#)

Important Notice: All student data must be uploaded and checked by Thursday 5 March, 2020. After this date, no changes can be made to your student data pack.

The data for Department of Education schools and some Queensland Catholic Education Commission schools will be provided by the schooling authorities and uploaded by the QCAA. These schools are required to check the accuracy of their 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.

It is important that you check the student details carefully (ensure student's legal names are recorded) as this data to supply test materials to all schools, overprint the testbooks of each student with their student details and to populate the assessment platform for schools administering the tests online. This data is also used nationally by the Federal government.

Please [confirm your classes and year levels](#).

5.1 Add a new student

If a new student enrolls after student details have been uploaded to the website (either centrally or by the school), you will need to add the new student individually.

Note: New students added to your school information management system **are not** automatically updated in the **NAPLAN portal**.

To add a new student, follow the steps below.

1. Select **Student registrations** from the **NAPLAN portal** main menu.

Additional options will appear.

2. Select **Add a new student**.
3. Enter the details of the new student.

Ensure the student's legal name is used. If they have a preferred name, add this after the legal name in brackets, e.g. Frederick (Fred).

4. Click **Submit** to save the new student details.

Screenshot 7: Add a new student

The screenshot shows the 'Add a new student' form in the NAPLAN portal. The form is divided into several sections: 'Student details', 'Parental Information', and 'Forms'. The 'Student details' section includes fields for Last Name, First Names, Year Level, Class, Date of Birth, Gender, Indigenous Status, LBOTE Status, EQ Id, Country of Birth, and Main language other than English spoken at Home. The 'Parental Information' section includes fields for Parent 1 and Parent 2, with sub-fields for School Education, Non-school Education, Occupation, and Main language other than English spoken at home. The 'Forms' section includes links for School details, Application for additional copy of a student report, Student registrations, Upload student CSV file, Add a new student, Delete class information, Confirm classes & year levels, Students summary, and Forms. The 'Add a new student' link is highlighted with a red box. The form also includes a 'Submit' button, a 'Reset' button, and a 'Cancel' button.

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NAPLAN portal

Home | About us | Kindergarten | Prep-Year 10 | Senior secondary | PD & events | Publications Logins

Welcome Anywhere College (Queensland Curriculum and Assessment Authority) Log out

Home > NAPLAN portal > Student registrations > Add a new student

NAPLAN portal

School details

Application for additional copy of a student report

Student registrations

Upload student CSV file

Add a new student

Delete class information

Confirm classes & year levels

Students summary

Forms

Add a new student

Last Name*

First Names*

Year Level*

Class

Date of Birth (DD/MM/YYYY)*

Gender*

Indigenous Status

LBOTE Status

EQ Id

Country of Birth

Main language other than English spoken at Home

Parental Information

Parent 1

School Education

Non-school Education

Occupation

Main language other than English spoken at home

Parent 2

School Education

Non-school Education

Occupation

Main language other than English spoken at home

Submit Reset

Cancel

5.2 Check/Alter student details

After student details have been uploaded to the portal (either centrally or by the school), they need to be checked for accuracy. You may need to update details if:

- student or class details have been incorrectly entered
- a student's name is incorrect. Please ensure the student's legal name is used. If they have a preferred name, add this after the legal name in brackets, e.g. Frederick (Fred)
- a student has left the school
- a student has been moved to a different class or year level
- a student has a duplicate record
- a new student has enrolled in your school.

Note: Changes or amendments made to your school information management system **are not** automatically updated in the **NAPLAN portal**.

Displaying student details

To display student details, select **Student registrations** from the **NAPLAN portal** main menu.

A list of all your students registered for NAPLAN will be displayed.

You can sort students by clicking on the column headings, such as **Year Level** or **Class**.

Screenshot 8: Displaying student registration details

The screenshot shows the NAPLAN portal interface. The top navigation bar includes the Queensland Government logo, QCAA logo, and links for Site map, Contact us, Help, and a search bar. The main navigation bar has links for Home, About us, Kindergarten, Prep-Year 10, Senior secondary, PD & events, Publications, and a Logins button. A welcome message for 'Welcome Anywhere College (Queensland Curriculum and Assessment Authority)' is displayed with a Log out button. The breadcrumb trail shows 'Home > NAPLAN portal > Student registrations'. The left sidebar contains a 'NAPLAN portal' section with links for School details, Application for additional copy of a student report, Student registrations (highlighted with a red box), Upload student CSV file, Add a new student, Delete class information, Confirm classes & year levels, Students summary, and Forms. The main content area is titled 'Student registrations' and has tabs for 'Student details only' (selected) and 'Student & parent details'. It shows '15' entries and has buttons for Copy, Excel, CSV, and PDF. A table of student registrations is displayed with columns: Year Level, Class, Last Name, First Names, DOB, Sex, Indigenous, LBOTE, Local Student ID, Birth Country, and MLOE. The table contains 15 rows of student data. At the bottom, it shows 'Showing 1 to 15 of 97 entries' and a pagination bar with 'Previous', '1', '2', '3', '4', '5', '6', '7', and 'Next'.

Year Level	Class	Last Name	First Names	DOB	Sex	Indigenous	LBOTE	Local Student ID	Birth Country	MLOE
3	A	BELLETTE	CHAVI JEWEL	29/07/2008	F	None	N		Aust	Engl
3	A	DAVIES	ASHTON JAE	05/11/2008	M	None	N		Aust	Engl
3	A	EDWARDS	GABRIELLA JANE	13/08/2008	F	None	N		Aust	Engl
3	A	FRISCHLING	SOPHIE BIANKA	27/11/2008	F	None	N		Aust	Engl
3	A	GLEICH	DARCEY LEE	17/10/2008	M	None	N		Aust	Engl
3	A	HARPER	JORDAN BAILEY	25/07/2008	M	None	N		Aust	Engl
3	A	HARRIS	HUNTER ISAAC	22/12/2008	M	None	N		Aust	Engl
3	A	HARTLEY	GREYSON	28/01/2009	M	AB	N		Aust	Engl
3	A	HIRST	LOGAN BEAU	25/06/2008	M	None	N		Aust	Engl
3	A	HOPE	RYA LOUISE	04/03/2009	F	None	N		Aust	Engl
3	A	JONES	DUSK	30/10/2008	F	None	N		Aust	Engl
3	A	KALECINSKI	PIOTR ROCH	19/08/2008	M	None	Y		Aust	Poli
3	A	LE BRASSE	LACHLAN PIERRE	11/10/2009	M	None	N		Aust	Engl
3	A	LEHMANN	BRYDEE GRACE	03/04/2009	F	None	N		Aust	Engl
3	A	LLOYD	ISABELLA HOLLY	30/07/2008	F	None	N		Aust	Engl

Updating student registration details

To update a student's registration details, select **Edit** to the left of the student's name.

Screenshot 9: Edit a student registration

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[Log out](#)

[Home](#) > [NAPLAN portal](#) > [Student registrations](#)

NAPLAN portal

- School details
- Application for additional copy of a student report
- Student registrations**
 - Upload student CSV file
 - Add a new student
 - Delete class information
 - Confirm classes & year levels
 - Students summary
 - Forms

Student registrations

Student details only Student & parent details

Show 15 entries

Year Level	Class	Last Name	First Names	DOB	Sex	Indigenous	LBOTE	Local Student ID	Birth Country	MLOE	School Education	Non School Education	Occupation	MLOE	School Education	Non School Education	Occupation	MLOE
Edit	3	A	BELLETT	CHAVI JEWEL	29/07/2008	F	None	N	Aust	Engl	Y12	Dip	Man	Engl	Y12	Deg	Man	Engl
Edit	3	A	DAVIES	ASHTON JAE	05/11/2008	M	None	N	Aust	Engl	Y9	Cert	Man	Engl	Y10	Deg	Man	Engl
Edit	3	A	EDWARDS	GABRIELLA JANE	13/08/2008	F	None	N	Aust	Engl	Y12	Deg	Sen	Engl	Y12	Deg	Sen	Engl
Edit	3	A	FRISCHLING	SOPHIE BIANKA	27/11/2008	F	None	N	Aust	Engl	Y11	Cert	Mach	Engl	Y12	Dip	Man	Engl
Edit	3	A	GLEICH	DARCEY LEE	17/10/2008	M	None	N	Aust	Engl	Y12	Cert	Mach	Engl	Y12	Cert	Trad	Engl
Edit	3	A	HARRER	JORDAN BAILEY	25/07/2008	M	None	N	Aust	Engl	Y12	Cert	Sen	Fren	Y10	Cert	Trad	Engl
Edit	3	A	HARRIS	HUNTER ISAAC	22/12/2008	M	None	N	Aust	Engl	Y10	Cert	Trad	Engl	Y12	None	Mach	Engl
Edit	3	A	HARTLEY	GREYSON	28/01/2009	M	AB	N	Aust	Engl	Y12	NS	Mach	Fiji	Y12	Cert	NP12	Engl
Edit	3	A	HIRST	LOGAN BEAU	25/06/2008	M	None	N	Aust	Engl	Y10	None	Mach	Engl	Y12	Cert	Mach	Engl
Edit	3	A	HOPE	RYA LOUISE	04/03/2009	F	None	N	Aust	Engl	Y12	Cert	Trad	Engl	Y12	Dip	Trad	Engl
Edit	3	A	JONES	DUSK	30/10/2008	F	None	N	Aust	Engl	Y11	Cert	Trad	Engl	Y12	Deg	Sen	Engl
Edit	3	A	KALECINSKI	PIOTR ROCH	19/08/2008	M	None	Y	Aust	Poli	NS	Deg	Man	Poli	NS	Deg	Man	Poli
Edit	3	A	LE BRASSE	LACHLAN PIERRE	11/10/2009	M	None	N	Aust	Engl	Y12	None	Mach	Engl	Y12	Dip	Man	Engl
Edit	3	A	LEHMANN	BRYDEE GRACE	03/04/2009	F	None	N	Aust	Engl	Y12	None	Man	Engl	Y12	None	Man	Engl
Edit	3	A	LLOYD	ISABELLA HOLLY	30/07/2008	F	None	N	Aust	Engl	Y12	Deg	Man	Engl	Y12	Deg	Mach	Engl

Showing 1 to 15 of 97 entries

[Previous](#)
[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[6](#)
[7](#)
[Next](#)

The individual student record will be displayed.

To **update** a student's details, enter any changes then click **Submit**.

To **delete** a student record, click **Delete this student**.

To **restore** values to those originally displayed (before any edits), click **Reset**.

To **discard** any changes and return to the previous screen, click **Cancel**.

Screenshot 10: Edit student record

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NAPLAN portal

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Home > NAPLAN portal > Student registrations > Edit student record

Edit student record

NAPLAN portal

- School details
- Application for additional copy of a student report
- Student registrations**
 - Upload student CSV file
 - Add a new student
 - Delete class information
 - Confirm classes & year levels
 - Students summary
- Forms

Student details

Last Name* BELLETTE

First Names* CHAVI JEWEL

Year Level* 3

Class A

Date of Birth* 29/07/2008

Gender* Female

Indigenous Status Neither Aboriginal nor Torres Strait Islander Origin

LBOTE Status N

EQ Id

Country of Birth Australia

Main language other than English spoken at Home English

Parental Information

Parent 1

School Education Year 12 or equivalent

Non-school Education Advanced diploma/Diploma

Occupation Other managers, arts/media/sportspersons and associate professionals

Main language other than English spoken at home English

Parent 2

School Education Year 12 or equivalent

Non-school Education Bachelor degree or above

Occupation Other managers, arts/media/sportspersons and associate professionals

Main language other than English spoken at home English

Submit Reset

Cancel

Delete this student

5.3 Confirm classes & year levels

The **confirmation** of school data for each class and year level is a vital step to ensure accurate information is printed on testbook covers and used in reporting.

After checking all student details and making necessary alterations, you need to confirm that all information registered for your school is accurate.

Note: Printing of your student testbooks cannot begin until this confirmation has been received.

To confirm class and year level data for your school, follow the steps below.

1. Select **Confirm classes & year levels** from the **NAPLAN portal** main menu.
2. For each class that you have checked, select **Yes** from the dropdown list under the **Confirmed** column.
3. Click **Submit**.

Once you have confirmed all class and year levels, you have completed the registration process.

Screenshot 11: Confirm classes & year levels

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NAPLAN portal

Home | About us | Kindergarten | Prep-Year 10 | Senior secondary | PD & events | Publications | Logins

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Home > NAPLAN portal > Student registrations > Confirm classes & year levels

Confirm classes & year levels

This page provides you with a checklist of your school data so you are able to review which year levels or classes require confirmation or updates.

Once you have confirmed all class/year levels you have completed the registration process.

Confirmed	Year Level	Class	Number of Students
No	3	A	25
No	3	B	23
No	5	A	24
No	5	B	25

Submit

Confirm classes & year levels

Students summary

Forms

I want to ...
Login to the QCAA Portal
Register for an event
Find QCAA district offices
Work for the QCAA

Quick links
Standards elaborations (ACIQ)
NAPLAN
Senior subjects
Email Helpdesk

Contact
Level 7, 154 Melbourne St
South Brisbane Qld 4101
PO Box 307
Spring Hill Qld 4004
Monday-Friday, 8:30 am to 4:30 pm
Phone: (07) 3864 0299

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5.4 Acknowledge receipt of deliveries

The principal or their delegate must acknowledge receipt of handbooks, test materials and student reports as soon as possible after delivery.

Note: The **Acknowledge receipt** links will only appear at appropriate times in the NAPLAN timeline.

Screenshot 12: Acknowledge receipt selections

The screenshot shows the QCAA NAPLAN portal interface. The top navigation bar includes the Queensland Government and QCAA logos, a search bar, and links for Site map, Contact us, and Help. The main navigation bar lists Home, About us, News & data, PD & events, Kindergarten, Prep-Year 10, and Senior secondary. A 'Logins' button is also present. The breadcrumb trail shows Home > NAPLAN portal > School details. The left sidebar contains a 'NAPLAN portal' section with links to School details, School contact details, Application for additional copy of a student report, Student registrations, Forms, and Admin tools. The 'Forms' link is highlighted, and the 'Acknowledge receipt of Handbook for principals and NAPLAN coordinators' link is selected and highlighted with a red box. The main content area shows the 'School details' section with a list of actions: upload, check and correct the details of students who are required to participate in NAPLAN this year; submit applications and query results; access relevant forms and information; and complete your NAPLAN tasks. Below this is a 'Reminders and notifications' section with a table showing due dates and completion status for various tasks. The table has columns for the task name, Due date, and Completed status. The tasks listed are 'Confirm classes & year levels' (due 05/03/2020, completed), 'Acknowledge receipt of Handbook for principals and NAPLAN coordinators' (due 20/03/2020, not completed), and 'Acknowledge receipt of student reports' (due 04/09/2020, not completed). A yellow banner at the bottom of the table states: 'All student data must be uploaded and checked by Thursday 5 March, 2020. After this date, no changes can be made to your student data pack. The data for Department of Education schools and some Queensland Catholic Education Commission schools will be provided by the schooling authorities and uploaded by the QCAA. These schools are required to check the accuracy of their data. As this is early data, some students may need to be deleted and new students'.

	Due	Completed
Confirm classes & year levels	05/03/2020	X
Acknowledge receipt of Handbook for principals and NAPLAN coordinators	20/03/2020	
Acknowledge receipt of student reports	04/09/2020	X

Acknowledge receipt of *Handbook for principals and NAPLAN coordinators*

1. Select **Acknowledge receipt of *Handbook for principals and NAPLAN coordinators*** from the **NAPLAN portal** main menu.

The **Acknowledge receipt of Handbook for principals and NAPLAN coordinators** screen will display.

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

Additional copies of the *Handbook for principals and NAPLAN coordinators* may be downloaded from the **NAPLAN test administration** page: www.qcaa.qld.edu.au/p-10/naplan/test-administration.

Acknowledge receipt of test materials

1. Select **Acknowledge receipt of test materials** from the **NAPLAN portal** main menu.

The **Acknowledge receipt of test materials** screen will display.

This screen allows schools to:

- acknowledge receipt of test materials
- advise of incorrect or incomplete delivery
- request additional materials.

Note: Schools must acknowledge receipt of test materials and order any additional test materials **within 24 hours of receipt**, as the timeframe for delivery of additional materials is very short.

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

Acknowledge receipt of student reports

1. Select **Acknowledge receipt of student reports** from the **NAPLAN portal** main menu.

The **Acknowledge receipt of student reports** screen will display.

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

5.5 Delete class information

When class information for a year level is deleted, materials for each of the tests will be supplied in alphabetical order for the **year level** instead of class groups. School results will also be reported by year level rather than in class groups.

Note: 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 for a year level, follow the steps below.

1. Select **Delete class information** from the **NAPLAN portal** main menu.

Screenshot 13: Delete class information

The screenshot shows the NAPLAN portal interface. At the top, there are logos for Queensland Government and QCAA (Queensland Curriculum & Assessment Authority), along with links for Site map, Contact us, Help, and a search bar. Below this is a navigation bar with links for Home, About us, Kindergarten, Prep-Year 10, Senior secondary, PD & events, and Publications. A 'Logins' button is also present. The main content area is titled 'Delete class information' and includes a sidebar menu on the left. The sidebar menu has the following items: School details, Application for additional copy of a student report, Student registrations, Upload student CSV file, Add a new student, Delete class information (highlighted with a red box), Confirm classes & year levels, Students summary, and Forms. The main content area contains the following text: '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. Once submitted any changes to this information will have to be entered manually by school staff for each student. Use the "Year Level" drop down list to select the year level to delete class information from.' Below this text is a 'Year Level' dropdown menu, a 'Submit' button, and a 'Cancel' button.

2. Select the **Year Level** from the dropdown list.
3. Click **Submit**.

All class information for the selected year level will be deleted, and students will be displayed in alphabetical order.

Note: If a school wishes to group students by class *after* they have deleted class information, they will need to update the **Class** field on each student record in the year.

See Section [5.2 Check/Alter student details](#).

5.6 Forms

All NAPLAN application forms are available through the **NAPLAN portal**.

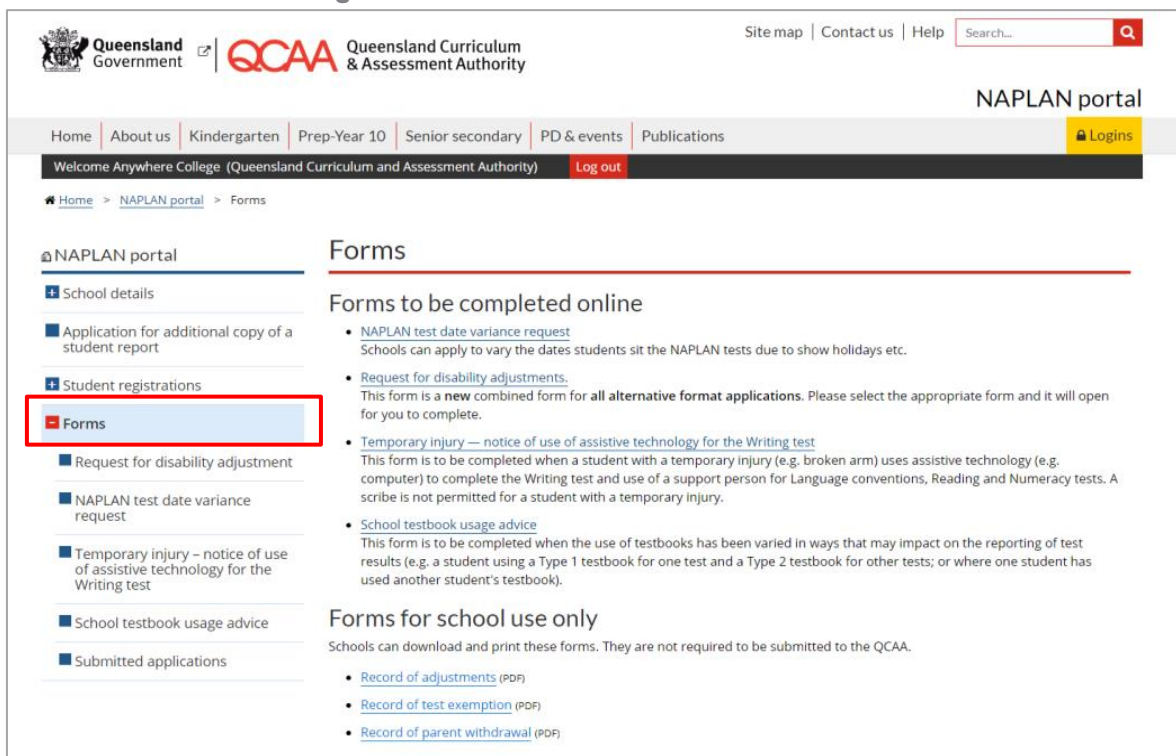
Schools must complete the appropriate form to:

- apply for variance to test dates
- request test materials in alternative formats (complete a form for each student, and keep a copy for your school records)
- apply for adjustments for disability (complete a form for each student, keep a copy for your school records and give a copy to the student's parents/carers).

To access NAPLAN forms, follow the steps below.

1. Select **Forms** from the **NAPLAN portal** main menu.

Screenshot 14: Accessing forms



2. Select the appropriate form from the list provided.
3. For **online forms**, enter the required information and click **Submit**.
The information will be recorded in the QCAA database. Keep a copy for your school records and give a copy to the student's parents/carers where appropriate.
4. For **school-use forms**, enter the required information and print. Keep a copy for your school records and give a copy to the student's parents/carers where appropriate.

Forms for school use only

Schools can download and print these forms.

Form	Description
Record of adjustments	School is to record all adjustments for students with disability and have parents/carers sign the form. Retain the original in the student's file. A copy of these forms must be forwarded to the parents/carers once they have signed them. Retain the original in the student's file.
Record of test exemption	
Record of parent withdrawal	

Forms to be completed after the test

Form	Description
Paper-based test	
School testbook usage advice	Use this form when the use of testbooks has been varied in ways that may impact on the reporting of test results. For example: <ul style="list-style-type: none">• a student using a Type 1 testbook for one test and a Type 2 testbook for other tests• a student has used another student's testbook.
Application to query student report	Schools may submit an application to query a student report for consideration of: <ul style="list-style-type: none">• any perceived errors in class or student reports• missing student reports. Please submit applications as soon as possible and before the closing date.

Forms available all year

Form	Description
NAPLAN data request form	Use this form to request NAPLAN data sets. The form is available online at www.qcaa.qld.edu.au/p-10/naplan/test-reporting-analysis/student-class-school-reports/naplan-data-request-form
Application for additional copy of a student report	Schools can request an additional copy of a student report if a parent/carer requests a copy or if a report was lost.

5.7 Principal's declaration

School principals oversee the administration of the tests, and are required to indicate that they have read, understood and adhered to the protocols for test administration as set out in the *NAPLAN: Handbook for principals and NAPLAN coordinators 2020* and *Handbook for principals and NAPLAN coordinators — NAPLAN Online 2020*.

Principals must complete, sign and email the *Principal's declaration* to the QCAA after test materials have been returned to the QCAA and before close of business on **Friday 22 May 2020**.

To complete the principal's declaration, follow the steps below.

1. Select **Principal's declaration** from the menu on the left side of the page and **complete all fields**.

Note: This link will appear on **Friday 14 May 2020**, once the scheduled tests have been completed.

2. Click **Submit**.

A screen with a signature block will be displayed.

Note: If the signature block **does not appear**, please try again.
For further help, see Section [1.1 Getting help](#).

Print the signature block page, then sign and scan it.

3. Email the scanned file to naplan.tests@qcaa.qld.edu.au.

5.8 Query results

Schools need to check details on student reports before distributing to parents/carers.

If you are missing a student report, or believe you have found an error in a student or class report, submit an online **Application to query student report** as soon as possible, and before the closing date (last day of Term 3).

To access the **Application to query student report** form, follow the steps below.

1. Select **Student report queries** from the **NAPLAN portal** main menu.

A list of students will be displayed.

Screenshot 15: Student report queries

The screenshot displays the NAPLAN portal interface. At the top, there are logos for Queensland Government and QCAA, along with navigation links like Site map, Contact us, Help, and a search bar. Below this is a breadcrumb trail: Home > NAPLAN portal > Student report queries. The main content area is titled 'Student report queries' and features a table of student data. The table has columns for Action, Yr, Class, Last Name, First Names, DOB, Student ID, LC, W, R, and N. The 'Apply' button for the student HARRIS, HUNTER ISAAC is highlighted with a red box. The left sidebar contains links for School details, Application for additional copy of a student report, Student report queries (highlighted with a red box), Report missing student, and Forms. The bottom of the page shows pagination: Showing 1 to 15 of 97 entries, with a 'Previous' button and a 'Next' button.

Action	Yr	Class	Last Name	First Names	DOB	Student ID	LC	W	R	N
Apply	3	A	BELLETTE	CHAVI JEWEL	29/07/2008		P	P	A	P
Apply	3	A	DAVIES	ASHTON JAE	05/11/2008		P	P	P	P
Apply	3	A	EDWARDS	GABRIELLA JANE	13/08/2008		W	W	W	W
Apply	3	A	FRISCHLING	SOPHIE BIANKA	27/11/2008		P	P	P	P
Apply	3	A	GLEICH	DARCEY LEE	17/10/2008		P	P	P	P
Apply	3	A	HARPER	JORDAN BAILEY	25/07/2008		P	P	P	P
Apply	3	A	HARRIS	HUNTER ISAAC	22/12/2008		P	P	P	P
Apply	3	A	HARTLEY	GREYSON	28/01/2009		X	X	X	X
Apply	3	A	HIRST	LOGAN BEAU	25/06/2008		P	P	P	P
Apply	3	A	HOPE	RYA LOUISE	04/03/2009		P	P	P	P
Apply	3	A	JONES	DUSK	30/10/2008		P	P	P	P
Apply	3	A	KALECINSKI	PIOTR ROCH	19/08/2008		P	P	P	P
Apply	3	A	LE BRASSE	LACHLAN PIERRE	11/10/2009		P	P	P	P
Apply	3	A	LEHMANN	BRYDEE GRACE	03/04/2009		P	P	P	P
Apply	3	A	LLOYD	ISABELLA HOLLY	30/07/2008		P	P	P	P

2. Select the year level (**Yr**) and **Class** from the dropdown lists to locate the student details, or search by any of the filters at the top of the screen.
3. Select **Apply** next to the corresponding student's details to open the form.
4. Complete the information on the form as required.
5. Click **Submit** to lodge the application.

5.9 Results login

Schools will be notified when writing scripts and school/class reports will be available. School administrators are required to check the accuracy of data contained in these reports.

Writing scripts will be available from **mid-August** to **end of November**. As these files may be large, consider downloading them after school has finished for the day or when students are no longer on the web.

1. From the **NAPLAN portal**, select **Results login**.

Screenshot 16: Results login

The screenshot shows the NAPLAN portal interface. At the top, there is a navigation bar with links: Home, About us, Kindergarten, Prep-Year 10, Senior secondary, PD & events, Publications, and a Logins button. Below this is a status bar indicating '[User not logged in]' and a 'Log in' button. The main content area is titled 'Test administration login'. It features a form for 'Your school login details' with fields for 'School BIC*' and 'Password*', and a 'Login' button. To the right, there is a 'Logins' section with links for 'Test administration login' and 'Results login' (the latter is highlighted with a red box). Below this is a 'Resources' section with links for 'NAPLAN portal user manual (PDF)', 'QCAA Contacts', and '2018 FAQs for schools'. At the bottom, there is a 'Help' section with links for 'Forgotten password' and 'School IDs and BIC Codes', and a 'Client Services (Helpdesk)' section. A 'National' section with a link to the 'National NAPLAN website' is also present.

The QCAA secure **General login** screen will display.

Screenshot 17: QCAA secure General login screen

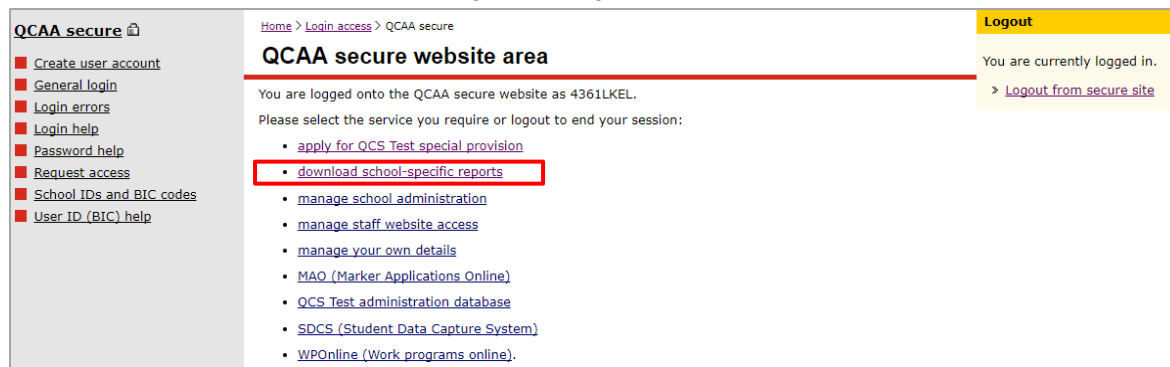
The screenshot shows the QCAA secure General login screen. It has a navigation bar with links: About us, K-12 policies and resources, Kindergarten, Prep-Year 10, Senior secondary, PD & events, Publications, and a Help button. The main content area is titled 'Login'. It features a list of links on the left: 'Create user account', 'General login' (highlighted), 'Login errors', 'Login help', 'Password help', 'Request access', 'School IDs and BIC codes', and 'User ID (BIC) help'. The central area contains a list of services provided by QCAA's secure site, including 'Manage information about your school', 'Marker Applications Online (MAO)', 'NAPLAN test item analysis', 'QCS Test administration database (CommReps)', 'QCS Test special provisions application', 'School-specific reports', 'Student Data Capture System (SDCS)', and 'Work Programs Online (WPOnline)'. Below this is a 'More Information' section with a paragraph about the 'Brief Identification Code (BIC)' and a link to the 'request for access' form. At the bottom, there is a login form with fields for '1. User ID (BIC)' and '2. Password', and a 'Login' button. The entire login form area is highlighted with a red box. On the right, there is a 'QCAA Helpdesk' section with contact information: 'Email: helpdesk@gcaa.qld.edu.au' and 'Phone: (07) 3864 0278'.

2. Enter your **User ID** and **Password**.

If you do not have a **User ID** (personal BIC), you will need to create a new QCAA secure site account. You can do this by following the instructions located at www.qcaa.qld.edu.au/secure_site/logon/create_account.jsp.

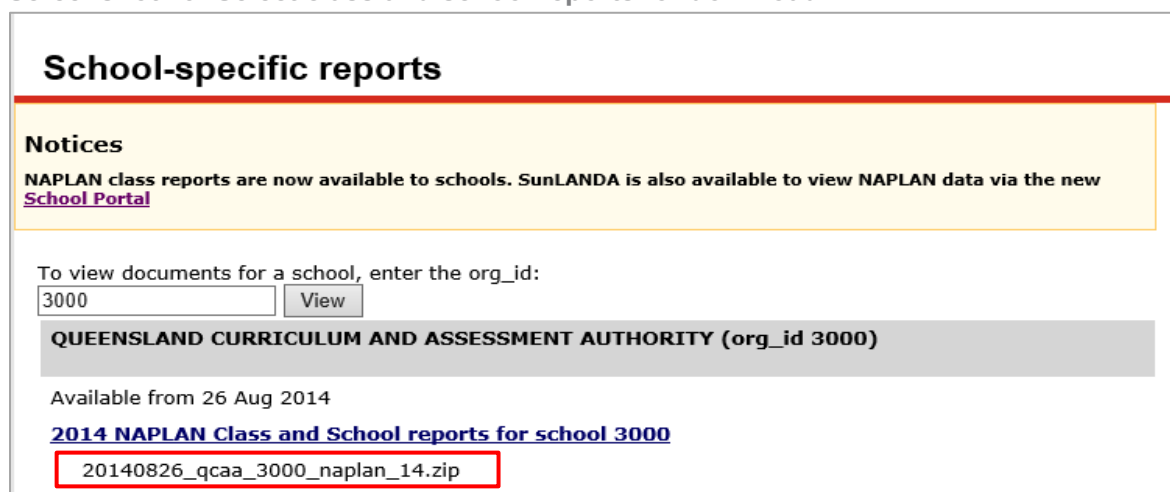
3. Select **download school-specific reports**.

Screenshot 18: Download school-specific reports



4. Select the required file.
5. Download and save the file, following the instructions on screen.

Screenshot 19: Select class and school reports for download



5.10 Preparing a student CSV file

Schools that upload their own student details to the **NAPLAN test administration** system will first need to create a CSV file or files containing the necessary data.

What is a CSV file?

A CSV is a **comma-separated values** file which allows data to be saved in a table-structured format. CSVs look like a spreadsheet, but have a **.csv** extension. They take the form of a text file containing information separated by commas.

CSV files can be created and opened with any spreadsheet program, such as Microsoft Excel or Google Sheets. CSV files differ from other spreadsheet file types in that:

- they can only have a single sheet in a file
- they cannot save formatting
- they cannot save formulas.

CSV files are used primarily for bulk importing and exporting of data.

Preparing your data file

When creating your file, consider these points:

- you can choose to create a single file for all students for all year levels, or separate files for each year level or class
- provide student details from your school information management system for each participating year level at your school
- you can create your file in any spreadsheet program, provided that you set the file type to CSV, or convert to CSV format when you are finished entering data (see [Converting a spreadsheet file to CSV file format](#))
- your file must have 19 columns as specified in [Table 3: CSV data file format](#)
- your file must match the column order **exactly** — any discrepancy will cause an upload error or result in incorrect information being printed on testbook covers and reports
- if you do not have data available for columns J through S, please use the 'not stated / unknown' code specified in [Table 3](#) and [Table 4](#), noting that these codes are different for different columns
- **do not use a header row** — if you wish to use a header row as a guide while you populate the data, remember to delete it before you save your final version
- save your file or files in a secure location on your school network
- give your files meaningful names but do not include any punctuation, e.g. Ms Tan's Grade 3 class might be **Grade 3 TAN.csv**.

Table 2 shows a sample of data laid out in a spreadsheet.

Table 2: Sample student data in spreadsheet

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Adam Jake	Bray	12/10/2007	1	5	5TAN	9	117876	N	4	2	7	5	2	2	1201	1201	1201	1101
Liu	Django	10/11/2007	1	5	5TAN	4	428599	Y	4	3	6	7	3	4	7199	1201	7199	6101
Adela Sela	Olsen	06/03/2007	2	5	5TAN	4	628579	N	0	0	0	0	9	9	1201	1201	1101	9225

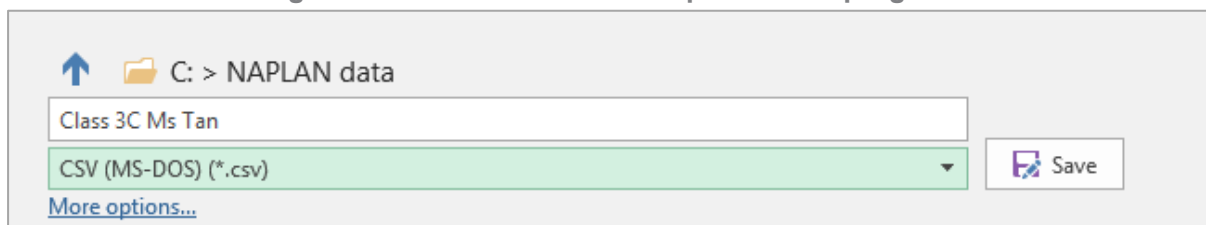
Converting a spreadsheet file to CSV file format

To create a CSV file from a spreadsheet you have created in your spreadsheet program:

1. Open the file containing your student details data.
2. Select **File > Save as**.
3. Find the option to change file type, and select CSV file (*.csv).
4. Click **Save**.

Note: Before saving, delete any heading row you may have created when populating your data.

Screenshot 20: Saving a file in CSV format from a spreadsheet program



Note: Your spreadsheet program save screen may be slightly different, but similar options will be available.

Table 3: CSV data file format

Column	Field name	Max. length	Valid characters and codes	
A	First names	50	A–Z a–z	upper- and lower-case letters
				single spaces
			-	hyphens
B	Last name	50	'	apostrophes
			()	left and right brackets
			.	full stops
C	Date of birth	10	DD/MM/YYYY e.g. 02/04/2007 (include slashes)	
D	Gender	1	1	male
			2	female
E	Year level	1	3, 5, 7 or 9	
F	Class code	4	Choose between providing class codes or leaving this column blank.	
			class code: A–Z, 0–9	4-character class code e.g. Ms Tan's Year 3 class could be 3TAN <ul style="list-style-type: none"> testbooks will be packaged in alphabetical order by class code reporting will be by class code
			blank	<ul style="list-style-type: none"> testbooks will be packaged in alphabetical order for the year-level cohort all students will be included in the same class for reporting purposes
G	Indigenous status	1	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
H	Student ID	11	A–Z, 0–9 e.g. EQ ID for Department of Education students	
I	LBOTE (language background other than English)	1	Y	speaks predominantly a language other than English
			N	speaks predominantly English

Column	Field name	Max. length	Valid characters and codes	
J	School education: mother	1	0	not stated / unknown
			1	Year 9 or equivalent or below
			2	Year 10 or equivalent
K	School education: father	1	3	Year 11 or equivalent
			4	Year 12 or equivalent
L	Non-school education: mother	1	0	not stated / unknown
M	Non-school education: father	1	5	Certificate I to IV (including trade certificate)
			6	Advanced diploma / Diploma
			7	Bachelor degree or above
N	Occupation: mother	1	8	no non-school qualification
			1	senior management in large business organisation, government administration and defence; qualified professionals
			2	other business managers; arts / media / sportspeople; associated professionals
O	Occupation: father	1	3	tradespeople; clerks; skilled office and service staff
			4	machine operators; hospitality staff; assistants; labourers; related workers
			8	not in paid work in the last 12 months
			9	not stated / unknown
P	Main language spoken at home: student	4	4-digit ASCL (Australian Standard Classification of Languages) code See Table 4: Additional CSV codes for values	
Q	Main language spoken at home: mother	4		
R	Main language spoken at home: father	4		
S	Country of birth: student	4	4-digit SACC (Standard Australian Classification of Countries) See Table 4: Additional CSV codes for values	

Table 4: Additional CSV codes

Main language spoken at home (columns P,Q,R)		Country of birth: student (column S)	
ASCL code	Language	SACC code	Country name
4202	Arabic	1101	Australia
7101	Cantonese	8203	Brazil
7199	Chinese	6101	China ¹
3503	Croatian	2102	England
1401	Dutch	2304	Germany
1201	English	6102	Hong Kong
2101	French	7103	India
1301	German	5203	Malaysia
2201	Greek	1201	New Zealand
5203	Hindi	7106	Pakistan
2401	Italian	1302	Papua New Guinea
7201	Japanese	5204	Philippines
6301	Khmer	4213	Saudi Arabia
7301	Korean	3215	Serbia
3504	Macedonian	5205	Singapore
7104	Mandarin	9225	South Africa
2302	Portuguese	6203	South Korea
3402	Russian	7107	Sri Lanka
3505	Serbian	4105	Sudan
5211	Sinhalese	6105	Taiwan
2303	Spanish	4215	Turkey
6511	Tagalog	2100	United Kingdom
4301	Turkish	8104	United States of America
6302	Vietnamese	5105	Vietnam
0002	not stated / unknown	0003	not stated / unknown
A full list is available from Australian Bureau of Statistics website: www.abs.gov.au/AUSSTATS/abs@.nsf/DetailsPage/1267.02016?OpenDocument		A full list is available Australian Bureau of Statistics website: www.abs.gov.au/AUSSTATS/abs@.nsf/DetailsPage/1269.02011?OpenDocument	

¹ excludes Special Administrative Regions and Taiwan Province

5.11 Upload student CSV file

To upload student CSV files you have created, follow the steps below.

1. Select **Upload student CSV file** from the **NAPLAN portal** main menu.

The **Upload student CSV file** screen will display.

Screenshot 21: Upload student CSV file

The screenshot shows the NAPLAN portal interface. The top navigation bar includes the Queensland Government and QCAA logos, a search bar, and links for Site map, Contact us, and Help. The main navigation bar lists various educational levels and a 'Logins' button. The sidebar on the left contains links for School details, Application for additional copy of a student report, Student registrations, and Forms. The 'Upload student CSV file' link under Student registrations is highlighted with a red box. The main content area is titled 'Upload student CSV file' and features a 'Select a file to upload' section with 'Choose File' and 'No file chosen' buttons, and 'Upload' and 'Cancel' buttons. Below this is a table titled 'Previous file uploads for this year' with one entry: 'NAPLAN_Student_Registrations.csv' uploaded on '10/01/2019 13:58:19'.

2. Select **Choose File**.

The NAPLAN Upload screen will display.

3. Navigate to the directory that contains the CSV file you wish to upload.
4. Select the file and **Open**.

The file name will display on the **Upload student CSV file** screen.

5. Select **Upload** to complete the upload process.

If the file is successfully uploaded, the **File Upload Results** screen will display with the name of your CSV file added to the displayed table.

6. Select **Cancel** if you wish to clear any selected file name.

CSV file upload errors

If there are any errors in the data uploaded, they will be displayed in red on the screen. Please correct any errors and then reload the file.

Note: No records will be created if there are errors in the CSV file.

If you receive a 'Page load error' after clicking **Upload**, 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 been created (see Section [5.12 View previous student CSV file uploads](#)).

For further help, see Section [1.1 Getting help](#).

5.12 View previous student CSV file uploads

To view uploaded CSV files, follow the steps below.

1. Select **Upload student CSV file** from the **NAPLAN portal** main menu.

The **Upload student CSV file** screen will display.

Under **Previous file uploads this year**, a list of any successfully uploaded files will be displayed.

2. Click on the file you wish to view.

Screenshot 22: Display previous file uploads for this year

The screenshot displays the 'Upload student CSV file' page on the NAPLAN portal. The page header includes the Queensland Government and QCAA logos, along with navigation links like 'Site map', 'Contact us', and 'Help'. The main navigation bar lists various categories like 'Home', 'About us', 'Kindergarten', etc. The sidebar on the left contains a list of options under 'NAPLAN portal', with 'Upload student CSV file' selected. The main content area features a 'Select a file to upload' section with a 'Choose File' button and an 'Upload' button. Below this is a table titled 'Previous file uploads for this year' which contains one entry: 'NAPLAN_Student_Registrations.csv' with a timestamp of '10/01/2019 13:58:19'. The footer includes 'I want to...' links, 'Quick links', 'Contact' information, and social media icons.

Previous file uploads for this year	
NAPLAN_Student_Registrations.csv	10/01/2019 13:58:19