



# National Assessment Program – Literacy and Numeracy 2017

## Student Participation Website User Guide

Version 1.1  
2017

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# 1 About SA NAPLAN Student Participation Website

The reporting of 2017 NAPLAN paper test results requires that each state/territory collects from every school accurate information which identifies students who were:

- exempt
- absent
- withdrawn
- allocated NAPLAN test books but have since left the school
- newly enrolled and for whom there were no individual NAPLAN test books provided
- granted adjustments
- home schooled students sitting tests at your school

It is very important that all South Australian students are accounted for in the 2017 NAPLAN paper tests, including students who did not sit for one or more of these tests.

Principals or their delegates in South Australia confirm and/or update individual student details for their school on the SA NAPLAN Student Participation Website <https://portal.fxdms.net/naplan/>.

**The website will be available from Thursday, 16<sup>th</sup> March, 2017.**

The website is secure and each school can only access and amend the details of their own students using a username and password that is provided by DECD, CESA or AISSA.

**The Statement of Compliance on the first screen of the website must be completed before any packages of test materials are opened.**


If you have selected a delegate to update the NAPLAN information for your school, please forward a copy of this guide to them.

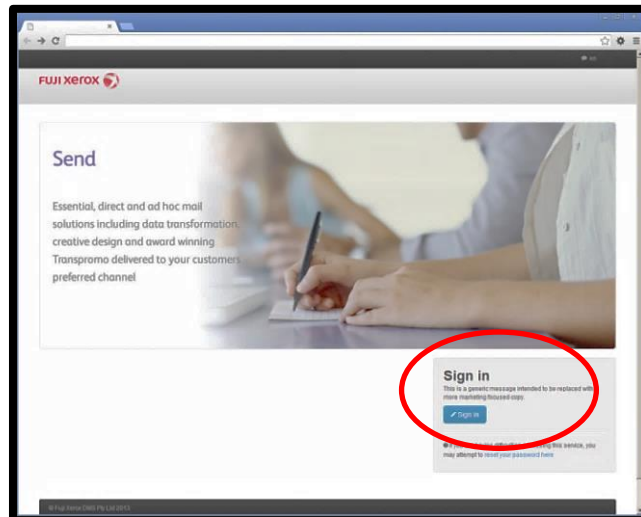
Timeline	Website Activity Required
From mid-March	Log on to the 2017 NAPLAN <i>Student Participation Website</i> .
From mid-March	Complete the compliance screen to verify that Part A and Part B of the Handbook for Principals have been read and understood.
By 8 May	Input details of all adjustments required for students with disabilities. Update records to show students newly enrolled and no longer attending your school.
By 12 May	Update records to show students absent from the test or withdrawn by parents; students exempted on school recommendation with parental consent; adjustments for students with temporary disabilities and those home schooled students who sat tests at your school.
11-15 May	Confirm all details for all relevant year levels on the confirmation screen of the Student Participation Website.
19 May 2017	No further changes can be made to the website.

## 2 How to use the Website

The Student Participation Website can be accessed by going to <https://portal.fxdms.net/naplan/>.

### 2.1 Signing in to the website

Click the  button in the lower right hand corner.



Upon selection of the 'sign in' button you will be taken to the Sign In page.



At this point you should enter your username and the password supplied by your sector representative (DECD, CESA or AISSA).

Once you have entered these details select the 'sign in' button. If the Username and Password you have entered are correct, you will be presented with the Welcome page.

#### 2.1.1 Log In Queries

The password for your school is changed annually. If you experience difficulties with your log in, check that you have used the 2017 password for your school, and not one for a previous year, or one that has been saved by your computer from a previous year.

If you have forgotten your password, please contact your sector representative. Do not use the "Forgot Password" button / link on the front page of the website.

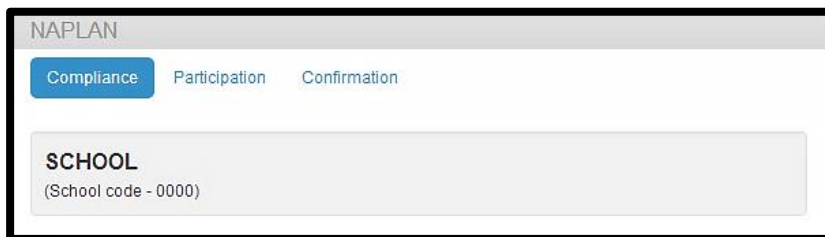
If you make three unsuccessful attempts to log in, you may be locked out of the system and unable to make any further attempts. If you do find you have locked yourself out of the website in this manner, please contact the support line on **1800 771 166** or email [naplan.sa@fujixerox.com](mailto:naplan.sa@fujixerox.com).

## 2.2 Navigating the website


There are three main stages associated with recording your information the Student Participation Website. That is:


1. Compliance,
2. Participation, and
3. Confirmation.

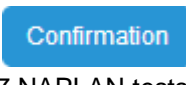
The three sections of the website can be navigated using the blue tabs at the top of the webpage.



The second and third sections of the website (participation and confirmation), only become available once the Principal or Principal's Delegate has completed the Statement of Compliance.

Selecting  will present the user with the Statement of Compliance declaration to complete.

Selecting  will present the user with a full list of students currently nominated to sit the NAPLAN test for 2017 at the school.

Selecting  will present the user with the confirmation screen for confirming final participation in the 2017 NAPLAN tests.

### 3 Statement of Compliance

Before any student details can be viewed or modified the Statement of compliance declaration will need to be completed by the Principal or the Principal’s delegate. The details of the Principal and the Principal’s delegate will need be entered and saved to proceed.

**Statement of compliance declaration**

All fields are required unless otherwise noted

I have read and understood the following:

- i. 2017 Handbook for Principals.
  - [Handbook for Principals](#)
- ii. National Protocols for Test Administration: relevant sections Responsibilities of principals 3.3 & 4.3
  - [National Protocols for Test Administration](#)
- iii. Test Administration Handbook for Teachers.
  - [Year 3 Test Administration Handbook](#)
  - [Year 5 Test Administration Handbook](#)
  - [Year 7 Test Administration Handbook](#)
  - [Year 9 Test Administration Handbook](#)

Principal's name

Principal's email address

Delegate's name

Delegate's email address

Preferred Contact Number

### 4 Participation Information

#### 4.1 Selecting student records

Student details can be searched and edited in three ways: by Year, by Class or by using the Search field to search for a student directly by name, surname, DOB, EDID or class.

The student participation list will display all students in your school. This can be refined by using the Year and/or Class drop-down.

Clicking on the headings of each column will sort the list of students by that column.

**Changing Individual Student Participation Record**


Select Class/Year level

Year

Class

Search:   students per page

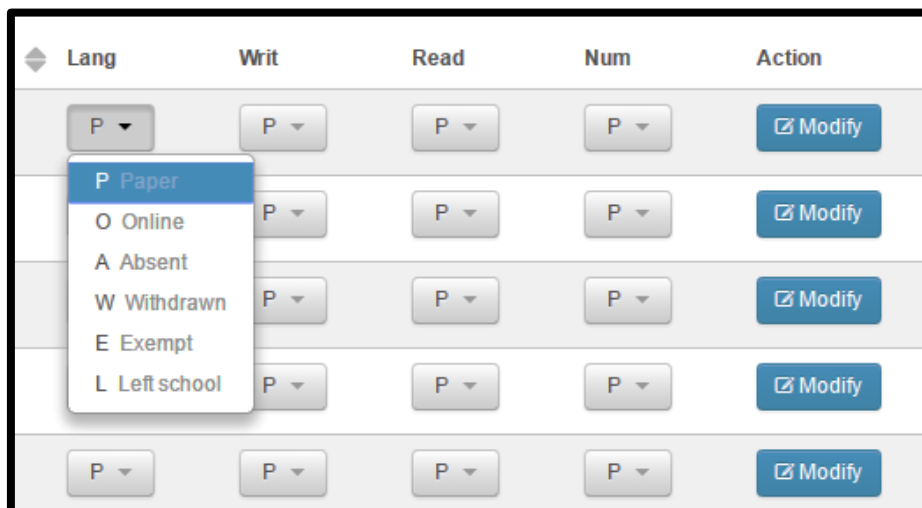
## 4.2 Amending student participation details

The default code for each student is the testing mode. This is indicated by . **If a student sits a paper test, do not amend this value.**


A student's participation details can be amended by selecting the participation type from the appropriate drop-down. There is one participation drop-down per test. Any changes to the participation details of a student are automatically saved.

The drop-down selection for each test has the following codes:

- **P Paper:** for paper test participation
- **O Online:** for NAPLAN online tests only (does not include test adjustments – see section 4.3)
- **A Absent:** for absent from the test
- **W Withdrawn:** for withdrawn from the test
- **E Exempt:** for exempt from the test
- **L Left school:** for left the school prior to the test



Lang	Writ	Read	Num	Action
P	P	P	P	Modify
P Paper	P	P	P	Modify
O Online	P	P	P	Modify
A Absent	P	P	P	Modify
W Withdrawn	P	P	P	Modify
E Exempt	P	P	P	Modify
L Left school	P	P	P	Modify
P	P	P	P	Modify

Some students may have a  button next to their name. These are students that you have added to your school list this year. It enables you to remove the record if you have made a mistake.

### 4.2.1 Amending student participation details for schools involved in online testing mode

#### Online Mode with Year 3 students

Schools that are undertaking the NAPLAN tests in online mode except for Year 3 Writing, refer to **section 6, Appendix A**. This website is for paper test participation information only. All NAPLAN online test participation (e.g. absent, withdrawn etc) must be recorded in the online national assessment platform, not on this website.

#### Online Reverting to Paper Mode

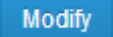
Online mode schools that revert to paper mode during the testing period need to refer to **section 6, Appendix B**. This website is for paper test participation information only. All NAPLAN online test participation (e.g. absent, withdrawn etc) must be recorded in the online national assessment platform, not on this website.

#### Online Mode without Year 3 students

All NAPLAN online test participation must be recorded in the online national assessment platform.



## 4.3 Modifying Student Information

The  button is used for students sitting paper tests to capture adjustments, home school information and also to allow the school to write any comments that may be applicable to the student.

Information relating to students sitting online tests should not be recorded here.

In the Modify Student dialog box, the user can complete the following:



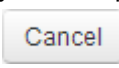
- Select any adjustments granted to the student for each test (eg: alternate print/assistive technologies)
- Indicate Full Fee Paying Overseas students
- Indicate if a student is home schooled
- Indicate where an incorrect year grade has been allocated to a student.

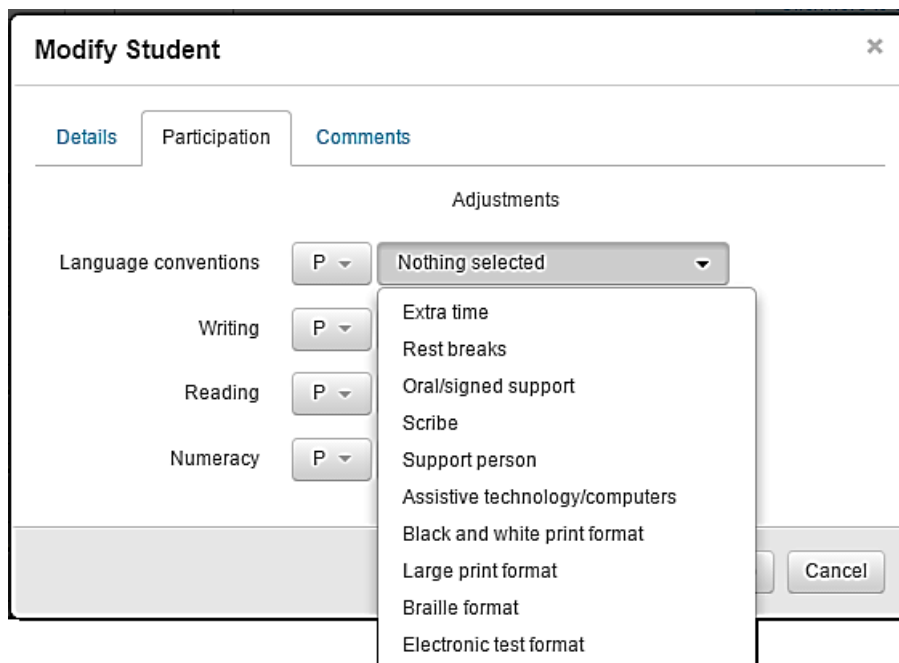
All other relevant information can be recorded in the Comments Box. e.g. “left to NSW”, “left to Adelaide HS”

### 4.3.1 Recording test adjustments

Schools must seek approval from their sector prior to the tests for all adjustments related to the use of scribes, assistive technology and alternative formats.

To enter an adjustment(s) for a student:

- Click on the ‘modify student’ button next to the student in the Participation List. The modify student dialog will appear.
- The default for each student is Present. This is represented by .
- Clicking on the drop-down next to this will show the list of possible adjustments. Select the adjustments from the list. Select as many as are applicable by clicking on each selection.
- Click  to close the dialog or  to close the dialog without saving.





### 4.3.2 Indicating an incorrect year grade

Occasionally a student may appear in your school lists who is in a different year grade. To indicate that a student is not in a current NAPLAN year grade (Year 3, 5, 7 or 9), please use the 'L' participation code from the drop down selection. This indicates to us that the student has 'left' this school grade, and is not to be tested in 2017. The Student Participation Website data is not linked to any other school attendance or enrolment database (e.g. EDSAS, SDW) and therefore changes will not affect any information stored there.

### 4.3.3 Indicating a Full Fee Paying Overseas Student

For NAPLAN reporting purposes you must indicate if a student sitting a NAPLAN test is a Full Fee Paying Overseas Student (FFPOS) as per the Australian Bureau of Statistics classification. Please do not check this box for other types of fee paying students.

To indicate that a student sitting a test at your school is a Full Fee Paying Overseas Student:

- Click on the  button next to the student in the Participation List. This will bring up the Modify Student dialog box for that student.
- Click in the check box to indicate that the student is a Full Fee Paying Overseas Student.  
Full Fee Paying Overseas Student?
- Click on the  button.



Clicking cancel will mean all changes will not be saved.

### 4.3.4 Indicating Home Schooled Students

Home schooled students should only appear on your school list if the student sat a test at your school this year.

If the student has previously been enrolled at your school, but is now schooled at home, and has not sat a NAPLAN 2017 test at your school, you must use the 'L' participation code from the drop down selection, as the student was not present for any tests.

To indicate that a student sitting a test at your school is home schooled:


- Click on the  button next to the student in the Participation List. This will bring up the Modify Student dialog box for that student.
- Click in the check box to indicate that the student is home schooled.
- Click on the  button.


Clicking cancel will mean all changes will not be saved.

## 4.4 Adding a new student

A new student (e.g. new enrolment), who does not currently appear on your school list, will need to be added to the system.

To add a new student to a Class:

- Click on the  button which is in the Create a new student section of the Participation screen. This will display a dialog box where student enrolment details can be filled in.

- Enter the details of the new student, including participation information (if known at the time). Participation information can be entered by clicking on the Participation tab.
- Click on the  button
- The student will now appear in the list of students on the Participation Screen


## 4.5 Deleting a student

Only students that have been added by the school can be deleted. Any student originally included in the 'pre-loaded' school list cannot be deleted by the school.

### 4.5.1 Deleting a pre-loaded student

For students who automatically appear on your school lists who have left the school, or who are enrolled in a different year level, please use the 'L' participation code from the drop down selection.

### 4.5.2 Deleting a recently added student

To delete a recently added student, press the  button on the student record.

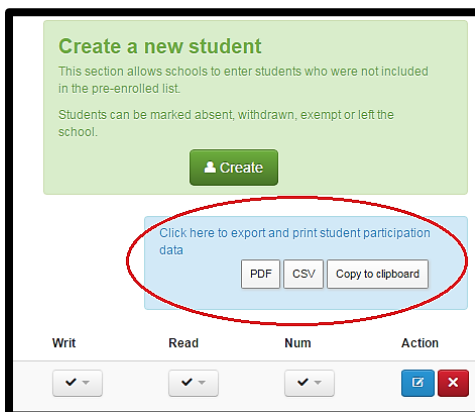
Abby	Test	24/02/2000	123456	05BE6					
------	------	------------	--------	-------	---	---	---	---	---

A dialog box will be presented to confirm removal of the student record. Click Remove to delete, and Cancel if you do not wish to delete the student.

## 4.6 Printing your student participation records

Student participation records can be printed from the Participation tab. The 'export' button allows for export to PDF or CSV. Once you have created a PDF document, you can save and print off your records, just like any other PDF document.

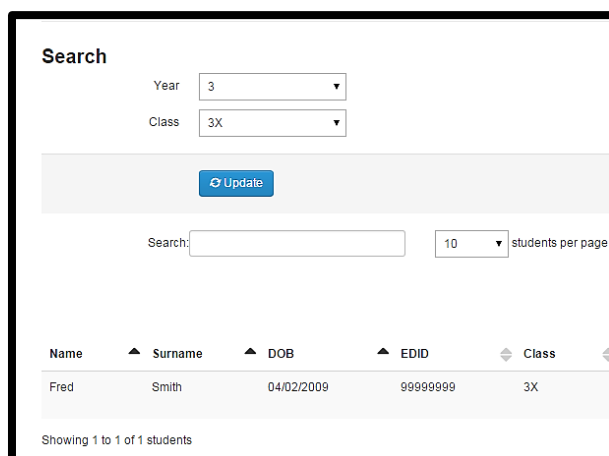
Student participation records can also be copied using the 'Copy to clipboard' function and pasted into another application such as Excel.



### 4.6.1 Printing records by year level

If you want to print the student lists by school year (or other field), go to the search function in the Participation page of the website.

**Step 1** Select the required year level e.g. Year 3, in the drop down list.



**Step 2** Press the 'Update' button. *Your screen should now show records from that school year e.g. Year 3.*

**Step 3** Press the export button and select your chosen format (e.g. PDF). *Your PDF document of the selected students (e.g. Year 3) should now be created.*

**Step 4** Print your document

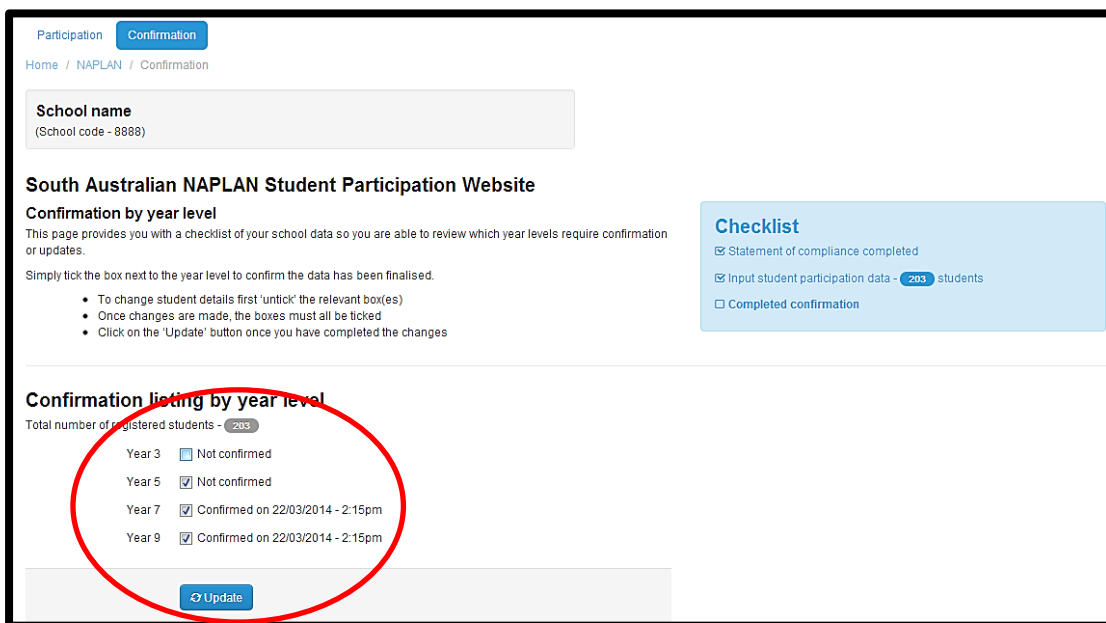
## 5 Confirmation of Participation Information

After entering all the relevant participation information and any additional students, you need to confirm that all information that has been registered for your school is accurate. The confirmation screen will only be active after 9am on Thursday 11 May. It is advised that you complete this information before returning the student test booklets on either Friday 12 May or Monday 15 May.

### 5.1 Finalising your records

When the student details for a single Year level are accurate:

- Click on the **Confirmation** tab near the top of the page. *The Confirmation page should now appear.*
- Check the box next to the finalised Year level. *The box should now appear with a check.*
- Click on the **Update** button. *The date and time of the confirmation should now be displayed.*



Participation **Confirmation**

Home / NAPLAN / Confirmation

School name  
(School code - 8888)

**South Australian NAPLAN Student Participation Website**

**Confirmation by year level**  
This page provides you with a checklist of your school data so you are able to review which year levels require confirmation or updates.  
Simply tick the box next to the year level to confirm the data has been finalised.

- To change student details first 'untick' the relevant box(es)
- Once changes are made, the boxes must all be ticked
- Click on the 'Update' button once you have completed the changes

**Checklist**

- Statement of compliance completed
- Input student participation data - 203 students
- Completed confirmation

**Confirmation listing by year level**

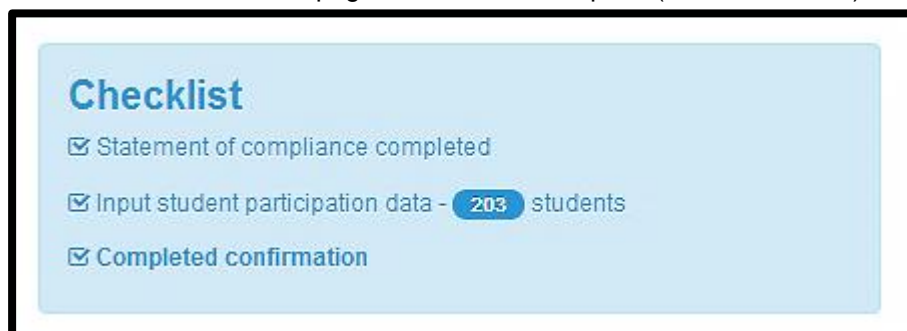
Total number of registered students - 203

Year 3	<input type="checkbox"/> Not confirmed
Year 5	<input checked="" type="checkbox"/> Not confirmed
Year 7	<input checked="" type="checkbox"/> Confirmed on 22/03/2014 - 2:15pm
Year 9	<input checked="" type="checkbox"/> Confirmed on 22/03/2014 - 2:15pm

**Update**

When confirmation has been completed for each year level at your school, the Student Participation process is complete.

The checklist on the Confirmation page should all be complete (as shown below):



**Checklist**

- Statement of compliance completed
- Input student participation data - 203 students
- Completed confirmation

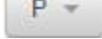
If you receive additional information after the confirmation has been completed, un-check the relevant year level, make the required change and finalise the records for that year once more by re-checking the confirmation box. The website can only accept changes until Friday 19<sup>th</sup> May 2017.

## 6 Appendices

### Appendix A - Online Mode with Year 3 Students

Schools with Year 3 students testing in online mode are required to record all Year 3 Writing paper test participation in the *Student Participation Website*. All remaining online test participation must be recorded separately in the online national assessment platform.

#### 6.1 Amending student participation details (for students undertaking the Year 3 Writing test in paper mode)

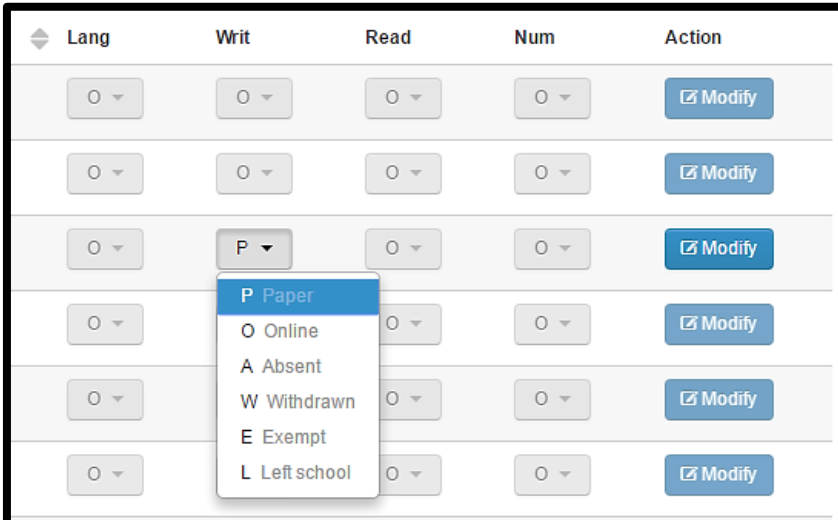
The default code for each student is the testing mode. For Year 3 Writing this is indicated by . **If a student sits the Year 3 Writing paper test, do not amend this value.**































For all remaining tests the default is indicated by  for NAPLAN online testing mode. This value cannot be changed unless the school has permission to stop online testing and has reverted to paper testing (see section 6.2).

A student's participation details can be amended by selecting the participation type from the appropriate drop-down. There is one participation drop-down per test. Any changes to the participation details of a student are automatically saved.

The drop-down selection for each test has the following codes:

- **P Paper:** for paper test participation
- **O Online:** for NAPLAN online tests only (not applicable to Year 3 Writing test)
- **A Absent:** for absent from the test
- **W Withdrawn:** for withdrawn from the test
- **E Exempt:** for exempt from the test
- **L Left school:** for left the school prior to the test





Lang	Writ	Read	Num	Action
				
				
				
				
				
				


For information on how to record participation modifications including test adjustments, full fee paying students or home schooled students, refer to section 4.3.

## Appendix B - Online Reverting to Paper Mode

Schools testing in online mode that have permission to revert to paper testing mode during the testing period must record all paper test participation in the *Student Participation Website*. Any tests completed in online mode must be recorded separately in the online national assessment platform.

### 6.2 Amending student participation details (for classes and students reverting to paper mode)

The default code for each student is the anticipated testing mode. For schools reverting from online to paper testing mode this is indicated by . **If a student has undertaken an online test, do not amend this value.** For all students undertaking the paper test, amend this value to .

The default code for the writing test of Year 3 students is . This value should only be amended if the Year 3 student is not participating in the writing test.


The test mode should be accurately recorded for a student before modifying a student record for any adjustments or additional information.

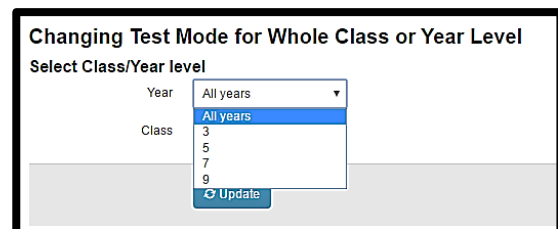
Recording any details regarding online test participation is not required on this website. All details regarding online tests should be recorded in the online national assessment platform.

#### 6.2.1 Changing test mode for whole class or year level


A new function has been added to the website participation page to simplify the participation recording process for online mode schools reverting to paper mode testing. The new function, 'changing test mode for whole class or year level' allows test mode amendments for whole class groups. Individual student records appear on the screen below this new function.

To change the testing mode from online to paper for a class group:

- select the year level and/or class group
- click the  button.



Then:

- For the relevant test, select the  in the drop down box



- A pop up box will appear to verify the change, if the details are correct, click .

The revised test mode status can now be seen on screen in the individual student records section.

Participation values such as absent, withdrawn or exempt and modifications (test adjustments) can now be recorded.

For support using this website, please telephone 1800 771 166 between 9am and 5pm, or e-mail [naplan.sa@fujixerox.com](mailto:naplan.sa@fujixerox.com).

## 6.2.2 Changing Individual Student Participation Record

A student's participation details can be amended by selecting the participation type from the appropriate drop-down. There is one participation drop-down per test for each individual student. Any changes to the participation details of a student are automatically saved.

The drop-down selection for each test has the following codes:

- **P Paper:** for paper test participation
- **O Online:** for NAPLAN online tests only
- **A Absent:** for absent from the test
- **W Withdrawn:** for withdrawn from the test
- **E Exempt:** for exempt from the test
- **L Left school:** for left the school prior to the test

The screenshot shows a table with five columns: Lang, Writ, Read, Num, and Action. Each of the first four columns has a dropdown menu with a circle icon and a downward arrow. The 'Lang' dropdown menu is open, showing five options: P Paper, O Online (highlighted in blue), A Absent, W Withdrawn, and L Left school. Each row in the table also has a blue 'Modify' button with a pencil icon.

Lang	Writ	Read	Num	Action
O	O	O	O	Modify
P Paper				
O Online	O	O	O	Modify
A Absent				
W Withdrawn	P	O	O	Modify
E Exempt				
L Left school	O	O	O	Modify

For information on how to record participation modifications including test adjustments, full fee paying students or home schooled students, refer to section 4.3.