

	Task description	Complete by	Online tasks*		Completed
			Open	Close	
Data checking	Independent and Catholic schools can enter and upload student details. Decide how students will be grouped (by class or whole group) before entry/upload, as this determines how results are reported.		7 Feb	7 Mar	<input type="checkbox"/>
	EQ schools can verify and update student details. Note that student grouping (by class or whole group) determines how results are reported.		17 Feb	7 Mar	<input type="checkbox"/>
Before test week	Acknowledge receipt of copies of <i>2014 Handbook for Principals</i> and distribute these to staff.		12 Feb	28 Feb	<input type="checkbox"/>
	Submit applications for tests in alternative formats (Braille, large print, black and white, electronic).		7 Feb	21 Feb	<input type="checkbox"/>
	Submit applications to vary test dates (due to gazetted holidays).		7 Feb	28 Mar	<input type="checkbox"/>
	Submit applications for students to use a scribe or assistive technology to access tests.		7 Feb	23 Apr	<input type="checkbox"/>
	Advise teachers of test preparation materials available on the QSA and NAP websites.	7 Mar			<input type="checkbox"/>
	Prepare a school security plan — refer to <i>2014 Handbook for Principals</i> .	15 Mar			<input type="checkbox"/>
	Finalise arrangements for students requiring school-approved adjustments for disability and/or test exemptions (where possible).		7 Feb	9 May	<input type="checkbox"/>
	Notify Fuji Xerox DMS via the <i>Test materials</i> weblink of: receipt of materials; incomplete or incorrect delivery of test materials; any additional materials required.		14 Apr	2 May	<input type="checkbox"/>
	Store test materials securely.				<input type="checkbox"/>
	Develop a school timetable for the testing period.	2 May			<input type="checkbox"/>
	Distribute copies of the relevant <i>2014 Test Administration Handbook for Teachers</i> in the week before tests.		12 May		<input type="checkbox"/>
	Finalise all test arrangements, including parent withdrawals, availability of calculators for Years 7 and 9, and supervision of students not participating in the tests.		12 May		<input type="checkbox"/>
TEST WEEK (under no circumstances are tests to be conducted on Monday 12 May)					
Final prep	Provide each test administrator with a list of students in their class/group who are eligible to sit the tests.	12 May			<input type="checkbox"/>
	Prepare rooms for tests (e.g. rearrange furniture, remove or cover wall charts).				<input type="checkbox"/>
Administer tests	Day 1 Conduct <i>Language conventions</i> and <i>Writing</i> tests.	13 May			<input type="checkbox"/>
	Day 2 Conduct <i>Reading</i> test.	14 May			<input type="checkbox"/>
	Day 3 Conduct <i>Numeracy</i> tests.	15 May			<input type="checkbox"/>
	Day 4 Schools of Distance Education distribute test materials to non-school locations.	15 May			<input type="checkbox"/>
Test materials	Catch-up day — conduct tests for students absent 13, 14 or 15 May.	16 May			<input type="checkbox"/>
	Courier collection of completed <i>Language conventions/Writing</i> testbooks from notified schools.	14–16 May			<input type="checkbox"/>
	Return all unused test materials to secure storage in the school until 23 May.	16 May			<input type="checkbox"/>
	Check all testbooks and pack for return.				<input type="checkbox"/>
	Post all testbooks to Fuji Xerox DMS by close of business 20 May.	19–20 May			<input type="checkbox"/>
Have <i>Returned test materials lodgment</i> form stamped and scanned at the post office.				<input type="checkbox"/>	
All testbooks must be lodged at local post office by close of business Tuesday 20 May					
After the-tests	Submit <i>Temporary injury — notice of use of assistive technology for the Writing test</i> forms (for students with injury to hand or wrist).		7 Feb	20 May	<input type="checkbox"/>
	Submit <i>School testbook usage advice</i> forms (if applicable).				<input type="checkbox"/>
	Submit the <i>Principal's declaration</i> form online, print copy, sign and email or fax to (07) 3864 0374.		16 May	23 May	<input type="checkbox"/>
	Complete the <i>2014 School survey</i> online.		23 May	27 June	<input type="checkbox"/>
Reports	Acknowledge receipt of student reports and <i>Test Reporting Handbook</i> .		8 Sep	12 Sep	<input type="checkbox"/>
	Check student reports before distributing to parents.	12 Sep			<input type="checkbox"/>
	Submit applications for any of: report queries; missing reports; extra copies of student reports.		8 Sep	17 Oct	<input type="checkbox"/>

*To complete online tasks, go to <https://naplan.qsa.qld.edu.au/naplan>, click on *Test administration login* and log in using your school BIC and password.