

NAPLAN 2025

INFORMATION KIT FOR SCHOOLS



Acknowledgement

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We acknowledge Aboriginal and Torres Strait Islander people as Australia's first peoples and as the Traditional Owners and custodians of the lands and waters on which we rely. We pay respect to Elders past and present of the lands where we conduct our work and recognise their ongoing contributions as the first educators on the land now known as Victoria.

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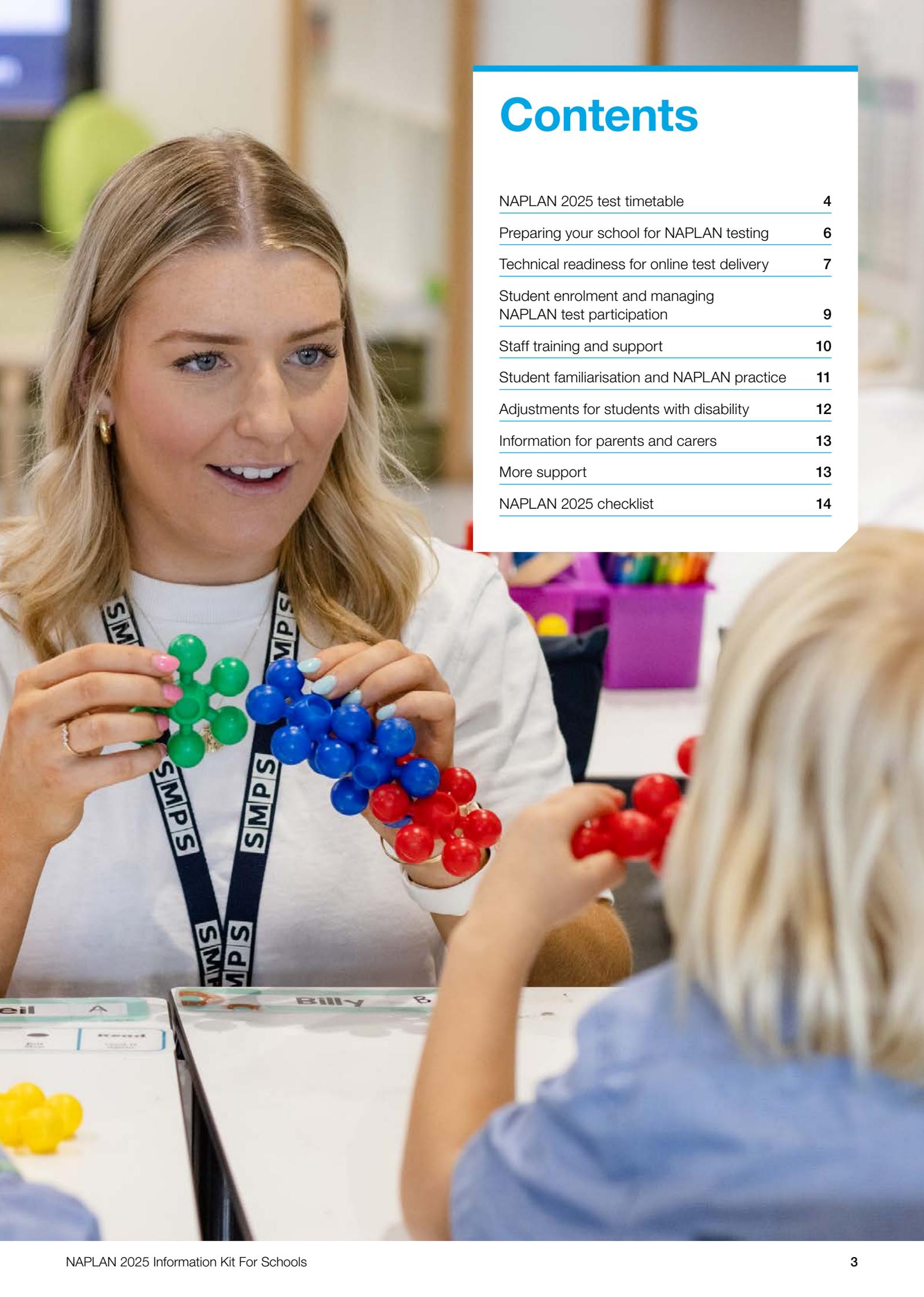
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NAPLAN 2025 test timetable

The NAPLAN test window is 9 days, from **Wednesday 12 March to Monday 24 March 2025**.

All students will complete writing on day 1, with day 2 used only where there are technical or logistical limitations. The other domains are to be scheduled after the writing tests in the following sequence: reading, then conventions of language, then numeracy.

Schools may need to reschedule other Term 1 programs to accommodate the school's planned testing schedule.

For advice on scheduling, schools should refer to the [NAPLAN national protocols for test administration](#).

Important information

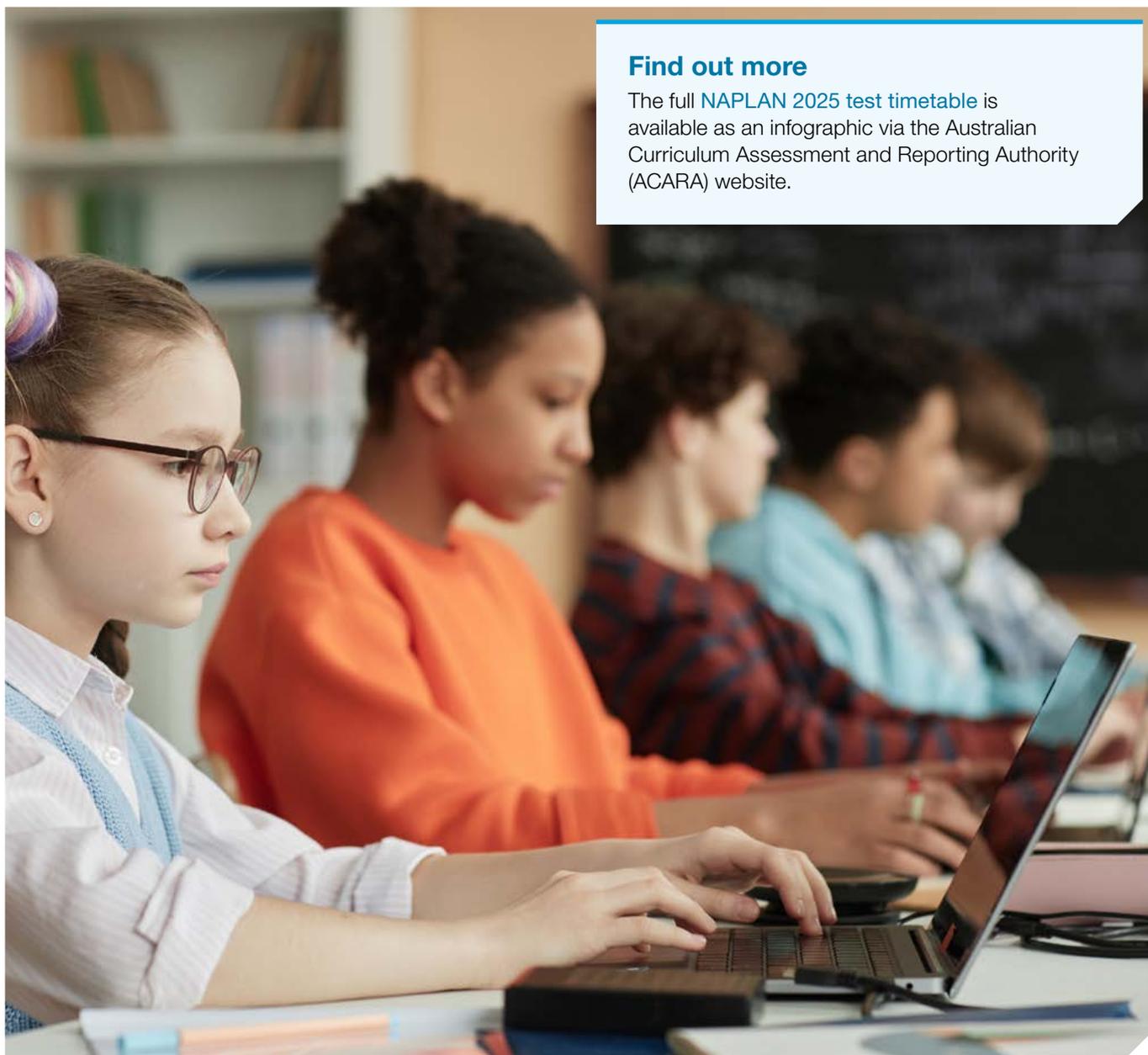
Events

Events such as camps, excursions, school sports and carnivals are not considered as logistical limitations and should not be booked on day 1 of the test window (12 March 2025).

Individual catch-ups

Individual catch-ups for all tests other than Year 3 writing are permitted until Monday 24 March 2025.

Individual catch-ups for Year 3 writing are permitted until Monday 17 March 2025.



Find out more

The full [NAPLAN 2025 test timetable](#) is available as an infographic via the Australian Curriculum Assessment and Reporting Authority (ACARA) website.



Ramadan and Eid al-Fitr

NAPLAN testing dates are established in consultation with state, territory and federal authorities, accommodating different term dates in all states and territories. Islamic religious celebrations such as Ramadan and Eid al-Fitr are set by the lunar calendar, with the dates changing from year to year so they may sometimes fall during NAPLAN.

In 2025, Ramadan is due to coincide with the NAPLAN testing window. Schools are encouraged to schedule their tests as soon as possible in the testing window.

The overlap of dates may raise scheduling issues for some schools that may either be closed for several days for the Eid al-Fitr celebration, or if open, have some students absent.

ACARA works with the relevant stakeholders to review and update, as required, recommended approaches and the flexibility needed to support Islamic schools and students completing NAPLAN in years when it may overlap with Ramadan and particularly Eid al-Fitr.

Schools closed for Eid al-Fitr or Ramadan commitments

Schools that are closed on days 1 and 2 of the NAPLAN test window should contact the VCAA to request permission to schedule writing on another day.

When schools reopen, schools should follow the prescribed test sequence: writing, reading, conventions of language, numeracy.

If schools are unable to complete all test domains within the test window, including the days scheduled for catch-up tests, they must contact the VCAA for approval to schedule assessments in the test security period.

Schools open with absent students

Schools that are open throughout the test window can use the catch-up days for students who have been absent due to Ramadan commitments or Eid celebrations.

Schools that have compelling reasons to schedule the writing test outside of days 1 and 2 of the test window must request permission from the VCAA.

For further advice on test scheduling, schools should refer to the [NAPLAN national protocols for test administration](#).

Support for students

At the beginning of Ramadan, many families and students may be getting into the rhythm of fasting, as well as rising before dawn, and may be more tired than usual. Schools are encouraged to schedule NAPLAN tests first thing in the morning to ensure fasting students' energy levels are at their highest.

More information can be found on the [NAPLAN website](#).

Preparing your school for NAPLAN testing

The NAPLAN test window in 2025 will be 12 March to 24 March 2025. There will be quite a few tasks to complete at the beginning of term 1, 2025. The information and resources contained throughout this kit will ensure schools can confidently progress with the online delivery of the NAPLAN tests.

NAPLAN activities prior to NAPLAN testing

Schools will be familiar with the use of the VCAA [NAPLAN Test Administration Website](#) to manage their participation in the test program. In 2025, access to this website will open from the beginning of term 1, 2025. School principals can access the site from Tuesday 28 January 2025 to:

- confirm school details and key contacts
- nominate staff for NAPLAN 2025 testing (NAPLAN coordinator and technical support officer)
- access and complete the Statement of Compliance for NAPLAN 2025
- order alternative test formats for eligible students (e.g. large print)
- load student enrolment data for NAPLAN 2025 (independent schools only)
- apply for disability adjustments that require VCAA approval (scribe, extra double test time, assistive technology that requires the use of an unsecured browser, and the use of a computer for Year 3 writing)
- access and submit an updated Technical Readiness Check
- access an updated Test Scheduler to assist with planning test sessions to meet the requirements of the NAPLAN 2025 test timetable
- download a request for exemption and withdrawal form for NAPLAN 2025
- request extra test materials for NAPLAN 2025.

To assist schools in completing these tasks, the website will be pre-populated with 2024 data where applicable.

Alternative format tests

Orders for alternative format test books (e.g. large print) will open from beginning of term 1, 2025 and close on **Friday 7 February 2025**.

Before ordering alternative paper test booklets, schools should encourage students who may have required these previously to access the [NAPLAN public demonstration website](#) to determine if they can access NAPLAN online. Students should test the zoom and colour contrast settings they may already be using in the classroom to see if these are suitable.

Braille orders for NAPLAN 2025 will close on Monday 18 November 2024. If you require further information, please contact the VCAA NAPLAN helpdesk.



NAPLAN test packages

Schools will receive a 'Principals package' for NAPLAN 2025 at the start of term 1, with distribution commencing from **Tuesday 28 January 2025**. Packages will include all materials (including Login Cards (Grid Cards) and printed handbooks) required to administer NAPLAN in March 2025, with the exception of Year 3 writing books, which will be distributed to primary schools from **Tuesday 25 February 2025**.

Alternative format test books will be sent on the same date to all schools who ordered them.

Important note for Independent schools

In order to print student details on the cover of the year 3 test books, all year 3 enrolment data must be submitted to the VCAA via the Test Administration website by Monday 3 February 2025. Year 5, 7 and 9 enrolment data is due on Friday 7 February 2025.

Technical readiness for online test delivery

NAPLAN is conducted via the Online National Assessment Platform ([assessform](#)). For NAPLAN 2025, principals will be required to register their school account from **Monday 10 February 2025**. An invitation will be emailed to school principals, with instructions on how to complete the registration process. Once registered, principals can invite their nominated staff to register for their specific NAPLAN roles (i.e. NAPLAN coordinator and technical support officer).

Teachers or support staff who will be administering NAPLAN do not need to complete a personal registration on [assessform](#). NAPLAN test sessions are administered using a series of system-generated codes that will be provided to teachers by the NAPLAN coordinator or principal before the test days.

The Online National Assessment Platform ([assessform](#)) will function as in previous NAPLAN online test cycles and most schools will be familiar with how to use the system to deliver the tests. Where staff are unfamiliar with the platform or require a refresh of their knowledge, the VCAA has prepared a series of training materials to demonstrate the key functionality in the test preparation, test delivery and results phases. See more in the 'Staff training and support' section on [page 10](#).

New schools administering NAPLAN online for the first time in 2025 will be provided with targeted support from the VCAA based on their needs and in keeping with the readiness program completed by schools who have already made the transition to online testing.





Preparation of student devices and the Locked Down Browser

Students will access the NAPLAN tests via a secure Locked Down Browser (LDB) that must be installed on their device before the test days. An updated LDB can be downloaded from the [assessform website](#) from Monday 2 December 2024.

To access NAPLAN, the correct version of the LDB must be installed.

Schools planning to use Chromebook devices for testing must use version v0.16.0.1 (that was used in 2024 NAPLAN testing) NAP Chromebook LDB for NAPLAN testing in March 2025.

BYOD Chromebooks, ChromeOS Flex and Android devices are not supported for NAPLAN testing.

Schools are encouraged to complete installation of the LDB as soon as possible to allow for testing of all students' devices to be used for NAPLAN in March 2025.

Students who bring their own device to school should be encouraged to download and test LDB on their device with plenty of time before the start of the test window in March.

More details on how to make sure students are ready to sit the NAPLAN tests can be found in the 'Student familiarisation and NAPLAN practice' section on [page 11](#).

Technical Readiness Check

The VCAA NAPLAN Technical Readiness Check is a useful tool that will help your school to assess your ICT set-up and ensure that you can meet the minimum requirements to conduct NAPLAN in 2025. This is accessed via the [NAPLAN Test Administration Website](#).

The tool contains a detailed questionnaire into which schools can input details on the number of students expected to sit the tests, the number and configuration of the rooms available for testing, available bandwidth and test device details. The tool is adaptable and can be completed as many times as necessary for optimal online set-up for NAPLAN.

Schools are encouraged to work with their ICT team and their nominated technical support officer to complete the Technical Readiness Check.

Support for ICT planning and infrastructure for government schools is available via the Information Management and Technology Division (IMTD) through your local Service Technician or Service Delivery Manager.

The latest technical documentation for NAPLAN can be found on the assessform [Device requirements](#) page.

Student enrolment and managing NAPLAN test participation

Schools will have access to student enrolment information on the [Online National Assessment Platform \(assessform\)](#) from **Monday 3 March 2025**.

From this date, principals or NAPLAN coordinators will be able to securely log into the platform to:

- check and edit pre-loaded student records
- add new students and update records for those who have left your school
- review and add, where required, school-approved disability adjustment codes to students for one or more test domains
- create or alter class groups and assigned students
- manage student test participation statuses (i.e. updating records for exempt or withdrawn students)
- prepare NAPLAN test session materials, including test administrator and student session slips, and attendance lists.

Important information

NAPLAN test preparation week

Schools will have from Monday 3 March to Tuesday 11 March to manage student enrolment and prepare their NAPLAN test materials before the start of the test window.

Make sure you are on track to access the platform as soon as possible from Monday 3 March to manage your student records and set up test sessions for the delivery of the tests.



Staff training and support

Training materials

Schools will have access to updated NAPLAN training materials via the [VCAA website](#) from the start of term 1, 2025.

Staff are encouraged to access these materials to refresh their knowledge of the platform and the NAPLAN test administration requirements. Staff who have not acted in the roles of NAPLAN coordinator or test administrator should take time to work through the relevant course materials before the NAPLAN 2025 test window.

Handbooks

Updated handbooks will be published for NAPLAN 2025 via the [VCAA website](#). Schools will receive hard copies of the NAPLAN handbooks at the start of term 1, 2025 in the 'Principals package'.

The use of all NAPLAN handbooks is essential to support the fair and standardised delivery of the tests in accordance with the *National Protocols for Test Administration*.

Platform training and practice environment

Schools now have access to a dedicated 'training and practice environment' for staff to practice using the platform. The training and practice environment replicates the functionality of the NAPLAN platform and is a great resource for new or inexperienced staff to learn how to deliver the tests.

The NAPLAN coordinator and test administrator training courses contain a series of guided activities for schools to practice setting up and delivering NAPLAN test sessions with staff and students. See more in the 'Student familiarisation and NAPLAN practice' section on [page 11](#).



Student familiarisation and NAPLAN practice

It is very important that students have the opportunity to familiarise themselves with the types of test questions and functionality of the online tests. Schools have the flexibility to administer practice tests to students at any time that suits them until the first day of the NAPLAN 2025 test window on Wednesday 12 March.

There are two ways schools can organise practice tests:

1. NAPLAN public demonstration website

This site is available 24/7 for teachers, parents and carers, and students to access.

The [public demonstration site](#) contains demonstration tests for conventions of language (spelling, grammar and punctuation), numeracy, reading and writing for each NAPLAN test year level (Years 3, 5, 7 and 9). The exception is for Year 3 writing – as students will complete the writing test on paper, there is no online demonstration test available. These same demonstration tests can also be accessed from the Locked Down Browser menu, once downloaded and installed on the student device.

Sample NAPLAN paper tests and past writing prompts for all year levels are available on the ACARA website:

[NAPLAN 2008–2011 test papers and answers](#)

[NAPLAN 2012–2016 test papers and answers](#)

2. Scheduled practice tests

While the NAPLAN public demonstration website is an excellent general resource for NAPLAN, using this website for student familiarisation does not mimic the secure online experience (i.e. testing administered under timed and supervised conditions).

Schools that wish to administer more formalised practice tests are recommended to use the platform [training and practice environment](#) to deliver test sessions with staff acting as test administrators. This option has a range of benefits including:

- providing a mechanism to familiarise test administrators in their role and facilitating NAPLAN student familiarisation (in line with the *national protocols*) at the same time
- testing ICT set-up for NAPLAN to enable time for remediation (e.g. managing school networks and access to the platform, and installation of the latest LDB).

Practice tests available via the training and practice environment include:

- Omnibus Practice (inc. reading, conventions of language and numeracy questions)
- Practice Writing – narrative (not Year 3)
- Practice Writing – persuasive (not Year 3)

With a more flexible approach to practice testing available, your school may elect to combine use of both the NAPLAN public demonstration website and the training and practice environment, or to stick with one approach.

Whichever method you choose, make sure you provide your students with an appropriate level of support to access NAPLAN practice tests to set them up for success during the March test period.

Important information

Student enrolment for practice tests

Student enrolment data will not be available to load on the NAPLAN 2025 platform to facilitate practice tests.

Schools can use the platform training and practice environment loaded with generic student records for practice testing. If you require more generic student records please contact the VCAA NAPLAN helpdesk.

Adjustments for students with disability

A range of reasonable adjustments are available for students with disability to support their access to the NAPLAN tests.

An adjustment is considered reasonable if it achieves the purpose of enabling participation by taking into account the student's learning needs and balancing the interest of all parties affected, including those of the student with disability, the education provider, staff and other students.

A list of possible adjustments that may be provided for NAPLAN is included in the *National Protocols for Test Administration*.

Reasonable adjustments for the NAPLAN tests must always be considered on a case-by-case basis.

How to determine suitable adjustments for NAPLAN

The Australian Curriculum Assessment and Reporting Authority (ACARA) has prepared a comprehensive series of [scenarios and possible adjustments to apply for NAPLAN](#). The scenarios include videos with students, parents and carers, and teachers for each category, and are intended to help schools to determine the best approach for managing disability adjustments for their students.

One of the best ways to explore the accessibility functions of the NAPLAN platform is to use the [NAPLAN public demonstration website](#). The demonstration site showcases the available colour themes as well as the alternative (audio and visual) question formats. The site can also be used to test the [keyboard shortcuts](#), zoom, navigation and numeracy tools.

We encourage all schools to engage staff and parents and carers with these resources to determine the best approach to support students with disability to participate in NAPLAN 2025.

Adjustments requiring VCAA approval

Four disability adjustments for NAPLAN require VCAA approval:

1. Scribe
2. Double extra test time
3. Assistive technology and colour contrast settings that require the use of an unsecured browser
4. Use of a computer for Year 3 writing

Schools must apply for these adjustments via the [NAPLAN Test Administration Website](#). Once approved, the VCAA will update relevant student records on the Online National Assessment Platform ([assessform](#)). This process will begin from Monday 3 March 2025. Schools should confirm the relevant disability adjustment codes (DACs) have been added before testing.

The application of these adjustments without VCAA approval is considered a breach of the national test protocols.

All other adjustments can be added by principals or NAPLAN coordinators directly to student records on the platform and will be automatically applied on test days (e.g. alternative items).

Information for parents and carers

The *National Protocols for Test Administration* require schools to actively engage with parents and carers, and the school community regarding NAPLAN. Specifically, principals are responsible for making sure all eligible students in Years 3, 5, 7 and 9 are supported to sit the tests.

Schools must make sure parents and carers are aware of the NAPLAN test window dates and your planned test schedule. To promote test participation and inclusion, students who are absent during a scheduled test session must be given the opportunity to sit a catch-up test during the available test dates.

Should parents and carers not want their child to sit one or more of the NAPLAN tests, schools must facilitate withdrawal using the forms provided via the [NAPLAN Test Administration Website](#). A record of all student withdrawals must be maintained at the school.

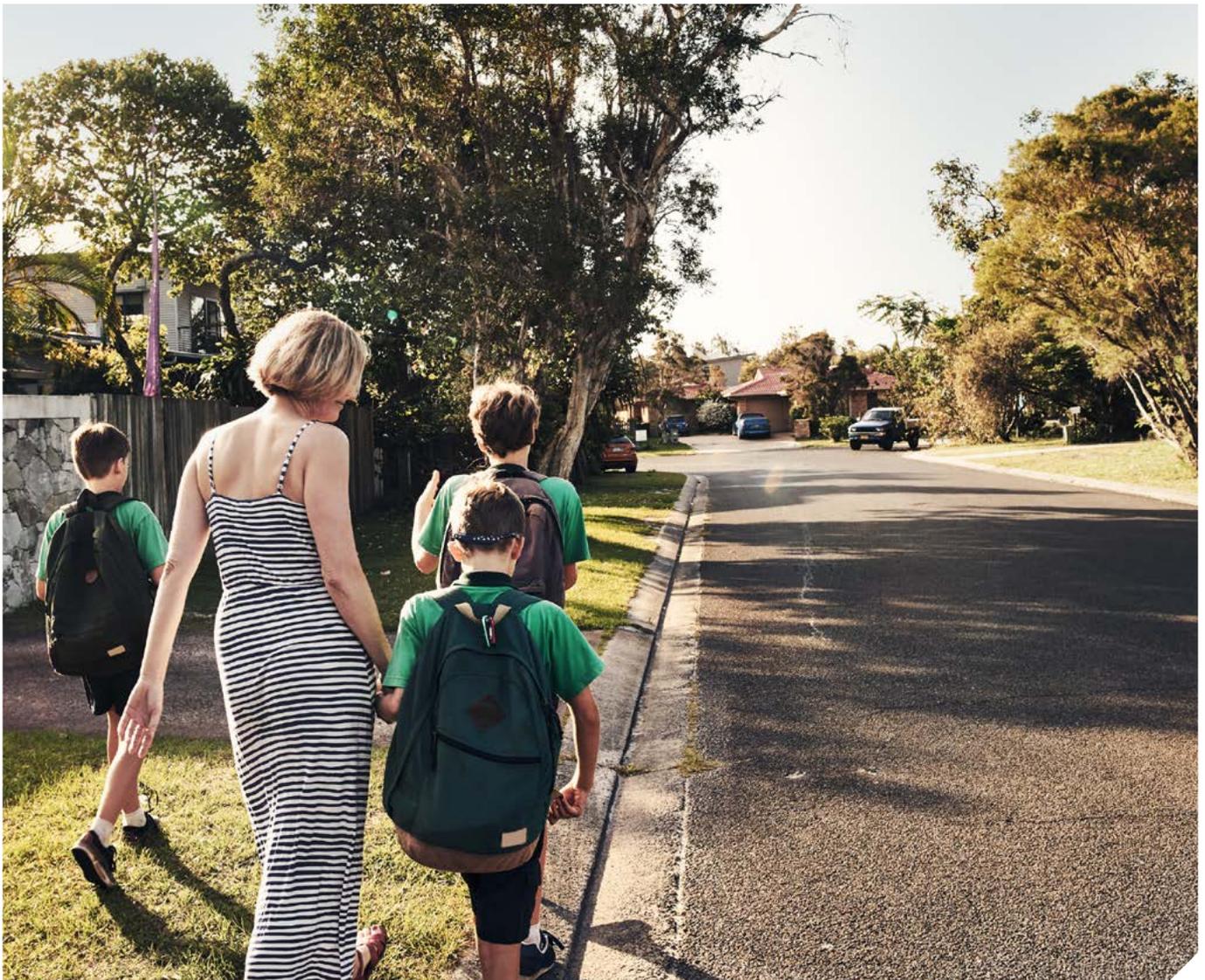
Students may be exempt from one or more of the tests (that is writing, reading, conventions of language or numeracy) on the grounds of English language proficiency or disability. Again, the correct form must be completed and retained.

To assist with communications, a number of information brochures for parents and carers are available in multiple languages on the [VCAA website](#).

ACARA provides communication materials, videos and infographics for schools and parents and carers on the [NAPLAN website](#).

More support

Contact the VCAA NAPLAN helpdesk between 8:30am and 5pm, Monday to Friday on 1800 648 637 or email [VCAA NAPLAN helpdesk](#).



NAPLAN 2025 checklist

Use the checklist below to manage your NAPLAN 2025 preparation.

Term 1, 2025

Activity	Where	When	Due by
Download and install the latest Locked Down Browser on all student devices	assessform	2 Dec 2024	
Receive NAPLAN 'Principals package'	Courier	28 Jan 2025	3 Feb 2025
Order alternative test formats for eligible students (e.g. large print)	VCAA NAPLAN Test Administration Website	28 Jan 2025	7 Feb 2025
Confirm school details and key contacts			
Nominate NAPLAN coordinator and technical support officer			
Complete the Statement of Compliance (principal)			
Load student enrolment data. Note Year 3 enrolment data is due 3 February 2025 to allow time for printing (independent schools only)			
Submit an updated Technical Readiness Check	VCAA NAPLAN Test Administration Website	28 Jan 2025	28 Feb 2025
Submit a Test Schedule			
Process applications for student exemptions and withdrawals	VCAA NAPLAN Test Administration Website	28 Jan 2025	11 Mar 2025
Apply for disability adjustments that require VCAA approval (the VCAA will update student records on the Online National Assessment Platform following approval)	VCAA NAPLAN Test Administration Website	28 Jan 2025	5 Mar 2025
Register on NAPLAN 2025 platform (principal) and invite NAPLAN coordinator	assessform	From 10 Feb 2025	
Receive Year 3 writing test packages and alternative format test books	Courier	From 25 Feb 2025	
Request extra test materials (paper tests only)	VCAA NAPLAN Test Administration Website	25 Feb 2025	6 Mar 2025
Facilitate student practice tests	NAPLAN training and practice environment Or ACARA public demonstration site	Available now	11 Mar 2025 Anytime
Update student record	assessform	3 Mar 2025	12 Mar 2025
Review student enrolment, update student test participation statuses and disability adjustment codes			
Set up test sessions and prepare Test Administrator packs with TA and student session slips			
Conduct NAPLAN tests	assessform	12 Mar 2025	24 Mar 2025
NAPLAN test security period (VCAA approval required for testing)	assessform	25 Mar 2025	27 Mar 2025
Finalise NAPLAN 2025 student participation for results generation and reporting	assessform	27 Mar 2025	

