



## BrisbaneSDE students sitting NAPLAN at an offsite location

### Permission form to administer NAPLAN testing at an offsite location

Applications are due at BrisbaneSDE by **Friday 2 February 2024**. No extensions are available.

Students enrolled in a school of distance education are required to complete the NAPLAN online tests at one of the following locations:

- Their enrolled school’s campus
- The campus of a local school
- A centralised testing facility provided by the QCAA

The NAPLAN offsite test is only available to students who are unable to attend a school campus or centralised testing facility for reasons of geographical isolation or illness/injury.

In order for a student to be eligible to access the NAPLAN offsite test, the following criteria must be met. The student must:

- be enrolled in a Queensland school of distance education
- be located in Australia at the time of the NAPLAN test window
- have access to a compatible device with suitable internet and bandwidth
- be unable to complete the NAPLAN tests at one of the locations listed above for reasons of either geographical isolation or illness/injury.

Students completing the NAPLAN offsite test must have a home supervisor (parent/caregiver/delegate) to act in the role of test supervisor, who is available to supervise all test sessions (including practice tests) and has access to a secondary device for communication with the school leading up to and on test days. The contact details of the home supervisor is required as part of this application.

If completing forms for more than one child, please complete a separate form for each child.

#### How to

- Complete all details on this **BrisbaneSDE students sitting NAPLAN at an offsite location** form and save to your device. Use the following format for your filename, **Student surname – First name – year level – NAPLAN offsite application**, for example, **brown-mary-year-5-NAPLAN-offsite-application**.
- If the application is based on medical reasons, a medical certificate or doctor’s letter will be required. Please attach this certificate/letter to your email.
- Email the completed form and medical certificate (if required) to [NAPLAN@brisbanesde.eq.edu.au](mailto:NAPLAN@brisbanesde.eq.edu.au), using the subject line: **Student surname – First name – year level – NAPLAN offsite application**, e.g. brown-mary-year-5-NAPLAN-offsite-application.

Student information			
Surname			
Given name/s			
Year level	Date of birth	Class teacher’s name	



Parent/Caregiver/Delegate information	
Surname	Given name
Postal address	
City/Town	Postcode
Phone	
Email	

Test location information	
Home address of student (if different)	
Address where student will sit test	
Name of person supervising test	
Relationship of supervisor to student, e.g. parent / home-supervisor, etc.	
Supervisor's phone	
Supervisor's email	

Parent/Caregiver confirmation and signature	
<b>Important: If you have a local school that you can access, this application will not be approved by QCAA.</b>	
I am applying to administer tests at an offsite location. My child will complete these tests under home supervision.	
My application for offsite location is based on:	
Geographically Isolated category: The student's enrolment is approved as Geographically Isolated.	
Medical reasons: I have included medical advice, medical certificate or doctor's letter, signed by a practitioner with this application, e.g. scan, photograph or email. Documentation is attached to email.	
Parent/Caregiver signature	Date