

## Application

Permission to administer NAPLAN in an off-site location

Return by FRIDAY FEBRUARY 10th, 2023

Please note: **NO EXTENSION** is available for this deadline

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 off-site 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 off-site 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 off-site test must have a home-educator (parent/carer/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-educator are required as part of the application.

- Complete a separate form for **each child**
- Medical Certificate or doctor letter is required with the application based on medical reasons.
- This form must be completed and submitted to [NAPLAN@brisbanesde.eq.edu.au](mailto:NAPLAN@brisbanesde.eq.edu.au).

1. Save	Complete Intention form and save to your device. Please note: Your information may be lost if not saved first.
2. File name	Name your saved document as follows: Student surname - first name - year level – NAPLAN non-school application. e.g. brown-mary-year-5-NAPLAN-non-school-application
3. Attach	Attach your saved document to an email
4. Email	Include in subject line of email: student surname - first name - year level – NAPLAN non-school application. e.g. brown-mary-year-5-NAPLAN-non-school-application

Student Information			
Surname		First Name	
Class Teacher		Class	
Date of Birth			

Parent Information			
Parent Surname		Parent First Name	
Email			
Postal Address			
Phone		Postcode	
Parent Signature		Date	

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 (parent/home supervisor, etc.)	
Supervisor's email	
Supervisor's phone	

Please tick (✓) the box relevant to your circumstances

I am applying to administer tests at a non-school location:
---

My child will complete these tests under home supervision.

My application for non-school location is based on:

Please tick (✓) the box relevant to your circumstances.

Please Note: If you have a local school that you can access, the application will not be approved by QCAA.

Geographical isolation (attach student Geographical isolation form)
Medical reasons. I have included medical advice signed by a practitioner with this application (scan, photograph or email is appropriate)