

# NAPLAN Online information and communication technology skills quick reference guide

NAPLAN Online requires students to be confident and capable users of information and communication technology (ICT). This skills guide is designed to help teachers and parents to improve students' digital literacy and capability skills and provide a positive experience within the online environment.

**The key ICT skills that students require to successfully participate in learning activities, including online assessment are:**

1. Locate and select an answer for a list
2. Type an answer in a text box
3. Read the screen and navigate webpages
4. Manipulate objects on screen
5. Read and comprehend digital text
6. Plan and compose text using word processing
7. Listen using a headset

ICT should be purposeful and linked to curriculum concepts as opposed to separate unrelated activities. To achieve this, incorporate ICT skills into day-to-day activities and lessons.

For example, if a student is constructing a text, look for opportunities where ICT can be used within the writing process. Consider developing student ICT skills in all year levels to ensure students have a positive online assessment experience.

Students should also be provided with the opportunity to familiarise themselves with the NAPLAN online test format and question types by using the NAPLAN online public demonstration site. The purpose of the demonstration site is to familiarise students with the type of items they will see on NAPLAN Online and related functionality. The site includes mini-tests, interaction and accessibility interaction tests.

## Links

Australian ICT Capability learning continuum:

<https://www.australiancurriculum.edu.au/media/1074/general-capabilities-information-and-communication-ict-capability-learning-continuum.pdf>

## Public demonstration site

<http://www.nap.edu.au/online-assessment/public-demonstration-site>

## Information and Communication Technology Skills

There are 7 key ICT skills that students require to ensure a positive online assessment experience.

### 1. Locate & select

- Tap / move mouse cursor over selected answer
- Click / tap once on answer icon
- Select / change multiple answers from a list

### 2. Type an answer

- Tap / click to set the cursor in the answer field
- Use the keyboard to type an answer
- Sequence answers in a list
- Edit answers when needed



### 3. Navigate web pages

- Use side and bottom scroll bars
- Use next and back arrows, buttons and icons
- Open and close items
- Zoom in and out
- Read and utilise online test progress map
- Read and use in screen timers

### 4. Manipulate objects

- Drop and drag words and objects
- Rotate and manipulate items
- Draw straight lines to answers
- Use online calculator, protractor, magnifier and ruler
- Use split screen to scroll or toggle back and forth

### 5. Read digital text

- Read digital text while tracking words
- Minimise the reading text to answer questions and toggle back to read text and continue with the test.

### 6. Use word processing

- Plan digitally (concepts maps and lists)
- Know and use all the letter, numbers and characters on a keyboard
- Use punctuation when composing text online
- Use delete, backspace, and enter Move words and phrases
- Edit by dragging and dropping text, copying and pasting, replacing words or phrases and adding speech

### 7. Listen with headsets

- Listen to a word and sound it out, picture it in their mind, type it correctly and edit it if required
- Open and close an audio item
- Adjust volume on a device