



## Guide to Downloading and Viewing the SSSR on Windows

## Student and School Summary Report (SSSR)

You will need:

- to create a new folder in your secure network drive, for example, NAPLAN 2XXX SSSR, that you and other authorised staff can access;
- your NAPLAN Assessment Platform username (email address);
- the password you created. If you have forgotten your password, you can reset it by selecting the Forgot Password link;
- your Secure Login Card. If you have misplaced your Secure Login Card, please email <u>naplan@scsa.wa.edu.au</u> and an electronic replacement will be provided; and
- the NAPLAN 2024 4-digit PIN for your school. If you do not have this information, please send an email request to <a href="mailto:naplan@scsa.wa.edu.au">naplan@scsa.wa.edu.au</a>. PIN numbers will not be provided over the phone.

Please note:

- information on how to interpret the SSSR is available on the ACARA <u>www.nap.edu.au/docs/default-source/default-document-library/how-to-interpret-the-sssr.pdf;</u>
- the new proficiency standard with four levels of achievement that was introduced for NAPLAN and replaces the bands, will display in the 2024 SSSR;
- only one person is required to follow this process.
- After the process is completed, the SSSR must be saved to the folder you created in your secure network drive.

## Next steps

- 1. Go to <u>www.assessform.edu.au</u> and select **NAPLAN 2024** login.
- 2. From the results dashboard click on **Download School and Student Summary Report (SSSR).**

School and Student Reports

Download School and Student Summary Report (SSSR)

## 3. Select I agree and then Download data.

The SSSR will download as a zip file to your Downloads folder. An example of the file name is SSSR-data-YOUR-SCHOOL-NAME-22\_06\_2XXX.

Download 000K	for:				×
You are downloading reasonable precautio not re-publish this infi I agree	potentially sensitive ns to protect this d protection in any for	ve private studen lata once it has b m on any publica	t information in th een downloaded i ally accessible we	is file. You mus to your system bsite or interne	t take all You must t service.
In order to view the Stude the report viewer to open i then open the extracted in To ensure the security of t	nt and School Sun the SSSR data, Of idex.html file. the student results.	nmary Report, yo R download the S , the report data i	u have two option SSSR data and m s password prote-	s. Either down anually extract cted. The pass	ioad and run its contents, word is the
School PIN.	ne staden result,	the report data i	a basen or a brane.		

4. Extract all files from the zip file by max selecting the file and then the Extract tab, followed by Extract all. NOTE: This example is a Windows 10 system. The extracting process may differ slightly depending on the operating system used.

File Home Share View Compressed Folder Tools   Extract To * Extract all	4   🖸	] =			Extract	Downlo	oads		×
Extract To	File	Home	Share	View	Compressed Folder Tools				~ 6
Extract Extract To * all Extract To		1							
To * all Extract To									
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5. The **Browse** box will show the location of your downloads folder and the name of the SSSR folder. Select **Extract**.

Extract Compressed (Zipped) Folders	
Select a Destination and Extract Files	
Files will be extracted to this folder:	
C:users\yourname\Downloads\SSSR-data-YOUR SCHOOL NAME-xx	xx 2024 Browse
Show extracted files when complete	Extract Cancel

6. Enter the zip file password (this is the NAPLAN 2024 4-digit school platform PIN). Select **OK**.

Pass	word needed	×
?	File 'data.js' is password protected. Please enter the password in the box below.	OK
•		Skip File
	Password:	Cancel

7. The extracted folder will show in your Downloads folder.

∨ Today (2)	
SSSR-data-YOUR SCHOOL NAME-xx_xx_2024.zip	
SSSR-data-YOUR SCHOOL NAME-xx_xx_2024.zip	

8. Move the extracted folder to the newly created NAPLAN 2XXX SSSR folder on your secure network drive. Open the extracted folder, double-click on the index.html file. The SSSR will display in your default browser.



For further assistance, please contact the NAPLAN helpdesk on 9442 9442 or email naplan@scsa.wa.edu.au