



NAPLAN

Digital literacy skills

Quick reference guide

NAPLAN requires students to be confident and capable users of digital devices and systems. This skills guide is designed to help teachers and parents to improve students' digital literacy skills and provide a positive experience within the online environment.

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

For example, if a student is constructing a text, look for opportunities where digital tools can be used within the writing process. Consider developing student digital literacy 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 test format and question types by using the NAPLAN public demonstration site. The purpose of the demonstration site is to familiarise students with the type of items they will see on NAPLAN and related functionality. The site includes mini-tests, interaction and accessibility interaction tests.

Key digital literacy skills

Students should have the following skills to successfully participate in learning activities, including online assessment:

- Locate and select an answer for a list
- Type an answer in a text box
- Read the screen and navigate
- Manipulate objects on screen
- Read and comprehend digital text
- Plan and compose text using digital tools
- Listen using a headset

Digital literacy skills

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

1. Locate and 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 an answer field
- Use a 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 an 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 (concept maps and lists)
- Know and use all the letters, 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

Links

[Australian Curriculum - General Capabilities downloads](#)

[NAP Public demonstration site](#)