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Ministère de l'Éducation nationale,
de l'Enfance et de la Jeunesse



UNIVERSITY OF LUXEMBOURG
Luxembourg Centre for
Educational Testing (LUCET)



ÉpStan 2024-2025
Manual for ÉpStan-Coordinators
Primary Education - IPS

Please **do not make any copies** of this manual and **return all material and documents**.

This manual is to be used exclusively within the *Épreuves Standardisées*.

Contact details

For extensive information on the ÉpStan:

www.epstan.lu

On this website, more precisely in the **download area** of each respective cycle, you will find a comprehensive compilation of information about the ÉpStan (e.g., test participation of *Primo-Arrivant* students, change of school, etc.), which goes beyond this manual in terms of content.

For organisational questions:

 46 66 44 9777

 info@epstan.lu

Via this number/e-mail, you can reach someone who can help you with questions/problems regarding **the organisation of the ÉpStan**, or who can provide information about the testing procedure (e.g., material is not sufficient, request for a data carrier).

For technical questions regarding the ÉpStan-TTP portal:

 20 88 23 62

 epstan_ttp@itrust.lu

Via this number/e-mail, you can reach someone who can help you with questions/problems regarding the use of the ÉpStan-TTP portal.

Dear ÉpStan-coordinators,

Thank you very much for your support, in your role as ÉpStan-coordinator, during this year's *Épreuves Standardisées* (ÉpStan). Please note that the *Luxembourg Centre for Educational Testing* (LUCET) of the University of Luxembourg is mandated by the government in order to organise the ÉpStan; therefore, the participation of all P1 / Stage 1, P3 / Stage 3 and P5 / Stage 5 classes of your school is mandatory.

In this document you will find detailed explanations on the administration of the ÉpStan. Please read this manual carefully. If you have any questions about the ÉpStan in general, their administration, or the coordination in your school that are not answered in this document, you can contact us via the channels provided under **contact information**.

Thank you again for your cooperation!

With best regards,

The ÉpStan team, University of Luxembourg

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Instructions for preparing the ÉpStan

1. Checklist

The following steps are the most important aspects in the preparation of the ÉpStan:

- Carefully read the **manual** and, if applicable, the **presentation materials**.
- Download the **preliminary classlists** via epstan-ttp.itrust.lu (without www), print them out and distribute them to the targeted teachers by the **04th of October 2024**.
- Download the **final classlists** for testing via epstan-ttp.itrust.lu (without www), print them out and distribute them to the teachers in question by the **25th of October 2024**.

Details on the individual steps and the use of the ÉpStan-TTP portal can be found further below in this manual.

2. Presentation materials

To ensure a smooth administration of the ÉpStan 2024-2025, you can download a presentation from the website www.epstan.lu under the header “News” as well as from the download section for the respective cycle. The presentation contains additional information on the preparation as well as on the implementation of the *Épreuves Standardisées* (e.g., test dates, management of the class lists).

3. Management of the preliminary class lists

The management of class lists will take place via the **ÉpStan-TTP portal** (TTP stands for *Trusted Third Party*), which is foreseen to be available for use starting from the **1st of October 2024**. The ÉpStan-TTP manual attached to this document will guide you step by step through the ÉpStan-TTP portal.

To access the **preliminary class lists** (without codes) for the classes of your school participating in the ÉpStan, please open the ÉpStan-TTP portal in your internet browser via epstan-ttp.itrust.lu (without www). Download the preliminary class lists and distribute them as soon as possible to the respective class teachers, so that the number and names of the students in each class can be checked for completeness and accuracy. For an easier verification procedure, the lists are arranged alphabetically.

The class lists are available for download in German, French, and English. The documents in the download section are provided in the language you selected for the interface of the ÉpStan-TTP portal. Please ensure that the class lists match the respective language section when distributing them.

If **corrections** are necessary, they can be made **directly by the respective class teachers in SCOLARIA**. Changes made in SCOLARIA up until the **10th of October 2024**, will be automatically taken into account for the compilation of the final class lists. The data import is done daily in the early morning hours, so that the updated preliminary class list will only be available the day after the change is made in SCOLARIA.

After the **10th of October 2024**, any changes made in SCOLARIA will **NO LONGER** be automatically considered for the compilation of the final class lists for testing. If corrections to the class lists still need to be done after this date, they must be communicated to you so that you can make the changes via the ÉpStan-TTP portal. The **ÉpStan-TTP manual included at the end of this document** provides step-by-step instructions on how to add or remove students from a class.

If you have any questions or encounter any issues while using the ÉpStan-TTP portal, please contact *itrust Consulting* via the phone number **20 88 23 62** or via email under **epstan_ttp@itrust.lu**.

4. Management of the final class lists for testing

The **final class lists for testing (with codes)** for the classes of your school participating in the ÉpStan will be available on the ÉpStan-TTP portal via **epstan-ttp.itrust.lu** (without www) from the **11th of October 2024 onwards**. Please download the lists as soon as possible and distribute them to the respective class teachers. **These lists are necessary for the teachers to distribute the test materials according to the student codes** and to later identify individual students in the result reports. To simplify the distribution of materials, the final class lists are sorted by student codes. Please ensure that the class lists for testing are distributed no later than the **25th of October 2024**. **Additionally, please kindly remind all class teachers not to send the class lists to SCRIPT nor LUCET under any circumstances.**

5. Timetable for test administration

Depending on the cycle, students complete different tests and questionnaires as part of the *Épreuves Standardisées*. A **specific test day** is scheduled for each test (main tests and pretest).

5.1. ÉpStan timetable for P1 / Stage 1 classes

Date	German section	French section	English section
12.11.2024	<i>Mathematik</i> Testheft 1	<i>Mathématiques</i> Livret 1	Mathematics Booklet 1
14.11.2024	<i>Mathematik</i> Testheft 2	<i>Mathématiques</i> Livret 2	Mathematics Booklet 2
19.11.2024	<i>Lëtzebuergesch Héierverstoen</i>	<i>Lëtzebuergesch Héierverstoen</i>	<i>Lëtzebuergesch Héierverstoen</i>
21.11.2024	-	<i>Premier pas vers l'écrit</i>	-
26.11.2024	German listening comprehension	French listening comprehension	-
28.11.2024	Pretest in one of the subjects	Pretest in one of the subjects	Pretest in one of the subjects
06.11. - 28.11.2024	Student questionnaire	Student questionnaire	Student questionnaire

5.2. ÉpStan timetable for P3 / Stage 3 classes

Date	German section	French section	English section
12.11.2024	<i>Mathematik</i> Testheft 1	<i>Mathématiques</i> Livret 1	Mathematics Booklet 1
14.11.2024	<i>Mathematik</i> Testheft 2	<i>Mathématiques</i> Livret 2	Mathematics Booklet 2
19.11.2024	Pretest: German reading comprehension	Pretest: French reading comprehension	-
21.11.2024	Pretest: German listening comprehension	Pretest: French listening comprehension	-
06.11. - 28.11.2024	Student questionnaire	Student questionnaire	Student questionnaire

5.3. ÉpStan timetable for P5 / Stage 5 classes

Date	German section	French section	English section
12.11.2024	<i>Mathematik</i> Testheft 1	<i>Mathématiques</i> Livret 1	Mathematics Booklet 1
14.11.2024	<i>Mathematik</i> Testheft 2	<i>Mathématiques</i> Livret 2	Mathematics Booklet 2
06.11. - 28.11.2024	Student questionnaire	Student questionnaire	Student questionnaire

6. Delivery of test materials

In primary schools, students work on test booklets and on the student questionnaire together with their teachers. Testing on a computer or tablet is currently not possible.

The test materials will be sent to the teachers in their respective schools and classes after the All Saints Day Holidays. The materials should arrive no later than the **6th of November 2024**.

The test materials should be **checked for completeness** immediately upon receipt. If the materials are incomplete, please ask the teachers to contact the ÉpStan team as soon as possible (info@epstan.lu, 46 66 44 9777) to reorder any missing materials! Please emphasize that materials from other classes should be used under no circumstances.

If you have any questions that are not answered here, please do not hesitate to contact us. You can reach us via email (info@epstan.lu) or via phone (46 66 44 9777).

7. Participation in the ÉpStan – Rules and exceptions

The ÉpStan are conducted on behalf of the government; therefore, participation in the tests and answering the questionnaires is **mandatory** for all P1 / Stage 1, P3 / Stage 3, and P5 / Stage 5 students.

The **parent questionnaires** must be handed out to the parents. If parents are not willing to answer the questions, their choice must be respected.

Children with little knowledge of the language of instruction (*Primo-Arrivant* students) should always attempt to complete the **mathematics tests**, as the assessment is as language-free as possible and a translation of the tasks by the supervisor is possible. Regarding the **language tests**, it is suggested to carefully consider the student's language ability, in order to decide whether a participation would make sense or not. It is also possible to have *Primo-Arrivant* students work on the booklets so that they are not excluded but not to code the answers.

For **children with visual or auditory impairments**, the test material will be adapted by the respective *Centre de compétences* and, if necessary, carried out separately. In the case of **developmental disorders** of varying severity, a case-by-case decision by the teacher in consultation with the *Direction de région* or the school management is proposed. If a decision is made for a child not to participate, they will still remain on the class list, and the non-participation should be noted in the digital coding masks.

If a student falls **ill or is not present on the day** of the test, the missed test or questionnaire should be taken on another day within the test period under conditions that are as standardised as possible. This means that they take the test independently under supervision and in a quiet atmosphere. If it is not possible to take the test in time, please enter the reason for non-participation in the coding mask. The same procedure applies to the student questionnaire: it should be completed within the test period under the same standardised conditions.

Students who attend school in a *Centre de compétences* and for whom your class acts as a *classe d'attache* remain on the final "class list for testing", even if they do not take part in the ÉpStan. Please return the blank test material with the corresponding code to us and enter the reason for non-participation in the coding mask.

Épreuves Standardisées ÉpStan

User's guide to coordinator access

General information

Type	User guide
Reference	005
Version	1.12
State	Final version
Owner	E. Omar
Application date	19/09/2024
Classification	Restricted

Foreword

Within the framework of the Épreuves Standardisées (ÉpStan), itrust consulting has developed a web portal called ÉpStan TTP (for Trusted Third Party) which aims at anonymising student data (e.g. matricule) towards the University of Luxembourg, and test data towards the Ministry of National Education.

This guide describes the different functionalities that the portal will provide you with:

- A LuxTrust or OTP authentication allowing a high level of authentication to the portal;
- A homepage containing the list of classes under the responsibility of the connected coordinator;
- The possibility to download class lists, by class or by cycle;
- The possibility to add missing students to classes.

In order to improve your experience in using the portal, we invite you to send us any remarks concerning possible improvements or corrections that you would like to make.

If you have any questions, you can contact us by phone on **20 88 23 62** or use the email address epstan_ttp@itrust.lu.

We thank you in advance for your time and attention to this guide and the use of the portal.

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1 Introduction

1.1 Context

The CGIE has mandated itrust consulting to implement an ÉpStan TTP application defined in a previous study [1].

1.2 Objectives

In the framework of the Épreuves Standardisées (ÉpStan), itrust has developed a web portal called ÉpStan TTP (for Trusted Third Party) which aims at anonymising student data (e.g. matricule) vis-à-vis the University of Luxembourg, and test data vis-à-vis the Ministry of National Education.

This document is intended for coordinators using the portal.

1.3 Document structure

The structure of the document is as follows:

- Chapter 2 presents the technical requirements for optimal use of the TTP interface;
- Chapter 3 explains how to authenticate;
- Chapter 4 describes the home page and the different actions that can be taken;
- Chapter 5 describes the interface for viewing the list of students in a class;
- Chapter 6 shows how to download class lists and login sheets;
- Chapter 7 describes how to add a missing student to a class and how to undo the move in case of an error.

1.4 References

- [1] RAP_004_Specifications_V1.0.pdf, Specification of data pseudonymisation based on a Trusted Third Party

2 Requirements and information

2.1 Requirements

The TTP web portal has been validated for the following web browser versions:

- Mozilla Firefox 57 and later;
- Internet Explorer 11.0.85 and later;
- Microsoft Edge 42 and later;
- Google Chrome 68 and later.

2.2 URL

The web address to access the TTP web portal is:

<https://epstan-ttp.itrust.lu>

2.3 Remarks concerning Basic education

For the Basic education, two access phases will be set up. Unlike the second phase, the first will not allow the addition of students to a class. Teachers will have to make these changes in the SCOLARIA application, and these will be applied on the TTP portal the following day.

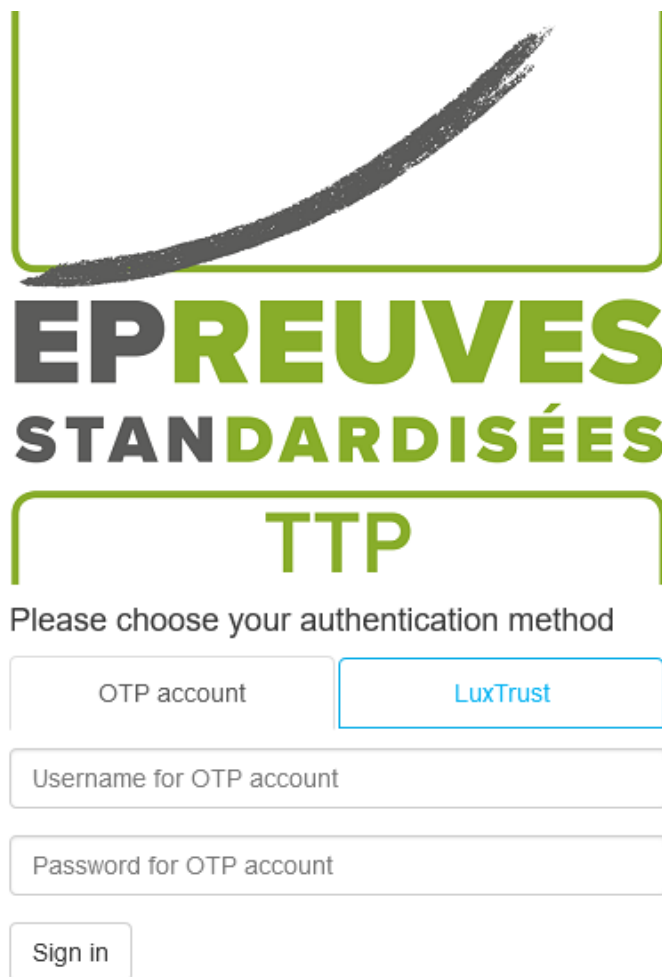
3 Authentication

There are two ways of authenticating to the portal:

- Using a LuxTrust device: this is the default authentication mode;
- Use of an OTP (One-time password): this mode can be activated on your request if you do not have a LuxTrust device (e.g. not functional).

3.1 Using a LuxTrust device

Click on the blue use 'LuxTrust' button (see Figure 1):



ÉPREUVES
STANDARDISÉES

TTP

Please choose your authentication method

OTP account **LuxTrust**

Username for OTP account

Password for OTP account

Sign in

[ÉpStan TTP video presentation \(less than 10 minutes, FR\)](#)

Figure 1: LuxTrust authentication - access

Choose the LuxTrust device you want to use (Figure 2: LuxTrust authentication - device selection):

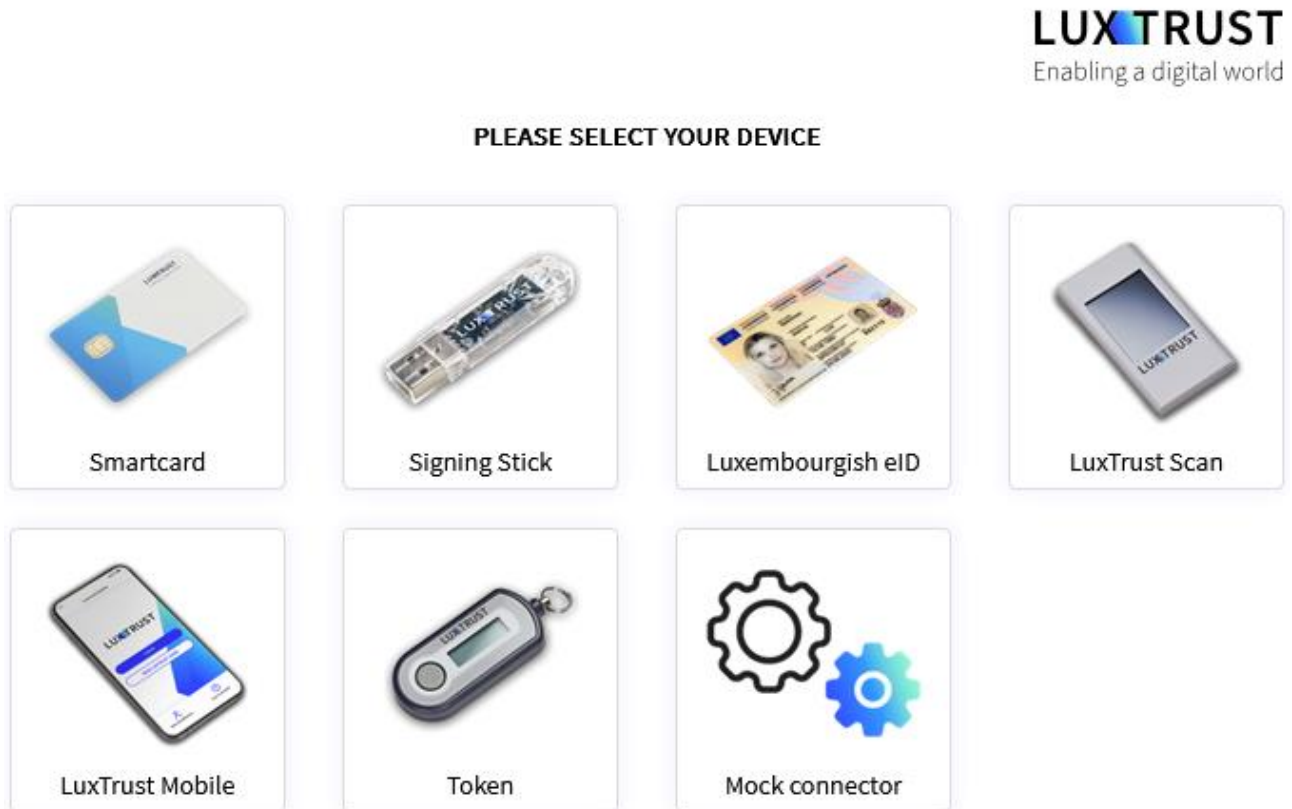


Figure 2: LuxTrust authentication - device selection

Fill in your LuxTrust login details and click on 'Authenticate'. If your authentication is successful, you will be redirected to your TTP account (see Chapter 4). If not, you will be redirected to the login page (see Figure 4: LuxTrust authentication failure).

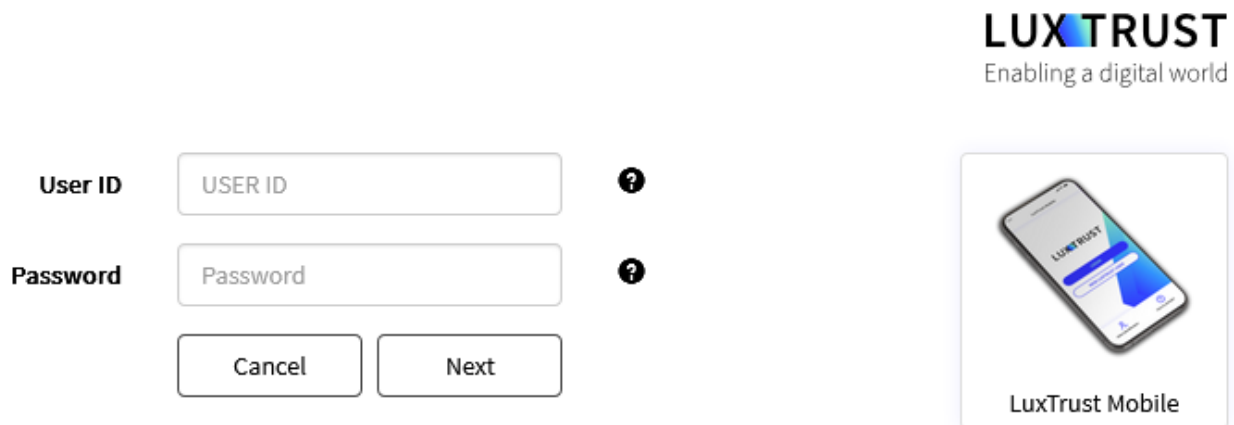
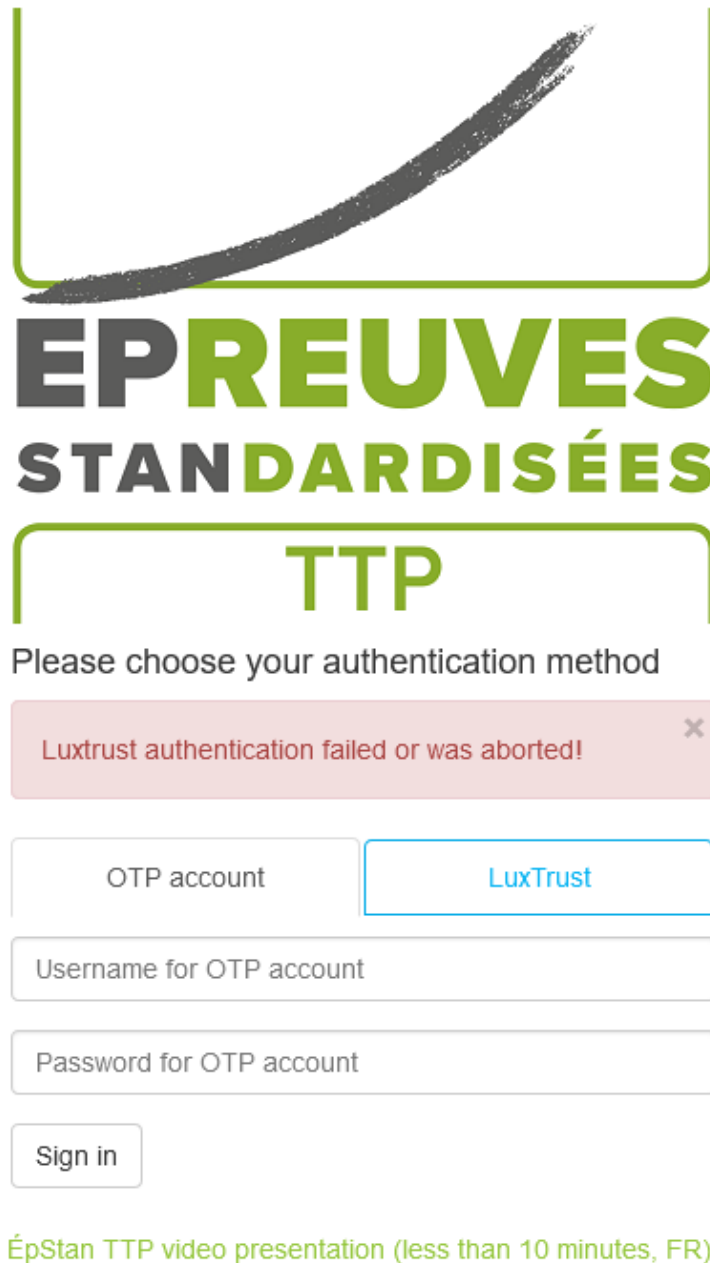


Figure 3: LuxTrust authentication – LuxTrust Mobile example



The screenshot shows the ÉpStan TTP portal interface. At the top, there is a green header with the text "EPREUVES STANDARDISÉES" and "TTP" in a rounded box. Below this, the text "Please choose your authentication method" is displayed. A red error message box states "Luxtrust authentication failed or was aborted!". Below the error message, there are two buttons: "OTP account" and "LuxTrust". Underneath these buttons are three input fields: "Username for OTP account", "Password for OTP account", and a "Sign in" button. At the bottom of the form, there is a green link: "ÉpStan TTP video presentation (less than 10 minutes, FR)".

Figure 4: LuxTrust authentication failure

3.1.1 Special case: failed association with a coordinator account

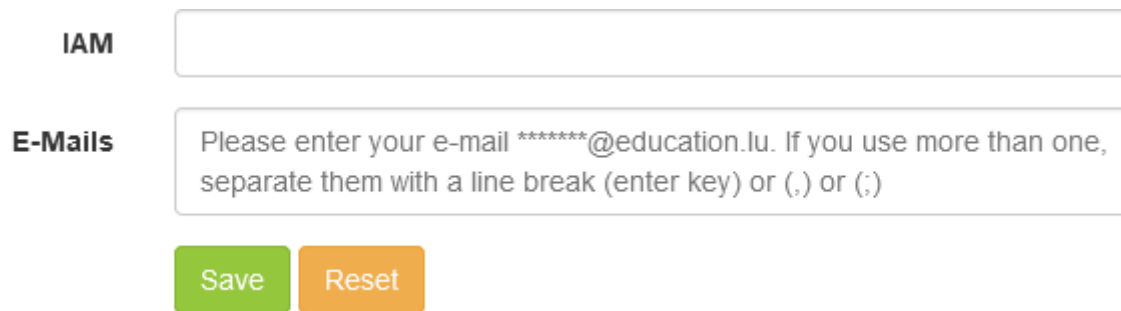
Even after successful LuxTrust authentication, the portal may not be able to link you to one of the coordinator accounts in its database: in this case, you are redirected to the 'identity verification' page. On this page you will be able to enter additional information (e.g. AMI, email) which the ÉpStan TTP portal will use to try to find a link to a coordinator account in its database (see Figure 5: Redirection after failed association).

Who are you?

- I am a teacher.
- I am a coordinator.
- I am neither of them, I got lost!

Figure 5: Redirection after failed association

Once you have clicked on the 'I am a coordinator' link, you will be asked to fill in an AMI and one or more e-mails (see Figure 6: Information request form).



The form consists of two input fields. The first field is labeled 'IAM' and is empty. The second field is labeled 'E-Mails' and contains the text: 'Please enter your e-mail *****@education.lu. If you use more than one, separate them with a line break (enter key) or (,) or (;)'. Below the input fields are two buttons: a green 'Save' button and an orange 'Reset' button.

Figure 6: Information request form

The ÉpStan TTP portal will then check that the AMI or at least one of the emails entered is present in its database:

- If the portal is able to associate you with a coordinator account, an email (see Figure 7) summarising the association information with two links is sent to the email address of the corresponding coordinator account:
 - The first link allows you to finalise the association of your device with the found coordinator account. After opening this link, you will be able to authenticate yourself and access your coordinator account on the ÉpStan TTP portal;
 - The second link allows you to cancel the association of your device: **if a third party tries to illegitimately link to your coordinator space, it is important to click on this link so that our support is alerted to a possible attack.**
- If the system is unable to associate you with a coordinator account, an information email is sent back to the LuxTrust device address you used. You will then need to contact our support team for assistance with your connection.

ÉpStan TTP Portal: Linking a Luxtrust token

Dear [REDACTED],

We have received a request to link a Luxtrust token to your ÉpStan TTP portal account. For security reasons, we invite you to carefully check the information below from this token.

Lastname: [REDACTED]

Firstname: [REDACTED]

Email: [REDACTED]@itrust.lu

Certificat SN: [REDACTED]

IP address: [REDACTED]

Request received on: Thursday, September 15, 2022, 4:45:14 PM

If you are the originator of this request, you can follow the link below to complete the process:

<http://localhost:8080/epstan/Accept-link-token-a9fdc380-dd8d-4dfd-99d0-bc12e0334520-8ab40252ed50433339956ac5951a5b4679ff9e5da966cdf4488c29960ff6fcdf>.

Otherwise, please follow the following link to cancel the request: <http://localhost:8080/epstan/Reject-link-token-a9fdc380-dd8d-4dfd-99d0-bc12e0334520-8ab40252ed50433339956ac5951a5b4679ff9e5da966cdf4488c29960ff6fcdf>.

Best regards,

ÉpStan TTP team

If you have any questions or remarks concerning the use of the ÉpStan TTP portal, you can contact us by using one of these means:

Tel. : [20 88 23 62](tel:20882362)

Email : epstan_ttp@itrust.lu

This message has been generated automatically, please do not reply.

Figure 7: Validation or cancellation email from the association

3.2 Using the OTP connection

3.2.1 Registration

To benefit from the OTP connection (e.g. if you do not have a LuxTrust device), you must first contact our support team to request an OTP account. You will then receive an email (see Figure 9: OTP account creation form) containing a link that will allow you to create an account.

Portail ÉpStan TTP : création d'un compte OTP

Bonjour Nedra Steinbrook,

Vous venez de nous contacter pour la création d'un compte OTP car vous ne pouvez pas utiliser un token LuxTrust pour votre authentification au portail ÉpStan TTP.

Voici le lien pour créer un compte <http://localhost:8080/epstan/Signup/token-bde549d0-ae6b-461c-9f5b-0ce3b86ec3c9-91f95962a7e6e0fb3f81d0fc83c49a94fcd48bb81a83ad9640cad44a9698454e>, ce lien est valable jusqu'au jeudi 20 septembre 2018 à 11:13:00

Si vous n'êtes pas à l'origine de cette demande, merci de nous contacter (voir le pied de page de cet email pour les informations de contact).

Cordialement
L'équipe ÉpStan TTP

Pour toutes questions ou remarques concernant l'utilisation du portail ÉpStan TTP, vous pouvez nous contacter en utilisant un de ces moyens :

Téléphone : **20 88 23 62**

Courriel : epstan_ttp@itrust.lu

Ce message a été généré automatiquement, veuillez ne pas y répondre.

Figure 8: Email for the creation of an OTP account

Clicking on the link in the email will open a form in your web browser, where you have to create a password. Note that your username will be the email address that appears in this OTP account creation form. When your password is set, you can click on the 'Save' button.



Sign up

Authentication information

Username

Password

Repeat password

Personal information

First name

Last name

Email address

Save

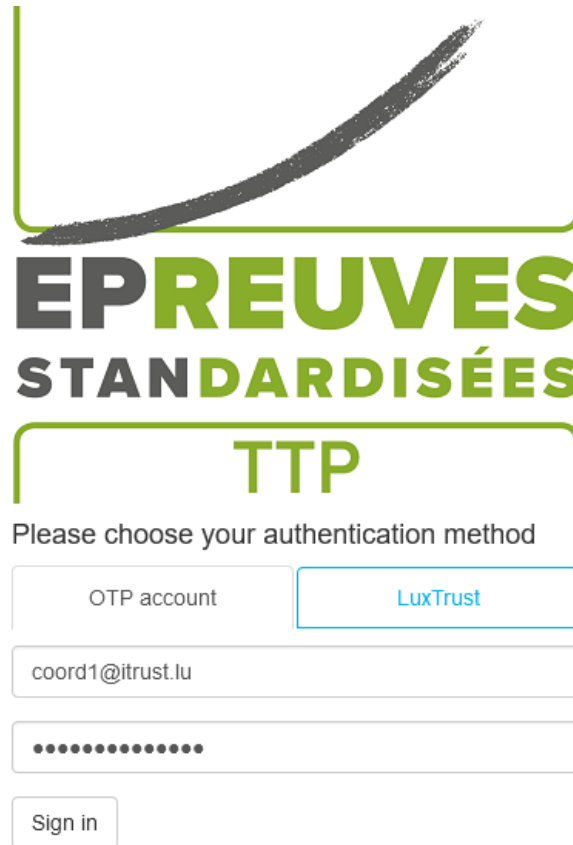
Login page

Figure 9: OTP account creation form

Once your account is created, you can authenticate using your OTP account (see 3.2.2).

3.2.2 OTP connection

To connect, use your login and password created in the form on the authentication page.



[ÉpStan TTP video presentation \(less than 10 minutes, FR\)](#)

Figure 10: OTP authentication - Enter your login and password

You will then receive an OTP code by e-mail which you must enter in the form that appears (see Figure 11). Then click on 'Log in'. If your authentication is successful, you will be redirected to your TTP account (see Chapter 4). If not, you will be redirected to the login page (Figure 4).

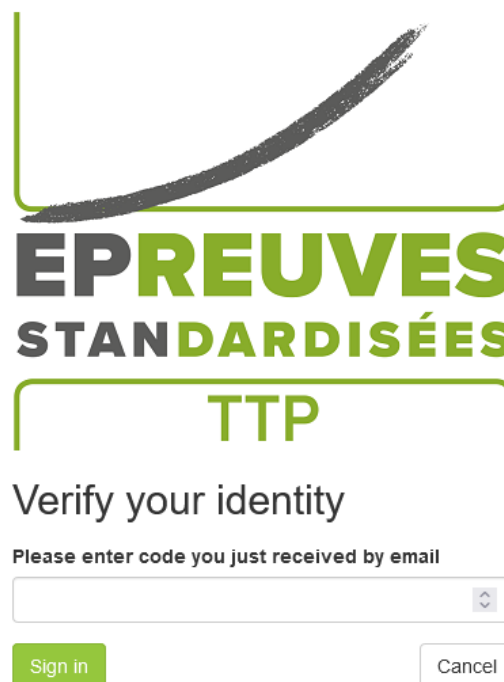


Figure 11: OTP authentication - entering the OTP code



EPREUVES STANDARDISÉES

TTP

Please choose your authentication method

Your account is locked until 13:49:12. An unlock link has been emailed to you. ×

OTP account LuxTrust

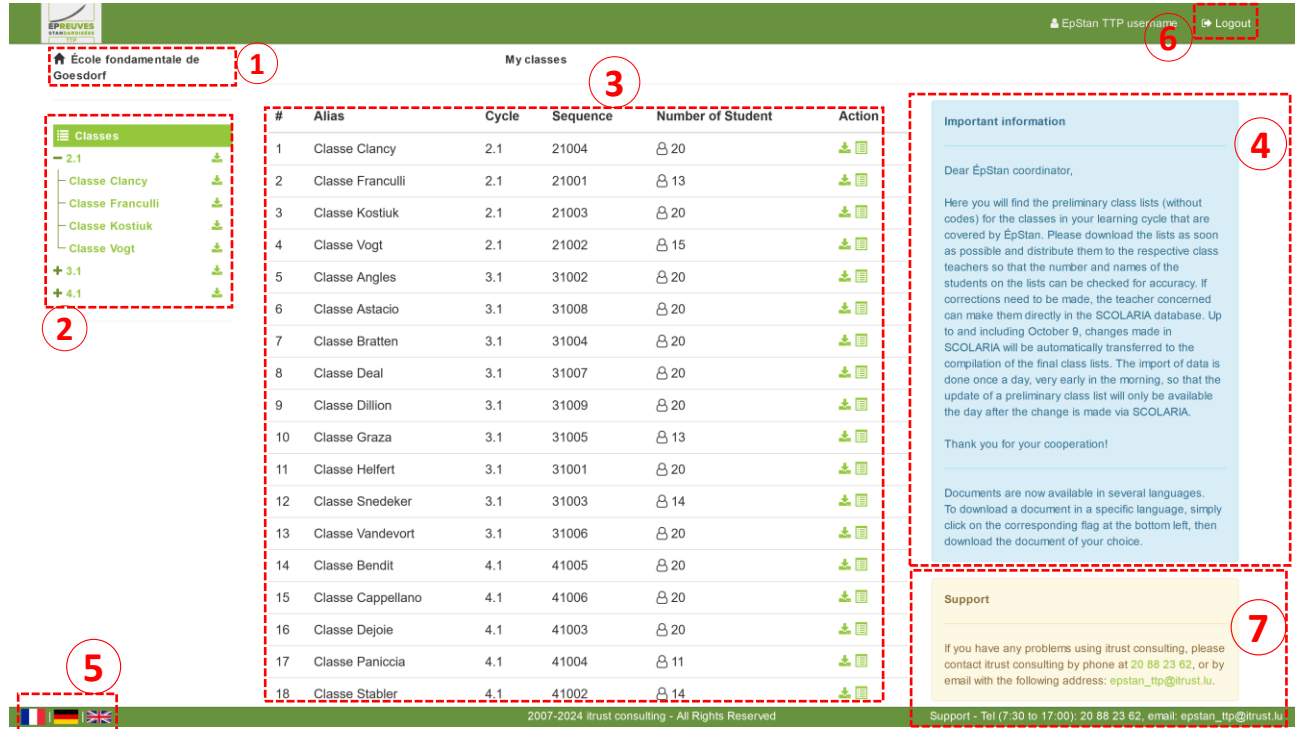
[ÉpStan TTP video presentation \(less than 10 minutes, FR\)](#)

Figure 12: OTP authentication - authentication error

4 Home page

4.1 Interface

When the authentication is successful, you are redirected to the home page. This contains a list of the classes for which you are responsible (Figure 13).



The screenshot shows the home page of the web interface. It features a green header with the user's name and a 'Logout' button. The main content area is titled 'My classes' and contains a table of class details. A sidebar on the left shows a list of classes, and a right-hand panel contains 'Important information' and 'Support' sections. Numbered callouts (1-7) highlight specific elements: 1. School name, 2. Class list sidebar, 3. Class details table, 4. Important information panel, 5. Language changer, 6. Logout button, 7. Support contact information.

#	Alias	Cycle	Sequence	Number of Student	Action
1	Classe Clancy	2.1	21004	20	[Download] [Print]
2	Classe Franculli	2.1	21001	13	[Download] [Print]
3	Classe Kostjuk	2.1	21003	20	[Download] [Print]
4	Classe Vogt	2.1	21002	15	[Download] [Print]
5	Classe Angles	3.1	31002	20	[Download] [Print]
6	Classe Astacio	3.1	31008	20	[Download] [Print]
7	Classe Bratten	3.1	31004	20	[Download] [Print]
8	Classe Deal	3.1	31007	20	[Download] [Print]
9	Classe Dillion	3.1	31009	20	[Download] [Print]
10	Classe Graza	3.1	31005	13	[Download] [Print]
11	Classe Helfert	3.1	31001	20	[Download] [Print]
12	Classe Snedeker	3.1	31003	14	[Download] [Print]
13	Classe Vandevort	3.1	31006	20	[Download] [Print]
14	Classe Bendit	4.1	41005	20	[Download] [Print]
15	Classe Cappellano	4.1	41006	20	[Download] [Print]
16	Classe Dejoie	4.1	41003	20	[Download] [Print]
17	Classe Paniccia	4.1	41004	11	[Download] [Print]
18	Classe Stabler	4.1	41002	14	[Download] [Print]

Figure 13: Home page of the web interface

As shown in the previous figure, the following information is available on the homepage:

1. The name of your school ;
2. The list of your classes;
3. Details of each class;
4. **Important information:**
 - a. Specific instructions from LUCET concerning **fundamental** class lists;
 - b. Availability of class lists in multiple languages;
5. A language changer to switch between French, German and English;
6. The logout button (top right of the page);
7. Contact information for technical support in case of problems.

4.2 Actions on classes

#	Alias	Cycle	Nombre d'étudiants	Action
1	4MO11	2.1	👤 20	📄 ⬇️ +
2	9MO14	2.1	👤 20	📄 ⬇️ +
3	9MO12	4.1	👤 15	📄 ⬇️ +

Figure 14: Actions on classes

The figure above shows the details available for the classes, with a list of action buttons:

- 📄 See students in a class (see Chapter 5);
- ⬇️ Download the class list (see Chapter 6);
- + Add a student to the class (see Chapter 7).


4.3 Specific remarks on the Basic education

For Basic education, the first phase will not allow the addition of students, as the changes must be applied in SCOLARIA. These will be applied on the portal the following day. Any changes in your classes will be highlighted in the Number of students column (Figure 15).

#	Alias	Cycle	Nombre d'étudiants	Action
1	4MO11	2.1	👤 18 ⚠️	📄 ⬇️
2	9MO16	4.1	👤 16 ⚠️	📄 ⬇️

Figure 15: Basic education - highlighting change in a classroom.

5 See the students in a class

Clicking on the action list icon  of a class displays the list of students in the class. The following figure shows the information (Number, First name, Surname, and login/assigned code) that is displayed for the students.

↑ Lycée de Monderrange

Mes classes

- 2.1
 - 4MO11
 - 9MO14
- + 4.1

Étudiants

L'ordre des numéros dans la première colonne est intentionnellement aléatoire.

Télécharger la liste de classe + Ajouter un étudiant

Code	Nom	Prénom	Matricule	Action
0010	Augenstein	Misha	2000122759769	
0014	Clemmer	Kaci	2004103041927	
0005	Colchado	Pamela	2003121550981	
0006	Cuadra	Erika	2000101520585	
0003	Gauntlett	Holli	2003102636644	
0011	Grush	Thalia	2002122352912	
0012	Hernon	Ladawn	2005101392772	
0009	Irving	Isabella	2003112410556	
0020	Isham	Julene	2001121997389	
0017	Lacatena	Dian	2003112019971	
0001	Michals	Mila	2000101873561	
0016	Oyuela	Voncile	2005111183280	
0004	Rawlins	Kassandra	20051111635696	
0008	Raye	Vanda	2001112912G7A	
0013	Reinders	Theola	2005112115087	
0015	Schiltz	Long	199910149454S	

Figure 16: Student Display – Basic education

↑ Lycée de Garnich

Mes classes

- 7e
 - 7MO12
 - 7MO14
- + 5e

Étudiants

L'ordre des numéros dans la première colonne est intentionnellement aléatoire.

Télécharger les feuilles de login + Ajouter un étudiant



Result code	Login	Nom	Prénom	Matricule	Action
4	8a7f2	Aquilino	Vonda	2004111331G7G	
1	cgb4d	Bacigalupi	Thaddeus	2001102570139	
15	16aeg	Boddy	Shani	2002102452325	
5	kgj3k	Bratsch	Lorelei	2000101831487	
18	23984	Dowty	Magan	2004101499034	
10	8h981	Frans	Yasmin	2003102980805	
7	1ii2j	Gerkin	Jefferey	2002111328202	
17	1fg54	Kilburn	Lyndsey	2004111237885	
2	dg5h9	Lan	Sarai	2001101964535	
6	da256	Nascimento	Martha	1999111185331	
8	31jd1	Panny	Arnetta	2002101465153	
9	f2i9h	Petrocco	Emmett	1999101021463	
19	ffkfh	Rafey	Alesha	2003122191769	
11	cd0b9	Razze	Goldie	1999122660674	
16	ij4hb	Senethavilouk	Michel	1999121751742	

Support

En cas de problème d'utilisation, veuillez contacter Itrust consulting par téléphone au 20 88 23 62, ou par email avec l'adresse suivante : epstan_tip@itrust.lu.

Figure 17: Student Display - Secondary



On this page, the possible actions are:

-  Download the class list (see Chapter 6);
-  Add a student to the class (see Chapter 7).

5.1 Specific remarks on the Basic education

For the Basic education, in the first phase the class table will highlight the additions and deletions of students as shown in Figure 18.)

L'ordre des numéros dans la première colonne est intentionnellement aléatoire.

 Télécharger la liste de classe  Ajouter un étudiant (disponible à partir du 14 septembre)

Nom	Prénom	Matricule	Mise à jour
Reinders	Theola	2005112115087	29 août 2018
Schiltz	Long	199910149454S	29 août 2018
Clemmer	Kaci	2004103041927	29 août 2018
Augenstein	Misha	2000122759769	
Clemmer	Robert	2004113041927	29 août 2018
Colchado	Pamela	2003121550981	
Cuadra	Erika	2000101520585	
Gauntlett	Holli	2003102636644	
Grush	Thalia	2002122352912	
Hernon	Ladawn	2005101392772	
Irvin	Isabella	2003112410556	

Figure 18: Basic education - highlighting change in a classroom.

6 Downloading class lists


The left-hand menu contains the tree structure of the cycles/classes of your school, classified by cycle.


For the Basic education, the cycles are the following:

- 2.1;
- 3.1;
- 4.1.


For secondary schools, the classes are as follows:

- 7e;
- 5e.

By clicking on an icon  corresponding to a cycle, you download the PDF containing all the class lists of the cycle.

At the tree level, you can open a cycle by using the  button, the class lists of the cycle appear. They also have an associated download button. Clicking on this button downloads the PDF of the associated class list.

Note that:

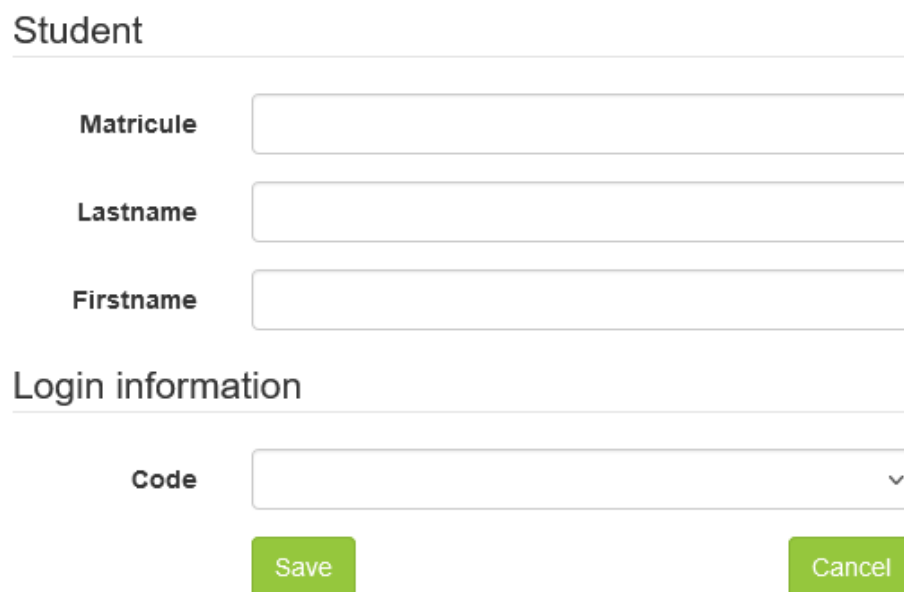
- For Secondary, a class list also contains the login sheets to be distributed to students.
- Documents are available in several languages. To download a document in a specific language, simply click on the corresponding flag at the bottom left , then download the document of your choice.

7 Adding and deleting a student in a class

7.1 Adding a student to a class

Clicking on the action list icon **+** of a class displays a form for adding a new student to the class. The following figure shows the information needed to add a student:

- His/her matricule;
- His/her Surname and First name;
- The login/code given during the tests.



The form is titled "Student" and "Login information". It contains three input fields for "Matricule", "Lastname", and "Firstname". Below these is a dropdown menu for "Code". At the bottom, there are two green buttons: "Save" and "Cancel".

Figure 19: Form to add a student to a class

When you have provided the required information, click on the save button. If incorrect information is provided, a warning message is displayed on the form. The following figure shows the messages that can be displayed for the different fields on the form.

If the added student is already in the TTP database, when you provide the student number, the fields Surname, and First name will be automatically filled in by the web interface.

If you are a coordinator for the Basic education, you can only add and assign a login to one student. From the second student added, the login will be determined by the system. LUCET will be informed and will send you the paper test materials for the student concerned.

Student

Matricule

Matricule should be 13 digits

Lastname

Firstname

Login information

Code

Save

Cancel

Figure 20: The different warning messages for the add student form.

7.2 Deleting a student from a class

When a student has been added to a class by mistake, you can undo the addition using either the red undo add button (see Figure 21 and Figure 23) or the red delete student button (see Figure 22 and Figure 24).

The undo add button is present if the student already existed in the database when the class was added: in this case the student will be returned to their previous class (which may be in another school). The delete button is present if the student did not exist in the database when the class was added.

0017	Augenstein	Misha	2000122759769	
------	------------	-------	---------------	---

Figure 21: Add Student Cancel Button – Basic education

0018	Bastian	Marie	2013033234333	
------	---------	-------	---------------	---

Figure 22: Student Delete Button – Basic education


3	1999050915008	Bauer	Lex	csd7k	
---	---------------	-------	-----	-------	---

Figure 23: Add Cancel Student Button - Secondary

1	1999050915009	Baltar	Jacques	csd7k	
---	---------------	--------	---------	-------	---

Figure 24: Student Delete Button - Secondary

Thank you for your support!



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