



LE GOUVERNEMENT
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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

Administration of the *Épreuves Standardisées*

Main test and pretest

Stage 1 / P1 – English section

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:

 46 66 44 4999

Via this number, you can reach **a computer scientist** who can help you if you encounter problems when using the coding masks or playing the audio file:

- If you see an **error message** on the screen:
Please write down or photograph the exact error message before calling.
- If the **coding masks** do not work as described in the manual/video:
Please check the name and version of the browser you are using before calling.
- If you see the **wrong class** when you log into the coding masks:
Please have your IAM code and your class code ready before calling.

Dear teachers,

Thank you very much for your support 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 your class is mandatory.

In this document you will find detailed explanations on how to administer the tests and questionnaires. Please read this manual carefully. If you have any questions about the ÉpStan in general, the administration of the tests or technical questions (e.g., data entry into the coding masks), 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 test administration

1. Checklist

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

- Check the final class list and add missing students if necessary.
- Check material for completeness immediately after receiving it via mail.
- Conduct all tests and the student questionnaire at the appropriate times.
- Distribute the parent questionnaires to the students and collect them once filled out.
- After concluding the tests, enter all answers into the digital coding masks.
- Send all the materials (**except the class list!**) back to the University of Luxembourg by the **4th of December 2024** at the latest.

2. Timetable for test administration

A test day is set for each main test and the pretest.

Please make sure to administer the tests on the designated days:

Date	Test booklet	Test time
12.11.2024	Mathematics: Booklet 1	30-40 minutes
14.11.2024	Mathematics: Booklet 2	30-40 minutes
19.11.2024	<i>Lëtzebuergesch Héierverstoen</i>	35 minutes
28.11.2024	Pretest in one of the subjects	30 minutes
between 06.11. and 28.11.2024	Student questionnaire	50 minutes

Time indications are **pure testing time**. Please plan an extra 5 to 10 minutes for explanations, especially for the first test (Mathematics: Booklet 1).

3. Preparation of the test administration

3.1. Review of the final "class list for testing"

The ÉpStan coordinator from your school should send you the final "class list for testing" no later than the first day after the All Saints Day Holidays. If you have not yet received it, please contact your ÉpStan coordinator immediately and **follow the instructions given on the class list** (e.g., adding missing students) to prepare for the test.

The class list is **strictly mandatory** for the administration of the tests and questionnaires:

Please distribute the test materials to the students according to the class list. Each student must receive the material **with the code that you find next to their name**. Please make sure to adhere to this assignment when **distributing all the materials** (booklets in the main and pretest, student and parent questionnaires)! Please do not use material that has been assigned to another class under any circumstances.

Code	Surname	Name	Matricule	Parent questionnaire returned?
1234	PEACH	Peter	2017-01-01-123-55	<input type="checkbox"/>
1235	BERRY	Berta	2017-02-02-123-66	<input type="checkbox"/>
1236	<input type="checkbox"/>

When you receive the class and student results, the class list is necessary to identify the individual results and report them correctly. Thus, **please keep this important document in a safe place. For data protection reasons, we are not allowed to receive any personal information from students and therefore ask you not to send the class list neither to the LUCET nor the SCRIPT.** More detailed information on data protection within the framework of the ÉpStan can be found on the website www.epstan.lu in the document "*General information on the Épreuves Standardisées*", which you can download via the download area of the respective cycle.

3.2. 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 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 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.

3.3. Required material

You should have received the following materials within the first few days after the All Saints Day Holidays:

Teacher material

1. Final "class list for testing"
2. Manual for the administration of the *Épreuves Standardisées* (the present document)
3. Manual for the administration of the student questionnaire
4. Return label for returning the test booklets using the ÉpStan box
5. Two separate envelopes for the return of the student and parent questionnaires

Student material

6. One test booklet per student + an additional booklet for each main and pretest
7. One student questionnaire per student + one additional questionnaire
8. One parent questionnaire with an envelope per student + one additional questionnaire

If you need the additional test booklet for a student, please request **another test booklet for your personal use** from us as soon as possible in order to guide your students through the test. If the material **is not complete** or **insufficient**, please contact us immediately (info@epstan.lu or by phone at **46 66 44 9777**)! **Do not use material from other classes under any circumstances.**

4. Test administration (main tests and pretest)

You will need the following materials to administer the tests:

1. Final "class list for testing"
2. Test booklets for the students
3. An additional test booklet for you to guide your students through the test
4. Computer or tablet with internet access to play the **audio files**

Information on how to play the **audio files**:

You can access the audio files via the link cbit.epstan.lu. To do so, you need the login **EPSTAN24** and the following passwords:

**PASSWORDS CAN ONLY BE FOUND IN THE PAPER VERSION OF THIS MANUAL
WHICH YOU RECEIVED IN YOUR ÉPSTAN BOX!**

An **example** for the main test „Lëtzebuergesch Héiervörstoën“:



Access to the audio files will be activated on the specified test date. To check the sound quality of the streaming option in your class in advance, please use the **demo version** via the following access:

Login	EPSTAN24
Password	TEST1234

If you encounter problems with the playback of the audio file or the sound quality, you can alternatively request a **data carrier**. Please let us know accordingly **at least three days before the test** via info@epstan.lu or our *helpline* (46 66 44 9777). If you have any technical problems, please contact our technical *helpline* (46 66 44 4999).

To take the tests, students need:

1. Two pencils (in case one breaks or stops writing)
2. 4 colored pencils (red, yellow, blue, and green)
3. An eraser



4.1. General instructions

Please proceed as follows to ensure a **standardised test procedure**:

1. Ask students to place the **materials they need** on their desks and instruct them not **to start until they are asked to do so**.
2. Distribute the test booklets and **make sure that each student receives the test booklet that is assigned to them in the class list**.
3. In case of a **pretest**, explain to the students that the pretest assesses new material and that this test will not be included in the results of the Épreuves Standardisées.
4. On the first page of each test booklet, the students are given a **short test instruction**. In the language tests, the instructions are given via the audio file; in the math tests, these will be read out loud by you.
5. Please ask the students to listen carefully.
6. Students should work through the test **from the beginning to the end** following your instructions (mathematics) or the instructions on the audio file (language tests). Students should only turn to the next page if you or the test instructor on the audio file ask them to do so. Students should work thoroughly, not talk to each other, nor copy from each other.
7. For the **multiple-choice** exercises, please make sure to point out that there is **only one correct answer**.
8. Please do not give the students **any kind of assistance** during the tasks. If they have any questions during the tests in **mathematics**, please repeat the short instruction in the test booklet. Questions regarding content that would facilitate the solution of the task may not be answered.
9. Collect all the test booklets at the end of the test. Score the test booklets by using the digital **coding masks**.

4.2. Test-specific instructions

Special instructions in mathematics

The **mathematics tests** are intended to assess mathematical skills only and should not be influenced by language skills. We have therefore included pictorial rather than linguistic tasks in these tests. If a student does not understand the task due to **language boundaries**, please provide help by paraphrasing or translating the question. However, the explanation should not simplify the solution of the task by providing content knowledge. To assist you, you can request a **standardised translation** of the mathematics booklets in French or German from us (info@epstan.lu, by phone at **46 66 44 9777**).

Please read the instructions to the students for each task. Afterwards, the students work autonomously on the task. You may repeat the instruction. The latter also applies to the **training tasks**, which are marked by a red **T**. These training tasks help to illustrate the task format (tick, colour, connect, etc.). When doing a training task, please check that each student has understood the task format. To aid comprehension, you may once more refer to the **pictogram** in the top right-hand corner of the test booklet.

If you notice that your class needs a **5-minute break** during the mathematics test, you can do after task 10 of the first booklet and after task 26 of the second booklet.

Special features of listening comprehension (Luxembourgish)

The **language tests** are intended to assess the students' language skills. So **please do not provide any (linguistic) assistance in case of comprehension questions**, as this would distort the results. If the students have questions, refer back to the task instruction or explain that this question should be answered by the students on their own.

In the language tests, the students receive their instructions from a test instructor who has been recorded on an **audio file**. This test instructor guides the students through the entire test. Please distribute the test booklets and ask the class not to open them yet. Explain to the students that they should listen carefully and pay attention.

Please take the **additional test booklet**, start the audio file, and stand in front of the class. Guide your class through the test instructions and the tasks by turning the pages when the test instructor asks you to do so on the audio file. All explanations and information are on the audio file. **Please make sure that everyone turns the pages at the correct time and that no one gets lost in the test booklet.**

The students have time to work on the test booklet as long as the audio file is playing. From the moment the audio file starts there should be no more talking until the test is over. **Please do not stop the audio file prematurely and do not play passages several times.**

If you notice during **the first task** that some students **do not understand what they are supposed to do/do nothing at all**, please stop (**pause**) the audio file and repeat the question and task format. Wait a moment and make sure everyone has chosen an answer option. Continue your instruction ("*Now you continue the test on your own*") and continue playing the audio file.

5. Administration of the parent questionnaire

The parent questionnaires are available **in four languages** (German, French, Portuguese, and English) and each questionnaire contains all the questions in the four languages.

Please follow these steps:

1. Hand out the parent questionnaires (including the envelopes) to your students **on any day between the 6th and 15th of November 2024**.
2. **Make sure that each student receives the parent questionnaire with the appropriate code, as specified in the class list.**
3. Mark on the class list whether you have handed out and received back the parent questionnaire for each student.
4. Ask the students to return the questionnaires in a sealed envelope as soon as possible.
5. Return the questionnaires to the LUCET **in the envelope** provided for this purpose (**blue label**) as a matter of priority (i.e., as soon as you have received all the copies and not inside the ÉpStan box).

Parent or student questionnaires **handed out incorrectly**:

If you have handed out the **parent questionnaire** incorrectly, please inform the parents immediately that they **will receive new questionnaires** and contact the ÉpStan team (info@epstan.lu, 46 66 44 9777) as soon as possible to request new parent questionnaires.

If you have distributed the **student questionnaires** incorrectly, the administration must **also be repeated**, as incorrect assignment could distort the results. In this case, please contact the ÉpStan team (info@epstan.lu, 46 66 44 9777) to request new student questionnaires.

6. Evaluation of the ÉpStan

The ÉpStan are evaluated using **digital coding masks**. The use of the coding masks is intuitive and explained in an **instruction video** in the application. The correct solutions are always shown in the digital coding masks. A paper version of the coding instructions for assistance can be downloaded via <https://coding.epstan.lu>.

You can access the coding masks via the following link or via the QR code:

<https://coding.epstan.lu>



Basic rules for coding:

- An **answer is correct** if the student's answer is exactly as shown in the picture. **Mirror-inverted letters or numbers** are also to be evaluated as correct.
- An **answer is incorrect**, if the student's answer is different from what is shown in the picture. An answer is also considered incorrect if the task has only been partially worked on, only partially answered correctly, or if the original, possibly even correct answer, has been clearly removed.
- A task is considered **as not answered** if the task has not been worked on at all.

Next to each task in the test booklet you will find a small box indicating the respective **task number** (e.g., M124101 for Mathematics – Stage 1 / P1 - Year 2024 - Booklet 1 - Task 01). These boxes are for your (and our) guidance only and do not need to be edited.

The digital coding masks can be **used on computers as well as on other mobile devices (tablets, smartphones)**. If you would like to add **an additional teacher** for coding, you can request this in the coding masks. You will need your colleague's full name, IAM code, and email address.

If you are a **substitute teacher** doing the ÉpStan with a class and do not have access to the class in the coding masks, ask the actual teacher of the class to add you to the coding masks using your full name, IAM code, and email address. If the actual teacher of the class cannot be reached, you can also make a request yourself within the coding masks. To do this, you need to enter the class number (e.g., 21999). Before the access to the class can be activated, a query might be made to the Ministry of Education, which must approve the access.

If you still experience **technical problems**, please contact the following technical *helpline*: **46 66 44 4999**.

7. Return of the test materials to the LUCET

All test booklets, questionnaires and manuals must be returned to the university by the **4th of December 2024** at the latest. The documents sent after this date will not be taken into account. Selective exceptions (such as in the case of sick leave) can be granted after consultation with the LUCET.

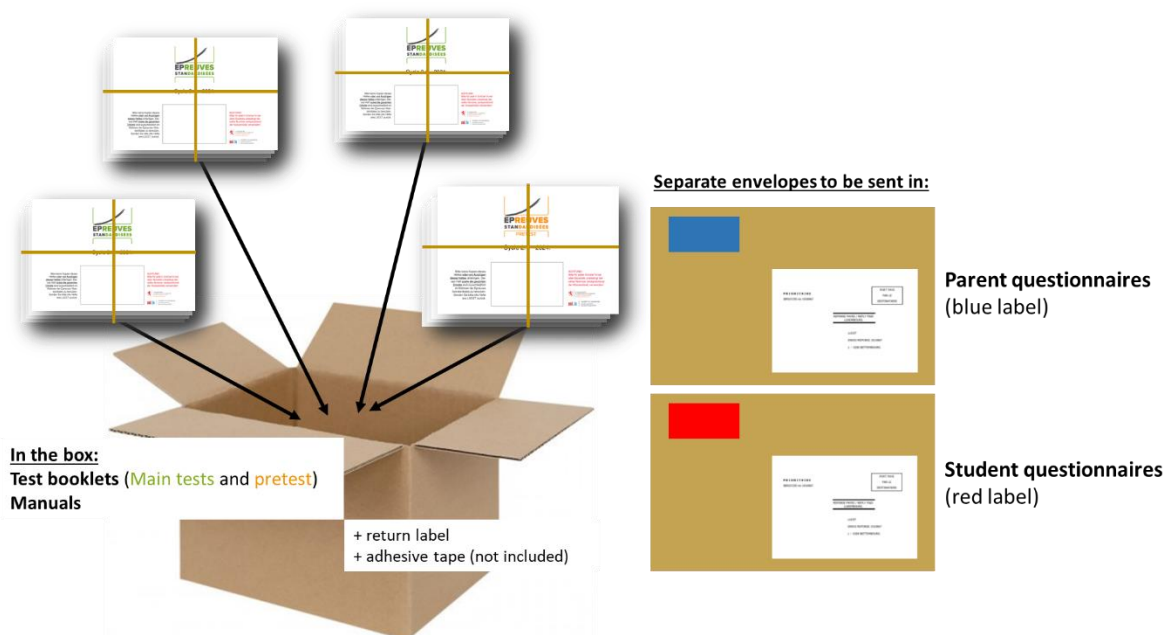
Important!

The class list should remain with you so that you can assign the results of the ÉpStan to the students. For **data protection reasons**, we are not allowed to receive any personal information about the students and therefore ask you **not** to send the class list to the LUCET nor the SCRIPT.

Please return the **test booklets** (main and pretest) to us using the **ÉpStan box** in which you received the materials. **Please make sure to secure each stack of test booklets (e.g., test booklets Mathematics 1) with two rubber bands as when you received the materials, so that they are not damaged during transport nor can slip into another pile (e.g., Luxembourgish listening comprehension).** Please also make sure to thoroughly close the box **with adhesive tape** and to stick the **return label** over the label with your school's address so that the box is not accidentally sent back to you instead of to the LUCET. You can drop off the box at any parcel acceptance point of the Post office.

We kindly ask you to return the **student questionnaires** (envelope with the **red label**) and the **parent questionnaires** (envelope with the **blue label**) to the LUCET as a **matter of priority** (i.e., as soon as you have received all the copies and not inside the ÉpStan box).

The following graphic illustrates an example of how you should send the material back to the LUCET:



8. Feedback reports

The results of your class provided in the form of a class report as well as individual reports for each student in your class (in the three languages of German, French, and English) will be made available for download via <https://feedback.epstan.lu> in mid-February. You will be notified by the MENJE in due course.

Results at the national level are published in the ÉpStan dashboard via <https://dashboard.epstan.lu/>, where they are accessible to all interested parties.

9. General information about the *Épreuves Standardisées*

General information on the ÉpStan can be found in the document "*General information on the Épreuves Standardisées*", which you can download via the website www.epstan.lu in the download area of the respective cycle. Among other things, the following topics are addressed:

- Extension of the ÉpStan to International Public Schools
- Selection of competence domains
- Development of the test tasks
- Standardisation and task formats
- Purpose of the pretest
- Confidentiality and data protection

Thank you for your support!



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