EPREUVES STANDARDISÉES

epstan.lu

ÉpStan 2024-2025

Administration of the *Épreuves Standardisées*

Main test

Stage 5 / P5 – English section

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**
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> Via this number, you can reach **a computer scientist** who can help you if you encounter problems when using the coding masks:
> - 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 **29ᵗʰ of November 2024** at the latest.

2. Timetable for test administration

A test day is set for each main test.

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

Date	Test booklet	Trial period
12.11.2024	Mathematics: Booklet 1	50 minutes
14.11.2024	Mathematics: Booklet 2	50 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 <u>strictly mandatory</u> 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** (test booklets, 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	❑
1235	BERRY	Berta	2017-02-02-123-66	❑
1236	…	…	…	❑

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. 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 <u>additional booklet</u> for each main test

7. One student questionnaire per student + one <u>additional questionnaire</u>

8. One parent questionnaire with an envelope per student + one <u>additional questionnaire</u>

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

You will need the following materials to administer the tests:

1. Final "Class List for Testing"

2. Test booklets for the students

3. Silent work[1] for students who finish early

To take the tests, students need:

1. Two pencils (in case one breaks or stops writing)

2. A sharpener

3. An eraser

4. A protractor triangle

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. On the first pages of each test booklet, the students are given **a short test instruction**. Please read them out loud at the beginning of each test.

4. Students should work through the test **from the beginning to the end** but may also skip tasks that they cannot solve and come back to them later.

5. Students should work thoroughly, not talk to each other, and not copy from each other.

6. For the **multiple-choice** exercises, make sure to point out that there is **only one correct answer**.

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[1] Please note that the selected silent work should not be an incentive for the students to finish earlier. It should only serve to avoid restlessness and keep the students busy.

7. Do not give the students **any assistance in solving the tasks**. If there are any queries, refer directly to the instructions in the booklet: *"Read the task again carefully"*. Content-related questions that would make it easier to solve the task must not be answered and can best be reacted to as follows: *"That's exactly what you should find out for yourself in this task."* In case of linguistic comprehension difficulties, you are allowed to explain the unknown vocabulary. If a task is about understanding math-specific vocabulary (e.g., area, perimeter, even vs. odd numbers), the concept must of course not be explained.

8. I f students finish before the allotted time and want to hand the test in, please tell them to check all their answers again (this applies especially to answers where students have to write something down). Once this has been done, please provide the students with silent work.

9. Collect all test booklets at the end of the test period. Evaluate the test booklets according to 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 hand out the test booklets and ask the students to open the test booklet to the first page. Read out the following text:

> *"Dear students,*
>
> *In this booklet you will find tasks for you to complete. Some tasks are easy, others are difficult. Just do your best! For the test, you will need a pencil, an eraser so that you can correct possible errors, and a protractor triangle. Calculators are strictly forbidden."*

Now go through the example tasks with the class:

> *"We will now look at the example tasks together. Example 1 shows you the symbol to mark with a cross. Please note that there is always only one correct answer. So only make a single cross. In this case, the question is: "What is the result?" and the correct answer is already marked. The solution to the calculation is "3". You sometimes have space below the tasks to calculate. You can use this space for your calculations or notes, but you don't have to.*
>
> *The number symbol in example 2 means that have to write down the correct answer. The question is "Which number is missing?" and the correct answer is "5".*
>
> *The symbol in example 3 means that you either have to draw something in or that you have to connect what goes together. Here you can see the 5 arithmetic symbols, each linked to its meaning.*
>
> *You have 50 minutes to complete this test. Please work carefully and write legibly. Have fun!"*

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 <u>handed out incorrectly</u>:

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.

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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. **Grammar and spelling** do not play a role.

➢ 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., M524101 for Mathematics – Stage 5 / P5 - 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., 41999) 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 **29ᵗʰ of November 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.
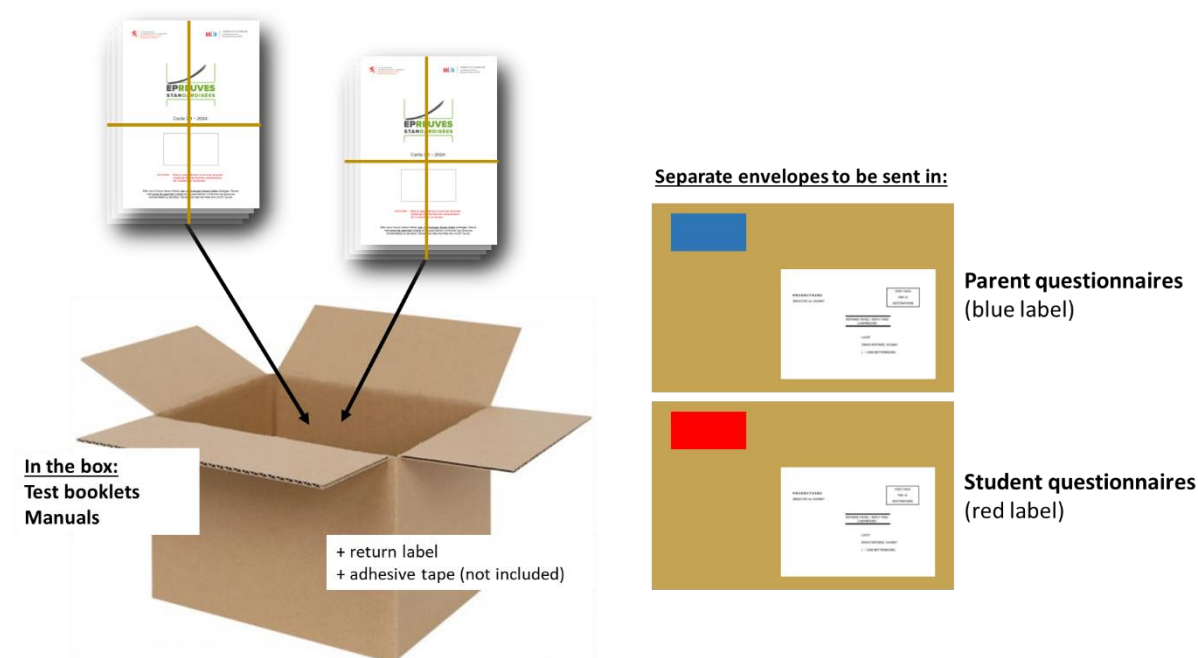
> **Important!**
>
> **The class list should remain with you** so that you can assign the results of the ÉpStan to the students. For **data protection reasons**, we are not allowed to receive any personal information about the students and therefore ask you **not** to send the class list to the LUCET nor the SCRIPT.

Please return the **test booklets** 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., test booklets Mathematics 2). 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:

In the box:
Test booklets
Manuals

+ return label
+ adhesive tape (not included)

Separate envelopes to be sent in:

Parent questionnaires
(blue label)

Student questionnaires
(red label)

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
- ➢ Confidentiality and data protection

Thank you for your support!