



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
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 test administrators
S3/5^e - 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 grade level, you will find a comprehensive compilation of information about the ÉpStan, 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., a student has changed schools, or a student has a visual impairment and is entitled to extra time for the tests).

For technical questions:

 46 66 44 4999

Via this number/e-mail, you can reach an IT specialist, who can help you with any problems that might occur **while using the test platform**:

- You see an **error message** on the screen:
Please write down the exact error message or take a picture of it before calling.
- You are having problems **connecting to the test platform** or logging in.
- A class from an International Public School has received **German or French tests (instead of mathematics)**.

Dear test administrators,

Thank you very much for your support during this year's *Épreuves Standardisées* (ÉpStan).

All S3/5^e students participate in the computer-based ÉpStan tests. You have been informed by the ÉpStan-coordinator of your school about when and where you will be assigned as test administrator, and you have received the corresponding test material. If any information about your class is incorrect, please immediately contact the ÉpStan-coordinator of your school. 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 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 or their administration 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

Table of contents

Contact details	2
1. Before the test.....	5
1.1 Required documents	5
1.2 Testsoftware.....	5
2. Test procedure	6
2.1 Requirements	6
2.3 Test schedule	7
2.4 Distribution of login sheets.....	7
2.5 Windows-login.....	7
2.6 Starting the test software.....	7
2.7 Enter the login and the password.....	8
2.8 Test administration	8
2.9 End the test.....	8
2.10 Closing the test software.....	9
2.11 Windows-logout.....	9
3. What to do if ...?.....	10

1. Before the test

1.1 Required documents

Please make sure you have the following documents ready at the start of the test:

- Class list** (with last names, first names, *matricule* numbers, and student logins). Please return this list to your ÉpStan-coordinator after the test. They will hand a copy to the respective head and subject teachers so that they can correctly match the individual student results during the feedback process.
- Login sheets** (one copy per student)
- The present **manual**

Please also familiarize yourself with how internet access is enabled at your school and how the students need to log in to Windows.

1.2 Testsoftware

To familiarize yourself with **how to start and to use the test software** in advance, please proceed as follows:

1. If you are using a **prepared computer in your school's computer lab**: Click on the Windows START menu → Programs → *Épreuves Standardisées*. Alternatively, you can start the test on a private computer via an internet browser (e.g., Firefox) via <https://cbt.epstan.lu> (without www).
2. Enter **epstandemo** in both the login and password fields. Please do not use one of the student logins, as it would become inactive during the test and the student in question would not be able to participate!
3. Start the demo version by clicking on the start (or *Démarrer*) button.

2. Test procedure

2.1 Requirements

Important!

Each student must have their own computer with internet access. The computers should have been prepared for the test in such a way that the test can usually be started easily through the Windows START menu.

Additionally, the students will need **paper and a pen for the mathematics test**. **Calculators or any other aids are strictly prohibited**. Please ensure that the black board is empty before the test. In particular, no passwords from a previous test session should be written on the board.

2.2 Background information on the ÉpStan

First explain to the class what will happen during the testing and what aim the ÉpStan have. The following text can guide you in this:

Since the 2022/2023 school year, the Luxembourg School Monitoring Programme *Épreuves Standardisées* (ÉpStan) is being gradually extended to International Public Schools. Similar to schools following the Luxembourg curriculum, the academic competencies of all students in P1/Stage 1, P3/Stage 3, and P5/Stage 5 at primary school level, as well as in S1/7^e and S3/5^e at secondary school level, will be assessed. In addition to the competency test, the participating grade levels will fill out a student questionnaire.

Based on the ÉpStan results, the Ministry of Education can see how the student performance develops over the years. The **mathematics test** lasts 45 minutes. After the test, there will be a short *break*, followed by a **student questionnaire** that helps in evaluating the results. Please do your best and be as accurate as you can. Please do your best and work as accurately as you can.

Your personal results will be saved, and you will receive your results from your teachers a few weeks after the test.

During the test, it is not allowed to visit any websites other than the test page. All auxiliary tools are also prohibited (e.g., rulers, calculators). For the **mathematics test**, we recommend the use of a pen and paper for any additional or intermediate calculations.

2.3 Test schedule

The S3/5^e students will complete the ÉpStan, consisting of a competency test in mathematics and a student questionnaire, during **one half-morning**.

An **example schedule** for one class:

	Duration	Time
Preparation (<i>Information on the ÉpStan, test instructions, login</i>)	20 minutes	e.g., 08:00 – 08:20
Competency test in mathematics	45 minutes	e.g., 08:20 – 09:05
Break	10 minutes	e.g., 09:05 – 09:15
Student questionnaire	20 minutes	e.g., 09:15 – 09:35
Total:	95 minutes	

2.4 Distribution of login sheets

Each student will receive a sheet with their personal login details. **When distributing them, please ensure that each student receives the sheet with their own name and uses their own login throughout the entire test duration.**

2.5 Windows-login

All students log in to their respective computer. Please find out in advance by contacting the ÉpStan-coordinator or the IT staff at your school how the students need to log in to Windows. It is important to ensure that the students do not use the ÉpStan login details found on their login sheets for the Windows login, as this is not possible.

2.6 Starting the test software

The students start the test via the Windows START menu → Programs → *Épreuves Standardisées*. The internet browser will open automatically, and the login window for the test will appear. It may take a few seconds for the program to be ready. The test can also be started by entering <https://cbt.epstan.lu> (without www) into the address bar of the internet browser (see the info box below).

Important!

Please note that the test program is designed for current browser versions (e.g., Google Chrome, Mozilla Firefox, Safari, Microsoft Edge) and does not work with Internet Explorer 11 (or older versions).

2.7 Enter the login and the password

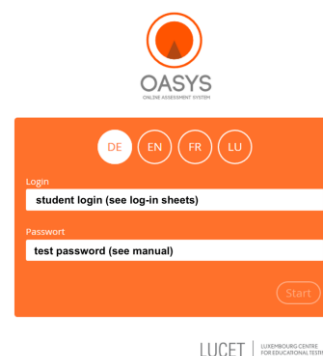
The students enter their personal login in the login window. Their personal login can be found on the login sheet that each student received at the beginning of the test.

The test and the questionnaire are protected by two different passwords, but the passwords are the same for each student.

	Test part	Required password
1. Password	Competency test in mathematics	
2. Password	Student questionnaire	

Please write only the valid password for the **mathematics test** on the board. At the beginning of the mathematics test, the first password must thus be written on the board. All students will use this password in combination with their personal login. By clicking on **START** (or *Démarrer*), the students will be directed to the test. Now, please ask the students to press the “F11” key on the keyboard. This will switch the window to full-screen mode for a better view.

During the break before the questionnaire, please wipe the password off the board and replace it by the second password.



2.8 Test administration

The students start with the **mathematics test**. All students have 45 minutes to complete the test. The remaining time will be displayed on the screen. All necessary explanations for the students will be presented on the screen at the beginning of the test. Please do not provide any help with the content of the tasks. If a student asks a content-related question, please respond with: “*Read the task carefully again.*”

Except for paper and a pen, no auxiliary tools are allowed during the mathematics test (e.g., calculators, rulers).

Please ensure that the students **do not copy from each other**, **do not browse other websites** during the test time, and **do not leave the test interface** in any way.

2.9 End the test

The **mathematics test** will automatically end after 45 minutes and cannot be interrupted earlier. After the test, there will be a short **break**. Subsequently, the students must log in again using their student login and the new password for the **questionnaire**.

2.10 Closing the test software

At the end of the questionnaire, instruct the students to press “*F11*” again and then close the browser. Alternatively, the program can also be closed by using “*ALT+F4*”.

2.11 Windows-logout

The students log out of Windows and, if necessary, turn off the computer.

3. What to do if ...?

3.1 Preparation and administration of the ÉpStan

Participation in ÉpStan - the rule? Participation in the ÉpStan (competency test in mathematics and questionnaire) is mandatory for all students.

Participation in ÉpStan – special cases? If students have **visual impairments**, we ask teachers to contact us and provide us with the student's personal login (**not the name!**) via info@epstan.lu or via phone under **46 66 44 97 77**. In this case, we can arrange a longer test time for the student.

Required materials? For the implementation, you will need the class list as well as the sheets with the student logins. Both should be provided to you by the ÉpStan-coordinator of your school before the testing. Additionally, you will need the passwords, which you can find in this manual.

Test administration on the tablet or iPad? In S3/5^e, conducting the test on tablet or iPad is currently not allowed. The results from the mathematics test are not independent of the test administration method; therefore, switching between computer and tablet can distort the results.

Auxiliary tools in mathematics? Calculators, rulers, protractors, or any other auxiliary tools are not allowed when working on the tasks. It is strongly recommended that students have pen and paper at their disposal so they can write down intermediate arithmetic steps or secondary calculations.

3.2 Possible issues in the preparation and the administration of the ÉpStan

Class list not available at the beginning of the test: Please contact your ÉpStan-coordinator. If you are about to begin the test, you can still administer it without the class list. Distribute the sheets with the student logins according to the names on the sheets.

Students not listed on the class list: At the end of the class list, you will find a sufficient number of additional student logins that you can use. Write the name of the student next to one of these logins and forward the updated class list to your ÉpStan-coordinator. Your ÉpStan-coordinator should, in turn, enter the changes in the ÉpStan-TTP-portal.

No student names are displayed on my student login sheets: Please contact your ÉpStan-coordinator immediately. They should reprint the class list and the sheets with the student logins that include the names.

Student is ill or absent during testing: If possible, students who were unable to participate in the test should take the test on another day within the testing period, under as standardized conditions as possible in a different class. Please ensure that the student uses the student login from your class list.

The test platform is not pre-installed. What is the link to the test platform? The test can also be started by entering <https://cvt.epstan.lu> (without www) in the address bar of a web browser (e.g., Safari).

A student cannot log in: Ensure that the student is using the actual ÉpStan login as their username and not, for example, the student ID for general computer use at your school. Also, check whether the password you wrote on the board is correct and remind the students to enter the password accurately. Also make sure that use of upper cases is not activated ("*Caps Lock*").

Technical difficulties prevent the continuation of the test? In case of any technical difficulties, the browser should be restarted, and the user should log in again. If this is not sufficient, restarting the computer will help in most circumstances. If there are issues with the internet connection, please contact your schools' system administrators. Once the technical issues are resolved and the test atmosphere is restored, the test can continue. Completed tasks are still available as they are saved on our servers in near real-time. If all these steps do not lead to a solution, please call the university *helpline* at **46 66 44 4999**.

Student has problems completing the test: You may only assist the student with questions regarding the technical aspects of the test. Content-related assistance is not allowed.

Student has finished before the 45 minutes are up: The test should not be manually ended, and the browser should not be closed before the 45 minutes are up, as this could lead to issues when transitioning to the questionnaire. Additionally, the test administration should be as comparable as possible between students, so all students are given 45 minutes to complete the test.

The students cannot log in to the computer, the computer won't start, or it cannot establish a network connection: Issues with technical equipment in schools can only be resolved by the technicians on site.

A student has started with the wrong password: Each password is linked to either the mathematics test or the questionnaire. This sequence should generally be followed. However, if a student starts directly with the last password, they will first be guided to the student questionnaire. In this case, the student should close the window and start with the correct password. Later, they can continue the student questionnaire from where they left off.

A scheduled (practice) fire alarm falls on the same day than an ÉpStan test: If it is not possible to reschedule the testing to another day, it is recommended that students close the browser before leaving the classroom. This will stop the timer and after the practice alarm, the students can log in again with the same password and resume exactly where they left off. Closing the browser is very important, as otherwise the testing time will run out and the test cannot be resumed straight away. If this happens, please contact the technical *helpline* of the university.

A student had to interrupt the test due to health reasons. Can the test be completed on another day? Yes, any test where the time has not yet run out can be resumed at any time by using the same password. The timer will then display the remaining time upon login. If the browser was not closed and the time has run out, please contact the technical *helpline* of the university.

The test suddenly indicates that the server is no longer accessible: If this occurs on a single device, check the network cable or the Wi-Fi connection. If necessary, close the browser and restart it. If the connection gets lost for the entire class at once, there is likely a problem with the school's network. Please contact the school's IT staff. Once the issue is resolved, students can log in with the same password and continue from where they left off.

A student's computer has frozen or crashed: Please restart the device. The student can also switch to another computer. All data up to the point of the connection issue has been saved, and the student can continue the test by logging in with the same password.

A student's password is not working: Please check for uppercase and lowercase letters in both the login and the password. If necessary, select everything and delete it, then type it in again. If it still does not work, please call the technical *helpline* of the university.

No password works for the whole class: Please check if you have the manual for the correct grade level. The S1/7^e and S3/5^e classes do not have the same passwords. If you do not have the correct manual, please call the *helpline* of the university to obtain the passwords over the phone.

Students have their login sheets, but the password is missing: The passwords are written on the board by the teaching staff. They can be found further ahead in this manual.

Students enter their IAM but cannot log in: The tests are not accessible by using an IAM. Students must receive their ÉpStan login sheets before the test.

Students do not have login sheets: The ÉpStan-coordinator must provide the login sheets to the test administrators in advance. The contents of the login sheets are known only to the school. If the logins are missing, the test cannot take place.

Thank you for your support!



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de l'Éducation nationale,
de l'Enfance et de la Jeunesse



UNIVERSITY OF LUXEMBOURG
Luxembourg Centre for
Educational Testing (LUCET)