



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 2025-2026
Manual for ÉpStan-Coordination
Secondary 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 **FAQ area** of the section related to International Public Schools, you will find a comprehensive compilation of information about the ÉpStan, which goes beyond this manual in terms of content.

There are **two different support contacts**, depending on the type of your problem or question. To ensure you receive assistance quickly, please first check which of the two phone numbers is appropriate for your inquiry as an **ÉpStan coordinator**:

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, handling of the timetables).

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 S1/7^e und S3/5^e 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**.
- ☐ **If you have requested printed material:** Check the completeness of the test material until the **17st of October 2025**.
- ☐ Register **test dates** for the S1/7^e and S3/5^e classes in the web form via timetable.epstan.lu (without www) until the **21st of October 2025**.
- ☐ Reserve tablets for the S1/7^e classes, provided they are not already tablet-equipped classes.
- ☐ Reserve computer labs and/or tablets for the S3/5^e classes.
- ☐ Ensure the functionality of the computers and/or tablets.
- ☐ Download and print the S1/7^e and S3/5^e **class lists and login sheets** via epstan-ttp.itrust.lu (without www) until the **24th of October 2025**.
- ☐ Assign colleagues to supervise the test and questionnaire, hand over all the necessary test materials (instructions for test supervisors, class lists, login sheets) by the **24th of October 2025**.
- ☐ Distribute the **information letters and class lists** to head and subject teachers until the **24th of October 2025**.
- ☐ **Add missing students** via the ÉpStan-TTP-portal until the **19th of December 2025**.

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

2. Materials

All manuals are available digitally. If you have notified us via email that you require a printed version of the test materials, you will receive them by the **17th of October 2025**.

If digital versions of the test materials that you received via email, together with this manual, are sufficient, please forward them to the respective teachers/test supervisors.

If anything is missing or if the name of a class is incorrect, please contact the ÉpStan team immediately via **46 66 44 9777**. Please do not correct digital or printed materials without informing the university, as this could result in incorrect allocation of results.

3. Procedure and planning of the test administration

The ÉpStan can be conducted **between the 10th of November and the 12th of December 2025**. For the S1/7^e classes, it is possible, in exceptional cases, to carry out the tests up to and including the 19th of December 2025. Detailed instructions for conducting the assessment can be found in the test supervisor manuals, which you have received via email along with this manual. Additionally, these instructions are available in the download section of the respective grade level at **www.epstan.lu**.

Students of the S1/7^e classes: Tabletbased tests and questionnaires

The S1/7^e students will complete the ÉpStan, consisting of a competency test in mathematics and a student questionnaire, during **one half-morning**. **S1/7^e classes can only complete the test on tablets.** In addition to the iPad classes, S1/7^e classes that are not specifically designated as iPad classes should also participate in the testing if your school can provide the students with tablets for the ÉpStan. If your school does not have tablets available, participation in the ÉpStan is not possible at this time, as these tests cannot be conducted on computers.

Students of the S3/5^e classes: Computer- and tabletbased tests and questionnaires

The S3/5^e students will complete the ÉpStan, consisting of a competency test in mathematics and a student questionnaire, during **one half-morning**. **S3/5^e classes can take the test either on a computer or on a tablet.** Please note that switching devices during the test is not allowed.

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	

4. Registration of test dates in the web form

Please enter your school's **test dates** into the web form. To do so, open the website timetable.epstan.lu (without www) in your internet browser. You will be redirected to the MENJE/CGIE authentication portal (*portail d'authentification*), where you can log in using either your IAM or LuxTrust certificate.

Please indicate when and where each of the listed S1/7^e and S3/5^e classes will participate in the tests. If a class is unable to participate, please also indicate this in the web form.

Please complete the web form by the **21st of October 2025** at the latest. Your entries will be automatically forwarded to the ÉpStan team at the University of Luxembourg. Should there be any subsequent changes in the schedule after that date, you can easily log in again and make the necessary adjustments. Any changes will be automatically sent to the ÉpStan team. We need your information in order to plan the testing period accordingly and, for example, to perform any necessary maintenance on the servers outside of the scheduled test times.

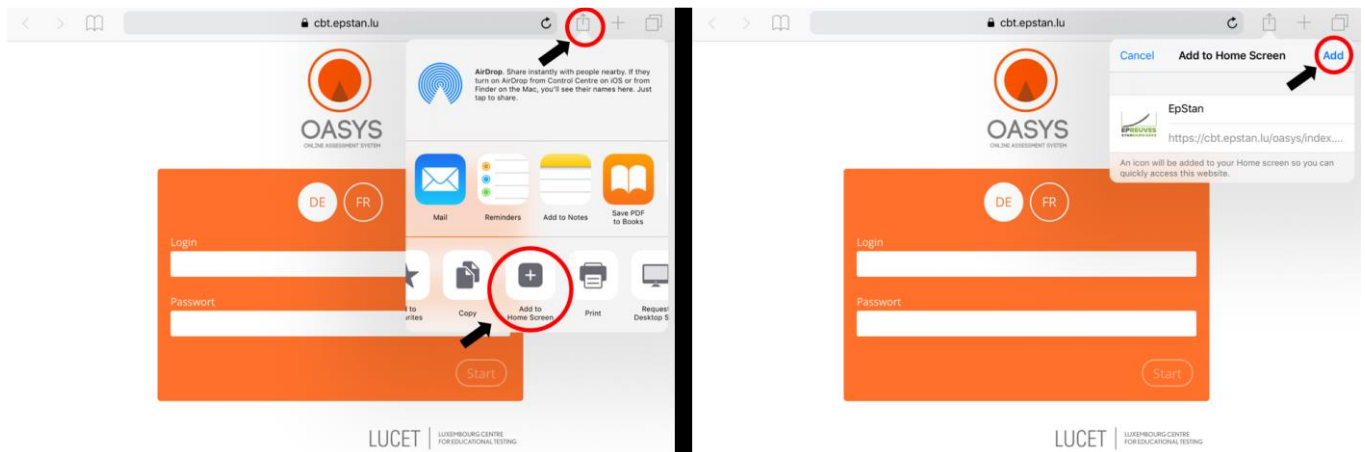
5. For tabletbased tests: Reservation and control of tablets

If your school has tablets that can be used in S1/7^e classes not specifically designated as iPad classes, **please reserve them in advance** for the testing. **Each student must be provided with their own fully charged tablet with internet access.** All tablets must remain connected to the internet throughout the entire testing time.

Before the ÉpStan can be administered, the **test program must be saved as an app** on the home screen. This can be done in **two ways**: (1) Either the students save the test program themselves as an app on the home screen, or (2) the iPads are preconfigured by your school's IT staff using *Jamf School*.

(1) If students save the test program themselves as an app on the home screen before the test, please have them follow these steps: The students should start the test by opening the internet browser (e.g., Safari) and entering <https://cibt.epstan.lu> (without www) into the address bar. Then, they should tap the **share icon** (*"Envoyer vers . . .", "Teilen-Icon"*) in the upper right corner of the browser. Next, they should

click on **Add to Home Screen** (“Sur l’écran d’accueil”, “Zum Homebildschirm”) and confirm their selection by clicking **Add** (“Ajouter”, “Hinzufügen”). The icon will now be saved on the home screen and will be identifiable by the ÉpStan logo.



(2) If the iPads at your school are configured using *Jamf School*, please make sure that the option **Displays this Webclip as a fullscreen application** is selected.

Webclips Remove

Label

URL

Icon

☐ Display the icon with no added visual effects (precomposed)

Options ☐ Enable removal of this Webclip ☒ Displays this Webclip as a full screen application

remove webclip

Add new webclip

Important!

We strongly recommend not to skip this step. This configuration ensures maximum screen utilization and provides full functionality of the test platform.

6. For computerbased tests (only for S3/5^e classes): Reservation of computer labs and control of computers

Please reserve the computer labs before the test administration. All computers require internet access. The CGIE has added the entry *Épreuves Standardisées* under Programs in the Windows START menu, through which the test can be launched. Please check if this is the case. If not, the *Épreuves Standardisées* can also be started via an internet browser by entering **cbt.epstan.lu** (without www) into the address bar.

We recommend taking the test in full-screen mode (F11) to avoid distractions. In some schools, the use of a monitoring software to display student monitors on the teacher's monitor has proven to be helpful. If necessary, please discuss this feature with your school's IT staff.

7. Download and printing of the class lists and login sheets

To access and download the **class lists and corresponding login sheets**, please open the website **epstan-ttp.itrust.lu** (without www) in your browser. The ÉpStan-TTP-Manual (TTP stands for *Trusted Third Party*) is included in this document and will guide you step by step through the use of the portal.

Print the class lists and login sheets by the **24th of October 2025** at the latest. An individual login sheet with a personal login code **must be available for each student**. Provide the head teacher as well as the respective subject teachers (mathematics) of each class with **a copy of the class list**. They will need the list to identify the performance of individual students in the feedback reports provided at a later stage.

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 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**.

8. Notification of test administrator(s) and distribution of test materials

The test should always be supervised by **at least one member of the teaching staff**.

The test administrator receives **the following materials**:

- Manual for test administrators of the respective grade level
- Class list
- Login sheets for the students

Please distribute the manual with the test instructions to all test administrators by the **24th of October 2025** at the latest, so they can prepare for the test. If there are multiple test administrators who will take turns in supervising one class on the test day, please provide each of them with a copy of the instructions.

Please ensure that each test administrator is familiar with the internet activation and the Windows login procedure at your school before the testing. Distribute the respective instructions if necessary. Our experiences from previous years has showed that uncertainties in this matter often led to delays in starting the test.

9. Postprocessing of the class lists

If students were not listed on the class list and used one of the additional logins, they must be added to the class via the ÉpStan-TTP-portal (and to the *fichier élèves*). Otherwise, it will not be possible for the head and subject teachers to assign the results to their students. Please add the missing students by the **19th of December 2025** at the latest.

Thank you for your support!



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