



**EPREUVES
STANDARDISÉES**
PRETEST

ÉpStan 2023-2024

Administration of the *Épreuves Standardisées* – IPS

Pretest

P1 – English section

Please do not make **any copies** of this manual and return **all material** – this booklet is to be used exclusively within the *Épreuves Standardisées*.

Dear teachers,

Thank you for your support at this year's *Épreuves Standardisées (ÉpStan)*. Please note that the *Luxembourg Centre for Educational Testing (LUCET)* of the University of Luxembourg is organising the ÉpStan on behalf of the government; therefore the participation of your class is mandatory.

On the following pages of this document you will find some detailed explanations on how to administer the pretest. Please read this manual carefully. If you have any questions about the administration of the ÉpStan or about entering data that are not answered in this document, you can contact us via telephone (**46 66 44 9777**) or e-mail (**info@epstan.lu**).

Thank you again for your cooperation!

With best regards,

The ÉpStan Team, University of Luxembourg

Contact information

There are 2 different contact points for support, depending on the type of problem or the nature of the question. In order to ensure that you can be helped quickly, please first check which of the two phone numbers best suits your query:

For organizational questions:

46 66 44 9777
info@epstan.lu

At this number/email address you can reach someone who can help you with questions/problems regarding the organization of the ÉpStan, or who can give you information about the testing procedure (e.g., material not sufficient, requesting data carriers, etc.).

For technical questions:

46 66 44 4999

At this number you can reach a computer scientist who can help you if you have problems using the coding masks or playing the audio file:

- You see an error message on the screen:
Please write down or photograph the exact error message before calling.
- Coding masks do not work as described in the instructions or in the video:
Please check the name and version of the browser before calling.
- You see the wrong class when you log in to the coding masks:
Please have your IAM code and the code of your class ready before calling.

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1 Instructions for administration

1.1 Checklist

Please note the following when administering the ÉpStan pretest:

- One test day is set for the pretest. Please make sure to administer the pretest on the indicated date:

Date	Pretest	Test time
21.11.2023	Lëtzebuergesch Héiervestoen	35 minutes

- After concluding the pretest, enter the children's answers into the digital coding masks.
- Send all the pretest materials (test booklets, this manual) back to the University of Luxembourg by **7th of December, 2023** at the latest.

1.2 Background information

Since the 2022/2023 school year, the Luxembourg School Monitoring Programme *Épreuves Standardisées* (ÉpStan) will be gradually extended to the *International Public Schools* (IPS). In line with schools following the Luxembourgish curriculum, academic competencies of all students are assessed in grades P1/Stage 1, P3/Stage 3 and P5/Stage 5 in primary school, and in S1/7^e and S3/5^e in secondary school. While the competencies in mathematics are assessed in all participating grades since 2022/2023, the P1/Stage 1 classes of the International Public Schools will participate in the 2023/2024 school year for the first time in additional ÉpStan competency tests in the scope of a pretest. This pretest is used to evaluate tasks that have been validated in the student population of schools following the Luxembourgish curriculum in terms of content fit, format, and feasibility in the student population of the International Public Schools. In addition to the competency tests in the various domains, the participating grades levels furthermore complete the parent and student questionnaires.

The students' performance in the pretest is not included in the ÉpStan results and is also not reported back, considering that the pretest's focus is not the students' individual performance but the evaluation of the new tasks and their psychometric validation.

Please explain to the students that new tasks are tested in the pretest and that this test is not included in the results of the ÉpStan.

1.3 Pretest administration

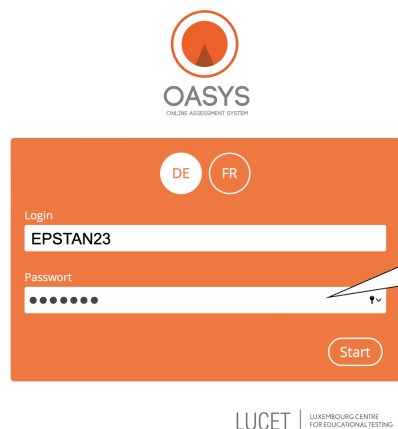
Detailed information on the preparation, the administration and the evaluation of the ÉpStan and on the returning of the material can be found in the teacher's manual „Administration of the Épreuves Standardisées - IPS - Main tests“.

In case you don't or no longer have this manual to hand, you can download it from www.epstan.lu.

You will need::

- The final **class list** (with student codes), which you have received from the ÉpStan coordinator.
- The **pretest booklets** including a return envelope (addressed to the University of Luxembourg).
- The language skills in the pretest are assessed by the means of an audio file. To play the **audio file** you need a computer or a tablet with an internet connection. The audio file is streamed via the LUCET test platform. You can access the audio file via the link cbt.epstan.lu. In order to do so, you need the login **EPSTAN23** and the following password:

Pretest	Password
Lëtzebuergesch Héiervestoen	*****



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

Login	EPSTAN23
Password	TEST1234

If you encounter difficulties to play the audio file or with the sound quality, you can alternatively request a data carrier. Please let us know as soon as possible via email (info@epstan.lu) or via our helpline (**46 66 44 97 77**).

The students need the following materials:

- two pencils (in case one breaks or no longer writes)
- 4 coloured pencils (red, yellow, blue and green)
- an eraser

1.3.1 General instructions

Please follow these steps:

1. Advise students not to start until they are asked to do so.
2. Distribute the test booklets: Please make sure that each student receives the test booklet that is assigned to them in the class list (same list as for the main tests). **The four-digit code on the test booklet must match the code assigned to the student's name in the class list!**
3. During the pretest, the students get their instructions from a test leader who was recorded on audio file. The test leader guides the students through the whole booklet. Please ask the students to listen carefully and to follow the instructions.
4. Students should work autonomously and thoroughly, not talk to each other nor copy from each other. Students should only turn the page when the test instructor invites them to do so. Once the audio file starts playing, there should be no more talking. Please do not stop the audio file early and please do not play certain parts more than once. Please follow the test specific instructions on page 9.
5. For the multiple choice exercises, please make sure to point out that there is **only one correct answer**.
6. Please do not give the students any kind of assistance during the test. Questions regarding content that would facilitate the solution of the task may not be answered. Please react as follows: „*This is exactly what you are supposed to figure out in this task/question.*“
7. Collect all the test booklets at the end of the test. Score the test booklets by using the digital coding masks (see p. 9).

1.3.2 Particularities „Lëtzebuergesch Héierverstoen“

The *language test* is intended to assess the students' linguistic abilities. We therefore ask you not to provide any (linguistic) assistance with comprehension questions, as this would distort the results. In case of comprehension questions, please point out the task instruction once again or reply that this is exactly the questions that should be answered by the students.

Unlike mathematics, the students receive their instructions in the language test from a test leader recorded on an audio file. The test leader guides the students through the language test booklet. Please distribute the test booklets and ask the class to not open them yet. Explain to the students that they should listen carefully and pay attention.

Take the additional test booklet, start the audio file and stand in front of your class. Accompany your class through the test instruction and example tasks, by turning the page when the test leader asks you to do so on the audio file. All explanations and tasks are recorded on the audio file. Please make sure that all students turn the pages correctly and that no one gets lost in the test booklet.

The students have time as long as the audio file is playing. Once the audio file is playing, no more talking should take place until the test is over. Please do not give the students any help in solving the tasks. Please do not stop the audio file early and do not play certain passages multiple times.

NOTE:

*In case you notice right at the first tasks that some students don't understand what they are supposed to do and/or do nothing at all, then please stop (pause) the audio file and repeat the question and answer format. Wait one moment and make sure that everyone has chosen an answer option. Continue your instruction: „**From now on, you will continue the test on your own. We can't stop the story again. Do what has been said after each story.**“*

1.4 Evaluation of the ÉpStan

The corrections of the test are done via digital coding masks.

The use of the coding masks is intuitive and explained in an instructions video in the application. **Please also note that we do not include coding/evaluation instructions, as the correct solutions are always shown in the digital coding masks.** A paper version of the coding guide to assist you during the coding can be downloaded from <https://coding.epstan.lu>.

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

<https://coding.epstan.lu>



The digital coding masks can be used on computers as well as on mobile devices. If you would like to add an additional teacher for coding, you can request this in the coding masks. Therefore, you need the complete name, the IAM code and the e-mail address of your colleague. If, contrary to expectations, you should have technical problems, then please contact the following (technical) helpline **46 66 44 49 99**.

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 matter. Mirror-inverted letters and/or numbers are also to be evaluated as correct in *P1*.
- **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 again.
- **A task is considered as not answered**, if the task has not been worked on at all.

2 What to do if . . . ?

Material is not sufficient: In this case, contact the ÉpStan coordinator of your primary school as early as possible. The ÉpStan coordinator can request additional codes from itrust. We will be automatically informed of any changes and send the additional material (for each additional code we send a complete set of tests and questionnaires).

Test material is not complete: Please contact the ÉpStan team as soon as possible (info@epstan.lu, **46 66 44 9777**) to reorder missing material! Do not use materials from other classes under any circumstances.

Student is ill/not present at the test: If possible, students who, for example, were unable to take the test due to illness should take the test on another date within the testing period under conditions that are as standardized as possible. This means that they take the test on their own in a quiet atmosphere and under supervision. If this is not possible, please enter the reason for non-participation in the digital coding masks.

I share my class with another teacher, but only I can see the class in the coding masks: Please request the addition of the other teacher in the coding masks. To that end, you will need the full name, IAM code and email address of your colleague.

I share my class with another teacher, but only they have access to the class in the coding masks: Ask your colleague to add you to the coding masks. To that end, they will need your name, IAM code and email address.

There is no or only a very poor internet connection in my class and the demo version of the audio file does not play or only plays haltingly: Please request a data carrier with the audio material at info@epstan.lu or at **46 66 44 9777**. Please do this at least 3 days before the test so that we can ensure that you receive the data carrier in time.

The audio streaming password does not work: Remember that each password is only unlocked from the prescribed test day onward. Please also note that the login and password are case sensitive.

*If you have any questions that are not answered here, please do not hesitate to contact us. You can contact us by e-mail info@epstan.lu or by telephone **46 66 44 9777**.*

Thank you for your support!



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DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de l'Éducation nationale,
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