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UNIVERSITY OF LUXEMBOURG
Luxembourg Centre for
Educational Testing (LUCET)



ÉpStan 2023-2024

Manual for ÉpStan coordinators – IPS
in secondary schools
S1/S3

Please do not make **any copies** of this manual and return **the entire material** to the University – this manual is only to be used within the framework of the *Épreuves Standardisées*.

Dear Coordinator,

First of all, we would like to thank you for supporting the organization of the ÉpStan at your school. On the following pages you will find all the information you need for the implementation. Please note that the *Luxembourg Centre for Educational Testing* (LUCET) of the University of Luxembourg conducts the ÉpStan on behalf of the government; therefore, participation is mandatory.

If you have any questions regarding the organization of the ÉpStan, please contact us via this telephone number ☎ **46 66 44 9777** or via e-mail ✉ **info@epstan.lu**.

Thank you again for your cooperation!

With best regards,

The ÉpStan team, University of Luxembourg

What do I need to do in advance for preparation and implementation?

The following is an overview of the steps required for preparation, which can also be used as a checklist. Details can be found further on in the manual.

- An online information session will take place on **3rd October 2023** from **3:00 to 4:30 pm** via Microsoft Teams (link: <http://www.edulink.lu/ituc>, Meeting ID: **350 214 416 338**, password: **pM5Sxf**). The information session should be attended by all ÉpStan coordinators, but is also open for teachers of S1/7^e and S3/5^e classes that would like to get further information on the stepwise extension of the ÉpStan in the *International Public Schools*. The presentation documents used during the information session can be downloaded from the **3rd October 2023** onwards via www.epstan.lu (Info > Specific information > International Public Schools > Download area).
- If you have requested printed material: Check the completeness of the test materials by the **18th of October, 2023** (see page 4)
- Register test dates for the S1/7^e and S3/5^e classes in the web form timetable.epstan.lu (no www) by the **20th of October, 2023** (see page 6)
- Reserve computer labs and if necessary tablets (for S1/7^e) (see page 6)
- Ensure that the student computers and, if applicable, the tablets are functioning properly (see page 6)
- Download the S1/7^e and S3/5^e class lists and login sheets at epstan-ttp.itrust.lu (no www) until the **27th of October, 2023** (see page 8 and the ÉpStan TTP Manual on page 10 in this document)
- Assign colleagues to supervise the tests/questionnaires and hand over test materials (instructions for test administrators, class lists and login sheets) by the **27th of October, 2023** (see page 8)

- Distribute information letters and class lists to subject teachers by the **27th of October, 2023** (see page 9)
- Add missing students in the TTP Portal by the **22th of December, 2023** (see page 9)

Verify completeness of test materials

If you have sent us an e-mail requesting the printed versions of the test materials for S1/7^e and S3/5^e, you will receive them via mail by the **14th of October, 2023**. At the moment of packing, we do not necessarily know if all S1/7^e classes are participating in the testing, you may thus receive the respective materials for all S1/7^e classes in your school. If an S1/7^e class is unable to participate, please destroy the materials. If you have not received any material by **14th of October, 2023**, please contact the university immediately via telephone on ☎ **46 66 44 9777**.

Please check the test materials for completeness as soon as you receive them and until the **18th of October, 2023** at the latest.

- ENVELOPE WITH S1/7^e TEST MATERIAL (**TESTING ON TABLET**): For each participating S1/7^e class, two test instructions (one for each potential test administrator) and two information letters for the subject teacher and the *régent(e)*.
- ENVELOPE WITH S3/5^e TESTING MATERIAL (**TESTING ON COMPUTER**): For each S3/5^e class, two test manuals (one for each potential test administrator) and two information letters for the subject teacher and the *régent(e)*.

If the digital versions of the manuals for test administrators that you have received via email with this manual are sufficient for your needs, please send them to the respective teachers/supervisors.

If there is anything missing or if a class name is not correct, please contact the ÉpStan team as soon as possible on ☎ **46 66 44 9777**. **Please do not correct any digital or printed material** without informing the university, otherwise the assignment of the results to the classes/students may fail.

Procedure and planning of the test

The ÉpStan can be conducted between the **6th of November and the 8th of December, 2023**. You will find detailed instructions on how to conduct the test in the test administrator manuals, which you will have received electronically together with this manual (instructions for S1/7^e and S3/5^e test

administrators). You can also find the test administration instructions in the download area of the respective class level at www.epstan.lu.

As part of the ÉpStan, students complete the following tests and questionnaires:

S1/7^e students: tablet-based test and questionnaire

Students in S1/7^e classes will complete the ÉpStan, which consists of a competency test in Mathematics and a questionnaire, in **half a morning**.

Sample schedule for one class:

	Duration	Time
Preparation (information about the ÉpStan, test instructions, logging in)	20 min.	e.g. 8:00-8:20
Competency test Mathematics	45 min.	e.g. 8:20-9:05
<i>Break</i>	10 min.	e.g. 9:05-9:15
Student questionnaire	20 min.	e.g. 9:15-9:35
Total	95 min.	

The test mornings can be freely chosen between the **27th of November and the 8th of December, 2023**. However, test dates from the 6th of November can also be selected in the timetable if, considering internal school organization, the time period at the end of November/beginning of December would not be feasible.

Note: S1/7^e classes can only take the test on a tablet. In addition to iPad-classes, S1/7^e classes that are not specifically designated as an iPad-class should also participate in the testing if your school has tablets available that can be used for the ÉpStan. If tablets are not yet available at your school, participation in the ÉpStan is not possible at this time, as they cannot be done on a computer.

S3/5^e students: Computerized test and questionnaire

Students in S3/5^e classes will complete the ÉpStan, consisting of a competency test in Mathematics and a questionnaire, in **half a morning**. The test and the questionnaire will be completed on the computer. The test days can be freely chosen between the **6th of November and the 8th of December, 2023**.

Sample schedule for one class:

	Duration	Time
Preparation (information about the ÉpStan, test instructions, logging in)	20 min.	e.g. 8:00-8:20
Competency test Mathematics	45 min.	e.g. 8:20-9:05
<i>Break</i>	10 min.	e.g. 9:05-9:15
Student questionnaire	20 min.	e.g. 9:15-9:35
Total	95 min.	

Enter test dates into the web form

Please enter your school's test dates into the web form. For this purpose open the internet page timetable.epstan.lu (no www). You will be redirected to the *portail d'authentification* of the MEN-JE/CGIE and you can log in using either your IAM or the LuxTrust certificate.

Please indicate when and where each of the S1/7^e and S3/5^e classes listed will participate in the tablet- or computer-based tests. If a class (S1/7^e or S3/5^e) is unable to participate in the achievement tests, please select the appropriate field on the web form.

Please complete the schedule no later than the **20th of October, 2023**. Your submissions will be sent automatically to the ÉpStan team at the University of Luxembourg. Should there be any subsequent changes in the schedule, you can easily register again and edit. Any changes will then be automatically reported to the ÉpStan team. We need your information in order to plan the testing period and, for example, to carry out any maintenance work that may be necessary on the servers outside of the scheduled test slots.

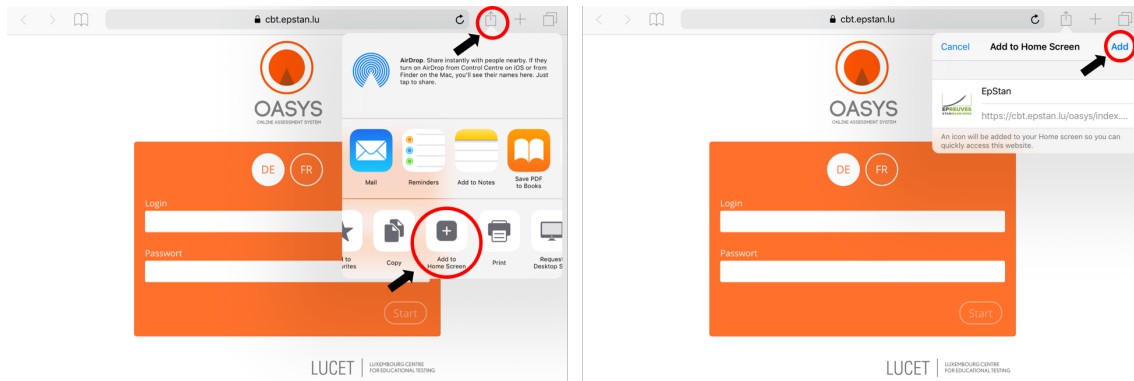
Due to the pandemic-related experiences of the last few years, the University will only send staff to the schools to assist with the testing if requested.

For S1/7^e classes: Reserving and controlling tablets

In case your school owns tablets that can be used by the S1/7^e classes which are not specifically designated as iPad classes, please reserve these tablets in advance for conducting the tests. All tablets require internet access and must be connected to the Internet throughout the entire testing period. All students must be provided with **their own fully charged tablet with internet access**.

Prior to running the ÉpStan, the test program must be saved as an app on the home screen. Two alternative scenarios are possible here: either the students save the testing program as an app to the home screen by themselves, or the iPads are set up beforehand by an IT administrator by using ZuluDesk.

If the students save the testing program as an app on the home screen prior to the testing, please have them proceed as follows: Students launch the test by opening the Internet browser (e.g., Safari) and type <https://cbt.epstan.lu> (without www) in the address bar. Then they tap on the „Share-Icon“ („Envoyer vers ...“, „Teilen-Icon“) in the upper right corner of the browser. Then they click on „Add to Home Screen“ („Sur l'écran d'accueil“, „Zum Homebildschirm“) and confirm the selection by clicking on „Add“ („Ajouter“, „Hinzufügen“). The icon is now added to the home screen and is represented by the ÉpStan logo.



If your school uses ZuluDesk to set up the iPads, 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

Important!

We strongly recommend not to skip this step. It is necessary to ensure maximum screen utilization and the full functionality of the test platform.

For S3/5^e classes: Book computer labs and check computers

Please book the computer labs in advance to conduct the tests. All computers require internet access. In the Windows-START-Menu, the CGIE may have added under *Programs* the entry *Épreuves Standardisées* which is used to launch the test. Please check if this is the case. If this is not the case, the *Épreuves Standardisées* can also be started via an internet browser. In this case, please enter cvt.epstan.lu (without www).

In some schools, the use of a monitoring software to have the student monitors displayed on the teacher monitor has proven helpful. If necessary, talk to the IT staff at your school about this feature.

Download and print class lists and log-in sheets

In order to generate and download the class lists and associated log-in sheets, please access the internet page epstan-ttp.itrust.lu (no www) in your browser. The ÉpStan-TTP manual (TTP stands for *Trusted Third Party*) is included in this document and will guide you through the ÉpStan TTP portal step by step.

In case you have any questions or problems with the ÉpStan-TTP portal, please contact *itrust consulting* on the following telephone number ☎ **20 88 23 62** or by email via ✉ epstan_ttp@itrust.lu.

Please print the class lists and all log-in sheets no later than the **27th of October, 2023**. There must be an individual log-in sheet with the personal log-in code for each student. Deliver a copy of the list to the *régent(e)* of a class and to the subject teacher (mathematics) of each class. The teachers will need the list to later match the performance to the individual students.

As a result of recurrent requests from schools and after consultation with the MENJE, the *régent(e)* of a class will also have access to the class feedback in order to facilitate the internal organization when distributing the feedbacks to students and parents.

Notify test administrators and distribute test materials

The test should always be monitored by at least one faculty member. The test administrator will receive three items:

- Manual for test administrators
- Class list
- Log-in sheets for each student

Please distribute these documents to all potential test administrators no later than the **27th of October, 2023**, so that they can supervise the students one after another on the day of the test. You will receive a copy for each potential test administrator.

Please make sure that each test administrator is familiar with the activation of the internet and the Windows log-on procedure in your school prior to the start of the test. For that, please distribute, for example, instruction guidelines with the steps you need to take to activate the internet and the Windows log-on procedure in your school well advanced in time. We have noticed in previous years

that in many schools the lack of clear instructions in this matter has led to delays in starting the test.

Distribute information letters and class list to *régent(e)s* and subject teachers

In the envelopes labelled „S1 test material“ as well as „S3 test material“ you will find short information sheets for the *régent(e)s* and subject teachers in mathematics whose classes are participating in the ÉpStan. Please distribute these information sheets by the **27th of October, 2023** to the respective colleagues. If you do not have a printed but only a digital version, please send them to targeted *régent(e)s* and subject teachers.

You also need to distribute a copy of the class list to the ***régent(e)s* and subject teacher(s)** (mathematics) of a participating class. They will need a copy of the class list to be able to identify the performance of individual students later in the reports.

Postprocessing of the class lists

Please register all the information regarding your students (also if some students were not mentioned on the class list and had to use one of the additional logins) in your TTP portal (and *fichier élèves*). Otherwise the matching of results to students is not possible for the *régent(e)s* and the subject teachers. Please register missing students by the **22th of December, 2023** at the latest.

Épreuves Standardisées ÉpStan

User's guide to coordinator access

General information

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Foreword

Within the framework of the Épreuves Standardisées (ÉpStan), itrust consulting has developed a web portal called ÉpStan TTP (for Trusted Third Party) which aims at anonymising student data (e.g. matricule) towards the University of Luxembourg, and test data towards the Ministry of National Education.

This guide describes the different functionalities that the portal will provide you with:

- A LuxTrust or OTP authentication allowing a high level of authentication to the portal;
- A homepage containing the list of classes under the responsibility of the connected coordinator;
- The possibility to download class lists, by class or by cycle;
- The possibility to add missing students to classes.

In order to improve your experience in using the portal, we invite you to send us any remarks concerning possible improvements or corrections that you would like to make.

If you have any questions, you can contact us by phone on 20 88 23 62, or use the email address epstan_ttp@itrust.lu.

We thank you in advance for your time and attention to this guide and the use of the portal.

Table of contents

1	Introduction	5
1.1	Context	5
1.2	Objectives	5
1.3	Document structure	5
1.4	References	5
2	Requirements and information	6
2.1	Requirements.....	6
2.2	URL.....	6
2.3	Remarks concerning Basic education	6
3	Authentication.....	7
3.1	Using a LuxTrust token.....	7
3.1.1	Special case: failed association with a coordinator account.....	9
3.2	Using the OTP connection.....	12
3.2.1	Registration	12
3.2.2	OTP connection	14
4	Home page	17
4.1	Interface.....	17
4.2	Actions on classes	18
4.3	Specific remarks on the Basic education	18
5	See the students in a class.....	19
5.1	Specific remarks on the Basic education	20
6	Downloading class lists	21
7	Adding and deleting a student in a class.....	22
7.1	Adding a student to a class.....	22
7.2	Deleting a student from a class	23

Liste des figures

Figure 1:	LuxTrust authentication - access	7
Figure 2:	LuxTrust authentication - device selection	8
Figure 3:	LuxTrust authentication - Token example.....	8
Figure 4:	LuxTrust authentication failure	9
Figure 5:	Redirection after failed association	10
Figure 6:	Information request form	11
Figure 7:	Validation or cancellation email from the association.....	12
Figure 8:	Email for the creation of an OTP account.....	13
Figure 9:	OTP account creation form	14
Figure 10:	OTP authentication - Enter your login and password	15
Figure 11:	OTP authentication - entering the OTP code	15
Figure 12:	OTP authentication - authentication error	16
Figure 13:	Home page of the web interface	17
Figure 14:	Actions on classes.....	18
Figure 15:	Basic education - highlighting change in a classroom.....	18
Figure 16:	Student Display – Basic education.....	19

Figure 17: Student Display - Secondary..... 19
Figure 18: Basic education - highlighting change in a classroom..... 20
Figure 19: Form to add a student to a class..... 22
Figure 20: The different warning messages for the add student form..... 23
Figure 21: Add Student Cancel Button – Basic education..... 23
Figure 22: Student Delete Button – Basic education..... 23
Figure 23: Add Cancel Student Button - Secondary..... 23
Figure 24: Student Delete Button - Secondary 23

1 Introduction

1.1 Context

The CGIE has mandated itrust consulting to implement an ÉpStan TTP application defined in a previous study [1].

1.2 Objectives

In the framework of the Épreuves Standardisées (ÉpStan), itrust has developed a web portal called ÉpStan TTP (for Trusted Third Party) which aims at anonymising student data (e.g. matricule) vis-à-vis the University of Luxembourg, and test data vis-à-vis the Ministry of National Education.

This document is intended for coordinators using the portal.

1.3 Document structure

The structure of the document is as follows:

- Chapter 2 presents the technical requirements for optimal use of the TTP interface;
- Chapter 3 explains how to authenticate;
- Chapter 4 describes the home page and the different actions that can be taken;
- Chapter 5 describes the interface for viewing the list of students in a class;
- Chapter 6 shows how to download class lists and login sheets;
- Chapter 7 describes how to add a missing student to a class and how to undo the move in case of an error.

1.4 References

- [1] RAP_004_Specifications_V1.0.pdf, Specification of data pseudonymisation based on a Trusted Third Party

2 Requirements and information

2.1 Requirements

The TTP web portal has been validated for the following web browser versions:

- Mozilla Firefox 57 and later;
- Internet Explorer 11.0.85 and later;
- Microsoft Edge 42 and later;
- Google Chrome 68 and later.

2.2 URL

The web address to access the TTP web portal is:

<https://epstan-ttp.itrust.lu>

2.3 Remarks concerning Basic education

For the Basic education, two access phases will be set up. Unlike the second phase, the first will not allow the addition of students to a class. Teachers will have to make these changes in the SCOLARIA application, and these will be applied on the TTP portal the following day.

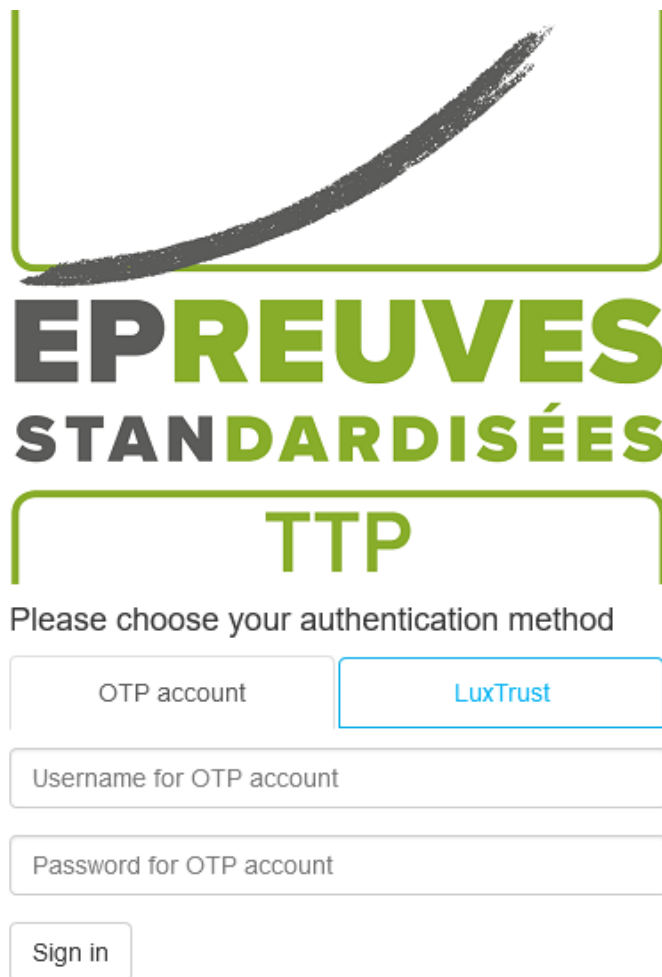
3 Authentication

There are two ways of authenticating to the portal:

- Using a LuxTrust token: this is the default authentication mode;
- Use of an OTP (One-time password): this mode can be activated on your request if you do not have a LuxTrust token (e.g. not functional).

3.1 Using a LuxTrust token

Click on the blue use 'LuxTrust' button (see Figure 1):



ÉPREUVES
STANDARDISÉES

TTP

Please choose your authentication method

OTP account **LuxTrust**

Username for OTP account

Password for OTP account

Sign in

[ÉpStan TTP video presentation \(less than 10 minutes, FR\)](#)

Figure 1: LuxTrust authentication - access

Choose the LuxTrust device you want to use (Figure 2: LuxTrust authentication - device selection):

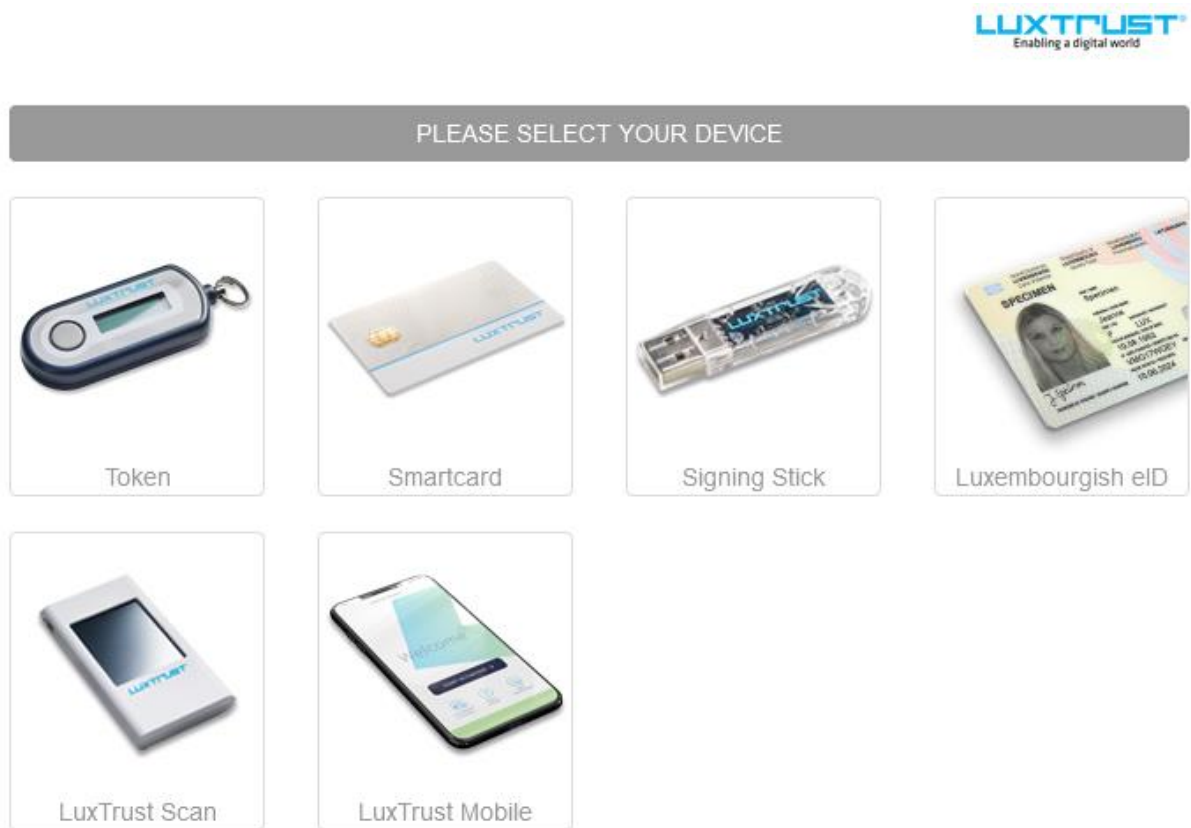


Figure 2: LuxTrust authentication - device selection

Fill in your LuxTrust login details and click on 'Authenticate'. If your authentication is successful, you will be redirected to your TTP account (see Chapter 4). If not, you will be redirected to the login page (see Figure 4: LuxTrust authentication failure).

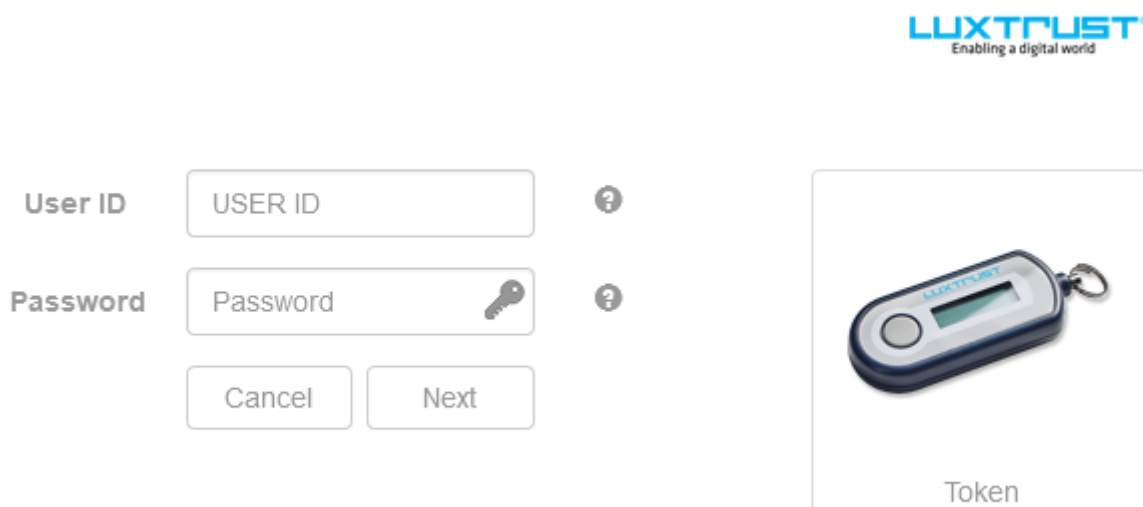
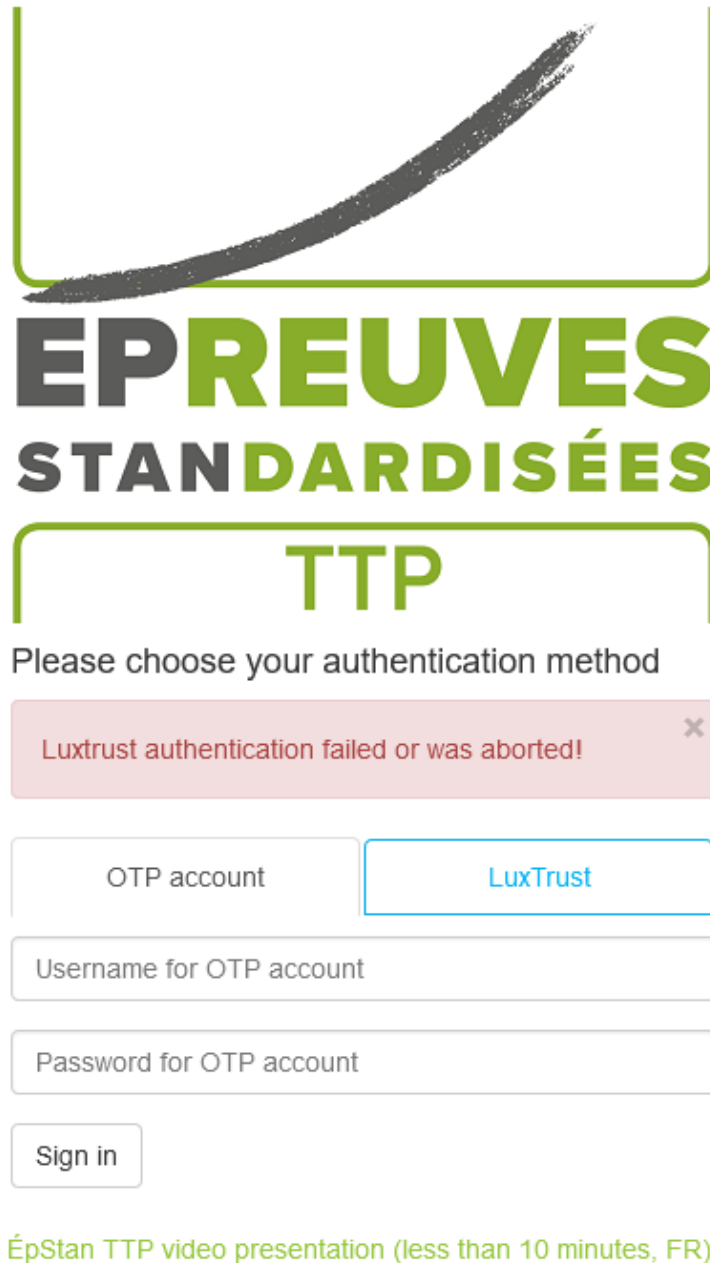


Figure 3: LuxTrust authentication - Token example



The screenshot shows the ÉpStan TTP portal interface. At the top, there is a header with the text "EPREUVES STANDARDISÉES" and "TTP" in large, bold, green letters. Below this, a message reads "Please choose your authentication method". A red error message box displays "Luxtrust authentication failed or was aborted!". Below the error message, there are two buttons: "OTP account" and "LuxTrust". The "LuxTrust" button is highlighted with a blue border. Below the buttons, there are two input fields: "Username for OTP account" and "Password for OTP account". At the bottom, there is a "Sign in" button. A green link at the bottom of the screenshot reads "ÉpStan TTP video presentation (less than 10 minutes, FR)".

Figure 4: LuxTrust authentication failure

3.1.1 Special case: failed association with a coordinator account

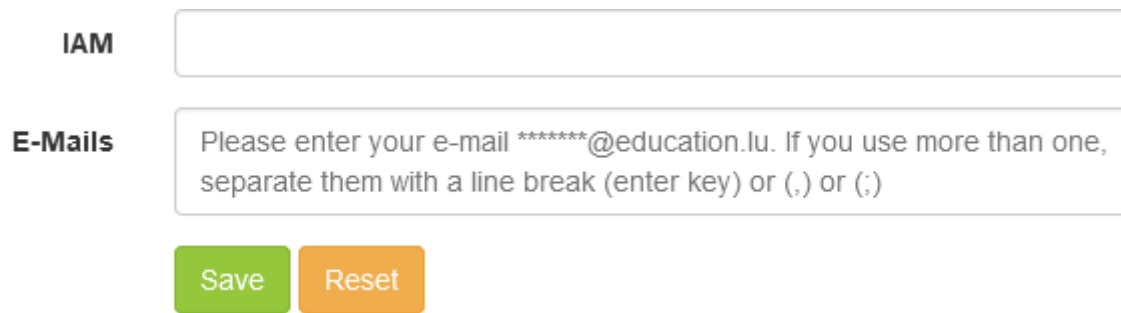
Even after successful LuxTrust authentication, the portal may not be able to link you to one of the coordinator accounts in its database: in this case, you are redirected to the 'identity verification' page. On this page you will be able to enter additional information (e.g. AMI, email) which the ÉpStan TTP portal will use to try to find a link to a coordinator account in its database (see Figure 5: Redirection after failed association).

Who are you?

- I am a teacher.
- I am a coordinator.
- I am neither of them, I got lost!

Figure 5: Redirection after failed association

Once you have clicked on the 'I am a coordinator' link, you will be asked to fill in an AMI and one or more e-mails (see Figure 6: Information request form).



The form consists of two input fields. The first field is labeled 'IAM' and is empty. The second field is labeled 'E-Mails' and contains the text: 'Please enter your e-mail *****@education.lu. If you use more than one, separate them with a line break (enter key) or (,) or (;)'. Below the input fields are two buttons: a green 'Save' button and an orange 'Reset' button.

Figure 6: Information request form

The ÉpStan TTP portal will then check that the AMI or at least one of the emails entered is present in its database:

- If the portal is able to associate you with a coordinator account, an email (see Figure 7) summarising the association information with two links is sent to the email address of the corresponding coordinator account:
 - The first link allows you to finalise the association of your token with the found coordinator account. After opening this link, you will be able to authenticate yourself and access your coordinator account on the ÉpStan TTP portal;
 - The second link allows you to cancel the association of your token: **if a third party tries to illegitimately link to your coordinator space, it is important to click on this link so that our support is alerted to a possible attack.**
- If the system is unable to associate you with a coordinator account, an information email is sent back to the LuxTrust token address you used. You will then need to contact our support team for assistance with your connection.

ÉpStan TTP Portal: Linking a Luxtrust token

Dear [REDACTED],

We have received a request to link a Luxtrust token to your ÉpStan TTP portal account. For security reasons, we invite you to carefully check the information below from this token.

Lastname: [REDACTED]

Firstname: [REDACTED]

Email: [REDACTED]@itrust.lu

Certificat SN: [REDACTED]

IP address: [REDACTED]

Request received on: Thursday, September 15, 2022, 4:45:14 PM

If you are the originator of this request, you can follow the link below to complete the process:

<http://localhost:8080/epstan/Accept-link-token-a9fdc380-dd8d-4dfd-99d0-bc12e0334520-8ab40252ed50433339956ac5951a5b4679ff9e5da966cdf4488c29960ff6fcdf>.

Otherwise, please follow the following link to cancel the request: <http://localhost:8080/epstan/Reject-link-token-a9fdc380-dd8d-4dfd-99d0-bc12e0334520-8ab40252ed50433339956ac5951a5b4679ff9e5da966cdf4488c29960ff6fcdf>.

Best regards,

ÉpStan TTP team

If you have any questions or remarks concerning the use of the ÉpStan TTP portal, you can contact us by using one of these means:

Tel. : [20 88 23 62](tel:20882362)

Email : epstan_ttp@itrust.lu

This message has been generated automatically, please do not reply.

Figure 7: Validation or cancellation email from the association

3.2 Using the OTP connection

3.2.1 Registration

To benefit from the OTP connection (e.g. if you do not have a LuxTrust token), you must first contact our support team to request an OTP account. You will then receive an email (see Figure 9: OTP account creation form) containing a link that will allow you to create an account.

Portail ÉpStan TTP : création d'un compte OTP

Bonjour Nedra Steinbrook,

Vous venez de nous contacter pour la création d'un compte OTP car vous ne pouvez pas utiliser un token LuxTrust pour votre authentification au portail ÉpStan TTP.

Voici le lien pour créer un compte <http://localhost:8080/epstan/Signup/token-bde549d0-ae6b-461c-9f5b-0ce3b86ec3c9-91f95962a7e6e0fb3f81d0fc83c49a94fcd48bb81a83ad9640cad44a9698454e>, ce lien est valable jusqu'au jeudi 20 septembre 2018 à 11:13:00

Si vous n'êtes pas à l'origine de cette demande, merci de nous contacter (voir le pied de page de cet email pour les informations de contact).

Cordialement
L'équipe ÉpStan TTP

Pour toutes questions ou remarques concernant l'utilisation du portail ÉpStan TTP, vous pouvez nous contacter en utilisant un de ces moyens :

Téléphone : **20 88 23 62**
Courriel : epstan_ttp@itrust.lu

Ce message a été généré automatiquement, veuillez ne pas y répondre.

Figure 8: Email for the creation of an OTP account

Clicking on the link in the email will open a form in your web browser, where you have to create a password. Note that your username will be the email address that appears in this OTP account creation form. When your password is set, you can click on the 'Save' button.



Sign up

Authentication information

Username

Password

Repeat password

Personal information

First name

Last name

Email address

Save

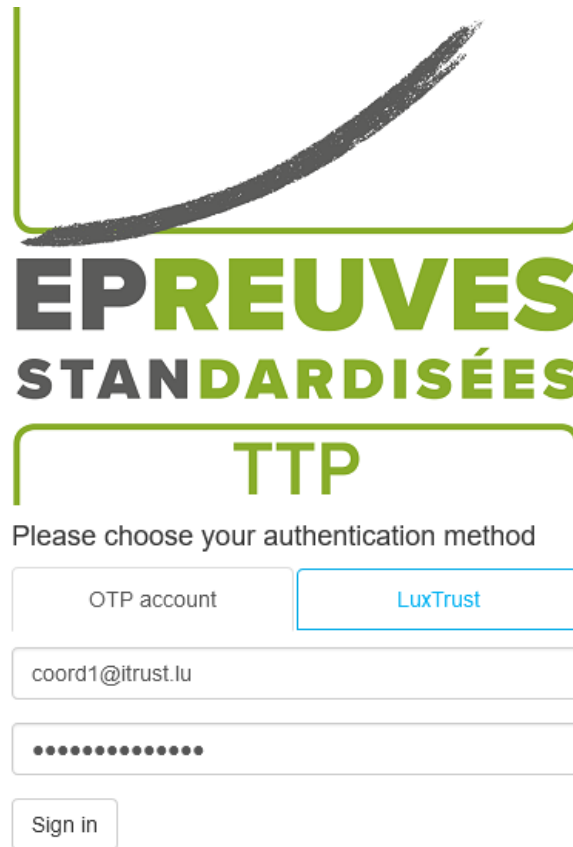
Login page

Figure 9: OTP account creation form

Once your account is created, you can authenticate using your OTP account (see 3.2.2).

3.2.2 OTP connection

To connect, use your login and password created in the form on the authentication page.



[ÉpStan TTP video presentation \(less than 10 minutes, FR\)](#)

Figure 10: OTP authentication - Enter your login and password

You will then receive an OTP code by e-mail which you must enter in the form that appears (see Figure 11). Then click on 'Log in'. If your authentication is successful, you will be redirected to your TTP account (see Chapter 4). If not, you will be redirected to the login page (Figure 4).

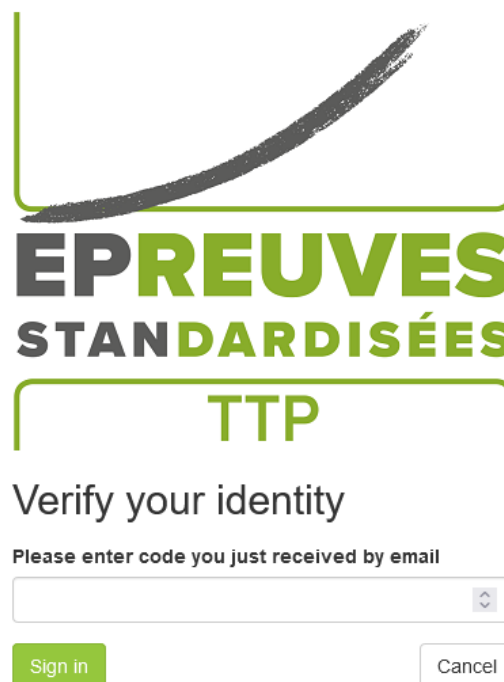


Figure 11: OTP authentication - entering the OTP code



EPREUVES STANDARDISÉES

TTP

Please choose your authentication method

Your account is locked until 13:49:12. An unlock link
has been emailed to you. ×

OTP account

LuxTrust

Username for OTP account

Password for OTP account

Sign in

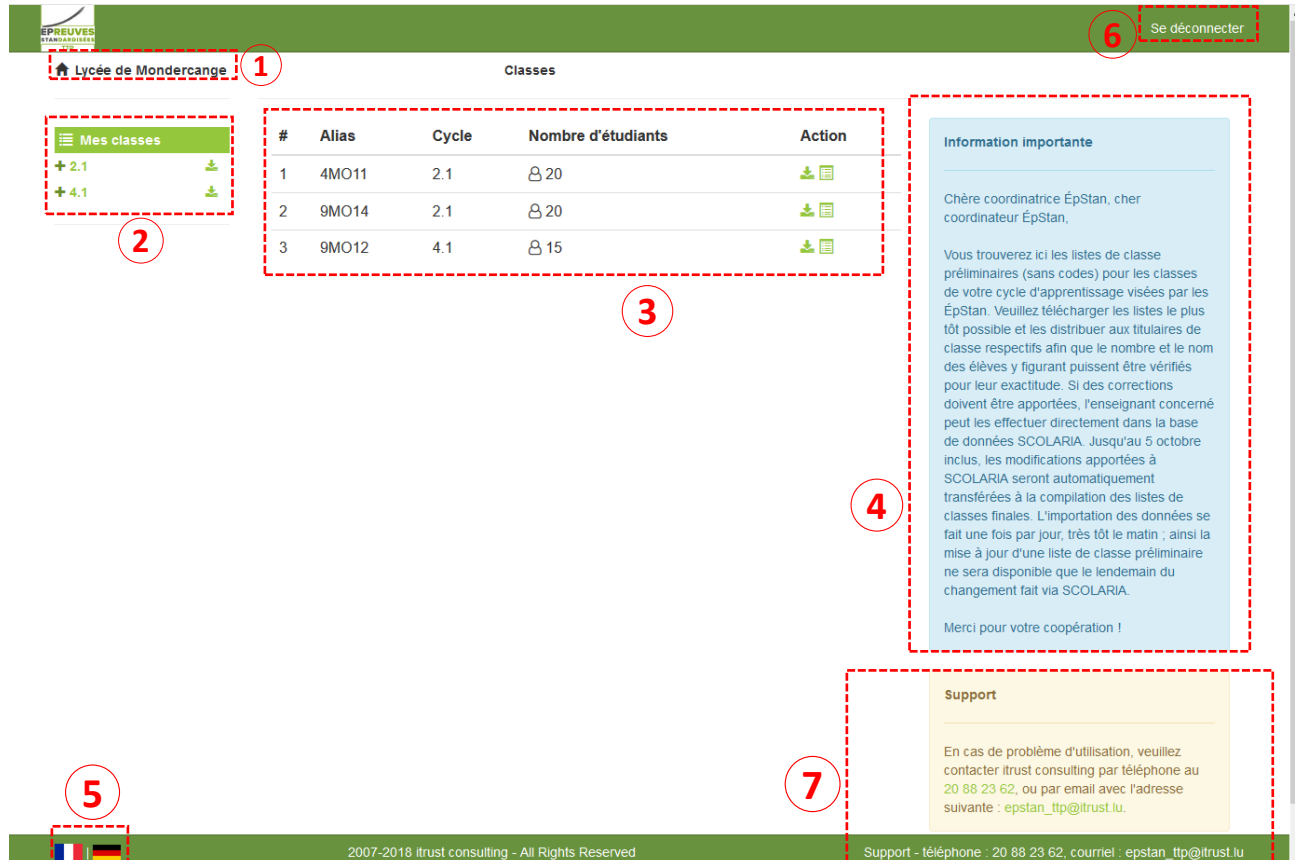
[ÉpStan TTP video presentation \(less than 10 minutes, FR\)](#)

Figure 12: OTP authentication - authentication error

4 Home page

4.1 Interface

When the authentication is successful, you are redirected to the home page. This contains a list of the classes for which you are responsible (Figure 13).



The screenshot shows the home page of the web interface. It features a green header with the 'ÉPREUVES STANDARDISÉES' logo and a 'Se déconnecter' button (6). Below the header, the school name 'Lycée de Mondercange' (1) is displayed. A 'Mes classes' sidebar (2) lists two classes: '2.1' and '4.1'. The main content area (3) contains a table of classes with columns for '#', 'Alias', 'Cycle', 'Nombre d'étudiants', and 'Action'. The table lists three classes: 4MO11 (Cycle 2.1, 20 students), 9MO14 (Cycle 2.1, 20 students), and 9MO12 (Cycle 4.1, 15 students). To the right, an 'Information importante' section (4) provides instructions for downloading class lists and mentions the SCOLARIA system. A 'Support' section (7) at the bottom right offers contact information for technical issues. At the bottom left, there is a language changer (5) with flags for French and German. The footer (5) includes the copyright notice '2007-2018 itrust consulting - All Rights Reserved' and support contact details: 'Support - téléphone : 20 88 23 62, courriel : epstan_ttp@itrust.lu'.

#	Alias	Cycle	Nombre d'étudiants	Action
1	4MO11	2.1	20	[Download icon]
2	9MO14	2.1	20	[Download icon]
3	9MO12	4.1	15	[Download icon]

Figure 13: Home page of the web interface

As shown in the previous figure, the following information is available on the homepage:

1. The name of your school ;
2. The list of your classes;
3. Details of each class;
4. **Only for the Basic:** specific instructions from LUCET concerning the class lists;
5. A language changer to switch between French and German (bottom left of the page);
6. The logout button (top right of the page);
7. Contact information for technical support in case of problems.

4.2 Actions on classes








#	Alias	Cycle	Nombre d'étudiants	Action
1	4MO11	2.1	20	  
2	9MO14	2.1	20	  
3	9MO12	4.1	15	  

Figure 14: Actions on classes

The figure above shows the details available for the classes, with a list of action buttons:

-  See students in a class (see Chapter 5);
-  Download the class list (see Chapter 6);
-  Add a student to the class (see Chapter 7).

4.3 Specific remarks on the Basic education

For Basic education, the first phase will not allow the addition of students, as the changes must be applied in SCOLARIA. These will be applied on the portal the following day. Any changes in your classes will be highlighted in the Number of students column (Figure 15).

#	Alias	Cycle	Nombre d'étudiants	Action
1	4MO11	2.1	18 	 
2	9MO16	4.1	16 	 

Figure 15: Basic education - highlighting change in a classroom.

5 See the students in a class

Clicking on the action list icon of a class displays the list of students in the class. The following figure shows the information (Number, First name, Surname, and login/assigned code) that is displayed for the students.

↑ Lycée de Mondercange

Mes classes

- 2.1
 - 4MO11
 - 9MO14
- + 4.1

Étudiants

L'ordre des numéros dans la première colonne est intentionnellement aléatoire.

Télécharger la liste de classe + Ajouter un étudiant

Code	Nom	Prénom	Matricule	Action
0010	Augenstein	Misha	2000122759769	
0014	Clemmer	Kaci	2004103041927	
0005	Colchado	Pamela	2003121550981	
0006	Cuadra	Erika	2000101520585	
0003	Gauntlett	Holli	2003102636644	
0011	Grush	Thalia	2002122352912	
0012	Hernon	Ladawn	2005101392772	
0009	Irving	Isabella	2003112410556	
0020	Isham	Julene	2001121997389	
0017	Lacatena	Dian	2003112019971	
0001	Michals	Mila	2000101873561	
0016	Oyuela	Voncile	2005111183280	
0004	Rawlins	Kassandra	2005111635696	
0008	Raye	Vanda	2001112912G7A	
0013	Reinders	Theola	2005112115087	
0015	Schiltz	Long	199910149454S	

Figure 16: Student Display – Basic education

↑ Lycée de Garnich

Mes classes

- 7e
 - 7MO12
 - 7MO14
- + 5e

Étudiants

L'ordre des numéros dans la première colonne est intentionnellement aléatoire.

Télécharger les feuilles de login + Ajouter un étudiant

Result code	Login	Nom	Prénom	Matricule	Action
4	8a7f2	Aquilino	Vonda	2004111331G7G	
1	cgb4d	Bacigalupi	Thaddeus	2001102570139	
15	16aeg	Boddy	Shani	2002102452325	
5	kgj3k	Bratsch	Lorelei	2000101831487	
18	23984	Dowty	Magan	2004101499034	
10	8h981	Frans	Yasmin	2003102980805	
7	1ii2j	Gerkin	Jefferey	2002111328202	
17	1fg54	Kilburn	Lyndsey	2004111237885	
2	dg5h9	Lan	Sarai	2001101964535	
6	da256	Nascimento	Martha	1999111185331	
8	31jd1	Panny	Arnetta	2002101465153	
9	f2i9h	Petrocco	Emmett	1999101021463	
19	ffkfh	Rafey	Alesha	2003122191769	
11	cd0b9	Razze	Goldie	1999122660674	
16	ij4hb	Senethavilouk	Michel	1999121751742	



Support

En cas de problème d'utilisation, veuillez contacter Itrust consulting par téléphone au 20 88 23 62, ou par email avec l'adresse suivante : epstan_ttp@itrust.lu.

2007-2018 itrust consulting - All Rights Reserved Support - téléphone : 20 88 23 62, courriel : epstan_ttp@itrust.lu

Figure 17: Student Display - Secondary



On this page, the possible actions are:

-  Download the class list (see Chapter 6);
-  Add a student to the class (see Chapter 7).

5.1 Specific remarks on the Basic education

For the Basic education, in the first phase the class table will highlight the additions and deletions of students as shown in Figure 18.)

L'ordre des numéros dans la première colonne est intentionnellement aléatoire.

 Télécharger la liste de classe  Ajouter un étudiant (disponible à partir du 14 septembre)

Nom	Prénom	Matricule	Mise à jour
Reinders	Theola	2005112115087	29 août 2018
Schiltz	Long	199910149454S	29 août 2018
Clemmer	Kaci	2004103041927	29 août 2018
Augenstein	Misha	2000122759769	
Clemmer	Robert	2004113041927	29 août 2018
Colchado	Pamela	2003121550981	
Cuadra	Erika	2000101520585	
Gauntlett	Holli	2003102636644	
Grush	Thalia	2002122352912	
Hernon	Ladawn	2005101392772	
Irvin	Isabella	2003112410556	

Figure 18: Basic education - highlighting change in a classroom.

6 Downloading class lists


The left-hand menu contains the tree structure of the cycles/classes of your school, classified by cycle.


For the Basic education, the cycles are the following:

- 2.1;
- 3.1;
- 4.1.

For secondary schools, the classes are as follows:

- 7e;
- 5e.

By clicking on an icon  corresponding to a cycle, you download the PDF containing all the class lists of the cycle.

At the tree level, you can open a cycle by using the  button, the class lists of the cycle appear. They also have an associated download button. Clicking on this button downloads the PDF of the associated class list.

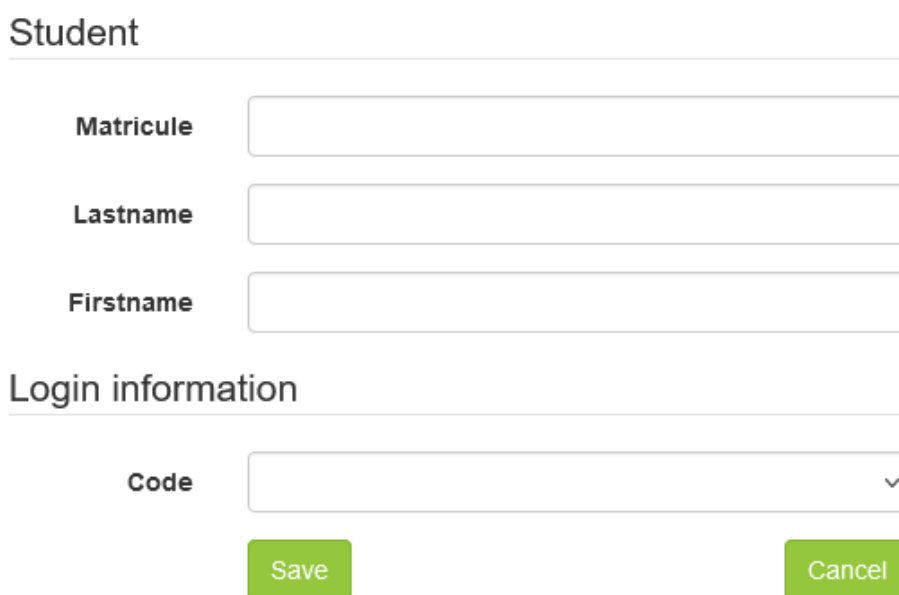
Note that for Secondary, a class list also contains the login sheets to be distributed to students.

7 Adding and deleting a student in a class

7.1 Adding a student to a class

Clicking on the action list icon **+** of a class displays a form for adding a new student to the class. The following figure shows the information needed to add a student:

- His/her matricule;
- His/her Surname and First name;
- The login/code given during the tests.



Student

Matricule

Lastname

Firstname

Login information

Code

Save Cancel

Figure 19: Form to add a student to a class

When you have provided the required information, click on the save button. If incorrect information is provided, a warning message is displayed on the form. The following figure shows the messages that can be displayed for the different fields on the form.

If the added student is already in the TTP database, when you provide the student number, the fields Surname, and First name will be automatically filled in by the web interface.

If you are a coordinator for the Basic education, you can only add and assign a login to one student. From the second student added, the login will be determined by the system. LUCET will be informed and will send you the paper test materials for the student concerned.

Student

Matricule

Matricule should be 13 digits

Lastname

Firstname

Login information

Code

Save

Cancel

Figure 20: The different warning messages for the add student form.

7.2 Deleting a student from a class

When a student has been added to a class by mistake, you can undo the addition using either the red undo add button (see Figure 21 and Figure 23) or the red delete student button (see Figure 22 and Figure 24).

The undo add button is present if the student already existed in the database when the class was added: in this case the student will be returned to their previous class (which may be in another school). The delete button is present if the student did not exist in the database when the class was added.

0017	Augenstein	Misha	2000122759769	
------	------------	-------	---------------	---

Figure 21: Add Student Cancel Button – Basic education

0018	Bastian	Marie	2013033234333	
------	---------	-------	---------------	---

Figure 22: Student Delete Button – Basic education

3	1999050915008	Bauer	Lex	csd7k	
---	---------------	-------	-----	-------	---

Figure 23: Add Cancel Student Button - Secondary

1	1999050915009	Baltar	Jacques	csd7k	
---	---------------	--------	---------	-------	---

Figure 24: Student Delete Button - Secondary

Thank you for your support!



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