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UNIVERSITY OF LUXEMBOURG  
Luxembourg Centre for  
Educational Testing (LUCET)



ÉpStan 2023-2024

**Manual for test administrators – IPS**  
**Administration of the Épreuves Standardisées**  
**in secondary schools**  
**S3 – English section**

Please **do not make any copies** of this manual and use **the entire content exclusively** within the context of the *Épreuves Standardisées*.

Dear test administrator,

Thank you very much for your help with the *Épreuves Standardisées (ÉpStan)*.

All S3/5<sup>e</sup> students participate in the computer-based test. You have been informed by the ÉpStan coordinator of your school about when and where you will be assigned as a 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 conducts the ÉpStan on behalf of the government. Therefore, your participation is mandatory.

On the following pages of this manual, you will find precise explanations on how to participate in the test and the questionnaire. Please read this manual thoroughly. If there are any questions regarding the administration of the ÉpStan or the data compilation that are not answered in this document, please contact us at the following phone number ☎ **46 66 44 9777** or at the following e-mail address at ✉ **[info@epstan.lu](mailto: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](mailto: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:

- A student has changed school.
- A student is visually impaired and has the right to more time for tests.

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 test platform:

- You see an error message on the screen:  
Please write down or photograph the exact error message before calling.
- You are having problems connecting to the test platform or logging in.
- You have functional problems with the test platform.
- A class from an *International Public School* has received German and French tests (instead of mathematics).
- You have been given the wrong passwords.

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# 1 Before the test

## 1.1 Necessary documents

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

- Class list** (with names, first names, matricules and student logins). Please return this document to the coordinator. They will hand out a copy to the respective régent(e) and subject teacher, so that they can correctly assign the individual student results when reporting the results.
- Log-in sheets** (one copy per student)
- This manual

You will also need to be familiar with the procedures for accessing the internet at your school and how the students have to log on to Windows.

## 1.2 Test software

In order to familiarize yourself with the launch and use of the test software in advance, please proceed as follows:

1. If you use a prepared computer in a computer lab of your school, proceed as follows: Click on the Windows START menu → Programs → Épreuves Standardisées. Alternatively, you can start with the test e.g. on a private computer using any internet browser (e.g. Firefox) via <https://cbt.epstan.lu> (without www).
2. Enter **epstandemo** for both, the Login field and the password field. Do not use one of the student logins, otherwise it will be inactive during the test and the student will not be able to participate!
3. Start the demo version by clicking Start (or *Démarrer*).

## 2 Test procedure

### Important!

**Requirement:** Internet access must be activated. Each student must have their own computer connected to the internet.

In addition, students will need paper and a pen for the mathematics test. A calculator or any other supporting material is not allowed. Please make sure the board is blank before the test.

Due to the pandemic-related experiences of the last few years, the University will only send staff to assist with the tests at this year's ÉpStan if you expressly request it.

If you have questions regarding the ÉpStan tests, please do not hesitate to contact us via email ✉ [info@epstan.lu](mailto:info@epstan.lu) or via phone for organizational questions on ☎ 46 66 44 97 77 and for technical questions on ☎ 46 66 44 49 99.

### 2.1 Background information on the ÉpStan

First explain to the class what will happen on the day of testing and what purpose the ÉpStan serve. The following text can help you with this:

Since the 2022/2023 school year, the Luxembourg School Monitoring Programme *Épreuves Standardisées* (ÉpStan) is gradually being 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<sup>e</sup> and S3/5<sup>e</sup> in secondary school. In addition to the competency tests, the participating grades levels furthermore complete a student questionnaire.

The results allow the Ministry of Education to see how students' performance develops over the years. The mathematics test takes exactly 45 minutes to complete. Following the test, there is a short break, after which a questionnaire will be applied. Please work as well and accurately as you can.

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

During the test, leaving the test site and browsing other websites is not allowed. The use of any auxiliary tools, such as rulers or calculators, is not permitted. For the mathematics test, we recommend the use of a pen and paper for secondary or intermediate calculations.

## 2.2 Distribution of log-in sheets

Each student will receive a sheet with their personal login information. **Please make sure that each student receives the sheet with their name and their own login for the entire test.**

## 2.3 Test procedure (example)

Since 2022, students in S3/5<sup>e</sup> classes have been completing the ÉpStan, which consists of a competency test in mathematics and a questionnaire, over the course of half a morning.

Example schedule for a class:

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

## 2.4 Windows Log-in

Students sign in on their computer. To find out how to do this at your school, please contact the ÉpStan coordinator or the colleague responsible for managing school computers in advance of the test. It is important that they do not use the ÉpStan login, as this is not a valid option.

## 2.5 Starting the test program

Students start the test by typing in the internet browser (see info box below) the address <https://cbt.epstan.lu> (without www).

**Important!**

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

## 2.6 Insert login/password

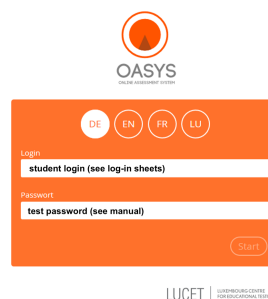
Students enter their personal login in the login window. The personal login can be found on the log-in sheet that each student received at the beginning of the test.

The test and the questionnaire are protected by two different passwords (see table below) which are valid for ALL students.

	Test part	required passwords
1. Password	Competency test mathematics	*****
2. Password	Student questionnaire	*****

Please write only the password for the test on the board. Thus, at the beginning of the mathematics test, \*\*\*\*\* must be written on the board. All students use this password together with their own personal login. By clicking on START (or *Démarrer*) the students will get to the test. Please ask students to press the „F11“ key on the keyboard. This will switch the window to full screen for a better view.

During the break and before the questionnaire, please erase the password from the board and write the second password \*\*\*\*\* instead.



## 2.7 Test administration

The students first work on the mathematics test. They have 45 minutes to complete it. The remaining time is displayed on the screen. All explanations necessary for the students are also displayed on the screen at the beginning of the test. Please do not provide any help on questions regarding the content of the test. If a student asks a question about the content, please answer this question with: „*Read the task again carefully*“.



Except for a pen and paper for the mathematics test, no auxiliary materials are allowed (calculators, rulers, etc.).

**Please make sure that during the test, students do not copy from each other, browse other web pages, or log out of the test interface.**

## 2.8 Finish tests

The mathematics test ends automatically after 45 minutes. It may not be interrupted before. The test is followed by a break (see schedule on page 7). Then students have to log in to the questionnaire with their student login and the respective password for the questionnaire.

## 2.9 Exit program

At the end of the questionnaire, press F11 again and then close the browser. Alternatively, the program can also be ended by pressing ALT+F4.

## 2.10 Windows-Logout

Students log out of Windows and turn off the computer if necessary.

## 3 What to do if ...?

### 3.1 Preparation and implementation of the ÉpStan

**Timeframe?** For the ÉpStan 2023-2024 the testing period is scheduled between the 6<sup>th</sup> of November and the 8<sup>th</sup> of December, 2023. For the coordination on site an ÉpStan coordinator has been designated for each secondary school. This coordinator will set up the schedule with the individual test date per class (and, if necessary, per language section). To obtain the exact test day for your class, please contact your ÉpStan coordinator.

**Duration?** There is one competency test of 45 minutes. The student questionnaire takes about 20 minutes. In summary, the whole assessment requires approximately half a morning per class.

**Participation in the ÉpStan - the rule?** Participation in the ÉpStan, i.e. the test and questionnaire, is compulsory for all students.

**Participation in the ÉpStan - particular cases?** Regarding students with visual impairments, we ask the teaching staff to contact us and provide us with the personal login (**not the name!**) (✉ [info@epstan.lu](mailto:info@epstan.lu) or ☎ 46 66 44 97 77). In this case, we can provide additional time to complete the tasks.

**Required material?** For the implementation you need the class list as well as the sheets with the student log-ins. You should obtain these documents from the ÉpStan coordinator at your school prior to the test. Furthermore, in order to administer the test and the student questionnaire, you will need the passwords (see page 8), which you will find in this test administration manual.

**Test on tablet/iPad?** In the S3/5<sup>e</sup>, testing on the tablet/iPad is not allowed at the moment. The results of the competency tests depend on the method of processing. So, switching between tablet and computer can bias the results.

**Auxiliary tools in mathematics?** Calculators, rulers, protractors, or other tools are not permitted when working on the tasks. It is strongly recommended that students have a pen and paper at their disposal to write down arithmetic steps or secondary calculations.

## 3.2 Possible problems during preparation/implementation of the ÉpStan

**Class list not available at the beginning of the test:** Please contact the ÉpStan-coordinator. If you are about to start the test, you can take it without the class list. Distribute the sheets with the student logins based on the names on the sheets.

**Student names are missing on the class list:** At the end of the class list you will find enough extra student logins you may use. Enter the name of the student(s) next to one of these additional student logins and immediately forward the completed class list to the ÉpStan coordinator. The ÉpStan coordinator should, in turn, enter the changes in the itrust portal.

**There are no student names on my student login sheets:** Please contact the ÉpStan coordinator at your school. They will have to reprint the class list and the sheets with the student logins with names.

**Student is ill/not present at the day of the test:** If possible, students who could not take the test, e.g. due to illness, should take it within the test period and under conditions that are as standardized as possible. This means that the student could for example take the test on a different day in a different class. However, please make sure that the child uses the student login of your class list.

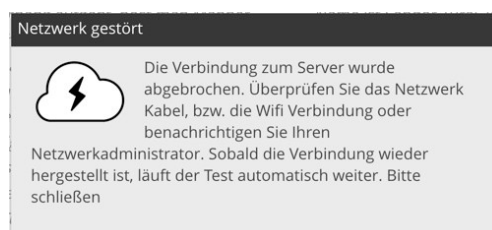
### What to do when technical difficulties prevent you from continuing the test?

In case of any technical difficulties, the browser should be restarted and a new login should be performed. If this is not sufficient, restarting the computer will help in most circumstances. If there are any difficulties with the internet connection, please contact the system administrators at your school. As soon as the equipment is functional

again and the test atmosphere has been restored, the test can be continued. If this does not solve the problem, please contact the test helpline of the University of Luxembourg on ☎ **46 66 44 49 99**. Already processed tasks are still available, since they are stored in real time on our servers.

**Student is unable to log-in:** Make sure that the student uses the actual ÉpStan login name and not, for example, the student ID for general use of the computer. Furthermore, make sure that the password you have written on the board is correct and remind students to properly type the password. Also make sure that use of upper cases may not be activated („Caps Lock“).

**Student has problems with processing the test:** You are only allowed to help the student with questions regarding technical issues. Providing help with the content is not permitted.



**Finished before 45 minutes?** Neither the test nor the browser should be closed before the end of the 45 minutes, as this could lead to difficulties in the transition to the questionnaire. Furthermore, the aim is to make the test as comparable as possible, all students have 45 minutes to complete the test.

**The students cannot log into the computer (Windows login) or a computer does not start or one or more devices cannot get a network connection:** Problems with the technical equipment in the schools can only be solved by the technicians on site.

**One or more students started with the wrong password:** Each password is linked to a mathematics test and a questionnaire in connection with the respective login. The order should be followed if possible. However, if a student starts directly with the last password, they will receive the questionnaire first. In this case, the student should close the window and start with the correct password. Later, they can continue the questionnaire where they left off before.

**A scheduled (practice) fire alarm falls on the same day as an ÉpStan test:** If it is impossible to reschedule the test for another day, students should close the browser before leaving the classroom. This will stop time running down and after the practice alarm, students can log back in with the same password and continue exactly where they left off. Closing the browser is very important, otherwise the time will run out and a test cannot be processed again immediately. If this happens, please contact the technical helpline.

**A student had to interrupt the test due to health reasons. Can they finish the test another day?** Yes, any test for which the time had not yet expired can be continued at any time by using the same password again. The timer will then display the remaining time when you log in. If the browser has not been closed and the time has expired, please contact the technical helpline.

**The test suddenly shows that the server is no longer accessible:** If this happens to a single device, check the network cable or the WiFi connection. If necessary, close the browser and restart it. If the connection for the whole class suddenly breaks down, there is probably a problem in the school's network. Please contact the school's technician. Once the problem has been fixed, the students can log back in with the same password and continue where they left off.

**A student's computer has hung up or crashed:** Please restart the device. The student can also change the computer. All the data filled in before the connection problem has been saved and the student can continue with the same password.

**The password of a student does not work:** Please be careful with upper and lower case letters, both for the login and the password. If necessary, select and delete everything, then type it in again. If it still does not work, please call the technical helpline.

**No password is working for the whole class:** Please check that you have the manual for the correct class level. S1/7<sup>e</sup> and S3/5<sup>e</sup> classes do not have the same passwords. If you do not have the correct manual, please call the technical helpline to get the passwords by phone.

**The students have their login sheets, but the password is missing:** The passwords are written on the board by the teacher. They can be found in this manual.

**Students type in their IAM but cannot log in:** The tests are not logged in via IAM. Students must receive login sheets before the test.

**The students do not have login sheets:** The ÉpStan coordinator or the head teacher must give the login sheets to the colleague accompanying the first test beforehand. The content of the login sheets is known only to the school. If the logins are missing, the test cannot take place.

*If you have any questions that we have not answered here, please do not hesitate to contact us. You can contact us by e-mail on ✉ [info@epstan.lu](mailto:info@epstan.lu) or by phone on ☎ 46 66 44 97 77 for organizational questions and ☎ 46 66 44 49 99 for technical questions.*





**Thank you very much for your support!**



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