

# Testwise



**User  
Guide**



# Testwise: User Guide

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Testwise is GL Education's web-based testing platform, enabling schools to administer and report on our online assessments and surveys.

This guide will help you navigate around the system and understand its basic operations.

**Section 1:** Before using Testwise – Activate your account

**Section 2:** Logging into your school's Testwise account

**Section 3:** Adding students to student list

**Section 4:** Create a sitting

**Section 5:** Distribute access codes to students

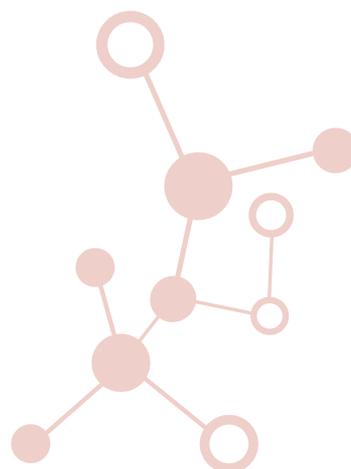
**Section 6:** Students log into test lobby, and complete tests

**Section 7:** Creating reports

**Section 8:** Data Import Template

**Section 9:** General assessment administration

**Section 10:** Test Preparation



## **KEY**

**Lettering highlighted** = button



= Action only required when you access Testwise for the first time

## Additional resources

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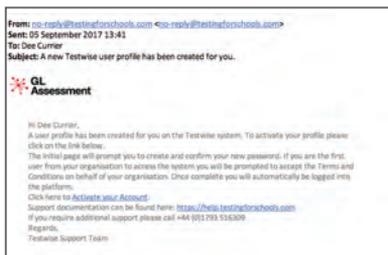
For videos to guide you through the entire process visit <https://help.testingforschools.com/display/HOH/Videos>.

# Section 1: Before using Testwise – Activate your account

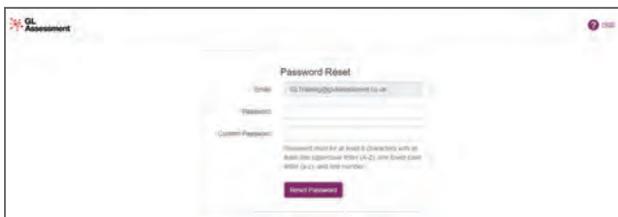
- 1 First locate the email you received from Testwise set up (**Testwise.Setup@gl-assessment.co.uk**) which contains your Customer ID.



- 2 Open the email that you received from **no-reply@testingforschools.com** and click on the link to activate your account.



- 3 You will then be taken to the Password Reset page which is displayed within a separate tab on your web browser.



- 4 Enter the password you want to use for your Testwise account twice, once in the Password box and once in the Confirm Password box.
- 5 Click the **Reset Password** button.

If you need to add new users, follow the steps below.

- 6 The GL Assessment Terms and Conditions page is displayed (if you are the first user from your school to log in). Read the information on the GL Assessment Terms and Conditions page and click the **Accept** button.
- 7 You will automatically be logged into the Testwise homescreen. The Testwise homescreen is where you will access all functional areas within the system.

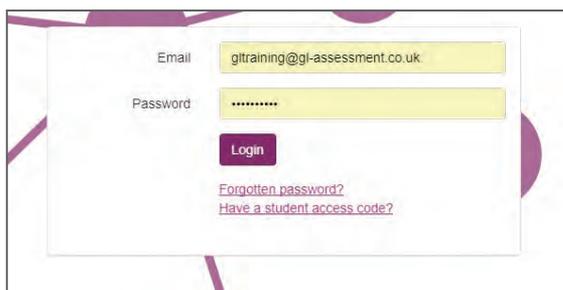


**Note:** Now that you have activated your account and have set a password for it, the next time you log into Testwise you will just need to enter your email address and password.

## Section 2: Logging in to your school's Testwise account

Having completed Section 1, you can use your personalised URL to get to your school's Testwise page. This is made up of the Testwise web address and your Customer ID which can be found in your initial email. For example: **www.testingforschools.com/CustomerID**

- 1 Open a web browser, such as Internet Explorer or Google Chrome.
- 2 Enter **www.testingforschools.com/CustomerID** into the address bar. The Testwise Login screen will be displayed.



- 3 Enter your email address.
  - 4 Enter your password.
- Note:** If you have forgotten your password, then click the **Forgotten Password** link and follow onscreen instructions.
- 5 Click the **Login** button. The Testwise homescreen is displayed.



- 6 Click **Users**
- 7 Select **Add new user**
- 8 Complete the first name, surname and email address of the new user. Leave the password blank so they can set their own password
- 9 Choose their permission setting, if you are not sure just hover over each button and it will display a description
- 10 Click **Save**
- 11 Repeat as necessary.

**Note:** New users will receive an email as shown in section 1.2 and should follow the appropriate steps. They will not have to accept the terms and conditions again.

## Section 3: Adding students to student list

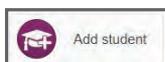
We recommend managing your student list at least once a year, adding new students, updating existing student records, and archiving those that are no longer at your school. When you add a student they are added to the Students List, so you can view the details about them at a future date, add them to a sitting, and give them access to the Test Lobby where they can complete assessments. You can also export your current student list, make any necessary changes and then import multiple students back in to save you time.

### To add a single student to the student list:

- 1 Click the **Students** button from the homescreen to display the Students List, which contains all the existing students within the system.



- 2 Click the **Add Student** button.

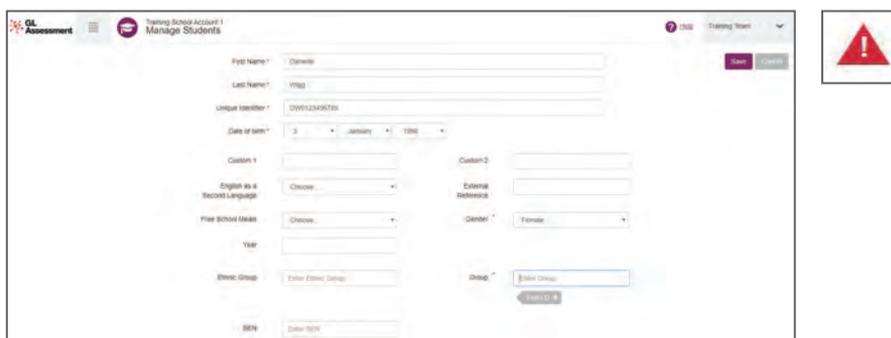


- 3 Enter details about the new student in the boxes displayed. See **Understand Student Details** on the Testwise help page for guidance about the type of information you can enter in each box.

**Note:** If a scroll bar is displayed within this screen, this means there are additional details which are not currently displayed. Use the scroll bar to display the additional details.

- 4 Once you have finished entering student details, double check that you have entered information in all mandatory fields, otherwise you will not be able to complete the process. Mandatory fields will have an asterisk alongside them.

If a red warning triangle appears alongside a field, hover your mouse over the triangle to read the error message. Change the information you entered in that field to ensure it contains information that will be accepted by the system.



- 5 When you have finished entering student details and no red warning triangles appear on the screen, click the **Save** button.
- 6 A green “Student Successfully Created” message will be appear in the bottom right corner of the screen. This means your student has been successfully added onto the system.

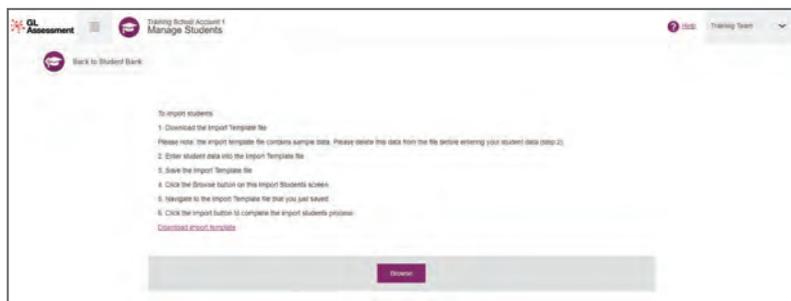


- 7 You will now be able to see the newly created student in the Student List.

### Managing multiple students:

- 8 If you already have data in your Testwise account you can export your current student list and make the necessary amends. To do this click the **students** button on the homescreen.
- 9 Select **Export students** – a .csv file will be downloaded. Open this file and make the necessary changes. You can amend student details and add new students to the list.

**Note:** If you delete any students from the list when you re-import the file that student will appear unchanged in the Testwise system. If you do wish to remove a student, you must archive them within Testwise.



- 10 If you are entering students for the first time you will need to click **Import Students** and then select **Download Import Template**. Depending upon which web browser you are using, you will be prompted to open or save the template before you can view it.
- 11 Follow on screen instructions (clicking Open or Save) until you have the Import Template displayed on your screen.



The Import Template displays the information that you can enter for each student, with sample data already entered so you can see the type of information you may want to enter in each column.

Delete all the rows of information, except the header row, which contains the column headers.

You cannot delete or move any of the columns or this will stop you from being able to import your student list back into Testwise.

- 12 Next, enter your own information into the Import Template. An example of this file has been included in Section 8 of this guide.

See **Understand Student Details** in the Testwise help section for guidance on the type of information you can enter in each column.

**Note:** Ensure you enter student details in all the mandatory columns, which are columns that contain an asterisk within the column header. For example, the First Name column is mandatory, therefore, it is displayed as First Name\*. Please note that no changes can be made the column headers and anything other than the default headers will cause the file to be rejected.

- 13 Save the Import Template file as a .csv (comma delimited) ensuring you make a note of the location where you saved it.
- 14 Close MS Excel (or the CSV editing software) and return to Testwise.

**Importing multiple students:**

- 15 Click **browse** to display the Choose File Upload box. Then navigate to the Import Template file that you have just saved, and click **Open**.

The data from the Import Template file will be uploaded into Testwise and will be displayed in a table within the Import Students page.

If there are any errors you will need to go back to the .csv file and correct them before you are able to import the data.

Your file cannot be imported because it contains validation errors. Please review the validation errors below, correct them in your spreadsheet and then reimport it.

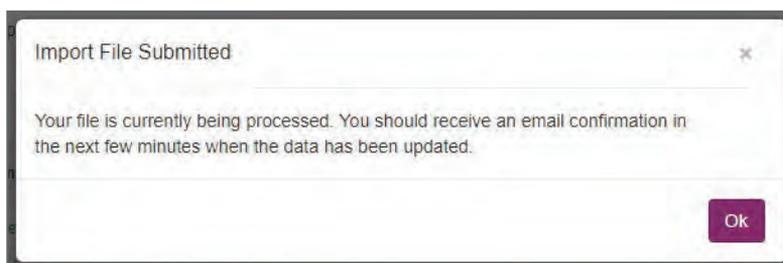
First Name *	Last Name *	Unique Ident. *	Date of Birth *	Gender *	Group *	Year	External Ref. ...	Free School ...	Ethnic Group	SEN	English as a ...	Custom 1	Custom 2
1	Samuel	Patino	888	01/02/1987	Female	Class SA	8	Yes	Asian or Aus.	Specific needs	No	St Mary's Pri	No PP
2	Mia	Chandier	891	08/10/1988	Female	Class SA	8	Yes	Asian or Aus.	Specific needs	No	St Mary's Pri	No PP
3	Janet	Chan	3456	03/03/1988	Female	Class SA	8	Yes	Asian or Aus.	Common	Yes	Christ L.	Full PP
4	Paul	Walker	1982	03/03/1988	Female	Class SA	8	Yes	Asian or Aus.	Common	Yes	Hastford	No PP
5	Shari	Patino	1981	03/03/1988	Female	Class SA	8	No	Asian or Aus.	Learning	No	Hastford	No PP
6	Paul	Walker	1982	03/03/1988	Female	Class SA	8	Yes	Asian or Aus.	Medical c.	Yes	Hastford	No PP
7	Mia	Wright	1983	13/08/1988	Male	Class SB	8	No	Black or B.	Specific n.	No	St Mary's	No PP
8	Tony	Walker	1984	14/08/1988	Male	Class SB	8	Yes	Black or B.	Specific n.	Yes	Christ L.	Full PP
9	David	Paul	1985	18/10/1988	Female	Class SC	8	No	Chinese	Specific n.	No	Hastford	Full PP
10	Paul	Widdowson	1986	11/11/1988	Male	Class SC	8	No	Spanish	Specific n.	No	St Mary's	No PP

- 16 Verify the student details on the page and then click the **Import** button to complete the import process.

When you are sure the details are correct, click the import button to complete the process.

First Name *	Last Name *	Unique Ident. *	Date of Birth *	Gender *	Group *	Year	External Ref. ...	Free School ...	Ethnic Group	SEN	English as a ...	Custom 1	Custom 2
1	Samuel	Patino	888	01/02/1987	Female	Class SA	8	Yes	Asian or Aus.	Specific n.	No	St Mary's	No PP
2	Mia	Chandier	891	08/10/1988	Female	Class SA	8	Yes	Asian or Aus.	Specific n.	No	St Mary's	No PP
3	Janet	Chan	3456	03/03/1988	Female	Class SA	8	Yes	Asian or Aus.	Common	Yes	Christ L.	Full PP
4	Paul	Walker	1982	03/03/1988	Female	Class SA	8	Yes	Asian or Aus.	Common	Yes	Hastford	No PP
5	Shari	Patino	1981	03/03/1988	Female	Class SA	8	No	Asian or Aus.	Learning	No	Hastford	No PP
6	Paul	Walker	1982	03/03/1988	Female	Class SA	8	Yes	Asian or Aus.	Medical c.	Yes	Hastford	No PP
7	Mia	Wright	1983	13/08/1988	Male	Class SB	8	No	Black or B.	Specific n.	No	St Mary's	No PP
8	Tony	Walker	1984	14/08/1988	Male	Class SB	8	Yes	Black or B.	Specific n.	Yes	Christ L.	Full PP
9	David	Paul	1985	18/10/1988	Female	Class SC	8	No	Chinese	Specific n.	Yes	Hastford	Full PP
10	Paul	Widdowson	1986	11/11/1988	Male	Class SC	8	No	Spanish	Specific n.	No	St Mary's	No PP

- 17 You will receive an email confirmation once your file has been imported.



## Section 4: Create a sitting

**Sittings** are used to define which students take which tests, and when these tests are taken. Once a sitting has been created and started, each student will be able to log into the Test Lobby and take their tests.

When you create a sitting, it is added to the Sittings List, so you can view its details at a future date or make changes to it, if required. We recommend creating a sitting for each classroom of students to allow more precise invigilation. The maximum number of Students to a Sitting is 300.

- 1 Click the **Sittings** button from the homescreen. All existing sittings are displayed within the Sittings List.

- 2 Click the **Add Sitting** button to display the Sittings Wizard.

- 3 Enter the Sitting Name, which will identify the sitting throughout the system, included within the Sittings List.



Sitting name \* 03072017\_CAT4\_Y7

**Note:** We suggest giving your sitting a meaningful name, such as assessment name, class and year group and the date of the test. Example: 03072017\_CAT4\_Y7

- 4 Click the **Service** button to display all the services available to you.



**Note:** A service may include multiple assessments and if you cannot immediately see the one you need it may be within a service. Click the arrow to see which assessments are available.

- 5 Within the Services List, select the assessment you want to create a sitting for, by clicking the square box to show the green tick, click **Add**.



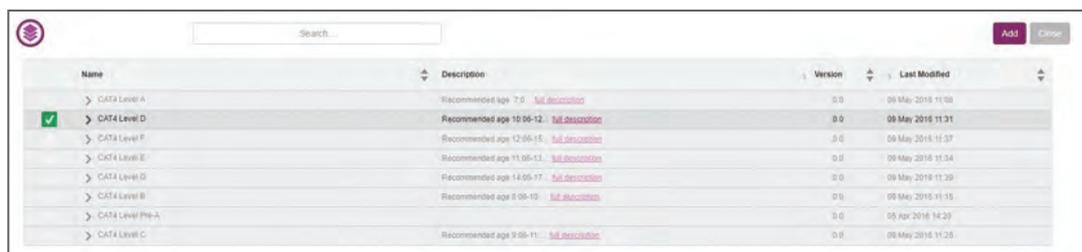
Sitting name \* 03072017\_CAT4\_Y7  
Service \* CAT4 UK  
Test \* Select Test

The service you just added is now displayed within the Service box.

- 6 Click the **Select Test** button to display all the tests (within the service you just selected) available to you within the Tests List.

- 7 Within the Tests List, select the test (at the level) that you want students to complete and click the **Add** button.

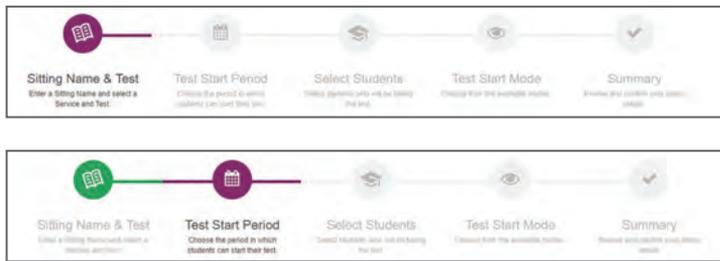
The test you just added is now displayed within the Test box and all the boxes within the Sitting Name & Test page of the Sittings Wizard are complete.



Name	Description	Version	Last Modified
> CAT4 Level A	Recommended age 7-9 <a href="#">Full description</a>	0.0	09 May 2016 11:08
<input checked="" type="checkbox"/> > CAT4 Level D	Recommended age 10-12 <a href="#">Full description</a>	0.0	09 May 2016 11:31
> CAT4 Level F	Recommended age 12-15-15 <a href="#">Full description</a>	0.0	09 May 2016 11:37
> CAT4 Level E	Recommended age 11-15-13 <a href="#">Full description</a>	0.0	09 May 2016 11:34
> CAT4 Level G	Recommended age 14-15-17 <a href="#">Full description</a>	0.0	09 May 2016 11:39
> CAT4 Level B	Recommended age 8-10-10 <a href="#">Full description</a>	0.0	09 May 2016 11:15
> CAT4 Level Ph-A	Recommended age 9-10-11 <a href="#">Full description</a>	0.0	09 Apr 2016 14:20
> CAT4 Level C	Recommended age 9-10-11 <a href="#">Full description</a>	0.0	09 May 2016 11:26

**Note:** If you do not know which level you need for your age group then check the description of the test, and for more information you can click 'full description'.

- 8 Click the **Next** button to move to the next page of the Sittings Wizard, which is the Test Start Period page.



Notice that the first section of the progress bar at the top of the screen has changed colour to show that information for the Sitting Name & Test page has been successfully entered.

### Test Start Period

Within the Test Start Period page, the From Date & Time and the To Date & Time define the time range between which a student can start their test(s).

For example, if students were allocated a 1 week hour period on 3 July 2017 to log into the Test Lobby, starting at 10am, then the From Date & Time would be defined as 3 July 2017 at 10am and the To Date & Time would be defined as 10 July 2017 at 10am.

- 9 On the Test Start Period page, define the 'From' details by clicking the Date button and Time button alongside the From box.

The 'From' date is the earliest date and time the test can start. This defaults to today's date but we suggest you make this the date you will actually start the test.

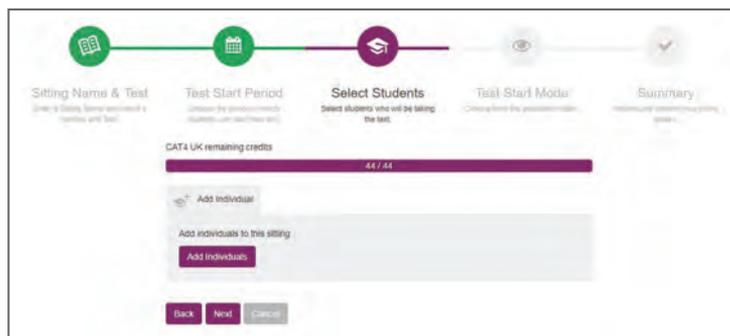
- 10 Define the 'To' details by clicking the Date button and Time button alongside the 'To' box.

The 'To' date is the latest date and time students can start their test. By default this is set to two weeks later, however your testing period can last for a maximum of 30 days.

### Student's page

- 11 Click the **Next** button to move to the next page in the Sittings Wizard, which is the Students page.

The Credit Status Bar is displayed, showing the number of credits that are available within the selected service.



- 12 Ensure there are enough remaining credits for each student to take a test. You will need 1 credit for each student taking a test. If you do not have enough credits, then you should contact your account manager or the Retention team. When you do have enough credits you can edit the sitting and then save it, which means the credits will be taken for each student taking a test.
- 13 Click the **Add Individuals** button to display all the students within the Student List.
- 14 Select the students who will be taking the test, and then click the **Add** button. Don't forget to use the refine search feature to choose a specific group of students.

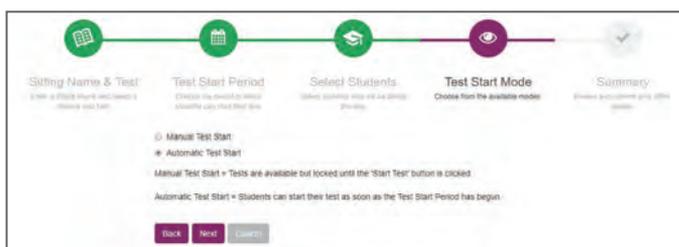
First Name	Last Name	Unique Identifier	Date of Birth	Gender	Group	Year
Danielle	Wigg	DIV0123456789	03 Jan 1996	Female	Form D	
Tamsin	Parkins	999999999999	01 Feb 1987	Female	678	
Emily	Horsell	28	30 May 1999	Female	RED	
Chris	Bunting	333	03 Oct 1988	Male	Class 7J	
Isamali	Harrison	12345678	18 Apr 2010	Female	Class 6L	
Kamr	Allen	GL009	01 Jan 2009	Female	TRAIN1 Test	
Thaya	Velanaw	123	13 Mar 2000	Male	Class 1	
Rebecca	Wilson	GL001	28 Sep 1997	Female	Year 7	
Oliver	Hastons	123456	03 Jun 1985	Male	TRAIN1 Test	
Liz	Carr	12345	01 Aug 2005	Female	class a	
Moys	Mafu	mfafo1234	03 Feb 2004	Female	7I	
Robyn	White	120191R	12 Jan 2002	Female	Class 6L	
Dee	Currier	GL030189	03 Jan 2007	Female	Test account	
Christopher	White	130201	29 Jan 1999	Male	Class 7H	7
Bob	Barnett	132	03 Oct 1999	Male	Class 7H	7
Jeanne	Cage	90	01 Sep 1999	Male	Class 7H	7
Robyn	Rossini	120301	04 Nov 1996	Female	Class 7G	7
Bob	Rossini	133	04 Nov 1999	Female	Class 7G	7
I	Barnett	953	03 Oct 1999	Male	Class 7H	7
J	Rossini	812	04 Nov 1999	Female	Class 7D	7
Bob	Jones	134	06 Dec 1999	Female	Class 7J	7

- 15 Click the **Next** button to move to the next page in the Settings Wizard, which is the Test Start Mode page.

### Test Start Mode page

- 16 In the Test Start Mode page, select one of the following options, which defines how the test is started:
  - **Manual Test Start** - Students can log into the Test Lobby within the Test Start Period, however, the tests are locked until a Testwise user (Teacher or School Administrator) manually starts the test by clicking the Start Test button from within the Settings area.
  - **Automatic Test Start** - Students can log into the Test Lobby and start their tests any time within the Test Start Period.

**Note:** The start mode defaults to Automatic, however when administering a test for younger pupils you may find it preferential to use manual test start so you can settle the class before the assessment begins.



## Summary page

- 17 Click the **Next** button to display the Summary page.

**Sitting Name & Test**  
Title (ID) 03072017\_CAT4\_Y7  
Service CAT4 UK  
Test CAT4 Level D  
Students Christopher White, Bob Bennett, Joanne Cage, Robyn Rossini, Bob Rossini, J Bennett, J Rossini, Bob Jones, Robyn Cage, N Cage, Bob Glass, Chris Wadde  
Test Start Mode Automatic  
Start Date & Time Monday, July 3rd 2017, 10:00  
End Date & Time Monday, July 10th 2017, 10:00

**Summary**  
Review and confirm your sitting details.

Back Save Sitting Save Draft Cancel

- 18 In the Summary page, check that all the details of the sitting you just created are correct.

If you want to change any sitting details then click **Back** until you find the information you want to change. Change the information as required, and then click **Next** until you reach the Summary page again.

- 19 To save all the information you entered in the previous 4 pages of the Sittings Wizard, you will need to click either **Save Draft** or **Save Sitting**, depending upon your requirements.

- 20 The sitting you have just created will now be displayed within the Sittings List. You can edit the sitting up until the point that the first student logs into the Test Lobby.

	Name	Test	Status	Students	From	To	
	03072017_CAT4_Y7	CAT4 Level D	Pending	12	03 Jul 2017 10:00	10 Jul 2017 10:00	Progress
	TEST FAQ	CAT4 Level C	Expired	8	17 Aug 2017 19:30	31 Aug 2017 19:30	Progress
	CAT4 Level D Sept 17	CAT4 Level D	Expired	1	15 Aug 2017 15:30	29 Aug 2017 15:30	Progress

## Section 5: Distribute access codes to students

For each assessment every student is given a unique 8 character Access Code which enables them to log in to the Test Lobby and complete the test.

Once you have created a sitting, you can download, save or print a PDF file containing all the Access Codes for all the students within that sitting. Print your access codes in two ways:

1. a PDF file containing up to 6 Access Codes on each page. You can cut these up and distribute to the relevant students.
2. To help with managing large groups within one sitting you can download/export all the Access Codes into an excel sheet where you can search and sort them, for instance by name, class group, test, in order to make it easier to issue them.

- 1 Click the **Sittings** button from the homescreen. All existing sittings are displayed within the Sittings List.
- 2 Find the sitting that contains the Access Codes that you want to download.
- 3 Click the **Actions** button displayed alongside the sitting name.

**Note:** If you clicked the Actions button on a sitting that does not have a Live status, then the additional buttons will not be displayed and you will not be able to continue this process.

- 4 Click the padlock image to download the Access Codes in PDF form, or the paper image to download them in Excel format.

Name: bob Bennett <b>z137-s294</b> Sitting Name: 03072017_CAT4_Y7 Date: 03 Oct 2017 10:00 Test(s): CAT4 Level D Url: <a href="http://www.testingschools.com/Code">http://www.testingschools.com/Code</a>	Name: bob Glass <b>04s9-893l</b> Sitting Name: 03072017_CAT4_Y7 Date: 03 Oct 2017 10:00 Test(s): CAT4 Level D Url: <a href="http://www.testingschools.com/Code">http://www.testingschools.com/Code</a>	Name: bob Jones <b>7k82-815z</b> Sitting Name: 03072017_CAT4_Y7 Date: 03 Oct 2017 10:00 Test(s): CAT4 Level D Url: <a href="http://www.testingschools.com/Code">http://www.testingschools.com/Code</a>
Name: bob Rossini <b>16n3-595e</b> Sitting Name: 03072017_CAT4_Y7 Date: 03 Oct 2017 10:00 Test(s): CAT4 Level D Url: <a href="http://www.testingschools.com/Code">http://www.testingschools.com/Code</a>	Name: Chris Waddle <b>n406-7o49</b> Sitting Name: 03072017_CAT4_Y7 Date: 03 Oct 2017 10:00 Test(s): CAT4 Level D Url: <a href="http://www.testingschools.com/Code">http://www.testingschools.com/Code</a>	Name: Christopher White <b>I827-h685</b> Sitting Name: 03072017_CAT4_Y7 Date: 03 Oct 2017 10:00 Test(s): CAT4 Level D Url: <a href="http://www.testingschools.com/Code">http://www.testingschools.com/Code</a>

## Section 6: Students log into test lobby and complete tests

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Ensure you have completed all the relevant checks on your computers or tablets before you administer the assessments. Section 9 in this guide can also help you with this.

When the Test Start Period has begun, the test has started in Testwise. If the Test Start Mode was selected to automatic, the students will be able to log in to the Test Lobby with their access code and begin the test.

If the Test Start Mode was manual the teacher will need to log in to Testwise, go to **Sittings**, find the specific sitting select **Progress** and click **Start Test**. This will grant the students access to the Test Lobby.

**Note:** Until you click start, if a student has entered their Access Code they will be waiting on a holding screen that refreshes every few seconds until they can enter the Test Lobby.



## Section 7: Creating reports

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Reports are the way in which student test results are collated, analysed and displayed.

Once you have enough data for at least one student, you can create a report to view their results.

The type of test completed will define the types of reports available for you to create.

For example, some tests will enable you to view results by class or group, whilst others will focus on the outcomes for an individual student.

If a student has completed CAT4® plus a measure of attainment such as Progress Test in Maths® or Progress Test in English®, you can access combination reports comparing ability and attainment data.

### Creating Reports

All the templates required to create reports are included within Testwise. By using the Report Creation Process, you can easily create the reports you require using a simple and seamless process.

## To create a report

- 1 Click the **Reports** button from the homescreen. This is your report bank and this page will show any reports you have generated. To generate a report click **Create Report**, you will see a list of reports that are presented for you to generate based on the data available in your account.
- 2 Once you have found the report you want to create, click the **Create Report** button alongside it.
- 3 The Report Details screen is displayed, showing the list of students who can be included within the report.
- 4 Select the students who you want to include in the report by clicking the check box to the left of each student name or use the refine search feature and then select all. If a student has a red triangle against it then this means they have not completed all the parts to their assessment.
- 5 Click the **Define Report Settings** button to display the Report Settings box.
- 6 Within the Report Settings box:
  - I. View the information within the following read-only fields:
    - Report Selected: The name of the test taken by the students and also the report type you selected.
    - School Name: The name of your school.
  - II. Enter information in any other fields that may be displayed. Different types of reports contain different types of information, therefore, the fields at the bottom of this box may change depending upon which report you are creating.



One of the fields displayed may be the 'Include Logo in Report' option. If a logo has been added to your school's account details then you will have the option to include your school logo on the front page of the report. Select the 'Include Logo in Report' check box if you want your school logo to appear on the front page of the report.

- 7 Click the **Generate Report** button

## Combination reports

To run a combination report you must have CAT4 data and then data from an attainment product such as Progress Test in Maths (PTM), Progress Test in English (PTE) or New Group Reading Test® (NGRT).

1. You will select Combination report from the package types available and then choose your CAT level. If you have enough data for Maths and Literacy you must choose the Maths level next, and then finally decide between NGRT and PTE. Where the boxes are displayed in light grey this means you have insufficient data to run the report.
2. Select the students to include in the combination report.
3. Define your report settings and generate report



## Section 8: Excel Import Template

All fields marked with an asterisk\* are mandatory columns, however we strongly recommend you complete as many fields as possible to ensure you are getting the most from your reporting. Note that in some cases where an answer is left blank this will be identified as 'unknown' and could distort your results.

If you are part of a group of schools you may wish to seek guidance on how to complete some of the fields to enable accurate group reporting.

First Name*	Last Name*	Unique Identifier*	Date of birth*	Gender*	Group*	Year	External Reference	Free school meals	Ethnic Group	SEN	English as a Second Language	Custom 1	Custom 2
Jaimin	Shah	12345	01/01/2004	Female	Class 8A	8		Yes	Asian or Asian British	Communication problems	Yes		
Lisa	Payne	67891	10/06/2004	Female	Class 8A	8		Yes	Black or Black British	Sensory or physical needs - visual impairment	No		
Matthew	Bateman	119626	19/12/2003	Male	Class 8A	8		No	Mixed	None	No		
Marcus	Cage	194186	01/09/2004	Male	Class 7H	7		No	White-British	None	No		
Anna	Templin	156906	26/04/2005	Female	Class 7J	7		No	Mixed - any other mixed background	None	No		

You will need to enter a Unique Identity Number in this column. This is the unique identifier to track progress. As an example, the Student ID number can be used.

Date of birth must be in this format. dd/mm/yyyy.

This column can refer to the year or grade of the pupil.\*

This can be any other reference/ID number you would like to identify the children by in the reports, but it is not mandatory to fill this in.

Additional Support Needs - case sensitive.

This can include any additional information that can be used for alternative reporting groups, such as their previous school/nursery, Pupil Premium or home postcode.

The unique identifier must not begin with a zero.

For consistency of data use either Male or Female. The importer will not accept any other format such as M/F.

You can enter the class name and Year group i.e. 7E to indicate specific classes for class reports.

Here are some examples which can be used for the Ethnic Group

As per the previous column.

\*When importing pupils for PASS\* please refer to the Digital Administration Guide for year group formatting. This can be found on the Testwise help site.

## Section 9: General assessment administration

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### Arrangements for testing

For some assessments each student might also be given a pencil and a sheet of rough paper to do any working out on. This should be handed back to the teacher at the end of the test and thrown away.

- Allow enough time for the testing session or sessions, including settling time for the students
- Calculators are NOT allowed for any assessments
- Familiarise yourself with the administration instructions for the relevant assessment
- Be sure the testing room is comfortable
- Place a 'Testing - Do Not Disturb' sign on the door
- Try to forestall any interruption of the testing session by visitors or announcements
- Ensure you have created the sitting for your relevant assessment. If you have selected **Manual Start Mode** as part of your sitting you must ensure you also have access to Testwise and are able to log in to **Start** the sitting.

### The test environment

Unless stated otherwise, the test must be administered in a formal test environment with students made aware that they are taking a test and that the usual expectations of behaviour and constraints of a test session will be in place.

It is important that the teacher or invigilator is active in ensuring that students are working their way through the test with intent and that there is no talking or opportunity to copy from another's work.



## Section 10: Test preparation

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### Computer testing

Each student will need a **computer**, a set of **headphones** and a **mouse**. All equipment needs to be in good working condition. Be aware that the headphones must be plugged in before the pupil clicks on the Take Now icon; otherwise the test will not function correctly.

**Before the testing session** – It is strongly advised that you go to the Testwise website: <http://help.hyveassess.com/display/HOH/Minimum+System+Requirements> and check that your system is compatible with GL Assessment digital tests and will ensure the smooth running of the test session.

This is particularly important if your school has not used digital tests from GL Assessment in the past.

- Check the minimum system requirements to ensure the smooth running of the test session
- We suggest setting up the computers in advance, including saving the shortcut [www.testingforschools.com/code](http://www.testingforschools.com/code) on the desktop for easy access. For younger pupils you may wish to open this link in advance on each computer

### Tablet testing

Each student will need a **tablet** and a set of **headphones**, unless completing Baseline where no headphones are required. All equipment needs to be in good working condition.

**Before the session** – ensure you have downloaded the GL Assessment App and have the tablet ready for administration.

This is particularly important if your school has not used digital tests from GL Assessment in the past.

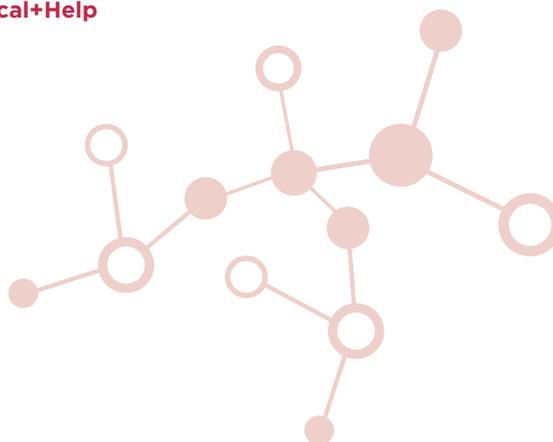
- **Download the GL Assessment App**
- We suggest setting up the tablets in advance, including saving the settings so that upon opening the app you are taken to the access code screen.
- We suggest turning off spell checker and auto correct as part of your set up process. This is a requirement for NGST.

Instructions for set up can be found here:

<https://help.testingforschools.com/display/HOH/Minimum+System+Requirements>

<https://help.testingforschools.com/display/HOH/Tablet+Administration>

<https://help.testingforschools.com/display/HOH/Technical+Help>









## Getting in touch...

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