

Please provide these instructions to all staff involved with administering e-asTTle online.

## Before the testing session

### 1. Make sure students have the right devices and browsers installed

Unsupported devices may result in the test not displaying correctly and affect students' scores.

Desktop/Laptop	Tablet (9"+)
<ul style="list-style-type: none"><li>• Windows, Mac or Chromebook</li><li>• Minimum window width: 1280 pixels</li><li>• Windows devices need Internet Explorer 9-11 or recent Edge, Chrome, Firefox</li><li>• Windows tablets/hybrids e.g., Surface Pro must have a keyboard attached</li><li>• Mac devices need recent Chrome or Safari</li></ul>	<ul style="list-style-type: none"><li>• iPads: iOS8+ with Safari</li><li>• Androids: Large tablet e.g., Samsung Galaxy Tab 4. Must have Android 4.4+ and latest Chrome</li><li>• Minimum window width: 768 pixels</li></ul> <p>iPad Minis and small Androids must not be used.</p>

More information on device requirements and the underlying rationale is available on the [help site](#).

### 2. Sit the Practice Test

[A practice test for each subject](#) is available. These are also available in the Student Portal (no login required). Practice tests are designed to familiarise you and your students with e-asTTle online before sitting a real test. Each practice test contains attitude questions, look-over time and 5-8 questions designed to be relatively simple to answer. [Teacher scripts](#) are available for practice tests.

### 3. Ensure you have student login information

More information on accessing student logins and resetting passwords is available on the [help site](#).

### 4. Check if calculators are required (Maths/Pāngarau)

Tests with questions at mostly Level 5 and 6 require the use of calculators. Tests with questions at mostly Levels 2 to 4 do NOT require a calculator.

## During the testing session

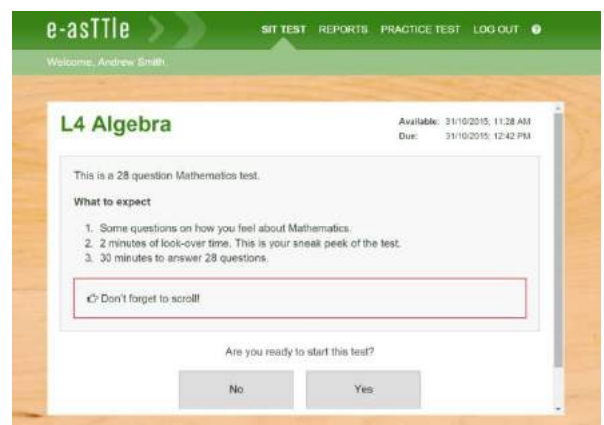
### 1. Check equipment

- Make sure students' devices are charged.
- Make sure students have scrap paper and a pen/pencil for working, calculators (if needed) and a quiet activity they can continue with if they finish early.

### 2. Read the Test Details to students

Once students select a test, they will see the test details page (example shown on right).

Read through this page aloud with your students.



Other reminders to discuss with students:

- Once they choose 'Yes', the timer starts. Once the timer is counting down, there is no way to pause the test. If students close the test accidentally, they can re-open it again, provided the timer hasn't finished.
- Ask students to raise their hand if something seems wrong.
- Fullscreen mode is recommended.

For students on iPad or Android tablet devices: remind them to lock their device in portrait mode.

For students on Windows hybrid devices (such as the Surface Pro): remind them to keep the keyboard attached during the test.

### 3. Supervising the test

Make sure you walk around and monitor students during the test. Students tend to continue with their test even if something has gone wrong – for example, a question does not display correctly. For this reason, check that pages are loading correctly, and students are scrolling to see all the content and options. It's a good idea to have a paper booklet of the test available during the testing session.

Students are generally expected to read the test content without assistance. Information on accommodations (e.g., reader-writers) is available on the [help site](#).

### 4. Know what to do if things go wrong


#### Internet disconnected

If student answers aren't saving, e-asTTle will show a yellow banner at the top of the page. The banner will turn red when there has been disconnection for 2 minutes or more. Students can keep answering whatever they can, and e-asTTle will try and save answers. Don't refresh or close the window if a coloured banner is showing.



If the Internet has been down, use your professional judgement to decide if students' results should be [excluded](#).

#### Images not loading

If an image is missing, students will see an icon they can click to try and reload the image.  **INFO MISSING**  
[Click to reload](#)

#### A question doesn't load fully or looks strange

If something has loaded incorrectly, it can sometimes be corrected by selecting the 'Next' button then the 'Previous' button to reload the question.

Detailed troubleshooting information is available on the [help site](#). To report issues with online testing or for additional assistance, please contact the Education Service Desk: 0800 225 5428.