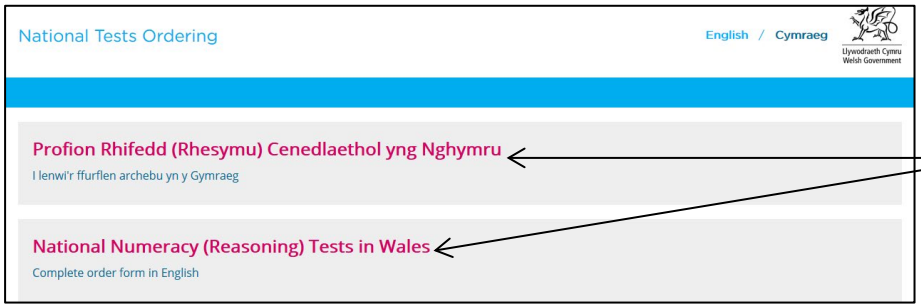
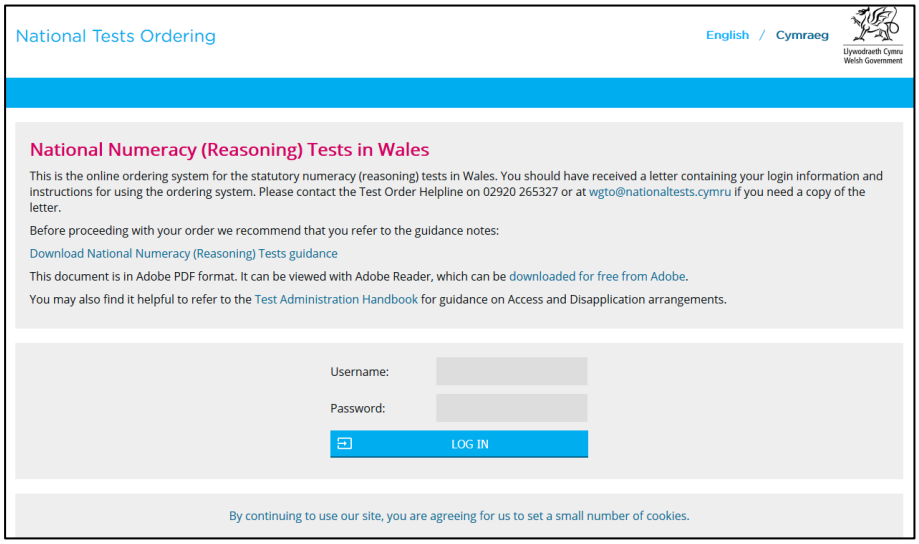
Tests Ordering – Instructions

1. Open the page http://testsordering.nationaltests.cymru in your browser.



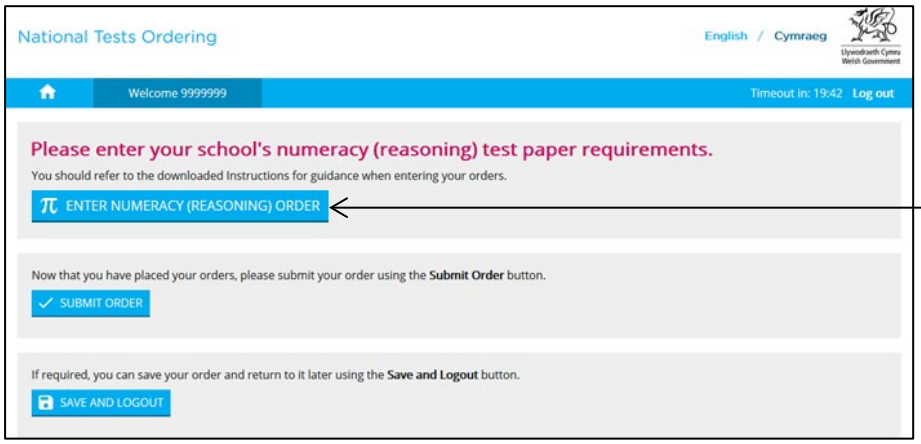
Decide whether to complete the order form in Welsh or English.

2. Login using the unique **Username (School DfE Number)** and **Password** which are in the letter sent to you. Links are provided on this page to the 'Test Administration Handbook' as well as the 'Test Order Helpline'.

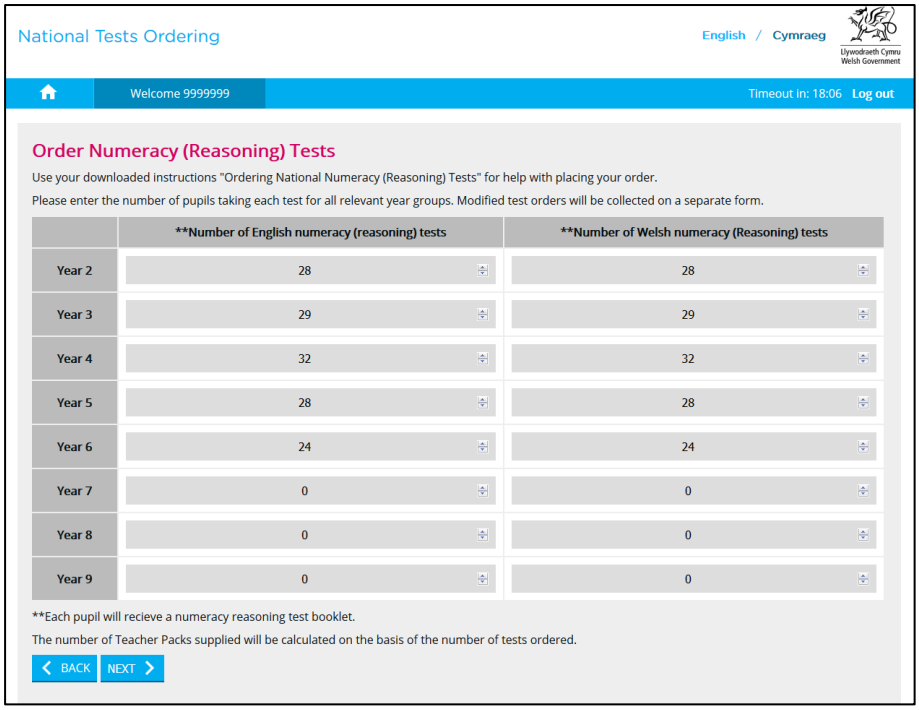


Type in the **Username (School DfE Number)** and **Password** and click on the **LOGIN** button.

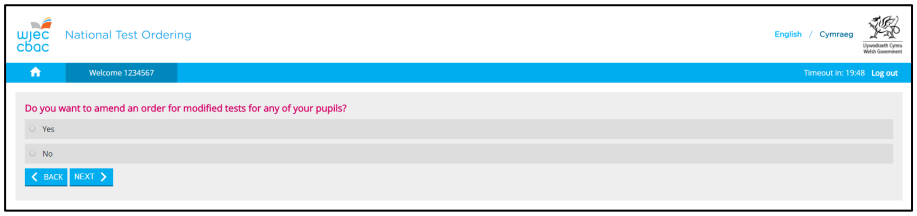
3. Numeracy tests order.



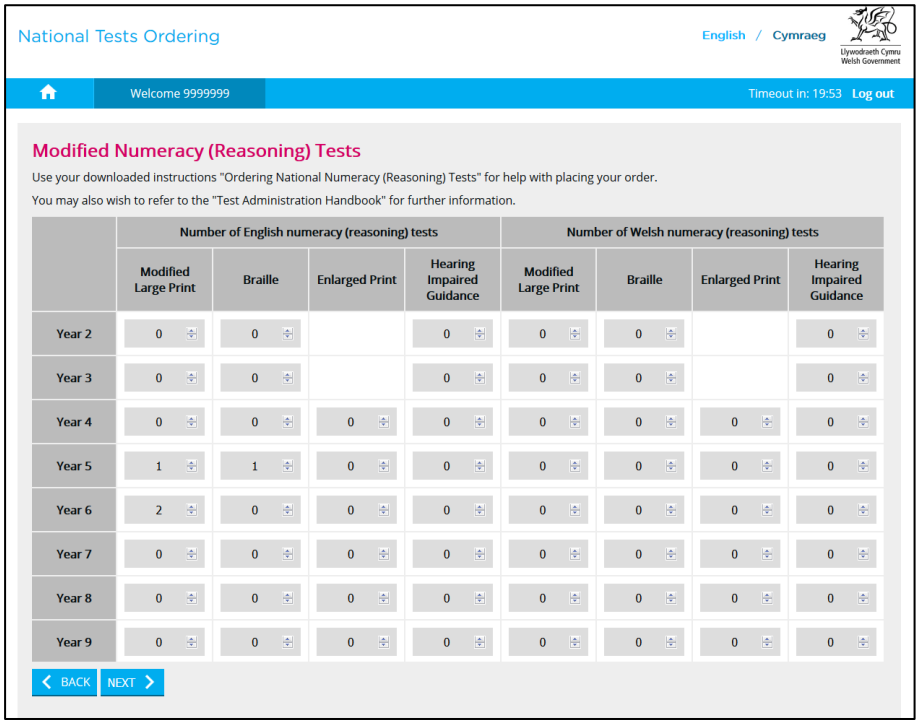
Click the ENTER NUMERACY (REASONING) ORDER button to place the **numeracy (reasoning)** order (Welsh and/or English).



Enter the number of tests for each year group in the appropriate cell. A number will have to be input in each cell before you can move on to the next screen. Click NEXT once complete.

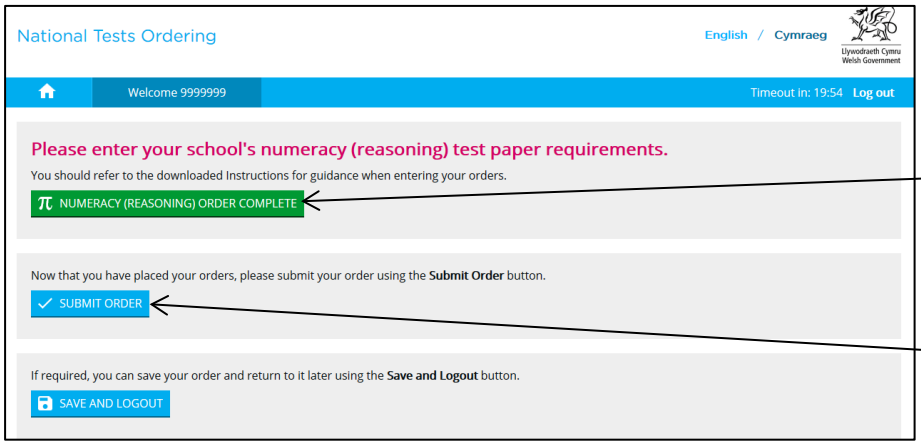


To place an order for modified numeracy tests select Yes and then NEXT.



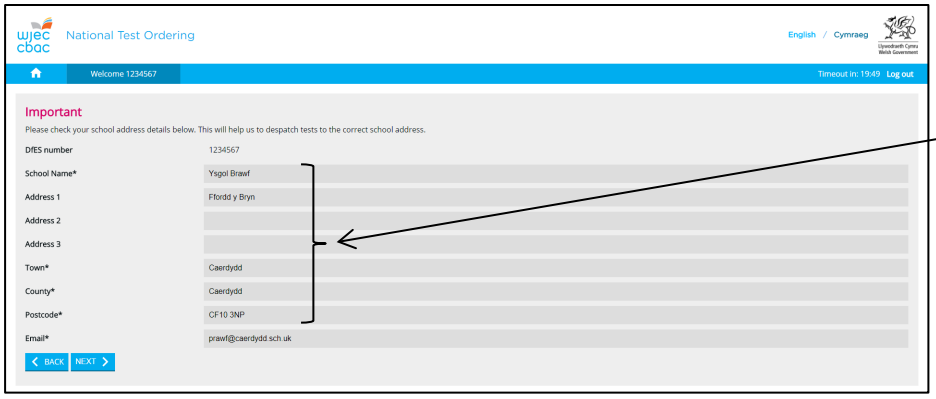
Enter the number of tests for each year group in the appropriate cell. A number will have to be input in each cell before you can move on to the next screen. Click NEXT

Presenting your order.



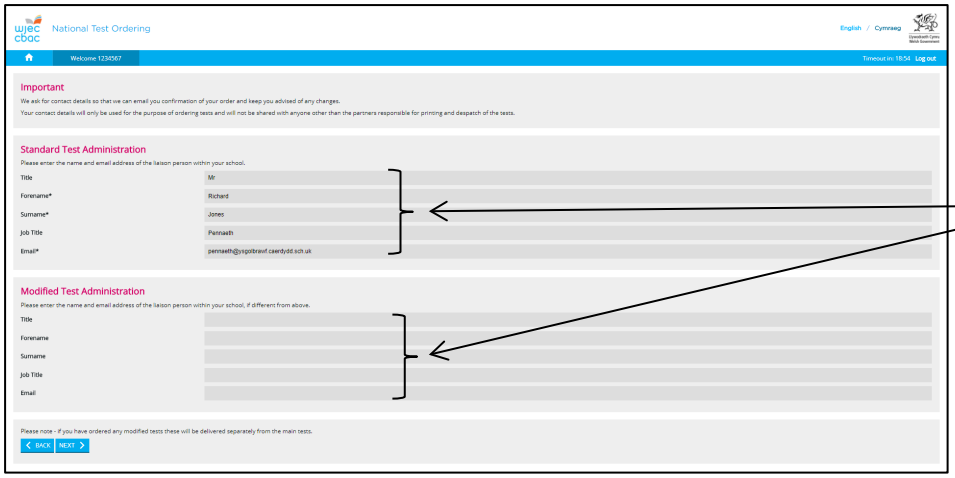
When the numeracy (reasoning) order is complete the button will turn green.

Click the SUBMIT ORDER



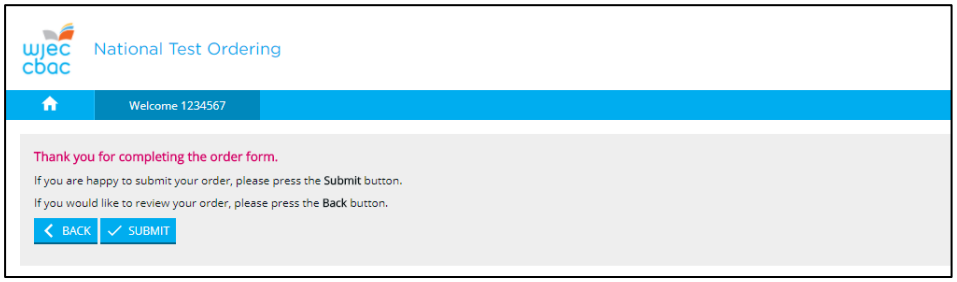
Check that the school address is correct and amend accordingly.

Click the NEXT button.



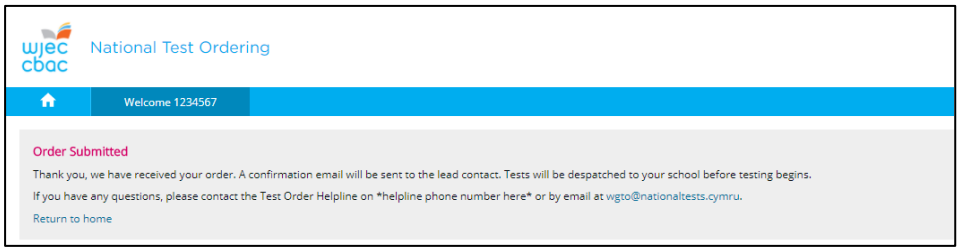
Complete the appropriate spaces to note the name(s), job title and e-mail address of the contact(s) responsible for administering the tests.

Click NEXT.

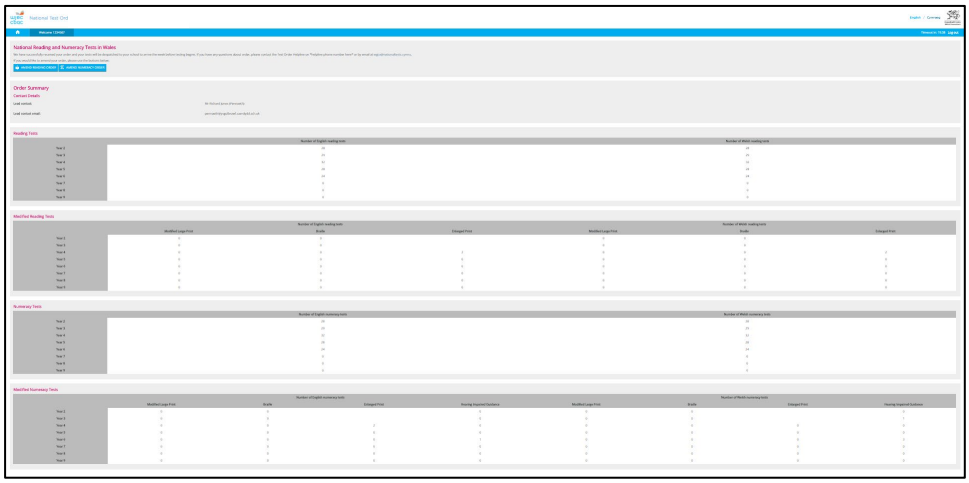


To submit your order click the SUBMIT button.

Orders can be amended at any time up until 22 November 2019.



The order process is now complete and the number of tests ordered will be confirmed by e-mail.



A summary of your order will also appear on screen by following the 'Return to home' link and clicking the

ORDER SUMMARY

button.