

## 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 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 Number)** and **Password** and click on the **LOGIN** button.

3. Reading tests order.

Click the **ENTER READING ORDER** button to place your **reading** order (Welsh and/or English).

	Number of English reading tests	Number of Welsh reading tests
Year 2	28	28
Year 3	29	29
Year 4	32	32
Year 5	28	28
Year 6	24	24
Year 7	0	0
Year 8	0	0
Year 9	0	0

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 reading tests select  Yes and then [NEXT >](#).

	Number of English reading tests			Number of Welsh reading tests		
	Modified Large Print	Braille	Enlarged Print	Modified Large Print	Braille	Enlarged Print
Year 2	0	0		0	0	
Year 3	0	0		0	0	
Year 4	0	0	2	0	0	2
Year 5	0	0	0	0	0	0
Year 6	0	0	0	0	0	0
Year 7	0	0	0	0	0	0
Year 8	0	0	0	0	0	0
Year 9	0	0	0	0	0	0

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.

4. Numeracy tests order.

Click the [π ENTER NUMERACY ORDER](#) button to place the **numeracy** order (Welsh and/or English).

When an order is complete the button turns green.

	**Number of English numeracy tests	**Number of Welsh numeracy tests
Year 2	28	28
Year 3	29	29
Year 4	32	32
Year 5	28	28
Year 6	24	24
Year 7	0	0
Year 8	0	0
Year 9	0	0

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 >](#).

	Number of English numeracy tests				Number of Welsh numeracy tests			
	Modified Large Print	Braille	Enlarged Print	Hearing Impaired Guidance	Modified Large Print	Braille	Enlarged Print	Hearing Impaired Guidance
Year 2	0	0		0	0	0		0
Year 3	0	0		0	0	0		1
Year 4	0	0	2	0	0	0	0	0
Year 5	0	0	0	0	0	0	0	0
Year 6	0	0	0	1	0	0	0	3
Year 7	0	0	0	0	0	0	0	0
Year 8	0	0	0	0	0	0	0	0
Year 9	0	0	0	0	0	0	0	0

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 >](#)

5. Presenting your order.

When the reading and numeracy orders are complete both buttons turn green. Click the [SUBMIT ORDER](#) button.

Check that the school address is correct and amend accordingly. Click the [NEXT >](#) button.

**Standard Test Administration**  
Please enter the name and email address of the lesson person within your school.

Title: Mr  
Forename\*: Richard  
Surname\*: Jones  
Job Title: Penmath  
Email\*: penmath@yngbreinf.caerdyff.sch.uk

**Modified Test Administration**  
Please enter the name and email address of the lesson person within your school, if different from above.

Title:  
Forename:  
Surname:  
Job Title:  
Email:

Please note: If you have ordered any modified tests these will be delivered separately from the main tests.

[Back](#) [Next](#)

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](#) > .

**Thank you for completing the order form.**  
If you are happy to submit your order, please press the **Submit** button.  
If you would like to review your order, please press the **Back** button.

[Back](#) [Submit](#)

To submit your order click the [SUBMIT](#) button.

Orders can be amended at any time up until 24 November 2017.

**Order Submitted**  
Thank you, we have received your order. A confirmation email will be sent to the lead contact. Tests will be despatched to your school before testing begins.  
If you have any questions, please contact the Test Order Helpline on \*helpline phone number here\* or by email at [wgto@nationaltests.cymru](mailto:wgto@nationaltests.cymru).  
[Return to home](#)

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

Order reference	Order date	Order status	Order type	Order value	Order description
1234567	2017-11-20	Submitted	Standard	£123.45	Mathematics tests
1234567	2017-11-20	Submitted	Modified	£45.67	Science tests

A summary of your order will also appear on screen by following the 'Return to home' link and clicking the [ORDER SUMMARY](#) button.