

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.

English / Cymraeg

Welcome 1234567 Timeout in: 19:43 Log out

Do you want to amend an order for modified tests for any of your pupils?

Yes

No

[BACK](#) [NEXT >](#)

To place an order for modified reading tests select Yes and then [NEXT >](#).

English / Cymraeg

Welcome 1234567 Timeout in: 15:47 Log out

Modified Reading Tests

Use your downloaded instructions "Ordering National Reading and Numeracy Tests" for help with placing your order. You may also wish to refer to the "Test Administration Handbook" for further information.

	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

[BACK](#) [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 >](#) once complete.

4. Numeracy tests order.

English / Cymraeg

Welcome 1234567 Timeout in: 19:47 Log out

Please enter your school's reading and numeracy test paper requirements.

You should refer to the downloaded Instructions for guidance when entering your orders.

[READING ORDER COMPLETE](#) [ENTER NUMERACY ORDER](#)

Once you have entered your orders for both subjects, please submit your order using the **Submit Order** button.

[SUBMIT ORDER](#)

If required, you can save your order and return to it later using the **Save and Logout** button.

[SAVE AND LOGOUT](#)

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

When an order is complete the button turns green.

English / Cymraeg

Welcome 1234567 Timeout in: 19:51 Log out

Order Numeracy Tests

Use your downloaded instructions "Ordering National Reading and Numeracy Tests" for help with placing your order. Please enter the number of pupils taking each test for all relevant year groups. Modified test orders will be collected on a separate form.

	**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

**Each pupil will receive a numeracy procedural and numeracy reasoning test booklet. The number of Teacher Packs supplied will be calculated on the basis of the number of tests ordered.

[BACK](#) [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 >](#) 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: []
Forename*: Richard
Surname*: Jones
Job Title: Penarth
Email*: penarth@jogbrainf.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.
[Return to home](#)

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

Order Summary

Order Summary	Number of tests ordered	Number of tests available	Number of tests reserved
Order Summary			

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