

NFER Tests Analysis Tool – Quick Start Guide

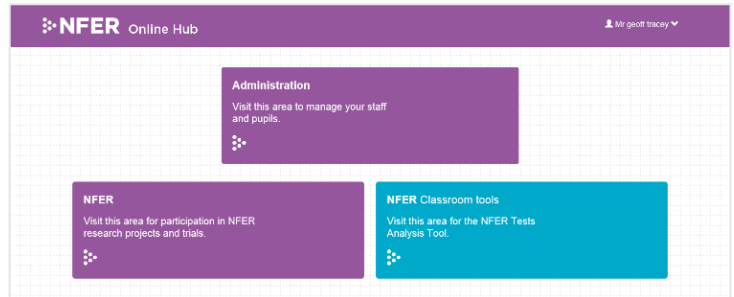
Thank you for accessing our online NFER Tests Analysis Tool. We hope you find this to be a useful tool in monitoring and analysing your pupils' results.

The tool can be accessed at the following web address: <https://hub.nfer.ac.uk>

Below you will find some useful tips to help you get up and running in accessing the features the NFER Tests Analysis Tool provides. There are three main sections:

NFER, NFER Classroom tools and Administration.

You will not need to enter the NFER section unless you are participating in a research project.



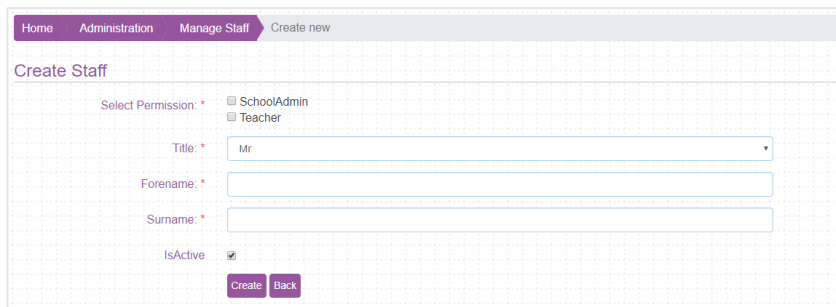
Adding staff

To add new staff members to your school account enter the '**Administration**' section and click on '**Manage staff accounts**' under the '**Manage Staff**' heading.



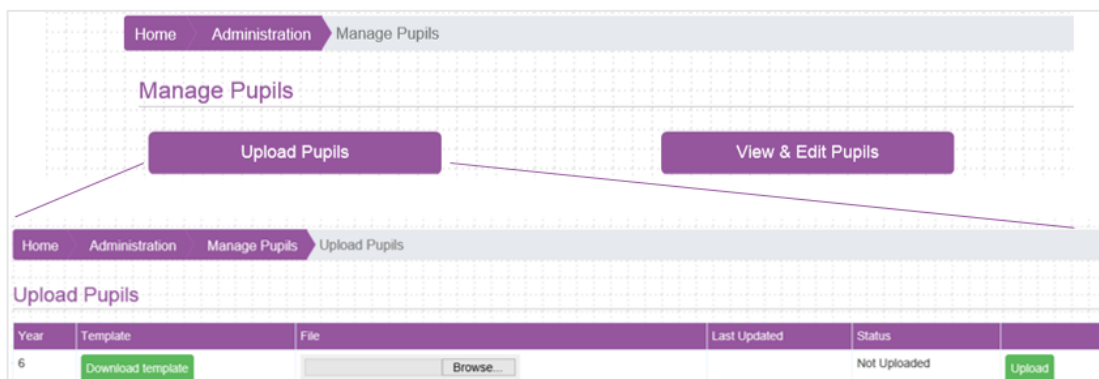
Press the '**Create New**' button in the top left hand corner. Select a permission level and enter your staff member's details. Click the '**Create**' button.

Your new staff member's account details will be displayed at the bottom of the screen, make a note of these as you will need to pass them on to the staff member they belong to.



Adding pupils

To add new pupils enter the '**Administration**' section and click on '**Manage Pupils**' under the '**Manage pupils**' heading. Then click on '**Upload Pupils**'.



You will be taken to the column mapping page, this will tell you if the column headers in your file match those we expect to see. If there are any unexpected columns select the column in your data file that our column header matches. When you have checked all column headers press **'Save'**.

Your Column Name	UPN	Forename	Surname	DOB	Gender	SE
NFER Column	UPN	Forename	Surname	DOB	Gender	SE
Matched Columns	Matched (contains no values and will not be imported)	Matched	Matched	Matched	Matched	M

You will now need to check your pupil data. Any invalid or unexpected data will be highlighted in yellow or red. Anything highlighted in red will need to be amended or entered before you can continue. Anything highlighted in yellow should be reviewed but you will be able to continue without making any changes. Once you have checked all the data and are happy to continue, save the data and press the **'Finish'** button.

01/09/2011	M	S	False	WBRI
01/10/2010			False	WBRI
01/12/2010	F	E		WBRI
01/02/2011	F	K	False	CHNE
01/04/2011	F	K	False	

Accessing the NFER Tests Analysis tool

To access the NFER Tests Analysis Tool go to the NFER Classroom tools section and select **'NFER Tests Analysis tool'**.

From here select the group of pupils you would like to work with and choose whether you would like to enter test data for them, view results or generate reports for those you have already entered test data for.

Home NFER Classroom tools NFER Tests Analysis Tool

First select your pupil group by school, key stage, year group or class, then select the action you would like to take, enter data, view results or generate reports

Enter data
Import results
View results
Generate reports

Meadow Primary School	Key Stage 1	Year 1	Miss Smith	
		Year 2	Mr Smith	
	Key Stage 2	Year 3	Mrs Twist	Mr Turner
		Year 4	Mr Norton	
		Year 5	Miss Palmer	
		Year 6	Mr Smith	Ms George

If you would like to enter data, select the test you wish to enter data for and press **'continue'**. From here you can choose to enter test results data by pupil, by question or by total results.

Home NFER Classroom tools NFER Tests Analysis Tool Marks By Pupil

Year 1 - Summer - Reading

Alex Kelly-Hall Prev Next

Test Date:

Set all Correct Set all Incorrect

Save Enter By Question

Test 1	Test 2	No.	Question	Marks	Max
				Total	36
		A1	Which picture shows who did the cooking in Bear and Bird's house?	<input type="text"/>	1
		A2	Owl warned the other animals. Tick the picture that shows what he warned the other animals about.	<input type="text"/>	1
		A3	Which word is used to describe Owl in the story?	<input type="text"/>	1

Further Support

For further support or help please select the '**support**' option from the drop down menu that appears under your name. This will direct you to our support web page where you will be able to download the full user guide and view helpful videos.

If you have any questions after reading this guide, please email products@nfer.ac.uk and we will get in touch to offer support.

- Home
- Support
- Change Your Password
- Supplements
- Logout