

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.

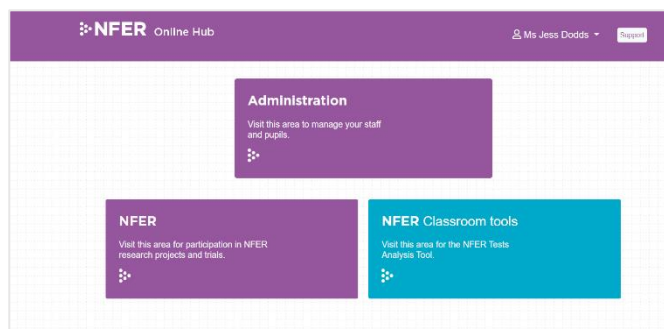
The tool can be accessed at the following web address:

<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 from CTF**'.

Select your CTF file and click on '**Continue**'. You will be taken to the CTF School Data Check page. Check the data and then click on '**Continue**'. Check the data on the resultant CTF Pupil Data Check page and finally click on '**Finish**'.

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, create custom groups and view results or generate reports for those you have already entered test data for.

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.

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Further Support

For further support please click the 'support' button which appears on both the login page and in the top right hand corner of each page once you are logged in.



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