



**LORETO SECONDARY SCHOOL,
CLONMEL**

**Procedures for
Accessing Testing for
Schools.com**

15th October 2019

Procedure for accessing Testing for schools.com

Used to set up sitting for NGRT (reading test) and CAT and to generate reports.

Customer ID: LSS6847
Email: gcloretoclonmel@gmail.com
Password: Lorcat1881

Login

In **Students** all the students who were registered for tests in this portal are available. Enter the name of the group in the box on the left-hand side. E.g. 1ST Year2019

To set up sitting:

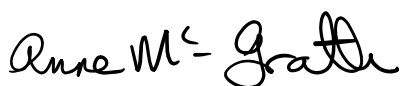
- Office (Rosemary) will have entered all students who were due to sit CAT based on enrolment forms. Each student will have a unique identifier no. e.g. 19Lor001 -19Lor100
- At **home page** click on **sittings**
- **Add sitting**
- Give sitting a **name** e.g. NGRT1st year 2019
- **Select service:** either NGRT or CAT 4 then **select the test** required e.g. Either CAT 4 E (incoming 1st years) or CAT 4 G(TYs/5th years).
- **Choose period** for students to sit test (from date of set up to 30 days later)
- **Add individuals:** it will bring you to all students who are entered in the system, filter by group required. **Select all** and press **add**.
- Save sitting as **draft** so that it can be edited until it has been cross checked.

This procedure was read by the Board of Management on the date noted below.

Signed: 

Ms. Mary Ryan, Chairperson of Board of Management

Date: 15/10/2019

Signed: 

Ms. Anne Mc Grath, Principal

Date: 15/10/2019