

IACLETOP Student Area Student Trial Exam Setup:

1. Complete the [Student Area Registration Form](#) and email to your [IACLE representative](#)
2. Your IACLE representative will provide you with an invoice and once that is paid, the setup process of your students into IACLETOP may begin
3. You will be emailed a formatted Excel spreadsheet to enter your student's first name, surname, and email. Please confirm all details are correct and email the spreadsheet to your IACLE representative. This information will be imported into IACLETOP and all students will receive an email from IACLETOP confirming their registration. If they do not receive that confirmation, please inform your IACLE representative immediately
4. STE setup in IACLETOP is arranged by the IACLE member for their students. Go to the [Teacher's Area](#), which guides you on how to set up an exam, how to administer the exam, and how to access the test results after the exam is complete
5. **IMPORTANT: A mock test must be conducted prior to completing the actual STE.** This is done to test that all student logins are working. This allows us to rectify login issues before students complete the official STE. Such issues are corrected within business hours Monday to Friday (time zone GMT+5:30 when contacting Kavitha Jayanna and Lakshmi Shinde). Please note **IACLE will not add any new student's emails or change emails once the mock test has been completed.**
6. **STE results:** IACLE will provide members an STE results report and a STE certificate template. This is to be completed by the member and issued to students who have completed the STE with an outcome of 50% or higher. Students scoring below 50% do NOT receive a certificate.

Within the **Student Area** our programs and resources for student's learning are accessible to members and their students including the IACLE Student Trial, IACLE Case Reports; as both self-directed learning and flipped classes, and IACLE Global webinars offered in English, Chinese, Korean, Spanish and Bahasa. In future, more resources will be made available as we continue to develop this learning environment.

In 2021, a **special offer** registration fee applies per student to access their Student Area. Members register the total number of students requiring access and IACLE provides the member with an invoice. Once paid, the member's students are registered on IACLETOP and setup in IACLETOP is arranged by the IACLE member for their students. Instructions on how to do this are in IACLETOP's [Teacher's Area](#).

Student Area cost

The cost per registered student is based on our [Purchasing Power Parity \(PPP\) Grouping](#):

- Group 1 US\$5 student registration fee
- Group 2 US\$10 student registration fee
- Group 3 US\$15 student registration fee

Please note this fee is a special rate offered in 2021. The fee structure will be reviewed after an assessment of the initial roll out and may be revised in 2022.