

## IACLETOP Student Area Student Trial Exam (STE) Setup Instructions

1. Complete the Student Area Registration Form and email it to your IACLE representative
2. 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**
3. 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
4. **IMPORTANT: A mock test must be conducted prior to completing the 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**
5. 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 STE, 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.

### Learning Management System development

The Student Area also provides members with tools to develop individual teaching content and assessments. IACLE's programs and resources available in this area can be integrated with the members' developed resources whereas the Student Area performs as the member's own Learning Management System (LMS).

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