



**ISEB**  
Independent Schools  
Examinations Board

## **COMMON PRE-TESTS**

### **2021/22 UPDATE**

#### **UPDATED ISEB DOCUMENTATION**

ISEB has updated the Common Pre-Test documentation on its website. Please ensure you access the latest version in preparation for the upcoming academic year. Please note there are **revised web addresses** for the [Familiarisation Test](#), [School Login](#) and [Candidate Login](#).

#### **REGISTRATION FEES**

The Common Pre-Tests registration fee for 2021/22 remains at £24 per candidate. Schools are reminded that, once a candidate has been registered, the £24 fee is non-refundable.

#### **REGISTERING CANDIDATES**

For schools registering more than 30 candidates, please [request](#) the 2021/22 bulk import Excel template for you to complete.

Every registered candidate is assigned a unique ID by ISEB (known as a Unique Identifier). Some schools optionally provide their own internal pupil ID to replace the ISEB generated ID. If a school provides its own ID, it is crucial the ID is completely unique to the candidate, has never been used before and will not be re-used again for different candidates in subsequent years. Please note that if a school-supplied pupil ID possesses zeros at the beginning of the ID, they will be removed by the system.

It is vital that a candidate's date of birth is registered accurately. Common Pre-Test questions delivered to each candidate are tailored to their age. If an incorrect date of birth is discovered after the candidate has taken the tests, **it is not possible to retrospectively correct the test scores**. ISEB recommends that dates of birth are checked against a birth certificate or passport.

If a candidate possesses one or more middle names, please include them during registration. English-friendly names for foreign candidates must not be used. Schools which register all their candidates using only a single forename are likely to have their registrations rejected until a complete set of forenames is provided. Forenames, surnames and dates of birth should reflect the information recorded on the candidate's birth certificate or passport.

Please ensure the candidate's current school is declared accurately during registration. 'Overseas', 'Unknown' or similar non-specific information should be avoided. If necessary, please delay the registration until accurate information is available.

Registration data-entry errors can occur, and schools are able to correct these mistakes directly within Testwise with the school's admin login. This facility should not be used to replace a candidate with a different individual, however. Results are shared between schools, and this could affect the integrity of results.

### **SCHEDULING TESTS**

The process to schedule candidates onto tests via the Sittings web page has been streamlined for 2021/22 with fewer clicks and steps to complete the same job.

### **TEST TAKING**

The 2021/22 Common Pre-Tests fully support iPads and most other tablet devices. Candidates sitting manually timed versions of the tests (e.g. for extra time) are unable to use iPads/tablets, however and should use a Mac, PC or laptop.

The tests have been updated to provide clearer instructions to candidates during the tests. The familiarisation test has also been updated to reflect these changes.

### **REPORTS**

The user interface to generate reports has been improved. Timed and Untimed reports are now consolidated into a single report.

### **PLATFORM UPDATE AND RESULTS CLEARDOWN**

The Common Pre-Tests platform has undergone a significant update this summer. Candidate registrations and results from previous academic years are no longer available. ISEB has archived the results from recent years, but they will not be accessible to schools via the assessment website.

Due to the platform update, schools are required to reset their Testwise password. Please visit [iseb.co.uk/cpt-admin](https://iseb.co.uk/cpt-admin), click the **forgotten password?** link and enter your registered email address. A reset link will be emailed to you. If your school has multiple logins, you will need to do this for each one. If you experience any difficulties with the password reset, please contact GL Assessment Technical Support on 0330 1235375 08:30-17:00 UTC Monday to Friday or [support@gl-assessment.co.uk](mailto:support@gl-assessment.co.uk).