



iTRACK

Primary Assessments

Maths User Guide



Everything you need to know about iTRACK
Primary Maths Assessments



Table of Contents

2	<i>About Us</i>
3	<i>Design of Test</i>
9	<i>Administrative Set Up</i>
12	<i>Completing a Test</i>
15	<i>Pages within Question Box</i>
16	<i>Additional Help</i>
17	<i>Key Reporting Pages</i>
20	<i>Additional Information</i>
20	<i>Further Support</i>

About Us

iTRACK Education is a UK-based EdTech company with over 30 years of experience, dedicated to supporting hundreds of schools and tutoring companies. Our iTRACK family of solutions includes:

- iTRACK Question Box (Assessments & Surveys)
- iTRACK (Pupil tracking and parental reporting)
- iTRACK iASEND (Pupil tracking for those with Special Educational Needs)

Discover more on our website: [iTRACK Education]
(<https://www.itrackeducation.com/>).

Design of the Test



Each test in this series is designed to assess the specific curriculum for its target year group. The mark distribution across strands has been carefully collected to ensure fair and comprehensive coverage of the year's material. Each test aligns with the 2014 UK National Curriculum and follows the White Rose content coverage, ensuring the full breadth of the curriculum is addressed. The following tables detail the coverage of our tests for each year group.

Table 1 illustrates the match of content distribution for iTRACK: Primary Tests, Year 1

Yr 1	Autumn	Autumn Points	Spring	Spring Points	Summer	Summer Points
Number and Place Value	63%	19	27%	8	13%	4
Addition and Subtraction	23%	7	27%	8	10%	3
Shape	13%	4	7%	2	7%	2
Measure			40%	12	27%	8
Multiply					10%	3
Fractions					20%	6
Position					13%	4
Total No. of Points Available		30		30		30



Table 2, illustrates the match of content distribution for the iTRACK Primary Maths Tests, Year 2

Yr 2	Autumn	Autumn Points	Spring	Spring Points	Summer	Summer Points
Number and Place Value	37%	11	17%	5	3%	1
Add and Subtract	30%	9	13%	4	7%	2
Multiply			27%	8	20%	6
Fraction					17%	5
Measure			33%	10	23%	7
Shape	33%	10	10%	3	3%	1
Position					10%	3
Statistics					17%	5
Total No of Points Available		30		30		30



Table 3, illustrates the match of content distribution for the iTRACK Primary Maths Tests, Year 3

Yr 3	Autumn	Autumn Points	Spring	Spring Points	Summer	Summer Points
Number and Place Value	50%	15	10%	3	7%	2
Add and Subtract	43%	13	17%	5	10%	3
Multiply and Divide	7%	2	20%	6	10%	3
Fraction			30%	9	17%	5
Measure			23%	7	27%	8
Shape					17%	5
Statistics					13%	4
Total No of Points Available		30		30		30

Table 4, illustrates the match of content distribution for the iTRACK Primary Maths Tests, Year 4

Yr 4	Autumn	Autumn Points	Spring	Spring Points	Summer	Summer Points
Number and Place Value	40%	12	17%	5	3%	1
Add and Subtract	27%	8	7%	2	7%	2
Multiply and Divide	23%	7	17%	5	3%	1
Fraction			43%	13	30%	9
Measure	10%	3			17%	5
Shape			17%	5	20%	6
Statistics					13%	4
Position					7%	2
Total No of Points Available		30		30		30

Table 5, illustrates the match of content distribution for the iTRACK Primary Maths Tests, Year 5

Yr 5	Autumn	Autumn Points	Spring	Spring Points	Summer	Summer Points
Number and Place Value	33%	10	7%	2	7%	2
Add and Subtract	40%	12	23%	7	7%	2
Multiply and Divide	7%	2	17%	5	20%	6
Fraction			33%	10	7%	2
Measure	20%	6	7%	2	27%	8
Shape					23%	7
Statistics			13%	4	3%	1
Position					7%	2
Total No of Points Available		30		30		30

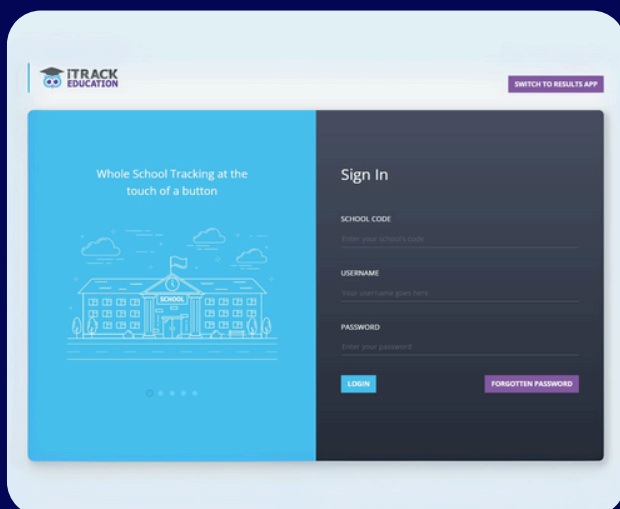
Table 6, illustrates the match of content distribution for the iTRACK Primary Maths Tests, Year 6

Yr 6	Autumn	Autumn Points	Spring	Spring Points	Summer	Summer Points
Number and Place Value	20%	6	7%	2	7%	2
Add&Subtract and Multiply&Divide	37%	11	20%	6	13%	4
Ratio			13%	4	17%	5
Fraction	27%	8	23%	7		
Measure	17%	5	20%	6		
Shape					40%	12
Statistics			7%	2	10%	3
Position					7%	2
Algebra			10%	3	7%	2
Total No of Points Available		30		30		30



Administrative Set Up

This short guide will help you set up the online Tests within Question Box.



Log in to Your Account

Existing iTRACK Clients:

Log in using your details as usual.

New Clients:

After receiving your login details from the support team, visit iTRACK login page (<https://awl.itrackprimary.co.uk/login.cfm>) and log in using the credentials provided.

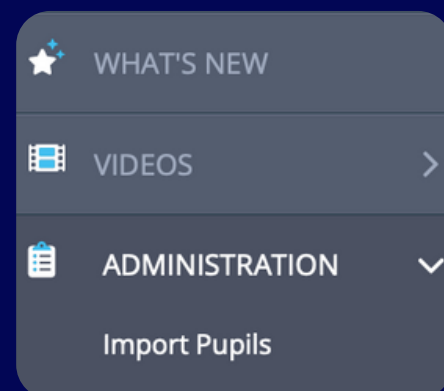
Adding Your Pupils' Data (New Clients Only)

Already an iTrack client? Skip this step.

Method 1: Add pupils with a CTF file

1. On the side bar, click **Administration**, then **Import Pupils**.
2. Under Import Pupil Results, click 'Import Pupils CTF file'.

3. Upload your pupils' data through this portal.



Important Note: Once this section has been completed, it does not need to be repeated.



Method 2: Add pupils manually

1. On the side bar, click **Administration**, then **Pupil Details**.
2. On this page, click **Add Pupil** on the top right-hand corner.

Pupil Details HELP ME WITH THIS TASK

CORE ATTRIBUTES SCHOOL ATTRIBUTES IMPORT ATTRIBUTES CORE FILTERS SCHOOL FILTERS ADD PUPIL

open panel

Year Group YEAR 1 Include Leavers NO GO

3. Fill in the necessary fields and click **Save Pupil**.

Allocating a Test

1. Visit webpage:
<https://awl.itrackededucation.com/login.cfm>
2. Log in to the homepage and click on the **Question Box** tab on the left-hand menu.
3. Go to the **Manage Activities** section and open the page labelled **Distribute Activities**.
4. Select - Assessment - Year group - Test name (see below).

? QUESTION BOX

MANAGE ACTIVITIES

Distribute Activities

Active Activities

Other Activities

CATEGORIES	SELECT ACTIVITY
▼ Assessment	
▼ Year 1	
▶ Maths	Select an activity
▶ Year 2	Select an activity
▶ Year 3	Y1 - Summer
▶ Year 4	Y1 - Spring
▶ Year 5	Y1 - Autumn

Note: The red triangle indicates there are no subcategories beneath. The blue triangle shows there are subcategories beneath.

Y1 - Summer ✕

Year Group
All Year Groups

Select Pupils
~Select~

SELECT ALL

Group Label
Y1 - Summer

Attempt Limit
10

Start Date
13/03/2025

Due Date
20/03/2025

SUBMIT

5. Select the pupils who will participate in the activity.
Select a Full Cohort: select this in the drop-down and then press 'select all'.
Select Pupils Manually: click 'Select pupil' and select the specific pupils required to take the test.
6. Configure any additional options as needed.

Accessing a Test

1. Click **Manage Activities**.
2. Go to **Active Activities** to retrieve the test code (6th column).

Student Activities

Activity Title	Group Label	Start Date	Due Date	Attempt Limit	Test Code	Pupil Sessions	Edit	Delete
Y2 - Autumn	Y2 - Autumn	13-Mar-2025	20-Mar-2025	10	YGRE8	1	EXPORT TO EXCEL	
Y2 - Spring	Y2 - Spring	13-Mar-2025	20-Mar-2025	10	HVEG4	0	EXPORT TO EXCEL	
Y2 - Summer	Y2 - Summer	13-Mar-2025	20-Mar-2025	10	GXKGT	0	EXPORT TO EXCEL	

3. You then have 2 options:
 - a. Click the **Test Code** for the relevant test. This will open a new webpage that you can share with pupils.
 - b. Write the test code on the Question Box test page.

Retrieving Pupil's User ID

Each pupil has their own unique User ID, they need this to access the test.

To Retrieve their user ID:

1. Go to **Active Activities**
2. Click 'Export to Excel'
3. In the Excel spreadsheet, you will find the User ID for each of the pupils who have been assigned to that particular activity.



Completing a Test



Login

User Id

Test Code

Enter

Login Process for Pupils

1. Pupils need to put their own unique user ID and the test code in the spaces provided.
2. Press 'Start' to begin test.

Further Information

General Reminders:

- Ensure pupils have **scrap paper**, an **exercise book**, or a **whiteboard** with a **suitable writing tool** for solving problems.
- Please be aware some questions have two marks. All questions will be marked automatically. Any working out will **NOT** be recorded on the system.
- **No measuring tools** are required for these tests.
Any questions that may require a measuring tool will appear on screen for pupils to use.
- **No calculator** is permitted for these tests.

Secure Environment:

- It is advisable to monitor pupils during the test, just like any paper-based tests, to ensure the test is taken in an honest manner.

Time Limit:

- **Generally** there is no time limit to complete a test.
- However you can set a time limit by selecting the advanced configuration button on the distribute activity page when sending out the test.

Skipping Questions:

- Pupils can skip questions by clicking an arrow to move forward.
- Before submission, the system will display any unanswered questions and provide the option to revisit them.

Submitting the Test:

- At the end, pupils must click 'Submit' to complete the test.



Pausing and Resuming a Test:

- Tests are not timed for pupils. However, teachers will receive an analysis of time taken by each pupil to complete.
- If the internet fails or pupils need a break during the test, their most recent progress will be saved. Pupils can resume the test when ready.

Resuming Within the Same Day:

- If pupils run out of time within your specified time limit (e.g. lunchtime) and need to continue later, they can press the 'Save' button and resume the test within a week. When they return, they can log back in and select 'Resume' to continue from where they left off.



After Closing the Programme:

- If the programme is closed, pupils can relaunch the test and log in as usual. They will be taken back to the question they saved before exiting.

Audio recordings:

- For Year 1 and 2 pupils, audio recordings are available. This can be listened to by clicking on the headphones icon  next to each question.

Saving the Link on Devices

We recommend saving the link to Question Box

(<https://awl.itrackededucation.com/questionbox/assessment/Login.cfm?>.)

to your school devices. Home screens, to make it easier for pupils to access. How this is done will depend on your network and devices.

Pages within Question Box

Manage **Activities**

- **Distribute Activities** - Allocate tests and set a time period for pupils to take it, along with number of retakes.
- **Active Activities** - View the status of tests (i.e. active and inactive). Export overview of the session to Excel if required to find the pupil ID.
- **Other Activities** - View other options of products that iTRACK has to offer.



Pupil **Analysis**

- **Pupil Summary** - An overview of the tests completed. This includes the last time a pupil attempted a particular test and an overview of the number of correct/incorrect answers.
- **Pupil Diagnostics** - View a breakdown of the understanding a pupil has for the different content domains and specific testing criteria.
- **Pupil Answers** - View pupil's specific answers on a test and flag issues.



Cohort Analysis

- **Recent Score by User** - View all pupils who participated in the tests: scores, content domain analysis, question analysis.
- **Summary by Tag** - This page shows % for multiple tests completed by the year group combined.
- **Answer Analysis** - Shows multiple pupils' answers in one place.
- **Recent Score Triangulation** - View individual pupil's scores across multiple activities.



Additional Help

- **Help Me with This Task** - On every page within Question Box, a purple button can be located on the top right hand corner. By clicking on this you will be able to access instructions with embedded videos for that specific page.
- **Video Tab** - Click 'Videos' on the top left hand corner of the page to access our latest help videos.
- **Support** - Our support details can be located at the end of this user guide.





Key Reporting Pages

How to use the reporting features on iTRACK
Question Box

Pupil Diagnostics

- 1. Under **Pupil Analysis** on the left-hand menu, select **Pupil Diagnostics**.
- 2. Select the Year Group, Pupil and the Activity (Tag Hierarchy).
- 3. Underneath these drop-down menus, click ‘select activities’, choose the option you want, then press ‘x’ or click off the pop-up.

▼ Assessment

▼ Year 1

▶ Maths

▶ Year 2

▶ Year 3

▶ Year 4

▶ Year 5

Select an activity

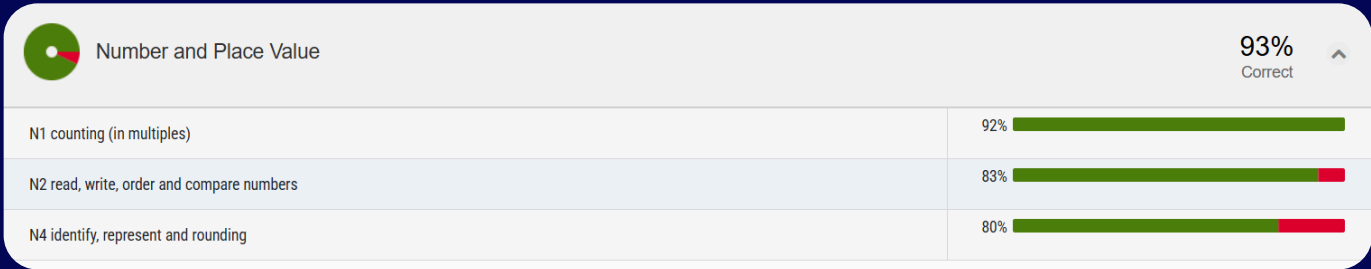
Select an activity

Y1 - Summer

Y1 - Spring

Y1 - Autumn

- 4. Press ‘Go’ by the drop-down boxes to view data.
- 5. Under **Session Summary by Tag**, click the drop-down menus on the left-hand side to view the content domain objectives.



Please note, whilst all pages are available for viewing, the analysis may not exist or be limited as it requires multiple data sets (for example, multiple tests to be taken).



Key Reporting Pages *cont.*

Pupil Answers

1. On the side bar, select **Question Box**, click **Pupil Analysis**, then select **Pupil Answers**.
2. Once on the page, select the 'Year Group'.
3. Select the Activities you wish to include, by clicking 'Select Activities'. Once selected, press 'x' or click off the pop-up.

Year Group

YEAR 2

▼

GO

SELECT ACTIVITIES

SELECT ACTIVITIES

4. Press 'Go' next to the drop-down menus to show your data.

Pupil	YearGroup	Date Started	Date Complete	Actions
BARKER, Ian	Year 1	12/03/25	12/03/25	View Results
BARKER, Ian	Year 1	12/03/25	12/03/25	View Results
BARKER, Ian	Year 1	13/03/25	13/03/25	View Results
BATTERSBY, Ivan	Year 1	12/03/25	12/03/25	View Results
BATTERSBY, Ivan	Year 1	12/03/25	12/03/25	View Results
JACKMAN, Jess	Year 1	12/03/25	12/03/25	View Results
JACKMAN, Jess	Year 1	13/03/25	13/03/25	View Results

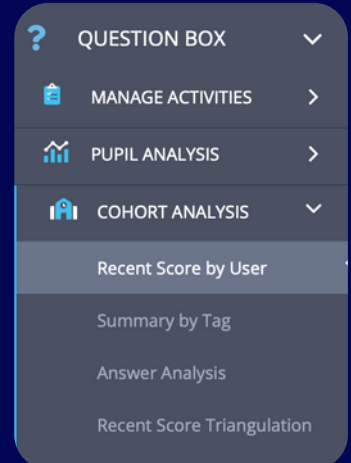
5. To view the results of a specific pupil's test, click 'View Results' in the 'Actions' column.
6. If you have any issues with any of the marking or questions, you can flag this to our team by clicking **Flag this Question** .
7. A pop-up box will appear which you can use if you wish to add a comment before submitting.

Key Reporting Pages *cont.*



Recent Score by User

1. On the side bar, select the drop-down next to 'Cohort Analysis' then select the page 'Recent Score by User'.
2. Select the Year Group, Tag, then Hierarchy (Activity) you wish to view.



Year Group: YEAR 2 ▼ Select a Tag Hierarchy: PLEASE SELECT... ▼ GO

SELECT ACTIVITIES SELECT ACTIVITIES

3. Underneath the drop-down menus, click 'Select Activities' and select **one** activity.
4. Once selected, click 'x' or click off the pop-up window.
5. Press 'Go' to generate the analysis.

Latest score by the content domains

Y2 - Spring
93% ■
Items
Correct: 27 / 29 (93%)
Incorrect: 1 / 29 (3%)
Unattempted: 0 / 29 (0%)
Not marked: 1 / 29 (3%)
Addition and Subtraction
Time spent
100% Correct: 10 min(s), 25 sec(s)
100% Incorrect: 17 sec(s)
Unattempted: 0 sec(s)
Not marked: 6 sec(s)
Total: 10 min(s), 48 sec(s)

The most recent score for multiple pupils, for a particular test

Latest score by each question

Last Score by Activity

Student	Score
BANKS, Caroline	97%
POWER, Max	100%

Last Score by Tag

Student	Score	Num
BANKS, Caroline	97%	
POWER, Max	100%	

Last Score by Item

Student	Score	1	2
BANKS, Caroline	93%	●	●
POWER, Max	97%	●	●

- If you hover over a score, a black pop-up will give further analysis about this particular result.

Additional Information

Automated Marking

- Whilst automated marking is used for our tests, we would advise ALL educators to make occasional checks that pupil's responses are marked correctly.
- You can do this by using the 'Pupil Answers' or 'Answers Analysis' pages.



Discrepancies

If there is a discrepancy between a pupil's response and the marking, you can do the following:

1. Select **Pupil Analysis** page.
2. Select 'View Results' to view pupils' answers.
3. Here you will see the pupil's answer and our marking.
There is also a flag next to the question.

Question 1

Flag this Question ►



4. We will review all flagged questions and make any adjustments as necessary. There is also the option to leave any additional comments which may help to instruct us.



Thank You

iTRACK Education - Further Support

 01926 468687

 3, Benford Court, Lower Cape, Warwick CV34 5DA

 support@itrackeducation.com