

MOCK TESTS SUMMARY GUIDE/EXAMS OFFICE /2026

For students and families – Parents and Guardians

9 April 2026

GUIDELINES FOR THE ADMINISTRATION OF MOCK TESTS

Technical procedures and remote configuration requirements; Essential Instructions

Mock Tests for the learning monitoring tests (ModA tests) and for the final basic education tests

Years 4, 6 and 9 of Portuguese general basic education

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In the values, principles and mission of Colégio Guadalupe, which include socio-educational support and care for families and students attending Portuguese educational cycles and school years subject to external assessment, we hereby inform you: (I) the technical procedures and requirements for remote configuration to upload the student session profile, specifically for computer-based assessment; and (II) the essential instructions for the mock tests (PE) in both digital and hybrid formats – the latter specifically for the Matemática (92) PE. This includes guidance on authorised materials, the school's PE timetable, provisions for Portuguese as an Additional Language (PLNM) students and criteria for exam exemptions.

The summary guide provided herewith complements the communication issued to Parents and Guardians, during the second week of February, regarding computer-based external assessment, detailing the logistical preparatory requirements involving the entire school community (see [link](#)).

I. TECHNICAL PROCEDURES AND REMOTE CONFIGURATION REQUIREMENTS

Computer-based external assessment as prescribed in Despacho Normativo no. 3/2026, of 23 February, which approves the tests and exams regulation for the 2025/28 academic years; the Guia para a Realização das Provas-Ensaio 2026; and Norma 02/JNE/2026, regarding the regulations for the administration of tests and exams.

As stipulated in the general terms and conditions of admission and attendance at Colégio Guadalupe – with particular emphasis on Clause 5, regarding the Educational iPad – and in compliance with the iPad usage regulations, in the domain of the instrument for exercising autonomy as outlined in the Educational Project, this technological device is fundamental to the delivery of the basic and secondary education curricula. It is intrinsically linked to the regulatory processes of teaching and learning, encompassing both internal and external assessment, including the ModA tests and the final basic education tests.

In light of the above, Parents and Guardians are urged to review the following information with the utmost care.

Compliance with the requirements detailed below is the sole responsibility of the families.

Any failure to adhere to these regulations may result in the student being unable to sit the test or specific test items.

Colégio Guadalupe is replicating the protocol implemented during the 2024/25 academic year external assessment, which saw significant success due to the school community's rigorous compliance and the total absence of technical constraints during the tests window.

1. iPad charging and remote device configuration protocol

To ensure optimal conditions for test preparation, administration and overall equity, families are requested to adhere to the following protocol. This should be implemented starting from **10:00 pm on the eve of the scheduled PE dates applicable to the student (see Appendix C – PE timetable)**, continuing throughout the night.

Accordingly, by 10:00 pm on the eve of each test, the iPad device must be:

- **Charging** (connected to a power source);
- **Connected to the internet/Wi-Fi** and not in use by the student, to enable the Colégio Guadalupe Technical Team to remotely configure the specific student session profile [Exam Mode] on the device.

This configuration is performed remotely and exclusively by the aforementioned Technical Team.

On test days, prior to the scheduled start time, the Technical Team will proceed with the technical certification of the student session profile [Exam Mode] on the iPad.

Please note: arriving for tests without the iPad device or with insufficient battery life – commensurate with the duration and software requirements of the tests – will result in the student being unable to complete the assessment, either in part or in full.

Students are **authorised** to use their own power banks or portable battery chargers.

Please be advised that the School **will not provide or distribute** any power banks or portable chargers belonging to the institution.

II. ESSENTIAL INSTRUCTIONS FOR THE ADMINISTRATION OF THE PE

1. Preliminary points

- **Cartão de cidadão or document containing the school-issued internal number for non-Portuguese nationals:** Matemática (92) PE (PE for the final basic education tests – Year 9);
- **Credentials:** for individual use during the 2025/26 academic year; consisting of **[USERNAME + PASSWORD]**;
- **Matemática (92) PE in hybrid format:**

Matemática (92) PE papers – Appendix A: specific answer sheets prepared for scanning via quick response (QR) codes, designed for the hybrid assessment format to circumvent challenges associated with digital mathematical notation;

Selected-response items: answers to be submitted via the test-taking platform application, future **Intuitivo** (provided by the Instituto de Educação, Qualidade e Avaliação);

Constructed-response item: answer to be handwritten on the **Matemática (92) PE papers** – within the primary answer booklet and, if necessary, on official continuation sheets (separate sheets) (**Figure 1 to Figure 4**);

- Completion of form fields: guidelines for completing the required fields on the papers are provided throughout this guide.

– **Authorised materials:**

- Physical keyboards without mobile communication capabilities; notwithstanding that pedagogical staff recognise the suitability of the iPad’s virtual keyboard for the operational requirements of the Intuitivo app;
- **Wired headphones (without bluetooth) for listening comprehension assessment:** Português, PLNM and Inglês PE;

Any headphones other than those specified above are strictly prohibited – in such cases, the student will be unable to sit the listening comprehension component;

Please be advised that the School will not provide or distribute any headphones belonging to the institution.

- **Bilingual dictionaries for PLNM students (A1, A2, and B1 language proficiency levels):** Matemática PE;
- **Calculators for the Matemática (92) PE:** non-alphanumeric, non-programmable and non-graphical models are required; scientific calculators are permitted, in alignment with the statutory curriculum and essential learning outcomes;

- **Appendix C – PE timetable:** school-based PE timetable – logistic information; alignment between PLNM language proficiency levels and the respective tests to be sat; and criteria for examination exemptions.

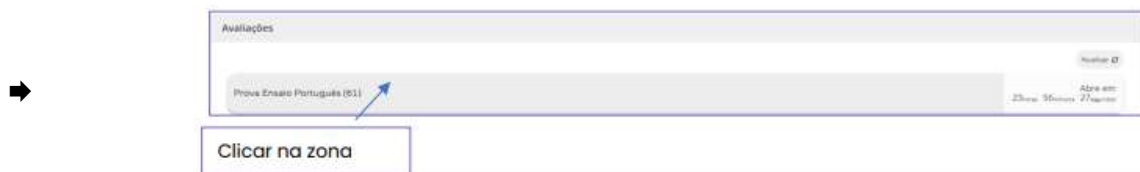
2. Procedures

<p style="text-align: center;">10 MIN PRIOR TO THE COMMENCEMENT OF THE TEST</p> <p style="text-align: center;">Test room</p>	<ul style="list-style-type: none"> • Student attendance; • Reception by the invigilator: <ul style="list-style-type: none"> • Attendance registers (student lists); • Credential list; • Scratch papers (draft sheets); • Matemática (92) PE papers (PE for the final basic education tests – Year 9) – Appendix A;
<p style="text-align: center;">5 MIN PRIOR TO THE COMMENCEMENT OF THE TEST</p> <p style="text-align: center;">Test room</p> <p style="text-align: center;">Support from a member of the Exams Office</p>	<ul style="list-style-type: none"> • Student Seating Arrangement: <ul style="list-style-type: none"> • Standard classroom layout as used during regular teaching activities; • PLNM students are to be seated in the front row to facilitate the efficiency of the invigilator’s procedures; • Failure to identify a student: immediate notification to the Exams Office; • Reading of student information as detailed in Appendix B; • Credentials: distribution to students.

Accessing the Intuitivo app via iPad:



Login example for the Português (61) PE:



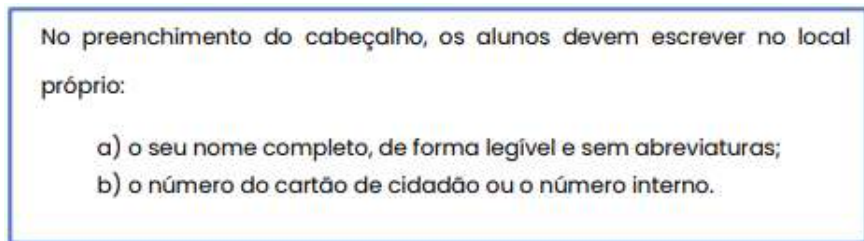
Exiting or closing the Intuitivo app: the access procedure must be repeated;

Locked Credentials: issuance of spare credentials; the identification details of the student to whom these credentials have been assigned must be recorded in the spare credentials log.

Matemática (92) PE papers (PE for the final basic education tests – Year 9) – Appendix A: distribution and completion

- **Primary answer booklet (Figure 1):** distribution and completion;

Student: completion of the detachable header;



- **Official continuation sheet (separate sheet) (Figure 4):** distribution during the teste upon student request, once the primary answer booklet sheets for the constructed-response item have been exhausted;

Completion by both the invigilator and the student (Figure 4).

COMMENCEMENT OF THE TEST
Test access password

- **Test access password:** to be disclosed by writing it on the smartboard/whiteboard.

Test access password field:

Scratch papers: distribution.

DURING THE TEST

- **Português, PLNM and Inglês PE: wired headphones (non-bluetooth)** must be used for the listening **comprehension component**;
- **Student:** use the **PREVIOUS** and **NEXT** buttons, which automatically save responses, or the **navigation panel** to navigate through the app;
- **Invigilator:** verify the student's identification details on the **detachable headers of the Matemática (92) PE papers** (see Appendix A) against the student's cartão de cidadão or the school-issued internal number;
- **Invigilator:** distribute official continuation sheets (separate sheets) (Figure 4) upon student request.

MUITO IMPORTANTE

O botão "Terminar" só aparece na última janela da prova.

Após clicar nos botões "Terminar" e "OK", a prova-ensaio é submetida e **já não é possível ao aluno voltar a aceder à respetiva prova.**

END OF THE TEST
Support from a member
of the Exams Office

• **Invigilator:**

- Verification that all students have clicked the **FINISH + CONFIRM OK** buttons to submit their tests;
- Ensuring the completion of all required data on the detachable headers and other mandatory fields on the Matemática (92) PE papers;
- **Collection of all scratch paper;**
- **Announcement of the dismissal order from the test room;**
- Handover to a member of the Exams Office of:
 - - Attendance registers (signed presence lists);
 - - Credential list;
 - - Used scratch papers, for immediate and secure disposal;
 - - **Matemática (92) PE papers – Appendix A;**

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APPENDIXES

Appendix A – Matemática (92) PE papers

REPÚBLICA PORTUGUESA
EDUCAÇÃO BÁSICA E INOVAÇÃO

EduQA
Instituto de Avaliação Educativa e Qualidade

100000

Prova-ensaio de Matemática (92)
3.º Ciclo do Ensino Básico | 2026

Rubrica dos professores registados

A PREENCHER PELO ALUNO

Nome completo _____

Documento de identificação [ID] n.º _____

Número interno _____

Assinatura do aluno _____

Instruções de preenchimento

1. Não é permitido dobrar as folhas de resposta.
2. Utiliza apenas caneta ou esferográfica de tinta azul ou preta.
3. Não é permitido o uso de corretor. Risca aquilo que pretendes que não seja classificado.
4. Apresenta apenas uma resposta ao item. Se for necessário, podes solicitar outra folha de resposta (folha de continuação), identificando claramente o item e o número da folha a que se refere a resposta.
5. Só é permitido escrever nos locais reservados para o efeito.

Figure 1: primary answer booklet – answer sheet featuring a detachable header.

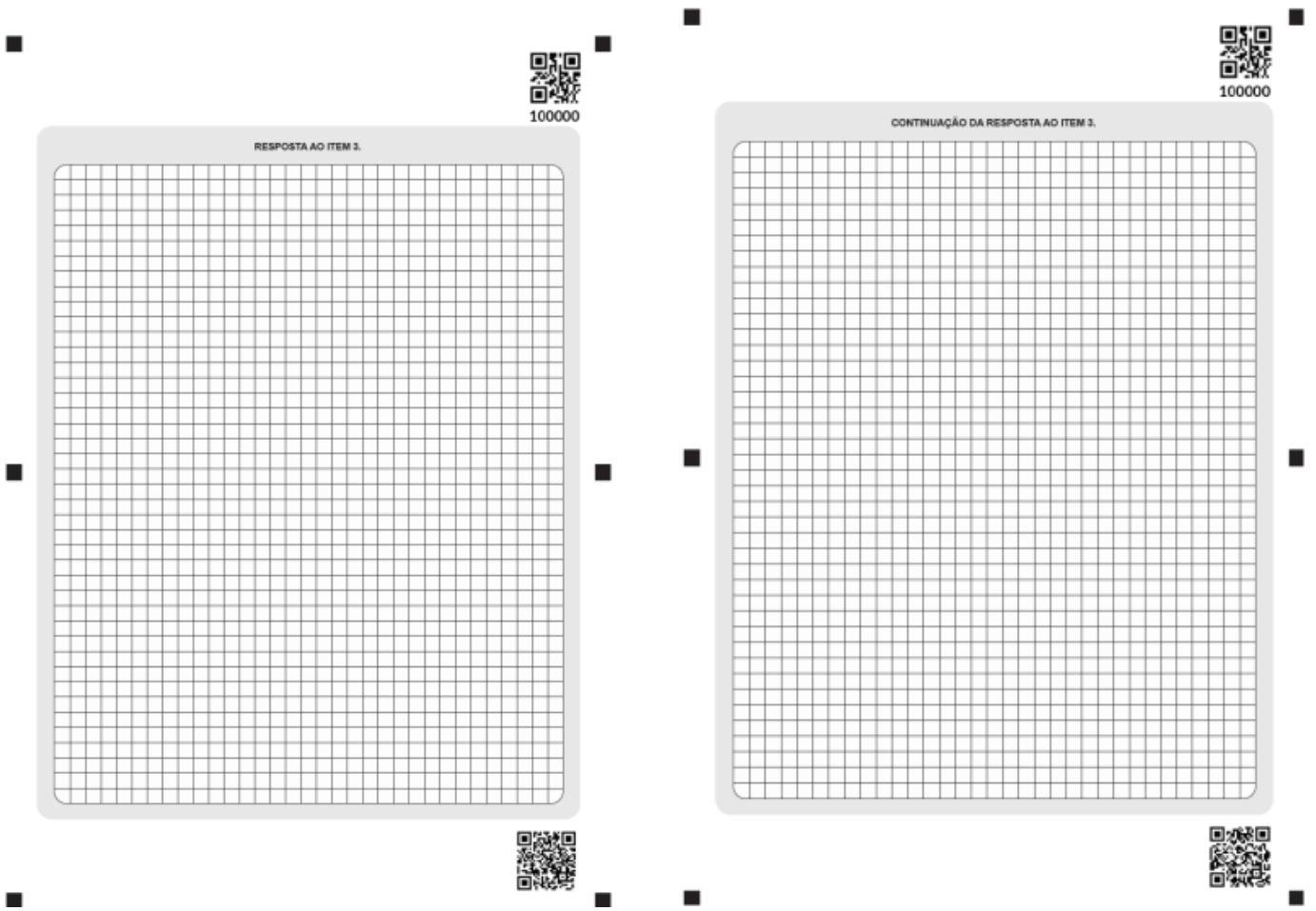


Figure 2: primary answer booklet – answer sheet for item 3.

Figure 3: primary answer booklet – answer continuation sheet for item 3.

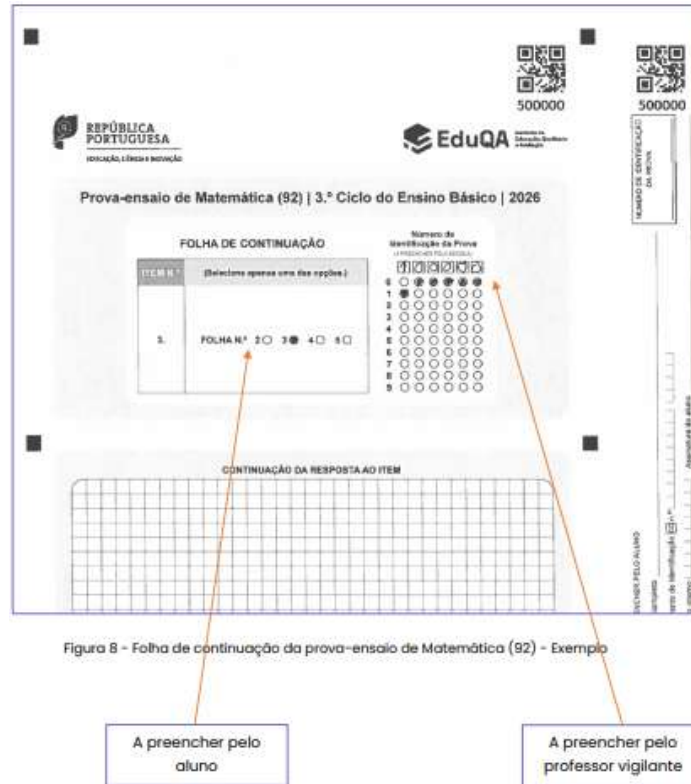


Figure 4: official continuation sheet featuring a detachable header (separate sheet), including the test identification number, to be completed by the invigilator, and the corresponding sheet number for the response continuation, to be completed by the student.

INVIGILATOR: Enter the **test identification number** in the designated squares and circles using the **digits located beneath the QR Code** (as shown in Figure 1);

STUDENT: complete the **detachable header** and the **official continuation sheet number** – the first official continuation sheet (separate sheet) must be numbered as no. 2.

Appendix B – Information for students prior to the commencement of the test – 7.2 do guia para a realização das provas-ensaio 2026

7.2. Antes do início da prova-ensaio, após os alunos estarem sentados nos seus lugares, o professor vigilante informa:

- Para realizar a prova-ensaio todos os alunos têm de estar na posse da sua credencial individual de acesso;
- A credencial individual de cada aluno é composta pelo nome de utilizador e por uma palavra-passe;
- A credencial individual é utilizada pelo aluno em todas as provas-ensaio a realizar, sendo esta que identifica o aluno;
- Os alunos têm acesso à prova inserindo a senha de abertura que o professor comunicará verbalmente a todos ao mesmo tempo.
- Após ter respondido a todos os itens, para que a prova seja guardada e finalizada, aluno tem de clicar nos botões "Terminar" e "OK".
- Terminado o tempo previsto para a realização da prova, mesmo que não tenha respondido a todos os itens, o aluno terá de clicar no botão "Avançar" até chegar ao ecrã final ou selecionar no painel de navegação o último item e clicar no botão "Terminar", bem como no botão "OK" de confirmação;
- O aluno não pode escrever o seu nome nem identificar a sua escola em nenhum local da prova, incluindo em nenhuma resposta;
- Os alunos podem solicitar folhas de rascunho as quais serão recolhidas no final da prova.

Appendix C – PE timetable

School-based PE timetable – Logistic information

Year 4		
Wednesday, 15 April 2026 9h15 am 45 min		
Period 2, including an extension into period 3		
PORTUGUÊS (41) PLNM – NÍVEL A2 (43) PLNM – NÍVEL B1 (46)		
Turma 4.º A	Turma 4.º B	Turma 4.º C
Room 1	Room 2	Room 3
Invigilator Lara Gonçalves	Invigilator Marisa Pedro	Invigilator Joaquim Gato

Year 4		
Friday, 17 April 2026 9h15 am 45 min		
Period 2, including an extension into period 3		
MATEMÁTICA (42)		
Turma 4.º A	Turma 4.º B	Turma 4.º C
Room 1	Room 2	Room 3
Invigilator Lara Gonçalves	Invigilator Marisa Pedro/Joaquim Gato	Invigilator Marisa Pedro/Joaquim Gato

Year 6				
Tuesday, 14 April 2026 10h35 am 45 min				
The students and invigilators involved must report to the test room at the start of period 3, at 10:25 am; Period 4 will commence at 11:35 am for these students and invigilators				
INGLÊS (65)				
Turma 6.º A	Turma 6.º B	Turma 6.º C	Turma 6.º D	Turma 6.º E
Room 25	Room 27	Room 24	Room 29	Room 26
Invigilator Isabel Rodrigues	Invigilator Vanessa Sequeira	Invigilator Samuel Rolão	Invigilator Sara Muralha	Invigilator Afonso Cavaco

Year 6				
Thursday, 16 April 2026 10h35 am 45 min				
The students and invigilators involved must report to the test room at the start of period 3, at 10:25 am; Period 4 will commence at 11:35 am for these students and invigilators				
PORTUGUÊS (61) PLNM – NÍVEL A2 (63) PLNM – NÍVEL B1 (64)				
Turma 6.º A	Turma 6.º B	Turma 6.º C	Turma 6.º D	Turma 6.º E
Room 25	Room 27	Room 24	Room 29	Room 26
Invigilator Vanessa Alves	Invigilator Karen Monteiro	Invigilator Sara Muralha	Invigilator Afonso Cavaco	Invigilator Nuno Carvalho

Year 6				
Monday, 20 April 2026 10h35 am 45 min				
The students and invigilators involved must report to the test room at the start of period 3, at 10:25 am; Period 4 will commence at 11:35 am for these students and invigilators				
MATEMÁTICA (68)				
Turma 6.º A	Turma 6.º B	Turma 6.º C	Turma 6.º D	Turma 6.º E
Room 25	Room 27	Room 24	Room 29	Room 26
Invigilator Elisa Viegas	Invigilator Vanessa Sequeira	Invigilator Samuel Rolão	Invigilator Sara Muralha	Invigilator Marília Henriques

Year 9			
Tuesday, 21 April 2026 10h00 am 45 min Students and invigilators involved will conclude period 2 at 09:40 am; They must report to the test room at 09:50 am; The morning break is scheduled between 10:45 am and 11:20 am; Period 4 will commence as per the standard schedule at 11:20 am for these students and invigilators			
PORTUGUÊS (91) PLNM – NÍVEL A2 (93) PLNM – NÍVEL B1 (94)			
Turma 9.º A	Turma 9.º B	Turma 9.º C	Turma 9.º D
Room 42	Room 40	Room 36	Room 38
Invigilator Sara Domingues	Invigilator Lídia Morcocean	Invigilator Rute Morais	Invigilator Francisca Meleiro

Year 9			
Thursday, 23 April 2026 10h00 am 45 min Students and invigilators involved will conclude period 2 at 09:40 am; They must report to the test room at 09:50 am; The morning break is scheduled between 10:45 am and 11:20 am; Period 4 will commence as per the standard schedule at 11:20 am for these students and invigilators			
MATEMÁTICA (92)			
Turma 9.º A	Turma 9.º B	Turma 9.º C	Turma 9.º D
Room 39	Room 37	Room 36	Room 38
Invigilator Ana Reis	Invigilator Luísa Paz	Invigilator Cátia Lagos	Invigilator Ana Opinião

Room 39: year 8 B, currently in their Global Perspectives lesson (Prof.^a Elisa Viegas), will conclude their session at **9:40 am** to vacate the room for Year 9 A;

Room 37: year 12 A will relocate to **room 40** between 10:25-11:15 am for their Aplicações Informáticas B lesson (Prof. José Santos).

Alignment between PLNM language proficiency levels and the respective tests to be sat

Mock test type Year	Language proficiency level	Mock test to be administered
ModA tests Year 4 and 6	A2	ModA test PLNM – A2 (43) (63)
	B1	ModA test PLNM – B1 (46) (64)
	B2 e C1	ModA test Português (41) (61)
Final basic education tests Year 9	Zero, A1 e A2	Final basic education test PLNM – A2 (93)
	B1	Final basic education test PLNM – B1 (94)
	B2 e C1	Final basic education test Português (91)

Criteria for examination exemptions

Framework	Mock test type
PLNM students currently at pre-A1 (level zero) and A1 language proficiency levels	ModA tests
Students who have entered the Portuguese educational system during the current academic year and are at pre-A1 (level zero), A1, A2, or B1 language proficiency levels	ModA tests Final basic education tests
Students receiving additional level learning and inclusion support measures – namely significant curricular adaptations as detailed in their individual education plan, according to Decreto-Lei no. 54/2018, of 6 July, which establishes the legal framework for inclusive education, as amended	

Kind regards, Prof. Renato Marques da Costa



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