

MODA TESTS SUMMARY GUIDE/EXAMS OFFICE /2026

For students and families – Parents and Guardians

27 May 2026

## GUIDELINES FOR THE ADMINISTRATION OF THE 2026 MODA TESTS

### Technical procedures and remote configuration requirements; Essential Instructions

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#### Learning monitoring tests – ModA tests

Years 4 and 6 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 ModA tests in digital format. This includes guidance on authorised materials, the school's tests schedule, provisions for Português Língua não Materna (PLNM) students and criteria for exam exemptions.

This summary guide complements the official communication sent to Parents and Guardians concerning computer-based external assessments. It provides essential preparatory and logistical guidelines for the entire Colégio Guadalupe school community.

## 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 Moda – 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 successfully implemented during the 2024/25 external assessment and the current academic year's mock tests. These previous sessions achieved outstanding engagement from our students and families who demonstrated strict adherence to all guidelines, resulting in a seamless examination process entirely free from technical issues.

## 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 test dates applicable to the student (see Appendix B: test 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 TESTS

### 1. Preliminary points

- **Cartão de cidadão or document containing the school-issued internal number for non-Portuguese nationals:** Year 6;
- In cases where a Year 6 class's scheduled test time overlaps with the lunch period, lunch will be taken immediately upon completion of the assessment, with a corresponding adjustment made to the start time of their next academic session;
- **Credentials:** for individual use during the 2025/26 academic year; consisting of **[USERNAME + PASSWORD]**;
- **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 tests;  
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 test;

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

## 2. Procedures

<p><b>35 MIN PRIOR TO THE COMMENCEMENT OF THE TEST</b> Test room</p>	<ul style="list-style-type: none"> <li>• <b>Student attendance;</b></li> <li>• <b>Reception by the invigilator:</b> <ul style="list-style-type: none"> <li>• Attendance registers (student lists);</li> <li>• Credential list;</li> <li>• Year 6: modelo 29/JNE - inspection of strictly permitted and required test materials;</li> <li>• Scratch papers (draft sheets);</li> </ul> </li> <li>• Briefing candidates to conduct a <b>thorough check of strictly permitted and required equipment;</b></li> <li>• <b>Displaying, on the smartboard/whiteboard, the official start and end times for Parts A and B of the assessments.</b></li> </ul>
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<p><b>20 MIN PRIOR TO THE COMMENCEMENT OF THE TEST</b> Test room</p>	<ul style="list-style-type: none"> <li>• <b>Roll call of candidates in accordance with the candidate list and seating arrangements configured to match this order;</b></li> <li>• <b>Failure to identify a student:</b> immediate notification to the Exams Office;</li> <li>• <b>Year 6: modelo 29/JNE</b> - inspection of strictly permitted and required test materials - signed by the candidates;</li> <li>• <b>Reading of student information as detailed in appendix B;</b></li> <li>• <b>Credentials:</b> distribution to students.</li> </ul>
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### Accessing the Intutivo app via iPad:



### Login example for the Português (41) test:



**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.

**COMMENCEMENT OF THE TEST**  
**Test access password**

- **Test access password:** to be disclosed by writing it on the smartboard/whiteboard and erased immediately after;
- Completing the attendance register for **present and absent candidates**;
- Candidate **lateness** must not exceed the scheduled start time of the test.

Test access password field:



**Scratch papers:** distribution.

**DURING THE TEST WITH A DESIGNATED 15-MINUTE INTERVAL**

- **Português, PLNM and Inglês tests: 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.
- **INTERVAL PROTOCOL:** finalising **Part A** on the app | Interval | Commencement of **Part B**, with no further access permitted to Part A;
- Monitoring candidates as the end of Part A approaches to ensure timely finalisation;
- Candidates are to remain in the immediate vicinity of the test room during the interval.

**MUITO IMPORTANTE**

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

Após clicar no botão "Terminar", clica em "OK" para confirmar a submissão e **já não é possível ao aluno voltar a aceder à respetiva prova.**

**END OF THE TEST**

- **Invigilator:**
  - Verification that all students have clicked the **FINISH + CONFIRM OK** buttons to submit their tests;
  - **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.

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## APPENDICES

### Appendix A: information for students.

#### Informações a fornecer aos alunos

- 6.1. Os professores responsáveis pela vigilância das provas devem, após a distribuição dos alunos pelos seus lugares e antes do início da prova, reiterar e/ou informar os alunos do seguinte:
- a) Para realizar a prova terão de ter acesso à sua credencial individual e à senha que permite a abertura da prova;
  - b) A credencial individual de cada aluno é composta pelo nome de utilizador e por uma palavra-passe;
  - c) O aluno não pode escrever o seu nome em nenhum local da prova;
  - d) O aluno, durante a prova, não pode sair da janela de realização da prova;
  - e) O aluno não pode abandonar a sala antes de terminado o tempo regulamentar de cada uma das partes da prova;
  - f) Após o intervalo, o aluno não vai poder voltar à primeira parte da prova;
  - g) No final das duas partes, o aluno tem de clicar no botão "Terminar" para que a prova seja guardada e finalizada;
  - h) O aluno tem de clicar no botão "OK" para confirmar a submissão da prova, após o que a prova já não pode ser alterada;

- i) As folhas de rascunho distribuídas a quem as solicitar são recolhidas no final da prova, mas não seguem para classificação;
- j) Não é permitido escrever comentários descontextualizados ou expressões desrespeitosas;
- k) Não é permitida a ingestão de alimentos, à exceção de água, durante a realização das provas, sem prejuízo do determinado para os alunos a quem são aplicadas adaptações nos termos do artigo 28.º do Decreto-Lei n.º 54/2018, de 6 de julho, na sua redação atual, alunos com problemas de saúde, bem como aos alunos com incapacidades físicas temporárias, desde que expressamente autorizadas pelo diretor;
- l) Só é permitida a expressão em língua portuguesa nas respostas às questões das provas, excetuando-se a prova de Inglês (65).

## Appendix B: test timetable

### School-based test timetable – Logistic information

<b>YEAR 4</b>
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<b>Year 4</b>		
<b>Friday, 29 May 2026</b>		
Part A, 60 min   15 min interval   Part B, 45 min		
<b>EDUCAÇÃO ARTÍSTICA (47)</b>		
<b>Class</b> <b>4.º A</b> Part A, 8h30 am   Part B, 9h45 am	<b>Class</b> <b>4.º B</b> Part A, 9h45 am   Part B, 11h00 am	<b>Class</b> <b>4.º C</b> Part A, 11h00 am   Part B, 12h15 pm
Room 1	Room 2	Room 3
Test proctor Marisa Pedro	Test proctor Lara Gonçalves	Test proctor Joaquim Gato
Grading teachers Part A: Pedro Valada   Leonor Mendes Part B: Ana Marques   Sara Azinheirinha		

<b>Year 4</b>		
<b>Tuesday, 2 June 2026   9h00 am</b>		
Part A, 60 min   15 min interval   Part B, 45/40 min		
<b>PORTUGUÊS (41)   PLNM – NÍVEIS A2 E B1 (43) (46)</b>		
<b>Class</b> <b>4.º A</b>	<b>Class</b> <b>4.º B</b>	<b>Class</b> <b>4.º C</b>
Room 1	Room 2	Room 3
Invigilator Marisa Pedro	Invigilator Lara Gonçalves	Invigilator Joaquim Gato

<b>Year 4</b>		
<b>Friday, 5 June 2026   9h00 am</b>		
Part A, 60 min   15 min interval   Part B, 45		
<b>MATEMÁTICA</b>		
<b>Class</b> <b>4.º A</b>	<b>Class</b> <b>4.º B</b>	<b>Class</b> <b>4.º C</b>
Room 1	Room 2	Room 3
Invigilator Marisa Pedro	Invigilator Lara Gonçalves	Invigilator Joaquim Gato

<b>Year 4</b>
<b>Monday, 8 June 2026   1h45 pm   Room 3</b> This component of the test is administered individually, to one candidate at a time Maximum duration: 5 min
<b>ORAL PRODUCTION AND INTERACTION COMPONENT</b> <b>PLNM – NÍVEIS A2 E B1 (43) (46)</b>
<b>Test panel</b> Lara Gonçalves   Marisa Pedro   Rui Gomes

<b>YEAR 6 –WRITTEN COMPONENT LOGISTIC INFORMATION</b>
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*The tables below detail the invigilation schedules, showing invigilator assignments for the 3rd, 4th, and 5th teaching blocks.*

<b>Year 6</b>				
<b>Friday, 29 May 2026   10h45 am</b> Part A, 60 min   15 min interval   Part B, 35 min				
<b>INGLÊS (65)</b>				
<b>Class 6.º A</b>	<b>Class 6.º B</b>	<b>Class 6.º C</b>	<b>Class 6.º D</b>	<b>Class 6.º E</b>
Room 25	Room 27	Room 24	Room 29	Room 26
Invigilator Elisa Viegas Elisa Viegas Vanessa Alves	Invigilator Vanessa Sequeira Vanessa Alves Diogo Sargedas	Invigilator Marília Henriques Diogo Sargedas Samuel Rolão	Invigilator Carla Galvão Marta Correia Isabel Rodrigues	Invigilator Sara Muralha Sara Muralha Ana Santos

<b>Year 6</b>				
<b>Wednesday, 3 June 2026   10h45 am</b> Part A, 60 min   15 min interval   Part B, 45/40 min				
<b>PORTUGUÊS (61)   PLNM – NÍVEIS A2 E B1 (63) (64)</b>				
<b>Class 6.º A</b>	<b>Class 6.º B</b>	<b>Class 6.º C</b>	<b>Class 6.º D</b>	<b>Class 6.º E</b>
Room 25	Room 27	Room 24	Room 29	Room 26
Invigilator Lourenço Dias Lourenço Dias Lourenço Dias *	Invigilator Vanessa Sequeira Vanessa Alves Vanessa Alves	Invigilator Sara Muralha Sara Muralha Marta Correia	Invigilator Isabel Rodrigues Diogo Sargedas Diogo Sargedas *	Invigilator Diogo Sargedas Isabel Rodrigues Nuno Carvalho

<b>Year 6</b>				
<b>Monday, 8 June 2026   10h45 am</b>				
Part A, 60 min   15 min interval   Part B, 45				
<b>MATEMÁTICA (68)</b>				
<b>Class 6.º A</b>	<b>Class 6.º B</b>	<b>Class 6.º C</b>	<b>Class 6.º D</b>	<b>Class 6.º E</b>
Room 25	Room 27	Room 24	Room 29	Room 26
Invigilator Elisa Viegas Elisa Viegas Karen Monteiro	Invigilator Vanessa Sequeira Vanessa Sequeira Vanessa Sequeira *	Invigilator Samuel Rolão Samuel Rolão Marta Correia	Invigilator Sara Muralha Sara Muralha Sara Muralha *	Invigilator Marília Henriques Raquel Costa Raquel Costa

<b>Year 6</b>				
Component administered in pairs (groups of 2 candidates) – Maximum duration: 10 min				
<b>ORAL PRODUCTION AND INTERACTION COMPONENT</b>				
<b>INGLÊS (65)</b>				
<b>Class 6.º A</b>	<b>Class 6.º B</b>	<b>Class 6.º C</b>	<b>Class 6.º D</b>	<b>Class 6.º E</b>
LAB CN1	LAB CN2	Room 37	LAB CN1	LAB CN2
<b>10h25 am</b> <b>Monday</b> <b>1 June 2026</b>	<b>2h30 pm</b> <b>Tuesday</b> <b>2 June 2026</b>	<b>10h25 am</b> <b>Tuesday</b> <b>9 June 2026</b>	<b>10h25 am</b> <b>Tuesday</b> <b>2 June 2026</b>	<b>2h30 pm</b> <b>Tuesday</b> <b>9 June 2026</b>
<b>Test panel</b>				
Andrew Miranda   Afonso Cavaco   Elisa Viegas				

<b>Year 6</b>				
<b>Tuesday, 9 June 2026   10h25 am   Room 38</b>				
This component of the test is administered individually, to one candidate at a time				
Maximum duration: 5 min				
<b>ORAL PRODUCTION AND INTERACTION COMPONENT</b>				
<b>PLNM – NÍVEIS A2 E B1 (63) (64)</b>				
<b>Test panel</b>				
Sara Muralha   Rui Gomes   Vera Nunes – 6.º A, 6.º B;				
Vanessa Alves   Rui Gomes   Vera Nunes – 6.º D				

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

External assessment tools Year	Language proficiency level	External assessment tools
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)

### Criteria for examination exemptions

Framework
PLNM students currently at pre-A1 (level zero) and A1 language proficiency levels
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
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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