Quick Reference Guide

For School Coordinators

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ICAS assessments

This checklist is for implementing **ICAS Assessments** in your school. It includes step-by-step guidance on what to do and when to do it. It also outlines the resources available to you.

Step 1 — Get started and order	Recommended Timing	✔
1.1 Agree on school coordinator(s) for the assessments.	**4–5 months** before test date	
1.2 Get familiar with this quick reference guide and the **product support page.**		
1.3 Download the **User guide** ⬇. This document provides very detailed instructions if you need additional help with the steps in this guide.		
1.4 Check ICAS Assessments has the correct details for your school. **IMPORTANT:** We use the school's administration email address for school purchase order confirmations, account activations for the Assessments Portal and result release notifications. You can check your school's details in the account section of the **Shop**. Contact **customer service** to get updates made. If your school is in a country which does not have access to the online shop, contact your local **ICAS Assessments representative**.	Early in the school year so all notifications are correctly received	
1.5 Meet with your school's IT Support early to confirm your school meets the **technical requirements** for the online tests.	Before ordering	
1.6 Confirm which **ICAS Assessments** your school will do and put the test dates in the school calendar.	Before ordering	
1.7 For Australia and New Zealand only. Decide how your school community will purchase ICAS. Payment Method 1 – the school puts the orders in on behalf of the students. Payment Method 2 – parents pay ICAS Assessments direct using the Parent Payment System (PPS).	Before ordering	

Step 1 — Get started and order	Recommended Timing	✔
1.8 **Payment Method 1** Submit your order through the **Shop** using your school code and password.[1] If you are in a country that does not have access to the shop contact your local ICAS representative for ordering.	Order as early in the school year as possible to allow plenty of time for preparation	
1.9 **Payment Method 2** (For Australia and New Zealand only) Save time by opting to have parents pay ICAS Assessments direct using the Parent Payment System (PPS).[2 and 3] You will be able to track test order volumes to assist with planning room resources. You can close the whole PPS or selected subjects before the official closing date if your school has reached room/device capacity. Details of the students and their chosen tests will be automatically uploaded into the Assessments Portal.	The Parent Payment System has an official closing date for parent orders. See dates section of the **website**	
1.10 Submit ⤒ **Students with disabilities enquiry form** if needed.	**8 weeks** before test date	
1.11 Submit ⤒ **Alternative sitting date request(s)** if needed (only available before the official sitting period).	At least 2 weeks before the alternative sitting dates.	

[1] New schools must **register** with ICAS Assessments before they can purchase and use the assessments.
[2] Order confirmations are sent to the school's administration email address on file with ICAS Assessments.
[3] You will need to sign up your school for the Parent Payment System via the Online Shop.

Go to the **Communicate** section of the ICAS **support page** for all the relevant documents for this step.

Step 2 — Communicate		Recommended Timing	✔
2.1	Advise parents/carers about the assessments and how to purchase ICAS using the parent/carer communication templates. With respect to each of its students who sits an assessment, a school must issue a written data and privacy statement to the student's parent or carer.	**4–5 months** before test date	
2.2	**BYOD schools only** Share **locked-down browser installation instructions** with parents, carers and students using the letter template provided (applies to Spelling Bee and Writing).	**4–5 months** before test date	

To sit the online assessments your school will need access to the **Assessments Portal**. Shortly after your first order, an account activation email will be sent to your school's nominated school administration email address. If needed you can request for an additional email address to be used for account activation. Contact Customer Service at **icasassessments@jansion.com.au**.

Step 3 — Prepare for testing	Recommended Timing	✔

3.1 Preparation for School Coordinators
 	
+ First time users — activate your account for the **Assessments Portal**.
 	
  - Activate your account by **clicking the link** in the activation email sent.
 	
  - **Set your password** (your username is your email address).
 	
  - Login at **icasassessments.com/assessments-portal**
  Note: The short URL for the Assessments Portal is **icas.site/shop**.
	As soon as you receive the activation email	

3.2 Preparation to set up Teachers + First-time users – invite teachers (as needed) to access Assessments Portal so they can assist in supervising the tests on the day. + Click on the **Staff** icon, and click **Invite staff**. Select **Unrestricted teacher**[4] role and enter the relevant staff **email addresses**. Click **Send invitations**. The teachers will receive an email to activate their accounts. Remind staff to check they can login in advance of the test dates. + Previous year's customers – update staff (as needed) already in the Assessments Portal. Go to the **Staff** icon and click **Manage staff**. Click on **Staff name** to edit their record. + Present **School staff training presentation** ⬇ as required. + Remind teachers about the test dates.	At least **1 month** before your first test date	

[4] An unrestricted teacher has access to all classes and therefore does not need to be assigned a class.

Step 3 – Prepare for testing	Recommended Timing	✔

3.3 **Preparation to set up students**

NB: Student import and licence allocation will be done automatically for your school if parents have bought using the Parent Payment System (PPS). This process will be completed shortly after the PPS officially closes.

+ Import students into the **Assessments Portal**.

- Click on **Student** icon and select **Import students**.
- Click **Download template** to download an Excel template and complete each column with your students' details (first name, last name, date of birth and year level are mandatory fields).
- Year level: For Australia, New Zealand and most other countries only put the numeric value, e.g. 7. There are exceptions to this for some countries which need to include a prefix before the numeric value. Only values in the Year Equivalence Table are accepted in this field. Consult the user guide for online testing.
- For date of birth Microsoft Excel date format (or equivalent) or text values using the following formats are accepted: dd-mm-yyyy; dd-mm-yy; dd-mmm-yyyy; dd-mmm-yy; dd-mmmm-yyyy; dd-mmmm-yy; yyyy-mm-dd; yyyy-mmm-dd; yyyy-mmmm-dd. A / separator can be used instead of a - separator. Examples include 07/11/2020, 23-Mar-20, 23-December-2020.
- Save the file to your computer, then click **Upload file**, choose the file you just saved.
- Click **Start**. Preview the upload and click **Start**. A successful import message will appear on the screen and be sent to your email.

+ Allocate test licences.

- Click the **Student** icon and click **Allocate test licences**.
- Use drop down lists to filter to the required test.
- Go to the **Actions** column. Click on the three dots.
- Click **Edit**.
- Click on the checkbox next to each student's name to allocate a licence.
- Click **Save**.

+ Print student logins. This can only be done after test licences have been allocated.

- Click **Print student logins**[5] from your dashboard.
- Filter your selection using the drop downs to obtain the required one–time codes.
- A PDF document will open in a new browser.
- Click **Print**.

+ Remind students about the test dates.

Recommended Timing (right column):

At least **1 month** before your first test date

Test licence allocation will be available 8 weeks prior to each subject's test sitting period

Important. If you are using the Parent Payment System you should not print student logins until after it has closed

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[5]   This can only be done after test licences have been allocated.

1 2 3 4 5

Prepare for testing

Get started and order Communicate Sit the tests Review results

Step 3 — Prepare for testing	Recommended Timing	✔

3.4 Preparation to set up devices

+ Read all **technical requirements** and seek assistance from your IT support.

+ Install the locked–down browser (only for Spelling Bee and Writing). See Communicate section for parent instructions for BYODs.

+ **Spelling Bee** only: check all students have headsets.

+ Conduct a **technical readiness check** on all devices. For Spelling Bee and Writing this should be done after the locked–down browser installation.

3–4 weeks before the test date ✔

3.5 Preparation to set up space

+ Book hall/rooms as needed.

+ Check the rooms have the appropriate Wifi access.

2 weeks before each assessment's sitting week or as required by your school

Step 4 — Sit the tests		Recommended Timing	✔
4.1	Download the **Test Supervision Instruction** ⤓ which include everything needed to start, supervise and troubleshoot a live test and share with supervising teachers.	**1–2 weeks** before test day	
	Give the printed student logins (one–time codes) to the relevant supervising teacher(s) so they can be distributed to the students on test day.		
4.2	Each supervising teacher MUST login to the Assessments Portal to start and supervise the test. Go to **icasassessments.com/assessments-portal** Note: The short URL for the Assessments Portal is **icas.site/start**	On test day	
4.3	Administer the assessment under normal exam conditions.	On test day	

Step 5 — Review results	Recommended Timing	✔
5.1 View results in the school section of the **Results Portal**. Principals and the school's administration receive a notification email when results are released. A printed school summary report will follow (sent by standard mail service).	Approx **4–6 days** after the sitting window closes for each test. **ICAS Writing** is the exception which is released 4–5 weeks after the sitting window closes	
5.2 Organise presentation/distribution of certificates as required. Student certificates are printed and supplied by ICAS Assessments.	As required by your school Note: Student certificates are usually despatched 2 weeks after results have been released online	
5.3 Advise students as needed that they can access their own reports and PDF version of their certificates in the student section of the **Results Portal**. The TAP ID and PIN is on the back of their certificate.	Results are released to the **Student Portal** at the same time as the **School Portal**	
5.4 Your school will be notified if any of your students are eligible for medals.	**5 working days** after results are released for each subject	
5.5 Celebrate and recognise the achievements of your students. Access media release and facebook templates in the Communicate section of the **Support materials**.	As required by your school	