

# School Staff Training Presentation 2020



# Who is this presentation for?

The following school staff will find this presentation helpful:

- Classroom teachers who will be supervising the assessments on test day
- IT support staff who will assist with device preparation and technical readiness.





# Topics

- What are ICAS Assessments?
- Overview of the Online Assessment Platform
- Administration tips
  - Supervising teacher on test day
  - IT support
- Support resources



# 1. What are ICAS Assessments?



UNSW Global

Elite annual competition to recognise academic excellence

# ICAS Assessments have been unrivalled for over 35 years and continue to lead the way.

- Requires students to think beyond the classroom
- Encourages students to attain greater academic success
- Recognises and rewards student success through medals and certificates
- Provides annual, objective ranking of performance



- Subjects for 2020\*:
  - Science
  - Digital Technologies
  - English
  - Mathematics
  - Spelling Bee
- 5-day sitting period per subject
- Online results available 4-6 days after the sitting period ends for each subject
- Printed student certificates supplied
  - Students can access results online via the log in details on back of the certificate

\*ICAS Writing and Papers I and J are not available in 2020.



## 2. Overview of the Assessment Platform



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# Key roles in the platform

School staff member	Suggested role in the platform	Role tasks
Head of Curriculum/ Head of Subject/ Deputy Principal	School Coordinator (recommended to have <b>more than 1</b> in a school)	Imports and manages student data, invites staff and assigns roles, allocates test licences to students, assigns classes to teachers (if needed), completes all Unrestricted Teacher/ Teacher tasks
Classroom teacher, Grade Coordinator or teacher across classes within a year level, teacher of multiple classes across multiple year levels	Unrestricted Teacher	Prints student logins, supervises tests on the test day, views results. Assigned to classes automatically if the class field is being used. <b>This is the recommended role for teachers who will be supervising the ICAS tests on test day</b>
As above	Teacher	As above, but can only do the tasks for the classes they have been assigned to. This role is primarily for Jet Assessments
Principal	School Leader	Can view results
Student	Student	Complete tests







# Accessing the tests

	Tests with no locked-down browser (LDB)	Tests with locked-down browser
Subjects	Digital Technologies, Science, Mathematics & English	Spelling Bee
Student login	<p>unsw.global/start</p> <p>Test session code</p> <p>One-time student code</p>	<p>LDB (Janison Replay should be installed before test). Student clicks on icon on their desktop</p> <p>Test session code</p> <p>One –time student code</p>
Teacher login	<p>unsw.global/start</p> <p>Username and password</p>	
Teacher controls test start	<p>Students can only start the test once the teacher clicks “start session” in the Assessment Platform (unsw.global/start)</p>	





# Unrestricted Teacher/ Teacher dashboard

Navigation toolbar

- Home
- Students
- Tests
- Results
- Support
- Go to page

Notifications

UNSW Global | Assessments

Welcome to UNSW Global Assessments

All assessments

Prepare for testing

- Students
  - [Print student logins](#)
- Devices
  - [Technical requirements](#)

REACH

Sit the tests

- [Supervise live test](#)

Support

- [Test supervision instructions](#)
- [FAQs](#)

JET

ICAS

Review results

- [Results & Reports Portal](#)  
An email will be sent to your school when the results are released.

Test results will be released after the test sitting period has closed approximately as follows:

- Writing: 5-6 weeks
- All other tests: 4-6 days

Copyright policy and acknowledgements

Unrestricted Teacher  
EXAMPLE PRIMARY SCHOOL  
(UTC+10:00) Canberra, Melbourne, Sydney

Teacher account details

Quick links on the dashboard



# Understanding the test player

Zoom  
Clock

The screenshot shows a test player interface. At the top, a dark blue header bar contains a magnifying glass icon, the time '9:16 PM', a 'Hide Menu' button, the text 'Question 4 of 7' next to a 3x3 grid icon, and a 'Flag' button. The main content area has a light blue background and contains two paragraphs of text. The first paragraph reads: 'At the zoo we saw some colourful parrots, some cheeky monkeys and some beautiful pink flamingos.' The words 'parrots' and 'flamingos' are highlighted in yellow. The second paragraph reads: 'We sat and watched the playful penguins slide down a slippery hill and splash into their pond while we were eating our lunch.' The word 'penguins' is highlighted in yellow. To the right of the text, there is a question box with the text 'All the highlighted words are types of' and three radio button options: 'birds.', 'fish.', and 'insects.'. At the bottom, a light blue footer bar contains a 'Back' button, a 'Flag' button with a yellow flag icon, and a 'Next' button. Blue arrows point from external labels to specific features: 'Zoom' and 'Clock' point to the magnifying glass and time; 'Calculator' points to the 'Flag' button in the header; 'Grid to track progress and review' points to the 3x3 grid icon; and 'Flag question to review later' points to the 'Flag' button in the footer.

Question 4 of 7

At the zoo we saw some colourful parrots, some cheeky monkeys and some beautiful pink flamingos.

We sat and watched the playful penguins slide down a slippery hill and splash into their pond while we were eating our lunch.

All the highlighted words are types of

- ☐ birds.
- ☐ fish.
- ☐ insects.

Back Flag Next

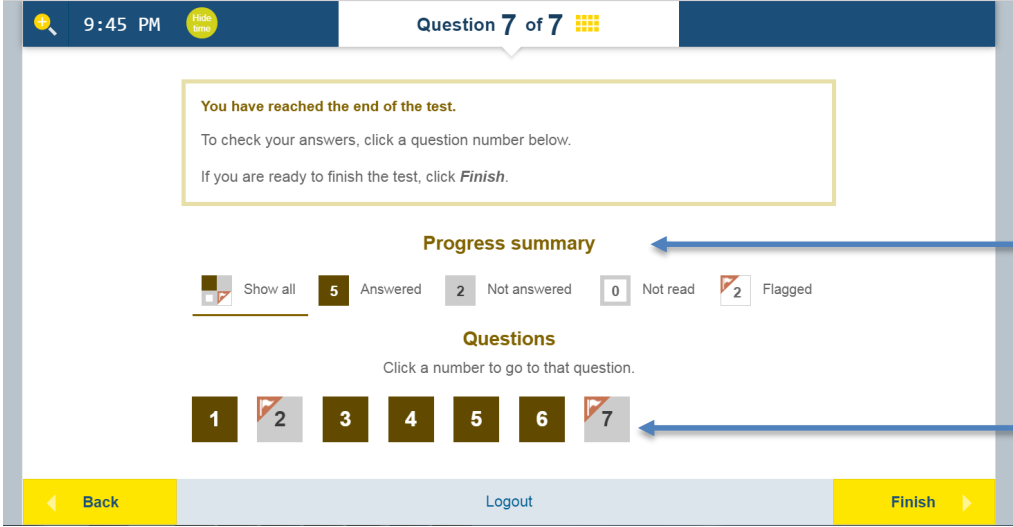
Calculator

Grid to track  
progress and  
review

Flag question  
to review  
later



# Understanding the test player



The screenshot shows a test player interface. At the top, a dark blue header bar contains a magnifying glass icon, the time '9:45 PM', a 'Hide banner' button, and 'Question 7 of 7' with a grid icon. Below the header, a yellow-bordered box contains the message: 'You have reached the end of the test. To check your answers, click a question number below. If you are ready to finish the test, click *Finish*.' Below this, a 'Progress summary' section shows a 'Show all' button and four categories: '5 Answered' (dark green), '2 Not answered' (grey), '0 Not read' (white), and '2 Flagged' (red). Below the progress summary is a 'Questions' section with the instruction 'Click a number to go to that question.' and a row of question number buttons (1-7). Buttons 1, 3, 4, 5, and 6 are dark green. Buttons 2 and 7 are grey and feature a red flag icon. At the bottom, a light blue bar contains 'Back' (yellow button with left arrow), 'Logout' (text link), and 'Finish' (yellow button with right arrow). Two blue arrows point from text labels on the right to the 'Progress summary' and question 7 button.

Progress summary

Click to view flagged question

# 3. Administration tips

## 3.1 Teachers supervising on test day



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# Access the Platform before test day

- Make sure you can access the Assessment Platform **before** test day - [unsw.global/start](https://unsw.global/start)
- New to the Platform?
  - You should have received an activation email from UNSW Global to register for the Platform. Your school coordinator or UNSW Global can resend the email to you.
- Previous user?
  - You can use the forgot password on the login page or contact your School Coordinator who can look up your username and reset your password.





# Test supervision instructions

- Make sure you have read the **Test Supervision Instructions** for the relevant **subject**.
  - Includes step-by-step instructions, a script to read out to students and troubleshooting tips.
  - Accessible from your dashboard in the Assessment Platform and on the ICAS Product support page on the UNSW Global Assessment website





# Test supervision instructions

## Assessment Platform Teacher Dashboard

Welcome to UNSW Global Assessments

**All assessments**

**Prepare for testing**

- Students
  - [Print student logins](#)
- Devices
  - [Technical requirements](#)

**Sit the tests**

- [Supervise live test](#)
- Support**
  - [Test supervision instructions](#)
  - [FAQs](#)

**Review results**

- [Results & Reports Portal](#)

An email will be sent to your school when the results are released.

Test results will be released after the test sitting period has closed approximately as follows:

- Writing: 5-6 weeks
- All other tests: 4-6 days

Quick link to test supervision instructions





# Printed student logins (one-time codes)

- Either your school coordinator will provide the student one-time codes to you, or ask you to print them yourself.
- Make sure you have these handy on test day so you can distribute to the students





# Print student logins

- The school coordinator or the unrestricted teacher/teacher roles can print student logins.
- Student data must be imported and test licences must be allocated to students **before** the one-time codes can be printed (School Coordinator role does these 2 tasks)
- If a student is sitting more than 1 subject they will need a unique one-time code printed for each subject they are sitting
- Australian schools note: if your school is using the Parent Payment System the student import and test licence allocation is done automatically for you.





# Print student logins

Select print student logins on the dashboard

The screenshot shows the UNSW Global Assessments dashboard. At the top, it says 'UNSW Global | Assessments'. Below this, a 'Welcome to UNSW Global Assessments' message is displayed. The dashboard is divided into several sections. On the left, there is a sidebar with icons for home, user profile, monitor, calendar, help, and a link icon. The main content area is titled 'All assessments' and contains three main sections: 'Prepare for testing', 'Sit the tests', and 'Review results'. The 'Prepare for testing' section is highlighted with a blue circle and a blue arrow pointing to it from the text 'Select print student logins on the dashboard'. This section has a sub-section 'Students' which contains a link 'Print student logins'. The 'Sit the tests' section has a sub-section 'Support' with links for 'Test supervision instructions' and 'FAQs'. The 'Review results' section has a sub-section 'Results & Reports Portal' with a link 'Results & Reports Portal' and a note about email notifications. The dashboard also includes a footer with 'Copyright policy and acknowledgements' and a small icon in the bottom right corner.

UNSW Global | Assessments

Welcome to UNSW Global Assessments

All assessments

Prepare for testing

Students

- Print student logins

Devices

- Technical requirements

Sit the tests

- Supervise live test

Support

- Test supervision instructions
- FAQs

Review results

- Results & Reports Portal

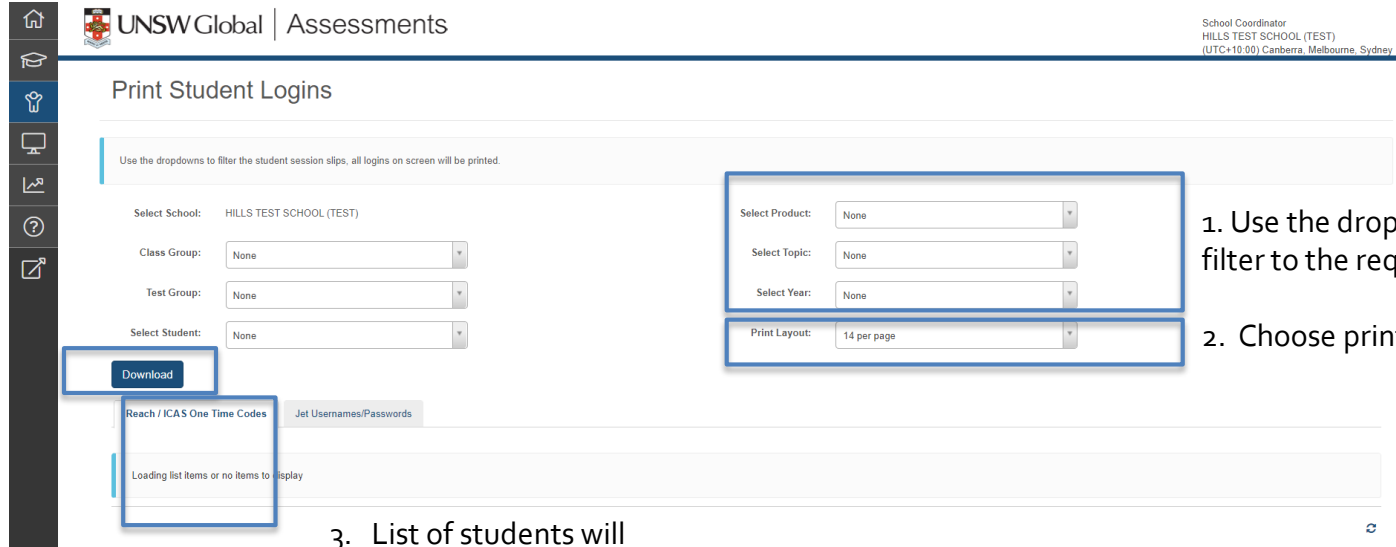
An email will be sent to your school when the results are released.

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Copyright policy and acknowledgements

# Print student logins



4. Click download to generate a PDF which can be printed

1. Use the drop downs to filter to the required test

2. Choose print layout

3. List of students will appear under this tab based on filters selected



# Student logins - format

Choice of  
printing logins  
with 14, 4, or 1  
per A4 page

**Li Xiu Ying**  
DEMO-ICAS-MATH-E



Your one-time code

**DT-TS-VN-KR**

**Leonor Hemsworth**  
DEMO-ICAS-MATH-E



Your one-time code

**SR-TM-JW-LW**

**Abduh Rivsi**  
DEMO-ICAS-MATH-E



Your one-time code

**RK-GT-JB-ZF**

**Lidia Hobarts**  
DEMO-ICAS-MATH-E



Your one-time code

**WH-YR-NC-KJ**

**Jenny Hanes**  
DEMO-ICAS-MATH-E



Your one-time code

**BS-LH-YD-VD**

**Christian Smith**  
DEMO-ICAS-MATH-E



Your one-time code

**TM-JZ-FW-SZ**





# Supervise Live Test screen

- The supervising teacher **MUST** be logged into the Assessment Platform and access the **Supervise Live Test** screen to do the following:
  - Create and start the test session
  - Troubleshoot connectivity issues, e.g. student's laptop battery fails
  - Track student progress through the test
  - Check students have submitted their tests





# Supervising live test

## Assessment Platform Teacher Dashboard

Welcome to UNSW Global Assessments

**All assessments**

**Prepare for testing**

**Students**

- [Print student logins](#)

**Devices**

- [Technical requirements](#)

**Sit the tests**

- [Supervise live test](#)

**Support**

- [Test supervision instructions](#)
- [FAQs](#)

**Review results**

- [Results & Reports Portal](#)

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REACH JET ICAS

Quick link to Supervise live test screen



# Supervising live test

## Supervise Live Test screen

1. **Create new test session** will automatically generate the session code for your students

3. Once all the students have logged in with the session code and their one-time code you can click **Start session** to begin the test





# Timing the test

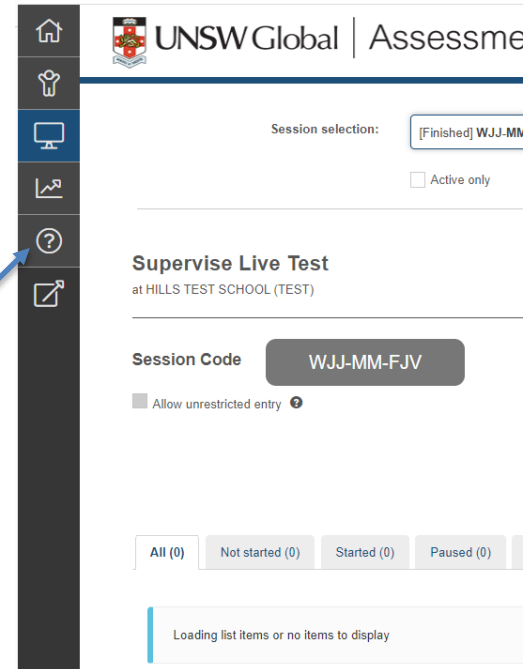
- The supervising teacher must **manually** time the test. There is a normal clock in the student test player. It is not a count down clock.





# Resolving issues

- Consult the troubleshooting tips in your test supervision instructions
- Contact your School Coordinator/IT support
- Access Support resources in navigation toolbar in the Assessment Platform



# 3. Administration tips

## 3.2 IT staff preparing devices/tech readiness



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# Technical requirements/TRT

- All ICAS Assessments
  - Read the technical requirements
  - Conduct the technical readiness test (TRT) on all student devices

link is on the technical requirements page -

<https://www.unswglobal.unsw.edu.au/educational-assessments/support/technical-requirements/>



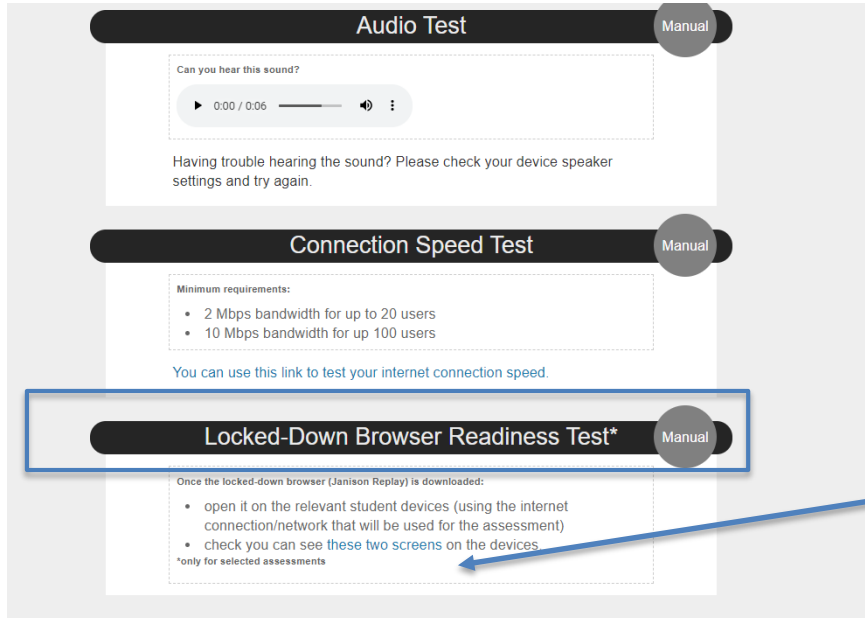
# Spelling Bee & Locked-Down Browser

- ICAS Spelling Bee
  - Install the locked-down browser (LDB)(called Janison Replay).
  - Undertake the technical readiness test (TRT) using the internet connection/network that will be used for the assessment
  - NOTE: there is a manual locked-down browser readiness test which is noted at the end of the TRT.
  - A device passes the test if BOTH of these screens can be viewed (see next slides)
  - ICAS Spelling Bee requires headsets



# LDB readiness test

Extract from the technical readiness test



The screenshot displays a technical readiness test interface with three main sections, each with a 'Manual' button:

- Audio Test**: Includes a question 'Can you hear this sound?', a 6-second audio player, and a troubleshooting tip: 'Having trouble hearing the sound? Please check your device speaker settings and try again.'
- Connection Speed Test**: Lists minimum requirements: 2 Mbps bandwidth for up to 20 users and 10 Mbps bandwidth for up to 100 users. It also provides a link to test internet connection speed.
- Locked-Down Browser Readiness Test\***: Instructs users to open the locked-down browser (Janison Replay) and provides steps for opening it on student devices and checking for two screens. A blue box highlights this section, and a blue arrow points from the text 'Go to the next slide to see the two screens' to the 'these two screens' link.

\*only for selected assessments

Go to the next slide to see the two screens





# LDB readiness test

## Screen 1

Screen 1 is a welcome screen for the LDB readiness test. It features a grey header bar with a play button icon and the text 'Take a test'. Below the header, the word 'Welcome' is displayed, followed by the device ID '8HUP4TA6TJ'. The main content area contains the text 'Enter the session and student code to begin a test.' and a blue button labeled 'Start a Test' at the bottom. A blue arrow points from the text 'Click here to see screen 2' to the 'Start a Test' button.

Click here to see screen 2

## Screen 2

Screen 2 is a session code entry screen. It features a grey header bar with the word 'Welcome'. Below the header, the text 'Enter the session code:' is displayed. The main content area contains a form with ten input boxes arranged in two groups of five, separated by hyphens. A blue button labeled 'Next' is located at the bottom.



# Troubleshooting

- LDB readiness test : If you cannot see the two screens this means the device has not successfully connected to UNSW Global servers. Your network administrator may need to white list the UNSW Global servers based on the **Client Network Firewall Configuration** file which can be requested from UNSW Global **Customer service** - [assessments@unswglobal.unsw.edu.au](mailto:assessments@unswglobal.unsw.edu.au)
- Use the Technical Readiness Test to help troubleshoot connectivity issues on test day
- Test Supervision Instructions have troubleshooting tips





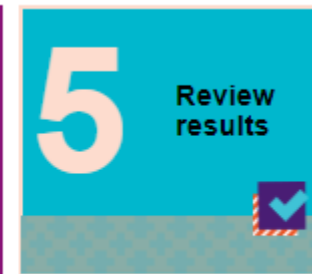
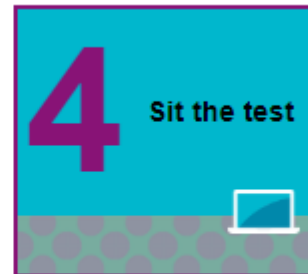
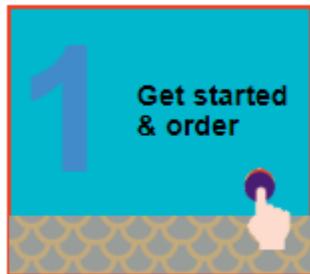
# 4. Support resources



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# Support resources

- Support has been divided into 5 sections so you can quickly access the relevant information
- Access support through the ICAS product support page <https://www.unswglobal.unsw.edu.au/educational-assessments/support/icas-assessments/>





## Support resources cont.

- In the **Assessment Platform** ([unsw.global/start](https://unsw.global/start)) go to support in the left hand navigation bar or access quick links on the dashboard for:
  - Technical requirements
  - Test supervision instructions
  - FAQs





# Support resources cont.

## Contact us

- [assessments@unswglobal.unsw.edu.au](mailto:assessments@unswglobal.unsw.edu.au)
- Australia Toll-Free 1800 940 633
- New Zealand 0800 778 010
- Other international customers
  - <https://www.unswglobal.unsw.edu.au/educational-assessments/international-customers/>

