

Test Supervision Instructions

SPELLING BEE – 2020



The instructions enclosed on these 4 pages are for teachers supervising students sitting the ICAS Spelling Bee online assessment.

BEFORE TEST DAY

1. Check you can access the UNSW Global Assessment Platform by following the URL unsw.global/start and can locate the **Supervise live test** screen. (First-time users will have received an email with instructions to activate their account for the UNSW Global Assessment Platform. If you haven't received the email, contact the ICAS Assessments coordinator at your school.)
2. Read all these instructions carefully.
3. Do NOT create a new test session before the test day because it will expire at the end of the day you created it.
4. Your ICAS Assessments coordinator will either provide you with the printed student logins (one-time codes) or ask you to print them. You can print these by selecting **Print student logins** from your Teacher dashboard in the UNSW Global Assessment Platform.
5. Your ICAS Assessments coordinator should have checked that all students' devices meet the technical requirements and have the locked-down browser installed.

ON TEST DAY

Administer the assessment under examination conditions.

Mobile phones and other personal electronic devices are not permitted.

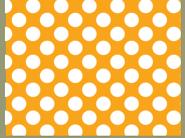
Each student must have:

- their login details (their individual one-time code)
- the session code (which you will create using the instructions below)
- a compatible device on which the locked-down browser application has been downloaded
- some blank paper and pencil or pen for working
- access to the internet
- headsets/headphones.

Blank paper and pencils or pens may be used for any working.

Dictionaries and electronic translators are NOT permitted.

1. Go to the UNSW Global Assessment Platform at unsw.global/start and log in.
2. On the teacher dashboard click on **Supervise live test**. (This screen allows you to monitor your students as they progress through the test.)
3. Click **Create New Test Session**.
4. An 8-character session code will appear on your screen. Make this available to all students.



ON TEST DAY (continued)

When all students are seated say:

You are going to complete the ICAS Spelling Bee online assessment. We will open the assessment now.

- First, click on the Janison Replay icon on your desktop/home screen.
- Select **Start a test**.
- Now enter the session code.
- Click **Next**.
- Enter your individual one-time code and click **Next**.

Once you have done this you will see a question on your screen: 'Are you ready to start your test?'
Don't click **Yes** until I tell you to.

Help students fill in the session code and their one-time codes.

Say:

Check that you are sitting the right test [insert the test subject and the paper].

Now click **Yes**.

Check that **your** name is showing on the screen.

You will also see 'Wait to begin'.

Answer all questions. Mark only ONE answer for each question. Your score will be the number of correct answers. Marks are **NOT** deducted for incorrect answers.

For Introductory Paper say:

There are 35 questions. You have 40 minutes to answer the questions.

For Paper A say:

There are 40 questions. You have 40 minutes to answer the questions.

For Papers B and C say:

There are 45 questions. You have 40 minutes to answer the questions.

For Papers D and E say:

There are 50 questions. You have 40 minutes to answer the questions.

Then say:

Do your rough work on the paper provided.

Once all the students are ready, click **Start Session** on your **Supervise live test** screen. The students will now see their test.

Say:

You can now begin your test.

Start timing and monitor the time allowed. At the end of the time say:

Stop work and click **Finish**. You will see a question, 'Are you sure you want to finish the test?'

Click **Yes**. You should see the following message: 'Your test has been submitted'.

To exit the locked-down browser click **Logout** and follow the instructions.

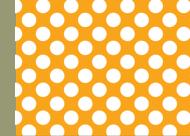
Then click Exit Janison Replay and click **Yes**.^

^If you are using Managed Chromebooks you should refer to the ICAS Assessments coordinator or IT specialist at your school for exit instructions.

If a student has not reached the last question, they can click on the grid next to the question number to access the **Finish** button.

On your **Supervise live test** screen do the following:

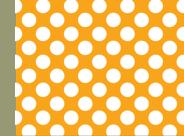
- Check that all students have submitted their tests.
- Click the checkbox next to any student who has not submitted and then click **Submit Student**.



TROUBLESHOOTING TIPS

ISSUE	SOLUTION
1 A student's device briefly loses internet connectivity	The "Communication with the test server has been lost. Reconnecting." message will appear on the student's screen. When the internet connectivity is restored, the message on the test player will disappear. The student will see the last question they were on.
2 A student's device freezes or crashes or runs out of battery charge	A student can restart their test by opening the locked-down browser on the same or another device and entering the session code and their one-time code. The student will appear locked on the Supervise live test screen . The teacher clicks on the padlock icon to unlock the student. The student will return to the last question they were on.
3 A student needs to leave the room during the test (e.g. to go to the bathroom)	On the Supervise live test screen, the teacher clicks the checkbox next to the student's name and then clicks Pause student . This will pause the test for that student only. Click Resume student when the student is ready to return to their test. The student will see the last question they were on when their test was paused.
4 A student accidentally submits their test	Contact the ICAS Assessments coordinator at your school immediately as it is at their discretion to approve the reopening of a student test. Please note that only the School Coordinator role in the Assessment Platform has permission to reopen a student's test. Once logged in, the School Coordinator should navigate to the Submitted tab for the test, select the student and click the Reopen Candidate button.
5 Whole class/cohort loses internet connection	<p>The teacher clicks Pause session from the Supervise live test screen. This will pause the session for all the students within the test session. Click Resume session when the connection has been restored. The students will see the last question they were on when the session was paused.</p> <p>If the teacher has also lost their connection, they should consult with the IT support person at their school. If the connection is not restored on the test day, the ICAS Assessments coordinator at the school should be contacted for possible rescheduling.</p>
6 A student cannot complete their test on the test day (e.g. falls ill during the test and has to go home)	On the Supervise live test screen, the teacher clicks the checkbox next to the student's name and then clicks Pause student . This will pause the test for that student only. The ICAS Assessments coordinator at the school should be contacted for possible rescheduling.
7 The message on the student screens says "Waiting entry". How do students start?	On the Supervise live test screen, the teacher clicks on the Waiting Entry tab. Click the box next to each student's name, then click Allow Start . Click Confirm .

You can also refer to the FAQs, which can be accessed from a link on your Teacher dashboard in the UNSW Global Assessment Platform. Further information on managing test delivery is available in the **Step 4 - Sit the test** section of the ICAS Assessments User Guide for Online Tests available on the ICAS Assessments support page at www.unswglobal.unsw.edu.au/educational-assessments/support/icas-assessments/



ICAS Assessments™ for different year levels can be identified by the letter in the name of the assessment (for example Paper A is for Year 3 in Australia). The equivalent year levels for each country can be found below. The paper levels are mentioned in the script that you read out to the students on the test day.

YEAR LEVELS AND CORRESPONDING ICAS PAPERS

Paper	INTRO	A	B	C	D	E
Time Allowed	40 mins					
Australia ¹	Y 2	Y 3	Y 4	Y 5	Y 6	Y 7
Brunei	NA	P 3	P 4	P 5	P 6	F 1
Cambodia	NA	G 3	G 4	G 5	G 6	G 7
Egypt	Y 2	Y 3	Y 4	Y 5	Y 6	Y 7
Hong Kong	P 2	P 3	P 4	P 5	P 6	F 1
Indian Subcontinent ²	C 2	C 3	C 4	C 5	C 6	C 7
Indonesia	Y 3	Y 4	Y 5	Y 6	Y 7	Y 8
Malaysia	Std 2	Std 3	Std 4	Std 5	Std 6	F 1
Maldives	NA	G 3	G 4	G 5	G 6	G 7
Middle East ³	C 2	C 3	C 4	C 5	C 6	C 7
New Zealand/Pacific ⁴	Y 3	Y 4	Y 5	Y 6	Y 7	Y 8
Singapore	NA	P 2	P 3	P 4	P 5	P 6
Thailand	NA	G 3	G 4	G 5	G 6	G 7
Southern Africa ⁵	G 2	G 3	G 4	G 5	G 6	G 7
United Kingdom	Y 3	Y 4	Y 5	Y 6	Y 7	Y 8
Vietnam	NA	G 3	G 4	G 5	G 6	G 7

- 1 All international schools registered with UNSW Global (which have an 8-digit school code starting with 46) should sit the papers according to the Australian year levels.
- 2 Indian Subcontinent Region: India, Sri Lanka, Nepal, Bhutan and Bangladesh.
- 3 Middle East Region: United Arab Emirates, Qatar, Kuwait, Saudi Arabia, Bahrain, Oman, Turkey, Lebanon, Tunisia, Morocco, Libya, Algeria, Jordan and Pakistan.
- 4 Pacific Region: Papua New Guinea and Fiji.
- 5 Southern Africa Region: South Africa, Botswana, Lesotho, Swaziland, Zimbabwe and Namibia.

NEED HELP?

If you require assistance please contact the ICAS Assessments coordinator in your school or your local representative. Full contact details can be found at www.unswglobal.unsw.edu.au/contact-us/