Quick Reference Guide

For School Coordinators

1 Get started and order
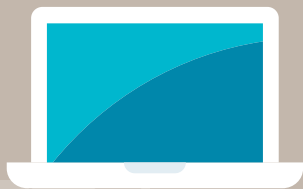
2

Communicate

3 Prepare for testing

4 Sit the tests

5 Review results

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 **Reach/ICAS User guide** ⬇ This document provides very detailed instructions if you need additional help with the steps in this guide. For paper-based assessments (ICAS Writing Papers A & B), refer to the Administration Instructions provided with the test materials.		
1.4 Check UNSW Global 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 online assessment platform and result release notifications. You can check your school's details in the account section of the **UNSW Global Shop**. Contact **customer service** to get updates made.	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 test dates in the school calendar.	Before ordering	

Step 1- Get started and order	Recommended Timing	✔
1.7 Order before the closing dates for each subject. Submit your order through the **UNSW Global Shop** using your school code and password.[1] Online and paper tests have different **closing dates**.[2]	Order as early in the school year as possible to allow plenty of time for preparation.	
1.8 Submit **special provision request(s)** if needed.	Approx. 8 weeks prior to the test date	
1.9 Submit **alternative sitting date request(s)** if needed (only available before the official sitting period).	At least 2 weeks (4 weeks for paper tests) before the alternative sitting dates	

[1] New schools must **register** with UNSW Global before they can purchase and use UNSW Global assessments.
[2] Order confirmations are sent to the school's administration email address on file with UNSW Global.

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 (including payment as needed) 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 guardian.	**2-3 months** before test date or as needed	
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).	**2-3 months** before test date or as needed	

Online assessments

To sit the online assessments your school will need access to the UNSW Global Assessment Platform. 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 **assessments@unswglobal.unsw.edu.au**

Step 3 — Prepare for testing	Recommended Timing	✔

3.1 **Preparation for School Coordinators**
+ First time users — activate your account for the **UNSW Global Assessment Platform**.
 	
  - Activate your account by **clicking the link** in the activation email sent.
  - **Set your password** (your username is your email address).
  - Login at **unsw.global/start**
	As soon as you receive the activation email	

3.2 **Preparation to set up Teachers** + First time users – Invite teachers (as needed) to access the platform so they can assist in supervising the tests on the day. + Click on the Staff icon, and click Invite staff. Select the Unrestricted teacher 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.[3] + Previous year's customers - update staff (as needed) already in the platform. 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	

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[3] 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**

+ Import students into the Assessment Platform.
  - Click on Student icon, click 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 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 Level Equivalence Table are accepted in this field. Consult the ICAS user guide for online testing.
  - *Date of birth*: Microsoft Excel date format (or equivalent) or text values using the following formats: 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. Click Start. A successful import message will appear on the screen and be sent to your email.

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

+ Allocate test licences.
  - Click the Student icon and click Allocate test licences.
  - Use the drop down lists to filter to the required test.
  - Go to 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.

Test licence allocation will be available from 13 July 2020.

+ Print student logins. This can only be done after test licences have been allocated.
  - Click Print student logins 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.
  - Print.
+ Provide students access to **sample papers and practice online interaction tests** (as needed).
+ Remind students about the test dates.

Step 3 — Prepare for testing	Recommended Timing	✔
3.4 **Preparation to set up devices**	**3-4 weeks** before the test date	✔
+ 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.		
3.5 **Preparation to set up space**	**2 weeks** prior to each assessment's sitting week or as required by your school	
+ Book hall/rooms as needed.		
+ Check the rooms have the appropriate Wi-Fi access.		

Paper-based assessments (ICAS Writing Papers A & B only)

Step 3 — Prepare for testing	Recommended Timing	✔
3.6 **Preparation to set up devices**	**2 weeks** prior to each assessment's sitting week before the test date	
+ Check you have received your test materials 2 weeks prior to the sitting date.		
+ Review the Test administration instructions, provided with the test papers.		
3.7 **Preparation to set up space**	**2 weeks** prior to each assessment's sitting week or as required by your school	
+ Book hall/rooms as needed.		

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Online assessments

Step 4 — Sit the tests	Recommended Timing	✔
4.1 Download the relevant subject's **supervision instructions** which include everything needed to start, supervise and troubleshoot a live test and share with supervising teachers. Give the printed student login details (one-time codes) to the relevant supervising teacher(s) so they can be distributed to the students on test day.	**1-2 weeks** before test day	
4.2 Each supervising teacher MUST log in to the UNSW Global Assessment Platform to start and supervise the test. Go to **unsw.global/start**.	On test day	
4.3 Administer the assessment under normal exam conditions.	On test day	

Paper-based assessments

Step 4 — Sit the tests	Recommended Timing	✔
4.4 Read the relevant subject's administration instructions and follow the steps for distributing to supervising teachers. Printed versions supplied as part of your test materials pack. Also available online in the **support section** of our website.	**1-2 weeks** before test day	
4.5 Administer the assessment under normal exam conditions.	On test day	
4.6 Return the completed answer sheets as detailed in the administration instructions. Return-addressed envelopes are supplied.	Within **24 hours** of sitting the test	

Step 5 — Review results	Recommended Timing	✔
5.1 View results in the school section of the **UNSW Global Results and Reports 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 5-6 weeks after the sitting window closes	
5.2 Advise students, as needed, that they can access their own reports and PDF version of their certificates in the student section of the **Results and Reports 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**.	
5.3 Organise presentation/distribution of certificates as required (ICAS Student certificates are printed and supplied by UNSW Global).	As required by your school	
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 Prepare media release as needed (a template available in the **Results and Reports Portal**).	As required by your school	