

Quick Reference Guide

For School Coordinators



Get started
and order



Communicate

Prepare
for testing



Sit the tests



Review
results



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This checklist is for implementing **ICAS Assessments** (online and paper formats) 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 | |
| 1.7 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 UNSW Global direct using the Parent Payment System (PPS). | Before ordering | |

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Step 1 - Get started and order

Recommended Timing



1.7 Payment Method 1
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 Payment Method 2
Save time by opting to have parents pay UNSW Global direct using the Parent Payment System (PPS)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 UNSW Global Assessment Platform.

Using the Parent Payment System parents must order by the official closing date - 2 August 2020

1.9 Submit **special provision request(s)** if needed.

Approx 8 weeks prior to the test date

1.10 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.

³ You will need to register your school for the Parent Payment System via the UNSW Global Shop. Log in and click "Buy Tests" on the ICAS tile to be directed to the Parent Payment System set up.



Go to the **Communicate** section of the ICAS [support page](#) for all the relevant documents for this step.

| Step 2 – Communicate | Recommended Timing | ✓ |
|---|---|---|
| <p>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 guardian.</p> | <p>4-5 months before test date</p> | |
| <p>2.2 BYOD schools only</p> <p>Share <u>locked-down browser installation instructions</u> and preparation requirements with parents, carers and students as needed (applies to Spelling and Writing).</p> | <p>4-5 months before test date</p> | |

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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 dates⁴.
- + 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

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

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Step 3 – Prepare for testing

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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 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).
 - For year level only put the numeric value, e.g. 7.
 - 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. 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 logins⁵
 - 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.

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

Test licence allocation will be available 13 July 2020.

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

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

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Step 3 – Prepare for testing

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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 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 Wi-Fi access.

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

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

Step 3 – Prepare for testing

Recommended Timing



3.6 Preparation to set up devices

- + Check you have received your test materials 2 weeks prior to the sitting date.
- + Review the Test administration instructions, provided with the test papers.

2 weeks prior to each assessment's sitting week before the test date

3.7 Preparation to set up space

- + Book hall/rooms as needed.

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

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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.

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** 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

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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