ICAS ASSESSMENTS™

2020 User Guide for online tests

SCHOOL COORDINATORS

UNSW Global

1
Get started
and order

2
Communicate

3
Prepare
for testing

4
Sit the tests
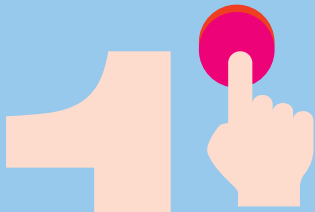
5
Review
results

CONTENTS

Purpose of this document

This document provides detailed information relating to the steps listed in the ICAS Assessments™ Quick Reference Guides for Australia and international regions. It is primarily aimed at staff who will be coordinating ICAS testing. IT support staff and teachers who will be supervising tests will also find it useful.

ICAS Assessments™ Test Design

ICAS Assessments™ are online* assessments designed to recognise and reward academic excellence. The assessments are based on the curricula for the relevant year. Students are asked to demonstrate a deep, integrated and thorough level of learning. To ensure an engaging and beneficial experience for all students, new ICAS Assessments™ are developed annually for each subject in every year level.

+ ICAS Digital Technologies
+ ICAS Science
+ ICAS Spelling Bee^
+ ICAS Writing*^
+ ICAS English
+ ICAS Mathematics

*ICAS Writing is not available online for Papers A and B.
^Locked-down browser required.

Please note not all ICAS Assessments™ subjects are offered across all year levels in all regions. Please consult the Year Level Equivalence Table available at UNSW Global website. **www.unswglobal.unsw.edu.au/hub/educational-assessments/year-level-equivalence-table/**
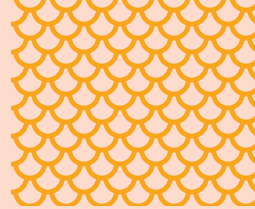
Year Level Equivalence Table

Paper	INTRO	A	B	C	D	E	F	G	H	I	J
Australia[1]	2	3	4	5	6	7	8	9	10	11	12
Brunei	NA	P3	P4	P5	P6	F1	F2, F 3	F4	F5	PU1	NA
Cambodia	NA	3	4	5	6	7	8	9	10	11	12
Egypt	2	3	4	5	6	7	8	9	10	11	12
Hong Kong	NA	P3	P4	P5	P6	F1	F2	F3	F4	F5	NA
Indian Subcontinent[2]	2	3	4	5	6	7	8	9	10	11	12
Indonesia	3	4	5	6	7	8	9	10	11	12	NA
Malaysia	S2	S3	S4	S5	S6	F1	F2	F3	F4	F5, L6	U6
Maldives	NA	3	4	5	6	7	8	9	10	11	12
Middle East[3]	2	3	4	5	6	7	8	9	10	11	12
New Zealand/Pacific[4]	3	4	5	6	7	8	9	10	11	12	13
Singapore	NA	P2	P3	P4	P5	P6	Sec1	Sec2	Sec3	Sec4, Sec5	NA
Thailand	NA	3	4	5	6	7	8	9	10	11	12
Southern Africa[5]	2	3	4	5	6	7	8	9	10	11	12
United Kingdom	3	4	5	6	7	8	9	10	11	12	NA
Vietnam	NA	3	4	5	6	7	8	9	10	11	12

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.

Further details including official test sitting dates and prices for Australia, New Zealand, Pacific and international schools are available at UNSW Global Assessments website.
 https://www.unswglobal.unsw.edu.au/educational-assessments/products/icas-assessments/

International Assessment customers must contact their local representative for more information about the official sitting period and pricing for ICAS Assessments™ in their region. Contact details are available at UNSW Global Assessments website.
www.unswglobal.unsw.edu.au/educational-assessments/international-customers/
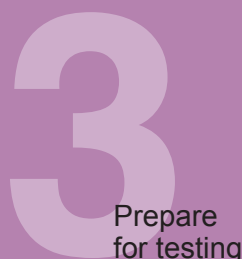
STEP 1 - GET STARTED AND ORDER

Agree on School Coordinator(s) for the assessments

Online assessments

There are five roles within the UNSW Global Assessment Platform for each school. They are **School Coordinator**, **Unrestricted Teacher**, **Teacher**, **School Leader** and **Student**.

The **School Coordinator** role for online assessments is initially assigned to the school administration email address that UNSW Global has recorded in its client contact database. After initial activation, this role can be assigned to any person within the school who is best suited to complete the tasks listed below. The School Coordinator role has the highest level of permissions for the school and has access to all tests and data, all year levels, classes and students. It is recommended that a school sets up more than one staff member as a School Coordinator in case a staff member is away/unavailable.

This is the only user role that can complete all of the following tasks:

+ import/create/edit students

+ create/edit teachers

+ allocate test licences to students

+ receive all the notifications from the UNSW Global Assessment Platform

+ access reports for all students.

Teachers are responsible for managing the delivery of tests to students in the classroom. A Teacher has access to the class(es) assigned to them by the School Coordinator. An **Unrestricted Teacher** automatically has access to all the classes and students in the school. For ease of use, UNSW Global recommends that teachers are set up as Unrestricted Teachers. However, your school is best positioned to decide the allocation of roles to your staff.

Both user roles can complete the following tasks:

+ create/manage test sessions

+ print student usernames and passwords

+ access reports for students.

A **School Leader** has access to view all functionalities of the UNSW Global Assessment Platform. A school principal can use this account to access all the students' results.

Students are the test takers.

1 Get started and order
2 Communicate
3 Prepare for testing
4 Sit the tests
5 Review results

Responsibilities \ Roles	School Coordinator	Unrestricted Teacher	Teacher	School Leader	Student
Import/create/edit students	√				
Create/edit teachers	√				
Allocate test licences to students	√				
Create/manage test session	√	√	√		
Print student one-time codes	√	√	√		
Access reports for students	√	√	√		
Sit the test					√
Access reports for all students	√	√		√	

Table 1 - User roles in the UNSW Global Assessment Platform

Get familiar with the Product Support page

The Product Support page contains important documents and resources such as the Test Supervision Instructions and ICAS Assessments™ Quick Reference Guides that you can use to help you communicate with your school community and get the most out of the assessments. To access the ICAS Assessments™ Support page, please visit UNSW Global Assessments website.
https://www.unswglobal.unsw.edu.au/educational-assessments/support/icas-assessments/

Meet with your school's IT support to confirm that your school meets the technical requirements for the online tests

It is essential that the teacher responsible for administering ICAS online assessments becomes familiar with the Platform Technical Requirements and seeks assistance from the school's IT Department well before the online assessments.

UNSW Global Assessment Platform: Technical Requirements page provides important information about the following:

+ supported hardware devices
+ supported web browsers in order of preference
+ supported operating systems
+ locked-down browser installation (only required for ICAS Writing and ICAS Spelling Bee assessments)
+ mandatory Technical Readiness Test.

www.unswglobal.unsw.edu.au/educational-assessments/support/technical-requirements/

You should also check that your school can receive emails from **noreply@unswglobal.unsw.edu.au**. Contact customer service if you have issues with this.

Submit your order through the UNSW Global Shop using your school code and password

Make sure your school orders before the closing dates for each subject. Note: ICAS online assessments and ICAS Writing papers A and B tests have different closing dates. After purchase, order confirmations are sent to the school's administration email address on file with UNSW Global. Contact customer service to update these details.

New schools must register with UNSW Global before they can purchase and use UNSW Global Assessments.

For Australian schools, you can choose to have parents pay UNSW Global direct using the Parent Payment System. Note: schools will need to be registered for the Parent Payment System via the UNSW Global Shop. Your school will also be able to track the number of orders placed in the Parent Payment System to assist with planning for ICAS Assessments™.

Australia, New Zealand, the Pacific and international schools can purchase ICAS Assessments™ through the UNSW Global online shop. **www.unswglobal.unsw.edu.au/educational-assessments/shop/**

For international assessments customers, please contact your local representative for more information about the registration and ordering process. For more information, please visit UNSW Global Assessments website.
www.unswglobal.unsw.edu.au/educational-assessments/international-customers/

STEP 2 - COMMUNICATE

Advise parents/carers about the assessments

The following communication templates for ICAS Assessments™ are available through the UNSW Global Support page:

+ Parent letter and permission forms for Australian and New Zealand schools. Please note that instructions on how parents can buy ICAS using the Parent Payment System have been incorporated in the ICAS version of the Parent Letter template. Edit the letter to suit your school's subject choices and payment methods as needed.

+ Privacy statement to parents or guardians. A school must issue a written data and privacy statement to the student's parent or guardian to each student who sits an assessment. For your convenience, this statement has also been incorporated into the parent/carer letter template.

+ Preparation requirements for parents about the locked-down browser application.

+ ICAS promotional content including a parent flyer and content for the school social media accounts and website. Promotional materials templates can be used to spread the word about the assessments to your school community through a variety of channels.

Bring Your Own Device (BYOD) schools only: Share locked-down browser application instructions with parents and students as needed

ICAS Writing and ICAS Spelling Bee assessments are delivered by UNSW Global through a locked-down browser called **Janison Replay**. Replay is a secure browser that allows students to participate in online assessments on the UNSW Global Assessment Platform.

Replay is designed to:

+ prevent students from accessing other applications, webpages, software or hardware features only providing access to the test player
+ prevent use of operating system commands such as functions accessed by Ctrl-Alt-Delete
+ disable features such as the camera, spellcheck, screenshot, home, keyboard shortcuts, back and power buttons
+ prevent execution in a virtual machine or a virtual desktop (e.g. Citrix Virtual desktops, VMware or Parallels on Mac).

Instructions on how to install and configure Janison Replay are available on the UNSW Global Assessments website.
www.unswglobal.unsw.edu.au/educational-assessments/support/technical-requirements/locked-down-browser-application-instructions/

Use the instructions to share the installation process with the relevant parents/carers at your school.
www.unswglobal.unsw.edu.au/educational-assessments/support/icas-assessments/

1 2 3 Prepare for testing 4 5

Get started and order
Communicate
Sit the tests
Review results

STEP 3 - PREPARE FOR TESTING

ICAS Assessments™ can be sat by the students once only during the official sitting period. ICAS official sitting dates for Australia, New Zealand, Pacific and international schools are available on the UNSW Global Assessments website. **www.unswglobal.unsw.edu.au/educational-assessments/products/icas-assessments/**

International Assessments customers must consult their local representative for the official test dates for their region. For more information, please visit UNSW Global Assessments website. **www.unswglobal.unsw.edu.au/educational-assessments/international-customers/**

Online assessments

To sit the online assessments, your school will need access to the UNSW Global Assessment Platform. Shortly after your school places its first order, an account activation email will be sent to your school's nominated school administration email address. If needed, you can request an additional email address to be used for account activation.

Contact our customer service at: **assessments@unswglobal.unsw.edu.au**.

Logging in

School Coordinators and teaching staff will be able to use ICAS Assessments™ by accessing the UNSW Global Assessment Platform at the following URL: **unsw.global/start**.

Students will access ICAS Assessments™ (English, Mathematics, Science and Digital Technologies) at the following URL: **unsw.global/start**. Students enrolled in ICAS Writing and ICAS Spelling Bee will access the assessments via the locked-down browser application. All subjects use the session code and one-time code.
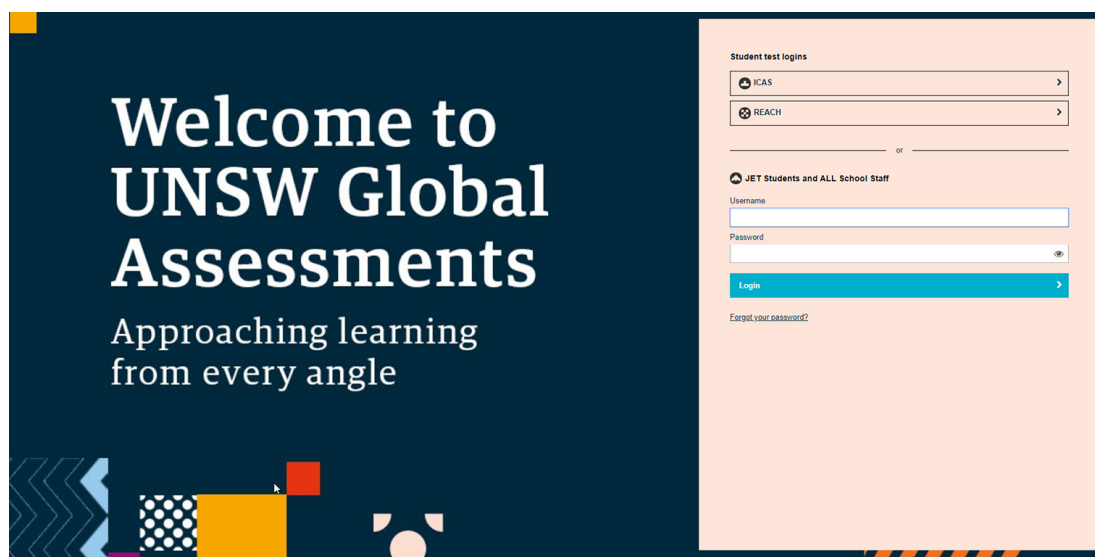
Image 1: UNSW Global Assessment Platform

School Coordinator Dashboard
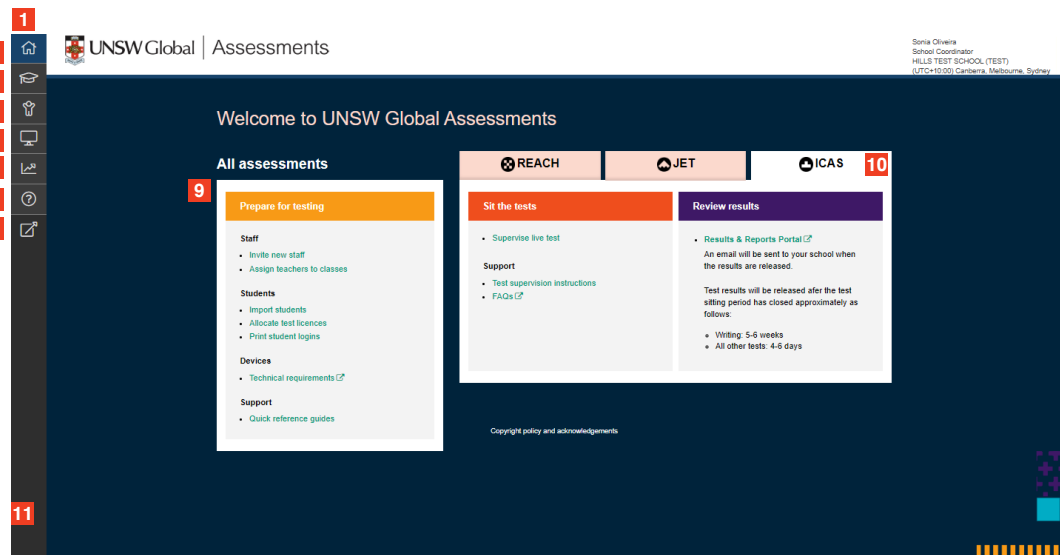
Image 2: School Coordinator Dashboard

1   **Toolbar**

2   **Home page**

3   **Staff** menu includes the following options: **Invite Staff**, **Manage Staff** and **Assign Teachers to Classes**.

4   **Students'** menu includes the options: **Import Students**, **Allocate Test Licences**, **Print Student Logins**, **Manage Students** and **Group/Classes**.

5   **Tests** allows the teacher access to **Supervise Live Test** and **Test Supervision Instructions**.

6   **Results**

7   **Support**

8   **Go to page**, which includes a Search option.

9   **Prepare for testing** dashboard shows the common tasks completed by a School Coordinator for all assessment products. See Image 3 for more information.

10   **ICAS** tab includes two menus: **Sit the tests** and **Review Results**.

11   **Account Information** and notifications.
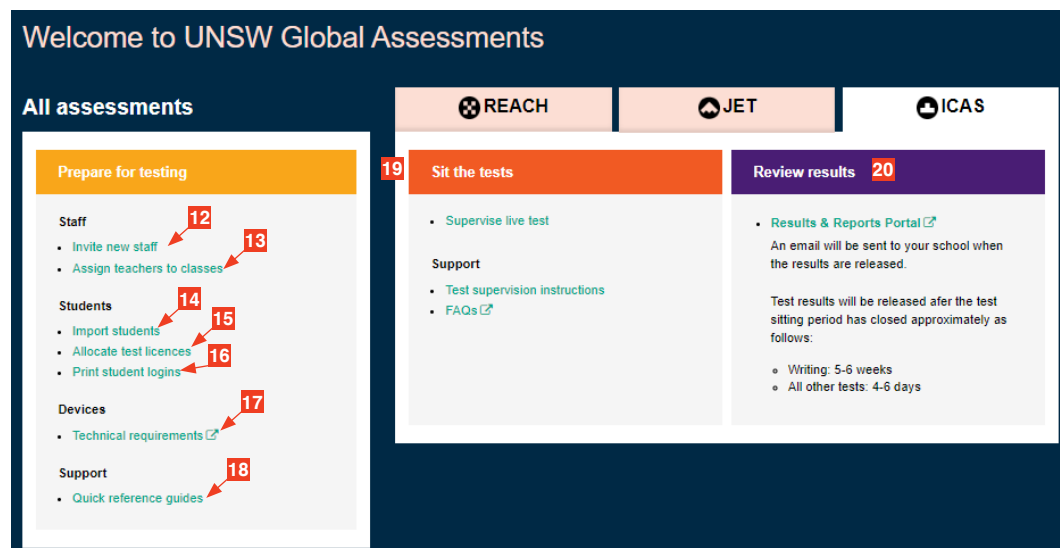
Image 3: School Set-up Dashboard

12   Click here to set up the accounts for your teachers.

13   Click here if you wish to assign teachers to classes.

14   Click here to upload your students' information into the system.

15   **Allocate test licences** menu allows School Coordinators to assign licences to students.

16   **Print student logins** allows teachers to manage student one-time codes.

17   Use this link to obtain the **Technical Requirements** guide.

18   Click here to download the ICAS Assessments **Quick Reference Guides**.

19   **Sit the tests** menu allows the School Coordinator to **Supervise a live test**, access the **Test Supervision Instructions** for each subject and the **Frequently Asked Questions**.

20   **Review results** menu provides information about the results release dates and a link to access the **Results and Reports Portal**.
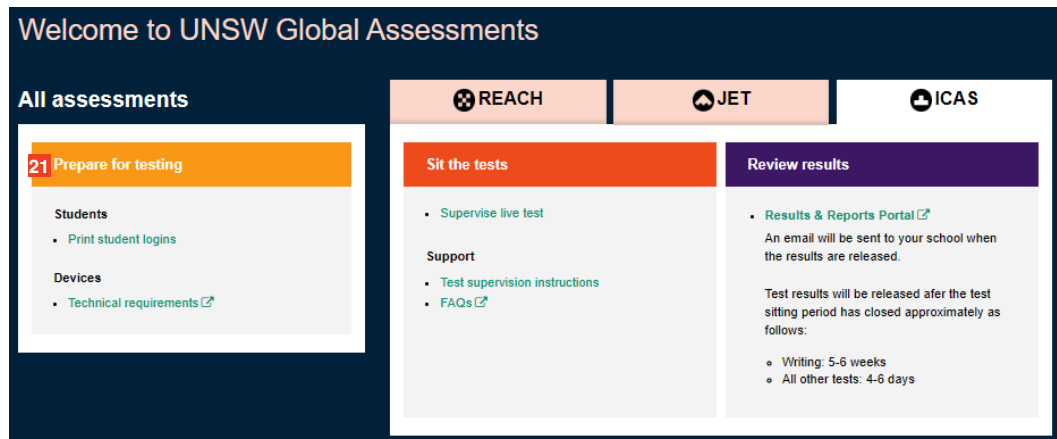
Image 4: School Set-up Dashboard for Teachers

21 **Prepare for testing** dashboard shows the common tasks that a teacher may be requested to complete in preparation for the online tests.

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).

+ Log in at **unsw.global/start**.
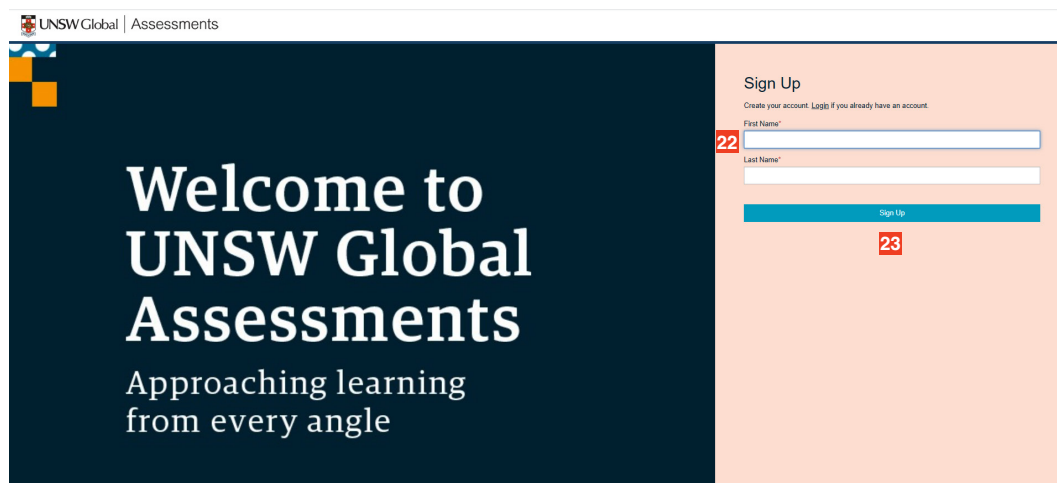
Image 5: Activate your account for the UNSW Global Assessment Platform

22 Teachers self-register by inputting their first and last name.

23 After clicking **Sign Up**, teachers will be navigated to another screen asking them to create their password.

Preparation to set up Teachers

First time users – Invite teachers to access the UNSW Global Assessment Platform

+ Click on the **Staff** 🎓 icon and click **Invite Staff**.

+ On the **Invite new users via secure link** page, select the scope of the role in the drop-down menu. The options include: **Unrestricted Teacher**, **School Leader**, **School Coordinator** and **Teacher**. Select **Unrestricted Teacher** role and enter the relevant staff email addresses.

+ Click **Send Invitations**.

The teachers will receive an email to activate their accounts.

Image 6: Inviting teachers to access the UNSW Global Assessment Platform

24 **Scope of The Role** menu presents all the roles in the online platform, except the student role.

25 Copy and paste the email addresses here. Each address should be separated by a comma (,) or semicolon (;).

26 The default expiry period is 720 hours (30 days). This can be changed.

27 This is the welcome email that will be sent to the teachers who have been invited. Text in the square brackets [ ] cannot be edited, however other text can be changed to suit your school's needs. If the default expiry period has been changed, then ensure that the correct time is provided in the email.
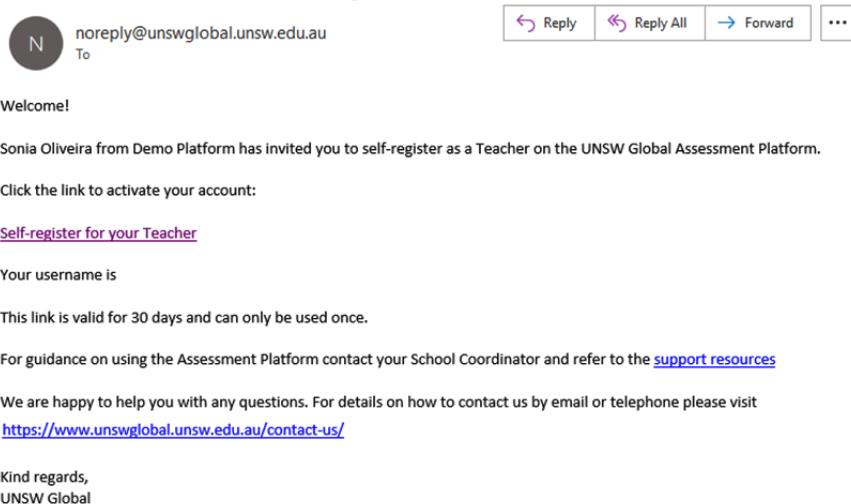
Image 7: Invitation email to teachers registering for the first time in UNSW Global Assessment Platform

1 Get started and order
2 Communicate
3 Prepare for testing
4 Sit the tests
5 Review results

Previous users – Update staff details (as needed)

Note: previous year's school staff details are already recorded in UNSW Global Assessment Platform. If the current staff details remain unchanged, it is not required to update staff details.

+ Click on the Staff [icon] icon and click **Manage Staff**.

+ On the **Users** page, select the staff name to edit their record or change password.

+ On the top right corner, click on **Actions** [Actions ▾] and choose the action required which includes: **Edit School Coordinator**, **Invite User** and **Re-Invite User**.
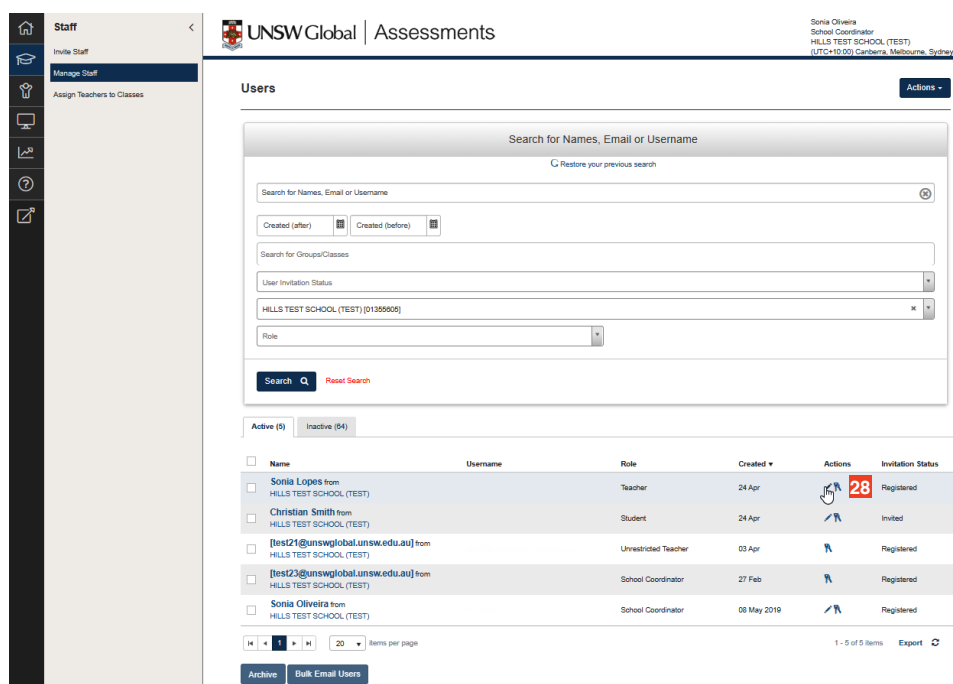
Image 8: Update staff details

28 Edit staff records or change password.
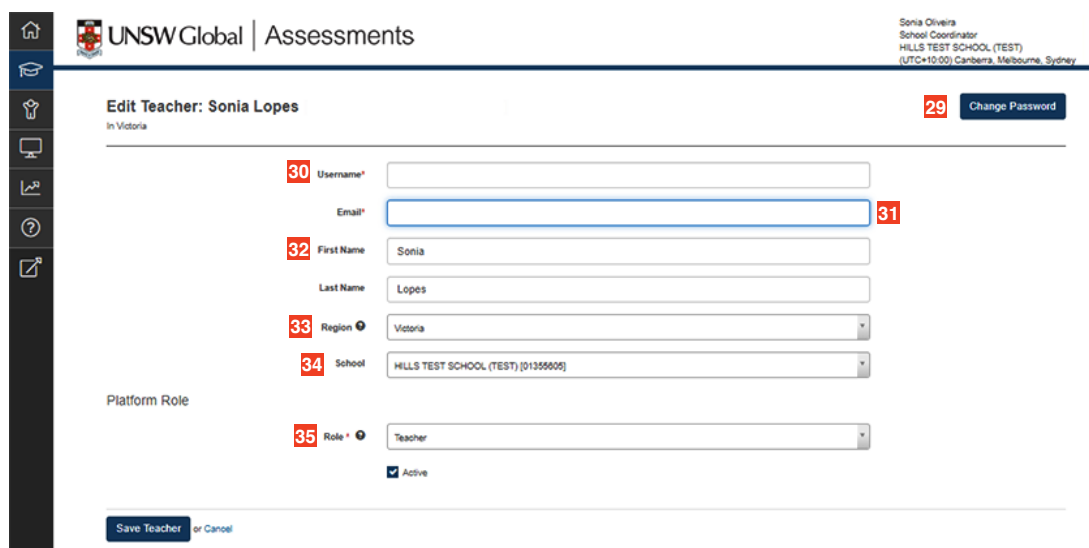
Image 9: Edit staff details

29 Click here to change the password. Note: password requires at least 8-characters, one uppercase letter, one lowercase letter, one number and one special character.

30 Select **Username** and edit the username. This is a mandatory field.

31 Select **Email** to change the email address. This is a mandatory field.

32 First Name and Last Name fields allows the School Coordinator to edit the staff name. These are optional fields since the login only requires the Username and Password.

33 **Region** field cannot be edited.

34 **School** field cannot be edited.

35 **Role** is a mandatory field and includes the following options: **School Coordinator**, **School Leader**, **Teacher** and **Unrestricted Teacher**.
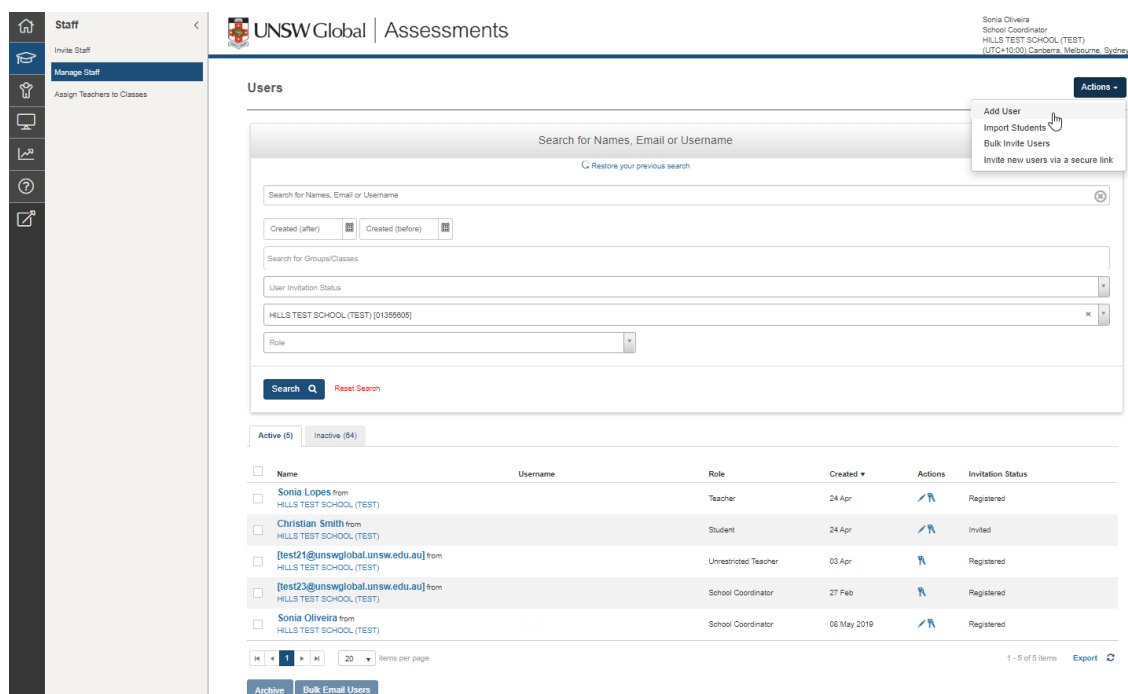
Manually adding a new user

+ Click on the **Staff** 🎓 icon and click Manage Staff.

+ On the top right corner, click on **Actions** [Actions ▾] and choose the option **Add User**.

+ Select the **Role** from the drop-down menu which includes: **School Coordinator**, **School Leader**, **Student**, **Teacher** and **Unrestricted Teacher**.

+ Complete the personal details for the User. Mandatory fields are marked with an asterisk (*). Note that fields will differ slightly depending on the role. If you experience any issues adding a new user, please contact our Customer Service team.

Image 10: Manually adding a new user
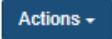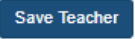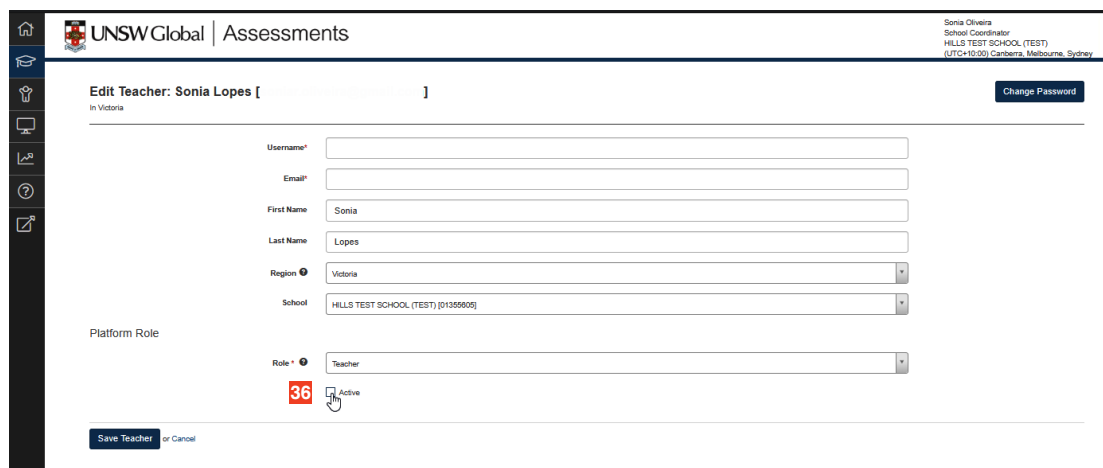
Previous users – Archiving staff accounts

If a staff member has left your school, you can archive their records and make the account inactive, so they cannot access your school's student data. Please note that only UNSW Global Customer Service team can delete users' accounts.

+ Click on the **Staff** 🎓 icon and click **Manage Staff**.

+ Select the staff name to edit their records.

+ On the top right corner, click on **Actions** [Actions ▾] and choose the option **Edit Teacher**.

+ Unselect **Active** [☐ Active] and click **Save Teacher** [Save Teacher]. The teacher's account will be automatically made inactive.

+ Archived teacher accounts will appear in the **Inactive** tab.

36 Select **Active** option to make an account active or untick the box to make an account inactive.

Image 11: Archiving staff accounts

Preparation to set up students

Import students into the UNSW Global Assessment Platform

For Australian schools using the Parent Payment System, please be informed that the student data import will be done automatically after a parent makes a purchase and the Parent Payment System is officially closed.

To ensure data integrity and accuracy, only upload student data that is extracted from your school's official student management system(s).

+ Click on the **Students** [icon] icon and click **Import Students.**

+ Click **Download Template** to extract an Excel template of the student import file.
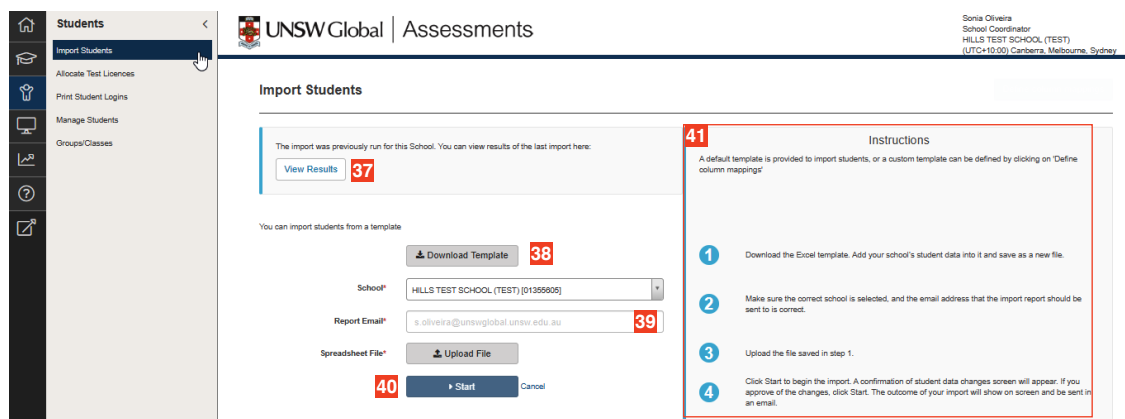
Image 12: Import students page

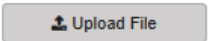| 37	See the results of previous imports here.
38	Download the Student Import Template here.
39	This is the email address that the confirmation of upload report will be sent to. The default email address will be the School Coordinator email; however, this can be edited.
40	Click **Start** when you are ready to upload the file. Both CSV and Excel formats are accepted.
41	Use the instructions located on the right side of your screen to assist with the import process.

Image 13: Student import template
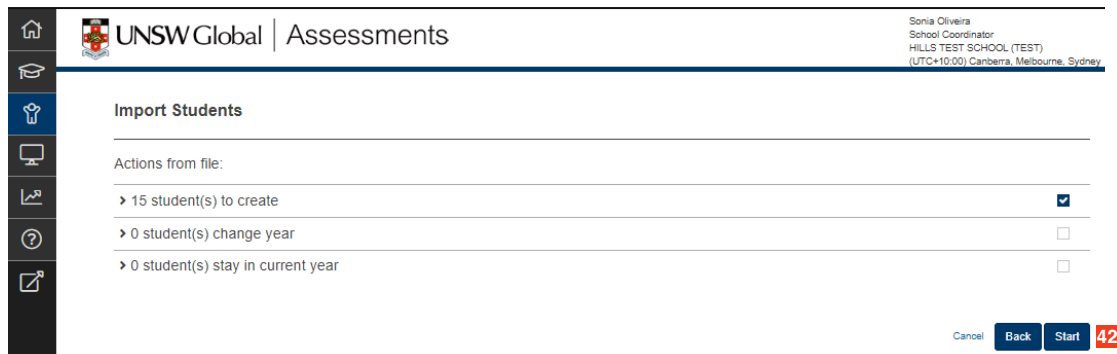
+ Complete each column with your students' details. You can check and confirm which values will be accepted by clicking on the help tab on the Excel template.

+ Mandatory fields include:

  - First Name or Given Name

  - Last Name or Family Name or Surname

  - Date of Birth (DOB) in the following format: DD/MM/YYYY (month can be in word format)

  - Year (number value e.g. 3). Only values in the Year Level Equivalence Table on page 5 are accepted in this field.

+ Optional fields:

  - Gender or Sex in the following format: Male or M, Female or F

  - Student Number or Student ID or Student Identifier (assigned to each student by your school)

  - Class [Note: must include the Year Level with Class name e.g. 3 Yellow (with or without space). A student can only be allocated to one class in the platform.]

+ Save the file to your computer, then click **Upload File** [⬆ Upload File] and choose the file you just saved.

+ Click **Start** [▸ Start] to preview the upload. A confirmation of student data will appear.

42   **Start** button

Image 14: Import Students page

+ Click **Start** [▸ Start] again to complete the import process.

+ A successful import message will appear on the screen and be sent to your email.
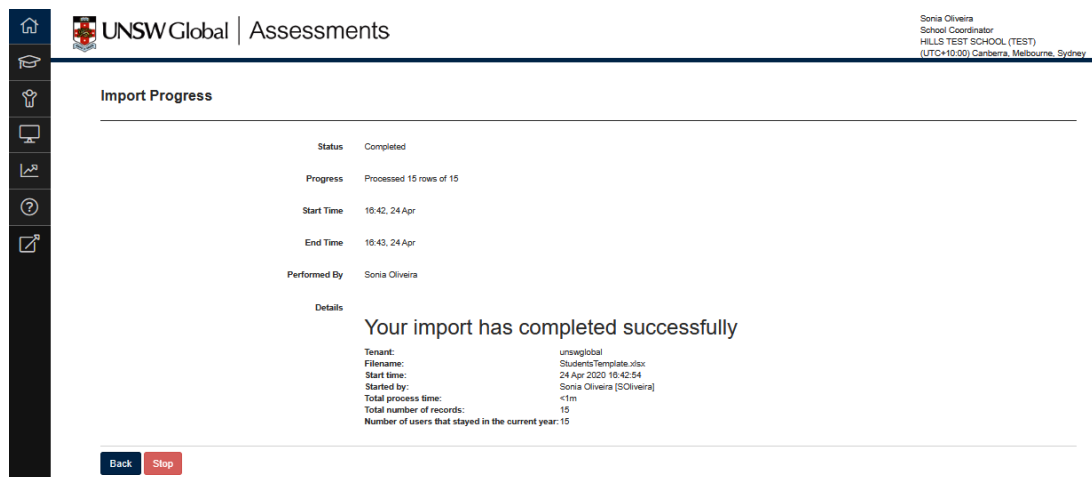
Image 15: Successful import message

Note: the student details supplied in the Import File will be used across all UNSW Global internal databases, including in ICAS Assessments™ reports.

Allocate test licences

For Australian schools using the Parent Payment System, please be informed that the licence allocation will be done automatically after a parent makes a purchase and the Parent Payment System is officially closed.

Students must be allocated a test licence for each ICAS Assessments™ subject they will sit. This can be done before sitting the test via the **Allocate Test Licences** page.

To allocate a licence, the School Coordinator needs to go to the Navigation toolbar, click the **Students** icon 🛡, click on **Allocate Test Licences** and then follow the steps below.

+ Navigate the cursor to the required test. The tests can be filtered by the name of the assessment, subject and year level equivalent for your region.
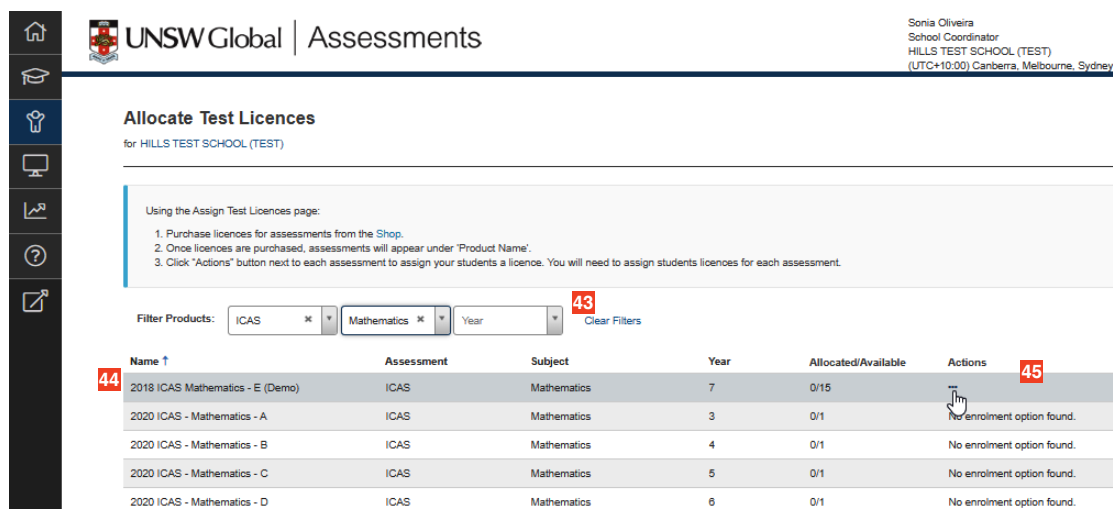

43 The tests can be filtered by Product Category (ICAS), Topic (one of the six subjects) and Year (year level equivalent for your region).

44 The selected test will appear under the **Product Name**.

45 Click **Actions** button next to each assessment to assign your students a licence.

You will need to assign students licences for each assessment.

Image 16: Allocate Test Licences page

+ Click on the three dots under **Actions** to allocate the test licences to students. The search fields will assist in filtering the list of students. You can filter by allocated status, name of student and year level.

+ Click **Edit** to select the students who will be allocated a licence.

+ Tick the check box(es) next to the name of each student(s). Click **Select all shown** to bulk allocate licences to students into a test.

+ Click **Save** when you have completed selecting the students for licence allocation.

+ Only the students visible on the screen will receive a licence. To allocate licences for up to 100 students at a time, click on the number shown per page to expand the list. Note: the asterisk symbol next to a check box indicates that there is an unsaved change, please click **Save** to proceed.

+ The number of licences allocated will update to show how many have been allocated out of the total number of licences that have been purchased by the school.

Image 17: Bulk allocation of test licences to students

46 The search fields will assist in filtering the list of students. You can filter by **Enrolment Status**, **Class** and **Name**.

47 Tick the check box(es) of the student(s) you wish to allocate licences to or click S**elect all shown** to bulk allocate licences to students in a test.

48 Click **Save** when you have completed selecting the students for licences allocated.

49 The *symbol next to a check box indicates that there is an unsaved change.

50 The number of licences allocated will update to show how many students have been allocated a test licence out of the maximum number of licences purchased by the school.

Update student details

+ Click on the **Student** 👕 icon and click **Manage Student**.

+ On the **Student** page, select the student name to edit their record.

+ On the top right corner, click on **Actions** [Actions ▾] and select **Edit Student**. All the student details are editable by the School Coordinator and Teacher, except for the **Role** which is defined as Student.

Image 18: Update student details

51 The student's personal information can be found here. Edit the student's details by clicking the **Actions** button.

52 Click on **System** for details about the role and scope of this role.

53 Click on **Test Attempts** to view the summary of the assessments the student is enrolled in and the student's participation status for that test.

54 The **Actions** button includes two options: **Edit Student** and **Change Password**.

To change a student's personal details, click **Edit Student**. In the next screen, the School Coordinator or Teacher will be able to edit information such as first and last names, date of birth, gender, student number, year level, class and tick the check box for **Active**.

Print student logins (One-Time Codes)

Printing student logins can only be done after test licences have been allocated.

+ Click **Print Student Logins** from the **Students** [icon] menu. Filter your selection using the drop-down menu to obtain the required **One-Time Code**.

+ Select the **Reach / ICAS One-Time Codes** tab to print the student codes for ICAS Assessments™. A unique one-time code will be generated for each student for each assessment. Note: **Jet Usernames/Passwords** tab is for Jet Assessments™ only.

+ Click **Download** to generate a PDF file of the **One-Time Codes** you wish to print for your test session.

Image 19: Print Student Logins

55 **Class Group** includes a drop-down menu with all the registered classes for a school.

56 The options **Select Product**, **Select Topic** and **Select Year** allow the teacher to filter to obtain a list of students enrolled in a particular test.

57 **Print Layout** includes the options: **1 per page**, **4 per page** and **14 per page**.

58 **Reach/ICAS One-Time Codes** tab shows the list of students enrolled in Reach and ICAS Assessments™ according to the filter options selected in the previous menu.

You can extend the number of students shown in the list by scrolling to the bottom of the screen and clicking **100** items per page. At the top of the page, you can select all names on the page by clicking the check box next to **User**. Alternatively, you can select names one-by-one by clicking the check box next to each name.

Once you have selected the names, click **Print Student Logins** located at the bottom of the page. A PDF document will open in a new browser, which you can print and cut out to distribute to students.

Li Xiu Ying
DEMO-ICAS-MATH-E

UNSW Global

Your one-time code
DT-TS-VN-KR

Leonor Hemsworth
DEMO-ICAS-MATH-E

UNSW Global

Your one-time code
SR-TM-JW-LW

Abduh Rivsi
DEMO-ICAS-MATH-E

UNSW Global

Your one-time code
RK-GT-JB-ZF

Lidia Hobarts
DEMO-ICAS-MATH-E

UNSW Global

Your one-time code
WH-YR-NC-KJ

Jenny Hanes
DEMO-ICAS-MATH-E

UNSW Global

Your one-time code
BS-LH-YD-VD

Christian Smith
DEMO-ICAS-MATH-E

UNSW Global

Your one-time code
TM-JZ-FW-SZ

Image 20: One-Time Codes

Install the locked-down browser

A secure locked-down browser application is required for ICAS Writing and ICAS Spelling Bee. Links to the relevant instructions to download the locked-down browser for various devices are on the UNSW Global Assessments website. **www.unswglobal.unsw. edu.au/educational-assessments/support/technical-requirements/locked-down-browserapplication-instructions/**

The Schools using BYODs can find instructions for students and parents in **Step 2 – Communicate** section on the UNSW Global Assessments website.

Conduct a technical readiness check on all devices

For ICAS Writing and ICAS Spelling Bee, this check should be done after the locked-down browser installation. A link to the technical readiness test can be found on the UNSW Global Assessments website. **www.unswglobal.unsw.edu.au/educational-assessments/support/technical-requirements/**

Preparation to set up space

Book the hall/rooms as needed.
Check the rooms have the appropriate wi-fi access.

Provide students access to sample papers and practice online interaction tests as needed

Use the free online ICAS Assessments™ Practice Tests to become familiar with how to:

+ navigate through a test

+ answer questions

+ scroll and expand parts of the screen

+ use the online calculator.

The last question requires audio. Audio is only required for ICAS Spelling Bee.

Students can practice the test more than once if needed. There may be some variations for tests which require locked-down browsers. **ICAS Practice Interaction Test**

Additional sample ICAS Assessments™ questions are available on the UNSW Global website. These downloadable PDFs are available for all subjects. Each paper comes with an answer sheet.

STEP 4 - SIT THE TESTS

Download the relevant subject's Test Supervision Instructions

Each online assessment has accompanying Test Supervision Instructions. These include everything needed to start, supervise and troubleshoot a live test. They are available on the **ICAS Assessments™ Support page** under **Step 4 – Sit the tests** online tab. Download and share the test supervision instructions with supervising teachers.

Each supervising teacher MUST log in to UNSW Global Assessment Platform to start and supervise the test

+ Go to **unsw.global/start** and log in using your username and password.

+ Once students have started their ICAS assessment, their progress can be viewed from the **Supervise Live Test** screen. This can be accessed by clicking on **Supervise Live Test** from the quick link on the dashboard or by selecting the Tests 🖵 icon on the Navigation Toolbar. Note: from this screen, the teacher can also pause the session or pause the test for individual students.

+ Click **Supervise Live Test**.

+ Click **Create New Test Session** and share with the students.

+ As the students log in using the session code you have created and their unique one-time code, the list will populate.

+ When all the students have logged in, click **Start session**.

+ The list will show the students who are taking the test, the name of the test they are taking, the time they started and their progress.

+ A student's test can be paused by first clicking the check box next to their name and then **Pause student**. The student will see a message to confirm that their test has been paused. The teacher can click **Resume student** to allow them to return to their attempt and **Confirm**. The student will return to the last question they were attempting.

+ When a student has completed their test and **Submitted**, their status will change to 'submitted'.

+ An alert will appear if a student has completed their test but not submitted. The teacher can manually submit the test by clicking on the check box next to the student's name and then the **Submit student** button. The student's status will change to **Submitted** and the results will be available in the UNSW Global Results and Reports Portal once data analysis has been completed.
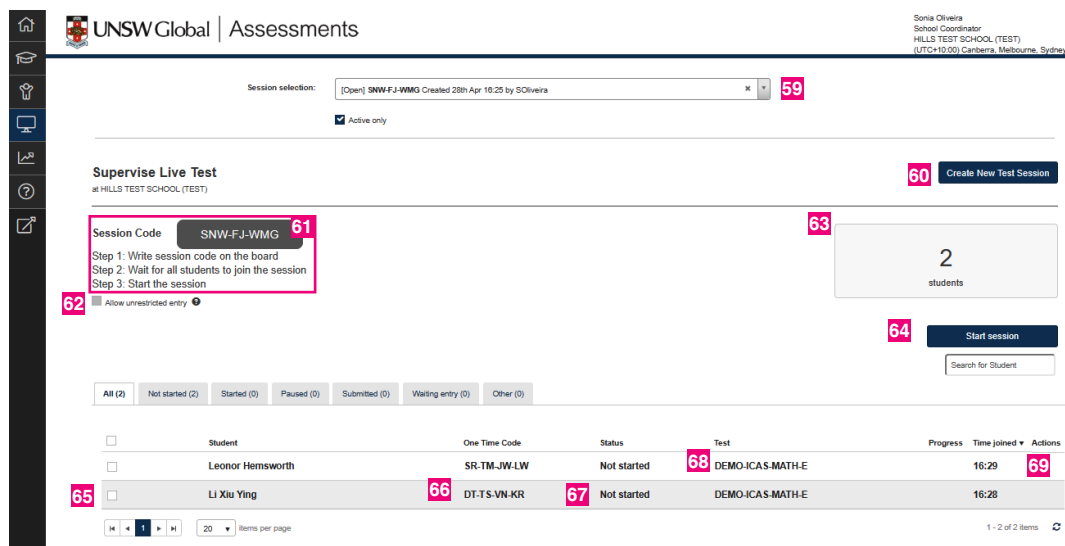
Image 21: Supervise Live Test
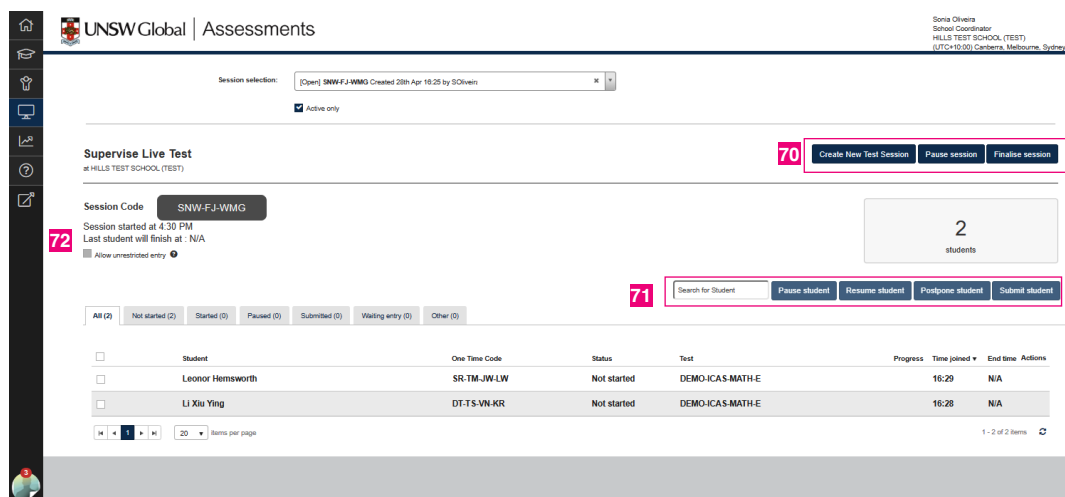
59   Use **Session Selection** to locate a test session that has already been created.

60   **Create New Test Session** will automatically generate the Session Code that allows students to start the test.

61   **Session Code** will appear in a grey rectangle. This section also provides quick instructions for the teacher to distribute the session code and wait for all students to join the session before starting the test.

62   The **Allow unrestricted entry** check box should be ticked if the teacher wants to permit students to join after the session has started without the test administrator needing to allow them entry.

63   This panel shows the total number of students that have joined the session and are ready to start the test.

64   **Start session**

65   All the students currently taking a test in that class, the name of the test, their status and their progress are shown here.

66   **One-Time Code**

67   Status of the test which includes: **Started**, **Not Started**, **Paused** and **Submitted**.

68   **Test** details includes the calendar year, product name, subject and year level.

69   **Time joined** shows the time that each student started the test.

Image 22: Live test session

70   This menu in the live test page allows the supervising teacher to **Create a New Test Session**, **Pause session** or **Finalise** session.

71   This menu includes the options: **Pause student**, **Resume student**, **Postpone student** and **Submit student**.

72   The time that the first student in the class started their test is noted as the **Session Started** time.

1 Get started and order
2 Communicate
3 Prepare for testing
4 Sit the tests
5 Review results

Students sitting a test

Each ICAS subject has accompanying Test Supervision Instructions. Please refer to these for guiding students through the online test process.

Each student is required to enter a test session code and a one-time code to access their test.

Image 23: Student's dashboard – Entering a session code

Image 24: Student's dashboard – Entering the one-time code

1 2 3 4 5

Get started and order

Communicate
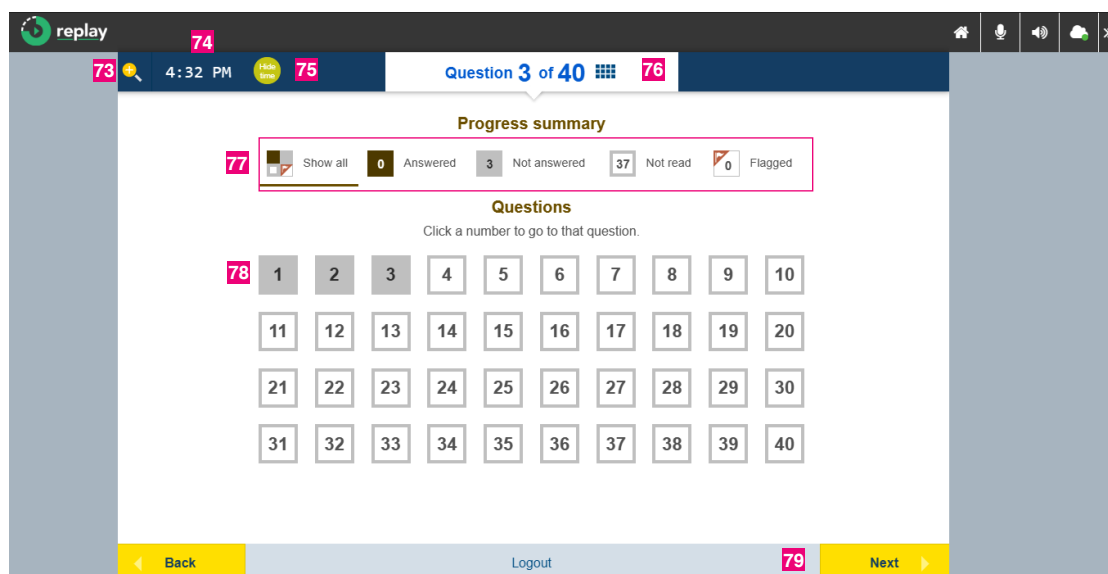
Prepare for testing

Sit the tests

Review results

+ During the live test, the student will be able to check their progress by visiting the **Progress Summary** screen on the top centre of the screen. The student is also able to go back, and check **Answered**, **Not answered**, **Not read** and **Flagged**.

73	**Magnifier** - click here to zoom.
74	The clock indicates the time the student started the test.
75	Click here to hide the clock.
76	This section shows the number of questions completed, the total number of questions in the test and the grid to check the progress of the test.
77	From the grid view, students can review questions **Answered**, **Not answered**, **Not read** and **Flagged**.
78	Click on the selected question to view that question.
79	On clicking **Next** students will be navigated to the next question.

Image 26: Progress summary

The supervising teacher MUST ensure the student submits the test. Please note that at the end of each day, all attempts will be automatically closed by the online platform and cannot be re-opened by the teacher.

STEP 5 - REVIEW RESULTS

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 between 4 to 6 days after the official test period is concluded for a region, with the exception of ICAS Writing which is released 5 to 6 weeks after the test period. Student certificates for ICAS Assessments™ are printed by UNSW Global and sent to your school via standard mail service. Please contact your local representative for details applicable to your region.

Your school will be notified if any of your students are eligible for ICAS medals.

The **UNSW Global Results and Reports Portal** can be accessed using the school's school code and password. Staff can log in using their login credentials for the UNSW Global Assessment Platform. Alternatively, the results can be accessed directly using the Results link on the dashboard of the UNSW Global Assessment Platform.
www.unswglobal.unsw.edu.au/educational-assessments/results-and-reports-portal/

Schedule results review meeting with relevant staff

CONTACT AND SUPPORT INFORMATION

For further help with managing the administration of ICAS Assessments™, please contact our customer service team via phone or email.

UNSW Global Assessments

Australia Toll-Free Tel: 1800 940 633
Telephone: + 61 2 8936 2210
Email: **assessments@unswglobal.unsw.edu.au**

International Assessment Customers

Please contact your local representative or consult UNSW Global Assessments website.
www.unswglobal.unsw.edu.au/educational-assessments/international-customers/

Product support resources

For support documents and other resources, please visit ICAS Assessments™ Support page.
www.unswglobal.unsw.edu.au/educational-assessments/products/icas-assessments/

Website

For further information on the assessments offered by UNSW Global Assessments, refer to our website.
www.unswglobal.unsw.edu.au/educational-assessments

UNSW Global Assessment Platform
unsw.global/start