




# ICAS at home Preparation Checklist for Schools



This preparation checklist will guide you through running ICAS whilst your students are learning from home. Please read and follow the steps carefully.

Some steps in this checklist can only be completed by your school's staff member who holds the Assessment Portal School Coordinator account.


**Before you start:** Set the date and time that you would like your students to sit their ICAS test (see [Assessment Calendar](#) for sitting window).

BEFORE TEST DAY CHECKLIST (RECOMMENDED TIME FRAMES)		EXTRA RESOURCES
 <b>ON THE DAY THAT YOU READ THIS (MUST BE BEFORE TEST DAY)</b>		
Find out which staff member of your school holds the School Coordinator account.		Log in to the Assessments Portal at <a href="https://icas.site/start">icas.site/start</a> with your username and password to see the type of account you hold.
 <b>1-2 WEEKS BEFORE TEST DAY</b>		
Communicate with parents and guardians: General information about ICAS at Home.		Use section 1 of this <a href="#">template</a> as a guide for what to say/write.
School Coordinator only: Check that students have been allocated their ICAS licence.		Watch this video tutorial on <a href="#">Allocating Licences to Students</a> .
Familiarise yourself with what to do on test day.		Watch the video tutorial on <a href="#">Supervise a Live Test</a> .  Read the <a href="#">Test Supervision Instructions</a> .
 <b>3 DAYS BEFORE TEST DAY</b>		
Download your students' One-time codes. They are unique for each student's test.		Watch the video tutorial on <a href="#">Print Student Logins</a> .
Communicate with parents and guardians: One-time code distribution to students, exam conditions information.		Use section 2 this <a href="#">template</a> as a guide for communicating with



If sitting ICAS Spelling Bee or ICAS Writing, installing the locked-down browser application, Janison Replay, onto students' devices before test day.	parents and guardians about the one-time codes.
Use this time before the test day to contact our Customer Service team to ask questions or clear up any issues.	See Customer Service availability at the end of this document.
ON TEST DAY CHECKLIST	EXTRA RESOURCES
 <b>1 HOUR BEFORE TEST COMMENCES</b>	
<i>Applies to ICAS Mathematics, Science, English and Digital Technologies only:</i> students enter <b>icas.site/start</b> into their internet browser. Alternatively, send your students the Assessments Portal QR code to scan to get access to the Assessments Portal.	Icas.site/start is the URL for the Assessments Portal  Download the <a href="#">Assessments Portal QR code</a>
From the Assessments Portal, create the session code. Note: Session codes can only be created on the day of the test. They expire at midnight on the day of creation.	Watch the video tutorial on <a href="#">Supervise a Live Test</a> .
Before test commencement, video call your students and read out the script found in the Test Supervision Instructions.  Provide the session code to all the students. Check they have their one-time code ready.	Read the section on the applicable ICAS subject found in the <a href="#">Test Supervision Instructions</a> .
<b>Important note:</b> The Janison Replay app, used for Writing and Spelling Bee, will force shutdown the video call. Ensure students have their session code and one-time code on hand prior to students opening the app on their device.	
 <b>AT THE COMMENCEMENT OF THE TEST</b>	
Wait for all the students to have successfully input the session code and one-time code.  From your Supervise Live Test screen on the Assessments Portal, now start the session.  Note: Any students who input the session and one-time code <i>after</i> you click "Start Session", will have to be manually given entry.	Watch the video tutorial on <a href="#">Supervise a Live Test</a> .   On Supervise Live Test screen, click the tab "Waiting Entry", select the checkbox next to the student's name then click the button Allow Entry.



 <b>DURING THE TEST</b>	
<p>You may have to unlock students' tests if their device freezes, runs out of battery or crashes.</p> <p>Once students successfully submit their tests, there is nothing further to do.</p>	<p>See Issue 2 of the Troubleshooting tips in the <a href="#">Test Supervision Instructions</a> (page 16)</p>

Our Customer Service team is available to assist you on weekdays, between 8am and 5pm AEDT. Email: [icasassessments@janison.com](mailto:icasassessments@janison.com) AUS toll-free: 1800 931 775, NZ toll-free: 0800 440 904

