REACH ASSESSMENTS™

REACH Assessment Checklist

For School Coordinators

1 Getting started

2 Communicate

3 Prepare for testing

4 Sit the tests

5 Review results

ICAS assessments

This checklist is for implementing **Reach 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 — Getting started	Recommended timing	✔
1.1 Agree on school coordinator(s) for the assessments.	**1–2 months** before test date	
1.2 Get familiar with the **product support page.**	**1–2 months** before test date	
1.3 Download the **User guide** ⬇.This document provides very detailed instructions if you need additional help with the steps in this guide.	**1–2 months** before test date	
1.4 Check ICAS Assessments 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 Assessments Portal and result release notifications. You can check your school's details in the account section of the **Shop**. Contact **customer service** to get updates made. If your school is in a country which does not have access to the online shop, contact your local **ICAS Assessments representative**.	Early in the school year so all notifications are correctly received	
1.5 Meet with your school's IT Support early to confirm that your school meets the **technical requirements** for the online tests.	Before ordering	
1.6 Confirm which **Reach Assessments** your school will do and put test date(s) in the school calendar.	Before ordering	
1.7 Order before the closing dates for each subject. Submit your order through the **Shop** using your school code and password. If you are in a country that does not have access to the online shop contact your local ICAS representative for ordering. Order confirmations are sent to the school's administration email address on file with ICAS Assessments.[1]	Order as early in the school year as possible to allow plenty of time for preparation.	
1.8 Submit ⬆ **Students with disabilities enquiry form** if needed.	**8 weeks** before test date	

1 New schools must **register** with ICAS Assessments before they can purchase and sit assessments.

Go to the **Communicate** section of the Reach **support page** for all the relevant documents for this step.

Step 2 — Communicate	Recommended timing	✔
2.1 Advise parents/carers about the assessments using the Communication Kit for REACH. A school must issue a written data and privacy statement to the student's parent or carer if they are to sit an assessment.	**1–2 months** before test date or as part of the school's parent permission process	
2.2 **BYOD schools only** Share **locked-down browser installation instructions** with parents, carers and students using the letter template provided (applies to Spelling and Writing).	**1–2 months** before test date	

To sit the online assessments your school will need access to the **Assessments Portal**. 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 **icasassessments@janison.com.au**.

Step 3 — Prepare for testing	Recommended timing	✔

3.1 Preparation for School Coordinators
+ First-time users — activate your account for the **Assessments Portal**.
   - Activate your account by **clicking the link** in the activation email sent.
   - **Set your password** (your username is your email address).
   - Login at **icasassessments.com/assessments-portal**
    Note: The short URL for the Assessments Portal is **icas.site/shop**.
	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 Assessments Portal so they can assist in supervising the tests on the day. + Click on the **Staff** icon, and click **Invite staff**. Select **Unrestricted teacher**[2] 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. + Previous year's customers — update staff (as needed) already in the Assessments Portal. Go to the **Staff** icon and click **Manage staff**. Click on **Staff name** to edit their record. + Remind teachers about the test dates.	**1–2 months** before test date	

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

Step 3 — Prepare for testing

3.3 Preparation to set up students

+ Import students into the **Assessments Portal**.

   - Click on **Student** icon and select **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 Australia, 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 Equivalence Table are accepted in this field. Consult the user guide for online testing.

   - 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 and 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 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**.

+ Print student logins. This can only be done after test licences have been allocated.

   - Click **Print student logins**[3] 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.

   - Click **Print**.

+ Remind students about the test dates.

Recommended timing

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

Test licence allocation will be available 8 weeks prior to each subject's test sitting period.

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[3] This can only be done after test licences have been allocated.

Step 3 — Prepare for testing	Recommended timing	✔
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 and Writing). See Communicate section for parent instructions for BYODs. + **Spelling** 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 Wifi access.	**2 weeks** before the test date or as required by your school	

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Step 4 — Sit the tests		Recommended timing	✔
4.1	Download the **Test 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 login to the Assessments Portal to start and supervise the test. Go to **icasassessments.com/assessments-portal** Note: The short URL for the Assessments Portal is **icas.site/start**	On test day	
4.3	Administer the assessment under normal exam conditions.	On test day	

Step 5 — Review results		Recommended timing	✔
5.1	View results in the school section of the **Results Portal**. Principals and the school's administration receive a notification email when results are released.	Results are released mid-way and at the end of the test sitting window. **Reach Writing** is the exception which is released **4–6 weeks** after the sitting window closes	
5.2	Print and distribute the student handouts containing the Student TAP-ID and PIN (as required) so students can access their own results and certificates in the student section of the **Results Portal**.	Results are released to the **Student Portal** at the same time as the **School Portal**	
5.3	Print and organise presentation/distribution of certificates as required.	As required by your school	
5.4	Schedule results review meeting with relevant staff.	As required by your school	

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