

# 2022 Test Supervision Instructions



For School Coordinators & Teachers





# Test Supervision Instructions

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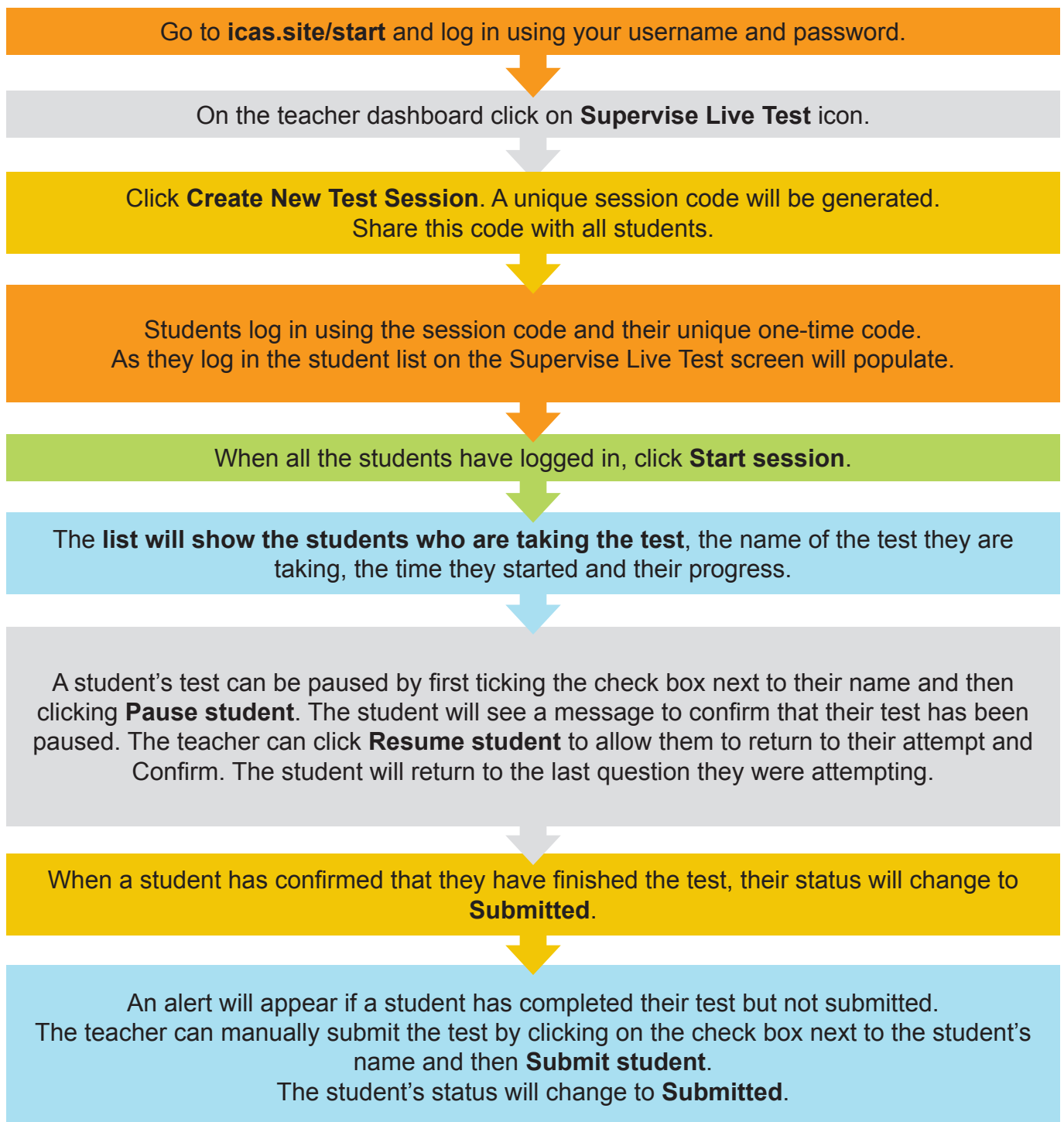
The below instructions are for teachers supervising students sitting the ICAS Assessments™.

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# Supervision Workflow Chart

*The supervising teacher **MUST** log in to the Assessments Portal to start and supervise the test.*

*Supervising teachers are advised to ensure that they can log in to the Assessments Portal before the test sitting date.*



# ENGLISH



## BEFORE TEST DAY

1. Check you can access the Assessments Portal by following the URL [icas.site/start](https://icas.site/start) and locating the **Supervise live test** screen.
2. **Print student logins** from your teacher dashboard.
3. **Run the technical readiness check** on all student devices:  
[icasassessments.janisoninsights.com/pages/technical-readiness\\_technical-readiness](https://icasassessments.janisoninsights.com/pages/technical-readiness_technical-readiness).

## ON TEST DAY

Administer the assessment under examination conditions.

Dictionaries, mobile phones and other personal electronic devices are not permitted.

### Each student must have:

- their individual one-time code
- the session code (see instructions below)
- a device that meets the technical requirements: [icasassessments.com/support-technical-requirements](https://icasassessments.com/support-technical-requirements)
- access to the internet
- the URL [icas.site/start](https://icas.site/start)

**Blank paper and pencils or pens may be used for any working.**

### For the Teacher to complete on their device:

1. Go to the Assessments Portal at [icas.site/start](https://icas.site/start) and log in.
2. On the teacher dashboard click on **Supervise live test**. This screen will allow you to monitor your students' progress during the test.
3. Click **Create new test session**. Do this on test day at the scheduled sitting time.
4. An **8-character session code** will appear on your screen. Display this to all students.

### ON TEST DAY TEACHER'S SCRIPT

#### When all students are seated say:

*You are going to complete the ICAS English test.*

- enter the URL [icas.site/start](https://www.icas.site/start)
- click on the **ICAS** button on the login page
- enter the **session code**
- click **Next**
- enter your individual **one-time code** and click **Next**.

*Once you have done this you will see a question on your screen: 'Are you ready to start your test?'  
**Do not click Yes** until I tell you to.*

Help students fill in the session code and their one-time codes.

#### Say:

*Check that you are sitting the right test [insert the test subject and the paper].*

*Now click **Yes**.*

*Check that **your** name is showing on the screen.*

*You will also see 'Wait to begin'.*

***Do not** begin until I tell you to.*

*Answer all questions. Your score will be the number of correct answers. Marks are **NOT** deducted for wrong answers.*

#### For Introductory Paper say:

*There are 35 questions. You have 35 minutes to answer the questions.*

#### For Papers A and B say:

*There are 45 questions. You have 45 minutes to answer the questions.*

#### For Papers C and D say:

*There are 50 questions. You have 50 minutes to answer the questions.*

#### For Papers E and F say:

*There are 55 questions. You have 55 minutes to answer the questions.*

#### For Papers G, H, I and J say:

*There are 60 questions. You have 1 hour to answer the questions.*

#### Then say:

*Do your rough work on the paper provided.*

Once all the students are ready, click **Start session** on your **Supervise live test** screen. The students will now see their test.

#### Say:

*You can now begin your test.*

#### Start timing and monitor the time allowed. At the end of the test say:

*Stop work and click **Finish**. You will see a question, 'Are you sure you want to finish the test?'*

*Click **Yes**. You should see the following message: 'Your test has been submitted'.*

*Click **Logout** and follow the prompts.*

If a student has not reached the last question, they can click on the grid next to the question number to access the **Finish** button.

On your **Supervise live test** screen do the following:

- Check that all students have submitted their tests.
- Click the checkbox next to any student who has not submitted and then click **Submit student**.

# MATHEMATICS



## BEFORE TEST DAY

1. Check you can access the Assessments Portal by following the URL [icas.site/start](https://www.icas.site/start) and locating the **Supervise live test** screen.
2. **Print student logins** from your teacher dashboard.
3. **Run the technical readiness check** on all student devices:  
[icasassessments.janisoninsights.com/pages/technical-readiness\\_technical-readiness](https://www.icasassessments.janisoninsights.com/pages/technical-readiness_technical-readiness).

## ON TEST DAY

Administer the assessment under examination conditions.

Dictionaries, mobile phones and other personal electronic devices are not permitted.

**Each student must have:**

- their individual one-time code
- the session code (see instructions below)
- a device that meets the technical requirements: [icasassessments.com/support-technical-requirements](https://www.icasassessments.com/support-technical-requirements)
- access to the internet
- the URL [icas.site/start](https://www.icas.site/start)

**Blank paper and pencils or pens may be used for any working.**

**Papers Introductory, A, B, C, and D: students are NOT allowed to use a calculator.**

**Papers E, F, G, H, I and J: students can only use the online calculator displayed on the screen with the question. Some questions do not require the use of a calculator and for these questions the online calculator may not be available on the screen.**

**For the Teacher to complete on their device:**

1. Go to the Assessments Portal at [icas.site/start](https://www.icas.site/start) and log in.
2. On the teacher dashboard click on **Supervise live test**. This screen will allow you to monitor your students' progress during the test.
3. Click **Create new test session**. Do this on test day at the scheduled sitting time.
4. An **8-character session code** will appear on your screen. Display this to all students.

### ON TEST DAY TEACHER'S SCRIPT

#### When all students are seated say:

*You are going to complete the ICAS Mathematics test.*

- enter the URL [icas.site/start](https://www.icas.site/start)
- click on the **ICAS** button on the login page
- enter the **session code**
- click **Next**
- enter your individual **one-time code** and click **Next**.

*Once you have done this you will see a question on your screen: 'Are you ready to start your test?'  
**Do not click Yes** until I tell you to.*

Help students fill in the session code and their one-time codes.

#### Say:

*Check that you are sitting the right test [insert the test subject and the paper].*

*Now click **Yes**.*

*Check that **your** name is showing on the screen.*

*You will also see 'Wait to begin'.*

***Do not** begin until I tell you to.*

*Answer all questions. Your score will be the number of correct answers. Marks are **NOT** deducted for wrong answers.*

#### For Introductory Paper say:

*There are 30 questions. You have 35 minutes to answer the questions.*

#### For Papers A, B and C say:

*There are 40 questions. You have 45 minutes to answer the questions.*

#### For Papers D, E, F, G, H, I and J say:

*There are 40 questions. You have 1 hour to answer the questions.*

#### Then say:

*Do your rough work on the paper provided.*

Once all the students are ready, click **Start session** on your **Supervise live test** screen. The students will now see their test.

#### Say:

*You can now begin your test.*

#### Start timing and monitor the time allowed. At the end of the test say:

*Stop work and click **Finish**. You will see a question, 'Are you sure you want to finish the test?'*

*Click **Yes**. You should see the following message: 'Your test has been submitted'.*

*Click **Logout** and follow the prompts.*

If a student has not reached the last question, they can click on the grid next to the question number to access the **Finish** button.

On your **Supervise live test** screen do the following:

- Check that all students have submitted their tests.
- Click the checkbox next to any student who has not submitted and then click **Submit student**.

# SCIENCE



## BEFORE TEST DAY

1. Check you can access the Assessments Portal by following the URL [icas.site/start](https://www.icas.site/start) and locating the **Supervise live test** screen.
2. **Print student logins** from your teacher dashboard.
3. **Run the technical readiness check** on all student devices:  
[icasassessments.janisoninsights.com/pages/technical-readiness\\_technical-readiness](https://www.icasassessments.janisoninsights.com/pages/technical-readiness_technical-readiness).

## ON TEST DAY

Administer the assessment under examination conditions.

Dictionaries, mobile phones and other personal electronic devices are not permitted.

### Each student must have:

- their individual one-time code
- the session code (see instructions below)
- a device that meets the technical requirements: [icasassessments.com/support-technical-requirements](https://www.icasassessments.com/support-technical-requirements)
- access to the internet
- the URL [icas.site/start](https://www.icas.site/start)

**Blank paper and pencils or pens may be used for any working.**

**Students may use the online calculator provided in the Assessments Portal.**

### For the Teacher to complete on their device:

1. Go to the Assessments Portal at [icas.site/start](https://www.icas.site/start) and log in.
2. On the teacher dashboard click on **Supervise live test**. This screen will allow you to monitor your students' progress during the test.
3. Click **Create new test session**. Do this on test day at the scheduled sitting time.
4. An **8-character session code** will appear on your screen. Display this to all students.



### ON TEST DAY TEACHER'S SCRIPT

**When all students are seated say:**

*You are going to complete the ICAS Science test.*

- enter the URL [icas.site/start](https://www.icas.site/start)
- click on the **ICAS** button on the login page
- enter the **session code**
- click **Next**
- enter your individual **one-time code** and click **Next**.

*Once you have done this you will see a question on your screen: 'Are you ready to start your test?'*

**Do not click Yes** until I tell you to.

Help students fill in the session code and their one-time codes.

**Say:**

*Check that you are sitting the right test [insert the test subject and the paper].*

*Now click **Yes**.*

*Check that **your** name is showing on the screen.*

*You will also see 'Wait to begin'.*

**Do not begin** until I tell you to.

*Answer all questions. Your score will be the number of correct answers. Marks are **NOT** deducted for wrong answers.*

**For Papers Introductory, A and B say:**

*There are 30 questions. You have 45 minutes to answer the questions.*

**For Papers C and D say:**

*There are 40 questions. You have 55 minutes to answer the questions.*

**For Papers E, F, G, H, I and J say:**

*There are 40 questions. You have 1 hour to answer the questions.*

**Then say:**

*Do your rough work on the paper provided.*

Once all the students are ready, click **Start session** on your **Supervise live test** screen. The students will now see their test.

**Say:**

*You can now begin your test.*

**Start timing and monitor the time allowed. At the end of the test say:**

*Stop work and click **Finish**. You will see a question, 'Are you sure you want to finish the test?'*

*Click **Yes**. You should see the following message: 'Your test has been submitted'.*

*Click **Logout** and follow the prompts.*

If a student has not reached the last question, they can click on the grid next to the question number to access the **Finish** button.

On your **Supervise live test** screen do the following:

- Check that all students have submitted their tests.
- Click the checkbox next to any student who has not submitted and then click **Submit student**.

# DIGITAL TECHNOLOGIES



## BEFORE TEST DAY

1. Check you can access the Assessments Portal by following the URL [icas.site/start](https://www.icas.site/start) and locating the **Supervise live test** screen.
2. **Print student logins** from your teacher dashboard.
3. **Run the technical readiness check** on all student devices:  
[icasassessments.janisoninsights.com/pages/technical-readiness\\_technical-readiness](https://www.icasassessments.janisoninsights.com/pages/technical-readiness_technical-readiness).

## ON TEST DAY

Administer the assessment under examination conditions.

Dictionaries, mobile phones and other personal electronic devices are not permitted.

### Each student must have:

- their individual one-time code
- the session code (see instructions below)
- a device that meets the technical requirements: [icasassessments.com/support-technical-requirements](https://www.icasassessments.com/support-technical-requirements)
- access to the internet
- the URL [icas.site/start](https://www.icas.site/start)

**Blank paper and pencils or pens may be used for any working.**

**Students are NOT allowed to use a calculator.**

### For the Teacher to complete on their device:

1. Go to the Assessments Portal at [icas.site/start](https://www.icas.site/start) and log in.
2. On the teacher dashboard click on **Supervise live test**. This screen will allow you to monitor your students' progress during the test.
3. Click **Create new test session**. Do this on test day at the scheduled sitting time.
4. An **8-character session code** will appear on your screen. Display this to all students.

### ON TEST DAY TEACHER'S SCRIPT

**When all students are seated say:**

*You are going to complete the ICAS Digital Technologies test.*

- enter the URL [icas.site/start](https://www.icas.site/start)
- click on the **ICAS** button on the login page
- enter the **session code**
- click **Next**
- enter your individual **one-time code** and click **Next**.

*Once you have done this you will see a question on your screen: 'Are you ready to start your test?'  
**Do not click Yes** until I tell you to.*

Help students fill in the session code and their one-time codes.

**Say:**

*Check that you are sitting the right test [insert the test subject and the paper].*

*Now click **Yes**.*

*Check that **your** name is showing on the screen.*

*You will also see 'Wait to begin'.*

***Do not begin** until I tell you to.*

*Answer all questions. Your score will be the number of correct answers. Marks are **NOT** deducted for wrong answers.*

**For Papers Introductory, A and B say:**

*There are 30 questions. You have 30 minutes to answer the questions.*

**For Papers C and D say:**

*There are 35 questions. You have 35 minutes to answer the questions.*

**For Papers E, F, G and H say:**

*There are 40 questions. You have 40 minutes to answer the questions.*

**Then say:**

*Do your rough work on the paper provided.*

Once all the students are ready, click **Start session** on your **Supervise live test** screen. The students will now see their test.

**Say:**

*You can now begin your test.*

**Start timing and monitor the time allowed. At the end of the test say:**

*Stop work and click **Finish**. You will see a question, 'Are you sure you want to finish the test?'*

*Click **Yes**. You should see the following message: 'Your test has been submitted'.*

*Click **Logout** and follow the prompts.*

If a student has not reached the last question, they can click on the grid next to the question number to access the **Finish** button.

On your **Supervise live test** screen do the following:

- Check that all students have submitted their tests.
- Click the checkbox next to any student who has not submitted and then click **Submit student**.

# WRITING



Sit the tests

## BEFORE TEST DAY

1. Check you can access the Assessments Portal by following the URL [icas.site/start](https://icas.site/start) and locating the **Supervise live test** screen.
2. **Print student logins** from your teacher dashboard.
3. **Run the technical readiness check** on all student devices:  
[icasassessments.janisoninsights.com/pages/technical-readiness\\_technical-readiness](https://icasassessments.janisoninsights.com/pages/technical-readiness_technical-readiness).
4. Install the locked-down browser, called **Janison Replay**, onto each students' device.

## ON TEST DAY

Administer the assessment under examination conditions.

Dictionaries, mobile phones and other personal electronic devices are not permitted.

### Each student must have:

- their individual one-time code
- the session code (see instructions below)
- a device that meets the technical requirements: [icasassessments.com/support-technical-requirements](https://icasassessments.com/support-technical-requirements)
- access to the internet.

**Blank paper and pencils or pens may be used for any working.**

### For the Teacher to complete on their device:

1. Go to the Assessments Portal at [icas.site/start](https://icas.site/start) and log in.
2. On the teacher dashboard click on **Supervise live test**. This screen will allow you to monitor your students' progress during the test.
3. Click **Create new test session**. Do this on test day at the scheduled sitting time.
4. An **8-character session code** will appear on your screen. Display this to all students.

Note: If you are using Chromebooks, you should refer to the School Coordinator or IT specialist at your school for instructions on how to log out at the end of the test.

### ON TEST DAY TEACHER'S SCRIPT

#### When all students are seated say:

*You are going to complete the ICAS Writing test.*

- *click on the **Janison Replay** icon on your desktop/home screen*
- *select **Start a test***
- *enter the **session code***
- *click **Next***
- *enter your individual **one-time code** and click **Next**.*

*Once you have done this you will see a question on your screen: 'Are you ready to start your test?'  
**Do not click Yes** until I tell you to.*

Help students fill in the session code and their one-time codes.

#### Say:

*Check that you are sitting the right test [insert the test subject and the paper].*

*Now click **Yes**.*

*Check that **your** name is showing on the screen.*

*You will see 'Wait to begin'. You have 35 minutes to complete the task: 5 minutes planning, 25 minutes writing and 5 minutes to check your work.*

*You have a maximum of 450 words. The number below your writing space will tell you how many words you have left.*

*When you start the test you will be locked out of all other applications and programs on your device until you have completed and submitted your test.*

Once all the students are ready, click **Start session** on your **Supervise Live Test** screen. The students will now see their test.

#### Say:

*Now read the Writing task and hints. Please raise your hand if there are any words you are unfamiliar with.  
Do not start writing until I tell you to.*

#### Then say:

*Now spend the next 5 minutes planning your writing using the blank paper provided. Use the dot points in the Writing task to help you.*

#### Start timing. After 5 minutes say:

*You now have 25 minutes to complete your writing by typing into the Assessment Portal. Use the **Back** and **Next** buttons on the screen to move between the task and hints and your writing space.*

#### After 25 minutes say:

*It is time to stop writing. You should spend the next 5 minutes checking your work. Use the hints to help with your editing.*

#### After 5 minutes say:

*Stop work and click **Finish**. You will see a question 'Are you sure you want to finish the test?'  
Click **Yes**. You should see the following message: 'Your test has been submitted'.*

*To exit the locked-down browser click **Logout** and follow the instructions.*

*Then click **Exit Janison Replay** and click **Yes**.*

On your **Supervise live test** screen do the following:

- Check that all students have submitted their tests.
- Click the checkbox next to any student who has not submitted and then click **Submit student**.\*

\*Further information on managing test delivery is available in Section 2 of the ICAS Assessments™ User Guide (Spelling Bee and Writing).

# SPELLING BEE



## BEFORE TEST DAY

1. Check you can access the Assessments Portal by following the URL [icas.site/start](https://icas.site/start) and locating the **Supervise live test** screen.
2. **Print student logins** from your teacher dashboard.
3. **Run the technical readiness check** on all student devices:  
[icasassessments.janisoninsights.com/pages/technical-readiness\\_technical-readiness](https://icasassessments.janisoninsights.com/pages/technical-readiness_technical-readiness).
4. Install the locked-down browser, called **Janison Replay**, onto each students' device.

## ON TEST DAY

Administer the assessment under examination conditions.

Dictionaries, mobile phones and other personal electronic devices are not permitted.

### Each student must have:

- their individual one-time code
- the session code (see instructions below)
- a device that meets the technical requirements: [icasassessments.com/support-technical-requirements](https://icasassessments.com/support-technical-requirements)
- access to the internet
- headsets/headphones.

**Blank paper and pencils or pens may be used for any working.**

### For the Teacher to complete on their device:

1. Go to the Assessments Portal at [icas.site/start](https://icas.site/start) and log in.
2. On the teacher dashboard click on **Supervise live test**. This screen will allow you to monitor your students' progress during the test.
3. Click **Create new test session**. Do this on test day at the scheduled sitting time.
4. An **8-character session code** will appear on your screen. Display this to all students.

Note: If you are using Chromebooks, you should refer to the School Coordinator or IT specialist at your school for instructions on how to log out at the end of the test.

### ON TEST DAY TEACHER'S SCRIPT

#### When all students are seated say:

*You are going to complete the ICAS Spelling Bee test.*

- *click on the **Janison Replay** icon on your desktop/home screen.*
- *select **Start a test***
- *enter the **session code***
- *click **Next***
- *enter your individual **one-time code** and click **Next**.*

*Once you have done this you will see a question on your screen: 'Are you ready to start your test?'  
**Do not click Yes** until I tell you to.*

Help students fill in the session code and their one-time codes.

#### Say:

*Check that you are sitting the right test [insert the test subject and the paper].*

*Now click **Yes**.*

*Check that **your** name is showing on the screen.*

*You will also see 'Wait to begin'.*

***Do not** begin until I tell you to.*

*Answer all questions. Your score will be the number of correct answers. Marks are **NOT** deducted for wrong answers.*

*When you start the test, you will be locked out of all other applications and programs on your device until you have completed and submitted your test.*

#### For Introductory Paper say:

*There are 35 questions. You have 40 minutes to answer the questions.*

#### For Paper A say:

*There are 40 questions. You have 40 minutes to answer the questions.*

#### For Papers B and C say:

*There are 45 questions. You have 40 minutes to answer the questions.*

#### For Papers D and E say:

*There are 50 questions. You have 40 minutes to answer the questions.*

#### Then say:

*Do your rough work on the paper provided.*

Once all the students are ready, click **Start session** on your **Supervise live test** screen. The students will now see their test.

#### Say:

*You can now begin your test.*

#### Start timing and monitor the time allowed. At the end of the test say:

*Stop work and click **Finish**. You will see a question, 'Are you sure you want to finish the test?'*

*Click **Yes**. You should see the following message: 'Your test has been submitted'.*

*To exit the locked-down browser click **Logout** and follow the instructions.*

*Then click **Exit Janison Replay** and click **Yes**.*

If a student has not reached the last question, they can click on the grid next to the question number to access the **Finish** button.

On your **Supervise live test** screen do the following:

- Check that all students have submitted their tests.
- Click the checkbox next to any student who has not submitted and then click **Submit student**.

# Test Supervision Instructions

ICAS Assessments™ for different year levels can be identified by the letter in the name of the assessment (for example Paper A is for Year 3 in Australia). The equivalent year levels for each country can be found below:

## YEAR LEVELS AND CORRESPONDING ICAS PAPERS

Paper	INTRO	A	B	C	D	E	F	G	H	I	J
Australia <sup>1</sup>	2	3	4	5	6	7	8	9	10	11	12
Brunei	NA	P3	P4	P5	P6	F1	F2, F3	F4	F5	PU1	NA
Cambodia	NA	3	4	5	6	7	8	9	10	11	NA
China	NA	3	4	5	6	7	8	9	10	11	12
Hong Kong	NA	P3	P4	P5	P6	F1	F2	F3	F4	F5	NA
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
New Zealand/Pacific <sup>2</sup>	3	4	5	6	7	8	9	10	11	12	13
Philippines	2	3	4	5	6	7	8	9	10	11	12
Singapore	NA	P2	P3	P4	P5	P6	Sec1	Sec2	Sec3	Sec4, Sec5	NA
Vietnam	NA	3	4	5	6	7	8	9	10	11	NA
Pakistan	2	3	4	5	6	7	8	9	10	11	12

1. All international schools registered have an 8-digit school code starting with 46 and should sit the papers according to the Australian year levels.

2. Pacific Region: Papua New Guinea and Fiji.



## TROUBLESHOOTING TIPS

ISSUE	SOLUTION
1 A student/class has lost internet connection	<p><b>Brief loss of internet:</b> The message <i>'Communication with the test server has been lost. Reconnecting'</i> will appear on the student's screen. When internet connection is restored, the student will see the last question they were on.</p> <p><b>Significant internet loss:</b> Teacher must click <b>Pause</b> from the <b>Supervise live test</b> screen; this will pause the assessment. Click <b>Resume</b> session when the connection is restored.</p>
2 A student's device freezes, crashes or runs out of battery	<p>A student can restart their test by opening the test URL on the same or another device, followed by the session code and their one-time code.</p> <p>The student will appear locked on the <b>Supervise live test</b> screen. The teacher must click on the <b>Padlock icon</b> to unlock the student. The student will return to the last question they were on.</p>
3 A student needs to leave the room during the test (e.g. to go to the bathroom) or cannot complete their test (e.g. is sick)	<p>On the <b>Supervise live test</b> screen, the teacher needs to select the student and click <b>Pause student</b>. Click <b>Resume student</b> when the student is ready to return to their test.</p> <p>If the student is unable to complete the test on the day, please contact the ICAS coordinator in your school to possibly reschedule the session for the student.</p>
4 A student accidentally submits their test	<p>Contact the ICAS coordinator immediately to request approval to reopen the student test session. Once logged in, the ICAS coordinator should navigate to the <b>Submitted</b> tab for the test, select the student and click the <b>Reopen candidate</b> button.</p>

Further information on how to manage the test delivery is available on the ICAS Assessments™ support page at: [icasassessments.com/support-icas](https://icasassessments.com/support-icas).

## NEED HELP?

If you require assistance please contact the ICAS Assessments coordinator in your school or your local representative.