Use this document to complete all tasks in each of the steps when running ICAS.

1. Getting started
2. Communicate
3. Prepare for testing
4. Sit the tests
5. Review results
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**Purpose of this document**

This document provides detailed information relating to the steps listed in the ICAS Assessments™ Checklist. It is primarily aimed at staff who are 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 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

*Locked-down browser required.

Please note not all subjects are offered across all year levels in all regions. Please consult the Year Level Equivalence Table on the next page. The table is also available at [https://www.icasassessments.com/icas-preparation-tools/](https://www.icasassessments.com/icas-preparation-tools/).
Further details including official test sitting dates and prices for Australia, New Zealand, Pacific and international schools are available at [https://www.icasassessments.com/event-calendar-australia/](https://www.icasassessments.com/event-calendar-australia/).

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 [icasassessments.com/international-customers](https://icasassessments.com/international-customers).

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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.
Agree on School Coordinator(s) for the assessments

Online assessments

There are five roles within the Assessments Portal 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 ICAS Assessments™ 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 for 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 each of the following tasks:

+ import/create/edit students
+ create/edit teachers
+ allocate test licences to students
+ receive all notifications from the Assessments Portal
+ access reports for all students.

Teacher roles are responsible for managing the delivery of tests to students in the classroom. A Teacher role has access to the class(es) assigned to them by the School Coordinator. The Unrestricted Teacher role automatically has access to all the classes and students in the school. For ease of use, we recommend 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 role can view all functionalities of the Results Portal. A school principal, for example, can use this account to view all the students' results.

The Student role is assigned to the test-takers.
### 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™ Checklist that you can use to help you communicate with your school community and get the most out of the assessments. The ICAS Support page is at [www.icasassessments.com/support-icas/](http://www.icasassessments.com/support-icas/).

### 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 becomes familiar with the Technical Requirements of the Assessments Portal and seeks assistance from the school’s IT Department well before the sitting dates.

The Technical Requirements web page provides important information about the following:

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

The Technical Requirements page is at [icasassessments.com/support-technical-requirements](http://icasassessments.com/support-technical-requirements).
Has your school bought from ICAS Assessments before?

Log in to the Shop with your school code and password. Contact your School’s Assessment Consultant if you don’t know your school code and password.

Is this the first time your school is buying ICAS Assessments?

Before you can make a purchase, you will need to register here: [https://www.icasassessments.com/support-forms-school-registration/](https://www.icasassessments.com/support-forms-school-registration/) with ICAS Assessments to obtain a school code and password to access the Shop.

Purchase methods:

School pays: Schools can pay on behalf of their students in the Shop.

Parent Payment System (PPS): The parents can pay ICAS Assessments directly. The PPS allows schools to select the subjects and year levels that are on offer to the school’s parents/guardians. Your school will be able to track the number of orders placed in the Parent Payment System to assist with planning for ICAS Assessments. You can close the whole PPS or selected subjects before the official closing date if your school has reached room/device capacity.

To sign your school up to the Parent Payment System, log into the Shop, select ICAS Assessments, select Buy Tests, select Go To Parent Payment System, then follow the on-screen prompts to choose ICAS subjects and year levels that you would like your parent body to have access to purchase. Once this is complete, an access code and URL will generate onscreen.

Send these details on to your parent body or use the School to Parents Communication template found at [https://www.icasassessments.com/support-icas/](https://www.icasassessments.com/support-icas/) to assist with crafting your communication to parents about purchasing ICAS via the PPS.

After purchase, order confirmations are sent to the school’s administration email address on file with ICAS Assessments. Contact Customer Service to update these details.

For international customers, please contact your local representative for more information about the registration and ordering process. For more information, please visit [icasassessments.com/international-customers](https://icasassessments.com/international-customers).
Advise parents/carers about the assessments

The following communication templates for ICAS Assessments™ are available through the ICAS Support page
icasassessments.com/support-icas:

- School to Parent Communications Template for Australian and New Zealand schools. Two letter templates are available in this document. Edit the letter to suit your school’s details.
- Privacy statement to parents or carers. Your school must issue a written data and privacy statement to the student’s parent or carer for each student who sits an assessment. For your convenience, this statement has been incorporated into the School to Parent Communications Template.
- Letter to parents containing instructions on installing the locked-down browser application, Janison Replay.
- ICAS promotional content including a parent flyer and content for the school’s social media accounts and website.

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 through a secure locked-down browser called Janison Replay.

Janison Replay is designed to:

- prevent students from accessing other applications, webpages and software or hardware features
- 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 at icasassessments.com/support-locked-down-browser.

Use the instructions to share the installation process with the relevant parents/carers at your school.
ICAS can be sat by the students during the official sitting period of each subject. ICAS official sitting dates for Australia, New Zealand, Pacific and international schools are available at icasassessments.com/event-calendar.

Other customers must consult their local representative for the official sitting dates for their region. Contact information is available at icasassessments.com/international-customers.

Overview of the dashboards
To sit the assessments, your school will need access to the Assessments Portal. Shortly after your school places its very first order, an account activation email will be sent to your school’s nominated school administration email address. If needed, request through our Customer Service team for an additional email address to be used for account activation.

Logging in
1. Staff assigned School Coordinator, Teacher and Unrestricted Teacher roles can access the Assessments Portal at the following URL: icas.site/start.
2. Students will access ICAS (English, Mathematics, Science and Digital Technologies) at the following URL: icas.site/start. Students enrolled in ICAS Writing and ICAS Spelling Bee will access the assessments via the locked-down browser application.
School Coordinator dashboard

1. Toolbar
2. Home page
3. Staff menu includes the following: Invite Staff, Manage Staff and Assign Teachers to Classes.
4. Students menu includes the following: 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.
12. Click here to set up the roles 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.
17. Use this link to obtain the Technical Requirements guide.
18. Click here to download the ICAS Assessments™ Checklist.

Image 2: School Coordinator dashboard

Image 3: School Set-up dashboard
Teacher dashboard

Welcome to ICAS Assessments

All assessments

Prepare for testing

Students
- Print student login
- Devices
- Technical requirements

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

First-time users – Activate your account for the Assessments Portal

+ Activate your account by clicking the link in the activation email sent.
+ Your username is your email address. Set your password.
+ Once you have set up your account, log in at icas.site/start.

School Coordinators self-register by inputting their first and last name.

After clicking Sign Up, School Coordinators will be navigated to another screen asking them to create their password.
Set up staff

First-time users – Invite teachers to access the Assessments Portal

+ Click on 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 and enter the staff email addresses. The role options include: Unrestricted Teacher, School Leader, School Coordinator and Teacher. We recommend that you select Unrestricted Teacher roles for all staff (see page 6 for more details).
+ Click Send Invitations.

The teachers will receive an email to activate their accounts.

Image 6: Invite teachers to access the Assessments Portal

Image 7: Invitation email to teachers registering for the first time in the Assessments Portal

Welcome!
You are invited to self-register as a Teacher on the ICAS Assessments Portal.
Click the link to activate your account:
Staff register for your Teacher
Your username is oscarncc004@gmail.com
This link is valid for 30 days and can only be used once.
DO NOT FORWARD THIS EMAIL
Once you have activated your account you can log in at https://casassessments.jerisoninsights.com
Need help?
For guidance on using the Assessments Portal contact your School Coordinator and refer to the support resources.
For details on how to contact us by email or telephone please visit https://www.icasassessments.com/contact-us/
Kind regards,
ICAS Assessments
Image 7: Invitation email to teachers registering for the first time in the Assessments Portal
Previous users – Update staff details (as needed)

Details of previous users are retained in the Assessments Portal. Follow these steps if you need to change their role or their email address, or help them change their password.

+ Click on **Staff** 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** and choose the action required which includes: **Edit School Coordinator**, **Invite User** or **Re-Invite User**.

Image 8: Update staff details (1)

Image 9: Update staff details (2)
Add a new user

- Click on **Staff** icon and click **Manage Staff**.
- On the top right corner, click on **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.
Previous users – Deactivate staff accounts

If a staff member has left your school, you can make the account inactive so they cannot access your school's student data. Only our Customer Service team can delete accounts from the Assessments Portal.

+ Click on Staff icon and click Manage Staff.
+ Select the staff name to edit their records.
+ On the top right corner, click on Actions and choose the option Edit Teacher.
+ Deselect Active and click Save Teacher. The teacher’s account will no longer be active.
+ Archived teacher accounts will appear in the Inactive tab.
Set up students

Import students into the Assessments Portal

Student data has to be imported every calendar year as old data is removed for privacy reasons.

For schools in Australia and New Zealand using the Parent Payment System, student data is obtained when a parent makes a purchase. This data is automatically imported after the Parent Payment System is officially closed.

For all other schools, 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 and click Import Students.

+ Click Download Template to extract an Excel template of the student import file.

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Image 12: Import students

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Image 13: Student import template
Complete each column with your students’ details. You can check 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 Assessments Portal.)

Save the file to your computer, then click "Upload File" and choose the file you just saved.

Click "Start" to preview the upload. A confirmation of student data will appear.

Click "Start" again to complete the import process.

A message confirming the import will appear. If unsuccessful, details of the error will be provided. An email will also be sent to the designated email address.
Allocate test licences

For schools in Australia and New Zealand, using the Parent Payment System, licence allocation will be done automatically after the Parent Payment System is officially closed.

For other schools, students must be allocated a test licence before the test sitting date for each ICAS subject they will sit. This can be done 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.

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

The selected test will appear under the Name.

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

You will need to assign a student a licence for each subject they are sitting.
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 class.

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

Tick the check boxes next to the name of each students. Click Select all shown to bulk allocate licences. The asterisk symbol next to a check box indicates that there is an unsaved change. Please click Save to proceed.

Click Save when you have finished 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, change the number shown per page to expand the list.

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
Update student details

+ Click on the **Students** 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** and select **Edit Student**. The School Coordinator and Unrestricted Teacher roles can edit any student detail except for the role which is Student by default. The Teacher role can only edit details of students they have been allocated.

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

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 and class, and tick the check box for **Active**.

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

Click on **Test Attempts** to view the summary of the assessments the student is enrolled in and the student's participation status for each test.
**Print student logins (One-Time Codes)**

Students need a one-time code to log into an assessment. A unique one-time code is generated for each student for each assessment.

The School Coordinator, Unrestricted Teacher and Teacher roles can print the student logins, once the test licences have been allocated.

- Click **Print Student Logins** from the **Students** menu. Filter your selection using the drop-down menu.
- Select the **Reach / ICAS One-Time Codes** tab to print the codes for ICAS Assessments™.
- You can extend the number of students shown in the list by scrolling to the bottom of the screen and selecting 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.
- Click **Download** to generate a PDF file of the **One-Time Codes** you wish to print for your test session. A PDF document will open in a new browser, which you can print and cut out to distribute to students.
Install the locked-down browser (only for Writing and Spelling Bee)

Links to the relevant instructions to download the locked-down browser for various devices are on the ICAS Assessments website: [icasassessments.com/support-locked-down-browser](http://icasassessments.com/support-locked-down-browser).

Schools using BYODs can find instructions for parents in Step 2 - Communicate section on the ICAS Support page: [icasassessments.com/support-icas](http://icasassessments.com/support-icas).

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 ICAS Assessments website: [icasassessments.com/support-technical-requirements](http://icasassessments.com/support-technical-requirements).

Set up testing space

Book the hall/rooms as needed.
Check the rooms have appropriate Wi-Fi access.
Download the Test Supervision Instructions

Each ICAS subject has accompanying Test Supervision Instructions. These include details on how to start, supervise and troubleshoot a live test. They are available in Step 4 – Sit the tests section on the ICAS Support Page: icasassessments.com/support-icas. Download and share the test supervision instructions with supervising teachers.

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.

+ Go to icas.site/start and log in using your username and password.
+ On the teacher dashboard click on Supervise Live Test.
+ Click Create New Test Session. An individual session code will be generated. Share this code with all students.
+ Students log in using the session code and their unique one-time code. As they log in the student list on the Supervise Live Test screen 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 teacher can pause a students test by first ticking the check box next to their name and then clicking Pause student. The student will see a message to confirm that their test has been paused. The teacher can click Resume student and then Confirm. The student will return to the last question they were attempting.
+ When a student has confirmed that they have finished the test, 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 Submit student. The student’s status will change to ‘submitted’.
21: Supervise live test

Use Session Selection to locate a test session that has already been created.

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

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.

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.

This panel shows the total number of students that have joined the session.

Start session

Test details includes the calendar year, product name, subject and paper.

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

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

One-Time Code

Status of the test includes: Started, Not Started, Paused and Submitted.
This menu in the live test page allows the supervising teacher to Create a New Test Session, Pause session or Finalise session.

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

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

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.
During the live test, the student is able to check their progress by visiting the Progress Summary screen on the top centre of the screen. The student is also able to check which questions are Answered, Not answered, Not read and Flagged.

Image 25: 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 Assessments Portal and cannot be re-opened by the teacher.
**View results in the school section of the Results Portal**

Principals and the school's administration receive a notification email when results are released. In most regions results for each subject are released online between 4 to 6 days after the official sitting period closes. ICAS Writing is the exception with results being released 4 to 5 weeks after the sitting period. Student certificates for ICAS Assessments™ are printed 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.

Go to the **Results Portal** at [icasassessments.com/results-portal](https://icasassessments.com/results-portal) and log in using your school's school code and password. You can also log in to the Results Portal using your login credentials for the Assessments Portal. You can also access results via the Assessments Portal. In the Results Portal, the School Results section provides access to the school's data for staff; the Student Results section provides access to a student's result for that student and their parents.
CONTACT AND SUPPORT INFORMATION

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

**Australia Toll-Free Tel:** 1800 931 775  
**New Zealand Toll Free Tel:** 0800 440 904  
**Telephone:** +61 2 8267 8800  
**Email:** icasassessments@janison.com.au

**International assessment customers**

Please contact your local representative or consult the ICAS Assessments™ website: icasassessments.com/international-customers.

**Product support resources**

For support documents and other resources, please visit ICAS Support page: icasassessments.com/support-icas.

**Website**

For further information on the assessments offered by ICAS, refer to our website: icasassessments.com.

**Assessments Portal**  
icas.site/start