ICAS checklist.
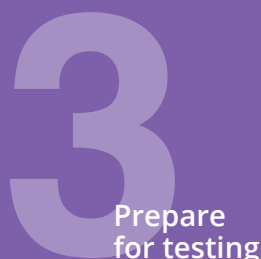
FOR SCHOOL COORDINATORS

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

This checklist is for implementing **ICAS** 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.

Click **bold and underlined** words to visit each site.

Step 1 — Get started and order	Recommended timing	✔
1.1 Agree on school coordinator(s) for the assessments.	**4–5 months** before the test date	
1.2 Get familiar with this quick reference guide and the **product support page.**		
1.3 Download the **user guide** ⬇.This document provides very detailed instructions, if you need additional help with the steps in this guide.		
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 operational emails for the event. You can check your school's details in the account section of the **shop**. Email us at **icasassessments@janison.com** to get updates. If your school is in a country which does not have access to the online shop, contact your local **ICAS representative**.	Early in the school year so all notifications are correctly received	
1.5 Meet with your school's IT support early to confirm your school meets the **technical requirements** for the online tests.	Before ordering	
1.6 Confirm which **ICAS assessments** your school will do and put the test dates in your school calendar.	Before ordering	
1.7 For Australia and New Zealand only. Decide how your school community will purchase ICAS. Payment method 1 – the **school puts the orders in on behalf of the students.** Payment method 2 – parents pay for ICAS direct using the **Parent Payment System (PPS).**	Before ordering	

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Step 1 — Get started and order	Recommended timing	✔
1.8 **Payment method 1** Submit your order through the **shop** using your school code and password.[1] If you are in a country that does not have access to the shop, contact your local ICAS representative to order.	Order as early in the school year as possible to give yourself plenty of time for preparation.	
1.9 **Payment method 2** (for Australia and New Zealand only) Save time by opting to have parents pay for ICAS directly using the Parent Payment System (PPS).[2,3] You will be able to track test order volumes to assist with planning room allocations. You can close the whole PPS or selected subjects before the official closing date if your school has reached room/device capacity. Details of the students and their chosen tests will be automatically uploaded into the **assessments portal.** If using the PPS, do not complete step 3.3 of this checklist.	The Parent Payment System has an official closing date for parent orders.	
1.10 Submit ⬆ **accessibility options request form** if needed.	**10 weeks** before the sitting window start date	

[1] New schools must **register** with ICAS Assessments ™ before they can purchase and use the assessments.
[2] Order confirmations are sent to the school's administration email address on file with ICAS Assessments ™.
[3] You will need to sign up your school for the Parent Payment System via the online shop.

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

Step 2 — Communicate		Recommended timing	✔
2.1	Advise parents/carers about the assessments and how to purchase ICAS using the **parent/carer communication templates**. Schools must issue a written data and privacy statement to the parent or carer of each student who sits an assessment.	**4–5 months** before test date	
2.2	**BYOD schools only** Share the **locked-down browser installation instructions** with parents, carers and students using the letter template provided (applies to Spelling Bee and Writing).	**4–5 months** before test date	

Go to the **Prepare for testing** section of the ICAS <u>support page</u> for all the relevant documents for this step.

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 an additional email address to be used for account activation. Contact customer service at **icasassessments@janison.com.**

Step 3 — Prepare for testing	Recommended timing	✔

3.1 Preparation for school coordinators
+ First time users — activate your **assessments portal** account.
  - Activate your account by **clicking the link** in the activation email received. Please note only an activation email will be sent to new schools joining ICAS this year. If you are an existing school that has participated previously, you will not receive an activation email. If you need assistance, please reach out via our **contact us form**.
  - **Set your password** (your username is your email address).
  - Log in at **icas.site/start**.
	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**[4] 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 log in 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.	At least **1 month** before your first test date	

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

Step 3 — Prepare for testing

Recommended timing ✔

3.3 **Preparation to set up students**

NB: Student import and licence allocation will be done automatically for your school if parents have bought using the Parent Payment System (PPS). This process is completed shortly after the PPS officially closes.

+ 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 **ICAS 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 drop down lists to filter to the required test.
  - Go to the **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**[5] on your dashboard.
  - Filter your selection using the drop down lists to obtain the required one-time codes.
  - A PDF document will open in a new browser.
  - Click **Print**.

+ Remind students about the test dates.

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.

Important: If you are using the Parent Payment System you should not print student logins until after it has closed.

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*   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 Bee and Writing). See Communicate section for parent instructions for BYODs.

+ **Spelling Bee** only: check all students have headsets.

+ Conduct a **technical readiness check** on all devices. For Spelling Bee 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 ICAS sitting window starts

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Go to the **Sit the test** section of the ICAS **support page** for all the relevant documents for this step.

| Step 4 — Sit the test		Recommended timing	✔
4.1	Download the **test supervision instructions** ⬇ which include everything needed to start, supervise and troubleshoot a live test, and share with the supervising teachers. 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.	**1–2 weeks** before test day	
4.2	Each supervising teacher MUST login to the assessments portal to start and supervise the test. Go to **icas.site/start**.	On test day	
4.3	Administer the assessment under normal exam conditions.	On test day	
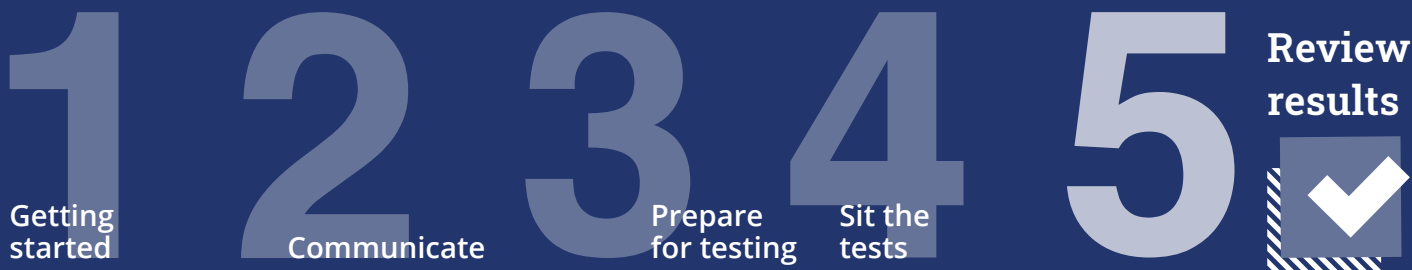
Go to the **review results** section of the ICAS **support page** for all the relevant documents for this step.

Step 5 — review results	Recommended timing	✔
5.1 View results in the school section of the **results portal**. School Coordinators in the assessments portal will receive a notification email when results are released. A printed school summary report will follow (sent by standard mail service).	Approx **8–10 days** after the sitting window closes for each test. **ICAS Writing** is the exception which is released **4–5 weeks** after the sitting window closes.	
5.2 Organise presentation/distribution of certificates as required. Student certificates are printed and supplied by ICAS Assessments ™.	As required by your school Note: Hardcopy certificates are mailed to your school usually **2 weeks after** results have been released online. We will inform you by email of any changes to this time-frame.	
5.3 Advise students as needed that they can access their own reports and PDF version of their certificates in the student section of the **results portal**. The TAP ID and PIN is on the back of their certificate.	Results are released to the **student portal** at the same time as the **school portal**	
5.4 Your school will be notified if any of your students are eligible for medals.	**5 working days** after results have been released for each subject	
5.5 Celebrate and recognise the achievements of your students. Access templates in the Communicate section of the **support page**, or medal celebration communication resources from the **ICAS medal winners page**.	As required by your school	

ICAS assessments | **Janison Assessments.**