

# ICAS User Guide

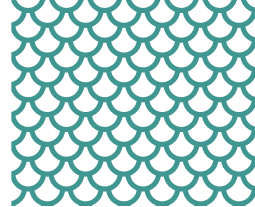


SCHOOL COORDINATORS



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

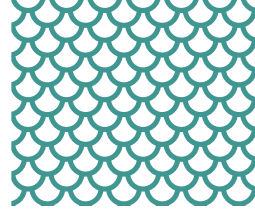




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# CONTENTS

<b>PURPOSE OF THIS DOCUMENT</b>	<b>4</b>
<b>STEP 1 – GETTING STARTED</b>	<b>6</b>
<b>STEP 2 – COMMUNICATE</b>	<b>9</b>
<b>STEP 3 – PREPARE FOR TESTING</b>	<b>10</b>
<b>STEP 4 – SIT THE TESTS</b>	<b>24</b>
<b>STEP 5 – REVIEW RESULTS</b>	<b>28</b>
<b>CONTACT AND SUPPORT INFORMATION</b>	<b>29</b>



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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.

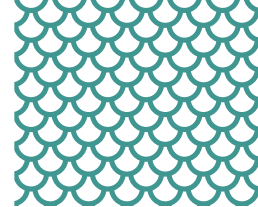
## ICAS Assessments™ test design

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.



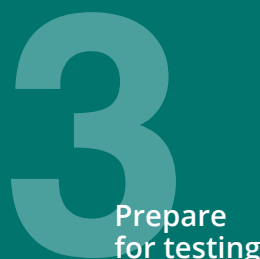
Year Level Equivalence											
Paper	INTRO	A	B	C	D	E	F	G	H	I	J
Australia <sup>1</sup>	2	3	4	5	6	7	8	9	10	11	12
Indonesia	3	4	5	6	7	8	9	10	11	12	NA
Malaysia	S2	S3	S4	S5	S6	F1	F2	F3	F4	F5 & L6	U6
New Zealand/Pacific <sup>2</sup>	3	4	5	6	7	8	9	10	11	12	13
Singapore	NA	P2	P3	P4	P5	P6	Sec1	Sec2	Sec3	Sec4 & Sec5	NA
Sri Lanka	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.

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/>.

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 <https://www.icasassessments.com/contact-directory/>



## 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.

# 1 Getting started

# 2 Communicate

# 3 Prepare for testing

# 4 Sit the tests

# 5 Review results

Responsibilities	School Coordinator	Unrestricted Teacher	Teacher	School Leader	Student
Import students/add students	✓				
Edit students	✓				
Create/edit teachers	✓				
Allocate test licences to students	✓				
Create/manage test session	✓	✓	✓		
Print student one-time codes	✓	✓	✓		
View reports for students	✓	✓	✓	✓	✓
Sit the test					✓

Table 1 - User roles in the Assessments Portal

## 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/](https://www.icasassessments.com/support-icas/).

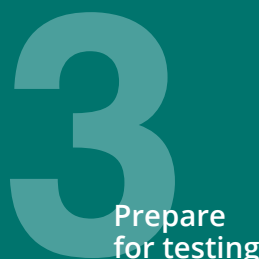
## Meet with your school's IT support to confirm that your school meets the technical requirements for the online tests

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](https://www.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/>) 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/> 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 <https://www.icasassessments.com/contact-directory/>





### Advise parents/carers about the assessments

The following communication templates for ICAS Assessments™ are available through the ICAS Support page [icasassessments.com/support-icas](https://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](https://icasassessments.com/support-locked-down-browser).

Use the instructions to share the installation process with the relevant parents/carers at your school.

1  
Getting started

2  
Communicate

3  
Prepare for testing



4  
Sit the tests

5  
Review results

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](https://www.icasassessments.com/event-calendar).

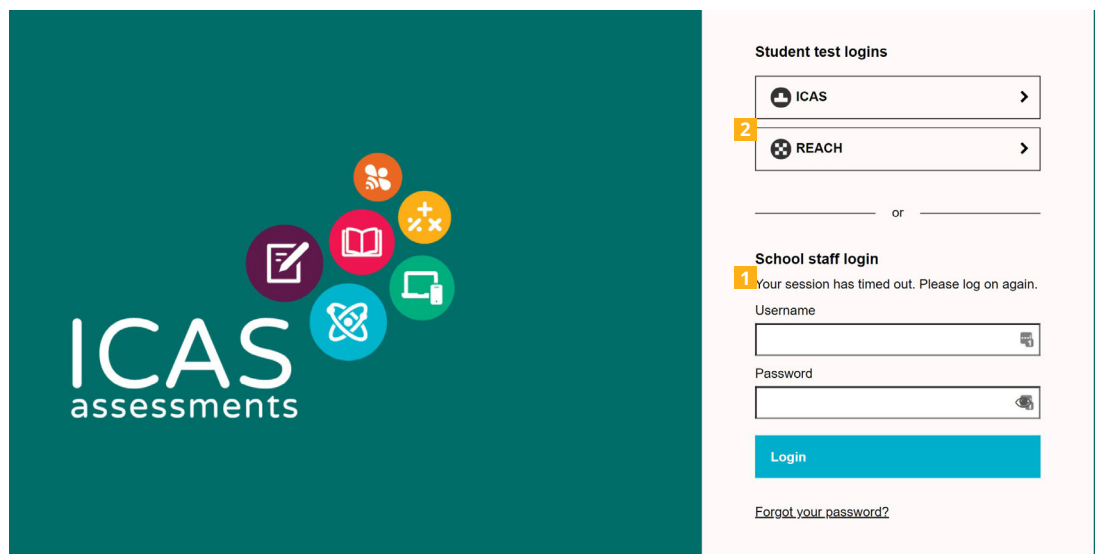
Other customers must consult their local representative for the official sitting dates for their region. Contact information is available at <https://www.icasassessments.com/contact-directory/>.

### 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](https://www.icas.site/start).
- 2 Students will access ICAS (English, Mathematics, Science and Digital Technologies) at the following URL: [icas.site/start](https://www.icas.site/start). Students enrolled in ICAS Writing and ICAS Spelling Bee will access the assessments via the locked-down browser application.



- 1 School Staff Login
- 2 Student test logins

Image 1: Assessments Portal

# 1 Getting started

# 2 Communicate

# 3 Prepare for testing

# 4 Sit the tests

# 5 Review results

## School Coordinator dashboard

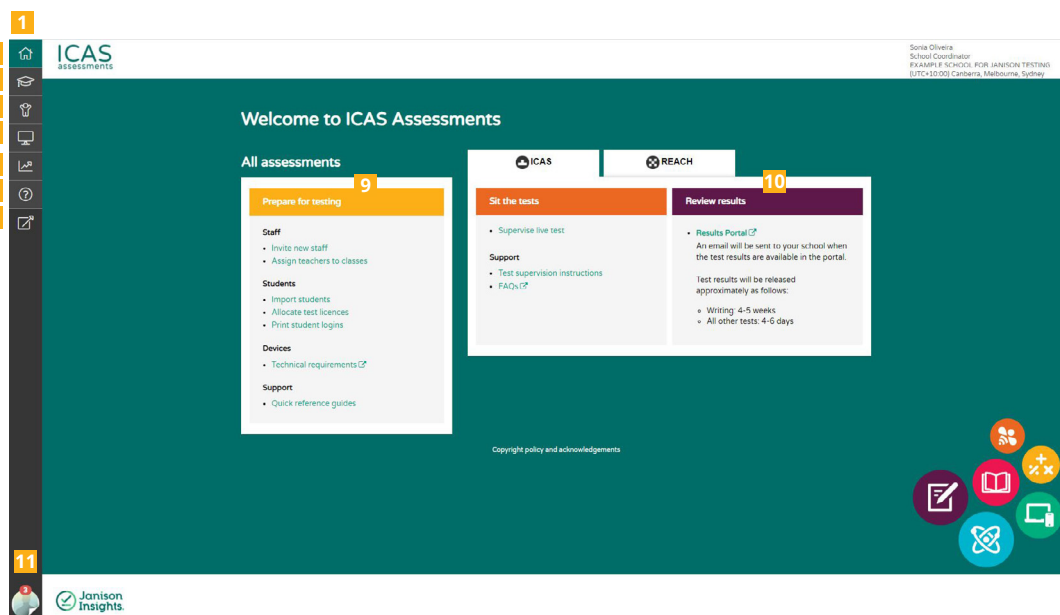


Image 2: School Coordinator dashboard

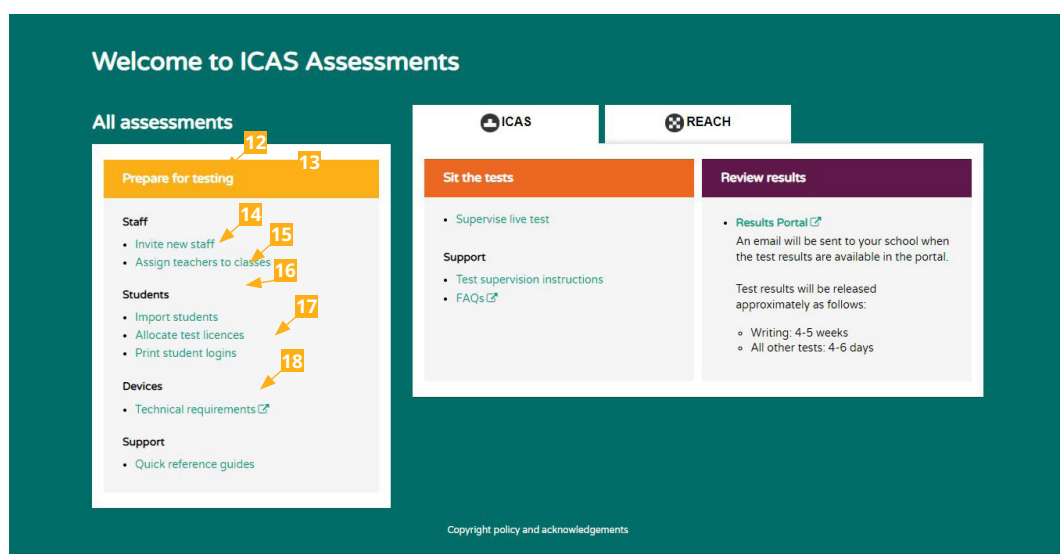


Image 3: School Set-up dashboard

- 1 **Toolbox**
- 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**. Use this link to obtain the **Technical Requirements** guide.
- 17 Click here to download the ICAS Assessments™ **Checklist**.

1  
Getting started

2  
Communicate

3  
Prepare for testing



4  
Sit the tests

5  
Review results

## Teacher dashboard

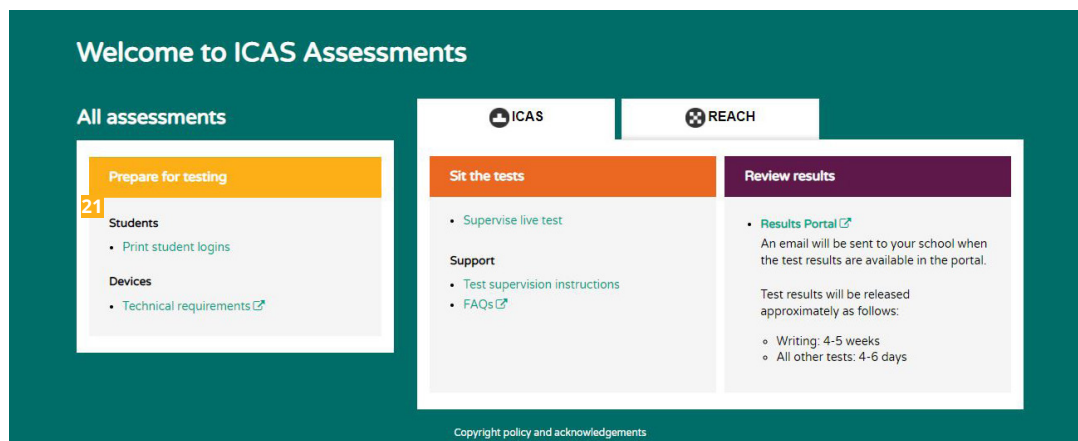


Image 4: Teacher dashboard

**21** 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](https://icas.site/start).

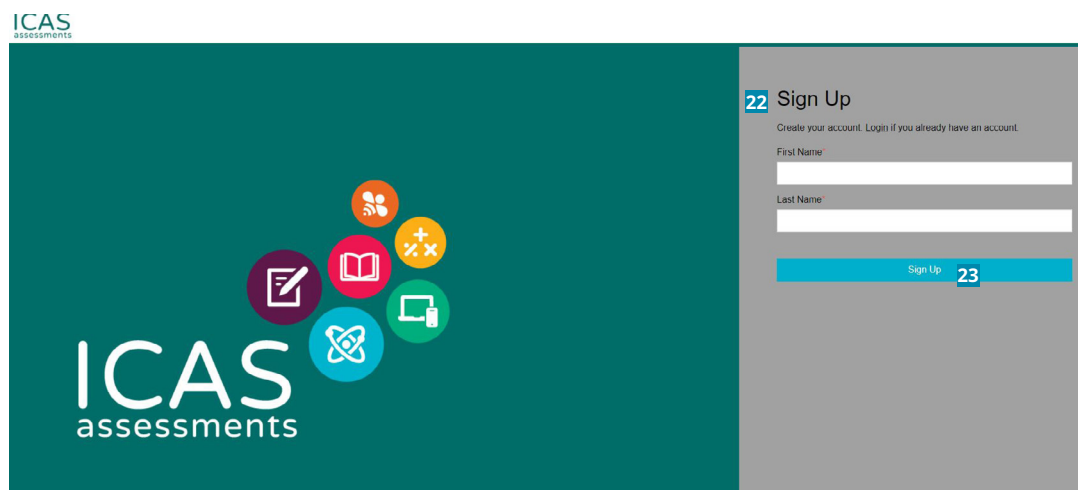
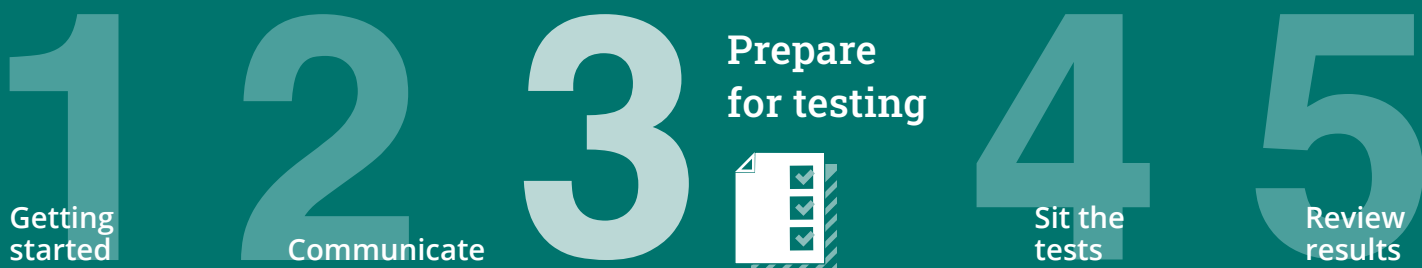


Image 5: Activate your account for the Assessments Portal


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

**23** 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

Welcome!

You are invited to self-register as a Teacher on the ICAS Assessments Portal.

Click the link to activate your account:

[Self-register for your Teacher](#)

Your username is [oscarjonhson049@gmail.com](mailto:oscarjonhson049@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://icasassessments.janisoninsights.com>

**Need help?**

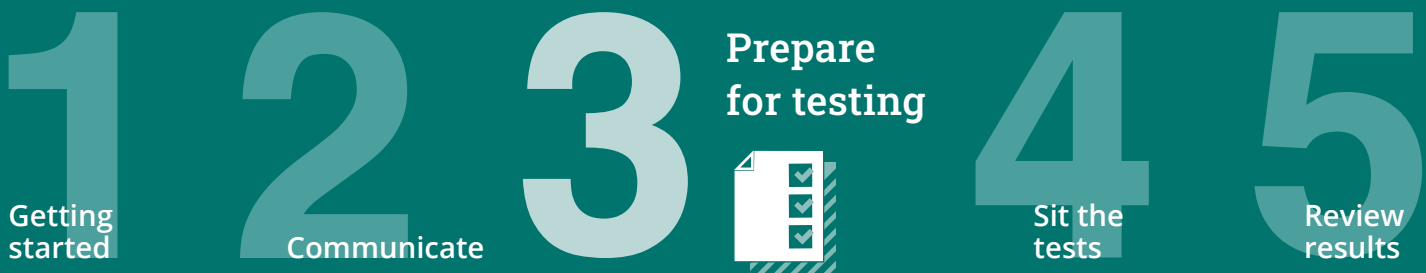
For guidance on using the Assessments Portal contact your School Coordinator and refer to the [support resources](#)

For details on how to contact us by email or telephone please visit <https://www.icasassessments.com/contact-us/>

Kind regards,  
ICAS Assessments


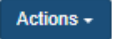
Image 7: Invitation email to teachers registering for the first time in the Assessments Portal

- 24 Scope of The Role** menu presents all the roles in the online platform, except the student role.
- 25** Add the email addresses here. Each address should be separated by a comma (,) or semicolon (;).
- 26** The default expiry period for staff to activate their accounts is 720 hours (30 days). This can be changed.
- 27** This is the welcome email that will be sent to the teachers who have been invited. Text in the square brackets [ ] cannot be edited; however, other text can be changed to suit your school's needs. If the default expiry period has been changed, then ensure that the correct time is provided in the email.



## 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**.

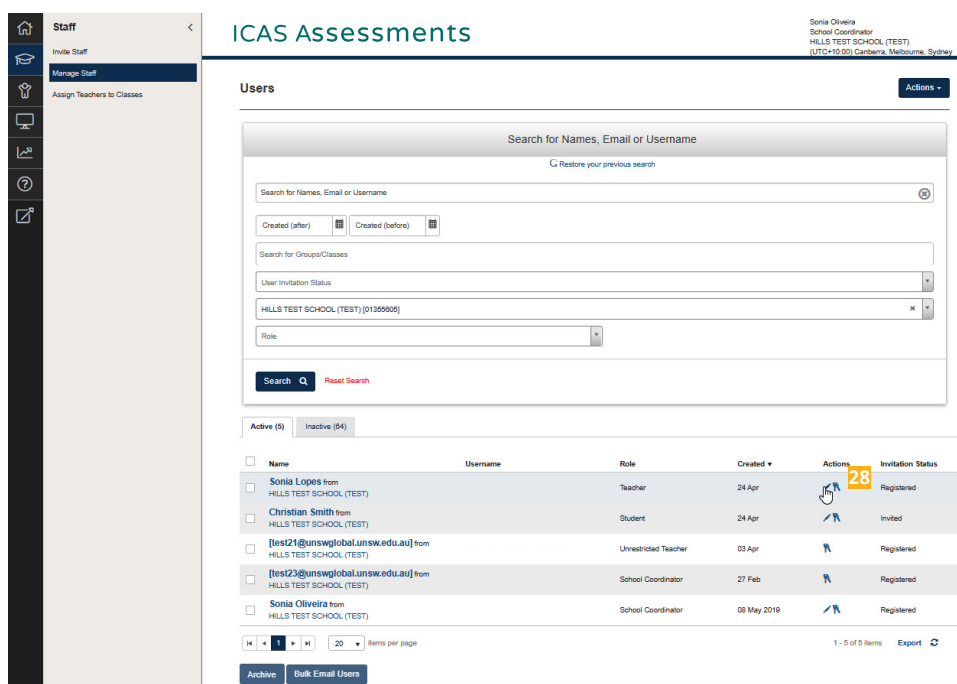


Image 8: Update staff details (1)

Image 9: Update staff details (2)

**28** Edit staff records or change password.

**29** Click here to change the password. Note: password must be at least 8 characters long with one uppercase letter, one lowercase letter, one number and one special character.

**30** Select **Username** to edit the username. This is a mandatory field. The Username is usually the email address, so update this if you are updating the email address.

**31** Select **Email** to change the email address. This is a mandatory field.

**32** First Name and Last Name fields allow the School Coordinator to edit the staff name. These are optional fields since the login only requires the Username and Password.

**33** **Region** field cannot be edited.

**34** **School** field cannot be edited.

**35** **Role** is a mandatory field and includes the following options: **School Coordinator**, **School Leader**, **Teacher** and **Unrestricted Teacher**.

# 1 Getting started



# 2 Communicate

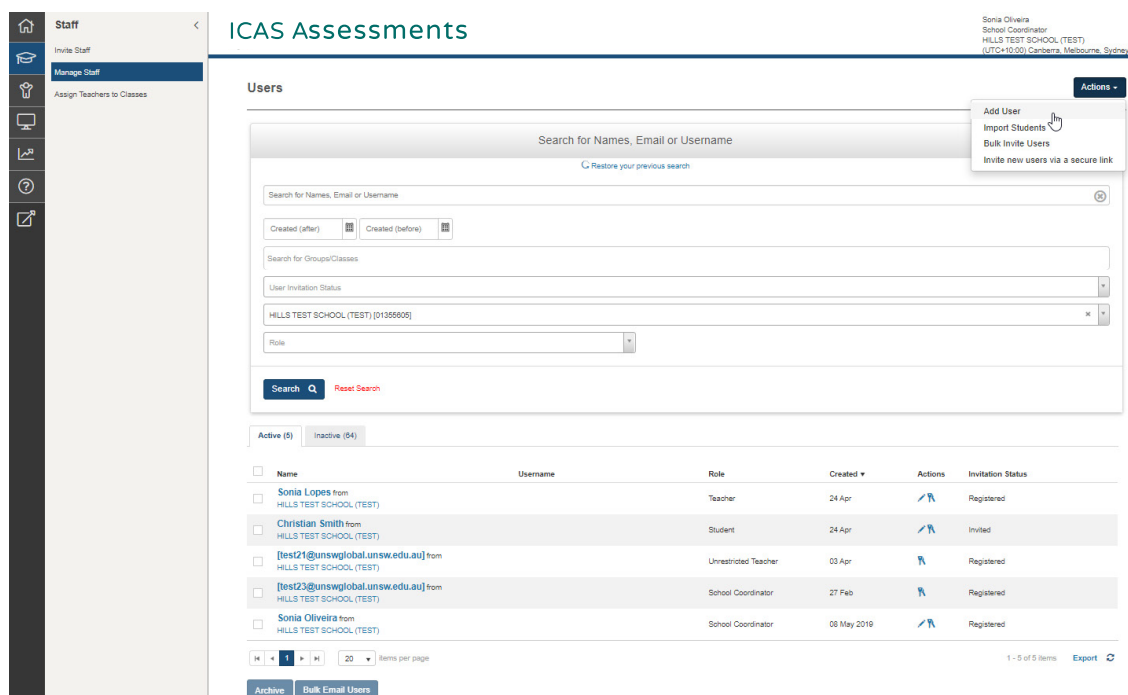
# 3 Prepare for testing

# 4 Sit the tests

# 5 Review results

## 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**.



**Staff** | Invite Staff | **Manage Staff** | Assign Teachers to Classes

**ICAS Assessments**

Sonia Oliveira  
School Coordinator  
HILLS TEST SCHOOL (TEST)  
(UTC+10:00) Canberra, Melbourne, Sydney

**Users** | **Actions** ▾

Add User  
Import Students  
Bulk Invite Users  
Invite new users via a secure link

Search for Names, Email or Username

Search for Names, Email or Username


Created (after) [ ] Created (before) [ ]

Search for Groups/Classes











User Invitation Status


HILLS TEST SCHOOL (TEST) (01355605)

Role

**Search**  **Reset Search**

**Active (5)** **Inactive (54)**

<input type="checkbox"/>	Name	Username	Role	Created	Actions	Invitation Status
<input type="checkbox"/>	Sonia Lopes from HILLS TEST SCHOOL (TEST)		Teacher	24 Apr	 	Registered
<input type="checkbox"/>	Christian Smith from HILLS TEST SCHOOL (TEST)		Student	24 Apr	 	Invited
<input type="checkbox"/>	[test21@unswglobal.unsw.edu.au] from HILLS TEST SCHOOL (TEST)		Unrestricted Teacher	03 Apr	 	Registered
<input type="checkbox"/>	[test23@unswglobal.unsw.edu.au] from HILLS TEST SCHOOL (TEST)		School Coordinator	27 Feb	 	Registered
<input type="checkbox"/>	Sonia Oliveira from HILLS TEST SCHOOL (TEST)		School Coordinator	08 May 2019	 	Registered

1 - 5 of 5 items **Export** 

**Archive** **Bulk Email Users**

Image 10: Add a new 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.

# 1

Getting started

# 2

Communicate

# 3

Prepare for testing



# 4




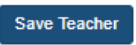
Sit the tests

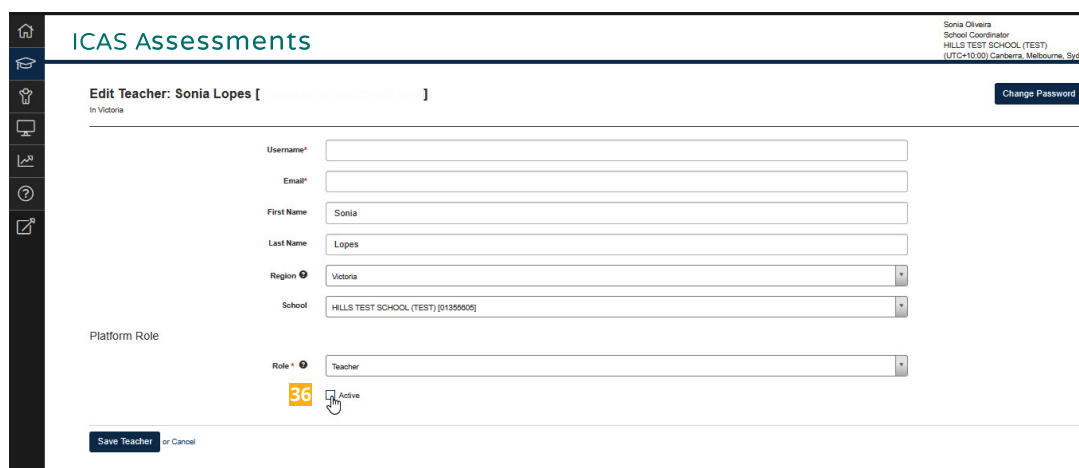
# 5

Review results

## 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.




**36** Deselect the **Active** box to make an account inactive.

Image 11: Archive staff accounts



## Import students into the Assessments Portal

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.

- + Click on the **Students** icon  and click **Import Students**.
- + Click **Download Template** to extract an Excel template of the student import file.

**Students**

- Import Students
- Allocate Test Licences
- Print Student Logins
- Manage Students
- Groups/Classes

Sonia Oliveira  
 School Coordinator  
 HILLS TEST SCHOOL, (TEST)  
 (UTC+10:00) Canberra, Melbourne, Sydney

## ICAS Assessments

### Import Students

The import was previously run for this School. You can view results of the last import here:

[View Results](#)

37

You can import students from a template

Download Template

38

School\*

Report Email\* 

39

Spreadsheet File\* Upload File

41

Start

Cancel

40

### Instructions

A default template is provided to import students, or a custom template can be defined by clicking on "Define column mappings"

- 1

Download the Excel template. Add your school's student data into it and save as a new file.
- 2

Make sure the correct school is selected, and the email address that the import report should be sent to is correct.
- 3

Upload the file saved in step 1.
- 4

Click Start to begin the import. A confirmation of student data changes screen will appear. If you approve of the changes, click Start. The outcome of your import will show on screen and be sent in an email.

	A	B	C	D	E	F	G
1	First Name	Last Name	Date of Birth	Gender	Student Number	Years (Group Type)	Class (Group Type)
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

- 37 See the results of previous imports here.
- 38 Download the Student Import Template here.
- 39 This is the email address that confirmation of upload will be sent to. The default email address will be the School Coordinator email; however, this can be edited.
- 40 Use the instructions located on the right side of your screen to assist with the import process.
- 41 Click **Start** when you are ready to upload the file. Both CSV and Excel formats are accepted.

# 1

Getting started

# 2

Communicate

# 3

Prepare for testing

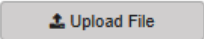



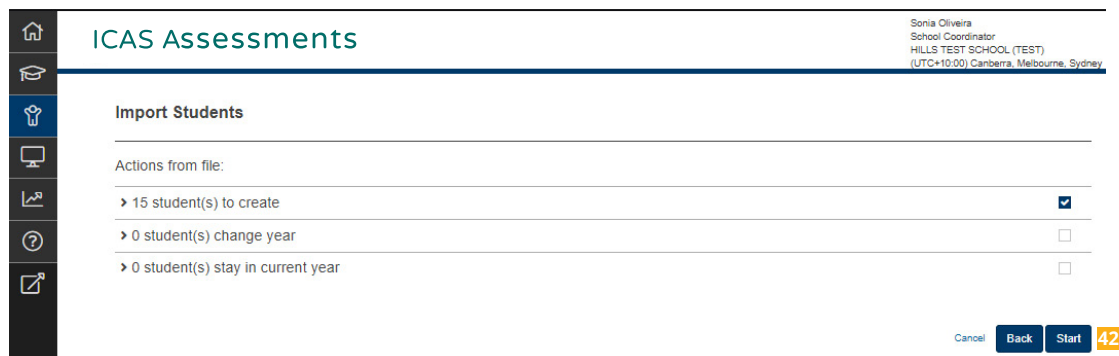
# 4

Sit the tests

# 5


Review results

- + 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.



**42** Start button

Image 14: Import students - preview of upload

- + 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.

# 1 Getting started

# 2 Communicate

# 3 Prepare for testing

# 4 Sit the tests

# 5 Review results

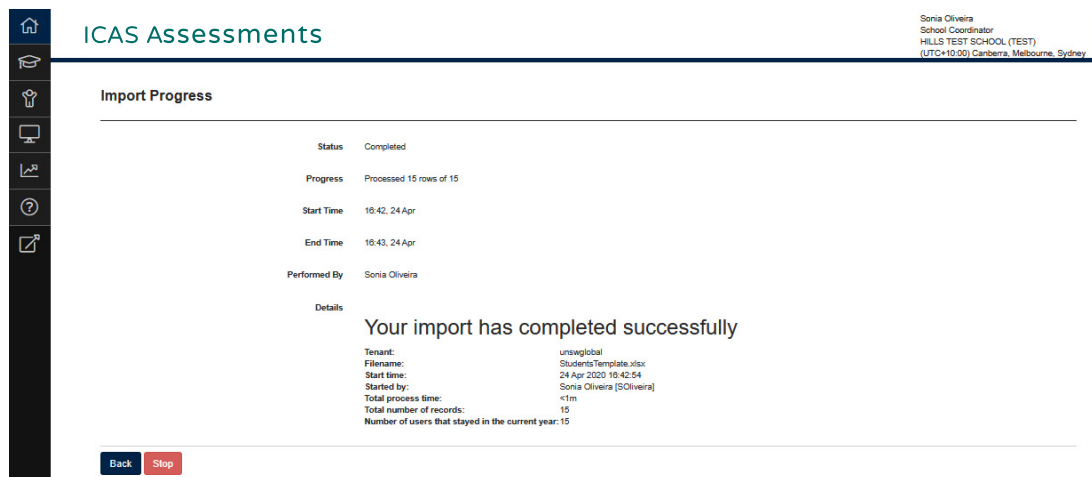



Image 15: Successful import message

## 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.

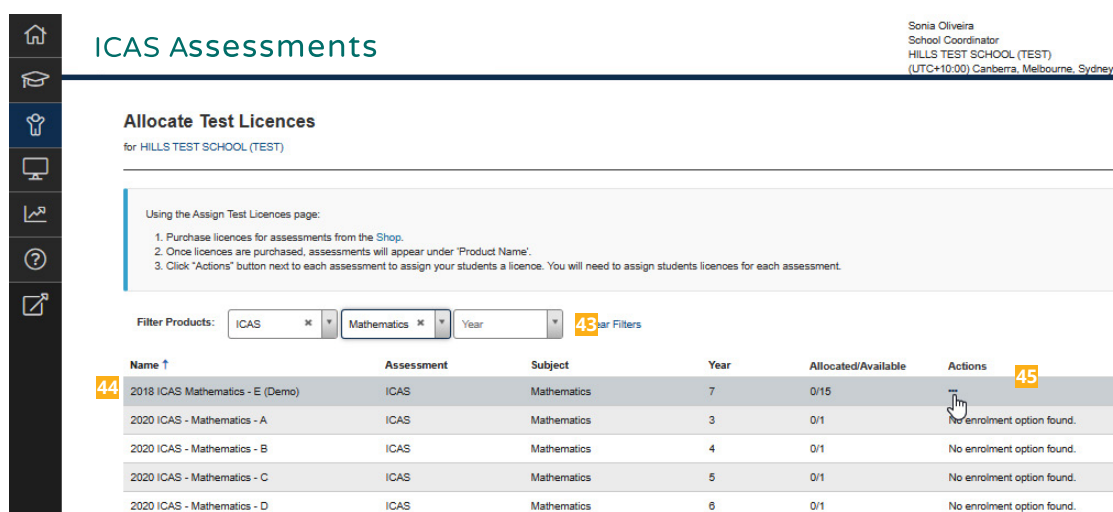


Image 16: Allocate test licences

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

**44** The selected test will appear under the **Name**.

**45** 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.

# 1 2 3 4 5

Getting started Communicate **Prepare for testing** Sit the tests Review results



- + 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.

## ICAS Assessments

Sonia Oliveira  
School Coordinator  
HILLS TEST SCHOOL (TEST)  
(UTC+10:00) Canberra, Melbourne, Sydney

Test Licences for: 2018 ICAS Mathematics - E (Demo)
50 0/15 Enrolments

Using the Assign Test Licences page:

1. Click 'Edit'.
2. Use the filters to find your students.
3. Select the students you wish to enrol.
4. Press 'Save'.

46
Enrolment status
All

Class
All

Name
Search by Name
☐ Only errors

47
Select all shown
Deselect all shown

Enrolled*	Parent Purchase	Name	Class	Tests Started
48		Li Xiu Ying		0
		Leonor Hemsworth		0
		Abdullah Rivali		0
		Lidia Hobarts		0
		Jenny Hanes		0
		Christian Smith		0
		James Pitt		0

1
50 items per page
1 - 7 of 7 items

49
Save or Cancel

- 46 The search fields will assist in filtering the list of students. You can filter by **Enrolment Status, Class** and **Name**.
- 47 Tick the check boxes of the students you wish to allocate licences to or click **Select all shown** to bulk allocate licences.
- 48 The \* symbol next to a check box indicates that there is an unsaved change.
- 49 Click **Save** when you have finished selecting the students.
- 50 The number of licences allocated will update to show how many students have been allocated a test licence out of the maximum number of licences purchased by the school.

Image 17: Bulk allocation of test licences to students

# 1

Getting started

# 2

Communicate

# 3

Prepare for testing




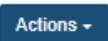
# 4

Sit the tests

# 5

Review results

## 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 screenshot shows the 'ICAS Assessments' interface. On the left is a vertical navigation menu with icons for Home, Users, Roles, Tests, Reports, and Settings. The main content area is titled 'Student: Leonor Hemsworth [hemsworthl3]' and 'In Victoria'. In the top right corner, the user 'Sonia Oliveira' is logged in as 'School Coordinator' for 'HILLS TEST SCHOOL (TEST)'. A table displays the student's details: Username (hemsworthl3), Region (Victoria), School (HILLS TEST SCHOOL (TEST) [01355905]), First Name (Leonor), Last Name (Hemsworth), Date Of Birth (10/08/2010), Gender (Female), Years (7), Student Access Code (PDNWWGXX), and Password (WidePet). Below this table are sections for 'System' and 'Test Attempts'. The 'System' section shows the 'Main Role' as 'Student' and the 'Scope of this role' as 'Users' School'. The 'Test Attempts' section contains a summary of assessments the student is enrolled in.

Image 18: Update student details

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

**52** 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**.


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

**54** 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.

UNSWGlobal | Assessments

Serila Lopes  
Teacher  
HILLS TEST SCHOOL (TEST)  
(UTC+10:00) Canberra, Melbourne, Sydney

Print Student Logins

Use the dropdowns to filter the student session slips, all logins on screen will be printed.

Preparing your download, this may take a moment...

Select School: HILLS TEST SCHOOL (TEST)

55

Class Group: 5/Yellow

Test Group: None

Select Student: None

56

Select Product: Reach

Select Topic: Mathematics

Select Year: 5

57

Print Layout: 14 per page

Download

Reach / ICAS One-Time Codes

Id Usernames/Passwords

58

Name	Test	Product	Class Group	Subject	Test Group	Year
Sarah Wilson [wilsons5]	DEMO-REACH-MATH-C	Reach	5/Yellow	Mathematics		5
Ali Jones [jones5]	DEMO-REACH-MATH-C	Reach	5/Yellow	Mathematics		5
Nando Disha [disha5]	DEMO-REACH-MATH-C	Reach	5/Yellow	Mathematics		5
Oliver Williams [williams5]	DEMO-REACH-MATH-C	Reach	5/Yellow	Mathematics		5

**55** **Class Group** includes a drop-down menu with all the registered classes for a school.

**56** The options **Select Product**, **Select Topic** and **Select Year** allow the teacher to filter to obtain a list of students enrolled in a particular test.

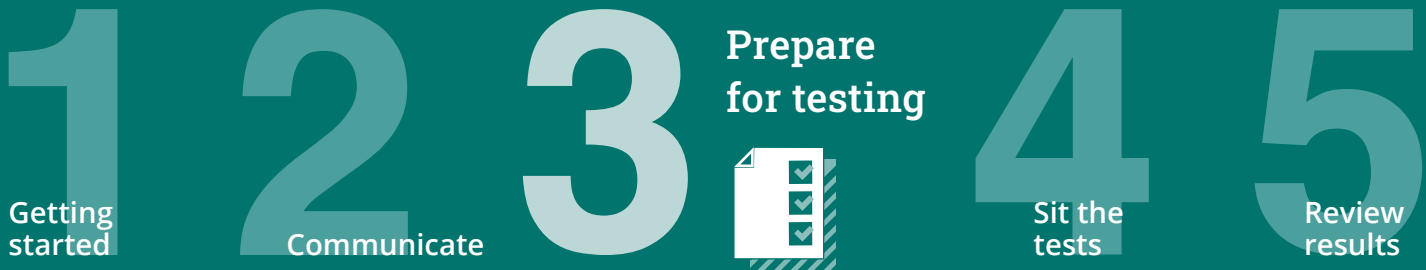
**57** **Print Layout** includes the options: **1 per page**, **4 per page** and **14 per page**.

**58** **Reach/ICAS One-Time Codes** tab shows the list of students according to the filter options selected in the previous menu.

Image 19: Print student logins

<b>Li Xiu Ying</b> DEMO-ICAS-MATH-E ICAS Assessments Your one-time code <b>DT-TS-VN-KR</b>	<b>Leonor Hemsworth</b> DEMO-ICAS-MATH-E ICAS Assessments Your one-time code <b>SR-TM-JW-LW</b>
<b>Abduh Rivsi</b> DEMO-ICAS-MATH-E ICAS Assessments Your one-time code <b>RK-GT-JB-ZF</b>	<b>Lidia Hobarts</b> DEMO-ICAS-MATH-E ICAS Assessments Your one-time code <b>WH-YR-NC-KJ</b>
<b>Jenny Hanes</b> DEMO-ICAS-MATH-E ICAS Assessments Your one-time code <b>BS-LH-YD-VD</b>	<b>Christian Smith</b> DEMO-ICAS-MATH-E ICAS Assessments Your one-time code <b>TM-JZ-FW-SZ</b>

Image 20: Sample page showing One-Time Codes



## Exporting One-Time codes (OTC) in an excel spreadsheet

- + Click **Reporting** icon (insert ICON) from the menu on the left-hand side.
- + Select **OTCs for your school – ICAS**, this will open all your students One-time code (OTC) for your school.

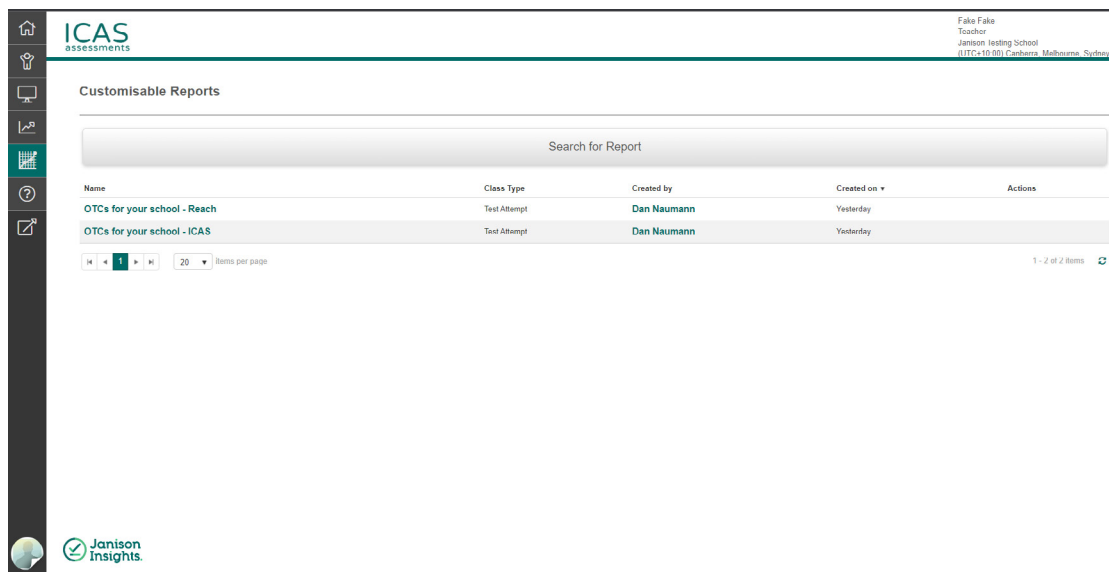


Image 21: One-Time Code for your school selection page

- + You can extend the number of students shown on the list by scrolling to the bottom of the screen and selecting **100** items per page.

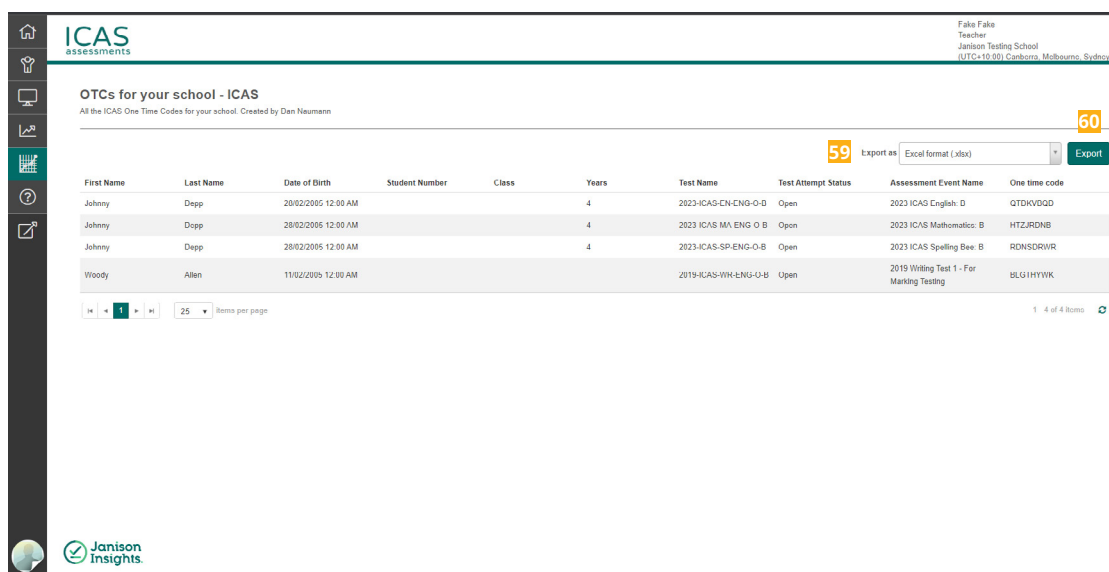


Image 22: One-Time Code export page

**59** You can export this information into a file form, from the drop-down menu as either an **excel spreadsheet, CSV file or PDF file**.

**60** Click **Export** to download the file to your device. You can now distribute your One-Time Codes to your students as you see fit.

# 1

Getting started

# 2

Communicate

# 3

Prepare for testing

# 4

Sit the tests



# 5


Review results

## Download the Test Supervision Instructions

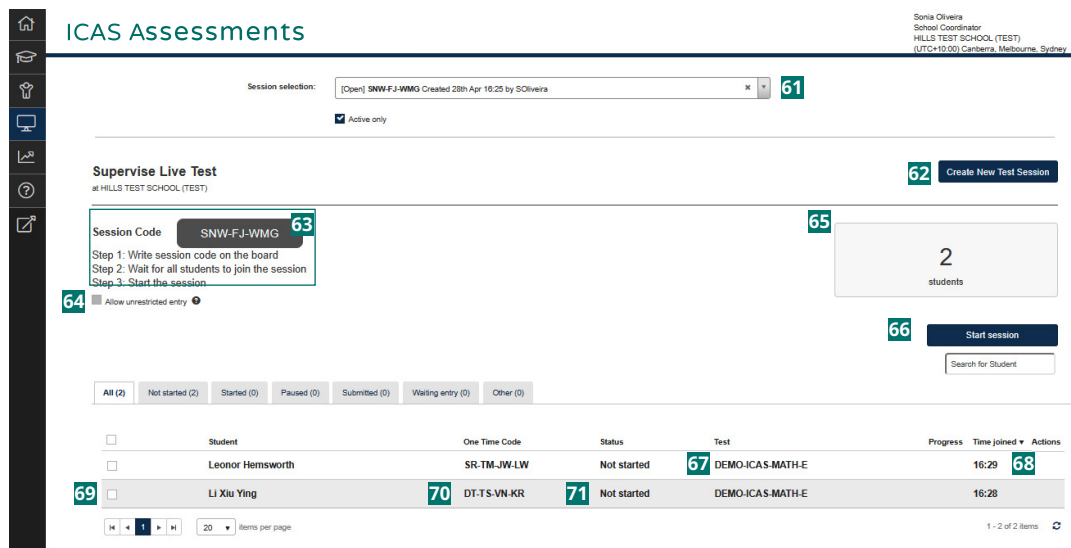
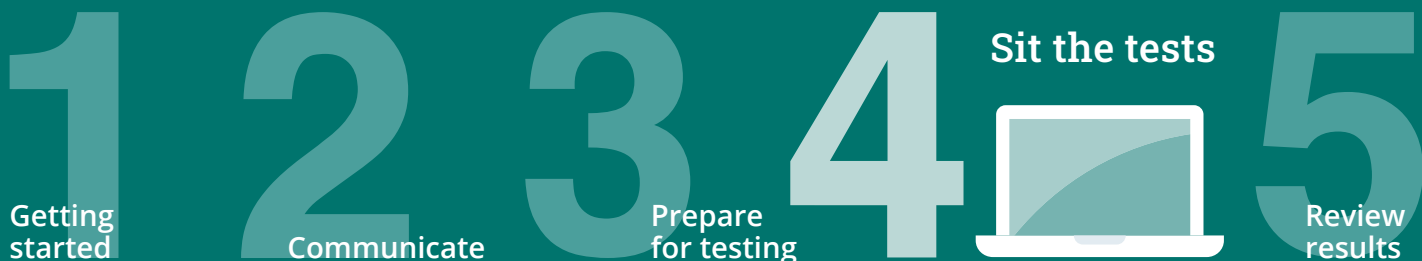
Each ICAS subject has accompanying Test Supervision Instructions. These include details on how to start, supervise and troubleshoot a live test. They are available in **Step 4 – Sit the tests** section on the **ICAS Support Page: [icasassessments.com/support-icas](https://icasassessments.com/support-icas)**. 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](https://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'.





23: Supervise live test

Image

- 61 Use **Session Selection** to locate a test session that has already been created.
- 62 **Create New Test Session** will automatically generate the Session Code that allows students to start the test.
- 63 **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.
- 64 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.
- 65 This panel shows the total number of students that have joined the session.
- 66 **Start session**
- 67 **Test** details includes the calendar year, product name, subject and paper.
- 68 **Time joined** shows the time that each student started the test.
- 69 All the students currently taking a test in that class, the name of the test, their status and their progress are shown here.
- 70 **One-Time Code**
- 71 Status of the test includes: **Started**, **Not Started**, **Paused** and **Submitted**.

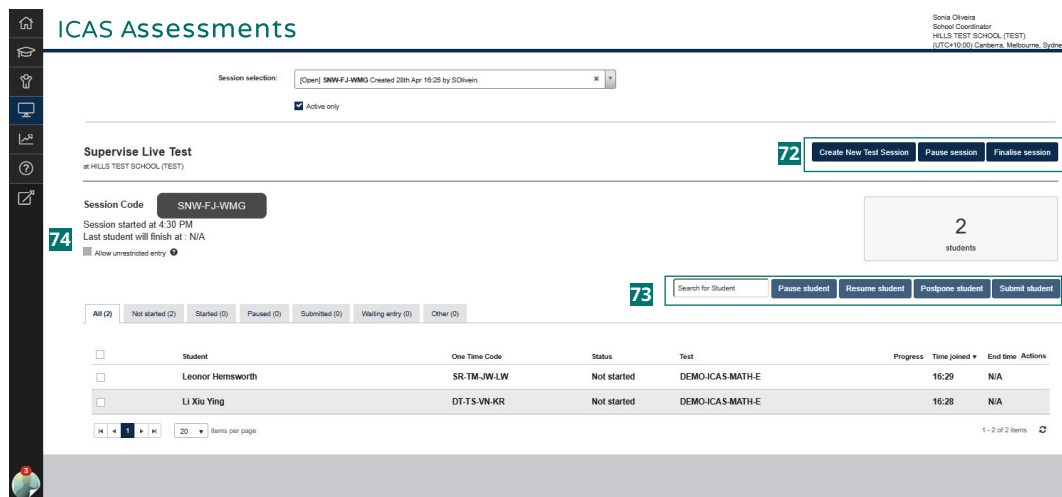
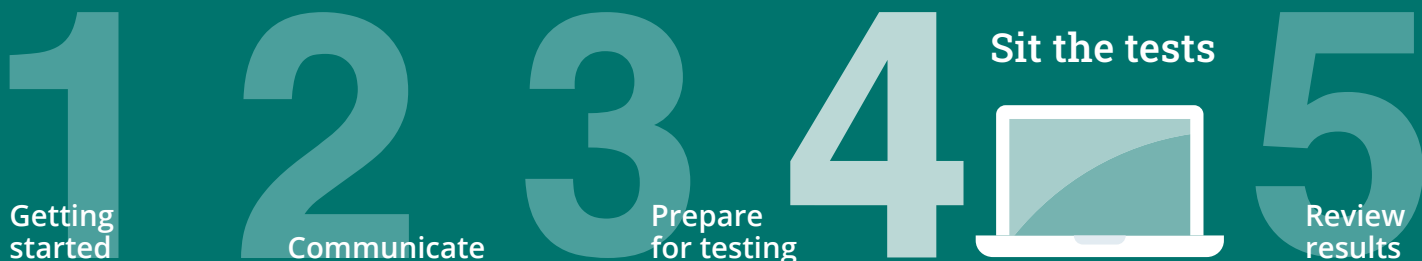


Image 24: Live test session

## 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.

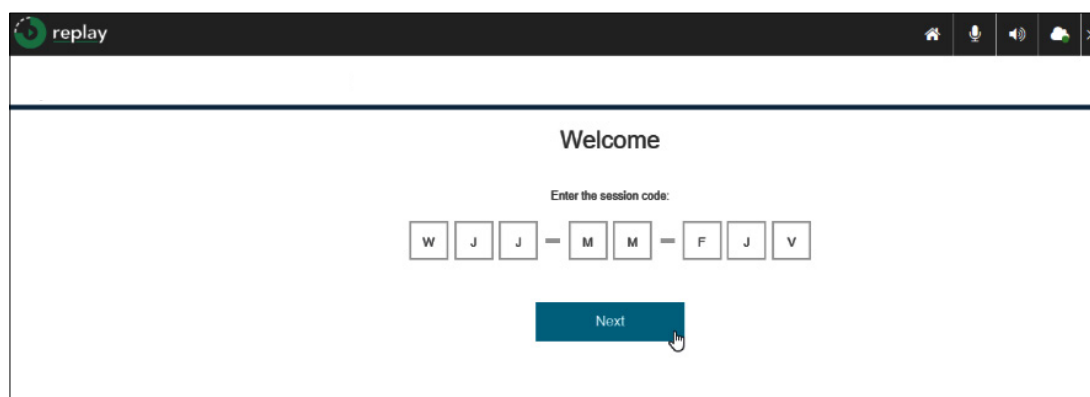


Image 23: Student's dashboard – Entering a session code

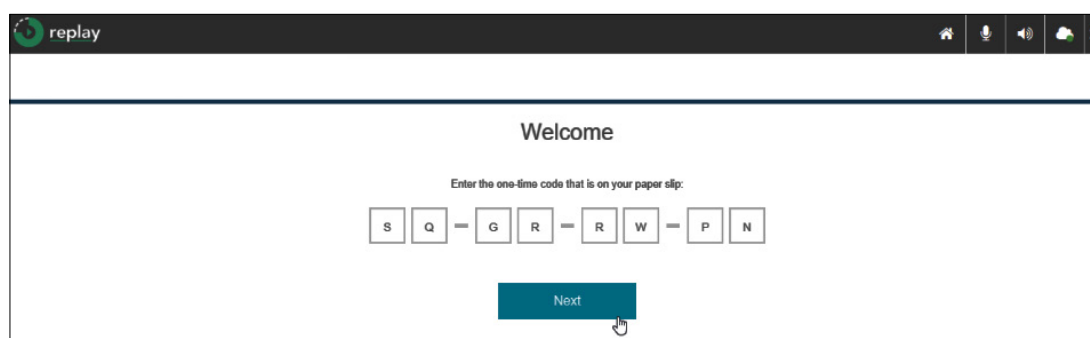
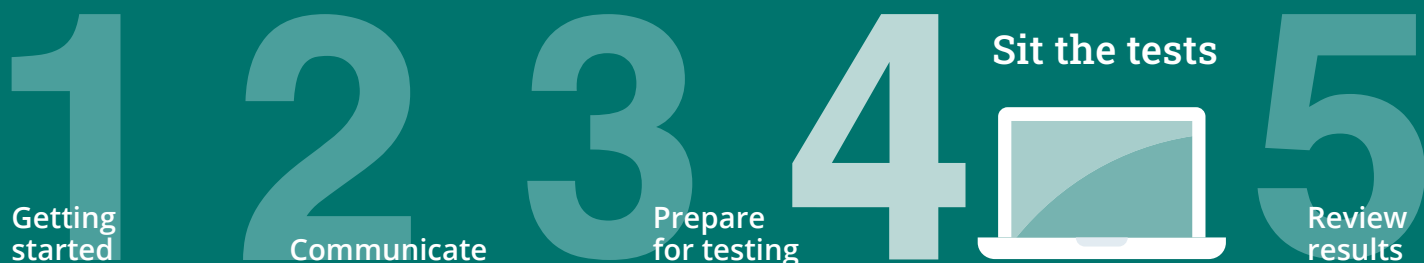


Image 25: Student's dashboard – Entering the one-time code

**72** This menu in the live test page allows the supervising teacher to **Create a New Test Session**, **Pause session** or **Finalise session**.

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

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



- + 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**.

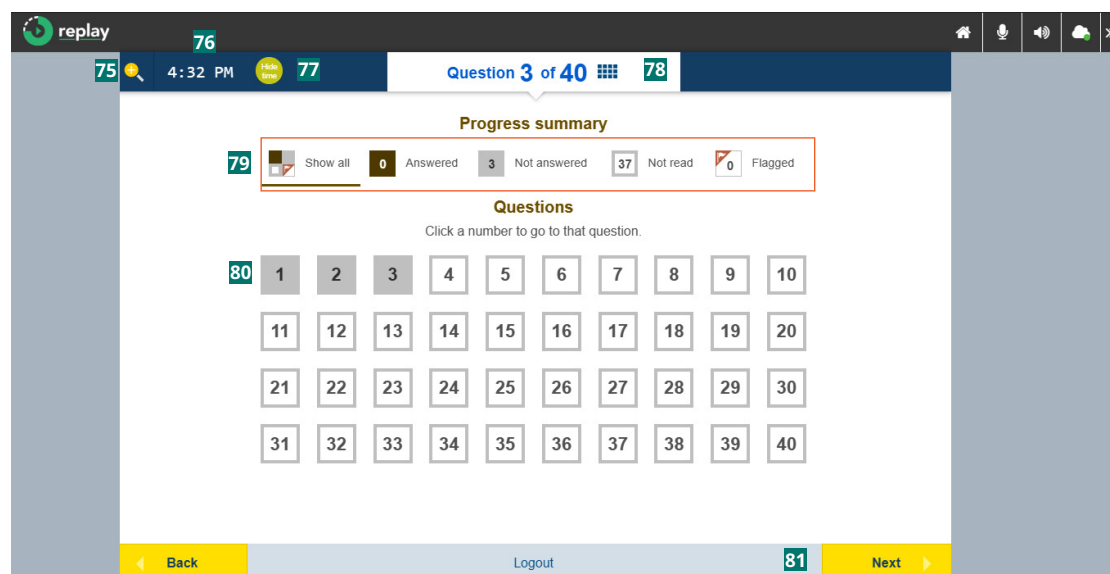


Image 26: Progress summary

- 75 Click on the **Magnifier** to zoom.
- 76 The clock indicates the current time.
- 77 Click here to hide the clock.
- 78 This section shows the number of questions answered, the total number of questions in the test and the grid to show this Progress summary page..
- 79 From the grid view, students can review which questions are **Answered**, **Not answered**, **Not read** and **Flagged**.
- 80 Click on a question to view it.
- 81 On clicking **Next** students will be navigated to the next question.

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.

# 1

Getting started

# 2

Communicate

# 3

Prepare for testing

# 4

Sit the tests

# 5

Review results



## 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.

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## 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](mailto:icasassessments@janison.com.au)

### International assessment customers

Please contact your local representative or consult the ICAS Assessments™ website:  
<https://www.icasassessments.com/contact-directory/>.

### Product support resources

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

### Website

For further information on the assessments offered by ICAS, refer to our website:  
[icasassessments.com](https://www.icasassessments.com).

**Assessments Portal**  
[icas.site/start](https://www.icasassessments.com/start)