

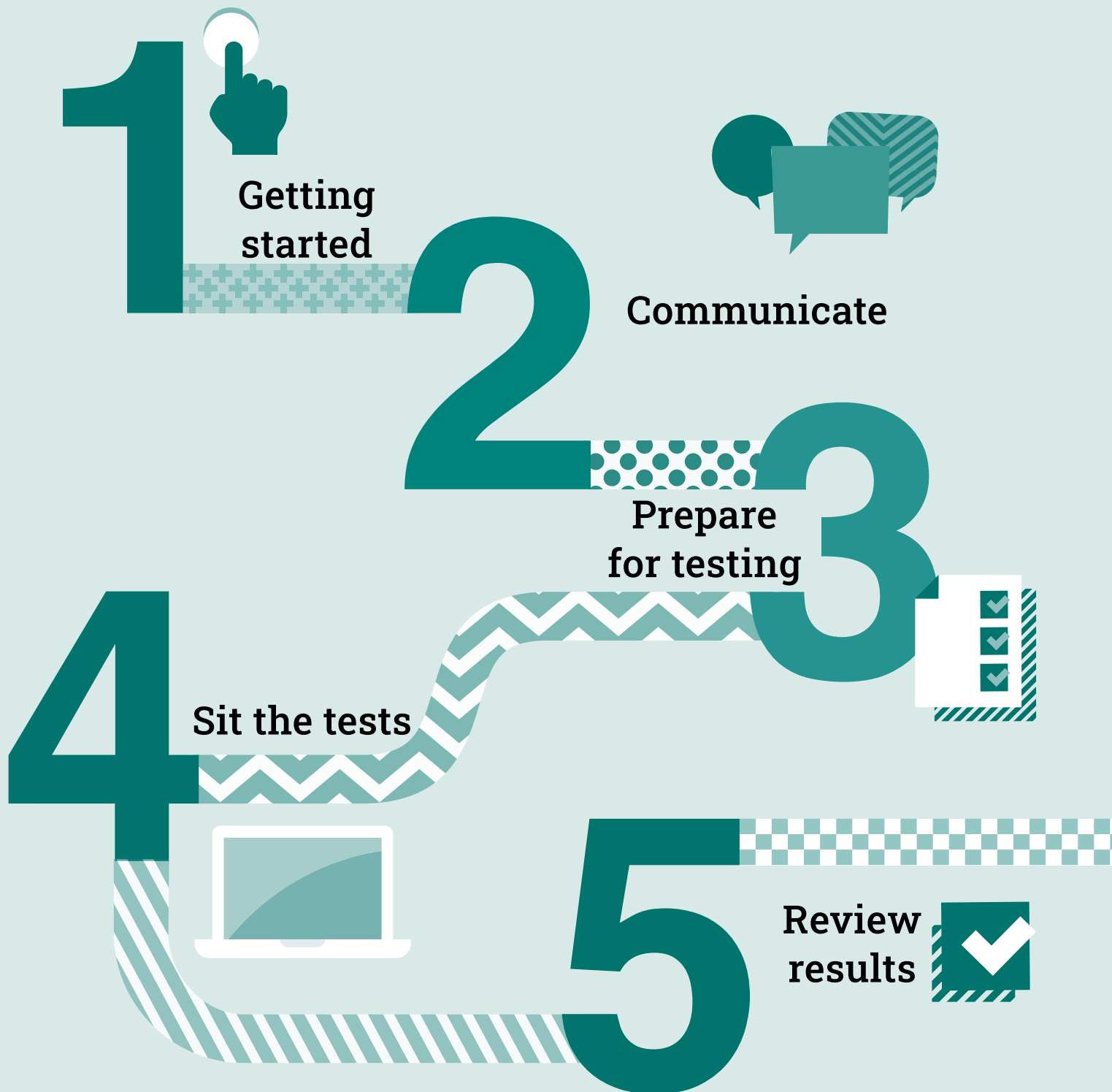
Reach User Guide

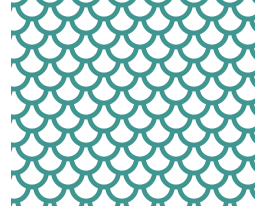


SCHOOL COORDINATORS



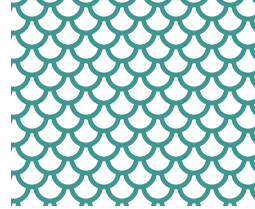
Use this document to complete all tasks in each of the steps when running Reach.





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Purpose of this document

This document provides detailed information relating to the steps listed in the Reach Assessments™ Checklist. It is primarily aimed at staff who are coordinating Reach testing. IT support staff and teachers who will be supervising tests will also find it useful.

Reach Assessments™ test design

This series is a comprehensive set of assessments for primary and secondary students. Reach Assessments™ provide knowledge to educators about full cohorts and are a powerful diagnostic tool for future planning. The assessments are based on the curricula for the relevant year. Items range from recall and routine application, through to more demanding questions.

- + Reach Digital Technologies
- + Reach Science
- + Reach Spelling^
- + Reach Writing^
- + Reach English
- + Reach Mathematics
- + Reach Grammar & Punctuation

^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.

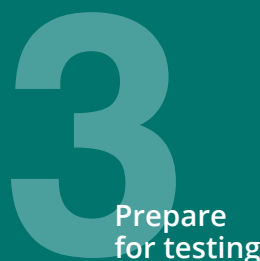
Year Level Equivalence									
Paper	INTRO	A	B	C	D	E	F	G	H
Australia ¹	2	3	4	5	6	7	8	9	10
Malaysia	S2	S3	S4	S5	S6	F1	F2	F3	F4
New Zealand/Pacific ²	3	4	5	6	7	8	9	10	11
Singapore	NA	P2	P3	P4	P5	P6	Sec1	Sec2	Sec3

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 Reach 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, data, 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 the following tasks:

- + **import/create 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 one-time codes**
- + **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.

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Roles 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 Reach Assessments™ Checklist that you can use to help you communicate with your school community and get the most out of the assessments. The Reach Support page is at [icasassessments.com/support-reach](https://www.icasassessments.com/support-reach).

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 the assessments becomes familiar with the Technical Requirements for the Assessments Portal and seeks assistance from the school IT Department well before the online assessments are sat.

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

- + supported hardware devices
- + supported web browsers in order of preference
- + supported operating systems
- + locked-down browser installation (only required for Reach Writing and Reach Spelling assessments)
- + mandatory Technical Readiness Test.

The Technical Requirements page is at [icasassessments.com/support-technical-requirements](https://www.icasassessments.com/support-technical-requirements).

Submit your order through the Shop using your school code and password

Make sure your school orders before the closing dates for each subject. 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.

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

For international assessments 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 Reach Assessments™ are available through the Reach Support page icasassessments.com/support-reach:

- + School to parents communications template. Edit the letter to suit your school's subject choices and payment methods.
- + Privacy statement to parents or carers. A 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 also been incorporated into the Parent/Carer letter template.
- + Letter to parents concerning the installation of the locked-down browser application.
- + Promotional material templates can be used to spread the word about the assessments to your school community through a variety of channels, including social media.

Bring Your Own Device (BYOD) schools only: Share locked-down browser application instructions with parents and students as needed

Reach Writing and Reach Spelling assessments are delivered through a secure locked-down browser application 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.

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Reach Assessments™ can be sat by the students during the official sitting period of each subject.

The Reach Assessments™ official sitting dates for Australia, New Zealand, Pacific and international schools are available at [icasassessments.com/event-calendar](https://www.icasassessments.com/event-calendar).

International assessments customers must consult the official testing period for their region with their local representative. For more information, please visit <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 you order, an account activation email will be sent to your school's nominated school administration email address. If needed, you can contact our Customer Service team and request an additional email address to be used for account activation.

Logging in

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).

Students will access Reach Assessments™ (English, Mathematics, Science, Digital Technologies and Grammar & Punctuation) at the following URL: [icas.site/start](https://www.icas.site/start). Students enrolled in Reach Writing and Reach Spelling will access the assessments via the locked-down browser application. All subjects use session code and a one-time code.

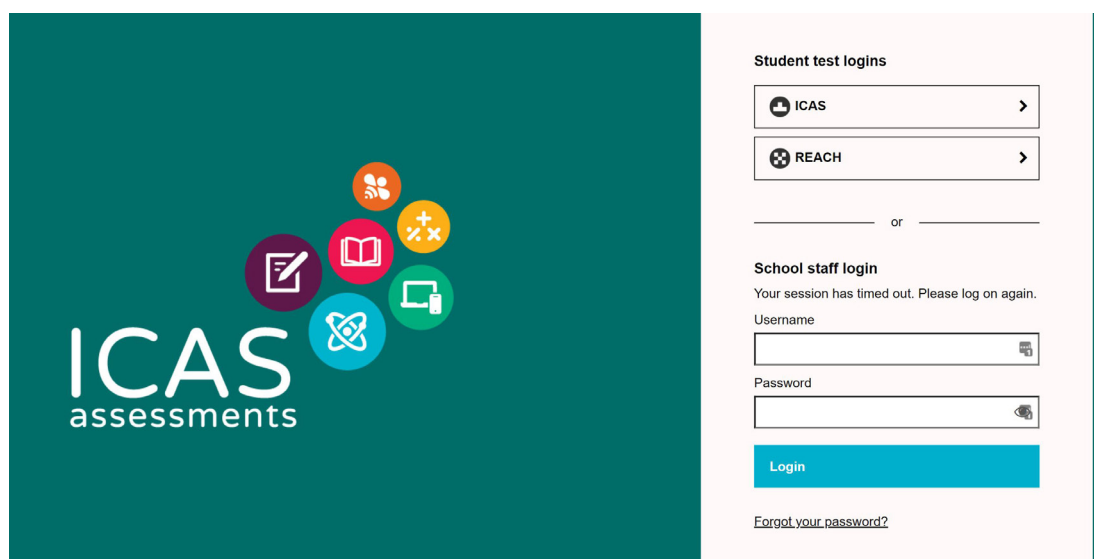


Image 1: Assessments Portal

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School Coordinator Dashboard

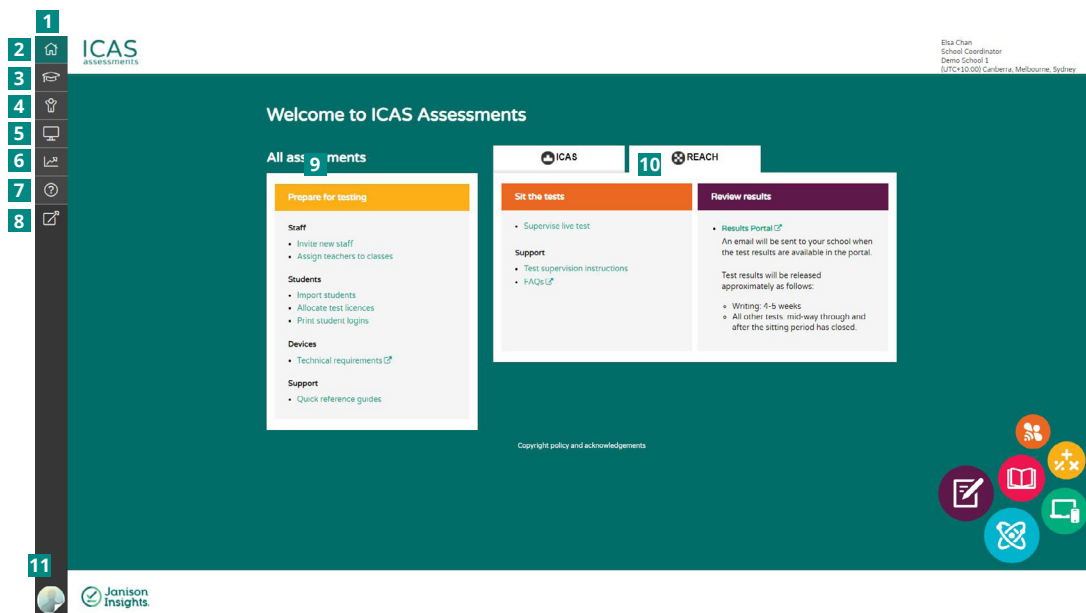


Image 2: School Coordinator Dashboard

- 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 to **Supervise Live Test** and includes **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 **Reach Assessments™** tab includes two menus: **Sit the tests** and **Review Results**.
- 11 **Account Information** and notifications.

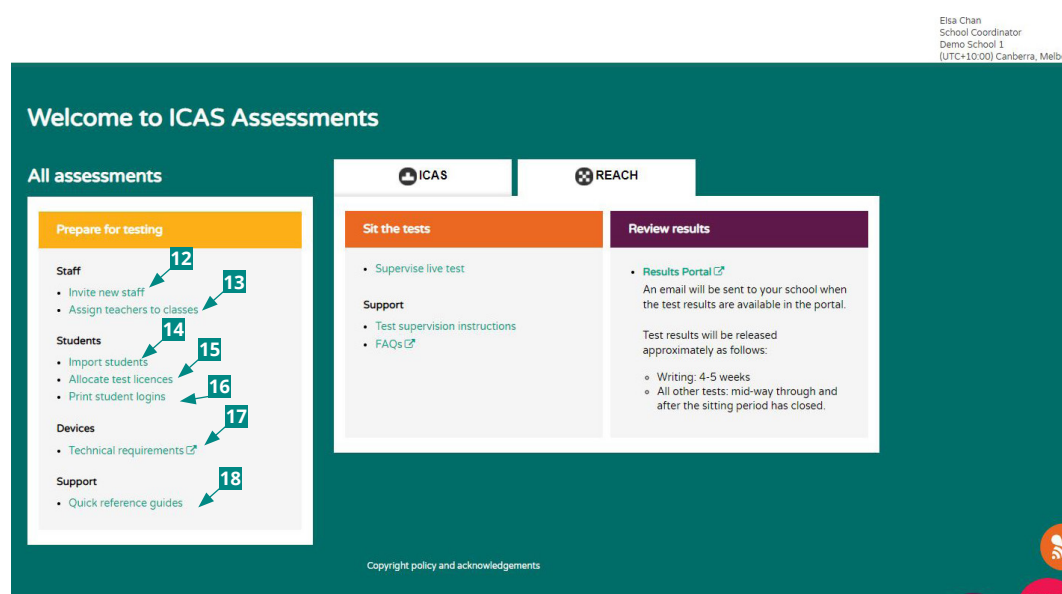


Image 3: School Set-up Dashboard

- 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 **Reach Assessments™ Quick Reference Guide**.
- 18

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Teacher Dashboard

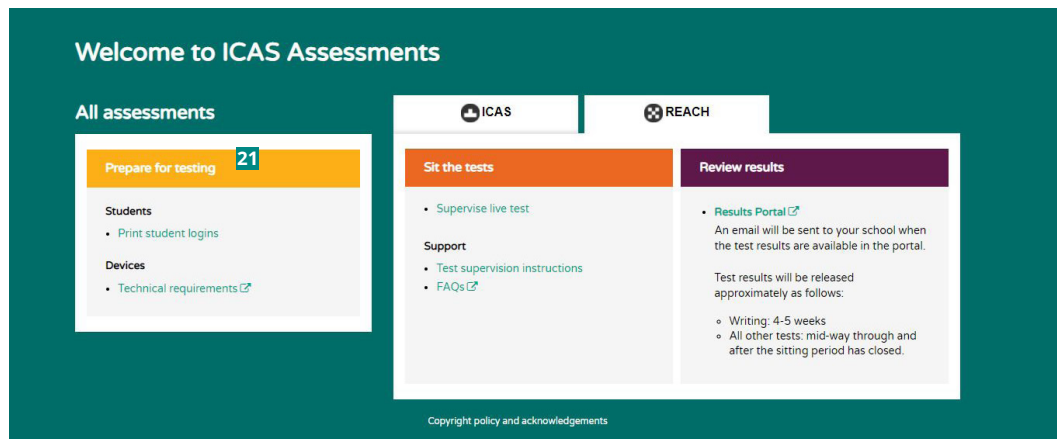


Image 4: Teacher Dashboard

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.

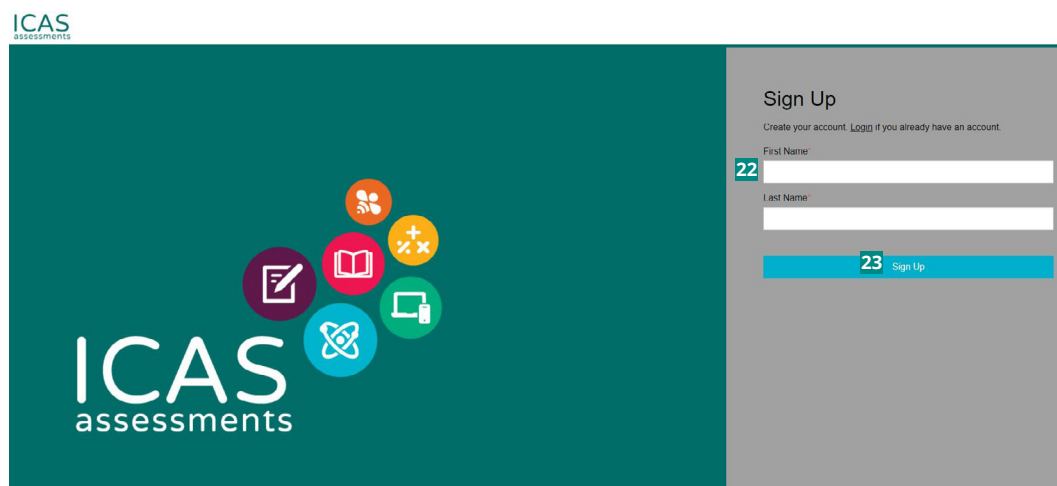
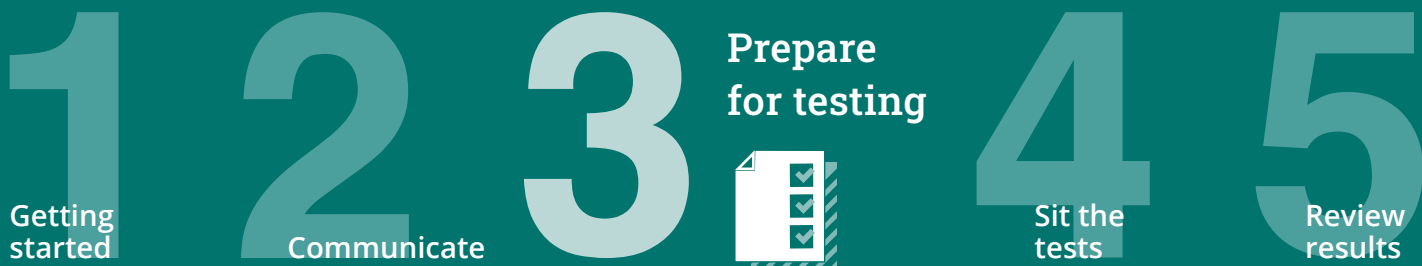


Image 5: Activate your account for the Assessments Portal


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 the **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: **School Coordinator, Unrestricted Teacher, Teacher** and **School Leader**. 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.

ICAS
assessments

Invite new users via a secure link

Invite new users to self-register by emailing a secure link. Please complete the information below, and send the invitations. You can invite up to 30 users at a time. Note that the people you invite will not be able to choose their own username, or specify an email address different to the one chosen by you.

School: EXAMPLE SCHOOL FOR SCHOOL DEMONSTRATION

Role: 24

Scope Of The Role: 25

Email Address: 25

Link expiry (hours): 26

Email Subject: Invitation to register for the ICAS Assessments Portal

Email Body: 27

Welcome!

You are invited to self-register as a [Invitation.MainRole] on the ICAS Assessments Portal.

Click the link to activate your account:

[Invitation.InvitationLink]

Your username is [Invitation.Email]

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

24 **Scope of The Role** menu presents all the roles in the Assessments Portal, 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.

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

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?

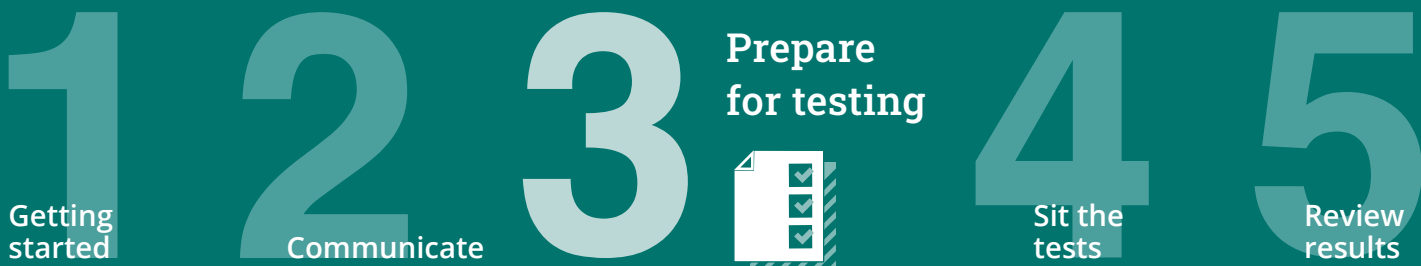
For guidance on using the Assessments Portal contact your School Coordinator and refer to the [support resources](#)

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

Kind regards,



ICAS Assessments

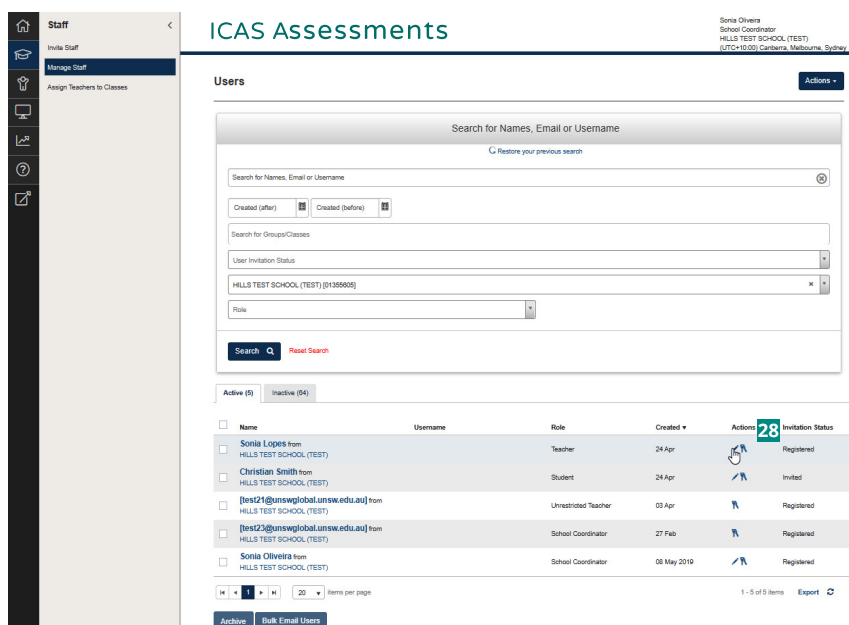
Image 7: Invitation email to teachers registering for the first time in the Assessments Portal



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 the 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**, **Change Password**, **Invite User** and **Re-Invite User**.








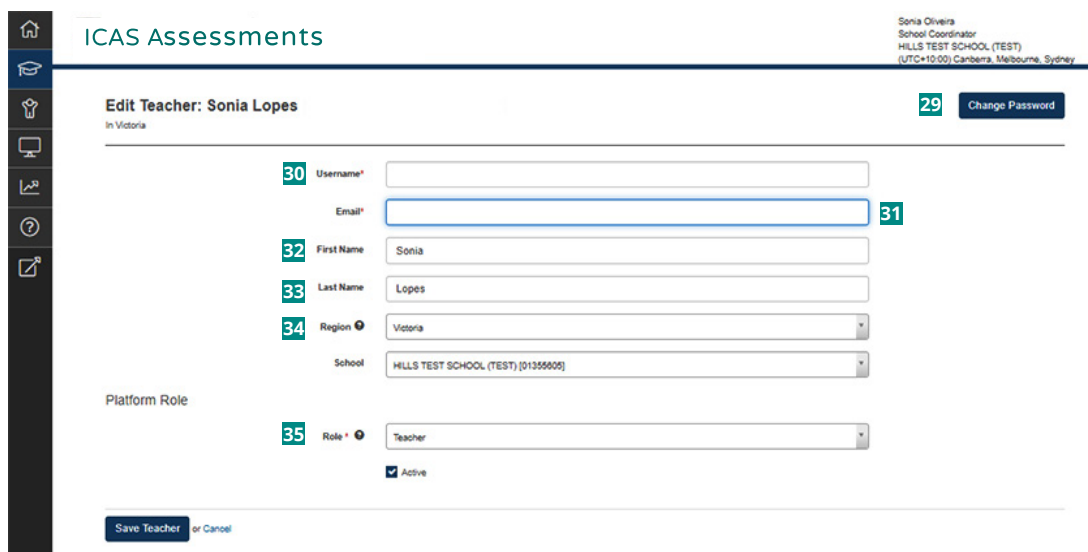
Name	Username	Role	Created	Actions	Initiation Status
Sonia Lopes from HILLS TEST SCHOOL (TEST)		Teacher	24 Apr	 28	Registered
Christian Smith from HILLS TEST SCHOOL (TEST)		Student	24 Apr		Invited
[test21@unswglobal.unsw.edu.au] from HILLS TEST SCHOOL (TEST)		Unrestricted Teacher	03 Apr		Registered
[test22@unswglobal.unsw.edu.au] from HILLS TEST SCHOOL (TEST)		School Coordinator	27 Feb		Registered
Sonia Oliveira from HILLS TEST SCHOOL (TEST)		School Coordinator	08 May 2019		Registered

Image 8: Update staff details (1)



Edit Teacher: Sonia Lopes
In Victoria

30 Username*

31 Email*

32 First Name

33 Last Name

34 Region

34 School

Platform Role

35 Role

☒ Active

Save Teacher or **Cancel**

Change Password

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, 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.

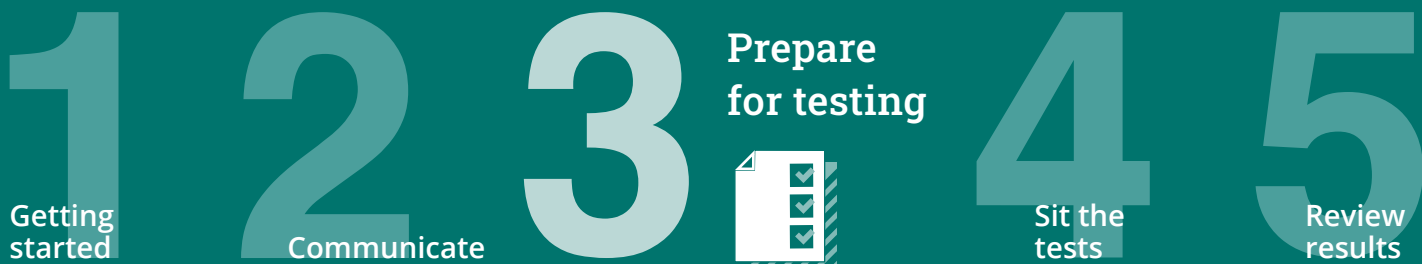
31 Select **Email** to change the email address. This is a mandatory field.

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**.



Add a new user

- + Click on the **Staff** icon  and click Manage Staff.
- + On the top right corner, click on **Actions**  and choose the option **Add User**.

ICAS Assessments

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

Users

Search for Names, Email or Username


Created (after) Created (before)

Search for Groups/Classes

User Invitation Status

HILLS TEST SCHOOL, (TEST) (1155800)











Role


Search  **Reset Search**

Actions

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

Active (5) **Inactive (0)**

<input type="checkbox"/>	Name	Username	Role	Created	Actions	Invitation Status
<input type="checkbox"/>	Sonia Lopes from HILLS TEST SCHOOL, (TEST)	sonia@hills-test-school.edu.au	Teacher	24 Apr	 	Registered
<input type="checkbox"/>	Christian Smith from HILLS TEST SCHOOL, (TEST)	christian@hills-test-school.edu.au	Student	24 Apr	 	Invited
<input type="checkbox"/>	[test21@unswglobal.unsw.edu.au] from HILLS TEST SCHOOL, (TEST)	test21@unswglobal.unsw.edu.au	Unrestricted Teacher	05 Apr	 	Registered
<input type="checkbox"/>	[test23@unswglobal.unsw.edu.au] from HILLS TEST SCHOOL, (TEST)	test23@unswglobal.unsw.edu.au	School Coordinator	27 Feb	 	Registered
<input type="checkbox"/>	Sonia Oliveira from HILLS TEST SCHOOL, (TEST)	sonia@hills-test-school.edu.au	School Coordinator	05 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 *. Note that fields will differ slightly depending on the role. If you experience any issues adding a new user, please contact our Customer Service team.

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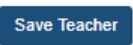


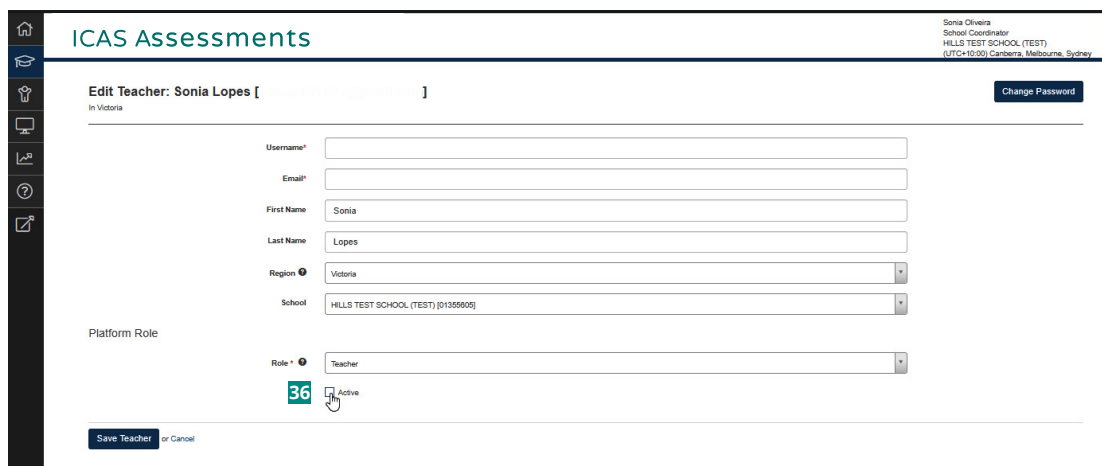
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Previous users – Deactivate staff accounts

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 Assessments Portal.

- + Click on the **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 be automatically made inactive.
- + Archived teacher accounts will appear in the **Inactive** tab.



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

Image 11: Deactivate staff accounts

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Set up students

Import students into the Assessments Portal

To ensure data integrity and accuracy, only upload student data that is extracted from your school's official student management system(s).


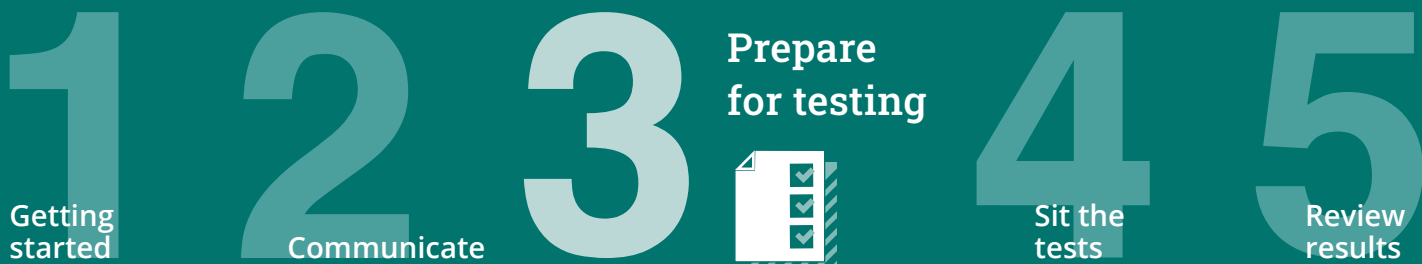
- + Click on the **Students** icon  and click **Import Students**.
- + Click **Download Template** to extract an Excel template of the student import file.

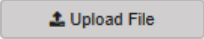

Image 12: Import students

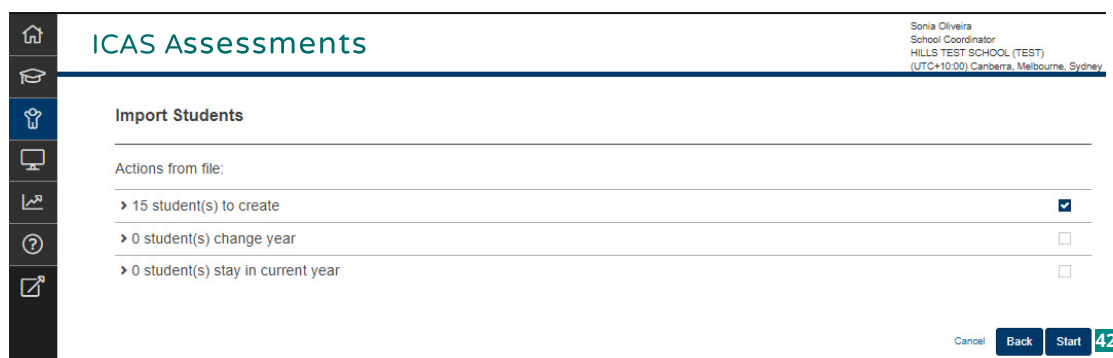
	A	B	C	D	E	F	G
1	First Name	Last Name	Date of Birth	Gender	Student Number	Years (Group Type)	Class (Group Type)
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

Image 13: Student Import Template

- 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.




- + 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 (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, or X or unidentified.
 - 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 platform.)
- + 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.

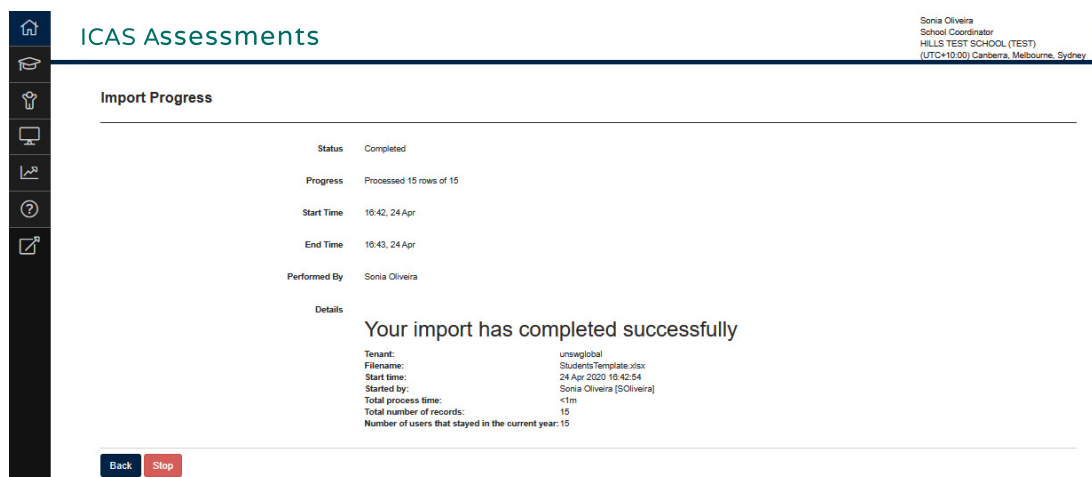
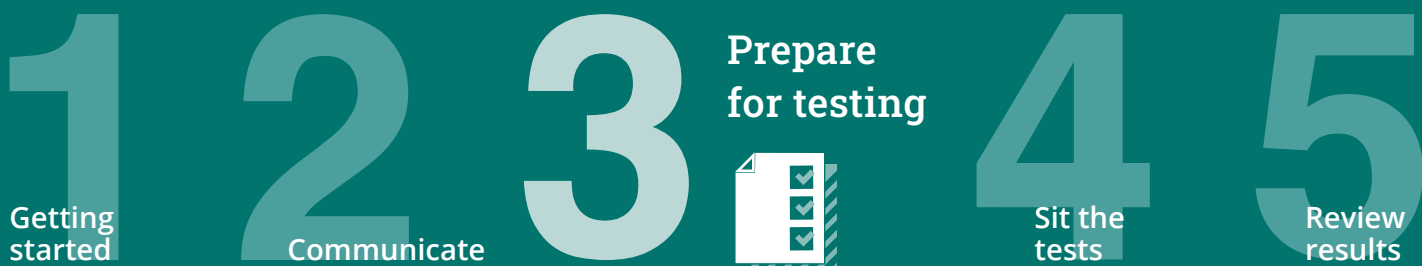



Image 15: Successful import message

Note: the student details supplied in the Import File will be used across all ICAS Assessments internal databases, including in Reach Assessments™ reports.

Allocate test licences

Students must be allocated a test licence before the test sitting date for each Reach Assessments™ 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.

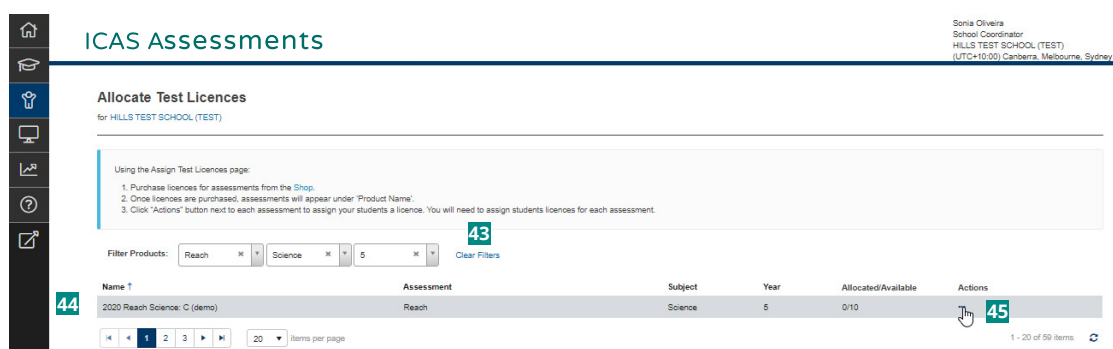


Image 16: Allocate Test Licences

43 The tests can be filtered by Product Category (Reach), Topic (one of the seven 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.

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- + 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 year level.
- + Click **Edit** to select the students who will be allocated a licence.
- + Tick the check boxes next to the name of the 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 completed 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: 2020 Reach Science: C (demo) **50** 0/10 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'.

Enrolment status: All **46** Name: Search by Name ☐ Only errors

Class: All

Select all shown **Deselect all shown**

Enrolled*	Parent Purchase	Name	Class	Tests Started
<input checked="" type="checkbox"/> 47		Abduh Rivali	5 Yellow	0
<input checked="" type="checkbox"/> 48		Lidia Hobarts	5 Yellow	0
<input checked="" type="checkbox"/>		Jenny Hanes	5 Yellow	0
<input checked="" type="checkbox"/>		Christian Smith	5 Yellow	0
<input checked="" type="checkbox"/>		James Pitt	5 Yellow	0

1 - 5 of 5 items



49 **Save** or Cancel

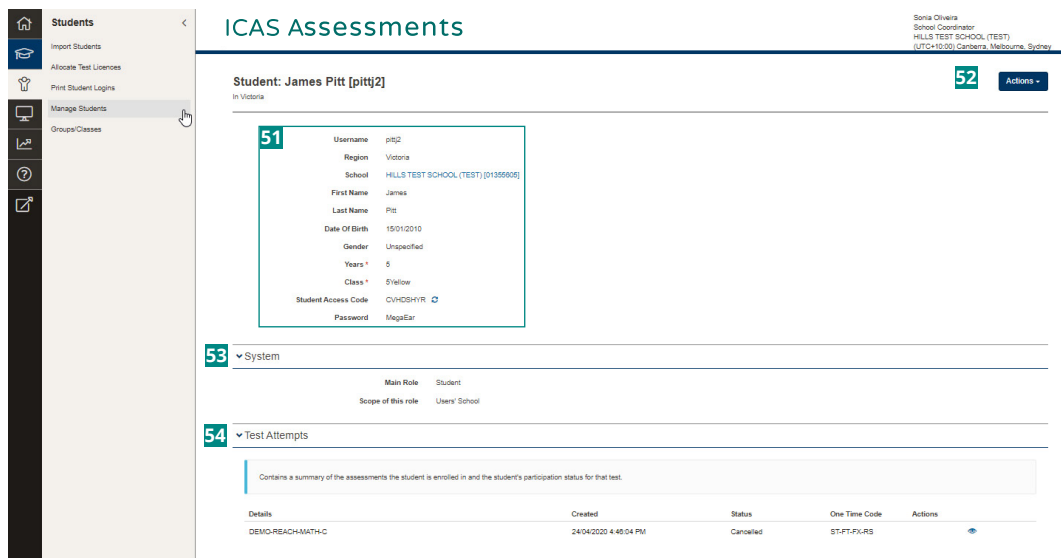
- 46** The search fields will assist in filtering the list of students. You can filter by **Enrolment Status, Class** and **Name**.
- 47** Tick the check boxes of the students you wish to allocate licences to or click **Select all shown** to bulk allocate licences.
- 48** The * symbol next to a check box indicates that there is an unsaved change.
- 49** Click **Save** when you have completed 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

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Update student details

- + Click on the **Students** icon  and click **Manage Student**.
- + On the **Students** 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.



Students

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

ICAS Assessments

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

Student: James Pitt [pittj2]
In Victoria

51

Username: pittj2
Region: Victoria
School: HILLS TEST SCHOOL (TEST) (91355906)
First Name: James
Last Name: Pitt
Date Of Birth: 15/01/2010
Gender: Unspecified
Years: 5
Class: 5/Yellow
Student Access Code: CYNHSHYR
Password: MegaEar

53 System

Main Role: Student
Scope of this role: Users' School

54 Test Attempts

Contains a summary of the assessments the student is enrolled in and the student's participation status for that test.

Details	Created	Status	One Time Code	Actions
DEMO-REACH-MATH-C	24/04/2020 4:40:04 PM	Cancelled	ST-FT-FY-RS	

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. 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.

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Assign teachers to classes

It is recommended that schools use the Unrestricted Teacher role to create test sessions for Reach Assessments™. If you wish to assign a teacher to a specific class, please ensure that when uploading the students' information to the Assessments Portal, the class information is included.

- + Go to the **Staff** icon  and click **Assign Teachers to Classes**.
- + Select the **User** from the drop-down menu.
- + For each Teacher, select the corresponding **Class** from the drop-down menu.
- + Click **Save**.

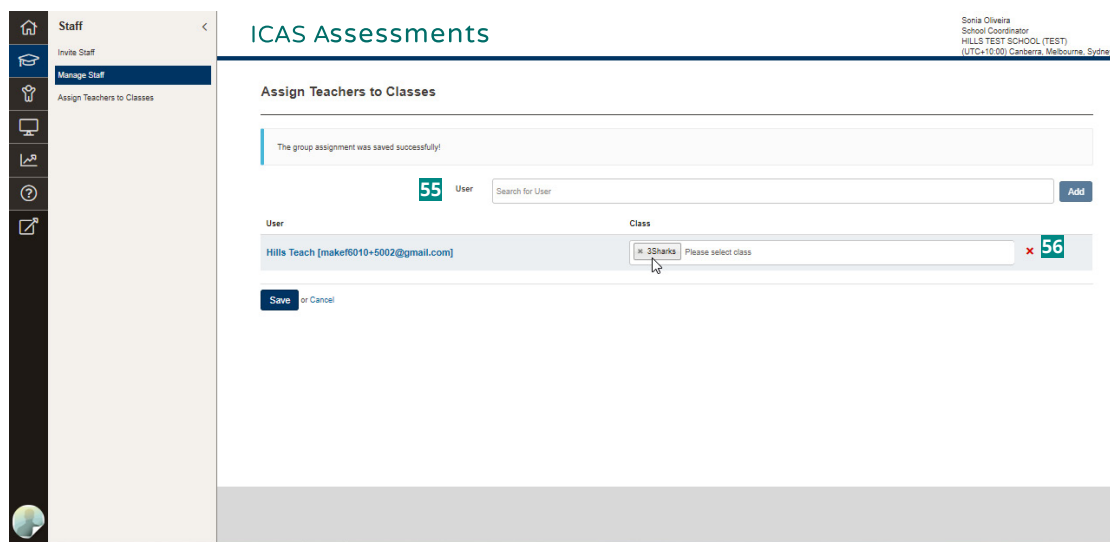


Image 19: Assign teachers to classes

55 **User** menu lists all teaching staff registered for a school.

56 **Class** menu shows all classes previously set up for a school.

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Sarah Wilson DEMO-REACH-MATH-C Your one-time code ICAS Assessments SQ-GR-RW-PN	Ali Jones DEMO-REACH-MATH-C Your one-time code ICAS Assessments GY-HH-MF-WQ
Nando Disha DEMO-REACH-MATH-C Your one-time code ICAS Assessments QQ-VN-CK-JT	Oliver Williams DEMO-REACH-MATH-C Your one-time code ICAS Assessments DJ-BS-ZY-NB
Wang Wei DEMO-REACH-MATH-C Your one-time code ICAS Assessments RG-NM-BL-PW	Li Xiu Ying DEMO-REACH-MATH-C Your one-time code ICAS Assessments WL-VY-YJ-TG
Zhen Nguyen DEMO-REACH-MATH-C Your one-time code ICAS Assessments FP-SS-CN-VC	Maria Luisa Sousa DEMO-REACH-MATH-C Your one-time code ICAS Assessments TX-XH-SZ-RK
Layla Abboud DEMO-REACH-MATH-C Your one-time code ICAS Assessments MT-LP-LF-XH	Leonor Hemsworth DEMO-REACH-MATH-C Your one-time code ICAS Assessments BZ-TK-RZ-KJ
Abduh Rivsi DEMO-REACH-MATH-C Your one-time code ICAS Assessments TK-RZ-KR-KC	Lidia Hobarts DEMO-REACH-MATH-C Your one-time code ICAS Assessments BJ-RB-JB-MV
Jenny Hanes DEMO-REACH-MATH-C Your one-time code ICAS Assessments KS-CK-CN-SN	Christian Smith DEMO-REACH-MATH-C Your one-time code ICAS Assessments DY-HM-SM-PR

Image 21: Sample page showing One-Time codes

Install the locked-down browser (only for Writing and Spelling)

Links to the relevant instructions to download the locked-down browser for various devices can be found here: icasassessments.com/support-locked-down-browser.

Schools using BYODs can find instructions for parents in **Step 2 – Communicate** section on Reach Support page: icasassessments.com/support-reach.

Conduct a technical readiness test on all devices

For Reach Writing and Reach Spelling this check should be done after the locked-down browser installation. A link to the technical readiness test can be found here: icasassessments.com/support-technical-readiness.

Set up testing space

Book the hall/rooms as needed.

Check the rooms have appropriate wi-fi access.

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Download the Test Supervision Instructions

Each Reach 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 Reach Support Page:

icasassessments.com/support-reach. 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**. A unique 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 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 student's test can be paused by 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** to allow them to return to their attempt and then click **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 click **Submit student**. The student's status will change to 'submitted'.

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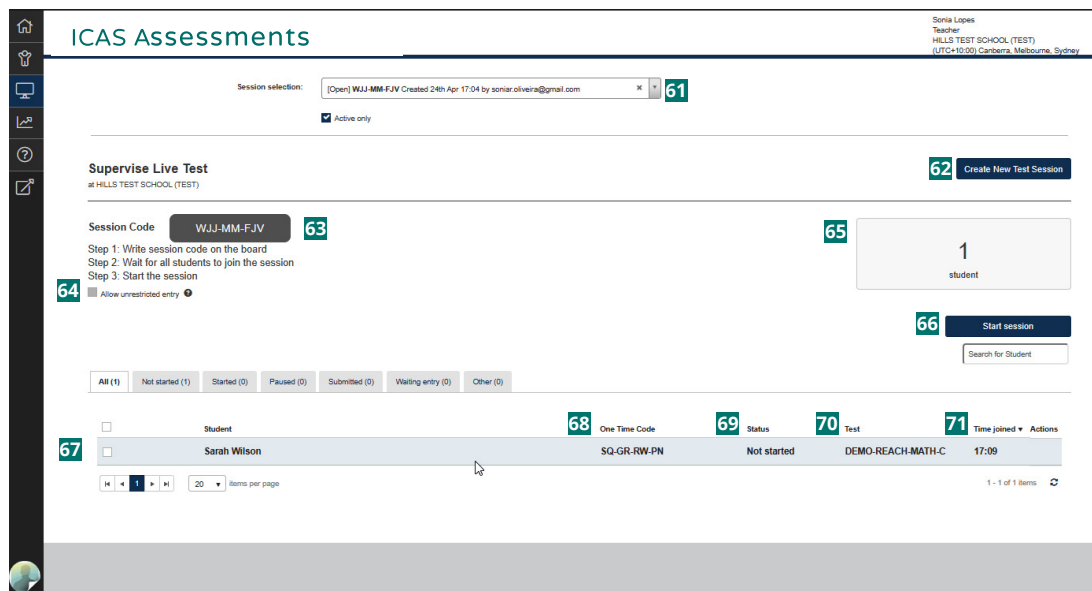


Image 22: Supervise Live Test

- 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 and are ready to start the test.
- 66 **Start session**
- 67 All the students currently taking a test in that class, the name of the test, their status and their progress are shown here.
- 68 **One-Time Code**
- 69 Status of the test which includes: **Started**, **Not Started**, **Paused** and **Submitted**.
- 70 **Test** details include the calendar year, product name, subject and year level.
- 71 **Time joined** shows the time that each student started the test.

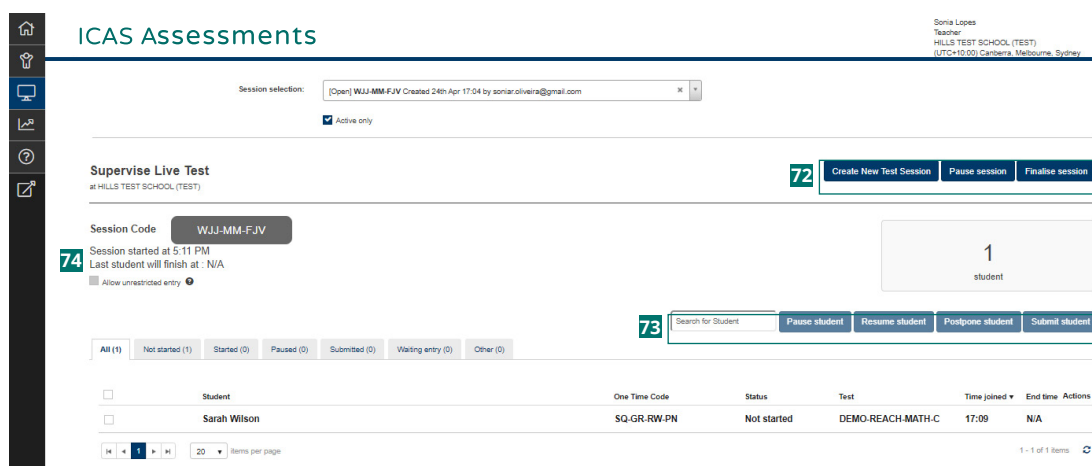


Image 23: Live test session

- 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.

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Students sitting a test

Each Reach 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.

The screenshot shows the 'replay' logo in the top left corner of a browser window. Below the logo, the text 'ICAS Assessments' is displayed. The main content area has a 'Welcome' heading. Below the heading, it says 'Enter the session code:'. There are seven input boxes containing the characters 'W', 'J', 'J', '-', 'M', 'M', '-', 'F', 'J', 'V'. Below the input boxes is a blue 'Next' button with a mouse cursor hovering over it.

Image 24: Student's dashboard – Entering a session code

The screenshot shows the 'replay' logo in the top left corner of a browser window. Below the logo, the text 'ICAS Assessments' is displayed. The main content area has a 'Welcome' heading. Below the heading, it says 'Enter the one-time code that is on your paper slip:'. There are seven input boxes containing the characters 'S', 'Q', '-', 'G', 'R', '-', 'R', 'W', '-', 'P', 'N'. Below the input boxes is a blue 'Next' button with a mouse cursor hovering over it.

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

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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**.

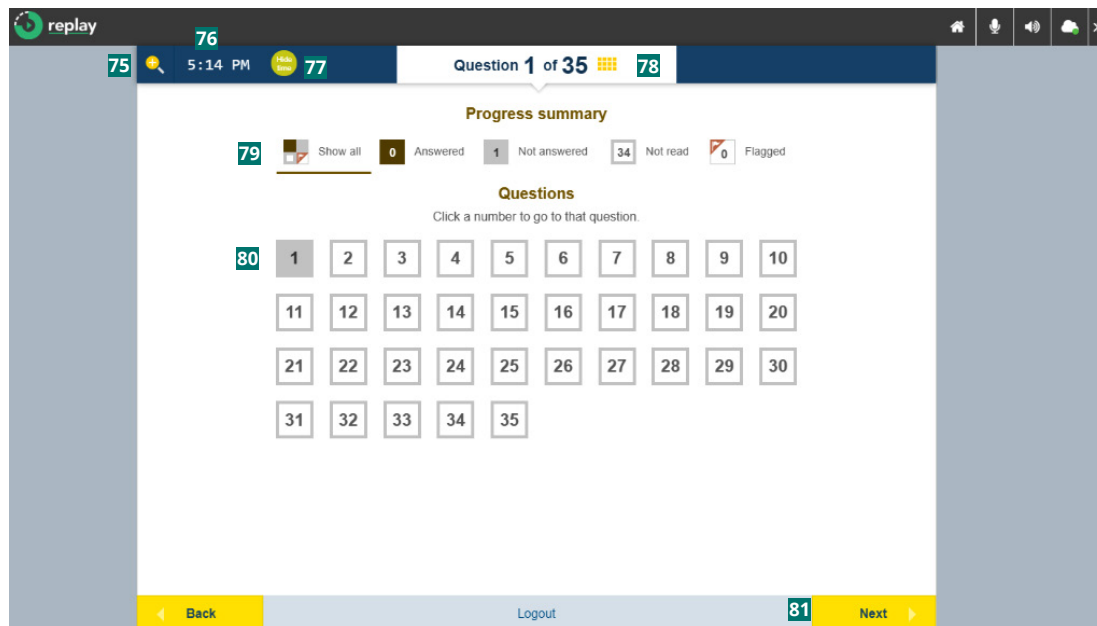


Image 26: Progress summary

- 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 completed, the total number of questions in the test and the grid to check the progress of the test.
- 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 completed the questions and submitted the test. Please note that at the end of each day, all attempts will be automatically closed by the online platform and cannot be re-opened by the teacher.

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View results in the school section of the Results Portal

Principals and the school's administration will receive a notification email when results are released.

An email will be sent to your school when the test results are available in the portal.

Test results will be released approximately as follows:

Writing: **4-5 weeks**

All other tests: Approximately **10 business days** after sitting.

The **Results Portal** can be accessed using the school's school code and password. Alternatively, the results can be accessed directly using the Results link on the dashboard of the Assessments Portal or at [icasassessments.com/results-portal](https://www.icasassessments.com/results-portal).

Print and distribute the student handouts

The link to downloading the Student Handouts is located in the Results Portal.

Print and distribute the Student Handouts (as required) so students can access their own results and their certificate in the student section of the Results Portal.

The Student Handout contains the student's individual TAP-ID and PIN which gives access to the Results Portal.

Teachers can also print Reach Assessments™ certificates to give to students from the Results Portal.

Schedule results review meeting with relevant staff

Reach results are comprehensive and a suitable for every level of staff to review. To learn how to use the Results Portal, please consult the Quick Guide to Reach School Results Online. For assistance on unpacking the results, please contact an ICAS Assessment Consultant <https://www.icasassessments.com/our-team/>.

CONTACT AND SUPPORT INFORMATION

For further help with managing the administration of Reach Assessments™, 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

International assessment customers

Please contact your local representative or go to;
<https://www.icasassessments.com/contact-directory/>.

Product support resources

For support documents and other resources, please visit the Reach Support page;
<https://www.icasassessments.com/support-reach/>.

Website

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

Assessments Portal

icas.site/start