



ICAS
assessments

ICAS Assessments Checklist

FOR SCHOOL COORDINATORS

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



Getting started



Communicate



Prepare for testing



Sit the tests



Review results



1 Getting started



2 Communicate

3 Prepare for testing

4 Sit the tests


5 Review results

This checklist is for implementing **ICAS Assessments™** in your school. It includes step-by-step guidance on what to do and when to do it. It also outlines the resources available to you. Click **bold and underlined** words to visit each site.

Step 1 – Get started and order

Recommended Timing



- 1.1 Agree on school coordinator(s) for the assessments.
- 1.2 Get familiar with this quick reference guide and the **product support page**.
- 1.3 Download the **User guide** . This document provides very detailed instructions, if you need additional help with the steps in this guide.
- 1.4 Check ICAS Assessments has the correct details for your school.
IMPORTANT: We use the school's administration email address for school purchase order confirmations, account activations for the Assessments Portal and Operational emails for the event. You can check your school's details in the account section of the **Shop**. Email us at **info@eats.com.my** to get updates.

For schools in Singapore please make sure you are entering local online **Shop**.
- 1.5 Meet with your school's IT Support early to confirm your school meets the **technical requirements** for the online tests.
- 1.6 Confirm which **ICAS Assessments** your school will do and put the test dates in your school calendar.
- 1.7 Submit your order through the **Shop** using your school code and password.¹

4-5 months before the test date

Early in the school year so all notifications are correctly received

Before ordering

Before ordering

Order as early in the school year as possible to give yourself plenty of time for preparation



Go to the **Communicate** section of the ICAS [support page](#) for all the relevant documents for this step.

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

1
Getting started

2
Communicate

3

Prepare for testing



4
Sit the tests

5
Review results

Go to the **Prepare for Testing** section of the ICAS [support page](#) for all the relevant documents for this step.

To sit the online assessments your school will need access to the **Assessments Portal**. Shortly after your first order, an account activation email will be sent to your school's nominated school administration email address. If needed, you can request an additional email address to be used for account activation. Contact Customer Service at info@eats.com.my.

Step 3 – Prepare for testing

Recommended Timing



3.1 Preparation for School Coordinators

- + First time users — activate your **Assessments Portal** account.
 - Activate your account by **clicking the link** in the activation email received.
 - **Set your password** (your username is your email address).
 - Log in at icasassessments.com/assessments-portal
Note: The short URL for the Assessments Portal is icas.site/start.

As soon as you receive the activation email

3.2 Preparation to set up Teachers

- + First-time users – invite teachers (as needed) to access the Assessments Portal so they can assist in supervising the tests on the day.
 - + Click on the **Staff** icon, and click **Invite staff**. Select **Unrestricted teacher**⁴ role and enter the relevant staff **email addresses**. Click **Send invitations**. The teachers will receive an email to activate their accounts. Remind staff to check they can log in in advance of the test dates.
- + Previous year's customers – update staff (as needed) already in the Assessments Portal. Go to the **Staff** icon and click **Manage staff**. Click on **Staff name** to edit their record.

At least **1 month** before your first test date

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

1
Getting started

2
Communicate

3

Prepare for testing



4
Sit the tests

5
Review results

Step 3 – Prepare for testing

Recommended Timing



3.3 Preparation to set up students

- + Import students into the **Assessments Portal**.
 - Click on **Student** icon and select **Import students**.
 - Click **Download template** to download an Excel template and complete each column with your students' details (first name, last name, date of birth and year level are mandatory fields).
 - Year level: For Australia, New Zealand and most other countries only put the numeric value, e.g. 7. There are exceptions to this for some countries which need to include a prefix before the numeric value. Only values in the Year Equivalence Table are accepted in this field. Consult the **ICAS User guide** for online testing.
 - For date of birth Microsoft Excel date format (or equivalent) or text values using the following formats are accepted: dd-mm-yyyy; dd-mm-yy; dd-mmm-yyyy; dd-mmm-yy; dd-mmmm-yyyy; dd-mmmm-yy; yyyy-mm-dd; yyyy-mmm-dd; yyyy-mmmm-dd. A / separator can be used instead of a - separator. Examples include 07/11/2020, 23-Mar-20, 23-December-2020.
 - Save the file to your computer, then click **Upload file**. Choose the file you just saved.
 - Click **Start**. Preview the upload and click **Start**. A successful import message will appear on the screen and be sent to your email.
- + Allocate test licences.
 - Click the **Student** icon and click **Allocate test licences**.
 - Use drop down lists to filter to the required test.
 - Go to the **Actions** column. Click on the three dots.
 - Click **Edit**.
 - Click on the checkbox next to each student's name to allocate a licence.
 - Click **Save**.
- + Print student logins.* This can only be done after test licences have been allocated.
 - Click **Print student logins**⁵ on your dashboard.
 - Filter your selection using the drop down lists to obtain the required one-time codes.
 - A PDF document will open in a new browser.
 - Click **Print**.
- + Remind students about the test dates.

At least **1 month** before your first test date

Test licence allocation will be available **8 weeks** prior to each subject's test sitting period

* This can only be done after test licences have been allocated.

1
Getting started

2
Communicate

3

Prepare for testing



4
Sit the tests

5
Review results

Step 3 – Prepare for testing

Recommended Timing



3.4 Preparation to set up devices

- + Read all **technical requirements** and seek assistance from your IT support.
- + Install the locked-down browser (only for Writing). See Communicate section for parent instructions for BYODs.
- + Conduct a **technical readiness check** on all devices. For Writing this should be done after the locked-down browser installation.

3–4 weeks before the test date

3.5 Preparation to set up space

- + Book hall/rooms as needed.
- + Check the rooms have the appropriate Wifi access.

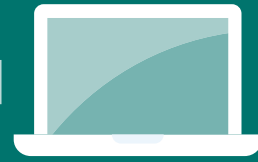
2 weeks before the ICAS sitting window starts

1
Getting started

2
Communicate

3
Prepare for testing

4
Sit the tests



5
Review results

Go to the **Sit the Tests** section of the ICAS [support page](#) for all the relevant documents for this step.

Step 4 – Sit the tests

Recommended Timing



4.1 Download the [Test Supervision Instruction](#) ↓ which includes everything needed to start, supervise and troubleshoot a live test, and share with the supervising teachers.

1-2 weeks before test day

Give the printed student logins (one-time codes) to the relevant supervising teacher(s) so they can be distributed to the students on test day.

4.2 Each supervising teacher **MUST** login to the Assessments Portal to start and supervise the test.

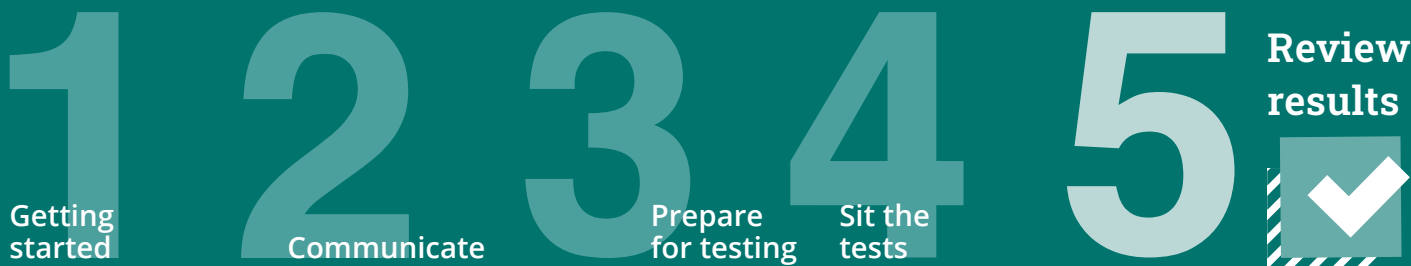
On test day

Go to icasassessments.com/assessments-portal.

Note: The short URL for the Assessments Portal is [icas.site/start](#).

4.3 Administer the assessment under normal exam conditions.

On test day



Go to the **Review Results** section of the ICAS [support page](#) for all the relevant documents for this step.

Step 5 – Review Results	Recommended Timing	✓
<p>5.1 View results in the school section of the Results Portal. School Coordinators in the Assessments Portal will receive a notification email when results are released. A printed school summary report will follow (sent by standard mail service).</p>	<p>Approx 8-10 days after the sitting window closes for each test. ICAS Writing is the exception which is released 6-7 weeks after the sitting window closes</p>	
<p>5.2 Organise presentation/distribution of certificates as required. Student certificates are printed and supplied by EATS.</p>	<p>As required by your school Note: Hardcopy certificates are mailed to your school usually 8 weeks after results have been released online. We will inform you by email of any changes to this time-frame.</p>	
<p>5.3 Advise students as needed that they can access their own reports and PDF version of their certificates in the student section of the Results Portal. The TAP ID and PIN is on the back of their certificate.</p>	<p>Results are released to the Student Portal at the same time as the School Portal</p>	
<p>5.4 Your school will be notified if any of your students are eligible for medals.</p>	<p>5 working days after results have been released for each subject</p>	
<p>5.5 Celebrate and recognise the achievements of your students.</p>	<p>As required by your school</p>	