

## ICAS Registration and Administration Guidelines for Schools

### Before Initiating the Competition Order:

#### 1. Online Testing Preparation:

- Students are required to undertake tests online via the ICAS Assessments Portal, administered at school under the supervision of teachers for test integrity.
- Schools may conduct ICAS in multiple sessions within the specified sitting windows, available at <https://www.eats.com.my/calendar/>.
- Ensure compatibility with desktops, laptops, tablets, or iPads. Verify technical requirements for devices at [www.eats.com.my/technical-requirement/](http://www.eats.com.my/technical-requirement/) using the technical readiness test link.
- Ensure all exam halls/rooms have appropriate WiFi access.

### About Student Registration and ordering tests:

#### 2. Registration Process:

- Students must register through their respective schools; individual registrations are not accepted by EATS.
- Schools may include administration charges to cover miscellaneous costs.
- Provide a written privacy statement to parents/guardians, using the sample parent letter on <https://www.eats.com.my/support/>.
- Schools can log in to [www.eats.com.my/shop](http://www.eats.com.my/shop), using their school code and password to order ICAS online.
- New schools can register at [www.eats.com.my/registration](http://www.eats.com.my/registration).
- Payment can be made via Online transfer, DuitNow, or Interbank GIRO. Upload the payment receipt to our shop or email to [icas@eats.com.my](mailto:icas@eats.com.my).

### Preparing for Testing (1-2 weeks or at Least 3 Days before the Test):

#### 3. Access to the ICAS Assessments Portal:

- Activation emails for access to the ICAS Assessments portal will be sent to the registered administration email address within 1-2 weeks (first-time users).
- An order notification email confirming the number of tests purchased will be sent after placing the order.

#### 4. Coordinator Responsibilities:

- School coordinators (teachers in charge) must log in to the Assessments Portal and complete the following:
  - Upload students' details: [Import Students](#) (<https://youtu.be/uZTHBk1jEZs>)

- Download the Excel template for student data from the ICAS Assessments Portal, complete with mandatory details (First Name, Last Name, DOB, and Year level), and upload the information to the Portal approximately 1-2 weeks before the test.
- Year (Group Type) Information: Refer to the provided Year (Group Type) information for Malaysia.

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
<b>Malaysia</b>	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

- Allocate test licenses: [Allocate Licences to Students \(https://youtu.be/wyz5iRbgYtg\)](https://youtu.be/wyz5iRbgYtg)
- Print student one-time codes: [Print Student Logins \(https://youtu.be/r0mXFew6X0\)](https://youtu.be/r0mXFew6X0)
- Set up devices, ensuring they meet technical requirements ([www.eats.com.my/technical-requirement/](http://www.eats.com.my/technical-requirement/)).
- Reserve halls/rooms/labs as needed and ensure reliable WiFi access.

### On Test Day:

#### 5. Test Administration:

- School coordinators (or designated teachers) should log in to the Assessments Portal to administer the test: [Supervise a Live Test \(https://youtu.be/fidNY0tEwGo\)](https://youtu.be/fidNY0tEwGo)

### Results:

#### 6. Result Availability:

- Online results and certificates will be accessible within 2 weeks after the sitting period.
- Printed certificates and performance summaries for each student will be sent to schools at a later date.