

# Preparation Before Test Date

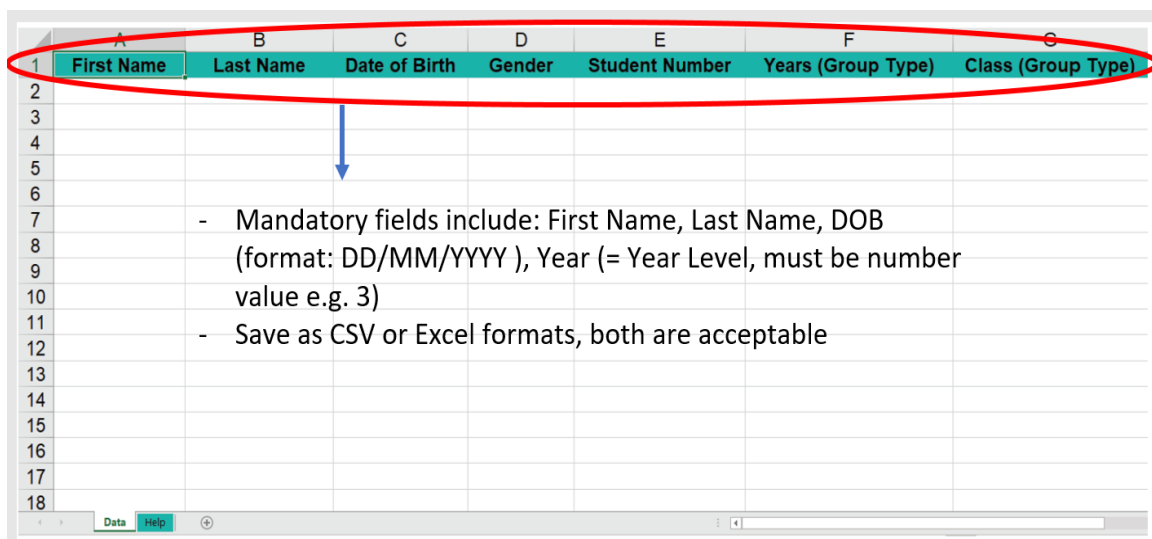
**From 2021 onwards, all ICAS assessments will be conducted online.**

We understand teachers are busy in teaching and performing other school related work. We will provide support to schools and make all the processes easier and more efficient.

## Download Microsoft Excel Spreadsheet Student Info Entry Form

How to fill in the student information entry form on Excel Spreadsheet?

Check the error messages in the system. The most common mistakes are the name of year level (P1, F1 are okay in format), format of Date of Birth (DOB), and the first row should be kept the same as on the template. Please see the picture below.



## 4 Simple Steps

### STEP 1: Submit Microsoft Excel Spreadsheet Student Info Entry Form

1. Teachers fill in the Excel Student Info Entry Form with student data. After completing the Student Info Entry Form, please send the Excel Spreadsheet by email to [office@icecompetitions.com](mailto:office@icecompetitions.com) by January 2023.
2. **For schools new to ICAS**, ICAS Coordinators should wait for our confirmation email for login name and password to go into the ICAS portal platform. Schools will receive an activation email for your school account from ICAS Assessments Jansion.
3. ICAS Coordinators should import the student data from the Excel Student Info Entry Form into the ICAS portal platform. Here is a video to show **Importing Student Data**: <https://www.youtube.com/watch?v=wzrm9VHkVrs>. Please refer to the document file of **ICAS User Guide** for more details.

**If teachers would like ICE support for this step, we are more than happy to help.**

## STEP 2: Prepare School Staff Login information

4. Prepare your school username and password for login to the ICAS dashboard. Schools that previously participated should already have a username and password.

### “School staff login”

[https://icasassessments.ianisoninsights.com/auth/login/?returnUrl=%2F%3F\\_hstc%3D152932326.3afd4d6d3529f47407b6d6fff81dce9e.1653660704063.1661254067495.1661439479235.10%26\\_hssc%3D152932326.3.1661439479235%26\\_hsfp%3D3594730484](https://icasassessments.ianisoninsights.com/auth/login/?returnUrl=%2F%3F_hstc%3D152932326.3afd4d6d3529f47407b6d6fff81dce9e.1653660704063.1661254067495.1661439479235.10%26_hssc%3D152932326.3.1661439479235%26_hsfp%3D3594730484)

ICAS coordinators can invite new staff in their school to the ICAS assessment platform. ICAS has a video to show how teachers can add new staff to the ICAS assessment platform.

ICAS Assessments product tutorial – **Invite New Staff to the platform (video)**

[https://www.youtube.com/watch?v=51s2lbpG-g&list=PLN9-w3BYgGZwgmC\\_rf1nX4c-sBV4SutXr&index=1](https://www.youtube.com/watch?v=51s2lbpG-g&list=PLN9-w3BYgGZwgmC_rf1nX4c-sBV4SutXr&index=1)

## STEP 3: Print Student Logins

5. ICE office will send you the confirmation email about your student logins. **Teachers should print out student login information for the participating students.** Open the ICAS dashboard and check the student information carefully. ICAS has a video to show how teachers can print the One-Time codes (8-character) for student logins.

ICAS Assessments product tutorial – **Print student logins for One-Time code (video)**

[https://www.youtube.com/watch?v=Ef\\_V-GOFEJg&list=PLN9-w3BYgGZwgmC\\_rf1nX4c-sBV4SutXr&index=5](https://www.youtube.com/watch?v=Ef_V-GOFEJg&list=PLN9-w3BYgGZwgmC_rf1nX4c-sBV4SutXr&index=5)

## STEP 4: Create new Test Session and Session Code *on the day of the test*

6. To conduct ICAS assessments, teachers should **create a new Test Session and Session Code *on the day of the test.***

ICAS Assessments product tutorial – **Supervise a live test (video)**

<https://www.youtube.com/watch?v=EH4PfENCTm4>

ICAS Assessments product tutorial – **How students take a test (video)**

[https://www.youtube.com/watch?v=8oY6d6LduAw&list=PLN9-w3BYgGZwgmC\\_rf1nX4c-sBV4SutXr&index=9](https://www.youtube.com/watch?v=8oY6d6LduAw&list=PLN9-w3BYgGZwgmC_rf1nX4c-sBV4SutXr&index=9)

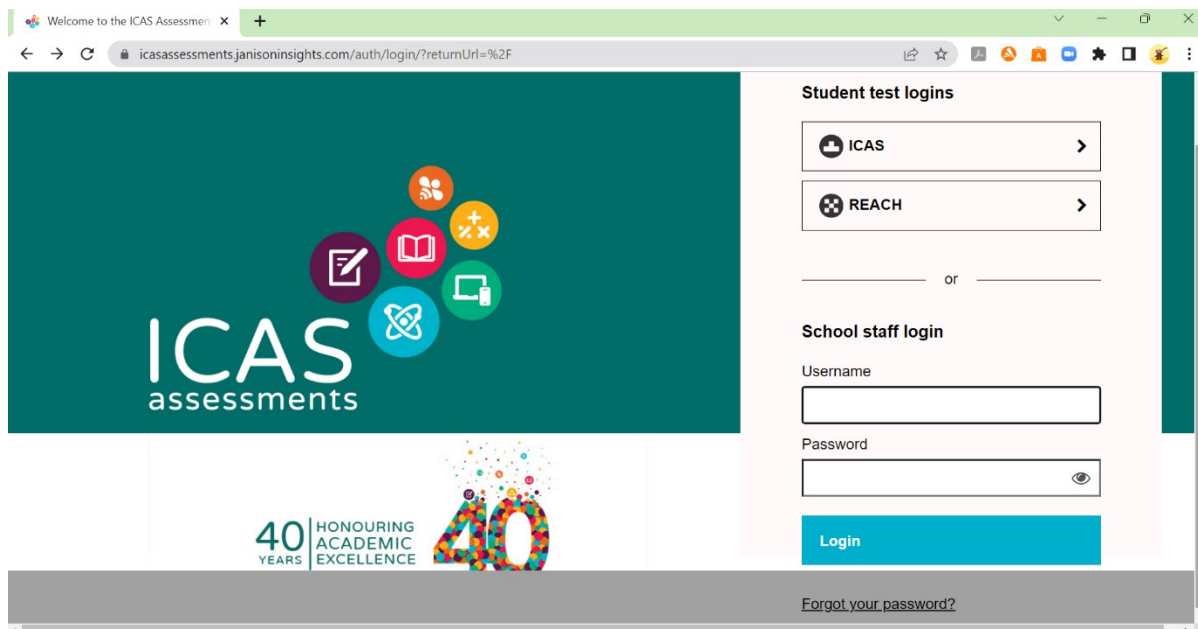
For more details, please refer to the document file of **ICAS Test Supervisor Instructions**.

# ICAS Administration Procedure on the Test Date

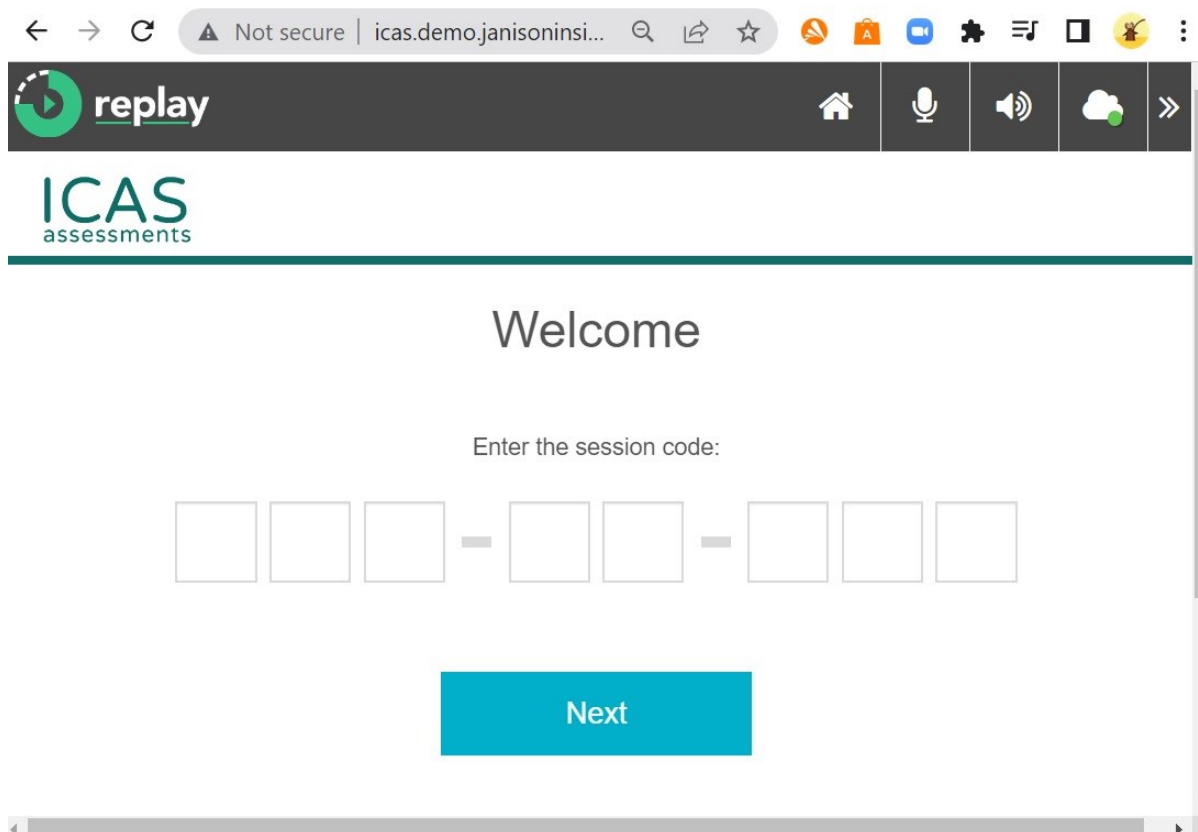
Teachers and students should follow the steps below:

|    |                                  |  |
|----|----------------------------------|--|
| 1  | ICAS<br>Coordinator /<br>Teacher | <b>Print Student Logins (One-Time Code) (video)</b><br><a href="https://www.youtube.com/watch?v=Ef_V-GOFEJg&amp;list=PLN9-w3BYgGZwgmC_rf1nX4c-sBV4SutXr&amp;index=5">https://www.youtube.com/watch?v=Ef_V-GOFEJg&amp;list=PLN9-w3BYgGZwgmC_rf1nX4c-sBV4SutXr&amp;index=5</a>   |
| 2  | ICAS<br>Coordinator /<br>Teacher | Open the ICAS Assessments website and login<br><a href="https://icasassessments.janisoninsights.com/">https://icasassessments.janisoninsights.com/</a>   |
| 3  | ICAS<br>Coordinator /<br>Teacher | Click the “ <b>Supervise Live Test</b> ” button to create a <b>New Test Session</b> and <b>Session Code on the day of the test</b> . This screen will allow teachers to monitor the students’ progress during test.<br><br><b>Supervise a live test (video)</b><br><a href="https://www.youtube.com/watch?v=EH4PfENCTm4">https://www.youtube.com/watch?v=EH4PfENCTm4</a> |
| 4  | ICAS<br>Coordinator /<br>Teacher | Announce the new <b>Session Code</b> (8-character) to students   |
| 5  | ICAS<br>Coordinator /<br>Teacher | Distribute Student Logins (One-Time Code) to students  |
| 6  | Student                          | Open the ICAS Assessments website, click on the <b>ICAS</b> button on the login page <a href="https://icasassessments.janisoninsights.com/">https://icasassessments.janisoninsights.com/</a>   |
| 7  | Student                          | Enter the Session Code (8-character) and the Student Login One-Time Code<br><br><b>How students take a test (video)</b><br><a href="https://www.youtube.com/watch?v=8oY6d6LduAw&amp;list=PLN9-w3BYgGZwgmC_rf1nX4c-sBV4SutXr&amp;index=9">https://www.youtube.com/watch?v=8oY6d6LduAw&amp;list=PLN9-w3BYgGZwgmC_rf1nX4c-sBV4SutXr&amp;index=9</a>                         |
| 8  | ICAS<br>Coordinator /<br>Teacher | Confirm all students fill in their Session Code and One-Time Code.<br><br>Click the “ <b>Start</b> ” button session when students are ready.<br><br><b>There is No timer in the test.</b> Teachers should read each subject’s duration time and the number of questions. A table is provided on page 5 to the length of time for each test.                              |
| 9  | Student                          | When students are about to finish the assessment. Click “ <b>Finish</b> ” button to submit the test. Logout and exit.  |
| 10 | ICAS<br>Coordinator /<br>Teacher | On the <b>Supervise Live Test</b> screen, check if all students have submitted their tests.<br>Click the checkbox next to any student who has not submitted and then click “ <b>Submit</b> ” student.  |

# ICAS Login Portal



**Session Code (8-character):** Teachers create a new session code for each new test.



**Student Login One-Time Code (8-character):** Teachers print out the student login one-time code for each student to login to the ICAS portal to take the test.

Welcome

Enter the one-time code that is on your paper slip:

M

L

-

W

W

-

-

Next

The 8 Letter unique code will be provided by your Teacher

### Length of time for online ICAS Tests

| Test Paper Label                   |             | A                   | B       | C       | D       | E       | F       | G       | H      | I      |        |
|------------------------------------|-------------|---------------------|---------|---------|---------|---------|---------|---------|--------|--------|--------|
| English                            | Test Format | Number of Questions | 45      | 45      | 50      | 50      | 55      | 55      | 60     | 60     | 60     |
|                                    |             | Test Duration       | 45 mins | 45 mins | 50 mins | 50 mins | 55 mins | 55 mins | 1 hour | 1 hour | 1 hour |
| Mathematics in English             | Test Format | Number of Questions | 40      | 40      | 40      | 40      | 40      | 40      | 40     | 40     | 40     |
|                                    |             | Test Duration       | 45 mins | 45 mins | 45 mins | 1 hour  | 1 hour  | 1 hour  | 1 hour | 1 hour | 1 hour |
| Mathematics in Traditional Chinese | Test Format | Number of Questions | 40      | 40      | 40      | 40      | 40      | 40      | 40     | 40     |        |
|                                    |             | Test Duration       | 45 mins | 45 mins | 45 mins | 1 hour  | 1 hour  | 1 hour  | 1 hour | 1 hour |        |
| Science in English                 | Test Format | Number of Questions | 30      | 40      | 40      | 40      | 40      | 40      | 40     | 40     | 40     |
|                                    |             | Test Duration       | 45 mins | 55 mins | 55 mins | 1 hour  | 1 hour  | 1 hour  | 1 hour | 1 hour | 1 hour |
| Science in Traditional Chinese     | Test Format | Number of Questions | 30      | 40      | 40      | 40      | 40      | 40      | 40     | 40     |        |
|                                    |             | Test Duration       | 45 mins | 55 mins | 55 mins | 1 hour  | 1 hour  | 1 hour  | 1 hour | 1 hour |        |
| Writing                            | Test Format | Number of Questions | 1       |         |         |         |         |         |        |        |        |
|                                    |             | Test Duration       | 35 mins |         |         |         |         |         |        |        |        |
|                                    |             | Word Limit          | 450     |         |         |         |         |         |        |        |        |

## International Competitions and Education

Office Telephone: (852) 3756 0091    WhatsApp: (852) 6755 4435 / 9889 7022

Website: <https://icecompetitions.com>    E-mail: [office@icecompetitions.com](mailto:office@icecompetitions.com)

Postal Address: Unit 2302, 23/F, New World Tower 1, 18 Queen's Road Central, Central, Hong Kong

