

# Test Supervision Instructions

## 評估監考指南



For School Coordinators & Teachers



Getting started



Communicate



Prepare for testing



Sit the tests



Review results





# Test Supervision Instructions

## 評估監考指南

## Content 內容

The below instructions are for teachers supervising students sitting the ICAS Assessments™.  
以下指引供老師監考ICAS評估之用

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# Supervision Workflow Chart

*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.*



# ENGLISH



## BEFORE TEST DAY

1. Check you can access the Assessments Portal by following the URL [icas.site/start](https://www.icasassessments.com/icas.site/start) and locating the **Supervise live test** screen.
2. **Print student logins** from your teacher dashboard.
3. Run the technical readiness check on all student devices.

## ON TEST DAY

Administer the assessment under examination conditions.

Mobile phones and other personal electronic devices are not permitted.

### Each student must have:

- their individual one-time code
- the session code (see instructions below)
- a device that meets the **technical requirements**: [icasassessments.com/support-technical-requirements](https://www.icasassessments.com/support-technical-requirements)
- access to the internet
- the URL [icas.site/start](https://www.icasassessments.com/icas.site/start)

**Blank paper and pencils or pens may be used for any working.**

### For the Teacher to complete on their device:

1. Go to the Assessments Portal at [icas.site/start](https://www.icasassessments.com/icas.site/start) and log in.
2. On the teacher dashboard click on **Supervise live test**. This screen will allow you to monitor your students' progress during the test.
3. Click **Create new test session**. Do this on test day at the scheduled sitting time.
4. An **8-character session code** will appear on your screen. Display this to all students.

# 英語

## 4 Sit the tests

### 測試日之前

1. 通過網址 [icas.site/start](https://www.icas.site/start) 來檢查您是否可以瀏覽ICAS網上評估平台，並找到監督實時測試 (Supervise live test) 屏幕。
2. 在ICAS網上平台中的老師控制台 (Teacher dashboard) 列印學生的登入資料 (Print student logins)。
3. 在所有學生設備裝置上運行技術準備檢查。

### 測試日當天

在考試條件下進行評估。

禁止於考場內使用流動電話及其他一切個人電子產品。

#### 每個學生必須具備：

- 他們的個人一次性代碼 – one time code
- 評估登入資料碼 (以下將會說明如何建立評估登入資料碼)
- 一個可兼容的裝置設備: [icasassessments.com/support-technical-requirements](https://www.icasassessments.com/support-technical-requirements)
- 可以提供互聯網連接
- 網址: [icas.site/start](https://www.icas.site/start)

白紙和鉛筆或原子筆可用於任何書寫草稿。

請老師在自己的裝置設備上完成：

1. 到 [icas.site/start](https://www.icas.site/start) 並進行登入。
2. 在教師控制台 (Teacher dashboard) 上，點擊 **Supervise live test**. 此屏幕可讓您在測試評估的過程中監控學生。
3. 點擊 **Create new test session**。在評估當天的預定測試時間進行此操作。
4. 屏幕上將會顯示一個8個字元的評估登入資料碼。請向所有考生展示此碼。

### ON TEST DAY TEACHER'S SCRIPT

#### When all students are seated say:

*You are going to complete the ICAS English test.*

- enter the URL [icas.site/start](https://www.icas.site/start)
- click on the **ICAS** button on the login page
- enter the **session code**
- click **Next**
- enter your individual **one-time code** and click **Next**.

*Once you have done this you will see a question on your screen: 'Are you ready to start your test?'  
**Do not click Yes** until I tell you to.*

Help students fill in the session code and their one-time codes.

#### Say:

*Check that you are sitting the right test [insert the test subject and the paper].*

*Now click **Yes**.*

*Check that **your** name is showing on the screen.*

*You will also see 'Wait to begin'.*

*Do not begin until I tell you to.*

*Answer all questions. Your score will be the number of correct answers. Marks are **NOT** deducted for wrong answers.*

#### For Introductory Paper say:

*There are 35 questions. You have 35 minutes to answer the questions.*

#### For Papers A and B say:

*There are 45 questions. You have 45 minutes to answer the questions.*

#### For Papers C and D say:

*There are 50 questions. You have 50 minutes to answer the questions.*

#### For Papers E and F say:

*There are 55 questions. You have 55 minutes to answer the questions.*

#### For Papers G, H, I and J say:

*There are 60 questions. You have 1 hour to answer the questions.*

#### Then say:

*Do your rough work on the paper provided.*

Once all the students are ready, click **Start session** on your **Supervise live test** screen. The students will now see their test.

#### Say:

*You can now begin your test.*

#### Start timing and monitor the time allowed. At the end of the test say:

*Stop work and click **Finish**. You will see a question, 'Are you sure you want to finish the test?'*

*Click **Yes**. You should see the following message: 'Your test has been submitted'.*

*Click **Logout** and follow the prompts.*

If a student has not reached the last question, they can click on the grid next to the question number to access the **Finish** button.

On your **Supervise live test** screen do the following:

- Check that all students have submitted their tests.
- Click the checkbox next to any student who has not submitted and then click **Submit student**.

### 測試日當天的老師講稿

當所有參加學生進場就座後，請讀出以下事項：

你將會去完成ICAS英語網上測試。

- 首先，輸入網址 [icas.site/start](https://icas.site/start)
- 點擊登錄頁面上的ICAS按鈕。
- 現在輸入評估登入資料碼 (session code)。
- 點擊 **Next**。
- 輸入你的個人一次性代碼 (one-time code)，然後點擊 **Next**。

當你完成此操作後，你會在屏幕上看到一條問題：“Are you ready to start your test?” (您準備好開始測試了嗎?) 在我告訴你開始之前**不要**點擊**Yes**。

幫助學生填寫評估登入資料碼及其一次性代碼(one-time codes)。

請繼續讀出以下事項：

請檢查你是否參加了正確的測試評估 [輸入測試評估學科和試卷]。

現在點擊 **Yes**。

檢查你的姓名是否顯示在屏幕上。

你還將看到 “**Wait to begin**” (等待開始)。

請回答所有問題。 你的分數將以正確答案的數量作計算。 錯誤的答案**不會**扣減分數。

完成後，請向參加了小學二年級試卷的學生讀出以下事項：

試卷有35條問題。 你們的考試時間為35分鐘。

然後，請向參加了小學三年級及四年級試卷的學生讀出以下事項：

試卷有45條問題。 你們的考試時間為45分鐘。

然後，請向參加了小學五年級及六年級試卷的學生讀出以下事項：

試卷有50條問題。 你們的考試時間為50分鐘。

然後，請向參加了中學一年級及二年級試卷的學生讀出以下事項：

試卷有55條問題。 你們的考試時間為55分鐘。

然後，請向參加了中學三年級及四年級試卷的學生讀出以下事項：

試卷有60條問題。 你們的考試時間為1小時。

然後，請繼續讀出以下事項：

在提供的紙張上進行草稿。

當所有學生準備就緒後，在**監督實時測試 (Supervise live test)** 屏幕上點擊**Start Session**。現在，學生將看到他們的測試。

然後，請繼續讀出以下事項：

現在可以開始你的測試了。

開始計時並監控考試時間。 考試時間完結後說：

停止寫作並點擊 **Finish**。 您將會看到一條問題，“Are you sure you want to finish the test?” (你確定要完成測試嗎?)

點擊 **Yes**。 你應該看到以下信息：“Your test has been submitted” (你的測試已提交)。

點擊 **Logout**，然後按照提示進行操作。

如果測試完結時，如果學生尚未完成到最後一條問題，則可以點擊問題編號旁邊的格子以去點擊**Finish**按鈕。

在 “**Supervise live test**” (監督實時測試) 屏幕上，執行以下操作：

- 檢查是否所有學生均已提交測試。
- 點擊未提交測試的學生旁邊的長方格(checkbox)，然後點擊 **Submit Student**。

# MATHEMATICS



## BEFORE TEST DAY

1. Check you can access the Assessments Portal by following the URL [icas.site/start](https://www.icasassessments.com/icas.site/start) and locating the **Supervise live test** screen.
2. **Print student logins** from your teacher dashboard.
3. Run the technical readiness check on all student devices.

## ON TEST DAY

Administer the assessment under examination conditions.

Mobile phones and other personal electronic devices are not permitted.

**Each student must have:**

- their individual one-time code
- the session code (see instructions below)
- a device that meets the **technical requirements**: [icasassessments.com/support-technical-requirements](https://www.icasassessments.com/support-technical-requirements)
- access to the internet
- the URL [icas.site/start](https://www.icasassessments.com/icas.site/start)

**Blank paper and pencils or pens may be used for any working.**

**For the Teacher to complete on their device:**

**Papers Introductory, A, B, C, and D: Students are NOT allowed to use a calculator.**

**Papers E, F, G, H, I and J: Students can only use the online calculator displayed on the screen with the question. Some questions do not require the use of a calculator and for these questions the online calculator may not be available on the screen.**

1. Go to the Assessments Portal at [icas.site/start](https://www.icasassessments.com/icas.site/start) and log in.
2. On the teacher dashboard click on **Supervise live test**. This screen will allow you to monitor your students' progress during the test.
3. Click **Create new test session**. Do this on test day at the scheduled sitting time.
4. An **8-character session code** will appear on your screen. Display this to all students.



# 數學

## 4 Sit the tests

### 測試日之前

1. 通過網址 [icas.site/start](https://www.icas.site/start) 來檢查您是否可以瀏覽ICAS網上評估平台，並找到監督實時測試 (Supervise live test) 屏幕。
2. 在ICAS網上平台中的老師控制台 (Teacher dashboard) 列印學生的登入資料 (Print student logins) 。
3. 在所有學生設備裝置上運行技術準備檢查。

### 測試日當天

在考試條件下進行評估。

禁止於考場內使用流動電話及其他一切個人電子產品。

每個學生必須具備：

- 他們的個人一次性代碼 – one time code
- 評估登入資料碼（以下將會說明如何建立評估登入資料碼）
- 一個可兼容的裝置設備: [icasassessments.com/support-technical-requirements](https://www.icasassessments.com/support-technical-requirements)
- 可以提供互聯網連接
- 網址: [icas.site/start](https://www.icas.site/start)

白紙和鉛筆或原子筆可用於任何書寫草稿。

請老師在自己的裝置設備上完成：

小三、小四、小五和小六的學生不允許使用計數機。

中一、中二、中三、中四和中五的學生只能使用隨問題顯示在屏幕上的ICAS網上計數機。個別問題不允許使用計數機，因此有關問題不設有網上計數機。

1. 到 [icas.site/start](https://www.icas.site/start) 並進行登入。
2. 在教師控制台(Teacher dashboard)上，點擊 **Supervise live test**. 此屏幕可讓您在測試評估的過程中監控學生。
3. 點擊 **Create new test session** 。在評估當天的預定測試時間進行此操作。
4. 屏幕上將會顯示一個8個字元的評估登入資料碼。請向所有考生展示此碼。

### ON TEST DAY TEACHER'S SCRIPT

**When all students are seated say:**

*You are going to complete the ICAS Mathematics test.*

- enter the URL [icas.site/start](https://www.icas.site/start)
- click on the **ICAS** button on the login page
- enter the **session code**
- click **Next**
- enter your individual **one-time code** and click **Next**.

*Once you have done this you will see a question on your screen: 'Are you ready to start your test?'  
**Do not click Yes** until I tell you to.*

Help students fill in the session code and their one-time codes.

**Say:**

*Check that you are sitting the right test [insert the test subject and the paper].*

*Now click **Yes**.*

*Check that **your** name is showing on the screen.*

*You will also see 'Wait to begin'.*

*Do not begin until I tell you to.*

*Answer all questions. Your score will be the number of correct answers. Marks are **NOT** deducted for wrong answers.*

**For Introductory Paper say:**

*There are 30 questions. You have 35 minutes to answer the questions.*

**For Papers A, B and C say:**

*There are 40 questions. You have 45 minutes to answer the questions.*

**For Papers D, E, F, G, H, I and J say:**

*There are 40 questions. You have 1 hour to answer the questions.*

**Then say:**

*Do your rough work on the paper provided.*

Once all the students are ready, click **Start session** on your **Supervise live test** screen. The students will now see their test.

**Say:**

*You can now begin your test.*

**Start timing and monitor the time allowed. At the end of the test say:**

*Stop work and click **Finish**. You will see a question, 'Are you sure you want to finish the test?'*

*Click **Yes**. You should see the following message: 'Your test has been submitted'.*

*Click **Logout** and follow the prompts.*

If a student has not reached the last question, they can click on the grid next to the question number to access the **Finish** button.

On your **Supervise live test** screen do the following:

- Check that all students have submitted their tests.
- Click the checkbox next to any student who has not submitted and then click **Submit student**.

### 測試日當天的老師講稿

當所有參加學生進場就座後，請讀出以下事項：

你將會去完成ICAS數學網上測試。

- 首先，輸入網址 [icas.site/start](https://icas.site/start)
- 點擊登入頁面上的**ICAS** 按鈕。
- 現在輸入評估登入資料碼 (*session code*) 。
- 點擊 **Next**
- 輸入你的個人一次性代碼 (*one-time code*)，然後點擊 **Next**。

當你完成此操作後，你會在屏幕上看到一條問題：“Are you ready to start your test?”(你準備好開始測試了嗎?) 在我告訴你開始之前**不要**點擊 **Yes**

幫助學生填寫評估登入資料碼及其一次性代碼 (one-time codes)。

請繼續讀出以下事項：

請檢查你是否參加了正確的測試評估 [輸入測試評估學科和試卷]。

現在點擊 **Yes**。

檢查**你**的姓名是否顯示在屏幕上。

你還將看到“**Wait to begin**” (等待開始)。

在我告訴你開始之前請不要開始。

回答所有問題。你的分數將會是正確答案的數量。錯誤的答案**不會**扣減分數。

完成後，請向參加了小學二年級試卷的學生讀出以下事項：

試卷有30條問題。你們的考試時間為35分鐘。

然後，請向參加了小學三、四及五年級試卷的學生讀出以下事項：

試卷有40條問題。你們的考試時間為45分鐘。

然後，請向參加了小學六年級、中學一、二、三、四及五年級試卷的學生讀出以下事項：

試卷有40條問題。你們的考試時間為1小時。

然後，請繼續讀出以下事項：

請在提供給你們的紙張上書寫草稿。

當所有學生準備就緒後，在**監督實時測試 (Supervise live test)** 屏幕上點擊 **Start session**。現在，學生將會看到他們的測試。

然後，請繼續讀出以下事項：

現在可以開始作答。

計算各年級的測試時間，在測試時間完結時，請讀出以下事項：

測時時間完畢，請停止作答並點擊 **Finish**。你將會看到一條問題，“Are you sure you want to finish the test?” (你確定要完成測試嗎?)

點擊 **Yes**。你應該看到以下信息：“Your test has been submitted” (你的測試已提交)。

點擊 **Logout**，然後按照指示繼續進行操作。

如果測試完結時，學生尚未完成到最後一條問題，則可以點擊問題編號旁邊的格子以去點擊 **Finish** 這按鈕。

在**監督實時測試 (Supervise live test)** 屏幕上，請執行以下操作：

- 檢查是否所有學生均已提交測試。
- 點擊未提交測試的學生旁邊的長方格 (checkbox)，然後點擊 **Submit student**。

# SCIENCE



## BEFORE TEST DAY

1. Check you can access the Assessments Portal by following the URL [icas.site/start](https://www.icasassessments.com/icas.site/start) and locating the **Supervise live test** screen.
2. **Print student logins** from your teacher dashboard.
3. Run the technical readiness check on all student devices.

## ON TEST DAY

Administer the assessment under examination conditions.

Mobile phones and other personal electronic devices are not permitted.

### Each student must have:

- their individual one-time code
- the session code (see instructions below)
- a device that meets the **technical requirements**: [icasassessments.com/support-technical-requirements](https://www.icasassessments.com/support-technical-requirements)
- access to the internet
- the URL [icas.site/start](https://www.icasassessments.com/icas.site/start)

**Blank paper and pencils or pens may be used for any working.**

### For the Teacher to complete on their device:

**Students may use the online calculator provided in the Assessments Portal.**

1. Go to the Assessments Portal at [icas.site/start](https://www.icasassessments.com/icas.site/start) and log in.
2. On the teacher dashboard click on **Supervise live test**. This screen will allow you to monitor your students' progress during the test.
3. Click **Create new test session**. Do this on test day at the scheduled sitting time.
4. An **8-character session code** will appear on your screen. Display this to all students.

# 科學

## 4 Sit the tests

### 測試日之前

1. 通過網址 [icas.site/start](https://icas.site/start) 來檢查您是否可以瀏覽ICAS網上評估平台，並找到監督實時測試 (Supervise live test) 屏幕。
2. 在ICAS網上平台中的老師控制台 (Teacher dashboard) 列印學生的登入資料 (Print student logins)。
3. 在所有學生設備裝置上運行技術準備檢查。

### 測試日當天

在考試條件下進行評估。

禁止於考場內使用流動電話及其他一切個人電子產品。

**每個學生必須具備：**

- 他們的個人一次性代碼 – one time code
- 評估登入資料碼（以下將會說明如何建立評估登入資料碼）
- 一個**可兼容的裝置設備**：[icasassessments.com/support-technical-requirements](https://icasassessments.com/support-technical-requirements)
- 可以提供互聯網連接
- 網址：[icas.site/start](https://icas.site/start)

白紙和鉛筆或原子筆可用於任何書寫草稿。

請老師在自己的裝置設備上完成：

參加學生可以使用ICAS網上評估平台提供的網上計數機。

1. 到 [icas.site/start](https://icas.site/start) 並進行登入。
2. 在教師控制台(Teacher dashboard)上，點擊**Supervise live test**. 此屏幕可讓您在測試評估的過程中監控學生。
3. 點擊**Create new test session**。在評估當天的預定測試時間進行此操作。
4. 屏幕上將會顯示一個8個字元的評估登入資料碼。請向所有考生展示此碼。

### ON TEST DAY TEACHER'S SCRIPT

**When all students are seated say:**

*You are going to complete the ICAS Science test.*

- enter the URL [icas.site/start](https://www.icas.site/start)
- click on the **ICAS** button on the login page
- enter the **session code**
- click **Next**
- enter your individual **one-time code** and click **Next**.

*Once you have done this you will see a question on your screen: 'Are you ready to start your test?'  
**Do not click Yes** until I tell you to.*

Help students fill in the session code and their one-time codes.

**Say:**

*Check that you are sitting the right test [insert the test subject and the paper].*

*Now click **Yes**.*

*Check that **your** name is showing on the screen.*

*You will also see 'Wait to begin'.*

*Do not begin until I tell you to.*

*Answer all questions. Your score will be the number of correct answers. Marks are **NOT** deducted for wrong answers.*

**For Papers Introductory, A and B say:**

*There are 30 questions. You have 45 minutes to answer the questions.*

**For Papers C and D say:**

*There are 40 questions. You have 55 minutes to answer the questions.*

**For Papers E, F, G, H, I and J say:**

*There are 40 questions. You have 1 hour to answer the questions.*

**Then say:**

*Do your rough work on the paper provided.*

Once all the students are ready, click **Start session** on your **Supervise live test** screen. The students will now see their test.

**Say:**

*You can now begin your test.*

**Start timing and monitor the time allowed. At the end of the test say:**

*Stop work and click **Finish**. You will see a question, 'Are you sure you want to finish the test?'*

*Click **Yes**. You should see the following message: 'Your test has been submitted'.*

*Click **Logout** and follow the prompts.*

If a student has not reached the last question, they can click on the grid next to the question number to access the **Finish** button.

On your **Supervise live test** screen do the following:

- Check that all students have submitted their tests.
- Click the checkbox next to any student who has not submitted and then click **Submit student**.

### 測試日當天的老師講稿

當所有參加學生進場就座後，請讀出以下事項：

你將會去完成ICAS科學網上測試。

- 首先，輸入網址 [icas.site/start](https://icas.site/start)
- 點擊登入頁面上的**ICAS** 按鈕。
- 現在輸入評估登入資料碼(*session code*)。
- 點擊 **Next**
- 輸入你的個人一次性代碼 (*one-time code*)，然後點擊 **Next**。

當你完成此操作後，你會在屏幕上看到一條問題：“Are you ready to start your test?”(你準備好開始測試了嗎?) 在我告訴你開始之前**不要**點擊 **Yes**

幫助學生填寫評估登入資料碼及其一次性代碼 (one-time codes)。

請繼續讀出以下事項：

請檢查你是否參加了正確的測試評估 [輸入測試評估學科和試卷]。

現在點擊 **Yes**。

檢查 **你**的姓名是否顯示在屏幕上。

你還將看到“**Wait to begin**” (等待開始)。

在我告訴你開始之前請不要開始。

回答所有問題。你的分數將會是正確答案的數量。錯誤的答案**不會**扣減分數。

完成後，請向參加了小學三及四年級試卷的學生讀出以下事項：

試卷有30條問題。你們的考試時間為45分鐘。

然後，請向參加了小學五及六年級試卷的學生讀出以下事項：

試卷有40條問題。你們的考試時間為55分鐘。

然後，請向參加了中學一、二、三、四及五年級試卷的學生讀出以下事項：

試卷有40條問題。你們的考試時間為1小時。

然後，請繼續讀出以下事項：

請在提供給你們的紙張上書寫草稿。

當所有學生準備就緒後，在**監督實時測試 (Supervise live test)** 屏幕上點擊 **Start session**。現在，學生將會看到他們的測試。

然後，請繼續讀出以下事項：

現在可以開始作答。

計算各年級的測試時間，在測試時間完結時，請讀出以下事項：

測時時間完畢，請停止作答並點擊 **Finish**。你將會看到一條問題，“Are you sure you want to finish the test?” (你確定要完成測試嗎?)

點擊 **Yes**。你應該看到以下信息：“Your test has been submitted” (你的測試已提交)。

點擊 **Logout**，然後按照指示繼續進行操作。

如果測試完結時，學生尚未完成到最後一條問題，則可以點擊問題編號旁邊的格子以去點擊 **Finish** 這按鈕。

在 **監督實時測試 (Supervise live test)** 屏幕上，請執行以下操作：

- 檢查是否所有學生均已提交測試。
- 點擊未提交測試的學生旁邊的長方格 (checkbox)，然後點擊 **Submit student**。

# WRITING



Sit the tests

## BEFORE TEST DAY

1. Check you can access the Assessments Portal by following the URL [icas.site/start](https://www.icasassessments.com/icas.site/start) and locating the **Supervise live test** screen.
2. **Print student logins** from your teacher dashboard.
3. Run the Technical Readiness Test on all student devices.
4. Install the locked-down browser, called **Janison Replay**, onto each students' device.

## ON TEST DAY

Administer the assessment under examination conditions.

Mobile phones and other personal electronic devices are not permitted.

### Each student must have:

- their individual one-time code
- the session code (see instructions below)
- a device that meets the **technical requirements**: [icasassessments.com/support-technical-requirements](https://www.icasassessments.com/support-technical-requirements)
- access to the internet.

**Blank paper and pencils or pens may be used for any working.**

### For the Teacher to complete on their device:

1. Go to the Assessments Portal at [icas.site/start](https://www.icasassessments.com/icas.site/start) and log in.
2. On the teacher dashboard click on **Supervise live test**. This screen will allow you to monitor your students' progress during the test.
3. Click **Create new test session**. Do this on test day at the scheduled sitting time.
4. An **8-character session code** will appear on your screen. Display this to all students.

^If you are using Chromebooks, you should refer to the School Coordinator or IT specialist at your school for instructions on how to log out at the end of the test.



# 英語寫作

## 4 Sit the tests

### 測試日之前

1. 通過網址 [icas.site/start](https://icas.site/start) 來檢查您是否可以瀏覽ICAS網上評估平台，並找到監督實時測試 (Supervise live test) 屏幕。
2. 在ICAS網上平台中的老師控制台 (Teacher dashboard) 列印學生的登入資料 (Print student logins) 。
3. 在所有學生設備裝置上運行技術準備檢查。
4. 在每位學生的設備上裝置安裝名為“Janison Replay”的鎖定瀏覽器應用軟件。

### 測試日當天

在考試條件下進行評估。

禁止於考場內使用流動電話及其他一切個人電子產品。

**每個學生必須具備：**

- 他們的個人一次性代碼 – one time code
- 評估登入資料碼（以下將會說明如何建立評估登入資料碼）
- 一個**可兼容的裝置設備**：[icasassessments.com/support-technical-requirements](https://icasassessments.com/support-technical-requirements)
- 可以提供互聯網連接

**白紙和鉛筆或原子筆可用於任何書寫草稿。**

請老師在自己的裝置設備上完成：

1. 到 [icas.site/start](https://icas.site/start) 並進行登入。
2. 在教師控制台(Teacher dashboard)上，點擊**Supervise live test**. 此屏幕可讓您在測試評估的過程中監控學生。
3. 點擊 **Create new test session** 。在評估當天的預定測試時間進行此操作。
4. 屏幕上將會顯示一個8個字元的評估登入資料碼。請向所有考生展示此碼。

<sup>^</sup>如學生使用Chromebook應考，請諮詢學校的資訊科技人員以了解如何在測試結束時登出系統。

### ON TEST DAY TEACHER'S SCRIPT

**When all students are seated say:**

*You are going to complete the ICAS Writing test.*

- *click on the Janison Replay icon on your desktop/home screen*
- *select **Start a test***
- *enter the **session code***
- *click **Next***
- *enter your individual **one-time code** and click **Next**.*

*Once you have done this you will see a question on your screen: 'Are you ready to start your test?'  
**Do not click Yes** until I tell you to.*

Help students fill in the session code and their one-time codes.

**Say:**

*Check that you are sitting the right test [insert the test subject and the paper].*

*Now click **Yes**.*

*Check that **your** name is showing on the screen.*

*You will see 'Wait to begin'. You have 35 minutes to complete the task: 5 minutes planning, 25 minutes writing and 5 minutes to check your work.*

*You have a maximum of 450 words. The number below your writing space will tell you how many words you have left.*

*When you start the test you will be locked out of all other applications and programs on your device until you have completed and submitted your test.*

Once all the students are ready, click **Start session** on your **Supervise Live Test** screen. The students will now see their test.

**Say:**

*Now read the writing task and hints. Please raise your hand if there are any words you are unfamiliar with.*

*Do not start writing until I tell you to.*

**Then say:**

*Now spend the next 5 minutes planning your writing using the blank paper provided. Use the dot points in the Writing task to help you.*

**Start timing. After 5 minutes say:**

*You now have 25 minutes to complete your writing by typing into the Assessment Portal. Use the Back and Next buttons on the screen to move between the task and hints and your writing space.*

**After 25 minutes say:**

*It is time to stop writing. You should spend the next 5 minutes checking your work. Use the hints to help with your editing.*

**After 5 minutes say:**

*Stop work and click **Finish**. You will see a question 'Are you sure you want to finish the test?'*

*Click **Yes**. You should see the following message: 'Your test has been submitted'.*

*To exit the locked-down browser click **Logout** and follow the instructions.*

*Then click Exit Janison Replay and click **Yes**.*

On your **Supervise live test** screen do the following:

- Check that all students have submitted their tests.
- Click the checkbox next to any student who has not submitted and then click **Submit student**.\*

\*Further information on managing test delivery is available in Section 2 of the ICAS Assessments™ User Guide (Spelling Bee and Writing).

### 測試日當天的老師講稿

當所有參加學生進場就座後，請讀出以下事項：

你將會去完成ICAS英語寫作網上測試。

- 點擊你的電子儀器上的桌面 / 主屏幕上的 *Janison Replay* 圖標。
- 選擇 **Start a test**
- 輸入評估登入資料碼 (*session code*)。
- 點擊 **Next**
- 輸入你的個人一次性代碼 (*one-time code*)，然後點擊 **Next**。

當你完成此操作後，你會在屏幕上看到一條問題：“Are you ready to start your test?”(你準備好開始測試了嗎?) 在我告訴你開始之前**不要**點擊 **Yes**

幫助學生填寫評估登入資料碼及其一次性代碼 (one-time codes)。

請繼續讀出以下事項：

請檢查你是否參加了正確的測試評估 [輸入測試評估學科和試卷]。

現在點擊 **Yes**。

檢查 **你** 的姓名是否顯示在屏幕上。

你還將看到“**Wait to begin**” (等待開始)。你有35分鐘完成以下工作：5分鐘寫作規劃、25分鐘寫作及5分鐘檢查你的寫作。

寫作字數限制不能超過450個字。書寫空間下方的數字將告訴你，距離字數限額還剩下多少個字。

開始測試時，你的電子儀器上的所有其他應用程式及軟件將會被鎖定，直到完成及提交測試為止。

當所有學生準備就緒後，在**監督實時測試 (Supervise live test)** 屏幕上點擊 **Start session**。現在，學生將會看到他們的測試。

然後，請繼續讀出以下事項：

現在閱讀寫作題目和提示。如果你不熟悉任何單詞，請舉手。

在我告訴你開始之前請不要開始寫作。

然後，請繼續讀出以下事項：

現在，在接下來的5分鐘內，使用提供的白紙規劃你的寫作。寫作題目中的要點可以幫助你進行規劃。

計算寫作規劃時間，在5分鐘後，請讀出以下事項：

現在，你有25分鐘的寫作時間，你需在網上評估平台打字以完成寫作。使用屏幕上的“上一步” (*Back*) 和 “下一步” (*Next*) 按鈕，以切換寫作題目中的要點及寫作輸入頁面。

在25分鐘後，請讀出以下事項：

現在該停止寫作了。你應該在接下來的5分鐘內檢查你的寫作。使用題目中的提示來幫助你進行修改。

在5分鐘後，請讀出以下事項：

測時時間完畢，請停止作答並點擊 **Finish**。你將會看到一條問題，“Are you sure you want to finish the test?” (你確定要完成測試嗎?)

點擊 **Yes**。你應該看到以下信息：“Your test has been submitted” (你的測試已提交)。

退出鎖定瀏覽器 (locked-down browser) 的運作，點擊 **Logout**，然後按照指示繼續進行操作。

然後點擊退出 (*Exit*) *Janison Replay* 的程式運作，再點擊 **Yes**。

在 **監督實時測試 (Supervise live test)** 屏幕上，請執行以下操作：

檢查是否所有學生均已提交測試。

點擊未提交測試的學生旁邊的長方格 (checkbox)，然後點擊 **Submit student**。\*

\*更多有關管理考試運作的資料，請參閱《ICAS評估用戶指南》(拼寫和英語寫作)。

# Test Supervision Instructions

ICAS Assessments™ for different year levels can be identified by the letter in the name of the assessment (for example Paper A is for Year 3 in Australia). The equivalent year levels for each country can be found below: ICAS評估提供予不同年級的學生，可透過評估名稱中的字母來識別不同年級 (例如: 澳洲的試卷A是小學三年級)。每個國家的對應年級可以在下面找到:

## YEAR LEVELS AND CORRESPONDING ICAS PAPERS 對應年級及 ICAS 試卷

Paper 試卷	INTRO	A	B	C	D	E	F	G	H	I	J
Australia 澳洲 <sup>1</sup>	2	3	4	5	6	7	8	9	10	11	12
Brunei 汶萊	NA	P3	P4	P5	P6	F1	F2, F3	F4	F5	PU1	NA
Cambodia 柬埔寨	NA	3	4	5	6	7	8	9	10	11	NA
China 中國	NA	3	4	5	6	7	8	9	10	11	12
Hong Kong 香港	NA	P3	P4	P5	P6	F1	F2	F3	F4	F5	NA
Indonesia 印尼	3	4	5	6	7	8	9	10	11	12	NA
Malaysia 馬來西亞	2	3	4	5	6	F1	F2	F3	F4	F5, L6	U6
New Zealand / Pacific <sup>2</sup> 紐西蘭/ 太平洋	3	4	5	6	7	8	9	10	11	12	13
Philippines 菲律賓	2	3	4	5	6	7	8	9	10	11	12
Singapore 新加坡	NA	P2	P3	P4	P5	P6	Sec1	Sec2	Sec3	Sec4, Sec5	NA
Vietnam 越南	NA	3	4	5	6	7	8	9	10	11	NA

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. 所有報名的國際地區學校均會獲得一個8位數字的學校代碼 (從46開始)，並且應該根據澳洲的年級來參與對應年級的評估。

2. Pacific Region: Papua New Guinea and Fiji. 太平洋地區: 巴布亞新幾內亞和斐濟。

## TROUBLESHOOTING TIPS

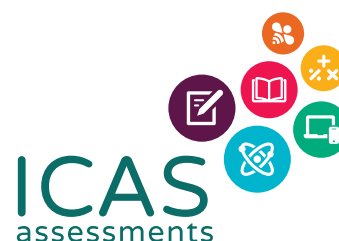
ISSUE	SOLUTION
1 A student/class has lost internet connection	<p><b>Brief loss of internet:</b> The message <i>'Communication with the test server has been lost. Reconnecting'</i> will appear on the student's screen. When internet connection is restored, the student will see the last question they were on.</p> <p><b>Significant internet loss:</b> Teacher must click <b>Pause</b> from the <b>Supervise live test</b> screen; this will pause the assessment. Click <b>Resume</b> session when the connection is restored.</p>
2 A student's device freezes, crashes or runs out of battery	<p>A student can restart their test by opening the test URL on the same or another device, followed by the session code and their one-time code.</p> <p>The student will appear locked on the <b>Supervise live test</b> screen. The teacher must click on the <b>Padlock icon</b> to unlock the student. The student will return to the last question they were on.</p>
3 A student needs to leave the room during the test (e.g. to go to the bathroom) or cannot complete their test (e.g. is sick)	<p>On the <b>Supervise live test</b> screen, the teacher needs to select the student and click <b>Pause student</b>. Click <b>Resume student</b> when the student is ready to return to their test.</p> <p>If the student is unable to complete the test on the day, please contact the ICAS coordinator in your school to possibly reschedule the session for the student.</p>
4 A student accidentally submits their test	<p>Contact the ICAS coordinator immediately to request approval to reopen the student test session. Once logged in, the ICAS coordinator should navigate to the <b>Submitted</b> tab for the test, select the student and click the <b>Reopen candidate</b> button.</p>

Further information on how to manage the test delivery is available on the ICAS Assessments™ support page at: [icasassessments.com/support-icas](https://icasassessments.com/support-icas).

## NEED HELP?

If you require assistance please contact the ICAS Assessments coordinator in your school or your local representative.

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## 解難提示

問題	解決方法
1 學生的裝置暫時失去網絡連線	<p><b>沒有網路連線:</b> 'Communication with the test server has been lost. Reconnecting' 這訊息將會顯示在學生的螢幕上。當網絡連線恢復時，測試播放器上的訊息將會消失。學生將會看到剛出現的問題。</p> <p><b>顯著的網路連線終斷:</b> 老師在監督實時測試屏幕上(Supervise live test screen) 點擊<b>Pause session</b>。這將會暫停進行中所有學生的評估。當網絡恢復連線後，點擊<b>Resume session</b>。評估暫停時，學生們將會看到他們上一個正處理的問題。</p>
2 學生的裝置凍結或電池電量耗盡	學生可以通過在同一設備或其他設備上打開測試網址來重新啟動測試，或通過輸入評估登入資料碼及其一次性代碼來重新啟動測試。學生將會顯示被鎖定在監督實時測試屏幕上(Supervise live test screen)。老師需點擊掛鎖圖標 (Padlock icon)去解鎖學生。學生將會返回剛出現的問題。
3 學生需要在考試期間離開房間 (例如去洗手間)	在監督實時測試屏幕上(Supervise live test screen)，老師點擊學生姓名旁邊的的長方格(checkbox)，然後點擊 <b>Pause student</b> 。這只會暫停該學生的評估。當學生返回評估時，請點擊 <b>Resume student</b> 。評估暫停時，學生將會看到他們剛出現的問題
4 學生不小心提交了評估	請立即告知學校的ICAS評估負責老師，老師可以自行決定批准學生重新繼續評估。請注意，只有評估平台上的學校負責老師才有權重新開放學生的評估。登入後，學校負責老師應瀏覽至測試的 <b>Submitted</b> 選項，選擇學生並點擊 <b>Reopen Candidate</b> 按鈕。

有關更多資訊，請參閱ICAS Assessments 支援網頁，網址為：[icasassessments.com/support-icas](https://icasassessments.com/support-icas)。

## 需要協助?

如需協助，請聯繫貴校的ICAS評估負責老師或當地的ICAS 代表。