



2017 ADMINISTRATION INSTRUCTIONS

WRITING

PLEASE READ THESE INSTRUCTIONS IMMEDIATELY.

If you require assistance please contact your local ICAS representative.

Full contact details can be found at www.eaa.unsw.edu.au/contact-us

SITTING DATE

The official Writing sitting date can be found at www.eaa.unsw.edu.au/icas/dates-and-fees

Year Levels and Corresponding ICAS Papers

Paper	A	B	C	D	E	F	G	H	I	J
Time Allowed	30 mins	30 mins	30 mins	30 mins	30 mins	30 mins	30 mins	30 mins	30 mins	30 mins
Australia	Y 3	Y 4	Y 5	Y 6	Y 7	Y 8	Y 9	Y 10	Y 11	Y 12
Brunei	P 3	P 4	P 5	P 6	F 1	F 2 & F 3	F 4	F 5	PU 1	PU 2
Hong Kong	P 3	P 4	P 5	P 6	F 1	F 2	F 3	F 4	F 5	F 6
Indian Subcontinent¹	C 3	C 4	C 5	C 6	C 7	C 8	C 9	C 10	C 11	C 12
Indonesia	Y 4	Y 5	Y 6	Y 7	Y 8	Y 9	Y 10	Y 11	Y 12	N/A
Malaysia	Std 3	Std 4	Std 5	Std 6	F 1	F 2	F 3	F 4	F 5 & L 6	U 6
Middle East²	C 3	C 4	C 5	C 6	C 7	C 8	C 9	C 10	C 11	C 12
New Zealand/Pacific³	Y 4	Y 5	Y 6	Y 7	Y 8	Y 9	Y 10	Y 11	Y 12	Y 13
Singapore	P 2	P 3	P 4	P 5	P 6	Sec 1	Sec 2	Sec 3	Sec 4 & 5	JC 1
Southern Africa⁴	G 3	G 4	G 5	G 6	G 7	G 8	G 9	G 10	G 11	G 12

* Introductory Paper

1. Indian Subcontinent Region: India, Sri Lanka, Nepal, Bhutan and Bangladesh.
2. Middle East Region: United Arab Emirates, Qatar, Kuwait, Saudi Arabia, Egypt, Bahrain, Oman, Turkey, Lebanon, Tunisia, Morocco, Libya, Algeria and Jordan.
3. Pacific Region: Vanuatu, Papua New Guinea and Fiji.
4. Southern Africa Region: South Africa, Botswana, Lesotho, Swaziland, Zimbabwe and Namibia.



BEFORE ADMINISTERING ICAS

Check Test Materials

Task booklets for different year levels can be identified by the letter on the front cover. The equivalent year levels for each country can be found on the back of each task booklet and on the front cover of this booklet.

The appropriate answer booklet has been inserted into each task booklet.

1. Make sure that you have the correct number of task booklets and answer booklets for each paper. One extra task booklet and answer booklet is included for each year level (teacher's copy). Contact your local ICAS representative if you do not have the correct quantity of test materials.
2. Leave the answer booklets in the task booklets. Results will not be reported correctly unless students use the answer booklet that is specific to the task booklet.
3. Keep all task booklets and answer booklets secure until the sitting date.

Practice Materials

Practice materials can be downloaded from the EAA website at www.eaa.unsw.edu.au/icas/preparation

1. Teachers should go through the procedure for filling in the practice answer booklets with students the day before the sitting date. This will help avoid errors that can affect the results.
2. Do not use the actual answer booklets for practice as there is only one answer booklet for each task booklet.

Preparation

1. Ensure all supervising teachers and participating students are informed of the sitting date (the official sitting date can be found at www.eaa.unsw.edu.au/icas/dates-and-fees).
2. Photocopy the Administration Instructions for Teachers Supervising ICAS – Writing (on the opposite page) and give one copy to each teacher supervising the assessment.
3. Ensure students have the task booklet and answer booklet for the appropriate calendar year and year level. Students who use incorrect task booklets or answer booklets will not receive accurate results.
 - Do not photocopy the answer booklets. Photocopies will not be marked.
 - Do not bend or fold the answer booklets.
 - Do not write on the edges of the answer sheets as obscuring the scan marks can result in an incorrect score.
4. Make sure all students have a pencil and an eraser. Do NOT use a coloured pencil or a pen.
5. (Optional) If your school uses a student ID system to identify students, generate or assign individual student IDs (max. 9 digits) for students to record on their answer sheets. You may find these IDs useful when matching ICAS data with other data sources.

We thank all of the teachers involved in ICAS.

We appreciate the time and effort you have contributed to allow ICAS to run smoothly in your school.

ADMINISTRATION INSTRUCTIONS FOR TEACHERS SUPERVISING ICAS – WRITING

Administer the paper under examination conditions.

Mobile phones, pagers and other personal electronic devices are not permitted.

Each student must have:

- a pencil. Do NOT use a coloured pencil or a pen
- an eraser
- a task booklet
- an answer booklet.



Dictionaries and electronic translators are NOT permitted.

When all students are seated say:

Do not open the booklet until I tell you. Use the table on the back cover to check that you have received the correct paper. Remove the answer sheet from inside the question booklet. Check that the letter on the answer sheet matches the letter on the question booklet. You need to fill in and code your details on the answer sheet. Please do not fold or bend the answer sheet and do not write on the edges of the page, as this could cause you to receive an incorrect score. Use only a pencil; do NOT use a coloured pencil or a pen. If you make a mistake, you must erase it completely.

Help students fill in their names and other information on the answer sheet. If your ICAS Coordinator has allocated you a class code (letter A–T) or if the students have been allocated an optional student ID, tell the students to write it in the correct place on the answer sheet.

Say:

Please check that you have spelt and coded your name correctly on the answer sheet. This is how your name will appear on your student report and certificate. Are there any questions?

When this is completed say:

You have 30 minutes to complete the task: 5 minutes planning, 20 minutes writing and 5 minutes checking. Now open your task booklet and follow while I read the task aloud. Please raise your hand if there is anything you need me to explain.

Read the ICAS paper aloud to the class. Explain the meaning of any vocabulary the students find difficult.

Then say:

Now follow while I read the Hints.

Read the Hints aloud.

Then say:

Now open your answer booklet. Spend the next 5 minutes planning your writing using the space provided. Use the dot points in the Writing task to help you.

Start timing. After 5 minutes say:

You now have 20 minutes to complete your writing in the answer booklet.

After 20 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 put your pencils down.

- Collect the task booklets and answer booklets in two separate bundles.
- Check that each student has written his/her response in the answer booklet and not in the task booklet.
- Check that the answer booklets are all facing the same way. Make sure that each student's name, optional class code and optional student ID are correctly coded in pencil.
- Give the task booklets and answer booklets to the ICAS Coordinator.

PHOTOCOPY THIS PAGE AND GIVE IT TO EACH SUPERVISING TEACHER



AFTER ADMINISTERING ICAS

Check the Answer Booklets

1. Collect all answer booklets.
2. Ensure that each student's name is correctly coded on the answer booklet.
3. Bundle the answer booklets.

Return the Answer Booklets & Return Advice Form

1. Ensure the number of answer booklets returned for each paper matches the information you record on the Return Advice Form.
2. Pack all the answer booklets and the Return Advice Form into the envelope(s) provided. Missing or incomplete Return Advice Forms will delay the delivery of results to your school.
3. Send the package back to EAA no later than the day after administering ICAS. By returning the package promptly, EAA will be able to provide you with the results by the published date. The late return of answer booklets may prevent candidates from receiving medals. Late answer booklets may also not be marked.

For Singapore schools only:

A courier will collect the envelope(s) from your school on the Monday immediately after the ICAS official sitting date. Please leave the return envelope(s) at the school's general office by 8:30 am.

4. If you are posting your materials from outside Australia, note that insufficient postage will result in EAA not receiving them.
5. Keep the task booklets in the school until results are received and then send them home with the student reports and certificates. They are a useful resource for students and teachers and are helpful when interpreting results.
6. **Answer booklets received more than 3 months after the official ICAS sitting date will not be marked.**

NEED HELP?

Contact your local ICAS representative:

www.eaa.unsw.edu.au/contact-us