



# 2020 ADMINISTRATION INSTRUCTIONS

## DIGITAL TECHNOLOGIES

PLEASE READ THESE INSTRUCTIONS IMMEDIATELY.

SITTING DATE

If you require assistance please contact your local ICAS representative.

### Year Levels and Corresponding ICAS Papers

Paper	A	B	C	D	E	F	G	H
<b>Time Allowed</b>	30 mins	30 mins	35 mins	35 mins	40 mins	40 mins	45 mins	45 mins
<b>Australia<sup>1</sup></b>	Y 3	Y 4	Y 5	Y 6	Y 7	Y 8	Y 9	Y 10
<b>Brunei</b>	P 3	P 4	P 5	P 6	F 1	F 2 & F 3	F 4	F 5
<b>Egypt</b>	Y 3	Y 4	Y 5	Y 6	Y 7	Y 8	Y 9	Y 10
<b>Hong Kong</b>	P 3	P 4	P 5	P 6	F 1	F 2	F 3	F 4
<b>Indian Subcontinent<sup>2</sup></b>	C 3	C 4	C 5	C 6	C 7	C 8	C 9	C 10
<b>Indonesia</b>	Y 4	Y 5	Y 6	Y 7	Y 8	Y 9	Y 10	Y 11
<b>Malaysia</b>	Std 3	Std 4	Std 5	Std 6	F 1	F 2	F 3	F 4
<b>Middle East<sup>3</sup></b>	C 3	C 4	C 5	C 6	C 7	C 8	C 9	C 10
<b>New Zealand/Pacific<sup>4</sup></b>	Y 4	Y 5	Y 6	Y 7	Y 8	Y 9	Y 10	Y 11
<b>Singapore</b>	P 2	P 3	P 4	P 5	P 6	Sec 1	Sec 2	Sec 3
<b>Southern Africa<sup>5</sup></b>	G 3	G 4	G 5	G 6	G 7	G 8	G 9	G 10
<b>United Kingdom</b>	Y 4	Y 5	Y 6	Y 7	Y 8	Y 9	Y 10	Y 11

1 All international schools registered with UNSW Global (which have an 8-digit school code starting with 46) should sit the papers according to the Australian year levels.

2 Indian Subcontinent Region: India, Sri Lanka, Nepal, Bhutan and Bangladesh.

3 Middle East Region: United Arab Emirates, Qatar, Kuwait, Saudi Arabia, Bahrain, Oman, Turkey, Lebanon, Tunisia, Morocco, Libya, Algeria, Jordan and Pakistan.

4 Pacific Region: Papua New Guinea and Fiji.

5 Southern Africa Region: South Africa, Botswana, Lesotho, Swaziland, Zimbabwe and Namibia.



# BEFORE ADMINISTERING ICAS

## Check Test Materials

Question 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 question booklet and on the front cover of this booklet.

The appropriate answer sheet has been inserted into each question booklet.

1. Make sure that you have the correct number of question booklets and answer sheets for each paper. One extra question booklet and answer sheet 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 sheets in the question booklets. Answers cannot be marked correctly unless students use the answer sheet that is specific to the question booklet.
3. Keep all question booklets and answer sheets secure until the sitting date.

## Practice Materials

Practice materials can be downloaded from the UNSW Global Assessments website at [www.unswglobal.unsw.edu.au/educational-assessments/products/reach-assessments/](http://www.unswglobal.unsw.edu.au/educational-assessments/products/reach-assessments/)

1. Teachers should go through the procedure for filling in the practice answer sheets 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 sheets for practice as there is only one answer sheet for each question booklet.

## Preparation

1. Ensure all supervising teachers and participating students are informed of the sitting date.
2. Photocopy the Administration Instructions for Teachers Supervising ICAS – Digital Technologies (on the opposite page) and give one copy to each teacher supervising the assessment.
3. Ensure students have the question booklet and answer sheet for the appropriate calendar year and year level. Students who use incorrect question booklets or answer sheets will not receive accurate results.
  - Do not photocopy the answer sheets. Photocopies will not be marked.
  - Do not bend or fold the answer sheets.
  - 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. They should 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.

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## 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 – DIGITAL TECHNOLOGIES

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 question booklet
- an answer sheet.



**Blank paper may be used for any working.**

**Students are NOT allowed to use a calculator.**

**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?*

**For Papers A and B say:**

*Answer all questions on your answer sheet by choosing and filling in the appropriate oval: A, B, C or D. There are 30 questions. You will have 30 minutes to answer the questions.*

**For Papers C and D say:**

*Answer all questions on your answer sheet by choosing and filling in the appropriate oval: A, B, C or D. There are 30 questions. You will have 35 minutes to answer the questions.*

**For Papers E and F say:**

*Answer all questions on your answer sheet by choosing and filling in the appropriate oval: A, B, C or D. There are 35 questions. You will have 40 minutes to answer the questions.*

**For Papers G and H say:**

*Answer all questions on your answer sheet by choosing and filling in the appropriate oval: A, B, C or D. There are 40 questions. You will have 45 minutes to answer the questions.*

**Then say:**

*Do your rough work in your question booklet or on spare paper. Open your question booklet and start now.*

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

*Stop work and put your pencils down.*

- Collect the question booklets and answer sheets in two separate bundles.
- Check that each student has marked his/her answers on the answer sheet and not in the question booklet.
- Check that the answer sheets 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 question booklets and answer sheets to the ICAS Coordinator.

**PHOTOCOPY THIS PAGE AND GIVE IT TO EACH SUPERVISING TEACHER**



# AFTER ADMINISTERING ICAS

## Check the Answer Sheets

1. Collect all answer sheets.
2. Check that each student has marked his/her answers on the answer sheet and not in the question booklet.
3. Ensure that each student's name is correctly coded on the answer sheet.
4. Bundle the answer sheets.

## Return the Answer Sheets & Return Advice Form

1. Ensure the number of answer sheets returned for each paper matches the information you record on the Return Advice Form.
2. Pack all the answer sheets 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 UNSW Global Assessments no later than the day after administering ICAS. By returning the package promptly, UNSW Global Assessments will be able to provide you with the results by the published date. The late return of answer sheets may prevent candidates from receiving medals.
4. If you are posting your materials from outside Australia, note that insufficient postage will result in UNSW Global Assessments not receiving them.
5. Keep question 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.

## NEED HELP?

Contact your local ICAS representative:  
[www.unswglobal.unsw.edu.au/contact-us/](http://www.unswglobal.unsw.edu.au/contact-us/)