



2018 ICAS TERMS AND CONDITIONS (INDONESIA)

1. General

UniSadhuguna Testing Centre (UTC) is one of the business units of UniSadhuGuna, which administers international testing and examinations in Indonesia. UTC provides examination services for universities and institutions as well as conducting ICAS, a product of UNSW Global Pty Limited (Australian Company Number 086 418 582) (**UNSW Global**). In Indonesia, UTC is the sole and official representative of UNSW Global to conduct ICAS. UNSW Global is a leading national and international education and assessment organization specializing in large-scale assessment programs, and is a wholly-owned subsidiary of the University of New South Wales (UNSW). These terms and conditions are between UTC and each Registered School that purchases ICAS in Indonesia. **Registered School** means schools registered by the relevant Indonesian Ministry of Education and Culture.

2. Registration

- 2.1 UTC will only accept participation in ICAS by student who are enrolled in Registered Schools in Indonesia.
- 2.2 Except for Registered Home Schools, UTC will not accept direct requests from parents of children in Registered Schools to enrol their child in ICAS. Special requirements apply to Registered Home Schools: Registered Home Schools must contact UTC to obtain the full list of entry requirements applicable to Registered Home Schools. In particular, Registered Home Schools must provide UTC with a copy of their current official home school registration provided by the applicable Indonesian Ministry of Education and Culture (or its equivalent) and a certified copy of their students' birth certificates or passports before their students can participate in ICAS. Registered Home School means a home school registered by the relevant Indonesian Ministry of Education and Culture.
- 2.3 Schools should contact UTC to register at info@icasindonesia.co.id or by completing the online form at www.icasindonesia.co.id
- 2.4 Completed entry forms should be received by UTC prior to the official UTC closing date to ensure that schools receive ICAS test materials by the official sitting date. The official closing and sitting dates can be found at www.icasindonesia.co.id. Registered Schools are required to use their personalised school code and password to register through website. Alternatively, school principals, their nominees or ICAS coordinators can download the entry form at www.icasindonesia.co.id or contact **021 300 270 95 - 97**
- 2.5 Every new Registered School who fill in the registration will get the school code and password for login to the website.
- 2.6 The school may participate in one or all of the ICAS subjects.
- 2.7 UTC will liaise only with the school principal or the ICAS Coordinator regarding entry and payment information.
- 2.8 **Minimum Participants:** To get an accurate school report, a minimum of 10 participants per subject are required. UTC will only accept student entries from the school in which the student **is currently enrolled**. Schools enrolling less than 10 participants in a subject will be charged the entry fee applicable to 10 enrolments.
- 2.9 Students should register at their respective schools and shouldn't register under other schools' name, and schools should not accept the registration of students outside the school.
- 2.10 ICAS registration will be closed on **27 July 2018**.



2.11 Early Bird Registration

- Early bird registration opens from 1 February to **31 March 2018**.
- Schools that register in the early bird registration period get a **5% discount**.
- Early bird registration payment should be received by **30th April, 2018** at the latest.
- Should school were unable to fulfill the early bird terms of payment, please submit a notification letter regarding payment details to UTC.
- Please register online for early bird registration.

2.12 Registered Schools must agree to comply with the following term and conditions.






3. Student Year Level

3.1 ICAS is for students enrolled in Registered Schools in Indonesia.

3.2 Students are permitted to sit only ICAS assessments for the year in which they are currently enrolled at a school. Some papers have common content across year levels, however students should still sit the ICAS paper for their year level e.g. Year 6 = Paper C.

3.3 Students may only attempt one ICAS assessment per subject.

3.4 The below table indicates the papers available for each year level and subject.

| INDONESIA YEAR LEVELS | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|----------------------|--------------|---|---|---|---|---|---|----|----|----|
| ICAS PAPER | | Introductory | A | B | C | D | E | F | G | H | I |
|  | ENGLISH | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|  | MATHEMATICS | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|  | SCIENCE | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|  | WRITING | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|  | DIGITAL TECHNOLOGIES | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |

3.5 The students must be registered based on their year level as of **September 2018**.

4. Use of ICAS Booklets and Intellectual Property

4.1 UNSW Global, its business partners and other third parties own all copyright and other Intellectual Property Rights in ICAS including blank ICAS Booklets, completed ICAS Booklets, reports and the ICAS Data (as defined in section 14.2) (collectively, the **ICAS IP**).

4.2 No part of the ICAS IP may be copied, reproduced, distributed, published, communicated, reverse-engineered or sold to any person, through any medium, without the permission of the relevant intellectual property rights holder

4.3 ICAS Booklets may only be used for students enrolled in Registered Schools to sit ICAS assessments. Registered Schools must, and must ensure that their students only use the ICAS IP for the purposes of participating in ICAS in accordance with these Terms and Conditions.

4.4 Photocopies of Answer Sheets in ICAS Booklets will not be accepted by UTC unless UTC has given prior written authorisation. Such authorisation may be given or refused by UTC in its absolute discretion.

5. Alternative Sitting Date

5.1 All students in the Registered School must sit ICAS on the same day. If an enrolled student is absent from school on the day of the assessment, the school must contact UTC before



making separate arrangements for that student to sit ICAS.

- 5.2 In special circumstances, schools may request an alternative sitting date before the assessment date by completing the alternative sitting date form. All requests for an alternative ICAS sitting date must be received at UTC no later than four (4) weeks before the official ICAS sitting date. Alternative sitting date forms can be found in the 'ICAS Coordinators' section at www.icasindonesia.co.id
- 5.3 The School Agreement stating the conditions for alternative sitting dates needs to be signed by the school principal or nominee and forwarded to UTC for approval.
- 5.4 Students who sit on an alternative date which is after the official sitting date will NOT be eligible for medals but will still receive certificates and reports. However, if the sitting date has been approved by UTC and it is within three (3) days earlier than the official sitting date, students will be considered eligible for medals.

6. Invigilator and Observer

- 6.1 UTC does not provide invigilators to supervise the running of ICAS.
- 6.2 Registered Schools are responsible for organising their own invigilators.
- 6.3 UTC does not provide observers for each participating Registered School. There will be an observer(s) in every city to monitor how ICAS is conducted in randomly selected schools.
- 6.4 Each school should run ICAS under examination conditions and in accordance with the guidelines given.

7. ICAS Material and Administration Package

- 7.1 The ICAS materials are normally delivered at least 5 days before test day.
- 7.2 School may not open test materials before the sitting dates.
- 7.3 The ICAS Coordinator will receive two separate box(s) and/or envelope(s):
 - Administration package containing Administration Guide, Return Advice Form, Test Candidate List, plastic sheet, and return envelope. Make sure that you have all the administration documents for the assessment as soon as you have received it.
 - ICAS test materials package containing question booklets and answer sheets. Keep all question booklets and answer sheets secure until the sitting date.
- 7.4 Schools must check the total requested paper on the external envelope and **MAY NOT** open the envelope. The envelope cannot be opened before the ICAS Sitting Dates.
- 7.5 UTC may cancel an order, without liability to a school if ICAS Booklet is not available.
- 7.6 Every school has one spare test materials for each year level / each subject.

8. Return of Answer Sheets

- 8.1 The answer sheets and Return Advice Form must be received by UTC within three (3) days from the official sitting date in order for schools to receive results within the advertised reporting period and to be eligible for medals.
- 8.2 If a student is absent from the ICAS official sitting date, school may permit the student to sit ICAS on a day other than the official sitting date but the student isn't eligible for medals.
- 8.3 UTC cannot assume responsibility for the non-delivery of a school's answer sheets. Schools are encouraged to use registered mail or courier if tracking of delivery is required.
- 8.4 UTC will cover the cost of returning the answer sheets package from the schools to UTC.
- 8.5 The ICAS Coordinator or the supervisor must **ensure the number of answer sheets returned** for each paper matches the information recorded on the Return Advice Form and on the Return Envelope.



- 8.6 The late return of answer sheets may prevent candidates from receiving medals.
- 8.7 UTC will not cover the cost of returning the late answer sheets from the school to UTC.
- 8.8 UTC will deliver all answer sheets from schools without re-checking the answer sheets assuming that the ICAS Coordinator already checked all answer sheets that were sent to UTC. Please make sure that all students write their answer on the answer sheet and fill their personal detail correctly.

9. Eligibility for Awards

- 9.1 Students undertaking ICAS must be supervised by a registered teacher or member of staff nominated by the school principal as for any external examination. The supervisor should not be a person who may have a conflict of interest (e.g. where they are related to or know any student outside the school context).
- 9.2 Students must sit each ICAS paper on the official sitting date for each subject and the answer sheets must be received by UTC within three (3) days of the official sitting date.
- 9.3 The answer sheets must be returned to UTC in accordance with the date in the below table.

| Subject | Writing | English | Mathematics | Science | Digital Technologies |
|------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Closing Date | Friday, 27 July 2018 | Friday, 27 July 2018 | Friday, 27 July 2018 | Friday, 27 July 2018 | Friday, 27 July 2018 |
| Official Sitting Dates | Friday, 14 September 2018 | Saturday, 15 September 2018 | Saturday, 15 September 2018 | Saturday, 22 September 2018 | Saturday, 22 September 2018 |
| Returning Answer Sheet | Tuesday, 18 September 2018 | | | Tuesday, 25 September 2018 | |

- 9.4 A student must only sit an ICAS paper in the year level for the subject in which they are currently enrolled at school as of **September 2018**. (For example: Student in Year 4 will sit Paper A and soon)
- 9.5 Medals are only awarded when a top score in each year level in each state/territory is judged to be sufficiently meritorious.
- 9.6 The awarding of Gold medals and certificates is at the discretion of UNSW Global.
- 9.7 To ensure the integrity of ICAS, UNSW Global and UTC reserve the right to investigate any factors which may have affected student performance and the eligibility for the awarding of Gold medals or certificates.
- 9.8 Starting this year, **only Gold Medal** will be awarded for the top scorer students in the country. The Silver and Bronze Medal have been scrapped in accordance with ICAS International standards.

| AWARD | SCORE |
|-------------|---|
| Gold Medal* | Top score in the country / Subject Year Level |
| Certificate | High Distinction (Top 1% of students) |
| | Distinction (Next 10% of students) |
| | Credit (Next 25% of students) |
| | Merit (Next 10% of students) |
| | Participation (All remaining students) |

*Gold medal is awarded at the discretion of UNSW Global.

- 9.9 Registered home-schooled students are not eligible for medals unless they are supervised by a registered teacher in the state or territory in which the home schooled students sits ICAS.



10. Entry Fee per Student

- 10.1 **IDR 160.000-** for Digital Technologies, English, Mathematics and Science (per student/subject) which is nonrefundable.
IDR 240.000- for Writing per student which is non refundable
- 10.2 A money back guarantee will be given to students who fail to proceed to the next year level or have been transferred to another school before the ICAS sitting date. Parents will need to send a statement letter with a revenue stamp of IDR 6.000,- to UTC to claim their refund.
- 10.3 Where fewer than ten entries are made in a subject, school will be charged the equivalent price of ten entries.
- 10.4 To cover the school operational cost in conducting ICAS at the their premises, the school participants will receive **2.5%** cashback should they register up to 500 participants and **5%** cashback should they register 500 and more participants.

11. Payment

- 11.1 Payment for ICAS entries must be received by UTC on the latest by **31 August 2018**.
- 11.2 Payments can be made by bank transfer. Cash payments are not accepted.
- 11.3 Each school will be given a **virtual account** number provided by UTC for ICAS registration purposes.
- 11.4 School participant will receive an invoice containing payment details and a virtual account number.
- 11.5 UTC will send the invoice to school according to registered students.

INVOICE

| To: SCHOOL | | Date: |
|----------------------|-------------------------------------|------------------|
| Attn: | | Invoice Number: |
| | | Virtual Account: |
| | | Due Date: |
| Item Code | Description | Total IDR |
| 410000-150-01 | 2017 ICAS Science Reg : papers | |
| 410000-150-01 | 2017 ICAS Mathematics Reg : papers | |
| 410000-150-01 | 2017 ICAS English Reg : papers | |
| 410000-150-01 | 2017 ICAS Digital Tech Reg : papers | |
| 410000-150-01 | 2017 ICAS Writing Reg : papers | |
| GRAND TOTAL | | |

- 11.6 Please confirm once you have made a payment by sending the proof of payment to UTC by email to info@icasindonesia.co.id
- 11.7 Refund and overpayment must be requested in letter with principal or ICAS Coordinator approval.
- 11.8 School must inform bank account and bank information for refund and overpayment.
- 11.9 Refund and overpayment will be processed within three (3) weeks after request received.

12. Result

- 12.1 Hardcopy result will dispatch to school two months after ICAS sitting date.
- 12.2 Online result will be available to school and student one month after receive email notification from UNSW Global.
- 12.3 UTC will keep the school result until we received the school registration payment, please confirm once you have made a payment.



13. School and Student Report Reprints

- 13.1 A complaint about certificate and medal may be submitted within one week after receiving the results.
- 13.2 Requests for reprints of school reports, student reports (current or previous years) or certificates will incur an administration and processing fee (see the Schedule of Fees and Charges below).

| Items | Fee |
|---|--------------|
| School Report reprints (<i>courier fee excluded</i>) | \$30.00 each |
| Student Report reprints (<i>courier fee excluded</i>) | \$30.00 each |
| Medal Replacement (<i>courier fee excluded</i>) | \$50.00 each |

14. Privacy Policy

- 14.1 All school details are protected by UTC's Privacy Policy and relevant government legislation. UTC fully complies with government privacy legislation.
- 14.2 UNSW Global collects and creates a range of information in relation to ICAS such as student names, year levels, student results, school results and contact details of school staff (**ICAS Data**). Some of the ICAS Data may be personal information under the *Privacy Act 1988* (Cth).
- 14.3 UNSW Global stores, uses and modifies ICAS Data in order to generate reports, conduct research and analysis and improve its products and services. In order for UNSW Global to deliver valuable insights about student and school performance over time, UNSW Global holds ICAS Data on an ongoing basis. To the extent the ICAS Data comprises personal information, UNSW Global will hold this information for up to 15 years, after which it will de-identify the data.
- 14.4 With respect to each of its students who participates in ICAS, the Registered School must issue a written statement to the student's parent or guardian (for example in the student's terms of enrolment at the Registered School, as part of the ICAS payment or enrolment process or by email, letter or mobile app) containing the following words:

*To analyse your child's progress effectively, our school conducts an ongoing assessment program. We collect and use a range of student data to deliver this program and do so in compliance with privacy law. ICAS forms part of the program and is a product of our partner UTC, which is licensed to deliver ICAS in Indonesia by UNSW Global Pty Limited (**UNSW Global**). To deliver ICAS, we, UTC and UNSW Global need to collect and use data such as student names, year levels, student results, school results and contact details of school staff (**ICAS Data**). UNSW Global stores, uses and modifies the ICAS Data in order to generate reports, conduct research and analysis, and improve its products and services. UNSW Global will not hold or use ICAS Data that constitutes personal information for longer than 15 years. As the parent or guardian of a student who intends to sit ICAS, you consent to the school collecting the ICAS Data that relates to the student, disclosing it to UTC, UTC in turn disclosing it to UNSW Global and to UNSW Global's use of it in the manner outlined above. You also consent to the school assigning this consent to each of UTC and UNSW Global.*

- 14.5 The Registered School hereby assigns to each of UTC and UNSW Global any consent (whether in written form or not) that a parent or guardian of a student provides to the Registered School in connection with the collection and use of ICAS Data relating to that student, as described in section 14.4.
- 14.6 Registered Schools will take any other action that UTC or UNSW Global reasonably requests to ensure compliance with applicable privacy law (including, if required, by distributing and collecting privacy consent forms from parents, guardians or school staff). For more information about how UNSW Global handles personal information, see the UNSW Global [Privacy Policy](#).
- 14.7 To the extent UTC offers online or hard copy reports containing ICAS Data to Registered Schools, results and other matters addressed in these reports may change depending on the date the report is generated.
- 14.8 Once a Registered School registers to make purchases of ICAS from UTC, UNSW Global or UTC



may email or otherwise contact the Registered School from time to time in order to:

- 14.8.1 Deliver the products or services that the Registered School has purchased from UTC;
 - 14.8.2 Share information about UTC's and UNSW Global's other products and services; and
 - 14.8.3 Invite the Registered School to participate in UTC's and UNSW Global's research, marketing and promotional activities.
- 14.9 The Registered School may opt out of receiving the communications referred to in sections 14.8.1 or 14.8.2 at any time by contacting UTC and/or UNSW Global (if applicable) or, in the case of electronic messages, using the unsubscribe facility included in message.
- 14.10 UTC and/or UNSW Global may disclose ICAS Data to market research, public relations and other business partners from time to time in order to carry out on behalf of UTC and/or UNSW Global, marketing, research and business development activities. UTC and/or UNSW Global will ensure that to the extent this ICAS Data relates to students, it will be de-identified prior to disclosure to the business partner

15. Contact Details

UniSadhuGuna Testing Centre - ICAS Indonesia
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