



ICAS COORDINATOR'S CHECKLIST

This checklist for implementing ICAS in your school includes step-by-step guidance on what to do and when to do it. It also outlines the ICAS resources available to you.



STEP	RECOMMENDED TIMING	YOUR DEADLINE	✓
1 GET STARTED			
<ul style="list-style-type: none"> Confirm who the other ICAS coordinator(s) are in your school so you can work through the checklist together Log in to the ICAS Coordinators section of the ICAS School Portal at http://icasindonesia.co.id/page/online-registration to: <ul style="list-style-type: none"> Update your contact details online under online registration and profile. Access the ICAS Toolkit under Manual Registration for your references. 	3 months before closing date		
2 CONFIRM ICAS ASSESSMENT CHOICES			
<p>Confirm with your Principal and senior school staff:</p> <ul style="list-style-type: none"> Which ICAS assessments (subjects and year levels) your school will be participating in Whether your school is likely to have any special requirements (e.g. large print or Braille assessments). Please complete and submit a Special Provisions Form available online in the ICAS Toolkit if required <p>⚠ Please Note: If your school is unable to sit ICAS on the official assessment date(s), please complete and submit an Alternative Sitting Date Request Form available online in the ICAS Toolkit.</p>	3 months before closing date		
3 PROMOTE ICAS TO YOUR SCHOOL COMMUNITY			
<ul style="list-style-type: none"> Resources to help promote ICAS are available online in the ICAS Toolkit <p>These include:</p> <ul style="list-style-type: none"> A letter to parents template which includes a parent permission slip ICAS posters. Hard copies are also included in your school's ICAS participation pack ICAS presentation to parents and students Content for your school newsletter, website and Facebook page An ICAS flyer and/or brochure. 	3 months before closing date		
4 BOOK A SPACE			
<ul style="list-style-type: none"> Book a hall/rooms for the assessments. <p>⚠ Please Note: ICAS assessments should be sat under normal exam conditions.</p>	2 months before the sitting date		
5 ORDER ICAS			
<ul style="list-style-type: none"> Complete your order online Orders to be submitted online no later than each subject's ICAS closing date. 	2 months before the sitting date		

STEP		RECOMMENDED TIMING	YOUR DEADLINE	✓
6	RECEIVE YOUR ASSESSMENTS			
	<ul style="list-style-type: none"> Track your order online If you have not received your ICAS assessment materials 1 weeks prior to the assessment date, please check with: <ul style="list-style-type: none"> Your school administration Your local ICAS representative. Prepare for the assessment: <ul style="list-style-type: none"> Familiarise yourself with the ICAS Administration Instructions Photocopy the relevant page from each subject's Administration Instructions and give a copy to each teacher who will be supervising the ICAS assessment (Optional) Generate individual student IDs for students to record on their answer sheets. You may find these IDs useful when matching ICAS data with other data sources. For other resources to help you prepare to administer ICAS assessments, visit the online ICAS Toolkit. 	1 week before sitting date		
7	REMINDE YOUR SCHOOL COMMUNITY ABOUT ICAS			
	<ul style="list-style-type: none"> Log in to the ICAS Coordinators section of the ICAS School Portal at www.icasindonesia.co.id Resources to help you do this are available in the ICAS Toolkit. 	1 week before the sitting date		
8	SIT THE ASSESSMENTS			
	<ul style="list-style-type: none"> Administer ICAS under exam conditions. 	on the sitting date		
9	RETURN THE ANSWER SHEETS			
	<ul style="list-style-type: none"> Check all student answer sheets, it is feared any student do the test on question booklet. 	Within 24 hours after the sitting date		
10	VIEW YOUR DIAGNOSTIC REPORTS			
	<ul style="list-style-type: none"> School Principals and the school administration will be notified by email when reports are available online on the ICAS School Portal Printed school reports, certificates and student reports will be sent out approximately three weeks after the results appear online. 	6-8 weeks after the sitting date		
11	DISCUSS/PLAN			
	<ul style="list-style-type: none"> Use the ICAS guides to help view and interpret your reports. These are available via the ICAS website: www.icasindonesia.co.id Encourage your colleagues to review and discuss the reports in your staff/team meetings Make time to discuss with your colleagues how you can make the best use of your ICAS data and what your next steps will be. <p>⚠ Please Note: UniSadhuGuna Testing Centre can provide training and support on using ICAS's diagnostic reports.</p>	6-8 weeks after the sitting date		

NEED HELP?

Contact **UniSadhuGuna Testing Centre (UTC)**:
 Menara Kuningan 14th Floor
 Jl. HR Rasuna Said Kav 5 Blok X-7
 Kuningan, Jakarta Selatan 12940, Indonesia
 Telephone: +62 21 300 270 95-97
 Mobile: +62 838 9800 6413
 Email: info@icasindonesia.co.id

BBM: 7DCCC2A3
 Instagram: icas_id

Facebook: ICAS Indonesia
 Website: www.icasindonesia.co.id