Welcome to the Parent/Student Guide - How to access online reports

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Note: This document contains sample data.
HOW TO ACCESS ONLINE REPORTS

To access your child’s ICAS reports online:

1. Visit our website homepage unswglobal.unsw.edu.au/educational-assessments

2. At the top of the homepage, click on the Results and Reports Portal.

3. Click on Sign in under Student Results tab half way down the page

4. At the Student Result Login, enter your (student’s) ten digit TAP-ID followed by your (student’s) four digit PIN and then click Sign in. Your child’s TAP-ID and PIN is printed on the back page of their ICAS certificate, beneath the academic achievement record. You will also find your child’s TAP-ID number and four digit PIN towards the bottom of any of the student letters you have previously received from ICAS. If you do not have access to the TAP-ID number or PIN, your school will be able to provide them to you.

HOW TO VIEW YOUR CHILD’S RESULTS

After you have logged on, select the assessment you wish to view by using the navigation on the left of the page.

1. Click on the Subject tab.

2. Click on ICAS - Science.

3. Click on 2020. You will see three options: Summary, Questions and Certificates.

4. Click on Summary. On the right, you will see a summary of your child’s 2020 ICAS - Science results. The result is given as an overall grade and shows how your child performed in each strand in the Science test. You will notice that your child’s result is also given in comparison to the achievement of your region.*

5. Click on Questions. You will see a list of all the questions and the 2020 ICAS – Science test and which strand they are testing. You will also see whether your child got each question right or wrong. The percentage of students in your region that got each of the questions correct is also given.

Note: Not available in every region.*
HOW TO VIEW YOUR CHILD’S RESULTS (CONTINUED)

Note that you can view your child’s results from any year they sat ICAS. For example, if you wish to view your child’s English result in 2016:

i. Click on the Subject tab.
   ii. Click on ICAS – English.
   iii. Click on 2016.

You then have access to the same Summary and Question sections that were discussed above.

This process can be repeated for any test in any year that your child has sat the tests.

Sorting Questions

You can sort the questions that appear on the page. This allows you to get a better understanding of which questions and areas were done well and which areas might need more development. To do this, you simply need to click on one of the headings that appear at the top of the table. You are able to sort by Question Number, Area Assessed or the % Correct in the Region. For example, if you wish to sort the questions into the various assessment areas:

6. Click on the Area Assessed column heading. You will see all the questions sorted by area assessed.
Select the heading Area assessed to sort the questions according to the sub-skill.
HOW TO PRINT YOUR CHILD’S CERTIFICATE

You might also be interested in printing your child’s certificate in any of the ICAS subjects they have sat. For example, to print your child’s certificate in Science, simply:

i. Click on the **Subject** tab.
ii. Click on **ICAS – Science**.
iii. Click on **2020**.
iv. Click on **Certificates**.

Select certificates

Click Download

Select the print icon to print the PDF.
How to merge TAP-ID numbers

8 Select Merge the TAP-ID from the person icon.

9 Enter the TAP-ID and pin you wish to merge.

HOW TO MERGE A TAP-ID NUMBER

If your child’s ICAS assessments were taken in different schools or your child’s name has changed, a new TAP-ID number is assigned in each case. If you have one or more student letters showing a different TAP-ID number, you are able to merge the TAP-ID numbers into the current one.

To do this:
1. Click on the person icon next to the student’s name at the top right of the page.
2. Select Merge TAP-ID from the drop down menu.
3. Enter your child’s TAP-ID number and PIN number that you wish to merge into the bottom of the page that appears.
4. Click on the Show assessments button.
5. Repeat the process for each TAP-ID number that you wish to merge.
HOW TO LOG OUT

To log out of the student portal, simply click on the person icon at the top right of the portal page and click on Sign out.