ICAS assessments

Supported by THE UNIVERSITY OF SYDNEY

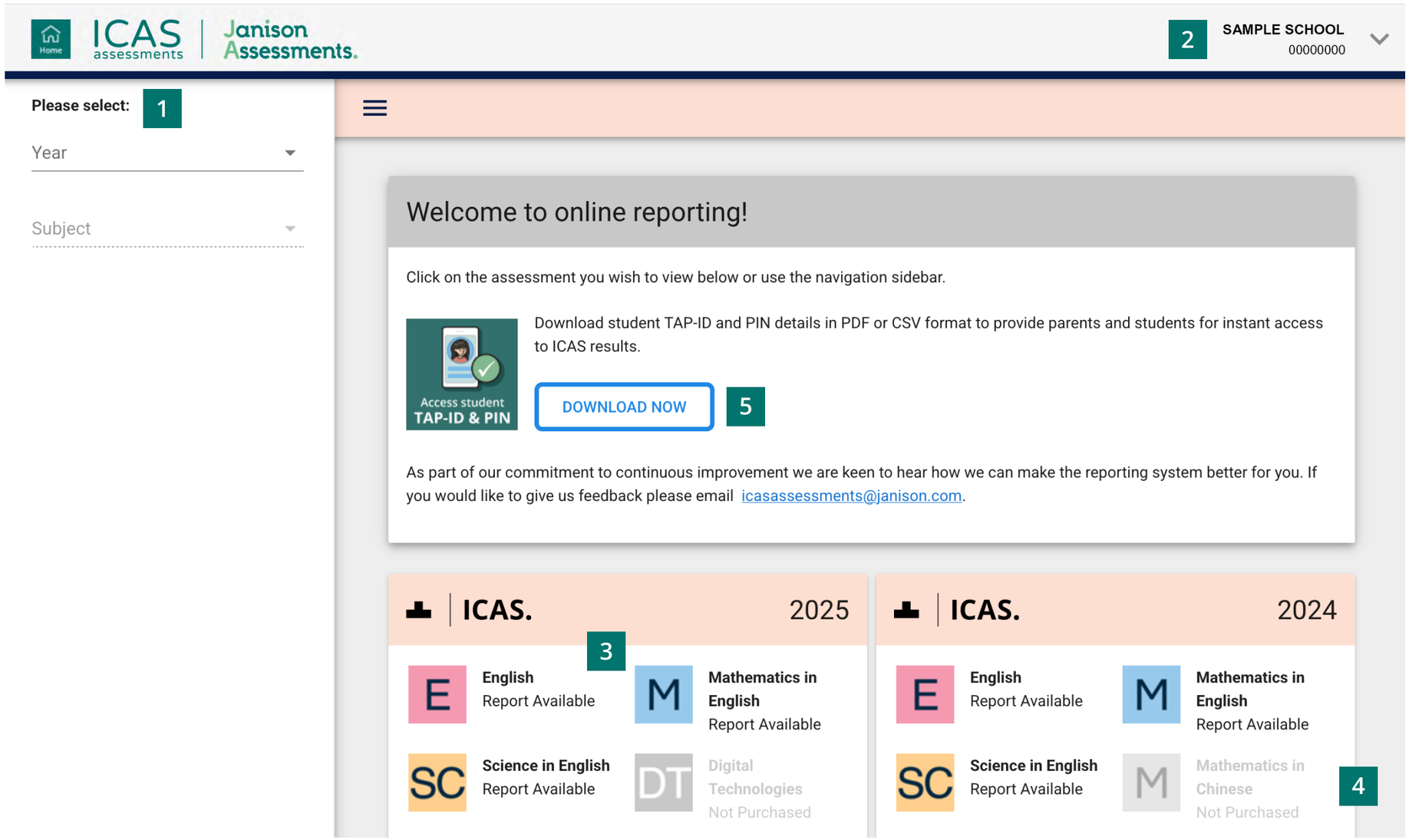
Quick guide to ICAS school results online.

Use this guide to complete all tasks in Step 5 – Reviewing results

5 Review results

Janison Assessments.

Navigating the landing page.



1

Filter by using the 'drop-down' menu

2

Find the school profile here.

3

Choose the subject here. Subjects in colour are the ones that have been purchased.

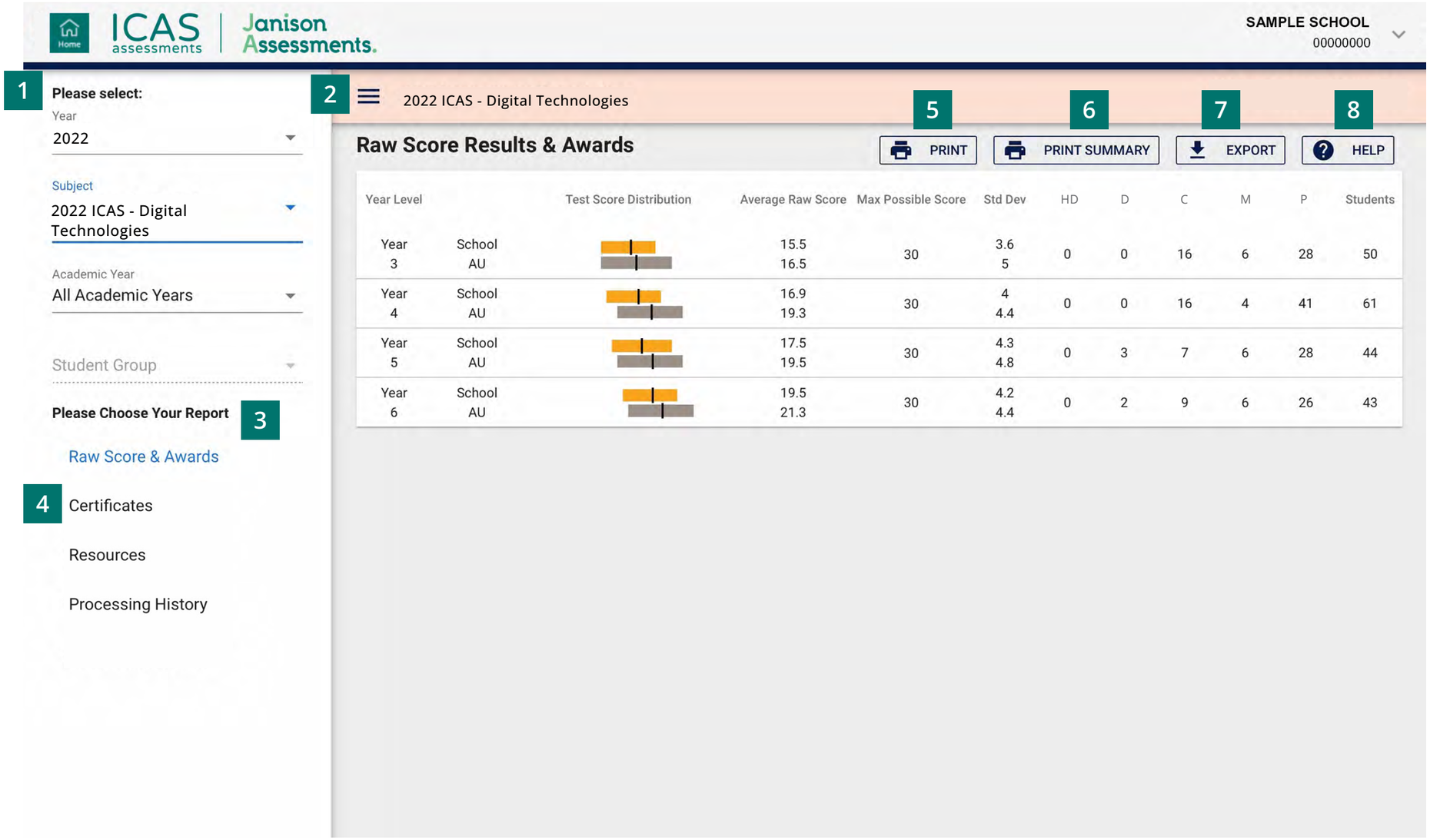
4

Open this to see results from past years.

5

For easy access to download student TAP ID and PIN details in PDF or CSV format to provide to parents and students, you can now do this from the Home screen by clicking on this button.

Navigating school level results.



1

Filter by using the 'drop-down' menu.

2

Click here to minimise the menu bar.

3

Choose the report you wish to view here.

4

Click here to print the School Certificate, the Certificate of appreciation and the Principal's Award.

5

Print this page directly.

6

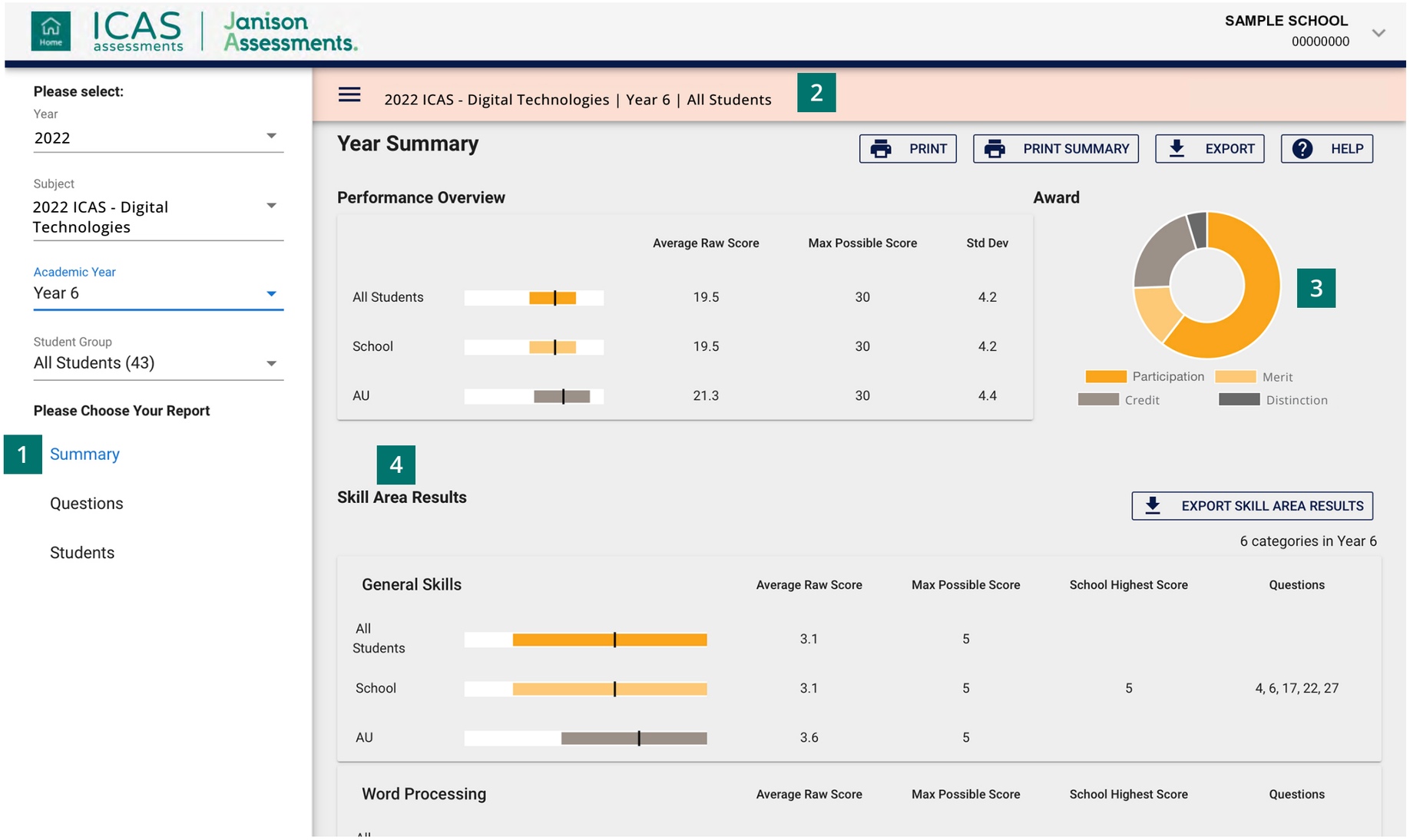
Print the school summary.

7

Click here to export to CSV or Excel.

8

Help is available for every report.



1

Filter by year group, class or custom group, then select the report you wish to view.

2

This indicates the report you are viewing.

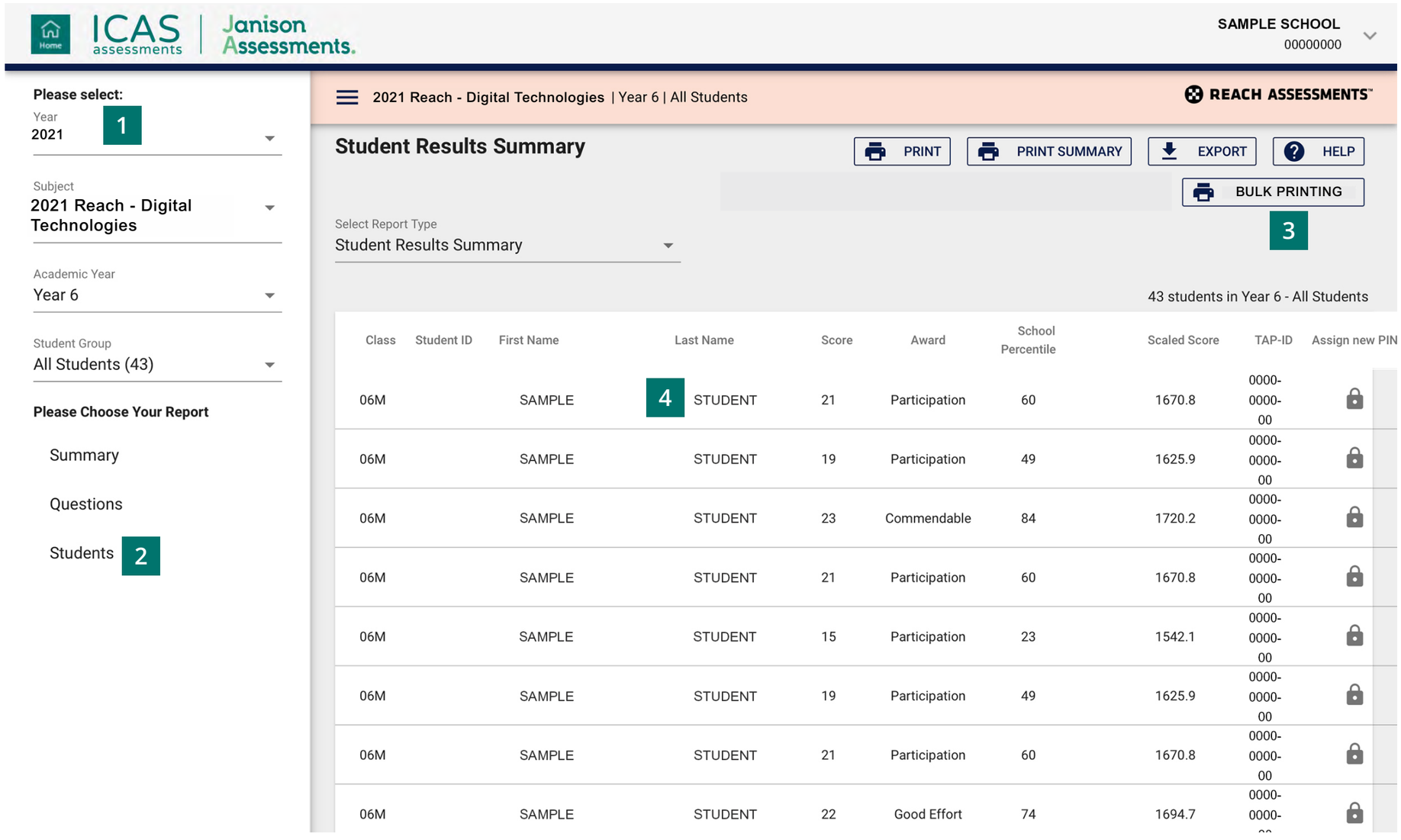
3

Find a summary of awards here.

4

Skill areas are shown down the left column.

Printing reports and certificates.



1

Filter by year group, class or custom group.

2

Select ‘Students’.

3

Click ‘BULK PRINTING’. Select from the list of items that can be printed in bulk.

Student Full Report, Student Summary, Student Questions, Student Development
Once selected a bulk print message will appear ‘Your request has been added to the queue. Go to the down arrow next to your school’s name and click on ‘View Bulk Printing’ to see the status and download the PDF.’ Click ‘Okay’.

Go to ‘View Bulk Printing’. The ‘Bulk Printing Queue’ screen will appear. Click ‘Download’ for the relevant report and print as required.

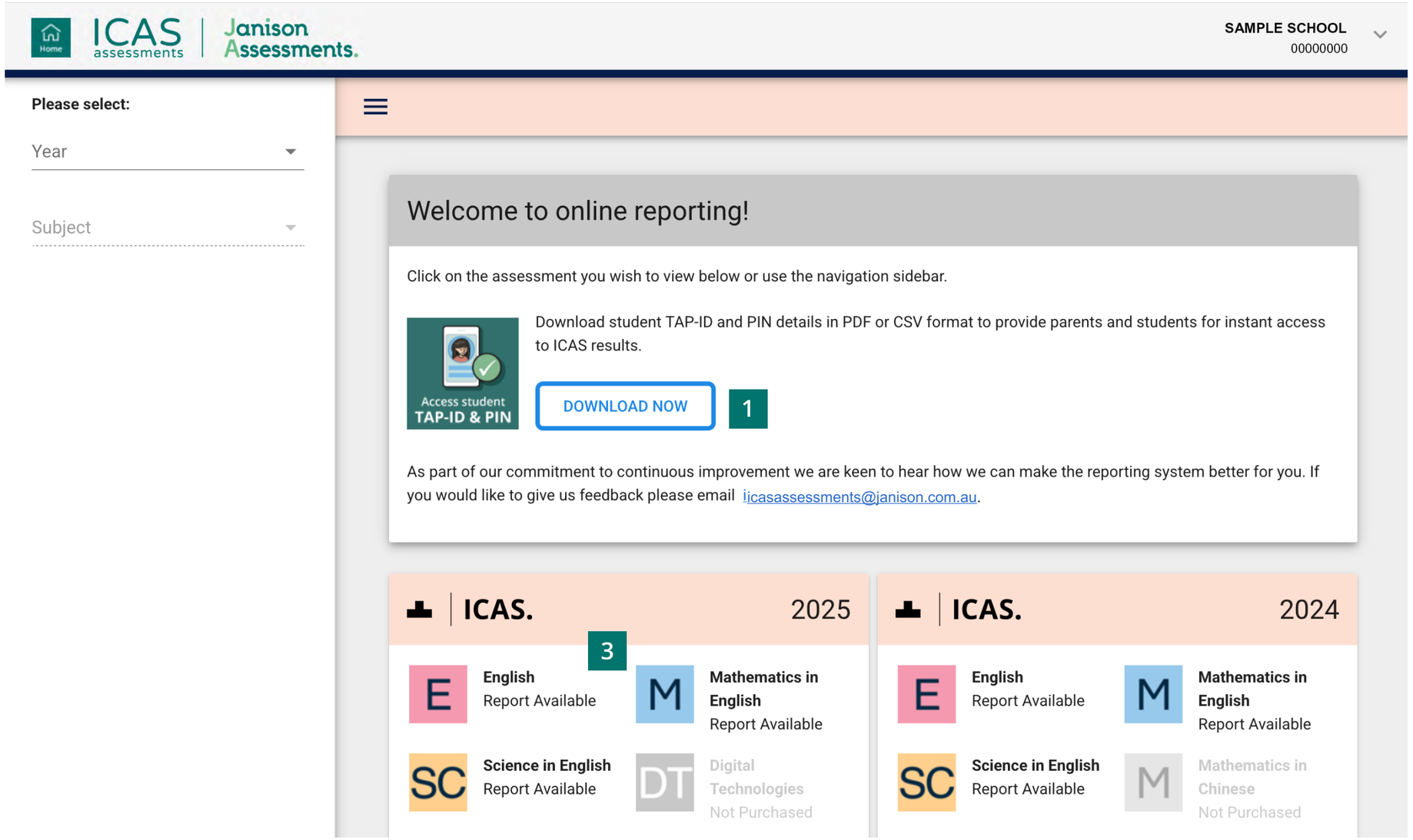
Student Handout, Certificates, Certificates without Participation
Once selected a PDF preview will appear. The PDF can be downloaded and printed.

4

Individual student printing: Click on the student’s name and select the relevant print option.

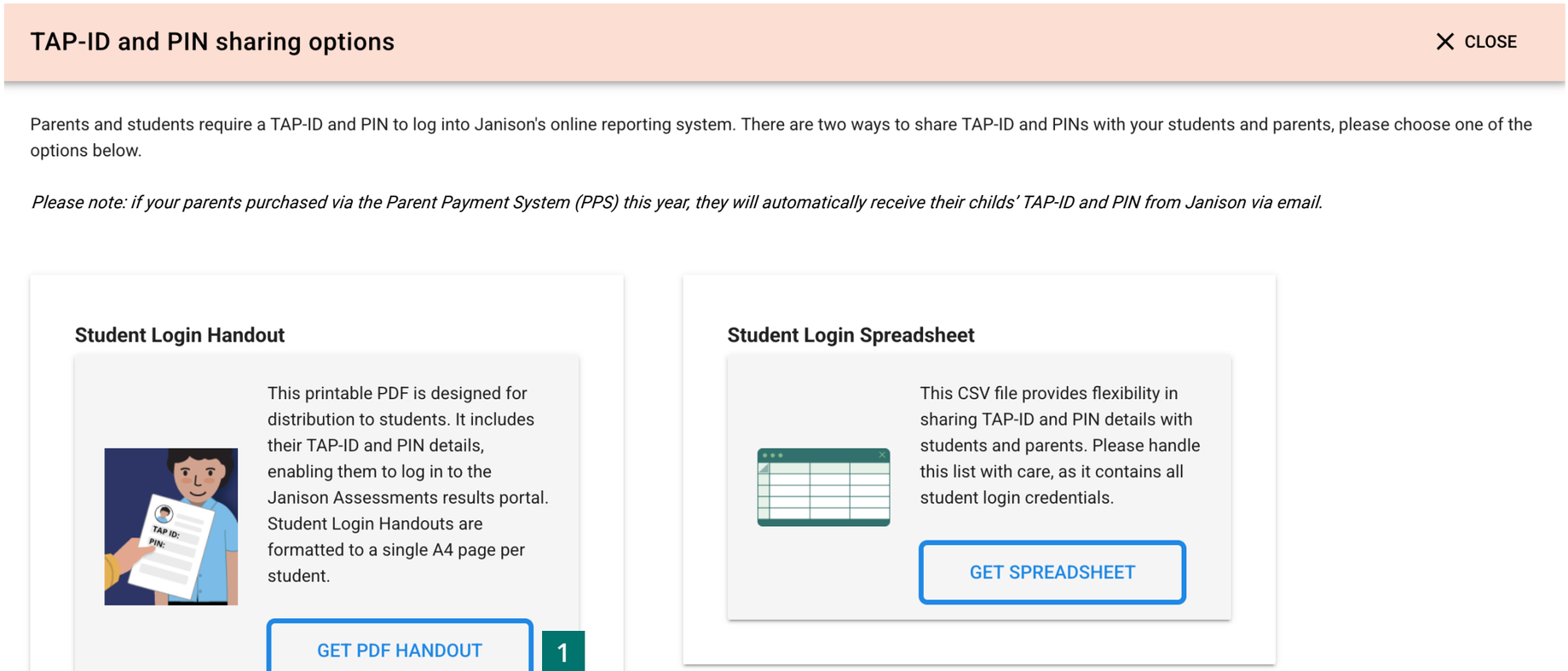
To search for a specific student in the list, press CTRL+F on your keyboard, type the exact student name and press ENTER.
The name will highlight on the screen, assisting with fast identification of students.

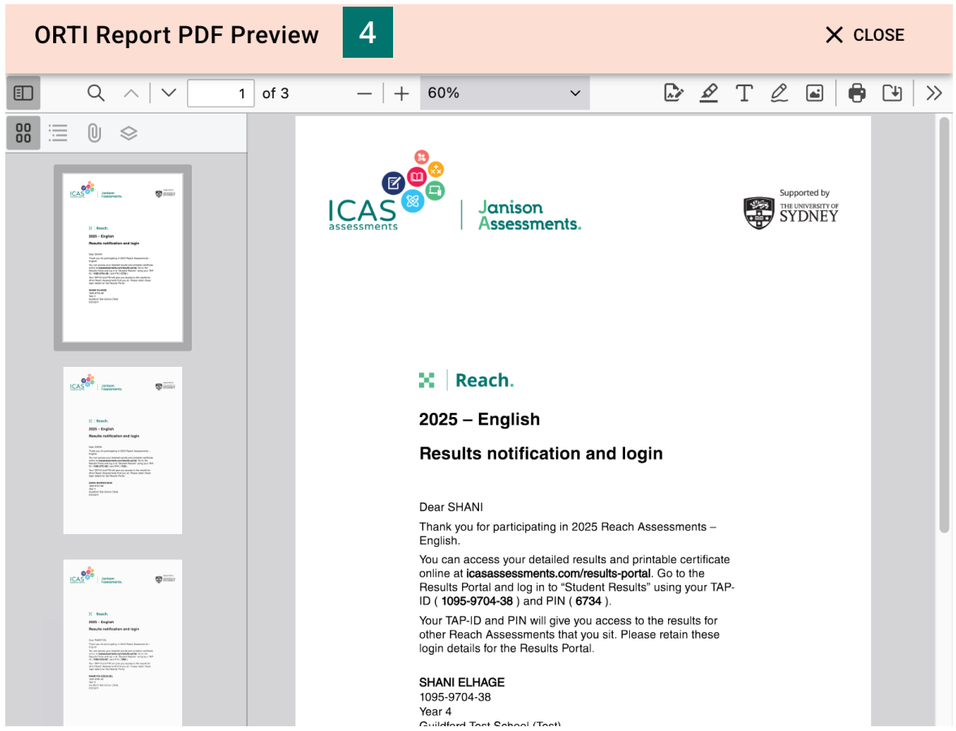
Locating Parents/Students Results Portal login details.



1

Click 'DOWNLOAD NOW'.





PDF handout

1

Click 'get PDF handout'.

2

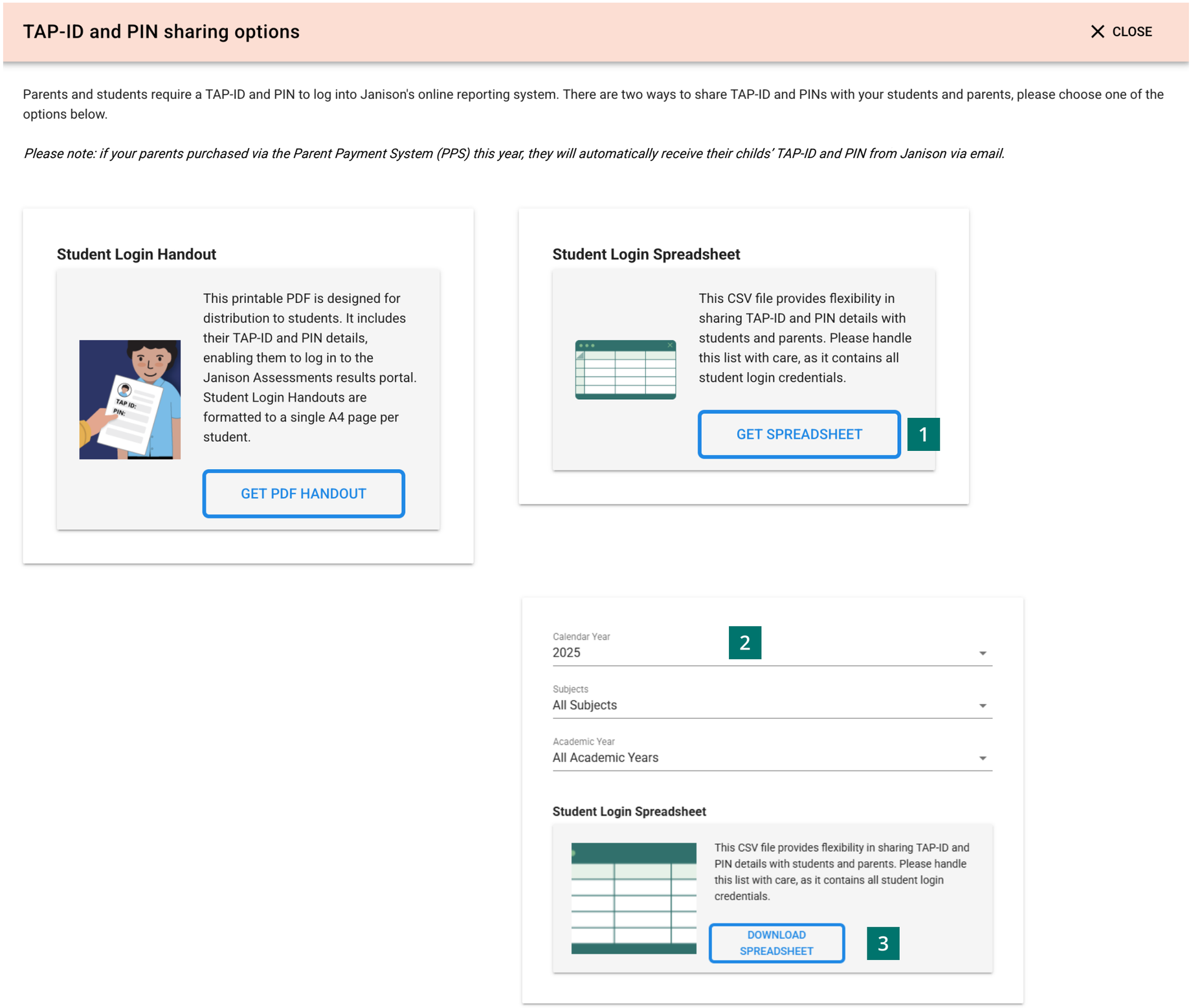
For PDF Handout, select a Calendar Year, Subject, and Academic Year.

3

Then click 'Download PDF Handout'.

4

The PDF will then be shown in a PDF viewer, creating a single A4 handout for each student with their TAP-ID and PIN information.



CSV file export

1

Click 'get spreadsheet'.

2

For the CSV File Export, select a Calendar Year, Subject, and Academic Year. You can also select 'All Subjects' and 'All Academic Years' to gain a more comprehensive list of students.

3

Then click 'Download spreadsheet'.

The CSV file will be downloaded into the browser download folder. It will contain a list of all students selected and their TAP-ID and PIN login information. Please ensure you manage this file with care as it contains sensitive information.

Contact us.

Need some help? Reach out to our friendly customer service team via our **contact us form.**

If you would like to learn more about our ICAS Assessment Consultants, head to **our team page**.

Call us today

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