

## Educational Assessment Australia

### 2009 INTERNATIONAL COMPETITIONS AND ASSESSMENTS FOR SCHOOLS (ICAS) TERMS & CONDITIONS

MD/09/001

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#### 1 ENTRY/REGISTRATION

- 1.1 Entry into the International Competitions and Assessments for Schools (ICAS) can only be accepted from registered schools. EAA will only accept student entries from the school at which the student is currently enrolled.
  - 1.2 EAA or EAA's country representative is unable to accept parent requests to enrol their child in ICAS.
  - 1.3 The minimum entry fee for each ICAS subject is equivalent to an entry of ten (10) students. Schools entering fewer than ten (10) students may still enter however; they will not receive any refund if they enter less than ten (10) students.
  - 1.4 Entry forms should be received at EAA or EAA's country representative prior to the official EAA closing date for entries. This is four weeks before the ICAS test sitting date. The actual date can be found on the homepage of the EAA website at [www.eaa.unsw.edu.au](http://www.eaa.unsw.edu.au)
  - 1.5 Schools can make entries and payments online by using their personalised EAA school code and password at [www.eaa.unsw.edu.au](http://www.eaa.unsw.edu.au)
  - 1.6 Payment for ICAS must be received by EAA before an order can be processed.
  - 1.7 EAA or EAA's country representative will only liaise with the school principal or ICAS coordinator regarding entry and payment information.
  - 1.8 At EAA's discretion, an entry form may be accepted after the official EAA closing date and a late processing fee and/or courier fee will apply. However, students may not be eligible for medals if they do not sit the test on the official sitting date.
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#### 2 RETURN OF ANSWER SHEETS

- 2.1 In order for schools to receive results within the reporting period, the answer sheets must be received by EAA or your country representative within seven (7) working days from the official sitting date.
  - 2.2 Answer sheets will only be processed if received within (3) months of the official sitting date.
  - 2.3 EAA assumes no responsibility for the non-delivery of a school's answer sheets. Schools are encouraged to use registered mail if tracking of delivery is required.
  - 2.4 All hardcopy ICAS answer sheets and scripts are destroyed three (3) months after their respective official sitting date.
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#### 3 ELIGIBILITY FOR AWARDS

- 3.1 Students must be supervised as for any external examination by a registered teacher. Neither the ICAS coordinator, nor any invigilator, should be a person who may have a conflict of interest.

- 3.2 To be eligible for the award of a University of NSW (UNSW) medal, students must sit each ICAS test on the official sitting date and the answer sheets must be received by EAA or the EAA country representative within seven (7) working days from the official sitting date.
- 3.3 To be eligible for a UNSW medal, a student must only sit an ICAS test in the year level for that subject in which s/he is currently enrolled at school.
- 3.4 Medals are only awarded when a top score in each year level in locale is judged to be sufficiently meritorious.
- 3.5 The awarding of all UNSW medals and certificates is at the discretion of EAA.
- 3.6 To ensure the integrity of the ICAS test, EAA reserves the right to investigate any factors which may have affected student performance and the eligibility for the awarding of medals or certificates.
- 3.7 Home-schooled students are not eligible for a medal award unless supervised by a registered teacher when sitting the ICAS test on the official sitting date. The supervising teacher needs to be registered in the locale in which the student sits the ICAS test paper. This teacher also needs to have provided the required statutory declaration relating to that supervision.

#### 4 ALTERNATIVE SITTING DATE

- 4.1 In special circumstances, permission will be given for students to participate in an ICAS test on an alternative sitting date which is earlier than the official sitting date and in some special circumstances may still be eligible for a medal.
- 4.2 All requests for an alternative ICAS sitting date must be made in writing and received no later than two (2) weeks before the official ICAS sitting date. Alternative sitting date forms can be found on the website at [www.eaa.unsw.edu.au/coordinators](http://www.eaa.unsw.edu.au/coordinators)
- 4.3 The EAA School Agreement stating the conditions for alternative sitting dates needs to be signed by the school principal and forwarded to EAA for approval.
- 4.4 Students who sit on an alternative date which is after the official sitting date will not be eligible for medals.

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#### 5 YEAR LEVELS

- 5.1 ICAS is open to all students from Year 3 to Year 12 (Australia), with the exceptions of Computer Skills (Years 3 to 10 only) and Spelling (Years 3 to 7 only). Please refer to the table on page 2 for your country's year level equivalents.
- 5.2 A student must only sit an ICAS test in the year level for that subject in which s/he is currently enrolled at school.
- 5.3 A student must only attempt one ICAS test in any one subject in the year-level in which s/he is enrolled at school.

The table below lists the comparable year levels for a range of countries and the corresponding ICAS Paper\*.

\*Some papers may be common to more than one level.

	Paper A	Paper B	Paper C	Paper D	Paper E	Paper F	Paper G	Paper H	Paper I	Paper J
Australia	Y 3	Y 4	Y 5	Y 6	Y 7	Y 8	Y 9	Y 10	Y 11	Y 12
Pacific	Y 3	Y 4	Y 5	Y 6	Y 7	Y 8	Y 9	Y 10	Y 11	Y 12

New Zealand	Y 4	Y 5	Y 6	Y 7	Y 8	Y 9	Y 10	Y 11	Y 12	Y 13
Singapore	P 2	P 3	P 4	P 5	P 6	Sec 1	Sec 2	Sec 3	Sec 4 & 5	JC 1
Brunei	P 3	P 4	P 5	P 6	F 1	F 2 & F 3	F 4	F 5	PU 1	PU 2
Malaysia	Std 3	Std 4	Std 5	Std 6	F 1	F 2	F 3	F 4	F 5 & L 6	U 6
South Africa	G 3	G 4	G 5	G 6	G 7	G 8	G 9	G 10	G 11	G 12
Indonesia	Y 4	Y 5	Y 6	Y 7	Y 8	Y 9	Y 10	Y 11	Y 12	n/a

## 6 ENTRY FEE PER STUDENT

- 6.1 A minimum order of ten (10) is required to enter each ICAS subject. Schools requiring ICAS tests for fewer than ten (10) students can do so but will need to pay for ten (10).
- 6.2 AUSTRALIA (GST inclusive)  
 AUD6.60 - Computer Skills, English, Mathematics and Science  
 AUD8.80 - Spelling  
 AUD12.10 – Writing
- 6.3 BRUNEI - SGD8.00
- 6.4 INDONESIA – IDR 100 000
- 6.5 MALAYSIA - RM20.00
- 6.6 NEW ZEALAND  
 NZD7.50 - Computer Skills, English, Mathematics and Science  
 NZD9.50 - Spelling  
 NZD14.50 - Writing
- 6.7 PACIFIC - AUD5.00
- 6.8 SINGAPORE  
 SGD8.60 (GST inclusive) - Computer Skills, English, Mathematics and Science  
 SGD13.95 (GST inclusive) – Writing
- 6.9 SOUTH AFRICA  
 R100.00 - Computer Skills, English, Mathematics and Science

## 7 PAYMENT

- 7.1 Payment for ICAS entries must be received at EAA before an order can be processed.
- 7.2 AUSTRALIA - Preferred payment methods include school cheques, money orders, Electronic Funds Transfer (EFT) and credit cards using the EAA online gateway at [www.eaa.unsw.edu.au](http://www.eaa.unsw.edu.au) Contact EAA if you wish to make a direct deposit using EFT. Cash payments are not accepted. Cheques and money orders should be made payable to UNSW Global Pty Limited. Orders and payments not made online should accompany a school's ICAS Entry Form found in the ICAS 2009 information and registration pack sent to schools in February 2009.

A completed copy of the Entry Form becomes a TAX INVOICE so please retain a copy.

- 7.3 BRUNEI - Please pay by bank draft in Singapore dollars (SGD) in favour of "UNSW Global (Singapore) Pte Ltd". Brunei cheques are not acceptable. For further details contact the EAA representative for Brunei, Ms Mary Tan on telephone 65 6227 8921, fax 65 6220 3026 or email [info@unsw.com.sg](mailto:info@unsw.com.sg)
- 7.4 INTERNATIONAL SCHOOLS -International Schools located in countries where ICAS is not offered through an agent are required to contact EAA about registration details at [info@ea.unsw.edu.au](mailto:info@ea.unsw.edu.au) International Schools located in countries where ICAS is not offered are required to pay by credit card or bank draft in Australian currency (AUD) and must add a AUD50 fee to each ICAS subject entered to cover postage and handling.
- 7.5 MALAYSIA - Please pay by cheque or bank draft in favour of "Educational Assessment and Testing Services (M) Sdn. Bhd". For further details contact EAA representative for Malaysia on telephone 03 - 5636 5530, fax 03 - 5636 7530 or email [icas@eats.com.my](mailto:icas@eats.com.my)
- 7.6 NEW ZEALAND - Preferred payment methods include school cheques, Electronic Funds Transfer (EFT) and credit cards using the EAA online gateway at [www.eaa.unsw.edu.au/entries](http://www.eaa.unsw.edu.au/entries) Contact EAA if you wish to make a direct deposit using EFT. Cash payments are not accepted. Cheques should be made payable to UNSW Global Pty Limited. Payments not made online should accompany a school's Entry Form found in the Information Pack sent to schools in February. Please calculate payment in New Zealand currency (NZD) only.
- 7.7 PACIFIC - Please pay by credit card or Bank draft in Australian currency (AUD).
- 7.8 SINGAPORE - Payment is accepted by cheque or by direct crediting through MOE. For further details contact EAA representative for Singapore, Ms Mary Tan on telephone 65 6227 8921, fax 65 6220 3026 or email [info@unsw.com.sg](mailto:info@unsw.com.sg)
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## **8 DISHONoured CHEQUES**

- 8.1 If a cheque payment is dishonoured, the school/payer is responsible for the bank's dishonoured fee charges. EAA must be reimbursed for any dishonoured fee charges.

## **9 REFUNDS & CREDIT NOTES**

- 9.1 All refunds and credit notes must be requested in writing by the school's principal, ICAS coordinator or registrar.
- 9.2 Where the refund or credit arises from a school withdrawing from ICAS prior to the sitting date due to circumstances making participation impossible, all ICAS test booklets and answer sheets must be promptly returned to EAA prior to the refund or credit note being issued.
- 9.3 The cost of, and responsibility for, returning ICAS booklets and answer sheets lies with the school. The method of return is at the school's discretion; however EAA recommends using either registered mail or courier delivery.
- 9.4 ICAS test booklets and answer sheets returned must be in good condition and suitable for resale.
- 9.5 EAA provides one extra ICAS test booklet for each school year in which there are entries. This extra booklet is the teacher's reference copy and is supplied free of charge. A refund or credit will not be extended for the Teacher's copy.
- 9.6 Test booklets and answer sheets must be received at EAA within twenty one (21) days of the ICAS sitting date to be eligible for a refund.

- 9.7 Credit notes and refunds will be processed within eight (8) weeks of receiving the request.
- 9.8 Requests for refunds received after twenty one (21) days from the official sitting date may be processed at the discretion of EAA.
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## 10 BRAILLE AND LARGE PRINT COPIES (Currently available in Australia & New Zealand only)

- 10.1 EAA has a library of Braille ICAS test papers available. The Braille ICAS test papers may vary in content from the corresponding year level pen-and-paper ICAS test.
- 10.2 ICAS – English Braille copies use the British Braille Code 1992 (with capitals) including amendments as adopted by the Australian Braille Authority (ABA) in ABA Bulletin No. 1.
- 10.3 ICAS Mathematics Braille copies use The Australian Braille Mathematics Code (1990).
- 10.4 ICAS Science Braille copies use The Australian Braille Mathematics Code and Chemistry Code (if applicable) as adopted by the Australian Braille Authority (ABA).
- 10.5 Large print ICAS copies are only available as enlarged A3 copies.
- 10.6 Schools will need to return a transcribed answer sheet for each student requiring a Braille or Large Print copy.
- 10.7 Please [click here](#) to download a form for Braille, large print copies or other special needs requirements or contact EAA and a form will be emailed/faxed to you.
- 10.8 Due to extra production time required for Braille and Large Print format, entries should be received at EAA as soon as possible and no later than eight (8) weeks prior to the EAA official sitting date.
- 10.9 Braille copies are not available for ICAS - Computer Skills and ICAS - Spelling.
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## 11 SCHOOL AND STUDENT REPORT REPRINTS

- 11.1 Requests for a reprint of school reports, student reports or certificates will incur an AUD20.00 (GST inclusive) administration and processing fee in the current ICAS year and an AUD35.00 (GST inclusive) administration and processing fee for reprints from previous years. This fee also covers postage and handling by registered mail.
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## 12 REVIEW OF RESULTS

- 12.1 Any request to review a student's results should be made to EAA or your country representative once authorised from your school. A processing fee of AUD50.00 (GST inclusive) to review an ICAS - Spelling or Writing script and AUD20.00 (GST inclusive) to review an answer sheet for all other subjects will apply. EAA is a quality endorsed company with ISO Accreditation and must follow strict quality assurance processes and procedures. Error rates are extremely low. However, if an error is identified, this fee will not be charged.
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### 13 HOME SCHOOLS

- 13.1 Home schools will need to provide EAA with a copy of their current official home school registration before they can enter ICAS. Please contact EAA for the full list of entry requirements. Please note that home-schooled students are not eligible for medals unless supervised by a registered teacher in the locale in which the student sits the ICAS test paper. This teacher has provided the required statutory declaration relating to that supervision.

**PRIVACY POLICY**

All school details are protected by EAA's Privacy Policy and relevant government legislation. EAA fully complies with government privacy legislation. More details may be found at our website [www.eaa.unsw.edu.au](http://www.eaa.unsw.edu.au)

Educational Assessment Australia (EAA) is an education group of UNSW Global Pty Limited, a non-for-profit provider of education, training and consulting services and a wholly owned enterprise of the University of New South Wales. EAA is recognised as a leading national and international assessment organisation, specialising in large-scale assessment programs in Australia, Brunei, Hong Kong, India, Indonesia, Malaysia, New Zealand, the Pacific region, Singapore, South Africa and the USA.