



COMMON TASKS IN SCHOOL REPORTS

a) How to Access Online Reports

To access your school's reports online:

- (i) Visit our website homepage <http://www.eaa.unsw.edu.au>
- (ii) At the top right of the homepage, click on the 'School Portal' link.
- (iii) Click on the 'School Results' tab half way down the page. A dialogue box will appear towards the right of the new screen.
- (iv) Enter your school code followed by your school password and then click Login. You will find your school code and password on correspondence from EAA.
- (v) Click on OK to allow Adobe Flash.

Now that you have logged on, the list of all the tests that your school has been involved in over the years will appear. You have access to the full range of online reports that ICAS has to offer.

b) How to View Summary Data For Your School

It is straightforward to view the summary data for your school for any test, any year level and any calendar year. Either click on a particular assessment on the page or use the navigation bar on the left. For example, you might like to view the summary data for 2013 Science at your school. Simply click on 2013 Science. A summary page of your school's raw data in each year level in 2013 Science will appear. To view all year levels on a common scale, click on the 'Common Scale' tab. This graph brings all year levels onto a common scale to make them comparable.

c) How to View Your Year Level Results

Viewing your school's year level results in each test for any calendar year is easy. For example, you might wish to view your Year 6 2013 Science results. To do this:

- (i) Click on 2013 Science on the navigation bar on the left or on the page directly.
- (ii) Click Year 6.
- (iii) Click All Students. You will see the summary data for Year 6 Science.

At this point, you have access to further useful information. By clicking the 'Skill Areas' tab, you can view the performance in each skill area. If desired, you can click Skill Area Data from the Drop Down menu to change the view from a graph to data. Skill area data can be very useful for schools to help understand the data.



d) How to Analyse Questions

Now that you have viewed your summary data and year level results, it is time to focus on the analysis of the questions. For example, if you wish to analyse your school's 2013 Science questions:

- (i) Click on 2013 Science on the navigation bar on the left.
- (ii) Click on Year 6.
- (iii) Click on All Students
- (iv) Click on the 'Questions' tab on the right.

Viewing Actual Questions

You can view any question that interests you by clicking on the question row. The full question and possible answers will appear at the bottom of the page, just as they appeared in the actual test your students sat. This allows teachers to discuss the question in detail with their students.

Sorting Questions

You might also wish to sort the questions that appear on the page. This allows you to get a better understanding of which questions and areas were done best 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, Description, % Correct in the State, % Correct in the School or % Correct amongst All Students. For example, if you wish to sort the questions into the various assessment areas, click on the 'Area Assessed' title at the top of the second column of the table. You will now see all the questions sorted by area. Click on the % correct column to sort by question difficulty.

Distractor Analysis

A very useful tool in analysing questions is Distractor Analysis. From the drop down menu, select Question Distractor Analysis. The table provides a detailed description of the skill assessed by each question and the percentage of your students who chose each response option. The correct answer is the white, unshaded option. Distractor Analysis can be useful to see where students are going wrong and why they might be answering questions in a particular way. The data table in the Distractor Analysis can be sorted in the same way as previously discussed.



e) How to View and Analyse Your Individual Student Results

The analysis of student results provides a comprehensive suite of tools designed so that you can best understand your individual student data. To analyse your 2013 Science results in Year 6:

- (i) Click on 2013 Science on the navigation bar on the left.
- (ii) Click on Year 6.
- (iii) Click on All Students.
- (iv) Click on the 'Students' tab on the right. You will see a Student Results Summary with a list of all the students that sat the test. The list also provides each student's TAP-ID and PIN. The list can be sorted according to need, simply by clicking on the various headings.
- (v) At this juncture, you can access any of the drop down menu options. They include:

- * Student Result By Skill Area
- * Student Result in Question Order
- * Student Result in Difficulty Order
- * Student Development

(vi) To view a student's results, click on the student. You will then see a summary of that student's 2013 Science results. The result shows how that student performed in each strand in the Science test. You will notice that the student's result is also given in comparison to the achievement of your state. You are able to change that comparison to the school by using the drop down box to change view.

(vii) Click on the 'Questions' tab. You will see a list of all the questions in the 2013 Science test and which strand they are testing. You will also see the answer that the student gave in each question, whether they got the question right and what the correct answer for each question was. The percentage of students in your state that got each of the questions correct is also given.

(viii) Click on the 'Development' tab. What you then see is the student's development in Science from year to year.

Note that you can view your students' results from any year they sat.

f) How to Further Analyse Your School Results

A very useful tracking tool from the online reports is the comparative performance and development over time facility (not available in all countries: see section k for details). For example, to see the school's performance and development in Science over time:



- (i) Click on 2013 Science on the navigation bar on the left.
- (ii) Click on Year 6.
- (iii) Click on All Students.
- (iv) Click on the 'School' tab on the right.

The resulting graph tracks the development of your current Year 6 Science students over time. By then choosing 'Comparison Over Time' from the drop down menu, you can compare the performance of your Year 6 Science students from different calendar years. This process can be repeated for each test.

g) How to Download Your Data

A useful feature of ICAS online reporting is the ability to download the reports into a spreadsheet. For example, you might wish to download your 2013 Science data for Year 6 into a spreadsheet to then analyse the results further using the spreadsheet program. To do this:

- (i) Click on 2013 Science on the page or by using the navigation bar on the left.
- (ii) Click on Year 6.
- (iii) Click on All Students.
- (iv) Click on the 'Copy Data' tab at the bottom of the screen.
- (v) Click OK, so that the data can be copied onto the clipboard.
- (vi) Open up a spreadsheet file.
- (vi) Use the Paste command (Ctrl V) to copy the data into the spreadsheet. The data will now appear in your spreadsheet.

You are able to download any reports where the 'Copy Data' tab at the bottom of the page is in bold writing.

h) How To Print Your Data

It is simple to print sections of data or print year level data. For example, if you wish to print elements of your school's Year 6 2013 Science results:

- (i) Click on 2013 Science.
- (ii) Click on Year 6.
- (iii) Click on All Students.

If you wish to print just that section of the reports that appears:

- (iv) Click on the 'Print Section' tab at the bottom of the page.
- (v) On the resulting pop up screen, click on the 'Print' tab. You are able to change the print view by zooming in and out using the tabs at the top of the pop up screen.
- (vi) Follow the prompts on your computer to print the document.



If you wish to print all of the available Year 6 reports:

- (vii) Click on the 'Print Year 6' tab at the top of the page.
- (viii) On the resulting pop up screen, click on the 'Print' tab. You are able to change the print view by zooming in and out using the tabs at the top of the pop up screen.
- (ix) Follow the prompts on your computer to print the document.

You are able to print any reports in any year levels and any tests by repeating the process outlined above.

i) How to Custom Make Groups

A powerful tool in our suite of online reporting tools is Custom Groups. Custom Groups allow you to track the performance of a group of students of your choosing and compare them to other groups. For example, you may wish to track the performance of your ESL students within your 2013 Year 6 Science cohort. To do this:

- (i) Click on 2013 Science.
- (ii) Click on Year 6.
- (iii) Click on Custom Groups.
- (iv) Click on New. Your list of Year 6 students who sat Science in 2013 appears on the right of the screen.
- (vi) By using the 'Add' and 'Remove' tabs, you can customise a list of ESL students on the left. Select multiple students using Shift-Click or Ctrl-Click. Simply by clicking on the column headings, you can also sort the list by any columns to find the students you are looking for.
- (vii) After you have finished creating the list of ESL students, you should give the group a name by clicking on the Group Name box at the top of the page and typing the name into the box. You might choose the name as '6ESL', for example.
- (viii) Save the newly created group by clicking on the 'Save Group' tab at the top right of the page. You are able to go back in and either delete or edit the group at any time.
- (ix) Once the new group has been saved, you can see that there are now three groups being compared (and that you can track: the custom made group, the school and the state. You are able to create any number of custom groups you wish.

j) How to Download Resources

There are a number of ICAS resources for each subject in each calendar year that schools are able to download from the school portal. These include:



- * an Achievement Template
- * a Media Release Template
- * an Assessment Framework
- * a guide to understanding the reports.

It is easy to download these resources. For example, if you wish to download the resources from 2013 Science:

- Click on 2013 Science from the start-up page or use the navigation bar on the left.
- Click on the 'Resources' tab.
- Click on the link corresponding to the resource you require. The resource will come up on your screen.
- You may save the resources to your computer or print them.

k) Development reports are available in the following countries:

Subject	Countries available
ICAS English. Mathematics, Science, Writing	Australia New Zealand/Pacific Singapore Brunei Malaysia Indonesia South Africa International Schools
ICAS Digital Technologies, Spelling	Not available
IAIS/IAS English, Mathematics, Science	India and other regions



IAIA/IAS Digital Technologies	Not available
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Note: Development reports are not available for Hong Kong schools

I) How to Go Back to the EAA Home Page

To go back to the EAA home page, simply click on the 'Back to EAA home page' at the top right of the screen.