

A HOW TO ACCESS ONLINE REPORTS

To access your child's ICAS reports online:

- (1) Visit our website homepage <http://www.eaa.unsw.edu.au>
- (2) At the top right of the homepage, click on the 'Student Portal' link.
- (3) Click on the '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 Login. You will 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.

B 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. You may either choose a test by year or by subject.

For example, to see your child's 2017 Science results:

- (1) Click on the 'Subject' tab.
- (2) Click on Science.
- (3) Click on 2017. You will see two options: 'Summary' and 'Questions'.
- (4) Click on 'Summary'. On the right, you will see a summary of your child's 2017 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 in the 2017 Science test and which strand they are testing. You will also see the answer that your child 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 region that got each of the questions correct is also given.

Note that you can view your child's results from any year they sat. For example, if you wish to view your child's English result in 2015:

- (1) Click on the 'Year' tab.
- (2) Click on 2015.
- (3) Click on English.

You then have access to the same Summary and Question tabs that were discussed above. This process can be repeated for any test in any year that your child has sat the tests.

C HOW TO VIEW ACTUAL QUESTIONS AND SORT THEM

Now that you have viewed your child's results, there are a couple of ways you can get the most from the results. For example, if you wish to know more about your child's 2017 Science result:

- (1) Click on the 'Subject' tab.
- (2) Click on Science.
- (3) Click on 2017.
- (4) Click on 'Questions'.

Viewing Actual Questions

- (5) You can now 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 child sat. This allows you to discuss the question in detail with your child.

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 that 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 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.

D**HOW TO TRACK YOUR CHILD'S DEVELOPMENT OVER TIME**

You might also be interested in tracking your child's development over time in English, Mathematics, Science and Writing. For example, to track your child's development in Science, simply:

- (1) Click on the 'Subject' tab.
- (2) Click on Science.
- (3) Click on Development. What you then see is your child's development in Science from year to year.

Your child's development can be viewed for any test simply by repeating the above process.

Note: Not available in every region.

E**HOW TO MERGE TAP-ID NUMBERS**

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 'TAP-ID Merge' tab at the bottom left of the page.
- (2) Enter your child's TAP-ID number and PIN number that you wish to merge into the bottom of the page that appears.
- (3) Click on the 'Show assessments' tab.
- (4) Repeat the process for each TAP-ID number that you wish to merge.

F**HOW TO LOG OUT**

To log out of the student portal, simply click on the 'Logout' tab at the top right of the portal page.

WHO TO CONTACT

If you require any assistance, please contact UNSW Global's Customer Service Team or your local ICAS representative.

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