



## **COMMON TASKS IN TAP SCHOOL REPORTS**

*See section (e) for a full list of countries where this facility is available*

### **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.

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, including our specialised TAP school reports.

### **b) How to Track the Development of a Current Year Level Over Time**

It is straightforward to track the development of a current year level over time in English, Mathematics, Science or Writing. For example, let's suppose you wish to track the development of your current Year 6 students in Science:

- (i) On the navigation bar on the left of the screen, click on the '2013 Science' tab.
- (ii) Click on Year 6
- (iii) Click on All Students
- (iv) Click on the 'School' tab towards the top of the screen. The 'School' tab is the tab furthest on the right.

The graph you see shows the development of current Year 6 students at your school over time in Science. It also shows how your current Year 6 students compare to other Year 6 students in the state. This graph can be displayed for any year level for our English, Mathematics, Science and Writing tests. Simply repeat the same process as above according to which year level and test you are interested in. Note that you may print these reports using the print tabs at the top and bottom of the screen.

### **c) How to Compare the Performance of a Particular Year Level Over Time**

It is straightforward to compare the performance of a particular year level over time in English, Mathematics, Science or Writing. For example, let's suppose you wish to compare the performance of Year 6 students in Science at your school over time:

- (i) On the navigation bar on the left of the screen, click on the '2013 Science' tab.
- (ii) Click on Year 6
- (iii) Click on All Students



(iv) Click on the 'School' tab towards the top of the screen. The 'School' tab is the tab furthest on the right.

(v) On the drop down menu on the left, select Comparison Over Time.

The graph you see shows the comparative performance of students in Year 6 at your school over time in Science. It also shows how your Year 6 students have compared to other Year 6 students in the state over time. This information can be displayed for any year level for our English, Mathematics, Science and Writing tests. Simply repeat the same process as above according to which year level and test you are interested in. Note that you may print these reports using the print tabs at the top and bottom of the screen.

### **d) How to Track the Development of Individual Students Over Time**

It is straightforward to track the development of individual students over time in English, Mathematics, Science or Writing. For example, let's suppose you wish to track the development of current individual Year 6 students in Science at your school over time:

(i) On the navigation bar on the left of the screen, click on the '2013 Science' tab.

(ii) Click on Year 6

(iii) Click on All Students

(iv) Click on the 'Students' tab towards the top of the screen.

(v) On the drop down menu on the left, select Student Development.

The table and graph you see show the progression for each student from year to year. Each vertical line shows the average performance in the state for that year level. If you wish to sort the table data according to either Class, First Name, Last Name or Score, click on the corresponding heading. This information can be displayed for any year level for our English, Mathematics, Science and Writing tests. Simply repeat the same process as above according to which year level and test you are interested in. Note that you may print these reports using the print tabs at the top and bottom of the screen.



**e) Development reports are available in the following countries:**

<b>Subject</b>	<b>Countries available</b>
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

**Note:** Development reports are not available for Hong Kong schools

**f) 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.