

2008 INTERNATIONAL COMPETITIONS AND ASSESSMENTS FOR SCHOOLS (ICAS) TERMS & CONDITIONS

MD08/0020

1. ENTRY/REGISTRATION

- 1.1 Entry into the International Competitions and Assessments for Schools (**ICAS**) is school based only. EAA will only accept student entries from the school at which the students are currently enrolled.
- 1.2 EAA or EAA's country representative is unable to accept parent requests to enrol their child into ICAS.
- 1.3 Entry forms should be received at EAA or EAA's country representative as soon as possible and no later than the official EAA closing date for entries which is approximately three to four weeks before the sitting date.
- 1.4 Payment for ICAS must be received by EAA before an order can be processed.
- 1.5 EAA or EAA's country representative will only liaise with the school principal or ICAS coordinator regarding entry into ICAS.
- 1.6 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.

2. YEAR LEVELS

- 2.1 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 below for your country's year level equivalents.
- 2.2 A student must sit the ICAS paper for the year level in which s/he is currently enrolled.
- 2.3 A student must only attempt one paper in any one subject in the year level in which s/he is enrolled.

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

3. ENTRY FEE PER STUDENT

- 3.1 **AUSTRALIA** (GST inclusive)
 AUD6.60 - Computer Skills, English, Mathematics and Science
 AUD8.80 - Spelling
 AUD12.10 - Writing
- 3.2 **BRUNEI** - SGD8.00
- 3.3 **INDONESIA** - IDR 100 000
- 3.4 **MALAYSIA** - RM20.00
- 3.5 **NEW ZEALAND**
 NZD6.50 - Computer Skills, English, Mathematics and Science
 NZD8.50 - Spelling
 NZD13.00 - Writing
- 3.6 **PACIFIC** - AUD5.00
- 3.7 **SINGAPORE**
 SGD8.60 (GST inclusive) - Computer Skills, English, Mathematics and Science
 SGD13.95 (GST inclusive) - Writing

- 3.8 **SOUTH AFRICA**
R100.00 - Computer Skills, English, Mathematics and Science

4. PAYMENT

- 4.1 Payment for ICAS must be received at EAA before an order can be processed.
- 4.2 **AUSTRALIA** - Preferred payment methods include school cheques, money orders, Electronic Funds Transfer (EFT) and credit cards using the EAA on-line gateway at www.eaa.unsw.edu.au/entries. Contact EAA if you wish to make a direct deposit using EFT. Cash payments are not encouraged. **Cheques and money orders should be made payable to UNSW Global Pty Limited.** Payments not made online should accompany a school's Entry Form/Entry Request found in the Information Pack sent to schools in February.
- A completed copy of the Entry Form becomes a TAX INVOICE for GST reporting requirements - please retain a copy.
- 4.3 **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 EAA representative for Brunei, Ms Mary Tan on telephone 65 6227 8921, fax 65 6220 3026 or email info@unsw.com.sg.
- 4.4 **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.
- 4.5 **NEW ZEALAND** - Preferred payment methods include school cheques, Electronic Funds Transfer (EFT) and credit cards using the EAA on-line gateway at www.eaa.unsw.edu.au/entries. Contact EAA if you wish to make a direct deposit using EFT. Cash payments are not encouraged. **Cheques should be made payable to UNSW Global Pty Limited.** Payments not made online should accompany a school's Entry Form/Entry Request found in the Information Pack sent to schools in February. Please calculate payment in New Zealand currency (NZD) only.
- 4.6 **PACIFIC** - Please pay by Bank Draft in Australian currency (AUD).
- 4.7 **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.
- 4.8 **DISHONOURER CHEQUES**
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.

5. REFUNDS & CREDIT NOTES

- 5.1 All refunds and credit notes must be requested in writing by the school's principal, ICAS coordinator or registrar.
- 5.2 Requests for refunds received within 30 days after the ICAS sitting date will be processed free of charge.
- 5.3 Requests for refunds received after 30 days of the ICAS sitting date will incur an administration fee of AUD35.00/NZD40.00. There will be no charge for credit notes issued.
- 5.4 Where the refund or credit arises from a school withdrawing from the ICAS prior to the sitting date or circumstances making participation impossible, all ICAS test booklets and answer sheets must be promptly returned to EAA prior to the refund or credit notes being issued.
- 5.5 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 either registered mail or courier delivery.
- 5.6 The ICAS test booklets returned must be in good condition and suitable for resale.
- 5.7 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. EAA reserves the right to charge a school that sends in the teacher's copy or additional answer sheets for processing. A refund or credit will not be extended for the Teacher's copy.

6. ALTERNATIVE SITTING DATE

- 6.1 In special circumstances, permission may be given to a school to participate in ICAS on an alternative date.
- 6.2 All requests for an alternative ICAS sitting date must be requested in writing and received no later than two (2) weeks before the official ICAS sitting date.
- 6.3 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.

- 6.4 Requests for an alternative sitting date must be received no later than two (2) weeks before the official ICAS sitting date.
- 6.5 Students that sit on an alternative date may not be eligible for medals.

7. RETURN OF ANSWER SHEETS

- 7.1 In order for schools to receive results in 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.
- 7.2 Answer sheets will only be processed if received within twelve (12) weeks of the official sitting date.
- 7.3 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.
- 7.4 Computer Skills, English, Mathematics and Science answer sheets will be destroyed 6 months after their respective official sitting date and Spelling and Writing scripts will be destroyed 9 months after their respective official sitting date.

8. ELIGIBILITY FOR AWARDS

- 8.1 Students must be supervised as for any external examination. Neither the ICAS coordinator, nor any invigilator, should be a person who may have a conflict of interest.
- 8.2 Students must have participated in the ICAS on the official sitting date to be eligible for the award of a medal.
- 8.3 To be eligible for the awarding of medals, the answer sheets must be received at EAA or your country representative within seven (7) working days from the official sitting date.
- 8.4 In special circumstances, permission may be given to participate in the ICAS on an alternative date. In this case, students will receive certificates but may not be eligible for medals.
- 8.5 Medals are only awarded when a top score in each year level in each state/region/country is judged to be sufficiently meritorious.
- 8.6 To be eligible for a medal, a student must only sit the paper for the year level in which s/he is currently enrolled.
- 8.7 The awarding of all medals and certificates is at the discretion of EAA.
- 8.8 To ensure the integrity of the ICAS, EAA reserves the right to investigate any factors which may have affected student performance and eligibility for awards.
- 8.9 Home schooled students are not eligible for the awarding of medals unless they sit ICAS at an approved testing centre.

9. BRAILLE AND LARGE PRINT COPIES (Currently available in Australia & New Zealand only)

- 9.1 EAA has a library of Braille ICAS papers available. The Braille ICAS papers may vary in content from the pen and paper ICAS.
- 9.2 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.
- 9.3 ICAS Mathematics Braille copies use The Australian Braille Mathematics Code (1990).
- 9.4 ICAS Science Braille copies use The Australian Braille Mathematics Code and Chemistry Code (if applicable) as adopted by the Australian Braille Authority (ABA).
- 9.5 Large print ICAS copies are only available as enlarged A3 copies.
- 9.6 Schools will need to return a transcribed answer sheet for each student requiring a Braille or Large Print copy.
- 9.7 Please contact EAA to obtain a copy of the request form for BRAILLE AND LARGE PRINT COPIES OR TO HAVE OTHER SPECIAL NEEDS REQUESTS APPROVED.
- 9.8 **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 four (4) weeks prior to EAA official closing date.**
- 9.9 Braille copies are not available for ICAS - Computer Skills and ICAS - Spelling.

10. SCHOOL AND STUDENT REPORT REPRINT

- 10.1 Requests for a reprint of school reports, student reports or certificates will incur an AUD20.00 (GST inclusive) or NZD22.00 administration and processing fee in the current ICAS year and an AUD35.00 (GST inclusive) or NZD40.00 administration and processing fee for reprints from previous years. This fee also covers postage and handling by registered mail.

11. HOME SCHOOLS

- 11.1 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 may not be eligible for the awarding of medals unless they sit ICAS at an approved testing centre.

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