



2019 ICAS TERMS AND CONDITIONS (INDONESIA)

1. General

UTC is one of UniSadhuGuna's business units which administer international testing and examinations in Indonesia. UTC provides examination services for universities and institutions as well as conducting ICAS, the most powerful diagnostic tool available to help schools and parents plan for the road ahead. In Indonesia, UTC is the sole and official representative of UNSW Global Assessment to conduct the ICAS since 2005. EAA is a leading national and international educational assessment organization specializing in large-scale assessment programs, a self-funded and non-profit division of UNSW Global Pty. Ltd. which is a wholly-owned subsidiary of the University of New South Wales (UNSW).

2. Registration

- 2.1 UniSadhuguna Testing Centre (UTC) will only accept participation in ICAS by student who are enrolled in Registered Schools in Indonesia.
- 2.2 Except for Registered Home Schools, UTC will not accept direct requests from parents of children in Registered Schools to enrol their child in ICAS. Special requirements apply to Registered Home Schools: Registered Home Schools must contact UTC to obtain the full list of entry requirements applicable to Registered Home Schools. In particular, Registered Home Schools must provide UTC with a copy of their current official home school registration provided by the applicable Department of Education (or its equivalent) and a certified copy of their students' birth certificates or passports before their students can participate in ICAS.
- 2.3 Schools should contact UTC to register at info@icasindonesia.co.id or by completing the online form at www.icasindonesia.co.id
- 2.4 Completed entry forms should be received by UTC prior to the official UTC closing date to ensure that schools receive ICAS test materials by the official sitting date. The official closing and sitting dates can be found at www.icasindonesia.co.id. Schools are required to use their personalized school code and password to register through website. Alternatively, school principals, their nominees or ICAS coordinators can download the entry form at www.icasindonesia.co.id or contact **021 227 698 24 / 25**
- 2.5 Every New School who fill in the registration will get the school code and password for login to the website.
- 2.6 The school may participate in one or all of the ICAS subjects.
- 2.7 UTC will liaise only with the school principal or the ICAS Coordinator regarding entry and payment information.
- 2.8 **Minimum Participants:** To get an accurate school report, a minimum of 10 participants per subject are required. UTC will only accept student entries from the school in which the student **is currently enrolled**. Schools enrolling less than 10 participants in a subject will be charged the entry fee applicable to 10 enrolments.
- 2.9 Students should register at their respective schools and shouldn't register under other schools' name, and schools should not accept the registration of students outside the school.
- 2.10 A money back guarantee will be given to students who fail to proceed to the next year level or have been transferred to another school before the ICAS sitting date. Parents will need to send a statement letter with a revenue stamp of IDR 6.000 to UTC to claim their refund.
- 2.11 ICAS registration batch:
 1. Batch 1: **1 February 2019 until 15 May 2019** (5% discount for registration during this batch).
 2. Batch 2: **16 May 2019 until 7 August 2019**.
- 2.13 Please register online to www.icasindonesia.co.id



2.14 School must agree to comply with the following term and conditions.

3. Student Year Level

- 3.1 ICAS is for students enrolled in Registered Schools in Indonesia.
- 3.2 Student are permitted to sit only ICAS assessments for the year in which they are currently enrolled at a school. Some papers have common content across year levels, however students should still sit the ICAS paper for their year level e.g. Year 6 = Paper C.
- 3.3 Students may only attempt one ICAS assessment per subject.
- 3.4 The below table indicates the papers available for each year level and subject.

INDONESIA YEAR LEVELS	3	4	5	6	7	8	9	10	11	12
ICAS PAPER	Introductory	A	B	C	D	E	F	G	H	I
ENGLISH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
MATHEMATICS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SCIENCE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
WRITING		✓	✓	✓	✓	✓	✓	✓	✓	✓
DIGITAL TECHNOLOGIES		✓	✓	✓	✓	✓	✓	✓		

3.5 The students must be registered based on their year level as of September 2019.

4. Alternative Sitting Date

- 4.1 All students in the school must sit ICAS on the same day. If an enrolled student is absent from school on the day of the assessment, the school must contact UTC before making separate arrangements for that student to sit ICAS.
- 4.2 In special circumstances, schools may request an alternative sitting date before the assessment date by completing the alternative sitting date form. All requests for an alternative ICAS sitting date must be received at UTC no later than four (4) weeks before the official ICAS sitting date. Alternative sitting date forms can be found in the 'ICAS Coordinators' section at www.icasindonesia.co.id
- 4.3 The School Agreement stating the conditions for alternative sitting dates needs to be signed by the school principal or nominee and forwarded to UTC for approval.
- 4.4 Students who sit on an alternative date which is after the official sitting date will NOT be eligible for medals but will still receive certificates and reports. However, if the sitting date has been approved by UTC and it is within three (3) days earlier than the official sitting date, students will be considered eligible for medals.

5. Invigilator and Observer

- 5.1 UTC **DOES NOT** provide invigilators to supervise the running of ICAS.
- 5.2 Schools are responsible for organizing their own invigilators.
- 5.3 UTC does not provide observers for each participating school. There will be an observer(s) in every city to monitor how ICAS is conducted in randomly selected schools.
- 5.4 Each school should run ICAS under examination conditions and in accordance with the guidelines given.

6. ICAS Material and Administration Package

- 6.1 The ICAS materials are normally delivered at least one week before test day.
- 6.2 School may not open test materials before the sitting dates.





- 6.3 The ICAS Coordinator will receive two separate box(s) and/or envelope(s):
 - Administration package containing Administration Guide, Return Advice Form, Test Candidate List, plastic sheet, and return envelope. Make sure that you have all the administration documents for the assessment as soon as you have received it.
 - ICAS test materials package containing question booklets and answer sheets. Keep all question booklets and answer sheets secure until the sitting date.
- 6.4 Schools must check the total requested paper attach on the box or external envelope containing test material and **MAY NOT** open the envelope. The envelope **CANNOT BE** opened before the ICAS Sitting Dates.
- 6.5 UTC may cancel an order, without liability to a school if ICAS Booklet is not available.
- 6.6 Every school has one spare test materials for each year level / each subject.

7. Return of Answer Sheets

- 7.1 The answer sheets and Return Advice Form must be received by UTC within three (3) days from the official sitting date in order for schools to receive results within the advertised reporting period and to be eligible for medals.
- 7.2 If a student is absent from the ICAS official sitting date, school may permit the student to sit ICAS on a day other than the official sitting date but the student isn't eligible for medals.
- 7.3 UTC cannot assume responsibility for the non-delivery of a school's answer sheets. Schools are encouraged to use registered mail or courier if tracking of delivery is required.
- 7.4 UTC will cover the cost of returning the answer sheets package from the schools to UTC.
- 7.5 The ICAS Coordinator or the supervisor must **ensure the number of answer sheets returned** for each paper matches the information recorded on the Return Advice Form and on the Return Envelope.
- 7.6 The late return of answer sheets may prevent candidates from receiving medals.
- 7.7 UTC will not cover the cost of returning the late answer sheets from the school to UTC.
- 7.8 UTC will deliver all answer sheets from schools without re-checking the answer sheets assuming that the ICAS Coordinator already checked all answer sheets that were sent to UTC. Please make sure that all students write their answer on the answer sheet and fill their personal detail correctly.

8. Eligibility for Awards

- 8.1 Students undertaking ICAS must be supervised by a registered teacher or member of staff nominated by the school principal as for any external examination. The supervisor should not be a person who may have a conflict of interest.
- 8.2 Students must sit each ICAS paper on the official sitting date for each subject and the answer sheets must be received by UTC within three (3) days of the official sitting date.
- 8.3 The answer sheets must be returned to UTC in accordance with the date in the above table.

Subject	Writing	English	Mathematics	Science	Digital Technologies
Closing Date	Batch 1 : Wednesday, 15 May 2019 Batch 2 : Wednesday, 7 August 2019				
Official Sitting Dates	Friday, 13 September 2019	Saturday, 14 September 2019	Saturday, 14 September 2019	Saturday, 21 September 2019	Saturday, 21 September 2019
Returning Answer Sheet	Tuesday, 17 September 2019			Tuesday, 24 September 2019	



- 8.4 A student must only sit an ICAS paper in the year level for the subject in which they are currently enrolled at school as of **September 2019**. (For example: Student in Year 4 will sit Paper A and soon)
- 8.5 Medals are only awarded when a top score in each year level in each state/territory is judged to be sufficiently meritorious.
- 8.6 The awarding of Gold medals and certificates is at the discretion of UNSW Global.
- 8.7 To ensure the integrity of ICAS, UNSW Global and UTC reserve the right to investigate any factors which may have affected student performance and the eligibility for the awarding of Gold medals or certificates.
- 8.8 **Gold Medal** will be awarded for the top scorer students in the country. The Silver and Bronze Medal have been scrapped and accordance with ICAS International standards.

AWARD	SCORE
Gold Medal*	Top score in the country / Subject Year Level
Certificate	High Distinction (Top 1% of students)
	Distinction (Next 10% of students)
	Credit (Next 25% of students)
	Merit (Next 10% of students)
	Participation (All remaining students)

**Gold medal is awarded at the discretion of UNSW Global.*

- 8.9 Registered home-schooled students are not eligible for medals unless they are supervised by a registered teacher in the state or territory in which the home schooled students sits ICAS.

9. Entry Fee Per Student

- 9.1 **IDR 176.000-** for Digital Technologies, English, Mathematics and Science (per student/subject) which is nonrefundable.
IDR 264.000- for Writing per student which is non refundable
- 9.2 A money back guarantee will be given to students who fail to proceed to the next year level or have been transferred to another school before the ICAS sitting date. Parents will need to send a statement letter with a revenue stamp of IDR 6.000,- to UTC to claim their refund.
- 9.3 Where fewer than ten entries are made in a subject, school will be charged the equivalent price of ten entries.
- 9.4 To cover the school operational cost in conducting ICAS at school premises, the school participants will receive **2.5%** cashback should they register for less than 500 participants and **5%** cashback should they register 500 and more participants from the total participants.

10. Payment

- 10.1 Payment for ICAS entries must be received by UTC on the latest by **30 August 2019**.
- 10.2 Payments can be made by bank transfer. Cash payments are not accepted.
- 10.3 Each school will be given a **virtual account** number provided by UTC for ICAS registration purposes.
- 10.4 School participant will receive an invoice containing payment details and a virtual account number.
- 10.5 UTC will send the invoice to school according to registered students.



INVOICE

To: SCHOOL		Date:
Attn:		Invoice Number:
		Virtual Account:
		Due Date:
Item Code	Description	Total IDR
	2019 ICAS Writing Reg : papers	
	2019 ICAS English Reg : papers	
	2019 ICAS Mathematics Reg : papers	
	2019 ICAS Science Reg : papers	
	2019 ICAS Digital Tech Reg : papers	
GRAND TOTAL		

- 10.6 Please confirm once you have made a payment by sending the proof of payment to UTC by email to info@icasindonesia.co.id
- 10.7 Refund and overpayment must be requested in letter with principal or ICAS Coordinator approval.
- 10.8 School must inform bank account and bank information for refund and overpayment.
- 10.9 Refund and overpayment will be processed within three (3) weeks after request received.

11. Result

- 11.1 Hardcopy result will dispatch to school two months after ICAS sitting date.
- 11.2 Online result will be available to school and student one month after receive email notification from UNSW Global.
- 11.3 **UTC will keep the school result** until we received full payment of ICAS Registration, please confirm once you have made a payment.

12. School and Student Report Reprints

- 12.1 A complaint about certificate and medal shall be one week after receiving the results.
- 12.2 Requests for reprints of school reports, student reports (current or previous years) or certificates will incur an administration and processing fee (see the Schedule of Fees and Charges below).

Items	Fee
School Report reprints (<i>courier fee excluded</i>)	\$30.00 each
Student Report reprints (<i>courier fee excluded</i>)	\$30.00 each
Medal Replacement (<i>courier fee excluded</i>)	\$50.00 each

13. Privacy Policy

All school details are protected by UTC's Privacy Policy and relevant government legislation. UTC fully complies with government privacy legislation.

14. Contact Details

UniSadhuGuna Testing Centre - ICAS Indonesia
 UniSadhuGuna, Jl. Terogong Raya No.32,
 RT.03/RW.06, Cilandak Barat, Kecamatan
 Cilandak, (next to Jakarta Intercultural School)
 Jakarta Selatan. 12430 Indonesia
 Phone : (+62-21) 22769824 / 25
 Mobile : (+62) 838 9800 6413

Instagram : [icas_id](#)
 Facebook : [ICAS Indonesia](#)
 Twitter : [ICAS Indonesia](#)
 Email : info@icasindonesia.co.id
 Website : www.icasindonesia.co.id