



ISA

International Schools' Assessment



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ISA Administrative Process

The ISA is a set of tests used by international schools and schools with an international focus to monitor student performance over time and confirm that their internal assessments are aligned with international expectations of performance. Here's a step-by-step summary of the ISA Administration process.

1. Registration	<p>Register your school using our online registration and ordering system. This is a one-off process to collect registration information e.g. address, contact people details and school background information. You will not need to complete this in subsequent years. Registering is simple:</p> <ol style="list-style-type: none">1. Visit the ISA Website.2. Follow the prompts to contact the ISA Team.
2. Ordering	<p>You will receive an email notification once your school's registration is approved by the ISA team. Using your login details, you can proceed to order the assessment by choosing your test administration and participating grade levels.</p> <p>The ISA is conducted three times throughout the year in either:</p> <ul style="list-style-type: none">• October• February• May <p>Ordering instructions can be found in the registration approval email as well as the Help page of your school account.</p> <p>Prior to orders closing, the ISA team will contact you to ask that you confirm your order details. You will also receive Handbooks to help you prepare for and administer the tests.</p>
3. Planning	<p>Leading up to the test, schools need to:</p> <ul style="list-style-type: none">• Schedule the tests• Communicate privacy details to parents/guardians• Consider which students will be participating• Become familiar with the test security features; and• Ensure you are technically ready to administer the tests

<p>4. Preparation</p>	<p>Once orders have closed, the ISA Team will contact your school with details on preparing for testing. To prepare for testing you must read the <i>ISA School Coordinator's Handbook</i> which provides detailed step by step instructions on how to prepare for and administer the tests. In summary:</p> <ul style="list-style-type: none"> • Create sessions in your account. • Prepare student and staff data. • Enrol students into sessions. • Download student login details and ISA IDs.
<p>5. Administration</p>	<p>Prior to the administration period, the ISA Team will contact your school with details on administering the tests. ISA tests must be administered in accordance with the instructions in the <i>Administration Handbook</i> and within the dates provided by the ISA Team.</p> <p>At the conclusion of testing, the ISA Team will contact your school with details about completing testing.</p> <p>Once your school has completely finished testing, School Coordinators must conduct a final check of your school's account to ensure that all the tests have been completed and closed.</p> <p>Conduct Checks</p> <p>Schools must ensure that the following checks have been completed:</p> <ul style="list-style-type: none"> • All assigned online tests have been completed and closed; and • Student biodata is accurate. <p>The non-standard conditions and exclusions form has been completed.</p> <p>Feedback</p> <p>ACER is keen to gather information from those participating in this assessment program. Schools will be emailed regarding completion of the feedback surveys.</p>
<p>6. Reporting</p>	<p>Reports will be delivered online to schools in November (ISA October), April (ISA February) or June (ISA May).</p> <p>ISA results are delivered securely and can be downloaded via your school account.</p>
<p>7. Invoicing</p>	<p>Invoices are emailed to schools after the reports are released in early December (ISA October), early May (ISA February) and early July (ISA May).</p>

For more information visit www.acer.org/isa or email isa@acer.org