

PATHS TO SUCCESS

On-line InCAS Assessment Instructions

Dear Colleague,

This letter tells you how to complete the InCAS academic assessments with your pupils. **These assessments are to be completed by all pupils at your school in current Years 2, 3 and 4.** The assessment is conducted by the child themselves with minimal teacher supervision.

InCAS is a flexible diagnostic tool for schools, which gives a detailed account of a child's ability in core skill areas, including maths, reading, picture vocabulary, non-verbal ability and attitudes. It is computer-delivered, attractive and child-friendly. It's really easy to administer, efficient and there's no teacher marking required. It's also computer-adaptive, so questions are tailored to the individual (not too difficult or easy) and as a result it's a more enjoyable and engaging experience. Information supplied is confidential and secure. CEM's (Centre for Evaluation and Monitoring, Durham University) systems are designed and developed to help schools drive educational standards, based on objective evidence to support teacher assessment. CEM data can also be used to support the school inspection process.

We have already registered your school's details with CEM. They will send you the InCAS materials and instructions by Friday 18th May, if you have not yet received these please contact Dr Alexandra Barlow. Once you have received the InCAS software please make arrangements to install this on your school's computers. Installation guides are provided with the materials and a more comprehensive step-by-step User Guide is available on the CD provided.

Pupil lists will be sent these to CEM, these lists populate the InCAS assessment tool, you should receive a file containing your class lists to import into the InCAS software by Monday 11th June. If you have not received this please contact Dr Alexandra Barlow. Alternatively, if your school uses SIMS you can import pupil lists this way. Once again a guide is provided with the materials and a more comprehensive step-by-step User Guide is available on the CD provided.

As stated earlier the InCAS assessments are divided into 6 separate modules, **we would like you to complete both the 'Reading' and 'General Maths' modules with your pupils by Friday 6th July,** as these will provide the most useful feedback. However, you are free to complete the other modules afterwards as well (you will also receive feedback for any additional assessments).

If you have any queries about installing and running the InCAS assessments please see the support website www.incasproject.org/support or contact the InCAS team (tel: 0191 3344220, email: Primary.Support@cem.dur.ac.uk). For any general enquiries please contact Dr. Alexandra Barlow. Your support is vital to the robust evaluation of this initiative and we greatly appreciate your cooperation.

Yours sincerely,



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