CAMBRIDGE
UNIVERSITY PRESS & ASSESSMENT

Centre for Evaluation & Monitoring

InCAS
Co-ordinator
Guide
2023

Contents

Introducing InCAS

InCAS is a computer adaptive assessment for children aged 5 – 11 years old. InCAS provides a wealth of information at pupil, class and school level. It highlights pupils' strengths and weaknesses so that teachers can determine what pupils know and can do, which can inform teacher planning and target setting. It provides age-equivalent scores and diagnostic information.

InCAS comprises of six modules and each student completes the assessment independently at a computer by following audio instructions so each child needs access to a suitable device, keyboard, headphones and a mouse.

InCAS Year 1 (Age 5-6)

InCAS Year 2 (Age 6-7)

InCAS Year 3 (Age 7-8)

InCAS Year 4 (Age 8-9)

InCAS Year 5 (Age 9-10)

InCAS Year 6 (Age 10-11)

When to run InCAS assessments

InCAS assessments can be carried out at any point in the academic year. Your school can decide what time is best for you, but your pupils should only do the assessment once. For consistency, we would recommend administering the assessment at the same time each year.

InCAS assessments are available from the 1st August until the 31st July the following year.

Assessment modules, timings and overview

The six InCAS modules, including timings are below. As each pupil accesses the modules through a unique password the modules can be taken over a period of a few days or even a few weeks. To assist the pupils' concentration, we recommend at least a break in between each module. This may be play time or dinner time.

Module	Question Type and Task
Reading *20-25 mins* Potentially three question types.	**1. Word Recognition** A word will be spoken through the headset and the pupil will use the mouse to select from the 5 options the word they have heard. **2. Decoding** The child will hear a made up or unfamiliar word and from the options select the 'word' they have heard. **3. Comprehension** Depending on how they have done on previous sections, not all pupils will be presented with comprehension questions. If they are, the child selects the missing word that makes the most sense in the context of the sample passage.
General Maths *20-25 mins* Four question types that follow the sequence shown.	1. Number Type 1 Counting, informal maths, place value, fractions. 2. Number Type 2 Sorting, patterns, problem solving, algebra 3. Measure, Shape and Space (MSS) including 2D and 3D shapes 4. Data handling.
Mental Arithmetic *15-20 mins* Potentially four question types.	1. Addition - Presented to all 2. Subtraction - Requires an addition age equivalent score greater than 5 3. Multiplication - Requires a subtraction age equivalent score greater than 7 4. Division - Requires a multiplication age equivalent score greater than 8
Spelling *15-20 mins*	Over the headset the child will hear a word and, using the screen keypad, they have to spell the word they have just heard.
Developed Ability (DA) *20-25mins* Two question types	**1. Picture Vocabulary** Pupils will hear and see the word and select the correct picture match to the word from the options shown on screen. **2. Non Verbal Ability** Pupils are asked to find matching patterns in a larger pattern.
Attitudes *5-10mins* Assesses the pupil's attitude to reading, maths and school.	Pupils are asked their attitude to a series of questions. They use the slide ruler to choose the most appropriate face option that reflects their personal opinion.

Your main admin site – InCAS+

Use the InCAS+ platform to set up and run your InCAS+ assessments and access reports. Log in to your account on the InCAS+ secure site with your unique username and password. The InCAS+ website can be found by visiting www.cem.org, and selecting InCAS+ from the Secure Sites menu.

If you have misplaced your sign in details, please email: cem@cambridge.org

For security, these details cannot be provided over the phone.

The Assessment Centre

This is the section of your InCAS+ account that you will use to upload your pupil's details, run and also to check the status of assessments. If you are using the non-web version, you can also return your results files here.

When logged in to your account please select Administration > Assessment Centre
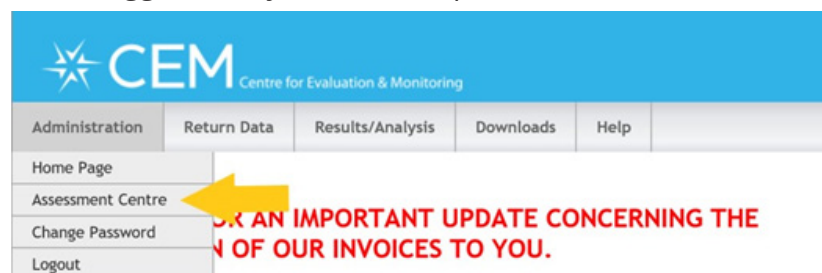
On the next screen, select the assessment year required and click 'OK'

You will then be in the Assessment Centre for the assessment year selected.

Assessment Centre tabs explained

Welcome to the Assessment Centre
Please select the appropriate tab above.

select assessments	'Select assessments' allows you to change the assessment year you are viewing.
import	'Import' is the tab to use to upload your pupil details file
manage pupil	'Manage pupil details' allows you to edit and add pupil and class details.
password lists	Each pupil has six three digit passwords, one for each module of the assessment Details can be found on this tab.
carry out	Here you can access the assessment shortcut and passkey to run your assessment online or offline.
status reports	A status for each module of the assessment for every child registered is displayed. 'Completed' - the student completed the assessment on the date listed. 'Pending' - the student did not start the web assessment, or you did not return the completed assessment files for the Non-Web version. 'In Progress' means a student started the assessment but did not complete it.
return results	Use this tab to return all results for the non-web version or to return locally saved results files.

Technical requirements for running InCAS

We designed our online assessments to be delivered either through your web browser, when you have a stable internet connection, or using a standalone downloadable non-web application if your internet connection is low-speed or less reliable. You will require a sound-enabled computer to run our InCAS assessment for both versions of the assessment.

For the web only version, you will typically be able to assess one pupil for every 1Mbps of line speed. The assessment content will be downloaded at the beginning of each assessment. Results are automatically returned after the assessments. The online assessments use HTML5.

For the non-web version of the assessments, all content is stored locally on your school's server or computer and results are returned manually to CEM after all assessments are complete.

Please visit our Technical Setup webpage at **https://www.cem.org/general-technical-requirements** for the latest information relating to the following:

- Recommended and supported operating systems
- Recommended and supported browsers
- Recommended and supported devices

Tips for smooth running of your assessments

1. Upload your CSV file of student details at least 24hours in advance of your assessments.
2. Make sure that your CSV file of pupil details is saved as a CSV (Comma delimited) (*.csv) file.
3. For web assessments ensure all students have access to the passkey details on the day of the assessment.
4. For non-web assessments be sure to upload your CSV file before downloading the assessment software. Otherwise, the passwords may not work.
5. All pupils will have six passwords – one for each InCAS module. They will need the details to enter the appropriate password at the beginning of each module.
6. Each pupil will need a headset in addition to the device on which they are taking the assessment.
7. If pupils have open access to the InCAS software, they will be able to log themselves into the software at any time and re-sit the assessments. Therefore, you may decide to remove access to the software once testing is complete to prevent accidental re-sitting of assessments.
8. You may wish to run a trial assessment entering TEST as the first name and TEST as the surname for the trial. Although the results will not appear in the reports, it will allow you to see how the assessment works. You will need to complete the assessment in full to trial it successfully.

Setting up the Assessment

Entering pupil details

If running the offline assessment, remember to import your students into the CEM Secure system **before** you download the Non-Web assessment.

Whether you are running the offline or online version, the process of uploading the student details to the system is the same.

The best way to enter the student information on to the InCAS+ site is to import from a CSV (Comma delimited) file. You will receive a CSV template as part of your welcome email. To download a new CSV template visit our Help Centre here

An example CSV template looks like this:

	A	B	C	D	E	F	G
1	First Name	Surname	DOB	Gender	Class	Year Group	UPN/student code
2							

Completing your CSV File

When completing your CSV file the column headers highlighted with a red asterisk below are mandatory. You can leave out the other column headers if not required.

Column Header	Description
* First name	The first name by which the pupil is usually known
* Surname	The surname by which the pupil is usually known
* DOB	dd/mm/yyyy
* Gender	M for male pupils or F for female pupils
* Class	The class name can be up to 25 characters
* Year Group	1,2,3,4,5,6 (Eng, Aus) P2,P3,P4,P5,P6,P7 (Scot, NI)
UPN/student code	UPN or SCN (Unique Pupil Number or Scottish Candidate Number)
English as an Additional Language	English as an Additional Language
Free School Meals	Is the pupil entitled to Free School Meals?

Importing pupil details

To upload your completed CSV follow the steps below:

1. Enter the Assessment Centre and select 'Import'.

2. Select the 'Choose File' option and upload your CSV spreadsheet.

The following steps enable you to import your pupil details ready to run the assessment.
a. Select the file using the button below
Choose File No file chosen

3. Select 'Yes' in the section asking, 'Does the file contain column headers?'

b. Does the file contain column headers?
● Yes   ○ No

4. Click the 'Upload' button to upload the file.

c. Click to upload the file

UPLOAD

5. The next page will ask you to map the column header names from your CSV file to the ones in the drop-down menu options. You can choose 'Ignore' from the drop-down menu if you want to exclude any of the columns from your CSV spreadsheet at this stage. 'Next' to confirm the details.

6. At the bottom of the page, click Next' to confirm the details.

7. On the next screen, you will be given a further opportunity to edit/delete pupil details. Click 'Next' when you are happy to continue and upload these pupil details to the system.

8. You will receive a banner notification at the top of the screen to let you know that you have successfully uploaded your student details. You can also confirm this by checking the data in the 'Manage Pupil Details' tab.

Editing/adding pupil and class details

In the Assessment Centre you can use the 'Manage Pupil Details' option to edit, add, move and delete pupil and class details.

Manage Pupil Details for InCAS 2022-23

On this page you can add and edit pupil details. Use the filters to specify the year group or class you wish to view.

Edit pupil details

Select the student you want to edit by ticking the box next to the 'Edit' button. This will bring up the student profile for you to amend the details as necessary.

Click 'Save' once you have edited the details required.

Create a new pupil or class

Click on 'New' and select either 'Pupil' or 'Class'.

The next box will allow you to add the required information for a new pupil or class. Select 'Save' once done.
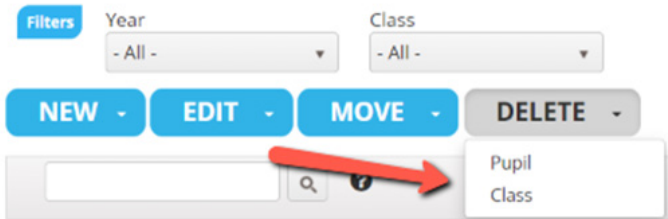
Delete a pupil record

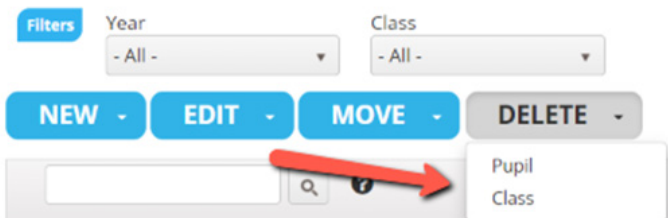Click on 'Delete' and choose 'Pupil'.

Put a tick next to the candidate(s) you want to delete from your current list and select 'Delete'

On the next screen you will be asked to confirm the deletion. You will also be alerted if the pupil has any scores associated with their profile.

Delete a class record

Click on 'Delete' and choose 'Class'.

The box that appears will ask you to select the class you want to delete from the drop-down menu. Once chosen, click 'Delete'.

TIP: You will be asked to confirm the deletion. If there are pupils in the class to be deleted, you will not be able to proceed with the deletion. If you make a deletion in error, please get in touch with our customer service team for assistance
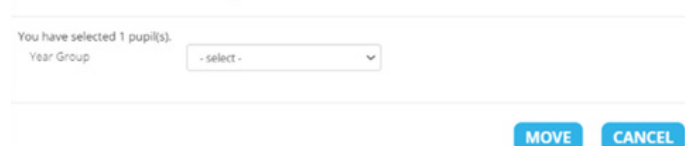
Move a pupil into a new year group/class

Select the pupil you want to move clicking the tick box next to the 'Edit' button. Select 'Move' and choose either 'Year Group' or 'Class'.

You can then select where you want to transfer the pupil to from the drop down menu and select 'Move'.
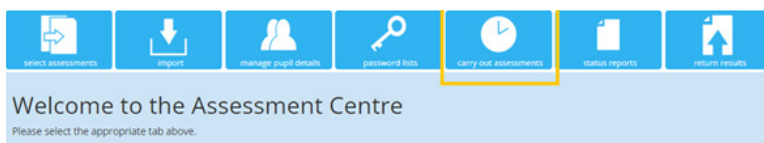

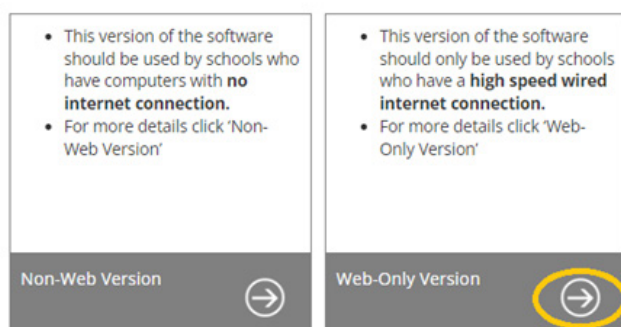# Setting up the Web-based version

Accessing the Assessment Shortcut

1. Within the Assessment Centre select the 'Carry out Assessments' menu option.

2. Next, click on the arrow in the Web-Only version box.

3. On the next page, you can access your assessment shortcut link and passkey. The assessment link is unique to your school, the passkey is the same for each pupil.

Using the Assessment Shortcut URL

You can either download

i) **the online assessment shortcut or**

ii) **create a desktop shortcut.**

i) **Downloading the Assessment Shortcut**

1. Select 'Click here' to download the assessment shortcut.

Web Delivered Assessment for InCAS 2022-23

WEB-ONLY VERSION

This version of the software should only be used by schools who have a high speed wired internet connection.

ASSESSMENT SHORTCUT

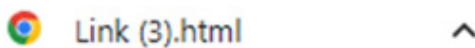Click here to download the assessment shortcut.

Or

Copy and paste the text below into a shortcut.
https://assessments.cem.org/incas/GetSessionID.aspx?regkey=█

2. The shortcut will appear in the bottom left corner of your Chrome browser. You can then save it somewhere on your school system, in a location where your students can easily access it.

Link (3).html

ii) **Creating a desktop shortcut**

1. Highlight the shortcut text displayed beneath the 'Click Here' link and 'Copy'.

Web Delivered Assessment for InCAS 2022-23

WEB-ONLY VERSION

This version of the software should only be used by schools who have a high speed wired internet connection.
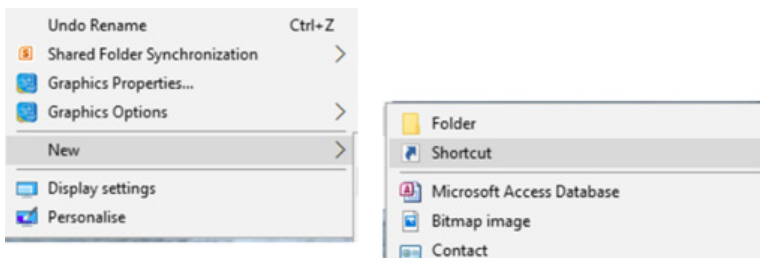
ASSESSMENT SHORTCUT

Click here to download the assessment shortcut.

Or

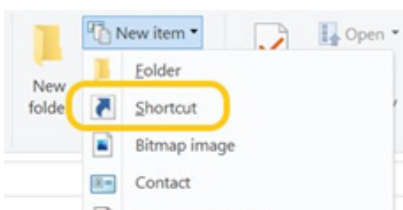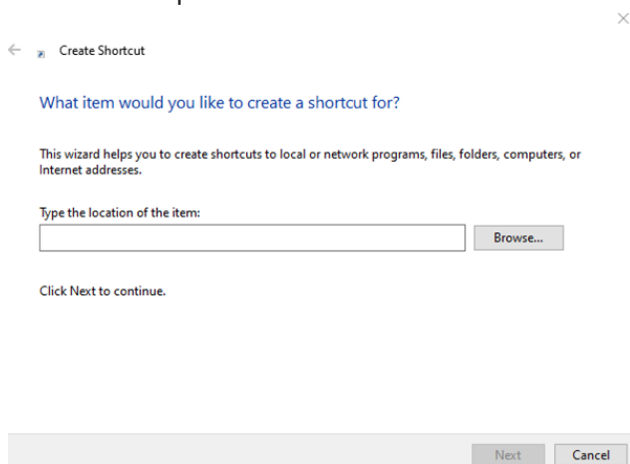Copy and paste the text below into a shortcut.
https://assessments.cem.org/incas/GetSessionID.aspx?regkey=9974497█

2. Go to your computer desktop. Right click your mouse and select 'New' then 'Shortcut'.

Undo Rename Ctrl+Z	
Shared Folder Synchronization >	
Graphics Properties...	
Graphics Options >	Folder
New >	Shortcut
Display settings	Microsoft Access Database
Personalise	Bitmap image
	Contact

Or, select 'New item' then 'Shortcut'.

New item
- Folder
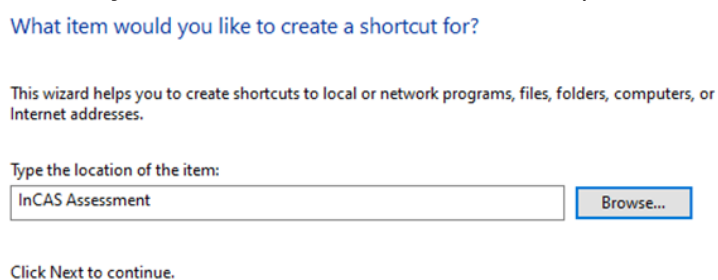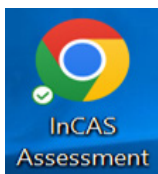- Shortcut
- Bitmap image
- Contact

3. Paste the copied shortcut text into the location text box.

4. Rename your assessment link. In this example, we will rename the test link *InCAS Assessment*

5. The test link will look like this on your desktop. Pupils can now click the icon to access the assessment.

Setting up the Non-Web version

Note: You should import your student details into the Assessment Centre **before** downloading the Non-Web version of InCAS. This way it will already contain student details when you download the software.
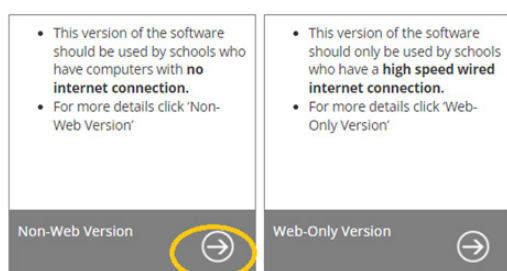
You will need to create a folder on your computer called *InCAS_2022-23*. This location should be accessible to the pupils doing the assessments. Note: the folder must be on a mapped drive (e.g., C:\ where C can be any letter) and must not be a server path or the desktop path (e.g., \\myserver).

Access the InCAS Non-Web version

1. Download and install the software by selecting the 'Carry out Assessments' option. Click on the arrow in the Non-Web Version box.

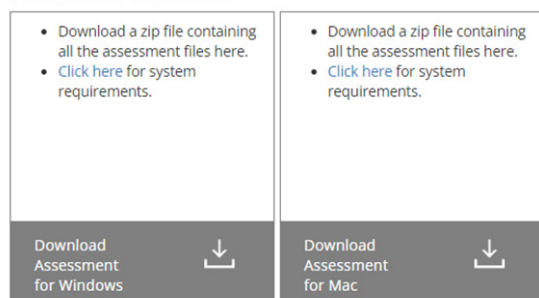   ### Carry Out Assessments for InCAS 2022-23
   Please select the assessment software you would like to download.

   - This version of the software should be used by schools who have computers with **no internet connection.**
   - For more details click 'Non-Web Version'

   - This version of the software should only be used by schools who have a **high speed wired internet connection.**
   - For more details click 'Web-Only Version'

   Non-Web Version ⊝   Web-Only Version ⊝

2. This will take you to the Non-Web page. In this guide, we will be looking at the Assessment for Windows (Assessment for Mac is also available).

   Click on the download icon. 📥

   ### NON-WEB VERSION

   - Download a zip file containing all the assessment files here.
   - Click here for system requirements.

   - Download a zip file containing all the assessment files here.
   - Click here for system requirements.

   Download Assessment for Windows ⤓   Download Assessment for Mac ⤓

3. You will see the file appear as follows. You can download it by double-clicking on the file.

   📦 INCAS_EW_2023_0....zip   ⌃

4. This will open the file to show the contents:

 | Name | Type |
   | --- | --- |
   | 📁 Media | File folder |
   | 📁 Saves | File folder |
   | 📁 XML | File folder |
   | 📄 CEM_Font_Licensing | Text Document |
   | 📄 CEM_Software_License | Text Document |
   | 🖼 InCAS_EW_2023_001 | Application |

5. In the meantime, create a new folder on your desktop machine. This is where you can extract your files once downloaded. In this instance, we will call it InCAS Assessment.
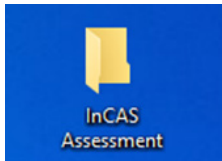

6. Unzip the contents of the zip file. You can extract the files by right-clicking anywhere in the white box and selecting 'Extract All'.
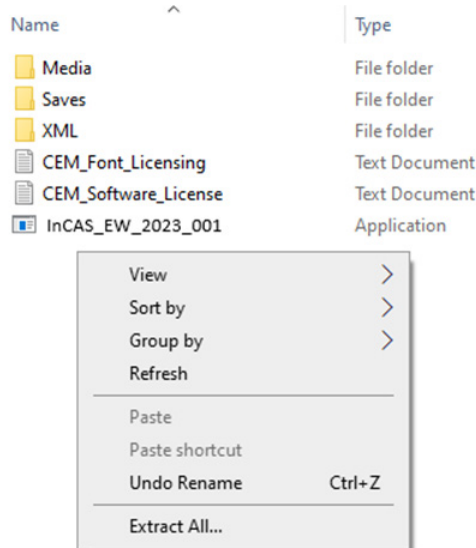
7. You will see the screen below. Select 'Browse' to choose the folder created at step #5, called InCAS Assessment. You can now click on 'Extract'.
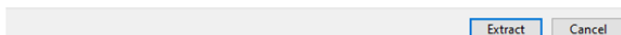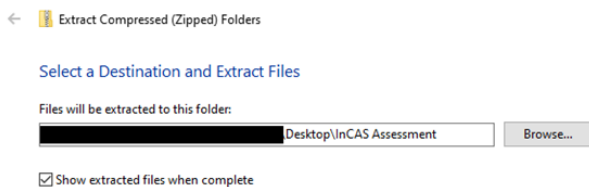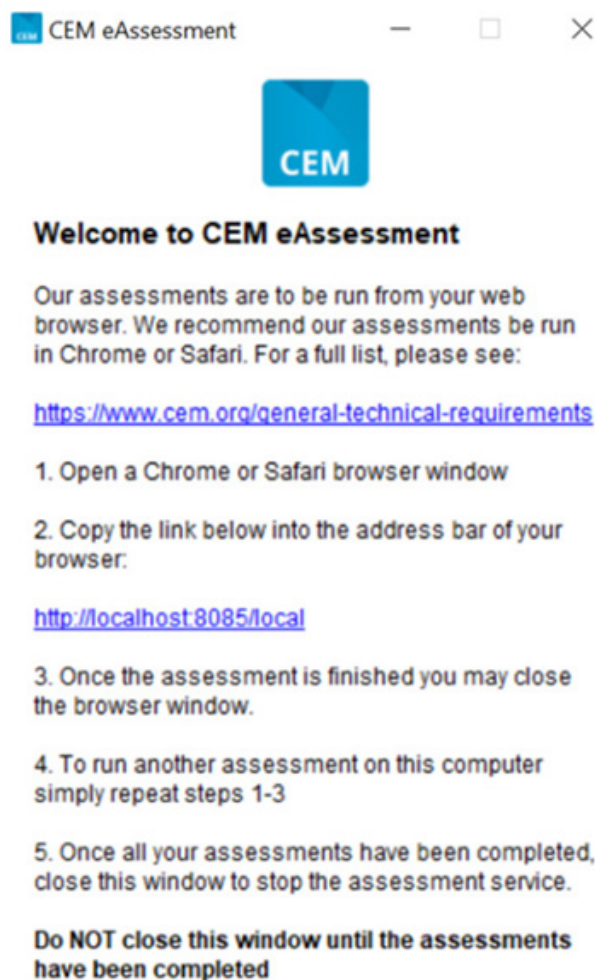

8. The extracted files will now appear. In this example, you need to double-click on the icon called **InCAS_EW_2023_001** to launch the InCAS assessment.
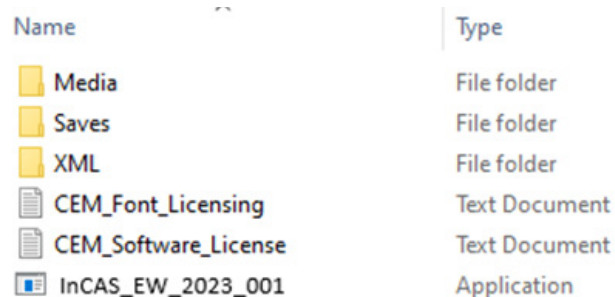

In the example above, the **Saves** folder is where your offline results files will be stored before transfer to CEM. The **InCAS_EW_2023_001** is the assessment file.

9. You will see the box below when you click on the **InCAS_EW_2023_0001** file:

CEM eAssessment

Welcome to CEM eAssessment

Our assessments are to be run from your web browser. We recommend our assessments be run in Chrome or Safari. For a full list, please see:

https://www.cem.org/general-technical-requirements

1. Open a Chrome or Safari browser window

2. Copy the link below into the address bar of your browser:

http://localhost:8085/local

3. Once the assessment is finished you may close the browser window.

4. To run another assessment on this computer simply repeat steps 1-3

5. Once all your assessments have been completed, close this window to stop the assessment service.

Do NOT close this window until the assessments have been completed

10. Copy and paste the URL link at step 2 in the box above into a new browser. Select 'Submit'.

11. When the assessment loads, the pupil will be asked to enter their password - see page 19 for details of where to find the pupil passwords.

InCAS

Password [   ]

Close ✕   Next ➡
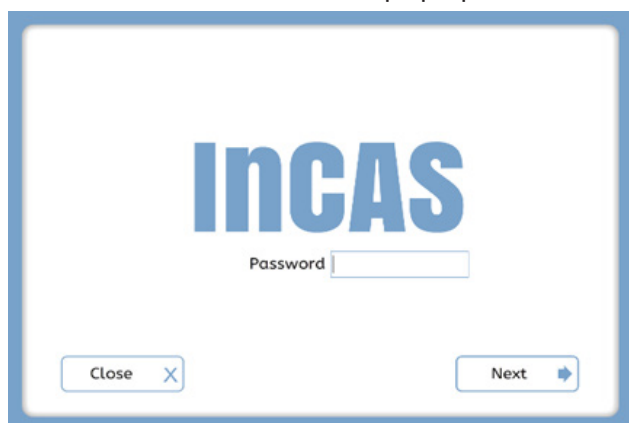
IMPORTANT TECHNICAL INSTRUCTIONS: Ensure staff members have 'Modify' level of permissions for the whole 'InCAS_2023' folder and sub folders.

Create a shortcut to 'InCAS_EW_2023_0001' somewhere teachers can access it from their accounts (e.g., on the desktop).

Accessing the Pass Key (online version)

When using the **online** InCAS assessment, the pupil will first be asked to enter the pass key.

The six-digit pass key is the same for all pupils and unique to your school. It can be found in the assessment centre of your InCAS+ account as shown.
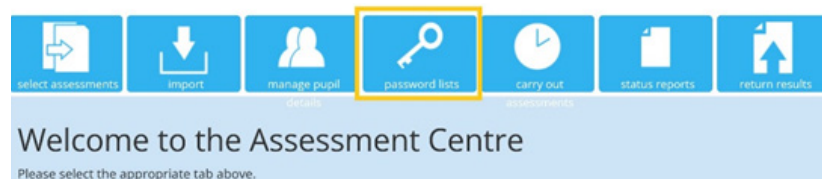

When the assessment opens, the pupil should enter the pass key and click 'Submit'
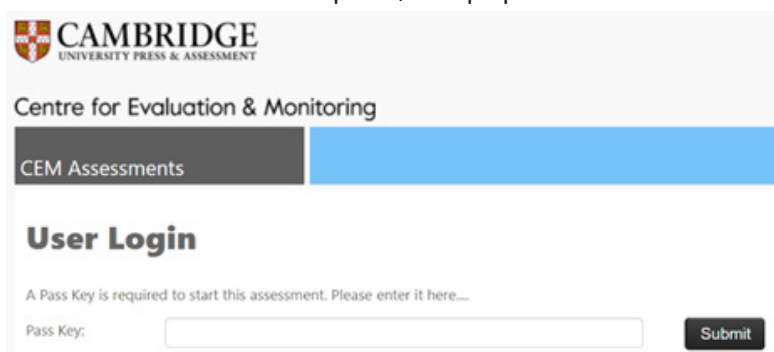
Accessing the pupil passwords

Each pupil enters their unique three digit password at the beginning of each module. The correct password must be used to run the correct module.

To access the passwords go to the Assessment Centre > Password Lists

On the next screen, you have the option to view and print off passwords.

You can also filter by 'Year' (year group) 'Class' (class name) and 'Session' (module)

to quickly find passwords.

First name	Surname ▲	DOB	SubtestName	Password
1				
Anne	Example	12/10/2015	Attitudes Quiz	AKL
Anne	Example	12/10/2015	Developed Ability Quiz	SNG
Anne	Example	12/10/2015	General Maths Quiz	ZIP
Anne	Example	12/10/2015	Mental Arithmetic Quiz	JDY
Anne	Example	12/10/2015	Reading Quiz	VRS
Anne	Example	12/10/2015	Spelling Quiz	EYO
2				
Teri	Dactyl	08/12/2015	Attitudes Quiz	ARA
Teri	Dactyl	08/12/2015	Developed Ability Quiz	VPF
Teri	Dactyl	08/12/2015	General Maths Quiz	DWP
Teri	Dactyl	08/12/2015	Mental Arithmetic Quiz	KBT
Teri	Dactyl	08/12/2015	Reading Quiz	CSC

Running the Assessment

Beginning the assessment

1. When the assessment has loaded the student will see this screen.

   They should click 'Next'.
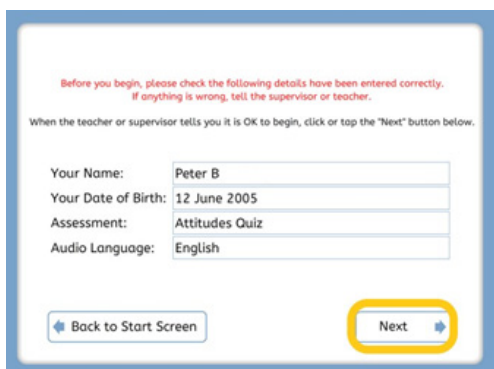
   Note: For the offline version, they will have been asked to enter the pass key first.

2. The student will now be asked to enter their 3 digit password for the InCAS module they are taking. They can then click 'Next'.

3. The pupil will then need to confirm their details are correct and select 'Next'

4. There will then be the opportunity to test the sound and volume through the headset. Once ready, the student can select 'Start' to begin the assessment.
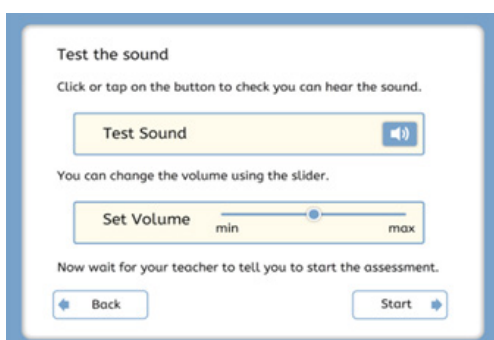
Taking the assessment

Each module of the InCAS assessment will start with an example question to ensure the child is clear about what to do. This must be answered correctly to move on to the assessment questions.

Questions typically start at an age equivalent level two years younger than the pupil is at the time of taking the assessment. Questions progressively become more difficult until a few are answered incorrectly. Questions then become slightly easier until they are being answered correctly once more.

For this reason, pupils can expect to find some questions too easy and some too difficult when taking the assessment and not all will see the same questions.

Please note the following:

Reading module

This module has three sub-sections; Word Recognition, Decoding and Comprehension. A pupil will only be presented with the Comprehension section if they have scored highly enough in the Word Recognition and Word Decoding sections. Those pupils who do not achieve sufficiently high Word Recognition and Word Decoding scores to access the Comprehension module during the assessment are credited with the minimum Comprehension score in the calculation of the composite Reading score.

Mental Arithmetic module

The four sub-sections appear in the order Addition, Subtraction, Multiplication and Division. A pupil will only be presented with the Subtraction section if they have scored an Addition score greater than 5 years. They will only be presented with the Multiplication section if they have scored a Subtraction score greater than 7 years. Finally, a pupil will only be presented with the Division section if they have scored a Multiplication score greater than 8 years

Ending the assessment

When the module has been completed, or the time has run out, the pupil should see this screen.

You have now finished the quiz.
Your test results have been saved.
Tell your teacher you have finished.
Thank you for taking the Quiz.
Please click or tap the cross at the top of the screen to close the browser.

⬅ Back to Start Screen
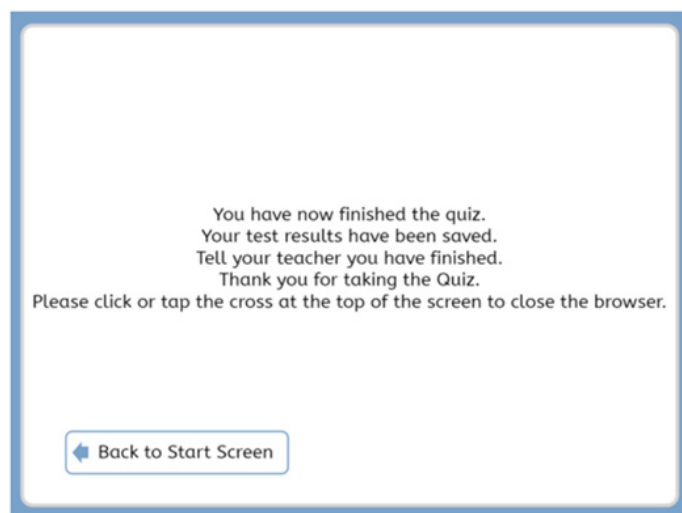
After the Assessment

Returning Data for the Web-Only Version

Unless you see an error message, the data will automatically return via InCAS+ at the end of the assessment if you are running the Web-Only version of InCAS.

Returning data if your internet connection drops

The pupil will see the error message below if there is a loss of internet connection when the system is trying to return date for the Web-only version.
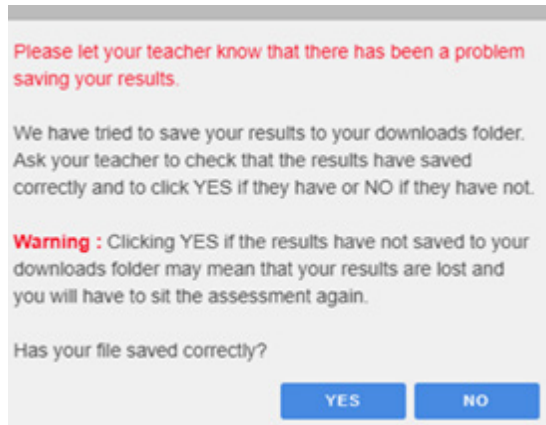
There are safeguards in place to ensure, wherever possible, the pupil does not need to resit a completed module as the result of a connection failure.

The system will force the results to save to the 'downloads' folder of your computer device. This will be in a **CSF** format.

1. Please check the CSF file has saved to the 'downloads' folder.
2. If saved correctly, you will see a "CEM_RESULTS_FINAL_XXXCSF" (where XXX is a long string of numbers and letters) file appear in the bottom left-hand corner of the browser window.
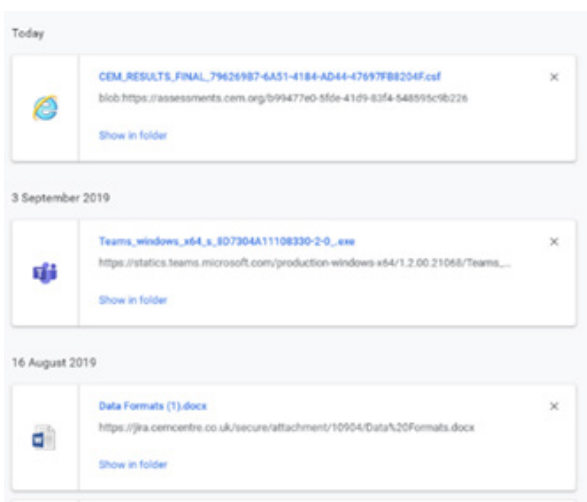
This may look slightly different in different browsers. You can also open the browser's 'downloads' folder and check if a result file with that name appears with a creation date/time within the last minute or so.

3. We recommend you copy this file immediately to a USB drive or a common server location, to facilitate easy upload to CEM.

4. If you are satisfied the results have saved correctly, click 'YES'.
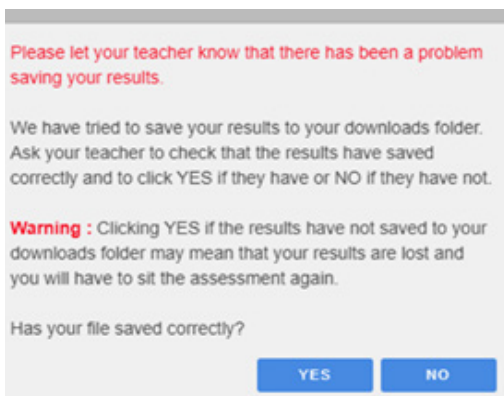
You will then see this screen, and the test will finish as normal.
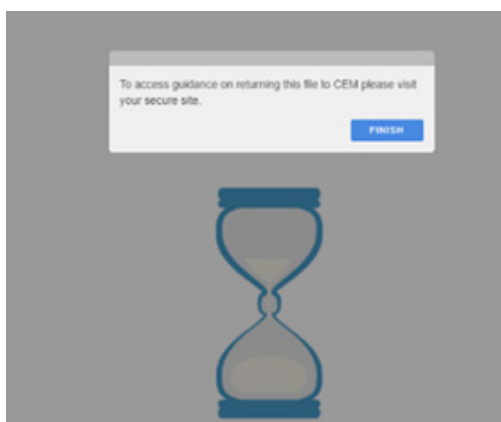
5. You can then go to 'Return Data' in InCAS+ > Assessment Centre > Return Data > Upload Results and follow the instructions to upload the saved CSF results file. See step seven on page 26 for further details.

6. If the CSF file has NOT saved correctly in the 'downloads' folder, click 'NO'.
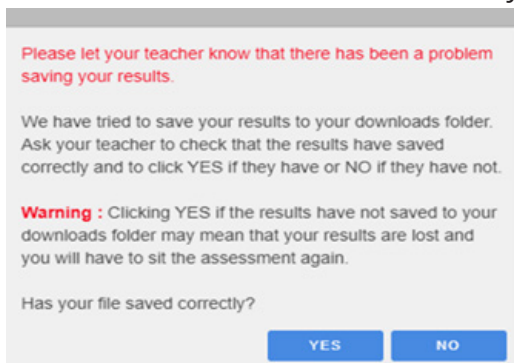
The system will attempt to save the results again. The system attempts to save the file to the 'downloads' folder up to five times, and the user will see the same dialog each time, assuming they do not click 'Yes'.

7. If you are still unable to verify a file has saved to the 'downloads' folder, or you have clicked 'no' five times, you will be taken to the copy & paste dialogue shown.

   Select the 'copy' button and paste the contents into a Notepad (or similar) file and return it to CEM by e-mail to cem@cambridge.org.

Returning data for the Non-Web Version

You will need to return your results to us once you have completed the Non-Web version of the assessments with your pupils.

1. Go to the files you extracted as part of your download to install the Non-Web version of the assessment on your computer.

2. Click on the Saves Folder below.

3. You will see the files in the folder as follows:

4. Highlight the files by clicking on the first file at the top and then press Shift + down arrow (⬇)
    until all the files are highlighted like the ones below.

5. Hover over the selected files and right click the mouse. Choose Send to > Compressed (zipped)
    folder.

6. The file will be saved at the bottom. This is the file you will need to upload in InCAS+.

7. In InCAS+, use Return Data> Upload Results to return your InCAS results file.
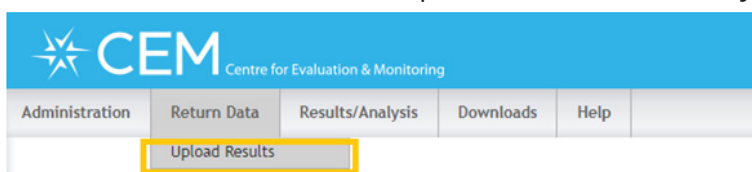
8. Follow the on-screen instructions to upload your InCAS results file.
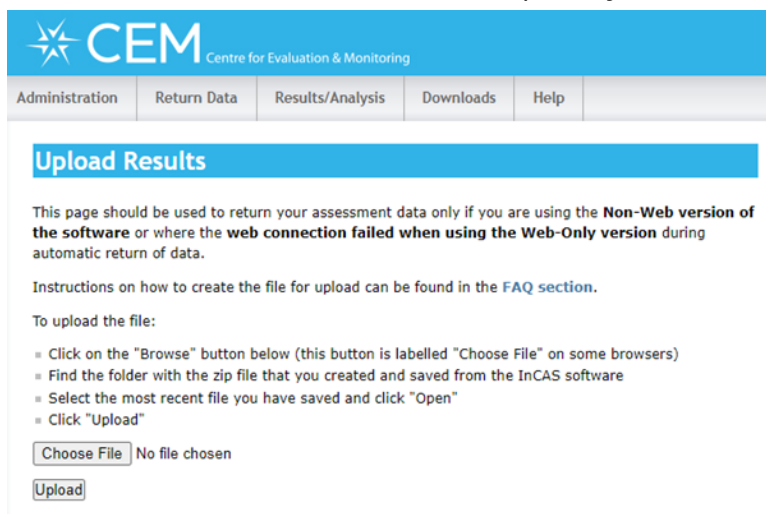
9. You will receive a confirmation message when the file has uploaded successfully.
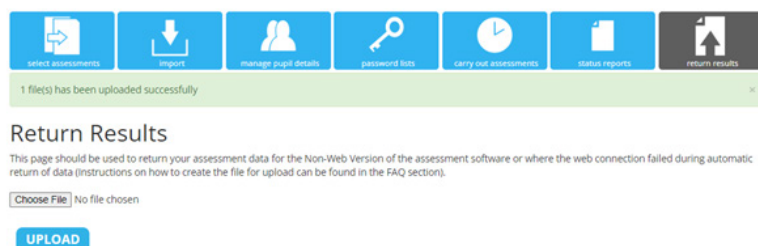
Status Reports

You can check who has yet to complete modules by checking the 'Status Reports' within the Assessment Centre.

Search for a specific pupil in the search bar

Order alphabetically by clicking forename/ surname

Select the 'funnel' to search for a specific detail e.g.'Completed'

Each module will have one of the statuses below

- **Pending** – the module has not yet been taken
- **Completed** – the module has been successfully completed
- **In-Progress** – the module has been started but not finished

Assessment Feedback

Assessment feedback is available within **48 hours** of a completed assessment. To access, return to the InCAS home page and choose 'Results/Analysis'. You can then choose your reports from the dropdown menu.

FAQs

1. I have a spinning hourglass display after the sound test screen and the assessment won't load. How do I resolve this?

To give a little background, the spinning hourglass would suggest the system is still trying to download the content. The sound files and audio files in the CEM assessments can take up a lot of your internet bandwidth. Typically, a school will have a bandwidth of 500mb, yet the audio files for the InCAS General Maths module are approximately 45Mb per pupil. This explains why a delay is possible, particularly if assessing a large group of students at the same time.

There are two potential solutions:

1. Stagger the start of the assessment, with smaller groups of students starting a few minutes after one another. This will ease the pressure on your internet and usually solves the problem.

OR

2. Run the non-web only of the assessment. This would easily allow all students to sit the assessment, at the same time, on the same day with no delays.

You would need to download the assessment software onto your school computer system and save the completed tests on your computer systems. On completion of the assessment, you will need to return the files for each student as a manual upload.

2. My pupil is showing as 'completed' in the status reports for a particular module, but their scores are still not available in the reports. Why is this?

It can take up to 48hours for pupils scores to come through to the reports. If pupil scores are still not showing after this period, please contact us over email or phone as follows:

Email: cem@cambridge.org

Telephone: +44 (0) 1223 790122

3. I know that my pupil(s) completed their assessment, but their status is showing as 'In Progress' why is this?

The two main reasons are below:

1. 'In Progress' usually means the pupil started but did not finish the InCAS assessment module. Therefore, the student may have an 'In Progress' status if they failed to end the assessment correctly. They should only shut down the assessment at the end of the module when they have seen this screen:

You have now finished the quiz.
Your test results have been saved.
Tell your teacher you have finished.
Thank you for taking the Quiz.
Please click or tap the cross at the top of the screen to close the browser.

Back to Start Screen
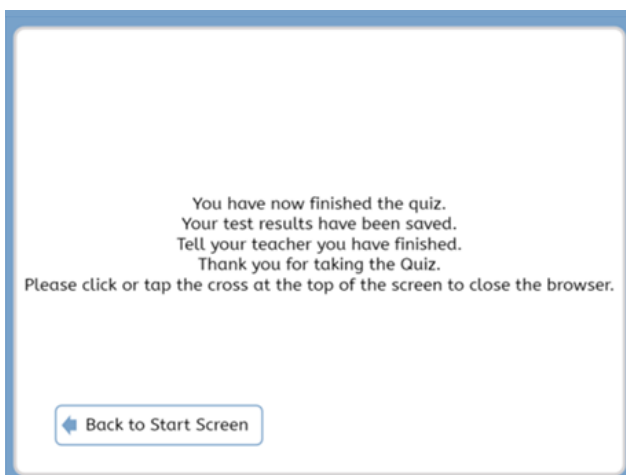
OR

2. Alternatively, the status might reset from 'Completed' to 'In Progress' if the pupil logs into the module for a second time. In this instance, the pupil will erase their original score because the system thinks they attempted to retake the module and did not finish it. Please provide us with the names of the pupil(s) if you know that they logged into their InCAS module for a second time. We can then retrieve the original score(s).

Your pupil(s) will need to start the InCAS module from the beginning if they are showing as 'In Progress', unless you can establish that they logged into the module for a second time or received the error message below during the assessment:

4. There are six modules to the entire assessment, is there a set order in which to run them and do we have to do them all?

There is no set order in which you should run the InCAS assessments. You may prefer to run the 'Attitudes' module first as it is the shortest and allows the pupils to try out taking the assessment.

By using all six InCAS assessment modules you will get the maximum benefit and value for money from InCAS. It is at your discretion to use just some of the modules if you prefer. However, the price will be the same as if the assessment is sold as a package.

InCAS feedback provides a detailed breakdown of the abilities of a student in the assessment modules. This will allow schools to identify areas where additional support may be required. By using all the InCAS modules your school will receive the most detailed student ability that InCAS can provide.

If not using the Spelling, Mental Arithmetic and Attitudes modules please bear in mind the following:

- The Spelling module result is reported as part of the Reading module breakdown.
- The Mental Arithmetic module is made up of addition, subtraction, multiplication and division questions. The report from this module will detail the students achieved age equivalence in each area. A student will be presented with questions in all areas if they achieve the required age equivalence in the previous question area. For example an age equivalence of 7 in the subtraction questions is required to be presented with multiplication questions. This will highlight any areas where a student has struggled and works well alongside the results from the General Maths module.
- The Attitudes module looks to record the student's attitude to Reading, Maths and School. This can provide an interesting complement to the student results in the Reading and Maths assessment modules.