

Quick Start Guide

InCAS

NON-WEB TECHNICAL SET-UP INSTRUCTIONS

**NON
WEB**

Setting up the software

- Create a folder on the school network server called 'INCAS_2021_22'. This location should be accessible to the pupils doing the assessments. Note: the folder must be on a mapped drive (e.g. P:\ where P can be any letter) and must not be a UNC path (e.g. \\myserver). If the assessment will be running on a computer with no network connection then this folder should be located on the local computer.
- Select carry out assessments on Assessment Centre and click on the 'Non-Web' version option.
- Click 'Download Assessment'. This will download a zip file containing the assessment.
- Unzip the contents of the zip file into the 'INCAS_2021_22' folder. On a Mac this will be a DMG file (not a zip): open the DMG and copy the contents into the INCAS_2021_22 folder.
- Ensure that pupils have 'Modify' permissions on the INCAS_2021_22\Saves folder. Ensure staff members have 'Modify' level of permissions on the whole 'INCAS_2021_22' folder and sub folders.
- Create a shortcut to 'InCAS_EW_2022_0001.exe' somewhere pupils can access it from their accounts.
- Create a shortcut to 'InCAS_EW_Manager_2022_0001.exe' somewhere teachers can access it from their accounts.
- If the software was set up before the pupil details were entered, you will subsequently need to update pupil details.

Checking the assessments run for pupils

- Log on to a computer that the pupils will use for the assessments using a pupil's account and load the assessment from the INCAS_2021_22 shortcut.
- Enter a three letter pupil password to log on to one of the assessment sessions. This can be found on the Assessment Centre on the password list tab.
- If you have reached the pupil details page then the assessments are set up ready to use with the correct pupil permissions. You can now go back to the login screen and the pupils can begin their assessments.

Returning data

- Load the console from the 'INCAS_2021_22_Manager' shortcut and select the 'Return Data to CEM' option. Follow the instructions on the screen to return the data to CEM for processing.