

Getting pupil details into the BASE assessment

There are two ways to enter your pupil details into the BASE assessment:

1. Upload your pupil details using information from your pupil management system (recommended).

You will need to create a list of your pupils' details like the one below (it is best if you use these headings):

Name	Surname	Gender	DOB	UPN	Class	Yeargroup	Date of Entry
Colin	Birch	M	02/01/2011	A12345001	Ducklings	R	01/09/2015
Nadia	Oak	F	25/05/2011	A12345002	Ducklings	R	01/09/2015
Harry	Elder	M	15/04/2011	A12345003	Ducklings	R	01/09/2015
Annette	Rowan	F	09/07/2010	A12345004	Ducklings	R	01/09/2015

This list can either be in comma separated format (CSV, recommended) or a Microsoft Excel spreadsheet.

Once you have created your list of names, to upload your list you will need to access the Assessment Centre on CEM Secure using your school's username and password.

You will see this icon:



1

Clicking this icon leads to a screen prompting you to upload your pupil details.

Import Pupil Details for BASE 2015-16

Download a report definition to use your school data from SIMS

* Please note - the report definition cannot be opened and will only work when imported to SIMS. Please follow the SIMS import instructions.

The following steps enable you to import your pupil details ready to run the assessment.

a. Select the file using the button below

b. Does the file contain column headers?

Yes No

c. Click to upload the file

The uploaded file should follow the format shown below. Your first row should have the following headings (* Required).

2

Click Browse and locate the file containing your pupil names.

3

Click UPLOAD to upload the file. All your pupil details will then be ready for you to carry out the assessments.

A partnership between



2. Type them in on the day of the assessment.

The assessment software has an Add Name button that leads to this screen:

Pupil Details

First name(s)

Surname

Date of Birth

Date of Entry

Gender

Class name Enter the new class name and press enter.

UPN

You can add names one after the other, or as a new pupil arrives for assessment.

Please note that in order for your children's results to be submitted to the DfE you must include a UPN.