BASE
RECEPTION BASELINE ASSESSMENT

CEM
Centre for Evaluation & Monitoring

Generating Reports for BASE

You'll find all of the reports from the BASE assessment on the Reporting menu of the CEM secure website.

HOME   ACCOUNT ▾   ASSESSMENT CENTRE   REPORTING ▾   SUPPORT

Selecting this option will lead to the main reports page.

Welcome to your Reports
WHAT WOULD YOU LIKE TO DO?

Manage my reports
View support materials
View next steps guidance

Your results have been organised into a number of different reports, which are available to download.

Select the Manage my reports option to access reports that you have recently created.

Select View support materials to access guides for interpreting the reports.

The grid on the right hand side of the screen shows the reports available.

The reports you will see will depend on your school's subscription to the BASE assessment.

Subscription level	Reports available
BASEline*	Table of Scores
BASE Progress*	Table of Scores Pupil Report Class Report
BASE Inspection Ready	Table of Scores Pupil Report Individual Pupil Report Class Report Parent Report School Comparison Report Inspection Ready Report

Other reports may be available for you to try out with up to five pupils.

Report Types

Most reports are available as PDF documents. The School Comparison and Inspection Ready reports are interactive and run on the CEM Secure website. The Table of Scores report has the option to produce the information not only as a PDF, but also as a CSV file and for import into SIMS (XML file).
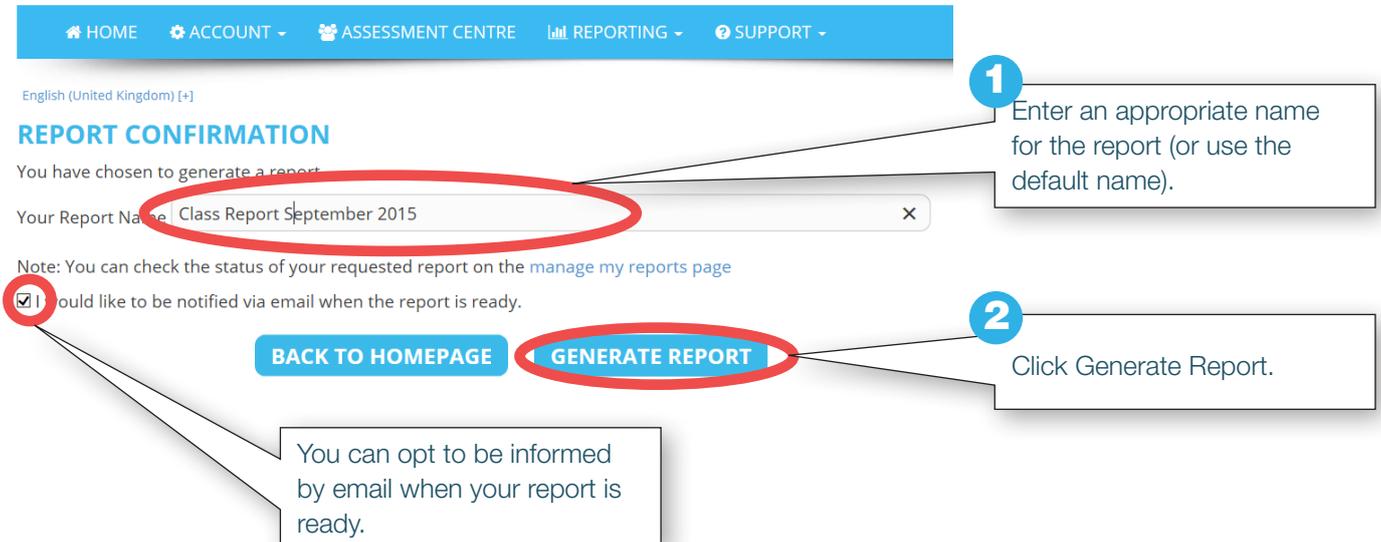
Generating Reports

Each report is created using the current data we hold for your school, usually as a PDF document. Some larger reports may take a while to produce. You can request to be emailed when the report is ready. Alternatively you can check back to see the progress of the report(s) being generated.

Click the icon for the report that you wish to generate.

Tel: 0191 334 4223
Email: base@cem.org

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You will see this page:

English (United Kingdom) [+]

REPORT CONFIRMATION

You have chosen to generate a report.

Your Report Name: Class Report September 2015   ✕

Note: You can check the status of your requested report on the manage my reports page

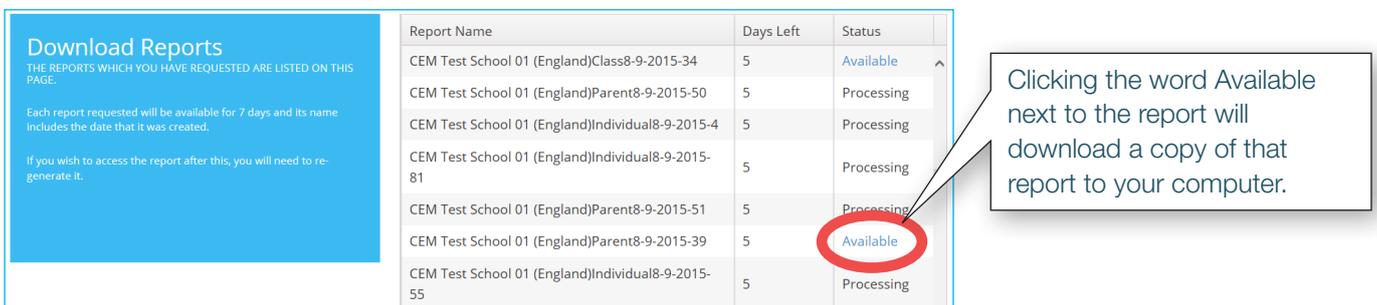☑ I would like to be notified via email when the report is ready.

BACK TO HOMEPAGE   ◀ GENERATE REPORT

1 Enter an appropriate name for the report (or use the default name).

2 Click Generate Report.

You can opt to be informed by email when your report is ready.

You will be transferred to the Download Reports Page.

Download Reports

THE REPORTS WHICH YOU HAVE REQUESTED ARE LISTED ON THIS PAGE.

Each report requested will be available for 7 days and its name includes the date that it was created.

If you wish to access the report after this, you will need to re-generate it.

Report Name	Days Left	Status
CEM Test School 01 (England)Class8-9-2015-34	5	Available
CEM Test School 01 (England)Parent8-9-2015-50	5	Processing
CEM Test School 01 (England)Individual8-9-2015-4	5	Processing
CEM Test School 01 (England)Individual8-9-2015-81	5	Processing
CEM Test School 01 (England)Parent8-9-2015-51	5	Processing
CEM Test School 01 (England)Parent8-9-2015-39	5	Available
CEM Test School 01 (England)Individual8-9-2015-55	5	Processing

Clicking the word Available next to the report will download a copy of that report to your computer.

This page shows the reports you have requested and their current status. Reports are retained for 7 days before being deleted. If you need a fresh copy of a report, just create it again. This will ensure that your reports contain the very latest data we hold for your school.

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The Table of Scores Report

When you select the Table of Scores report you'll see this screen:

TABLE OF SCORES
Azure Primary School
Test Filter

FORENAME	SURNAME	AGE AT TEST	CLASS	DIE SCORES AT START OF YEAR (Standardised score with mean 100, standard deviation 15)			STANDARDISED SCORES AT START OF YEAR (Age adjusted, standardised score with mean 100, standard deviation 15)		
				LITERACY	MATHEMATICS	OVERALL MATHS & LIT	LITERACY	MATHEMATICS	OVERALL MATHS & LIT
Adam	Apricot	4yrs 7mths	Azure Class	105	105	105	101	100	100
Alice	Apple	4yrs 2mths	Cerulean Class	109	95	102	105	91	98
Bilal	Banana	4yrs 7mths	Heliotrope Class	89	103	96	85	98	91
Bethany	Bilberry	4yrs 2mths	Magenta Class	92	82	87	88	78	83
Charlie	Cherry	4yrs 7mths	Indigo Class	105	105	105	101	100	100
Callum	Cranberry	4yrs 2mths	Beige Class	109	95	102	105	91	98
Dulcie	Damson	4yrs 7mths	Russet Class	89	103	96	85	98	91
Ezra	Elderberry	4yrs 2mths	Saffron Class	92	82	87	88	78	83

It has three download options:

This creates a Comma Separated Values file.

This creates an XML file for import into SIMS.

This creates a PDF.

Interactive Reports

The Inspection Ready and School Comparison Reports are interactive. They run on our website and you can select various options to filter the information you see. Help options are available within the report. The reports are designed so that you can break the information down by class, gender and subgroup of interest such as Pupil Premium status.

Interpreting the Reports

Information about how to interpret and make the most of your reports is provided under the view support materials on the **Welcome to Your Reports** page or from the **Support menu**.