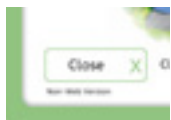


## Setting up the BASE assessment at the end of the Reception year

If you plan to use the BASE assessment to show progress over the Reception year the arrangements are different depending on which version of the assessment you used. You can tell which version you used by looking in the bottom left corner on the assessment start screen.



Non-Web



Dual



Web-Only



### Web-Only version

If you are using the Web-Only version of the software you can use the same link and passkey as at the start of the year.

1. Log in to CEM Secure and choose 'ASSESSMENT CENTRE' from the top menu.
2. Select BASE 2015-16, then 'carry out assessments', and then choose Web-Only version.
3. Follow the web link and use the passkey provided. After accessing the web link, the End of Year assessment will be available when clicking on each pupil in the list. Extra pupils can be added via the 'manage pupil details' tab.

### Dual and Non-Web versions

**If you used the Dual or Non-web version of BASE then a new version of the software will have to be downloaded prior to carrying out the end of year assessments.**

1. Log in to CEM Secure and choose 'ASSESSMENT CENTRE' from the top menu.
2. Select BASE 2015-16 – if you have an extra pupils to add at this stage, this can be done via the 'manage pupil details' tab. We recommend this is done prior to downloading the new software as this will simplify the process.
3. Once your pupils are up-to-date, choose 'carry out assessments' and then Non-Web or Dual version as appropriate.
4. Download the assessment software – the Technical Installation Guide will take you through this.

If you are unsure about which version of the software you used at the start of the year please check with whoever set up the assessment within the school. If you have any other questions, please contact us at [base@cem.org](mailto:base@cem.org) or on 0191 334 4221

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