



BASE

Quick Start Guide

Running the BASE Assessment in your school

Introduction

BASE is easy to use and does not require any prior training due to the standardised method of delivery. It is designed to find out what each child knows and can do before the child has had any appreciable teaching in school.

There is a separate guide to setting up the assessment. This should be followed before carrying out the assessments with the children in your Reception class.

Before you begin

Before you get started, make sure that you have:

- A link to the assessment on your computer
- The sound turned up on your computer
- Speakers, if the sound from your computer is very quiet
- A list of names, dates of birth and UPNs of the children you wish to assess (unless you have previously uploaded this information from your MIS prior to running the assessment)

How it works

BASE is carried out on a one-to-one basis with a teacher, teaching assistant or an appropriate adult. Ideally it should be done in a quiet corner. The assessment is presented by a character “Milly the Bug” who asks the child questions. However, the adult is in control of the computer at all times and uses the mouse and the on-screen buttons to mark the answers the child gives as right or wrong.

The assessment is adaptive to each child so as it progresses, the questions gradually get more difficult. When the child starts getting them wrong it will stop asking harder questions in that section, move onto the next section and start again with easier questions.

Returning the data to CEM

There are two versions of the assessment, the Web-Only version or the Non-Web version. The Web-Only version returns the assessment results over the web automatically. The Non-Web version requires the user to return the results manually, either at the end of each day, or after all the children have been assessed.

For English state schools only, CEM will return the data to the DfE at the appropriate time provided we have UPNs for the children.

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The parts of the assessment

The main sections of the BASE assessment are:

SECTION	WHAT THE CHILD IS ASKED TO DO
Matching	The child will see Milly holding a card that has a shape, or a pattern of shapes on it. The child has to point to the matching card of the 4 offered.
Concepts about Print	The child is asked questions about their understanding of the first concepts of reading, such as pointing to a word, a capital letter or a full-stop.
Repeating Words	The child is asked to repeat out loud the names of some of the animals in the story.
Vocabulary	The child is asked to point to various objects in a picture, such as a flower or a window.
Letter Recognition	The child is presented with a letter of the alphabet in either upper or lower case and is asked either to give the name (grapheme) or the sound (phoneme) of the letter.
Word Recognition	The child is asked to point to simple words, such as “dog” or “pin”.
Reading	The child is asked to read a number of sentences. The adult marks each word the child reads correctly.
The Big Tree	The child is asked to select the appropriate one of three words to fit into a sentence.
Shapes	The child is asked to point to various shapes including a square and a triangle.
Counting and Numerosity	The child is asked to count the number of spots on the back of a bug.
Numbers	The child is presented with a single digit number and is asked to name it. More single digit numbers follow, and subsequently two digit, three digit and four digit numbers.
Understanding Quantity and Spatial Position	The child is asked questions relating to relative size and position such as “which bug is on the highest leaf?”
Numeracy	The child is asked simple addition and subtraction questions, followed by more complex maths questions.
Communication	This part of the assessment is carried out in the classroom and is a tick-list relying on observation of the child’s communication skills and interactions with other children.
PSED	This assessment is carried out in the classroom and uses a five point scale to record the various aspects of the pupil under the headings: <ul style="list-style-type: none"> • Making relationships in the classroom • Self confidence and self awareness • Managing feelings and behaviour • Concentration

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Returning Data to the DfE

(English State Schools Only)

The assessment provider, in this case CEM, has the responsibility of returning the BASE assessment data to the DfE. The school does not have to do anything.

Data are returned on particular dates specified by the DfE using their secure portal.

During the academic year 2015/16, CEM will be required to submit files on the following dates:	
First data feed from suppliers to the DfE	30th October 2015
Second data feed from suppliers to the DfE	18th December 2015
Third data feed from suppliers to the DfE	18th March 2016
Fourth data feed from suppliers to the DfE	5th August 2016

The data returned will have the following columns:
Provider ref number
School establishment number
LA code
School unique reference number (URN)
Child unique pupil number
Child first name
Child surname
Child Date of Birth
Child Gender
Date child started at establishment
Supplier's assessment reference number
Date and time assessment completed
Data extraction date and time

The data file will also include a breakdown of each child's scores.

The information for your school will also be made available via the CEM Secure website in a convenient form for further analysis.

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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 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.

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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.

Setting up the BASE assessment

There are two versions of the BASE assessment:

1. Web-Only version
2. Non-Web version

Web-Only

Most schools use the web version. If your school has broadband, then it is likely that you will have no problems using the web version. To use it you access the assessment running in a browser on the web. It works on PCs, Macs and Chromebooks, but not on iPads or Tablets.

Non-Web

If your broadband connection is intermittent or unreliable then we suggest using the Non-Web version. With this version you use broadband to download the assessment onto your computer, but you do not need a broadband connection when you are carrying out the assessments. When you've finished you'll again need a broadband connection to return the results.

What to do first

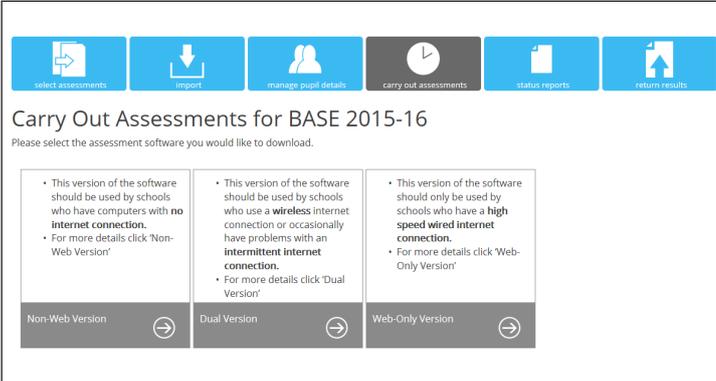
Follow the guide on 'Getting your pupil details into BASE'.

Where to find them

Both versions of the assessment are found on the Assessment Centre menu when you log into CEM Secure under this icon:



Two options are offered, select the one you would like you use.



Carry Out Assessments for BASE 2015-16

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 be used by schools who use a **wireless internet** connection or occasionally have problems with an **intermittent internet connection**.
• For more details click 'Dual 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 Dual Version Web-Only Version

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Web-Only

Web Delivered Assessment for BASE 2015-16

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

[Technical Installation Guide](#)

ASSESSMENT SHORTCUT

Click here to download the assessment shortcut.
Or
Copy and paste the text below into a shortcut.
<http://assessment.cem.org/eAssess/GetSessionID.aspx?regkey=53D44076-B4FB-476C-97CD-3724F91C6514>

PASS KEY FOR ASSESSMENT

For security reason to access your assessment over the web using a browser, you will have to enter a pass key. For your assessment these are listed below.

Assessment	Key
BASE 2016	T8Q08F

The page provides a shortcut to set up on your computer or to paste into your browser. You will then be asked to enter a pass key (in the example above this is ABCDEF). The pass key is a security measure to ensure that the assessment is secure. Enter the pass key and the assessment is ready.

Non-Web

Download Assessment Software for BASE 2015-16

NON-WEB VERSION

[Technical Installation Guide](#)

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

Download Assessment for Windows

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

Download Assessment for Mac

- Download an updated pupil details list here.

Download Pupil List

Selecting the Non-Web option leads to this screen:

Selecting “Download Assessment for Windows” prompts you to save a .zip file containing the whole assessment. Select a suitable place on your computer and it will be copied from the website to your computer.

The .zip file needs to be extracted. To do this, right click and select “Extract all”. You will be prompted for a location to save the files.

Once extracted you’ll see a list of files and folders: (make sure that you aren’t looking in the .zip file but at the extracted files - they look very similar. If you see a column labelled “ratio” with a list of percentages, you’re looking in the zip file).

Media	18/08/2015 16:42	File folder	
Saves	18/08/2015 16:45	File folder	
XML	18/08/2015 16:42	File folder	
Base_2016_0001	22/07/2015 10:48	Application	12,437 KB
Base_Manager_2016_0001	22/07/2015 10:48	Application	12,097 KB
CEM_Font_Licensing	22/07/2015 10:48	Text Document	46 KB
CEM_Software_License	22/07/2015 10:48	Text Document	8 KB

You can run the BASE assessment by selecting the circular icon (⦿). The assessment is now ready.

The square icon (■) is used to return data to CEM when pupils have been assessed. If you prefer, you can make shortcuts to both these icons on your desktop.

Editing Pupil Details

If you have to make changes or add extra information to your pupil details you will need to open the Pupil Editor within the Assessment Centre.

Edit Pupil

First Name(s) *	<input type="text" value="Liam"/>
Surname *	<input type="text" value="James"/>
DOB * (dd/mm/yyyy)	<input type="text" value="27/02/2010"/>
Sex *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Class *	<input type="text" value="Rabbits"/>
Year Group *	<input type="text" value="Reception"/>
UPN	<input type="text" value="Z0012341505"/>
English as an Additional Language	<input type="text" value="- not specified -"/>
Cognitive and Learning Difficulties	<input type="checkbox"/>
Emotional, Behavioural and Social Difficulties	<input type="checkbox"/>
Sensory and Physical Difficulties	<input type="checkbox"/>
Communication and Interaction Difficulties	<input type="checkbox"/>
Other Need	<input type="checkbox"/>
Deafness	<input type="text" value="- not specified -"/>
Free School Meals	<input type="text" value="- not specified -"/>
Ethnic origin	<input type="text" value="- not specified -"/>
Born in UK	<input type="text" value="- not specified -"/>
Reception full/part time	<input type="text" value="- not specified -"/>
Nursery (t)	<input type="text" value="- not specified -"/>
Preschool (t)	<input type="text" value="- not specified -"/>
Postcode	<input type="text"/>

* Required

The Pupil Editor can be used to enter the details of a new pupil, or to amend the details of a pupil currently in the system.

You can access the Pupil Editor by selecting this icon in the Assessment Centre:



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Which brings up a screen similar to this:

Manage Pupil Details for BASE EOY Trial 2015

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

filters Year Class

NEW **EDIT** **MOVE** **DELETE**

edit	First Name(s)	Surname	Sex	DOB	Class	Year Group	UPN
<input type="checkbox"/> Edit	Graham	O'Dowd	M	08/03/2010	Hedgehogs	Reception	Z0012341514
<input type="checkbox"/> Edit	Jayne	Everett	F	12/12/2010	Hedgehogs	Reception	Z0012341510
<input type="checkbox"/> Edit	Neil	Pick	M	06/10/2010	Hedgehogs	Reception	Z0012341509
<input type="checkbox"/> Edit	Phillippa	Cole	F	01/04/2010	Hedgehogs	Reception	Z0012341511
<input type="checkbox"/> Edit	Terri	Harris	F	18/05/2010	Hedgehogs	Reception	Z0012341515
<input type="checkbox"/> Edit	Liam	James	M	27/02/2010	Rabbits	Reception	Z0012341505
<input type="checkbox"/> Edit	Melissa	Stroud	F	09/09/2010	Rabbits	Reception	Z0012341507
<input type="checkbox"/> Edit	Susan	Smith	F	08/01/2010	Rabbits	Reception	Z0012341504
<input type="checkbox"/> Edit	Tom	Fox	M	15/06/2010	Rabbits	Reception	Z0012341501
<input type="checkbox"/> Edit	Andrew	Arthur	M	07/02/2010	Voles	Reception	Z0012341508
<input type="checkbox"/> Edit	Catherine	Anderson	F	26/05/2010	Voles	Reception	Z0012341513
<input type="checkbox"/> Edit	Chloe	Higgs	F	04/05/2010	Voles	Reception	Z0012341512
<input type="checkbox"/> Edit	David	Hopkins	M	30/03/2010	Voles	Reception	Z0012341503
<input type="checkbox"/> Edit	Fiona	Liversedge	F	02/04/2010	Voles	Reception	Z0012341502
<input type="checkbox"/> Edit	Harry	Compton	M	14/03/2010	Voles	Reception	Z0012341506

50 items per page 1 - 15 of 15 items

There are four main controls:

NEW ▼	Allows you to add a new pupil or a new class name
EDIT ▼	Allows you to change pupil details or a class name
MOVE ▼	Allows you to move a pupil or group of pupils to a different class or year group
DELETE ▼	Allows you to remove a pupil from the system or to delete a class name (you can only delete an empty class)

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Monitoring the Progress of Your Assessments

Once the data from your assessments has been returned to CEM you can check which pupils have been assessed and which are still outstanding.

If you use the Web-Only version of the assessment, the information is passed back to CEM automatically as you carry out the BASE assessments.

If you use the Non-Web version, the information will need to be returned to CEM daily, or when all pupils have been assessed. Progress information will be available 24 hours after you uploaded the data.

In order to track the progress of your assessments log onto the CEM Secure website and select the Assessment Centre menu.

Select this icon:



You will see a grid showing the main parts of the assessment for each pupil. Assessments will show as Pending, In Progress or Completed.

Forename	Surname	DOB	Attitudes	Behaviour	Main BASE Asses...	PSED BASE
Reception Hamsters						
Brian	Clark	19/05/2010			In Progress 18/05/2015	Completed 17/03/2015
Caitlin	Stephenson	19/01/2010			Pending	Pending
Clive	Mandrell	12/08/2010			In Progress 18/05/2015	Pending
Dawn	Farr	05/01/2010			Pending	Pending
Stephen	Waite	27/02/2010			In Progress 18/02/2015	Completed 10/02/2015

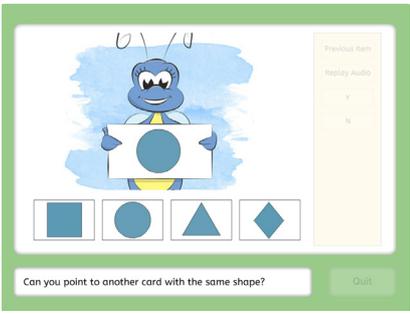
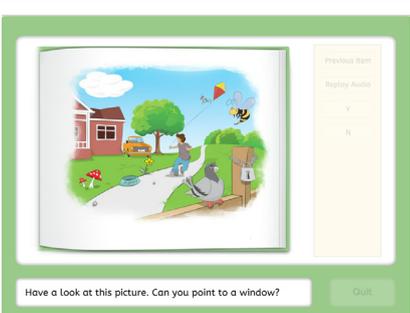
Assessments that show as "In Progress" for a number of days will normally indicate assessments that have been stopped at some point and not completed.

Parts of the BASE assessment

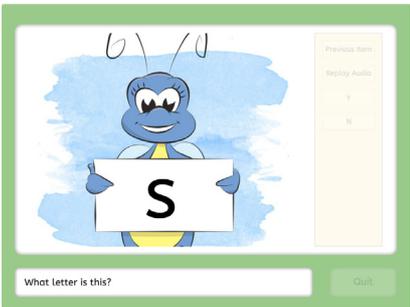
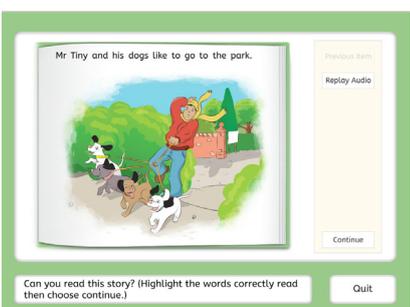
This document explains the various sections of the BASE assessment and describes some of the questions the child will see. Because the assessment is adaptive, most children will not see all the questions (if a child starts to get questions incorrect, more difficult questions will not be offered).

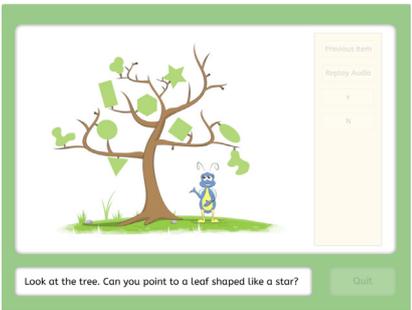
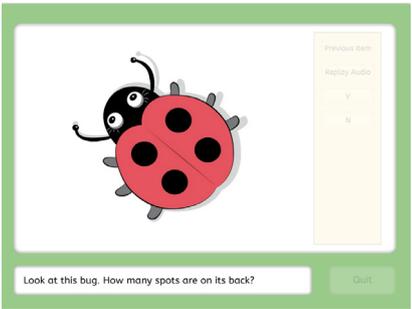
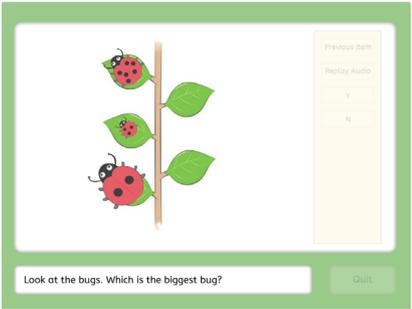
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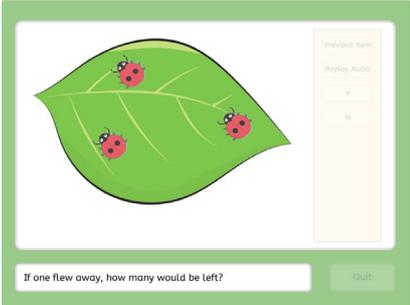
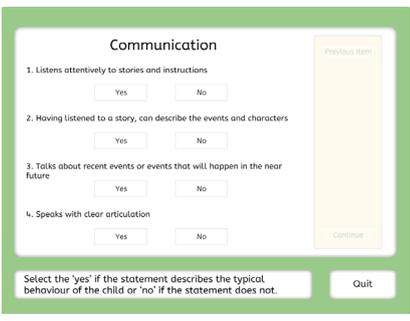
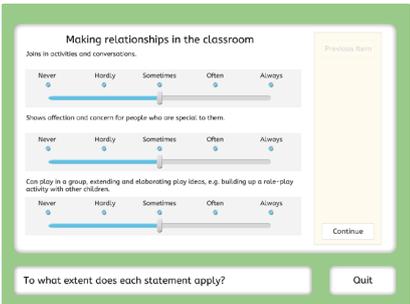
Section	Comments
Matching	20 items
	<p>Here the child is asked to match the pattern that Milly is holding with one of the four options. Matching starts with single shapes and quickly moves on to multiple shapes followed by pairs of letters and ultimately, pairs of words such as “Pitter Patter”.</p>
Concepts About Print	10 items
	<p>This section assesses the important precursors to learning to read, including such things as full stops and capital letters.</p>
Repeating Words	9 items
	<p>Being able to repeat unfamiliar words accurately is an important indicator of ability.</p> <p>In this section, the child is asked to repeat unfamiliar words, which are the names of characters in a story. These words get increasingly more difficult throughout the section.</p> <p>NOTE: The first word is not scored, but forms an introduction to the concept. Click “Continue” to carry on.</p>
Vocabulary	14 items
	<p>The child is asked to point to items in the picture. Each item is a more difficult word than the one before.</p>

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Section	Comments
Letter Recognition	26 items
	<p>The child is asked what letter Milly is holding up. For each one there are two acceptable answers, the name or the sound, for both upper and lower case letters. Either is appropriate.</p> <p>Please do not accept Letterland names, or prompt them “What does Sammy the snake say?”</p>
Word Recognition	6 items
	<p>The child is asked to point to common, short words.</p>
Reading	79 items
	<p>The child is asked to read the sentence on the screen. It is marked by clicking on each word the child reads correctly.</p>
The Big Tree	22 items
	<p>This section will only be reached by reasonably advanced readers.</p> <p>NOTE: This section should all be read by the child. No help should be given.</p>

Section	Comments
Shapes	7 items
 <p>Look at the tree. Can you point to a leaf shaped like a star?</p>	<p>The child is asked to point to leaves of differing shapes.</p>
Counting and Numerosity	6 items
 <p>Look at this bug. How many spots are on its back?</p>	<p>This section assesses the child's ability to count. Unlike many assessments, this one doesn't provide the items in a row, so they are deliberately a little more difficult to count. If the child gets the answer correct the picture is removed and they are then asked how many items they saw. This is much more difficult and assesses the child's ability to imagine things they cannot physically count.</p>
Numbers	24 items
 <p>Can you tell them what number it is?</p>	<p>This section starts with digit recognition and then moves on to showing two, three and four digit numbers.</p>
Quantity, Space and Shape	7 items
 <p>Look at the bugs. Which is the biggest bug?</p>	<p>The child is asked to point to the bug that is indicated by the particular comparison word. For instance the biggest, the smallest, the one with the most spots and so on. This comparison of quantities and sizes is a precursor to more formal maths.</p>

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Section	Comments
Numeracy	18 items
	<p>The child is asked a variety of maths questions starting with subtraction and addition followed by number sequences, simple fractions and formal arithmetic.</p>
Communication	8 items
	<p>This section would normally be carried out while observing the child interacting with their peers. It consists of eight items. These are:</p> <ul style="list-style-type: none"> • Listens attentively to stories and instructions. • Having listened to a story, can describe the events and characters. • Talks about recent events or events that will happen in the near future. • Speaks with clear articulation. • Follows verbal instructions that involve two or more steps. • Takes turn in conversations. • Makes meaningful contributions to conversations. • Has awareness of what a conversational partner needs to know.
Personal, Social and Emotional Development	23 items
	<p>The teacher scores the child on various aspects of their Personal, Social and Emotional Development using a five point scale.</p> <p>The areas covered are:</p> <ul style="list-style-type: none"> • Making Relationships in the Classroom • Self Confidence and Self Awareness • Managing Feelings and Behaviour • Concentration