Running

CEM assessments in a home environment:

A guide for teachers and school staff

Contents

CEM assessment

This CEM assessment consists of one computer-based assessment, lasting approximately one hour, to be administered under strict examination conditions. The assessment does not require any additional study or practice preparations by students.

COVID-19 and delivery of CEM assessments in a home environment

Due to the unprecedented circumstances of the COVID-19 pandemic, we are supporting schools where the country or region is in lockdown by enabling CEM assessments to be taken by students in their own home. To support this we have changed the way we enable access to the assessment by giving students individual passwords. This change in access is allocated on a school-by-school basis.

If you want the CEM assessments accessible by students at home you will need to let our Customer Support Team know if you have not done so already (secondary.support@cem.org or alis.support@cem.org according to the product you wish to use) and they will switch on the student password access.

If you have used our MidYIS, Yellis or Alis products before in your school, please make particular note of the changes to the running of your assessments outlined in the guidance below.

Setting up your assessments

You should already:

- Have received an email containing a username and a separate email containing your password for the appropriate secure area of the CEM website (www.cem.org)

- Created and uploaded your list of students you wish to test using the CEM assessment products. Separate guidance is available for MidYIS/Yellis and Alis on the CEM Home Assessment Support page

Once your student list has been uploaded, the system will automatically generate passwords for the students. These can be viewed by selecting the 'Password list' tab on the menu at the top of your screen.

Preparing the assessment:

1. To access Assessment Centre, firstly choose either Secondary+ or Alis+ from the Secure Sites dropdown menu on www.cem.org
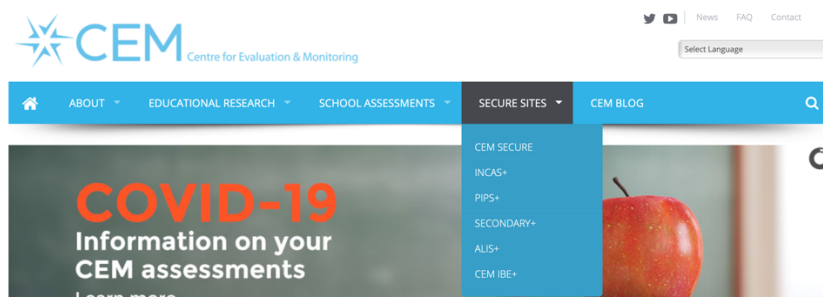
2. You will be prompted for your school username and password on the login screen which is in the emails sent from our Customer Support Team.


3. Once you have logged in:

    a. **Sec+:**, select **Assessment Admin > Computer Assessments** from the navigation bar and choose **3. Set up the assessments > Computer Adaptive Baseline Tests** from the left hand panel
    b. **Alis+**: select **Assessment Admin** from the navigation bar and choose **3. Set up the assessments** from the left hand panel

4. You will then be asked to select your assessment. Please ensure you select the current academic year, CABT 2020-2021, so choose this and you will be taken to the Assessment Centre part of the website.

5. You should create and upload your list of students you wish to test using the CEM assessment products. Guidance for these are available on the [CEM Assessments Support Page.](#)

6. Once your student list has been uploaded, the system will automatically generate passwords for the students. You can access these passwords by selecting the tab on the menu at the top of your screen.
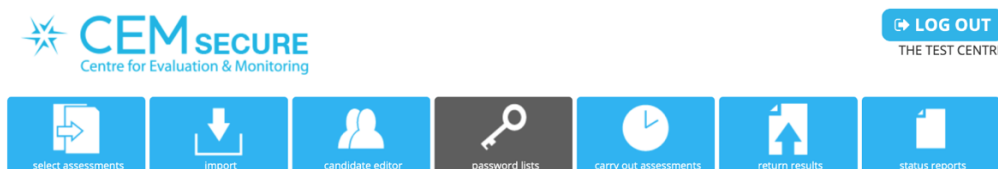
7. From here you can filter and sort your list of pupils using the controls at the top of each column, and download your list of passwords as a PDF using the grey Print icon.

Password Lists for CABT 2020-2021

This page lists the passwords for all sessions. Please note that passwords do not become inactive once an assessment has been completed in case a school wishes to retest a pupil.
Schools should be aware that if pupils have open access to the software then they will be able to log themselves into the software at any time and re-sit the assessments. Therefore, schools may wish to remove access to the software once testing is complete to prevent accidental re-sitting of assessments.

First name		Surname ▲		DOB	SubtestName	Password
▲ dwsedf						

NOTE: We recommend that students are only given their passwords at the time they are to be assessed to help with invigilation.

Assessment details

8. Once you have downloaded or printed off your student password lists, you will need to access obtain the unique URL and passkey for your assessment. Please note that the **pass key** will be the same for all students taking the assessment as it is assigned to your school. Students' **passwords** are unique to the individual. Students will need both to access their assessment.

9. Select 'Carry out assessments' tab from menu
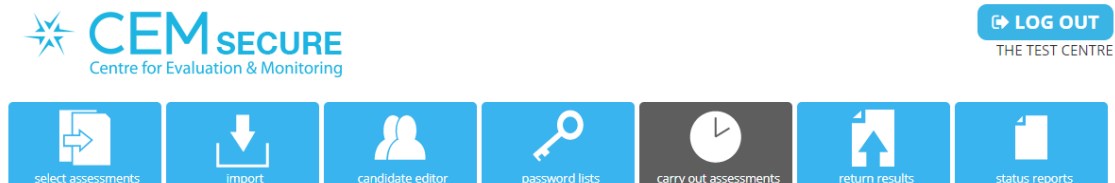
10. On this page you will see a box that contains **Pass Key for Assessment**. Make a note of the Key for your assessment as you will need to distribute this to all students taking the test along will the assessment link we find on the next page.

11. Further down the page you will get access to the Web-only version of the assessment. Click the arrow in the grey box to take you to the next page of information.

- 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'

Web-Only Version

12. From the Web assessments page you will be able to obtain the assessment link for your assessment. This will need to be distributed to your students along with the passkey.

Web Delivered Assessment for CABT 2020-2021

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

ASSESSMENT SHORTCUT

Click here to download the assessment shortcut.
_____ Or _____
Copy and paste the text below into a shortcut.
https://assessments.cem.org/cabt/GetSessionID.aspx?regkey=A78B9ABB-473B-4F18-868D-6FFE681B6BA9

13. Keep all materials in a secure location.

Invigilation

1. In order to ensure that the tests are carried out as fairly as possible and prevent any cheating, we strongly recommend the invigilation of students taking the tests using video-conferencing tools

2. It is up to schools to decide which video-conferencing tool they use and how they incorporate invigilation techniques into the testing

3. Some schools ask students to have the video function turned on throughout the assessment to check, for example, via Zoom, Microsoft Teams, Google Hangouts and so on.

4. If there is video available, students can show a 360-degree panorama of the room to demonstrate they have no assistance or support materials at hand

Equipment and materials

Each student will need:

1. A suitable environment, where they can sit the assessment alone and free from disturbance.

2. A suitable computer with an internet connection.

3. Appropriate video-conferencing software and hardware, as specified by the school for invigilation purposes if being used.

Students are not allowed:

1. Study notes

2. Mobile phones or recording equipment (including potential technological/web-enabled sources of information such as iPods, smart watches, mobile phones, MP3/4 players, cameras and wrist watches that include a data storage device).

Administering the assessment

Preparing for the assessment:

1. Arrange a suitable time and date for students to complete the assessment.

2. Send each student an email containing their assessment link and passkey.
   NOTE: do not send students/parents them a link to this support page as this is only intended for schools' use.

3. Make sure that the video-conferencing tool you are using to invigilate (e.g. Google Hangouts, Teams, Zoom or similar) is available and working.

Assessment day:

1. Remind the students that they must not start the assessment until instructed.

2. Inform the students that their responses to the questions will be returned over the internet while the assessment is being carried out.

3. Inform the students that the assessment is adaptive and not all students will see the same questions. The program will select questions specifically for each student.

4. Inform the students that they have one attempt at the assessment.

Assessment:

1. If a video system is being used, ask each student to show a 360° view of the room to prove that they are alone and unaided.
2. Ask the students to enter the assessment link into the address bar of their browser.
3. Ask the students to enter the passkey when prompted.
4. Check that all students can see a screen prompting them for their password.
5. Tell each student their password.
6. Ask students to enter their password, confirm their identity and start the assessment.

After the assessment

You will be able to check which students have completed the assessment by accessing the *Status Reports* page on the *Assessment Centre*.

Assessments will show one of three flags:
1. Pending – the assessment has not been started.
2. In Progress – the assessment has been started, but not yet finished.
3. Completed – the assessment is complete, and the results have been received.

Frequently Asked Questions

Will students require scrap paper?

No - scrap paper must not be used.

Are there example questions at the start of each section?

Yes - there are examples at the beginning of each section to familiarise students with the type of questions included in that section. They also show students how to complete the answer sheets.

If a student must visit the toilet, is the time taken in doing so lost?

Yes - if a student has to leave the room to visit the toilet, any time taken in doing so will be lost - the program will not stop. The assessment should be taken under strict examination conditions and is a relatively short assessment.

Do students with special educational needs have extra time to complete the assessment?

Yes - students with special educational needs, who would normally be allowed additional time will be allocated extra time automatically.

What happens if the internet connection fails during the test?

If the internet connection is lost mid-way through the test, students will be asked to redo the section they were on and the test will continue from there. Nothing should be lost and all data will be saved on CEM systems as normal.

If the internet connection fails at the end of the test and before all the results can be transmitted to CEM the following instructions should be followed:

1. The student will be promoted to save a copy of their results to the web browser's Downloads folder with a file name CEM_RESULTS_FINAL_XXX.CSF.
2. The XXX denotes a string of numbers and letters and does not need to be changed.
3. The results should be sent securely to the school (using whichever secure method is relevant for the school).
4. The school should contact CEM (secondary.support@cem.org or alis.support@cem.org) so we can guide you on uploading the results to the CEM system.

Need further guidance?

Please refer to our CEM Assessments Support Page or email secondary.support@cem.org or alis.support@cem.org, we are happy to help.