School Setup Guide for A level (Post 16 students)

This document is to assist you in accessing the assessment for post-16 students. Please follow the step-by-step guide and let us know if you have any questions.

This document includes guidance on the following:

- Preparing your list of students
- Calculating average (I)GCSE scores
- Adding subject choices
- Accessing the CEM system (Alis) for post-16 students
- Uploading student records
- Mapping students' A level subject choices
- Dealing with duplicate records
- Checking all the details are correct
- Getting support
- Next steps for assessment

To complete this exercise you will need:

- Access to the internet
- Access to Excel to create a CSV file
- Your students' details
- Access to the email that you registered

Preparing your list of students

In order to make predictions to A-level from average (I)GCSE results for each of your students, or to enable your students to take the CABT test, you will need to prepare a list of their personal details. This is so we can create a record for them on the system ready to store their predictions. This record also needs to contain their individual average (I)GCSE results and A-level subject choices.

1. Create a 'CSV comma delimited' file containing the following information for each student:

   (an easy way would be to create an Excel spreadsheet and save as a 'CSV comma delimited' file)

   Surname, First Name, Date of Birth, Gender

   Your initial spreadsheet will look something like this:

Surname	First Name	Date of Birth	Gender
Smith	John	DD/MM/YYYY	M
Brown	Jane	03/06/2005	F

Making predictions from (I)GCSE scores or from CABT assessment

If you do not wish your students to sit the CABT assessment, we can still make A-level predictions from average (I)GCSE scores. Outlined below is the process for generating these average (I)GCSE scores and uploading them to our system.

If you do not have (I)GCSE scores for your students, please skip to section 'Adding A Level choices' and remove the 'Average (I)GCSE' column from the data you are uploading to our system. This will set the students up in our system ready to take the CABT assessment (Note: students who have (I)GCSE scores uploaded can still take the CABT assessment and predictions from both will be given in the results).

Calculating Average (I)GCSE Scores

For each student you will need to give their average (I)GCSE score so the Alis system can calculate A-level predictions and chances:

There are three ways to calculate your average (I)GCSE scores depending on what types of grading are given (0-9 or A*-G). How you add these results to your student details is outlined for each option below.

Note: all your students must use the same option

> **Option 1:   All 9-1 GCSEs**
> Simply calculate the average per student by summing their 9-1 scores and divide this total by the number of subjects they took.

> **Option 2**:   **All A*-G (I)GCSEs**
> Convert all of these to the 0 to 58pt scale using the chart below and calculate the average per student by dividing their total score by the number of subjects they took.

Grade	58pt Scale Equivalent Points
A*	58
A	52
B	46
C	40
D	34
E	28
F	22
G	16
U	0

Option 3:   **Mix of 9-1 and A*-G IGCSEs**

Convert your A*-G scores to the 9-1 equivalents and add up all the IGCSE scores and calculate this average per student by dividing their total score by the number of subjects they took.

Grade	9pt Scale Equivalent Points
A*	8.5
A	7
B	5.5
C	4
D	3
E	2
F	1.5
G	1
U	0

Adding these average (I)GCSE scores to your student list

Depending on what option you used above, you should create a new column at the end of your student details CSV with the heading:

If you used option 1:

Average GCSE Score 0-9 Scale

If you used option 2:

Average GCSE score 0-58 scale

If you used option 3:

Average GCSE Score 0-9 Scale

Add your average (I)GCSE scores for each student in this new column.

Adding A Level choices:

1. In order to provide individual **A level choices** for each student, you will need to add a column per subject offered to your student. The heading for each column should be of the format:

    Qualification name; Subject name (eg. A2; Art)

2. You should then indicate next to each student in your list with a 'Y' if they are taking that subject but leave blank if they are not.

    Example:

First name	Surname	Date of Birth	Gender	Average GCSE Score 0-9 Scale	A2; Art	A2; English Language	A2; French	A2; Geography	A2; Mathematics	A2; Physics
John	Smith	01/12/2005	M	6.8	Y		Y	Y		
Rosa	Jimenez	03/06/2005	F	7.4		Y		Y	Y	
Aoi	Matsushita	28/02/2005	M	8.3		Y		Y		Y

Accessing the CEM system (Alis) for post-16 students

All facilities for the assessments can be accessed via the Alis+ secure website.

1. Following the link above to access the system directly, or you can navigate to it by pointing your web browser to www.cem.org and selecting SECURE SITES>Alis+ secure website from the dropdown on the main navigation bar of the website.
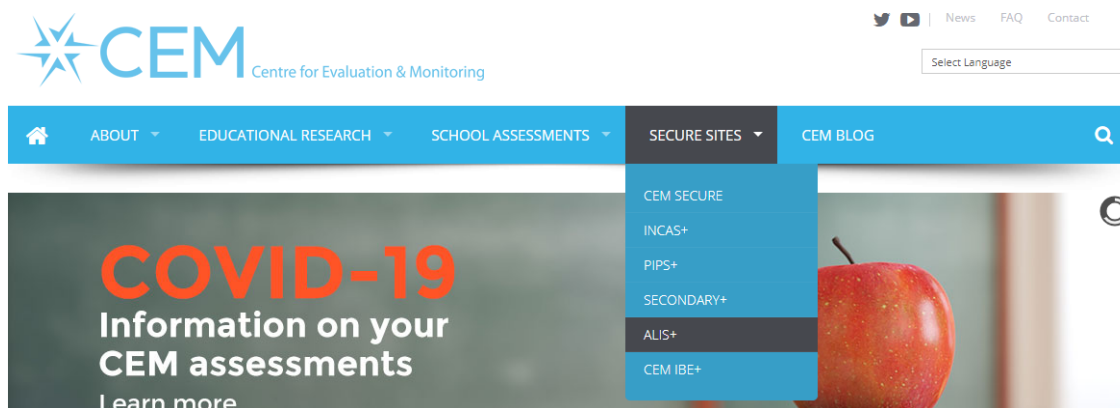
    PLEASE NOTE: You will need your school's Username and Password to access your Alis+ secure website. These will be sent to the named co-ordinator for your school by email.

2. You will be prompted for your school Username and Password on the Login box on the righthand side of the Alis+ secure website login page:

3. Once logged into the [Alis+ secure website](#) you will see the following homepage and options tabs. Select **Assessment Admin** (see below)

4. Now select option 2: **Upload Student Details including Subject Choices.**

5. On the Select Assessment page click on CABT which will only have the option CABT 2020-2021 which you should select and then press OK (see below).

6. You are now accessing the Assessment Centre that you will use to upload and manage all your students. It will also be where you administer your assessments, but this will be discussed in later guidance document.

Uploading student records

From the Assessment Centre section. Of the [Alis+ secure website](#) you will now be able to upload the CSV file for your students you created in the first step of this guidance.

1. Once you have clicked on 'Import' you will see the Select Year Group screen. Select the appropriate year group from the list.

This will take you to the 'Import Candidate details for Year 13 CABT' screen.

2. Click 'Browse' on **section a.** to select the file you wish to upload, select 'Contains qualification and subject name as header' Make sure that in 'Do you want predictions to AS for your A2 subjects' is set to 'No' then click Upload to upload the file to the Assessment Centre.

Import Candidate Details for Year 13 CABT

The following steps enable you to import your candidate details, average GCSEs* and subject choices before running the assessment.
*From 2017, the 9-1 scale will apply to all GCSEs for schools in England and Northern Ireland ?
Help and blank template

a. Select the file using the button below
[Browse...   ]

b. Does the file contain column headers?
⦿ Yes   ○ No

Choose a file format
○ No subject data
⦿ Contains qualification name and subject name as header Example file
○ Contains qualification name and subject name as inline text Example file

What is the divider between qualification and subject?
[;   ⌄]

Do you want predictions to AS for your A2 subjects?
○ Yes ⦿ No

Click to upload the file

[UPLOAD]

3. If your file is large or demand is high it may take a few seconds to upload. Do not refresh your browser at this point.

4. Once the file has uploaded, a page will open to prompt you to match the column headers of your file to CEM headers. This ensures the data you have entered is loaded into the correct place in the CEM database.

5. You will see a table with your file column headers on the left and the CEM column headers on the right:

Header in the file	CEM Header
Surname	Surname ⌄
FirstName	First name ⌄
DOB	DOB ⌄
Gender	Gender ⌄

Matching and Mapping Subjects

You will now be asked to check that the subjects you have submitted in your student list match those that are available from the Alis system

1. You will see a set of header subjects to match:

PreUFC;Lit.InEnglish	Subject Choice ▼
AS;Maths	Subject Choice ▼
AS;History	Subject Choice ▼
A2;Eng.Lang	Subject Choice ▼
A2;Eng.Lit.	Subject Choice ▼
A2;Maths	Subject Choice ▼
A2;French	Subject Choice ▼
A2;Geography	Subject Choice ▼
A2;D&amp;TFood	Subject Choice ▼
A2;Music	Subject Choice ▼
A2;History	Subject Choice ▼

2. Once all relevant headers have been assigned, click NEXT

NEXT

3. You will then be asked to map qualification types in your file with the recognised qualifications from CEM.

MAP QUALIFICATIONS

Map qualifications in your file with the recognized qualifications from CEM. Qualifications left as 'Ignore' will not be loaded into our system.

Qualifications in the file	CEM recognized qualifications
PreUFC	PRE-U FULL COURSE ▼
AS	AS LEVEL ▼
A2	A LEVEL ▼

4. The relevant qualification can be selected from a drop-down list. Once you have mapped your students' qualifications, click OK.

5. You will then see a Map Subjects screen.

MAP SUBJECTS

Map subjects in your file with the recognized subjects from CEM. Subjects left as 'Ignore' will not be loaded into our system.

Subjects in the file		CEM recognized Subjects
A2;Mathematics	A LEVEL	MATHEMATICS ▼
A2;English Language	A LEVEL	ENGLISH LANGUAGE ▼

6. Once you have mapped your subjects click OK.

    Remember: Please check that all your columns and qualifications/subjects are mapped correctly, even those that have mapped automatically. Any value mapped to ignore will not be loaded into our system.

Dealing with any errors in the data

If you have followed the instructions correctly in preparing the data there should be no errors in uploading your data to the system. However, sometimes mistakes happen so there is a process defined below that will help to manage any errors.

1. If there are no errors, a table will appear with all your students' details listed. There are options to **Edit** or **Delete** students' details.

Import Candidate Details for Year 13 CABT

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

Edit

Show All ▼

edit	Surname	First name	DOB	Gender
✎ Edit ✕ Delete	Winderm...	Wendy	01/02/2004	F
✎ Edit ✕ Delete	Buttermere	Brian	08/03/2004	M
✎ Edit ✕ Delete	Derwent...	Davina	10/05/2004	F
✎ Edit ✕ Delete	Thirlmere	Tracy	02/01/2005	F
✎ Edit ✕ Delete	Haweswa...	Horace	03/06/2004	M
✎ Edit ✕ Delete	Ennerdale	Eunice	04/04/2004	F
✎ Edit ✕ Delete	Bassenth...	Barbara	07/03/2004	F
✎ Edit ✕ Delete	Ullswater	Uriah	14/06/2004	M

2. For each record where a mistake may have been identified you will be presented with the option to Edit the information for that record or delete it completely.

3. Once you have checked these details and made any necessary amendments click NEXT.

Dealing with duplicate records

1. Sometimes there are duplicate records that can be found from previous uploads.

   However, as you are a new school it is unlikely that we will have duplicate student records in our database.

   If there are any duplicate students in our system you will see a Candidates Matching page (see below). If not, please move to the next section called *Finalising the data upload*.

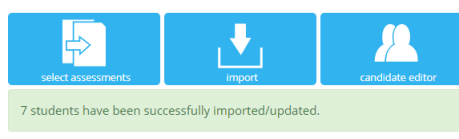4. Now select Update or Include against each student record to update our database. Please select include for each student presented on the list to ensure all your students are included.
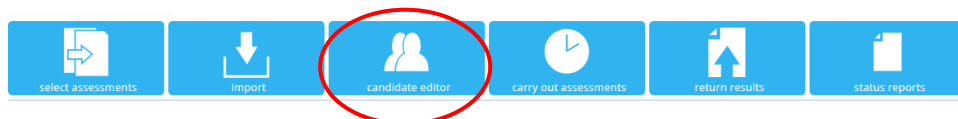
Finalising the data upload

1. Once you have checked the student records, click FINISH to finalise the process.

2. You will see a message confirming the upload:

Amending your student data:

Once you have uploaded the records, you can check or amend your student details in the candidate editor.

A-Level predictions from Average GCSE scores

Predictions to A-level from Average GCSE reports will normally be generated within an hour, though at times of high demand this might take slightly longer.

To find out how to access and use these reports to help support your work on estimating A-level grades, we have provided a guide which is downloadable from the CEM Home Assessment Support page.

Next steps for CABT assessment

After you have completed uploading your student details you are now ready to begin setting up your assessment. There is a separate guidance document for this downloadable at the CEM Home Assessment Support page.