

Step-by-Step School Setup Guide for Pre-16 students

This document is to assist you in accessing the assessment for pre-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
- Accessing the CEM systems (MidYIS/Yellis) for pre-16 students
- Uploading student records
- Dealing with any errors in my data
- Dealing with duplicate records
- Checking all the details are correct
- Informing CEM of the upload
- Getting support
- Next steps for assessment
- Frequently Asked Questions

To complete this exercise you will need:

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

Preparing your list of students

To give your students access to take our Computer Adaptive Baseline Test (CABT), you will first need to prepare a list of their personal details so that we can create a record for them on the system ready to store their results.

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.

The columns in the first line of the file should be labelled

Surname, First Name, Date of Birth, Gender, Extra Time.

Date of birth should be in DD/MM/YYYY format, and Gender indicated by a M for Male or F for Female.

Some students may need extra time to complete the tests if they have special educational needs and would normally be allowed longer to complete tasks than other students in the class.

Your spreadsheet will look something like this:

Surname	First Name	Date of Birth	Gender	Extra Time
Smith	John	13/08/2005	M	Y
Brown	Jane	02/04/2005	F	N

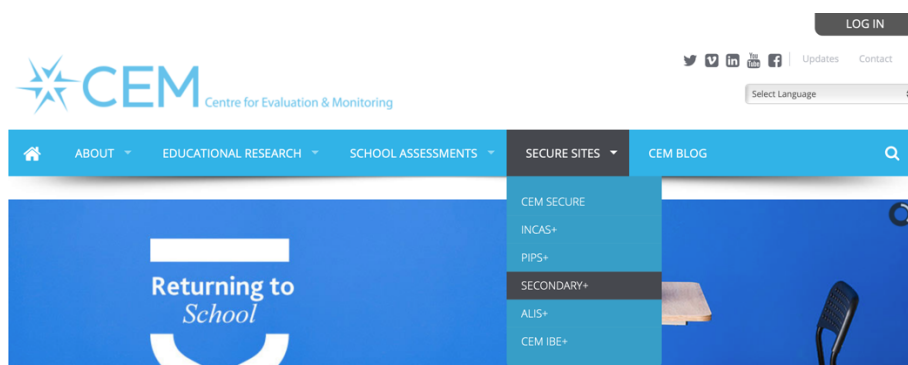
2. Save this as CSV file format with a memorable name and store it in a place that you can easily recall for upload to our systems via your web browser.
3. **Tip:** When uploading student records, you may wish to create a dummy student using an easily recognisable first name and last name such as Testy Tester, along with a gender selection and date of birth. This will result in a password generated for the test student so the assessment login can be tested by the schools prior to providing access details to the students. It is also easily recognisable as a dummy student record. For example:

Surname	First Name	Date of Birth	Gender	Extra Time
Tester	Testy	01/01/2005	M	N
Smith	John	13/08/2005	M	Y
Brown	Jane	02/04/2005	F	N

Accessing the CEM systems (MidYIS/Yellis) for pre-16 students

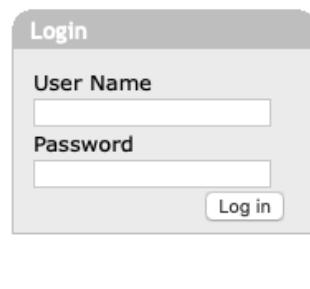
All facilities for carrying out your assessments can be accessed on the [Secondary+ secure website](#).

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 > Secondary+ from the dropdown on the main navigation bar of the website.

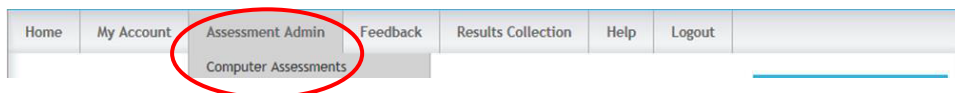


PLEASE NOTE: You will need your school's Username and Password to access your Secondary+ secure website. These will be sent to the named co-ordinator for your school by email.

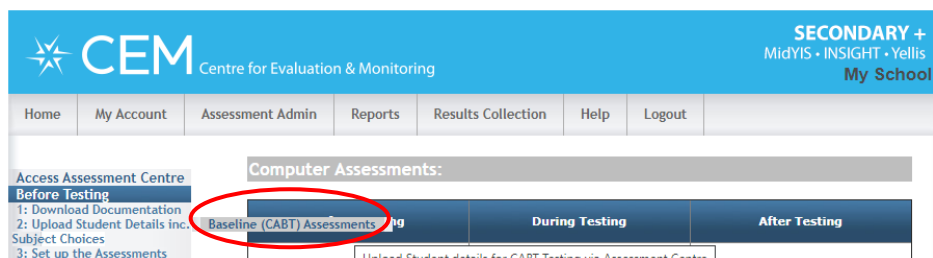
- You will be prompted for your school Username and Password on the Login box on the right hand side of the Secondary+ website login page:



- Once logged into your Secondary+ account will see the following homepage and options tabs. Select Assessment Admin > Computer Assessments



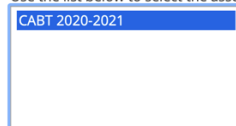
- Select **option 2**: Upload Student Details including Subject Choices and then choose 'Baseline (CABT) Assessments'.



- 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.

Select Assessment

Use the list below to select the assessment that you would like to view.



OK

- You are now accessing the Assessment Centre which 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 documents.



Uploading student records

From the Assessment Centre section. Of the Secondary+ website you will now be able to upload the CSV file for your students you created in the first step of this guidance.

1. From the navigation bar of Assessment Centre, select 'Import' to allow you to upload your student details.



2. You will be presented with a 'Select Year Group' dropdown. Select the year group you are going to upload press ok.

SELECT YEAR GROUP

This facility allows you to upload your candidate details into our system, prior to testing. **Please complete this upload at least 24 hours before you intend to test your candidates.** Select the year group that the CSV File applies to:

3. You will now see an 'Import Candidate details for Year x CABT' screen which allows you to make choices about the way you have formatted your data. If you have used the format discussed earlier you will be able to choose the default options.
4. Click on the 'Browse' button to select the file you wish to upload and navigate to where you saved your CSV file earlier. Leave the default options for the remainder of the fields and click the 'Upload' button

Import Candidate Details for Year 11 CABT

The following steps enable you to import your candidate details and subject choices before running the assessment.

a. Select the file using the button below

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?

Click to upload the file

5. 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.
6. 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.
7. 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 ▼

8. If you have used the heading names suggested earlier in this guidance, there should be nothing to do at this stage and you can click the 'NEXT' button. However if there are any differences in the field names, select the descriptions that best match the contents of your file using the drop-down lists in the right column.
9. Once all relevant headers have been assigned, click NEXT.

Dealing with any errors in my data

If you have followed the instructions correctly in preparing your data there should be no errors in uploading your data to the system. However, we know that mistakes happen and we hope to help identify these before they get added to the system.

1. If there are errors in your data a table such as the one below will appear as the next step in the process:

Import Candidate Details for Year 11 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
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Winderm...	Wendy	01/02/2004	F
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Buttermere	Brian	08/03/2004	M
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Derwent...	Davina	10/05/2004	F
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Thirlmere	Tracy	02/01/2005	F
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Haweswa...	Horace	03/06/2004	M
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Ennerdale	Eunice	04/04/2004	F
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Bassenth...	Barbara	07/03/2004	F
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Ullswater	Uriah	14/06/2004	M

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

Dealing with duplicate records

- 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 database you will see a Candidates Matching page:

CANDIDATES MATCHING

We think the following candidates already exist in our database and **they will not be included** during this import unless you select the Include or Update button. **To include as a new candidate, select INCLUDE. To update a candidate we already hold on our records, select UPDATE.** To view the candidate we already have on record: click the ▶ icon on the left side of the grid, next to their name.

First name	Surname	DOB	Sex	
▶ William	Windermere	01/02/2003	M	<input type="button" value="Include"/> <input type="button" value="Update"/>
▶ Beatrice	Buttermere	08/03/2003	F	<input type="button" value="Include"/> <input type="button" value="Update"/>
▶ Darcy	Derwentwater	10/05/2003	F	<input type="button" value="Include"/> <input type="button" value="Update"/>
▶ Theodore	Thirlmere	02/01/2003	M	<input type="button" value="Include"/> <input type="button" value="Update"/>
▶ Harriet	Haweswater	03/06/2003	F	<input type="button" value="Include"/> <input type="button" value="Update"/>

- You must 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.

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.

Frequently asked questions

All the student records are uploaded and everything is fine. What now?

After you have completed uploading your student details please email our registration team at registrations@cem.org so that we can create your students' passwords for access to the assessment.

Help, I need to change some of the student details after I emailed you!

Please note: If you amend the uploaded student details after advising CEM that your list is uploaded, please inform CEM of the changes to ensure all your students are included in the password list. You can do this at registrations@cem.org

I still need some help, what now?

If you still need some help, please email us at registrations@cem.org and we will be happy to help.

What happens now you have all the student details?

CEM will generate a password for each student that has been registered. This will allow them to access their specific assessment from home.

How will we get the passwords so the students can do the assessments?

Schools will receive passwords for the students by email, sent securely. You can expect these to be received within a few days.

If you have not received the password list after two working days, please email registrations@cem.org so we can check for you. Please check spam or junk folders too.