Computer Adaptive Baseline Tests MidYIS and Yellis Baseline Assessments

Co-ordinator Guide

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Introduction

Accessing CABT

This is an outline of the CABT (Computer Adaptive Baseline Assessment) process for MidYIS and Yellis baseline assessments.

All facilities for the assessments can be accessed via the Secondary+ secure website, which can be accessed via www.cem.org by selecting SECURE SITES > Secondary+.

PLEASE NOTE: You will require your school's Username and Password to access your Secondary+ secure website. These will be provided to the named MidYIS or Yellis co-ordinator for your school.

Once logged into your Secondary+ secure website you will see the following homepage and options tabs.

Select Assessment Admin > Computer Assessments:

This opens the Computer Assessments page which contains details on setting up and carrying out the assessments, as well as uploading pupil details.

Computer Assessments page:
Before Testing

Upload Student Details (including Subject Choices - Yellis)

We advise uploading student details before administering the assessments in order to:

- Save time at the start of the assessments as students simply select their name from a drop down menu of pre-loaded names.
- Minimise margin for error which will save time with no need to check and edit student details later.
- Enables subject specific predictions and chances (Yellis only).

Importing Candidate Details: Required file format

You can import students’ details using a CSV export from your school Management Information System (MIS). You can upload this to your Assessment Centre on your Secondary+ secure website.

The file containing student details should have the following information:

* Indicates a required field, other fields are optional and this information may be added at a later stage.

The uploaded file should follow the format shown below (* Required). You will be asked to assign your headings/columns to CEM’s headings.

<table>
<thead>
<tr>
<th>Column Header</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Surname</td>
<td>The surname by which the candidate is usually known</td>
</tr>
<tr>
<td>* First name</td>
<td>The first name by which the candidate is usually known</td>
</tr>
<tr>
<td>* Gender</td>
<td>M for male candidates or F for female candidates</td>
</tr>
<tr>
<td>* DOB</td>
<td>dd/mm/yyyy</td>
</tr>
<tr>
<td>Class</td>
<td>The class name can be up to 25 characters</td>
</tr>
<tr>
<td>Extra Time</td>
<td>Whether the candidate should have extra time for the test</td>
</tr>
<tr>
<td>UPN/student code</td>
<td>UPN (Unique Pupil Number)</td>
</tr>
<tr>
<td>SCN</td>
<td>Scottish Candidate Number</td>
</tr>
<tr>
<td>MISID</td>
<td>Management Information System identifier</td>
</tr>
<tr>
<td>ULN</td>
<td>Unique Learner Number</td>
</tr>
<tr>
<td>Postcode</td>
<td>Postcode</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>Ethnicity</td>
</tr>
<tr>
<td>Previous School Number</td>
<td>Previous School Number</td>
</tr>
<tr>
<td>Previous School Name</td>
<td>Previous School Name</td>
</tr>
</tbody>
</table>

The table below indicates the codes in the Ethnic Origin column of your student details file, this is not mandatory information.

<table>
<thead>
<tr>
<th>DfE Census sub-category</th>
<th>Description</th>
<th>DfE Census sub-category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Other Asian Background</td>
<td>AOTH</td>
<td>Gypsy / Roma</td>
<td>WROM</td>
</tr>
<tr>
<td>Any Other Black Background</td>
<td>BOTH</td>
<td>Indian</td>
<td>AIND</td>
</tr>
<tr>
<td>Any Other Ethnic Group</td>
<td>OOTH</td>
<td>Pakistani</td>
<td>APKN</td>
</tr>
<tr>
<td>Any Other Mixed Background</td>
<td>MOTH</td>
<td>Traveller of Irish Heritage</td>
<td>WIRT</td>
</tr>
<tr>
<td>Any Other White Background</td>
<td>WOTH</td>
<td>White - British</td>
<td>WBRI</td>
</tr>
<tr>
<td>Bangladeshi</td>
<td>ABAN</td>
<td>White - Irish</td>
<td>WIRI</td>
</tr>
<tr>
<td>Black - African</td>
<td>BAFR</td>
<td>White and Asian</td>
<td>MWAS</td>
</tr>
<tr>
<td>Black - Caribbean</td>
<td>BCRB</td>
<td>White and Black African</td>
<td>MWBA</td>
</tr>
<tr>
<td>Chinese</td>
<td>CHNE</td>
<td>White and Black Caribbean</td>
<td>MWBC</td>
</tr>
</tbody>
</table>
With Yellis there is also the option to include subject choices. In this case the spreadsheet must conform to one of our accepted broadsheet formats with one row per student. See example below:

**Format 1**: Qualification and subject name as header

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCSE;Art</td>
<td>Y</td>
</tr>
<tr>
<td>GCSE;Drama</td>
<td>Y</td>
</tr>
<tr>
<td>GCSE(9-1);English Language</td>
<td>Y</td>
</tr>
<tr>
<td>GCSE;French</td>
<td>Y</td>
</tr>
<tr>
<td>GCSE;History</td>
<td>Y</td>
</tr>
<tr>
<td>GCSE;Maths</td>
<td>Y</td>
</tr>
<tr>
<td>GCSE;Music</td>
<td>Y</td>
</tr>
<tr>
<td>GCSE;D&amp;T Product Design</td>
<td>Y</td>
</tr>
<tr>
<td>GCSE;PE</td>
<td>Y</td>
</tr>
<tr>
<td>GCSE;Science</td>
<td>Y</td>
</tr>
<tr>
<td>GCSE;Biology</td>
<td>Y</td>
</tr>
<tr>
<td>GCSE;Chemistry</td>
<td>Y</td>
</tr>
<tr>
<td>GCSE;Physics</td>
<td>Y</td>
</tr>
<tr>
<td>GCSE(9-1);Textiles</td>
<td>Y</td>
</tr>
<tr>
<td>SC;RE</td>
<td>Y</td>
</tr>
<tr>
<td>SC;Spanish</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Format 2**: Qualification name and subject name in line with text

<table>
<thead>
<tr>
<th>Subject1</th>
<th>Subject2</th>
<th>Subject3</th>
<th>Subject4</th>
<th>Subject5</th>
<th>Subject6</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCSE(9-1);Eng Lang</td>
<td>GCSE;Maths</td>
<td>GCSE;Art</td>
<td>GCSE;Drama</td>
<td>GCSE;Geography</td>
<td>GCSE;English Lit</td>
</tr>
<tr>
<td>GCSE(9-1);Eng Lang</td>
<td>GCSE;Maths</td>
<td>GCSE;D&amp;T Food</td>
<td>GCSE;French</td>
<td>GCSE;Geography</td>
<td>GCSE;History</td>
</tr>
<tr>
<td>GCSE(9-1);Eng Lang</td>
<td>GCSE;Maths</td>
<td>GCSE;English Lit</td>
<td>GCSE;Music</td>
<td>GCSE;Science</td>
<td>GCSE;PE</td>
</tr>
<tr>
<td>GCSE(9-1);Eng Lang</td>
<td>GCSE;Maths</td>
<td>GCSE;Geography</td>
<td>GCSE;Biology</td>
<td>GCSE;Chemistry</td>
<td>GCSE;Physics</td>
</tr>
<tr>
<td>GCSE(9-1);Eng Lang</td>
<td>GCSE;Maths</td>
<td>SC;RE</td>
<td>SC;Spanish</td>
<td>GCSE;Science</td>
<td>GCSE;PE</td>
</tr>
<tr>
<td>GCSE(9-1);Eng Lang</td>
<td>GCSE;Maths</td>
<td>GCSE;French</td>
<td>SC;Spanish</td>
<td>GCSE;Geography</td>
<td>GCSE;English Lit</td>
</tr>
</tbody>
</table>

This list can be in either a comma separated file (CSV recommended), or a Microsoft Excel spreadsheet format.

Subject choices should be formatted as **Qualification;Subject**

Example: **GCSE;French**.

Alternatively any of the symbols @ # % & + =! Can be used in place of ;.

**If the qualification is a GCSE (9-1), please indicate this on the spreadsheet.**

Example: **GCSE(9-1);French**.
Once you have created your student details spreadsheet, you can upload the file to the **Assessment Centre** on the Secondary+ website using the **Assessment Admin > Computer Assessments** page, then select 2: Upload Student Details inc. Subject Choices.

On the **Select Assessment** page click on **CABT** and the academic year you require then OK.

Once in the Assessment Centre you will see the following options. Please select **Import** to upload student details.

Once you have clicked on **Import** you will see the **Select Year Group** screen.
Select the Year Group of the students you wish to upload from the drop down menu, and then click **OK**. Click **Choose file** to select the file you wish to upload, then indicate whether your file contains column headers then click **Upload** to upload the file to the **Assessment Centre**.

If you are uploading a student list for **Yellis** you will also be asked to specify the file format for the subject data. Select the relevant option that matches your file format. You will see that the options for uploading the data in the two file formats below come with a ‘download’ option. You can download a pre-formatted CSV template here and use it when uploading your Yellis student list.

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.

You will see a table with your file column headers on the left and the CEM column headers on the right. Select the descriptions which best match the contents of your file using the drop down lists in the right column. Columns left as **Ignore** will not be loaded into our system. **You will see more options to match if you have included more of the non-required fields in your file.**

**Remember:** **Surname, Forename, Gender and Date of Birth** must be included. Other information can be added at a later date.
Matching and Mapping Subjects (Yellis Only)

Subject Choice will only appear for Yellis cohorts where subject choices are contained in the upload file.

**Format 1**: ‘Qualification and subject name as header’. You will see Subject 1, Subject 2, Subject 3… matched to CEM header Subject Choice.

**Format 2**: ‘Qualification name and subject name as inline text’. You will see the qualification and subject name matched to CEM header Subject Choice.

Once all relevant headers have been assigned, click NEXT.
Map Qualifications (Yellis Only)

You will then be asked to map the qualification type(s) in your file with CEM recognized qualifications.

The relevant qualification can be selected from the drop down list by clicking on the ↓ icons. IGCSE subjects will need to be mapped to GCSE qualification type. GCSE (9-1) subjects should be mapped to GCSE (9-1). We do not provide mapping for IB qualifications.

Once you have mapped the qualification types click OK.

You will then see the Map Subjects Screen.
Map Subjects

To map the **Subjects in the file** you have uploaded to the **CEM recognized Subjects** select the relevant subject using the  
icons.

Once you have mapped your subjects click **OK**.

**Please check that all your columns/headers, qualifications and subjects are mapped correctly, including those that have mapped automatically.**

**Remember: any value mapped to ignore will NOT be loaded into our system.**

If there are any errors with your data they will be flagged up at this point and you will have the opportunity to correct them before the upload is complete.

If there are no errors a table will appear with all your students’ details listed. There are options to **Edit** or **Delete** student information as shown below:

**Import Candidate Details for Year 10 CABT**

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

**Edit**

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

If there are any duplicate students in our database you will see a **Candidates Matching** page:
You must now select **Update** or **Include** against each student record.

Selecting **Update** will allow you to add missing information to an existing record (needed when adding information not included in your first upload for example Subject Choices, UPN).

Selecting **Include** will create an additional student record (only use this option if there is no existing student record).

Once this is done click **FINISH** to complete upload.

Students can also enter their name manually at the beginning of the assessment if needed. However this is not recommended as may lead to matching issues later on. Please ask students who add their name manually to use their formal given name as would be given to exam boards.
Edit Student Details

Before testing you can amend student details in the Assessment Centre Candidate Editor. To access the Candidate Editor go to Assessment Admin > Computer Assessments then select 2: Upload Student Details inc. Subject Choices. This takes you to the Select Assessments page. Select the relevant CABT year and click OK.

Select Assessment

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

<table>
<thead>
<tr>
<th>CABT 2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>CABT 2019-2020</td>
</tr>
<tr>
<td>CABT 2018-2019</td>
</tr>
<tr>
<td>CABT 2017-2018</td>
</tr>
<tr>
<td>CABT 2016-2017</td>
</tr>
<tr>
<td>CABT 2015-2016</td>
</tr>
</tbody>
</table>

This will take you through the Assessments Centre, from here select Candidate Editor.

The Candidate Editor allows you to:

- Add a new Candidate or Class using the NEW button.
- Change an individual student’s details using the EDIT button.
- Move a student or group of students to a different year group using the MOVE button.
- Remove a Candidate or Class from the system or delete a class name using the DELETE button.
**Adding a new student**

To add an additional student click on the **NEW** button on the **Candidate Editor** page. This opens **Create Candidate** window.

Select the **year group** for the Candidate you wish to add by clicking on the ▼ on the drop down menu displaying the year groups you have registered, then click **SAVE**.

This takes you to the second **Create Candidate** page:

Type the details of the student directly into the boxes. When you have finished, click **SAVE**. The new student’s details should now appear on the **Candidate Editor** screen.

**NOTE:** You will only see the **Subject Choice > Add New Subjects** options if you have registered for Yellis.
Edit an existing student's details

On the Candidate Editor page select the student you wish to Edit by clicking on the appropriate check box.

Click the EDIT button.

This opens an **Edit Candidate** window:
If you are registered for Yellis you will also see options to Edit and Remove Subject Choices, and Add New Subjects.

Edit student's details by typing directly into the appropriate boxes. When you have finished click SAVE for each new subject added then click SAVE. The new details should now appear on the Candidate Editor page.

Please Note: 25 percent extra time may be added via the Candidate Editor for students with special educational needs. However, extra time cannot be added retrospectively once a student has a completed assessment. You can also add 25 percent extra time as part of your original CSV upload.
Deleting students

If you need to delete one or more student(s), this can be done via the Candidate Editor. First select the student(s) you wish to delete by clicking on the appropriate check boxes.

Click the DELETE button.

This opens a window that looks like this:

**Confirm Delete**

You have selected 2 pupil(s).
Are you sure you wish to delete the selected pupil(s)?

[DELETE] [CANCEL]

If you are sure you have selected the right students(s) then click DELETE, otherwise click CANCEL and check before proceeding.

You will receive a green confirmation message on the screen once the student has been successfully deleted.

**N.B.: Students with completed computer adaptive baseline test (CABT) results attached should not be deleted unless you wish to completely and permanently remove these students from your data. If you are deleting a duplicate student record, DO NOT DELETE THE RECORD WITH CABT DATA ATTACHED. A warning message will appear with the name of the student if you are trying to delete a record with a completed CABT attached. If you have duplicate students with CABTs attached to both records, you will need to decide which record you wish to keep and delete the other one, ignoring the warning message.**
**Moving students**

If you need to move one or more students to a different year group you can use the MOVE > Year Group function on the Candidate Editor page *(Please note this cannot be used if the student has a completed CABT result).*

This opens the Move Year Group window that looks like this:

Move Year Group

You have selected 2 pupil(s).

Year Group  - select -

Select the Year Group to which you wish to move the student(s) and click MOVE.
Set up the Assessments

Ensure your IT systems meet our software requirements.

CEM recommends the following browsers when running our assessments: Chrome, Edge, Safari and Chromium.

The following browsers are also supported but may have slight display variations which do not affect the assessments: Firefox, IE11 and Opera 360.

Every effort is made to allow software to run on other products/versions but we cannot guarantee functionality will be present when using an alternative set up.

Assessment Content and Times

<table>
<thead>
<tr>
<th>Sections</th>
<th>MidYIS</th>
<th>Yellis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Details</td>
<td></td>
<td>Your Details</td>
</tr>
<tr>
<td>Vocabulary</td>
<td></td>
<td>Vocabulary</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td>Mathematics</td>
</tr>
<tr>
<td>Proof Reading</td>
<td></td>
<td>Patterns</td>
</tr>
<tr>
<td>Perceptual Speed and Accuracy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cross Sections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block Counting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Picture Sequences</td>
<td></td>
<td>Questionnaire</td>
</tr>
</tbody>
</table>

| Average duration | 46 min | 47 min |
| Maximum duration | 59 min | 60 min |

Timetable the students, invigilators and rooms. The assessments are designed to fit into a 1 hour lesson period. Where students’ details have been pre-uploaded, students usually complete the assessment in around 45 minutes. You do not need to assess students in one session; a number of sessions can be carried out over a number of days and weeks.

Decide which delivery option to use: Online [web-based] or Non-Web [Local Area Network] (LAN). Then:

Click on Assessment Admin > Computer Assessments and select 3: Set up the Assessments. Then select the appropriate CABT year and click OK.

Note: if you also use the Attitudinal Questionnaire for MidYIS and Yellis a pop up menu will appear when your mouse hovers over Set up the Assessments. In this case click on Baseline (CABT) Assessments.

Select Assessment

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

- CABT 2020-2021
- CABT 2019-2020
- CABT 2018-2019
- CABT 2017-2018
- CABT 2016-2017
- CABT 2015-2016

OK
Select the relevant **CABT** year and click **OK**. This takes you through to the Assessment Centre. Then select the **Carry out Assessments** tab.

**Carry out Assessments**

The **Carry out Assessments** tab provides the option to download different versions of the assessment. The two main options are the **Non-Web Version** and the **Web-Only Version** (the Dual version should only be used under specific circumstances).

Go to the **Carry Out Assessments for CABT** page for the current testing year to make a note of the **Pass Key For Assessment** for each year group you have registered.

**Web-Only Version**

This version of the assessment provides an online web link that may be saved as a shortcut on the desktop of the computers to be used. It must be used in conjunction with a passkey which is available on the **Carry Out Assessments** page. **There is a different passkey for each year group – it is very important that you use the correct passkey for the year group you are wishing to assess.**

**Non-Web Version**

The Non-Web version provides offline software for you to download and run on your Local Area Network (LAN). Normally this would be saved onto the school server and shared out to each student computer.

**Dual Version**

This version provides assessment software for you to download and run on your local area network in the same way as the Non-web version. The Dual version will return data automatically to CEM at the end of each assessment. Because of this, there are some steps you may need to take to allow this automated upload to proceed without issues, usually involving firewalls or proxy servers. Details of these settings can be found on the technical guidance document located on Assessment Centre after choosing the Dual version option.
**Set up the Web-Only Version**

To set up the **Web-Only version** of the **CABT** go to Assessment **Admin > Computer Assessments > 3: Set up the Assessments > Carry out Assessments** and select **Web-Only Version**.

This will take you to the Web Delivered Assessment for CABT page for the current testing year.

---

**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?key=

For security reasons a pass key is required to access your assessment. The pass key can be found on the 'carry out assessments' page.

---

You can **click here** to download the assessment shortcut to the computer, or **copy and paste** the shortcut to a local drive to install on the computer desktops.

Students should click on the shortcut and then click **Next** to select their name from the Candidate List to begin the assessment.

---

**CEM**

**Cambridge Assessment**

**CABT**

Click or tap the 'Next' button to begin.

---

**Candidate List**

<table>
<thead>
<tr>
<th>Forename</th>
<th>Surname</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>William</td>
<td>Whiteacre</td>
<td>2002-02-27</td>
</tr>
<tr>
<td>bespoke</td>
<td>Butterme</td>
<td>2002-03-03</td>
</tr>
<tr>
<td>David</td>
<td>Bennwether</td>
<td>2003-05-10</td>
</tr>
<tr>
<td>Theodore</td>
<td>Thorne</td>
<td>2004-01-03</td>
</tr>
<tr>
<td>Horace</td>
<td>Howchurch</td>
<td>2002-05-31</td>
</tr>
<tr>
<td>Edward</td>
<td>Emmelot</td>
<td>2003-06-30</td>
</tr>
<tr>
<td>Barry</td>
<td>Bissendreth</td>
<td>2003-07-07</td>
</tr>
<tr>
<td>Uno</td>
<td>Ulst aer</td>
<td>2003-08-10</td>
</tr>
</tbody>
</table>

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**email: secondary.support@cem.org** or telephone: +44 (0)191 925 0000
Set up the Non-Web Version

If you have used the Non-Web version of the MidYIS or Yellis CABT before, you need to remove all previous software and response files (marked with a .xen extension). Assessment links are only valid for the current testing year.

For the Non-Web version, download the assessment software by going to Assessment Admin > Computer Assessments > 3: Set up the Assessments > Carry out Assessments. Then select the Non-Web Version.

Download Assessment Software for CABT 2020-2021

NON-WEB VERSION

![](image1)

Unzip the Software and Configuration files to your local area network.

Download the Non-Web software by double clicking on the CABT-EW_YYYY_0001 icon.

To extract the assessment files and CABT Manager, click Extract all.
Select a Destination for the Non-Web software and Extract Files

To start the assessments click on the circle icon for CABT_EW _YYYY_0001, and then click Run.

Note: the folder must be on a mapped drive (e.g. P:\ where P can be any letter) and must not be a UNC path (e.g. \myserver). If the assessment will be running on a computer with no network connection then this folder should be located on the local computer.

Grant modify access to student accounts so that student response files can be saved on your local network.

Set up a shortcut to the assessment. A passkey is required for each year group to access the assessments and this can be found on the Carry out Assessments page.

When you have set access privileges for your students and created the shortcut(s), you should then trial the assessment as described below.
Trial the Assessments

We advise that you run each assessment to its conclusion to ensure that everything is in order. You need to give a few personal details initially: we suggest that you use the first name Test and the surname Test. This will enable the responses to be automatically removed before your feedback is generated. Gender and Date of Birth can take any accepted format.

You do not need to spend long trialling each assessment – the example questions for the Baseline Assessments (CABT) do require a correct answer, but once you have finished this section you can pick any response and click on the NEXT button.

You will need to complete the assessment in full, in order to trial it successfully. At the end of an assessment, or if it times out, you will be told on screen that your results are being saved, and then that the results have been saved. You will then need to select OK to close the browser.

Online Assessment Trial

- Trial the assessment software to ensure that it works.
- Check that we have received and processed your data successfully by clicking Assessment Admin > Computer Assessments on the Secondary + toolbar and selecting 7: Assessment Status.
- Review your assessment completion status by looking at the Status Reports for the trial student(s), further details can be found on page 27.
- Using Test as Forename and Surname will ensure the trial student is excluded from your school’s feedback. Remove any other trial student using the Candidate Editor in the Assessment Centre to delete the appropriate records. To access the Candidate Editor go to Assessment Admin > Computer Assessments on the Secondary+ toolbar and select 8: Edit Student Details. You will also need to delete the trial assessment data in the Post-Assessment Editor. To access this go to Assessment Admin > Computer Assessments and select 8: Post-Assessment Edit Student Details.

If you have any doubts about your internet bandwidth, try running a number of trial assessments simultaneously. If you find that your internet bandwidth is insufficient you should opt to use the Non-Web version of the assessment.

Non-Web Assessment Trial

- Trial the assessment software to ensure that it works.
- Check that the response files are saved successfully on your machine/network.
- If you wish, you may upload the response files to CEM for processing. Go to Assessment Admin > Computer Assessments on the Secondary+ toolbar and select 6: Upload Assessment Files.
- Check that we successfully received and processed your data by reviewing your Status Reports. Go to Assessment Admin > Computer Assessments on the Secondary+ toolbar and select 7: Assessment Status.
- Using Test as forename and surname will ensure the trial student is excluded from your school’s feedback. Remove any other trial student using the Candidate Editor in the Assessment Centre to delete the appropriate records. To access the Candidate Editor go to Assessment Admin > Computer Assessments on the Secondary+ toolbar and select 8: Edit Student Details.
During Testing

Run the Assessments

Invigilation: please remember that students should take the assessment in a standardised environment. Try to run your sessions with as much conformity as possible, ensuring that all students are familiar with the computers they are about to use. Use your experience of any trial sessions to establish your routines for taking the assessments.

Please have paper and pens available for your students to use during the assessment. **Please note that calculators MUST NOT be used during the assessment.**

At the beginning of the session we recommend that you introduce the assessment to the students and explain to them what is involved.

Baseline assessments should be completed before the end of *Term 1* of the academic year but the assessment is available until May to allow for the assessment of absentees or students joining you later in the academic year.

Upload Assessment Files (Non-Web version or when internet connection has failed)

If you are using the Non-web version of the assessment you will need to upload your students’ assessment files to CEM for processing at the end of the testing session. To locate the assessment files you will need to run the CABT_EW_Manager program, which will be found in the location to which the Non-Web assessment software was downloaded on your system.

You will then see a screen that looks like the one below:

Click **Next**.
Click **Return Data to CEM**

This will open a browse window for you to navigate to your assessment folder. Click **Saves** and **OK**.

Click **Create Results File**
This screen below shows you where the file has been saved

Open Secure Website returns you to the Secondary+ login page.
To return the assessment files to CEM go to Assessment Admin > Computer Assessments on the Secondary+ toolbar and select 6: Upload Assessment Files
Then select CABT and the relevant year and OK.
This will take you through to the Assessment Centre.

Click on the Return Results tab, then navigate to your assessment response files and click Upload.

You will then receive a message in a green band in the middle of the page confirming that your file has uploaded successfully.

Fails Procedure (Web-Only version)
If an assessment result has failed to save automatically you will have been prompted at the end of the assessment to save the data to a safe location on the computer (we suggest the desktop or your documents folder as these are easy locations to remember).
In this instance you can upload a single assessment file, or zip up multiple files into one file and upload to the secure website in the usual way.
Assessment Status

In order to check the progress of your assessments you will need to access the Assessment Centre.

Go to Assessment Admin > Computer Assessments on the Secondary+ toolbar and select 7: Assessment Status.

This will take you to the Select Assessment page.

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

- CABT 2020-2021
- CABT 2019-2020
- CABT 2018-2019
- CABT 2017-2018
- CABT 2016-2017
- CABT 2015-2016

Click on CABT and the academic year you require then **OK**.

Then select Status Reports.

A page will open which shows you a summary of the status of your assessments.

You will see a table listing your students, indicating whether or not they have completed the assessment.

**Completed** means that the assessment has been completed successfully on the date listed.

**Pending** means Web-Only the assessment has not been started, or that the completed assessment files for the Non-Web version have not been uploaded to CEM.

You may also see the status **In Progress**. This means that an assessment has been started but has not been completed and the student should be advised to complete the assessment. Alternatively, this message could mean that the assessment has been completed but there has been an internet failure at the point of return and the file(s) have saved locally. In this case the file(s) can be uploaded to CEM in the usual way (see page 23 **Upload Assessment Files**).
For **Enabling Re-sits** please see page 28.

At the top of the **Status Reports** page you will see a “Filters” function that allows you to view specific year groups for which you are registered.

![Filters](image)

The default setting is all year groups for whom student details have been uploaded for your school.

To view specific year group data click on the ![icon](image) icon. A list of all the year groups for which your school is registered for CABT will appear as a drop down menu. Select the year group you wish to view, e.g. Year 7

On the right hand side of the page you will see the print icon: ![print](image)

Clicking on this icon will generate a pdf containing the **Assessment Status** data shown on the webpage in the format shown below:

![Assessment Status](image)

You will be given the option to **Open** the file, **Save**, or **Cancel**.

You can also **filter** the **Status Reports** by **pupil name** using the tool below:

![Filter](image)
Enabling Re-sits
If any of your students need to re-sit their assessment you will need to enable re-sits in the Assessment Centre on the Carry out Assessments page.

RETAKE AN ASSESSMENT
The software can allow or disallow a candidate to retake an already completed assessment. This can be enabled or disabled using the check box below. This will apply to all candidates using the assessment.

When choosing which sections of the assessment to retake please remember to select at least one of Maths or Vocab as without this the other sections of the assessment will not be processed.

Candidates can retake an assessment

Once the box is ticked the student can retake the CABT. When they have accessed the assessment and selected their name from the list they will be asked to indicate which section(s) of the assessment they wish to retake. All the options are ticked. The student should REMOVE the ticks from everything except the section(s) of the assessment they need to retake.

You will need to email secondary.support@cem.org requesting to overwrite the current assessment results with the new retake outcome if the student already has a score from their first attempt. Students retaking a section because they achieved no score at the first attempt should receive an automatic new score if they answer enough questions correctly. In this instance, there is no need to request a manual override.

Assess Additional Students
You may find that some of your students were absent during the assessment period or that new students have joined your school. These students can be tested using the same process until May.

• Absentees
These students should be in the list of students that you uploaded prior to the assessment and so their details will appear in the drop-down list at the beginning of the assessment. Once they have selected their details they should then take the assessment.

• New/Additional students
You can add these student(s) using the Candidate Editor. Alternatively, the student(s) will need to click on the ‘Add Name’ button at the beginning of the assessment in order to enter their details. Once their details been have added they should then take the assessment in the normal way.

For the Non-Web Version only, files for these students should be uploaded to us for processing. Once the assessment files have been processed at CEM, the students’ details will appear in the Candidate Editor and Status Reports and their data included in your updated feedback.

Download Baseline Feedback
Assessment feedback and Predictions and chances graph feedback will become available 48 hours (2 UK working days) after CEM has received and processed your students’ assessment data files.

You can access this feedback via the Secondary+ secure website in two ways:

1. Click on the Assessment Admin > Computer Assessment tab on the Secondary+ home page, then select 10: Download Feedback and click on the blue Baseline text.
2. Via the Secondary+ homepage, select Feedback > Baseline Feedback.

email: secondary.support@cem.org or telephone: +44 (0)191 925 0000
The MidYIS and Yellis systems collect results for all GCSE, GCSE (9-1), and (I)GCSE subjects. However, we will only report on subjects for which we have received reliable data and can use to produce a robust analysis.

**Note:** If you test more students, their results will automatically be included in your feedback reports which you will need to download again once the assessments have been completed. Please allow 24 hours (1 UK working day) for your reports to update with any additional data.

Links and Non-Web software for the assessments are only valid for the current testing year. Once you have finished testing, you must ensure that all links and Non-Web software for the assessments have been removed from your computers. Passkeys, and Non-Web shortcuts are also only valid for the current testing year.

**Contact Information**

Should you require further assistance please contact our **Helpdesk**.

Email: [secondary.support@cem.org](mailto:secondary.support@cem.org) or Telephone: +44 (0)191 925 0000