



2021

Co-ordinator Guide

Computer Adaptive Baseline Tests MidYIS and
Yellis Baseline Assessments

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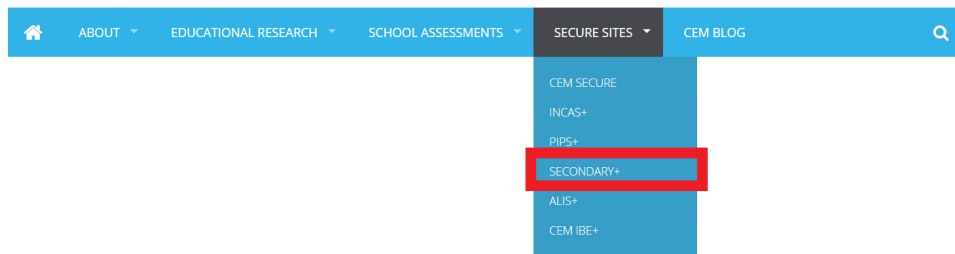
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Introduction

Accessing CABT

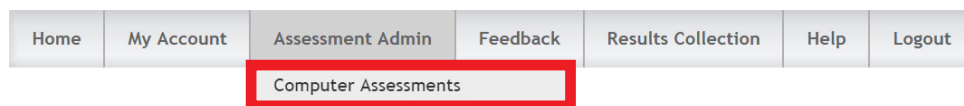
This is an outline of the CABT (Computer Adaptive Baseline Assessment) process for MidYIS and Yellis baseline assessments.

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:

The image shows the 'Computer Assessments' page. The page header includes the CEM logo and 'SECONDARY + MidYIS · INSIGHT · Yellis My School'. The main content area is titled 'Computer Assessments:' and contains a table with three columns: 'Before Testing', 'During Testing', and 'After Testing'. A sidebar on the left lists steps from 1 to 10, categorized into 'Before Testing', 'During Testing', and 'After Testing'.

Before Testing	During Testing	After Testing
<p>STEP 1: Download documentation to help you administer your computer-based Baseline Assessments.</p> <p>STEP 2: Upload Student Details and Subject Choices for inclusion in your Baseline assessments.</p> <p>STEP 3: Set up the Baseline Assessments.</p> <p>STEP 4: Trial the assessments to check the set up prior to testing your students.</p>	<p>STEP 5: Run the Assessments with your students.</p> <p>STEP 6: Upload the CABT Baseline Assessments.</p> <p>STEP 7: Track assessment progress including details of when each student took the assessment for CABT assessments.</p>	<p>STEP 8: Edit Student Details, merge different assessment attempts and remove invalid assessment attempts. (This includes the facility to remove records added during the trialling of your assessments.)</p> <p>STEP 9: Assess Additional Students who may have joined your school later than the rest of the cohort or were absent at the time the rest of the cohort completed the assessment.</p> <p>STEP 10: Download Feedback from the assessments.</p>

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).

Access Assessment Centre	
Before Testing	
1:	Download Documentation
2:	Upload Student Details inc. Subject Choices
3:	Set up the Assessments
4:	Trial the Assessments
During Testing	
5:	Run the Assessments
6:	Upload Assessment Files
7:	Assessment Status
After Testing	
8:	Post-Assessment Edit Student Details
9:	Assess Additional Students
10:	Download Feedback

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.

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

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

DfE Census sub-category	Description	DfE Census sub-category	Description
Any Other Asian Background	AOTH	Gypsy / Roma	WROM
Any Other Black Background	BOTH	Indian	AIND
Any Other Ethnic Group	OOTH	Pakistani	APKN
Any Other Mixed Background	MOTH	Traveller of Irish Heritage	WIRT
Any Other White Background	WOTH	White - British	WBRI
Bangladeshi	ABAN	White - Irish	WIRI
Black - African	BAFR	White and Asian	MWAS
Black - Caribbean	BCRB	White and Black African	MWBA
Chinese	CHNE	White and Black Caribbean	MWBC

With Yellis there is also the option to include subject choices. In this case the spreadsheet must conform to one of our accepted spreadsheet formats with one row per student. See example below:

Format 1: Qualification and subject name as header

GCSE;Art	GCSE;Drama	GCSE(9-1);English Language	GCSE;English Literature	GCSE;D&T Food	GCSE;French	GCSE;Geography	GCSE;History	GCSE(9-1);Maths	GCSE;Music	GCSE;D&T Product Design	GCSE;PE	GCSE;Science	GCSE;Biology	GCSE;Chemistry	GCSE;Physics	GCSE;D&T Textiles	SC;RE	SC;Spanish
Y	Y	Y	Y			Y		Y										
		Y		Y	Y	Y	Y	Y										
		Y	Y					Y	Y		Y	Y						
		Y				Y		Y					Y	Y	Y			
		Y						Y			Y	Y					Y	Y
		Y	Y		Y	Y		Y										

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

Subject1	Subject2	Subject3	Subject4	Subject5	Subject6
GCSE(9-1);Eng Lang	GCSE;Maths	GCSE;Art	GCSE;Drama	GCSE;Geography	GCSE;English Lit
GCSE(9-1);Eng Lang	GCSE;Maths	GCSE;D&T Food	GCSE;French	GCSE;Geography	GCSE;History
GCSE(9-1);Eng Lang	GCSE;Maths	GCSE;English Lit	GCSE;Music	GCSE;Science	GCSE;PE
GCSE(9-1);Eng Lang	GCSE;Maths	GCSE;Geography	GCSE;Biology	GCSE;Chemistry	GCSE;Physics
GCSE(9-1);Eng Lang	GCSE;Maths	SC;RE	SC;Spanish	GCSE;Science	GCSE;PE
GCSE(9-1);Eng Lang	GCSE;Maths	GCSE;French	SC;Spanish	GCSE;Geography	GCSE;English Lit

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**.

CEM Centre for Evaluation & Monitoring

SECONDARY +
MidYIS · INSIGHT · Yellis
My School

Home My Account Assessment Admin Feedback Results Collection Help Logout

Access Assessment Centre
Before Testing

2: Upload Student Details inc. Subject Choices

4: Trial the Assessments
During Testing

5: Run the Assessments
6: Upload Assessment Files
7: Assessment Status

After Testing

8: Post-Assessment Edit Student Details
9: Assess Additional Students
10: Download Feedback

Computer Assessments:

Before Testing	During Testing	After Testing
<p>STEP 1: Download documentation to help you administer your computer-based Baseline Assessments.</p> <p>STEP 2: Upload Student Details and Subject Choices for inclusion in your Baseline assessments.</p> <p>STEP 3: Set up the Baseline Assessments.</p> <p>STEP 4: Trial the assessments to check the set up prior to testing your students.</p>	<p>STEP 5: Run the Assessments with your students.</p> <p>STEP 6: Upload the CABT Baseline Assessments.</p> <p>STEP 7: Track assessment progress including details of when each student took the assessment for CABT assessments.</p>	<p>STEP 8: Edit Student Details, merge different assessment attempts and remove invalid assessment attempts. (This includes the facility to remove records added during the trialling of your assessments.)</p> <p>STEP 9: Assess Additional Students who may have joined your school later than the rest of the cohort or were absent at the time the rest of the cohort completed the assessment.</p> <p>STEP 10: Download Feedback from the assessments.</p>

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

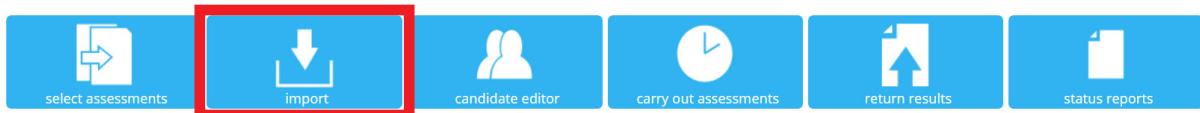
Select Assessment

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

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 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:

- select -

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**.

Import Candidate Details for Year 7 CABT 2020-2021

The following steps enable you to import your candidate details. [Example file](#)

Select the file using the button below

Choose File No file chosen

b. Does the file contain column headers?

Yes No

Click to upload the file

UPLOAD

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.

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?

;

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.**

Header in the file	CEM Header
Surname	Surname
Firstname	First name
Gender	Gender
DOB	DOB
Class	Class
Subject1	Subject Choice
Subject2	Subject Choice
Subject3	Subject Choice
Subject4	Ignore
Subject5	Subject Choice
Subject6	Surname
Subject7	First name
Subject8	Gender
Subject9	DOB
Subject10	Class
	Extra Time
	UPN/student code
	SCN
	MISID
	ULN
	Postcode
	Ethnicity
	Previous School Number
	Previous School Name

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**.

Header in the file	CEM Header
Surname	Surname
Firstname	First name
Gender	Gender
DOB	DOB
Class	Class
Subject1	Subject Choice
Subject2	Subject Choice
Subject3	Subject Choice
Subject4	Ignore
Subject5	Subject Choice
Subject6	Surname
Subject7	First name
Subject8	Gender
Subject9	DOB
Subject10	Class

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

Header in the file	CEM Header
Surname	Surname
Firstname	First name
Gender	Gender
DOB	DOB
Class	Class
GCSE9-1;Maths	Subject Choice
GCSE9-1;English	Subject Choice
GCSE;Economics	Subject Choice
GCSE;French	Subject Choice
GCSE;Geography	Subject Choice
GCSE;History	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**.

Qualifications in the file	CEM recognized qualifications
GCSE(9-1)	GCSE (9-1) ▼
GCSE	GCSE ▼

OK

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

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
GCSE(9-1);Maths	GCSE (9-1)	ignore
GCSE(9-1);English	GCSE (9-1)	ENGLISH
GCSE;Geography	GCSE	GEOGRAPHY
GCSE;History	GCSE	HISTORY
GCSE;French	GCSE	FRENCH
GCSE;German	GCSE	GERMAN
GCSE;Economics	GCSE	ECONOMICS
GCSE;Drama	GCSE	DRAMA
GCSE;Art	GCSE	ignore

OK

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


Show All 

edit	Surname	First name	DOB	Gender	Class
 Edit  Delete	Arkins	Robert	12/10/2005	M	NW2
 Edit  Delete	Aherne	Michael	01/12/2005	M	NW2
 Edit  Delete	Bail	Angeline	10/05/2006	F	NW2
 Edit  Delete	Doyle	Maria	02/04/2006	F	NW2
 Edit  Delete	Finnegan	Dave	21/07/2006	M	NW2

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:

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	Gender	Class	
	Robert	Arkins	12/10/2005	M	NW2	 Include  Update
	Michael	Aherne	01/12/2005	M	NW2	 Include  Update
	Angeline	Bail	10/05/2006	F	NW2	 Include  Update
	Maria	Doyle	02/04/2006	F	NW2	 Include  Update
	Dave	Finnegan	21/07/2006	M	NW2	 Include  Update

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.

A screenshot of a web interface showing a table of student records. The table has three columns: Forename, Surname, and Date of Birth. Below the table is an 'Add Name' button.

Forename	Surname	Date of Birth
William	Widmerere	2003-02-01
Beatrice	Buttermere	2003-03-08
Darcy	Dewerewelder	2003-05-10
Theodore	Thirlmere	2003-01-02
Harnet	Howeswater	2003-06-03
Edward	Emendale	2003-04-05
Berte	Bassenthwaite	2003-03-07
Una	Lillwater	2003-06-14

A screenshot of the 'Pupil Details' form. It contains fields for First name(s), Surname, Date of Birth (with a date picker), Gender, Year group (set to Year 10), and Class name. There are 'Cancel' and 'Next' buttons at the bottom.

A screenshot of the 'Before you begin' confirmation screen. It displays the following details: Name: Teddy Thirlmere, Date of Birth: 02 January 2003, Assessment: CABT Year 10 (NI Y11), and Testing Phase: Year 10. There are 'Back' and 'Start' buttons at the bottom.

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**.

Access Assessment Centre	
Before Testing	
1: Set up the Assessment	
2: Upload Student Details inc. Subject Choices	
3: Set up the Assessments	
During Testing	
4: Trial the Assessments	
5: Run the Assessments	
6: Upload Assessment Files	
7: Assessment Status	
After Testing	
8: Post-Assessment Edit Student Details	
9: Assess Additional Students	
10: Download Feedback	

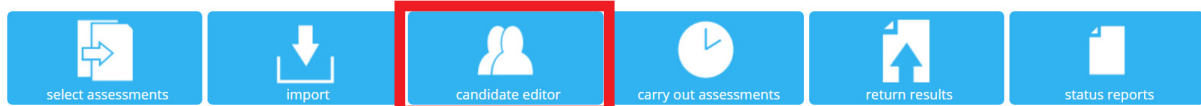
Select Assessment

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

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



Candidate Editor for CABT 2020-2021

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

Filters Year
- All -

NEW - EDIT - MOVE - DELETE -

To sort data by Surname, First name, Gender, Class Name, Year Group or UPN click on column heading.
For filters click on the icon.


edit	Surname	First name	Gender	Date Of Birth	Class Name	Year Group	UPN
<input type="checkbox"/>	Greenway	Bernard	M	26/01/2009	10a	Year 10	Z223350000881
<input type="checkbox"/>	LaPlante	Courtney	F	10/09/2008	10a	Year 10	Y223450000576
<input type="checkbox"/>	Dorton	James	M	11/03/2009	10a	Year 10	
<input type="checkbox"/>	Morgan	James	M	29/07/2009	10a	Year 10	
<input type="checkbox"/>	Hart	Lauren	F	04/07/2009	10a	Year 10	

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**.

Create Candidate

Select a year group which you want to create the new candidate into

- select -


OK

* Required

SAVE

CANCEL

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

First Name *	<input type="text"/>
Surname *	<input type="text"/>
Date of Birth * (dd/mm/yyyy)	<input type="text"/> 
Gender *	<input type="radio"/> Male <input type="radio"/> Female
Extra Time	<input type="text" value="No"/>
UPN	<input type="text"/>
SCN	<input type="text"/>
MISID	<input type="text"/>
ULN	<input type="text"/>
Class Name	<input type="text" value="Unknown"/>
Postcode	<input type="text"/>
Ethnicity	<input type="text" value="- not specified -"/>
Previous school number	<input type="text"/>
Previous School Name	<input type="text"/>
Subject Choices	<input type="text" value="Add New Subject"/>

* Required

SAVE CANCEL

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.

<input checked="" type="checkbox"/>	Edit	Clydebank	Conor	M	01/11/2004	DB10	Year 10	T234470000452
-------------------------------------	------	-----------	-------	---	------------	------	---------	---------------

Click the **EDIT** button.

This opens an **Edit Candidate** window:

Edit Candidate

First Name *	<input type="text" value="Bernard"/>																				
Surname *	<input type="text" value="Greenway"/>																				
Date of Birth * (dd/mm/yyyy)	<input type="text" value="26/01/2009"/>																				
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female																				
Year group *	<input type="text" value="Year 10"/>																				
Extra Time	<input type="text" value="Yes"/>																				
UPN	<input type="text" value="2223350000881"/>																				
SCN	<input type="text"/>																				
MISID	<input type="text"/>																				
ULN	<input type="text"/>																				
Class Name	<input type="text" value="10a"/>																				
Postcode	<input type="text"/>																				
Ethnicity	<input type="text" value="- not specified -"/>																				
Previous school number	<input type="text"/>																				
Previous School Name	<input type="text"/>																				
Subject Choices	<table border="1"><tr><td>GCSE - MATHEMATICS</td><td>remove</td></tr><tr><td>GCSE - PHYSICAL EDUCATION</td><td>remove</td></tr><tr><td>GCSE - ENGLISH LITERATURE</td><td>remove</td></tr><tr><td>GCSE - SPANISH</td><td>remove</td></tr><tr><td>GCSE - DESIGN & TECHNOLOGY</td><td>remove</td></tr><tr><td>GCSE - ENGLISH</td><td>remove</td></tr><tr><td>GCSE - SCIENCE</td><td>remove</td></tr><tr><td>GCSE - DRAMA</td><td>remove</td></tr><tr><td>GCSE - BUSINESS STUDIES</td><td>remove</td></tr><tr><td>GCSE - GEOGRAPHY</td><td>remove</td></tr></table> <input type="text" value="Add New Subject"/>	GCSE - MATHEMATICS	remove	GCSE - PHYSICAL EDUCATION	remove	GCSE - ENGLISH LITERATURE	remove	GCSE - SPANISH	remove	GCSE - DESIGN & TECHNOLOGY	remove	GCSE - ENGLISH	remove	GCSE - SCIENCE	remove	GCSE - DRAMA	remove	GCSE - BUSINESS STUDIES	remove	GCSE - GEOGRAPHY	remove
GCSE - MATHEMATICS	remove																				
GCSE - PHYSICAL EDUCATION	remove																				
GCSE - ENGLISH LITERATURE	remove																				
GCSE - SPANISH	remove																				
GCSE - DESIGN & TECHNOLOGY	remove																				
GCSE - ENGLISH	remove																				
GCSE - SCIENCE	remove																				
GCSE - DRAMA	remove																				
GCSE - BUSINESS STUDIES	remove																				
GCSE - GEOGRAPHY	remove																				

* Required

If you are registered for **Yellis** you will also see options to **Edit** and **Remove Subject Choices**, and **Add New Subjects**.

Subject Choices

GCSE - ART & DESIGN	remove
GCSE - FRENCH	remove
GCSE - ENGLISH	remove
GCSE - BIOLOGY	remove
GCSE - HISTORY	remove
GCSE - GEOGRAPHY	remove
GCSE - SCIENCE	remove
GCSE - ENGLISH LITERATURE	remove
GCSE - CHEMISTRY	remove
GCSE - PHYSICS	remove
GCSE - MATHEMATICS	remove

Add New Subject

* Required

SAVE

CANCEL

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.

<input checked="" type="checkbox"/>	Edit	Clydebank	Conor	M	01/11/2004	DB10	Year 10	T234470000452
<input checked="" type="checkbox"/>	Edit	Elgin	Ellie	F	01/01/2005	DB10	Year 10	Y233570000486

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 -

MOVE

CANCEL

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

	MidYIS	Yellis
Sections	Your Details	Your Details
	Vocabulary	Vocabulary
	Mathematics	Mathematics
	Proof Reading	Patterns
	Perceptual Speed and Accuracy	
	Cross Sections	
	Block Counting	
	Picture Sequences	
		Questionnaire
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**.

Access Assessment Centre
Before Testing
1: Download Documentation
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3: Set up the Assessments
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5: Run the Assessments
6: Upload Assessment Files
7: Assessment Status
After Testing
8: Post-Assessment Edit Student Details
9: Assess Additional Students
10: Download Feedback

Select Assessment

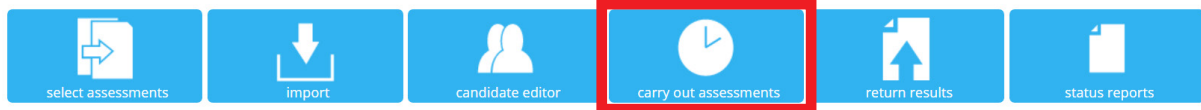
Use the list below to select the assessment that you would like to view.

- 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).

Please select the assessment software you would like to download.

<ul style="list-style-type: none">This version of the software should be used by schools who have computers with no internet connection.For more details click 'Non-Web Version'	<ul style="list-style-type: none">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'	<ul style="list-style-type: none">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

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.

PASS KEY FOR ASSESSMENT

For security reasons a pass key is required to access your assessment and these are listed below. These can be enabled or disabled for each individual year group using the check boxes below.

Assessment	Key	Enabled
CABT 2020 Year 7	MBV56RJ	<input checked="" type="checkbox"/>
CABT 2020 Year 8	MBV56RK	<input checked="" type="checkbox"/>
CABT 2020 Year 9	MBV56RL	<input checked="" type="checkbox"/>
CABT 2020 Year 10	MBV56RM	<input checked="" type="checkbox"/>
CABT 2020 Year 11	MBV56RN	<input checked="" type="checkbox"/>
CABT 2020 Year 12	MBV56RP	<input checked="" type="checkbox"/>

This web address and pass key combination is unique to your school. Please treat these details as confidential and do not make them available to those outside of your school.

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

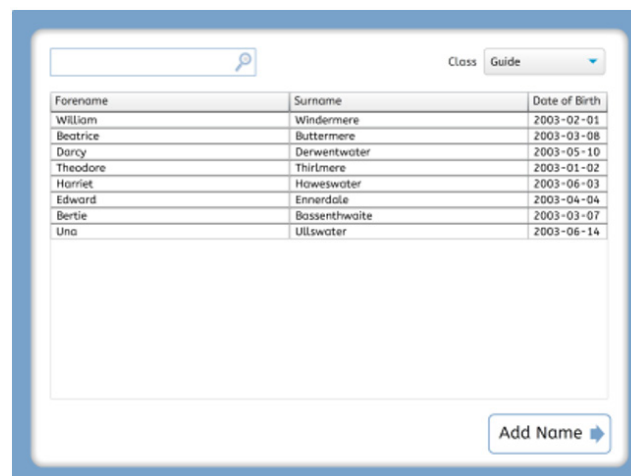
Copy and paste the text below into a shortcut.

<http://assessment.cem.org/eAssess/GetSessionID.aspx?regkey=>

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.



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

• 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

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

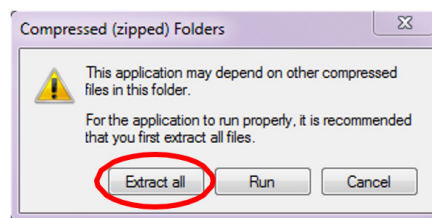
Do you want to open or save CABT_EW_2018_0001.zip (27.8 MB) from plus.cem.org?

Open Save Cancel

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

Name	Type	Compressed size	Password ...	Size	Rati
Media	File folder				
Saves	File folder				
XML	File folder				
CABT_EW_2018_0001	Application	11,831 KB	No	12,457 KB	6%
CABT_EW_Manager_2018_0001	Application	11,428 KB	No	12,097 KB	6%
CEM_Font_Licensing	Text Document	15 KB	No	46 KB	68%
CEM_Software_License	Text Document	4 KB	No	8 KB	59%

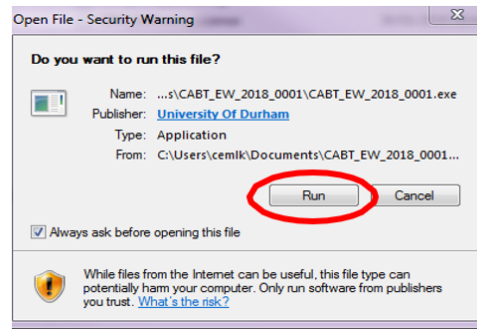
To extract the assessment files and CABT Manager, click **Extract all**.



Select a Destination for the Non-Web software and Extract Files

Name	Date modified	Type	Size
Media	30/01/2018 09:44	File folder	
Saves	30/01/2018 09:44	File folder	
XMI	30/01/2018 09:44	File folder	
CABT_EW_2018_0001	30/01/2018 09:44	Application	12,457 KB
CABT_EW_Manager_2018_0001	30/01/2018 09:44	Application	12,097 KB
CEM_Font_Licensing	30/01/2018 09:44	Text Document	46 KB
CEM_Software_License	30/01/2018 09:44	Text Document	8 KB

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.

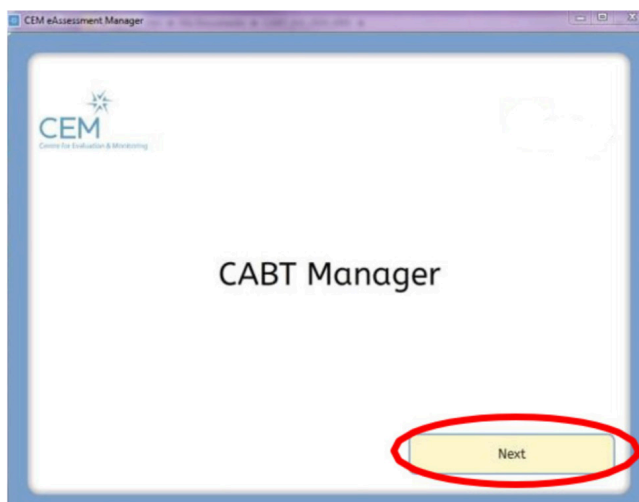
Upload Assessment Files (Non-Web version or when internet connection has failed)

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.

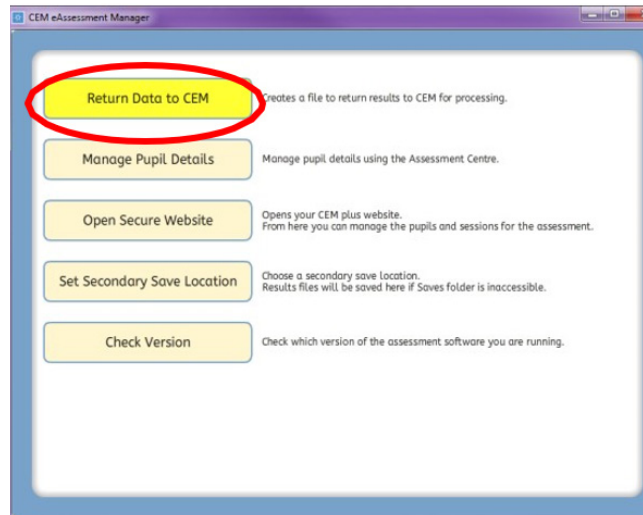
You will then see a screen that looks like the one below:

Click **Next**.

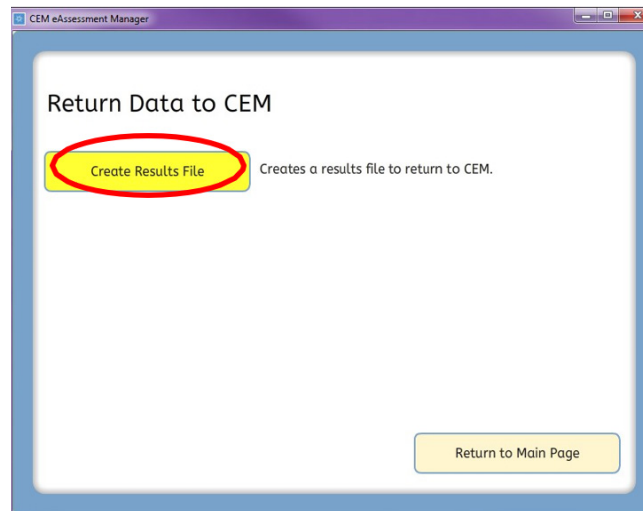


Access Assessment Centre
Before Testing
1: Download Documentation
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During Testing
5: Run the Assessments
6: Upload Assessment Files
7: Programme Status
After Testing
8: Post-Assessment Edit Student Details
9: Assess Additional Students
10: Download Feedback

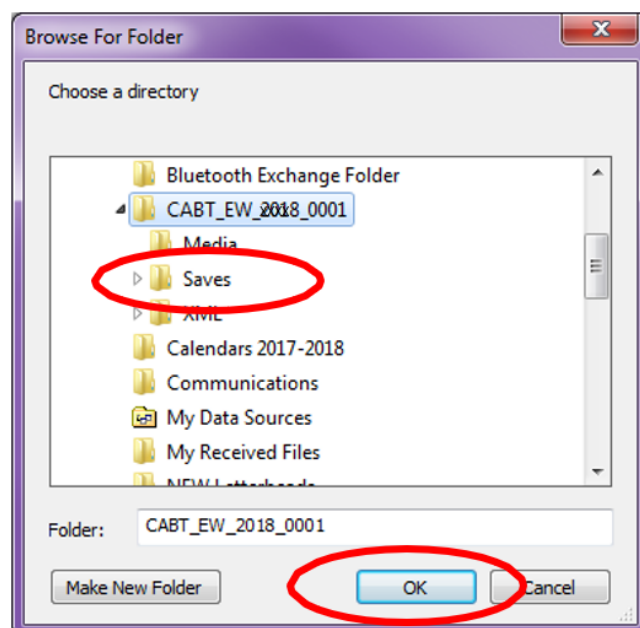
Click **Return Data to CEM**



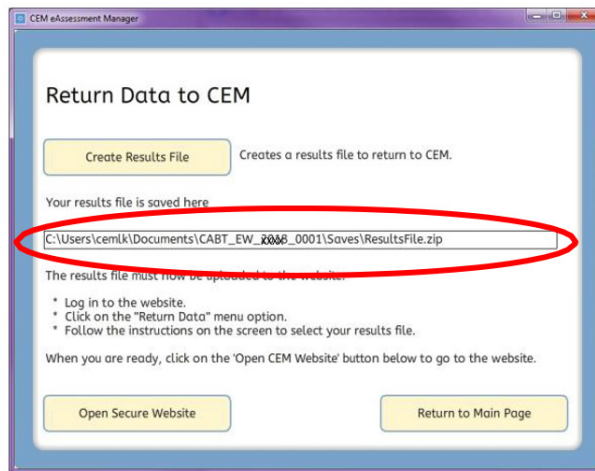
Click **Create Results File**



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



This screen below shows you where the file has been saved



Open Secure Website returns you to the Secondary+ login page.

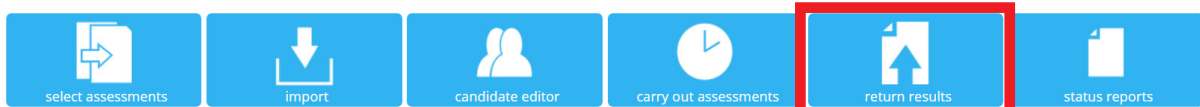
To return the assessment files to CEM go to **Assessment Admin > Computer Assessments** on the Secondary+ toolbar and select **6: Upload Assessment Files**

Then select **CABT** and the relevant year and **OK**.

This will take you through to the **Assessment Centre**.

Access Assessment Centre
Before Testing
1: Download Documentation
2: Upload Student Details inc. Subject Choices
3: Set up the Assessments
4: Trial the Assessments
During Testing
6: Upload Assessment Files
After Testing
8: Post-Assessment Edit Student Details
9: Assess Additional Students
10: Download Feedback

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



Return Results

This page should be used to return your assessment data for the Non-Web Version of the assessment software or where the web connection failed during automatic return of data (Instructions on how to create the file for upload can be found in the FAQ section).

Choose file No file chosen

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.

Access Assessment Centre	
Before Testing	
1:	Download Documentation
2:	Upload Student Details inc. Subject Choices
3:	Set up the Assessments
4:	Trial the Assessments
During Testing	
5:	Run the Assessments
7:	Assessment Status
After Testing	
8:	Post-Assessment Edit Student Details
9:	Assess Additional Students
10:	Download Feedback

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

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.

Export to Excel Export to PDF

Forename	Surname	DOB	Year Group	Class Name	Assessment Status	Assessment Date
Completed						
In Progress						
Pending						
Kevin	McTaggart	12/12/2003	Year 13	11A	Pending	19/02/2020 12:23
Andrew	Fairweather	01/01/2004	Year 13	12A	Pending	19/02/2020 12:23
Cheryl	Tobin	07/05/2004	Year 13	12A	Pending	19/02/2020 12:23
Edgar	Albon-Marbot	01/08/2004	Year 13	12A	Pending	19/02/2020 12:23
Jo	Frenchwood	07/10/2003	Year 13	12A	Pending	19/02/2020 12:23
Karen	Cadwallader	23/11/2003	Year 13	12A	Pending	19/02/2020 12:23

1 - 50 of 98 items

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 Year
Year 10

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. 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: 

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

[Export to Excel](#) [Export to PDF](#)

Forename	Surname	DOB	Year Group	Class Name	Assessment Status	Assessment Date
Completed						
In Progress						
Pending						
Kevin	McTaggart	12/12/2003	Year 13	11A	Pending	19/02/2020 12:23
Andrew	Fairweather	01/01/2004	Year 13	12A	Pending	19/02/2020 12:23
Cheryl	Tobin	07/05/2004	Year 13	12A	Pending	19/02/2020 12:23
Edgar	Albon-Marbot	01/08/2004	Year 13	12A	Pending	19/02/2020 12:23
Jo	Frenchwood	07/10/2003	Year 13	12A	Pending	19/02/2020 12:23
Karen	Cadwallader	23/11/2003	Year 13	12A	Pending	19/02/2020 12:23

50 items per page 1 - 50 of 98 items

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:

Use this search box to search on pupil name.

Forename	Surname	DOB	CABT Year 7	CABT Year 8	CABT Year 9
Year 10 DB10					

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 resit 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 have been 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**.

Access Assessment Centre	
Before Testing	
1:	Download Documentation
2:	Upload Student Details inc. Subject Choices
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During Testing	
5:	Run the Assessments
6:	Upload Assessment Files
7:	Assessment Status
After Testing	
8:	Post-Assessment Edit Student Details
9:	Download Feedback
10:	Download Feedback

Home	My Account	Assessment Admin	Feedback	Results Collection	Help	Logout
			Baseline Feedback			

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** or Telephone: **+44 (0)191 925 0000**