



# 2021

## Co-ordinator Guide

Computer Adaptive Baseline Tests  
Alis and CEM IBE Baseline Assessments

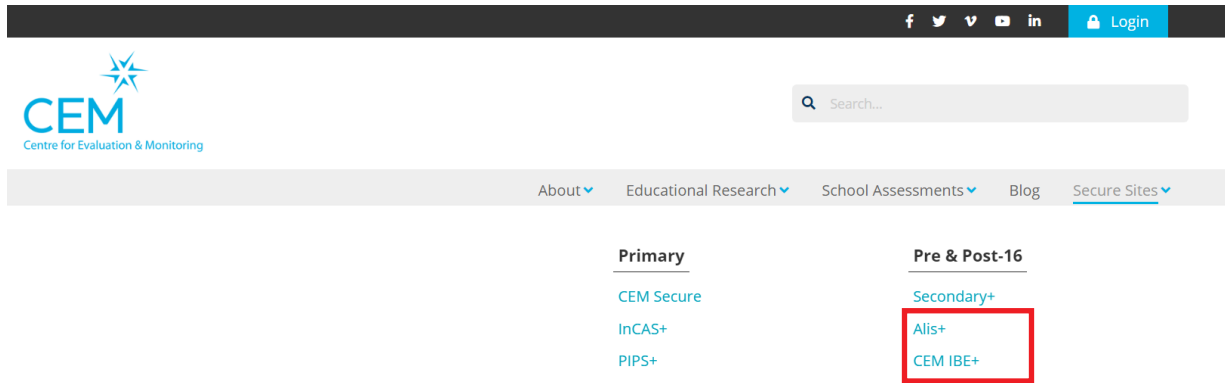
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# Introduction – Accessing the Computer Adaptive Baseline Test (CABT)

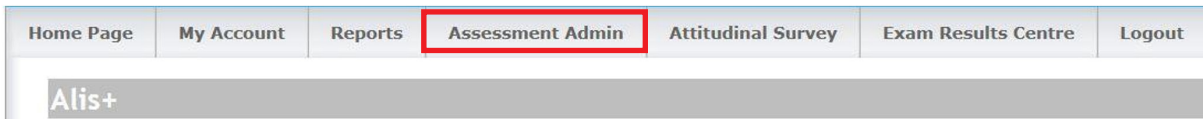
This is an outline of the CABT testing process for the Alis and CEM IBE baseline assessments.

All facilities for the computer adaptive assessments are accessed via the Alis+ and CEM IBE+ secure websites. These can be accessed via [www.cem.org](http://www.cem.org) selecting the SECURE SITES > ALIS+ or SECURE SITES > CEM IBE+ or click on the blue 'Log in' button in the top right hand corner of the page.



**PLEASE NOTE: You will require your school's Username and Password to access the website. We are only able to provide these details to the registered coordinator.**

You will see a page with the heading Alis+ or CEM IBE+ and the following tool bar along the top of the page.



Select **Assessment Admin**

This opens the **Computer Assessments menu** page which contains full details of how to use the assessment, including links to all the relevant web pages

<b>Computer Assessments:</b>
<b>Before Testing</b>
1: Download Documentation
2: Upload Student Details inc. Subject Choices and Av (I)GCSE
3: Set up the Assessments
4: Trial the Assessments
<b>During Testing</b>
5: Run the Assessments
6: Upload Assessment Files
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8: Edit Student Details
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10: Download Early CABT
<b>Feedback</b>
11: Download Full Predictive Feedback

Obtaining Predictive Data based on CABT or Average (I)GCSEs		
Submission of Student Details / Setting up Adaptive Test (CABT)	During Testing	After Submission of Student Details / After Testing
*Student Details* include subject choices and average (I)GCSEs		
<p>STEP 1: <b>Download</b> documentation to help you submit Student Details and administer the Computer Adaptive Baseline Test (CABT).</p> <p>STEP 2: <b>Upload</b> Student Details for inclusion in your assessments (CABT) or for obtaining student specific predictive data based on average (I)GCSE or CABT. Student fields e.g. average (I)GCSE may be uploaded on a later occasion.</p> <p>STEP 3 (where required): <b>Set up</b> the assessments (CABT)</p> <p>STEP 4 (where required): <b>Trial</b> the assessments (CABT) to check the set up prior to testing your students.</p>	<p>STEP 5: <b>Run the Assessments</b> with your students.</p> <p>STEP 6: <b>Upload Assessment Files</b> for us to process (non-web version only)</p> <p>STEP 7: Use the <b>Assessment Status</b> facility, via Assessment Centre, to track assessment progress including details of when each student took the assessment.</p>	<p>STEP 8: <b>Edit Student Details</b>, via Assessment Centre.</p> <p>STEP 9: <b>Assess Additional Students</b> who may have joined your school/college 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: Obtain Early Predictions within 2 hours, either <b>online</b>, or <b>download</b> as a spreadsheet.</p> <p>STEP 11: Obtain <b>Full Predictive Feedback</b> within 2 working days.</p>

# Before Testing

## 1. Upload Student Details Inc Subject Choices and Average (I)GCSE scores

We advise that you upload your student details before testing in order to:

- save time at the start of the assessment as students simply select their details from the preloaded list;
- minimise the margin for error if the students are entering their own details (no need to edit student records post testing); and
- enable us to generate subject specific predictions. You will need to prepare a file containing your student details (see p.5 for specification).

<b>Computer Assessments:</b>
<b>Before Testing</b>
1: Download Documentation
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3: Set up the Assessments
4: Trial the Assessments
<b>During Testing</b>
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## Average (I)GCSE Point Scores

Alis/CEM IBE GCSE points based predictions are produced using an average (I)GCSE point score. Alis/CEM IBE will now provide predictions for all subjects based on the new 9-1 scale.\* In order for us to do this, you will need to make sure all of your students' average (I)GCSE scores are included in your Student Registration Spreadsheet on the 9-1 scale when you upload their details.

\* Welsh schools and colleges will continue to use the 0-58 scale and will be unaffected by these changes.

**Average (I)GCSE Scores should be calculated using FULL GCSEs or IGCSEs only (i.e. excluding short GCSEs, Vocational or AS equivalents). Double awards should be counted as 2 separate awards.**

New point score scales for old GCSEs (A*- G)	
GCSE Grade	2017 and 2018 Point Score
A*	8.5
A	7
B	5.5
C	4
D	3
E	2
F	1.5
G	1

Originally published by the Department for Education. 2017. *Progress 8 and Attainment 8*. Available at: <https://www.gov.uk/government/publications/progress-8-school-performance-measure>.

Most school management information systems will automatically use the new point scores. We recommend you perform some additional checks to make sure your grade sets are mapped correctly and that the scores being used in your MIS are correct and are on the 9-1 scale. If your MIS does not automatically produce this information, you can follow these steps to work out the average point scores manually:

1. For results graded A\*- G, use the 2017 and 2018 point score from the table above. The scores from each result will be used to calculate the total points each student has achieved.

**Please note that only 2017/18 Y12 cohorts and later should have their scores calculated on the 0-9 scale. 2017/18 Y13 cohorts and earlier should have their scores calculated on the old 0-8 score. This is a consideration when uploading historic data.**

2. For each student, add together the points from each (I)GCSE result to get the total (I)GCSE point score.
3. Count the number of full (I)GCSEs taken by each student, remembering to count double awards as two.
4. Take the total (I)GCSE points and divide by the number of full (I)GCSEs taken. This will provide the average (I)GCSE point score which should be expressed to two decimal places.

## Example

Matthew has the following (I)GCSEs

Qualification	Grade	Points
GCSE English	8	8
GCSE English Literature	7	7
GCSE Maths	6	6
GCSE Biology	B	5.5
GCSE Chemistry	B	5.5
GCSE Physics	C	4
GCSE Spanish	B	5.5
GCSE History	B	5.5
<b>Total Points</b>		<b>47</b>
<b>Number of GCSEs</b>	<b>8</b>	

Matthew has a total of 47 points and has taken 8 GCSEs. His average GCSE point score is calculated by taking his total points and dividing them by the number of (I)GCSEs taken.

$\frac{47}{8}$  = an average point score of 5.88 points

## Importing Candidate Details: Required file format

You can import student details using a CSV export from your school management information system, which you can submit to us by uploading to the **Assessment Centre** in Alis+. The file containing your students' details should have the following columns (\*Indicates a required field. Other fields are optional at this stage and may be added later):

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) <b># Must be a valid UPN</b>
MISID	Management Information System identifier <b>#</b>
ULN	Unique Learner Number <b>#</b>
UCI	Unique Candidate Identifier <b>#</b>
Postcode	Postcode
Ethnicity	Ethnicity
Average GCSE score 0-9 scale	Average point score from GCSE using the 9-1 scale
Average GCSE score 0-58 scale	Average GCSE Score 0-58 scale
Attainment 8 for this student	Attainment 8 for this student

Note that all four student ID types marked **#** in the table above may be submitted, but initially only one will be included in the Alis reports. The IDs will be selected in the order: MISID; ULN; UPN; UCI.

The table below indicates the codes required in the **Ethnic Origin** column of your student details file.

DfE Census sub-category	DfE Code	DfE Census sub-category	DfE Code
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

You will therefore need a list of your students' details like the one below.

The example below shows an export from a school management information system. This can either be a comma separated format (**CSV comma delimited recommended**), or a Microsoft Excel spreadsheet. If your Excel spreadsheet will not load, save it as a CSV comma delimited and try again.

First 10 columns (only the first four columns are compulsory)

First name	Surname	DOB	Sex	UPN	ULN	MISID	PostCode	Ethnic Origin	Av GCSE
Yousef	Aardvark	11/02/1999	M	A987654321001	9987654321	ID_YoAa	DH1 3AA	White - British	4.56
Frances	Canary	20/05/1999	F	N987654321014	9987654334	ID_FrCa	DH1 3OO	White and Asian	5.67
Jan	Falcon	05/09/1998	M	C987654321029	9987654349	ID_JaFa	DH1 3DD	White and Black African	6.78
Jon	Kestrel	09/06/1999	M	Y987654321051	9987654371	ID_JoKe	DH1 3AA	White - British	7.89
Mary	Lapwing	05/10/1998	F	B987654321054	9987654374	ID_LaMa	DH1 3DD	Pakistani	8.00

Where subject choices are included, the spreadsheet must conform to one of our accepted broadsheet formats with one row per student, see tables below.

Format 1: Qualification and subject name as header

A2;Art	A2;English Language	A2;English Literature	A2;French	A2;Geography	PreU FC;Literature In	A2;Mathematics	A2;Further Maths	A2;Physics	A2;Music	IBH;English A	IBH;French B	IBH;Geography
						Y	Y	Y				
	Y	Y	Y	Y								
Y	Y		Y	Y								
	Y				Y				Y			
										Y	Y	Y

Format 2: Qualification name and subject name as inline text

Subject1	Subject2	Subject3	Subject4
A2;Mathematics	A2;Further Maths	A2;Physics	AS;French
A2;English Language	A2;English Literature	A2;French	A2;Geography
A2;English Language	A2;French	A2;Geography	A2;Art
PREUFC;Lit In English	A2;English Language	A2;Music	
IBH;English A	IBH;French B	IBH;Geography	

Subject choices should be in the format **Qualification;Subject (without spaces)** for example A2;French. Alternatively any of the symbols @ # % & + = ! may be used as dividers in place of ; (but the symbol needs to be consistent within the file).

**You should include the qualifications that your students will take in their final year. For A Levels, this will usually be A2. There is the opportunity to request AS Level predictions for the subjects included in your spreadsheet at the point of upload. You may also include AS qualifications if students are taking subjects for interest at AS Level.**

Once you have created your list of student details, you need to upload your list to the **Assessment Centre**.

The Assessment Centre is a secure website for the Computer Adaptive Baseline Test (CABT) which you need to use to:

- Access all versions of the assessments
- Upload student details pre-testing, including average (I)GCSE (if applicable)
- Review the status of your assessments
- Add missing data to the student record, e.g. subject choices
- Edit student details
- Add a new student record



## Accessing the Assessment Centre

Click on **Assessment Admin** on the Alis+ or CEM IBE+ website main toolbar.

Click on **2: Upload Student Details Inc. Subject Choices and Av (I)GCSE**.

This will open the **Assessment Centre**.

The **Select Assessment** page of the **Assessment Centre** opens in a new tab.

You will see a box like the one shown below.

Select the appropriate Computer Adaptive Baseline Test (**CABT**) year. This should be the academic year in which the assessments are carried out. E.g. the CABT year for a 2023 Year 12 contract would be 2021/2022 because this is a 2 year contract named for when it ends (not when it starts) and the assessment is done while the students are in Year 12. The CABT year on a 2023 Year 13 contract would be 2022/2023 because it is a 1 year contract and the assessment would be carried out in Year 13.

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## 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 **OK**.

The **Welcome to the Assessment Centre** page opens.

Home > Assessment Centre  
English (United Kingdom) [+]



## Importing your student details

Click on the **import** button on the **Welcome to the Assessment Centre** page.



A page opens which prompts you to select the appropriate year group.

### 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 - v **OK**

Click on the drop down menu. A list of all year groups for which you are registered for CABT will appear. Select the year group you wish to import, e.g. Year 12, and click **OK**.

A page opens which prompts you to upload your student details file.

## Import Candidate Details for Year 12 CABT 2020-2021

The following steps enable you to import your candidate details, average GCSEs\* and subject choices before running the assessment.

\*From 2017, the 9-1 scale will apply to all GCSEs for schools in England and Northern Ireland [?](#)

[Help and blank template](#)

a. Select the file using the button below

b. Does the file contain column headers?

Yes  No

Choose a file format

- No subject data  
 Contains qualification name and subject name as header [Example file](#)  
 Contains qualification name and subject name as inline text [Example file](#)

What is the divider between qualification and subject?

:

Do you want predictions to AS for your A2 subjects?

Yes  No

Click to upload the file

Click Browse and locate the file containing your students' details. If you are including subject data then choose the appropriate file format and specify which divider you are using (one of the eight characters ; @ # % & + = !) then click **UPLOAD**.

A page opens which prompts you to match the column headers in your file with CEM's headers. This ensures that the data you have entered is loaded into the correct place in our database ready for running the assessment software.

You will see a table with the column headers from your file in the left hand column and CEM column headers in the right hand column.

Header in the file	CEM Header
Surname	<input type="text" value="Surname"/>
Firstname	<input type="text" value="First name"/>
Gender	<input type="text" value="Gender"/>
DOB	<input type="text" value="DOB"/>
Class	<input type="text" value="Class"/>
ExtraTime	<input type="text" value="Extra Time"/>
AverageGCSEScore0-9Scale	<input type="text" value="Average GCSE Score 0-9 Scale"/>
Subject1	<input type="text" value="Subject Choice"/>
Subject2	<input type="text" value="Subject Choice"/>
Subject3	<input type="text" value="Subject Choice"/>

Select the descriptions which best match the content of your file using the drop down lists in the right hand 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 columns in your file.**

**N.B. It is extremely important that your students' average (I)GCSE scores are put onto the student records using the 0-9 scale from academic year 2017/18 onwards (Y12 cohorts and later - see p.4 for conversion table). However, if you are a Welsh school, you should use only the 0-58 scale. ONLY ONE SCALE CAN BE USED. The system will try to prevent you from adding average (I)GCSE point scores on more than one scale via the spreadsheet upload or Candidate Editor. A warning message will appear asking you to fix the error. However, it is still possible to have 0-9 and 0-58 scores appearing on different student records within the same cohort. This will prevent some of your predictive reports from generating so please try to avoid this. For example, if most of your students in a cohort have scores on the 0-9 scale and only 1 student in the same cohort has a score on the 0-58 scale, this will cause problems with your predictive reports.**

**Remember that Surname, Forename, Sex and Date of Birth must be included. Other information may be added later.**

If you have included subject choices, there will be additional matches and mappings to carry out. These are described in the next section.

## Matching and Mapping Subjects

If you used format 1: **Qualification and subject name as header** - you will see a set of headers to match.

PreUFC;Lit.InEnglish	Subject Choice
AS;Maths	Subject Choice
AS;History	Subject Choice
A2;Eng.Lang	Subject Choice
A2;Eng.Lit.	Subject Choice
A2;Maths	Subject Choice
A2;French	Subject Choice
A2;Geography	Subject Choice
A2;D&A;TFood	Subject Choice
A2;Music	Subject Choice
A2;History	Subject Choice
IBS;Physics	Subject Choice
IBS;Film	Subject Choice
IBH;EnglishA	Subject Choice

Similarly, if you used format 2: **Qualification name and subject name as inline text** - you will see a set of subject headers to match.

Subject1	Subject Choice
Subject2	Subject Choice
Subject3	Subject Choice
Subject4	Ignore

NEXT

Once all relevant headers have been assigned click **NEXT**.

If you have included subject choices you will then be asked to map qualification types in your file with the recognized qualifications from CEM.

### MAP QUALIFICATIONS

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

#### Qualifications in the file

PreUFC  
AS  
A2  
IBS  
IBH

#### CEM recognized qualifications

PRE-U FULL COURSE
AS LEVEL
A LEVEL
IB STANDARD
IB HIGHER

OK

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

You will then see a Map Subjects screen.

## MAP SUBJECTS

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

Subjects in the file		CEM recognized Subjects
A2;Mathematics	A LEVEL	MATHEMATICS
A2;English Language	A LEVEL	ENGLISH LANGUAGE
PreU FC;Literature I	PRE-U FULL COURSE	Ignore
IBH; English A	IB HIGHER	ENGLISH A: LITERATURE
A2;Further Maths	A LEVEL	Ignore
A2;English Literature	A LEVEL	ENGLISH LITERATURE
A2;French	A LEVEL	FRENCH
IBH;French B	IB HIGHER	Ignore
A2;Physics	A LEVEL	PHYSICS
A2;Geography	A LEVEL	GEOGRAPHY
A2;Music	A LEVEL	MUSIC
IBH;Geography	IB HIGHER	GEOGRAPHY

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

**Please check that all your columns and qualifications/subjects are mapped correctly, even 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 upload is completed.

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

## Import Candidate Details for Year 12 CABT 2020

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	Average ...
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Jones	Antony	20/12/1998	F	NC1	5.58
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Gold	Robert	21/01/1999	M	NC1	4.32
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Ibanez	Fiona	10/11/1998	F	NC1	6.2
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Ford	Clare	02/12/1998	F	NC1	7.5
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Gibson	Rachel	21/10/1998	F	NC1	6.18

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

If there appear to be 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		
▶	Antony	Jones	20/12/1998	F	NC1	Include	Update
▶	Fiona	Ibanez	10/11/1998	F	NC1	Include	Update
▶	Clare	Ford	02/12/1998	F	NC1	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 e.g. average (I)GCSE scores and/or subject choices).

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

Once this is done click FINISH to complete the upload.

## 2. Set up the Assessments

Ensure your IT systems meet our software requirements. See here for technical specifications and advice.  
<https://www.cem.org/general-technical-requirements>

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.

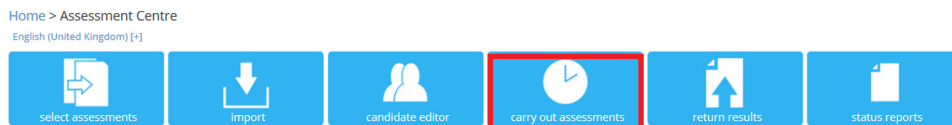
<b>Computer Assessments:</b>
<b>Before Testing</b>
1: Download Documentation
2: Upload Student Details inc. Subject Choices and Av (MGSE)
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Timetable the students, invigilators and rooms. The assessments are designed to fit into a lesson period of 1 hour and where student details have been uploaded in advance, students tend to complete the assessment in around 45 minutes. You do not need to test all students in one session – a number of sessions can be run over different days/weeks.

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

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

Select the **Carry out Assessments** tab.



This provides the option to download different versions of the assessment. The two main options are **Non-Web** and **Web-Only** (the Dual Version is only used under specific circumstances).

Please select the assessment software you would like to download.

<ul style="list-style-type: none"><li>This version of the software should be used by schools who have computers with <b>no internet connection</b>.</li><li>For more details click 'Non-Web Version'</li></ul>	<ul style="list-style-type: none"><li>This version of the software should be used by schools who use a <b>wireless</b> internet connection or occasionally have problems with an <b>intermittent internet connection</b>.</li><li>For more details click 'Dual Version'</li></ul>	<ul style="list-style-type: none"><li>This version of the software should only be used by schools who have a <b>high speed wired internet connection</b>.</li><li>For more details click 'Web-Only Version'</li></ul>
Non-Web Version →	Dual Version →	Web-Only Version →

### Web Only Version

This is the online version of the assessment which provides a 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 one.** The response files are returned to CEM automatically.

### Non-Web Version

This version provides assessment software for you to download to run on your local area network. Normally this would be saved onto the school server and shared out to each student computer. The response files are saved locally and have to be uploaded manually to the secure website.

### 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.

### 3. 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, and we suggest that you give the first name *Test* and the surname *Test*, followed by any choices you wish for *Gender, Date of Birth etc.* This will enable the responses to be automatically removed before your feedback is generated.

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 they have been saved. You will then need to select OK to close the browser.

#### Assessment Trial

- Trial the assessment software to ensure that it works.
- Check that the trial response files are saved successfully on your machine/network (Non-Web version only)
- Upload the trial response files to CEM for processing. Go to **Assessment Admin** on the Alis+ or CEM IBE+ toolbar and select **6: Upload Assessment Files** (Non-Web version only).
- Check that we have received and processed your assessment data successfully by looking at your **Status Reports**. Click **Assessment Admin** on the Alis+ or CEM IBE+ toolbar and select **7: Assessment Status** (see p.17-18).
- 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** on the Alis+ or CEM IBE+ toolbar and select **8: Edit Student Details** (see p.19-23).

If you have any doubts about your internet bandwidth, then please trial the online version of the assessment with a number of simultaneous assessments. Should you find that your internet bandwidth is insufficient, you should opt to use the Non-Web version of the assessment.

These are the files you will receive when you download the Non-Web version of the CABT.

Media	File folder						19/04/2017 15:32
Saves	File folder						19/04/2017 15:32
XML	File folder						19/04/2017 15:32
CABT_EW_2018_0001	Application	11,831 KB	No	12,457 KB	6%		19/04/2017 15:32
CABT_EW_Manager_2018_0001	Application	11,428 KB	No	12,097 KB	6%		19/04/2017 15:32
CEM_Font_Licensing	Text Document	15 KB	No	46 KB	68%		19/04/2017 15:32
CEM_Software_License	Text Document	4 KB	No	8 KB	59%		19/04/2017 15:32

# During Testing

## 4. 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 explaining 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.

## 5. Upload Assessment Files (Non-Web or when Internet Connection Failed)

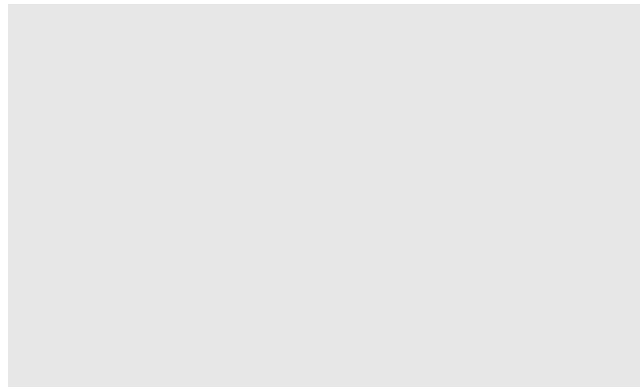
If you are using the Non-Web version of the assessment you will need to upload your students' assessment files to us for processing at the end of each testing session.

To locate the assessment files, you will need to run the CABT\_EW\_Manager program which will be stored in the location to which the Non-Web Assessment software was downloaded on your system.

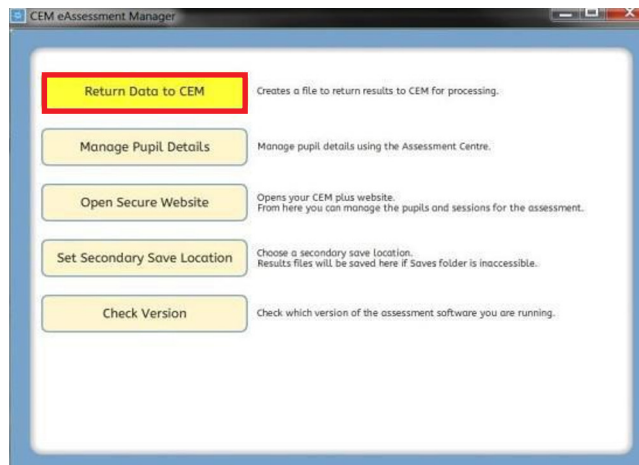
You will see a screen that looks like the one below. Click **Next**.

<b>Computer Assessments:</b>
<b>Before Testing</b>
1: Download Documentation
2: Upload Student Details inc. Subject Choices and Av (I)GCSE
3: Set up the Assessments
4: Trial the Assessments
<b>During Testing</b>
5: Run the Assessments
<b>6: Upload Assessment Files</b>
7: Assessment Status
<b>After Testing</b>
8: Edit Student Details
9: Assess Additional Students
10: Download Early CABT Feedback
11: Download Full Predictive Feedback

need screenshot

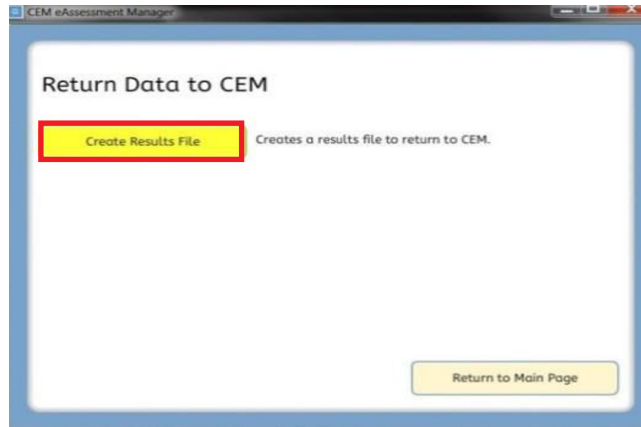


Click **Return Data to CEM**.

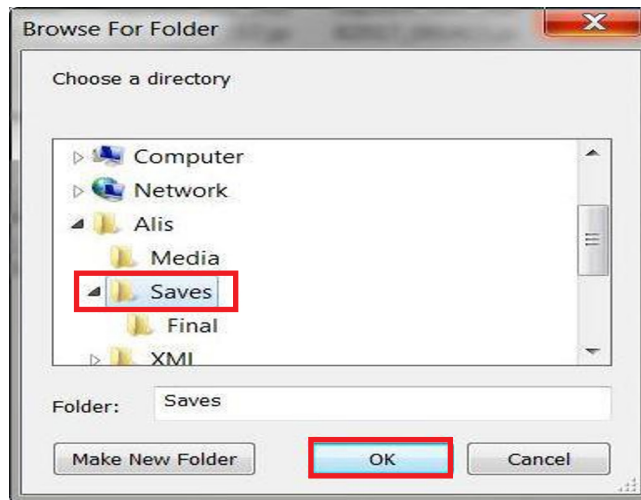




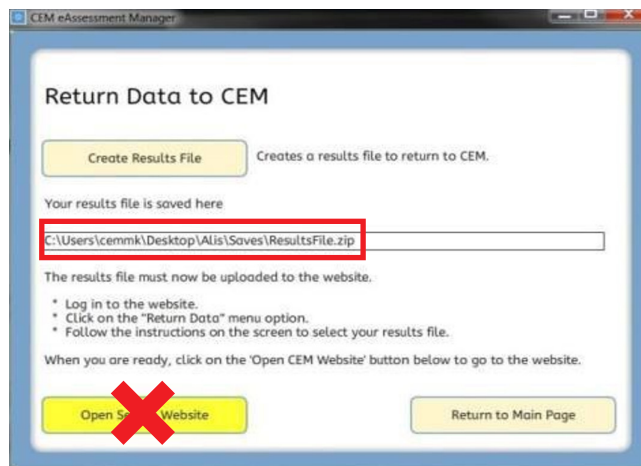
Click **Create Results File**.



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

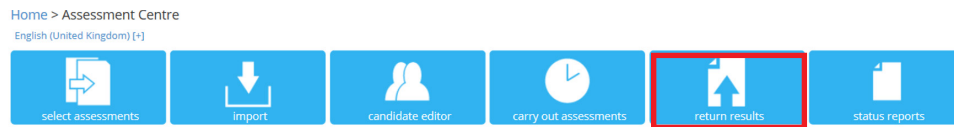


The screen below shows you where the file has been saved.



**Open Secure Website** can only be used when uploading files to Secondary+ (Pre-16 assessments). Go to **Assessment Admin** on the Alis+ or CEM IBE+ toolbar and select **6: Upload Assessment Files**.

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).

Browse...

**UPLOAD**

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

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 that case you can upload a single assessment file. If there are multiple files then these can be zipped into one file and uploaded to the secure website in the usual way.

## 6. Assessment Status

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

Go to **Assessment Admin** on the Alis+ or CEM IBE+ toolbar and select **7: Assessment Status**.

The **Select Assessment** page of the **Assessment Centre** opens in a new tab. You will see a box like the one shown below.

### Select Assessment

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

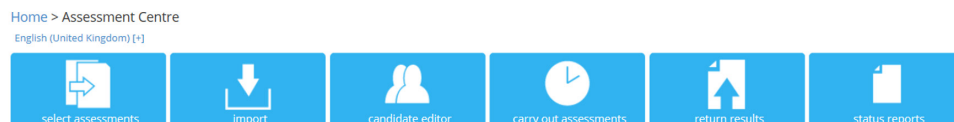
CABT 2020-2021  
CABT 2019-2020  
CABT 2018-2019  
CABT 2017-2018  
CABT 2016-2017  
CABT 2015-2016

**OK**

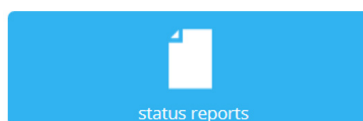
Select the appropriate assessment: **CABT (YEAR)**.

Click **OK**.

The **Welcome to the Assessment Centre** page opens:



Click on the **Status Reports** button on the **Welcome to the Assessment Centre** page.



A page opens which shows a summary of the status of your assessments.

Computer Assessments:	
<b>Before Testing</b>	
1:	Download Documentation
2:	Upload Student Details inc. Subject Choices and Av (I)GCSE
3:	Set up the Assessments
4:	Trial the Assessments
<b>During Testing</b>	
5:	Run the Assessments
6:	Upload Assessment Files
7:	<b>Assessment Status</b>
<b>After Testing</b>	
8:	Edit Student Details
9:	Assess Additional Students
10:	Download Early CABT Feedback
11:	Download Full Predictive Feedback

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
<span>Completed</span>						
<span>In Progress</span>						
<span>Pending</span>						
Kevin	M	12/12/2003	Year 13	11A	Pending	19/02/2020 12:23
Andrew	F	01/01/2004	Year 13	12A	Pending	19/02/2020 12:23
Cheryl	Tr	07/05/2004	Year 13	12A	Pending	19/02/2020 12:23
Edgar	A	01/08/2004	Year 13	12A	Pending	19/02/2020 12:23
Jo	F	07/10/2003	Year 13	12A	Pending	19/02/2020 12:23
Karen	C	23/11/2003	Year 13	12A	Pending	19/02/2020 12:23

50 items per page      1 - 50 of 98 items

The screen shot above demonstrates the **Completed**, **In Progress** and **Pending** status.

**Completed** means that the assessment has been completed successfully.

If the status is **Pending** it means that an assessment has not been started via the Web-only version. It may have been completed using the Non-web version, but the assessment files have not yet been uploaded to CEM.

You may also see the status of **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 also mean that the assessment has been completed but there has been an internet failure at the point of return and the file has been saved locally. In this case the file can be uploaded to CEM in the usual way (see p.15 **Upload Assessment Files**).

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

Filters
Year

- All -
▼

The default setting is all year groups for whom student details have been uploaded for your school or college. This may include students registered for one or more CEM Pre-16 Secondary systems.

To view a specific year group, use the dropdown menu in the Year box. A list of all year groups for which your school or college is registered for CABT appears. Select the year group you wish to view e.g. Year 12. You can also filter the students by name.

On the right hand side of the page you will see export to PDF and export to Excel icons.

Clicking on these icons will generate a file containing the same data as that shown on the page in the format shown below.

### Status Report for CABT

First Name	Surname	Date of Birth	CABT_Year_7	CABT_Year_12
Adam	Robin	07/09/1997		Completed 17/09/2015
George	Petrel	15/08/1997		Pending
Ian	Peafowl	05/11/1997		Pending

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

# After Testing

## 7. Edit Student Details

<b>Computer Assessments:</b>
<b>Before Testing</b>
1: Download Documentation
2: Upload Student Details inc. Subject Choices and Av (I)GCSE
3: Set up the Assessments
4: Trial the Assessments
<b>During Testing</b>
5: Run the Assessments
6: Upload Assessment Files
7: Assessment Status
<b>After Testing</b>
<b>8: Edit Student Details</b>
9: Assess Additional Students
10: Download Early CABT Feedback
11: Download Full Predictive Feedback

You can add new students, delete students and edit details of individual students you have already imported using the **Candidate Editor** in the **Assessment Centre**.

If you want to make changes to multiple students' details we recommend uploading another spreadsheet via the 'import' tab in the **Assessment Centre** as in Section 2 above.

To access the **Candidate Editor** go to **Assessment Admin** on the Alis+ or CEM IBE+ toolbar and select **8: Edit Student Details**.

The **Select Assessment** page of the **Assessment Centre** opens in a new tab.

You will see a box like the one shown below.

### 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

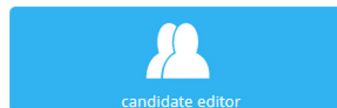
OK

Select the appropriate assessment: **CABT (YEAR)**

Click **OK**.

The **Welcome to the Assessment Centre** page opens.

Click on the **Candidate Editor** button on the **Welcome to the Assessment Centre** page.



You will see a page similar to this:

### 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.

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

The **Candidate Editor** allows you to:

- add a new student 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 student from the system or delete a class name using the **DELETE** button

## Editing 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	Canary	Frances	F	20/05/1999	Year 12	N9876543...
-------------------------------------	------	--------	---------	---	------------	---------	-------------

Click the **Edit** button

This opens an **Edit Candidate** window.

### Edit Candidate

First Name *	<input type="text" value="Rachel"/>
Surname *	<input type="text" value="Gibson"/>
Date of Birth * (dd/mm/yyyy)	<input type="text" value="21/10/1998"/>
Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female
Year group *	<input type="text" value="Year 12"/>
Extra Time	<input type="text" value="No"/>
UPN	<input type="text"/>
ULN	<input type="text"/>
UCI	<input type="text"/>
MISID	<input type="text"/>
Class Name	<input type="text" value="NC1"/>
Postcode	<input type="text"/>
Ethnicity	<input type="text" value="- not specified -"/>
Attainment 8	<input type="text"/>
Average GCSE (0-9)	<input type="text" value="6.18"/>
or	
Average GCSE (0-58)	<input type="text"/>
Subject Choices	<input type="text" value="A LEVEL - ENGLISH LANGUAGE"/> <a href="#">remove</a>
	<input type="text" value="Add New Subject"/>

\* Required

SAVE

CANCEL

Edit the details of your student by typing directly into the appropriate boxes. When you have finished click **SAVE**. The new details should now appear on the **Candidate Editor** page.

\* You will see the 0-8 option for academic years 2015/16 and 2016/17 (Y13 only).

A warning message will appear asking you to fix the error if average GCSE scores on more than one scale have been included in the student record.

**25% 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.**

## Adding a student

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

### Create Candidate

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

Year 12

**OK**

First Name \*

Surname \*

Date of Birth \* (dd/mm/yyyy)

Gender \*

Male  Female

Extra Time

No

UPN

ULN

UCI

MISID

Class Name

Unknown

Postcode

Ethnicity

- not specified -

Attainment 8

Average GCSE (0-9)

or

Average GCSE (0-58)

Subject Choices

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 in the **Candidate Editor** screen.

A warning message will appear asking you to fix the error if average (I)GCSE scores on more than one scale have been included in the student record.

## Deleting students

If you need to delete one or more students this can be done via the **Candidate Editor** page. First select the student or students you wish to delete by clicking on the appropriate check boxes.

<input checked="" type="checkbox"/>	Edit	Lapwing	Mary	F	05/10/1998		Year 12	B98765432...
<input checked="" type="checkbox"/>	Edit	Aardvark	Yousef	M	11/02/1999		Year 12	A98765432...

Click on the **Delete** button.

This opens a window that looks like this

### Confirm Delete

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

DELETE CANCEL

If you are sure you have selected the right student(s) then click **Delete**, otherwise click **Cancel** and check before proceeding.

**NB: 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 A CABT ATTACHED. Add any missing data to the record with the CABT attached and then delete the record with no CABT. 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** function on the **Candidate Editor** page.

This opens a **Move Year Group** window that looks like this:

### Move Year Group

You have selected 2 candidate(s).

Year Group

MOVE CANCEL

Select the year group to which you wish to move the student(s) and click **MOVE**.

You will receive a confirmation message in green in the middle of the page.

## Enabling Resits

If any of your students need to resit their CABT you will need to enable resits 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.**

## 8. 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.

### a. 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.

### b. New/Additional students

These students can either (a) access the assessment in the normal way. They will then need to click on the **Add Name** button in order to enter their details; or (b) their name can be added to the list of Students using the **Candidate Editor**.

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 will be included in your updated feedback.

## 9. Download Early CABT Feedback

Alis and CEM IBE offer you the option to download early predictions, either to view online or to download as a spreadsheet. To access these, go to **Assessment Admin** and select

### 10. Download Early CABT Feedback.

You will see a drop down menu with two options:

- View online; and
- Spreadsheet Downloads.

<b>Computer Assessments:</b>
<b>Before Testing</b>
1: Download Documentation
2: Upload Student Details inc. Subject Choices and Av (I)GCSE
3: Set up the Assessments
4: Trial the Assessments
<b>During Testing</b>
5: Run the Assessments
6: Upload Assessment Files
7: Assessment Status
<b>After Testing</b>
8: Edit Student Details
9: Assess Additional Students
<b>10: Download Early CABT Feedback</b>
11: Download Full Predictive Feedback

The view online option takes you to a page with a table like the one shown below.

Adaptive Test - Early Predictions	
The table below show predicted scores for students who have sat the online Adaptive Test this year. Predictions have been generated for each subject on which your institution has submitted data to Alis recently. Please be aware that these predictions are indicative only and may be subject to small changes once the formal Alis prediction reports are generated.	
<b>Important:</b> Please remember that you will still need to submit student details to us, including the average GCSE score where available, in order for Alis to provide you with the complete set of predictions, chances graphs and ultimately value-added reports.	
Name	Ability
▶ Apple, Annie : F : 13/09/98	2.01
▶ Beetroot, Bernard : M : 13/10/98	1.85
▶ Carrot, Camilla : F: 13/11/98	1.58
▶ Damson, Davina : F : 13/12/98	0.87
▶ Endive, Edward : M : 13/01/99	3.71
▶ Fennel, Frances : F : 13/02/99	2.99
▶ Grapefruit, Georgina : F : 13/04/99	1.94

The Spreadsheet Downloads option opens a page like the one shown below from which your students' early predictions can be downloaded.

Adaptive Test - Early Predictions	
Click the appropriate button below to download a spreadsheet (broadsheet style) of either predicted scores or grades for students who have sat the online Adaptive Test this year. Please be aware that these predictions are indicative only and may be subject to small changes once the formal Alis prediction reports are generated. Please be patient as it may take a few minutes to generate the spreadsheet, especially for large colleges.	
You have 2 options for the range of subjects for which early predictions are displayed. Please select one of the options below.	
<input checked="" type="radio"/> Display predictions for all post-16 subjects for which your institution has previously submitted data to CEM.	
<input type="radio"/> Select the level of qualification for which to generate predictions from the list below. This will produce predictions for all subjects analysed in that qualification level. This does not rely on subject data having previously been submitted, and if this is your first year of testing this will be the only way to generate early predictions.	
A-Level	
<b>Important:</b> Please remember that you will still need to submit student details to us, including the average GCSE score where available, in order for Alis to provide you with the complete set of predictions, chances graphs and ultimately value-added reports.	
Get Predicted Scores Spreadsheet	
Get Predicted Grades Spreadsheet	



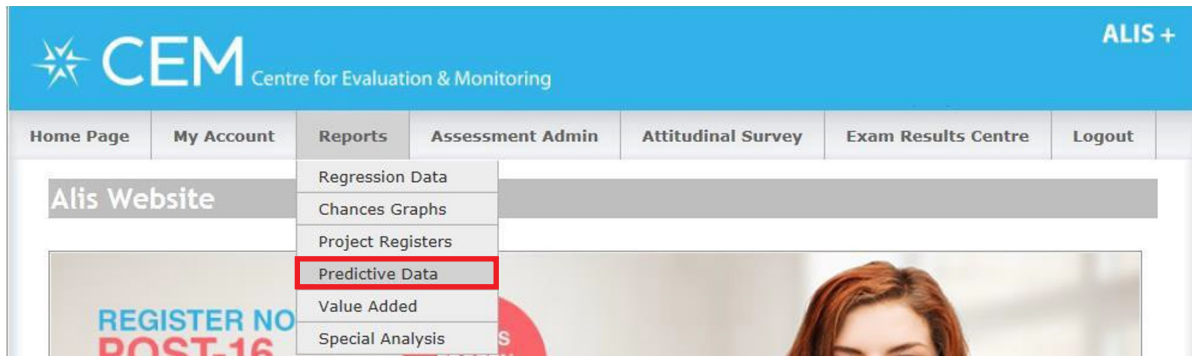
## 10. Download Full Predictive Feedback

Full predictive feedback will become available approximately two working days after CEM has received and processed your students' assessment data files.

You can access this data via the Alis+ or CEM IBE+ websites in two ways:

1. Clicking on the **Assessment Admin** tab on the Alis+ or CEM IBE+ Home page then selecting **11: Download Full Predictive Feedback**.
2. Via the Alis+ or CEM IBE+ toolbar by selecting **Reports > Predictive Data**.

Computer Assessments:	
<b>Before Testing</b>	
1:	Download Documentation
2:	Upload Student Details inc. Subject Choices and Av (I)GCSE
3:	Set up the Assessments
4:	Trial the Assessments
<b>During Testing</b>	
5:	Run the Assessments
6:	Upload Assessment Files
7:	Assessment Status
<b>After Testing</b>	
8:	Edit Student Details
9:	Assess Additional Students
10:	Download Early CABT Feedback
11:	Download Full Predictive Feedback



The Alis/CEM IBE system collects results for all subjects within the qualification types we analyse. However, we can only include in the reports subjects for which we have received sufficiently reliable data to produce a robust analysis.

A list of the qualifications we have been able to include in the reports can be found in the list below. There is a separate list for the Computer Adaptive Baseline Test and the Average (I)GCSE baselines (see below).

Description	Download	createddate
Predictions - Spreadsheet		22/02/2017
IPR - Spreadsheet		22/02/2017
Predictions - Spreadsheet (75th Percentile)		22/02/2017
Predictions - Spreadsheet (90th Percentile)		22/02/2017
Predictions - Broadsheet(GCSE Baseline)		22/02/2017
Predictions - Broadsheet(Adaptive Baseline)		22/02/2017
IPRs		22/02/2017
Predictions - Student Level		22/02/2017
Predictions - Subject Level		22/02/2017
Intake Profiles		22/02/2017
Supported Subjects - Average GCSE Baseline		08/08/2017
Supported Subjects - CABT Baseline		08/08/2017

**Note.** If you test more students, their results will automatically be included in your feedback files which you will need to download again once you have finished testing. Reports from web-only assessments should generate the same day the assessments are taken. Please allow 24 working hours for reports from non-web files after uploading.

Links to the assessments are only valid for the current testing year. Once you have finished testing, you must ensure that all links to the assessments are removed from your computers.

Should you require further assistance please contact our Helpdesk.

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