# Quick Start Guide for Primary Assessments



**CEM**
Centre for Evaluation & Monitoring

# Using the assessments in the classroom

**NOTE:** There are separate instructions for IT support for setting up the assessments, which should have been completed before using these instructions.

> Please pass these instructions on to the classroom teachers who will be using the assessments

## Confirm version of the software and location of shortcuts to the assessments

Confirm with your IT support the details below:

| WEB-ONLY VERSION | |
|---|---|
| Location of shortcut to the assessment: | |
| Pass Key: | |
| Maximum number of pupils starting at the same time | |

The next set of pupils can start 2 minutes after the first set have started.

| NON-WEB VERSION | |
|---|---|
| Location of shortcut to the assessment: | |
| Location of InCAS/ePIPS/AfE-InCAS Manager shortcut | |

Note: for the Non-web version, there is a manager program which enables you to add/edit pupil details, return data to CEM and check details about the assessments. This is separate to the assessment software.

## Pupil passwords

Your pupils' passwords are required to enable them to access the assessments. Your IT support will have already entered your pupil details for you when the assessments were set up.

Go to **www.cem.org** and select your secure site from the secure sites menu. Login with your school username and password and select 'Assessment Centre' from the 'Administration' menu. Choose the version and your year in the 'Select Assessment' list.

The password list can be printed from the **password lists** menu.

# Carrying out the assessments with the pupils

The pupils need to sit at one computer each and log on to their account. They should then check that they have a set of headphones each and that they are plugged into their computer.

The pupils can now load the assessment by double clicking on the shortcut for the assessment which has been created by your IT support.

For the Web-only version a screen will appear which asks for the Pass Key. You may wish to enter this for the pupils, or to ask the pupils to fill this in themselves. Once they have entered the Pass Key they should click 'Submit'.

For all versions of the software a welcome screen will appear. The pupils can click 'Next' but should then wait on the log in screen.

The pupils need to type in the password which has been created for them for this session of the assessment and click 'Next'.

When you are happy that the class is ready, the pupils can then begin the assessment. They should click the 'Start' button to begin.

Most modules will take 15-20 minutes to complete with reading and general maths sometimes taking around 30 minutes. The modules do not all need to be completed in one session.

# Adding/editing pupil details

If a pupil's details are incorrect or a pupil joins the school after the software was set up then the classroom teacher should close the assessment for that pupil and update the details before going any further.

Log on to your secure site (**www.cem.org**) and select 'Assessment Centre' from the 'Administration' menu.

Pupils can be manually added or edited using the **add/edit pupil details** option. The teacher should check all pupil details are correct, especially the date of birth and year group as this will affect which questions the pupil sees.

If a new pupil was added then the new password list can be printed from the **password lists** menu.

The pupil details will be automatically passed on to the software for the Web-only version and the assessments can be carried out straight away using the new pupil details.

For the Non-web version of the software your Assessment Manager should be used to update pupil details. Load the console from the shortcut and select the 'Add/Edit Pupil Details' option. Follow the instructions on the screen to update the pupil details. Once this has been completed you can now carry out the assessments using the new pupil details.

# Returning data after the assessments

### Web-only version

The assessment data will automatically be returned to CEM at the end of the assessments.

NOTE: If there is a loss of internet connection when trying to save data, an error message is displayed at the end of the assessment. An FAQ for returning data in this case can be found on your secure site under Help -> Frequently Asked Questions.

### Non-web version

Load the console from your Assessment Manager shortcut and select the 'Return Data to CEM' option. Follow the instructions on the screen to return the data to CEM for processing.

# Status report

You can check which pupils have completed their assessments by going to the Assessment Centre. To access this, log on to your secure site (**www.cem.org**), select 'Assessment Centre' from the Administration menu and then **status reports**. Please note that for the Non-web version, the list may take up to 24 hours to update once the assessment data has been uploaded to your secure site.

# Resitting an assessment with a pupil

If for any reason you decide that a pupil needs to re-sit an assessment (e.g. due to illness, toilet visit or a fire alarm) then they can reuse their original password. Passwords do not become inactive once an assessment has been completed in case a school wishes to retest a pupil.

Schools should be aware that if pupils have open access to the software then they will be able to log themselves into the software at any time and re-sit the assessments. Therefore, schools may wish to remove access to the software once testing is complete to prevent accidental re-sitting of assessments.

If you have any questions please contact primary.support@cem.org or phone +44 (0)191 925 0000