

Quick Start Guide for Primary Assessments



Technical set-up instructions

Choose the assessment version

There are two versions of the software that can be used by schools.

Please pass these instructions on to your IT support

Web-only

If your school has a high speed internet connection during the day then this is the recommended version of the assessments. You will typically be able to assess one pupil for every 1Mbps of line speed. The assessment content will be downloaded at the beginning of each assessment. Results are automatically returned after the assessments.

Non-web

If your school has no constant internet connection or has a very unreliable connection we suggest using the Non-web version of the assessments. All content is stored locally on your school's server or computer and results are returned manually to CEM after all assessments are complete.

Entering pupil details - Complete this section before continuing

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 year in the 'Select Assessments' list.



Select **import** and follow the instructions on the screen to upload a CSV or Excel file containing pupil biographical data. The CSV or Excel file should contain the information in the following table as separate columns (*required).

Column Header	Description
* FirstName	The first name by which the pupil is usually known
* Surname	The surname by which the pupil is usually known
* Gender	M for male pupils or F for female pupils
* DOB	dd/mm/yyyy
* Year	1, 2, 3, 4, 5, 6 (England) P2-P7 (Scotland)
* Class	The class name can be up to 25 characters
Pupil ID	UPN or SCN (Unique Pupil Number or Scottish Candidate Number)
Postcode	Postcode of the pupil's home address



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



Passwords are automatically generated and the password list can be printed off from the **password lists** menu.



Select **carry out assessments** on Assessment Centre and click on the instructions for your chosen version.