

How to set-up your Aspects CEM Assessments (WEB Only Version)

This document will provide guidance to successfully set-up and administer your Aspects CEM Assessments.

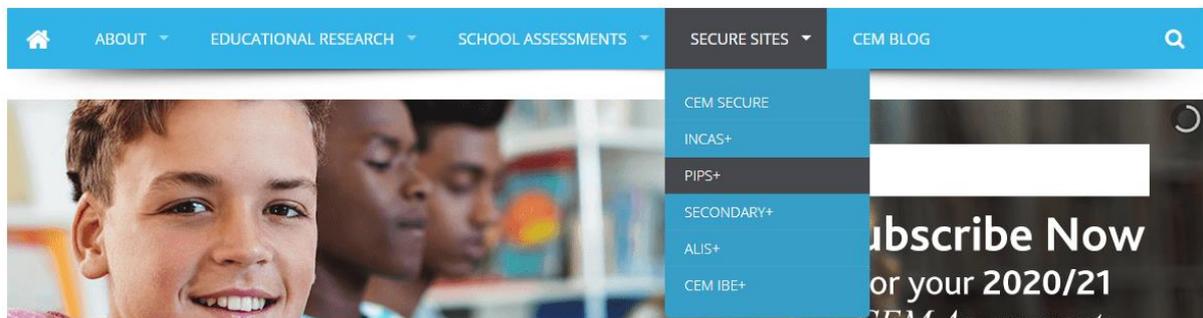
We will cover:

- Logging into the Pips+ CEM Secure website
- Uploading Pupil details
- Edit a pupil record
- Find your Aspects assessment Passkey
- Creating your Aspects assessment shortcut
- Checking who has been tested

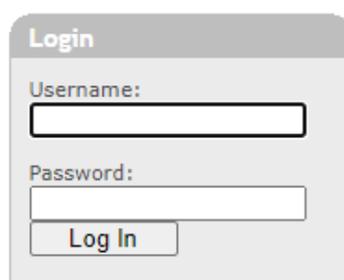
Logging into the Pips+ CEM secure website

The Pips+ CEM Secure website site is where you will access the Aspects CEM assessment (and also where you will find your feedback reports once the assessments have been completed).

From the CEM website (www.cem.org) and from the **Secure Sites** menu option select **Pips+**.



- Enter your school CEM Secure **Username** and **Password** into the relevant text boxes and click **Log In**.

A screenshot of the login form for the CEM Secure website. The form is titled 'Login' and has a light gray background. It contains two text input fields: 'Username:' and 'Password:'. Below the 'Password:' field is a 'Log In' button.

This is the **Pips+** CEM Secure website for your school.

The screenshot shows the PIPS+ CEM Secure website interface. At the top, there is a blue header with the CEM logo (Centre for Evaluation & Monitoring) on the left and 'PIPS+ My School' on the right. Below the header is a navigation menu with four tabs: 'Administration', 'Return Data', 'Results/Analysis', and 'Help'. The main content area features a large banner with a photo of a young girl. On the left side of the banner, it says 'WELCOME TO THE PIPS+ WEBSITE' and provides instructions: 'The PIPS+ secure website is your portal to CEM. From this site you can set up and run your assessments by going to Administration -> Assessment Centre, view your feedback through the Results/Analysis menu and access guidance to help you set up your assessments using our Quick Start Guides.' On the right side of the banner, there is a purple box titled 'What to do in July' which contains the text 'No Calendar items this month.'

- From the main menu choose **Administration** then choose **Assessment Centre**
- Choose the **Aspects** option and click **OK**.

Select Assessment

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

OK

This is the Aspects Assessment Centre.

The screenshot shows the Aspects Assessment Centre interface. At the top, there is a row of five blue buttons with icons and labels: 'select assessments' (with a right-pointing arrow icon), 'import' (with a downward arrow icon), 'manage pupil details' (with a person icon), 'carry out assessments' (with a clock icon), and 'status reports' (with a document icon). Below this row is a light blue banner with the text 'Welcome to the Assessment Centre' and 'Please select the appropriate tab above.' At the bottom, there is a large graphic with the text 'FIND OUT HOW OTHER SCHOOLS ARE USING OUR ASSESSMENTS' in bold red and blue letters. Below this text is a red button labeled 'Read more' with the text 'Opens in new window' underneath it. To the right of the text is an illustration of five diverse children walking towards the right, carrying backpacks and books.

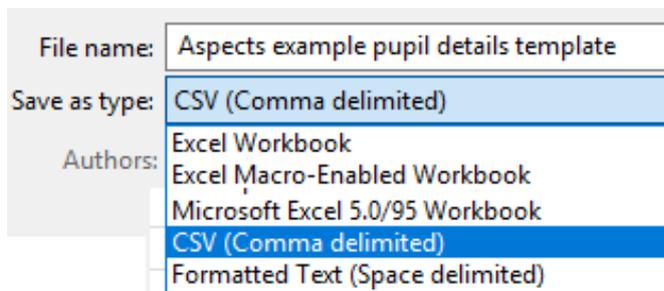
Upload pupil details

It is a good idea to upload a pupil details file prior to using the Aspects assessment. It is not an essential requirement but it will save time when you come to use the tests with your pupils.

Your file can be created using Microsoft Excel. It will need to include some of the following information (a * indicates a required field):

Column Header	Description
* First name	The first name by which the pupil is usually known
* Surname	The surname by which the pupil is usually known
* Date Of Birth	dd/mm/yyyy
* Gender	M for male pupils or F for female pupils
* Class	The class name can be up to 25 characters
* Year Group	Pre-School
UPN/student code	UPN or SCN (Unique Pupil Number or Scottish Candidate Number)
Postcode	Postcode of the pupils home address
Ethnicity	Ethnicity
English as an Additional Language	English as an Additional Language
Looked After Child	Are they in state care?
SEN	Does the child have special educational needs?
SEN Type	Type of SEN
Born in UK	Was the pupil born in the UK?

Create your details file in Microsoft Excel and save it as a **csv** file:



- Choose the **Import** option from **Assessment Centre**. Click **Choose File** and browse to where you have saved your details file, if your file does not have a header row change **Yes** to **No**, and then click **Upload**.



Import Pupil Details for ASPECTS

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

a. Select the file using the button below

No file chosen

b. Does the file contain column headers?

Yes No

c. Click to upload the file

- You will then have the option to match the headers in your file with the CEM Headers. If your file headers are the same as the CEM Headers then they should automatically match.

Import Pupil Details for ASPECTS

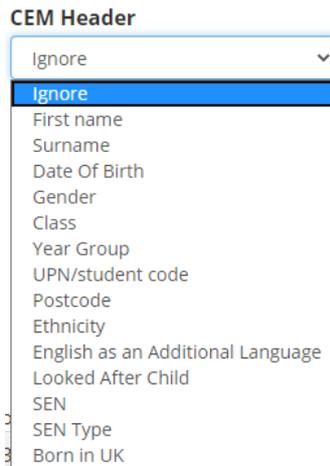
The following steps enable you to import your pupil details ready to run the assessment software.

The left hand column in the table below shows the column headers from your file. The columns are shown as Column_0 if no headings were provided.

a. Please select the descriptions which best match the content of your file using each drop down list in the right hand column.

Header in the file	CEM Header
Surname	<input type="text" value="Surname"/>
Forename	<input type="text" value="First name"/>
Gender	<input type="text" value="Gender"/>
DOB	<input type="text" value="Date Of Birth"/>
Class	<input type="text" value="Class"/>
Year	<input type="text" value="Year Group"/>

- If any columns do not automatically match you can manually match by clicking the down arrow in each header box and make your match selection from the options available (shown below):



- Once all matches have been made you have the chance to review what is going to be loaded. Click **Next** if you are happy to load.

Import Pupil Details for ASPECTS

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

Edit

Show All

First name	Surname	Date Of Birth	Gender	Class	Year Group	edit
Alice	Clyde	01/09/2016	F	Hedgehog	Pre-School	Edit Delete
Del	Dee	03/09/2016	M	Hedgehog	Pre-School	Edit Delete
Tammie	Tweed	08/12/2016	F	Hedgehog	Pre-School	Edit Delete

NEXT

- Your details are now loaded!!

Editing a Pupil

Once you have loaded your pupil details, you can edit them by selecting **Manage pupil details** then choose the required pupil record and click **Edit**.

You can also create a new pupil or class by selecting **New**, or **Move** a pupil into a different year group or class, and also **Delete** a pupil record.

- If you need to edit a pupil record, highlight the pupil and click **Edit**.



Manage Pupil Details for ASPECTS

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

Filters Year: Class:

NEW **EDIT** **MOVE** **DELETE**

edit	First name	Surname	Gender	Date Of Birth	Class	Year Group	UPN/studen...
<input type="checkbox"/>	Edit	Alice	Clyde	F	01/09/2016	Hedgehog	Pre-School
<input checked="" type="checkbox"/>	Edit	Del	Dee	M	03/09/2016	Hedgehog	Pre-School
<input type="checkbox"/>	Edit	Tammie	Tweed	F	08/12/2016	Hedgehog	Pre-School

- Make the required changes in the resulting form, and click **Save** when finished.

Edit Pupil

Forename *	<input type="text" value="Del"/>
Surname *	<input type="text" value="Dee"/>
DOB * (dd/mm/yyyy)	<input type="text" value="03/09/2016"/> 
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Class Name *	<input type="text" value="Hedgehog"/>
Year Group *	<input type="text" value="Pre-School"/>
UPN/student code	<input type="text"/>
Ethnicity	<input type="text" value="- not specified -"/>
English as an Additional Language	<input type="text" value="- not specified -"/>
Looked After Child	<input type="text" value="- not specified -"/>
SEN	<input type="text" value="- not specified -"/>
SEN Type	<input type="text" value="- not specified -"/>
Born in UK	<input type="text" value="- not specified -"/>
Postcode	<input type="text"/>

* Required

Access the Aspects Assessment Shortcut and Assessment Passkey

To complete the assessments you will need to access the **Assessment shortcut** and **Passkey**.

- Select the **'Carry out Assessments'** menu option.



Carry Out Assessments for ASPECTS

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 

Choose the version of the assessment you will be taking

There are 3 versions of the assessment:

- Non-Web Version
- Dual Version
- Web-Only Version

In this guide we will show the **Web-Only-Version** process.

- Click on the **arrow** in the Web-Only box.

You will be taken to the Web delivered page.



Web Delivered Assessment for ASPECTS

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.

<https://assessments.cem.org/aspects/GetSessionID.aspx>

PASS KEY FOR ASSESSMENT

For security reasons to access your assessment over the web using a browser, you will have to enter a pass key. For your assessment these are listed below.

Assessment	Key
ASPECTS	S6>

- You can **'Click here'** to download the assessment shortcut.
- The Passkey for your Aspects assessments will be displayed in the **Key** column. **Remember the BASE passkey is unique to your school but you will use the same passkey for each pupil you test.**
- The **shortcut** will appear in the bottom left corner of your Chrome browser. This can then be saved somewhere on your school system, in a location where you can access it.



Link (10).html

You can also create a desktop shortcut this way:

- **Highlight** the shortcut text displayed beneath the **Click Here** link and **'Copy'**.

[Click here](#) to download the assessment shortcut.

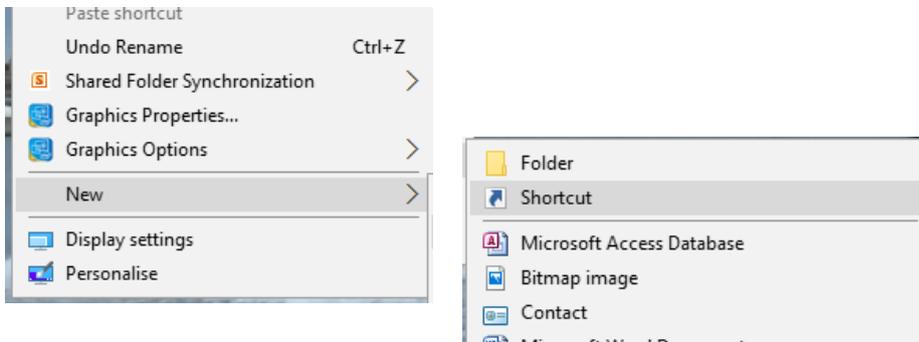
Or

Copy and paste the text below into a shortcut.

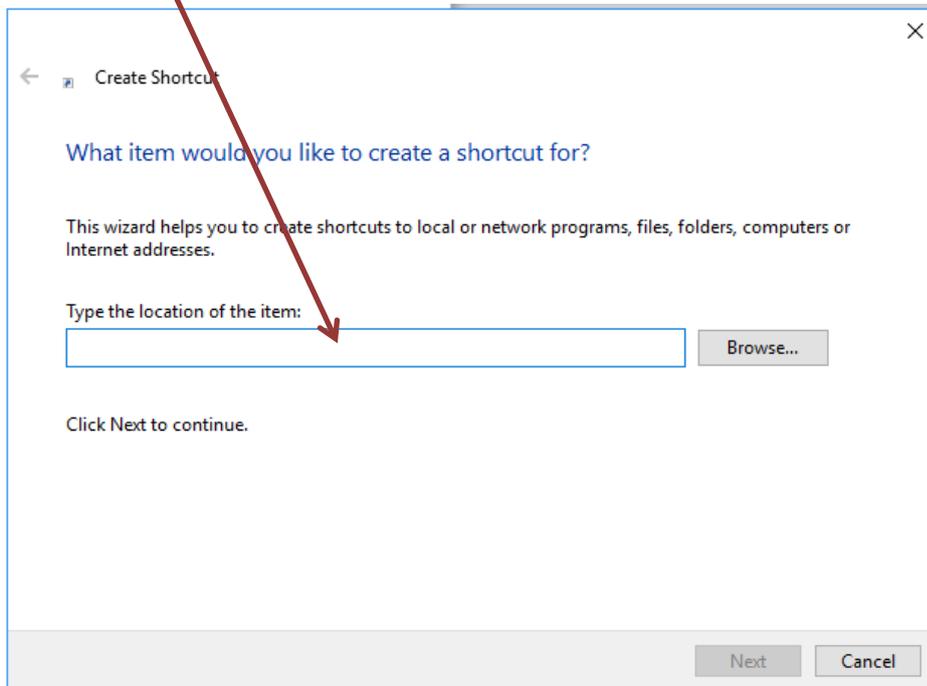
<https://assessments.cem.org/cabt/GetSessionID.aspx?reg>

For security reasons a pass key is required to access your asses

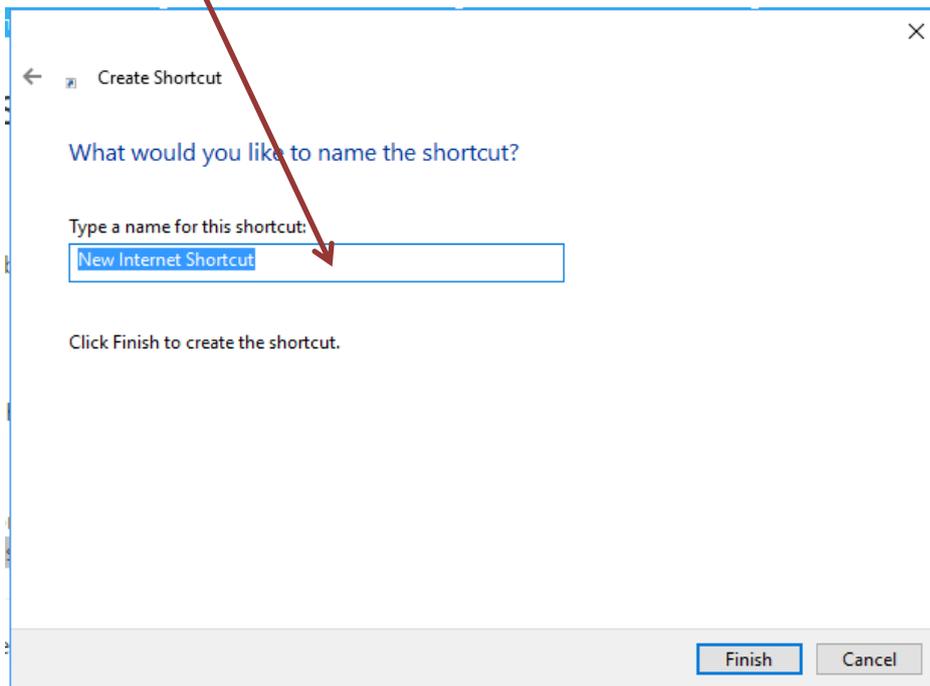
- Go to your computer desktop and right click your mouse and select **'New'** then **'Shortcut.'**



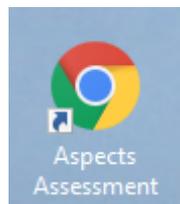
- **Paste** the copied shortcut text into the location text box



- **Rename** your assessment link (I have renamed my example test link **Aspects Assessment**)



- My test link now looks like this on my computer desktop.



NOTE: the assessment link will be the same for all the Aspects CEM assessments your school will be taking.

The Passkey is unique to your school and is the same for each pupil in your school who you will test using the Aspects assessment.

Testing your pupils

Aspects is taken 1 on one with the pupil. When you are ready to test you will be required to do the following:

- The teacher or teaching assistant will select the **Aspects Assessment link**
- They will enter the Aspects school Assessment **Passkey**
- They will choose the name of the pupil they are about to test
- They will set the computer volume to the required level (remember there is sound with the Aspects test)
- The assessment will start
- The pupils will either point to where they think an answer is or answer verbally
- The teacher will indicate whether a question has been answered correctly or incorrectly
- When the test is finished the program will tell you the test is finished
- You can test another pupil or close the internet browser

What if something goes wrong?

Using the fully online version there is always the risk that an internet connection may be broken. This may result in the automatic transfer of a pupil's test responses file being unable to be transferred to CEM when the test is completed.

If this happens a message will be displayed on screen to say that the transfer of the completed assessment file has failed.

Don't worry the results can be returned to us manually.

You will be prompted to save the results file somewhere on your computer. We would recommend saving the file to your computer desktop or documents folder, and rename it as the name of the student.

This can then be returned using the **Return Data** menu option from the Pips+ secure website for your school. Simply click **Upload Results** and browse to where your file is saved and click **Upload**.

CEM Centre for Evaluation & Monitoring

PIPS+ My School

Administration Return Data Results/Analysis Help

Upload Results

Upload Results

This page should be used to return your assessment data for **ASPECTS** or the **Non-Web Version of the ePIPS and PIPS Baseline 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**).

To upload the file:

- Click "Browse..." on the box below
- Navigate to the place where the data file is located
- Select the data file and click "Open"
- Click the "Upload" button

Click on Browse to select the transfer file:

Choose file No file chosen

Upload

Checking who has been tested

By selecting the **Status Reports** menu option in Assessment Centre you can see who has completed the assessment and who is still to be tested, example shown below:



Status Report for ASPECTS

This page shows a summary of the status of your assessments.

Filters Year: Pre-School Phase: Baseline Class: Hedgehog

Forename	Surname	DOB	Main Assessment	PSED	Motor Developme...
Pre-School Hedgehog					
Alice	Clyde	01/09/2016	Pending	Pending	Pending
Del	Dee	03/09/2016	Pending	Pending	Pending

The BASE pupils are displayed and the status of each test.

- **Pending** – the module has not yet been taken
- **Completed** – the module has been successfully completed
- **In-Progress** – the module has been started but not finished