How to set-up your Pre-16 CEM Assessments (WEB Only Version)

This document will provide guidance to successfully set-up and administer your pre-16 CEM Assessments.

We will cover:

- STEP 1: Logging into the Secondary+ Secure website
- STEP 2: Uploading student details
- STEP 3: Edit a student record/ Assign extra time to a student
- STEP 4: Find your cohort assessment Passkey
- STEP 5: Creating your assessment shortcut
- STEP 6: Checking who has been tested

STEP 1: Logging into the secure website

You will have received your unique username and password for the **Secondary+** website. The Secure site is where schools access their CEM assessments (and also find their feedback reports).
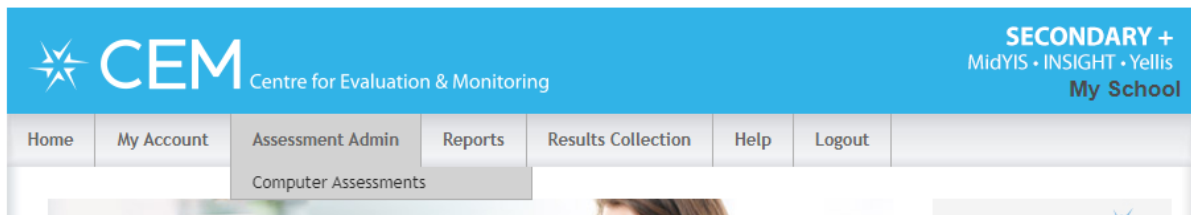
From the CEM website (www.cem.org) and from the **Secure Sites** menu option select **Secondary+**.

- Enter your school **Username** and **Password** into the relevant text boxes.
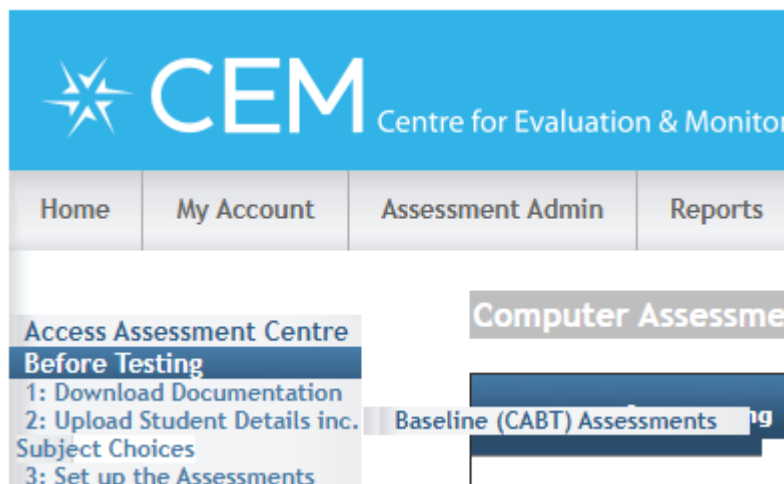
This is the Secondary+ Secure website for your school.

- From the displayed menu choose **Assessment Admin** then **Computer Assessments**.

You will see new menu options on the left had side of the screen, as shown below:

- Select an option from the **Before testing** menu, in the example above we have chosen option 2 **Upload Student Details** then **Baseline (CABT) Assessments** from the branch menu. This will start the process of loading the Assessment Centre.

- Highlight the most recent academic year from the options displayed and click **OK**.

This is the Assessment Centre.

STEP 2: Upload student details

You can upload a list of the students who will be taking the CEM Assessment. This enables a student to choose their own name from a list when the assessment is launched. In this guide we are loading year 7 student details.

- Choose the *Import* option from **Assessment Centre** and then *Select* the year group your details list relates to and click *OK*.

The details that your file can include are detailed in the table displayed on the resulting page *.

When you have created your file (using Excel and saving as a csv file) you can browse to where your file is saved by selecting '*Choose file*'.

Import Candidate Details for Year 7 CABT 2020-2021

The following steps enable you to import your candidate details. Example file
a. 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]

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

- 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 Candidate Details for Year 7 CABT 2020-2021

The following steps enable you to import your candidate 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.
Columns left as 'Ignore' will not be loaded into our system. Surname, Forename, Sex and Date of Birth must be included.
Note: If your subject data is showing as 'Ignore' then you may have selected the 'No subject data' option or used the wrong delimiter on the previous page.

Header in the file	CEM Header
Surname	Surname ⌄
Forename	First name ⌄
Gender	Gender ⌄
DOB	DOB ⌄
Class	Class ⌄
ExtraTime	Extra Time ⌄
PostCode	Postcode ⌄

Here is a sample from **your** file to help you choose the appropriate headers above.

Surname	Forename	Gender	DOB	Class	ExtraTime	PostCode
Bullfinch	Ray	M	01/10/2008	Aston	Y	DH1 1SP
Cormorant	Cilla	F	02/11/2008	Aston	N	DH2 2SS
Curlew	Eddie	M	11/12/2008	Aston	N	DH3 1AS

- 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):

CEM Header

Surname ˅

Ignore
Surname
First name
Gender
DOB
Class
Extra Time
UPN/student code
SCN
MISID
ULN
Postcode
Ethnicity
Previous School Number
Previous School Name

rs above

- 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 Candidate Details for Year 7 CABT 2020-2021

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	Postcode	
✎ Edit	✕ Delete	Bullfinch	Ray	01/10/2008	M	Aston	DH1 1SP	
✎ Edit	✕ Delete	Cormorant	Cilla	02/11/2008	F	Aston	DH2 2SS	
✎ Edit	✕ Delete	Curlew	Eddie	11/12/2008	M	Aston	DH3 1AS	
✎ Edit	✕ Delete	Goldfinch	Ellie May	08/01/2009	F	McLaren	DH6 9AA	
✎ Edit	✕ Delete	Kingfisher	Natasha	25/02/2009	F	McLaren	DH11 3EE	
✎ Edit	✕ Delete	Lapwing	Rosie	23/04/2009	F	McLaren	DH5 3DD	
✎ Edit	✕ Delete	Osprey	Oscar	18/09/2008	M	McLaren	DH7 1AS	

NEXT

- Your details are now loaded!!

NOTE: if you want to see what the assessment looks like then you can complete a test by creating an additional student record with a **TEST** forename and **TEST** surname. This will enable a test to be taken that will not then appear in your genuine assessment results feedback.

STEP 3: Editing a Candidate

Once you have loaded your student details, you can edit them by selecting **Candidate Editor** then the required student record and click **Edit**.

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

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

- You will see this form. If you have any students who need the extra time version of the assessment click in the down arrow in the **'Extra Time'** field and change **'No'** to **'Yes'**.

- When all changes have been made, click *'Save'*.

Postcode	DH11 3EE
Ethnicity	- not specified -
Previous school number	
Previous School Name	

* Required

SAVE CANCEL

Postcode DH11 3EE

Ethnicity - not specified -

Previous school number

STEP 4: Access the Assessment Passkey

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

- Select the *'Carry out Assessments'* menu option.
- When selected you will see a similar screenshot to the one shown below.

Carry Out Assessments for CABT 2020-2021

You have purchased a baseline test, which you can use to assess each child once. This baseline test is not designed to be used as a progress measure over time.
Please note: For MidYIS/Yellis, testing a child more than once will not overwrite their original test result. In exceptional circumstances such as when a test has to be abandoned schools may contact us at secondary.support@cem.org to have a resit processed

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 2021 Year 7	LJ	☑
CABT 2021 Year 8	LK	☑
CABT 2021 Year 9	LL	☑
CABT 2021 Year 10	LM	☑
CABT 2021 Year 11	LN	☑
CABT 2021 Year 12	LP	☑

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.

- The Passkey for each assessment cohort you have opted to take will be displayed in the *Key* column. **Remember the passkey is unique to your school but is the same for each student.**

STEP 5: Access the Assessment Shortcut

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.

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.
☑ Candidates can retake an assessment

Please select the assessment software you would like to download.

• This version of the software should be used by schools who have computers with **no internet connection.** • For more details click 'Non-Web Version'	• 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'	• 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 ⊖→

CEM Software Licensing
CEM Font Licensing

You will be taken to the Web delivered page.

- You can *'Click here'* to download the assessment shortcut.

Web Delivered Assessment for CABT 2020-2021

WEB-ONLY VERSION

This version of the software should only be used by schools who have a high speed wired internet connection.

ASSESSMENT SHORTCUT

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 assessment. The pass key can be found on the 'carry out assessments' page.

- 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 the students 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
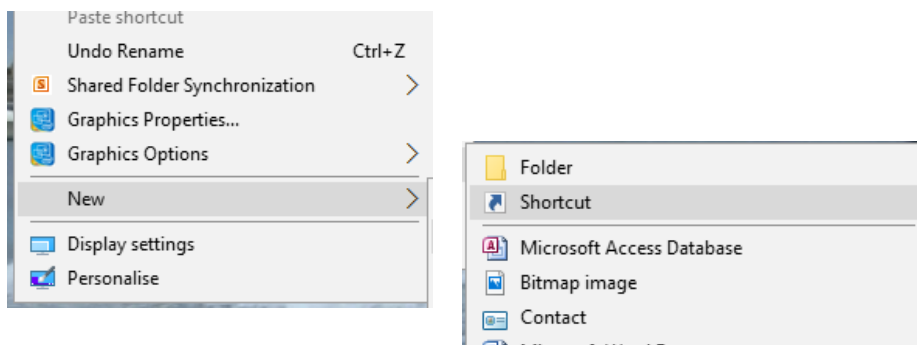
Copy and paste the text below into a shortcut.
https://assessments.cem.org/cabt/GetSessionID.aspx?reg

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 shortcut
Undo Rename   Ctrl+Z
[S] Shared Folder Synchronization   >
Graphics Properties...
Graphics Options   >
New   >
Display settings
Personalise

Folder
Shortcut
[A] Microsoft Access Database
Bitmap image
Contact

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

✕

← 🔲 Create Shortcut

What item would you like to create a shortcut for?

This wizard helps you to create shortcuts to local or network programs, files, folders, computers or Internet addresses.

Type the location of the item:

[   ] [Browse...]

Click Next to continue.

[Next] [Cancel]
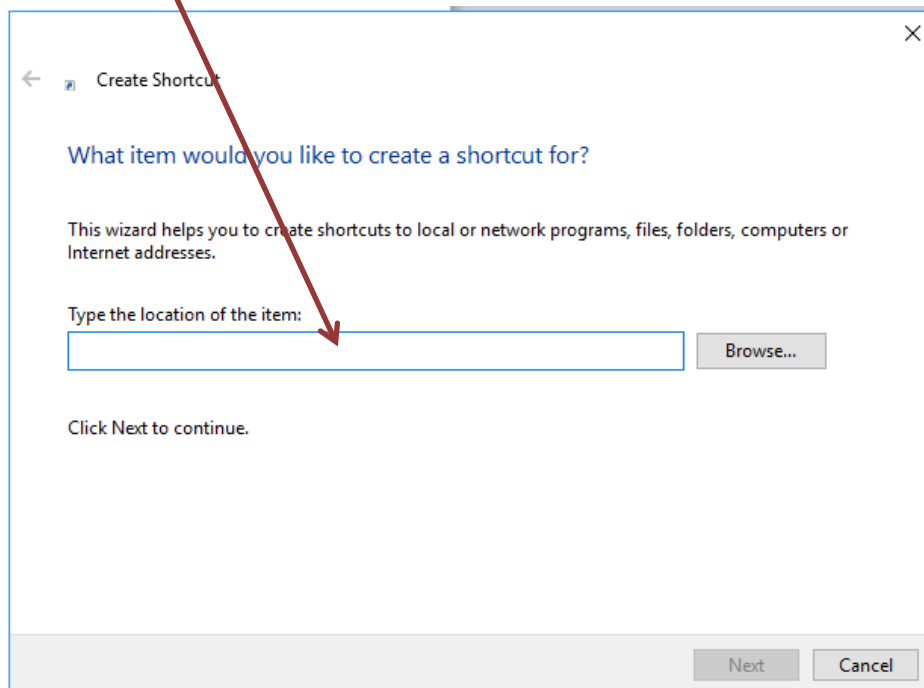
- **Rename** your assessment link (I have renamed my example test link to CABT 2021)
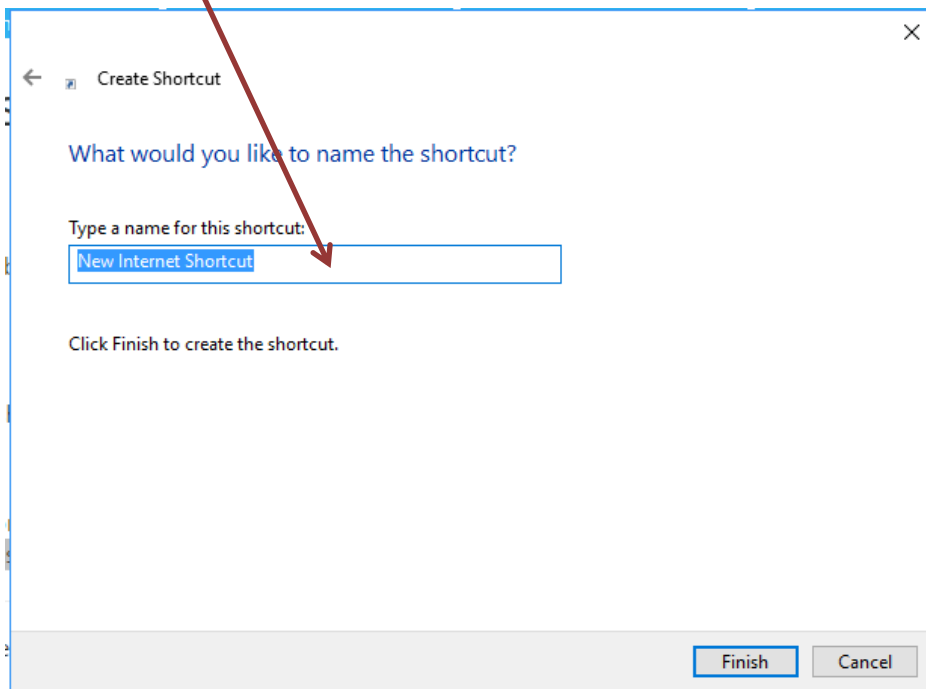
- My test link now looks like this on my computer desktop.

NOTE: the assessment link will be the same for all Pre and Post-16 CEM assessments your school may be taking.

The Passkey will determine the assessment a student is presented with, so it is very important that a student enters the correct cohort Passkey when they launch the assessment.

The Passkey is unique to the year group but is the same for each student in the cohort.

Testing students

When students come to take the assessment they will be required to do the following:

- The student will select the **Assessment link**
- They will enter the relevant Assessment **Passkey** (if your school are taking CEM Assessments with different cohorts make sure the <u>correct</u> cohort Passkey is used)
- The assessment will start
- If student details have been loaded prior to testing the student will **choose** their name from the displayed list
- The student will follow the **on-screen** instructions and **complete** the test
- When the assessment is completed the student will see an on-screen message to say the test has been **completed** and their results **returned to CEM**
- The internet browser can then be closed

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 student'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 Results* menu option from Assessment Centre. Simply click *Choose File* and browse to where your file is saved 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

STEP 6: 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 CABT 2020-2021

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

Export to Excel   Export to PDF

Forename	Surname	DOB	Year Group	Class Name	Assessment Status	Assessment Date
Completed						
Ray	Bullfinch	01/10/2008	Year 7	Aston	Completed	17/06/2020 12:57
James	Aragon	01/10/2003	Year 12	DB11	Completed	17/06/2020 13:45
Buffy	Bittern	01/10/2005	Year 10	Ferrari	Completed	17/06/2020 13:20