

## Quick Start Guide

# AfE InCAS

## WEB-ONLY TECHNICAL SET-UP INSTRUCTIONS

WEB  
ONLY

## Setting up the software

- Select 'carry out assessments' on Assessment Centre and click on the 'Web-Only' version option.
- Write down the Pass Key from the bottom of the page. This will be needed when children are sitting the assessment.

Pass Key:

- Create a shortcut to the assessment. This can be done in Windows by right clicking on the desktop, selecting New -> Shortcut, entering the URL provided on Assessment Centre then giving the shortcut a name. On a Mac you can copy the URL for the assessment and drag it to the desktop. We recommend naming the shortcut AfE\_InCAS\_2021\_22.
- NB: Shortcuts and pass keys update each year. Please ensure you download the version that corresponds with the correct testing year. Please also ensure that your assessment shortcut URL isn't shared outside of your school.

## Checking the assessments run for pupils

- Log on to a computer that the pupils will use for the assessments using a pupil's account. Load the assessment from the AfE\_InCAS\_2021\_22 shortcut and enter the school Pass Key.
- Enter a three letter pupil password to log on to one of the assessment sessions. This can be found on the Assessment Centre on the 'password lists' tab.
- If you have reached the pupil details page then the assessments are set up ready to use with the correct pupil permissions. You can now go back to the login screen and the pupils can begin their assessments.

## Returning data

- The assessment data will automatically be returned to CEM at the end of the assessments.
- If there is a loss of connection when trying to return 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.

## Additional Technical Information

It is important that the following web addresses are whitelisted or not blocked by firewall software.

<https://plus.cem.org> • <http://d246muznrwz7r9.cloudfront.net>

<https://primary.cemcentre.org> • <https://css.cemcentre.org/> • <https://assessments.cem.org>

<https://d3m7mkbasu2sda.cloudfront.net>

**We recommend using an up-to-date Chrome browser for assessments. Other supported browsers are Chromium and Safari.**