Quick Start Guide

BASE

NON-WEB TECHNICAL SET-UP INSTRUCTIONS

NON WEB

Setting up the software

- Create a folder on the school network server called 'BASE_2021_22'. This location should be accessible to the teachers carrying out the assessments. Note: the folder must be on a mapped drive (e.g. P:\ where P can be any letter) and must not be a UNC path (e.g. \\myserver). If the assessment will be running on a computer with no network connection then this folder should be located on the local computer.

- Select carry out assessments on Assessment Centre and click on the 'Non-Web' version option.

- Click 'Download Assessment'. This will download a zip file containing the assessment.

- Unzip the contents of the zip file into the 'BASE_2021_22' folder. On a Mac this will be a DMG file (not a zip): open the DMG and copy the contents into the BASE_2021_22 folder.

- Ensure staff members have 'Modify' level of permissions on the whole 'BASE_2021_22' folder and sub folders.

- Create a shortcut to 'Base_2022_0001.exe' somewhere teachers can access it from their accounts (e.g. on the Desktop).

- Create a shortcut to 'Base_Manager_2022_0001.exe' somewhere teachers can access it from their accounts.

- If the software was set up before the pupil details were entered, you will subsequently need to update pupil details.

Checking the assessments run for pupils

- Log on to a computer that the teacher will use for the assessments using a teacher's account.

- Load the assessment from the BASE_2021_22 shortcut and choose a pupil from the pupil list.

- If you have reached the pupil details page then the assessments are set up ready to use with the correct teacher permissions. You can now go back to the login screen and the teacher can begin the assessments.

Returning data

- Load the console from the BASE_2021_22 Manager shortcut and select the 'Return Data to CEM' option. Follow the instructions on the screen to return the data to CEM for processing.

If you have any questions please contact primary.support@cem.org or call 0191 925 0000