

Quick Start Guide

CABT

DUAL TECHNICAL SET-UP INSTRUCTIONS

DUAL

Setting up the software

- Create a folder on the school network server called 'CABT_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).
- Select 'carry out assessments' on Assessment Centre, take a note of the pass key for the year you plan to assess and click on the 'Dual' version option. 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.
- Click 'Download Assessment'. This will download a zip file containing the assessment.
- Unzip the contents of the zip file into the 'CABT_2021_22' folder. On a Mac this will usually automatically extract and can be copied into the folder.
- Ensure staff members have 'Modify' level of permissions on the whole 'CABT_2021_22' folder and sub folders.
- Create a shortcut to 'CABT_2022_0001.exe' somewhere candidates can access it from their accounts (e.g. on the Desktop). You may wish to rename this shortcut.
- Create a shortcut to 'CABT_EW_Manager_2022_0001.exe' somewhere co-ordinators can access it from their accounts (e.g. on the Desktop). You may wish to rename this shortcut.
- 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 candidate will use for the assessments using a candidate's account and load the assessment from the CABT 2021-22 shortcut, enter the pass key for the year you wish to assess and choose a candidate from the list. If no candidates have been loaded prior to assessing, then you will be prompted to add a candidate.
- If you have reached the candidate details page then the assessments are set up ready to use with the correct permissions. You can now go back to the login screen and the candidates can begin the assessments.

continued overleaf >>>

Returning data

- The assessment data will automatically be returned to CEM at the end of the assessments.
- If there is a loss of internet connection when trying to return data, an error message is displayed at the end of the assessment and a file is saved locally to the machine in which the assessment took place. Instructions on how to upload the file can be found through your secure site.

Additional Technical Information

This version of the eAssessment software calls web services on the CEM web server to authenticate the registration and to return results data automatically back to CEM.

When connections to the web from a school or consortium go via a proxy server, this may stop the software being able to reach the web. There may also be issues with firewalls or content filtering software stopping the eAssessment software connecting successfully to the web.

This section contains information that can be used by schools or consortia to make changes to their proxy servers, firewalls or content filtering software to allow the Dual version of the CEM eAssessment software to connect to the web and run successfully. It does not go into detail about how to configure proxy servers, firewalls or content filtering software as there are many different types of this software available.

1. Access to website: assessment.cem.org* (<https://assessment.cem.org>*)
2. Access across ports 80 and 443
3. The assessment applications need to be allowed to access the web. This year they are:

`CABT_EW_2022_0001.exe`

`CABT_EW_Manager_2022_0001.exe`

4. Changes may be required to proxy server settings. In Windows these can be found from Control Panel: Internet Options - Connections – LAN settings – Proxy server – Advanced

The above can be used to add exceptions for addresses that will not use the proxy server. If a school or consortium wishes to bypass their proxy server when accessing our website and services, assessment.cem.org* can be added as an exception.

5. Changes to content filtering software may be required to allow the locally run assessment software to connect to the web. The relevant details required for the connection should be in the details above.
6. Changes to firewall software may be required to allow the locally run assessment software to connect to the web. The relevant details required for the connection should be in the details above.

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

<https://plus.cem.org>

<http://assessment.cem.org>

<https://primary.cemcentre.org>

<https://css.cemcentre.org/>