

Quick Start Guide

CABT

NON-WEB TECHNICAL SET-UP INSTRUCTIONS

**NON
WEB**

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). 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, take a note of the pass key for the year you plan to assess and click on the 'Non-Web' 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_EW_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.
- If the software was set up before the candidate details were entered, you will subsequently need to update pupil details.

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 teacher permissions. You can now go back to the login screen and the candidate can begin the assessments.

Returning data

- Load the console from the CABT_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.