

## Quick Start Guide

# InCAS

## DUAL TECHNICAL SET-UP INSTRUCTIONS

# DUAL

### Setting up the software

- Create a folder on the school network server called 'INCAS\_2021\_22'. This location should be accessible to the pupils doing 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 and click on the 'Dual' version option.
- Click 'Download Assessment'. This will download a zip file containing the assessment.
- Unzip the contents of the zip file into the 'INCAS\_2021\_22' folder. On a Mac this will be a DMG file (not a zip): open the DMG and copy the contents into the INCAS\_2021\_22 folder.
- Ensure that pupils have 'Modify' permissions on the INCAS\_2021\_22\Saves folder. Ensure staff members have 'Modify' level of permissions on the whole 'INCAS\_2021\_22' folder and sub folders.
- Create a shortcut to 'InCAS\_EW\_2022\_0001' somewhere pupils can access it from their accounts (e.g. on the Desktop).
- Create a shortcut to 'InCAS\_EW\_Manager\_2022\_0001' somewhere teachers can access it from their accounts (e.g. on the Desktop).
- 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 INCAS\_2021\_22 shortcut.
- 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.

*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. An FAQ for returning data in this case can be found on your secure site under Help -> Frequently Asked Questions.

## 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)\* (<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:  
InCAS\_EW\_2022\_0001.exe  
InCAS\_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](https://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/>