



CAMBRIDGE

How to set-up your Post-16 Cambridge Insight Assessments

(WEB Only Version)

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This document will provide guidance to successfully set-up and administer your post-16 Cambridge Insight Assessments.

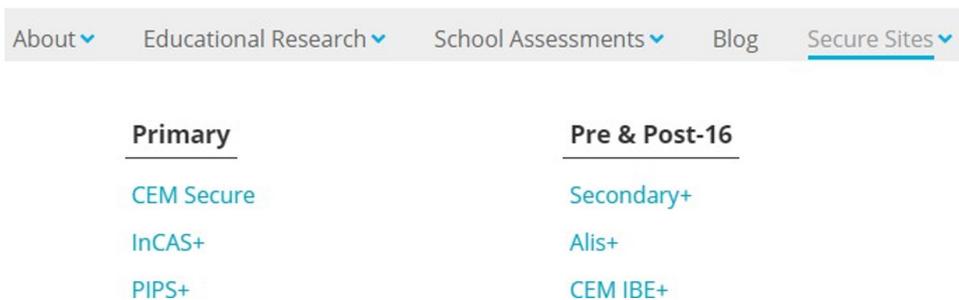
We will cover:

- Logging into the Alis/IBE+ Secure website
- Uploading student details
- Edit a student record/ Assign extra time to a student
- Find your cohort assessment Passkey
- Creating your Assessment shortcut
- Checking who has been tested

Logging into the secure website

You will have received your unique username and password for the **Alis/Cambridge Insight IBE+** website. The Secure site is where schools access their Cambridge Insight assessments (and also find their feedback reports).

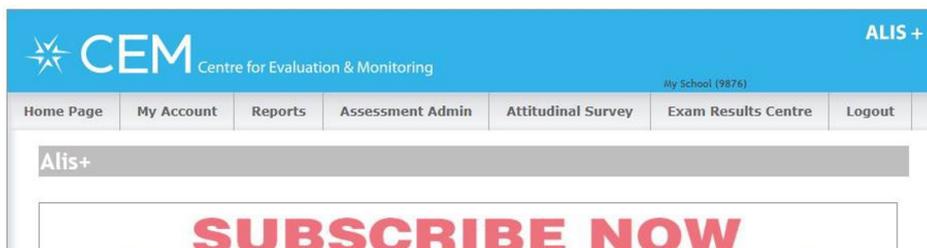
From the Cambridge Insight website (www.cambridge.org/insight) and from the **Secure Sites** menu option select either **Alis+** or **Cambridge Insight IBE+**.



- Enter your school **Username** and **Password** into the relevant text boxes.

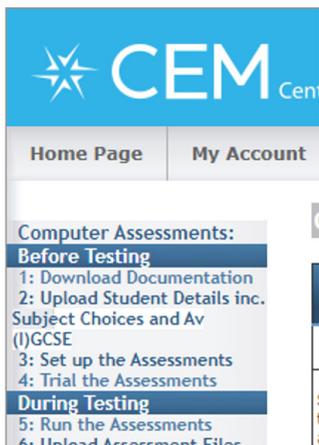
The image shows a login form with the following fields: a 'User Name' text box, a 'Password' text box, and a 'Log in' button.

This is the **Alis/ Cambridge Insight IBE+ Secure website** for a school.



- From the displayed menu choose Assessment Admin.

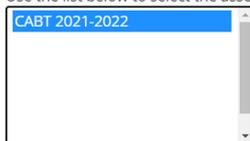
You will see new menu options on the left hand side of the screen, as shown below:



- Select an option from the **Before testing** menu, in the example above we have chosen option 2 **Upload Student Details**.
- **Highlight** the most recent academic year from the options displayed and click **OK**.

Select Assessment

Use the list below to select the assessment that you would like to view.



OK

This is the **Assessment Centre** where you will be able to do everything needed to successfully administer your assessments.



Upload student details

You can upload a list of the students who will be taking the Cambridge Insight Assessment. This enables a student to choose their own name from a list when the assessment is launched.

- Choose the **Import** option from **Assessment Centre** and then **Select** the year group your details list relates to and click **OK**.

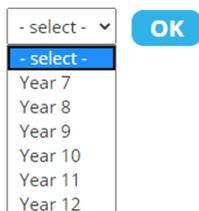


SELECT YEAR GROUP

This facility allows you to upload your candidate details into our

Please complete this upload at least 24 hours before you intend

Select the year group that the CSV File applies to:



The details that your file can include are detailed in the table displayed on the resulting page, shown below.

Column Header	Description
* Surname	The surname by which the candidate is usually known
* First name	The first name by which the candidate is usually known
* Gender	M for male candidates or F for female candidates
* DOB	dd/mm/yyyy
Class	The class name can be up to 25 characters
Extra Time	Whether the candidate should have extra time for the test
UPN/student code	UPN (Unique Pupil Number)
MISID	Management Information System identifier
ULN	Unique Learner Number
UCI	Unique Candidate Identifier
Postcode	Postcode
Ethnicity	Ethnicity
Average GCSE Score 0-9 Scale	Average point score from GCSE using the 9-1 scale
Average GCSE score 0-58 scale	Average GCSE Score 0-58 scale
Attainment 8 for this student	Attainment 8 for this student

You can include subject choices in your post-16 student details file. **It is worth remembering that this information is essential in order to receive individual student subject predictions and chances graphs.** This information can be added and amended manually after testing has been completed but, to save time later, try and include as much information as possible at this stage.

Subject choices can be included as column headers or in-line text, an example of each option is given below:

Subject choices as column headers:

P	Q	R	S	T	U	V
A2;Art	A2;Drama	A2;English	A2;Maths	A2;Geography	IBH;History	A2;History
y		y		y	y	
y		y	y			y
	y	y	y			
	y			y		y
	y			y		

Subject choices as in-line text:

I	J	K	L	M	N
Subject1	Subject2	Subject3	Subject4	Subject5	Subject6
A2;Art	A2;English Lang	A2;Maths	AS;Maths	AS;English	IBH;French A
A2;Art	A2;English Lang	A2;Maths	A2;D&T Food	AS;Maths	IBH;French A
A2;English Lang	IBH;French A	A2;History			
IBH;French A	IBH;History	IBH;Geography			

When you have created your file (using Excel and saving as a csv file) you can browse to where your file is saved by selecting **Choose file**.

Import Candidate Details for Year 12 CABT

The following steps enable you to import your candidate details, average GCSEs* and subject choices before running the assessment.

*From 2017, the 9-1 scale will apply to all GCSEs for schools in England and Northern Ireland

[Help and blank template](#)

a. Select the file using the button below

No file chosen

b. Does the file contain column headers?

Yes No

Choose a file format

- No subject data
- Contains qualification name and subject name as header Example file
- Contains qualification name and subject name as inline text Example file

What is the divider between qualification and subject?

;

Do you want predictions to AS for your A2 subjects?

Yes No

Click to upload the file

- You will then have the option to match the **headers** in your file with the **Cambridge Insight Headers**. If your file headers are the same as the **Cambridge Insight Headers** then they should automatically match.

Import Candidate Details for Year 12 CABT

The following steps enable you to import your candidate details ready to run the assessment software. The left hand column in the table below shows the column headers from your file. The columns are shown as Column_0 if no headings were provided.
a. Please select the descriptions which best match the content of your file using each drop down list in the right hand column.
 Columns left as 'ignore' will not be loaded into our system. Surname, Forename, Sex and Date of Birth must be included.
 Note: If your subject data is showing as 'ignore' then you may have selected the 'No subject data' option or used the wrong delimiter on the previous page.

Header in the file	CEM Header
Surname	Surname
Firstname	First name
Sex	Gender
DOB	DOB
Class	Class
ExtraTime	Extra Time
Postcode	Postcode
AverageGCSEScore0-9Scale	Average GCSE Score 0-9 Scale
Subject1	Subject Choice
Subject2	Subject Choice
Subject3	Subject Choice

- If any columns do not automatically match you can manually match by clicking the down arrow in each header box and make your match selection from the options available (shown below):

CEM Header

Surname ▾

Ignore

Subject Choice

Surname

First name

Gender

DOB

Class

Extra Time

UPN/student code

MISID

ULN

UCI

Postcode

Ethnicity

Average GCSE Score 0-9 Scale

Average GCSE score 0-58 scale

Attainment 8 for this student

This example file has subject choices as column headers.

A2;Mathematics	Subject Choice ▾
A2;EnglishLanguage	Subject Choice ▾
IBH;French	Subject Choice ▾
IBH;Geography	Subject Choice ▾

Here is a sample from **your** file to help you choose the appropriate headers above.

Surname	Forename	Gender	DOB	Class	ExtraTime	A2;Mathem...	A2;EnglishL...	IBH;French	IBH;Geogra...
Aragon	James	M	01/10/2003	DB11	N	Y	Y	Y	Y
Boleyn	Clarissa	F	02/11/2003	DB11	N	Y	Y		

We are now asked to confirm the qualifications our data relates to. If the match automatically made is incorrect click on the down arrow and choose from the other possible qualifications. Click Ok when ready.

MAP QUALIFICATIONS

Map qualifications in your file with the recognized qualifications from CEM. Qualifications left as 'ignore' will not be loaded into our system.

Qualifications in the file	CEM recognized qualifications
A2	A LEVEL ▾
IBH	IB HIGHER ▾

OK

You will then be asked to map the subjects contained in your file.

MAP SUBJECTS

Map subjects in your file with the recognized subjects from CEM. Subjects left as 'ignore' will not be loaded into our system.

Subjects in the file

A2;Mathematics	A LEVEL
A2;EnglishLanguage	A LEVEL
IBH;French	IB HIGHER
IBH;Geography	IB HIGHER

CEM recognized Subjects

MATHEMATICS

ENGLISH LANGUAGE

FRENCH_A

GEOGRAPHY

OK

If any subjects do not automatically match click in the **down arrow** and manually match your subjects.

ENGLISH LANGUAGE

DRAMA & THEATRE STUDIES

DT FOOD TECHNOLOGY

DT PRODUCT DESIGN

DT PRODUCT DESIGN (3D)

DT PRODUCT DESIGN (GRAPHICS)

DT PRODUCT DESIGN (RM)

DT PRODUCT DESIGN (TEXTILES)

DT SYSTEMS & CONTROL

DUTCH

ECONOMICS

ECONOMICS & BUSINESS

ENG LANG & LIT

ENGINEERING

ENGLISH LANGUAGE

ENGLISH LITERATURE

ENVIRONMENTAL STUDIES

A final review before the details are loaded.

- Once all matches have been made you have the chance to review what is going to be loaded. Click **Next** if you are happy to load.

Import Candidate Details for Year 12 CABT

The following steps enable you to import your candidate details ready to run the assessment software.

Edit

Show All

edit	Surname	First name	DOB	Gender	Class
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	Aragon	James	01/10/2003	M	DB11
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	Boleyn	Clarissa	02/11/2003	F	DB11
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	Catesby	Elon	11/12/2003	M	DB11

NEXT

- Your details are now loaded!

NOTE: if you want to see what the assessment looks like then you can complete a test by creating an additional student record with a TEST forename and TEST surname. This will enable a test to be taken that will not then appear in your genuine assessment results feedback.

Editing a Candidate

Once you have loaded your student details, you can edit them by selecting **Candidate Editor**, then choose the required student record and click **Edit**.

You can also create a new student or class by selecting **New**, or **Move** a student into a different year group or class, and also **Delete** a student record.



Candidate Editor for CABT

On this page you can add and edit candidate details. Use the filters to specify the year group you wish to view.

Filters Year
Year 12

NEW **EDIT** **MOVE** **DELETE**

To sort data by Surname, First name, Gender, Class Name, Year Group or UPN click on column heading. For filters click on the icon.

edit	Surname	First name	Gender	Date Of Birth	Class Name	Year Group	UPN
<input type="checkbox"/>	Boleyn	Clarissa	F	02/11/2003	DB11	Year 12	
<input checked="" type="checkbox"/>	Catesby	Elon	M	11/12/2003	DB11	Year 12	

- If you need to edit a student record, highlight the student and click **Edit**.
- You will see this form. If you have any students who need the extra time version of the assessment click in the down arrow in the **Extra Time** field and change **No** to **Yes**.

Edit Candidate

First Name *

Surname *

Date of Birth * (dd/mm/yyyy)

Gender * Male Female

Year group *

Extra Time

UPN

- Scroll down the edit candidate form to see the subjects currently assigned to this student.

Average GCSE (0-58)

Subject Choices

A LEVEL - MATHEMATICS	remove
A LEVEL - ENGLISH LANGUAGE	remove

* Required

SAVE **CANCEL**

- Additional subjects can be assigned to this student by clicking Add New Subject and choose the correct qualification and subject from the resulting options. Click Save to add the new subject to the other subjects for the student.

- If a student is no longer taking an assigned subject it can be removed by clicking **remove** .
- When all changes have been made, click **Save**.

Access the Assessment Shortcut and Assessment Passkey

To complete the assessments you will need to access the **Assessment shortcut** and **Passkey**.

- Select the **Carry out Assessments** menu option.
- When selected you will see a similar screenshot to the one shown below.



Carry Out Assessments for CABT

You have purchased a baseline test, which you can use to assess each child once. This baseline test is not designed to be used as a progress measure over time. Please note: For MidYIS/Yellis, testing a child more than once will not overwrite their original test result. In exceptional circumstances such as when a test has to be abandoned schools may contact us at secondary.support@cem.org to have a resit processed

PASS KEY FOR ASSESSMENT

For security reasons a pass key is required to access your assessment and these are listed below. These can be enabled or disabled for each individual year group using the check boxes below.

Assessment	Key	Enabled
CABT 2021 Year 7	LJ	<input checked="" type="checkbox"/>
CABT 2021 Year 8	LK	<input checked="" type="checkbox"/>
CABT 2021 Year 9	LL	<input checked="" type="checkbox"/>
CABT 2021 Year 10	LM	<input checked="" type="checkbox"/>
CABT 2021 Year 11	LN	<input checked="" type="checkbox"/>
CABT 2021 Year 12	LP	<input checked="" type="checkbox"/>

This web address and pass key combination is unique to your school. Please treat these details as confidential and do not make them available to those outside of your school.

- The Passkey for each assessment cohort you have opted to take will be displayed in the **Key** column. **Remember the passkey is unique to your school but is the same for each student in the cohort.**

Choose the version of the assessment you will be taking

There are 3 versions of the assessment:

- Non-Web Version
- Dual Version
- Web-Only Version

In this guide we will show the **Web-Only-Version** process.

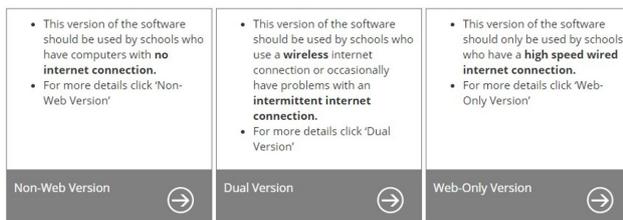
- Click on the **arrow** in the Web-Only box.

RETAKE AN ASSESSMENT

The software can allow or disallow a candidate to retake an already completed assessment. This can be enabled or disabled using the check box below. This will apply to all candidates using the assessment.

Candidates can retake an assessment

Please select the assessment software you would like to download.



CEM Software Licensing
CEM Font Licensing

You will be taken to the Web delivered page.

- You can **Click here** to download the assessment shortcut.

WEB-ONLY VERSION

This version of the software should only be used by schools who have a high speed wired internet connection.

ASSESSMENT SHORTCUT

[Click here](#) to download the assessment shortcut.

Or

Copy and paste the text below into a shortcut.

<https://assessments.cem.org/cabt/GetSessionID.aspx?reg>

For security reasons a pass key is required to access your assessment. The pass key can be found on the 'carry out assessments' page.

- The **shortcut** will appear in the bottom left corner of your Chrome browser. This can then be saved somewhere on your school system, in a location where the students can access it.



You can also create a desktop shortcut this way:

- **Highlight** the shortcut text displayed beneath the **Click Here** link and **Copy**.

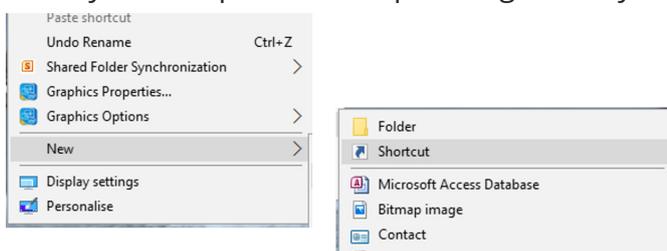
[Click here](#) to download the assessment shortcut.

Or

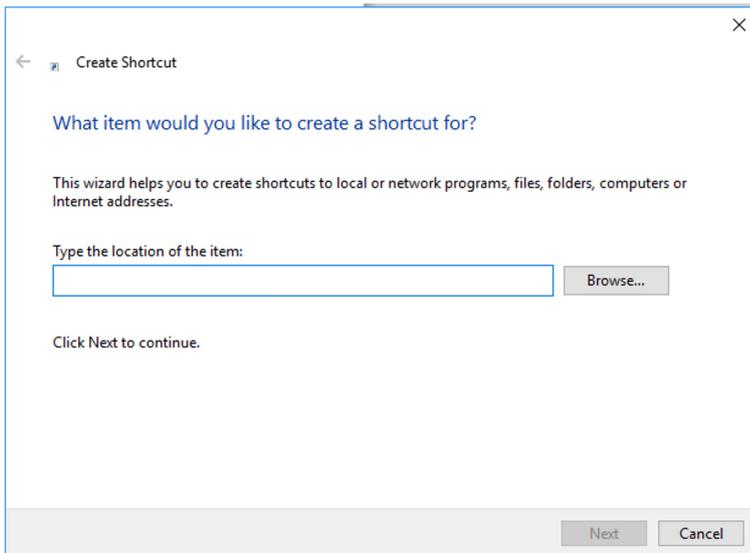
Copy and paste the text below into a shortcut.

<https://assessments.cem.org/cabt/GetSessionID.aspx?reg>

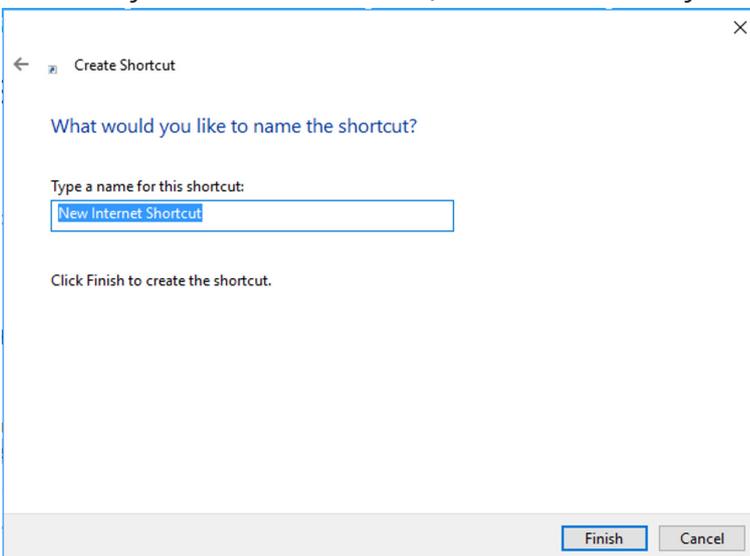
- Go to your computer desktop and right click your mouse and select **New** then **Shortcut**.



- **Paste** the copied shortcut text into the location text box



- **Rename** your assessment link (I have renamed my example test link to CABT 2022)



- My test link now looks like this on my computer desktop.



NOTE: the assessment link will be the same for all Pre and Post-16 Cambridge Insight assessments your school may be taking.

The Passkey will determine the assessment a student is presented with, so it is very important that a student enters the correct cohort Passkey when they launch the assessment.

The Passkey is unique to the year group but is the same for each student in the cohort.

Testing students

When students come to take the assessment they will be required to do the following:

- The student will select the **Assessment link**
- They will enter the relevant Assessment **Passkey** (if your school are taking Cambridge Insight Assessments with different cohorts make sure the correct cohort Passkey is used)
- The assessment will start
- If student details have been loaded prior to testing the student will **choose** their name from the displayed list. If their name is not displayed then they can click **'Add Name'**
- The student will follow the **on-screen** instructions and **complete** the test
- When the assessment is completed the student will see an on-screen message to say the test has been **completed** and their results **returned to Cambridge Insight**
- The internet browser can then be closed

What if something goes wrong?

Using the fully online version there is always the risk that an internet connection may be broken. This may result in the automatic transfer of a student's test responses file being unable to be transferred to Cambridge Insight when the test is completed.

If this happens a message will be displayed on screen to say that the transfer of the completed assessment file has failed.

Don't worry the results can be returned to us manually.

You will be prompted to save the results file somewhere on your computer. We would recommend saving the file to your computer desktop or documents folder, and rename it as the name of the student.

This can then be returned using the **Return Results** menu option from Assessment Centre. Simply click **Choose File** and browse to where your file is saved and click **Upload**.



Return Results

This page should be used to return your assessment data for the Non-Web Version of the assessment software or where the web connection failed during automatic return of data (Instructions on how to create the file for upload can be found in the FAQ section).

No file chosen

Checking who has been tested

By selecting the **Status Reports** menu option in Assessment Centre you can see who has completed the assessment and who is still to be tested, example shown below:



Status Report for CABT

This page shows a summary of the status of your assessments.

Forename	Surname	DOB	Year Group	Class Name	Assessment Status	Assessment Date
Completed						
Ray	Bullfinch	01/10/2008	Year 7	Aston	Completed	17/06/2020 12:57
James	Aragon	01/10/2003	Year 12	DB11	Completed	17/06/2020 13:45
Buffy	Bittern	01/10/2005	Year 10	Ferrari	Completed	17/06/2020 13:20