

# How to set-up your BASE CEM Assessments (WEB Only Version)

This document will provide guidance to successfully set-up and administer your BASE CEM Assessments.

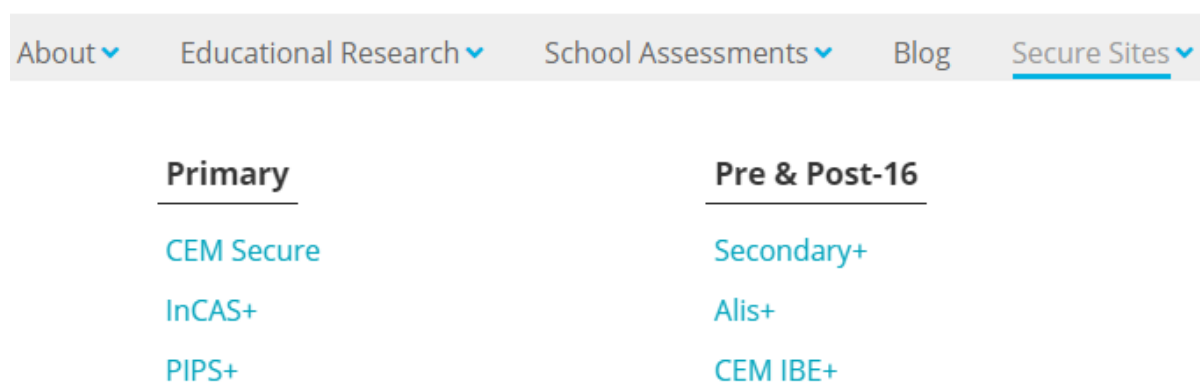
## We will cover:

- Logging into the CEM Secure website
- Uploading Pupil details
- Edit a pupil record
- Find your BASE assessment Passkey
- Creating your BASE assessment shortcut
- Checking who has been tested

## Logging into the CEM secure website

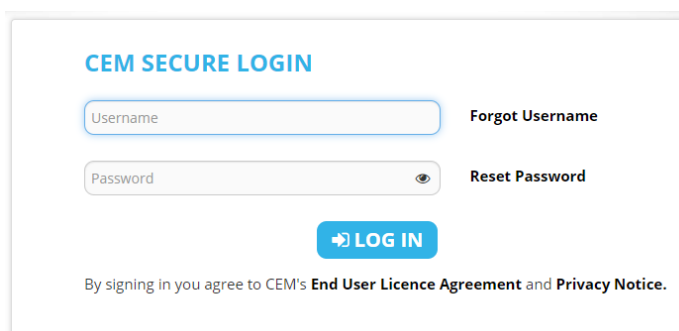
When you purchased the CEM BASE assessment you will have created your CEM Secure account. The CEM Secure website site is where schools purchase the assessments they require and it is also where they access their CEM assessments (and also find their feedback reports once assessments have been completed).

From the CEM website ([www.cem.org](http://www.cem.org)) and from the **Secure Sites** menu option select **CEM Secure**.



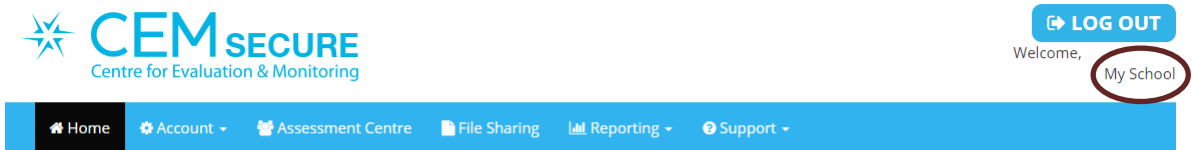
The screenshot shows the navigation menu of the CEM website. The 'Secure Sites' menu is expanded, showing two columns of options. The left column is titled 'Primary' and includes 'CEM Secure', 'InCAS+', and 'PIPS+'. The right column is titled 'Pre & Post-16' and includes 'Secondary+', 'Alis+', and 'CEM IBE+'.

- Enter your school CEM Secure **Username** and **Password** into the relevant text boxes and click **Log In**.



The screenshot shows the CEM Secure Login form. It has a title 'CEM SECURE LOGIN'. There are two input fields: 'Username' and 'Password'. To the right of the 'Username' field is a link 'Forgot Username'. To the right of the 'Password' field is a link 'Reset Password'. Below the input fields is a blue button with a right-pointing arrow and the text 'LOG IN'. At the bottom of the form, there is a line of text: 'By signing in you agree to CEM's **End User Licence Agreement** and **Privacy Notice**.'

This is the **CEM Secure** website for a school. (This guide uses an **example** school)



Hello

## Welcome to CEM Secure

What would you like to do?

- [Manage my account](#)
- [Manage my subscriptions](#)
- [Visit the Support Centre](#)

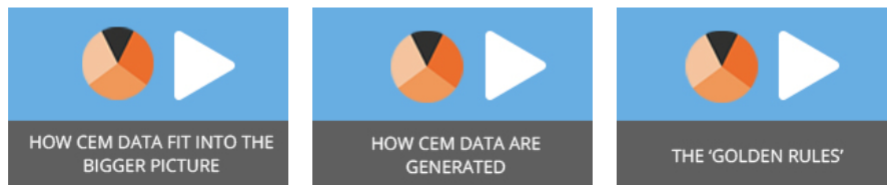
### Getting started with your assessments

Use the **Assessment Centre** to upload and manage pupil data, and access your assessment

Choose **Reporting** to generate reports or view feedback

### WANT TO GET MORE FROM YOUR CEM ASSESSMENTS?

Our approved training providers, Evidence Based Education, have produced a series of videos to help you understand more about your CEM data and how it can help.



- From the main menu choose **Assessment Centre**
- Choose the BASE Reception option and click **OK**.

## Select Assessment

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

**OK**

This is the **BASE Assessment Centre**.



## Welcome to the Assessment Centre

Please select the appropriate tab above.

**FIND OUT**  
**HOW OTHER SCHOOLS**  
**ARE USING OUR**  
**ASSESSMENTS**

[Read more](#)

Opens in new window



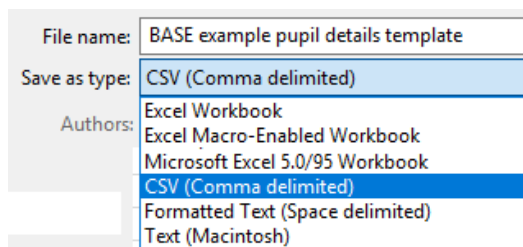
## Upload pupil details

It is a good idea to upload a pupil details file prior to using the BASE assessment. It is not an essential requirement but it will save a bit of time when you come to use the tests with your pupils.

Your file can be created using Microsoft Excel. It will need to include some of the following information (a \* indicates a required field):

Column Header	Description
* First name	The first name by which the pupil is usually known
* Surname	The surname by which the pupil is usually known
* Date Of Birth	dd/mm/yyyy
* Gender	M for male pupils or F for female pupils
* Class	The class name can be up to 25 characters
* Year Group	0,R
UPN/student code	UPN (Unique Pupil Number)
PostCode	Postcode
Ethnicity	Ethnicity
* Date of entry	Date of entry
English as an Additional Language	English as an Additional Language
Free School Meals	Is the pupil entitled to Free School Meals?
Pupil Premium	Pupil allocated Pupil Premium?
Looked After Child	Are they in state care?
SEN	Does the child have special educational needs?
SEN Type	SEN Type
Born in UK	Was the pupil born in the UK?
Nursery (t)	Number of terms in Nursery

Create your details file in Microsoft Excel and save it as a **csv** file:



- Choose the **Import** option from **Assessment Centre**. Click **Choose File** and browse to where you have saved your details file, if your file does not have a header row change **Yes** to **No**, and then click **Upload**.



## Import Pupil Details for BASE Reception

**Download a report definition to use your school data from SIMS**

\* Please note - the report definition cannot be opened and will only work when imported to SIMS.

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

a. **select the file using the button below**

**Choose file** | No file chosen

b. **Does the file contain column headers?**

Yes  No

c. **Click to upload the file**

**UPLOAD**

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

## Import Pupil Details for BASE Reception

The following steps enable you to import your pupil 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.**

**Header in the file**

**CEM Header**

Surname	Surname
Forename	First name
Gender	Gender
DOB	Date Of Birth
Class	Class
Grade	Year Group
Dateofentry	Date of entry

- 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

**Surname**

UPN/student code

PostCode

Ethnicity

English as an Additional Language

Free School Meals

Pupil Premium

Looked After Child

SEN

SEN Type

Born in UK









Nursery (t)

- 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 Pupil Details for BASE Reception

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

Show All ▾

First name	Surname	Date Of Birth	Gender	Class	Year Group	Date of entry	edit
Beth	Berwick	02/10/2015	F	Giraffe	0	01/09/2019	 Edit  Delete
Evie	Edinburgh	03/10/2015	F	Giraffe	0	01/09/2019	 Edit  Delete
Gordon	Glasgow	04/11/2015	M	Giraffe	0	01/09/2019	 Edit  Delete
Ian	Inverness	03/11/2015	M	Giraffe	0	01/09/2019	 Edit  Delete

**NEXT**

- Your details are now loaded!!

## Editing a Pupil

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

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

- If you need to edit a pupil record, highlight the pupil and click **Edit**.



## Manage Pupil Details for BASE Reception

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



Filters Year:  Class:

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

edit	First name	Surname	Gender	Date Of Birth	Class	Year Group	UPN/studen...
<input checked="" type="checkbox"/> <b>Edit</b>	Beth	Berwick	F	02/10/2015	Giraffe	Year 0	
<input type="checkbox"/> <b>Edit</b>	Evie	Edinburgh	F	03/10/2015	Giraffe	Year 0	

- Make the required changes in the resulting form.

## Edit Pupil

Forename *	<input type="text" value="Beth"/>
Surname *	<input type="text" value="Berwick"/>
DOB * (dd/mm/yyyy)	<input type="text" value="02/10/2015"/> 
Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female
Class Name *	<input type="text" value="Giraffe"/>
Year Group *	<input type="text" value="Year 0"/>
UPN/student code	<input type="text"/>
PostCode	<input type="text"/>
Ethnicity	<input type="text" value="- not specified -"/>
Date Of Entry * (dd/mm/yyyy)	<input type="text" value="01/09/2019"/> 
English as an Additional Language	<input type="text" value="- not specified -"/>
Free School Meals	<input type="text" value="- not specified -"/>
Pupil Premium	<input type="text" value="- not specified -"/>
Looked After Child	<input type="text" value="- not specified -"/>
SEN	<input type="text" value="- not specified -"/>
SEN Type	<input type="text" value="- not specified -"/>
Born in UK	<input type="text" value="- not specified -"/>

- When all changes have been made, click **'Save'**.

SEN Type	<input type="text" value="- not specified -"/>
Born in UK	<input type="text" value="- not specified -"/>
Nursery (t)	<input type="text" value="- not specified -"/>

\* Required

SAVE

CANCEL

## Access the BASE 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.



## Carry Out Assessments for BASE Reception

Please select the assessment software you would like to download.

<ul style="list-style-type: none"><li>• This version of the software should be used by schools who have computers with <b>no internet connection</b>.</li><li>• For more details click 'Non-Web Version'</li></ul>	<ul style="list-style-type: none"><li>• This version of the software should be used by schools who use a <b>wireless</b> internet connection or occasionally have problems with an <b>intermittent internet connection</b>.</li><li>• For more details click 'Dual Version'</li></ul>	<ul style="list-style-type: none"><li>• This version of the software should only be used by schools who have a <b>high speed wired internet connection</b>.</li><li>• For more details click 'Web-Only Version'</li></ul>
Non-Web Version 	Dual Version 	Web-Only Version 

## 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.


You will be taken to the Web delivered page.



## Web Delivered Assessment for BASE Reception

### WEB-ONLY VERSION

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

 [Technical Installation Guide](#)

### ASSESSMENT SHORTCUT

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

Or

Copy and paste the text below into a shortcut.

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


### PASS KEY FOR ASSESSMENT

For security reasons to access your assessment over the web using a browser, you will have to enter a pass key. For your assessment these are listed below.

Assessment	Key
BASE :	XZ£

- You can **'Click here'** to download the assessment shortcut.
- The Passkey for your BASE assessments will be displayed in the **Key** column. **Remember the BASE passkey is unique to your school but you will use the same passkey for each pupil you test.**
- 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 you can access it.

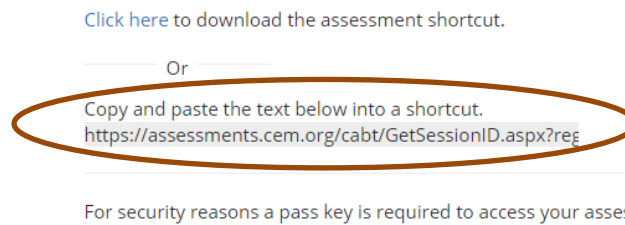


 Link (10).html

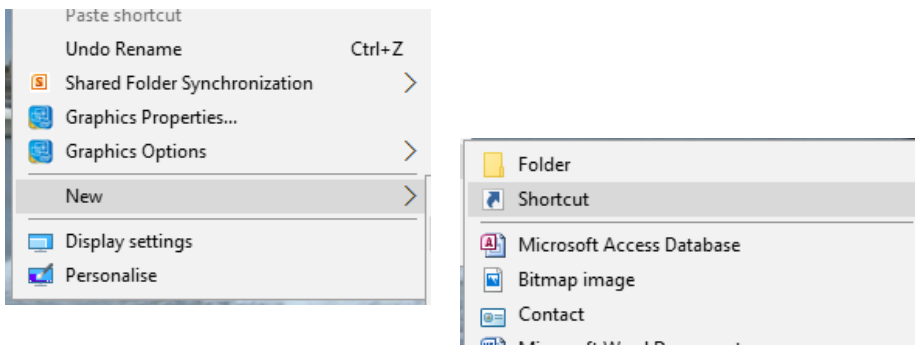


## You can also create a desktop shortcut this way:

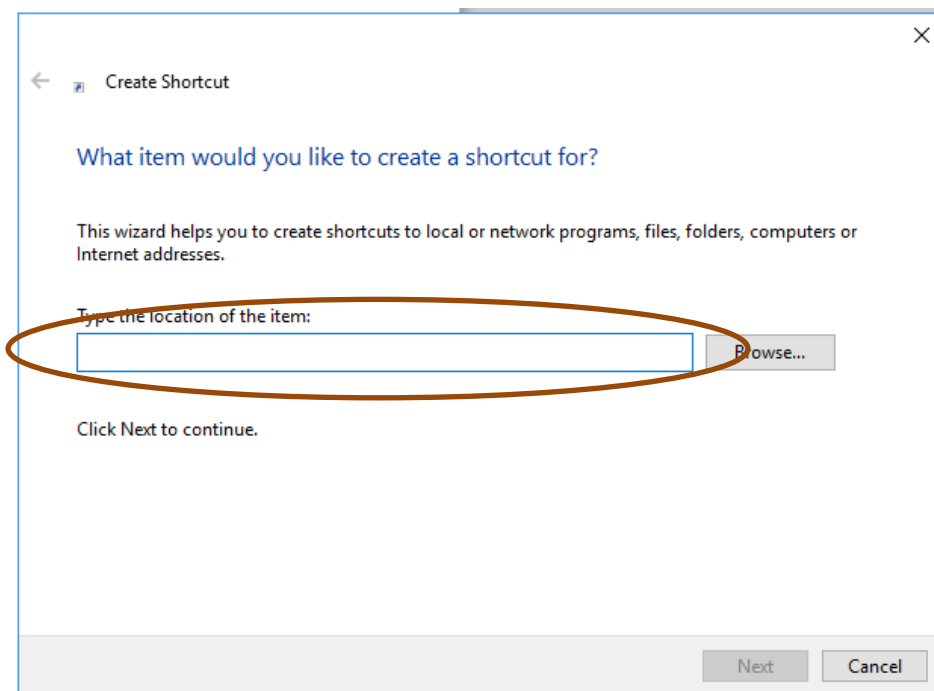
- **Highlight** the shortcut text displayed beneath the **Click Here** link and **'Copy'**.



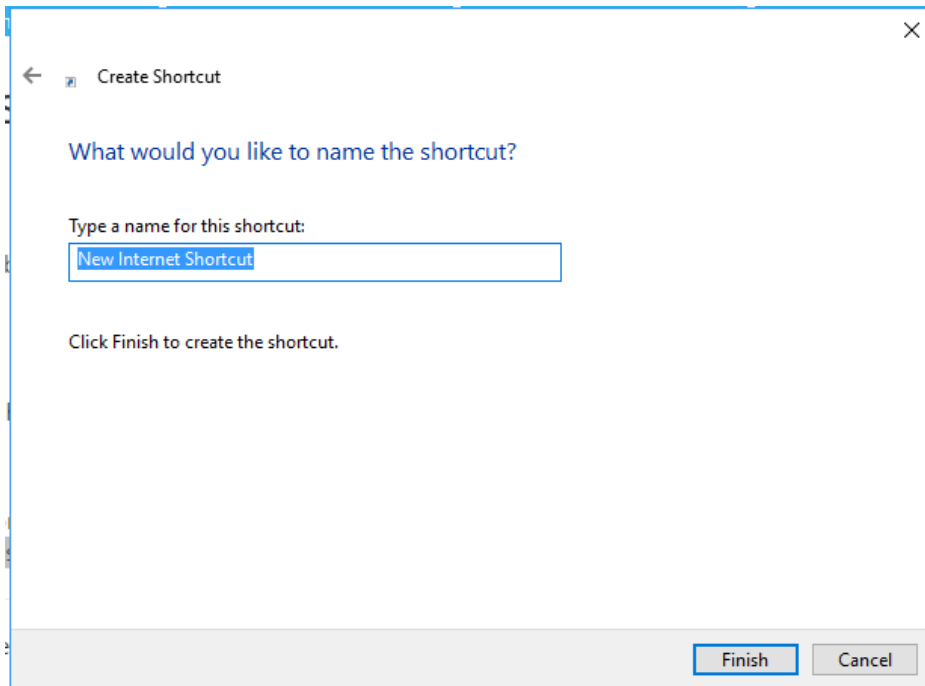
- Go to your computer desktop and right click your mouse and select **'New'** then **'Shortcut.'**



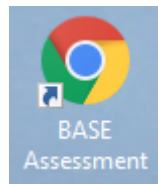
- **Paste** the copied shortcut text into the location text box



- **Rename** your assessment link (I have renamed my example test link **BASE Assessment**)



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



**NOTE: the assessment link will be the same for all the BASE CEM assessments your school will be taking.**

**The Passkey is unique to your school and is the same for each pupil in your school who you will test using the BASE assessment.**

## Testing your pupils

BASE is taken one on one with the pupil. When you are ready to test you will be required to do the following:

- The teacher or teaching assistant will select the **BASE Assessment link**
- They will enter the BASE school Assessment **Passkey**
- They will choose the name of the pupil they are about to test
- They will set the computer volume to the required level (remember there is sound with the BASE test)
- The assessment will start
- The pupils will either point to where they think an answer is or answer verbally
- The teacher will indicate whether a question has been answered correctly or incorrectly
- When the test is finished the on screen character Milly will tell you the test is finished
- You can test another pupil or close the internet browser

## 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 pupil's test responses file being unable to be transferred to CEM 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 pupil.

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).

Choose file No file chosen

UPLOAD

## 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 BASE Reception

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

Filters

Year:  Phase:



Forename	Surname	DOB	Main Assessm...	Attitudes	PSED	Communication
<b>Year 0 Giraffe</b>						
Beth	Berwick	02/10/2015	Pending		Pending	Pending
Evie	Edinburgh	03/10/2015	Pending		Pending	Pending

The BASE pupils are displayed and the status of each test.

- **Pending** – the module has not yet been taken
- **Completed** – the module has been successfully completed
- **In-Progress** – the module has been started but not finished