

Guide to your **BASE Reports**

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Generating Reports for BASE

You'll find all of the reports from the BASE assessment on the Reporting menu of the CEM secure website.



Subscription level	Reports available
BASEline*	Table of Scores
BASE Progress*	Table of Scores Pupil Report Class Report
BASE Inspection Ready	Table of Scores Pupil Report Individual Pupil Report Class Report Parent Report School Comparison Report Inspection Ready Report

Report Types

Most reports are available as PDF documents. The School Comparison and Inspection Ready reports are interactive and run on the CEM Secure website. The Table of Scores report has the option to produce the information not only as a PDF, but also as a CSV file and for import into SIMS (XML file).

Generating Reports

We create each report using the current data we hold for your school, usually as a PDF document. Some larger reports may take a while to produce. You can request to be emailed when the report is ready. Alternatively, you can check back to see the progress of the report(s) being generated. Click the icon for the report that you wish to generate.

**Other reports may be available for you to try out with up to five pupils.*

HOME ACCOUNT ASSESSMENT CENTRE REPORTING SUPPORT

English (United Kingdom) [+]

REPORT CONFIRMATION

You have chosen to generate a report

Your Report Name: **Class Report September 2015**

1 Enter an appropriate name for the report (or use the default name).

Note: You can check the status of your requested report on the [manage my reports page](#)

I would like to be notified via email when the report is ready.

BACK TO HOMEPAGE **GENERATE REPORT**

You can request an email notification when your report is ready.

2 Click Generate Report.

You will be transferred to the Download Reports Page.

Download Reports
THE REPORTS WHICH YOU HAVE REQUESTED ARE LISTED ON THIS PAGE.
Each report requested will be available for 7 days and its name includes the date that it was created.
If you wish to access the report after this, you will need to re-generate it.

Report Name	Days Left	Status
CEM Test School 01 (England)Class8-9-2015-34	5	Available
CEM Test School 01 (England)Parent8-9-2015-50	5	Processing
CEM Test School 01 (England)Individual8-9-2015-4	5	Processing
CEM Test School 01 (England)Individual8-9-2015-81	5	Processing
CEM Test School 01 (England)Parent8-9-2015-51	5	Processing
CEM Test School 01 (England)Parent8-9-2015-39	5	Available
CEM Test School 01 (England)Individual8-9-2015-55	5	Processing

Clicking the word *Available* next to the report will download a copy of that report to your computer.

This page shows the reports you have requested and their current status. Reports remain in your CEM Secure platform for seven days before we delete them. This will ensure that your reports contain the latest data we hold for your school.

The Table of Scores Report

When you select the Table of Scores report, you'll see this screen:

TABLE OF SCORES
Azure Primary School
Test Filter

FORENAME	SURNAME	AGE AT TEST	CLASS	DIE SCORES AT START OF YEAR <small>(Standardised score with mean 100, standard deviation 15)</small>			STANDARDISED SCORES AT START OF YEAR <small>(Age adjusted, standardised score with mean 100, standard deviation 15)</small>		
				LITERACY	MATHEMATICS	OVERALL MATHS & LIT	LITERACY	MATHEMATICS	OVERALL MATHS & LIT
Adam	Apricot	4yrs 7mths	Azure Class	105	105	105	101	100	100
Alice	Apple	4yrs 2mths	Cerulean Class	109	95	102	105	91	98
Bilal	Banana	4yrs 7mths	Heliotrope Class	89	103	96	85	98	91
Bethany	Bilberry	4yrs 2mths	Magenta Class	92	82	87	88	78	83
Charlie	Cherry	4yrs 7mths	Indigo Class	105	105	105	101	100	100
Callum	Cranberry	4yrs 2mths	Beige Class	109	95	102	105	91	98
Dulcie	Damson	4yrs 7mths	Russet Class	89	103	96	85	98	91
Ezra	Elderberry	4yrs 2mths	Saffron Class	92	82	87	88	78	83

It has three download options:



This creates a Comma Separated Values file.



This creates an XML file for import into SIMS.



This creates a PDF.

Interactive Reports

The Inspection Ready and School Comparison Reports are interactive. They run on our website, and you can select various options to filter the information you see. Help options are available within the report. We designed the reports, so you can break the information down by class, gender and subgroup of interest such as Pupil Premium status.

Interpreting the Reports

You can find information about how to interpret and make the most of your reports. Go to Support> Support Centre> BASE REPORTING using your CEM Secure menu options.

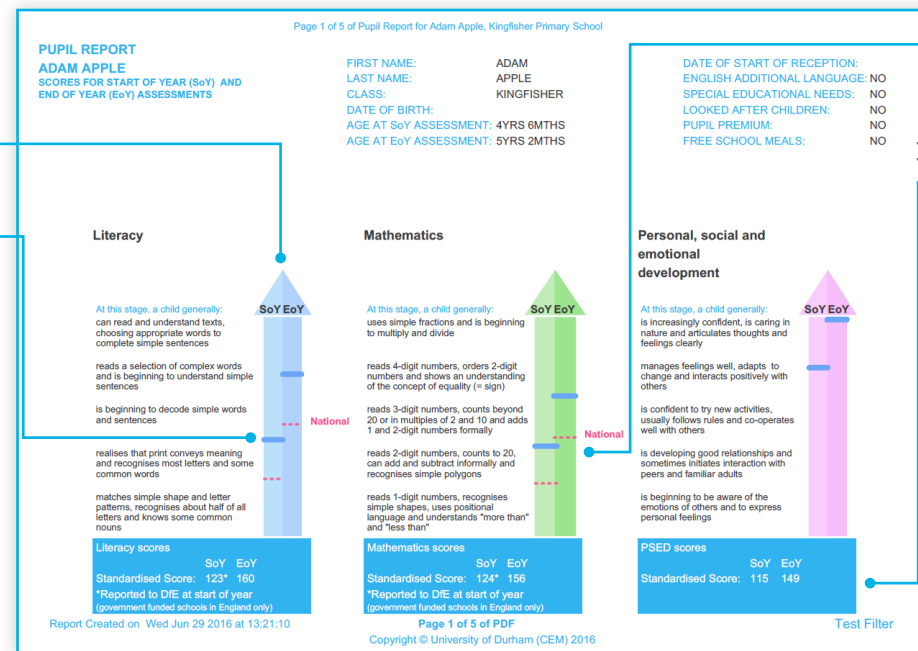
Understanding the Pupil Report

What does this report tell me?


The Pupil Report consists of five pages of information gathered from the BASE assessment. You will find the pupil's personal details at the top of page 1. Below this, the coloured arrows show a summary of the pupil's development stage in Literacy and Mathematics, as well as Personal, Social and Emotional Development (PSED). Later pages offer a more detailed analysis of each part of the BASE assessment.

Page 1 of the Pupil Report

- Each arrow represents one aspect of a child's development. The arrows are coloured blue for Literacy, green for Mathematics and pink for PSED. The length of the arrow indicates the expected range of development for children over the year.
- A horizontal bar on each arrow provides an indication of the child's developmental stage according to their score in the BASE assessment.
- We split each arrow in two halves. You will see the pupil's start of year (SOY) score on the left and their end of year (EOY) score on the right. The higher up the arrow the bar appears, the more advanced the child's stage of development. As the child's average (mean) stage of development increases throughout the year, the horizontal blue bar will move up the arrow to reflect this. Short descriptors alongside each arrow summarise what a child typically knows, understands or can do at each stage. *Please note that indicator bars will only appear if you completed that part of the assessment with the child.



- You can compare a child's stage of development to the national average, which is indicated by a red dotted line.
- The blue boxes below the arrows show the child's standardised score from the BASE assessment.

 **TOP TIP:** Always use your BASE assessment information in conjunction with your own observations and judgements.

Page 2 of the Pupil Report

- This table shows the pupil scores for communication from both the start of year and end of year assessments.

Page 2 of 5 of Pupil Report for Bertrand Blue, Kingfisher Primary School

COMMUNICATIONS DETAILED SCORES
BERTRAND BLUE
SCORES FOR START OF YEAR (SoY) AND
END OF YEAR (EoY) ASSESSMENTS

Communication		SoY	EoY
1	Listens attentively to stories and instructions	✓	✓
2	Having listened to a story, can describe the events and characters	✓	✓
3	Talks about recent events or events that will happen in the near future	✓	✓
4	Speaks with clear articulation	✓	✓
5	Follows verbal instructions that involve two or more steps	✓	✓
6	Takes turns in conversations	✓	✓
7	Makes meaningful contributions in conversations	✓	✓
8	Has awareness of what a conversational partner needs to know	✓	✓

Attitudes		EoY*
1	Do you like eating sweets?	☹
2	Do you like listening to stories?	😊
3	What about looking at books?	😊
4	Do you like drawing pictures?	😊
5	Building models out of Lego or building blocks?	😊
6	Counting?	☹
7	Being at school?	😊
8	Playing out in the playground?	😊
9	Working on the computer?	😊

* Attitudes questions are only asked as part of the end of year (EoY) assessment

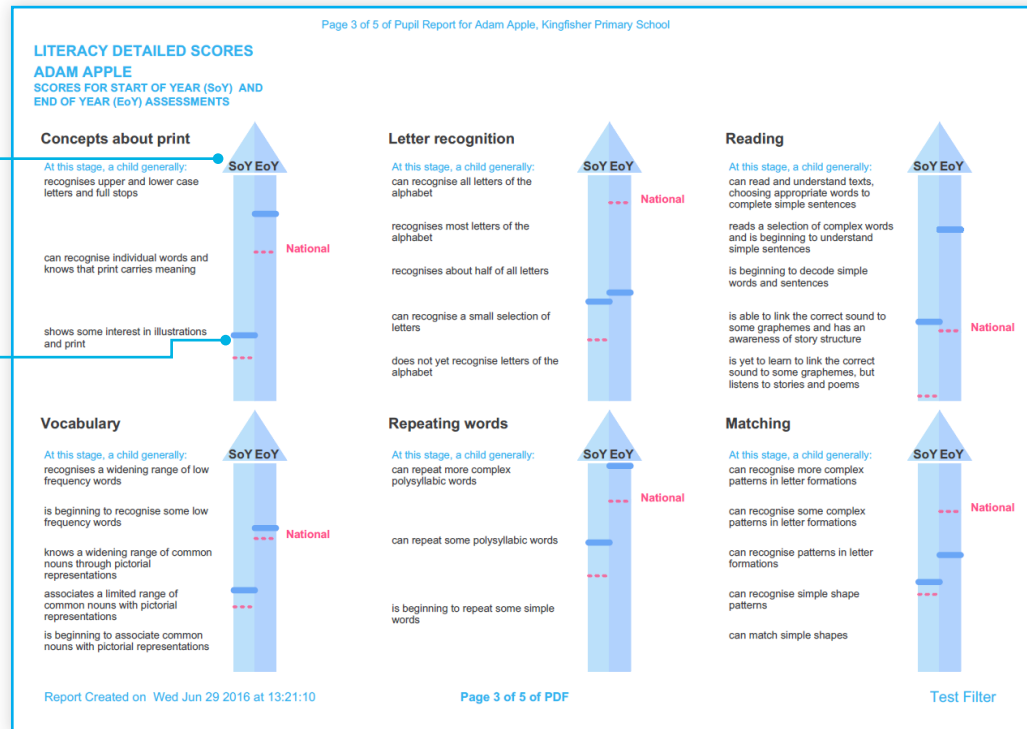
Report Created on Wed Jun 22 2016 at 15:33:56 Page 2 of 5 of PDF Test Filter

- This table shows the results of the optional Attitudes assessment, which you carry out at the end of the year. Here, the child responds to the questions with either a smiley face, a neutral face or a sad face. You will see their response next to each question.

Page 2 of the Pupil Report

Page 3 of the Pupil Report

- The more detailed analysis of Literacy, Mathematics and PSED uses arrows to represent the sub-strands of the BASE assessment.
- The horizontal bars (one for the start of year and one for the end of year) indicate the child's developmental stage according to BASE, and the statements describe typical development at each stage.



Scores on the BASE assessment

At the start and end of the year, both Mathematics and Literacy standardised scores are based on a nationally representative average (mean) score of 100 with a standard deviation of 15. This means that approximately two thirds of children can expect to achieve scores between 85 and 115.

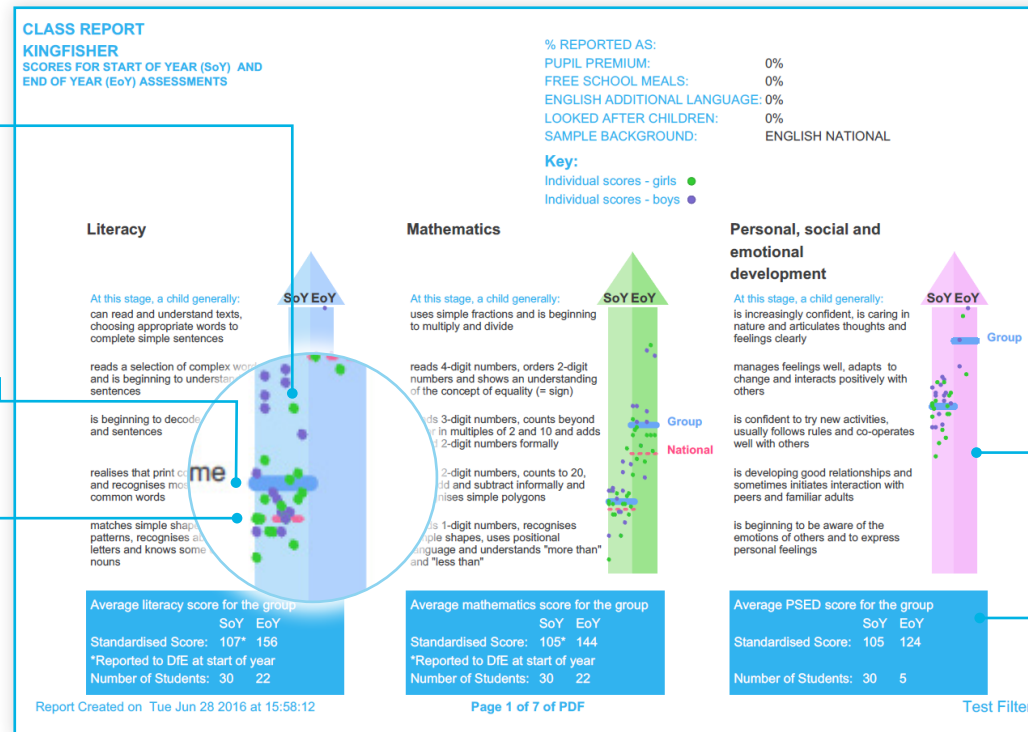
Understanding the Class Report

What does this report tell me?

The BASE Class Report provides an overview of the development of a class in Literacy and Mathematics as well as in the optional Personal, Social and Emotional Development (PSED) module. Later pages in the Class Report provide a more detailed analysis of Literacy, Mathematics and PSED scores for individual pupils.

Page 1 of the Class Report

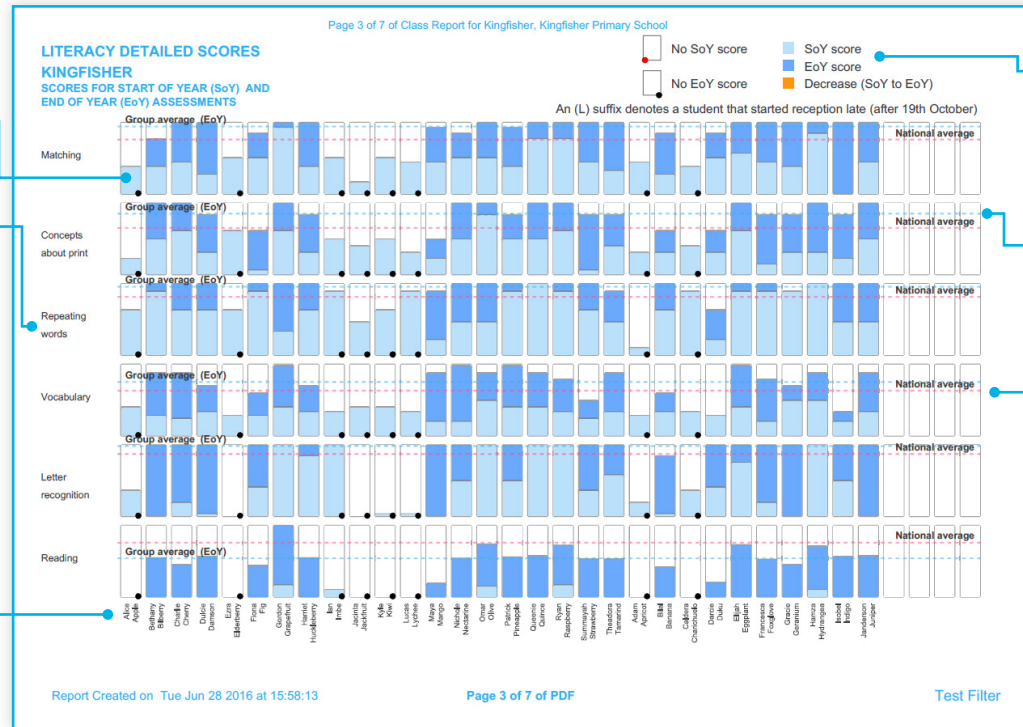
- The developmental stages for individual pupils are represented as dots on the arrows. Girls are shown in green and boys in purple.
- A horizontal blue bar on each arrow gives an indication of the group's average (mean) standardised scores in BASE. We split the arrow into two halves, with the bar for the start of (SOY) score on the left and the bar for the end of year (EOY) score on the right.
- A red dotted line across each arrow (labelled 'National') indicates a typical developmental stage based on a nationally representative sample of state maintained schools.




- Each arrow summarises an area of the group's development. We show the Literacy information in blue, the Mathematics in green, and the PSED in pink. The length of the arrow indicates the expected range of development for the group over the year. Short descriptors alongside each arrow describe what children typically know, understand or can do at each stage. As the group's average (mean) stage of development increases through the year, the horizontal blue bar will move up the arrow to reflect this. Please note: the indicator bars will only appear if you have completed this part of the assessment with the child.
- The blue boxes below the arrows show the group's average (mean) standardised score for that aspect of BASE, along with the number of children in the group.

Page 3 of the Class Report

- A series of bars for each sub-strand of the BASE assessment represent the standardised scores for each child in the selected group.
- The name of the sub-strand is written to the left.
- Children's names are written below the bars.
- There is an option to sort by sub-strand when the report is generated.
- If you have a large number of pupils you will have multiple pages showing this view.



- This legend shows how to distinguish between start of year (SoY) and end of year (EoY) scores, and where pupils have not completed an assessment.
- A blue dotted line running across the bars indicates the average (mean) standardised score for the selected group.
- A red dotted line indicates the average (mean) score for all the pupils who took the BASE assessment. This is based on a nationally representative sample.

 **TOP TIP:** Always use your BASE assessment information in conjunction with your own observations and judgements.

Page 3 of the Class Report

Scores on the BASE assessment

We base the Mathematics and Literacy standardised scores at the start and end of the year on a nationally representative average (mean) score of 100 with a standard deviation of 15. This means that approximately two thirds of children can expect to achieve scores between 85 and 115.

Understanding the Question Level Report

What does this report tell me?

The BASE Question Level Report provides an overall score for each section of the assessment. It details which questions the pupil answered correctly and displays a record of the Communication and PSED responses. The Question Level Report is in a spreadsheet format. This information can be used to inform class planning and to help to identify individual learning needs.

There is a row for each pupil.


This is the number of questions the child answered correctly.

This is the total score for the matching section.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Forename	Surname	Date of Birth	Assessment Date	Age in Months	Class	Overall score	Matching score	blue circle	star	two stars	SI	OO	TT
2	Harriet	Huckleberry	18/12/2010	10/06/2016	65	Reception Yellow	126	10	RIGHT	RIGHT	RIGHT	RIGHT	RIGHT	RIGHT
3	Fiona	Fig	20/12/2010	11/06/2016	65	Reception Blue	68	6	RIGHT	RIGHT	RIGHT	RIGHT	RIGHT	RIGHT
4	Gordon	Grapefruit	14/10/2010	11/06/2016	68	Reception Yellow	96	9	WRONG	WRONG	RIGHT	RIGHT	RIGHT	RIGHT
5	Lucas	Lychee	05/09/2010	10/06/2016	69	Reception Yellow	48	4	RIGHT	WRONG	RIGHT	RIGHT	RIGHT	WRONG

Here, we mark each question the pupil answered as right or wrong. We display the right answers in green and the wrong answers in red.

A label to help identify each question appears at the top of each column.

 **TOP TIP:** Always use your BASE assessment information in conjunction with your own observations and judgements.

Understanding the Table of Scores Report

What does this report tell me?

The BASE Table of Scores Report shows a Literacy, Maths and Overall standardised score for each pupil at both the start and end of the Reception year.


- You can sort the columns by clicking here.
- There is a row for each child.

TABLE OF SCORES Kingfisher Primary School			STANDARDISED SCORES AT START OF YEAR			STANDARDISED SCORES AT END OF YEAR		
Test Filter			LITERACY *	MATHEMATICS *	OVERALL * MATHS & LIT	LITERACY	MATHEMATICS	OVERALL MATHS & LIT
FORENAME	SURNAME	CLASS						
Alice	Apple	Kingfisher	104	98	102	-	-	-
Bethany	Bilberry	Kingfisher	92	105	97	151	133	138
Charlie	Cherry	Kingfisher	101	110	105	155	141	140
Dulcie	Damson	Kingfisher	106	106	108	150	133	137
Ezra	Elderberry	Kingfisher	99	109	103	157	133	140
Fiona	Fig	Kingfisher	117	99	113	154	130	138
Gordon	Grapefruit	Kingfisher	95	94	94	150	133	137
Harriet	Huckleberry	Kingfisher	102	104	103	145	133	135
Ian	Imbe	Kingfisher	102	99	101	-	-	-
Jacinta	Jackfruit	Kingfisher	102	96	99	152	132	138
Kyle	Kiwi	Kingfisher	113	109	114	155	139	140
Lucas	Lychee	Kingfisher	105	98	103	145	127	134
Maya	Mango	Kingfisher	118	107	112	167	144	148

- The table shows standardised scores at the start of the year and at the end of the year, if available.

- We allow you to export the data from the Table of Scores in these formats. You may download the file format of your choice by clicking on the relevant icon.



 **TOP TIP:** Always use your BASE assessment information in conjunction with your own observations and judgements.

Scores on the BASE assessment

We base the Mathematics and Literacy standardised scores at the start and end of the year on a nationally representative average (mean) score of 100 with a standard deviation of 15. This means that approximately two thirds of children can expect to achieve scores between 85 and 115.

Understanding your child's report

What does this report tell me?

Shortly after starting Reception Class, your child completed the BASE assessment. BASE provides an overview of children's knowledge, skills and understanding as they begin their school lives. The BASE Parent Report presents the information about your child, taken from this assessment.

Your child's personal details are shown at the top of page 1 and, below this, three arrows summarise their assessment outcomes. Page 2 includes a detailed description of what your child knows and can do at the time of the assessment.

The three arrows represent different aspects of development. The arrow for Literacy is in blue, for Mathematics it is green and for Personal, Social and Emotional Development (PSED) it is pink. Blue horizontal bars across the arrows give an indication of your child's developmental stage, according to BASE. Please note that a blue horizontal bar will only appear on the PSED arrow if the school carried out this part of the assessment with your child.

Your child's developmental stage may appear low at the beginning of the year. This is typical for many children starting reception class and should not be interpreted as being a problem. The arrows on the bars will appear higher as your child's understanding and skills improve. Short statements alongside each arrow explain what a child typically knows, understands or can do at each stage.

If it is relevant to your child, a short comment may appear below the arrows. This comment may relate to a special educational need they have, or it may appear if they speak English as an additional language. If it does appear, the comment will explain that circumstances such as these may influence the outcome of the assessment.

Schools can use BASE at the end of the school year as well as at the start. If your child's school chooses to repeat the assessment, a second report will follow in the summer term, which summarises the progress your child made throughout the year.

The BASE assessment is produced by the Centre for Evaluation and Monitoring (CEM), a subsidiary company of Cambridge University Press & Assessment. The information obtained from BASE will be used to provide a general indication of your child's current development and to help teachers plan appropriate activities to support your child's learning. For schools in England, the Department for Education (DfE) require CEM to pass on some information from BASE. This information relates to early Literacy and Mathematics and will be used for the purposes of tracking children's progress at school in subsequent years.

If you have any concerns or questions relating to the BASE assessment or your child's report, please arrange to speak to their teacher.

Page 1 of 2 of Parent Report for Adam Apricot, Azure Primary School


PARENT REPORT
ADAM APRICOT

What was assessed?
In the first few weeks of starting at school, Adam was assessed using a baseline assessment from CEM (Centre for Evaluation and Monitoring) at Durham University. The school uses this, along with other ongoing assessment activities, to get a better understanding of what Adam knows and can do, with a particular focus on early literacy and early mathematics. Personal, social and emotional aspects of development (PSED) are also assessed. This information is used to help plan appropriate activities for Adam and decide what he needs to learn next.

Adam's developing ability profile
The graphics below indicate where Adam is in his early literacy, early mathematics and PSED development. The length of the arrow indicates the range of expected abilities for children in their first year at school. Children at the earliest stages of development will appear at the bottom of the arrow and those who are the most advanced will appear at the top. As children develop they move further up the arrow. The position of the horizontal bar indicates Adam's stage of development based on this assessment. No bar on an arrow indicates that we don't yet have this data.

FIRST NAME: ADAM
LAST NAME: APRICOT
CLASS: AZURE CLASS
DATE OF BIRTH: 24-11-2009

Literacy



At this stage, a child generally demonstrates an exceptional range of skills in reading, writing and communication


demonstrates an increasingly secure understanding in reading, writing and communication

has developed a wider range of skills in reading, writing and communication

is beginning to develop a range of basic skills in most areas of literacy and communication

is beginning to develop basic skills in some areas of literacy and/or communication

Mathematics



At this stage, a child generally demonstrates an exceptional understanding in number, shape and spatial position


shows an increasingly secure capability in number, shape and spatial position

is developing a wider range of skills in number, shape and spatial position

is developing basic skills in number, shape and spatial position

is beginning to develop some basic mathematical skills and abilities

Personal, social and emotional development



At this stage, a child generally is confident and resourceful, demonstrates a caring nature and articulates their thoughts clearly

manages their feelings well, adapts to change and responds positively to others

is confident to try new activities, generally follows rules and co-operates well with others

is developing good relationships and sometimes initiates interaction with peers and familiar adults

is beginning to show an awareness of their own feelings and responds to the actions of others

Report Created on Thu Sep 03 2015 at 10:42:05

Page 1 of 16 of PDF
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Test Filter

Page 1 of the Parent Report

Understanding the Inspection Ready Report

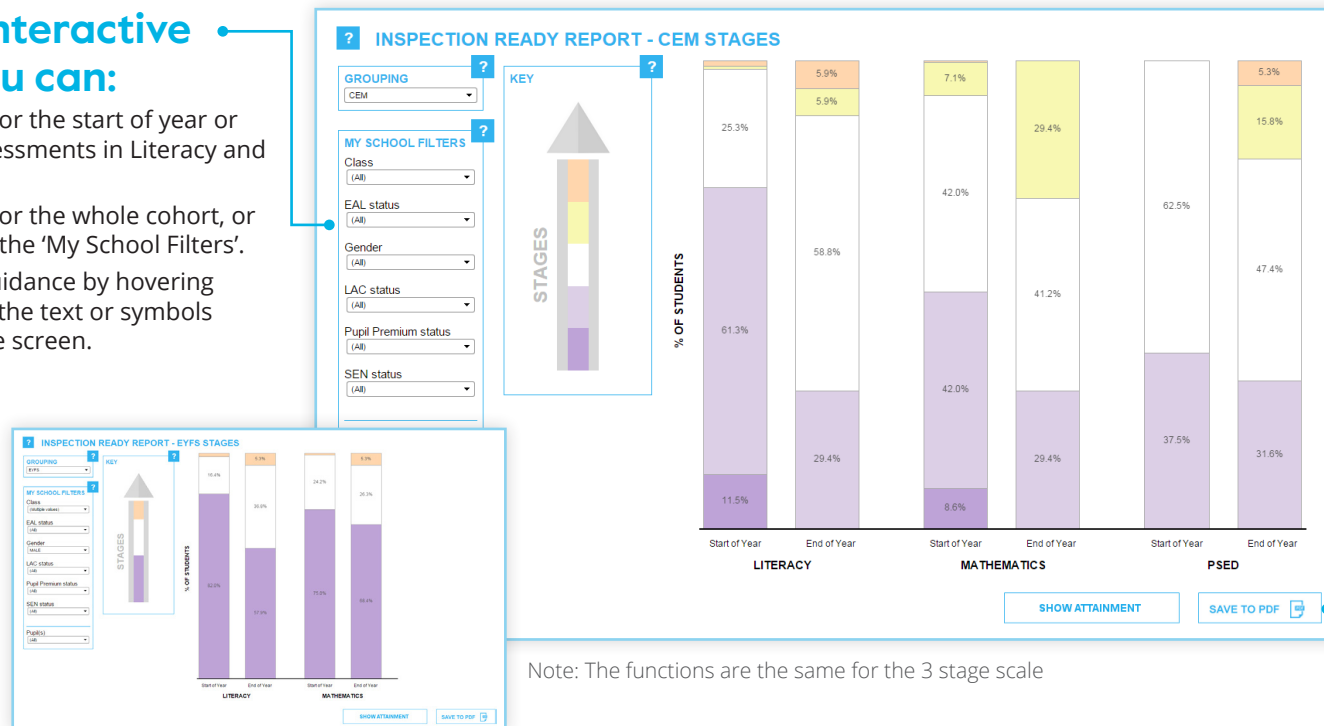
What does this report tell me?


This report provides an overview for a selected group, summarising their BASE scores in Literacy, Mathematics and Personal, Social and Emotional Development (PSED). You should read this guide alongside the Inspection Ready Report to help you interpret its contents.

This report summarises what percentage of pupils are at each developmental stage in Literacy and Mathematics for the start and optional end of year assessments. You can see this information either on the 5 stage CEM scale or the 3 stage scale based on the Early Years Foundation Stage levels. The 5 stage scale also summarises development in PSED.

Using the interactive controls you can:

- view your data for the start of year or end of year assessments in Literacy and Mathematics.
- view your data for the whole cohort, or by group, using the 'My School Filters'.
- find help and guidance by hovering the cursor over the text or symbols displayed on the screen.



 **TOP TIP:** Always use your BASE assessment information in conjunction with your own observations and judgements.

Other functions

After generating the report, you can export it into a PDF format by clicking the 'SAVE TO PDF' button in the bottom right-hand corner of the screen. Once saved, you can open it in a PDF viewer and print it.

Note: The functions are the same for the 3 stage scale

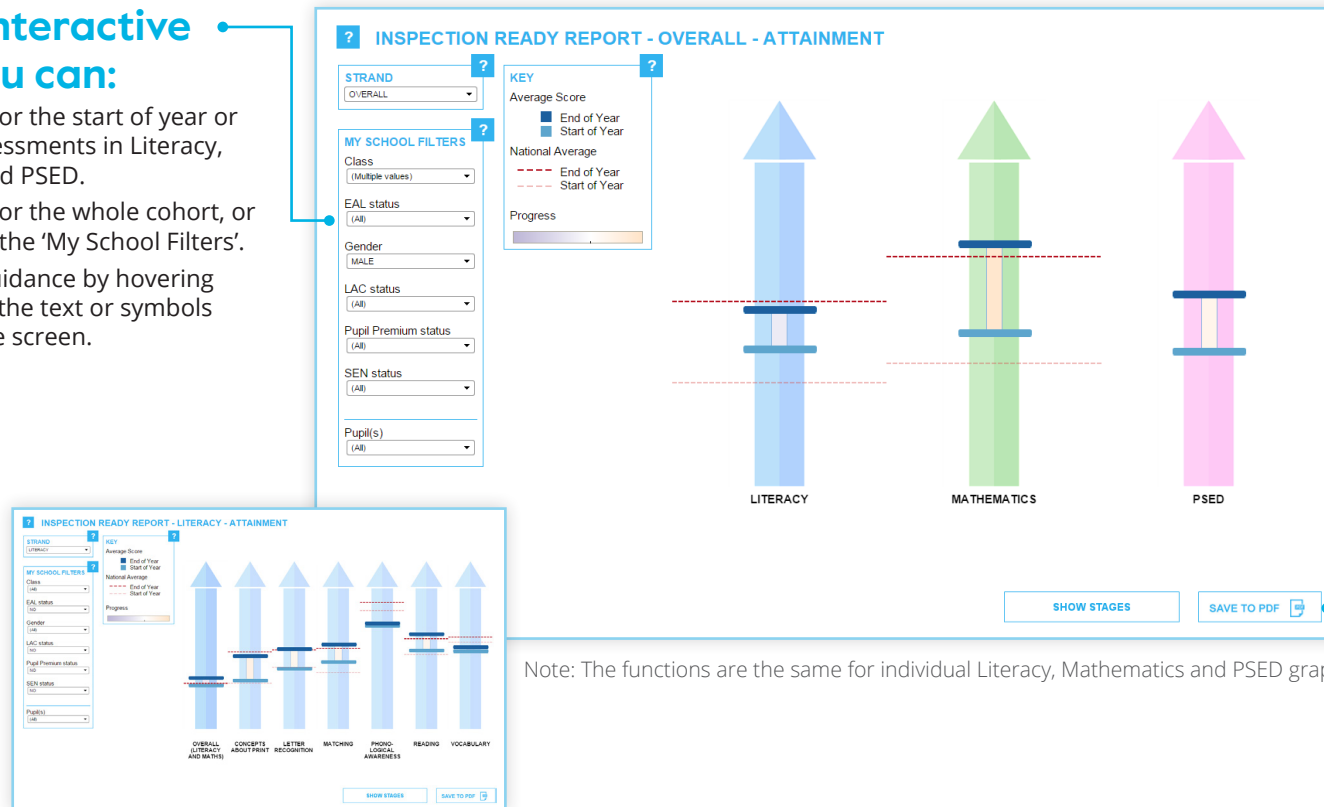
What does this report tell me?

This report provides an overview for a selected group, summarising their BASE scores in Literacy, Mathematics and Personal, Social and Emotional Development (PSED). You should read this guide alongside the Inspection Ready Report to help you interpret its contents.

Three coloured arrows summarise your children’s development. The horizontal blue bars show the group’s average (mean) development at the start and end of the year. The red dotted lines show the typical developmental stage of children based on a nationally representative sample of state maintained schools. The vertical bar indicates progress across the year.

Using the interactive controls you can:

- view your data for the start of year or end of year assessments in Literacy, Mathematics and PSED.
- view your data for the whole cohort, or by group, using the ‘My School Filters’.
- find help and guidance by hovering the cursor over the text or symbols displayed on the screen.



TOP TIP: Always use your BASE assessment information in conjunction with your own observations and judgements.

Other functions

After generating the report, you can export it into a PDF format by clicking the ‘SAVE TO PDF’ button in the bottom right-hand corner of the screen. Once saved, you can open it in a PDF viewer and print it.

Note: The functions are the same for individual Literacy, Mathematics and PSED graphs

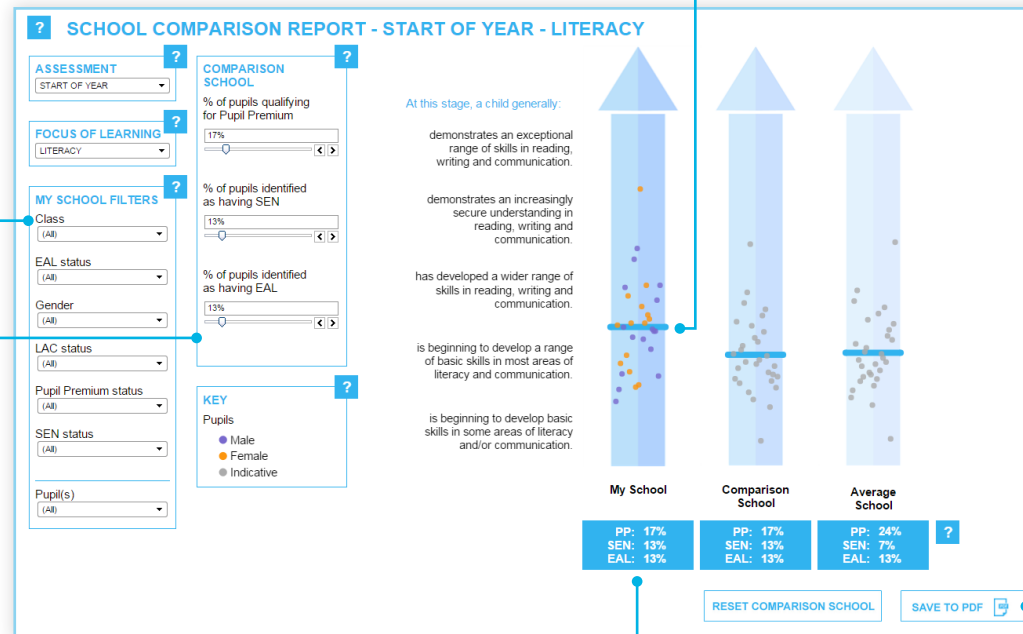
Understanding the School Comparison Report


What does this report tell me?

The blue horizontal bar across each arrow shows the average (mean) score for the selected children in your school, or the average score for an equivalent group in the comparison school and an average school in England. The dots show the distribution of scores for your children and the children in the comparison and average schools.

Using the interactive controls you can:

- view your data for the start of year or end of year assessments in Literacy and Mathematics.
- view your data for the whole cohort, or by group, using the 'My School Filters'.
- change the composition of the Comparison School using the sliders (these values may be reset by clicking the 'reset comparison school' button at the bottom of the page).
- view the complete stage descriptors by hovering the cursor over the beginning of the statements.
- find help and guidance by hovering the cursor over the text or symbols displayed on the screen.



 **TOP TIP:** Always use your BASE assessment information in conjunction with your own observations and judgements.

Other functions
After generating the report, you can export it into a PDF format by clicking the 'SAVE TO PDF' button in the bottom right-hand corner of the screen. Once saved, you can open it in a PDF viewer and print it.

The blue rectangles under the arrows show the percentages of Pupil Premium, Special Educational Needs and English as an Additional Language pupils in your school, the comparison school and an average state maintained school. Please note that the comparison school values will change each time you adjust the 'sliders'. A red warning symbol will appear at the top right-hand corner of the page if you set values outside of the expected range.