

How to set-up your Pre and Post-16 CEM Assessments (Non-WEB Version)

This document will provide guidance to successfully set-up and administer your Pre and Post-16 CEM Assessments (**CABT**) using the offline version of the assessment software

Please refer to previous '**How to**' guides for guidance relating to Logging into the secure sites and Uploading pupil/student details.

We will cover:

- Accessing and Downloading the offline CABT assessment software
- Creating your offline CABT assessment shortcut
- Uploading completed assessment results files
- Checking who has been tested

NOTE: We strongly recommend that you upload student details before downloading the offline assessment software. This will ensure that a populated student details file will be downloaded with the assessment software. If student details are uploaded after the assessment software has been downloaded then these details will not be included in your download.

NOTE: The Secondary offline software is for all pre and post-16 CEM assessments (MidYIS/Yellis/Alis/CEM IBE). The assessment Passkey determines which assessment a student will be presented with.

Access the CABT Offline Software and Assessment Passkey

If you have concerns about running the fully web based version of the assessment then the offline version is the one for you. This downloads the assessment software onto your school computer system and saves completed tests on your computer systems also.

Step 1: Find your Assessment Passkey.

- Select the **'Carry out Assessments'** menu option.



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"/>

- Each assessment you will be using in school will have a unique Passkey. These are found in the Key column of the table displayed here.


Step 2: Download and Install the software

Please select the assessment software you would like to download.


- This version of the software should be used by schools who have computers with **no internet connection**.
- For more details click 'Non-Web Version'

Non-Web Version 

- This version of the software should be used by schools who use a **wireless** internet connection or occasionally have problems with an **intermittent internet connection**.
- For more details click 'Dual Version'

Dual Version 

- This version of the software should only be used by schools who have a **high speed wired internet connection**.
- For more details click 'Web-Only Version'

Web-Only Version 




- Click on the **arrow** in the Non-Web Version box.

- You will be taken to the Non-Web page.



Download Assessment Software for CABT

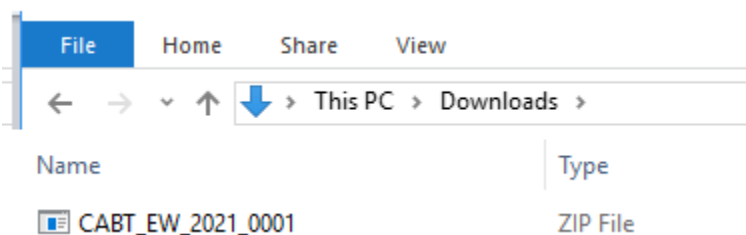
NON-WEB VERSION

<ul style="list-style-type: none"> Download a zip file containing all the assessment files here. Click here for system requirements. <p>Download Assessment for Windows </p>	<ul style="list-style-type: none"> Download a zip file containing all the assessment files here. Click here for system requirements. <p>Download Assessment for Mac </p>	<ul style="list-style-type: none"> Download an updated pupil details list here. <p>Download Pupil List </p>
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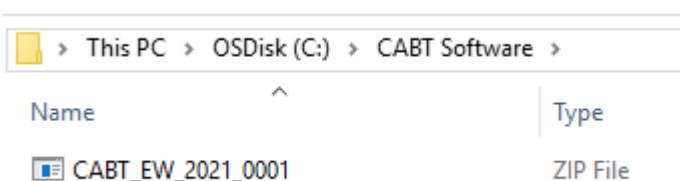
- In this guide we will be looking at the Assessment for Windows (Assessment for Mac is also available).
- Click in the download icon.
- The download will appear in the lower left corner of your Chrome browser (shown below).



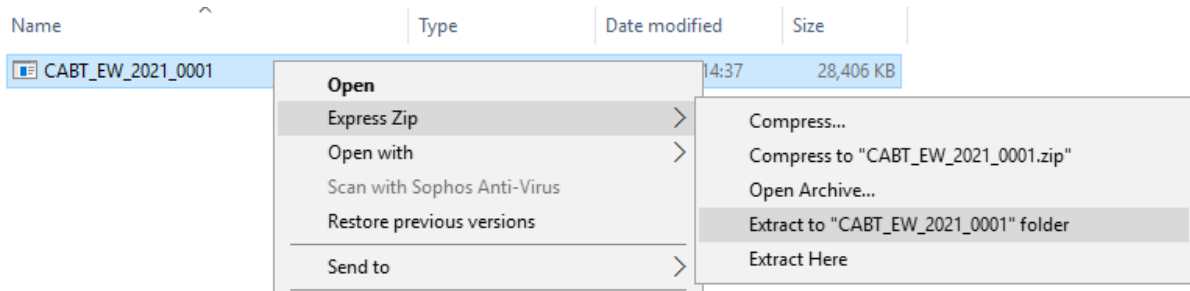
- It will also be saved in the Downloads folder on your computer (shown below).



- Create a folder on your computer and copy the CABT zip file into it. In this example our folder is called CABT Software.



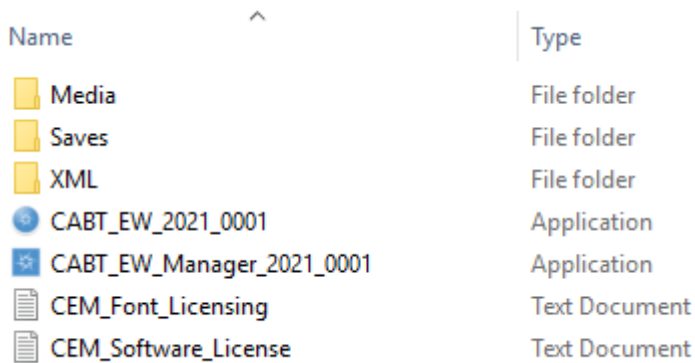
- Unzip the software file by highlighting and choosing an Unzip program.
- Unzip into the same folder as the copied zip file.



- A new folder will now appear in the CABT Software folder.



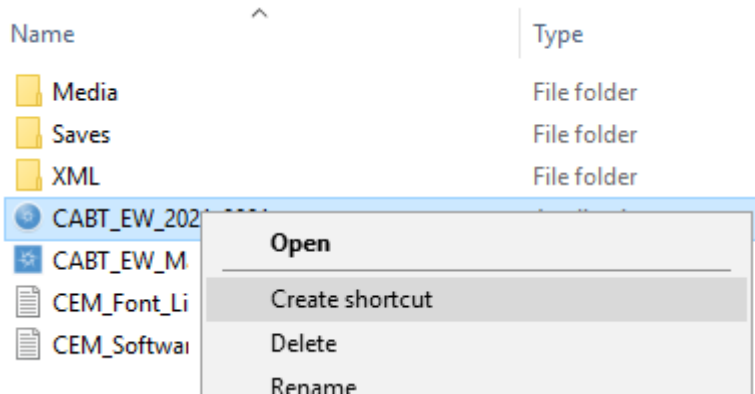
- Open the folder to view the contents.



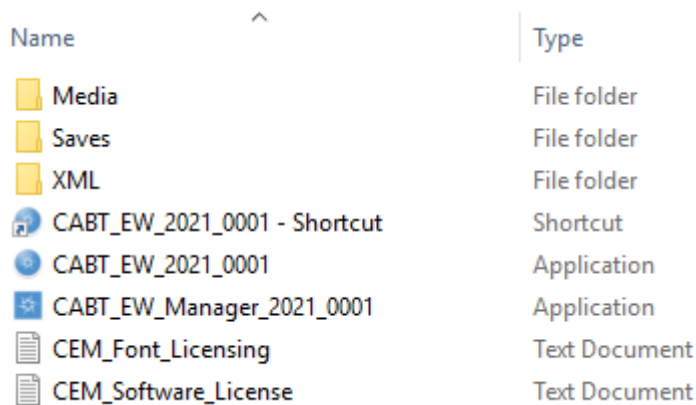
- The **Saves** folder is where your offline results files will be stored before transfer to CEM.
- The **CABT_EW_2021_0001** is the assessment.
- The **CABT_EW_Manager_2020_0001** is the application that will assist in the management of the offline process.

Create a shortcut to the offline assessment software:

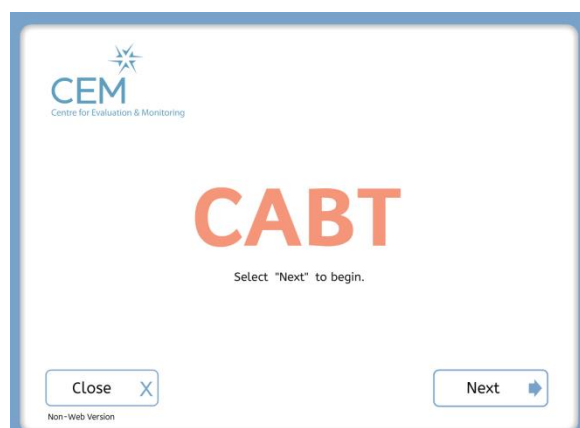
- **Highlight** the Incas program and right click your mouse. Choose **Create Shortcut** from the displayed options, as shown below.



- You will now see an additional file in your Incas Software folder, this is your Assessment shortcut.



- The shortcut can then be saved somewhere on your systems where it is easily accessible to your students.
- When the shortcut is selected the assessment will launch, shown below.



Testing your Students

Pre and Post-16 CEM assessments are taken by the students on their own. When they sit down to take the tests they will be required to do the following:

- Select the **CABT Assessment shortcut link**
- They will enter the relevant assessment Passkey
- The assessment will start
- The students will answer the example questions at the start of each assessment section
- When the test is finished the program will tell the student that the test is finished
- They will close the assessment program

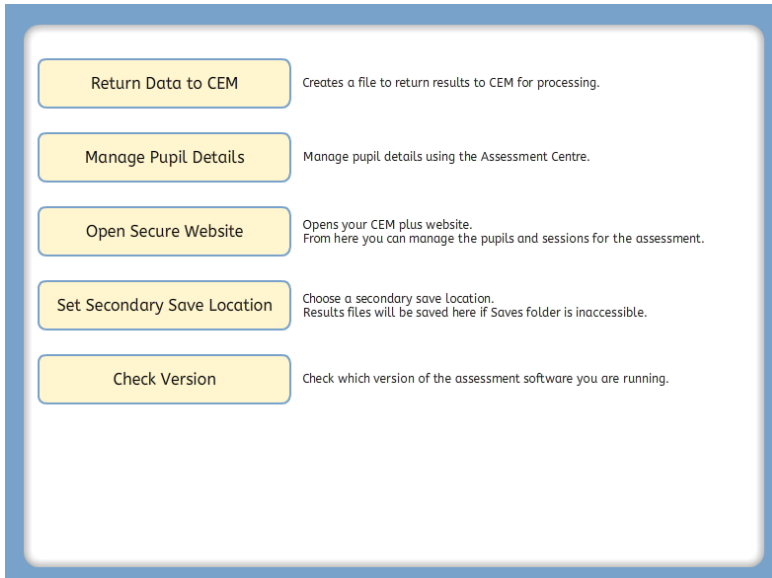
Returning your completed tests to CEM

Once you have tested some pupils you will want to return your results to us.

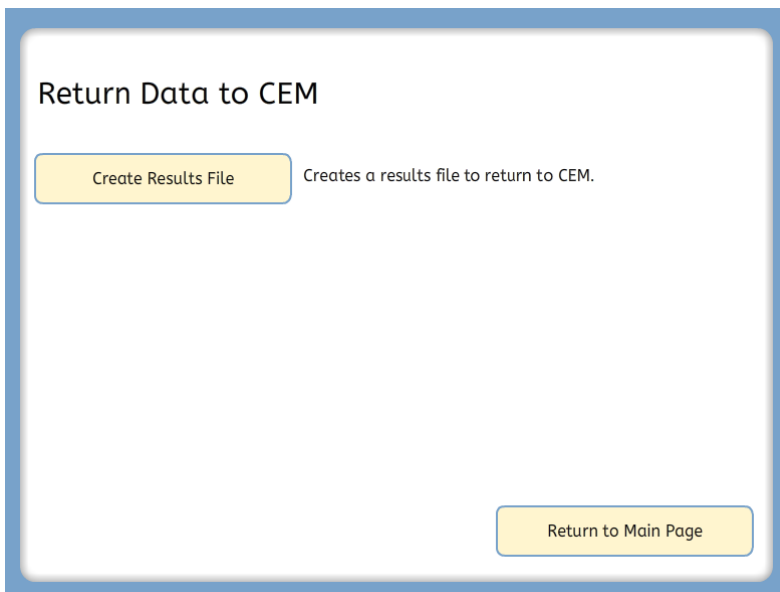
You can do this using the **Manager** application.



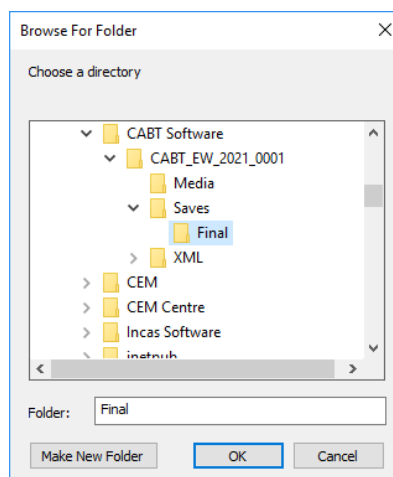
- Click **Next** to see what is available in the Manager.



- To return your results to CEM select the Return data to CEM option.



- First step, click on **Create your Results** file.
- Browse to the location where your results file will be saved (I have chosen the **Final** folder within the Saves folder).



- The manager will now confirm your folder choice...

Return Data to CEM

Create Results File Creates a results file to return to CEM.

Your results file is saved here

C:\CABT Software\CABT_EW_2021_0001\Saves\Final\ResultsFile.zip

The results file must now be uploaded to the website.

- * Log in to the website.
- * Click on the "Return Data" menu option.
- * Follow the instructions on the screen to select your results file.

When you are ready, click on the 'Open CEM Website' button below to go to the website.

Open Secure Website

Return to Main Page

- ... and guide you through the next steps to get your results file loaded.
- My results file is waiting in my chosen folder ready to be uploaded.

CABT Software > CABT_EW_2021_0001 > Saves > Final >

Name	Type
ResultsFile	ZIP File

- Use **Assessment Centre** to return your Incas results file.



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.

[Export to Excel](#) [Export to PDF](#)

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

The CABT students 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