CAMBRIDGE
UNIVERSITY PRESS & ASSESSMENT

Centre for Evaluation & Monitoring

BASE
Co-ordinator Guide

2023-24

Contents

Main Assessment Structure

Section	What the child is asked to do
Matching	The child will see Milly holding a card that has a shape, or a pattern of shapes on it. The child is asked to point to the matching card of the 4 offered.
Concepts about Print	The child is asked questions about their understanding of the first concepts of reading, such as pointing to a word, a capital letter or a full stop.
Repeating Words	The child is asked to repeat out loud the names of some of the animals in the story.
Vocabulary	The child is asked to point to various objects in a picture, such as a flower or window.
Letter Recognition	The child is presented with a letter of the alphabet in either upper or lower case and is asked either to give the name (grapheme) or the sound (phoneme) of the letter.
Word Recognition	The child is asked to point to simple words, such as "dog" or "pin".
Reading	The child is asked to read a number of sentences. The adult marks each word the child reads correctly.
The Big Tree	The child is asked to select the appropriate one of three words to fit into a sentence.
Shapes	The child is asked to point to various shapes including a square and a triangle.
Counting and Numerosity	The child is asked to count the number of spots on the back of a bug.
Numbers	The child is presented with a single digit number and is asked to name it. More single digit numbers follow, and subsequently two digit, three digit and four digit numbers.
Understanding Quantity and Spatial Position	The child is asked questions relating to relative size and position such as "which bug is on the highest leaf?"
Numeracy	The child is asked simple addition and subtraction questions, followed by more complex maths questions.
Communication	This part of the assessment is carried out in the classroom and is a tick-list relying on observation of the child's communication skills and interactions with other children.
PSED	This assessment is carried out in the classroom and uses a five point scale to record the various aspects of the student under the headings: • Making relationships in the classroom • Self confidence and self awareness • Managing feelings and behaviour • Concentration

Your main admin site – CEM Secure

The platform you use to administer the BASE assessments and generate reports is called CEM Secure.

Everything you need is in one easy-to-find place.
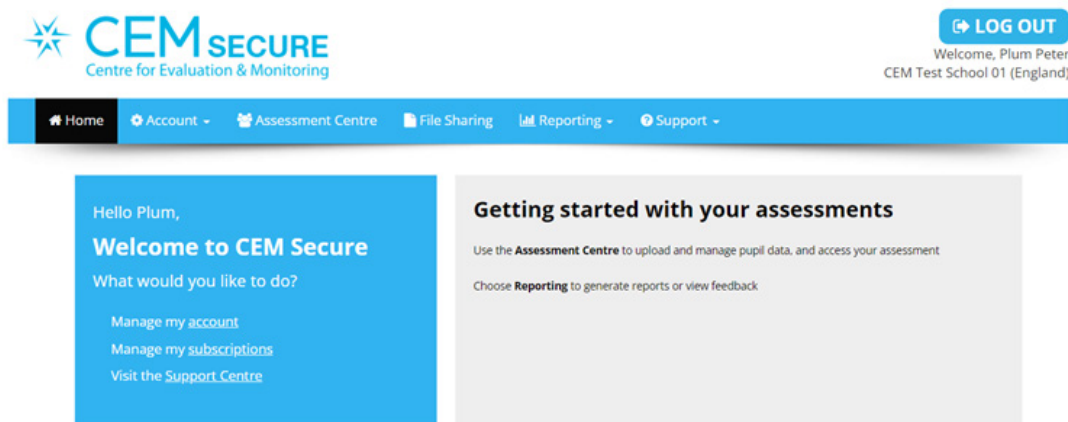
BASE Modules

The BASE assessment is for children entering the Reception year (age 4-5). We designed it so you can find out what the new students at your school know, and what they can do. It covers the following core modules in the main assessment:

- Literacy
- Numeracy

The following are optional modules to help you get a better understanding of your students:

- Communication
- Personal Social and Emotional Development (PSED) *** For BASE Progress and BASE Inspection Ready packages only

Teachers/teaching assistants carry out the assessment on a one-to-one basis with the student. The computer asks the student questions, and the adult marks the questions right or wrong. The adaptive nature of the assessment ensures the student does not receive questions that are too difficult for them, switching to a new section if they start to get questions wrong.

We designed the reports to be intuitive and easy to understand, providing useful information for planning and grouping your new students.

Assessment windows for your students

Please see the assessment dates below for the start-of-year and end-of-year BASE assessments:

Assessment	Start date	End date
BASE Start of Year	01/08/2023	30/04/2024
BASE End of Year	01/05/2024	31/07/2024

The three BASE packages available

We offer BASE in three packages:

BASEline – This comes with a Start-of-Reception assessment of Literacy and Maths and provides a baseline score for each child. You will receive the following reports for each child:

- Table of Scores
- Question Level Report

You also receive the reports below, but we limit these to no more than five students in your class:

- Pupil Report
- Class Report
- Parent Report
- Individual Pupil Report
- Interactive School Comparison Report
- Interactive Inspection Ready Report

BASE Progress – This provides an assessment at the start and end of Reception, plus a Personal Social and Emotional Development (PSED) assessment for you to carry out with your children at the start and the end of the year. You receive the following reports for this package:

- Table of Scores
- Question Level report
- Pupil Report
- Class Report

You also receive the reports below, but we limit these to no more than five students in your class:

- Parent Report
- Individual Pupil Report
- Interactive School Comparison Report
- Interactive Inspection Ready Report

BASE Inspection Ready – You get access to an assessment at the start and end of Reception plus the PSED assessment. We provide the following reports for this package:

- Table of Scores
- Question Level report
- Pupil Report
- Class Report
- Parent Report
- Individual Pupil report
- Interactive School Comparison Report
- Interactive Inspection Ready Report

As you can see above, you will only see data for up to **5 students** on certain reports if you are subscribed to **BASEline** or **BASE Progress**. This is so you can try out the reporting to see if you would like to upgrade. You can access the reporting for all children by upgrading your current BASE package, and you should be able to generate reports within half-an-hour of upgrading.

To upgrade your package, click on 'Account' from the CEM Secure homepage and select 'Subscriptions'. Choose 'My Subscriptions' and then 'Manage' your BASE subscription. You can then select the package you would like.

Where to find your feedback in CEM Secure

You will find the student feedback in the 'Reporting' section of CEM Secure.

| # Home | ⚙ Account ▾ | 👥 Assessment Centre | 📄 File Sharing | 📊 Reporting ▾ | ❓ Support ▾ |

Top tips for carrying out the assessment

1. Test your pupils with BASE in a suitable location without distractions.
2. Make a note of your passkey when you generate it. You will need to use this throughout the assessment process.
3. Carefully single-click the mouse to enter responses in the assessment. It is not possible to edit the response for a question after you complete the assessment with the pupil.
4. Unless stated otherwise, you will need to use only the left-hand button of your mouse. Normally you need only 'click' the mouse once – that is, press the left-hand button once. If you need to 'double-click', then, press the left-hand button twice in quick succession.

Note: If you mistakenly enter an incorrect response (e.g., you clicked the 'Y' button when you should have clicked the 'N' button), ensure that you click the 'Back an Item' button to return to the previous screen. Here, you can enter the correct response.

Technical requirements for running BASE online

We designed our online assessments to be delivered either through your web browser, when you have a stable internet connection, or using a standalone downloadable Non-Web application if your internet connection is low-speed or less reliable.

The online assessments use HTML5. You will require a sound-enabled computer to run our BASE assessment.

Please visit our Technical Setup webpage at **https://www.cem.org/general-technical-requirements** for the latest information relating to the following:

- Recommended and supported operating systems
- Recommended and supported browsers
- Recommended and supported devices

Uninstalling previous versions of BASE (Non-Web)

If you have any previous versions of the Non-Web version of BASE on your computer, please remove them before you start with your current BASE assessment.

Previous versions of BASE on your computer may cause problems later on in the year.

1. Open Windows Explorer (not Internet Explorer) and navigate to where you saved the previous version of BASE. For most people, this will be on the C drive.
2. Delete any files relating to the previous BASE program.
3. You are ready to continue with BASE once you have uninstalled all previous versions.

Logging in to CEM Secure

You will need to log in to CEM Secure at https://plus.cem.org/ to administer your BASE assessments. Use the 'Reset Password' option if you cannnot remember your password. Be sure to type in the correct email address linked to your CEM Secure account.
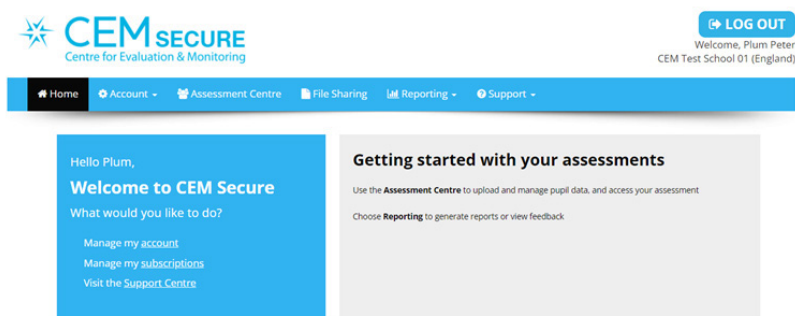
Status Reports

This option will allow you to check which students have already completed the main assessment (Start of Year or Follow-Up), as well as the optional PSED and Communication modules within BASE. You should check here to ensure all students have completed their assessments. Some assessments may have been abandoned mid-way through and will be showing as 'In Progress'.

Below are the three status definitions you will see:

Completed – The child completed the assessment.

In Progress – The child started the assessment but did not finish it.

Pending – The assessment has not been started with the child.

Setting up the Assessment

Entering the pupils

The best way to enter the pupil information is to import from a CSV spreadsheet. You will receive a CSV template as part of your welcome email, but you can create a new one if needed.

The column headers highlighted with a red asterisk below are mandatory. You can leave out the other column headers if not required.

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

Below is an example spreadsheet format:

	A	B	C	D	E	F	G	H
1	First Name	Surname	Gender	DOB	UPN	Class	Year Group	Date of Entry
2	Cecil	Celery	M	05/05/2016		Miss Palmtree	R	01/05/2021
3	Paula	Potato	F	06/06/2016		Mrs Conifer	R	01/05/2021
4	Sadie	Sweetcorn	F	07/07/2016		Mr Cherryblossom	R	01/05/2021

Be sure to include the **Date of Entry** on your CSV spreadsheet. This is the date they started at your school.

Please include the **UPN/student Code** column and leave it blank if your students have no UPN numbers. The UPNs only apply to UK schools, but you cannot upload successfully to the Assessment Centre without this column.

Importing your student details

Follow the steps below when you have filled in and saved your spreadsheet.

1. Go to the Assessment Centre and select 'Import'.

2. Select the 'Choose File' option and upload your CSV spreadsheet.

   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

3. Select 'Yes' in the section where it says, 'Does the file contain column headers?'

   b. Does the file contain column headers?
   ● Yes ○ No

4. Click the 'Upload' button to upload the file.

   c. Click to upload the file
   UPLOAD

5. The next page will ask you to map the column header names from your CSV file to the ones in the drop-down menu options. You can choose 'Ignore' from the drop-down menu if you want to exclude any of the columns from your CSV spreadsheet at this stage. Click 'Next' to confirm the details.

6. The next screen will show you a full list of the children you uploaded. You can edit their details or delete individual students at this stage before you select 'Next'.

7. You will receive a notification to confirm the successful upload of the students into the system.

Editing/Adding individual pupils and classes

You may wish to alter/add student records manually if you are only assessing a small number of pupils, or if you have one or two pupils to add to an existing class.

Note: Please make sure you already created the class for the pupil when adding a new record using the 'Manage Pupil Details' function. Otherwise, the system will not let you select the class name from the dropdown menu.

The Manage Pupil Details function

1. Click 'Manage pupil details' to add, edit or delete student data.
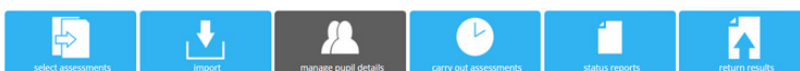
2. Select either 'New' or 'Edit' from the drop down menus to add or modify pupils.
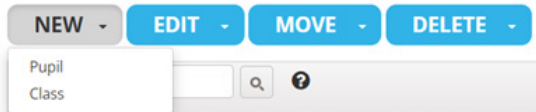
Adding new students
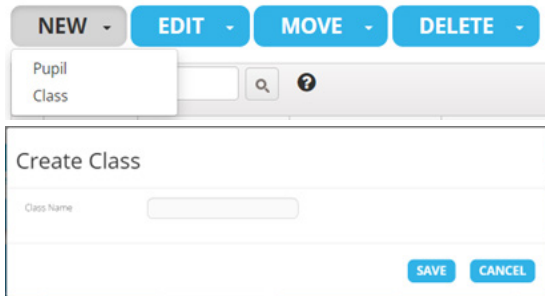
Using the 'New' drop-down menu, select 'Pupil' and fill in details for the new pupil/s. Select 'Save' when completed.

Adding a new class
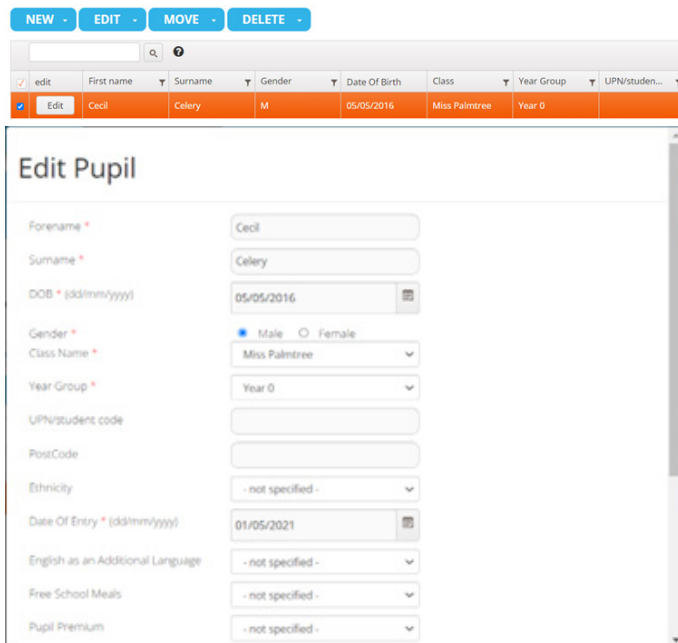
Select 'New' and choose 'Class' from the drop-down options. This will allow you to enter the name of the class and save it.

Editing students
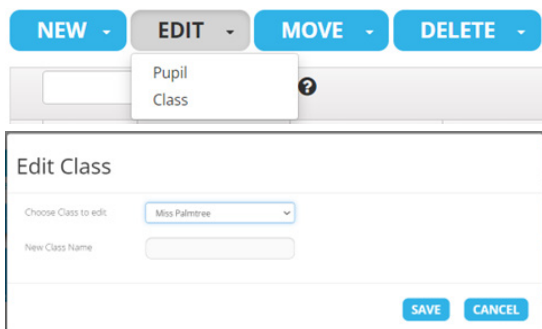
Tick the box next to the pupil's name that you wish to edit, then click the 'Edit' box. The pop-up box will allow you to update the identifying data for the pupil. Click 'Save' to finish.

Changing class names
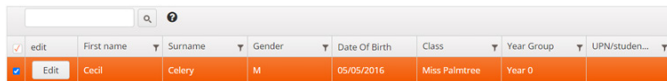
To change the name of a class, select 'Class' from the drop-down 'Edit' box. Use the pop-up box to rename your selected class. Click 'Save' to finish.

Move a student to another class

Select a student you want to move by clicking on the tick-box next to the 'Edit' button to the left of their forename.
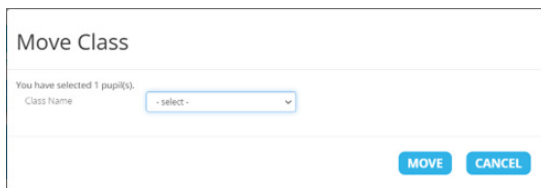

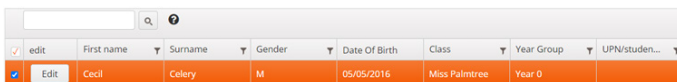Click on 'Move' and choose the 'Class' option from the drop-down menu.
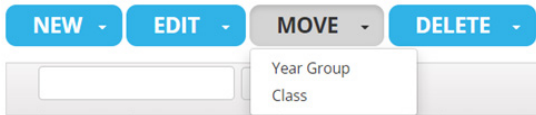
You can choose the other classes registered in your reception year from the drop-down mean and select 'Move' to confirm the transfer of the student.
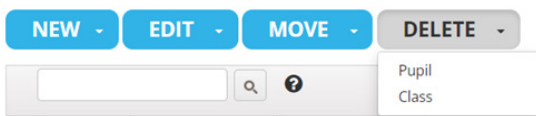

Deleting a student

Select the student you want to delete by clicking on the tick-box next to the 'Edit' button to the left of their forename.

Click on 'Delete' and choose the 'Pupil' option from the drop-down menu.

A pop-up message will ask you to confirm you want to delete the candidate's record, including their baseline reports.

Please be careful with this function. You should email cem@cambridge.org if you delete the wrong student and need us to retrieve the record.

Before you begin...

General tips

- We advise the classroom teacher to carry out the assessment on a one-to-one basis.
- During the assessment, Milly the Bug asks the pupil a series of questions via audio track. The teacher needs to record the pupil's response using the mouse.
- There may be times when the teacher needs to supplement the audio track given by the computer to make sure the pupil understood the question. We advise you to limit these types of interventions to ensure all pupils complete the assessment under the same conditions.
- Under no circumstances should the teacher coax or suggest answers. The teacher should not provide the correct answer if the pupil provides a wrong answer.

Stopping rules

- The computer program continually monitors responses and adjusts the assessment accordingly. This means the program will move the assessment onto another section if a pupil gives a series of incorrect answers.
- The assessment becomes progressively more difficult so that more capable pupils can access the sections unavailable to less capable pupils. In this way, the program tailors the assessment to the level of each individual pupil.

"Yes" and "No" buttons

- On most of the assessment screens, the student's response may be recorded by clicking on the 'Y' or 'N' button.

Y	N
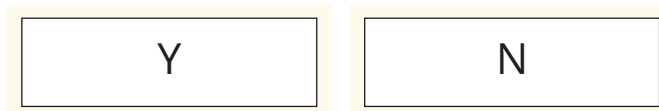
- Please use the 'N' button to record incorrect responses. We provide the 'N' button instead of a 'Wrong' button to avoid the scenario where more able students can read the word 'Wrong' as a potential answer to a question.

"Back an Item" button

- You might click on the wrong button or the student might change his/her mind. In this scenario, please use the 'Back an Item' button to re-enter the student's response.
- On some occasions, this button will not be available (i.e. if the program has moved on to the first question of another section). In this case, click the 'Previous Test' button.

"Replay Audio" button

- This button may be used to repeat the instructions articulated by Milly the Bug. This facility is useful if something distracted the student or if they misunderstood the question.
- Teachers should make a judgement about the number of times it is appropriate to use this facility.

The Two versions of the BASE assessment

There are two versions of the software you can use for BASE:

1. Web-only Version (Recommended)
We recommend this version of the assessment if your school has a stable internet connection during the day. The assessment data will be downloaded at the beginning of each assessment. There is no need for you to do anything further once complete as the results will return to us automatically after you finish the assessment with the child.

2. Non-Web Version
We suggest using the Non-Web version of the assessment if your school has no constant internet connection or a very unreliable connection. You download the assessment onto your school's server and return the results files manually to CEM after you complete all assessments with the children. This version may require your IT staff to undertake more initial set up tasks to prepare the assessment.

We encourage all schools to use computers with a reliable internet connection so they can access the Web-only version of BASE.

Setting up the Web-only version

Access the BASE Assessment Shortcut and Assessment Passkey

You will need to access the assessment shortcut and passkey to complete the BASE assessments.

1. Select the 'Carry out Assessments' menu option and click on the arrow in the Web-Only box.
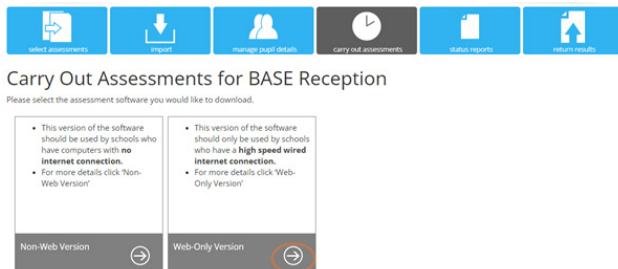
2. This will take you to the page below, where you can access your assessment link and BASE passkey. Note: The BASE passkey is unique to your school, but you will use the same passkey for each student you assess.
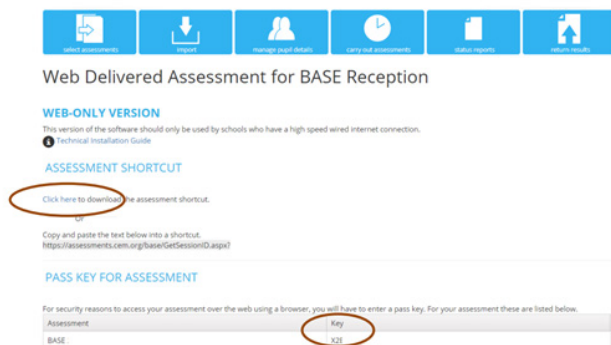
# Downloading the Assessment Shortcut URL

1. Select 'Click here' to download the assessment shortcut (see above). The Passkey for your BASE assessments will be displayed in the 'Key' column.
2. The shortcut will appear in the bottom left corner of your Chrome browser. You can then save it somewhere on your school system, in a location where you can access it.
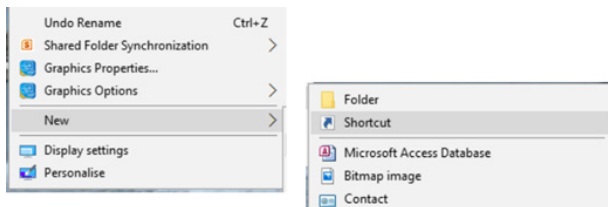

Link (10).html

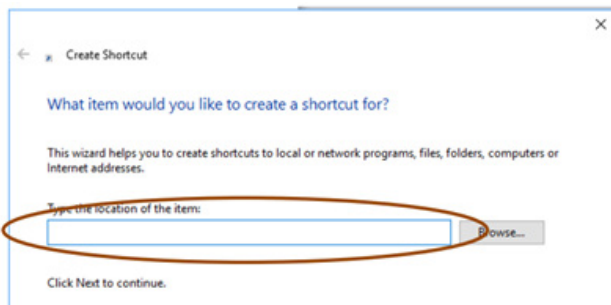You can also create a desktop shortcut this way:
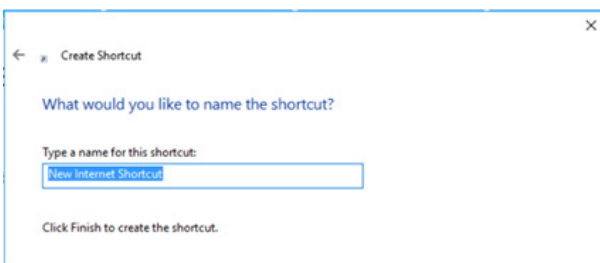
1. Highlight the shortcut text displayed beneath the 'Click Here' link and 'Copy'.
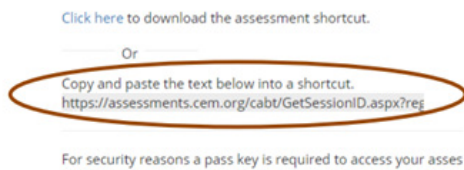
2. Go to your computer desktop and right click your mouse and select 'New' then 'Shortcut.'

3. Paste the copied shortcut text into the location text box.

4. Rename your assessment link. In this example, we will rename the test link *BASE Assessment*.

5. The test link now looks like the one below on your desktop.
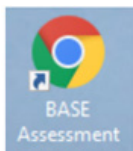
NOTE: The assessment link will be the same for all the BASE CEM assessments your school use.

Non-Web Version

Setting up the Software

You will need to create a folder on your computer called 'BASE_2023-24'. This location should be accessible to the students doing the assessments. Note: the folder must be on a mapped drive (e.g., C:\ where C can be any letter) and must not be a server path or the desktop path (e.g., \\myserver).
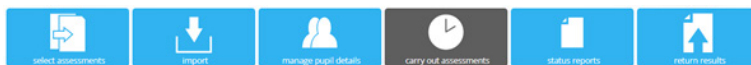
To Begin...

1. Log in to CEM Secure via **https://plus.cem.org/**

2. Click on 'Assessment Centre'.

3. Choose 'BASE Reception' and the latest assessment year from the menu on the following page. Click OK.

4. Click 'Carry Out Assessments' from the menu at the top.

5. Choose Non-Web Version from the options below:
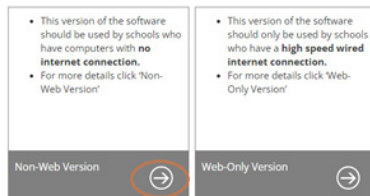
6. You will need to choose between the Windows option and the Mac option. Click 'Download Assessment'.
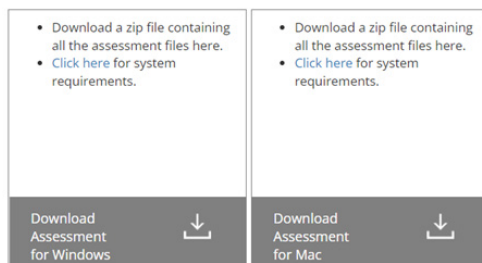
7. You will see the file appear as follows. You can download it by double-clicking on the file.

📁 BASE_2024_0001_0001 (1).zip

8. This will open the file to show the contents:

Name	Type
Media	File folder
Saves	File folder
XML	File folder
Base_2024_0001	Application
CEM_Font_Licensing	Text Document
CEM_Software_Licensing	Text Document

9. In the meantime, create a new folder on your desktop machine. This is where you can extract your files once downloaded. In this instance, we will call it BASE Assessment.
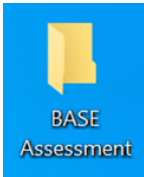
10. Unzip the contents of the zip file at step #7. You can extract the files by right-clicking anywhere in the white box and selecting 'Extract All'.

Name	Type
Media	File folder
Saves	File folder
XML	File folder
Base_2024_0001	Application
CEM_Font_Licensing	Text Document
CEM_Software_Licensing	Text Document

View >
Sort by >
Group by >
Refresh

Paste
Paste shortcut

Extract All...

11. You will see the screen below. Select 'Browse' to choose the folder created at step #9, called Base Assessment. You can now click on 'Extract'.

← Extract Compressed (Zipped) Folders

Select a Destination and Extract Files

Files will be extracted to this folder:

C:\Users\houghk\Downloads\BASE_2022_0001 (1)   Browse...

☑ Show extracted files when complete

Extract   Cancel
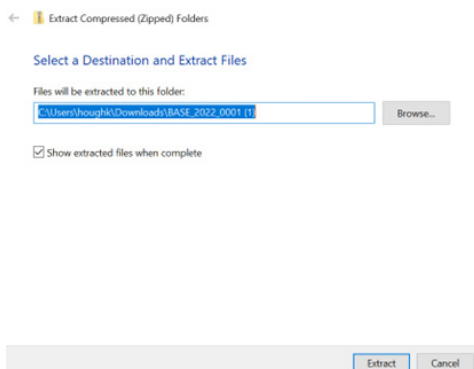
12. The extracted files will now appear. In this example, you need to double-click on the icon called **BASE_2024_0001** to launch the BASE assessment. This will have a blue circle next to it.

Name	Type
Media	File folder
Saves	File folder
XML	File folder
Base_2024_0001	Application
CEM_Font_Licensing	Text Document
CEM_Software_Licensing	Text Document

13. You will see the following screen appear. Select 'Next'.

14. Select the name of the child you want to assess by clicking once on their name. In this example, we will select John Doe.

15. You can now start the assessment by clicking 'Next':

Important Technical Instructions: Ensure staff members have 'Modify' level of permissions for the whole 'BASE_2023-24' folder and sub folders.

Create a shortcut to 'BASE_2024_001.exe' somewhere teachers can access it from their accounts (e.g., on the desktop).

Importing your students for the Start-of-Year assessment using the Non-Web version

For the Start-of-Year assessment, you should import your students into the CEM Secure system before you download the Non-Web assessment by using a CSV spreadsheet, as outlined earlier in this guide.

Note: You will need to download and extract the Non-Web package again if you add any late joining students in the Assessment Centre AFTER you have set up the assessment for the original group of students. The late joiners will then be included in your package.

Extra step for setting up the End-of-Year assessment using the Non-Web version

Warning! Before undertaking the End-of-Year assessment, you MUST download the latest pupil list to the folder where you extracted the BASE Non-Web files for the Start-of-Year assessment. This will ensure your students begin the assessment from the appropriate place.

Updating your pupil list

1. Go to the 'Carry out assessments' option in the BASE assessment centre and click on the file where it says *Download Pupil list*. This will send the file into the Downloads folder of your computer device. The file contains all the student information from the Start-of-Year assessment (e.g., name, gender, DOB, etc.).

2. Go to the Downloads folder on your computer device to locate the file called *CandidateList.zip* (see below). Double-click on the file to open it.

3. Highlight the two files inside by holding down the 'Shift' button on your keyboard and left-clicking on each one with your mouse to select them both. Once highlighted, right-click your mouse and select 'Copy'.
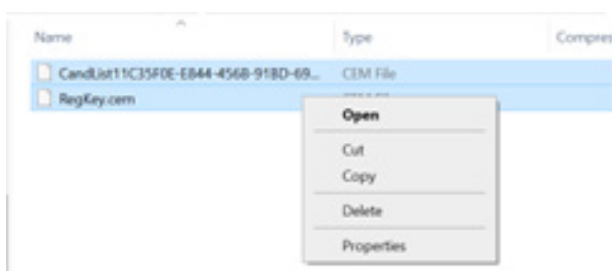
4. Open the folder where you extracted the files for your BASE Non-Web assessment to run your BASE Start-of-Year. From here, double-click to navigate into the XML folder (see below):

Name	Type
📁 XML	File folder
CEM Base_2024_0001	Application
📄 CEM_Font_Licensing	Text Document
📄 CEM_Software_Licensing	Text Document

5. Paste the two files you copied at step 3 into the XML folder (see example below). These will overwrite the list of students that the software knows about and will update your assessment with their latest details, including the data from their first assessment. The students can now begin the BASE End-of-Year from the last question they answered in their first assessment.

📄 CandList11C35F0E-E844-456B-91BD-69C01D0...	16/01/2023 11:52
📄 EngineConfig.cem	16/01/2023 11:52
📄 RegKey.cem	16/01/2023 11:52

Paste your copied files here

Please note: Students will be deleted if you use the "Add name" feature of the assessment software to add new candidates but have not returned any result files from those students from the Start-of-Year assessment.

Special Educational Needs (SEN) students

Visual Impairments

The teacher can set the monitor to an appropriate resolution or project the monitor onto a screen or smart board. We designed the graphics in a way that is simple and intelligible.

Hearing Impairments

You can translate the assessment into British Sign Language. However, the **Phonological Awareness** section will not be suitable for a profoundly deaf student. This section will register a zero, but we will take this into account when interpreting the results.

Impaired Motor Skills

A child needs only to point at the screen to answer a question. Alternatively, the teacher can point to a position on the screen from which the child can verbally communicate or use gestures to guide them.

Cognitive Difficulties

All children will start the assessment at the easiest level or with items that cover the 'Emerging' learning goals as set out by the Department for Education in England for the Early Years Foundation Stage (EYFS). The assessment is not appropriate for children with severe, profound and multiple learning difficulties.

Emotional and Behavioural Difficulties

You can pause and resume the assessment at a later time. The one-to-one approach to the assessment means the teacher can make the appropriate decision through observation.

English as an Additional Language (EAL) students

We recommend the teacher conducts the assessment in the child's mother tongue if the child has little acquisition of English.

The person conducting the one-to-one assessment must be an appropriately qualified adult.

Teachers give the instructions in the child's mother tongue, but those items which are intended to assess a child's English must be presented in English.

For Example	"Look at this picture. Can you point to a..." should be given in the mother tongue,	The teacher should present the target item (e.g. "Kite") in English.

Note: You can also filter your feedback reports based on EAL students.

Beginning the Assessment

1 Access your assessment link (shortcut URL) in Google Chrome or Microsoft Edge (2019 or newer) if using a Windows operating system. We recommend Google Chrome or Safari if using MacOS.
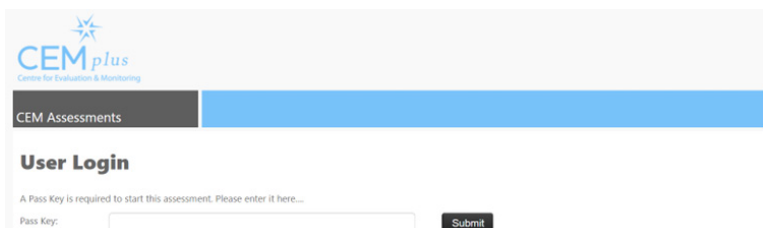
2. Enter the passkey and press 'Submit'.
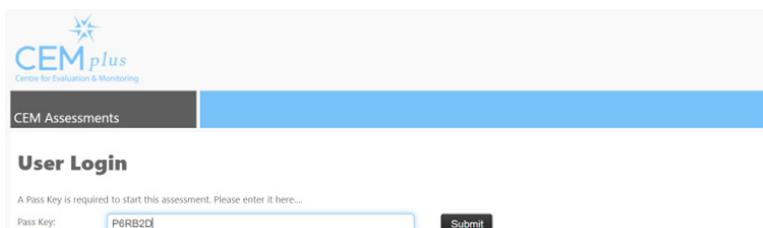
3. This will take you to the first page of the BASE assessment. Click 'Next' to continue.
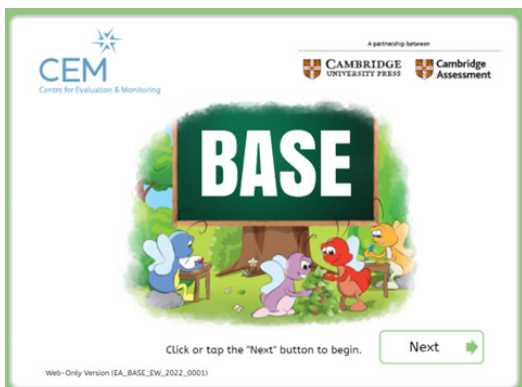
4. Left-click once on the student's name from the list on the screen. This list will appear if you imported your CSV spreadsheet in CEM Secure.
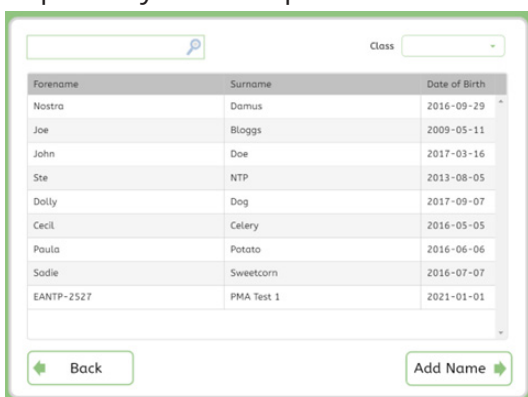
5. The top two options display the BASE Start-of-Year (SOY) and BASE End-of-Year (EOY) assessments. You will see these two choices if you subscribe to BASE Progress or BASE Inspection Ready. BASEline customers will see only the SOY assessment.

    Note: The deadline to complete the BASE SOY is 30 April. The earliest you can access the BASE EOY assessment is 1 May each year.

6. Once you choose the BASE SOY or EOY, you will need to confirm which of the following you want to access:
    *   Main Assessment (Mandatory)
    *   Personal, Social and Emotional Development (PSED) (Optional)
    *   Communication (Optional)

    Click 'Next' to begin the assessment.

7. The next screen will display a summary of the student's identifying information. Choose 'Next' when you are ready to begin.

8. The following page will ask you to test the audio, so you and the student can choose an acceptable volume level. Click on the 'Start' button when you are ready to proceed.
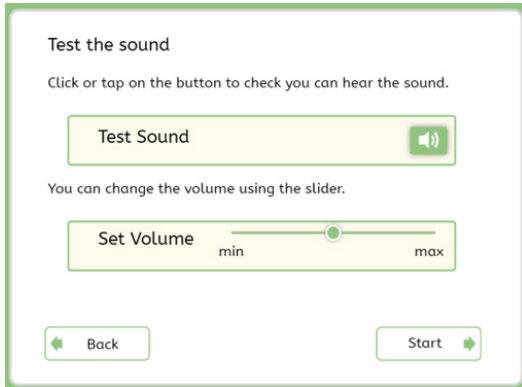
9. Milly the Bug will address you and the student and will ask you to begin the assessment. Press 'Continue'.
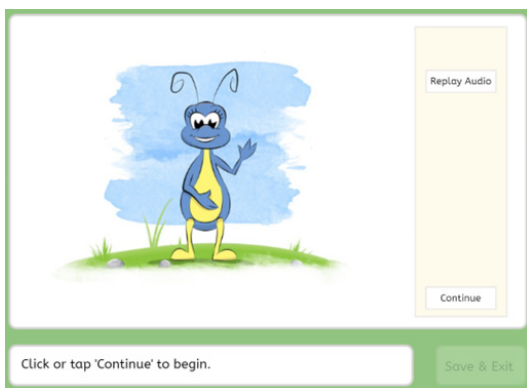
10. Here, Milly the Bug will present you and the student with the first question.
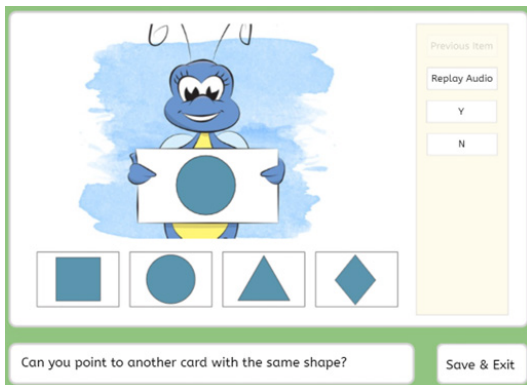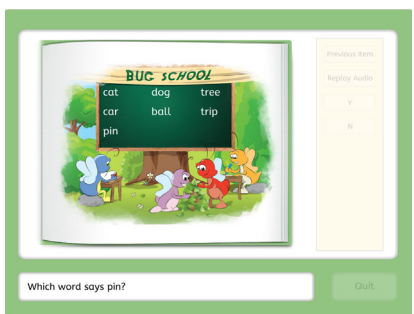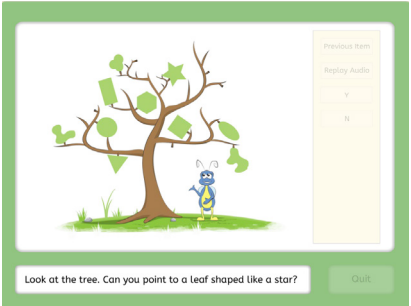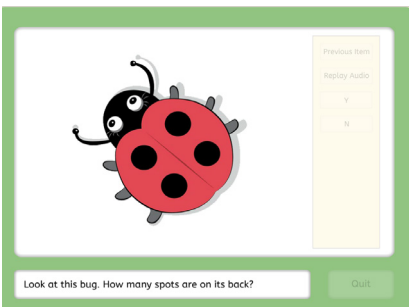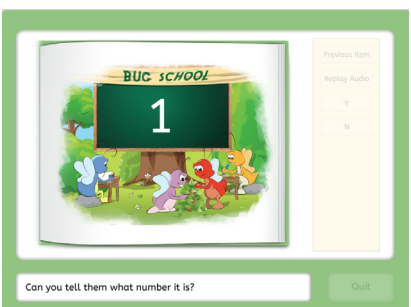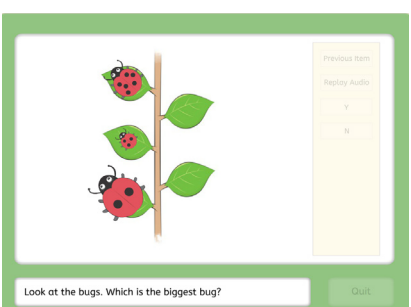
11. Click "Y" if the student provides the correct answer and "N" if they provide an incorrect answer. This will move you on to the next question.
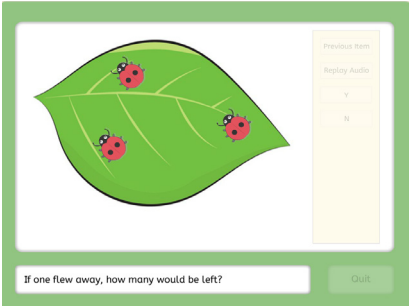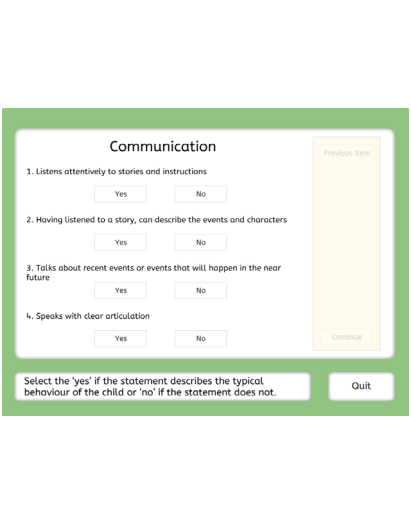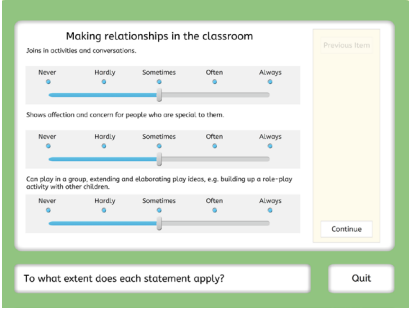
Parts of the BASE Assessment

This document explains the various sections of the BASE assessment and describes some of the questions the child will see. Most children will not see all the questions because the assessment is adaptive. This means more difficult questions will not be offered if a child starts to answer them incorrectly.

Section	Comments
Letter Recognition	**26 items**
	The child is asked what letter Milly is holding up. For each one there are two acceptable answers, the name or the sound, for both upper and lower case letters. Either is appropriate. Please do not accept Letterland names, or prompt them "What does Sammy the snake say?"
Word Recognition	**6 items**
	The child is asked to point to common, short words.
Reading	**79 items**
	The child is asked to read the sentence on the screen. It is marked by clicking on each word the child reads correctly.
The Big Tree	**22 items**
	This section will only be reached by reasonably advanced readers. NOTE: This section should all be read by the child. No help should be given.

Section	Comments
Shapes	**7 items**
 Look at the tree. Can you point to a leaf shaped like a star?	The child is asked to point to leaves of differing shapes.
Counting and Numerosity	**6 items**
 Look at this bug. How many spots are on its back?	This section assesses the child's ability to count. Unlike many assessments, this one doesn't provide the items in a row, so they are deliberately a little more difficult to count. If the child gets the answer correct the picture is removed and they are then asked how many items they saw. This is much more difficult and assesses the child's ability to imagine things they cannot physically count.
Numbers	**24 items**
 Can you tell them what number it is?	This section starts with digit recognition and then moves on to showing two, three and four digit numbers.
Quantity, Space and Shape	**7 items**
 Look at the bugs. Which is the biggest bug?	The child is asked to point to the bug that is indicated by the particular comparison word. For instance the biggest, the smallest, the one with the most spots and so on. This comparison of quantities and sizes is a precursor to more formal maths.

Section	Comments
Numeracy	**18 items**
If one flew away, how many would be left?	The child is asked a variety of maths questions starting with subtraction and addition followed by number sequences, simple fractions and formal arithmetic.
Communication	**8 items**
Communication 1. Listens attentively to stories and instructions Yes No 2. Having listened to a story, can describe the events and characters Yes No 3. Talks about recent events or events that will happen in the near future Yes No 4. Speaks with clear articulation Yes No Select the 'yes' if the statement describes the typical behaviour of the child or 'no' if the statement does not.	This section would normally be carried out while observing the child interacting with their peers. It consists of eight items. These are: Listens attentively to stories and instructions. Having listened to a story, can describe the events and characters. Talks about recent events or events that will happen in the near future. Speaks with clear articulation. Follows verbal instructions that involve two or more steps. Takes turn in conversations. Makes meaningful contributions to conversations. Has awareness of what a conversational partner needs to know.
Personal, Social and Emotional Development	**23 items**
Making relationships in the classroom Joins in activities and conversations. Never Hardly Sometimes Often Always Shows affection and concern for people who are special to them. Never Hardly Sometimes Often Always Can play in a group, extending and elaborating play ideas, e.g. building up a role-play activity with other children. Never Hardly Sometimes Often Always To what extent does each statement apply?	The teacher scores the child on various aspects of their Personal, Social and Emotional Development using a five point scale. The areas covered are: Making Relationships in the Classroom Self Confidence and Self Awareness Managing Feelings and Behaviour Concentration

Returning Data for Web-only version

If you are running the Web-Only version of BASE, then, data should automatically return to CEM Secure at the end of the assessment.

Returning data if your internet connection drops

An error message like the one below will appear if there is a loss of internet connection when the system is trying to return data for the Web-only versions:
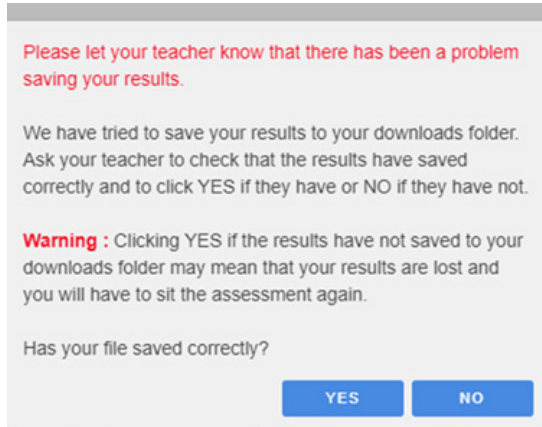
There is no need to worry. The system will force it to save to the 'downloads' folder of your computer device. This will be in a CSF format.

1. Please check the CSF file has saved to the 'downloads' folder.

2. If saved correctly, you will see a "CEM_RESULTS_FINAL_XXX.CSF" (where XXX is a long string of numbers and letters) file appear in the bottom left-hand corner of the browser window.
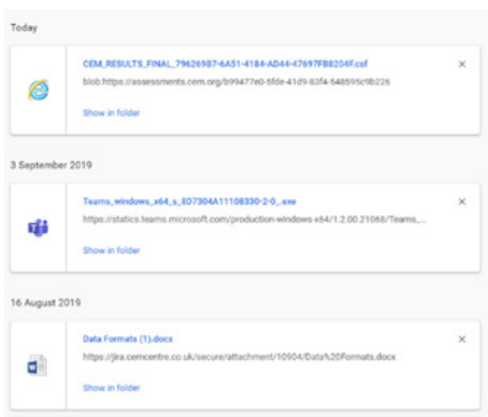
This may look slightly different in different browsers. You can also open the browser's 'downloads' folder and check if a result file with that name appears with a creation date/time within the last minute or so.

3. We recommend you copy this file immediately to a USB drive or a common server location, to facilitate easy upload to CEM.

4. If you are satisfied the results have saved correctly, they can click 'YES'. You will then see the following dialog, and the test will finish as normal.

5. You will need to return the CSF files to CEM. To return the assessment results, use the 'Result Upload' tab in CEM Secure. Go to the Assessment Centre and select 'Return Results', as per the example below:
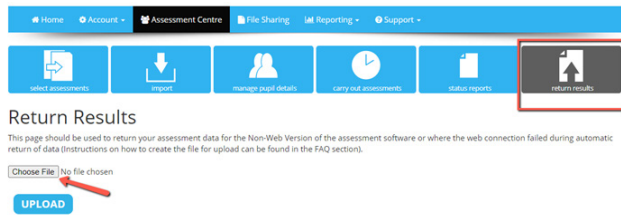
6. If the CSF file has NOT saved correctly in the 'downloads' folder, you should click 'NO', and the system will attempt to save the results again. The system attempts to save the file to the 'downloads' folder up to five times, and the user will see the same dialog each time, assuming they do not click 'Yes'.

7. If you are still unable to verify a file has saved to the 'downloads' folder, you will be taken to the copy & paste dialog.

8. As a last resort, when the user clocks 'no' five times, the system will display a dialog containing the raw result XML and a 'copy' button. Users should click the 'copy' button and then paste the contents into a **Notepad** (or similar) file and return it to CEM by e-mail to cem@cambridge.org.
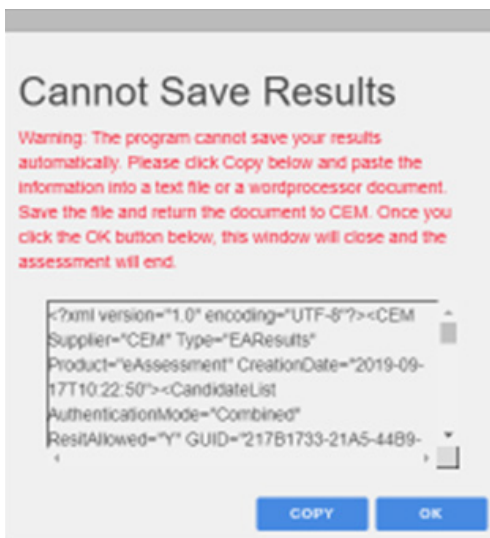
Returning Data for Non-Web Assessments
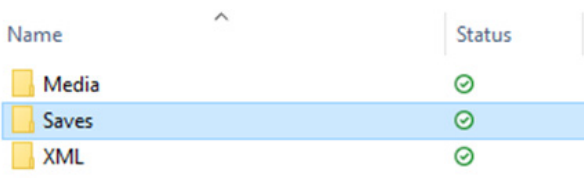
You will need to return your results to us once you have completed the Non-Web version of the assessments with your students.

1. Go to the files you extracted as part of your download to install the Non-Web version of the assessment on your computer.
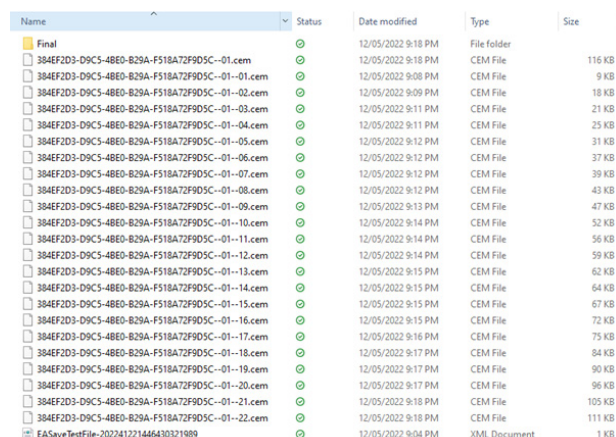
2. Click on the Saves Folder below.
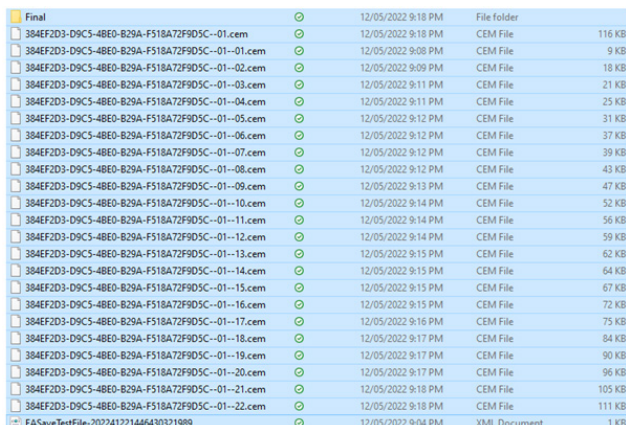
3. You will see the files in the folder as follows:

4. Highlight the files by clicking on the first file at the top and then press Shift + down arrow (↓) until all the files are highlighted like the ones below.
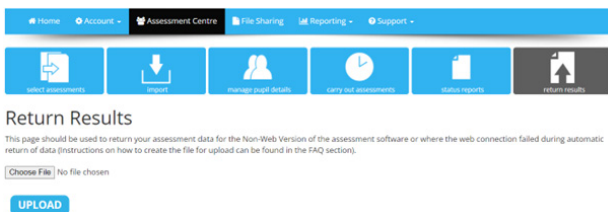
5. Hover over the selected files and right click the mouse. Choose Send to > Compressed (zipped) folder.
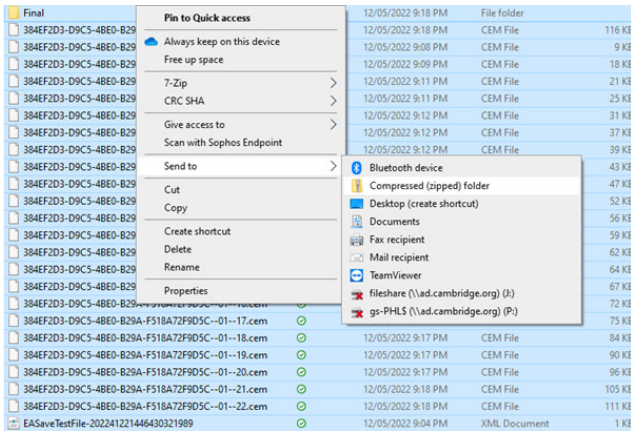
6. The file will be saved at the bottom. This is the file you will need to upload in CEM Secure.

7. Use *Assessment Centre> Return Results* to return your BASE results file.

The Optional PSED module

The Personal, Social and Emotional Development (PSED) module is available to customers that subscribe to BASE Progress and BASE Inspection Ready.

The child does not need to be present as this is a survey you complete based on your observations of the child. We encourage teachers to do this section of the assessment more than once throughout the school year to monitor important characteristics in each child.

We ask you to use a five-point scale to record the various aspects of the child under the headings below:

- Making relationships in the classroom
- Self-confidence and self-awareness
- Managing feelings and behaviour
- Concentration

You access the PSED module in the same way you access the BASE main assessment by using your assessment link and passkey. These are available in the 'Carry out assessments' section of the Assessment Centre in CEM Secure.

Completing the module

1. Select the BASE Start or Year or BASE End of year assessment at the top and then click on the PSED option in the menu below.

2. The next screen will confirm the student's identifying information.

   Select 'Next' to continue and choose 'Start' on the following screen to begin the module.

3. Click on the answer to each of the statements in relation to the child. You can do this by clicking on one of the following:
   - Never
   - Hardly
   - Sometimes
   - Often
   - Always

   … or by holding down the left-mouse button to drag it to any of the above answers.

4. You will see the final screen when you have completed the module.

The Optional Communication Module

The child does not need to be present for the Communication module.

You add your observations of the child's communications skills by selecting "Yes" or "No" to each of the statements.
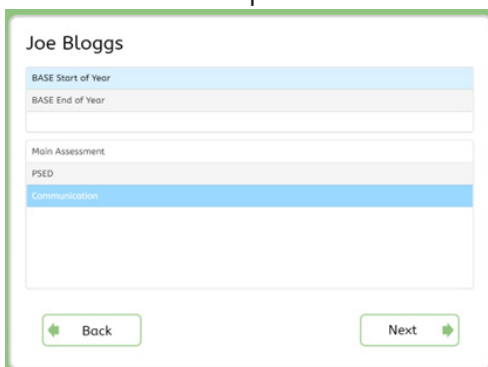
This module takes between 3-5 minutes to complete for each child.

Completing the module
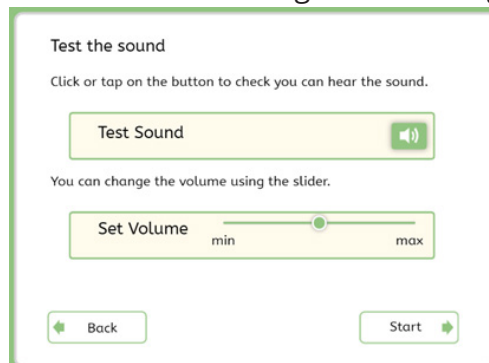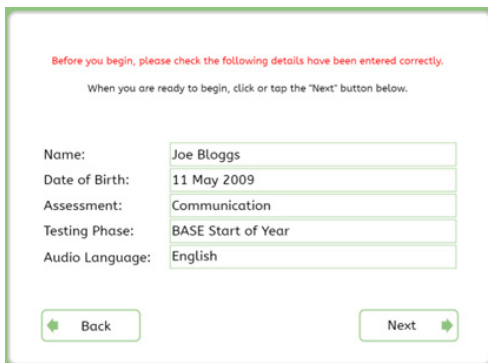
You access the Communication module in the same way you access the PSED module. Login to the module using the assessment link and passkey in the 'Carry out assessments' section of CEM Secure.
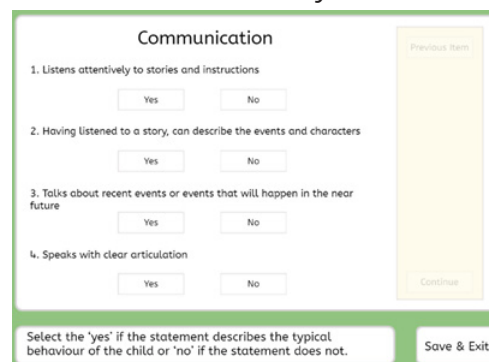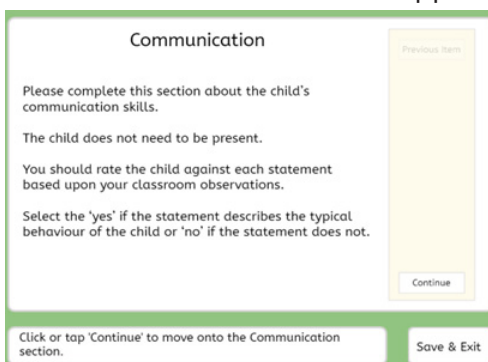
1. Select the BASE Start or Year or BASE End of year assessment at the top and then click on the Communication option in the menu below.

2. The next screen will confirm the student's identifying information.

   Select 'Next' to continue and choose 'Start' on the following screen to begin the module.

3. Press 'Continue' once you have read and understood the instructions for carrying out this module. The statements will appear on the next screen for you to answer with "Yes" or "No".

4. You will see the final screen when you have completed the module.
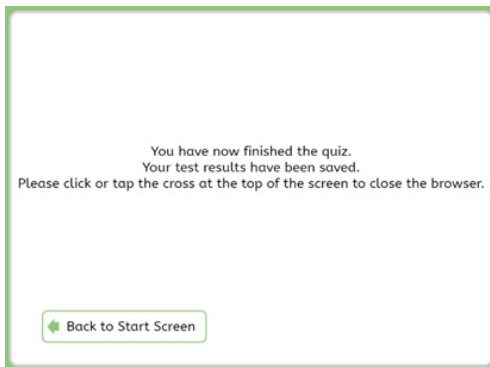
Frequently Asked Questions

Can I trial a BASE assessment to check that everything is working as it should?

Yes, you can run a trial assessment to its conclusion by creating an additional student record with TEST as the first name and TEST as the surname. A name of "TEST TEST" is automatically filtered out by the data processing system and will not display in your reports. This is by design to avoid data contamination but still allows a school to see how the assessment functions.

You will need to complete the assessment in full to trial it successfully. At the end of the assessment, or if it times out, a message will appear onscreen that your results are being saved, and then that the results have been saved. At this point, you can select OK to close the browser.

Note: You can remove the trial student using the Candidate Editor in the Assessment Centre to delete the appropriate record.

How can I upgrade my BASE subscription?

You can upgrade your BASE subscription at any point in the year should you wish to carry out the end of year assessment or access the full suite of reports.

If you are subscribed to BASEline or BASE Progress, you will only see data for up to 5 students on certain reports. This is to allow you to try out the reporting to see if you would like to upgrade. You can access the reporting for all children by upgrading your current BASE package. This does not require you to assess your children again, and you should be able to generate reports within half an hour of upgrading.

To upgrade your package, go to **Account> Subscription** from the menu at the top. From here, choose 'My Subscriptions' and then 'Manage' your BASE subscription. You can then select the package you would like. We will invoice you as appropriate for your updated package.

I want to change the number of students I assess. How do I do this?

Current Assessment Year

There is no upper limit if you need to increase the number of students you wish to assess in the current assessment year. However, you may only reduce the number of students to assess by a maximum of 20 percent of the original number purchased.

The next year ahead

You can reduce the number of estimated assessments by more than 20 percent for future years. To do this, you will need to notify us in writing, and we must receive any revised estimates by 1 February prior to an assessment year starting.

How to change the numbers for the current year

You can change the number of BASE students on each assessment through CEM Secure:

Log onto CEM Secure > Account > Subscriptions > My Subscriptions > Select contact to amend > Manage > change student number > Update

Why is the Web-only version of my assessment running so slowly?

We recommend the web-only version for schools that have a reliable, high-speed internet connection. You will typically be able to assess one student for every 1Mbps of line speed, but this can vary depending on other factors within your school.

We recommend you try the following:

- Assess students in smaller groups.
- Stagger the start times for students. A large group of students launching the assessment at the same time may cause local bandwidth problems.
- Run the assessments on devices with wired Ethernet connections rather than Wi-Fi.

If your school does not have a constant internet connection, has a very unreliable connection, or you wish to test a higher number of students at the same time, we recommend using the Non-Web version. There is no limit to the number of students you can assess at the same time using the Non-Web version. All content is stored locally on your school's server or computer, and you will need to return the results manually to CEM after the students complete their assessments.

I can't get past the User Login page when I enter my passkey. How do I fix this?
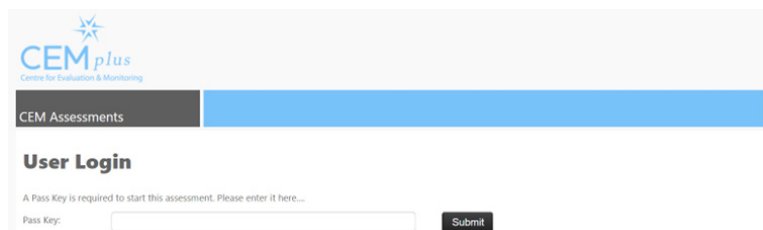
This is sometimes caused by your firewall settings or your web browser having cookies stored that are no longer valid for the assessment.

Please clear the cache and cookies on your machine using the guidance below:

Chrome
- Click the Menu button in Chrome (normally located in the top right of the screen)
- In the menu click Settings
- On the Settings screen, click Show advanced settings...
- Under the Privacy section, click Clear browsing data...
- In the box that appears:
- Set Obliterate the following items from to the beginning of time
- Make sure that only Cached images and files is ticked – untick all other boxes
- Click Clear browsing data.

Edge
- Open Microsoft Edge, select Menu (3 dots icon on top right corner of the browser)
- Within Settings click on Privacy, search & services from the options on the left hand side.
- Next, choose Clear browsing data, then select Choose what to clear.
- Tick the boxes for Cached images and files and Cookies and other site data.
- Click Clear now.

Firefox
- Click the Menu button in Firefox (normally located in the top right of the screen):
- In the menu click Options
- A new tab will open - on the left of the screen, select Advanced
- Select the Network tab
- Under Cached Web Content, click Clear Now.

Opera
- Click the Opera button in the top left of Opera to open the menu
- In the menu click History
- Click Clear Browsing Data...
- In the box that appears:
- Set Obliterate the following items from to the beginning of time
- Make sure that only Empty the cache is ticked – untick all other boxes
- Click Clear browsing data.

Safari 8.0+ (Mac)
*** Important - this will remove ALL website data, not just the cache.
- Open Safari, and then click Safari in the top left of the screen
- Click Preferences
- In the window that appears, click the Privacy tab
- Click Remove All Website Data...
- Click Remove Now in the pop-up window that appears.

When should I carry out our BASE assessments?

The BASE Start-of-Year begins on 1 September and ends on 30 April. We advise you to carry out the first assessment as early as possible in September and October.

The BASE End-of-Year starts on 1 May and ends on 31 August. Most school complete this in June and July.

How should I carry out the BASE assessment?

We recommend you carry out the assessment away from the rest of the class in an environment where the child feels comfortable. The assessment does not have to be carried out by the class teacher, and the same teacher doesn't have to carry out all the assessments. Each assessment takes about 20 minutes. CEM will receive the results automatically if you use the web version.

How long does it take for the feedback to appear once the students complete the assessment?

The feedback reports can take up to 48 hours to appear but will often be ready within the first 24 hours.

How long will my BASE reports take to generate once they're ready to download?

The length of time taken to generate reports will vary between a few seconds and a few minutes, depending upon how busy CEM's server is. If the report seems to be taking a while to generate, we suggest that you refresh the webpage (press F5). This should enable you to access the report. The page where you generate reports also includes a facility to request a notification by email once your report is ready.