CAMBRIDGE
UNIVERSITY PRESS & ASSESSMENT

Centre for Evaluation & Monitoring

Post 16
Co-ordinator Guide

2024-25

Contents

What is Alis/CEMIBE?

Introduction

Alis/CEM IBE can be used to predict students' performance in A Level or International Baccalaureate Diploma examinations by establishing their level of ability, which we refer to as a baseline. It does this in two ways:

- Using your students' average (I)GCSE score
- By providing a Computer Adaptive Baseline Test (CABT)

You can choose to use one or the other of these baselines, or both. However, any student for which an average (I)GCSE score cannot be provided must take the CABT. The analysis from each baseline is reported separately.

The CABT

The Alis/CEMIBE Computer Adaptive Baseline Test (CABT) is a single, timed assessment. It includes the following adaptive sections. (Running order indicated by the numbers):

- **(1) Vocabulary** (lasting a maximum of 10 minutes)
- **(2) Mathematics** (lasting a maximum of 25 minutes)

Additional Non-Adaptive sections

- **(3) Non-Verbal (including Pictures, Speed and Accuracy, Diagrams, Dice)** (lasting 16 minutes in total)

PLEASE NOTE: The assessment has no sound.

Instructions and example questions are given at the start of each section so a student is aware of what they are expected to do and how long they have to answer as many questions as they can. If a student gives an incorrect answer to an example question, they will be told what the correct answer is.

Students will not be told if they have given a correct or incorrect answer when the assessment starts for real.

When the section time is reached the section will end regardless of whether a student has finished. This is by design.

PLEASE NOTE: Links to the assessments are only valid for the current testing year. The new shortcut or URL must be set up on your system each year and should be used with the new passkey for each year group. The assessment will not run if you try to use the most recent passkey with an expired shortcut or URL.

This document guides you through the process of carrying out the CABT and obtaining predictive reports.

Preparing for your assessments

Accessing the Computer Adaptive Baseline Test (CABT)

All facilities for the computer adaptive assessments are accessed via the Alis+/CEM IBE+ secure website. These can be accessed via www.cem.org selecting the Login button in the top right hand corner of the page.
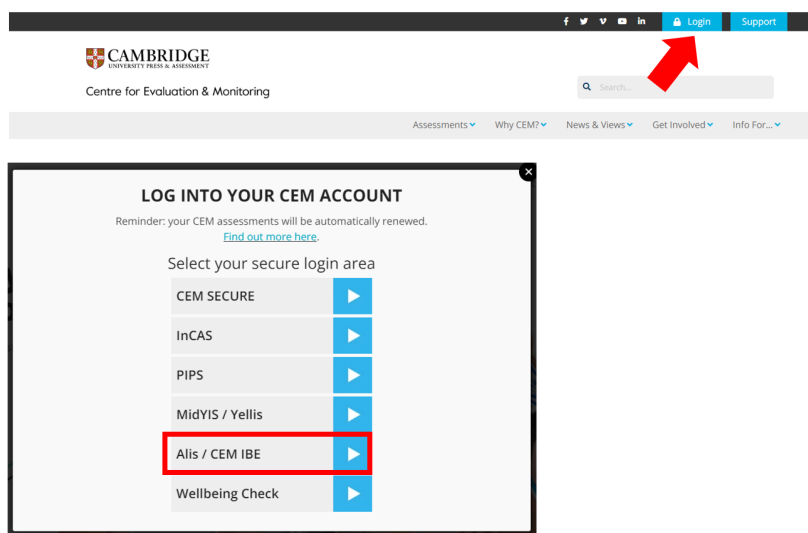
PLEASE NOTE: You will require your Username and Password to access the website. We are only able to provide these details to the registered coordinator.

From the HOME page on Alis/CEMIBE+ Select ASSESSMENT
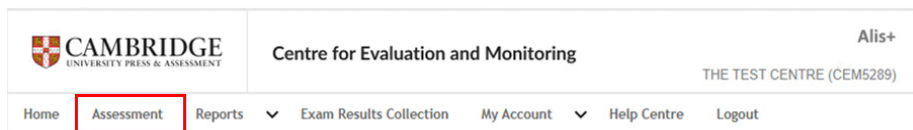
You will now see the Computer Assessments menu page with links to guidance on each stage of the assessment process.

Click on Upload Student Details on the menu on the left and this will take you to our Assessment Centre.

We advise that you Upload Student Details Inc Subject Choices and Average (I)GCSE Point Scores to ensure student details are entered accurately and to enable students to simply select their name from a list at the start of the assessment. If it is too early for you to include average (I)GCSE scores and/or subject choices, you may upload a file including just the required fields before assessing and add any missing information later.

PLEASE NOTE: Full predictive reports cannot be generated until your students have at least one baseline (CABT or average (I)GCSE score) on their record and their subject choices have been uploaded.

Accessing Assessment Centre

Select Assessment

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

```
CABT 2024-2025
CABT 2023-2024
CABT 2022-2023
CABT 2021-2022
CABT 2020-2021
CABT 2019-2020
CABT 2018-2019
```

OK

Select the assessment year from the list.

PLEASE NOTE: The CABT year should be the academic/assessment year in which the assessments are to be carried out.

Name of Contract	Duration of contract	UK academic year in which contract starts	Year group students are in when they take the assessment	CEM Assessment Year	Year final exams are taken
2025 Year 12	2 Years	2023-2024	12	2023-2024	2025
2025 Year 13	1 Year	2024-2025	13	2024-2025	2025
2026 Year 12	2 Years	2024-2025	12	2024-2025	2026
2026 Year 13	1 Year	2025-2026	13	2025-2026	2026

Select IMPORT from the top menu.
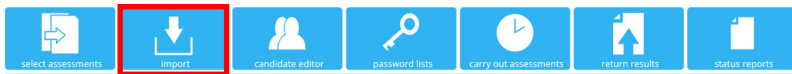
You can now select the year group that you want to set up from the dropdown box and click OK.

SELECT YEAR GROUP

This facility allows you to upload your candidate details into our system, prior to testing.

Please complete this upload at least 24 hours before you intend to test your candidates

Select the year group that the CSV File applies to:

`- select -` ▾ **OK**

You will then be able to upload a file. Before you do this you will need to add your students' details to a CSV file. We provide two example files that you can use to enter your student details and then upload. The two examples are:

- Contains qualification name and subject name as header Example file
- Contains qualification name and subject name as inline text Example file

a. Select the file using the button below
`Choose File` No file chosen

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

Choose a file format
● No subject data
○ Contains qualification name and subject name as header Example file
○ Contains qualification name and subject name as inline text Example file

What is the divider between qualification and subject?
`;` ▾

Do you want predictions to AS for your A2 subjects?
○ Yes ● No

Click to upload the file
UPLOAD

Importing Student Details: Required file format

The file containing your students' details should have the following columns (*Indicates a required field. Other fields are optional before assessments take place and may be added later) but **remember full predictive reports cannot be generated until the required baseline(s) and post-16 subject choices are present.** Example files demonstrating the correct formats are available on the **IMPORT CANDIDATE DETAILS** page (see page 5).

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

Note that all four student ID types marked # in the table above may be submitted, but initially only one will be included in the Alis reports. The IDs will be selected in the order: MISID; ULN; UPN; UCI.

First 10 columns (only the first four columns are compulsory)

First name	Surname	DOB	Sex	UPN	ULN	MISID	PostCode	Ethnic Origin	Av GCSE
Yousef	A	11/02/1999	M	A987654321001	9987654321	ID_YoAa	DH1 3AA	White - British	4.56
Frances	C	20/05/1999	F	N987654321014	9987654334	ID_FrCa	DH1 3OO	White and Asian	5.67
Jan	Fi	05/09/1998	M	C987654321029	9987654349	ID_JaFa	DH1 3DD	White and Black African	6.78
Jon	Ki	09/06/1999	M	Y987654321051	9987654371	ID_JoKe	DH1 3AA	White - British	7.89
Mary	Li	05/10/1998	F	B987654321054	9987654374	ID_LaMa	DH1 3DD	Pakistani	8.00

If you wish to include ethnic origin with your student details, please use the codes below:

DfE Census sub-category	DfE Code	DfE Census sub-category	DfE Code
Any Other Asian Background	AOTH	Gypsy / Roma	WROM
Any Other Black Background	BOTH	Indian	AIND
Any Other Ethnic Group	OOTH	Pakistani	APKN
Any Other Mixed Background	MOTH	Traveller of Irish Heritage	WIRT
Any Other White Background	WOTH	White - British	WBRI
Bangladeshi	ABAN	White - Irish	WIRI
Black - African	BAFR	White and Asian	MWAS
Black Caribbean	BCRB	White and Black African	MWBA
Chinese	CHNE	White and Black Caribbean	MWBC

Where subject choices are included in your file, the spreadsheet must conform to one of our accepted broadsheet formats with one row per student.

Option 1: Qualification and subject as inline text

Subject choices should be in the format **Qualification;Subject (without spaces)** for example A2;French.

Subject1	Subject2	Subject3	Subject4
A2;Mathematics	A2;Further Maths	A2;Physics	AS;French
A2;English Language	A2;English Literature	A2;French	A2;Geography
A2;English Literature	A2;French	A2;Geography	A2;Art
AS;Geography	A2;English Language	A2;Music	
IBH;English A	IBH;French B	IBH;Geography	

Option 2: Qualification and subject as column header

A2;Art	A2;English Language	A2;English Literature	A2;French	A2;Geography	AS;Geography	A2;Mathematics	A2;Further Maths	A2;Physics	A2;Music	IBH;English A	IBH;French B	IBH;Geography
						Y	Y	Y				
	Y	Y	Y	Y								
Y	Y		Y	Y								
	Y				Y				Y			
										Y	Y	Y

PLEASE NOTE: Any of the symbols @ # % & + = ! may be used as dividers in place of ; but the symbol needs to be consistent within the file.

You should include the qualifications that your students will take in their final year. For A Levels, this will usually be A2. There is the opportunity to request AS Level predictions for all the A2 subjects included in your spreadsheet at the point of upload. You may also include AS qualifications, for example, if students are taking an AS Level for interest in their final year. Simply replace A2 with AS i.e. AS;French.

Navigating to Your File

Select **BROWSE** to navigate to your file and identify the **FILE FORMAT** and **DIVIDER** used in the students' subject choices, if they are present. Then indicate whether you require AS predictions for all the A2 subjects in your file. You can also download example files here.

Import Candidate Details for Year 12 CABT 2024-2025

The following steps enable you to import your candidate details, average GCSEs* and subject choices before running the assessment.
*From 2017, the 9-1 scale will apply to all GCSEs for schools in England and Northern Ireland [?]
Help and blank template

a. Select the file using the button below
Browse...

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

Choose a file format
◉ No subject data
○ Contains qualification name and subject name as header Example file
○ Contains qualification name and subject name as inline text Example file

What is the divider between qualification and subject?
; ⌄

Do you want predictions to AS for your A2 subjects?
○ Yes ◉ No

Click to upload the file
UPLOAD

You will see a table with the column headers from your file and CEM column headers. Select the descriptions which best match the content of your file using the dropdown lists in the right-hand column. Columns left as **IGNORE** will not be loaded into our system. **You will see more options to match if you have included other non-required columns in your file.**

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

PLEASE NOTE: It is important that your students' average (I)GCSE scores are on the 0-9 grade scale (Welsh schools should use only the 0-58 scale). BE CONSISTENT - ONLY ONE SCALE SHOULD BE USED. A warning message should appear asking you to fix the error if you try to include both scales in your student upload. However, if the students are already in the system and any have had a value entered on the alternative grade scale, this could result in students having scores on both scales. Even if most of your students in a year group have scores on the 0-9 scale and only 1 student in the same cohort has a score on the 0-58 scale, this will prevent some of your predictive reports from generating and should be avoided.

Matching and Mapping Subjects

If you used Format **1: Qualification and subject name as header -** you will see headers like these to match.

AS;Maths	Subject Choice ⌄
AS;History	Subject Choice ⌄
A2;Eng.Lang	Subject Choice ⌄
A2;Eng.Lit.	Subject Choice ⌄
A2;Maths	Subject Choice ⌄
A2;French	Subject Choice ⌄
A2;Geography	Subject Choice ⌄

If you used Format **2: Qualification name and subject name as inline text -** you will see headers like these to match.

Once all relevant headers have been assigned click **NEXT**.

If you have included subject choices, you will then be asked to map qualification types in your file with the recognized qualifications from CEM.

Once you have mapped your students' qualifications click **OK**.

Once you have mapped your subjects click **OK**

PLEASE NOTE: Please check that all your columns and qualifications/subjects are mapped correctly, even those that have mapped automatically. Remember any value mapped to IGNORE will not be loaded into our system.

Any errors in your data will be flagged up at this point and you can **EDIT** or **DELETE** students' details before the upload is completed. If there are no errors, a table will appear with all your students' details listed.

If any of your students appear to be already in our database, you will see a **CANDIDATES MATCHING** page.

You must now select update or include against each student record.

Selecting **UPDATE** will allow you to add missing information to an existing record (needed when adding information not included in your first upload e.g. average (I)GCSE scores and/or subject choices).

Selecting **INCLUDE** will create an additional student record (use only if there is no existing student record).

Once this is done click **FINISH** to complete the upload.

Calculating Your Average (I)GCSE Point Scores

These must be calculated using the (I)GCSE 9-1 scale (only Welsh schools will continue to use the 0-58 scale). See below the conversion table for results graded A*-G.

PLEASE NOTE: Average (I)GCSE Scores should be calculated using only FULL (I)GCSEs (i.e. excluding short (I)GCSEs, AS or vocational equivalents). Double awards should be counted as 2 separate awards.

(i)GCSE Grade (A*-G)	Point Score	Northern Ireland only	
A*	8.5	A*	9
A	7	A	7.5
B	5.5	B	6
n/a	n/a	C*	5
C	4	C	4
D	3	D	3.1
E	2	E	2.4
F	1.5	F	1.6
G	1	G	0.9

Your MIS may be able to do the calculation for you or you can follow these steps to work out the average point scores manually:

1. For results graded A*- G, use the point score in the second column of the table above. Northern Irish schools please use the point scores in the fourth column of the table above. The scores from each result will be used to calculate the total points each student has achieved. For results graded 9-1 they are already expressed as a number so no conversion is necessary.
2. For each student, add together the points for each (I)GCSE result to get the total (I)GCSE point score.
3. Count the number of full (I)GCSEs taken by each student, remembering to count double awards as two. Include all full (I)GCSE awards, not just a selection of the best grades.
4. Take the total (I)GCSE points and divide by the number of full (I)GCSEs taken. This will provide the average (I)GCSE point score which should be expressed to two decimal places.

Example

Matthew has the following (I)GCSEs

Qualification	Grade	Points
GCSE English	8	8
GCSE English Literature	7	7
GCSE Maths	6	6
GCSE Biology	B	5.5
GCSE Chemistry	B	5.5
GCSE Physics	C	4
GCSE Spanish	B	5.5
GCSE History	B	5.5
Total Points		47
Number of GCSEs	8	

Matthew has a total of 47 points and has taken 8 GCSEs. His average GCSE point score is calculated by taking his total points and dividing them by the number of (I)GCSEs taken. 47 divided by 8 equals an average point score of 5.88.

Allocating extra time for SEN students

At the school's discretion, 25% extra time may be allocated to any student with special educational needs.

This can be done 2 ways:

Include a column in your **Student Registration Spreadsheet** headed **Extra Time** and enter a capital Y in the cell relating to the relevant student/s.

OR

Use the **Candidate Editor** (see page 23) to add extra time to a student already in the database.

Password Enabled Testing (PET)

When you register with us, our standard assessment set up for MidYIS, Yellis and Alis is a year group specific passkey, with students then selecting their name from a list.

We know some schools prefer their students to have a unique password rather than selecting their name. We have that functionality available. You just need to ask us to turn it on.

There's no extra cost for the service, but if you choose to enable passwords it will apply to all your MidYIS, Yellis and Alis students.

To turn on Password Enabled Testing, please email us at cem@cambridge.org.

Running the assessments

Technical Requirements

See the following link: **https://www.cem.org/general-technical-requirements**

PLEASE NOTE: Every effort is made to allow software to run on a variety of products/versions but we cannot guarantee functionality will be present when using a set up not included in the above specification.

Preparing for the Assessment

A few things you'll need to do in advance of students taking the assessment:

1. **Decide whether you will take the Web-Only or Non-Web version of the assessment and download the link/assessment depending on which one you choose**

2. **Access the passkey/passwords**

We also recommend you take some time to look at our Day of Assessment support in the Help Centre and consider trialling the assessment in advance.

Accessing the Passkey

All students will need a passkey to access the assessment. Our standard set-up is that students will input a year group passkey and then choose their name from a list. If you do not wish your students to see a list of names, see Page 11 for Password Enabled Testing (PET).

Accessing the Passwords

This step is only relevant if you have PET turned on, and we have generated passwords for students rather than have them choose their name from a list.

In the Assessment Centre, select the Passwords Lists tab shown below.

The unique five-digit password for each student will be displayed.

For ease, you can filter by year group and/or class before printing out the passwords to a PDF document.
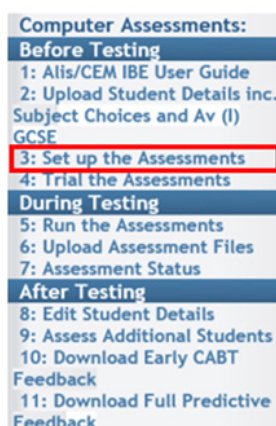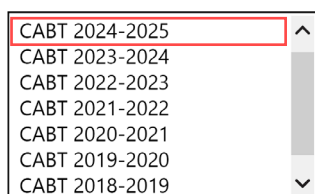
Accessing the Assessment

Click on **ASSESSMENT > 3: SET UP THE ASSESSMENTS > CABT XXXX > OK > CARRY OUT ASSESSMENTS.**

Select Assessment

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

CABT 2024-2025
CABT 2023-2024
CABT 2022-2023
CABT 2021-2022
CABT 2020-2021
CABT 2019-2020
CABT 2018-2019

OK

Web Only Version

This is the online version of the assessment which provides a web link that may be saved as a shortcut on the desktop of the computers to be used. It must be used in conjunction with a passkey which is available on the Carry Out Assessments page. The response files are returned to CEM automatically.

Identify the passkey needed for the year group you are going to assess. **There is a different passkey for each year group – it is very important that you use the correct one.**

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	☑
CABT 2021 Year 8	LK	☑
CABT 2021 Year 9	LL	☑
CABT 2021 Year 10	LM	☑
CABT 2021 Year 11	LN	☑
CABT 2021 Year 12	LP	☑

Click on the appropriate grey box

- 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

Create a shortcut to the assessment.

To download the shortcut select **CLICK HERE** (Recommended)

WEB-ONLY VERSION

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

ASSESSMENT SHORTCUT

Click here to download the assessment shortcut.

Or

Copy and paste the text below into a shortcut.

https://assessments.cem.org/cabt/GetSessionID.aspx?regkey=92979B08-F0A7-4208-9195-81079671ABFD

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

Retrieve the link from the bottom left corner of your screen (Chrome) or from your **Downloads** folder and save it somewhere on your school system where the students can access it. You can re-name the link for easy identification.

Link (10).html
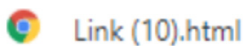
To do a quick check to see if the assessment is working, you can paste the URL into an address bar in your browser and **ENTER**

https://assessments.cem.org/cabt/GetSessionID.aspx?regkey=92979B08-F0A7-4208-9195-81079671

Google

Clicking on the shortcut icon or pasting the URL into your browser will take you to the **USER LOG IN** screen where you input the passkey.

Provide the students with the correct passkey for their year group. Entering the passkey and clicking **SUBMIT** will launch the assessment.

CEM Assessments

User Login

A Pass Key is required to start this assessment. Please enter it here....

Pass Key: Submit

What if something goes wrong? (Web Only Version)

The save failover process has been designed to prevent data loss if the assessment result cannot be saved and returned to us automatically.

The most likely reasons for this are:

- A local (school/LA) firewall blocking the result save message to CEM
- Heavy demand on CEM's systems causing requests to our web-services and database to time out.

There will be 3 attempts to save the final result file back to CEM, each with a time-out of 60 seconds. If it is still unable to save back to CEM, the save failover routine will be activated.
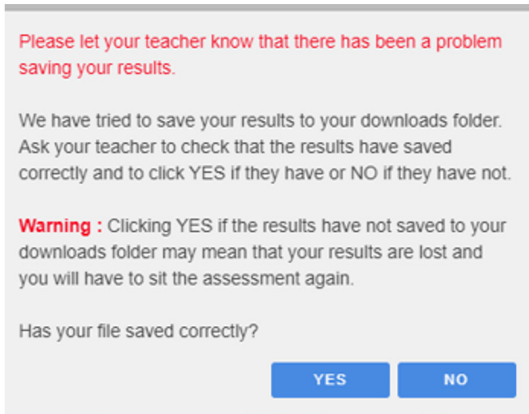
Check the **CEM_RESULTS_FINAL_XXX.CSF** file has correctly saved to the **DOWNLOADS** folder and copy this file to a USB drive or a common server location to facilitate easy upload to CEM.

If the results have saved correctly, click **YES**.

The following dialog box will then appear and the test will finish as normal
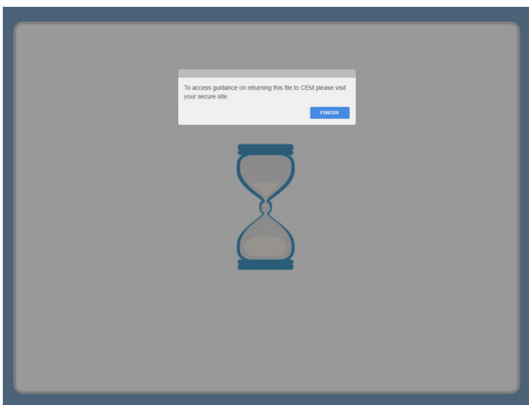
If the file has NOT saved correctly, click **NO** and the engine will attempt to save the results to the 'downloads' folder five times. If you are still unable to verify a file has saved to the **DOWNLOADS** folder, you will be taken to the copy & paste dialog.

Click **COPY** and paste the contents into a Notepad (or similar) file and return it to CEM by e-mail. As the file is unencrypted, it should be zipped and password protected using the Alis/CEMIBE secure site password.
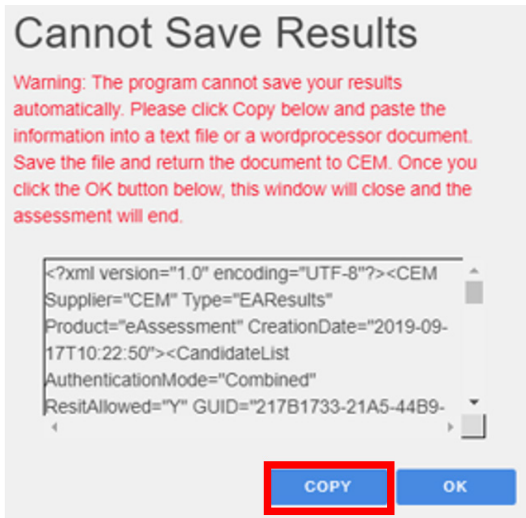
Non-Web Version

This is the offline version of the assessment which provides assessment software for you to download to run on your local area network. Normally this would be saved onto the school server and shared out to each student computer. The response files are saved locally and must be uploaded manually to the secure website.

PLEASE 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.

Click on the appropriate grey box for the Non-Web assessment
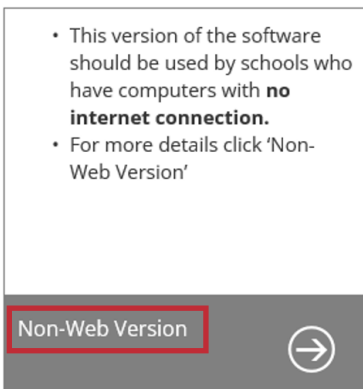
Download the version of the Non-Web assessment you require – this guide demonstrates the Windows version
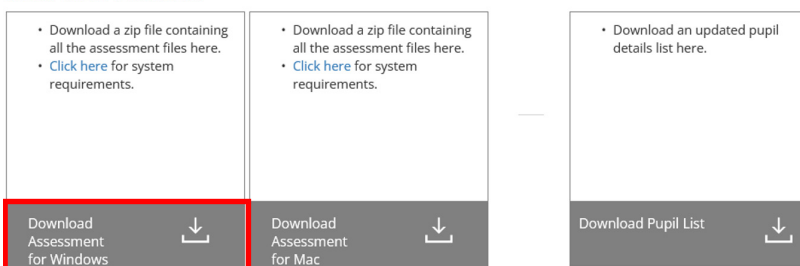
The software will appear in your **Downloads** folder and in the bottom left of your screen (Chrome)

📁 CABT_EW_2025_0001.zip

Downloads	⌄ ↻

^

Name

⌄ Today (1)

📁 CABT_EW_2025_0001
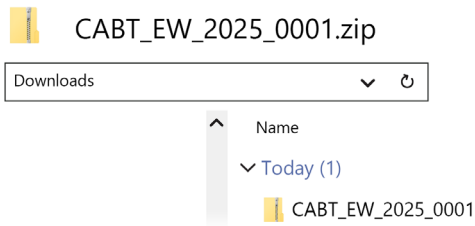
Copy the zip file from your **Downloads** folder and paste it into the area where you wish to save the software or save the download that has appeared in the bottom left hand corner of your screen. Unzip the software file by highlighting and choosing an Unzip program. **UNZIP** into the same folder as the copied zip file

CABT_EW_2025_0001

Open	
Express Zip	>
Open with	>
Scan with Sophos Anti-virus	
Restore previous version	
Send to	>

Compress...
Compress to "CABT_EW_2025_0001.zip"
Open Archive...
Extract to "CABT_EW_2025_0001" folder
Extract Here
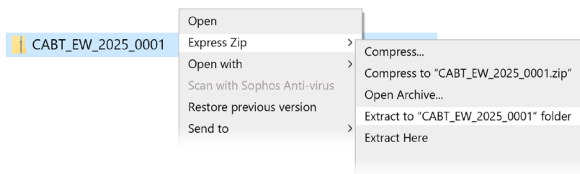
A new folder will now appear in the CABT software folder

Name	Type
CABT_EW_2025_0001	File folder
CABT_EW_2025_0001	ZIP file

Open the folder to view the contents

Name

📁 XML
CABT_EW_2025_0001
📄 CEM_Font_Licensing
📄 CEM_Software_License
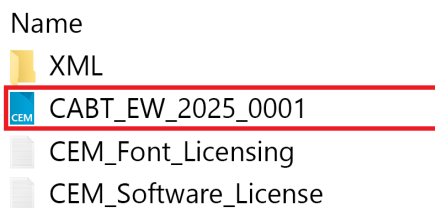
The **CABT_EW_2025_0001** is the assessment. Click on the assessment which will generate this screen.

CEM eAssessment — □ ×

Welcome to CEM eAssessment

Do NOT close this window until the assessments have been completed

Our assessments are to be run from your web browser. We recommend our assessments be run in Chrome or Safari. For a full list, please see:

https://www.cem.org/general-technical-requirements

1. Open a Chrome or Safari browser window

2. Copy the link below into the address bar of your browser:

http://localhost:8085/local

3. Once the assessment is finished you may close the browser window.

4. To run another assessment on this computer simply repeat steps 1-3

5. Once all your assessments have been completed, close this window to stop the assessment service.

COPY the link into an address bar in your browser and click **ENTER**. This will bring up the **USER LOG IN** screen where the appropriate assessment passkey can be entered. Click **SUBMIT** to launch the assessment.
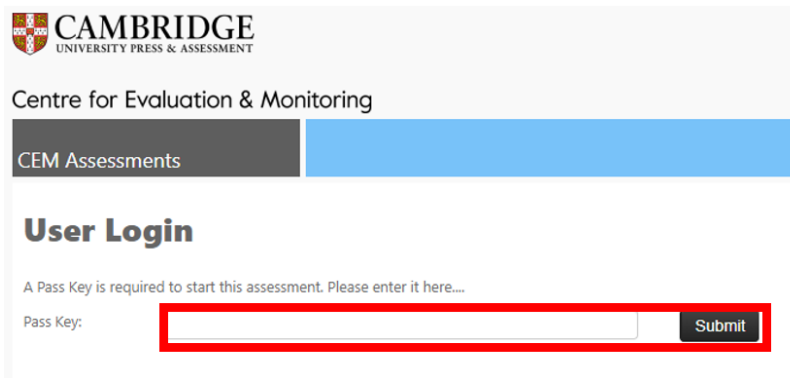
You will then see the **SAVES** folder appear with the other software files where your offline results files will be stored before transfer to CEM.
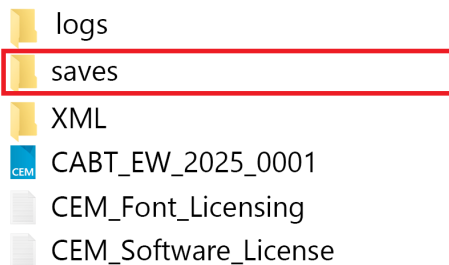
A shortcut can then be saved somewhere on your systems where it is easily accessible to your students. To create this, **RIGHT CLICK** on the assessment file and select **CREATE SHORTCUT**
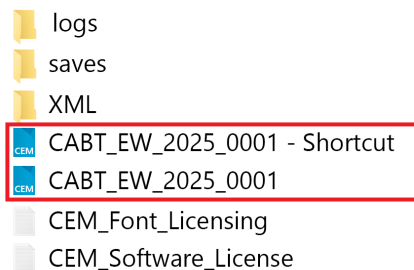
When the shortcut is selected, the following screen will appear.
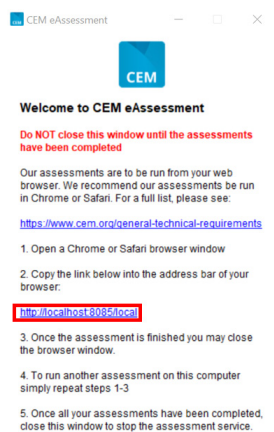
COPY and PASTE the link into an address bar in your browser as described previously, and enter the passkey into the log in screen to launch the assessment.

Trial the Assessment

To ensure that it works, we advise that you trial the assessment all the way through as a fictitious student named Test Test. You can choose any gender and date of birth. When using the **Non-Web version**, check that the trial response files are saved successfully on your machine/network and upload them to CEM for processing (see page 19). Check that we have processed and/or received your assessment data successfully by looking at your **STATUS REPORTS** (see page 20). Using Test as forename and surname will ensure the trial student is excluded from your school's feedback. Delete any other trial student you have created using the **CANDIDATE EDITOR** (see page 23)

The example questions for the Computer Adaptive Baseline Test (CABT) require a correct answer but, once you have finished this section, you can pick any response and click on the **NEXT** button. At the end of the assessment, or if it times out, you will be told on screen that your results are being saved, and then that they have been saved. You will then need to select **OK** to close the browser.

If you have any doubts about your internet bandwidth, please trial the online version of the assessment with a number of simultaneous assessments. Should you find that your internet bandwidth is insufficient, you should use the **NON-WEB** version of the assessment.

Run the Assessments

Invigilation: Students should take the assessment in a standardised environment under supervision. Ensure all students are familiar with the computers they are about to use and explain to them what the assessment involves.

Most students complete the assessment in around 45 minutes and it will 'time out' after 1 hour (unless you have allocated the 25% extra time for students with additional needs – (see page 11). **Students should have pen and paper provided but calculators are strictly forbidden.** You do not have to test all your students in one session.

What your students need to take the assessment and what they will see

- The CABT assessment link – URL or shortcut download
- The correct assessment passkey for their year group
- A pen/pencil and paper
- Individual Password (if PET has been enabled).

When the students have entered the passkey, they will see the page below. Click **NEXT**

They should then either:

i) Select their name from the list. **The students should only select ADD NAME to add their own details if they are not on the list.**

Or

ii) If you have Password Enabled Testing set up, please ask them to enter their unique password. This does not give the option for the student to add their name.

The student will then be asked to check their details before selecting Start and entering the assessment.

Returning your assessment files to CEM

Click on the SAVES folder

📁 logs

📁 saves

📁 XML

CABT_EW_2025_0001

CEM_Font_Licensing

CEM_Software_License
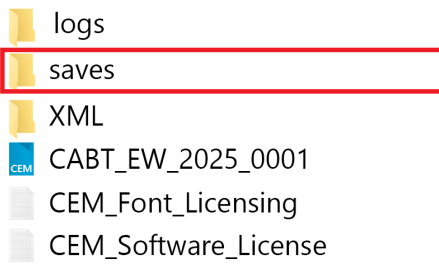
Highlight the files by clicking on the first file at the top and then press Shift + down arrow (↓) until all the files are highlighted like the ones below.

Hover over the selected files and right click the mouse. Choose Send to > Compressed (zipped) folder.
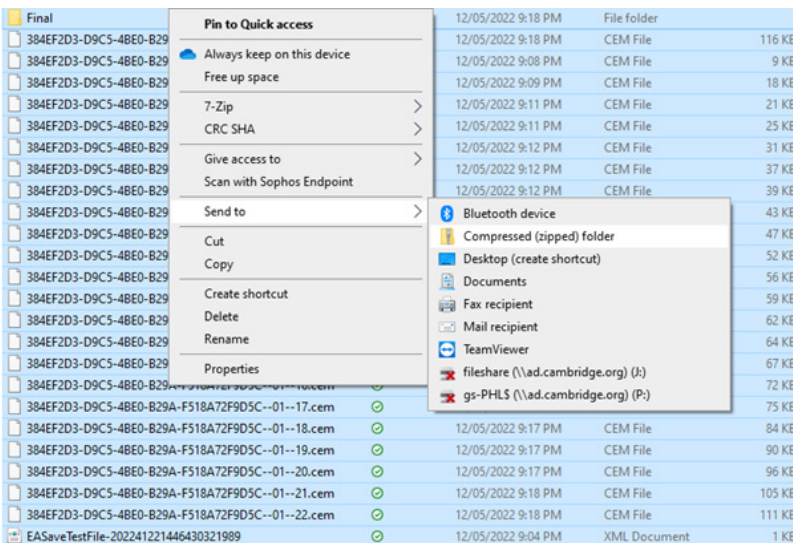
The zipped file will be saved at the bottom. This is the file you need to upload to Alis+

On the **HOME** page of the **ALIS+/CEMIBE+** website click **ASSESSMENT > UPLOAD ASSESSMENT FILES**

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).

Click on **RETURN RESULTS > UPLOAD**

You will then receive a message in a green band confirming that your file has uploaded successfully

Checking who has completed the assessment

From the **HOME** page of **Alis+/CEMIBE+** go to **ASSESSMENT > 7:ASSESSMENT STATUS > CABT XXXX > OK > STATUS REPORTS**

All of the year groups taking the CABT that you have uploaded to Assessment Centre will be visible. You can **SEARCH** for a student using their forename or surname.

You can also filter the data using the **FUNNEL** icon next to each column header. The example below shows only Year 13 students. The **ASSESSMENT STATUS** column tells you the assessment status of each student.

COMPLETED - means that the assessment has been completed successfully.

PENDING - means that an assessment has not been started via the Web-only version. It may have been completed using the Non-web version, but the assessment files have not yet been uploaded to CEM.

IN PROGRESS - This means that an assessment has been started but has not been completed and the student should be advised to complete the assessment. Alternatively, this message could also mean that the assessment has been completed but there has been an internet failure at the point of return and the response file has been saved locally. In this case the file can be uploaded to CEM in the usual way (see page 14).

At the top right side of the page you will see export to PDF and Excel icons. Clicking on these icons will generate a file containing the same data as that shown on the STATUS REPORTS page.

You will be given the option to **OPEN** the file, **SAVE** it to disk, or **CANCEL**.

Editing student details

From the **HOME** page of **Alis+/CEMIBE+** go to **ASSESSMENT > 8:EDIT STUDENT DETAILS > CABT xxxx > OK > CANDIDATE EDITOR**

All of the year groups taking the CABT that you have uploaded to Assessment Centre will be visible. **FILTER** to the year group you wish to see.

To EDIT an existing student's details

Select the student you wish to edit using the appropriate **CHECK BOX** and click **EDIT**

Type any changes directly into the appropriate boxes the click **SAVE**. A warning message will appear asking you to fix the error if average (I)GCSE scores on more than one scale have been included in the student record. **25% extra time may be added for SEN students. This must be done before the student starts the assessment.**

To DELETE a student

Select the student/s you wish to delete using the appropriate **CHECK BOX**

Click **DELETE** at the top of the page or **CANCEL** if you do not wish to proceed

PLEASE NOTE: If you are deleting a duplicate student record, DO NOT DELETE THE RECORD WITH A CABT ATTACHED. Add any missing data to the record with the CABT attached (e.g. subject choices and average (I)GCSE score) and then delete the record with no CABT. A warning message will appear with the name of the student if you are trying to delete a record with a completed CABT attached. If you have duplicate students with CABTs attached to both records, you will need to decide which record you wish to keep and delete the other one, ignoring the warning message. If both the student records have completed assessments see our Helpcentre for guidance https://cambridgeinternational. zendesk.com/knowledge/editor/01HPH8NBNC1F0S8J10AZFXTTBH/en-gb?brand_id=360002081558

To MOVE a student record to a different year group

Select the student you wish to move using the appropriate **CHECK BOX > MOVE**

Select the year group to move to using the dropdown box and click **MOVE** or **CANCEL** if you do not wish to proceed

To **ADD** a new student

Click **NEW**

Select the year group you wish to move the record to and click **OK**

Enter all relevant information then click **SAVE** or **CANCEL** if you decide not to proceed.

PLEASE NOTE: A warning message will appear asking you to fix the error if average (I)GCSE scores on more than one scale have been included in the student record.

Assessing additional students

Absentees - These students would usually be in Assessment Centre already so their details will appear in the drop-down list at the beginning of the assessment. They can access the assessment in the usual way.

Late Additions - These students can either access the assessment in the usual way and click on the **ADD NAME** button to enter their own details or their name can be added to the student records using the **CANDIDATE EDITOR** (see page 26) before they take the assessment. Their name will then appear on the list for them to select at the start.

Your reports will automatically update to include the additional results.

PLEASE NOTE: Links to the assessments are only valid for the current testing year. Once you have finished testing, you should remove the links from your computers to avoid confusion in the next assessment year.

ALIS/CEMIBE Reports

Downloading Early Predictive Reports

If your students have taken the assessment, you have the option to **DOWNLOAD EARLY PREDICTIONS based on the CABT baseline only.**

From the **HOME** page of **Alis+/CEMIBE+** go to **ASSESSMENT > 10: DOWNLOAD EARLY CABT FEEDBACK or go to REPORTS > PREDICTIONS (ADAPTIVE BASELINE) FOR ALL SUBJECTS**
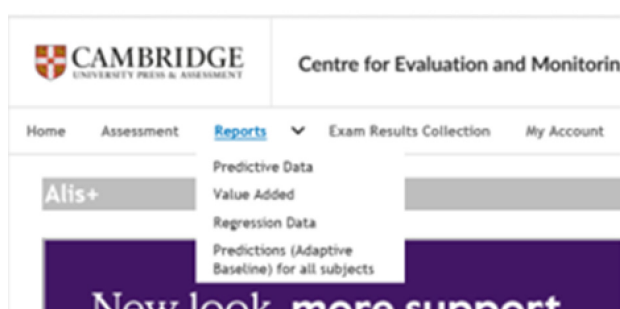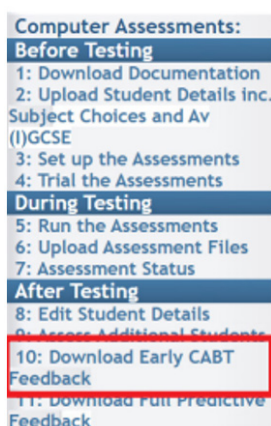
The **VIEW ONLINE** option takes you to a page with a table like the one shown below.

The **SPREADSHEET DOWNLOADS** option opens a page like the one shown below from which your students' early predictions can be downloaded as scores or grades.
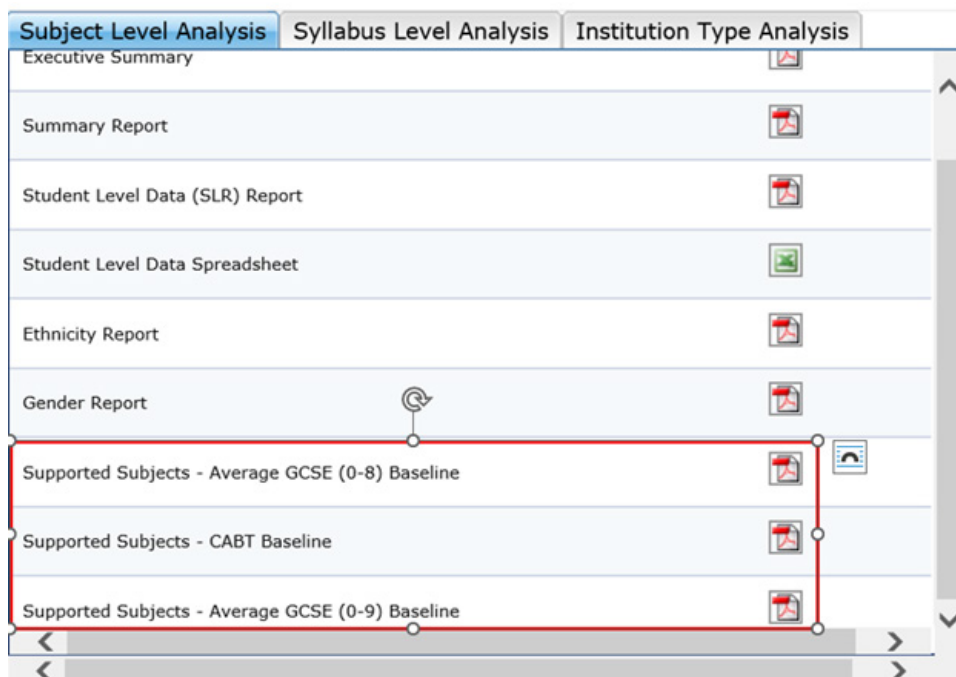

Downloading Full Predictive Reports

From the **HOME** page of **Alis+/CEMIBE+** go to **REPORTS > PREDICTIVE DATA**

or
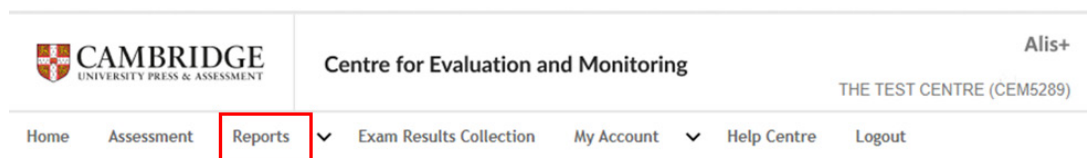
From the **HOME** page of **Alis+/CEMIBE+** go to **ASSESSMENT > 11: DOWNLOAD FULL PREDICTIVE FEEDBACK**

*PLEASE NOTE: The Alis/CEM IBE system collects results for all subjects within the qualification types we analyse. However, we can only include in the reports subjects for which we have received sufficiently reliable data to produce a robust analysis. A list of the qualifications we have been able to include in the reports can be found in the list below which can be found under REPORTS > VALUE ADDED. The lists for Year 12 2026 Alis/CEMIBE predictions and Year 13 2025 predictions will be under exam year 2024. There is a separate list for the Computer Adaptive Baseline Test and the Average (I)GCSE baselines because the data sample for each qualification from each baseline is analysed separately. Therefore, it is possible for a particular qualification to appear in the reports from one baseline but not the other, neither or both.*

PLEASE NOTE: Providing you have supplied all the necessary student information and your assessments are complete, full predictive reports (from whichever baselines your students have on their records) will be generated later the same day. They will automatically re-generate if any additional assessment results or student information is submitted by any method. However, please allow 24 hours for the processing of manually uploaded assessment files. See below the range of predictive reports available.

Description	Download	createddate
IPRs	📄	08/04/2024
IPR - Spreadsheet	📊	08/04/2024
Predictions - Spreadsheet (50th Percentile)	📊	08/04/2024
Predictions - Spreadsheet (75th Percentile)	📊	08/04/2024
Predictions - Spreadsheet (90th Percentile)	📊	08/04/2024
Predictions - Broadsheet (Adaptive Baseline)	📊	08/04/2024
Predictions - Broadsheet (GCSE Baseline)	📊	08/04/2024
Predictions - Student Level (Chances)	📄	08/04/2024
Predictions - Subject Level (Chances)	📄	08/04/2024
Historical Intake Profiles (Bands)	📄	08/04/2024

Should you require further assistance please contact our Helpdesk.

Email: **cem@cambridge.org** or Telephone: **+44 (0)1223 790122**