



CAMBRIDGE

# Guide for Downloading and Running CABT Non-Web Version

## MacOS Catalina Onwards

This guidance will allow users to run non-web assessments for **MidYIS**, **Yellis** and **Alis**

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# Introduction

Web-Only Version CABT assessments can be run on Apple OS. Non-Web Version assessments can only be run on High Sierra operating systems or newer. You will need to take the additional steps below to run our Non-Web Version assessments on the operating systems newer than Mojave e.g. 10.15 Catalina, 11 Big Sur, 12 Monterey.

You need to remove all previous software and response files (marked with a .xen extension) if you have used the **Non-Web Version** CABT in the past. Assessment links are only valid for the current testing year.

***We strongly recommend that you upload student details before downloading the offline assessment software. This will ensure that a populated student details file will download with the assessment software.***

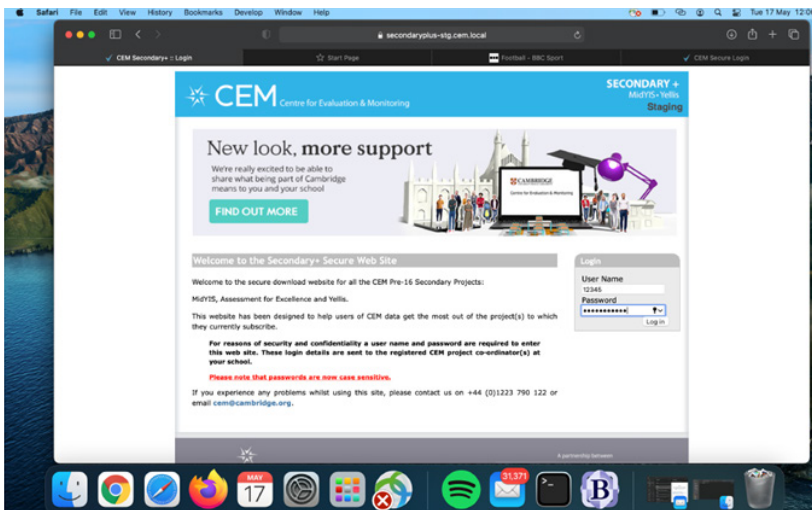
If you upload the student details after the assessment software downloads, then, these details will not be included in your download. In this case you will need to download the Non-Web CABT again. This guidance covers the setting up and running of the assessment. You can find all other guidance, including uploading student details, in the assessment specific coordinator guides below:

- MidYIS
- Yellis
- Alis

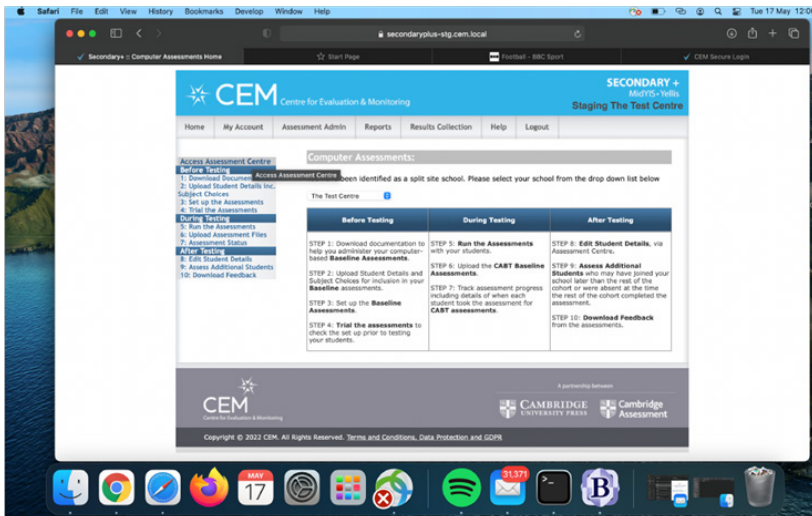
## Setting up and Running the Assessment on a Mac

It is a good idea to add a new folder to your desktop on the Mac in question – this will be the target folder location for saving the Non-Web version of the CABT assessment. To add a new folder, simply right-click on your desktop, select **New folder**, and then give it a name of your choosing. In this guide, we call the folder CABT 2022-23.

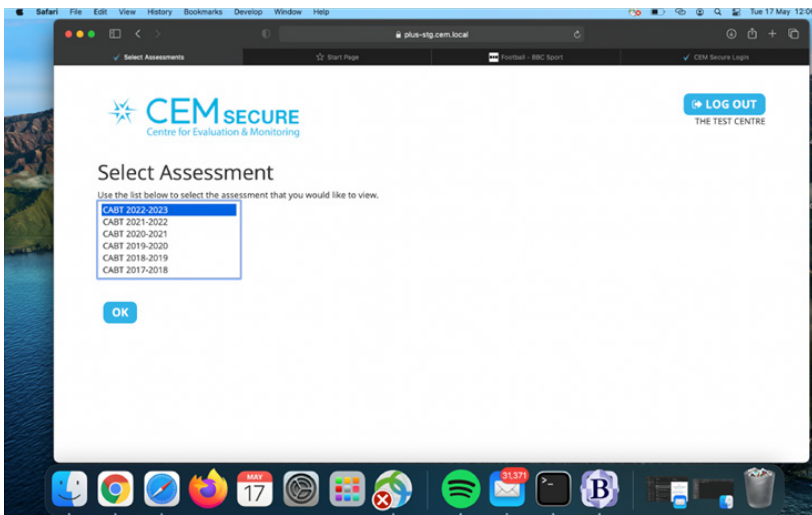
Next, open your preferred browser using your secondary+ (CABT) login credentials and enter your username and password to access the system.



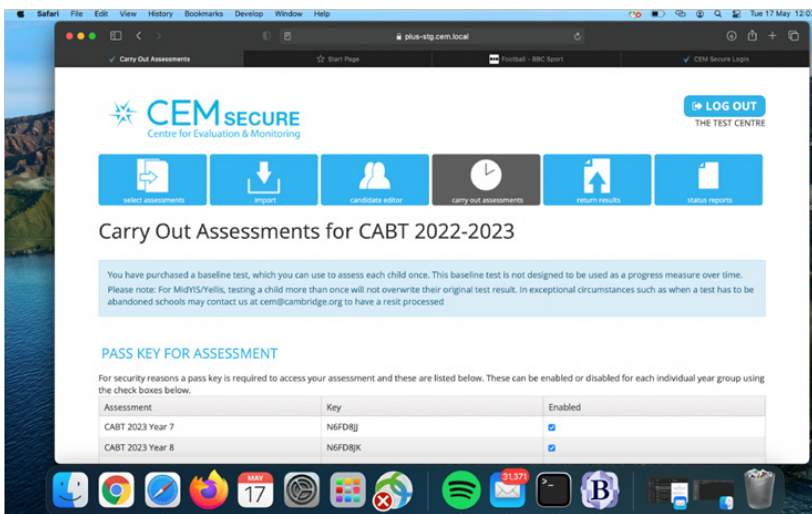
Click on **Assessment Admin** from the menu bar on the top of the page, then select **Computer Assessment**. You will see an option to **Set up the assessment** from the menu on the left-hand side of the screen.



On the **Select Assessment** menu, choose **CABT 2022-23** and click **OK**.



From the menu bar on the new screen, select **Carry Out Assessments**.



Scroll to the bottom of the page and click **Non-Web Version** to download the assessment.

#### RETAKE AN ASSESSMENT

The software can allow or disallow a candidate to retake an already completed assessment. This can be enabled or disabled using the check box below. This will apply to all candidates using the assessment.  
 Candidates can retake an assessment

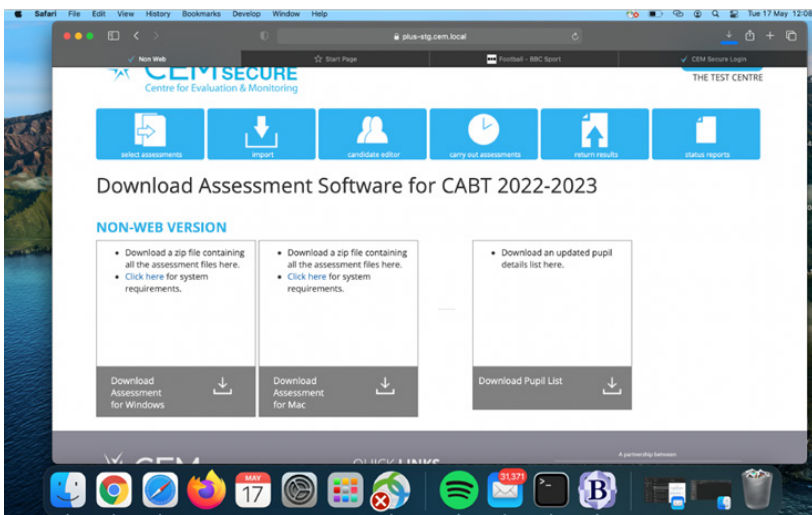
Please select the assessment software you would like to download.

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

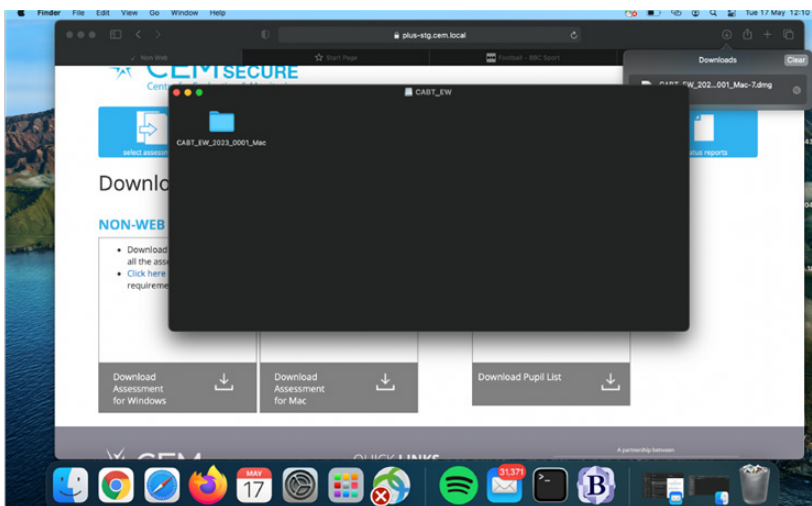
CEM Software Licensing  
CEM Font Licensing

Select **Download Assessment for Mac**.

Once downloaded, you should see a prompt informing you that the download completed. You will see this in the top-right hand corner of the screenshot below.



Double-click on the completed download icon to access the files.





Right-click and copy the folder **CABT\_EW\_20230001\_Mac** – then paste into the folder you created on your desktop earlier on, open folder, right-click, then select **Paste** option. You must use copy and paste - not drag and drop.

Once pasted into the folder on your desktop, you need to copy the assessment engine by right-clicking on the icon as shown. Then select the **Copy** option.



Once the engine has copied, open the **Applications** folder and paste into there. Once pasted into the Applications folder, right-click on it and select the **Copy** option. **NOTE:** You may wish to delete the copy of the engine in the Applications folder once you have copied it. This will not be needed in this location.



Now open the folder you created earlier on your desktop and right-click to select the **Paste** option.



This command will ask you what you want to do with the existing assessment engine. Select **Replace**.



The assessment engine will be replaced with the copy taken from the Applications folder and should now be ready for use. Double-click to open/start the assessment engine, then click **Open**



A pop-up window should display with a link, which you can click on or copy into the address bar of your preferred browser. You are now ready to begin using the assessment.



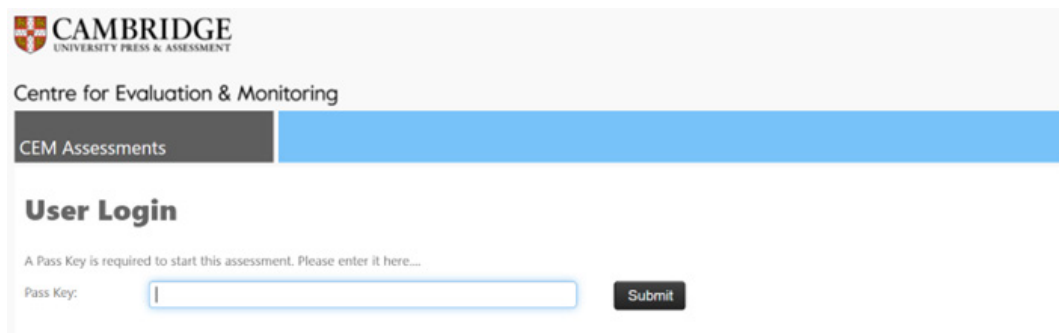
We advise you to trial the assessment before you use it with your students. You can find guidance how to do this later in the document.

Each year group needs a passkey for the students to access the assessments. You can find this in the **Carry out assessments** page.



### Carry Out Assessments for CABT 2022-2023

Copy the passkey and enter the passkey on the **User Login** page and click **Submit**.



Select 'Next' on the opening screen.





The student can choose their name from the list and start the assessment.

Forename	Surname	Date of Birth
Mitchell	Jones	2010-05-04
Steve	LiveTestSeven	2007-07-07
Murphy	White	2009-03-15
Gerald	Butler	2009-05-11
Gerald	Butler	2009-05-11
Martin	Johansen	2015-08-07

## Assessment Invigilation

**Invigilation:** please remember that students should take the assessment in a standardised environment. Try to run your sessions with as much conformity as possible, ensuring that all students are familiar with the computers they are about to use. Use your experience of any trial sessions to establish your routines for taking the assessments.

Please have paper and pens available for your students to use during the assessment. **Calculators MUST NOT be used during the assessment.**

We recommend you introduce the assessment to the students and explain to them what is involved at the beginning of the session.

Baseline assessments should be completed before the end of **Term 1** of the academic year, but the assessment is available until May to allow for the assessment of absentees or students joining you later in the academic year.

## Trialling the assessment

We advise that you run each assessment to its conclusion to ensure that everything is in order. You need to give a few personal details initially: we suggest you use the first name "Test" and the surname of "Test". This will enable the responses to be automatically removed before your feedback is generated. Gender and Date of Birth can take any accepted format.

You do not need to spend long trialling each assessment – the example questions for the Baseline Assessments (CABT) do require a correct answer, but you can pick any response and click on the NEXT button to finish this section.

You will need to complete the assessment in full to trial it successfully. At the end of an assessment, a message will appear on your screen to confirm that your results are being saved. Select OK to close the browser.

**Note: We do not provide feedback reports for trial assessments.**