

Quick Start Guide for PIPS Baseline/AfE Primary I Assessments

Using the assessments in the classroom

Please pass these instructions on to the classroom teachers who will be using the assessments

NOTE: There are separate instructions for IT support for setting up the assessments, which should have been completed before using these instructions.

Confirm version of the software and location of shortcuts to the assessments

Confirm with your IT support the details below:

WEB-ONLY VERSION	
Location of shortcut to the assessment:	
Pass Key:	

NON-WEB VERSION	
Location of shortcut to the assessment:	
Location of PIPS Baseline/AfE_P1 Manager shortcut	
Note: for the Non-web version, there is a manager program which enables you to add/edit pupil details, return data to Cambridge Insight and check details about the assessments. This is separate to the assessment software.	

Carrying out the assessments with the pupils

Each assessment is carried out by an adult working on a one-to-one basis with a child and should take between 15 and 20 minutes to complete. The adult uses the mouse and keyboard to record the responses made by the child.

The teacher can load the assessment by double clicking on the shortcut for the assessment which has been created by your IT support.

For the Web-only version a screen will appear which asks for the Pass Key. Once the Pass Key has been entered you should click 'Submit'.

For all versions of the software, a welcome screen will appear. After this you will be able to select the name of the pupil you wish to assess from the list, then the type of assessment you wish to carry out.

When you have passed the pupil details and sound check, the assessment will begin. No help or apparatus should be used, except for the Sums B section and during the handwriting assessment where a pencil and paper are appropriate.

Further instructions for the individual sections can be downloaded from your secure site if required.

When you are intending to do **end of year** assessments using the Non-web version, a new candidate list **must be downloaded before beginning the assessments** for them to continue from the correct section. On the Assessment Centre click on 'Carry Out Assessments' and then select 'Non-web Version' from the options. Click on 'Download Pupil List' and save the file to your desktop or assessment folder. Open the manager program and click the 'Update Pupil Details' button in the Add/Edit Pupil Details section.

Adding/editing pupil details

Pupil details can be added for a new pupil by selecting 'Add Name' on the pupil list screen.

Returning data after the assessments

Web-only version

The assessment data will automatically be returned to Cambridge Insight at the end of the assessments.

NOTE: If there is a loss of internet connection when trying to save data, an error message is displayed at the end of the assessment. More information on returning data in this case can be found on your secure site under Help -> Help Centre.

Non-web version

Load the console from your baseline manager shortcut and select the 'Return Data to CEM' option. Follow the instructions on the screen to return the data to Cambridge Insight for processing.

Status report



You can check which pupils have completed their assessments by going to the Assessment Centre. To access this, go to www.cambridge.org/insight and select your log in from the secure sites menu. Login with your school username and password and select 'Assessment Centre' from the 'Administration' menu and then **PIPS Reception 20XX-20XX > Status Reports**. Please note that for the Non-web version, the list may take up to 24 hours to update once the assessment data has been uploaded to your secure site.

Resitting an assessment with a pupil

If for any reason you decide that a pupil needs to re-sit an assessment (e.g. due to illness, toilet visit or a fire alarm) then you can select the pupil and choose to start the assessment again.