

BASE

Co-ordinator Guide 2026-27

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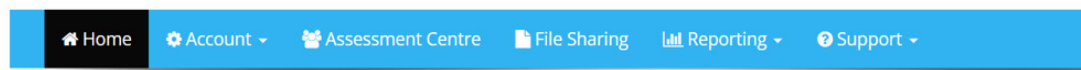
Main Assessment Structure

Section	What the student is asked to do
Matching	The student will see Milly holding a card that has a shape, or a pattern of shapes on it. The student is asked to point to the matching card of the 4 offered.
Concepts about Print	The student 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 student is asked to repeat out loud the names of some of the animals in the story.
Vocabulary	The student is asked to point to various objects in a picture, such as a flower or window.
Letter Recognition	The student 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 student is asked to point to simple words, such as “dog” or “pin”.
Reading	The student is asked to read a number of sentences. The adult marks each word the student reads correctly.
The Big Tree	The student is asked to select the appropriate one of three words to fit into a sentence.
Shapes	The student is asked to point to various shapes including a square and a triangle.
Counting and Numerosity	The student is asked to count the number of spots on the back of a bug.
Numbers	The student 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 student is asked questions relating to relative size and position such as “which bug is on the highest leaf?”
Numeracy	The student 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 student’s communication skills and interactions with other students.
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 - Cambridge Insight Secure

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

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



BASE modules

The BASE assessment is for students 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	01/08/2026	30/04/2027
BASE end of year	01/05/2027	31/07/2027

The three BASE packages available

We offer BASE in three packages:

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

- 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 students 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 students 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 Cambridge Insight 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 Cambridge Insight Secure

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



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 only need to left-click on your mouse.

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.cambridge.org/insight/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 Cambridge Insight Secure

You will need to log in to Cambridge Insight Secure at <https://plus.cem.org/> to administer your BASE assessments. Use the 'Reset Password' option if you cannot remember your password. Be sure to type in the correct email address linked to your Cambridge Insight 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'.

Forename	Surname	DOB	Main Assessm...	Attitudes	PSED	Communication
Year 0 1ST						
Joe	Bloggs	11/05/2009	In Progress 17/09/2021 10:29		In Progress 19/11/2021 12:13	Completed 19/11/2021 11:10
Year 0 Class 4						
Year 0 HG						
John	Doe	16/03/2017	In Progress 19/11/2021 11:49		Pending	Completed 19/11/2021 11:55
Year 0 Test						
Dolly	Dog	07/09/2017	In Progress 21/03/2022 09:42		Pending	Pending

Below are the three status definitions you will see:

Completed – The student completed the assessment.

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

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

Setting up the Assessment

Entering the pupils

You will receive a CSV template as part of your welcome email, or you can download one from our Help Centre here: <https://help.cem.org/hc/en-gb/articles/14614932519441-Uploading-student-information-via-spreadsheet-CSV-file>.

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 the student started at your school.

Please include the **UPN/student Code** column and leave it blank if your students have no UPN. 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

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

- 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.

Import Pupil Details for BASE Reception

The following steps enable you to import your pupil details ready to run the assessment software.

The left hand column in the table below shows the column headers from your file. The columns are shown as Column_0 if no headings were provided.

a. Please select the descriptions which best match the content of your file using each drop down list in the right hand column.

Header in the file	CEM Header
FirstName	First name
Surname	Surname
Gender	Gender
DOB	Date Of Birth
UPN	UPN/student code
Class	Class
YearGroup	Year Group
DateofEntry	Date of entry

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

Import Pupil Details for BASE Reception

The following steps enable you to import your pupil details ready to run the assessment software.

Show All

First name	Surname	Date Of Birth	Gender	Class	Year Group	Date of entry	edit
Cecil	Celery	05/05/2016	M	Miss Palmtree	R	01/05/2021	Edit Delete
Paula	Potato	06/06/2016	F	Mrs Conifer	R	01/05/2021	Edit Delete
Sadie	Sweetcorn	07/07/2016	F	Mr Cherryblossom	R	01/05/2021	Edit Delete

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

select assessments
 import
 manage pupil details
 carry out assessments
 status reports
 return results

3 pupil(s) have been successfully imported

Welcome to the Assessment Centre

Please select the appropriate tab above.

Editing/Adding individual pupils and classes

You may wish to edit or 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

- Click 'Manage pupil details' to add, edit or delete student data.

select assessments
 import
 manage pupil details
 carry out assessments
 status reports
 return results

- Select either 'New' or 'Edit' from the drop down menus to add or modify students.

Filters

Year

Year 0

Class

Miss Palmtree

NEW

EDIT

MOVE

DELETE

Adding new students

Using the 'New' drop-down menu, select 'Pupil' and fill in details for the new student(s). Select 'Save' when completed.

A screenshot showing a navigation bar with four buttons: 'NEW', 'EDIT', 'MOVE', and 'DELETE'. The 'NEW' button is selected, and its dropdown menu is open, showing 'Pupil' and 'Class' options. Below the dropdown is a search bar with a magnifying glass icon and a help icon.

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.

A screenshot showing the 'NEW' button and its dropdown menu with 'Pupil' and 'Class' options. Below this is a 'Create Class' form. The form has a 'Class Name' input field and 'SAVE' and 'CANCEL' buttons at the bottom right.

Editing students

Tick the box next to the student'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 student. Click 'Save' to finish.

A screenshot showing a table of students. The first row is highlighted in orange and has an 'Edit' button next to it. Below the table is a pop-up form titled 'Edit Pupil'. The form contains fields for: Forename (Cecil), Surname (Celery), DOB (05/05/2016), Gender (Male), Class Name (Miss Palmtree), Year Group (Year 0), UPN/student code, PostCode, Ethnicity (-not specified-), Date Of Entry (01/05/2021), English as an Additional Language (-not specified-), Free School Meals (-not specified-), and Pupil Premium (-not specified-). There are 'SAVE' and 'CANCEL' buttons at the bottom right.

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.

A screenshot showing the 'EDIT' button and its dropdown menu with 'Pupil' and 'Class' options. Below this is a pop-up form titled 'Edit Class'. The form has a 'Choose Class to edit' dropdown menu (showing 'Miss Palmtree') and a 'New Class Name' input field. There are 'SAVE' and 'CANCEL' buttons at the bottom right.

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.

	edit	First name	Surname	Gender	Date Of Birth	Class	Year Group	UPN/studen...
☒	Edit	Cecil	Celery	M	05/05/2016	Miss Palmtree	Year 0	

Click on 'Move' and choose the 'Class' option from the drop-down menu.

NEW

EDIT

MOVE

DELETE

Year Group

Class

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

Move Class

You have selected 1 pupil(s).

Class Name

- select -

MOVE

CANCEL

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.

	edit	First name	Surname	Gender	Date Of Birth	Class	Year Group	UPN/studen...
☒	Edit	Cecil	Celery	M	05/05/2016	Miss Palmtree	Year 0	

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

NEW

EDIT

MOVE

DELETE

Pupil

Class

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 insight@cambridge.org if you delete the wrong student and need us to retrieve the record.

Confirm Delete

You have selected 1 pupil(s).

Are you sure you wish to delete the selected pupil(s)?

DELETE

CANCEL

Before you begin...

General tips

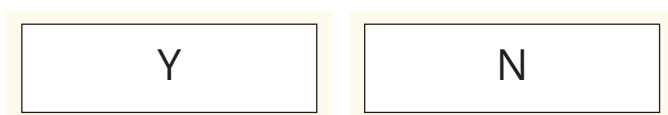
- We advise the classroom teacher to carry out the assessment on a one-to-one basis.
- During the assessment, Milly the Bug asks the pupil a series of questions via audio track. The teacher needs to record the pupil's response using the mouse.
- There may be times when the teacher needs to supplement 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.



- 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 their 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 student.

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 Cambridge Insight after you complete all assessments with the students. This version may require your IT staff to undertake more initial set up tasks to prepare the assessment.

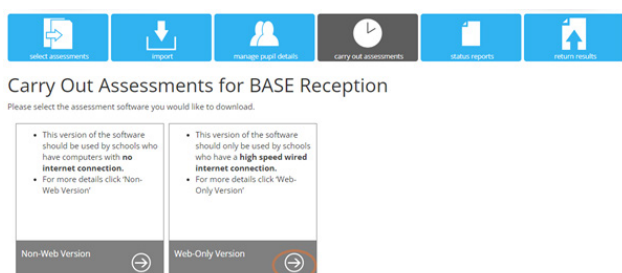
We encourage all schools to use computers with a reliable internet connection so they can access the web-only version of BASE.

Setting up the web-only version

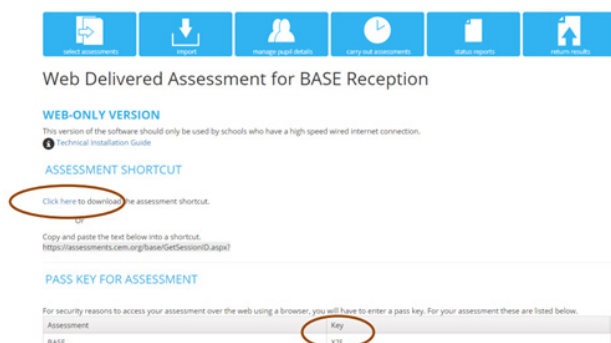
Access the BASE assessment shortcut and assessment passkey

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

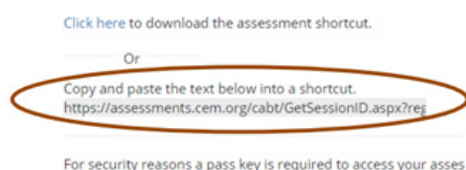
1. Select 'Click here' to download the assessment shortcut (see above). The passkey for your BASE assessments will be displayed in the 'Key' column.
2. The shortcut will appear in the bottom left corner of your Chrome browser. You can then save it somewhere on your school system, in a location where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



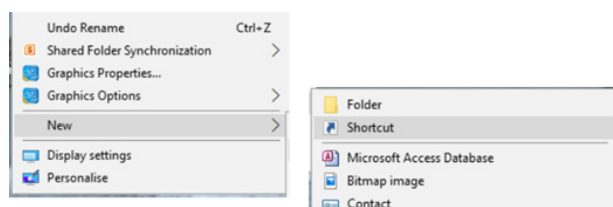
Link (10).html

You can also create a desktop shortcut this way:

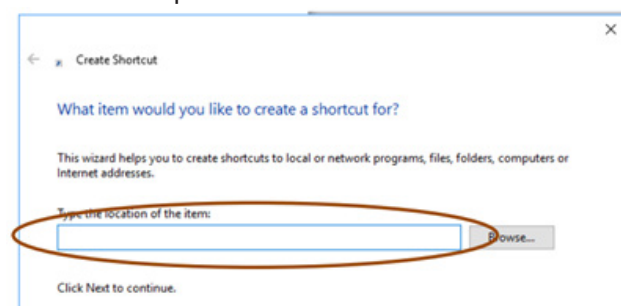
1. Highlight the shortcut text displayed beneath the 'Click Here' link and 'Copy'.



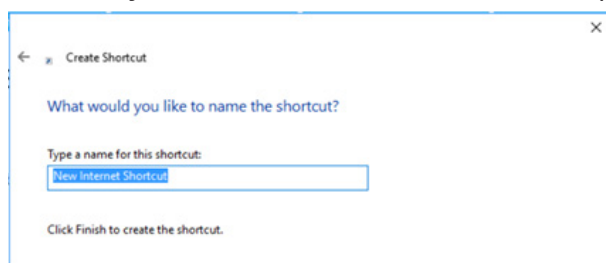
2. Go to your computer desktop and right click your mouse and select 'New' then 'Shortcut.'



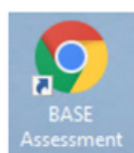
3. Paste the copied shortcut text into the location text box.



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 Cambridge Insight assessments your school use.

Non-web version

TIP: You should import your pupil details into the Assessment Centre prior to downloading the non-web version of BASE. This way it will already contain student details when you download the software.

Setting up the Software

You will need to create a folder on your computer called 'BASE_2026-27'. 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 Cambridge Insight 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.

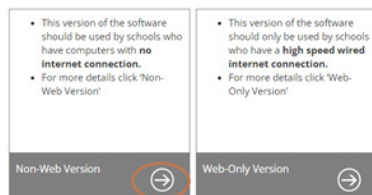


5. Choose Non-Web Version from the options below:



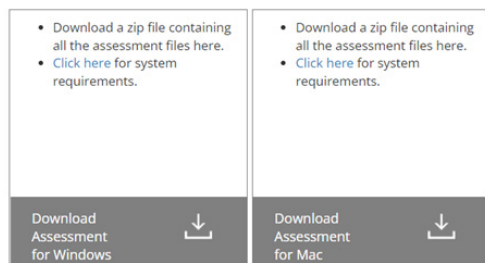
Carry Out Assessments for BASE Reception

Please select the assessment software you would like to download.



6. You will need to choose between the Windows option and the Mac option. Click 'Download Assessment'.

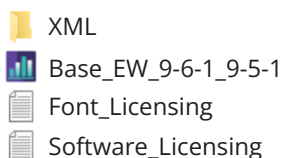
NON-WEB VERSION



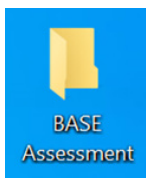
7. You will see the file appear as follows. You can download it by double-clicking on the file.



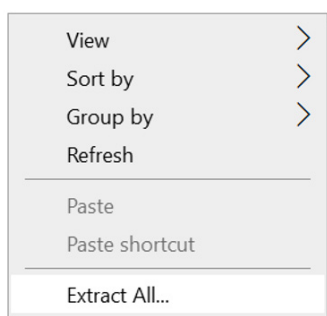
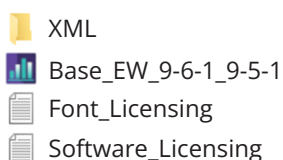
8. This will open the file to show the contents:



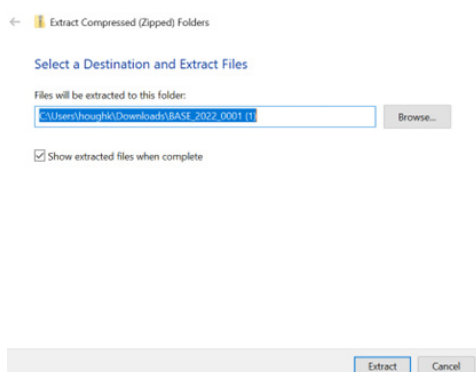
9. In the meantime, create a new folder on your desktop. This is where you can extract your files once downloaded. In this instance, we will call it BASE Assessment.



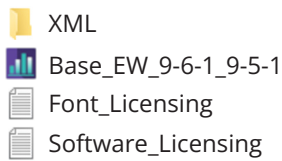
10. Unzip the contents of the zip file at step #7. You can extract the files by right-clicking anywhere in the white box and selecting 'Extract All'.



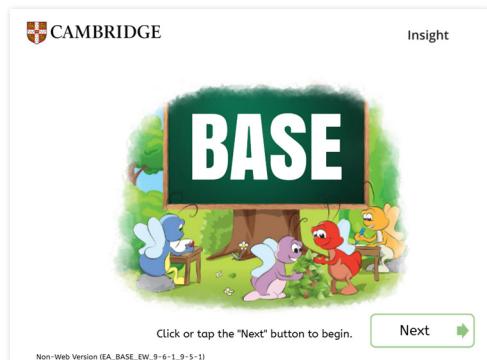
11. You will see the screen below. Select 'Browse' to choose the folder created at step #9, called Base Assessment. You can now click on 'Extract'.



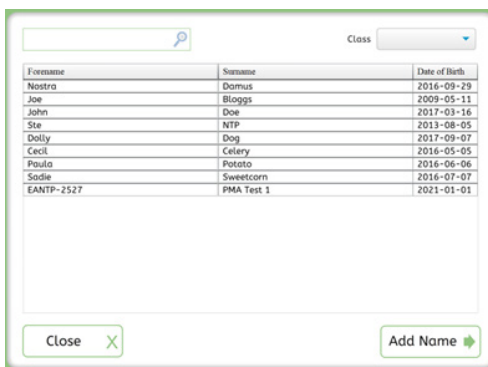
12. The extracted files will now appear. In this example, you need to double-click on the icon called **BASE_EW_9-6-1_9-5-1** to launch the BASE assessment. This will have a blue circle next to it.



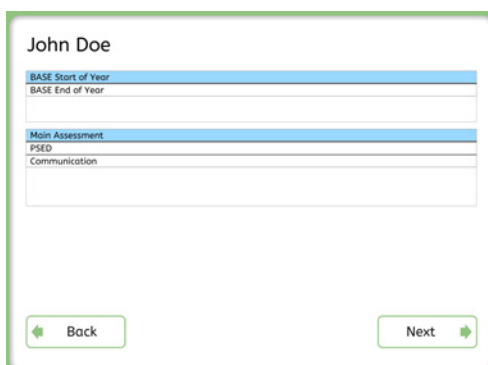
13. You will see the following screen appear. Select 'Next'.



14. Select the name of the student 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 folder and sub folders.

Create a shortcut to '**BASE_EW_9-6-1_9-5-1**' somewhere teachers can access it from their accounts.

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 Cambridge Insight 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.).



Download Assessment Software for BASE Reception

NON-WEB VERSION

- Download a zip file containing all the assessment files here. - Click here for system requirements. Download Assessment for Windows	- Download a zip file containing all the assessment files here. - Click here for system requirements. Download Assessment for Mac	Download an updated pupil details list here. Download Pupil List
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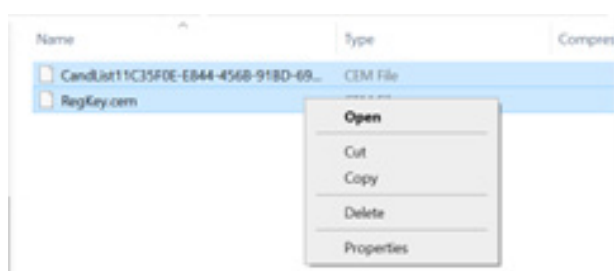
2. Go to the Downloads folder on your computer device to locate the file called *CandidateList.zip* (see below). Double-click on the file to open it.

Name

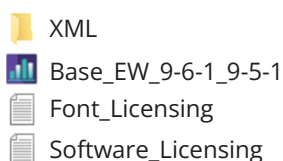
▼ Today (5)

CandidateList.zip

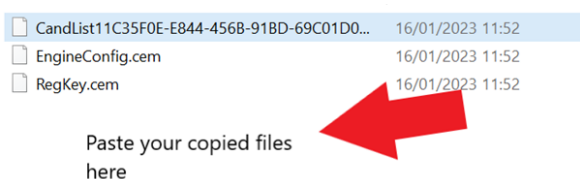
3. Highlight the two files inside by holding down the 'Shift' button on your keyboard and left-clicking on each one with your mouse to select them both. Once highlighted, right-click your mouse and select 'Copy'.



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):



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.



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

The student 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 student can verbally communicate or use gestures to guide them.

Cognitive Difficulties

All students 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 students 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 student's mother tongue if the student 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 student's mother tongue, but those items which are intended to assess a student's English must be presented in English.

For Example

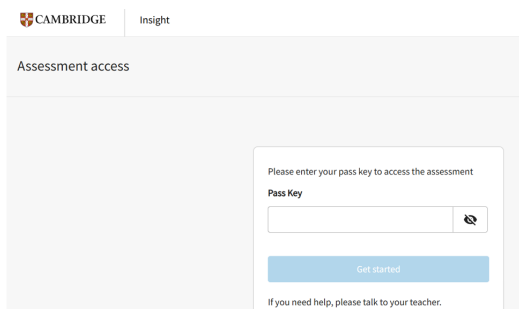
"Look at this picture. Can you point to a..." should be given in the mother tongue,

The teacher should present the target item (e.g. "Kite") in English.

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

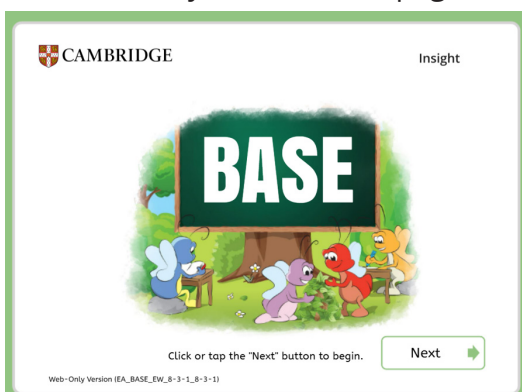
Beginning the Assessment

- 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.

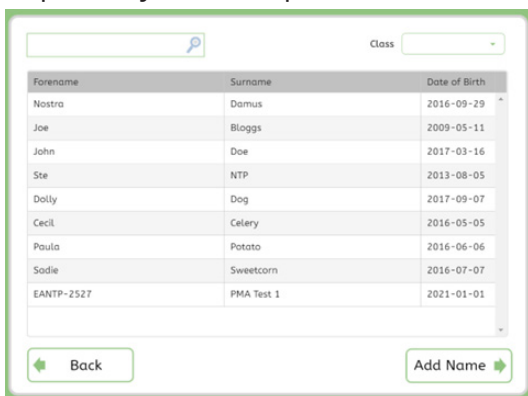


The screenshot shows the 'Assessment access' page. At the top, there is a header with the Cambridge logo and the word 'Insight'. Below this, the text 'Assessment access' is displayed. The main content area contains a form with the instruction 'Please enter your pass key to access the assessment'. There is a text input field labeled 'Pass Key' with a small icon to its right. Below the input field is a blue button labeled 'Get started'. At the bottom of the form, there is a small line of text: 'If you need help, please talk to your teacher.'

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 Cambridge Insight Secure.



The screenshot shows a student list interface. At the top, there is a search bar and a 'Class' dropdown menu. Below this is a table with three columns: 'Forename', 'Surname', and 'Date of Birth'. The table contains several rows of student data. At the bottom of the table, there are two buttons: 'Back' and 'Add Name'.

Forename	Surname	Date of Birth
Nastira	Damus	2016-09-29
Joe	Bloggs	2009-05-11
John	Doe	2017-03-16
Ste	NTP	2013-08-05
Dolly	Dog	2017-09-07
Cecil	Celery	2016-05-05
Paula	Potato	2016-06-06
Sadie	Sweetcorn	2016-07-07
EANTP-2527	PMA Test 1	2021-01-01

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.

The screenshot shows a form for 'John Doe'. It has two main sections: 'BASE Start of Year' and 'BASE End of Year', each with a text input field. Below these is a 'Main Assessment' section with three radio button options: 'Main Assessment' (selected), 'PSED', and 'Communication'. At the bottom are 'Back' and 'Next' buttons with arrow icons.

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.

This is a duplicate of the screenshot above, showing the assessment selection screen for John Doe with the 'Main Assessment' option selected.

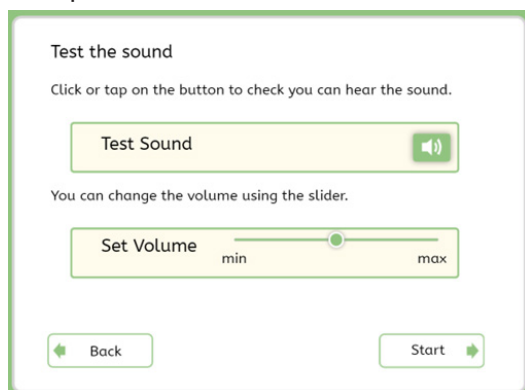
7. The next screen will display a summary of the student's identifying information. Choose 'Next' when you are ready to begin.

The screenshot shows a summary screen for 'John Doe'. At the top, it says 'Before you begin, please check the following details have been entered correctly.' and 'When you are ready to begin, click or tap the "Next" button below.' Below this is a table with the following information:

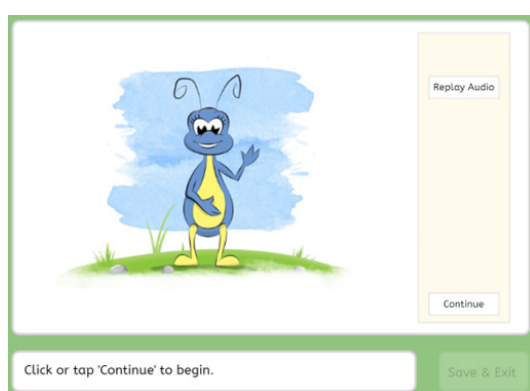
Name:	John Doe
Date of Birth:	16 March 2017
Assessment:	Main Assessment
Testing Phase:	BASE Start of Year
Audio Language:	English

At the bottom are 'Back' and 'Next' buttons with arrow icons.

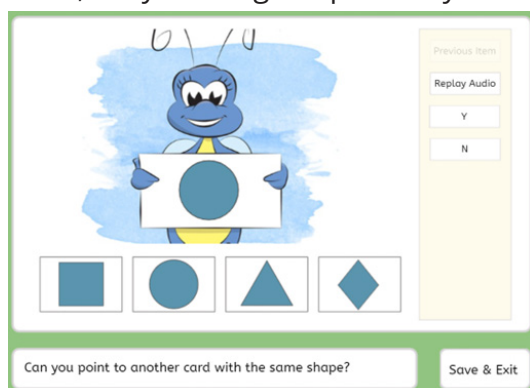
8. The following page will ask you to test the audio, so you and the student can choose an acceptable volume level. Click on the 'Start' button when you are ready to proceed.



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.

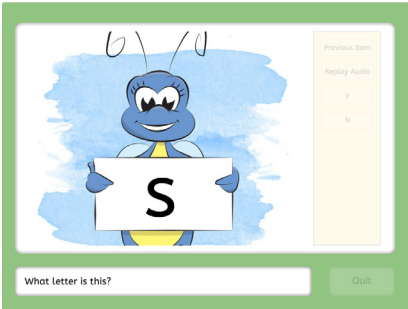
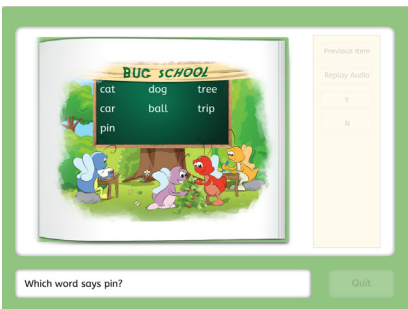


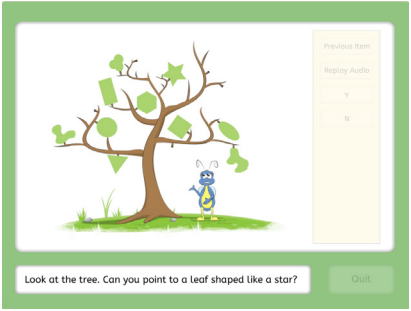
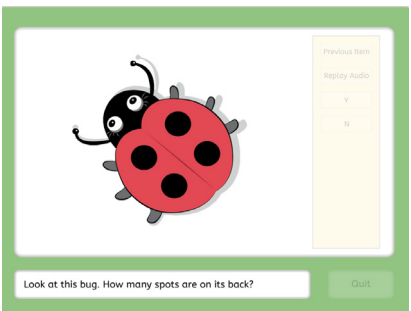
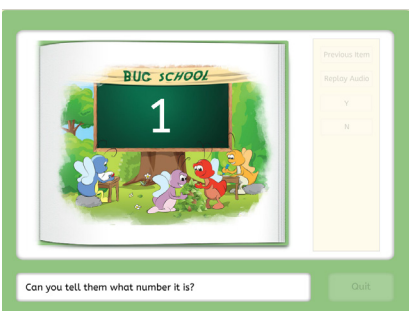
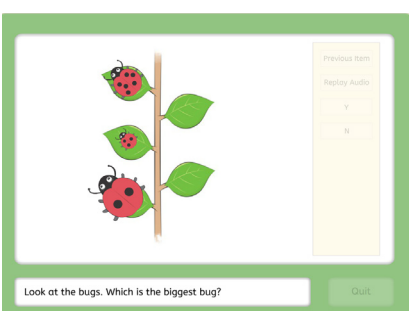
11. Click "Y" if the student provides the correct answer and "N" if they provide an incorrect answer. This will move you on to the next question.

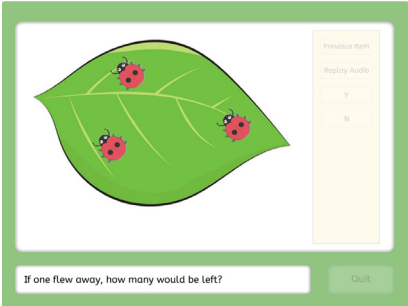
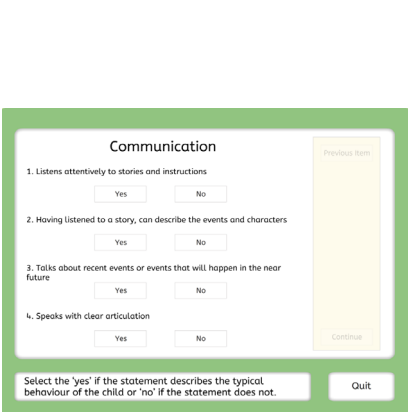
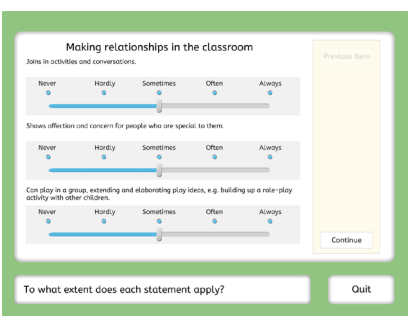


Parts of the BASE assessment

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

Section	Comments
Letter Recognition 	26 items The student 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 student is asked to point to common, short words.
Reading 	79 items The student is asked to read the sentence on the screen. It is marked by clicking on each word the student 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 student. No help should be given.

Section	Comments
Shapes	7 items
	The student is asked to point to leaves of differing shapes.
Counting and Numerosity	6 items
	This section assesses the student'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 student 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 student's ability to imagine things they cannot physically count.
Numbers	24 items
	This section starts with digit recognition and then moves on to showing two, three and four digit numbers.
Quantity, Space and Shape	7 items
	The student 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.

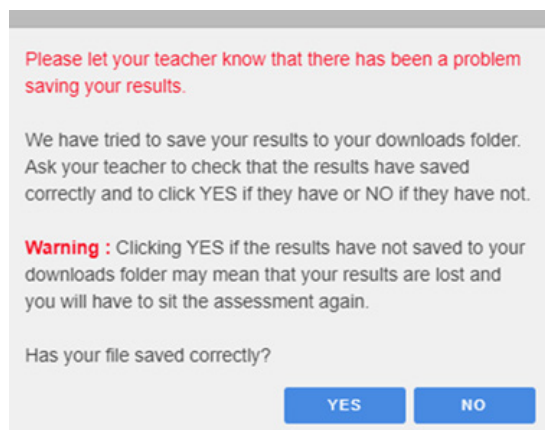
Section	Comments
Numeracy	18 items
	The student is asked a variety of maths questions starting with subtraction and addition followed by number sequences, simple fractions and formal arithmetic.
Communication	8 items
	This section would normally be carried out while observing the student interacting 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
	The teacher scores the student 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 Cambridge Insight Secure at the end of the assessment.

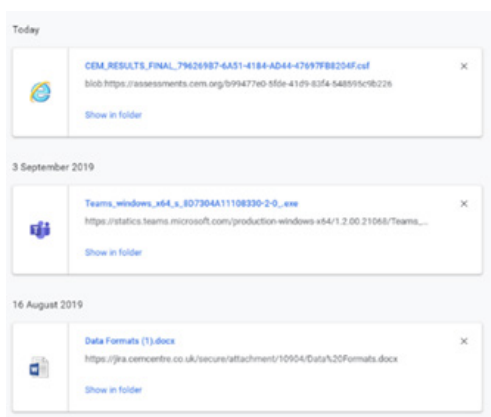
Returning data if your internet connection drops

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:



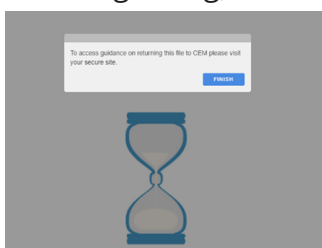
There is no need to worry. The system will force it to save to the 'downloads' folder of your computer device. This will be in a CSF format.

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.

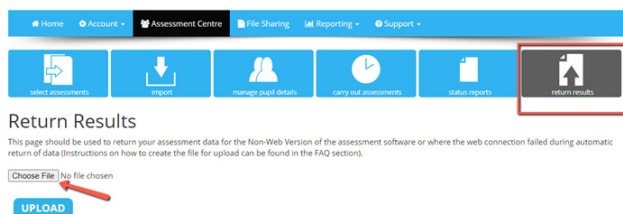


This may look slightly different in different browsers. You can also open the browser's 'downloads' folder and check if a result file with that name appears with a creation date/time within the last minute or so.

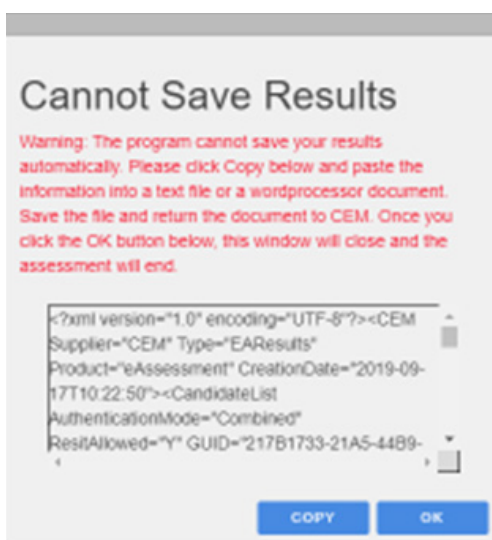
3. We recommend you copy this file immediately to a USB drive or a common server location, to facilitate easy upload to Cambridge Insight.
4. If you are satisfied the results have saved correctly, they can click 'YES'. You will then see the following dialog, and the test will finish as normal.



5. You will need to return the CSF files to Cambridge Insight. To return the assessment results, use the 'Result Upload' tab in Cambridge Insight Secure. Go to the Assessment Centre and select 'Return Results', as per the example below:



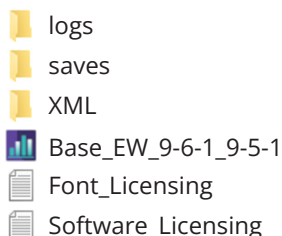
6. If the CSF file has NOT saved correctly in the 'downloads' folder, you should click 'NO', and the system will attempt to save the results again. The system attempts to save the file to the 'downloads' folder up to five times, and the user will see the same dialog each time, assuming they do not click '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 clicks '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 Cambridge Insight by e-mail to insight@cambridge.org.



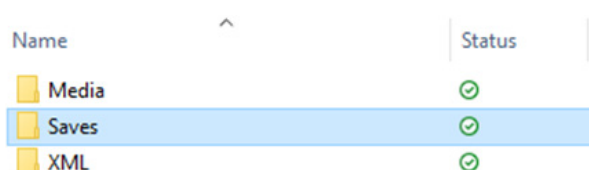
Returning data for non-web assessments

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.



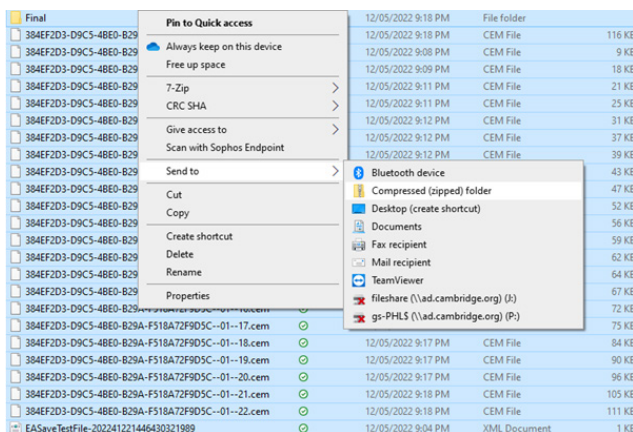
3. You will see the files in the folder as follows:

Name	Status	Date modified	Type	Size
Final	✓	12/05/2022 9:18 PM	File folder	
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01.cem	✓	12/05/2022 9:18 PM	CEM File	116 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--01.cem	✓	12/05/2022 9:08 PM	CEM File	9 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--02.cem	✓	12/05/2022 9:09 PM	CEM File	18 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--03.cem	✓	12/05/2022 9:11 PM	CEM File	21 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--04.cem	✓	12/05/2022 9:11 PM	CEM File	25 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--05.cem	✓	12/05/2022 9:12 PM	CEM File	31 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--06.cem	✓	12/05/2022 9:12 PM	CEM File	37 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--07.cem	✓	12/05/2022 9:12 PM	CEM File	39 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--08.cem	✓	12/05/2022 9:12 PM	CEM File	43 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--09.cem	✓	12/05/2022 9:13 PM	CEM File	47 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--10.cem	✓	12/05/2022 9:14 PM	CEM File	52 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--11.cem	✓	12/05/2022 9:14 PM	CEM File	56 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--12.cem	✓	12/05/2022 9:14 PM	CEM File	59 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--13.cem	✓	12/05/2022 9:15 PM	CEM File	62 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--14.cem	✓	12/05/2022 9:15 PM	CEM File	64 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--15.cem	✓	12/05/2022 9:15 PM	CEM File	67 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--16.cem	✓	12/05/2022 9:15 PM	CEM File	72 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--17.cem	✓	12/05/2022 9:16 PM	CEM File	75 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--18.cem	✓	12/05/2022 9:17 PM	CEM File	84 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--19.cem	✓	12/05/2022 9:17 PM	CEM File	90 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--20.cem	✓	12/05/2022 9:17 PM	CEM File	96 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--21.cem	✓	12/05/2022 9:18 PM	CEM File	105 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--22.cem	✓	12/05/2022 9:18 PM	CEM File	111 KB
EASaveTestFile-202241221446430321989	✓	12/05/2022 9:04 PM	XML Document	1 KB

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.

Final	✓	12/05/2022 9:18 PM	File folder	
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01.cem	✓	12/05/2022 9:18 PM	CEM File	116 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--01.cem	✓	12/05/2022 9:08 PM	CEM File	9 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--02.cem	✓	12/05/2022 9:09 PM	CEM File	18 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--03.cem	✓	12/05/2022 9:11 PM	CEM File	21 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--04.cem	✓	12/05/2022 9:11 PM	CEM File	25 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--05.cem	✓	12/05/2022 9:12 PM	CEM File	31 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--06.cem	✓	12/05/2022 9:12 PM	CEM File	37 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--07.cem	✓	12/05/2022 9:12 PM	CEM File	39 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--08.cem	✓	12/05/2022 9:12 PM	CEM File	43 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--09.cem	✓	12/05/2022 9:13 PM	CEM File	47 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--10.cem	✓	12/05/2022 9:14 PM	CEM File	52 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--11.cem	✓	12/05/2022 9:14 PM	CEM File	56 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--12.cem	✓	12/05/2022 9:14 PM	CEM File	59 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--13.cem	✓	12/05/2022 9:15 PM	CEM File	62 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--14.cem	✓	12/05/2022 9:15 PM	CEM File	64 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--15.cem	✓	12/05/2022 9:15 PM	CEM File	67 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--16.cem	✓	12/05/2022 9:15 PM	CEM File	72 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--17.cem	✓	12/05/2022 9:16 PM	CEM File	75 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--18.cem	✓	12/05/2022 9:17 PM	CEM File	84 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--19.cem	✓	12/05/2022 9:17 PM	CEM File	90 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--20.cem	✓	12/05/2022 9:17 PM	CEM File	96 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--21.cem	✓	12/05/2022 9:18 PM	CEM File	105 KB
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EASaveTestFile-202241221446430321989	✓	12/05/2022 9:04 PM	XML Document	1 KB

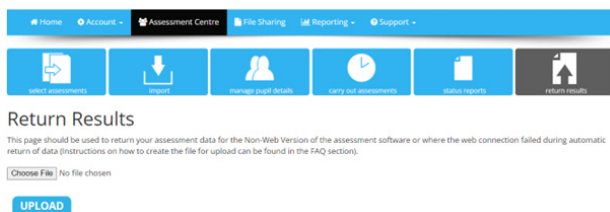
5. Hover over the selected files and right click the mouse. Choose Send to > Compressed (zipped) folder.



6. The file will be saved at the bottom. This is the file you will need to upload in Cambridge Insight Secure.

Name	Status	Date modified	Type	Size
Final		12/05/2022 9:18 PM	File folder	
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--17.cem		12/05/2022 9:18 PM	CEM File	116 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--01.cem		12/05/2022 9:08 PM	CEM File	9 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--02.cem		12/05/2022 9:09 PM	CEM File	18 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--03.cem		12/05/2022 9:11 PM	CEM File	21 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--04.cem		12/05/2022 9:11 PM	CEM File	25 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--05.cem		12/05/2022 9:12 PM	CEM File	31 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--06.cem		12/05/2022 9:12 PM	CEM File	37 KB
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384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--10.cem		12/05/2022 9:14 PM	CEM File	52 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--11.cem		12/05/2022 9:14 PM	CEM File	56 KB
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384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--13.cem		12/05/2022 9:15 PM	CEM File	62 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--14.cem		12/05/2022 9:15 PM	CEM File	64 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--15.cem		12/05/2022 9:15 PM	CEM File	67 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--16.cem		12/05/2022 9:15 PM	CEM File	72 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--17.cem		12/05/2022 9:16 PM	CEM File	75 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--18.cem		12/05/2022 9:17 PM	CEM File	84 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--19.cem		12/05/2022 9:17 PM	CEM File	90 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--20.cem		12/05/2022 9:17 PM	CEM File	96 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--21.cem		12/05/2022 9:18 PM	CEM File	105 KB
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--22.cem		12/05/2022 9:18 PM	CEM File	111 KB
EA SaveTestFile-202241221446430321989		12/05/2022 9:04 PM	XML Document	1 KB
Final		12/05/2022 9:57 PM	Compressed (zipp...	1,129 KB

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

We ask you to use a five-point scale to record the various aspects of the student 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 Cambridge Insight Secure.



Completing the module

1. Select the BASE start of 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 student. You can do this by clicking on one of the following:

- Never
- Hardly
- Sometimes
- Often
- Always

... or by dragging the slider to any of the above answers on the scale.

The screenshot shows a quiz interface with the title "Making relationships in the classroom". It contains three statements, each with a horizontal slider scale from "Never" to "Always". The first statement is "Joins in activities and conversations." with the slider set to "Sometimes". The second statement is "Shows affection and concern for people who are special to them." with the slider set to "Sometimes". The third statement is "Can play in a group, extending and elaborating play ideas, e.g. building up a role-play activity with other children." with the slider set to "Sometimes". On the right side, there is a "Previous Item" button. At the bottom, there is a "Continue" button and a "Save & Exit" button. A text box at the bottom left asks "To what extent does each statement apply?".

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

The screenshot shows the final screen of the quiz. It contains the text: "You have now finished the quiz. Your test results have been saved. Please click or tap the cross at the top of the screen to close the browser." At the bottom, there is a button labeled "Back to Start Screen" with a green arrow icon.

The optional communication module

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

You add your observations of the student's communications skills by selecting "Yes" or "No" to each of the statements.

This module takes between 3-5 minutes to complete for each student.

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 Cambridge Insight Secure.



1. Select the BASE start of year or BASE end of year assessment at the top and then click on the Communication option in the menu below.

A screenshot of a web interface for a student named Joe Bloggs. It shows two dropdown menus: 'BASE Start of Year' and 'BASE End of Year'. Below them is a 'Main Assessment' section with three options: 'PSED' and 'Communication' (which is highlighted in blue). At the bottom are 'Back' and 'Next' buttons.

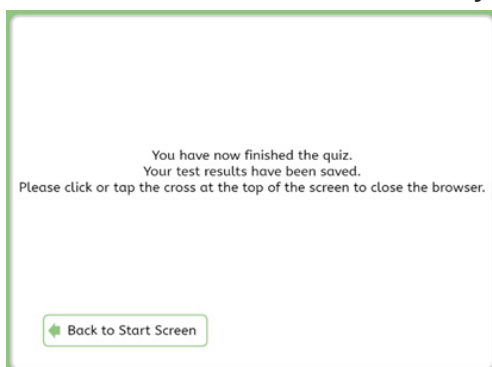
2. The next screen will confirm the student's identifying information. Select 'Next' to continue and choose 'Start' on the following screen to begin the module.

Two side-by-side screenshots of the assessment setup screens. The left screen is a confirmation page with the text 'Before you begin, please check the following details have been entered correctly.' and a list of fields: Name (Joe Bloggs), Date of Birth (11 May 2009), Assessment (Communication), Testing Phase (BASE Start of Year), and Audio Language (English). The right screen is titled 'Test the sound' and includes a 'Test Sound' button with a speaker icon and a volume slider labeled 'Set Volume' with 'min' and 'max' markers. Both screens have 'Back' and 'Next'/'Start' buttons.

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".

Two side-by-side screenshots of the 'Communication' assessment section. The left screen shows instructions: 'Please complete this section about the child's communication skills. The child does not need to be present. You should rate the child against each statement based upon your classroom observations. Select the 'yes' if the statement describes the typical behaviour of the child or 'no' if the statement does not.' The right screen shows four statements with 'Yes' and 'No' buttons: 1. Listens attentively to stories and instructions; 2. Having listened to a story, can describe the events and characters; 3. Talks about recent events or events that will happen in the near future; 4. Speaks with clear articulation. Both screens have a 'Continue' button and a 'Save & Exit' button at the bottom.

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 on-screen 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 students by upgrading your current BASE package. This does not require you to assess your students 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 May 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 Cambridge Insight Secure:

Log onto Cambridge Insight 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?

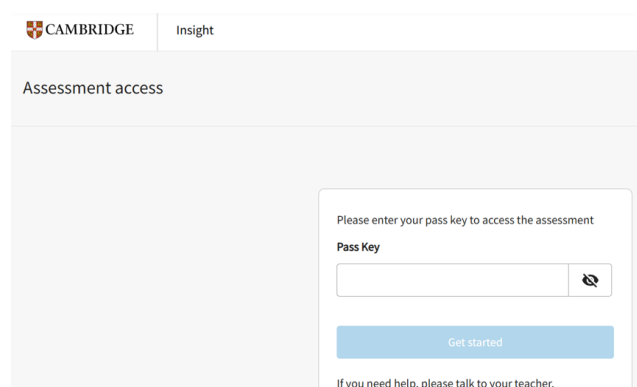
We recommend the web-only version for schools that have a reliable, high-speed internet connection. You will typically be able to assess one student for every 1Mbps of line speed, but this can vary depending on other factors within your school.

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 Cambridge Insight 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 schools 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 student 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. Cambridge Insight 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 Cambridge Insight'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.