How to set-up your Incas CEM Assessments (Non-WEB Version)

This document will provide guidance to successfully set-up and administer your Incas CEM Assessments using the offline version of the assessment software

Please refer to previous '**How to**' guides for guidance relating to Logging into the secure sites and Uploading pupil/student details.

We will cover:

- Accessing and Downloading the offline assessment software
- Creating your Incas offline assessment shortcut
- Uploading completed assessment results files
- Checking who has been tested

NOTE: Student details will need to be uploaded prior to downloading the offline assessment software. If student details are uploaded after the assessment software has been downloaded then the unique student assessment module passwords will not be recognised.

Access the Incas Offline Software

If you have concerns about running the fully web based version of the assessment then the offline version is the one for you. This downloads the assessment software onto your school computer system and saves completed tests on your computer systems also.

Step 1 Download and Install the software.

- Select the *'Carry out Assessments'* menu option.

- Click on the *arrow* in the Non-Web Version box.

You will be taken to the Non-Web page.

Download Assessment Software for InCAS
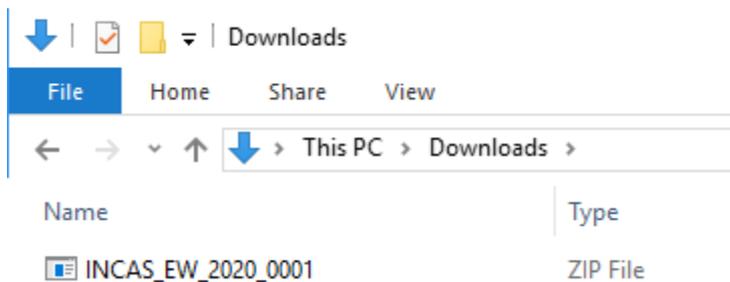
NON-WEB VERSION

ℹ Technical Installation Guide

|		
• Download a zip file containing all the assessment files here. • Click here for system requirements.	• Download a zip file containing all the assessment files here. • Click here for system requirements.	• Download an updated pupil details list here.
Download Assessment for Windows ↓	Download Assessment for Mac ↓	Download Pupil List ↓

- In this guide we will be looking at the Assessment for Windows (Assessment for Mac is also available).
- Click in the download icon.
- The download will appear in the lower left corner of your Chrome browser (shown below).

▣ INCAS_EW_2020_0....zip ∧

- It will also be saved in the Downloads folder on your computer (shown below).

Downloads

File Home Share View

← → ˅ ↑ ↓ › This PC › Downloads ›

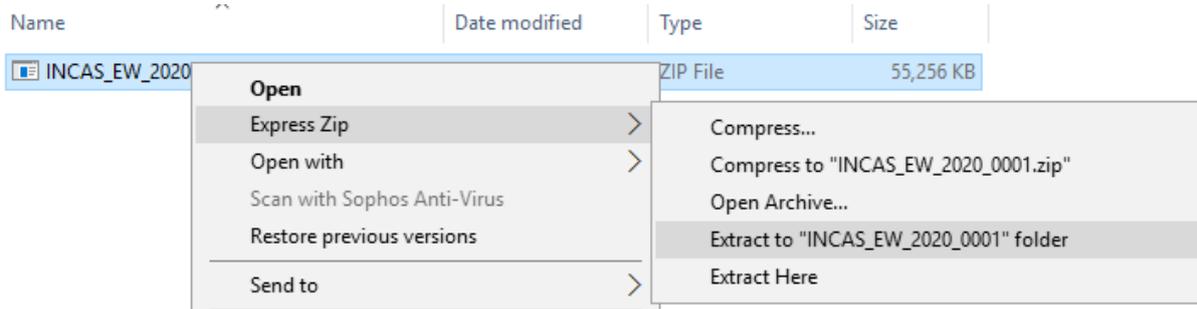| Name	Type
▣ INCAS_EW_2020_0001	ZIP File

- Create a folder on your computer and copy the Incas zip file into it. In this example our folder is called Incas Software.

› This PC › OSDisk (C:) › Incas Software ›

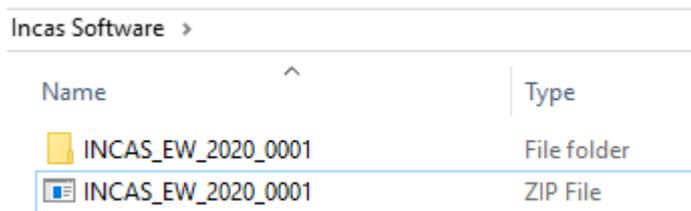| Name	Type
▣ INCAS_EW_2020_0001	ZIP File
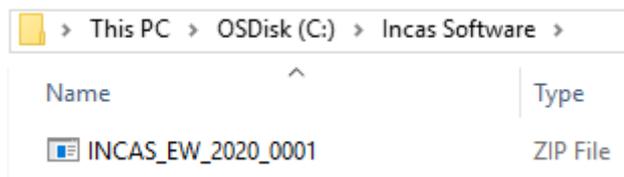
- Unzip the software file by highlighting and choosing an Unzip program.

- Unzip into the same folder as the copied zip file.

Name	Date modified	Type	Size
INCAS_EW_2020		ZIP File	55,256 KB

Open	
Express Zip	>
Open with	>
Scan with Sophos Anti-Virus	
Restore previous versions	
Send to	>

Compress...
Compress to "INCAS_EW_2020_0001.zip"
Open Archive...
Extract to "INCAS_EW_2020_0001" folder
Extract Here

- A new folder will now appear in the Incas Software folder.

Incas Software >

Name	Type
INCAS_EW_2020_0001	File folder
INCAS_EW_2020_0001	ZIP File

- Open the folder to view the contents.

| Name	Type
Media	File folder
Saves	File folder
XML	File folder
CEM_Font_Licensing	Text Document
CEM_Software_License	Text Document
InCAS_EW_2020_0001	Application
InCAS_EW_Manager_2020_0001	Application
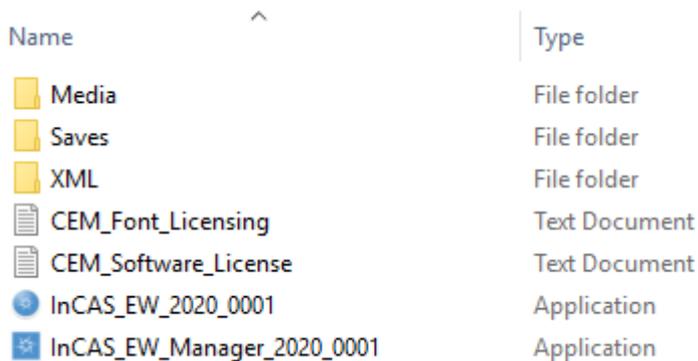
- The **Saves** folder is where your offline results files will be stored before transfer to CEM.
- The **Incas_2020_0001** is the assessment.
- The **Incas_EW_Manager_2020_0001** is the application that will assist in the management of the offline process.

Create a shortcut to the offline assessment software:

- **Highlight** the Incas program and right click your mouse. Choose *Create Shortcut* from the displayed options, as shown below.
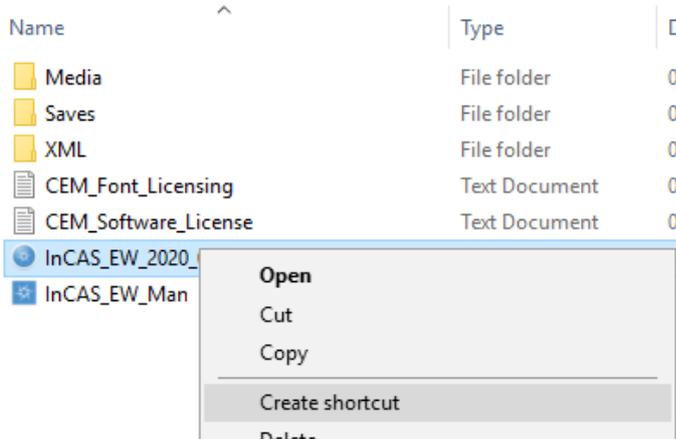
- You will now see an additional file in your Incas Software folder, this is your Assessment shortcut.
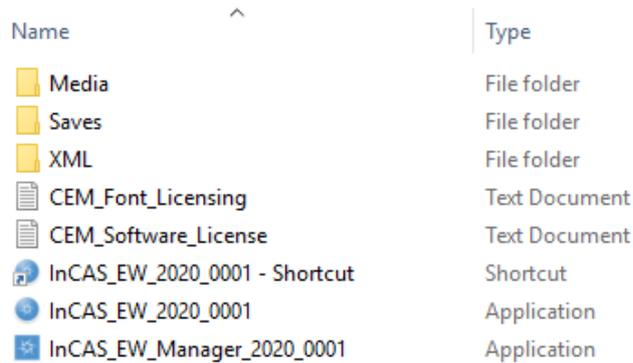
- The shortcut can then be saved somewhere on your systems where it is easily accessible to those who will be using it.
- When the shortcut is selected the assessment will launch, shown below.

Testing your Students

Incas is taken by the students on their own. When they sit down to take the tests they will be required to do the following:

- Select the **Incas Assessment shortcut link**
- They will enter their assessment module pass word
- They will set the computer volume to the required level (remember there is sound with the Incas test so the students will require working head phones)
- The assessment will start
- The pupils will answer the example questions at the start of each assessment module
- The students will complete the assessment module
- When the test is finished the program will tell the student that the test is finished
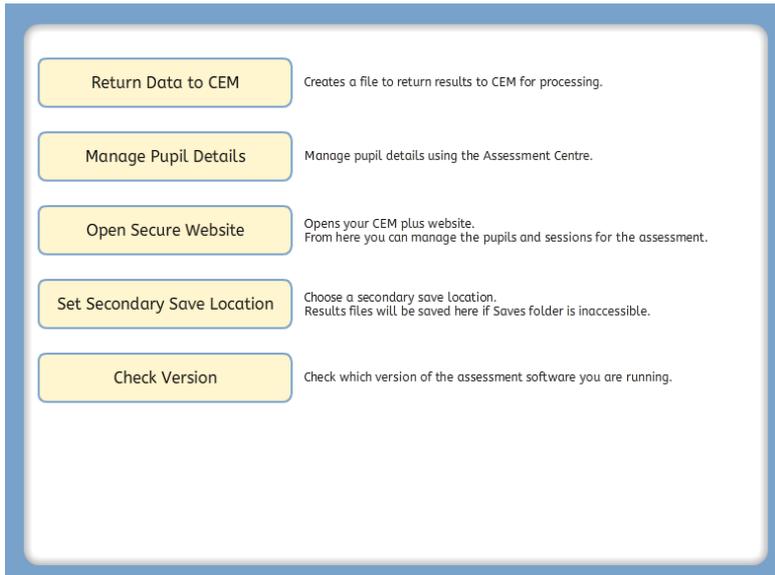- They will close the assessment program

Returning your completed tests to CEM

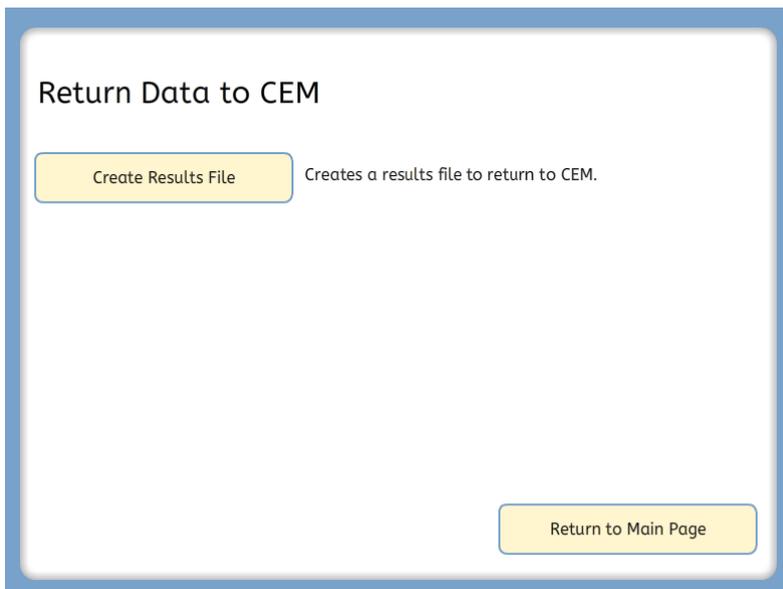Once you have tested some pupils you will want to return your results to us.

You can do this using the **Manager** application.

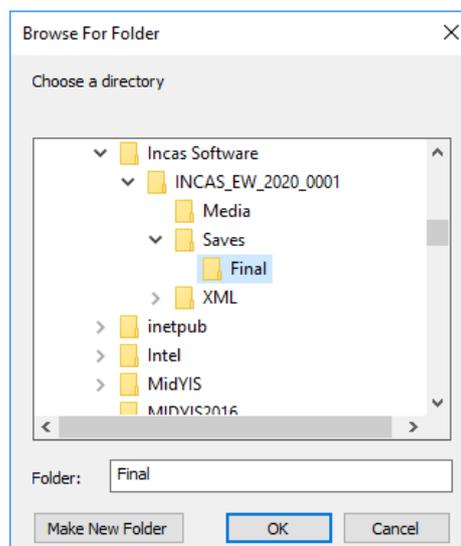

- Click *Next* to see what is available in the Manager.

- To return your results to CEM select the Return data to CEM option.

- First step, click on *Create your Results* file.
- Browse to the location where your results file will be saved (I have chosen the **Final** folder within the Saves folder).

- The manager will now confirm your folder choice…

Return Data to CEM

Create Results File	Creates a results file to return to CEM.

Your results file is saved here

C:\Incas Software\INCAS_EW_2020_0001\Saves\Final\ResultsFile.zip

The results file must now be uploaded to the website.

* Log in to the website.
* Click on the "Return Data" menu option.
* Follow the instructions on the screen to select your results file.

When you are ready, click on the 'Open CEM Website' button below to go to the website.

Open Secure Website		Return to Main Page

- … and guide you through the next steps to get your results file loaded.
- My results file is waiting in my chosen folder ready to be uploaded.

Incas Software > INCAS_EW_2020_0001 > Saves > Final >

Name ^	Type
ResultsFile	ZIP File

- Use **Assessment Centre** to return your Incas results file.

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

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).

| Choose file | No file chosen |

UPLOAD

Checking who has been tested

By selecting the *Status Reports* menu option in Assessment Centre you can see who has completed the assessment and who is still to be tested, example shown below:

Status Report for InCAS

This page shows a summary of the status of your assessments.

Forename	Surname	DOB	Reading ...	General ...	Develop...	Mental A...	Spelling ...	Attitudes...
Year 1 Brabham								
Alfie	Argyle	01/10/2013	Pending	Pending	Pending	Pending	Pending	Pending

The Incas pupils are displayed and the status of each test.

- **Pending** – the module has not yet been taken
- **Completed** – the module has been successfully completed
- **In-Progress** – the module has been started but not finished