

Yellis Co-ordinator Guide 2023

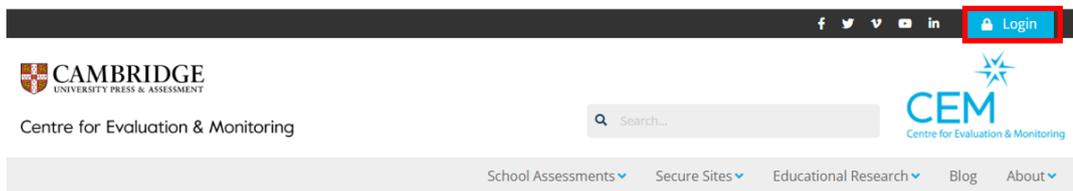
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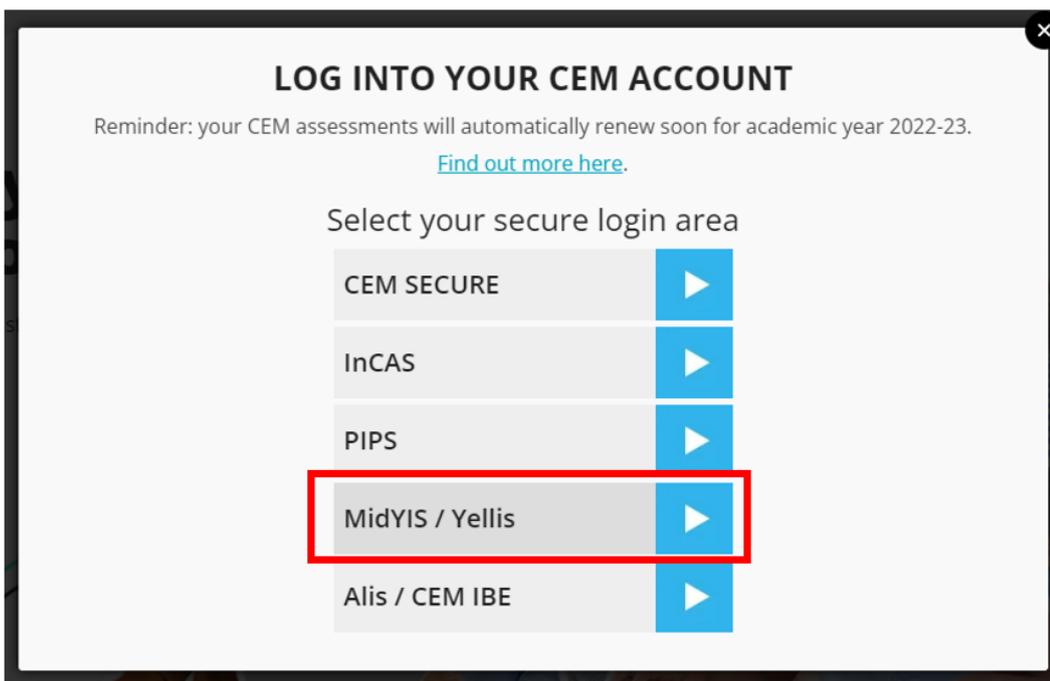
Preparing your Yellis assessment

Accessing the Computer Adaptive Baseline Test (CABT)

You can access all facilities for the Yellis assessments via the Secondary+ secure website. Go to www.cem.org and choose 'Secure Sites'.



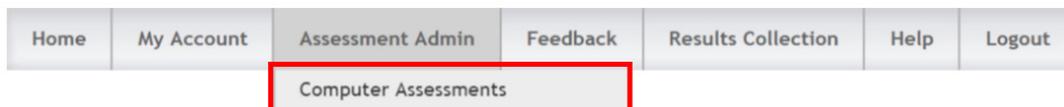
Click on **MidYIS/Yellis** to access the **Secondary+** login page.



PLEASE NOTE: You will need your Username and Password to access the Secondary+ secure website. We can only provide these details to the registered Yellis co-ordinator.

You will see the home page below once logged into your Secondary+ secure website.

Select **Assessment Admin > Computer Assessment**.



This opens the **Computer Assessments** page, which contains a menu with links to guidance on each stage of the assessment process.

Access Assessment Centre

Before Testing

- 1: Download Documentation
- 2: Upload Student Details inc Subject Choices
- 3: Set up the Assessments
- 4: Trial the Assessments

During Testing

- 5: Run the Assessments
- 6: Upload Assessment Files
- 7: Assessment Status

After Testing

- 8: Post-Assessment Edit Student Details
- 9: Assess Additional Students
- 10: Download Feedback

Computer Assessments:

Before Testing	During Testing	After Testing
<p>STEP 1: Download documentation to help you administer your computer-based Baseline Assessments.</p> <p>STEP 2: Upload Student Details and Subject Choices for inclusion in your Baseline assessments.</p> <p>STEP 3: Set up the Baseline Assessments.</p> <p>STEP 4: Trial the assessments to check the set up prior to testing your students.</p>	<p>STEP 5: Run the Assessments with your students.</p> <p>STEP 6: Upload the CABT Baseline Assessments.</p> <p>STEP 7: Track assessment progress including details of when each student took the assessment for CABT assessments.</p>	<p>STEP 8: Edit Student Details, merge different assessment attempts and remove invalid assessment attempts. (This includes the facility to remove records added during the trialling of your assessments.)</p> <p>STEP 9: Assess Additional Students who may have joined your school later than the rest of the cohort or were absent at the time the rest of the cohort completed the assessment.</p> <p>STEP 10: Download Feedback from the assessments.</p>

Uploading student details, including subject choices

We advise uploading student details before administering the assessments. This ensures student details are entered accurately and enables students to simply select their name from a list at the start of the assessment.

You can also load subject choices to enable subject specific predictions and chances.

We will generate predictions for all supported subjects even if you do not upload subject choices for your students.

Below are the steps to follow when uploading your student details and subject choices (if required). Click on a step to see the full article:

[Preparing the Excel file](#)

[Required fields](#)

[Import student details into Secondary+](#)

[Matching column headers](#)

[Matching subjects](#)

[Map qualifications](#)

[Map subjects](#)

Preparing the Excel file

We recommend you use an Excel spreadsheet and save it as a CSV (Comma delimited) file.

You can import students' details using a CSV export from your school Management Information System (MIS), or you can use the following Excel templates:

1. Excel template containing qualification and subject name as header.
2. Excel template containing qualification and subject name as inline text.

The spreadsheet must conform to one of our accepted formats if uploading subject choices for your students.

Format 1: Qualification and subject name as header

GCSE:Art	GCSE:Drama	GCSE(9-1);English Language	GCSE;English Literature	GCSE;D&T Food	GCSE;French	GCSE;Geography	GCSE;History	GCSE(9-1);Maths	GCSE;Music	GCSE;D&T Product Design	GCSE;PE	GCSE;Science	GCSE;Biology	GCSE;Chemistry	GCSE;Physics	GCSE;D&T Textiles	SC;RE	SC;Spanish
Y	Y	Y	Y			Y		Y										
		Y		Y	Y	Y	Y	Y										
		Y	Y					Y	Y		Y	Y						
		Y				Y		Y					Y	Y	Y			
		Y						Y			Y	Y					Y	Y
		Y	Y		Y	Y		Y										

Format 2: Qualification name and subject name in line with text

Subject1	Subject2	Subject3	Subject4	Subject5	Subject6
GCSE(9-1);Eng Lang	GCSE;Maths	GCSE;Art	GCSE;Drama	GCSE;Geography	GCSE;English Lit
GCSE(9-1);Eng Lang	GCSE;Maths	GCSE;D&T Food	GCSE;French	GCSE;Geography	GCSE;History
GCSE(9-1);Eng Lang	GCSE;Maths	GCSE;English Lit	GCSE;Music	GCSE;Science	GCSE;PE
GCSE(9-1);Eng Lang	GCSE;Maths	GCSE;Geography	GCSE;Biology	GCSE;Chemistry	GCSE;Physics
GCSE(9-1);Eng Lang	GCSE;Maths	SC;RE	SC;Spanish	GCSE;Science	GCSE;PE
GCSE(9-1);Eng Lang	GCSE;Maths	GCSE;French	SC;Spanish	GCSE;Geography	GCSE;English Lit

This list can be in either a comma separated file (*CSV recommended*) or a Microsoft Excel spreadsheet format. Subject choices should be formatted as **Qualification;Subject**.

Example: **GCSE;French**.

Alternatively, you can use any of these symbols in place of a semi-colon (;):

@ # % & + = !

If the qualification is a GCSE (9-1), please indicate this on the spreadsheet.

Example: **GCSE(9-1);French**.

Required fields

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.

The uploaded file should follow the format shown below (* Required). You will be asked to assign your headings/columns to CEM's headings.

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)
SCN	Scottish Candidate Number
MISID	Management Information System identifier
ULN	Unique Learner Number
Postcode	Postcode
Ethnicity	Ethnicity
Previous School Number	Previous School Number
Previous School Name	Previous School Name

The table below provides the codes for the Ethnicity column. This is not mandatory information.

DfE Census sub-category	Description	DfE Census sub-category	Description
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

Importing student details into Secondary+

Once you have created your student details spreadsheet, you can upload the file to the Assessment Centre in the Secondary+ website using the **Assessment Admin > Computer Assessments** page. Then you need to select **2: Upload Student Details inc. Subject Choices**.

The screenshot shows the 'Computer Assessments' page in the Secondary+ Assessment Admin interface. The left-hand menu has '2: Upload Student Details inc. Subject Choices' highlighted in red. The main content area is a table with three columns: 'Before Testing', 'During Testing', and 'After Testing'. Each column contains a list of steps for administering the assessments.

Before Testing	During Testing	After Testing
<p>STEP 1: Download documentation to help you administer your computer-based Baseline Assessments.</p> <p>STEP 2: Upload Student Details and Subject Choices for inclusion in your Baseline assessments.</p> <p>STEP 3: Set up the Baseline Assessments.</p> <p>STEP 4: Trial the assessments to check the set up prior to testing your students.</p>	<p>STEP 5: Run the Assessments with your students.</p> <p>STEP 6: Upload the CABT Baseline Assessments.</p> <p>STEP 7: Track assessment progress including details of when each student took the assessment for CABT assessments.</p>	<p>STEP 8: Edit Student Details, merge different assessment attempts and remove invalid assessment attempts. (This includes the facility to remove records added during the trialling of your assessments.)</p> <p>STEP 9: Assess Additional Students who may have joined your school later than the rest of the cohort or were absent at the time the rest of the cohort completed the assessment.</p> <p>STEP 10: Download Feedback from the assessments.</p>

On the **Select Assessment** page, click on the academic year you need then click **OK**.

Select Assessment

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

CABT 2021-2022

CABT 2020-2021

CABT 2019-2020

CABT 2018-2019

CABT 2017-2018

CABT 2016-2017

OK

Once in the Assessment Centre, you will see the following options. Select **Import** to upload student details.



This will open the **Select Year Group** page. Select the year group using the dropdown menu 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:



You are now in the **Import Candidate Details** page.

Click **Browse** to select the file you wish to upload, then indicate whether your file contains column headers.

You will also need to specify the file format for the subject data. Select the relevant option that matches your file format.

As a reminder these are as follows:

- **Format 1:** Qualification and subject name as header
- **Format 2:** Qualification name and subject name in line with text

Import Candidate Details for Year 10 CABT 2021-2022

The following steps enable you to import your candidate details and subject choices before running the assessment.

a. Select the file using the button below



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?



Click to upload the file



You can download a pre-formatted CSV template of both file formats by clicking on **Example file**. Feel free to use these when uploading your Yellis student details.

The section entitled **'What is the divider between qualification and subject?'** will ask you to select the symbol you used to separate the subject and qualification in each cell. Most schools use the semi-colon (:), but you will see the other choices in the drop-down menu as well.

Click **Upload** to import the file into the Assessment Centre.

Matching column headers

A new page will open once the file uploads. This will prompt you to match your column headers with the CEM headers. We need this information so your data can load into the correct place in the CEM database.

You will see a table with your file column headers on the left and the CEM column headers on the right.

Select the descriptions which best match the contents of your file using the drop-down lists in the right column.

Columns left as Ignore will not be loaded into our system.

You will see more options to match if you included additional non-mandatory fields in your file.

Remember: Surname, Forename, Gender and Date of Birth (DOB) must be included. You can add other information later.

Header in the file	CEM Header
Surname	Surname
Firstname	First name
Gender	Gender
DOB	DOB
Class	Class
Subject1	Subject Choice
Subject2	Subject Choice
Subject3	Subject Choice
Subject4	Ignore
Subject5	Subject Choice
Subject6	Surname
Subject7	First name
Subject8	Gender
Subject9	DOB
Subject10	Class

Matching subjects

Subject Choices will only appear if you add them to your spreadsheet/CSV file.

Format 1: Qualification and subject name as header.

You will see **Subject 1, Subject 2, Subject 3...**matched to the CEM header **Subject Choice**.

Header in the file	CEM Header
Surname	Surname
Firstname	First name
Gender	Gender
DOB	DOB
Class	Class
Subject1	Subject Choice
Subject2	Subject Choice
Subject3	Subject Choice
Subject4	Ignore
Subject5	Subject Choice
Subject6	Surname
Subject7	First name
Subject8	Gender
Subject9	DOB
Subject10	Class

Format 2: Qualification name and subject name as inline text.

You will see the **qualification and subject name** matched to CEM header **Subject Choice**.

Header in the file	CEM Header
Surname	Surname
Firstname	First name
Gender	Gender
DOB	DOB
Class	Class
GCSE9-1;Maths	Subject Choice
GCSE9-1;English	Subject Choice
GCSE;Economics	Subject Choice
GCSE;French	Subject Choice
GCSE;Geography	Subject Choice
GCSE;History	Subject Choice

Click **NEXT** once you have assigned all relevant headers.

Map qualifications

You must map the qualification type(s) in your file with **CEM recognized qualifications**.

Qualifications in the file	CEM recognized qualifications
GCSE(9-1)	GCSE (9-1) ▼
GCSE	GCSE ▼

OK

You can select the relevant qualification from the drop-down list.

Please map your IGCSE subjects to the GCSE qualification type. GCSE (9-1) subjects should be mapped to GCSE (9-1).

Once you have mapped the qualification types, click **OK**.

Map subjects

Select the relevant subject using the drop-down menu. This will allow you to map the **Subjects in your file** to the **CEM recognized Subjects**.

Map subjects in your file with the recognized subjects from CEM. Subjects left as 'ignore' will not be loaded into our system.

Subjects in the file		CEM recognized Subjects
GCSE(9-1);Maths	GCSE (9-1)	ignore ▼
GCSE(9-1);English	GCSE (9-1)	ENGLISH ▼
GCSE;Geography	GCSE	GEOGRAPHY ▼
GCSE;History	GCSE	HISTORY ▼
GCSE;French	GCSE	FRENCH ▼
GCSE;German	GCSE	GERMAN ▼
GCSE;Economics	GCSE	ECONOMICS ▼
GCSE;Drama	GCSE	DRAMA ▼
GCSE;Art	GCSE	ignore ▼

OK

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

Please check that you correctly mapped all your columns/headers, qualifications, and subjects, including those that have mapped automatically.

Remember: any value mapped to ignore will NOT load into our system.

Any errors with your data will appear at this point, and you will have the opportunity to correct them before the upload completes.

If there are no errors, a table will appear with all your students' details listed. You can also **Edit** or **Delete** student information at this point:

Import Candidate Details for Year 10 CABT

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

Edit

Show All ▼

edit	Surname	First name	DOB	Gender	Class
Edit Delete	Arkins	Robert	12/10/2005	M	NW2
Edit Delete	Aherne	Michael	01/12/2005	M	NW2
Edit Delete	Bail	Angeline	10/05/2006	F	NW2
Edit Delete	Doyle	Maria	02/04/2006	F	NW2
Edit Delete	Finnegan	Dave	21/07/2006	M	NW2

Once you have checked these details and made any necessary amendments, click **NEXT**.

Student matching

You will see a **Candidates Matching** page if there are any duplicate students in our database.

CANDIDATES MATCHING

We think the following candidates already exist in our database and **they will not be included** during this import unless you select the include or Update button. To include as a new candidate, select **INCLUDE**. To update a candidate we already hold on our records, select **UPDATE**. To view the candidate we already have on record: click the ▶ icon on the left side of the grid, next to their name.

First name	Surname	DOB	Gender	Class	
▶ Robert	Arkins	12/10/2005	M	NW2	Include Update
▶ Michael	Aherne	01/12/2005	M	NW2	Include Update
▶ Angeline	Bail	10/05/2006	F	NW2	Include Update
▶ Maria	Doyle	02/04/2006	F	NW2	Include Update
▶ Dave	Finnegan	21/07/2006	M	NW2	Include Update

You must now select **Update** or **Include** against each student record.

Selecting **Update** will allow you to add missing information to an existing record. This is useful when you need to add information not included in your first upload (e.g., Subject choices).

Selecting Include will create an additional student record. **Only use this option if there is no existing student record.**

Once done, click **FINISH** to complete the upload.

Edit student details

Before testing, you can amend student details in the Assessment Centre using **Candidate Editor**.

To access the **Candidate Editor**, go to **Assessment Admin > Computer Assessments**, then select **2: Upload Student Details inc. Subject Choices**. This takes you to the **Select Assessments** page.

Access Assessment Centre

- 1: Download Documentation
- 2: Upload Student Details inc. Subject Choices**
- 3: Set up the Assessments
- 4: Trial the Assessments

During Testing

- 5: Run the Assessments
- 6: Upload Assessment Files
- 7: Assessment Status

After Testing:

- 8: Post-Assessment Edit Student Details
- 9: Assess Additional Students
- 10: Download Feedback

Before Testing	During Testing	After Testing
<p>STEP 1: Download documentation to help you administer your computer-based Baseline Assessments.</p> <p>STEP 2: Upload Student Details and Subject Choices for inclusion in your Baseline assessments.</p> <p>STEP 3: Set up the Baseline Assessments.</p> <p>STEP 4: Trial the assessments to check the set up prior to testing your students.</p>	<p>STEP 5: Run the Assessments with your students.</p> <p>STEP 6: Upload the CABT Baseline Assessments.</p> <p>STEP 7: Track assessment progress including details of when each student took the assessment for CABT assessments.</p>	<p>STEP 8: Edit Student Details, merge different assessment attempts and remove invalid assessment attempts. (This includes the facility to remove records added during the trialling of your assessments.)</p> <p>STEP 9: Assess Additional Students who may have joined your school later than the rest of the cohort or were absent at the time the rest of the cohort completed the assessment.</p> <p>STEP 10: Download Feedback from the assessments.</p>

Select the relevant **CABT** year and click **OK**.

Select Assessment

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

- CABT 2021-2022
- CABT 2020-2021
- CABT 2019-2020
- CABT 2018-2019
- CABT 2017-2018
- CABT 2016-2017

OK

This will take you through to the Assessments Centre. From here select **Candidate Editor**.



Candidate Editor for CABT 2020-2021

On this page you can add and edit candidate details. Use the filters to specify the year group you wish to view.

Filters Year
- All -

NEW EDIT MOVE DELETE

To sort data by Surname, First name, Gender, Class Name, Year Group or UPN click on column heading.
For filters click on the icon.

edit	Surname	First name	Gender	Date Of Birth	Class Name	Year Group	UPN
<input type="checkbox"/> Edit	Greenway	Bernard	M	26/01/2009	10a	Year 10	Z223350000881
<input type="checkbox"/> Edit	LaPlante	Courtney	F	10/09/2008	10a	Year 10	Y223450000576
<input type="checkbox"/> Edit	Dorton	James	M	11/03/2009	10a	Year 10	
<input type="checkbox"/> Edit	Morgan	James	M	29/07/2009	10a	Year 10	
<input type="checkbox"/> Edit	Hart	Lauren	F	04/07/2009	10a	Year 10	

The Candidate Editor allows you to:

- Add a new Candidate or Class using the NEW button
- Change an individual student's details using the EDIT button
- Move a student or group of students to a different year group using the MOVE button
- Remove a Candidate or Class from the system or delete a class name using the DELETE button

Add a new student

To add an additional student, click on the **NEW** button on the **Candidate Editor** page and select the candidate from the drop-down menu.

Select the year group for the candidate you wish to add by clicking on the drop-down menu. Click **SAVE**.

Create Candidate

Select a year group which you want to create the new candidate into

- select -

OK

* Required

SAVE

CANCEL

This takes you to the second **Create Candidate** page:

First Name *	<input type="text"/>
Surname *	<input type="text"/>
Date of Birth * (dd/mm/yyyy)	<input type="text"/> 
Gender *	<input type="radio"/> Male <input type="radio"/> Female
Extra Time	<input type="text" value="No"/>
UPN	<input type="text"/>
SCN	<input type="text"/>
MISID	<input type="text"/>
ULN	<input type="text"/>
Class Name	<input type="text" value="Unknown"/>
Postcode	<input type="text"/>
Ethnicity	<input type="text" value="- not specified -"/>
Previous school number	<input type="text"/>
Previous School Name	<input type="text"/>
Subject Choices	<input type="text" value="Add New Subject"/>

* Required

Type the details of the student directly into the boxes. When you have finished, click **SAVE**. The new student's details should now appear on the **Candidate Editor** screen.

Edit an existing student

On the **Candidate Editor** page, select the student you wish to edit by clicking on the appropriate check box.

<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	Clydebank	Conor	M	01/11/2004	DB10	Year 10	T234470000452
-------------------------------------	-------------------------------------	-----------	-------	---	------------	------	---------	---------------

Click the **Edit** button to open the Edit Candidate page.

Edit Candidate

First Name *	<input type="text" value="Bernard"/>																				
Surname *	<input type="text" value="Greenway"/>																				
Date of Birth * (dd/mm/yyyy)	<input type="text" value="26/01/2009"/> 																				
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female																				
Year group *	<input type="text" value="Year 10"/>																				
Extra Time	<input type="text" value="Yes"/>																				
UPN	<input type="text" value="Z223350000881"/>																				
SCN	<input type="text"/>																				
MISID	<input type="text"/>																				
ULN	<input type="text"/>																				
Class Name	<input type="text" value="10a"/>																				
Postcode	<input type="text"/>																				
Ethnicity	<input type="text" value="- not specified -"/>																				
Previous school number	<input type="text"/>																				
Previous School Name	<input type="text"/>																				
Subject Choices	<table border="1"><tr><td>GCSE - MATHEMATICS</td><td>remove</td></tr><tr><td>GCSE - PHYSICAL EDUCATION</td><td>remove</td></tr><tr><td>GCSE - ENGLISH LITERATURE</td><td>remove</td></tr><tr><td>GCSE - SPANISH</td><td>remove</td></tr><tr><td>GCSE - DESIGN & TECHNOLOGY</td><td>remove</td></tr><tr><td>GCSE - ENGLISH</td><td>remove</td></tr><tr><td>GCSE - SCIENCE</td><td>remove</td></tr><tr><td>GCSE - DRAMA</td><td>remove</td></tr><tr><td>GCSE - BUSINESS STUDIES</td><td>remove</td></tr><tr><td>GCSE - GEOGRAPHY</td><td>remove</td></tr></table> <input type="text" value="Add New Subject"/>	GCSE - MATHEMATICS	remove	GCSE - PHYSICAL EDUCATION	remove	GCSE - ENGLISH LITERATURE	remove	GCSE - SPANISH	remove	GCSE - DESIGN & TECHNOLOGY	remove	GCSE - ENGLISH	remove	GCSE - SCIENCE	remove	GCSE - DRAMA	remove	GCSE - BUSINESS STUDIES	remove	GCSE - GEOGRAPHY	remove
GCSE - MATHEMATICS	remove																				
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GCSE - SPANISH	remove																				
GCSE - DESIGN & TECHNOLOGY	remove																				
GCSE - ENGLISH	remove																				
GCSE - SCIENCE	remove																				
GCSE - DRAMA	remove																				
GCSE - BUSINESS STUDIES	remove																				
GCSE - GEOGRAPHY	remove																				

Edit the student's details by typing directly into the relevant information fields. When you have finished, click **SAVE**.

Please note: 25% extra time may be added via the Candidate Editor for students with special educational needs. However, extra time cannot be added retrospectively once a student has completed an assessment. You can also add 25% extra time as part of your original CSV upload.

You will also see options to **Remove** or **Add New Subject**.

Subject Choices

GCSE - ART & DESIGN	remove
GCSE - FRENCH	remove
GCSE - ENGLISH	remove
GCSE - BIOLOGY	remove
GCSE - HISTORY	remove
GCSE - GEOGRAPHY	remove
GCSE - SCIENCE	remove
GCSE - ENGLISH LITERATURE	remove
GCSE - CHEMISTRY	remove
GCSE - PHYSICS	remove
GCSE - MATHEMATICS	remove

Add New Subject

* Required

SAVE CANCEL

To delete a subject choice, click **Remove**.

To add a new subject, click the **Add New Subject** box.

Select the qualification from the **select qualification** drop-down box. Then you can choose the subject.

Click **Save** next to the subject drop-down box to add the chosen qualification and subject.

Subject Choices

- select qualification -

- select - Save

Add New Subject

This will now appear in the students' **Subject Choices** list.

Remember to click **SAVE** at the bottom of the page to save any amendments you made.

Move students to a different year group

Note: you cannot use this if the student already has a completed Yellis score.

On the **Candidate Editor** page, select the student(s) you wish to move by clicking on the appropriate check boxes.

<input checked="" type="checkbox"/>	Edit	Clydebank	Conor	M	01/11/2004	DB10	Year 10	T234470000452
<input checked="" type="checkbox"/>	Edit	Elgin	Ellie	F	01/01/2005	DB10	Year 10	Y233570000486

Click the **MOVE** button and then select **Year Group**. This opens the **Move Year Group** page.

Move Year Group

You have selected 2 pupil(s).

Year Group - select -

MOVE CANCEL

Select the new Year Group from the drop-down menu and click MOVE.

Delete Students

You can delete one or more students via the **Candidate Editor**. First select the student(s) you wish to delete by clicking on the appropriate check boxes.

<input checked="" type="checkbox"/>	Edit	Clydebank	Conor	M	01/11/2004	DB10	Year 10	T234470000452
<input checked="" type="checkbox"/>	Edit	Elgin	Ellie	F	01/01/2005	DB10	Year 10	Y233570000486

Click the **DELETE** button.

The system will then ask to you to confirm the students you want to delete.

Confirm Delete

You have selected 2 pupil(s).
Are you sure you wish to delete the selected pupil(s)?

DELETE **CANCEL**

If you are sure you selected the right students(s), then click **DELETE**. Otherwise, click **CANCEL** and check before proceeding.

You will receive a green confirmation message on the screen once the student has been deleted.

Students with completed CABT results should not be deleted unless you wish to completely and permanently remove these students from your data.

If you are deleting a duplicate student record, DO NOT DELETE THE RECORD WITH CABT DATA ATTACHED. 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 by ignoring the warning message.

Running your Yellis assessments

General technical requirements for running CEM assessments

You can find the latest general technical requirements for running your CEM assessments on our website <https://www.cem.org/general-technical-requirements>.

Assessment Content and Times

Sections	Average duration	Maximum duration
Vocabulary	47 minutes	60 minutes
Mathematics		
Patterns		

You may find it useful to timetable the students, invigilators, and rooms. We designed the assessments to fit into a one-hour lesson period. Students usually complete the assessment in around 45 minutes. You do not need to assess all the students in one session.

Downloading the CABT link

Go to **Assessment Admin > Computer Assessments** and select **3: Set up the Assessments**.

The screenshot shows the CEM (Centre for Evaluation & Monitoring) interface for 'SECONDARY + MidYIS • INSIGHT • Yellis My School'. The navigation menu includes Home, My Account, Assessment Admin, Feedback, Results Collection, Help, and Logout. The 'Assessment Admin' menu is expanded, showing options like 'Access Assessment Centre', 'Before Testing', 'During Testing' (highlighted with a red box), and 'After Testing'. The main content area is titled 'Computer Assessments:' and contains a table with three columns: 'Before Testing', 'During Testing', and 'After Testing'. Each column lists specific steps for administering the assessments.

Before Testing	During Testing	After Testing
<p>STEP 1: Download documentation to help you administer your computer-based Baseline Assessments.</p> <p>STEP 2: Upload Student Details and Subject Choices for inclusion in your Baseline assessments.</p> <p>STEP 3: Set up the Baseline Assessments.</p> <p>STEP 4: Trial the assessments to check the set up prior to testing your students.</p>	<p>STEP 5: Run the Assessments with your students.</p> <p>STEP 6: Upload the CABT Baseline Assessments.</p> <p>STEP 7: Track assessment progress including details of when each student took the assessment for CABT assessments.</p>	<p>STEP 8: Edit Student Details, merge different assessment attempts and remove invalid assessment attempts. (This includes the facility to remove records added during the trialling of your assessments.)</p> <p>STEP 9: Assess Additional Students who may have joined your school later than the rest of the cohort or were absent at the time the rest of the cohort completed the assessment.</p> <p>STEP 10: Download Feedback from the assessments.</p>

Select the current CABT year and click **OK**.

Select Assessment

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

CABT 2021-2022	▲
CABT 2020-2021	
CABT 2019-2020	
CABT 2018-2019	
CABT 2017-2018	
CABT 2016-2017	▼

OK

From the menu bar, select **carry out assessments**.



This page provides the **Passkey** for each available assessment and the option to download different versions of the assessment. The two options are the **Non-Web Version** and the **Web-Only Version**.

Copy and enable the **passkey** for the year group you would like to assess.

There is a different passkey for each year group – it is very important to use the correct passkey for the year group you want to assess.

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 2020 Year 7	M8V56RJ	<input checked="" type="checkbox"/>
CABT 2020 Year 8	M8V56RK	<input checked="" type="checkbox"/>
CABT 2020 Year 9	M8V56RL	<input checked="" type="checkbox"/>
CABT 2020 Year 10	M8V56RM	<input checked="" type="checkbox"/>
CABT 2020 Year 11	M8V56RN	<input checked="" type="checkbox"/>
CABT 2020 Year 12	M8V56RP	<input checked="" type="checkbox"/>

This web address and pass key combination is unique to your school. Please treat these details as confidential and do not make them available to those outside of your school.

Click in the grey box of the version required.

Please select the assessment software you would like to download.

<ul style="list-style-type: none">• This version of the software should be used by schools who have computers with no internet connection.• For more details click 'Non-Web Version'	<ul style="list-style-type: none">• 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'
Non-Web Version 	Web-Only Version 

Setting up the Web-Only Version

This version of the assessment provides an online web link that you can save as a shortcut on your desktop. You need to use this in conjunction with your passkey, which you will find on the Carry Out Assessments page.

To set up the **Web-Only Version** of the CABT go to **Assessment Admin > Computer Assessments > 3: Set up the Assessments > Carry out Assessments** and select the **Web-Only Version** at the bottom of the page. This will take you to the page below:

WEB-ONLY VERSION

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

 [Technical Installation Guide](#)

ASSESSMENT SHORTCUT

[Click here](#) to download the assessment shortcut.

Or

Copy and paste the text below into a shortcut.

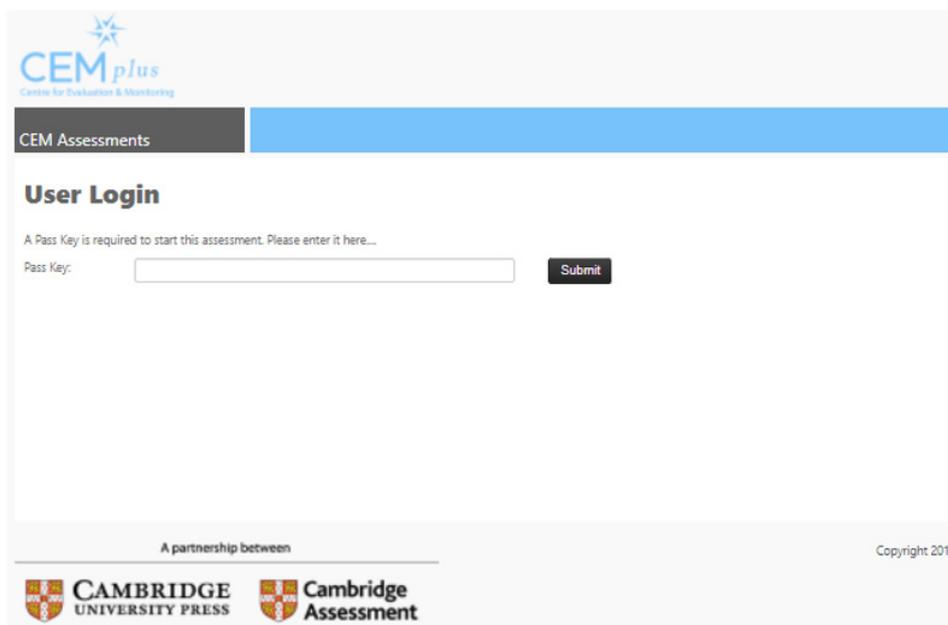
<http://assessment.cem.org/eAssess/GetSessionID.aspx?regkey=>

You can select **click here** to download the assessment link to the computer, or you can **copy and paste** the link to a local drive to install on the computer desktops.

We advise you to trial the assessment before you use it with your students. You can find guidance how to do this on page 28 of this guide.

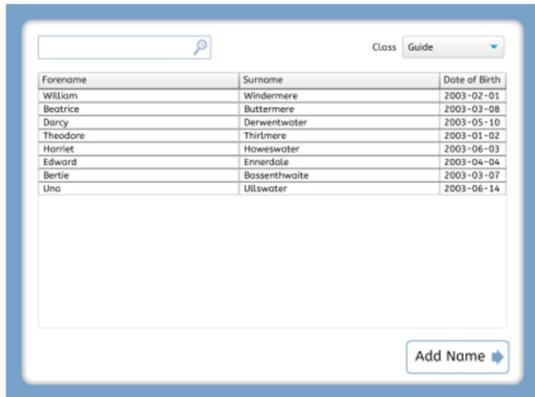
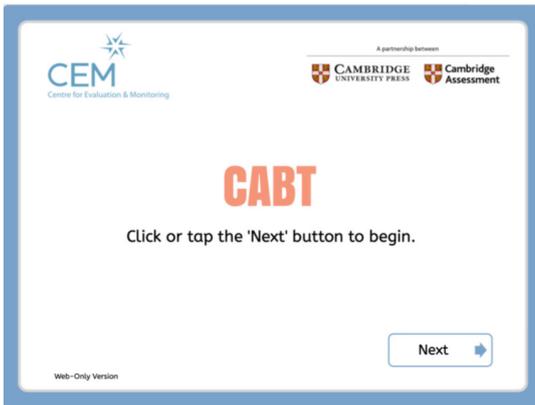
Running the Web-Only Version

Your students can click on the link and enter the correct Passkey for their year group once you download it onto their device.

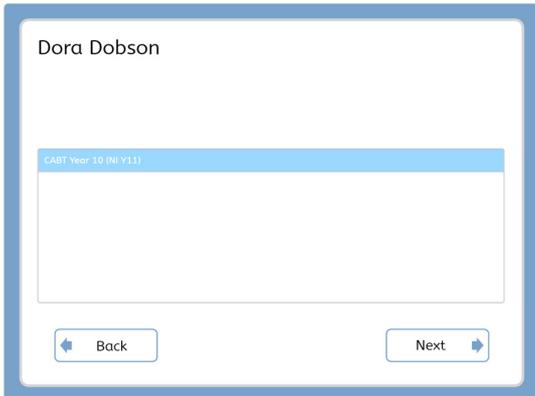


The screenshot shows the CEMplus User Login page. At the top left is the CEMplus logo with the tagline 'Centre for Evaluation & Monitoring'. Below the logo is a navigation bar with 'CEM Assessments' on the left and a blue bar on the right. The main heading is 'User Login'. Below this, a message states 'A Pass Key is required to start this assessment. Please enter it here...'. There is a text input field labeled 'Pass Key:' and a 'Submit' button. At the bottom, it says 'A partnership between' followed by the logos for 'CAMBRIDGE UNIVERSITY PRESS' and 'Cambridge Assessment'. The copyright year 'Copyright 2019' is visible in the bottom right corner.

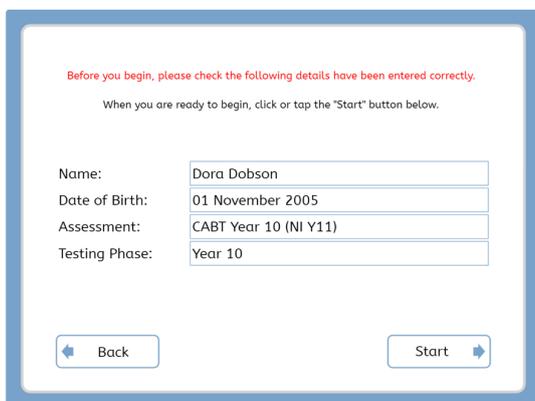
The students click **Next** to select their name from the year group list.



Once they click on their name, they select **Next** to open their details page.



Students should check that their details and year group are correct before clicking **Start** to begin the assessment.



The results will return to CEM automatically at the end of the assessment.

Setting up and running the Non-Web Version

You need to remove all previous software and response files (marked with a .xen extension) if you have used the **Non-Web Version** of Yellis 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.

For the **Non-Web version**, download the assessment software by going to **Assessment Admin > Computer Assessments > 3: Set up the Assessments > Carry out Assessments**.

Create a folder on your desktop computer or network so you can extract the zip files to an easy to locate folder. For example, you can call this folder Yellis 2023.

Select the Non-Web Version of the assessment from the **Carry out Assessments** page.

<ul style="list-style-type: none">• This version of the software should be used by schools who have computers with no internet connection.• For more details click 'Non-Web Version'	<ul style="list-style-type: none">• 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'
Non-Web Version 	Web-Only Version 

[CEM Software Licensing](#)
[CEM Font Licensing](#)

Click the download icon in the grey box of the Non-Web Version required (Windows or Mac).

Download Assessment Software for CABT 2022-2023

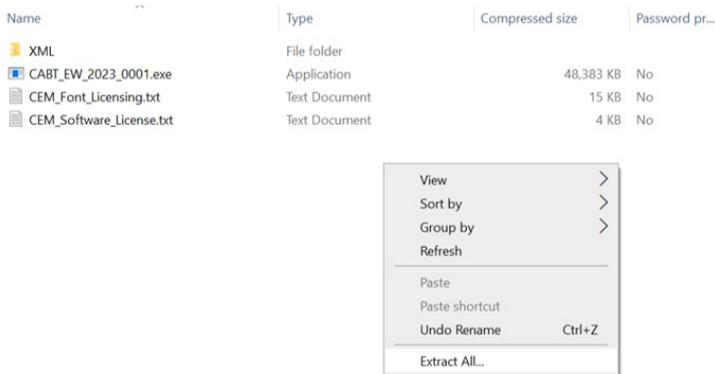
NON-WEB VERSION

<ul style="list-style-type: none">• Download a zip file containing all the assessment files here.• Click here for system requirements.	<ul style="list-style-type: none">• Download a zip file containing all the assessment files here.• Click here for system requirements.	<ul style="list-style-type: none">• Download an updated pupil details list here.
Download Assessment for Windows 	Download Assessment for Mac 	Download Pupil List 

Once downloaded, click on the downloaded zipped folder.

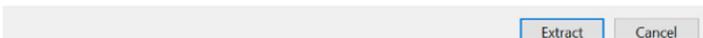
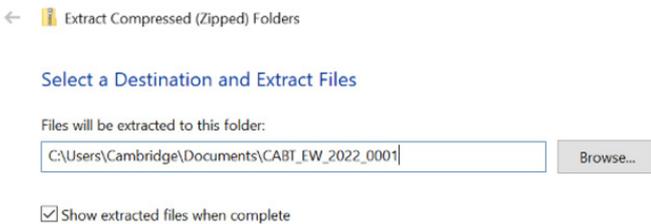
 CABT_EW_2023_0001.zip 27/05/2022 15:55 Compressed (zipped)... 48,460 KB

Extract all the files in the zipped folder by right-clicking anywhere in the white area and selecting **Extract All...**



You need to select the folder you created on your desktop as the destination for the extracted files. In this example, the folder you created called Yellis 2023.

Click **browse** to select the folder you saved on your desktop and click on **Extract**.

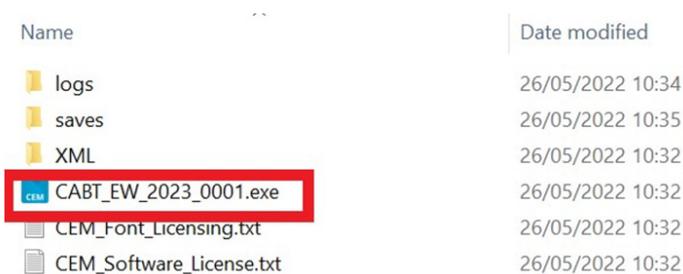


Note: the folder must be on a mapped drive (e.g. P:\ where P can be any letter) and must not be a Universal Naming Convention (UNC) path (e.g. \\myserver). If the assessment will be running on a computer with no network connection, then, this folder should be located on the local computer.

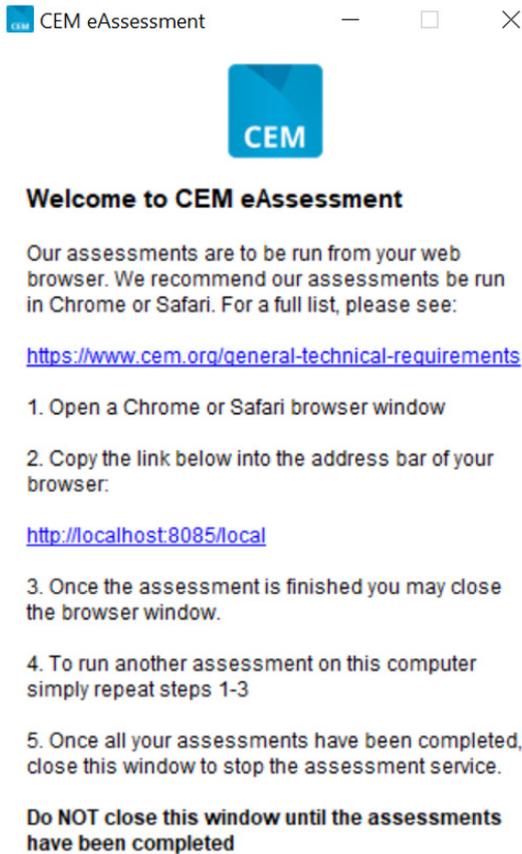
Grant modify access to student accounts so that student response files can be saved on your local network.

Once the files have been extracted, open the folder you created to view the unzipped software and files.

Set up a shortcut to the assessment by right-clicking the circle icon for CABT_EW_2023_0001 and choose **Create Shortcut**.



You will see the box below when you click on the CABT_EW_2023_0001.exe link:



Welcome to CEM eAssessment

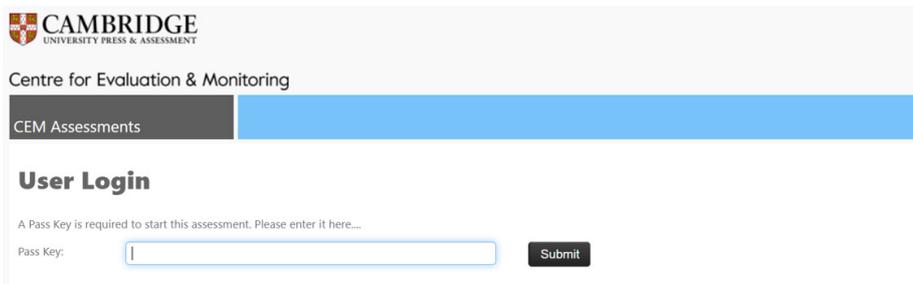
Our assessments are to be run from your web browser. We recommend our assessments be run in Chrome or Safari. For a full list, please see:

<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.

Do NOT close this window until the assessments have been completed

Each year group needs a passkey for the students to access the assessments. You can find this in the **Carry out Assessments** page. Copy and paste the URL link at step 2 in the box above into a new browser and enter the passkey. Select **Submit**.



CAMBRIDGE
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Centre for Evaluation & Monitoring

CEM Assessments

User Login

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

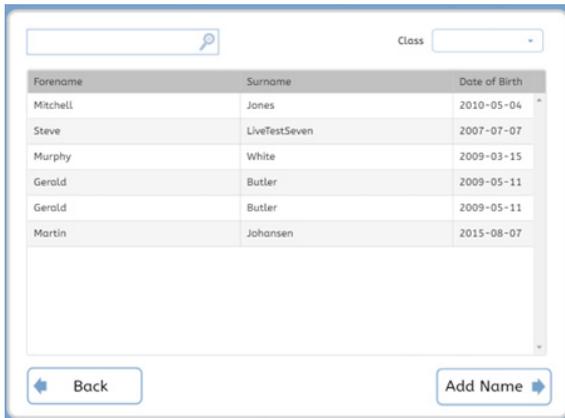
Pass Key:

Submit

Select 'Next' on the opening screen.



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



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 Yellis 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.

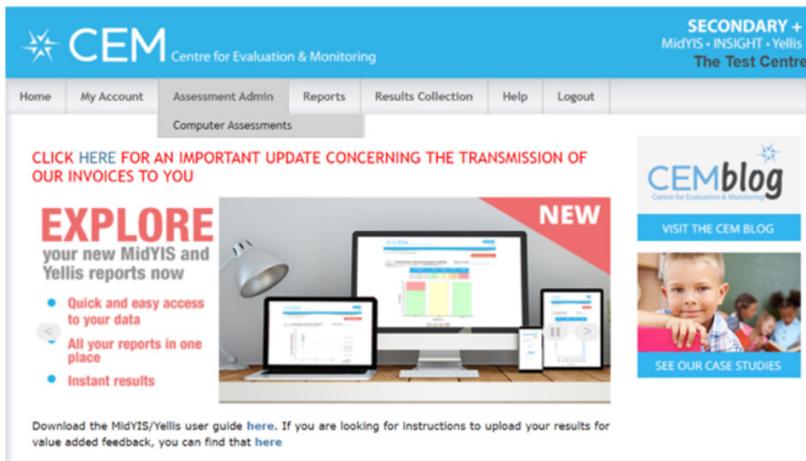
Note: We do not provide feedback reports for trial assessments.

Checking the assessment status of your students

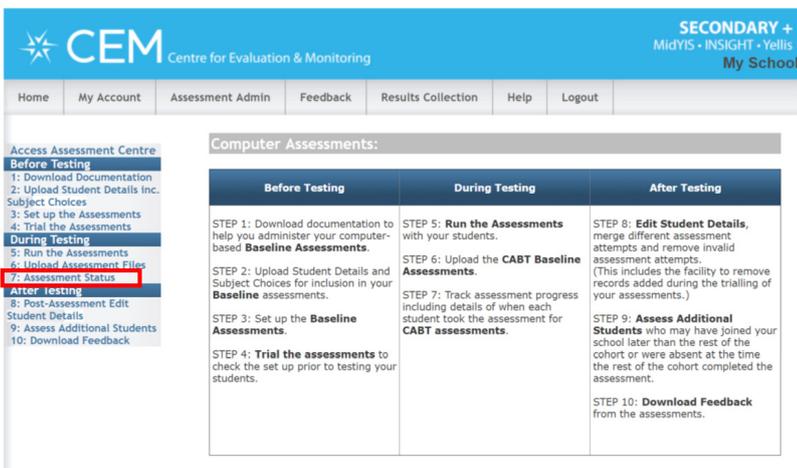
You can check the status of students' assessments to see if they have completed the CABT.

To check the progress of your assessments, you will need to access the **Assessment Centre**.

Go to **Assessment Admin > Computer Assessments** on Secondary



Select **7: Assessment Status**.



This will take you to the **Select Assessment** page.

Select Assessment

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

- CABT 2020-2021
- CABT 2019-2020
- CABT 2018-2019
- CABT 2017-2018
- CABT 2016-2017
- CABT 2015-2016

OK

Click on the **CABT** and academic year you require then click **OK**.

Select **status reports** from the Assessment Centre menu.



Enabling retakes

Full retake

You can enable retakes in the **Assessment Centre** on the **carry out assessments** page if any of your students need to re-sit their assessments.

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.

When choosing which sections of the assessment to resit please remember to select at least one of Maths or Vocab as without this the other sections of the assessment will not be processed.

Candidates can retake an assessment

Please tick the box next to **Candidates can retake an assessment**.

If the student already has a score from their first attempt, you will need to email **cem@cambridge.org** requesting that we overwrite the current assessment results with the new retake outcome.

Enabling a partial retake

Some of your students might not answer enough questions on the Vocab or Maths section of Yellis to generate an overall baseline score. In these cases, they can retake the section where they failed to answer enough questions at their first attempt.

1. You will see the following section in the 'carry out assessments' area:

RETAKE AN ASSESSMENT

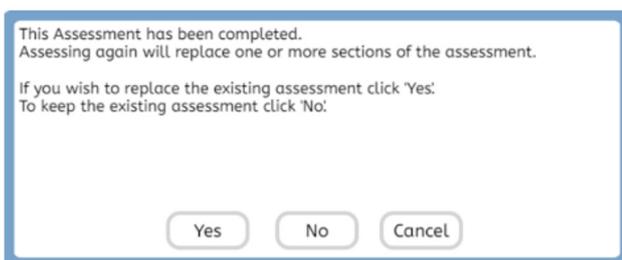
The software can allow or disallow a candidate to retake an already completed assessment. This can be enabled or disabled using the check box below. This will apply to all candidates using the assessment.

Candidates can retake an assessment

2. Please tick the box next to **Candidates can retake an assessment**.

3. Once done, you can instruct the student to go back into their test.

4. They will see the message below once they select their name from the list and click 'Next'.



5. Click 'Yes' to replace one of the sections of the assessment.

6. On the first screen, the student must de-select all sections except the one with a missing score (e.g. Maths). They can then proceed to retake this part of the assessment.

Students retaking a section because they achieved no score in Vocab and/or Maths at the first attempt should receive an automatic new score if they answer enough questions correctly. In this instance, there is no need to request a manual override.

Assessing additional students

You may find that some of your students were absent during the assessment period or that new students have joined your school. These students can be tested using the same process until May.

Absentees

These students should be in the list of students you uploaded prior to the assessment, which means their details will appear in the drop-down list at the beginning of the assessment. These students can select their name from the list and take the assessment.

New/Additional students

You can add these student(s) using the **Candidate Editor**. Alternatively, the student(s) will need to click on the 'Add Name' button at the beginning of the assessment to enter their details. They can take the assessment in the normal way once their details are in the system.

Returning your assessment files (Non-Web version)

You will need to return your results to us once you have completed the Non-Web version of the assessments with your pupils.

1. Go to the files you extracted as part of your download to install the Non-Web version of the assessment on your computer.

Name	Date modified
logs	27/05/2022 12:43
saves	26/05/2022 10:35
XML	26/05/2022 10:32
CABT_EW_2023_0001.exe	26/05/2022 10:32
CEM_Font_Licensing.txt	26/05/2022 10:32
CEM_Software_License.txt	26/05/2022 10:32

2. Click on the Saves folder.

logs	27/05/2022 12:43
saves	26/05/2022 10:35
XML	26/05/2022 10:32

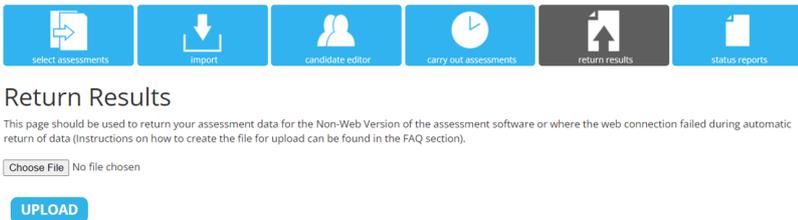
3. You will see the files in the folder as follows:

Name	Status	Date modified	Type	Size
Final	🟢	12/05/2022 9:18 PM	File folder	
384EF2D3-D9C5-4BE0-B29A-F518A72F9D5C--01--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

7. You will need to return your Yellis results file via the Secondary+ platform.
Go to the Assessment Centre and select **return results** to upload your .CSF files.



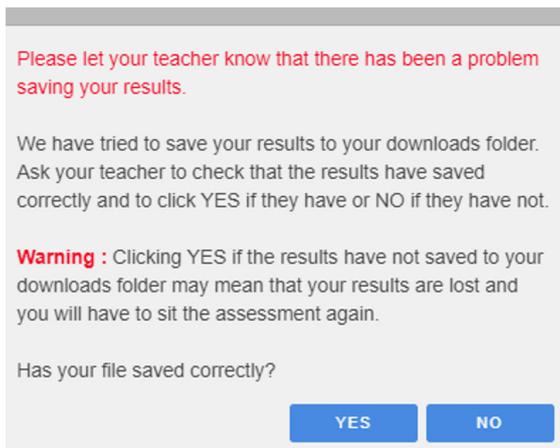
8. Click on **Choose File** to locate the zip folder on your computer and select **Upload**.



You should receive your baseline scores and predictions within 48 hours.

What if something goes wrong? (Web Only Version)

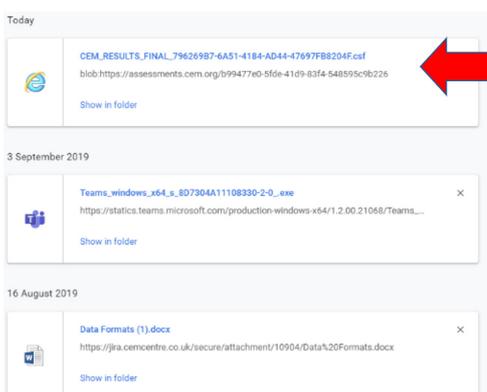
You will see the following dialog box if the system is unable to save results back to CEM:



(Note: All screenshots are from Google Chrome.)

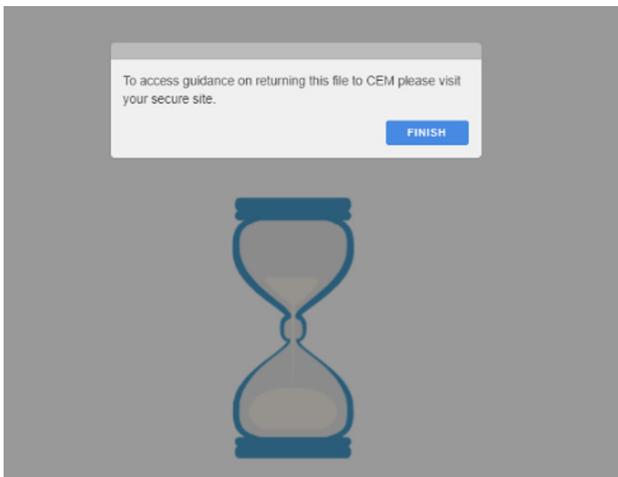
You need to check the .CSF file has correctly saved to the 'downloads' folder.

If the save failover has 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 has appeared with a creation date/time within the last minute or so.



We recommend invigilators copy this file immediately to a USB drive or a common server location, to facilitate easy upload to CEM.

If you are satisfied the results have saved correctly, you can click 'YES'. You will then see the following dialog, and the test will finish as normal:



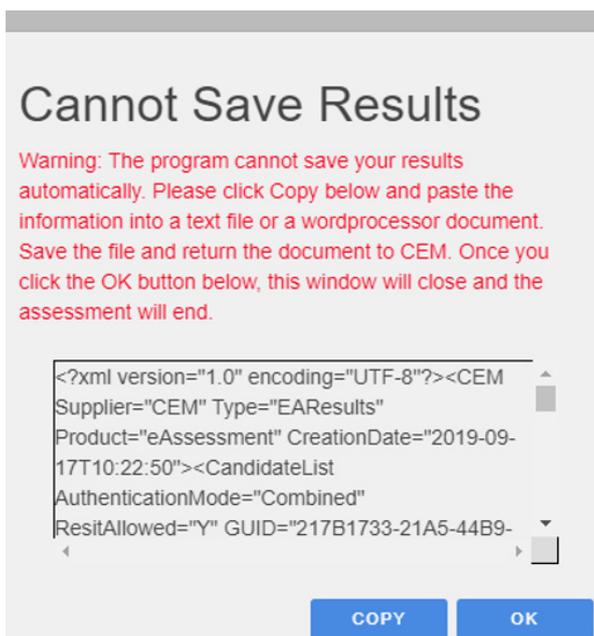
If the file has NOT saved correctly, you should click 'NO', and the system will attempt to save the results again.

The system attempts to save the file to the 'downloads' folder up to five times and you will see the same dialog each time, assuming you do not click 'Yes'.

If you are still unable to verify a file has saved to the 'downloads' folder, you will be taken to the copy & paste dialog.

The copy & paste dialog

As a last resort, when the user has clicked '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 CEM by e-mail.



Locating .CSF files

It is essential invigilators are aware of the save failover routine and instruct candidates to put their hand up if they see any of the above screens.

However, some candidates may forget to tell the teacher and simply click 'Yes' when they see the Save Failover Dialog and close down the assessment.

The teacher will need to ask the candidate to log into the machine where they took the test, open the internet browser 'downloads' folder and look for the .CSF file. If this has happened for several pupils, they will need to do it several times. This is why it is best to copy the files to a USB stick or central file server when it happens.

Uploading .CSF files

Invigilators will need to return the .CSF files to CEM. To return the assessment results, use the 'Result Upload' tab as shown below for each assessment:

Go to the Assessment Centre and select 'Return results' to upload your .CSF files.

