

Post 16 Co-ordinator Guide 2023-24

Contents

What is Alis/CEMIBE?	3
Introduction.....	3
The CABT.....	3
Accessing the Computer Adaptive Baseline Test (CABT)	4
Accessing Assessment Centre.....	5
Importing Student Details: Required file format	6
Navigating to Your File	7
Matching and Mapping Subjects.....	8
Calculating Your Average (I)GCSE Point Scores.....	10
Allocating extra time for SEN students	11
Running the assessments.....	12
Technical Requirements.....	12
Accessing the Assessment.....	12
Web Only Version	12
What if something goes wrong? (Web Only Version)	14
Non-Web Version.....	15
Trial the Assessment	18
Run the Assessments	18
What your students need to take the assessment and what they will see	18
Returning your assessment files to CEM	19
Checking who has completed the assessment.....	21
Editing student details.....	22
To EDIT an existing student's details	23
Assessing additional students.....	25
ALIS/CEMIBE Reports.....	26
Downloading Early Predictive Reports	26
Downloading Full Predictive Reports	27

What is Alis/CEMIBE?

Introduction

Alis/CEM IBE can be used to predict students' performance in A Level or International Baccalaureate Diploma examinations by establishing their level of ability, which we refer to as a baseline. It does this in two ways:

- Using your students' average (I)GCSE score
- By providing a Computer Adaptive Baseline Test (CABT)

You can choose to use one or the other of these baselines, or both. However, any student for which an average (I)GCSE score cannot be provided must take the CABT. The analysis from each baseline is reported separately.

The CABT

The Alis/CEMIBE Computer Adaptive Baseline Test (CABT) is a single timed assessment. It includes the following adaptive sections. (Running order indicated by the numbers):

- **(1) Vocabulary** (lasting a maximum of 10 minutes)
- **(2) Mathematics** (lasting a maximum of 25 minutes)

Additional Non-Adaptive sections

- **(3) Non-Verbal (including Pictures, Speed and Accuracy, Diagrams, Dice)** (lasting 16 minutes in total)

PLEASE NOTE: The assessment has no sound.

Instructions and example questions are given at the start of each section so a student is aware of what they are expected to do and how long they have to answer as many questions as they can. If a student gives an incorrect answer to an example question, they will be told what the correct answer is.

Students will not be told if they have given a correct or incorrect answer when the assessment starts for real.

When the section time is reached the section will end regardless of whether a student has finished. This is by design.

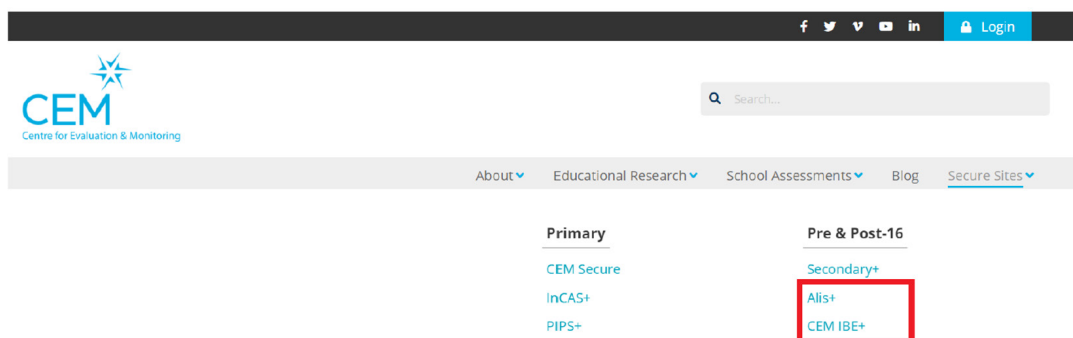
PLEASE NOTE: Links to the assessments are only valid for the current testing year. The new shortcut or URL must be set up on your system each year and should be used with the new passkey for each year group. The assessment will not run if you try to use the most recent passkey with an expired shortcut or URL.

This document guides you through the process of carrying out the CABT and obtaining predictive reports.

Preparing for your assessments

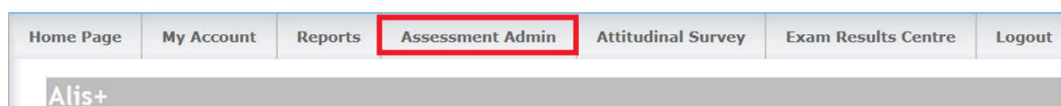
Accessing the Computer Adaptive Baseline Test (CABT)

All facilities for the computer adaptive assessments are accessed via the Alis+/CEMIBE+ secure website. These can be accessed via www.cem.org selecting the SECURE SITES > ALIS+ or CEM IBE+ or click on the blue 'Log in' button in the top right-hand corner of the page.



PLEASE NOTE: You will require your Username and Password to access the website. We are only able to provide these details to the registered coordinator.

From the HOME page on Alis/CEMIBE+ Select ASSESSMENT ADMIN



You will now see the Computer Assessments menu page with links to guidance on each stage of the assessment process.

Computer Assessments:
Before Testing
1: Download Documentation
2: Upload Student Details inc Subject Choices and Av (I)GCSE
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: Edit Student Details
9: Assess Additional Students
10: Download Early CABT Feedback
11: Download Full Predictive Feedback

Obtaining Predictive Data based on CABT or Average (I)GCSEs

Submission of Student Details / Setting up Adaptive Test (CABT)	During Testing	After Submission of Student Details / After Testing
'Student Details' include subject choices and average (I)GCSEs		
<p>STEP 1: Download documentation to help you submit Student Details and administer the Computer Adaptive Baseline Test (CABT).</p> <p>STEP 2: Upload Student Details for inclusion in your assessments (CABT) or for obtaining student specific predictive data based on average (I)GCSE or CABT. Student fields e.g. average (I)GCSE may be uploaded on a later occasion.</p> <p>STEP 3 (where required): Set up the assessments (CABT)</p> <p>STEP 4 (where required): Trial the assessments (CABT) 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 Assessment Files for us to process (non-web version only)</p> <p>STEP 7: Use the Assessment Status facility, via Assessment Centre, to track assessment progress including details of when each student took the assessment.</p>	<p>STEP 8: Edit Student Details, via Assessment Centre.</p> <p>STEP 9: Assess Additional Students who may have joined your school/college 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: Obtain Early Predictions within 2 hours, either online, or download as a spreadsheet.</p> <p>STEP 11: Obtain Full Predictive Feedback within 2 working days.</p>

Click on Upload Student Details on the menu on the left and this will take you to our assessment centre.

We advise that you Upload Student Details Inc Subject Choices and Average (I)GCSE Point Scores to ensure student details are entered accurately and to enable students to simply select their name from a list at the start of the assessment. If it is too early for you to include average (I)GCSE scores and/or subject choices, you may upload a file including just the required fields before assessing and add any missing information later.

PLEASE NOTE: Full predictive reports cannot be generated until your students have at least one baseline (CABT or average (I)GCSE score) on their record and their subject choices have been uploaded.

Accessing Assessment Centre

Select Assessment

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

CABT 2022-2023

CABT 2021-2022

CABT 2020-2021

CABT 2019-2020

CABT 2018-2019

CABT 2017-2018

^

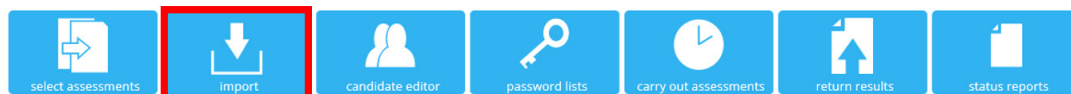
v

OK

Select the assessment year from the list.

PLEASE NOTE: The CABT year should be the academic/assessment year in which the assessments are to be carried out. E.g. the CABT year for a 2025 Year 12 contract would be 2023/2024 because this is a 2 year contract named for when it ends (not when it starts) and the assessment is done while the students are in Year 12. The CABT year on a 2025 Year 13 contract would be 2024/2025 because it is a 1 year contract and the assessment would be carried out in Year 13.

Select IMPORT from the top menu.



You can now select the year group that you want to set up from the dropdown box 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:

- select -

OK

You will then be able to upload a file. Before you do this you will need to add your students details to a CSV file. We provide two example files that you can use to enter you student details and then upload. The two examples are:

- Contains qualification name and subject name as header Example file
- Contains qualification name and subject name as inline text Example file

a. Select the file using the button below

Choose File No file chosen

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?

:

v

Do you want predictions to AS for your A2 subjects?

☐ Yes ☒ No

Click to upload the file

UPLOAD

Importing Student Details: Required file format

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) but **remember full predictive reports cannot be generated until the required baseline(s) and post-16 subject choices are present.** Example files demonstrating the correct formats are available on the **IMPORT CANDIDATE DETAILS** page (see page 5).

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) # Must be a valid UPN
MISID	Management Information System identifier #
ULN	Unique Learner Number #
UCI	Unique Candidate Identifier #
Postcode	Postcode
Ethnicity	Ethnicity
Average GCSE score 0-9 scale	Average point score from GCSE using the 9-1 scale
Average GCSE score 0-58 scale	Average GCSE Score 0-58 scale
Attainment 8 for this student	Attainment 8 for this student

Note that all four student ID types marked # in the table above may be submitted, but initially only one will be included in the Alis reports. The IDs will be selected in the order: MISID; ULN; UPN; UCI.

First 10 columns (only the first four columns are compulsory)

First name	Surname	DOB	Sex	UPN	ULN	MISID	PostCode	Ethnic Origin	Av GCSE
Yousef	Aardvark	11/02/1999	M	A987654321001	9987654321	ID_YoAa	DH1 3AA	White - British	4.56
Frances	Canary	20/05/1999	F	N987654321014	9987654334	ID_FrCa	DH1 3OO	White and Asian	5.67
Jan	Falcon	05/09/1998	M	C987654321029	9987654349	ID_JaFa	DH1 3DD	White and Black African	6.78
Jon	Kestrel	09/06/1999	M	Y987654321051	9987654371	ID_JoKe	DH1 3AA	White - British	7.89
Mary	Lapwing	05/10/1998	F	B987654321054	9987654374	ID_LaMa	DH1 3DD	Pakistani	8.00

If you wish to include ethnic origin with your student details, please use the codes below:

DfE Census sub-category	DfE Code	DfE Census sub-category	DfE Code
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

Where subject choices are included in your file, the spreadsheet must conform to one of our accepted broadsheet formats with one row per student.

Option 1: Qualification and subject as inline text

Subject choices should be in the format **Qualification;Subject (without spaces)** for example A2;French.

Subject1	Subject2	Subject3	Subject4
A2;Mathematics	A2;Further Maths	A2;Physics	AS;French
A2;English Language	A2;English Literature	A2;French	A2;Geography
A2;English Language	A2;French	A2;Geography	A2;Art
PREUFC;Lit In English	A2;English Language	A2;Music	
IBH;English A	IBH;French B	IBH;Geography	

Option 2: Qualification and subject as column header

A2;Art	A2;English Language	A2;English Literature	A2;French	A2;Geography	PreU FC;Literature In	A2;Mathematics	A2;Further Maths	A2;Physics	A2;Music	IBH;English A	IBH;French B	IBH;Geography
						Y	Y	Y				
	Y	Y	Y	Y								
Y	Y		Y	Y								
	Y				Y				Y			
										Y	Y	Y

PLEASE NOTE: Any of the symbols @ # % & + = ! may be used as dividers in place of ; but the symbol needs to be consistent within the file.

You should include the qualifications that your students will take in their final year. For A Levels, this will usually be A2. There is the opportunity to request AS Level predictions for all the A2 subjects included in your spreadsheet at the point of upload. You may also include AS qualifications if students are taking subjects for interest at AS Level. Simply replace A2 with AS i.e. AS;French.

Navigating to Your File

Select **BROWSE** to navigate to your file and identify the **FILE FORMAT** and **DIVIDER** used in the students' subject choices, if they are present. Then indicate whether you require AS predictions for all the A2 subjects in your file. You can also download example files here.

Import Candidate Details for Year 12 CABT 2022-2023

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

*From 2017, the 9-1 scale will apply to all GCSEs for schools in England and Northern Ireland [?]

[Help and blank template](#)

[Download example files](#)

a. Select the file using the button below

b. Does the file contain column headers?

☒ Yes ☐ No

Choose a file format

- ☐ 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?

Do you want predictions to AS for your A2 subjects?

☒ Yes ☐ No

Click to upload the file

Click **UPLOAD**

You will see a table with the column headers from your file and CEM column headers. Select the descriptions which best match the content of your file using the dropdown lists in the right-hand column. Columns left as **IGNORE** will not be loaded into our system. **You will see more options to match if you have included other non-required columns in your file.**

Header in the file	CEM Header
Surname	Surname
Firstname	First name
Gender	Gender
DOB	DOB
Class	Class
ExtraTime	Extra Time
AverageGCSEScore0-9Scale	Average GCSE Score 0-9 Scale
Subject1	Subject Choice
Subject2	Subject Choice
Subject3	Subject Choice

PLEASE NOTE: It is important that your students' average (I)GCSE scores are on the 0-9 grade scale (Welsh schools should use only the 0-58 scale). BE CONSISTENT - ONLY ONE SCALE SHOULD BE USED. A warning message should appear asking you to fix the error if you try to include both scales in your student upload. However, if the students are already in the system and any have had a value entered on the alternative grade scale, this could result in students having scores on both scales. Even if most of your students in a year group have scores on the 0-9 scale and only 1 student in the same cohort has a score on the 0-58 scale, this will prevent some of your predictive reports from generating and should be avoided.

Matching and Mapping Subjects

If you used Format **1: Qualification and subject name as header** - you will see headers like these to match.

PreUFC;Lit.InEnglish	Subject Choice
AS;Maths	Subject Choice
AS;History	Subject Choice
A2;Eng.Lang	Subject Choice
A2;Eng.Lit.	Subject Choice
A2;Maths	Subject Choice
A2;French	Subject Choice
A2;Geography	Subject Choice

If you used Format **2: Qualification name and subject name as inline text** - you will see headers like these to match.

Subject1	Subject Choice	▼
Subject2	Subject Choice	▼
Subject3	Subject Choice	▼
Subject4	Ignore	▼

NEXT

Once all relevant headers have been assigned click **NEXT**.

If you have included subject choices, you will then be asked to map qualification types in your file with the recognized qualifications from CEM.

MAP QUALIFICATIONS

Map qualifications in your file with the recognized qualifications from CEM. Qualifications left as 'Ignore' will not be loaded into our system.

Qualifications in the file	CEM recognized qualifications
PreUFC	PRE-U FULL COURSE
A5	AS LEVEL
A2	A LEVEL
IBS	IB STANDARD
IBH	IB HIGHER

OK

Once you have mapped your students' qualifications click **OK**.

MAP 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
A2;Mathematics	MATHEMATICS
A2;English Language	ENGLISH LANGUAGE
PreU FC;Literature I	Ignore
IBH; English A	ENGLISH A: LITERATURE
A2;Further Maths	Ignore
A2;English Literature	ENGLISH LITERATURE
A2;French	FRENCH

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

PLEASE NOTE: Please check that all your columns and qualifications/subjects are mapped correctly, even those that have mapped automatically. Remember any value mapped to IGNORE will not be loaded into our system.

Any errors in your data will be flagged up at this point and you can **EDIT** or **DELETE** students' details before upload is completed. If there are no errors, a table will appear with all your students' details listed.

Edit

Show All						
edit	Surname	First name	DOB	Gender	Class	Average ...
Edit Delete	Jones	Antony	20/12/1998	F	NC1	5.58
Edit Delete	Gold	Robert	21/01/1999	M	NC1	4.32
Edit Delete	Ibanez	Fiona	10/11/1998	F	NC1	6.2
Edit Delete	Ford	Clare	02/12/1998	F	NC1	7.5
Edit Delete	Gibson	Rachel	21/10/1998	F	NC1	6.18

If any of your students appear to be already in our database, you will see a **CANDIDATES MATCHING** page.

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		
	Antony	Jones	20/12/1998	F	NC1	Include Update	
	Fiona	Ibanez	10/11/1998	F	NC1	Include Update	
	Clare	Ford	02/12/1998	F	NC1	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 (needed when adding information not included in your first upload e.g. average (I)GCSE scores and/or subject choices).

Selecting **INCLUDE** will create an additional student record (use only if there is no existing student record).

Once this is done click **FINISH** to complete the upload.

Calculating Your Average (I)GCSE Point Scores

These must be calculated using the (I)GCSE 9-1 scale (only Welsh schools will continue to use the 0-58 scale). See below the conversion table for results graded A*-G.

PLEASE NOTE: Average (I)GCSE Scores should be calculated using only FULL (I)GCSEs (i.e. excluding short (I)GCSEs, AS or vocational equivalents). Double awards should be counted as 2 separate awards.

New point score scales for old GCSEs (A*- G)	
GCSE Grade	2017 and 2018 Point Score
A*	8.5
A	7
B	5.5
C	4
D	3
E	2
F	1.5
G	1

Originally published by the Department for Education, 2017. *Progress 8 and Attainment 8*. Available at:

<https://www.gov.uk/government/publications/progress-8-school-performance-measure>.

Your MIS may be able to do the calculation for you or you can follow these steps to work out the average point scores manually:

1. For results graded A*- G, use the 2017 and 2018 point score from the table above. The scores from each result will be used to calculate the total points each student has achieved. For results graded 9-1 they are already expressed as a number so no conversion is necessary.
2. For each student, add together the points for each (I)GCSE result to get the total (I)GCSE point score.
3. Count the number of full (I)GCSEs taken by each student, remembering to count double awards as two. Include all full (I)GCSE awards, not just a selection of the best grades.
4. Take the total (I)GCSE points and divide by the number of full (I)GCSEs taken. This will provide the average (I)GCSE point score which should be expressed to two decimal places.

Example

Matthew has the following (I)GCSEs

Qualification	Grade	Points
GCSE English	8	8
GCSE English Literature	7	7
GCSE Maths	6	6
GCSE Biology	B	5.5
GCSE Chemistry	B	5.5
GCSE Physics	C	4
GCSE Spanish	B	5.5
GCSE History	B	5.5
Total Points		47
Number of GCSEs	8	

Matthew has a total of 47 points and has taken 8 GCSEs. His average GCSE point score is calculated by taking his total points and dividing them by the number of (I)GCSEs taken. 47 divided by 8 equals an average point score of 5.88.

Allocating extra time for SEN students

At the school's discretion, 25% extra time may be allocated to any student with special educational needs.

This can be done 2 ways:

Include a column in your **Student Registration Spreadsheet** headed **Extra Time** and enter a capital Y in the cell relating to the relevant student/s.

OR

Use the **Candidate Editor** (see page xxxx) to add extra time to a student already in the database.

Running the assessments

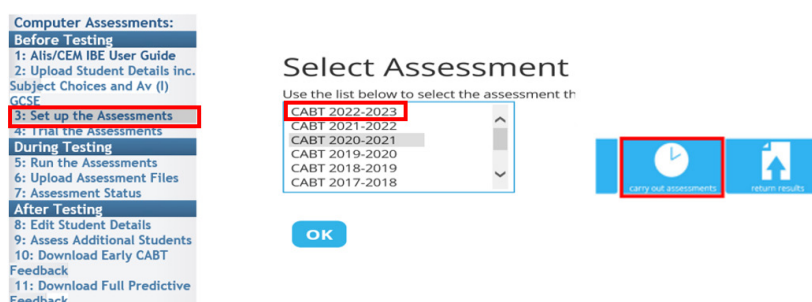
Technical Requirements

See the following link: <https://www.cem.org/general-technical-requirements>

PLEASE NOTE: Every effort is made to allow software to run on a variety of products/versions but we cannot guarantee functionality will be present when using a set up not included in the above specification.

Accessing the Assessment

Click on **ASSESSMENT ADMIN > 3: SET UP THE ASSESSMENTS > CABT XXXX > OK > CARRY OUT ASSESSMENTS.**



Web Only Version

This is the online version of the assessment which provides a web link that may be saved as a shortcut on the desktop of the computers to be used. It must be used in conjunction with a passkey which is available on the Carry Out Assessments page. The response files are returned to CEM automatically.

Identify the passkey needed for the year group you are going to assess. **There is a different passkey for each year group – it is very important that you use the correct one.**

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 2021 Year 7	LJ	<input checked="" type="checkbox"/>
CABT 2021 Year 8	LK	<input checked="" type="checkbox"/>
CABT 2021 Year 9	LL	<input checked="" type="checkbox"/>
CABT 2021 Year 10	LM	<input checked="" type="checkbox"/>
CABT 2021 Year 11	LN	<input checked="" type="checkbox"/>
CABT 2021 Year 12	LP	<input checked="" type="checkbox"/>

Click on the appropriate grey box



Create a shortcut to the assessment.

To download the shortcut select **CLICK HERE** (Recommended)

WEB-ONLY VERSION

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

ASSESSMENT SHORTCUT

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

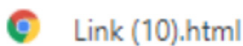
Or

Copy and paste the text below into a shortcut.

<https://assessments.cem.org/cabt/GetSessionID.aspx?regkey=92979B08-F0A7-4208-9195-81079671ABFD>

For security reasons a pass key is required to access your assessment. The pass key can be found on the 'carry out assessments' page.

Retrieve the link from the bottom left corner of your screen (Chrome) or from your **Downloads** folder and save it somewhere on your school system where the students can access it. You can re-name the link for easy identification.



To do a quick check to see if the assessment is working, you can paste the URL into an address bar in your browser and **ENTER**

<https://assessments.cem.org/cabt/GetSessionID.aspx?regkey=92979B08-F0A7-4208-9195-81079671ABFD>



Clicking on the shortcut icon or pasting the URL into your browser will take you to the **USER LOG IN** screen where you input the passkey.

Provide the students with the correct passkey for their year group. Entering the passkey and clicking **SUBMIT** will launch the assessment.

CEM Assessments

User Login

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

Pass Key:

Submit

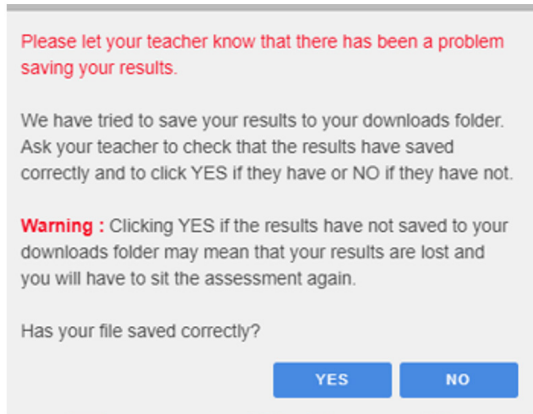
What if something goes wrong? (Web Only Version)

The save failover process has been designed to prevent data loss if the assessment result cannot be saved and returned to us automatically.

The most likely reasons for this are:

- A local (school/LA) firewall blocking the result save message to CEM
- Heavy demand on CEM's systems causing requests to our web-services and database to time out.

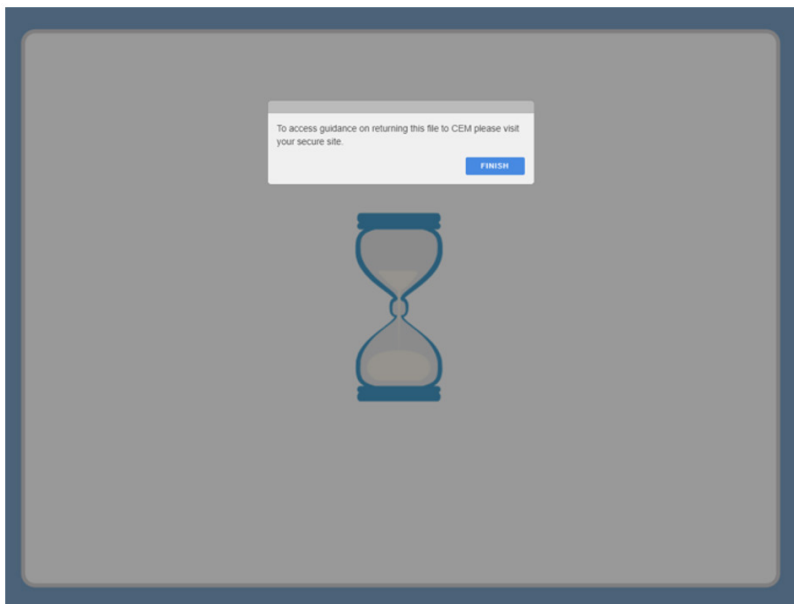
There will be 3 attempts to save the final result file back to CEM, each with a time-out of 60 seconds. If it is still unable to save back to CEM, the save failover routine will be activated.



Check the **CEM_RESULTS_FINAL_XXX.CSF** file has correctly saved to the **DOWNLOADS** folder and copy this file to a USB drive or a common server location, to facilitate easy upload to CEM.

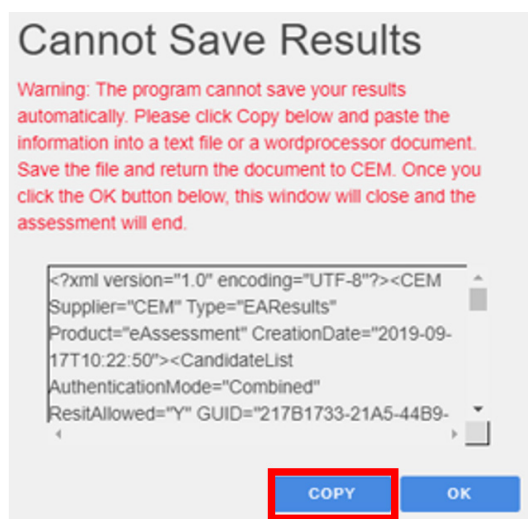
If the results have saved correctly, click **YES**.

The following dialog box will then appear and the test will finish as normal



If the file has NOT saved correctly, click **NO** and the engine will attempt to save the results to the 'downloads' folder five times. If you are still unable to verify a file has saved to the **DOWNLOADS** folder, you will be taken to the copy & paste dialog.

Click **COPY** and paste the contents into a Notepad (or similar) file and return it to CEM by e-mail. As the file is unencrypted, it should be zipped and password protected using the Alis/CEMIBE secure site password.



Non-Web Version

This is the offline version of the assessment which provides assessment software for you to download to run on your local area network. Normally this would be saved onto the school server and shared out to each student computer. The response files are saved locally and must be uploaded manually to the secure website.

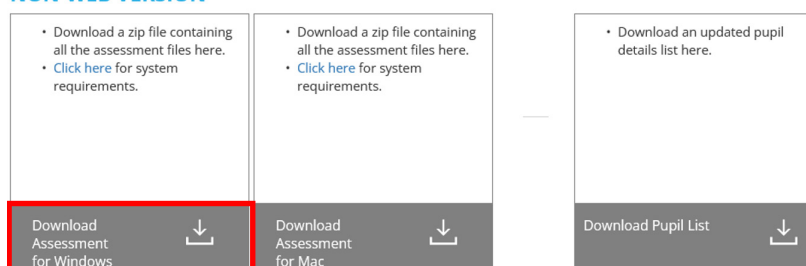
PLEASE NOTE: We strongly recommend that you upload student details before downloading the offline assessment software. This will ensure that a populated student details file will be downloaded with the assessment software. If student details are uploaded after the assessment software has been downloaded then these details will not be included in your download.

Click on the appropriate grey box for the Non-Web assessment

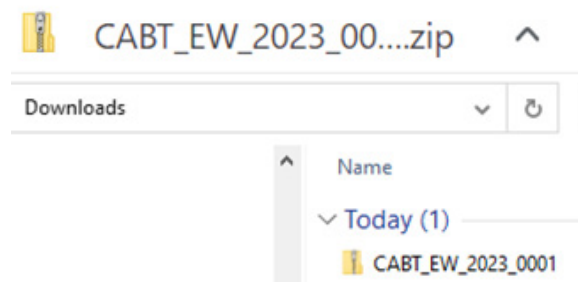


Download the version of the Non-Web assessment you require – this guide demonstrates the Windows version

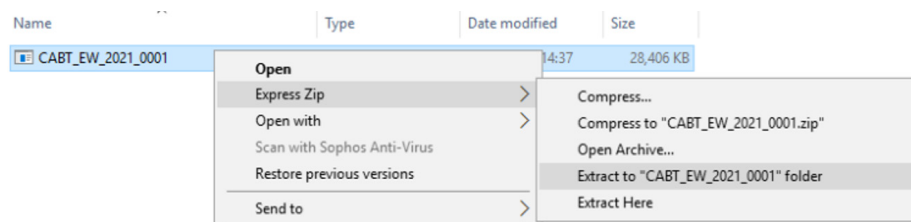
NON-WEB VERSION



The software will appear in your **Downloads** folder and in the bottom left of your screen (Chrome)



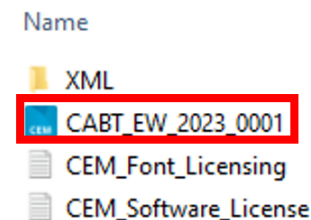
Copy the zip file from your **Downloads** folder and paste it into the area where you wish to save the software or save the download that has appeared in the bottom left hand corner of your screen. Unzip the software file by highlighting and choosing an Unzip program. **UNZIP** into the same folder as the copied zip file



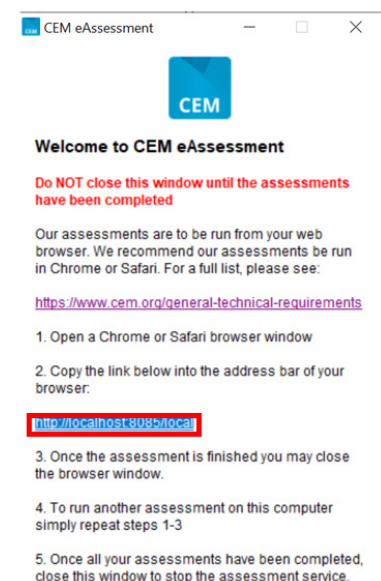
A new folder will now appear in the CABT software folder



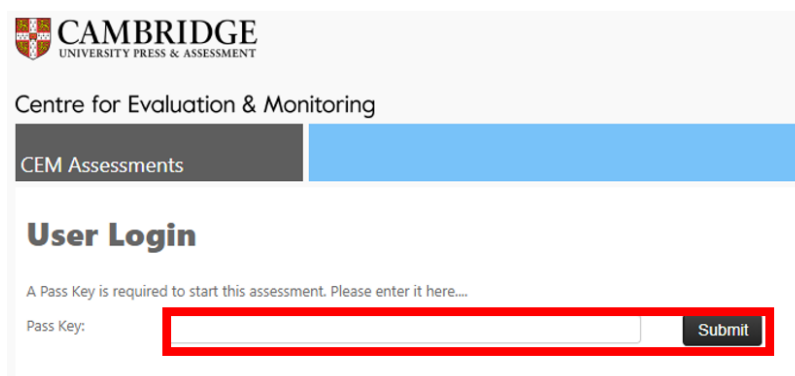
Open the folder to view the contents



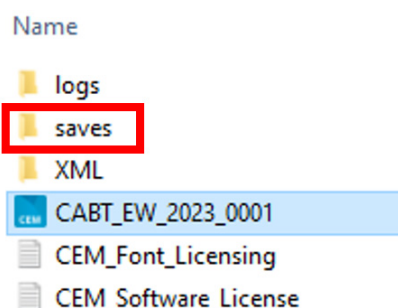
The **CABT_EW_2023_0001** is the assessment. Click on the assessment which will generate this screen.



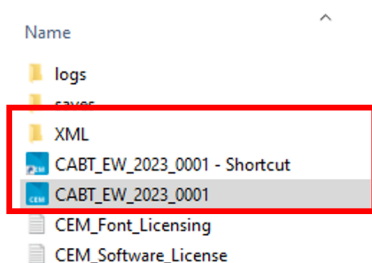
COPY the link into an address bar in your browser and click **ENTER**. This will bring up the **USER LOGIN** screen where the appropriate assessment passkey can be entered. Click **SUBMIT** to launch the assessment.



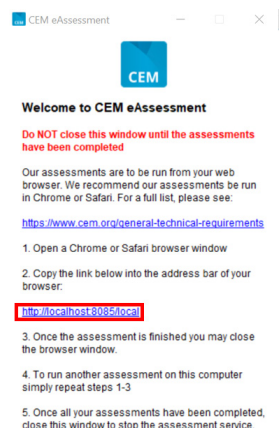
You will then see the **SAVES** folder appear with the other software files where your offline results files will be stored before transfer to CEM.



A shortcut can then be saved somewhere on your systems where it is easily accessible to your students. To create this, **RIGHT CLICK** on the assessment file and select **CREATE SHORTCUT**



When the shortcut is selected, the following screen will appear.



COPY and PASTE the link into an address bar in your browser as described previously, and enter the passkey into the log in screen to launch the assessment.

Trial the Assessment

To ensure that it works, we advise that you trial the assessment all the way through as a fictitious student named Test Test. You can choose any gender and date of birth. When using the **Non-Web version**, check that the trial response files are saved successfully on your machine/network and upload them to CEM for processing (see page 19). Check that we have processed and/or received your assessment data successfully by looking at your **STATUS REPORTS** (see page 20). Using Test as forename and surname will ensure the trial student is excluded from your school's feedback. Delete any other trial student you have created using the **CANDIDATE EDITOR** (see page 23)

The example questions for the Computer Adaptive Baseline Test (CABT) require a correct answer but, once you have finished this section, you can pick any response and click on the **NEXT** button. At the end of the assessment, or if it times out, you will be told on screen that your results are being saved, and then that they have been saved. You will then need to select **OK** to close the browser.

If you have any doubts about your internet bandwidth, please trial the online version of the assessment with a number of simultaneous assessments. Should you find that your internet bandwidth is insufficient, you should use the **NON-WEB** version of the assessment.

Run the Assessments

Invigilation: Students should take the assessment in a standardised environment under supervision. Ensure all students are familiar with the computers they are about to use and explain to them what the assessment involves.

Most students complete the assessment in around 45 minutes and it will 'time out' after 1 hour (unless you have allocated the 25% extra time for students with additional needs – (see page 11).

Students should have pen and paper provided but calculators are strictly forbidden. You do not have to test all your students in one session.

What your students need to take the assessment and what they will see

- The CABT assessment link – URL or shortcut download
- The correct assessment passkey for their year group
- A pen/pencil and paper

When the students have entered the passkey, they will see the page below. Click **NEXT**

The left screenshot shows the CABT assessment interface. It features the CEM logo (Centre for Evaluation & Monitoring) and the Cambridge Assessment logo. The text 'CABT' is prominently displayed in orange. Below it, the instruction 'Click or tap the 'Next' button to begin.' is shown. A red box highlights the 'Next' button at the bottom right.

The right screenshot shows a table of student details. The table has three columns: Forename, Surname, and Date of Birth. The data is as follows:

Forename	Surname	Date of Birth
Ray	Argyle	2000-10-01
Cilla	Berwick	2000-11-02
Eddie	Dundee	2000-12-11
Natasha	Kilayth	2009-02-25
Rosie	Perth	2009-04-23
Oscar	Oban	2000-09-10
Nick	England	2000-10-01
Fiona	Scotland	2000-09-02
Wendy	Wales	2000-09-10
Nick	Northumberland	2000-10-01
Fiona	Norfolk	2000-09-02

Below the table are two buttons: 'Back' and 'Add Name'.

They should then select their name from the list which will appear if you have uploaded their details. This will display the details of the assessment they are about to take. **The students should only select ADD NAME to add their own details if they are not on the list.**

Click **NEXT**

Before you begin, please check the following details have been entered correctly.
When you are ready to begin, click or tap the "Start" button below.

Name: Penny Strawberry

Date of Birth: 01 February 2006

Assessment: CABT Year 12 (NI Y13)

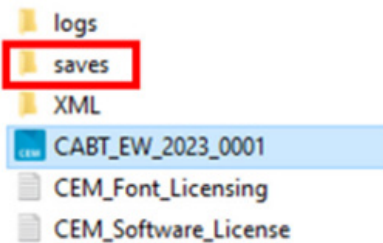
Testing Phase: Year 12

Back Start

Click **START**

Returning your assessment files to CEM

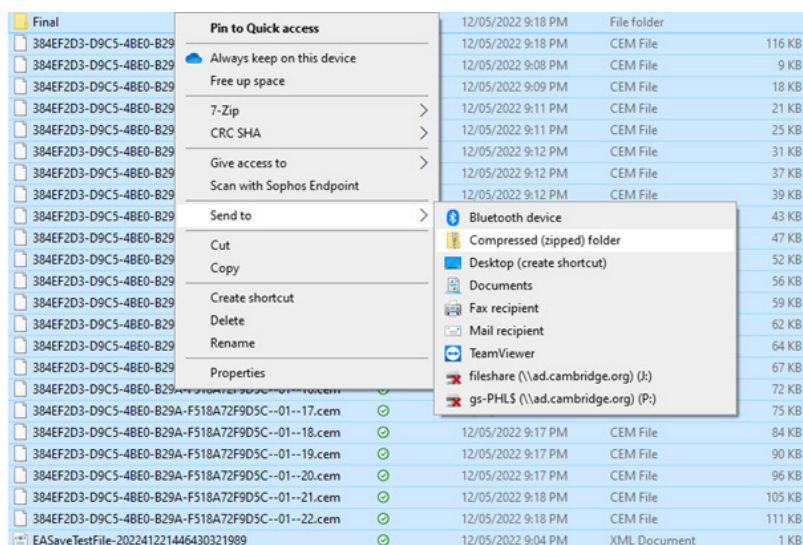
Click on the SAVES folder



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
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

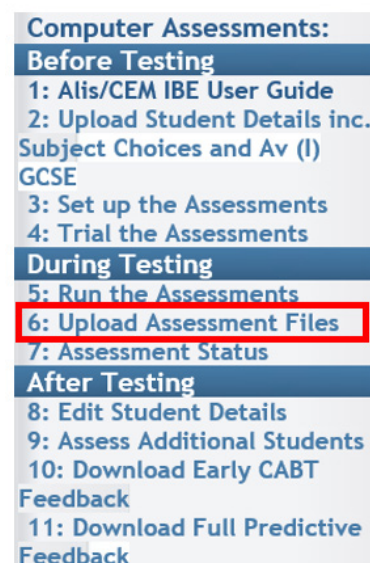
Hover over the selected files and right click the mouse. Choose Send to > Compressed (zipped) folder.



The zipped file will be saved at the bottom. This is the file you need to upload to Alis+

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
Final	✓	12/05/2022 9:57 PM	Compressed (zipp...	1,129 KB

On the **HOME** page of the **ALIS+/CEMIBE+** website click **ASSESSMENT ADMIN > UPLOAD ASSESSMENT FILES**



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).

Browse...



Click on **RETURN RESULTS > UPLOAD**

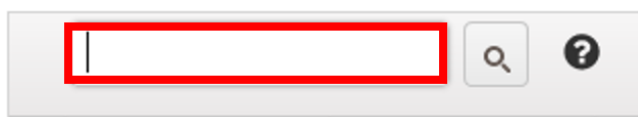
You will then receive a message in a green band confirming that your file has uploaded successfully

Checking who has completed the assessment

From the **HOME** page of **Alis+/CEMIBE+** go to **ASSESSMENT ADMIN > 7:ASSESSMENT STATUS > CABT XXXX > OK > STATUS REPORTS**

Computer Assessments:
Before Testing
1: Alis/CEM IBE User Guide
2: Upload Student Details inc. Subject Choices and Av (I) GCSE
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: Edit Student Details
9: Assess Additional Students
10: Download Early CABT
Feedback
11: Download Full Predictive Feedback

All of the year groups taking the CABT that you have uploaded to Assessment Centre will be visible. You can **SEARCH** for a student using their forename or surname.



You can also filter the data using the **FUNNEL** icon next to each column header. The example below shows only Year 13 students. The **ASSESSMENT STATUS** column tells you the assessment status of each student.

Forename	Surname	DOB	Year Group	Class Name	Assessment Status	Assessment Date
Completed						
In Progress						
Pending						
Kevin	M	12/12/2003	Year 13	11A	Pending	19/02/2020 12:23
Andrew	F	01/01/2004	Year 13	12A	Pending	19/02/2020 12:23
Cheryl	T	07/05/2004	Year 13	12A	Pending	19/02/2020 12:23
Edgar	A	01/08/2004	Year 13	12A	Pending	19/02/2020 12:23
Jo	F	07/10/2003	Year 13	12A	Pending	19/02/2020 12:23
Karen	C	23/11/2003	Year 13	12A	Pending	19/02/2020 12:23

COMPLETED - means that the assessment has been completed successfully.

PENDING - means that an assessment has not been started via the Web-only version. It may have been completed using the Non-web version, but the assessment files have not yet been uploaded to CEM.

IN PROGRESS - This means that an assessment has been started but has not been completed and the student should be advised to complete the assessment. Alternatively, this message could also mean that the assessment has been completed but there has been an internet failure at the point of return and the response file has been saved locally. In this case the file can be uploaded to CEM in the usual way (see page 14).

At the top right side of the page you will see export to PDF and Excel icons. Clicking on these icons will generate a file containing the same data as that shown on the STATUS REPORTS page.



You will be given the option to **OPEN** the file, **SAVE** it to disk, or **CANCEL**.

Editing student details

From the **HOME** page of **Alis+/CEMIBE+** go to **ASSESSMENT ADMIN > 8:EDIT STUDENT DETAILS > CABT xxxx > OK > CANDIDATE EDITOR**

Computer Assessments:
Before Testing
1: Alis/CEM IBE User Guide
2: Upload Student Details inc. Subject Choices and Av (I) GCSE
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: Edit Student Details
9: Assess Additional Students
10: Download Early CABT Feedback
11: Download Full Predictive Feedback

All of the year groups taking the CABT that you have uploaded to Assessment Centre will be visible. **FILTER** to the year group you wish to see.

Filters Year Year 12

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.

<input type="checkbox"/>	edit	Surname	First na...	Gender	Date Of Birth	Class N...	Year Gr...	UPN
<input checked="" type="checkbox"/>	Edit	Alsation	Archie	M	31/05/2004	12AK	Year 12	
<input type="checkbox"/>	Edit	Bassett	Beatrice	F	11/05/2004	12AK	Year 12	
<input type="checkbox"/>	Edit	Collie	Chloe	M	03/08/2003	12AK	Year 12	

To EDIT an existing student's details

Select the student you wish to edit using the appropriate **CHECK BOX** and click **EDIT**

Type any changes directly into the appropriate boxes then click **SAVE**. A warning message will appear asking you to fix the error if average (I)GCSE scores on more than one scale have been included in the student record. **25% extra time may be added for SEN students. This must be done before the student starts the assessment.**

Edit Candidate

First Name *	<input type="text" value="Rachel"/>
Surname *	<input type="text" value="Gibson"/>
Date of Birth * (dd/mm/yyyy)	<input type="text" value="21/10/1998"/>
Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female
Year group *	<input type="text" value="Year 12"/>
Extra Time	<input type="text" value="No"/>
UPN	<input type="text"/>
ULN	<input type="text"/>
UCI	<input type="text"/>
MISID	<input type="text"/>
Class Name	<input type="text" value="NC1"/>
Postcode	<input type="text"/>
Ethnicity	<input type="text" value="- not specified -"/>
Attainment 8	<input type="text"/>
Average GCSE (0-9)	<input type="text" value="6.18"/>
or	
Average GCSE (0-58)	<input type="text"/>
Subject Choices	<div>A LEVEL - ENGLISH LANGUAGE remove</div> <div>Add New Subject</div>

* Required

SAVE CANCEL

To DELETE a student

Select the student/s you wish to delete using the appropriate **CHECK BOX**

<input checked="" type="checkbox"/>	Edit	Lapwing	Mary	F	05/10/1998		Year 12	B98765432...
<input checked="" type="checkbox"/>	Edit	Aardvark	Yousef	M	11/02/1999		Year 12	A98765432...

Click **DELETE** at the top of the page or **CANCEL** if you do not wish to proceed

Confirm Delete

You have selected 2 candidate(s).

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

DELETE

CANCEL

PLEASE NOTE: If you are deleting a duplicate student record, DO NOT DELETE THE RECORD WITH A CABT ATTACHED. Add any missing data to the record with the CABT attached (e.g. subject choices and average (I)GCSE score) and then delete the record with no CABT. 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, ignoring the warning message.

Confirm Delete

You have selected 1 pupil(s).

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

WARNING

These pupil(s) listed below have completed assessments.
Steve LiveTest12

DELETE


CANCEL

To MOVE a student record to a different year group

Select the student you wish to move using the appropriate **CHECK BOX > MOVE**

Filters Year
Year 12

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.

<input type="checkbox"/>	edit	Surnam... [▲]	First na...	Gender	Date Of Birth	Class N...	Year Gr...	UPN
<input type="checkbox"/>	Edit	Alonzo	Bea	F	02/12/1998	Marvel	Year 12	
<input checked="" type="checkbox"/>	Edit	Alsation	Archie	M	31/05/2004	12AK	Year 12	
<input type="checkbox"/>	Edit	Anderson	Gerald	M	01/02/1998	Marvel	Year 12	

Select the year group to move to using the dropdown box and click **MOVE** or **CANCEL** if you do not wish to proceed

Move Year Group

You have selected 2 candidate(s).

Year Group

MOVE CANCEL

To **ADD** a new student

Click **NEW**



Select the year group you wish to move the record to and click **OK**

Create Candidate

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



Enter all relevant information then click **SAVE** or **CANCEL** if you decide not to proceed.

Create Candidate

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



First Name *

Surname *

Date of Birth * (dd/mm/yyyy)

Gender *

☐ Male ☐ Female

Extra Time

UPN

ULN

UCI

SAVE

CANCEL

PLEASE NOTE: A warning message will appear asking you to fix the error if average (I)GCSE scores on more than one scale have been included in the student record.

Assessing additional students

Absentees - These students would usually be in Assessment Centre already so their details will appear in the drop-down list at the beginning of the assessment. They can access the assessment in the usual way.

Late Additions - These students can either access the assessment in the usual way and click on the **ADD NAME** button to enter their own details or their name can be added to the student records using the **CANDIDATE EDITOR** before they take the assessment. Their name will then appear on the list for them to select at the start.

Your reports will automatically update to include the additional results.

PLEASE NOTE: Links to the assessments are only valid for the current testing year. Once you have finished testing, you should remove the links from your computers to avoid confusion in the next assessment year.

ALIS/CEMIBE Reports

Downloading Early Predictive Reports

If your students have taken the assessment, you have the option to **DOWNLOAD EARLY PREDICTIONS based on the CABT only**.

From the **HOME** page of **Alis+/CEMIBE+** go to **ASSESSMENT ADMIN > 10: DOWNLOAD EARLY CABT FEEDBACK**

Computer Assessments:
Before Testing
1: Download Documentation
2: Upload Student Details inc. Subject Choices and Av (I)GCSE
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: Edit Student Details
9: Assess Additional Students
10: Download Early CABT Feedback
11: Download Full Predictive Feedback

The **VIEW ONLINE** option takes you to a page with a table like the one shown below.

Adaptive Test - Early Predictions

The table below show predicted scores for students who have sat the online Adaptive Test this year. Predictions have been generated for each subject on which your institution has submitted data to Alis recently. Please be aware that these predictions are indicative only and may be subject to small changes once the formal Alis prediction reports are generated.

Important: Please remember that you will still need to submit student details to us, including the average GCSE score where available, in order for Alis to provide you with the complete set of predictions, chances graphs and ultimately value-added reports.

Name	Ability
▶ Apple, Annie : F : 13/09/98	2.01
▶ Beetroot, Bernard : M : 13/10/98	1.85
▶ Carrot, Camilla : F: 13/11/98	1.58

The **SPREADSHEET DOWNLOADS** option opens a page like the one shown below from which your students' early predictions can be downloaded as scores or grades.

Adaptive Test - Early Predictions

Click the appropriate button below to download a spreadsheet (broadsheet style) of either predicted scores or grades for students who have sat the online Adaptive Test this year. Please be aware that these predictions are indicative only and may be subject to small changes once the formal Alis prediction reports are generated. Please be patient as it may take a few minutes to generate the spreadsheet, especially for large colleges.

You have 2 options for the range of subjects for which early predictions are displayed. Please select one of the options below.

☒ Display predictions for all post-16 subjects for which your institution has previously submitted data to CEM.

☐ Select the level of qualification for which to generate predictions from the list below. This will produce predictions for all subjects analysed in that qualification level. This does not rely on subject data having previously been submitted, and if this is your first year of testing this will be the only way to generate early predictions.

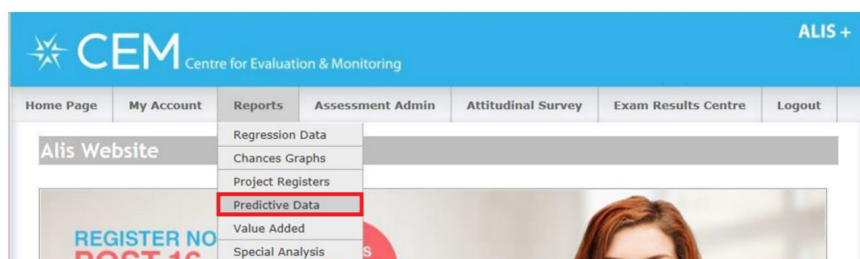
A-Level

Important: Please remember that you will still need to submit student details to us, including the average GCSE score where available, in order for Alis to provide you with the complete set of predictions, chances graphs and ultimately value-added reports.

Get Predicted Scores Spreadsheet
Get Predicted Grades Spreadsheet

Downloading Full Predictive Reports











From the **HOME** page of **Alis+/CEMIBE+** go to **REPORTS > PREDICTIVE DATA**



or

From the **HOME** page of **Alis+/CEMIBE+** go to **ASSESSMENT ADMIN > 11: DOWNLOAD FULL PREDICTIVE FEEDBACK**

PLEASE NOTE: The Alis/CEM IBE system collects results for all subjects within the qualification types we analyse. However, we can only include in the reports subjects for which we have received sufficiently reliable data to produce a robust analysis. A list of the qualifications we have been able to include in the reports can be found in the list below. There is a separate list for the Computer Adaptive Baseline Test and the Average (I)GCSE baselines because the data sample for each qualification from each baseline is analysed separately. Therefore, it is possible for a particular qualification to appear in the reports from one baseline but not the other, neither or both.

Description	Download	createddate
Predictions - Spreadsheet		15/12/2022
IPR - Spreadsheet		15/12/2022
Predictions - Spreadsheet (75th Percentile)		15/12/2022
Predictions - Spreadsheet (90th Percentile)		15/12/2022
Predictions - Broadsheet(GCSE Baseline)		15/12/2022
Predictions - Broadsheet(Adaptive Baseline)		15/12/2022
IPRs		15/12/2022
Predictions - Student Level		15/12/2022
Predictions - Subject Level		15/12/2022
Intake Profiles		15/12/2022

PLEASE NOTE: Providing you have supplied all the necessary student information and your assessments are complete, full predictive reports (from whichever baselines your students have on their records) will be generated later the same day. They will automatically re-generate if any additional assessment results or student information is submitted by any method. However, please allow 24 hours for the processing of manually uploaded assessment files.

Should you require further assistance please contact our Helpdesk.

Email: **cem@cambridge.org** or Telephone: **+44 (0)1223 790122**