

Please use this form to register your school for **CEM IBE**. If you have any difficulties completing this form, please telephone **+44 (0) 191 334 4255** or E-mail cemibe@cem.dur.ac.uk for assistance. More information concerning CEM IBE tests is available on our website at www.cem.org.

1. General Details

School/College Name	<input type="text"/>		
DFE No.	<input type="text"/>	CEM IBE ID Number	<input type="text"/>
Exam Board Centre Number(s)	<input type="text"/>		
School/College Address	<input type="text"/>		
Type of Institution e.g. FE/ Sixth Form/Independent/International etc	<input type="text"/>		
Date open for business/staff in at the start of the academic year:	<input type="text"/>		

2. Contact Details

Telephone No.	<input type="text"/>
Website	<input type="text"/>
School/College Email	<input type="text"/>
Head	<input type="text"/>
Head's Email	<input type="text"/>

3. Notes

Completing the registration form

Use this form to register those students who will be achieving qualifications in 2018 and 2019 by entering the number of students you expect. Paper forms should be returned to:

CEM IBE, CEM, Durham University, Ushaw College, Durham, DH7 9RH.

Alternatively, you can fax the completed form to **+44 (0)191 303 8590**, or scan and email the form to cemibe@cem.dur.ac.uk

Payment

Invoices for CEM IBE are issued as outlined on the CEM IBE Calendar. The school/college will be invoiced for the number of students registered on this form, however we reserve the right to invoice the school/college for any tests over the number registered.

Data Protection

Our interpretation of the definitions cited in the Data Protection Act 1998 denotes the school/college as the Data Controller and CEM as Data Processor. As Data Controller it is the responsibility of the school/college to provide students with sufficient information about the purpose of the assessment and ensure they are given the option to opt out if they do not wish to participate. While parents/guardians may be informed as an act of courtesy, a student of post-16 age would normally be considered the person responsible for providing consent. We have been advised that specific written consent is not required, it is sufficient to provide the opportunity to opt out.

Consent for the use of data

Each year we analyse data in order to provide up to date, comparative feedback. Additionally, we use results to look for patterns in the data and to produce findings for the benefit of everyone. This research does not involve using the names of schools/colleges or pupils. Signing this registration form implies consent for the use of anonymised data from your institution for this purpose. Be assured that non anonymised data is not divulged to third parties.

4. Registration Details

CEM IBE - Exam Years 2018 & 2019, Year Groups 12 & 13 (First year of Sixth Form, Second year of Sixth Form)

Name of Coordinator

Coordinator Email

You can participate in CEM IBE with either **FULL** or **BASIC** versions. **FULL** CEM IBE includes a detailed student Attitudinal Survey in addition to the Predictive and Value Added reports you receive in **BASIC** CEM IBE.

The default baseline score for CEM IBE predictions is average GCSE, however we encourage you to also have your students take the optional Computer Adaptive Baseline Test (CABT) which provides an alternative baseline based on the students' underlying developed ability, which can highlight differences in your students' performance relative to GCSE achievement.

Students without GCSE scores should take the CABT.

You will be required to submit your students' details and average GCSE scores where available, along with post-16 subject choices in a pre-formatted electronic file (which can be downloaded from your MIS in our specified format). **Without this Student Registration Spreadsheet we shall not be able to produce Predictions or Value Added reports for your students.***

Should you anticipate problems in supplying this information, please contact us on cemibe@cem.dur.ac.uk or +44 (0)191 334 4255.

Year 12 (Northern Ireland Year 13)

Basic CEM IBE

No of Students

Optional Computer Adaptive
Baseline Test (CABT)

Or

Year 12 (Northern Ireland Year 13)

Full CEM IBE

No of Students

Optional Computer Adaptive
Baseline Test (CABT)

Online Attitudinal Survey
(included in cost)

Year 13 (Northern Ireland Year 14)

Basic CEM IBE

No of Students

Optional Computer Adaptive
Baseline Test (CABT)

Or

Year 13 (Northern Ireland Year 14)

Full CEM IBE

No of Students

Optional Computer Adaptive
Baseline Test (CABT)

Online Attitudinal Survey
(included in cost)

5. Consortium Details

Are you registering as part of a consortium?

YES

NO

Name of Consortium

Please tick the box if you **DO NOT AGREE** to share your CEM IBE data with your LA/Consortium

Withdrawing from the assessments

All cancellations must be received in writing or email correspondence. Withdrawal from the assessments will incur the following charges: £50 per cohort

6. Authorisation

By signing this form you are agreeing to be bound by the terms and conditions of registration and for the school/college to be invoiced according to the price structure attached. You confirm that the information you have provided on this form is accurate and that you have read the notes section of this form and the accompanying Project Calendar.

Signed

Position

Date

Order No

Please note: this is essential if an order number is required on your invoice

We may occasionally contact you with promotional information about other activities at CEM. If you do not wish to be contacted please tick here

7. Costs, excluding VAT*

Basic CEM IBE (Includes analysis based on Average GCSE and Optional Computer Adaptive Baseline Test (CABT))

£367 (+ VAT) per cohort + £2.05 (+ VAT) per pupil

Full CEM IBE (Includes analysis based on Average GCSE, Optional Computer Adaptive Baseline Test (CABT) and Attitudinal Survey)

Number of Pupils

1 - 30 pupils	£410 (+ VAT) per cohort + £9.05 (+ VAT) per pupil
31-100 pupils	£497 (+ VAT) per cohort + £6.15 (+ VAT) per pupil
101+ pupils	£827 (+ VAT) per cohort + £2.85 (+ VAT) per pupil

LEA/Consortium Discounts

LEAs and Consortia can register with CEM IBE and receive a group discount:
Consortia Savings for 5-9 institutions participating in CEM IBE: 10% discount
Consortia Savings for 10+ institutions participating in CEM IBE: 15% discount

* All CEM prices are subject to VAT at the standard rate, which will be added to invoices as applicable.