

Please use this form to register your school for the **S1 and S2 Baseline Assessment** and the **S2 Curriculum-based Assessments**. If you have any difficulties completing this form, please telephone 0191 334 4255 or email [secondary.support@cem.dur.ac.uk](mailto:secondary.support@cem.dur.ac.uk) for assistance. You can find more information about the assessments by visiting our website at [www.cemafe.org](http://www.cemafe.org)

## School details

School Name	<input type="text"/>		
DFE/ SEED No.	<input type="text"/>	Exam Centre No.	<input type="text"/>
School Address	<input type="text"/>		
Postcode	<input type="text"/>		
Type of Institution: Maintained (e.g. Academy, Community, Foundation, Free, Voluntary Aided/Controlled), Special, Independent or International	<input type="text"/>		
Which Curriculum does your school follow?			
	Curriculum for Excellence (Scotland) <input type="checkbox"/>	English National Curriculum (including Wales and Northern Ireland) <input type="checkbox"/>	
Date school opens for business at the start of the academic year:	<input type="text"/>		

## Contact details

Telephone No.	<input type="text"/>		
School Website	<input type="text"/>	School Email	<input type="text"/>
Head Teacher (inc title)	<input type="text"/>	Head Teacher's Email	<input type="text"/>
Memorable Word	<input type="text"/>		

Please provide a memorable word for all Assessment for Excellence Secondary coordinators. This word will be kept on file for all projects and can be used as a password reminder prompt over the telephone.

## Notes

### Completing the registration form (paper forms)

Use this form to register those children who will be completing the assessments during the academic year 2017/2018 by entering the number of pupils you expect to assess and ticking the appropriate option (e.g. computer or paper). **Paper forms** should be returned to:

**AfE: Secondary, CEM, Rowan House, Mountjoy Research Centre, Durham University, Stockton Road, Durham, DH1 3UZ**

### Payment

Invoices for the Assessment for Excellence Secondary systems are sent after the assessment period as detailed on the Pre-16 calendar. You will be invoiced based on the number of pupils on this form, however we reserve the right to invoice you for any tests taken over the number registered.

### Data protection

Our interpretation of the definitions cited in the Data Protection Act 1998 is that the school is the Data Controller of each project's data, with CEM acting as Data Processor. As Data Controller it falls to the school to satisfy itself that students have been given sufficient information about the purpose of the project and have been given the opportunity to opt out if they do not wish to participate. Please note that while parents/guardians may have been informed as an act of courtesy, students of secondary school age would normally be considered to be the person responsible for giving consent or otherwise. **We have been advised that specific written consent is not required: being offered the option to opt out is sufficient.**

### Consent for use of data

Every year we have to analyse the data in order to give you up to date, comparative feedback. Additionally, we use the results to look for patterns in the data and to produce findings for the benefit of everyone. Such research would not involve using the names of schools or pupils. Signing this registration form implies consent for the use of anonymised school and pupil data from your school for this purpose. Be assured that non-anonymised data will not be divulged to any third party.

To view full terms and conditions visit [www.cem.org/registrationtermsandconditions](http://www.cem.org/registrationtermsandconditions)

## Registration details

**IMPORTANT: If you register for a year group but do not specify an option you will automatically be registered for the default option listed in BOLD. For notes see the Pre-16 Calendar.**

### S1 and S2 Baseline Assessment (MidYIS) (computer-based only)

Name of Coordinator (inc title)

Coordinator Email

#### S1 Baseline Assessment

Pupils

Early testing (end of P7, June/July 2017)

#### S2 Baseline Assessment

Pupils

Early testing (end of S1, June/July 2017)

Anticipated testing date for Baseline Assessment

### Attitudinal Questionnaires (Computer Only)\*

#### S1 Questionnaires

Pupils (min 10 pupils)

#### S2 Questionnaires

Pupils (min 10 pupils)

### S2 Curriculum-based Assessments (SOSCA) (computer-based only)

Name of Coordinator (inc title)

Coordinator Email

Pupils

## EA/Consortium details

Name of Education Authority/Consortium:

Please tick the appropriate boxes if you **AGREE** to share your Assessment for Excellence data from this year and previous years\* with your EA/Consortium and you agree to allow your EA/Consortium to release on your behalf pupil data, and examination data where appropriate for value added analysis. \*Previous years' data will include MidYIS and SOSCA data as applicable. The EA/Consortium will be invoiced unless they have requested for schools to be invoiced directly.

S1 and S2 Baseline Assessment

S2 Curriculum-based Assessments

Please tick the appropriate boxes if you **DO NOT AGREE** to share your Assessment for Excellence data with your EA/Consortium. The EA/Consortium will be invoiced unless they have requested for schools to be invoiced directly.

S1 and S2 Baseline Assessment

S2 Curriculum-based Assessments

Please note: If you do not state whether you agree or not, your agreement will remain as the most recent we have on file

## Withdrawing from the assessments

All cancellations must be received in writing. Withdrawal will incur the following charges:

### S1 and S2 Baseline Assessments

Computer Adaptive Baseline Assessment: £50 per cohort

Paper Based Baseline Assessment: £50 per cohort plus £2.20 per booklet ordered

Attitudinal Questionnaire: £50 per cohort

### S2 Curriculum-based Assessments

£50 per cohort

## Authorisation

By signing this form you are agreeing for the school to be invoiced according to the prices given, that the information you have provided overleaf is accurate and that you have read the notes section of this form and the accompanying price sheet and Pre-16 calendar.

Signed

Position

Date

Order No.

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

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

### S1/S2 Baseline Assessments (MidYIS)

#### Computer Adaptive Baseline Assessments

##### Number of pupils

1 - 60 pupils	£135 fixed fee + £6.15 per pupil
61 - 100 pupils	£220 fixed fee + £4.70 per pupil
101 + pupils	£420 fixed fee + £2.70 per pupil

### S1/S2 Attitudinal Questionnaires (MidYIS)

Schools also registering for S1/S2 Baseline Assessments	£1.80 per pupil (subject to a minimum cost of £150 and a maximum of £430 per cohort)
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Schools registering for S1/S2 Attitudinal Questionnaires only	£2.10 per pupil (subject to a minimum cost of £210 and a maximum of £490 per cohort)
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### S2 Curriculum-based Assessments (SOSCA)

##### Number of pupils

1 - 60 pupils	£140 fixed fee + £6.30 per pupil
61 - 100 pupils	£215 fixed fee + £5.10 per pupil
101 + pupils	£435 fixed fee + £2.90 per pupil

### Discounts

Schools registering for the Assessment for Excellence systems as part of an Education Authority or Consortium can qualify for a group discount

#### Where the LA/Consortium agrees to be invoiced on behalf of the schools:

5-9 schools participating	10%
10+ schools participating	15%

#### Where the schools are to be invoiced directly

5+ schools participating	10%
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