



Instructions on using the CMIS converter

This document is provided to advise you on how it is possible to import your **CAT3** data from Testwise into Serco's Facility CMIS system using the **CMIS converter** file.

Guidance

Serco will have provided you with a template called **CAT3R1** to load into CMIS. This template enables CAT3 data to be imported into CMIS when it is in a particular format. The CSV report created in Testwise is in a slightly different format to the one required by CMIS and therefore requires some manipulation.

The **CMIS converter** file will automatically manipulate the data from a CSV report created in Testwise into a format that can be imported into CMIS.

There are 2 spreadsheets within the **CMIS converter** file:

Testwise CSV: This spreadsheet allows you to paste your data from a Testwise CSV report into it so that it can be edited.

CMIS CSV: This spreadsheet provides you with the CAT3 data in a format that will be accepted by CMIS

Instructions

1. Create the CSV report in Testwise for a CAT3 assessment.
2. Open the CSV report and copy all the students' data apart from the headings.
3. Open the Testwise CSV spreadsheet in the **CMIS converter** file
4. Paste the data over the example data in the spreadsheet; leave the column headings in place. The spreadsheet will only work with up to 999 rows of data.
5. Open the CMIS CSV spreadsheet in the **CMIS converter** file, this spreadsheet will now display your data in the format required by CMIS.
6. Add any extra information required that has not been supplied by the Testwise CSV report (e.g. Dfe_Num).
7. Copy and paste this data including the column headings into a new spreadsheet and save this file.
8. This file is now ready to be imported into CMIS providing you are using the **CAT3R1 template**.

DISCLAIMER: The procedures described in this document represent our best endeavours to assist you with utilising Testwise data with your School Management Systems. These systems are however 3rd party, and are not developed or maintained by Granada Learning. In light of this we are not able to offer support or guidance with these products, instead we would advise you speak to their relevant Support Team.