

VCM (VESPARCH Capability Measure) Administration Sheet

On the day of testing

- Each child should be provided with a PC or laptop.
- Each child should be provided with a set of working headphones.
- Ensure that each PC or laptop has internet access as the quiz is accessed online using mainstream browsers. If the quiz does not work, try to open the quiz using Google Chrome.
- Please login to the school computers using a generic login that can be left open during the day of testing. This will enable VCM to be kept open throughout the day and prevent the children from having to log in multiple times.
- Where possible, arrange the seats so that the children cannot see their neighbour's screen. Alternate set-up on adjacent PCs to start with either the Verbal or the Spatial quiz to minimise the risk of copying.

How to login to the quiz:

- On each PC or laptop, open a web browser and type the following address: <https://vesparch.org.uk>. Login to VCM using the school's username and password.
- Select the appropriate quiz language.
- Click the speaker icon to check that sound is coming through the headphones.
- Click [Select quiz and year group](#).
- There are two parts of the quiz: Verbal and Spatial.
- Select either [Verbal](#) or [Spatial](#) for the appropriate year group.

Once a child finishes the first section of the quiz:

- Click "End."
- For Years 6 or 7, click "[Take next quiz](#)" and proceed to the second part.
- For Years 3 or 4, click "[Return to start](#)" and provide the children with a short break before asking them to complete the second section.

How do I know which part of the quiz a child has completed?

Once a child has completed one part, their name will not appear in the [Select Candidate](#) drop-down menu for that section at the start of the quiz. Their name will appear in the drop-down menu for the part of the quiz that they have not yet completed.

How do I know if a child has completed both parts (i.e. Verbal and Spatial)?

If their name is no longer listed in the drop-down menu for either the Verbal or Spatial section, the child has finished both parts of the quiz. If another class is completing the quiz later that day, the computer can be left logged on.

Results Report:

A Results Report is accessible to teachers for each year group at <https://vesparch.org.uk/teacher>

- Login using the school's username and password for VCM.
- Click "View Class Report" and select the appropriate year group to view the data.

A detailed description of how to administer VCM is provided in the "School guidance" manual in the "Related links" section of the VCM website: <https://www.cambridgeassessment.org.uk/vcm/>.