**A quick guide to updating your compass score in 5 minutes!**

Click here - <https://tools.careersandenterprise.co.uk/>

Login to your account

Scroll down to the section titled ‘my evaluations’ (choose ABC International School as this is your test account)

Click on ‘Duplicate Evaluation’

Click on copy

Click Next

Click on the benchmark you want to update on the progress bar at the top

(for this example choose BM5 )

Click Next

Update this benchmark by ticking a year group that you had previously not ticked /achieved (if you had previously achieved all year groups on this benchmark you will have to choose a different one to update)

Click ‘next’ and update/increase the percentage of students having one encounter with an employer every year they are at school

Click next to the end of that specific benchmark and then click ‘Complete now’

You can then view your results and see the progress made from your previous evaluation.

The CEC will email you confirming your new results

Print your results to PDF, then publish on your school website