

Cambridge Primary Insight Setting up the assessment



**A guide for customers who are transitioning
from InCAS to Cambridge Primary Insight**

Cambridge Primary Insight (CPI) is a new online platform and assessment that replaces InCAS. This document summarises the main differences you can expect to see when preparing for, and launching, the assessment. You can find full guidance documents for all processes within the Help Centre.

Logging in and registering for a Cambridge account

You will continue to access the new assessment platform through the login menu at cem.org, but your login details will change. If you do not have a Cambridge account yet, you will need to register for one before you can use CPI. This is a quick and straightforward process that you can do online by following these steps:

1. Access <https://sso.cambridge.org/>
2. Select 'Create new account'
3. Add in your details, create a password, and 'Continue'
4. You'll get a verification code to the email you're using to register – retrieve the code and enter it into the box provided
5. Select 'Verify'

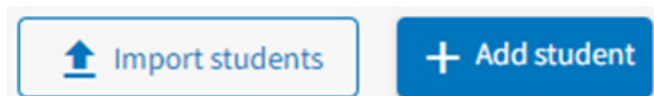
Importing students

You can import students to the new platform using a CSV or Excel file, or you can add students individually. The template for uploading students is slightly different, so we recommend using the one we provide on the assessment platform or in the Help Centre. The compulsory fields are similar, but there are fewer of them in CPI. There are also more optional fields that you can use to customise your data.

Compulsory fields

Column Header	InCAS	CPI
First name	✓	✓
Surname	✓	
DOB	✓	✓
Gender	✓	✓
Class	✓	
Year group	✓	✓

You will import students in the **Students** tab using one of these options (which you will find at the top right of each screen in the 'Students' area):



Assigning students to the assessment

This is a new step that you must complete each time you upload new students. You are essentially telling the platform which of the students you have uploaded you want to take Cambridge Primary Insight. At this stage, it's likely to be all students you upload, but this might change over time as more assessments become available.

You do this by selecting the relevant assessment from the **Assessments** area, then **Select Students**.



Launching the assessment

You will find the link to the assessment in the **Assessments** area within the new platform. Cambridge Primary Insight is only available as an online (web only) assessment.

We've made the assessment easier to administer by removing the passkey and giving you 1 unique password per student (not per module like InCAS). You will retrieve the passwords from the **Passwords** tab within the **Assessments** area, where you can also download and print them.

The modules for CPI are consistent with InCAS, although some of the names are slightly different. You can see the comparison of the module names in the table below. You have the flexibility to decide how to structure the assessments within your school, and modules can be completed over a number of days or weeks. There is a video and tips for teachers in the Help Centre to help you set the right environment for the assessment.

InCAS	CPI
Reading	Reading
General Maths	Mathematics
Mental Arithmetic	Arithmetic
Spelling	Spelling
Developed Ability	Developed Ability

Attitudes is being developed as a stand-alone assessment, but you will still have access to it for no additional cost in the next assessment year.

Students will select modules from the list (or you might choose to do this on their behalf). They will only be presented with modules they are yet to complete, unless you change the settings to enable retakes (we recommend you only enable the allow retakes functionality if absolutely necessary, and revert back to not allowing retakes as soon as possible).

Your teacher will tell you which of these to choose.

Developed Ability

Mathematics

Arithmetic

Reading

Spelling

When you are ready, select the 'Next' button.