# CAMBRIDGE
UNIVERSITY PRESS & ASSESSMENT

Centre for Evaluation & Monitoring

# Cambridge Personal Styles Questionnaire
## User Guide
## 2024-25

# Contents

# Logging in

Once CEM create your account, you will receive (a) a welcome email and (b) an activation email. The activation email will ask you to create a password to access your account.



Click on the **Set password** link to create your password and access the platform.

Once you have created your password, you can log in using the CPSQ login page below:

**https://cpsq.cambridgeassessment.org.uk**



If you have forgotten your password, click the **Don't remember your password?** link, enter the email address linked to your account, and click **SEND EMAIL**. You will then receive an email with further instructions.
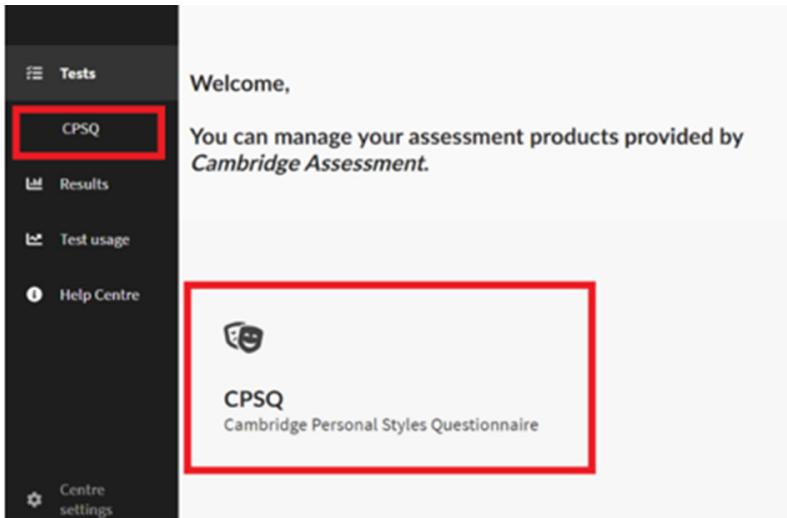
# Setting up a CPSQ group

Your groups are where you can invite students to take the questionnaire, and where you manage your students.

When you log in, you will see the following page:



Click **CPSQ** on the menu on the left or the **CPSQ** button in the middle of the screen.

The next page will allow you to do the following:

1. Add new groups
2. Search for existing groups
3. Sort the list of groups by their title or the date you created them
4. Search for archived groups
5. Access an existing group to get more information
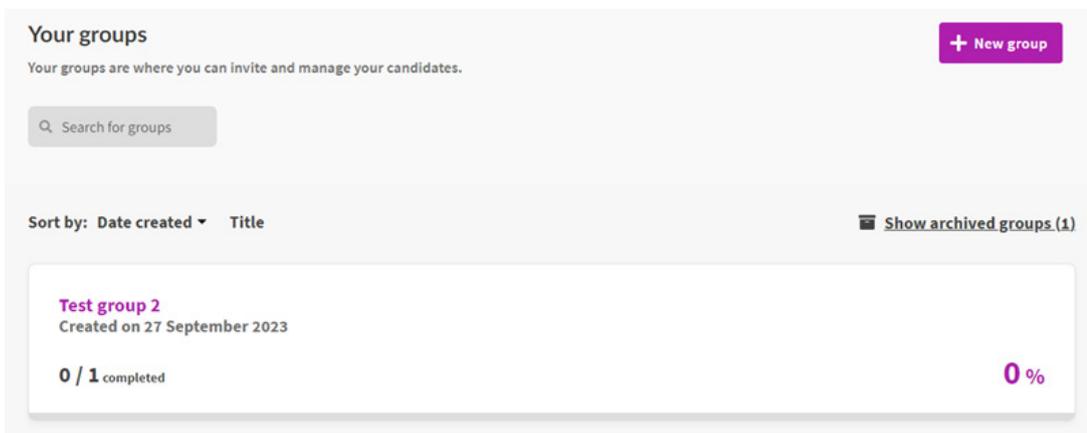


To set up the new group, click **+ New group** in the top right of the screen. This will open a new page that allows you to create the name for the group. You will also have the option to allow the students to access the reports. Once you have done this, click **Create**. You can amend this information later if needed.
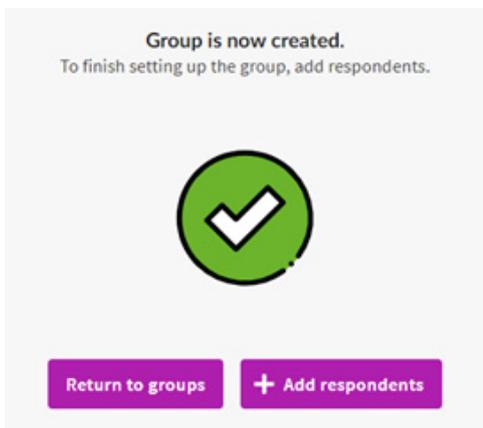
You will see a confirmation message that the group has been created, and you will have the option to return to the main groups menu or add your students at this point.



If you click **Return to group**, you will return to the **Your groups** screen that lists all the groups you have set up. Here, you can click on any group to edit and update them. Click on **+Add respondents** if you want to add students to the group. See the *Adding respondents (students)* section of this guide on page 8 for more information on this function.

# Editing groups

At the **Your groups** page, click on the group you want to edit.



Once you have selected the group, you will see the following information:

# Editing and archiving a group

Clicking **Options** will allow you to edit the group settings or archive the group by selecting **Archive group**:
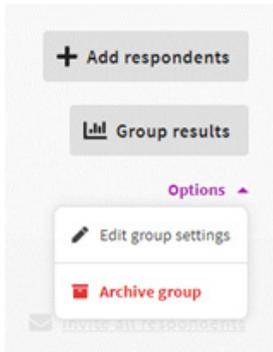


If you choose to archive the group, you can still assess it from the **Your Groups** page. You can always reinstate an archived group by clicking on **Options** on a specific archived group.

Clicking **Edit group settings** will allow you to amend the following information:
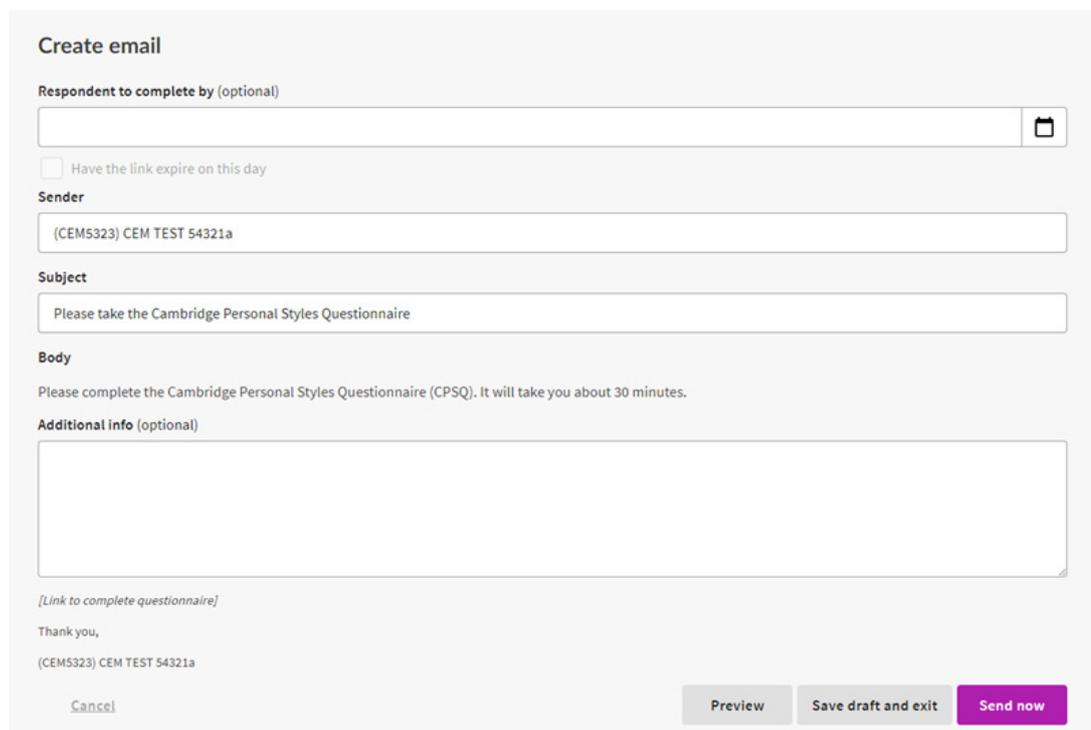
# Adding respondents (students)

If you select **+ Add respondents**, you will see the following screen. Add the email addresses on separate lines or separated by commas or spaces.



Once you have entered all your email addresses, you will have the option to **Save and exit** if you don't want to send out the invites at that moment in time. If you want to send the invites, click **Next**. You will then see the following screen:
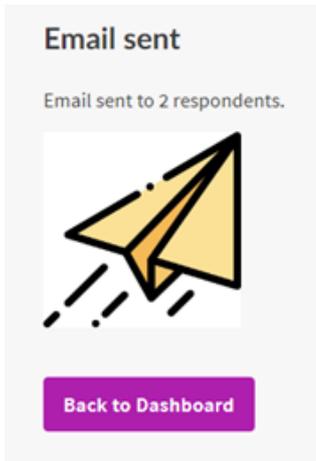


Add the optional information as required. You will then be presented with three options:

1. Preview the email that will be sent
2. Save the draft and exit
3. Send the invitation

If you send the email, you will see confirmation of how many people have received it:



If the emails are saved as a draft, they will appear in the **Not Sent** section of the group dashboard. To send the email, click on **Not sent** and select the check box next to the email address you want to send. Click **Invite respondents**.
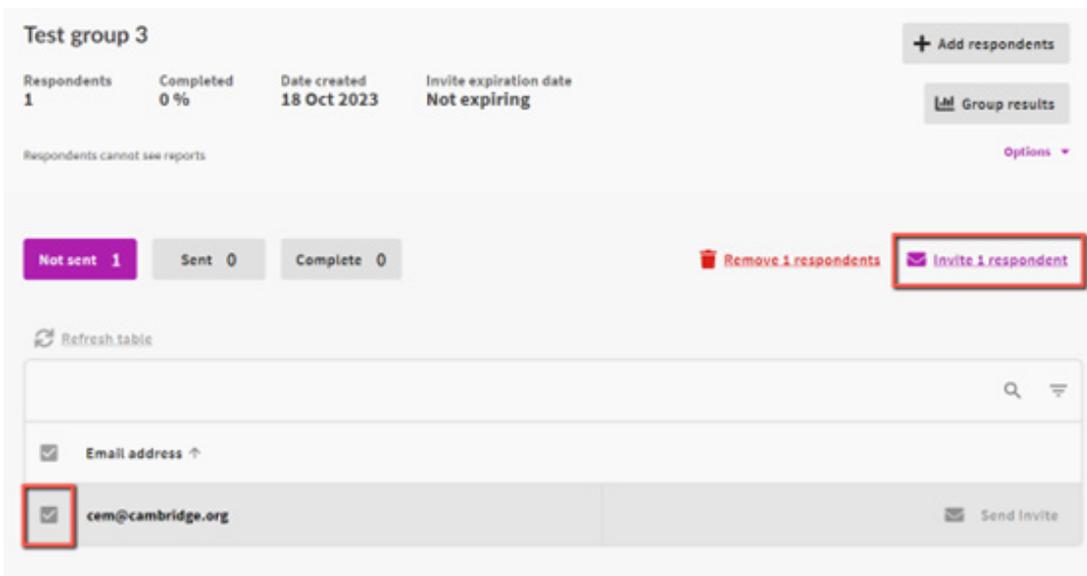
# Sending reminders to respondents (students)

The group dashboard will show how many invites have been sent and how many students have completed the survey. When you click on the **Sent** button, you will see all students who have received the invite but have not completed the survey yet. You can send a reminder email to students who haven't taken the survey. To do this, either click on **Remind all respondents** or select a specific student you want to remind by checking the box next to their name.



# Removing respondents (students)

An email cannot be deleted once you send it to a student. If the email hasn't been sent, you can delete it by checking the box next to the email address and clicking **Remove respondents**:

# The question format for the CPSQ

There are forty-one questions in the Cambridge Personal Styles Questionnaire. We arrange each question into a section containing a range of statements. You can only choose one answer per statement from *Strongly agree* through to *Strongly disagree.*

| | Strongly agree | Agree | In-between | Disagree | Strongly disagree |
|---|:---:|:---:|:---:|:---:|:---:|
| I remain focused until a task is done | ● | ○ | ○ | ○ | ○ |
| I like to be able to explain how things work | ○ | ● | ○ | ○ | ○ |
| I enjoy the excitement of an unpredictable situation | ○ | ○ | ● | ○ | ○ |
| I keep things tidy | ● | ○ | ○ | ○ | ○ |

**Next**

In each question section, the system will ask the respondent to rank the order of importance for any statements with the same answer. See the example below where the respondent answered two of the statements in Question 18a with the same answer *(Strongly agree)*:

**Question 18a -** Because you rated two or more statements the same, you must now rank them.

| | 1 - More like me | 2 - Less like me |
|---|:---:|:---:|
| I remain focused until a task is done | ○ | ○ |
| I keep things tidy | ○ | ○ |

# Optional information to add at the end of the survey

Respondents are welcome to provide the following details at the end of the survey, although this is not compulsory:
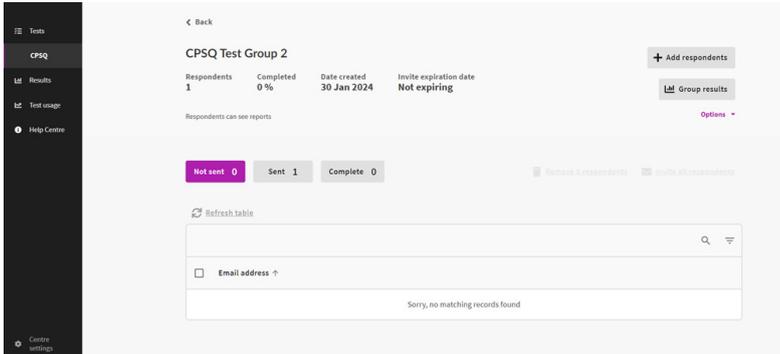
- Age
- Ethnicity
- Gender
- Is English your first language?



**Respondents** will see the screen below when they press the **Submit** button.
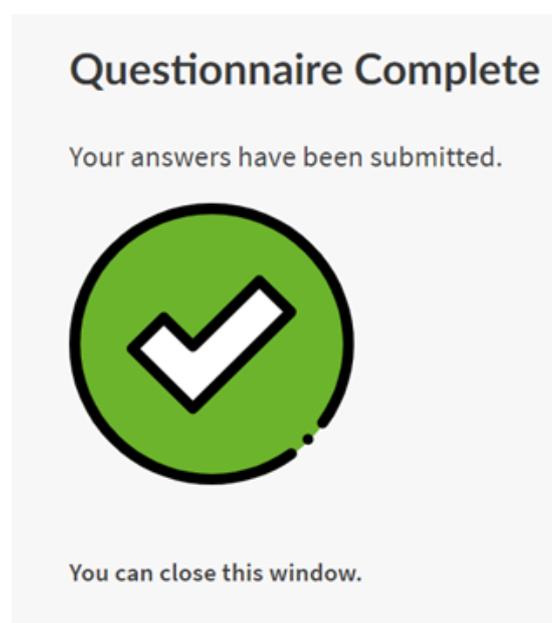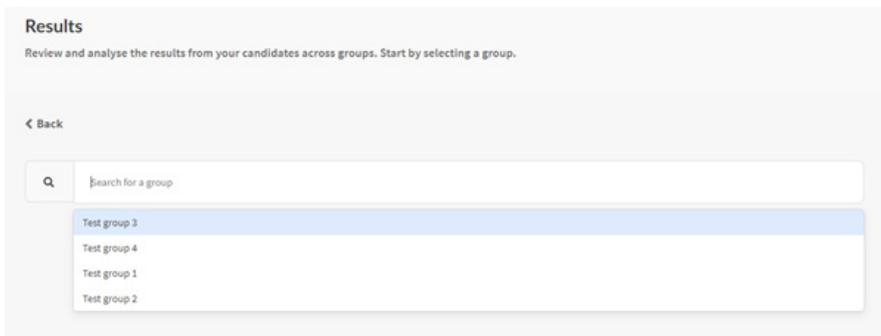
# Results

You can access the results feature by going to a specific group and clicking **Group results** or by clicking **Results** on the left-hand menu.



To add groups to the results, click in the search box and select the group:



Once the groups are selected, they will appear under the search box. These can be removed by clicking the X next to the name of the group.
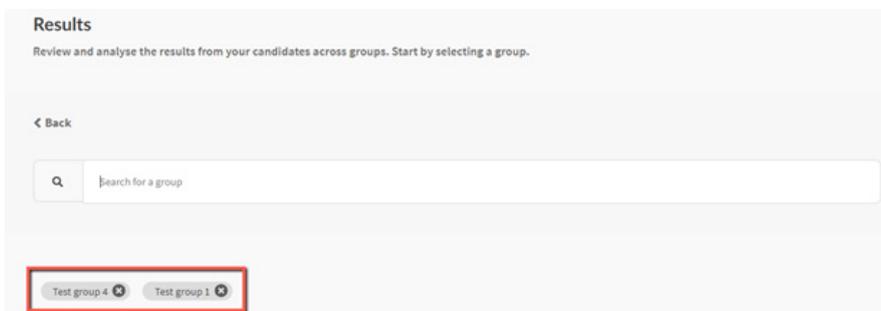


Under this, you will see the **Respondent scores**:



The three icons at the top right of the table (see also below) will allow you to do the following:

☁ Download the scores in the format of a Comma-separated values (CSV) spreadsheet

▥ View specific columns

≡ Filter the table

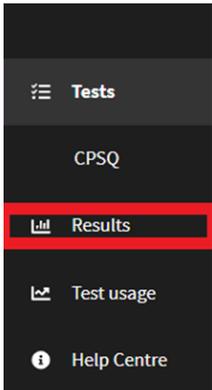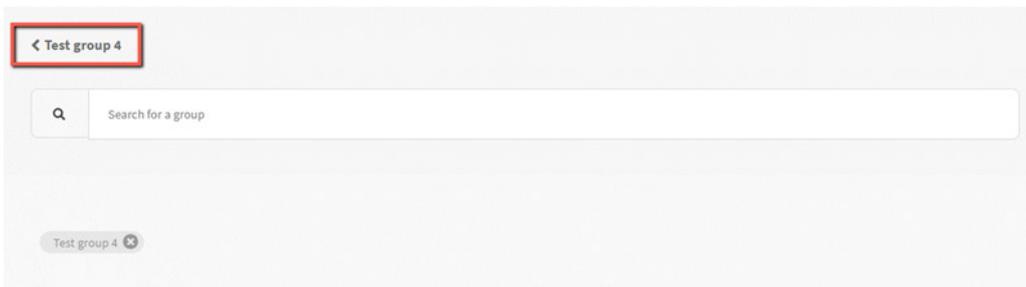Clicking on the **Results** feature on the menu on the left will allow you to add and remove results from any of the groups.



Clicking on **Group results** will prepopulate the results page with the results from that group. You will have the option to add other groups to the results, but the platform will not allow you to remove the pre-populated group.



To download the reports, go to the specific group, click on the **Complete** tab, and click **Download all reports**.
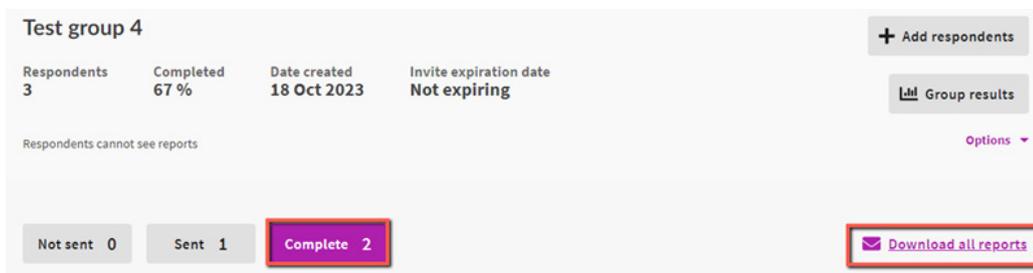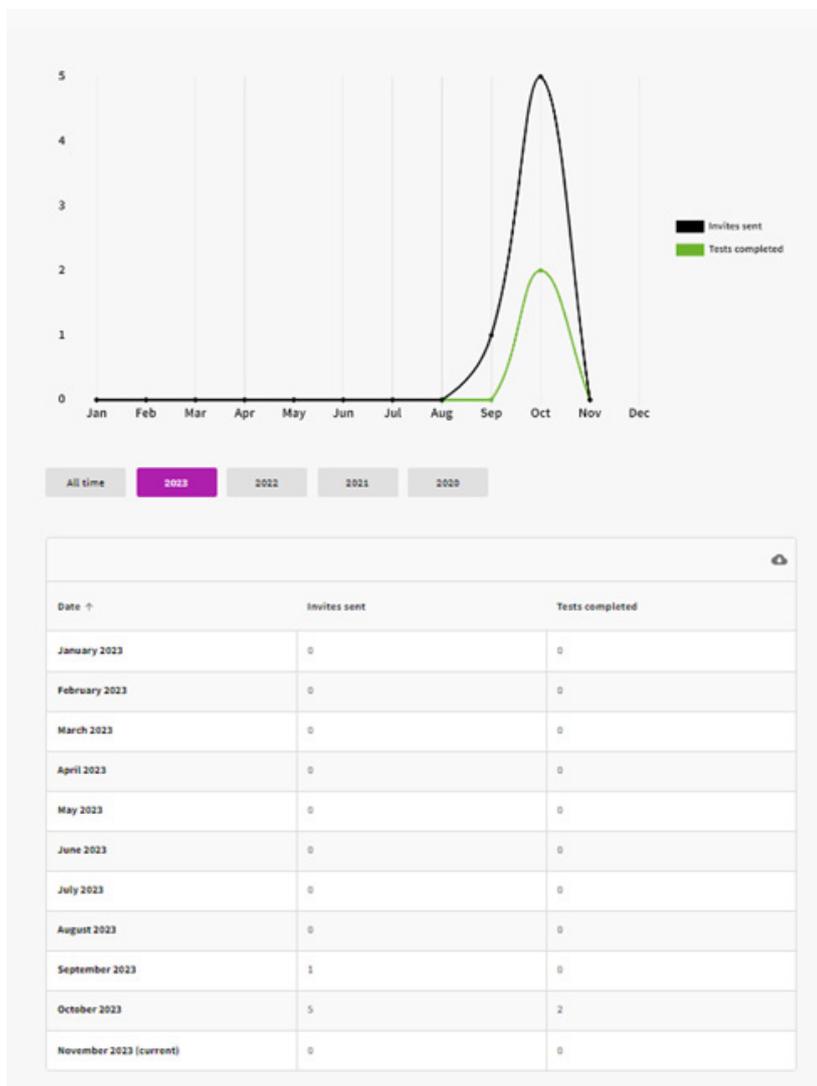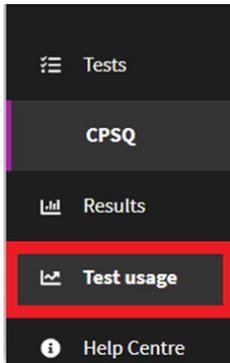


This will download a folder containing a PDF report for each student who completed the questionnaire.

You can also download reports for individual students. To do this, go to the specific group, click on the **Complete** tab, select the check box next to the student's name, and click **Download 1 report.**

# Test usage

The Test Usage section shows the number of invites sent and number of tests completed in both graph and table format. You can access them from the menu on the left of the screen.





| Date ↑ | Invites sent | Tests completed |
|---|---|---|
| January 2023 | 0 | 0 |
| February 2023 | 0 | 0 |
| March 2023 | 0 | 0 |
| April 2023 | 0 | 0 |
| May 2023 | 0 | 0 |
| June 2023 | 0 | 0 |
| July 2023 | 0 | 0 |
| August 2023 | 0 | 0 |
| September 2023 | 1 | 0 |
| October 2023 | 5 | 2 |
| November 2023 (current) | 0 | 0 |

# Manage users

You can access **Centre settings** from the bottom of the menu on the left of the screen.
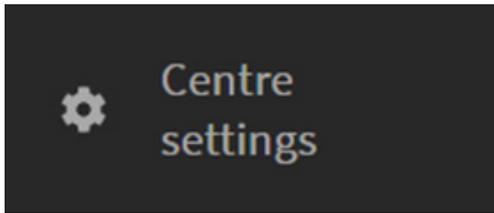


This feature will allow you to (a) manage users (also known as admins) and (b) view the test groups you created.
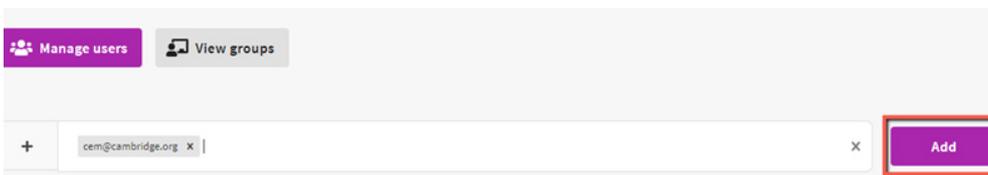
When the page loads, it will open on the **Manage users** section.
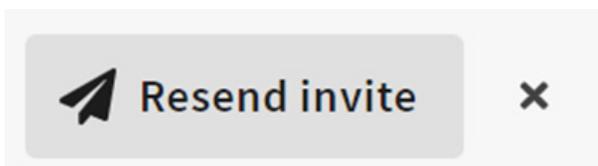


From here, you can add new admins (additional users of the platform). Type the email address into the field and select it when it appears in the blue box.



Once selected, click **Add**:



The new admin user will appear on a list on the page. You will have the option to **Resend invite** or delete the admin.



To delete the admin, click on the X next to their email address and then confirm the deletion from the pop-up screen: