

Cambridge Primary Insight Guide

2024-25

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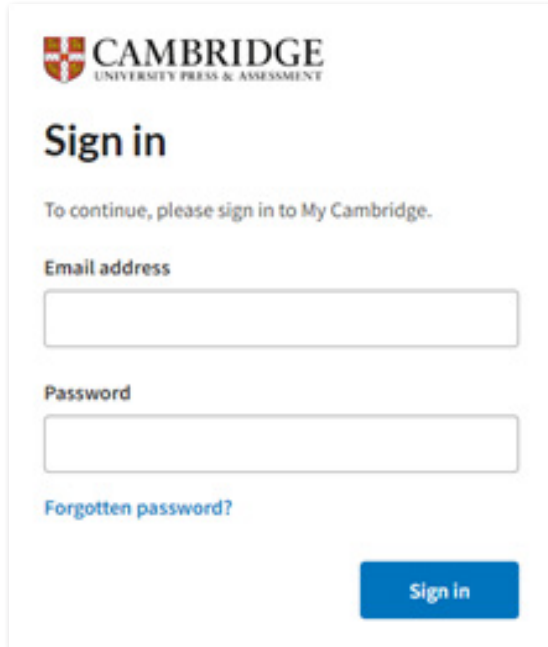
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Logging in


Once you have created an account using our guidance during the registration process, you can log in by entering your email address and password.

To access the assessment platform, go to <https://www.cem.org/> and select *Cambridge Primary Insight* from the **Login** menu at the top right of the page.



The image shows a 'Sign in' form for Cambridge University Press & Assessment. At the top left is the Cambridge logo. Below it, the text 'Sign in' is displayed in a large, bold font. Underneath, a smaller line of text reads 'To continue, please sign in to My Cambridge.' There are two input fields: 'Email address' and 'Password'. Below the password field is a blue link that says 'Forgotten password?'. At the bottom right of the form is a blue button labeled 'Sign in'.

If you have forgotten your password, click the **Forgotten password** link, enter the email address linked to your account and click **Reset password**. You will then receive an email with further instructions.



The image shows a 'Reset your password' form for Cambridge University Press & Assessment. At the top left is the Cambridge logo. Below it, the text 'Reset your password' is displayed in a large, bold font. Underneath, a smaller line of text reads 'Enter your email address and we'll send you a link to reset your password.' There is one input field labeled 'Email address'. Below the input field is a blue link that says 'Create an account'. At the bottom of the form are two buttons: a 'Cancel' button and a blue 'Reset password' button.

Home Page

When you log in to the secure platform, you will see the Home Page:

- 1 You can manage your account by clicking on your name in the top right corner. You can navigate to different parts of the platform by clicking on the options on the left of the screen.
- 2 You can also manage your account by clicking here
- 3 **Students:** This is where you will add your students to the system
- 4 **Assessments:** This is where you can assign students, access the assessment, obtain the student passwords, and check the progress of each module
- 5 **Data and Reports:** This is where you can view and download your reports
- 6 This shows which users have access to your school's Cambridge Primary Insight account
- 7 Here is your step-by-step guidance to set up the assessment

CAMBRIDGE
UNIVERSITY PRESS & ASSESSMENT

Centre for Evaluation and Monitoring

centest admin01
CEM Test School England No 1

Home

Students

Assessments

Data and Reports

Admin area

Home

My account

Go to [My account](#) to manage your user account details. If you are associated with more than one institution, use the account menu on the top right to switch between your institutions.

Here's what a typical assessment process looks like

Follow the steps below to get your assessment up and running.

First time administering a CEM assessment? [Visit our Help Centre](#) to download the user guide for your product and access quick reference guides and how-to videos

Step 1

Prepare the template and import students for assessment

Bring your student data into the system so that you can set up assessments

Step 2

Select students for assessment and set up delivery settings

Select which students will be taking the assessment and how

Step 3

Run the assessment with your students

Check the student list, download passwords and prepare for the session

Step 4

Review results and download reports

Once ready, review the assessment results in various reports

Managing your account

In the **My account** section, you'll be able to view and update the following:

- Name
- Email address
- Password.

If you are linked to more than one school, you will see a list of *institutions* at the bottom of the page.

The screenshot shows the 'My account' page. At the top left is the Cambridge logo and 'Centre for Evaluation and Monitoring'. The user profile 'cemtest admin01' is in the top right. The left sidebar contains navigation links: Home, Students, Assessments, Data and Reports, and Admin area. The main content area is titled 'My account' and includes 'Account settings' with fields for Name, Email, and Password, each with an 'Update' link. Below is the 'Your institutions' section, which includes a note to use the account menu to switch institutions and a table of active institutions.

Institution Name	User Type	Status
CEM Test School England No 1	Admin	Active
CEM Test School England No 2 (Independent)	Admin	Active
CEM Test School England No 3 (Primary)	Admin	Active
CEM Test School England No 4 (Secondary)	Admin	Active

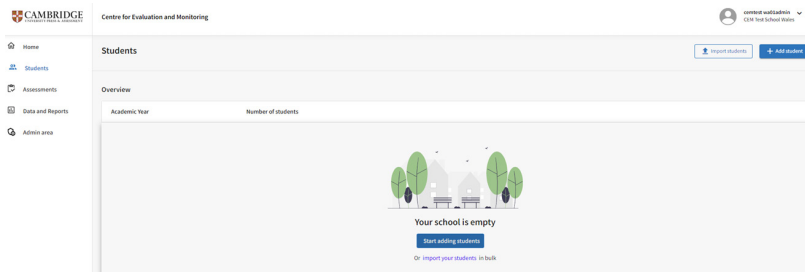
To move to a different institution, click on your name in the top right of the screen and this will open the account menu. Move your cursor over **Switch institutions** and select the relevant institution.

This screenshot shows the account menu dropdown. It is triggered by clicking on the user profile 'cemtest admin01' in the top right. The menu includes options for 'View account details', 'Sign out', and 'Update Name', 'Update Email', and 'Update Password'. The 'Switch institution' option is highlighted, and a secondary dropdown menu is visible on the left, listing six different CEM Test Schools in England.

Adding students

Please note, after adding students to the platform, you will need to then assign them to assessment (see page 16 for more details).

Click on **Students** on the menu on the left to manage your students' details. If you have not added any students, you will see the screen below:

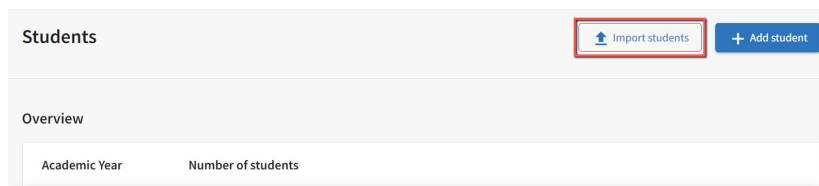


You can add students individually by clicking **Start adding students** or **+ Add student**. You can also bulk-add students by clicking **import your students** or **import students**.

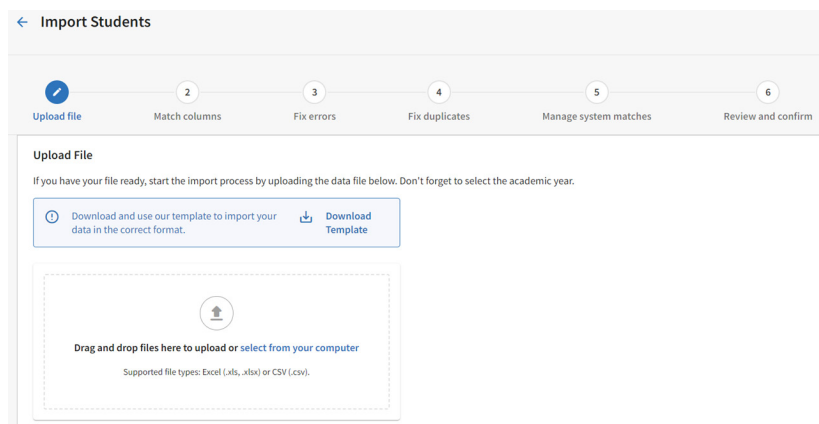
Uploading student details using a spreadsheet

This is the quickest and most efficient way to add a group of students.

Click on **Students** on the menu on the left to manage your students' details. Select the **Import students** button:



You will see an option to download a template:



We recommend that you download the template and add your student details, to help avoid any errors during the upload process.

The fields highlighted in red are mandatory for the upload to be successful.

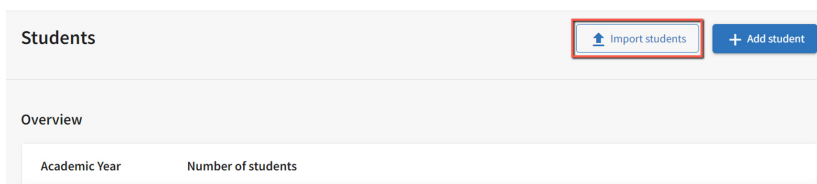
Year group	Class	First name	Last name	Gender	Date of birth	MIS ID/Student code	Unique Pupil Number	Scottish Candidate Number	Unique Candidate Identifier	Unique Learner Number	Send	Eal
Year 3	Class 1	Oliver	Brown	M	20/12/2010							
Year 3	Class 2	James	Wilson	M	21/01/2011							
Year 3	Class 2	Elijah	Thomson	M	10/11/2010							

The supported file types are Excel (.xls, .xlsx) or CSV (.csv). The maximum file size is 20MB. Please save the completed spreadsheet somewhere easily accessible.

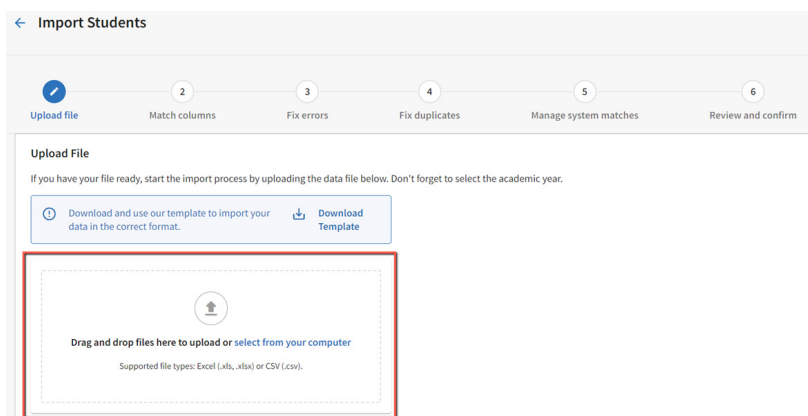
Some of the data needs to be added in a certain format for the student details to be uploaded. The table below shows the format that needs to be used:

Year group	Type the word Year followed by a space and then the number e.g. Year 1, Year 2, Year 3
Class	There is no specific format
First name	There is no specific format
Last name	There is no specific format
Gender	F, Female, M, Male, Not provided
Date of birth	dd/mm/yyyy
MIS ID/Student code	There is no specific format
Unique Pupil Number	Please match the format A123456789012
Scottish Candidate Number	Please match the format 123456789
Unique Candidate Identifier	12345X123456A
Unique Learner Number	Please match the format 1234567890
SEND	True, Yes, Y, False, No, N
EAL	True, Yes, Y, False, No, N

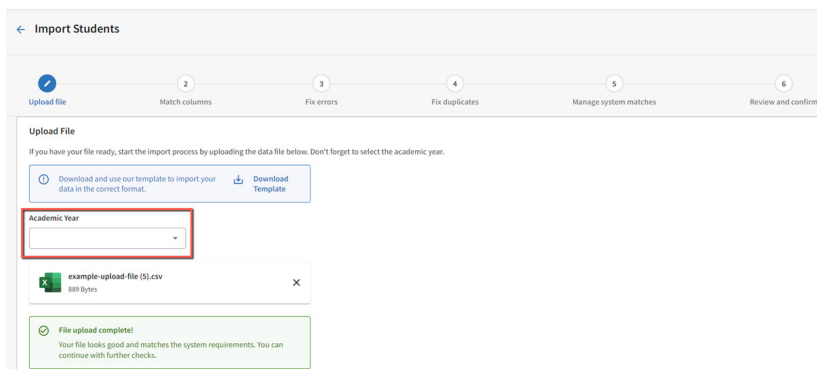
To upload your spreadsheet, go back into the **Students** section and select **Import Students**.



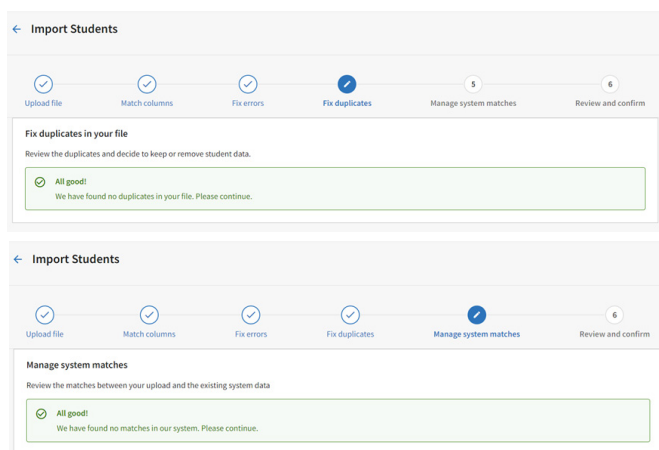
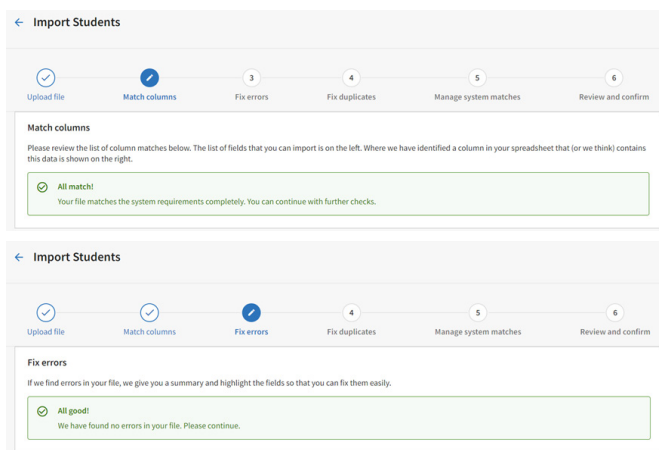
1. Upload your saved file by following the instructions to drag and drop, or upload your file from your computer.



2. You will see the message in green below. Select the correct Academic Year from the drop-down menu and click **Continue**.



The system will take you through further checks to ensure the student details are uploaded correctly. Continue to follow the onscreen instructions and select **Continue** to progress through.



On the final check, you will be presented with a summary of the students from your spreadsheet. This summary will show you if the students already exist on the system or if they are new. If the student already exists, a duplicate will not be created but their information will be updated if there are any changes. If you are happy with the summary, select **Confirm and Import**.

Review and confirm

Below is a summary of the students we found in the system and the students you are importing

Existing students

Year group	First name	Last name	Gender	Date of birth
Year 3	Emma	Reid	Female	21 Oct 2010
Year 4	William	Robertson	Male	2 Dec 2011
Year 3	Olivia	Scott	Female	2 Dec 2010
Year 4	Charlotte	Stevenson	Female	20 Dec 2011
Year 4	Sophia	Sutherland	Female	10 Nov 2011

Items per page: 10 1 - 5 of 5 < >

New students

Year group	First name	Last name	Gender	Date of birth
Year 6	Benjamin	James	Male	21 Jan 2011
Year 6	Henry	Lucas	Male	21 Oct 2010
Year 4	Amelia	Wright	Female	12 Mar 2012

Items per page: 10 1 - 3 of 3 < >

If you need to amend any student details once you have entered them, please see the *Editing Student Information* section.

Potential warnings during the upload of a spreadsheet

If an error occurs at any point during the checks, you will see an error message.

If the column headers are missing or they are different to the headers on the CSV template, you won't be able to upload your file, and you will see the below message. If this happens, please check the column headers are the same as the CSV template you downloaded.

Upload File

If you have your file ready, start the import process by uploading the data file below. Don't forget to select the academic year.

Download and use our template to import your data in the correct format.
 Download Template

Drag and drop files here to upload or select from your computer

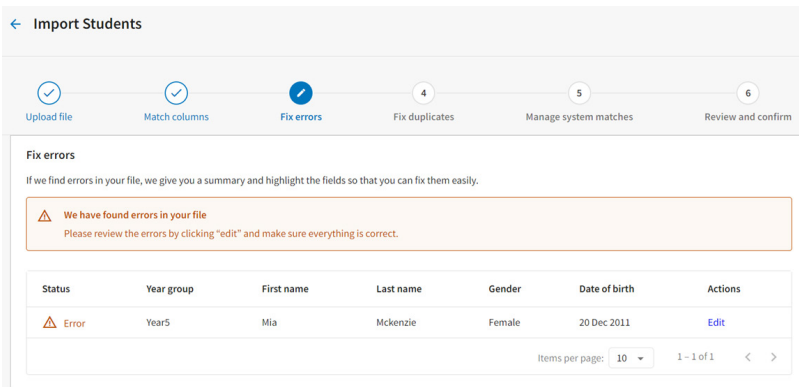
Supported file types: Excel (.xls, .xlsx) or CSV (.csv).

File upload issues!

 Your file is missing required headers. Please correct and try again.

Fix Errors Section

An error message will appear in the **Fix error** section if the value within the columns doesn't match the format on the platform. If you see an error message in this section, click on the **Edit** link to see where the error has occurred.



← Import Students

Upload file Match columns **Fix errors** Fix duplicates Manage system matches Review and confirm

Fix errors

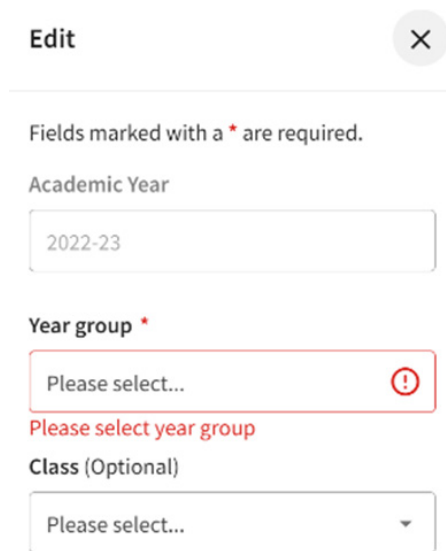
If we find errors in your file, we give you a summary and highlight the fields so that you can fix them easily.

⚠ We have found errors in your file
Please review the errors by clicking "edit" and make sure everything is correct.

Status	Year group	First name	Last name	Gender	Date of birth	Actions
⚠ Error	Year5	Mia	Mckenzie	Female	20 Dec 2011	Edit

Items per page: 10 1 - 1 of 1 < >

Once you click **Edit**, you will be provided with more information:



Edit ×

Fields marked with a * are required.

Academic Year

2022-23

Year group *

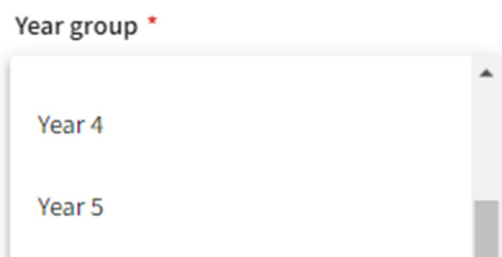
Please select... ⚠

Please select year group

Class (Optional)

Please select... ▾

Clicking the **red !** will provide correct options:



Year group *

Year 4

Year 5

In this example, there was no space between the word "Year" and "5."

Fix Duplicates section

If your spreadsheet contains two students with similar details, you will have a choice to keep or remove that student from the import. You will need to select **Keep** or **Remove** for each student identified before you can continue.

The screenshot shows a progress bar with six steps: 1. Upload file, 2. Match columns, 3. Fix errors, 4. Fix duplicates (active), 5. Manage system matches, and 6. Review and confirm. Below the progress bar, a warning message states: "We have found duplicates in your file. Please review the duplicates and select 'keep' or 'remove' for each." A table titled "Student 1" lists three entries:

Year group	First name	Last name	Gender	Date of birth	Keep	Remove
Year 2	Oliver	Brown	Not Provided	22 Dec 2010	<input type="radio"/>	<input type="radio"/>
Year 3	Oliver	Brown	Male	20 Dec 2010	<input type="radio"/>	<input type="radio"/>

Manage system matches

If your spreadsheet contains a student that has similar details to one already uploaded to the system, you will be asked if it is the same student. By selecting **No** you will create a new entry onto the system. If you select **Yes**, then, the student details on the system will be updated with the new details. By clicking **Yes** in the example below, the student's name will be updated to "Soph" once you complete the uploading process.

The screenshot shows a progress bar with six steps: 1. Upload file, 2. Match columns, 3. Fix errors, 4. Fix duplicates, 5. Manage system matches (active), and 6. Review and confirm. Below the progress bar, a section titled "Manage system matches" asks to "Review the matches between your upload and the existing system data." A table titled "Student 1" compares an existing record with a new incoming record:

Student 1	Academic Year	Year group	First name	Last name	Gender	Date of birth
Existing record		Year 4	Sophia	Sutherland	Female	10 Nov 2011
New incoming record	2023	Year 4	Soph	Sutherland	Female	10 Nov 2011

Below the table, it asks "Is this the same student?" with radio buttons for "Yes" and "No".

Using the Export function to import students already in the system

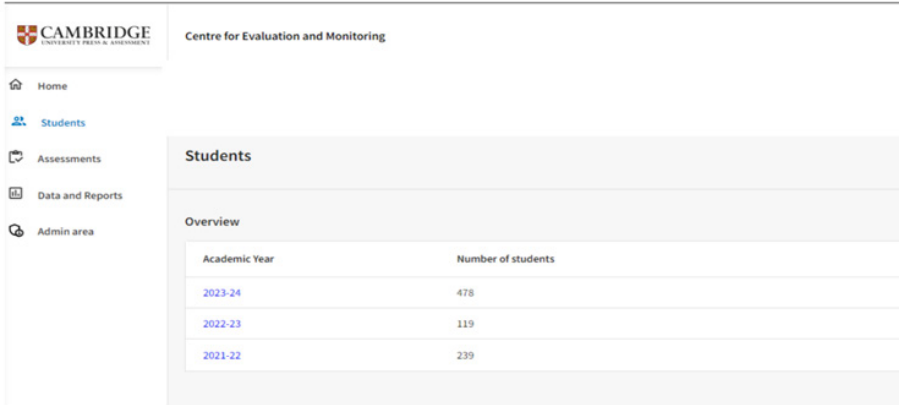
If you already have students uploaded from previous assessment years, you can use the **Export** function to retrieve their details. This saves you having to create a new CSV spreadsheet every year. For example, you can export a spreadsheet for your students that were in Year 1 in 2023-24; change their year group on the spreadsheet to Year 2; and then import it for the 2024-25 assessment.

Go to the **Students** tab on the home page.

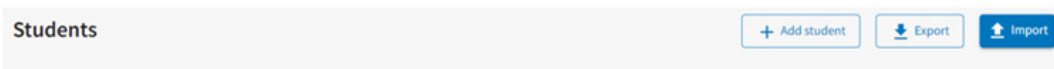


- Home
- Students**
- Assessments
- Data and Reports
- Admin area

Click on the link for the assessment year for the student details you want to export.



You will then see an **Export** option in the top right of the screen.

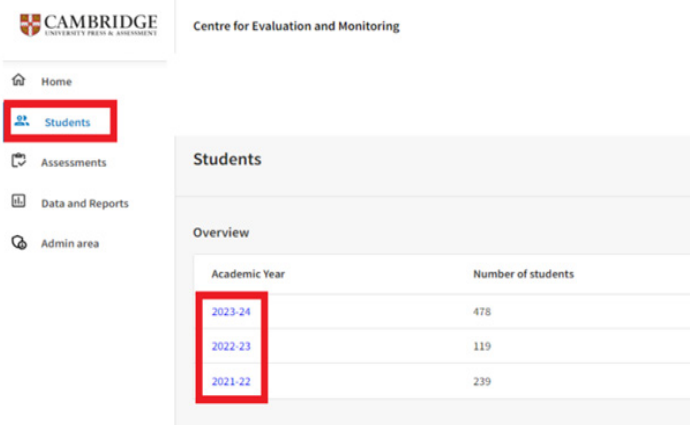


InCAS migrating customers are CEM schools that have used InCAS in any of the assessment years below:

- 2020-21
- 2021-22
- 2022-23
- 2023-24

We migrated the student details for those schools that had an active InCAS contract in 2023-24.

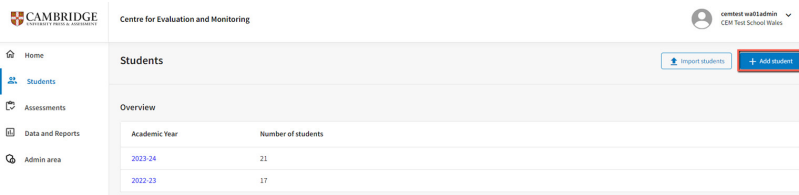
When you log in to your CPI platform and select **Students** from the left-hand side, you will see how many students' details we have migrated to the new platform for each academic year.



Adding new student details manually

If you have a small number of students/new joiners, you may prefer to add their details manually. To do this, follow the steps below:

1. In the **Students** section, select **Add Student**.

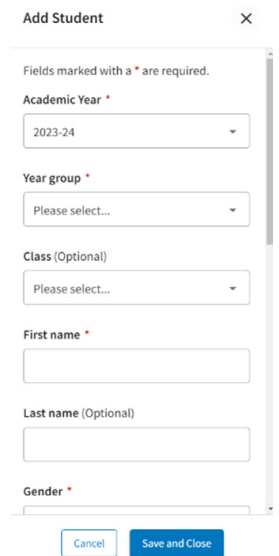


2. A form will appear on the right of the screen with the following fields: Academic Year, Year group, Class (Optional), First name, Last name (Optional), Gender, Date of birth, Children with special education needs and disabilities (SEND) (Optional), English as an additional language (EAL) (Optional), MIS ID/ Student code (Optional), Unique pupil number (Optional), Scottish candidate number (Optional), Unique candidate identifier (Optional), Unique learner number (Optional)

Complete the form as appropriate and select **Save and Close**.

Please note, Academic Year, Year Group, First Name, Gender and Date of Birth are all mandatory fields.

If the **Class** is not appearing, this will need to be added before adding the student. Alternatively, the student details can be amended later.



The 'Add Student' form is shown on the right side of the screen. The 'Add Student' button is highlighted with a red box. The form includes the following fields:

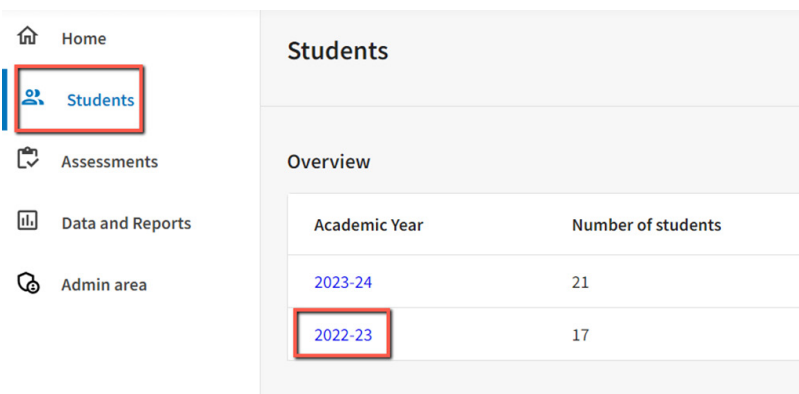
- Academic Year * (Dropdown menu)
- Year group * (Dropdown menu)
- Class (Optional) (Dropdown menu)
- First name * (Text input)
- Last name (Optional) (Text input)
- Gender * (Text input)

Buttons: Cancel, Save and Close

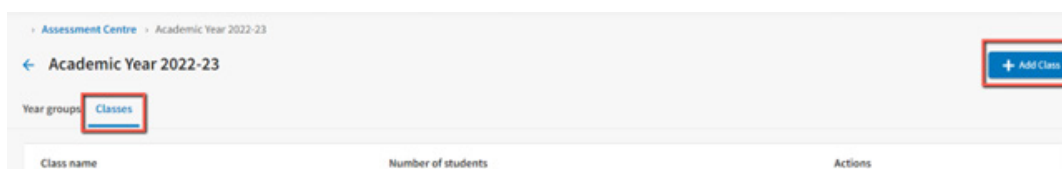
Adding a new class

You will only need to do this if the class does not already exist and you are manually uploading students. If you are uploading students using a spreadsheet, you can add the class information to the spreadsheet.

From the **Student** sections, click on the relevant Academic Year:



Select the **Classes** tab and then click **Add Class**:



Enter the name of the class and click **Save** and **Close**:

Add new class

Class name *

Cancel Save and Close

Viewing existing students on the system

To view the number of students already added to the system for all CEM assessments, select **Students**. This will display the academic year and the number of students currently added to that year.

Academic Year	Number of students
2023-24	136
2022-23	1157

Click on the assessment year of interest and you will have the options to view student information by year group or class.

View students in different year groups

To view the names and details of the students in a specific year group, select the **Year group** tab. This will show the **Year group** and **Number of students**. To view the student details in that year group, click on the specific year group.

Year group	Number of students
Nursery	24
Reception	6
Year 1	33
Year 2	12
Year 3	6
Year 4	6
Year 5	8
Year 6	12

The student details will display in alphabetical order by **Last name**:

Class	First name	Last name	Gender	Date of birth	MIS ID/Student code	Actions
Antelopes	Adam	Andrews	Male	28 Sep 2016		Edit details
Badgers	Tracey	Bridges	Female	9 May 2016		Edit details
Tigers	Margaret	Fielding	Female	10 Nov 2016		Edit details
Badgers	Sally	Jones	Female	2 Feb 2016		Edit details
Unallocated	Sandra	Peters	Female	10 Mar 2016		Edit details
Elephants	James	Smith	Male	11 Jan 2016		Edit details
Unallocated	Jack	Watson	Male	7 Mar 2015		Edit details

Searching for students in different year groups

You can search for students by:

- 1 Entering all or part of their name in the search box.
- 2 Selecting their class from the drop down menu options.

Class	First name	Last name	Gender	Date of birth	MIS ID/Student code	Actions
Elephants	James	Smith	Male	11 Jan 2016		Edit details
Unallocated	Jack	Watson	Male	7 Mar 2015		Edit details

View students in different classes

To view the names and details of the students in a specific class, select the **Classes** tab. This will show the **Class name** and **Number of students** in that class. Click on the specific class to view the students in that class.

Class name	Number of students	Actions
Im	2	Edit
ImS	0	Edit
Antelopes	5	Edit
Badgers	4	Edit
CEM	5	Edit
Elephants	1	Edit

The student details will display in alphabetical order by **Last name**:

Year group	First name	Last name	Gender	Date of birth	MIS ID/Student code	Actions
Year 3	Tracey	Bridges	Female	9 May 2016		Edit details
Year 2	Bobby	Dixon	Male	25 Apr 2019	MIS8781612	Edit details
Year 3	Sally	Jones	Female	2 Feb 2016		Edit details
Year 1	Alice	Matthews	Female	28 May 2020	MIS1197175	Edit details

Searching for students in different classes

You can search for students by:

- 1 Entering all or part of their name in the search box.
- 2 Selecting their year group from the drop down menu options.

Students · Academic Year 2022-24 · Badgers

← Badgers Import students Add student

Search for a student 1 Year group 2

Year group First name Last name Gender Date of birth MS ID/Student code Actions

Year 3	Tracy	Bridges	Female	9 May 2016		Edit details
Year 2	Trevor	Dixon	Male	26 Apr 2019	MS879512	Edit details

Items per page: 10 1 - 2 of 2

Amending student Information

Editing individual students

To amend an existing student's details, first, locate the student. This can be done by following the steps in the **View students in different year groups** or **View students in different classes** sections. Once you have located the student, click on **View details**. The following will appear:

Henry Campbell

Fields marked with a * are required.

Academic Year
2022-23

Year group *
Year 4

Class (Optional)
Class 1

First name *
Henry

Last name (Optional)
Campbell

Gender *
Male

Date of birth *
21/10/2011

Children with special education needs and disabilities (SEND) (Optional)

English as an additional language (EAL) (Optional)

Cancel Submit

Once the amendments have been made, click **Submit**. The student details will update immediately.

Bulk amending students

If you need to amend a large number of students at the same time, you can upload a new spreadsheet. Import the student details as described in the *Uploading student details using a spreadsheet* section. When you get to the **Review and confirm** section, you will see that the students already exist on the system, and by clicking **Confirm and Import** you will be amending the student with the new information.

If the First name, Last name, Gender and Date of birth are the same on the new upload as they are on the system, then, no errors or warning should appear during the upload process.

Review and confirm

Below is a summary of the students we found in the system and the students you are importing

Existing students

Year group	First name	Last name	Gender	Date of birth
Year 5	Benjamin	Anderson	Male	21 Jan 2013
Year 5	Isabella	Craig	Female	10 Nov 2012
Year 4	Sophia	Sutherland	Female	10 Nov 2011
Year 3	Elijah	Thomson	Male	10 Nov 2010
Year 3	James	Wilson	Male	21 Jan 2011
Year 4	Amelia	Wood	Female	21 Jan 2012

Items per page: 10 1 - 6 of 6

Assessments

Assessment section overview

Once students have been added to the system, they can be assigned to an assessment in this section. This will set up a unique password, which will allow them to access the assessment.

Click on **Assessments** on the menu on the left to manage your assessments.

The assessment page will provide the following information:

Assessment: This is the name of the assessment

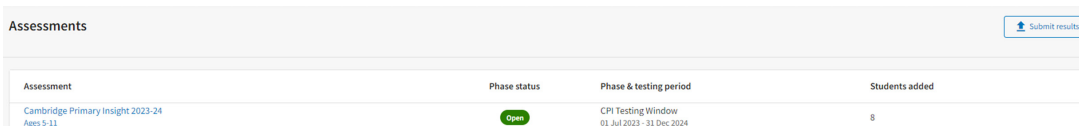
Phase Status: There are three phases that identify if the assessment is available.

- Not yet open
- Open
- Closed

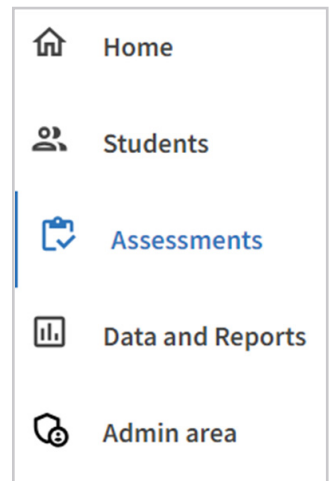
Phase testing period: This shows the window of time the assessment is open

Student added: This shows the number of students already uploaded to the assessment.

We display this in the following format:



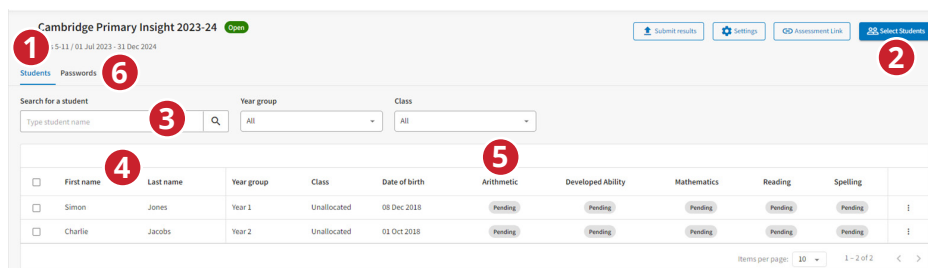
Assessment	Phase status	Phase & testing period	Students added
Cambridge Primary Insight 2023-24 Ages 5-11	Open	CPI Testing Window 01 Jul 2023 - 31 Dec 2024	8



When you click on the assessment, you will see information for that specific assessment. This includes a link that students will use to access the assessment.

Students tab

- 1 The **Students** tab will allow you to view students that have been assigned to an assessment.
- 2 The **Select Students** button will allow you to assign students to the assessment.
- 3 Search for students, year groups and classes that have already been assigned to the assessment.
- 4 The students assigned to the assessment.
- 5 The status of each assessment module.
- 6 Select the the **Passwords** tab to view students' passwords.



First name	Last name	Year group	Class	Date of birth	Arithmetic	Developed Ability	Mathematics	Reading	Spelling	
Simon	Jones	Year 1	Unallocated	08 Dec 2018	Pending	Pending	Pending	Pending	Pending	⋮
Charlie	Jacobs	Year 2	Unallocated	01 Oct 2018	Pending	Pending	Pending	Pending	Pending	⋮

Passwords Tab

- 1 Select the **Passwords** tab to view and download student password(s).
- 2 Search for the password(s) of student(s), year group(s) and class(es) that have already been assigned to the assessment.
- 3 Tick the box(es) to select the student(s) you would like to download password(s) for.
- 4 Select to download password(s) as a CSV or PDF.
- 5 The unique password for each student.

Cambridge Primary Insight 2023-24 Open

Assessment Link Download

Students Passwords

Search for a student

Type student name

Year group All

Class All

<input type="checkbox"/>	First name	Last name	Year group	Class	Date of birth	Password
<input type="checkbox"/>	Simon	Jones	Year 1	Unallocated	08 Dec 2018	VIMOVNCZ
<input type="checkbox"/>	Charlie	Jacobs	Year 2	Unallocated	01 Oct 2018	10CCRCGW

Items per page: 10 1 - 2 of 2

Assigning students to the assessment

Once students have been added to the platform they will need to be assigned to an assessment. Select the assessment from the **Assessments** page:

Assessments Submit results

Assessment	Phase status	Phase & testing period	Students added
Cambridge Primary Insight 2023-21 Ages 5-11	Open	CPI Testing Window 01 Jul 2023 - 31 Dec 2024	8

Click on **Select Students** in the top right corner.

Cambridge Primary Insight 2022-23 Open

Submit results Assessment Link **Select Students**

Students Passwords

Search for a student

Type student name

Year group Year 2, Year 4

Class All

This will provide a list of students that you can select for the assessment. If you have not assigned any students at this point, it will look like this:

Students Passwords

Search for a student

Type student name

Year group Please select...

Class Please select...

<input type="checkbox"/>	First name	Last name	Year group	Class	Date of birth
--------------------------	------------	-----------	------------	-------	---------------

You can search for individual students or filter the students by **Year group** or **Class**.

Select students for Cambridge Primary Insight 2022-23

Search for a student

Type student name

Year group All

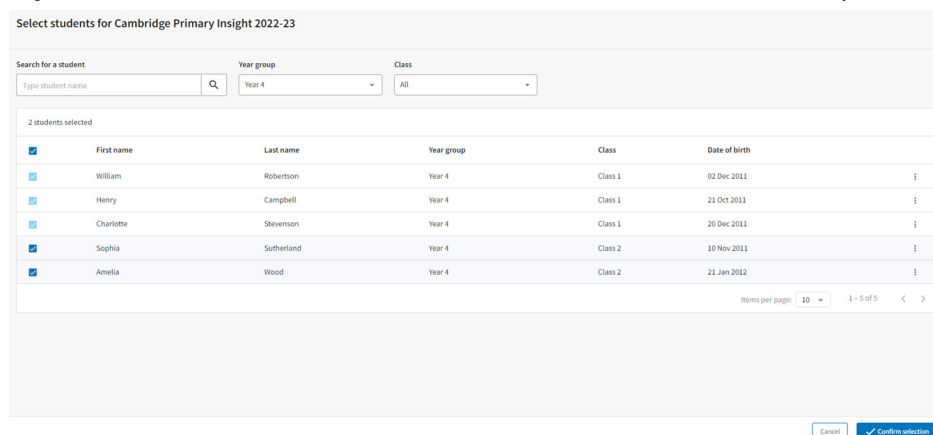
Class All

<input type="checkbox"/>	First name	Last name	Year group	Class	Date of birth
<input type="checkbox"/>	Lucas	Stewart	Year 5	Class 1	20 Dec 2012
<input type="checkbox"/>	Elijah	Thomson	Year 3	Class 2	10 Nov 2010
<input checked="" type="checkbox"/>	William	Robertson	Year 4	Class 1	02 Dec 2011
<input checked="" type="checkbox"/>	Henry	Campbell	Year 4	Class 1	21 Oct 2011
<input checked="" type="checkbox"/>	Charlotte	Stevenson	Year 4	Class 1	20 Dec 2011

If the student has already been selected for the assessment, the check box next to their name will appear light blue with a white tick.

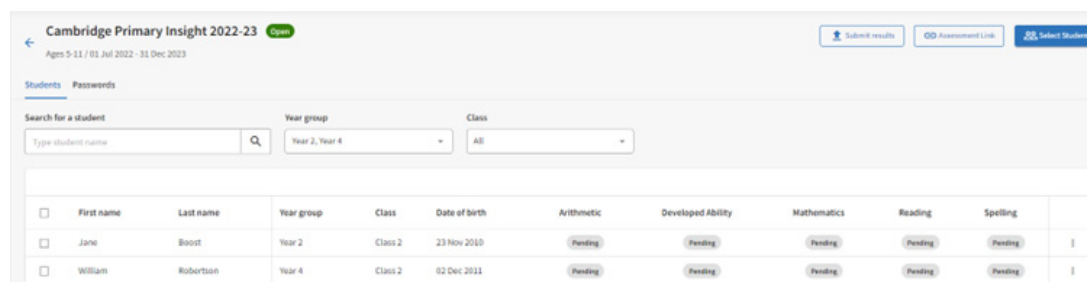
If the check box is blank, the student is not selected for the assessment. Click in the check box to select the student and the box will appear dark blue with a white tick.

If you want to select all students, click the check box at the top in line with the column headers.



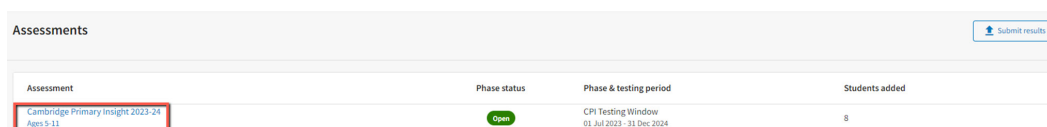
Once you have selected your students, click **Confirm selection** on the bottom right of the screen. If you want to see more information about the student, click on the three dots to the right of the screen.

Once the students have been selected, they will appear on the **Students** and **Passwords** tab:

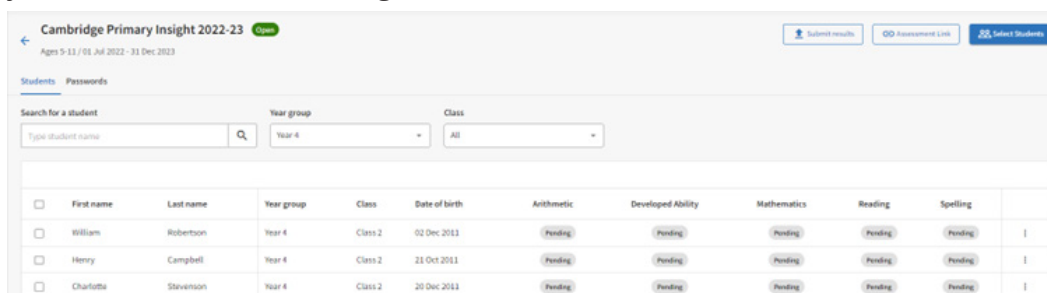


Accessing the Password

1. Select the relevant assessment from the assessment page:



2. On the next screen, you will be presented with the details of the students that have already been uploaded to the system. **Important:** Before you run the assessment, check that all the students you want to assess are assigned to the assessment.



3. Select the **Passwords** tab to view the unique password for each student.

Cambridge Primary Insight 2022-23 Open

Ages 5-11 / 01 Jul 2022 - 31 Dec 2023

Assessment Link Download

Students Passwords

Search for a student

Type student name

Year group All

Class All

<input type="checkbox"/>	First name	Last name	Year group	Class	Date of birth	Password
<input type="checkbox"/>	Theodore	Macdonal	Year 3	Class 3	20 Nov 2010	EQJQLTVT
<input type="checkbox"/>	Lucas	Stewart	Year 5	Class 2	20 Dec 2012	LXK28ZQC
<input type="checkbox"/>	Jane	Boost	Year 2	Class 2	23 Nov 2010	YXUUFQGT
<input type="checkbox"/>	Shane	Snake	Year 3	Butterflies	01 Jan 2016	MQVGDCCQ
<input type="checkbox"/>	Theodore	Macdonald	Year 3	Class 3	20 Nov 2010	8M358H0D

4. The students will need their password details to complete the assessment. To export the passwords, click **Download** in the top right corner. You will see the following options:

Download passwords

- Download all as CSV**
Download password list for all students selected for the assessment
- Download selected as CSV**
Download password list for the students selected on the list
- Download all as PDF**
Download password list for all students selected for the assessment
- Download selected as PDF**
Download password list for the students selected on the list

If you only want to select specific students, then, you will need to check the box next to their name before opening the download options.

Cambridge Primary Insight 2022-23 Open

Ages 5-11 / 01 Jul 2022 - 31 Dec 2023

Assessment Link Download

Students Passwords

Search for a student

Type student name

Year group All

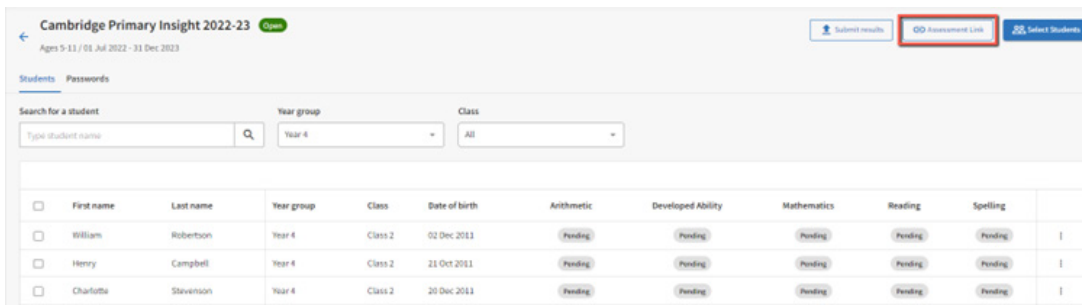
Class All

3 rows selected

<input type="checkbox"/>	First name	Last name	Year group	Class	Date of birth	Password
<input checked="" type="checkbox"/>	Theodore	Macdonal	Year 3	Class 3	20 Nov 2010	EQJQLTVT
<input type="checkbox"/>	Lucas	Stewart	Year 5	Class 2	20 Dec 2012	LXK28ZQC
<input type="checkbox"/>	Jane	Boost	Year 2	Class 2	23 Nov 2010	YXUUFQGT
<input checked="" type="checkbox"/>	Shane	Snake	Year 3	Butterflies	01 Jan 2016	MQVGDCCQ
<input checked="" type="checkbox"/>	Theodore	Macdonald	Year 3	Class 3	20 Nov 2010	8M358H0D

Accessing the Assessment Link

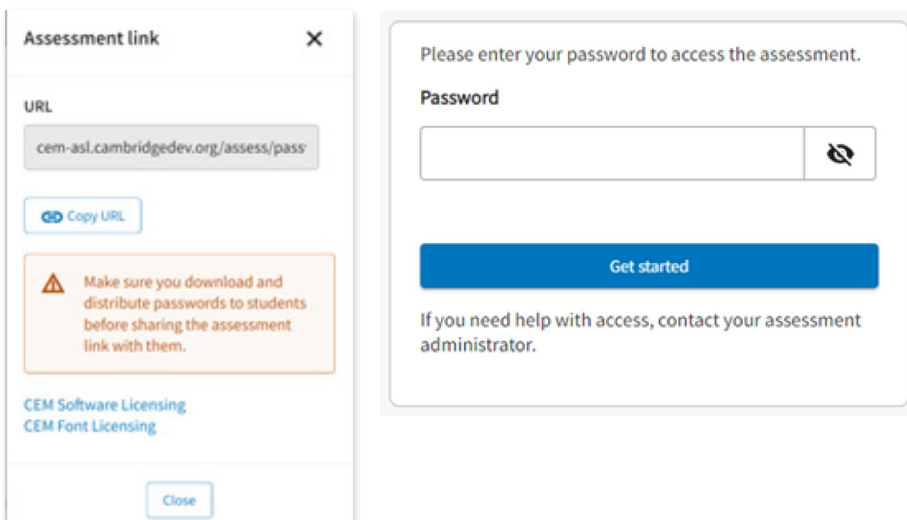
Click on the **Assessment Link**, accessible on either the **Students** or **Passwords** tab.



On the next screen, select **Copy URL** and **Close**.

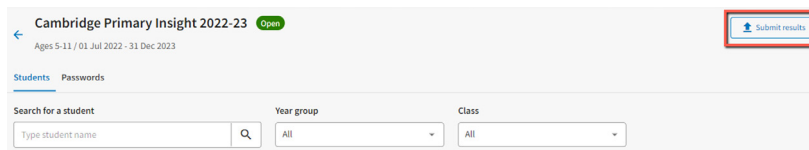
Provide the URL to the students along with their unique password.

The student will need to enter their password when they click to access the link.

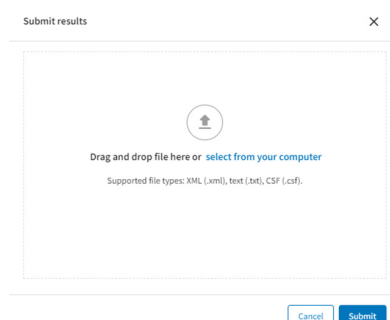


Manually returning results

There is a **Submit results** button on every page in the **Assessment** sections.



You will use this if the system is unable to save results back to CEM automatically. When you click on **Submit results**, you will have the option to drag and drop the file.

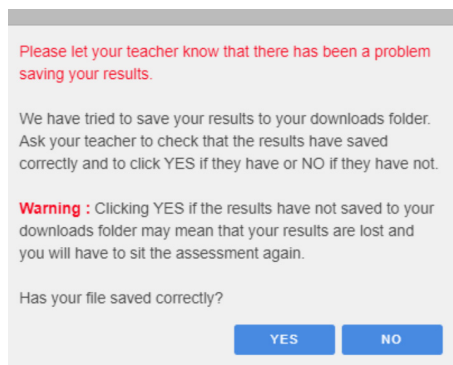


Once you drag and drop the file, click **Submit**, and the results will be processed.

Sometimes the system is unable to save results back to CEM. This usually happens because:

- Loss of internet connectivity
- The Firewall / filtering is blocking communications with CEM's servers
- Saturation of a school's network bandwidth (e.g., too many students accessing WiFi for large data transfers, simultaneously)

If this happens during the assessment, the student will be able to complete the assessment, and they will see the following warning at the end:

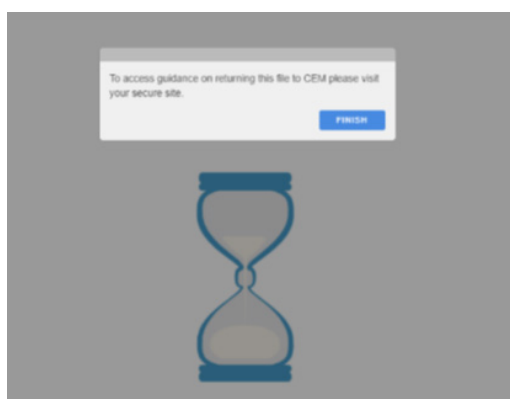


We call this the *save failover* process. The invigilator needs to check the .CSF file has correctly saved to the 'Downloads' folder.

If the save failover has saved correctly, the user will see a "CEM_RESULTS_FINAL_XXX.CSF" (where XXX is a long string of numbers and letters) file appear in the bottom left-hand corner of the browser window. This may look slightly different, in different browsers. The invigilator can also open the browser's 'Downloads' folder and check if a result file with that name has appeared with a creation date/time within the last minute or so.

We recommend invigilators copy this file immediately to a USB drive or a common server location, to facilitate easy upload to CEM.

If you are satisfied the results have saved correctly, they can click YES. You will then see the following dialog, and the test will finish as normal:

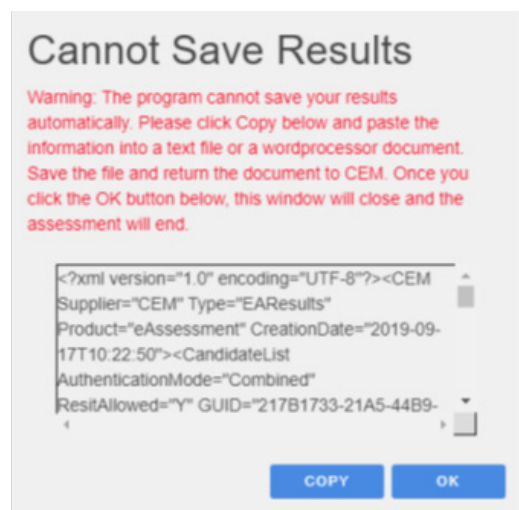


If the file has NOT saved correctly, the invigilator should click **NO**, and the system will attempt to save the results again.

The system attempts to save the file to the 'Downloads' folder up to five times, and the user will see the same dialog each time, assuming they do not click **YES**.

If you are still unable to verify a file has saved to the 'Downloads' folder, you will be taken to the copy & paste dialog.

As a last resort, when the user has clicked **NO** five times, the system will display a dialog containing the raw result XML and a **COPY** button. Users should click the **COPY** button and then paste the contents into a Notepad (or similar) file and can drag and drop for file into the **Submit result** pop up window.



It is essential invigilators are aware of the save failover routine and instruct candidates to put their hand up if they see any of the above screens.

However, some candidates may forget to tell the teacher and simply click YES when they see the Save Failover Dialog and close down the assessment.

The teacher will need to ask the candidate to log into the machine where they took the test, open the internet browser's 'Downloads' folder and look for the .CSF file. If this has happened for several students, they will need to do it several times. This is why it is best to copy the files to a USB stick or central file server when it happens.

Allowing students to retake assessment modules

If you want a student to retake a module (usually because their first attempt didn't generate a score), you can allow this through the assessment platform. There are a few things to understand before you go ahead:

- Retakes are at module level, so even if a student has a section score, they will need to complete the entire module again when they access the relevant module. This means their previous section scores for that module will be overwritten.
- Allowing retakes requires a change to your assessment settings, so it will apply to all students assigned to the assessment. We strongly recommend you apply the change just before your student(s) retake the relevant module, then go back and change the settings to not allow retakes once they've finished. This will help prevent students inadvertently overwriting their scores in future testing.

To allow retakes:

1. Log in to the Cambridge Primary Insight assessment platform.
2. Select the 'Assessments' section from the left hand menu.
3. Select the relevant assessment by clicking on the blue link.
4. Select the 'Settings' button near the top right of the screen.
5. Select the 'Allow' radio button, and then 'Save'.

Students can now access the assessment as normal. Please make sure they select the module you want them to retake when they enter the assessment (they will see all modules).

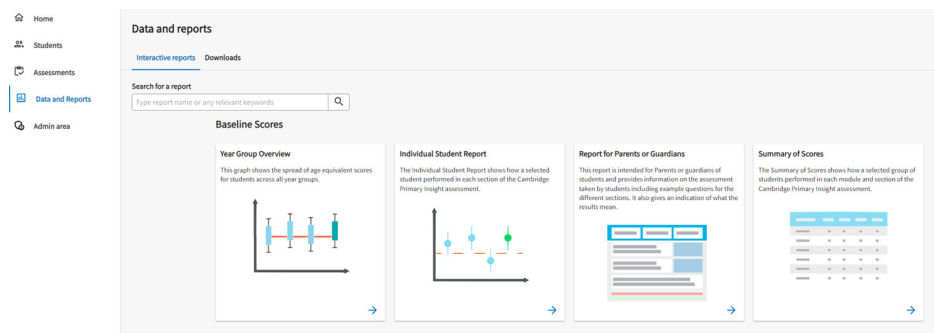
To turn off retake functionality, repeat the above steps, selecting the 'Do not allow' radio button.

Data and Reports

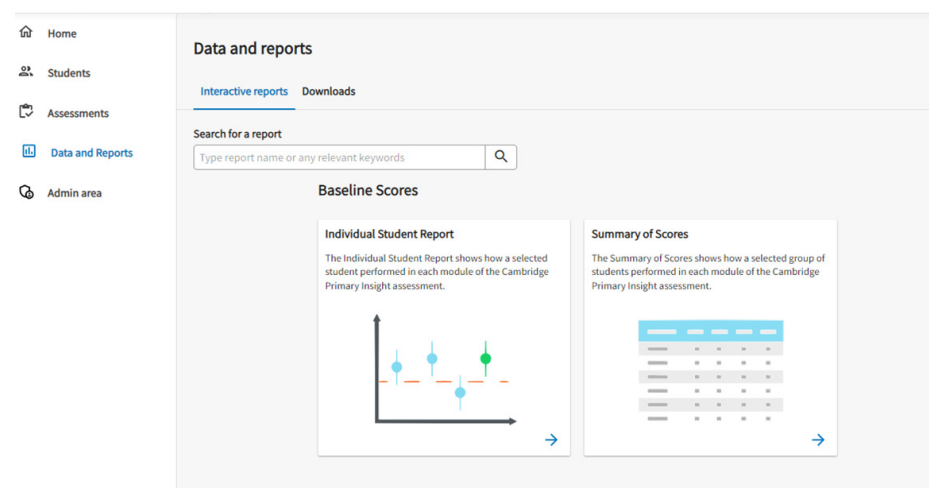
Data and Reports overview

The data and reports page will display different reports depending on whether your school has the **Core** or **Plus** package. There will be four reports available in the Plus package:

1. Summary of Scores
2. Individual Student Report
3. Report for Parents and Guardians
4. Year Group Overview

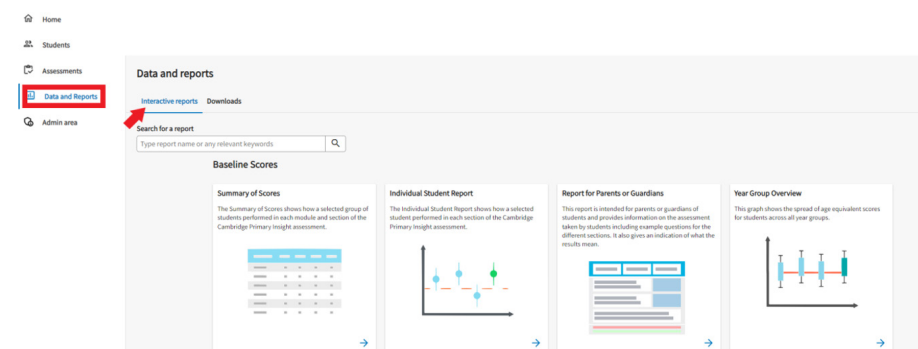


There will be two reports available in the Core package:



Viewing reports

1. Select the Data and Reports section and the Interactive reports tab. Choose the report you would like to view:



2. You will be presented with filter fields for the report chosen.

The screenshot shows a 'Summary of Scores' filter form. At the top, there is a title 'Summary of Scores' with a close button (X). Below the title, a message reads: 'Please define the filters before viewing your report.' There are three filter sections: 'Academic Years' with a dropdown menu showing '2024'; 'Year Groups' with a dropdown menu showing 'Multiple Values'; and 'Classes' with a dropdown menu showing 'Multiple Values'. At the bottom of the form, there are two buttons: 'Cancel' and 'Go to report', with the 'Go to report' button highlighted by a red rectangle.

3. Filter as required and select 'Go to report'. Your report will display instantly.

4. You can filter the displayed report as required using the drop down options in each box.

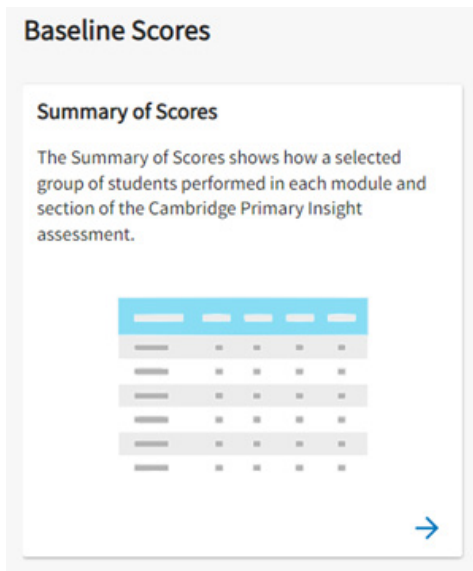
The screenshot shows the 'Summary of Scores' report page. On the left, there is a navigation menu with options: Home, Students, Assessments, Data and Reports (highlighted), and Admin area. The main content area has a title 'Summary of Scores' and a subtitle: 'The Summary of Scores shows how a selected group of students performed in each module and section of the Cambridge Primary Inflight assessment.' There are two buttons in the top right: 'Report info' and 'Download'. Below the title, there are five filter sections: 'Academic Years' (2024), 'Year Groups' (Multiple Values), 'Classes' (Multiple Values), 'Students' (Multiple Values), and 'Age Score Type' (Age Equivalent Scores). A red rectangle highlights these filter sections. Below the filters, there is a detailed description of the report content and a note about score reliability.

5. Each report will contain a description of the content. Further information can be found by clicking on 'Report info' in the top right corner.

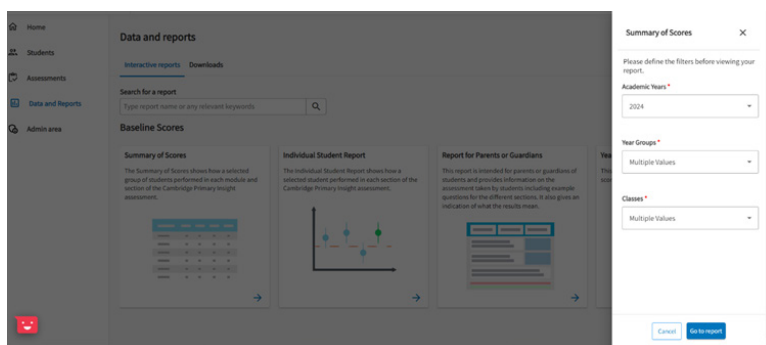
How to create a CSV spreadsheet version of your Summary of Scores report

Note: You can also convert other reports from PDF to CSV besides the *Summary of Scores* report by following the same process below.

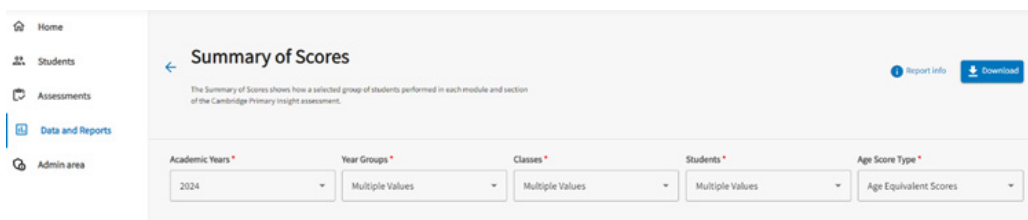
1. Go to the 'Data and Reports' tab and select the *Summary of Scores* report by clicking the blue arrow in the bottom right of the report icon.



2. Add the data reports you want in the report by using the filters and click on 'Go to Report'.



3. Select the blue 'Download' button in the top right of the screen.



4. Choose the PDF version you need, give it a file name, and press 'Submit'.

Download report ×

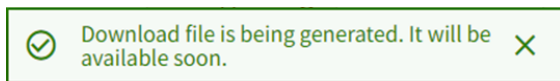
PDF Download a PDF file containing the table currently shown on screen.
Your file will be available on the 'Downloads' tab when it is ready.

PDF **Request PDF download for the selected year group**
Download a PDF file containing data tables for a selected year group.
Your file will be available on the 'Downloads' tab when it is ready.

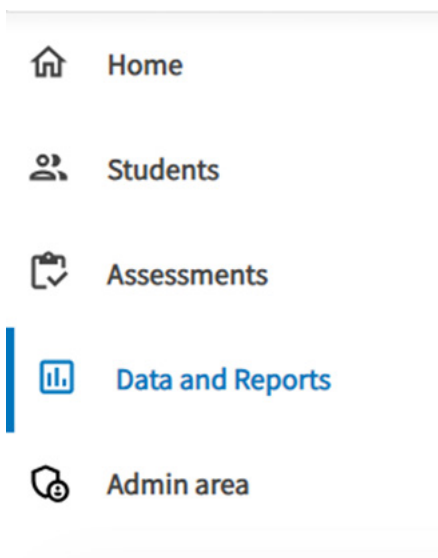
Filename *
Test report 25 June

Cancel Submit

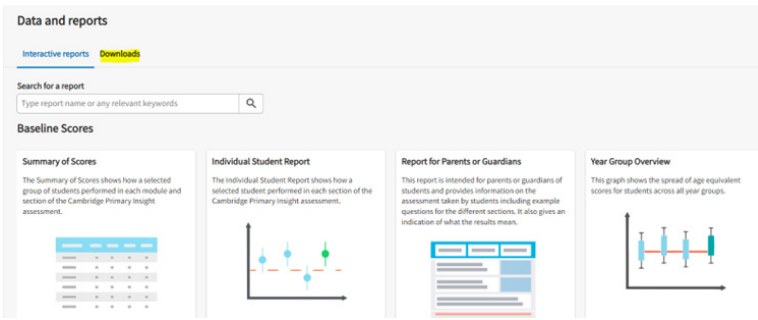
5. You will see the message below to confirm that the report is being generated:



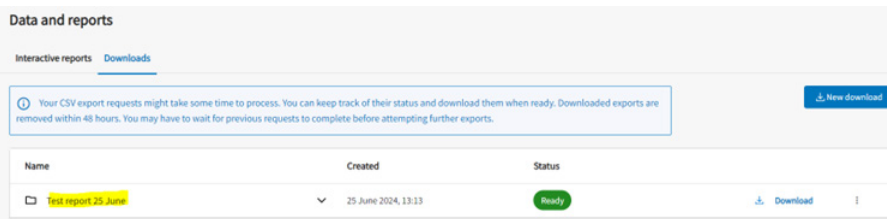
6. Go back to the 'Data and Reports' tab in the platform:



7. Click on the 'Downloads' tab highlighted in yellow.



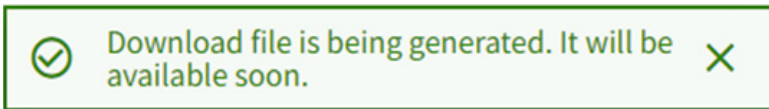
8. You will see that the report is ready. At this stage, you need to select the 'New Download' option in the top right of the screen. Do not click on the 'Download' button as this will only generate the PDF version.



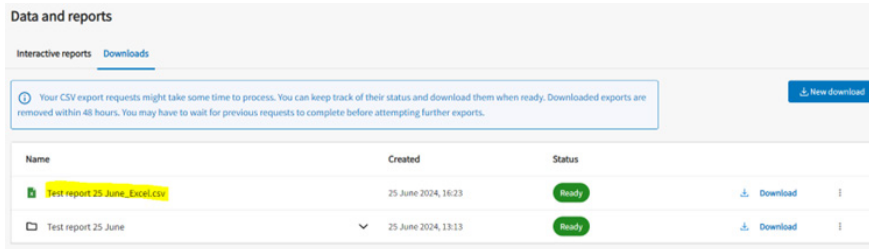
9. The screen will ask you to name the file once again. Call it "Excel version" or something suitable and click on 'Submit'.

The 'New export' dialog box is shown with a close button (X) in the top right. It contains three dropdown menus and one text input field. The 'Academic Year' dropdown is set to '2024'. The 'Export Type' dropdown is set to 'Scores'. The 'Filename' text input field contains 'Test report 25 June_Excel'. A 'Submit' button is located at the bottom of the dialog.

10. You'll see another message to say that the download is being generated.



11. Go back to the 'Data and Report's option and you will see it appear in the 'Downloads' tab as an Excel document. You can now click on the 'Download' option on the right of the screen in the row where you see the report:

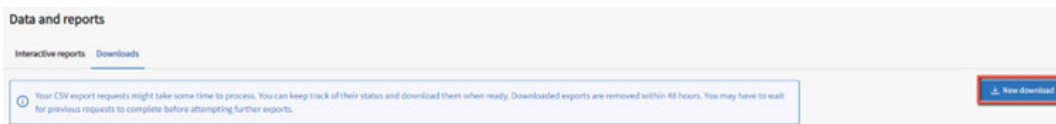


Downloading all scores data

You can download all of your scores data as a CSV download without first generating it as a PDF document. Please follow the steps below:

1. Select **Downloads** from the **Data and Reports** section and then choose 'New Download'

You will find this option within the 'Downloads' tab in the **Data and Reports** area.



2. Complete the fields presented as required and select 'Submit' at the bottom of the page.

New export ×

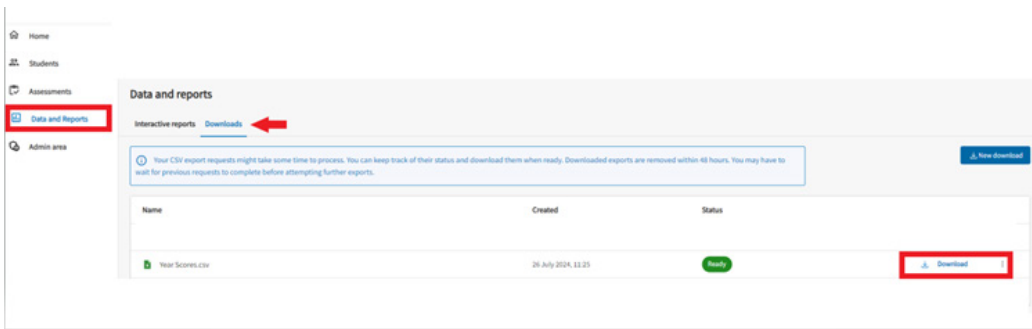
Academic Year *
2024

Export Type *
Scores

Filename *
Year Scores

Submit

- When available, your all scores CSV file can be downloaded from the **Downloads** tab of the **Data and Reports** section.



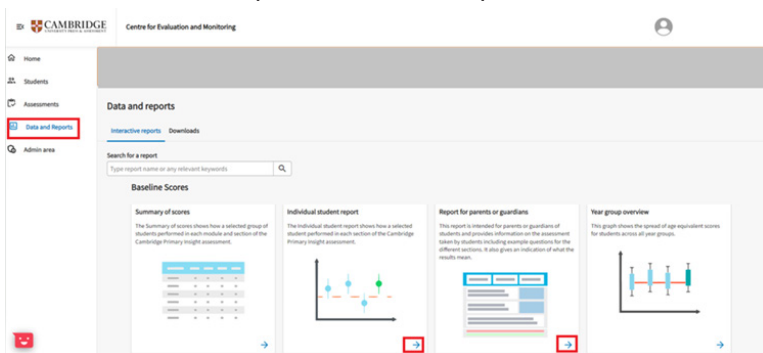
How to download reports in bulk - Individual Student reports and the Report for Parents or Guardians

In addition to downloading Individual Student Reports and the Report for Parents or Guardians, it is also possible to download these reports by year group. This will save you time rather than downloading each student individually.

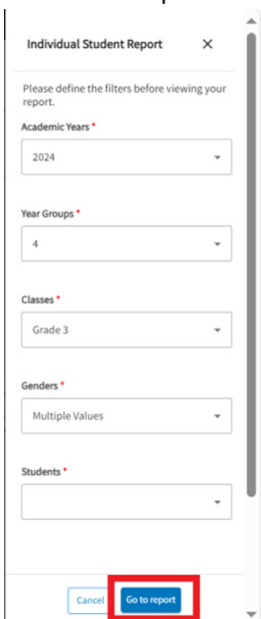
First, you will need to view the report type you need from the **Data and Reports > Interactive Reports** tab, and then filter and submit the request to generate the reports you need. When available, you can download the new reports from the **Data and Reports > Downloads** tab.

Full instructions are below:

- Select Data and Reports from the options on the left. Then choose the report required:



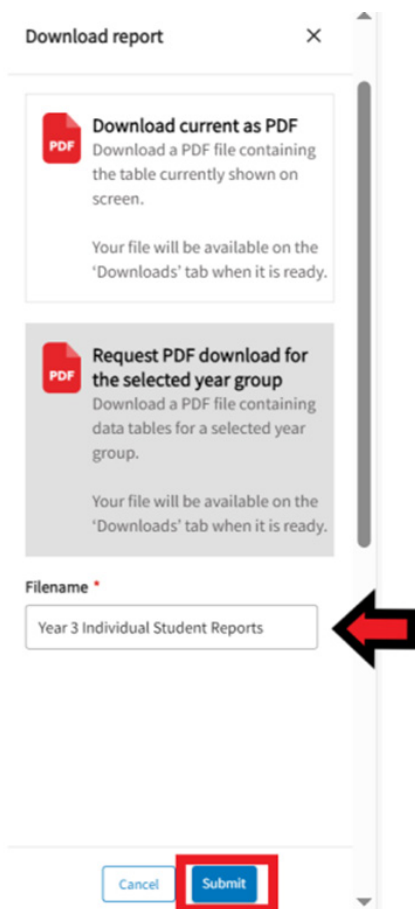
- You will be presented with the option to apply filters. Filter as needed and select 'Go to Report'.



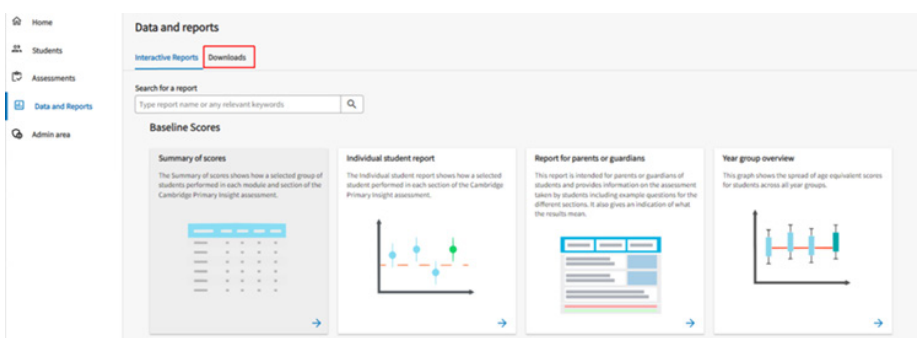
3. You can view and filter the report you selected. Filter as required for the reports you would like to download and select 'Download'.



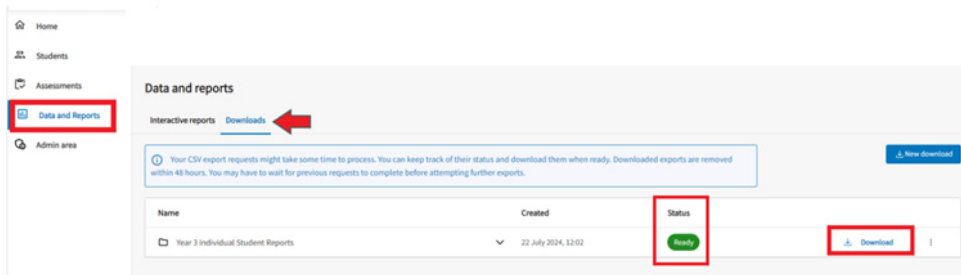
4. From here, you can now choose to download the report for the student displayed or for the whole year group. Enter a file name and select 'Submit'.



5. To view the availability of the submitted request and download your newly generated group files, select the 'Downloads' tab as shown below:

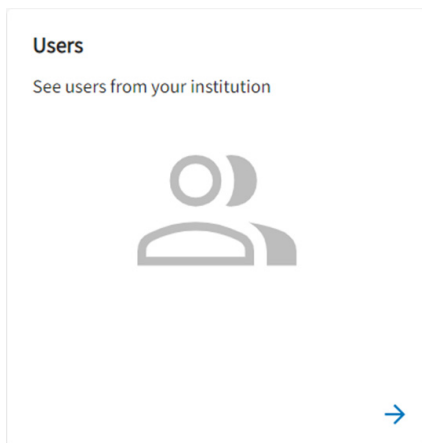


6. When the Status column displays 'Ready', you can select 'Download' to download a zipped file of all the reports:



Admin Area

The admin area shows which users have access to your schools Cambridge Primary Insight account. Click on the **Users** tile in the **Admin Area**.



The following information will be displayed:

