

Quick Start Guide for PIPS Baseline/AfE Primary I Assessments

Technical set-up instructions

Please pass these instructions on to your IT support

Choose the assessment version

There are two versions of the software that can be used by schools.

Web-only (Recommended)

If your school has a stable internet connection during the day then this is the recommended version of the assessments. The assessment content will be downloaded at the beginning of each assessment. Results are automatically returned after the assessments.

Non-web

If your school has no constant internet connection or has a very unreliable connection we suggest using the Non-web version of the assessments. All content is stored locally and results are returned manually to Cambridge Insight after all assessments are complete.

Entering pupil details - Complete this section before continuing

Go to www.cambridge.org/insight and select your secure site from the secure sites menu. Login with your school username and password and select 'Assessment Centre' from the 'Administration' menu. Choose the version and year in the 'Select Assessments' list.



Select **import** and follow the instructions on the screen to upload a CSV or Excel file containing pupil biographical data. The CSV or Excel file should contain the information in the following table as separate columns (*required).

Column Header	Description*
*FirstName	The first name by which the pupil is usually known
*Surname	The surname by which the pupil is usually known
*Gender	M for male pupils or F for female pupils
*DOB	dd/mm/yyyy
*Year	R (Reception), P1 (Scotland P1)
*Class	The class name can be up to 25 characters
Pupil ID	UPN or SCN (Unique Pupil Number or Scottish Candidate Number)
Postcode	Postcode of the pupil's home address



Pupils can be manually added using the **manage pupil details** option. Please check all pupil details are correct.



Select **carry out assessments** on Assessment Centre and click on the instructions for your chosen version.