

# Cambridge Primary Insight

Guide  
2025-26

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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.cambridge.org/insight> and select *Cambridge Primary Insight* from the **Login** menu at the top right of the page.



## Sign in

To continue, please sign in to My Cambridge.

Email address

Password

[Forgotten password?](#)

**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.



## Reset your password

Enter your email address and we'll send you a link to reset your password.

Email address

[Create an account](#)

[Cancel](#) **Reset password**

# 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

The screenshot shows the Cambridge Primary Insight Home Page. At the top left is the Cambridge logo. To its right is the word 'Insight'. In the top right corner, there is a user profile icon with the text 'cemtest admin01' and 'CEM Test School England No 1' below it, with a dropdown arrow. On the left side, there is a vertical navigation menu with icons and labels: 'Home', 'Students', 'Assessments', 'Data and Reports', and 'Admin area'. The main content area has a 'Home' header. Below it is a 'My account' section with a link to manage user account details. Further down is a section titled 'Here's what a typical assessment process looks like' with a subtext 'Follow the steps below to get your assessment up and running.' Below this is a blue box with an information icon and text: '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.' At the bottom, there are four steps in a row, each with a title, description, and a right arrow. Step 1: 'Prepare the template and import students for assessment'. Step 2: 'Select students for assessment and set up delivery settings'. Step 3: 'Run the assessment with your students'. Step 4: 'Review results and download reports'.

1

CAMBRIDGE

Insight

cemtest admin01  
CEM Test School England No 1

3 Home

4 Students

5 Assessments

6 Data and Reports

Admin area

2 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.

7

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 in the Cambridge Insight system. The page has a sidebar with navigation links: Home, Students, Assessments, Data and Reports, and Admin area. The main content area is titled 'My account' and contains two sections: 'Account settings' and 'Your institutions'.

**Account settings**

Update your Cambridge account details

Name	cemtest admin01	<a href="#">Update Name</a>
Email	cemtestadmin01@cambridge.org	<a href="#">Update Email</a>
Password	*****	<a href="#">Update Password</a>

**Your institutions**

Manage your affiliations, join or leave an institution

Use the account menu on the top right to switch between 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.

The screenshot shows the account menu and institution switcher. The account menu is open, showing the user's name 'cemtest admin01' and the institution 'CEM Test School England No 1'. Below this, there are links to 'View account details', 'Switch institution', and 'Sign out'. The 'Switch institution' link is highlighted, and a list of institutions is shown below it.

cemtest admin01  
CEM Test School England No 1

[View account details](#)

CEM Test School England No 1

[Switch institution](#)

[Sign out](#)

[Update Name](#)

[Update Email](#)

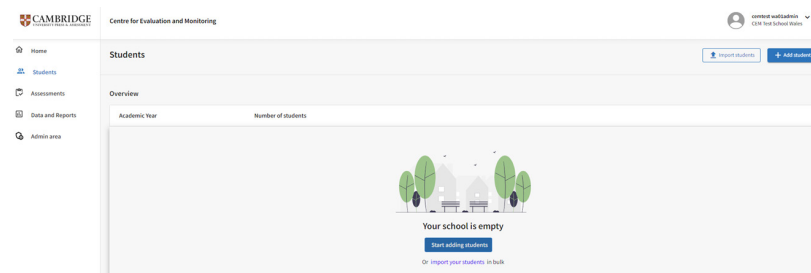
[Update Password](#)

- CEM Test School England No 1
- CEM Test School England No 2 (In...
- CEM Test School England No 3 (P...
- CEM Test School England No 4 (S...
- CEM Test School England No 5 ...
- CEM Test School England No 6 ...

# 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:

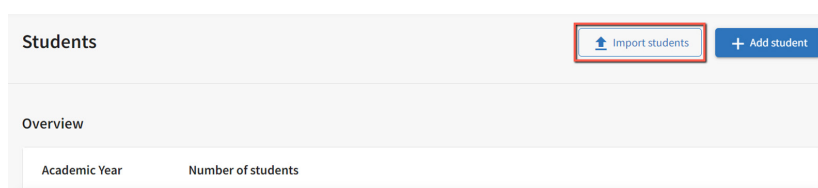


You can add students individually by clicking **Start adding students** or **+ Add student**. You can also bulk-add students by clicking **import your students** or **import students**.

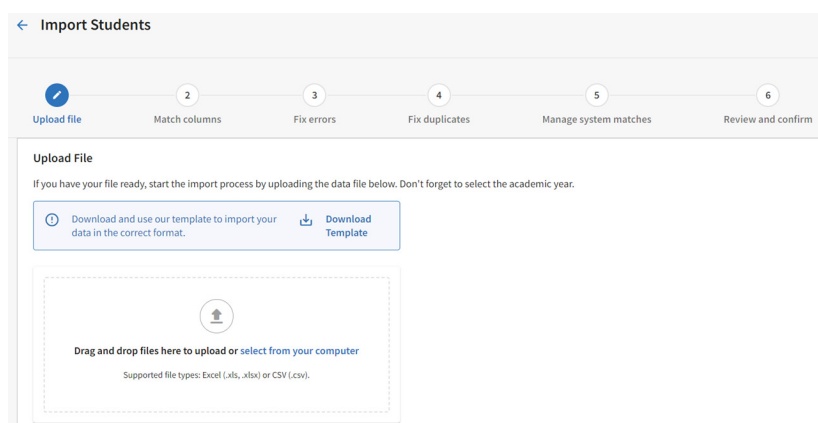
## Uploading student details using a spreadsheet

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.

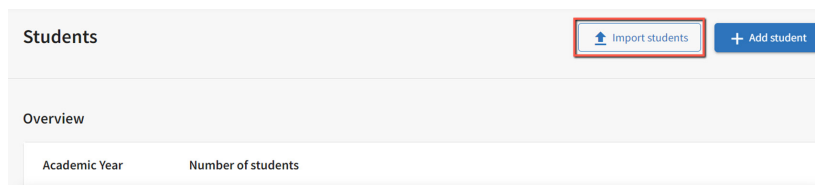
Year group	Class	First name	Last name	Gender	Date of birth	MIS ID/Student code	Unique Pupil Number	Scottish Candidate Number	Unique Candidate Identifier	Unique Learner Number	Send	Eal
Year 3	Class 1	Oliver	Brown	M	20/12/2010							
Year 3	Class 2	James	Wilson	M	21/01/2011							
Year 3	Class 2	Elijah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

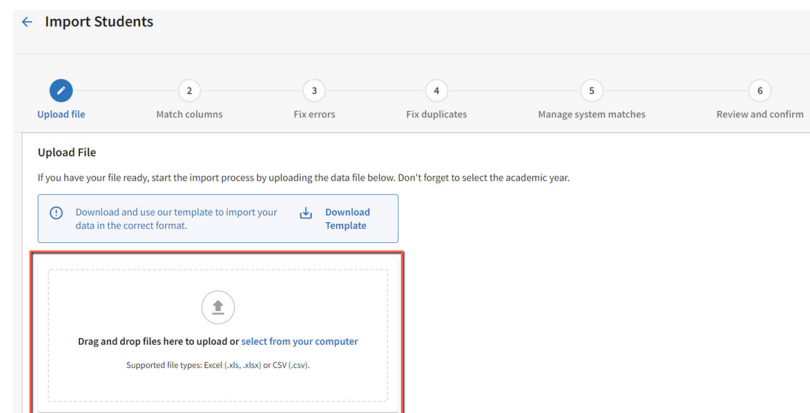
Some of the data needs to be added in a certain format for the student details to be uploaded. The table below shows the format that needs to be used:

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

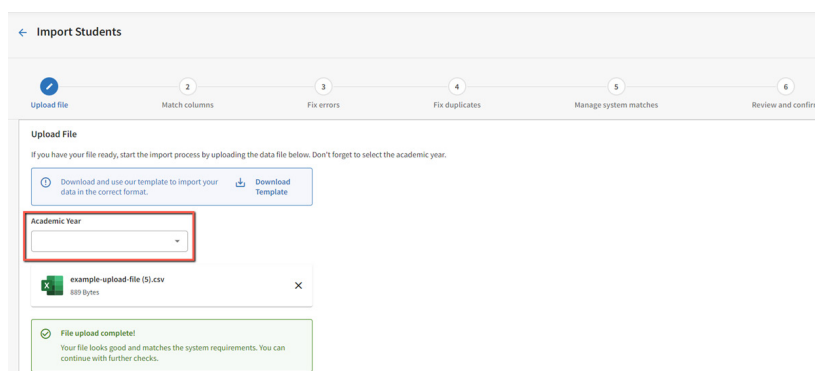
To upload your spreadsheet, go back into the **Students** section and select **Import Students**.



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.

← Import Students

1

2

3

4

5

6

Upload file

Match columns

Fix errors

Fix duplicates

Manage system matches

Review and confirm

Match columns

Please review the list of column matches below. The list of fields that you can import is on the left. Where we have identified a column in your spreadsheet that (or we think) contains this data is shown on the right.

✓ All match!

Your file matches the system requirements completely. You can continue with further checks.

← Import Students

1

2

3

4

5

6

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.

✓ All good!

We have found no errors in your file. Please continue.

← Import Students

1

2

3

4

5

6

Upload file

Match columns

Fix errors

Fix duplicates

Manage system matches

Review and confirm

Fix duplicates in your file

Review the duplicates and decide to keep or remove student data.

✓ All good!

We have found no duplicates in your file. Please continue.

← Import Students

1

2

3

4

5

6

Upload file

Match columns

Fix errors

Fix duplicates

Manage system matches

Review and confirm

Manage system matches

Review the matches between your upload and the existing system data

✓ All good!

We have found no matches in our system. Please continue.

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.

1

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).

1

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 the 'Fix duplicates in your file' step in the import process. It includes a progress bar with steps: Upload file, Match columns, Fix errors, Fix duplicates (current), Manage system matches, and Review and confirm. A warning message states: 'We have found duplicates in your file. Please review the duplicates and select "keep" or "remove" for each.' Below this is a table for 'Student 1' with columns: Year group, First name, Last name, Gender, Date of birth, View details, Keep, and Remove.

Year group	First name	Last name	Gender	Date of birth	View details	Keep	Remove
Year 2	Oliver	Brown	Not Provided	22 Dec 2010	<a href="#">View details</a>	<input type="radio"/>	<input type="radio"/>
Year 3	Oliver	Brown	Male	20 Dec 2010	<a href="#">View details</a>	<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 the 'Manage system matches' step in the import process. It includes a progress bar with steps: Upload file, Match columns, Fix errors, Fix duplicates, Manage system matches (current), and Review and confirm. A table shows 'Student 1' with columns: Academic Year, Year group, First name, Last name, Gender, and Date of birth. It 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

Is this the same student? ☐ Yes ☐ 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 2024-25; change their year group on the spreadsheet to Year 2; and then import it for the 2025-26 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.

Academic Year	Number of students
<a href="#">2023-24</a>	478
<a href="#">2022-23</a>	119
<a href="#">2021-22</a>	239

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

Students + Add student Export Import

InCAS migrating customers are Cambridge Insight 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.

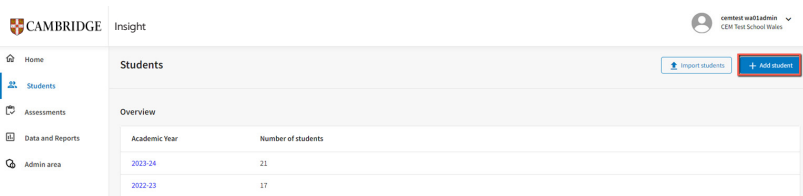
When you log in to your CPI platform and select **Students** from the left-hand side, you will see how many students' details we have migrated to the new platform for each academic year.

Academic Year	Number of students
<a href="#">2023-24</a>	478
<a href="#">2022-23</a>	119
<a href="#">2021-22</a>	239

## 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**.

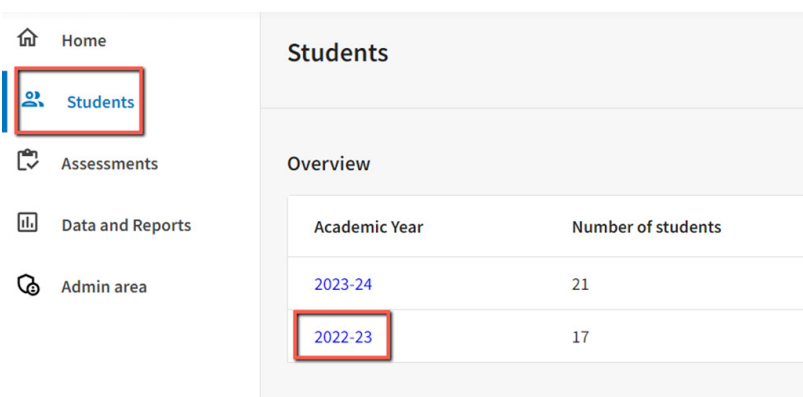
Please note, Academic Year, Year Group, First Name, Gender and Date of Birth are all mandatory fields.

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

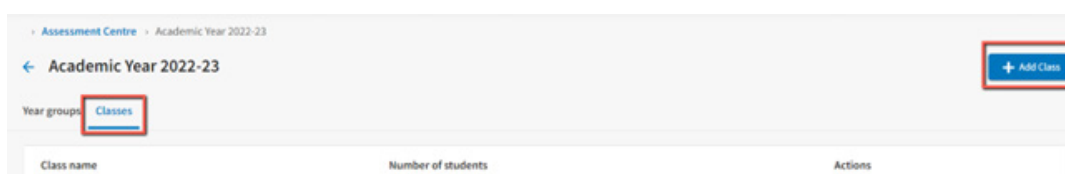
## Adding a new class

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

X

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 Cambridge Insight assessments, select **Students**. This will display the academic year and the number of students currently added to that year.

Home

Students

Assessments

Data and Reports

Admin area

Students

Overview

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.

### Viewing students by year group

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**. Select the year group you would like to view by clicking on the blue text.

Students > Academic Year 2023-24

Academic Year 2023-24

Import students

Add students

Year groups

Classes

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

You can change the order of the displayed students by clicking one of the column headers. You can search by students in the 'Search for a student' boxes.

Students - Academic Year 2023-24 - Year 3

Search for a student:

Class	First name	Last name	Gender	Date of birth	MIS ID/Student code
MISL 24	Alexander	MISL	Male	01 Dec 2003	1
Class 3	Aria	Phillips	Female	20 Jan 2020	1
MISL 24	Bergman	MISL	Not Provided	22 Jul 2020	1
Unaffiliated	Dennis	Dennis	Female	23 Apr 2017	MIS012845
CYP 3687 Class3	EJ193 CYP 3687		Male	18 Jan 2004	1
CYP 3687 Class3	EJ193 CYP 3687		Female	27 Feb 2020	1
CYP 3687 Class3	EJ193 CYP 3687	Yodanis	Male	30 Nov 2020	1
CYP 3687 Class3	EJ193 CYP 3687	Yodanis	Male	9 May 2020	1
MISL 24	Elizabeth	MISL	Female	22 Jan 2027	1
MISL 24	Gubelka	MISL	Female	28 Jan 2020	1

Items per page: 10 1 - 10 of 10

## Viewing students by class

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.

Students - Academic Year 2023-24

Year groups:

Class name	Number of students	Actions
Appli	2	<input type="button" value="Edit"/>
Class 1	15	<input type="button" value="Edit"/>
Class 2	10	<input type="button" value="Edit"/>
Class 3	1	<input type="button" value="Edit"/>
Class 4	1	<input type="button" value="Edit"/>
Class 5	0	<input type="button" value="Edit"/>
Class 6	1	<input type="button" value="Edit"/>

You can change the order of the displayed students by clicking on one of the column header. You can search by students in the 'Search for a student' boxes

Students - Academic Year 2023-24 - Class 1

Search for a student:

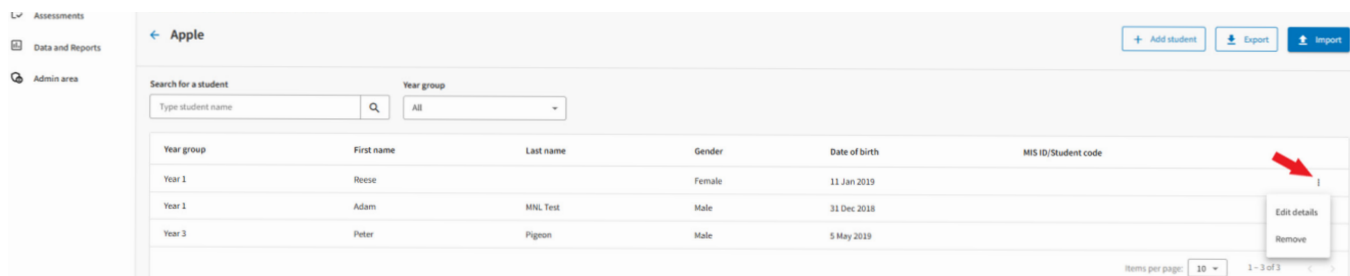
Year group	First name	Last name	Gender	Date of birth	MIS ID/Student code
Year 1	Alexander	Not Provided		15 Feb 2024	1
Year 1	Leah	Alexander	Female	20 Dec 2017	1
Year 1	Olivia	Brown	Female	20 Dec 2018	1
Year 1	Lily	Cole	Female	22 Dec 2017	1
Year 1	Natalie	Gonzalez	Female	25 Dec 2017	1
Year 1	Lacey	Graham	Female	31 Dec 2017	1
Year 1	Hadley	Gulley	Female	24 Dec 2017	1
Year 1	Jack	Henderson	Male	18 Nov 2017	1
Year 1	Maya	Hayes	Female	29 Dec 2017	1
Year 1	Liam	Johnson	Male	28 Apr 2018	MIS073112

Items per page: 10 1 - 10 of 10

# Amending student Information

## Editing and Removing Individual Students' details

When you have located the student(s) whose details need to be amended/removed select the 3 dots next to their name.



Select the option to **Edit Details** or **Remove**

If Editing Details, be sure to select the **Submit** button to effect the changes.

If removing student details, you will be asked to confirm the deletion.

Please contact our Customer Service Team

1. You need to remove details of a student that has already been assigned to assessment.
2. If you need to update the date of birth of a student that has already completed one or more CPI modules.

## Bulk amending students' details

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:

Assessments				<a href="#">Submit results</a>
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	

	Home
	Students
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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.

Cambridge Primary Insight 2023-24											<a href="#">Submit results</a>	<a href="#">Settings</a>	<a href="#">Assessment Link</a>	<a href="#">Select Students</a>
15-11 / 01 Jul 2023 - 31 Dec 2024														
Students Passwords														
Search for a student											Year group			
Type student name											All			
											Class			
											All			
<input type="checkbox"/>	First name	Last name	Year group	Class	Date of birth	Arithmetic	Developed Ability	Mathematics	Reading	Spelling				
<input type="checkbox"/>	Simon	Jones	Year 1	Unallocated	08 Dec 2018	Pending	Pending	Pending	Pending	Pending				
<input type="checkbox"/>	Charlie	Jacobs	Year 2	Unallocated	01 Oct 2018	Pending	Pending	Pending	Pending	Pending				
											Items per page: 10 1 - 2 of 2			



## 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

Students Passwords

Search for a student: [Type student name] [Search]

Year group: [All] Class: [All]

	First name	Last name	Year group	Class	Date of birth	Password
<input type="checkbox"/>	Simon	Jones	Year 1	Unallocated	08 Dec 2018	V8H0VNCZ
<input type="checkbox"/>	Charlie	Jacobs	Year 2	Unallocated	01 Oct 2018	10CC8CGW

Items per page: 10 1 - 2 of 2

## Assigning students to the assessment

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

Home Students Assessments Data and Reports Admin area

Assessments

Assessment	Phase status	Phase & testing period	Students added
Cambridge Attitudes Insight 2024-25 Ages 5-11	Open	Attitudes Testing Window 01 Aug 2024 - 31 Aug 2025	0
Cambridge Primary Insight 2024-25 Ages 5-11	Open	CPI Testing Window 01 Aug 2024 - 31 Aug 2025	0

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

Cambridge Primary Insight 2022-23

Submit results Assessment Link **Select Students**

Students Passwords

Search for a student: [Type student name] [Search]

Year group: [Year 2, Year 6] Class: [All]

This will provide a list of students that you can assign to the assessment.

You can search for individual students, filter the students by year group or class or change the order of the displayed students by selecting one of the column headers.

Search for a student: [Type student name] [Search]

Year group: [All] Class: [All]

2 students selected

	First name	Last name	Year group	Class	Date of birth
<input checked="" type="checkbox"/>	Adam	MNL Test	Year 1	Apple	31 Dec 2018

If the student has already been assigned to 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 assigned to 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. After you have selected the students you want to assign to assessment, click **Confirm Selection** in the bottom right of the screen. You will then be asked to confirm if you are done with selecting students.

<input type="checkbox"/>	First name ↑	Last name	Year group	Class	Date of birth
<input checked="" type="checkbox"/>	Adam	MNL Test	Year 1	Apple	31 Dec 2018
<input type="checkbox"/>	Addison	Reed	Year 2	Class 1	24 Dec 2017
<input type="checkbox"/>	Alaa	Altamimi	Year 2	Class 2	03 Jul 2018
<input type="checkbox"/>	Alice	Smith	Year 2	Class 1	20 Dec 2018
<input type="checkbox"/>	Allyyah	Wallace	Year 2	Class 1	03 Jul 2018
<input type="checkbox"/>	Ally	Apple	Year 1	Bridge	12 Dec 2018
<input checked="" type="checkbox"/>	Barry	Allen	Year 6	Unallocated	17 Jul 2014
<input type="checkbox"/>	Billy	Bean	Year 1	Bridge	01 Jan 2019
<input checked="" type="checkbox"/>	Bobby	Beetle	Year 1	Bridge	02 Feb 2019
<input type="checkbox"/>	CEMTEST002		Year 6	Unallocated	07 Mar 2024

Items per page: 10 1 - 10 of 68

Cancel Confirm selection

After confirming you have completed the selection of students to be assigned to assessment, the page will update immediately. You will see that the students just assigned to assessment show **Pending** for all the CPI modules available. Their passwords are also now available in the **Passwords** tab.

First name ↑	Last name	Year group	Class	Date of birth	Arithmetic	Developed Ability	Mathematics	Reading	Spelling
Bobby	Beetle	Year 1	Bridge	02 Feb 2019	Pending	Pending	Pending	Pending	Pending

Items per page: 10 1 - 1 of 1

## Accessing the Password

**Important:** Before you run the assessment, check that all the students you want to assess are assigned to the assessment.

1. Select the relevant assessment from the assessment page:

Assessments				Submit results
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	

- On the next screen, you will be presented with the details of the students that have already been assigned to the assessment. If a student appears to be missing, please follow the instruction for Assigning students to an assessment on page 17.

Cambridge Primary Insight 2022-23 Open

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

Students Passwords

Search for a student  Year group  Class

	First name	Last name	Year group	Class	Date of birth	Arithmetic	Developed Ability	Mathematics	Reading	Spelling
<input type="checkbox"/>	William	Robertson	Year 4	Class 2	02 Dec 2013	Pending	Pending	Pending	Pending	Pending
<input type="checkbox"/>	Henry	Campbell	Year 4	Class 2	21 Oct 2011	Pending	Pending	Pending	Pending	Pending
<input type="checkbox"/>	Charlotte	Stevenson	Year 4	Class 2	20 Dec 2013	Pending	Pending	Pending	Pending	Pending

- 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

Students Passwords

Search for a student  Year group  Class

	First name	Last name	Year group	Class	Date of birth	Password
<input type="checkbox"/>	Theodore	Macdonal	Year 3	Class 3	20 Nov 2010	EQJQL7VT
<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	MQVGDQC
<input type="checkbox"/>	Theodore	Macdonald	Year 3	Class 3	20 Nov 2010	BM358HOD

- 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

To download the passwords for specific student(s) only, please tick the box next to their name before selecting **Download**.

Cambridge Primary Insight 2022-23 Open

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

Students Passwords

Search for a student  Year group  Class

3 rows selected

	First name	Last name	Year group	Class	Date of birth	Password
<input checked="" type="checkbox"/>	Theodore	Macdonal	Year 3	Class 3	20 Nov 2010	EQJQL7VT
<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	MQVGDQC
<input checked="" type="checkbox"/>	Theodore	Macdonald	Year 3	Class 3	20 Nov 2010	BM358HOD

## Accessing the Assessment Link

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

The screenshot shows the 'Cambridge Primary Insight 2022-23' interface. At the top right, there are three buttons: 'Submit results', 'Assessment Link' (highlighted with a red box), and 'Select Students'. Below these buttons, there are tabs for 'Students' and 'Passwords'. A search bar for a student is present, followed by dropdown menus for 'Year group' (set to 'Year 4') and 'Class' (set to 'All'). Below the search bar is a table with columns for 'First name', 'Last name', 'Year group', 'Class', 'Date of birth', 'Arithmetic', 'Developed Ability', 'Mathematics', 'Reading', 'Spelling', and an empty column. The table contains three rows of student data, all with 'Pending' status in the subject columns.

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.

The screenshot shows two parts of the assessment access process. On the left is the 'Assessment link' dialog box, which displays a URL: 'cem-asl.cambridge.org/assess/pass:'. Below the URL is a 'Copy URL' button. A warning message states: 'Make sure you download and distribute passwords to students before sharing the assessment link with them.' At the bottom of the dialog are links for 'CEM Software Licensing' and 'CEM Font Licensing', and a 'Close' button. On the right is the password entry screen, which says 'Please enter your password to access the assessment.' It has a 'Password' label, a password input field with a toggle icon, and a 'Get started' button. A note at the bottom says: 'If you need help with access, contact your assessment administrator.'

## Manually returning results

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

The screenshot shows the 'Cambridge Primary Insight 2022-23' interface. At the top right, there are three buttons: 'Submit results' (highlighted with a red box), 'Assessment Link', and 'Select Students'. Below these buttons, there are tabs for 'Students' and 'Passwords'. A search bar for a student is present, followed by dropdown menus for 'Year group' (set to 'All') and 'Class' (set to 'All').

You will use this if the system is unable to save results back to Cambridge Insight automatically.

When you click on **Submit results**, you will have the option to drag and drop the file.

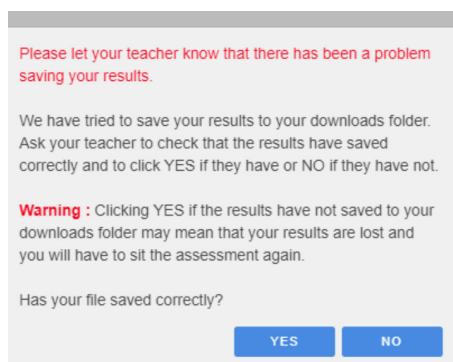
The screenshot shows the 'Submit results' dialog box. It has a title bar with a close button. Inside, there is a large dashed box representing a file upload area. Above the box is a trash can icon. Below the box, it says 'Drag and drop file here or select from your computer'. Underneath that, it lists 'Supported file types: XML (.xml), text (.txt), CSF (.csf)'. At the bottom of the dialog are 'Cancel' and 'Submit' buttons.

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 Cambridge Insight. This usually happens because:

- Loss of internet connectivity
- The Firewall / filtering is blocking communications with Cambridge Insight'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:

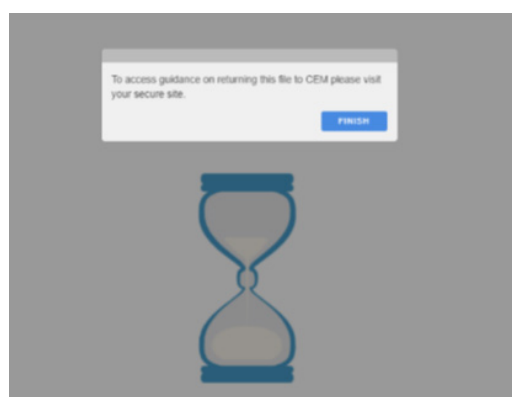


We call this the *save failover* process. The invigilator needs to check the .CSF file has correctly saved to the 'Downloads' folder.

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 Cambridge Insight.

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:

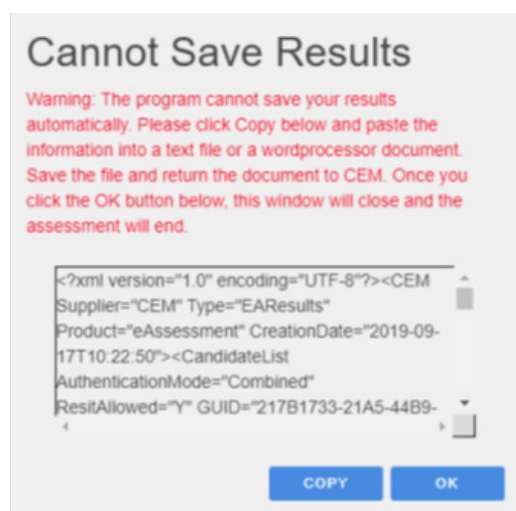


If the file has NOT saved correctly, the invigilator should click **NO**, and the system will attempt to save the results again.

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.

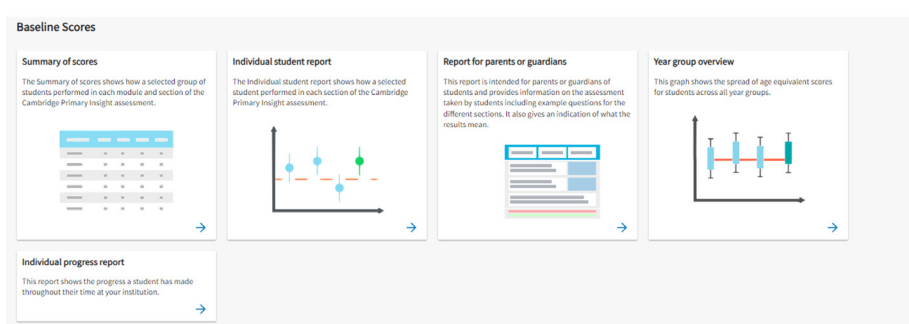
# Data and Reports

## Data and Reports overview

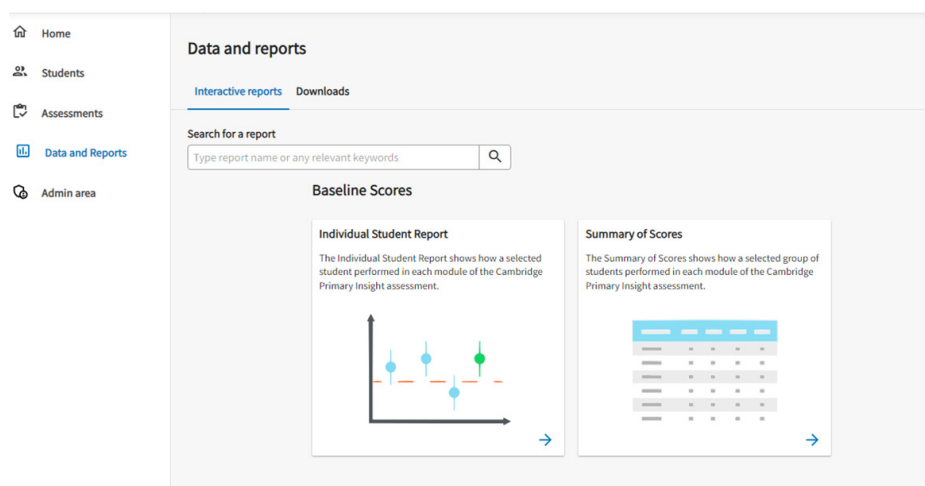
The data and reports page will display different reports depending on whether your school has the **Core** or **Plus** package.

There are five reports available in the Plus package:

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

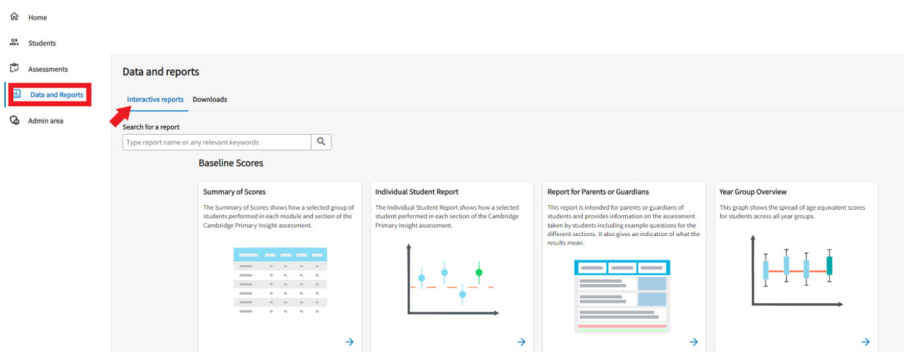


There are 2 reports available in the Core package:

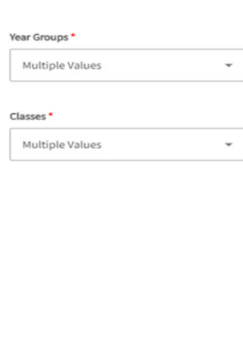


# Viewing and downloading individual and group PDF reports

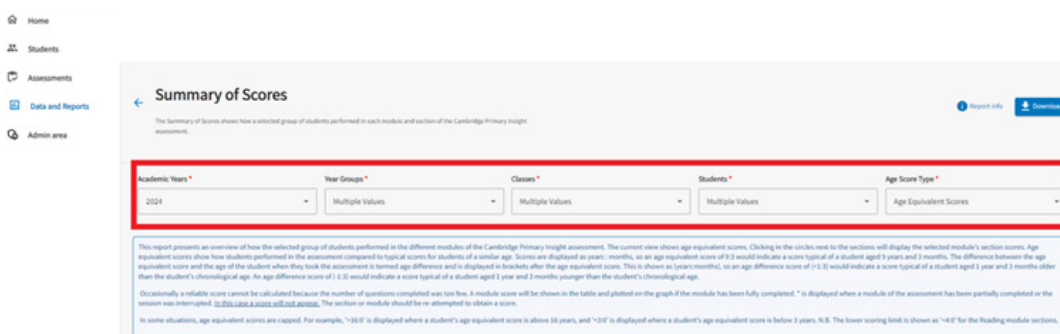
1. Select the Data and Reports section and the Interactive reports tab. Choose the report you would like to view and or download by clicking on the blue arrow on the report.



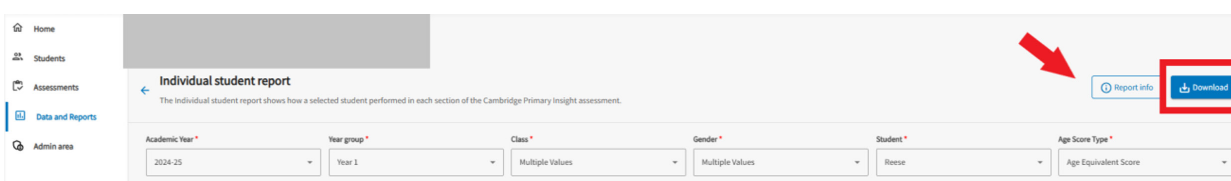
2. You will be presented with filter fields for the report chosen.



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.



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.
6. To request a download select 'Download' in the top right of the screen.





7. You will have the option to download the currently displayed report or a zipped file of PDFs for all students in the year group displayed. Provide a filename and select 'Submit'.

Download report

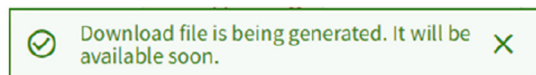
**Request PDF download for current view**  
Request to download a PDF file containing the view currently shown on screen. Your file will be available on the 'Downloads' tab when it is ready.

**Request PDF download for the selected year group(s)**  
Request to download a zip file containing PDF files for students in the selected year group(s). Your file will be available on the 'Downloads' tab when it is ready.

Filename \*  
Year 2 Individual Student Reports

Cancel Submit

8. A message will display, confirming your download request.



9. To view the status and download your requested document(s), please select **Data and Reports**, the **Downloads** tab and **Download** for the report required.

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

Initiated User: camtestuser04@cambridge.org  
Current Institution: CEM Test School England No 1  
Initiated by: Ann Kelly

**Data and reports**

Interactive Reports Downloads

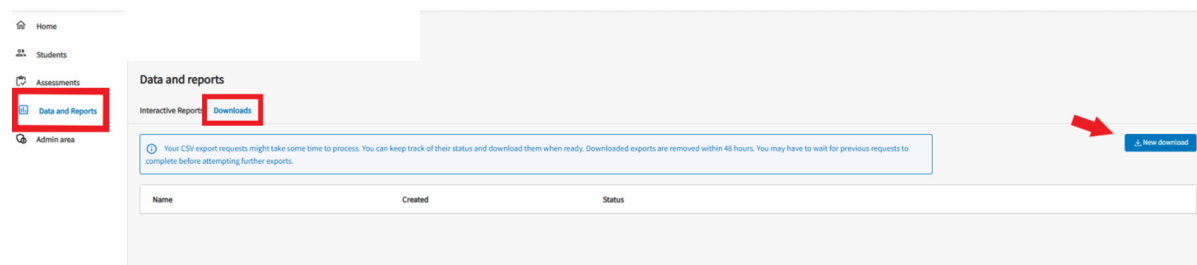
Your CSV export requests might take some time to process. You can keep track of their status and download them when ready. Downloaded exports are removed within 48 hours. You may have to wait for previous requests to complete before attempting further exports.

Name	Created	Status	Download
Year 2 Individual Student Reports	21 November 2024, 09:49	Ready	Download
Year 3 Individual Student Reports	21 November 2024, 09:44	Ready	Download

## Downloading All Scores data as a CSV

To download your scores data as a CSV file, please follow these steps:

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



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

**New export** ×

Academic Year \*

2024

Export Type \*

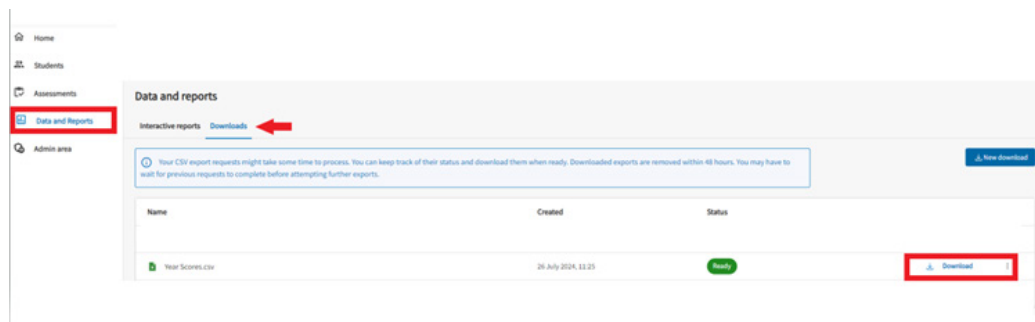
Scores

Filename \*

Year Scores

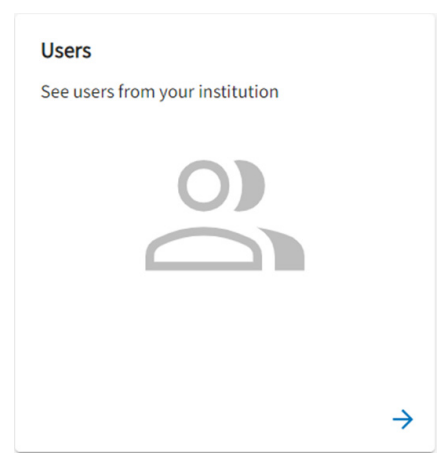
Submit

3. When available, your All Scores CSV file can be downloaded from the Downloads tab of the Data and Reports section.



# 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:

Admin area > Users and permissions

<

Users and permissions

First Name	Last Name	Email	Role	Status
No users to display				

To add additional users, please send their name and email address to [cem@cambridge.org](mailto:cem@cambridge.org).