CAMBRIDGE

Cambridge Primary Insight

Guide

2025-26

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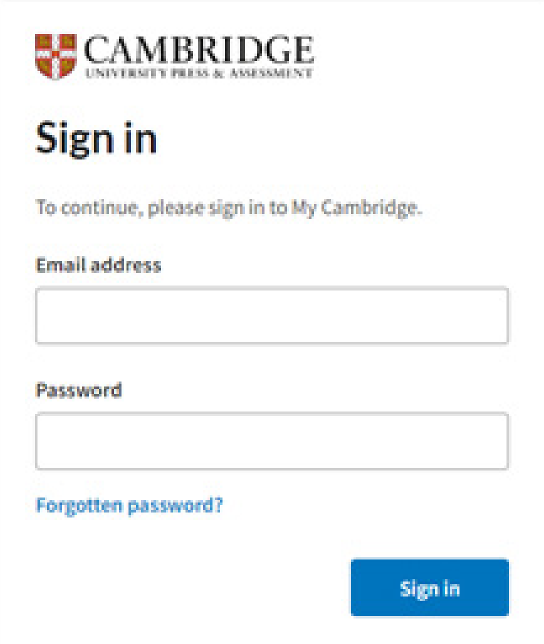
cambridge.org/insight/primary-insight

Contents

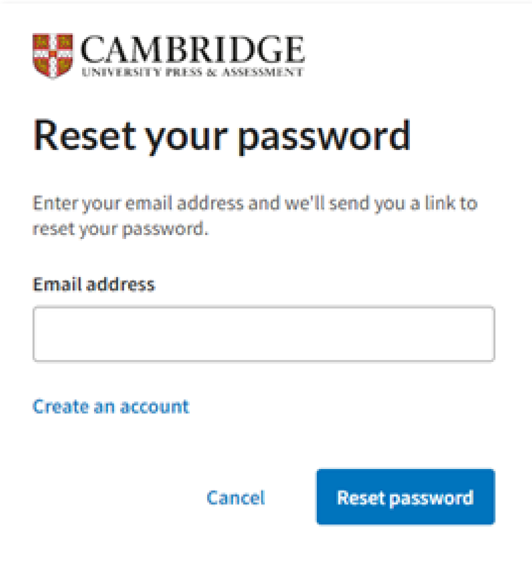
Logging in

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.



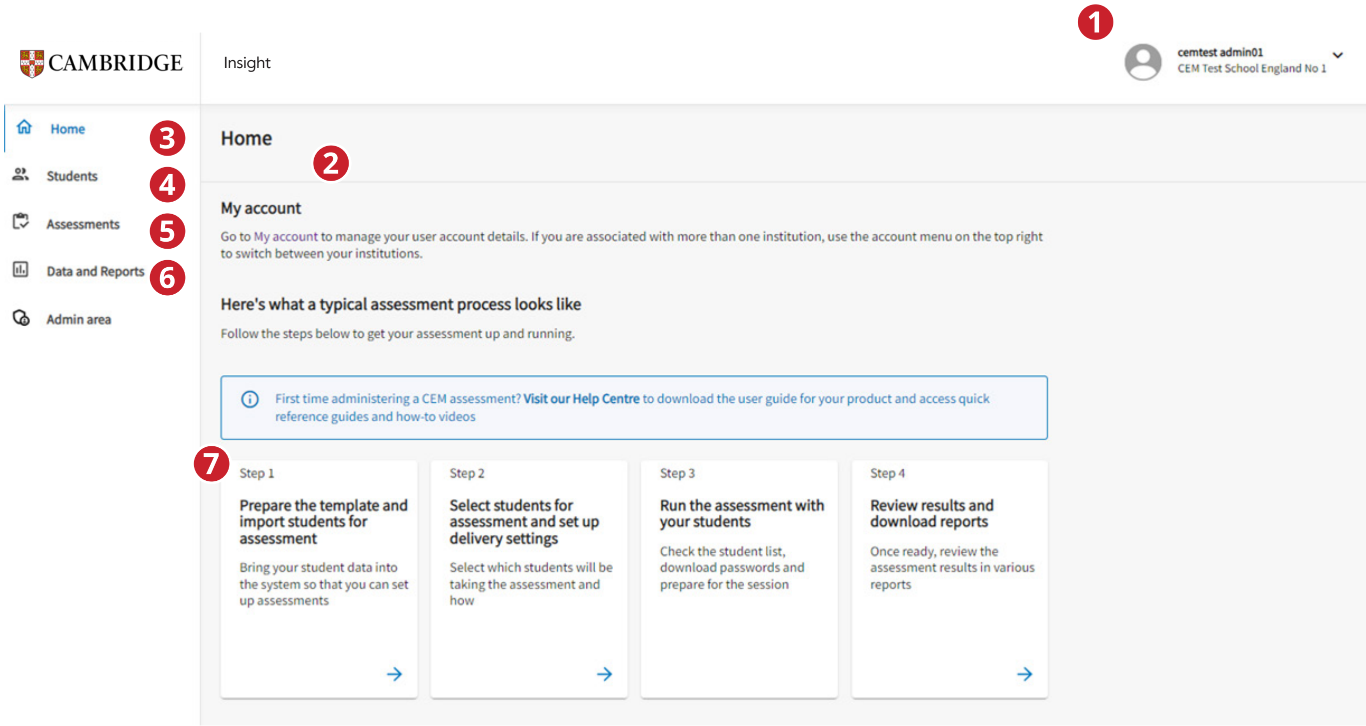
If you have forgotten your password, click the **Forgotten password** link, enter the email address linked to your account and click **Reset password**. You will then receive an email with further instructions.



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

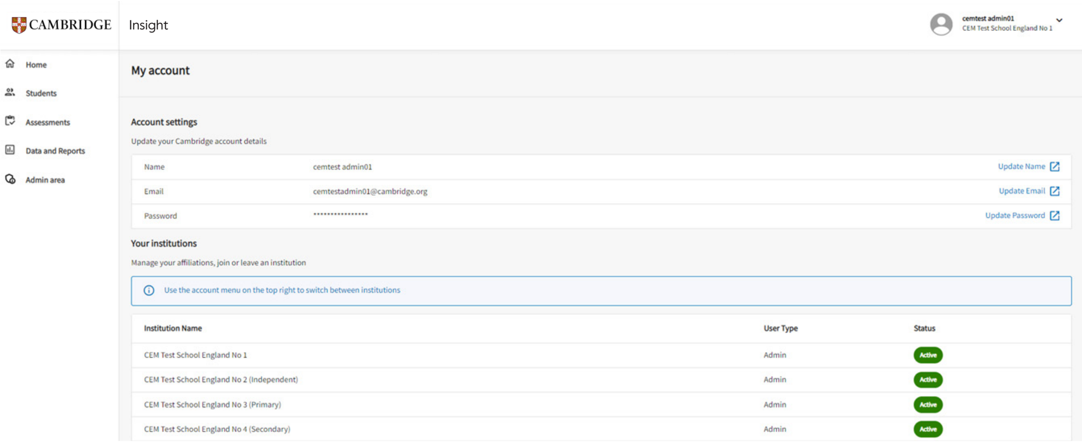


Managing your account

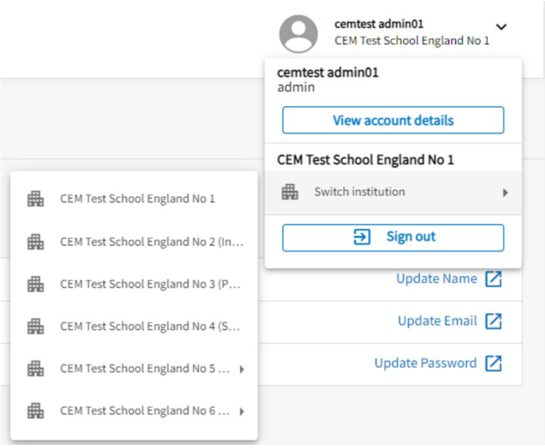
In the **My account** section, you'll be able to view and update the following:

- 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.



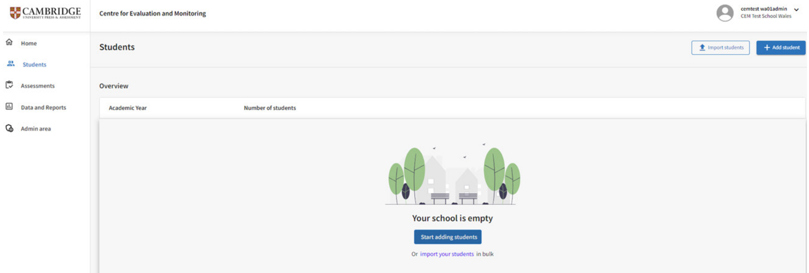
To move to a different institution, click on your name in the top right of the screen and this will open the account menu. Move your cursor over **Switch institutions** and select the relevant institution.



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:

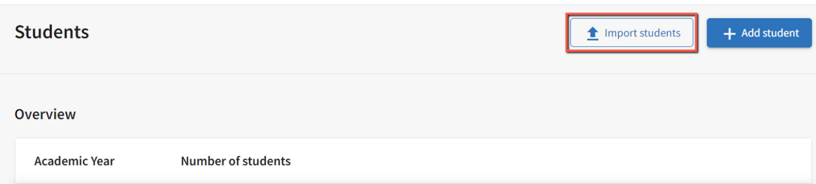


You can add students individually by clicking **Start adding students** or + **Add student**. You can also bulk-add students by clicking **import your students** or **import students**.

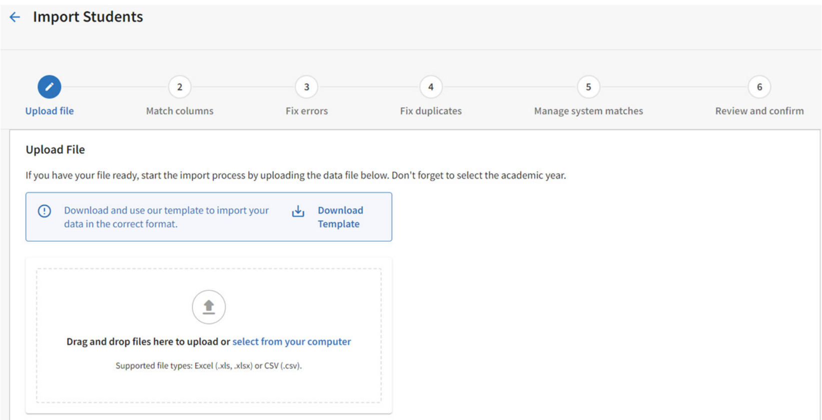
Uploading student details using a spreadsheet

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.

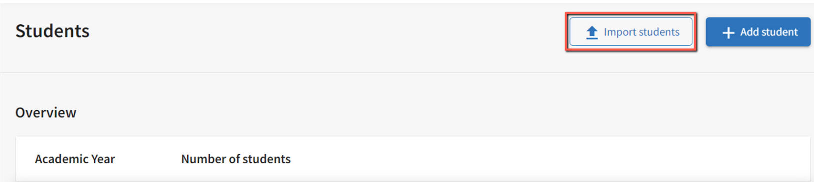
Year group	Class	First name	Last name	Gender	Date of birth	MIS ID/Student code	Unique Pupil Number	Scottish Candidate Number	Unique Candidate Identifier	Unique Learner Number	Send	Eal
Year 3	Class 1	Oliver	Brown	M	20/12/2010							
Year 3	Class 2	James	Wilson	M	21/01/2011							
Year 3	Class 2	Elijah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

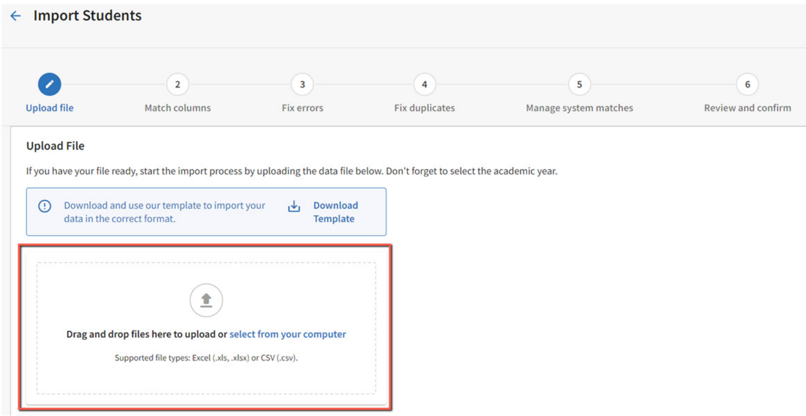
Some of the data needs to be added in a certain format for the student details to be uploaded. The table below shows the format that needs to be used:

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

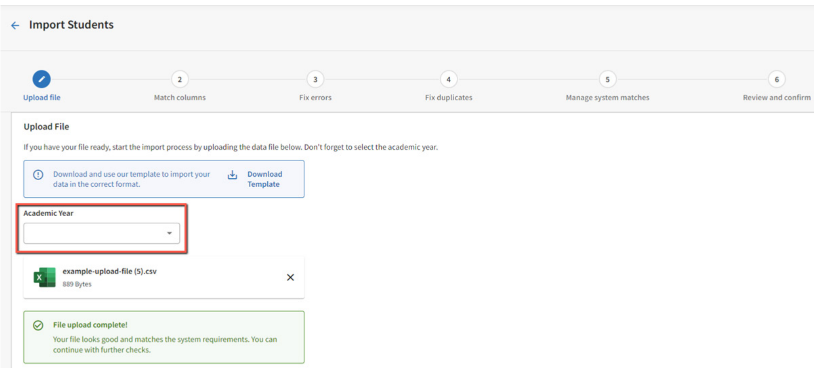
To upload your spreadsheet, go back into the **Students** section and select **Import Students**.



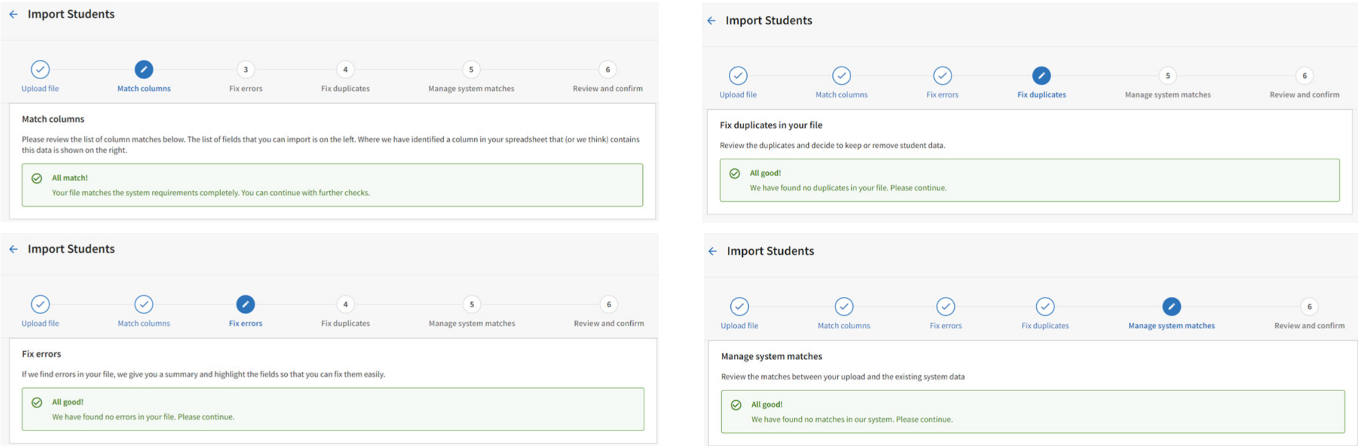
1. Upload your saved file by following the instructions to drag and drop, or upload your file from your computer.



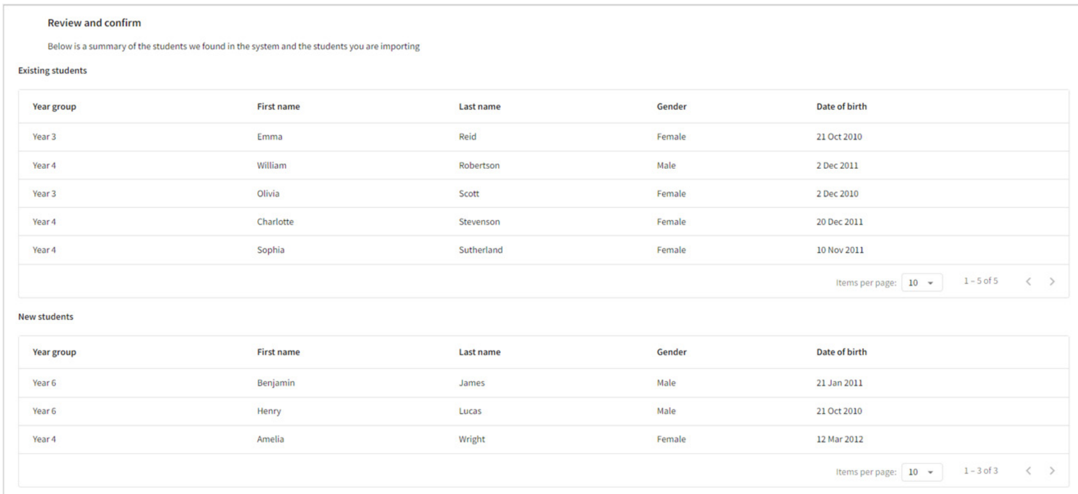
2. You will see the message in green below. Select the correct Academic Year from the drop-down menu and click **Continue**.



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

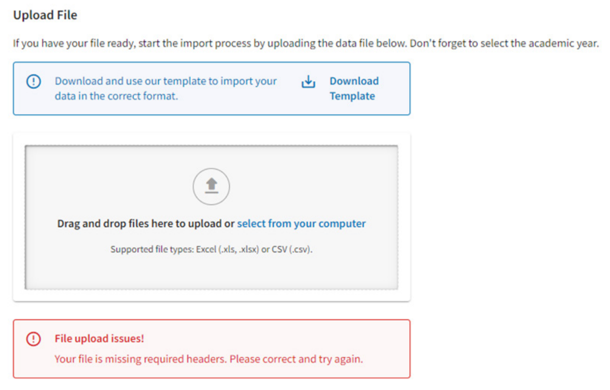
Items per page: 10 1 – 3 of 3

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

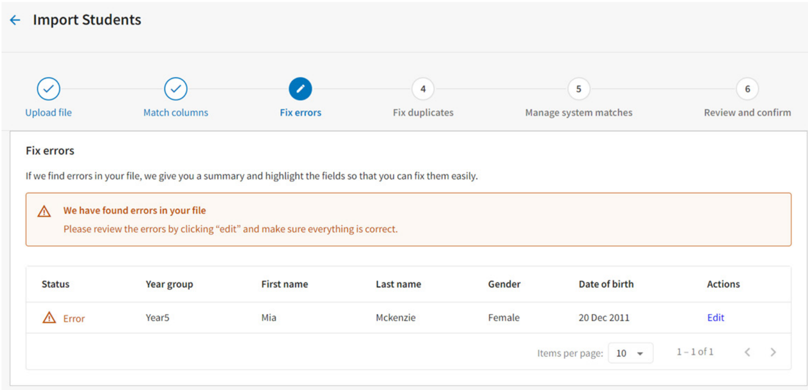
If an error occurs at any point during the checks, you will see an error message.

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.

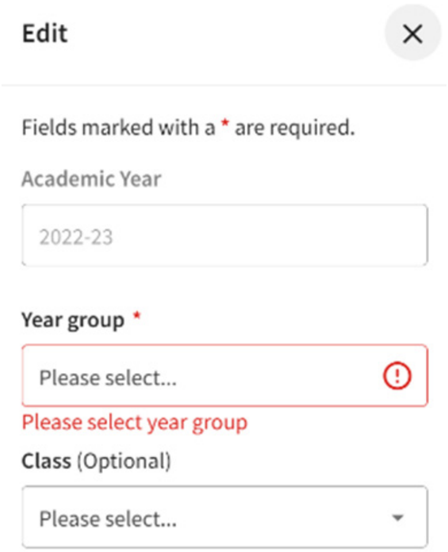


Fix Errors Section

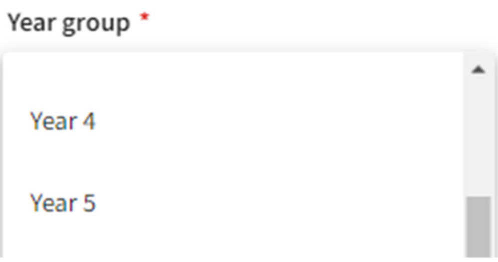
An error message will appear in the **Fix error** section if the value within the columns doesn't match the format on the platform. If you see an error message in this section, click on the **Edit** link to see where the error has occurred.



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



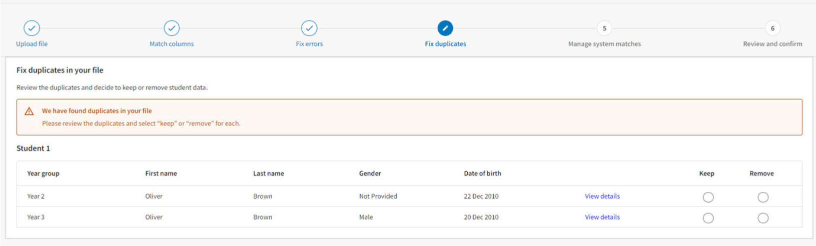
Clicking the **red !** will provide correct options:



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

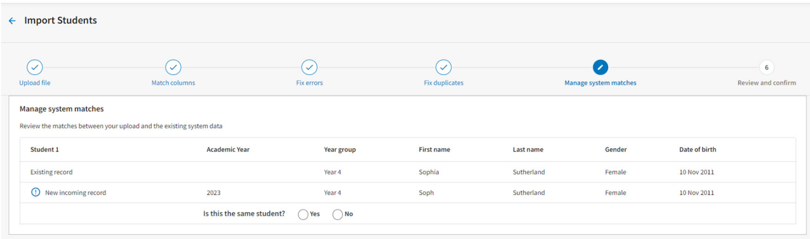
Fix Duplicates section

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.



Manage system matches

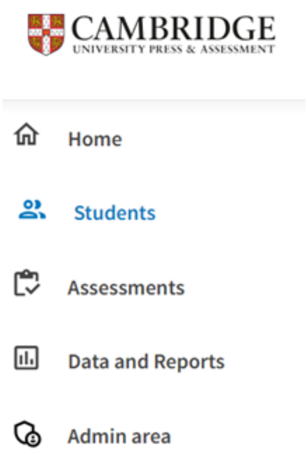
If your spreadsheet contains a student that has similar details to one already uploaded to the system, you will be asked if it is the same student. By selecting **No** you will create a new entry onto the system. If you select **Yes**, then, the student details on the system will be updated with the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



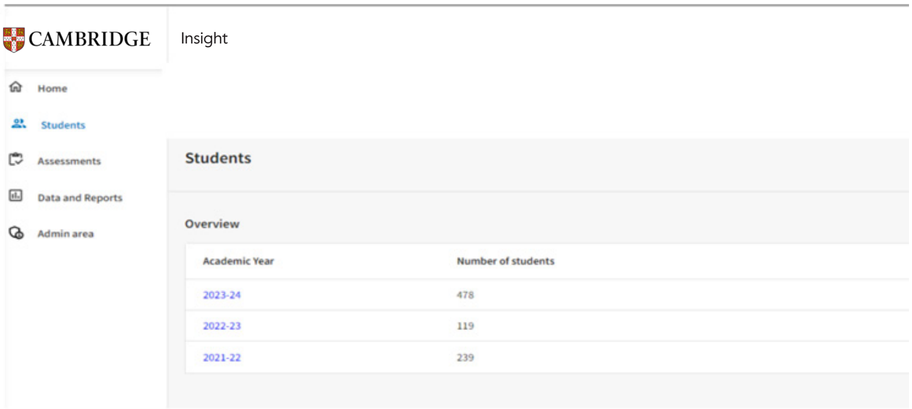
Using the Export function to import students already in the system

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.

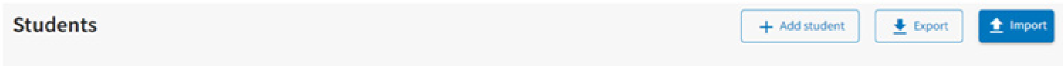
Go to the **Students** tab on the home page.



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 Cambridge Insight schools that have used InCAS in any of the assessment years below:

2020-21

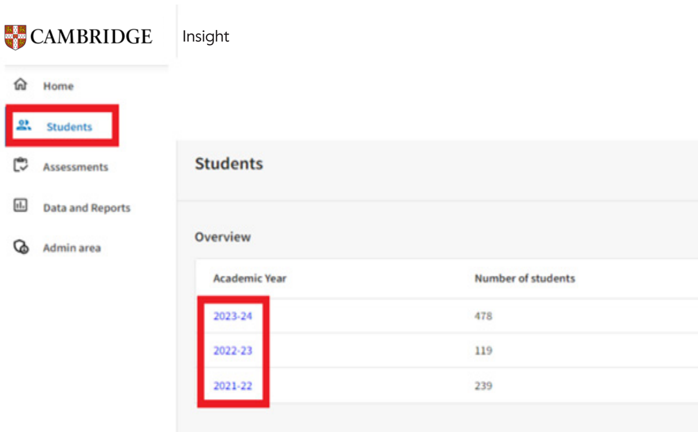
2021-22

2022-23

2023-24

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

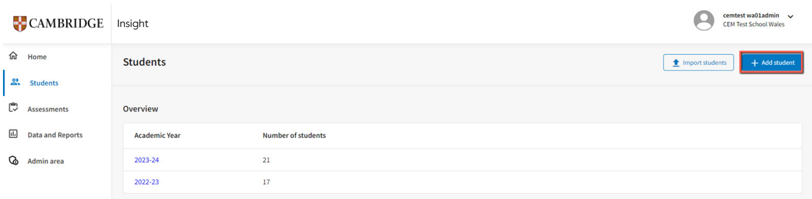
When you log in to your CPI platform and select **Students** from the left-hand side, you will see how many students' details we have migrated to the new platform for each academic year.



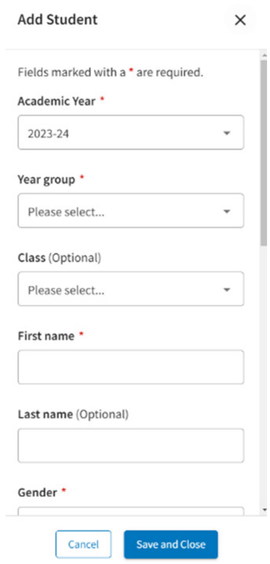
Adding new student details manually

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**.

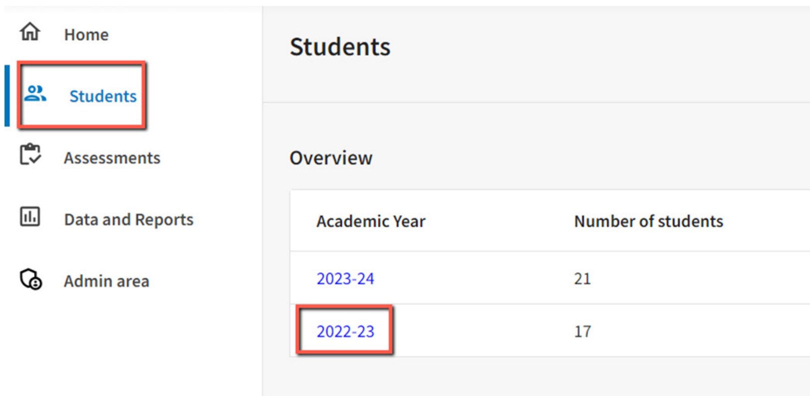
Please note, Academic Year, Year Group, First Name, Gender and Date of Birth are all mandatory fields.

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

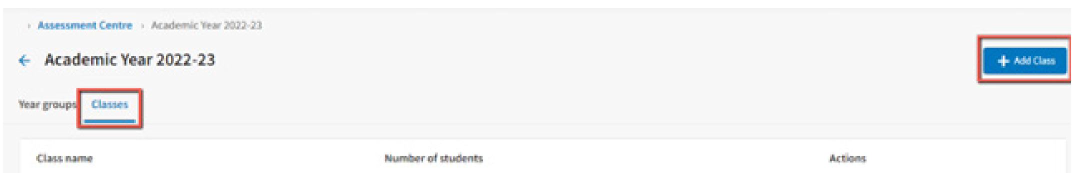
Adding a new class

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.

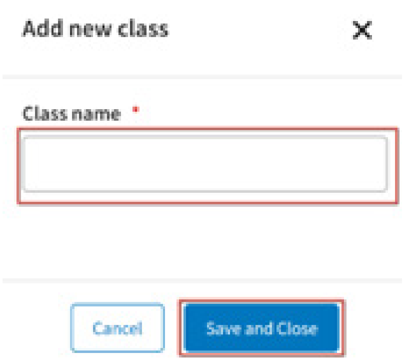
From the **Student** sections, click on the relevant Academic Year:



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



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



Viewing existing students on the system

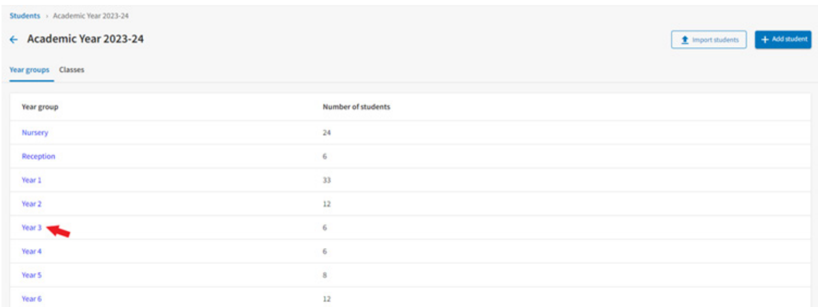
To view the number of students already added to the system for all Cambridge Insight assessments, select **Students**. This will display the academic year and the number of students currently added to that year.

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

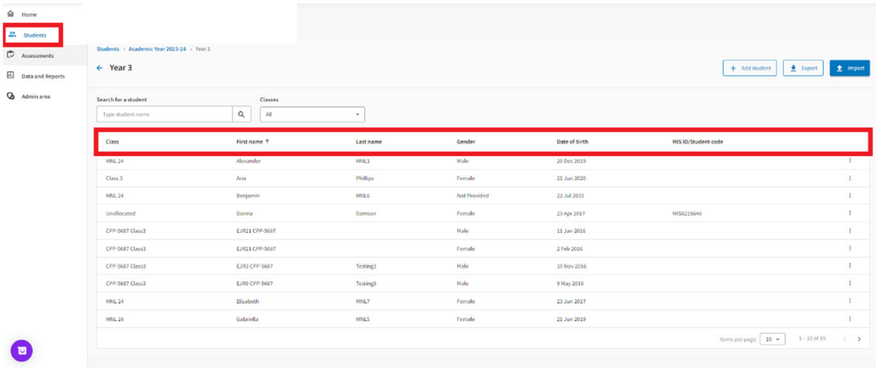
Viewing students by year group

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.

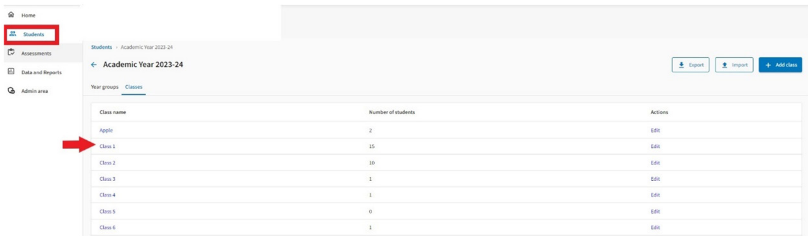


You can change the order of the displayed students by clicking one of the column headers. You can search by students in the ‘Search for a student’ boxes.

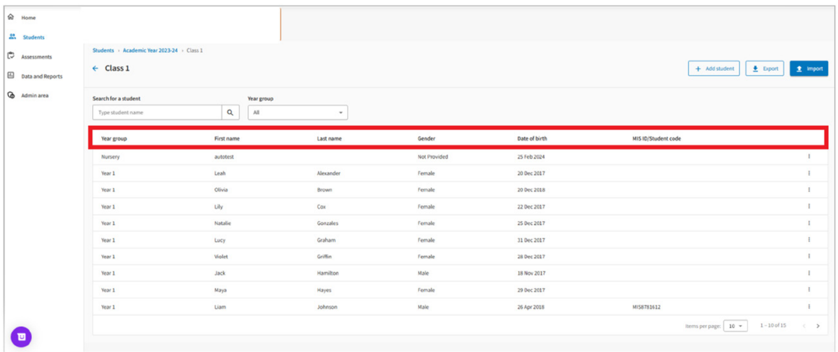


Viewing students by class

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.



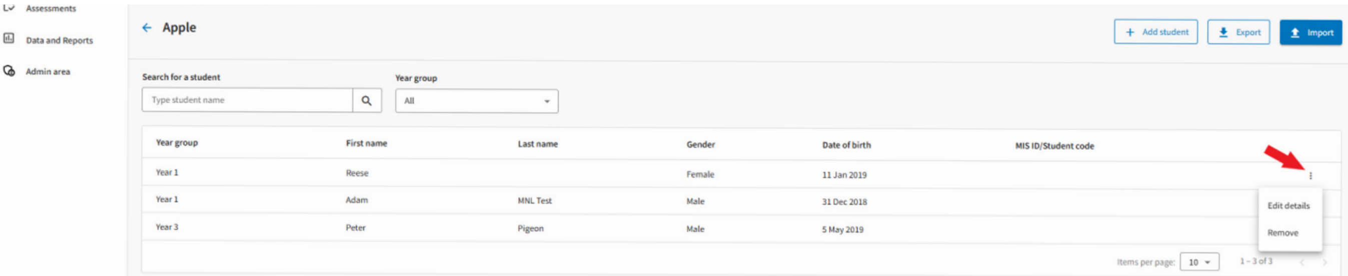
You can change the order of the displayed students by clicking on one of the column header. You can search by students in the ‘Search for a student’ boxes



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.

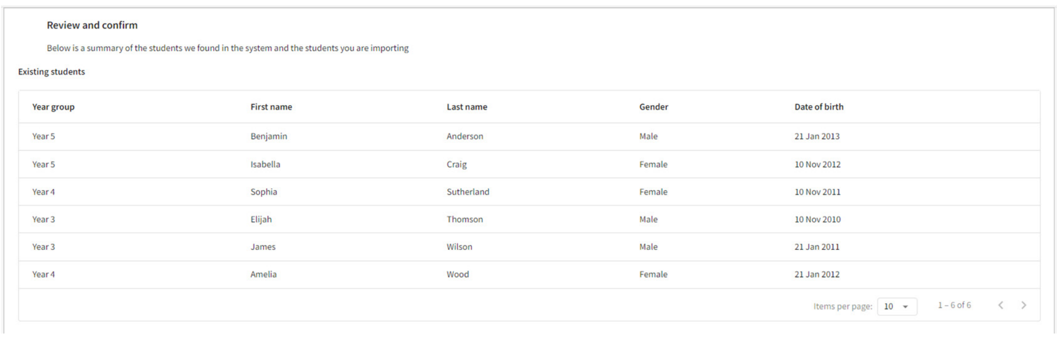
Please contact our Customer Service Team

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

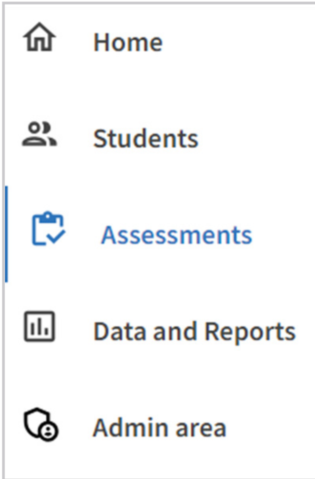
Existing students

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

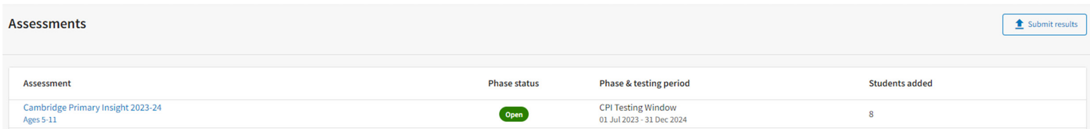
Phase Status: There are three phases that identify if the assessment is available.

- 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.

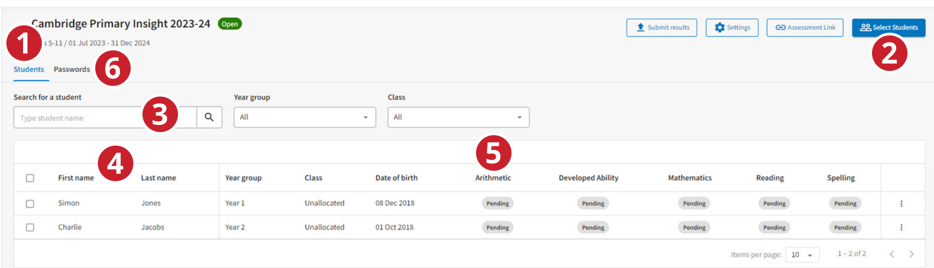
We display this in the following format:



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.

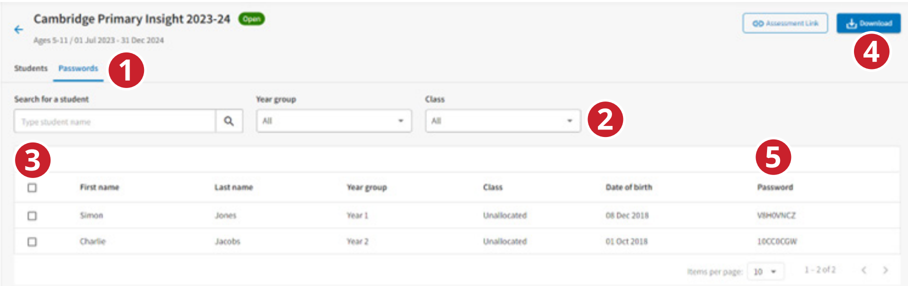
Students tab

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.



Passwords Tab

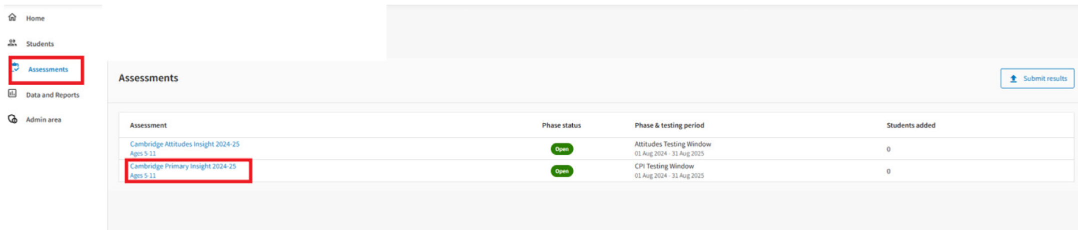
1. Select the **Passwords** tab to view and download student password(s).
2. Search for the password(s) of student(s), year group(s) and class(es) that have already been assigned to the assessment.
3. Tick the box(es) to select the student(s) you would like to download password(s) for.
4. Select to download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



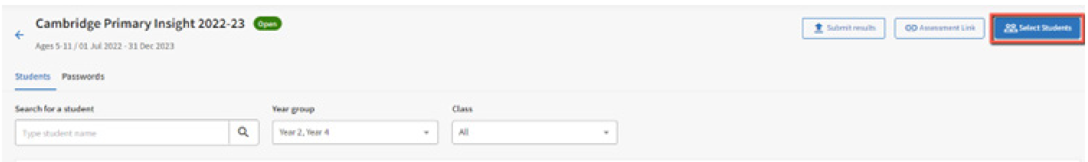
Assigning students to the assessment

After students have been added to the platform they will need to be assigned to an assessment.

Select the assessment from the **Assessments** page:

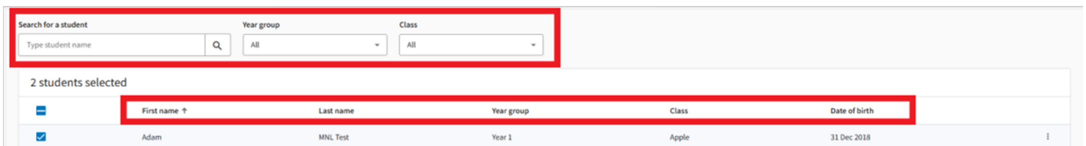


Click on **Select Students** in the top right corner.



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

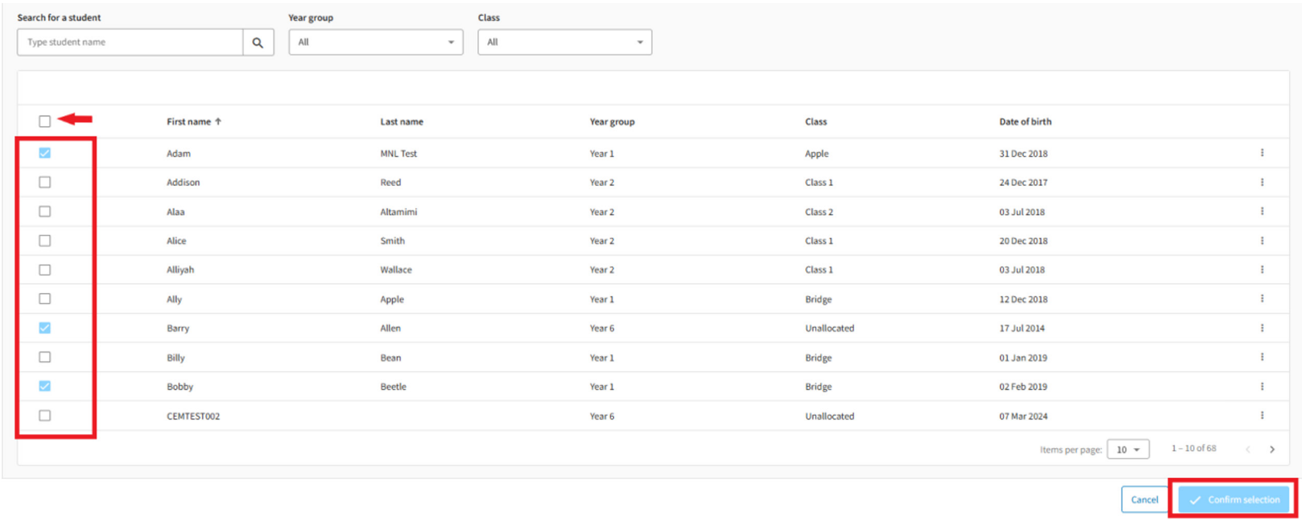
You can search for individual students, filter the students by year group or class or change the order of the displayed students by selecting one of the column headers.



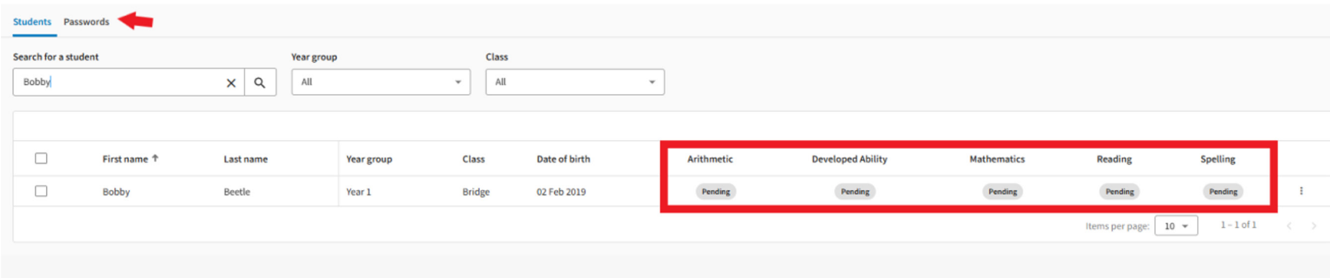
If the student has already been assigned to the assessment, the check box next to their name will appear light blue with a white tick.

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.



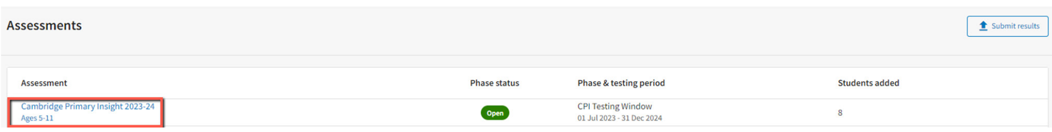
After confirming you have completed the selection of students to be assigned to assessment, the page will update immediately. You will see that the students just assigned to assessment show **Pending** for all the CPI modules available. Their passwords are also now available in the **Passwords** tab.



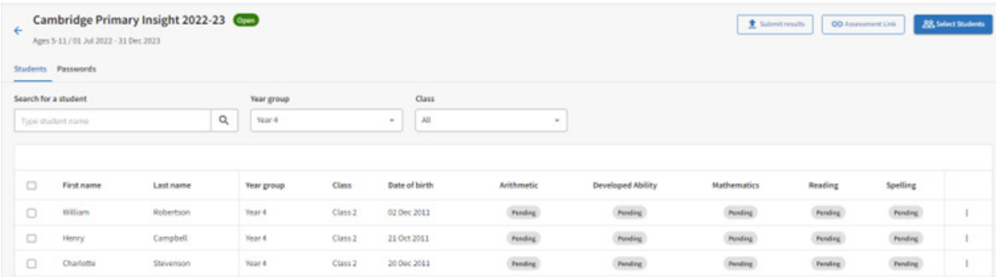
Accessing the Password

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

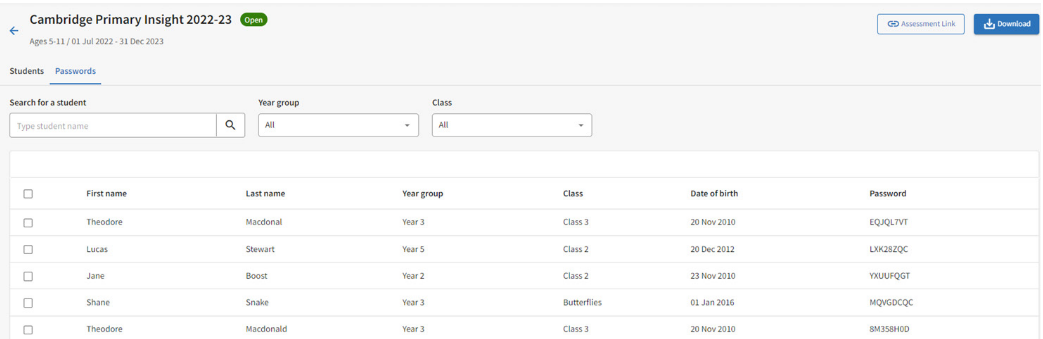
1. Select the relevant assessment from the assessment page:



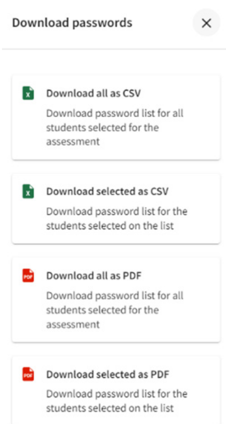
2. On the next screen, you will be presented with the details of the students that have already been assigned to the assessment. If a student appears to be missing, please follow the instruction for Assigning students to an assessment on page 17.



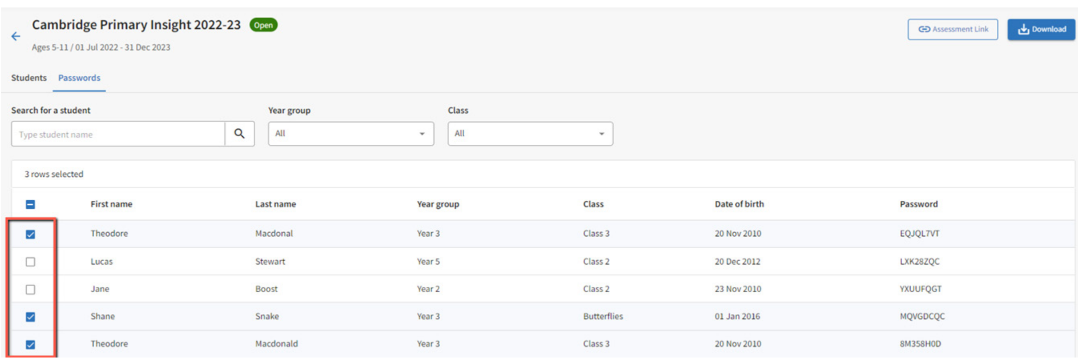
3. Select the **Passwords** tab to view the unique password for each student.



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:

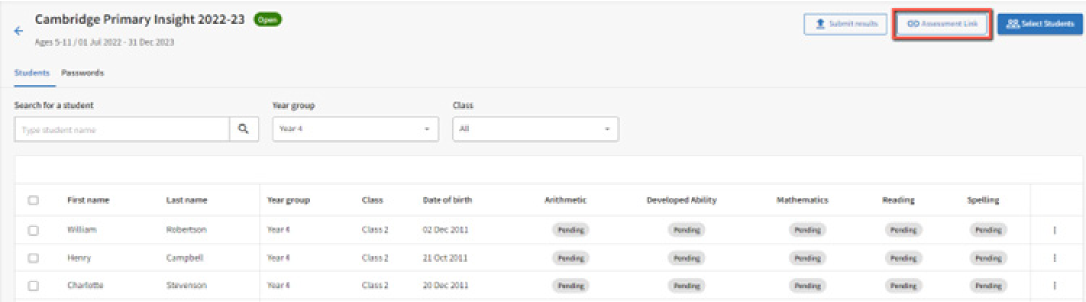


To download the passwords for specific student(s) only, please tick the box next to their name before selecting **Download**.



Accessing the Assessment Link

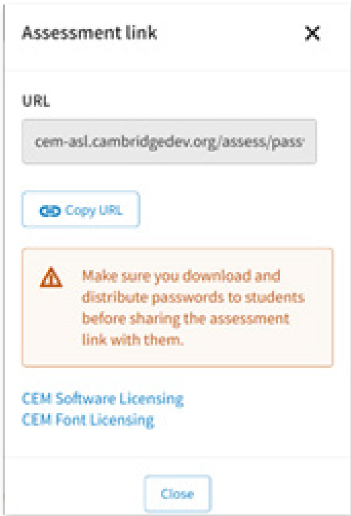
Click on the **Assessment Link**, accessible on either the **Students** or **Passwords** tab.

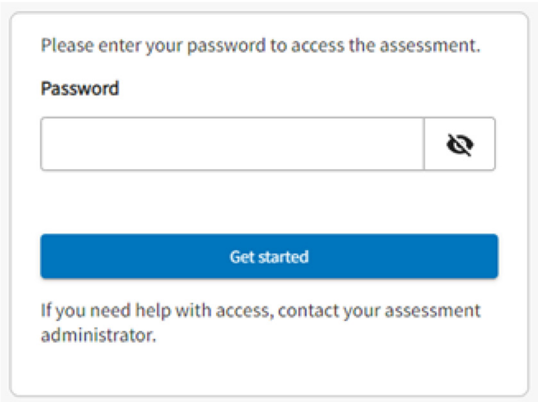


On the next screen, select **Copy URL** and **Close**.

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

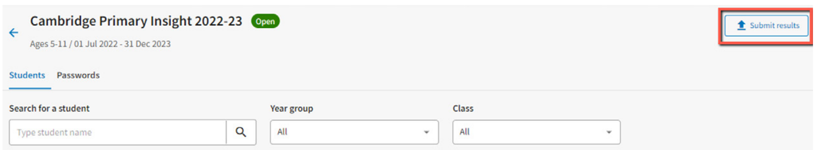
The student will need to enter their password when they click to access the link.



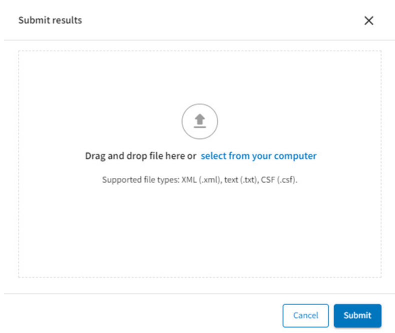


Manually returning results

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

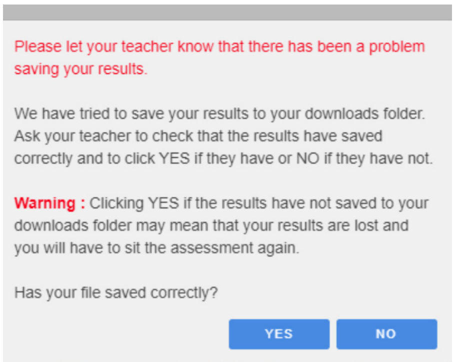


Once you drag and drop the file, click **Submit**, and the results will be processed.

Sometimes the system is unable to save results back to 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:

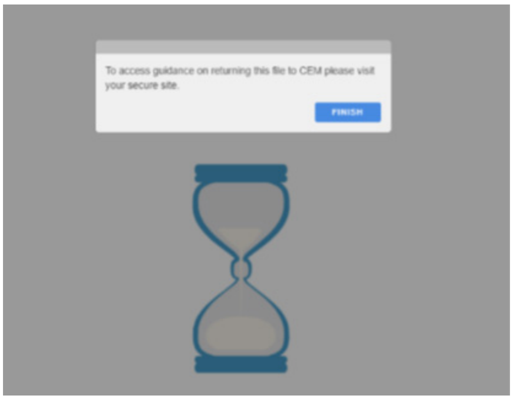


We call this the *save failover* process. The invigilator needs to check the .CSF file has correctly saved to the 'Downloads' folder.

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:

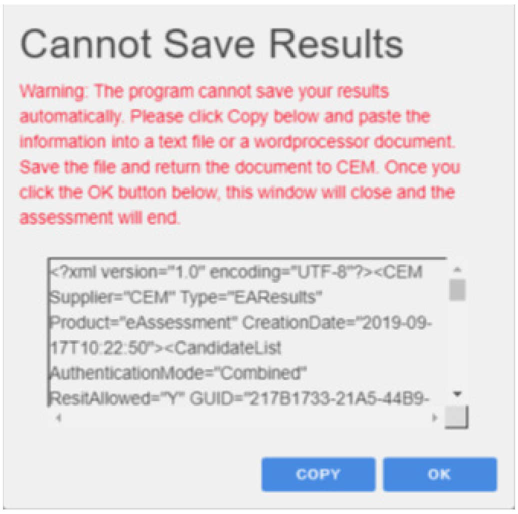


If the file has NOT saved correctly, the invigilator should click **NO**, and the system will attempt to save the results again.

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).

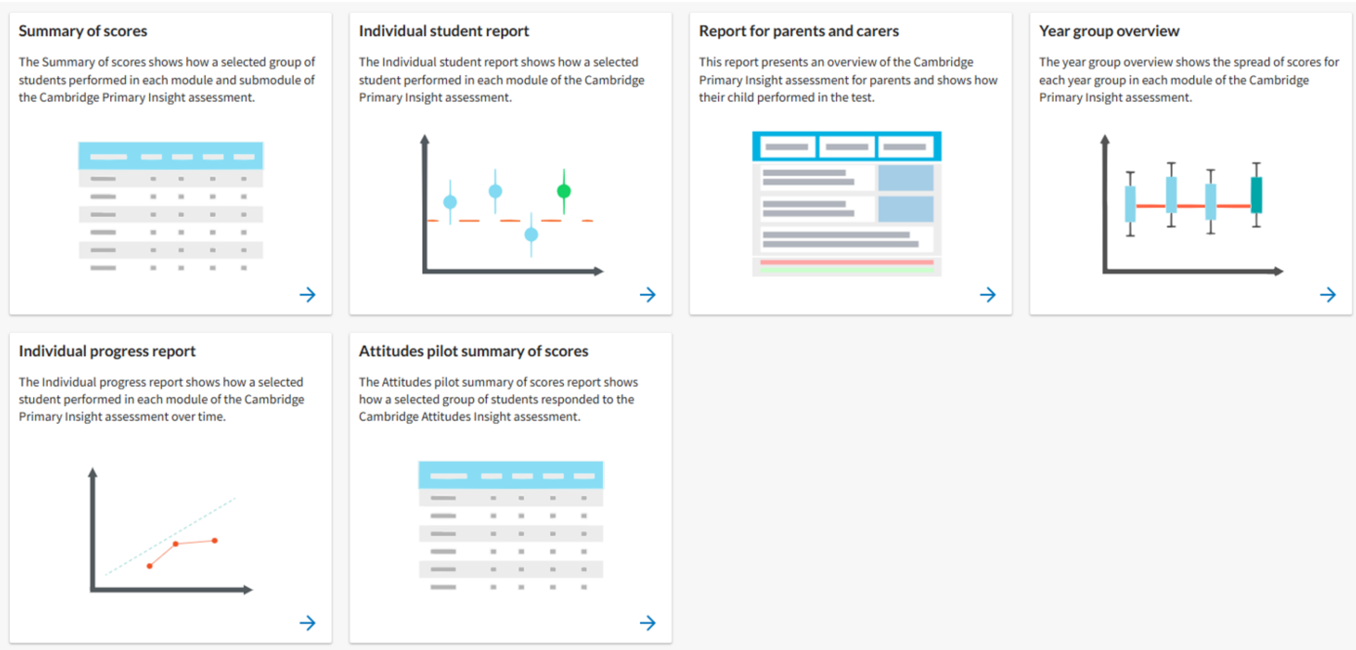
To turn off retake functionality, repeat the above steps, selecting the 'Do not allow' radio button.

Data and Reports

Data and Reports overview

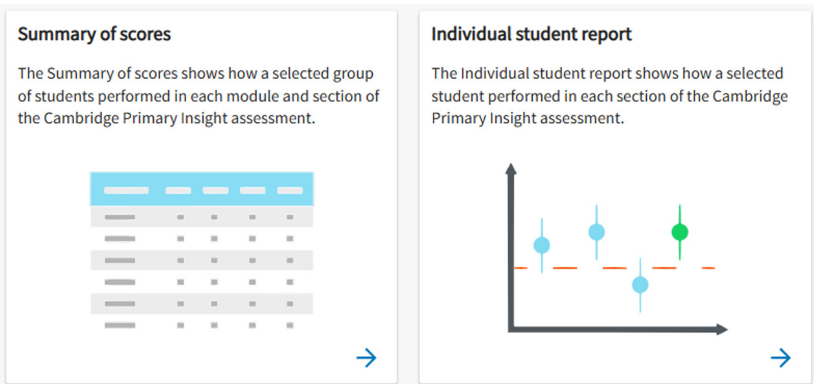
If you are a **Plus** package customer, you will have access to the five reports below:

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



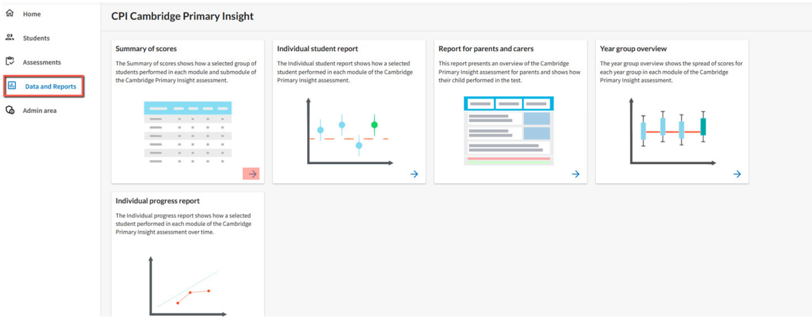
Our **Core** package users have access to two reports:

- Summary of Scores
- Individual student report

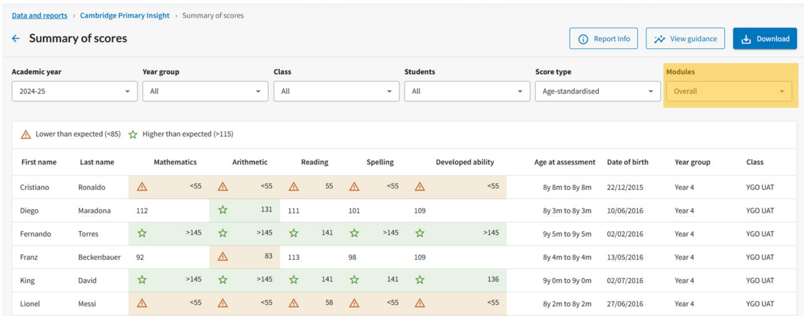


Viewing, filtering and downloading your reports

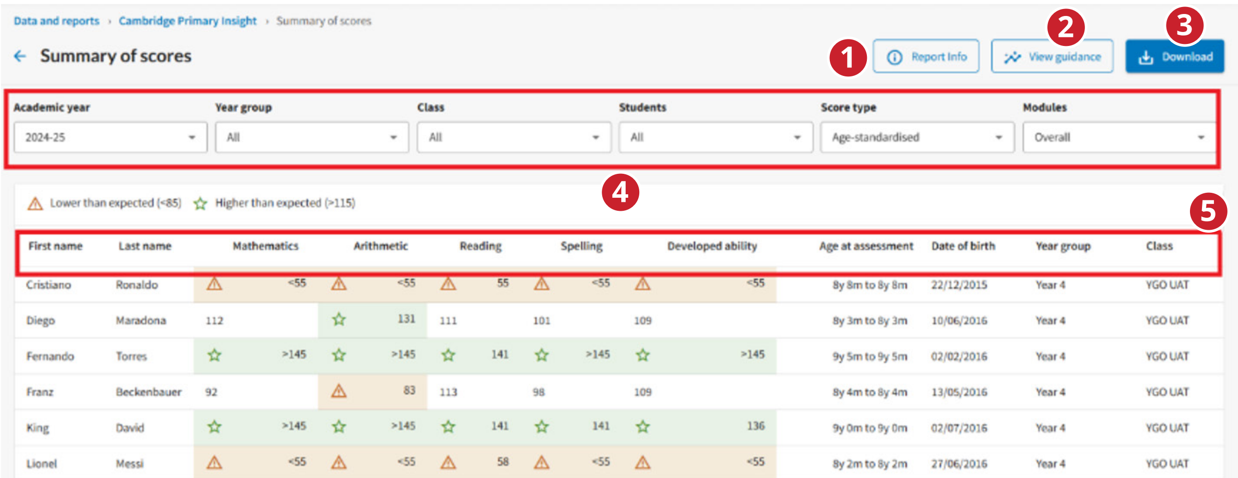
1. Select **Data and Reports** and click on the blue arrow of the report you would like to view or download.



2. Your chosen report will display immediately. Note: The option to view **Modules** is only available to **Plus** customers



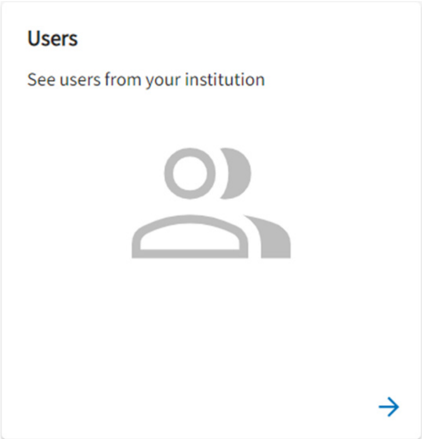
3. Select the corresponding button 1-5 as follows.



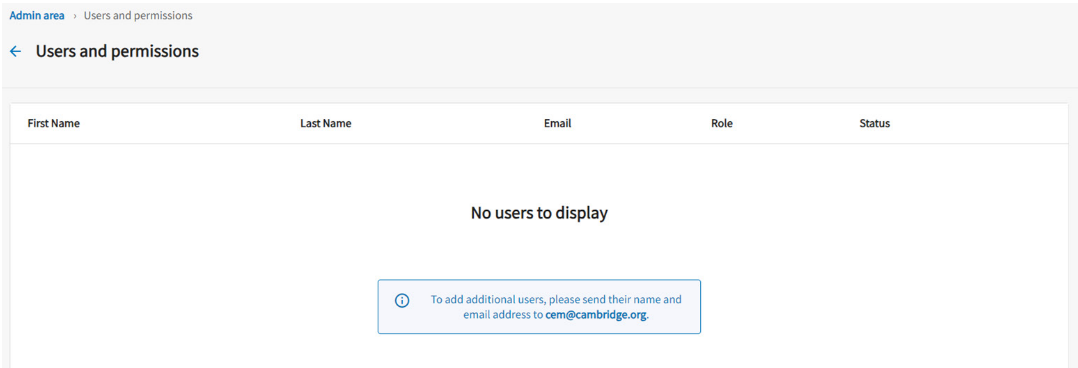
1. Select **Report Info** for help with understanding the terms used in your reports.
2. **Plus** customers can select **View Guidance** for teaching and learning ideas and activities to support the children in your classroom. Please see the **Appendix** at the end of this guide for further information on this feature.
3. Select to download the report displayed to your device.
4. Choose from the drop down menus to filter by **Academic Year**, **Year Group**, **Class** and **Student**. Select **Score Type** to display **Age Standardised or Age Equivalent** scores. In the **Summary of Scores report**, **Plus** customers can display section scores by selecting the **Age Equivalent** score type and then choosing from the modules available.
5. You can change the order of the report data displayed by clicking on a column header.

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:



Appendix

Teaching and Learning Guidance

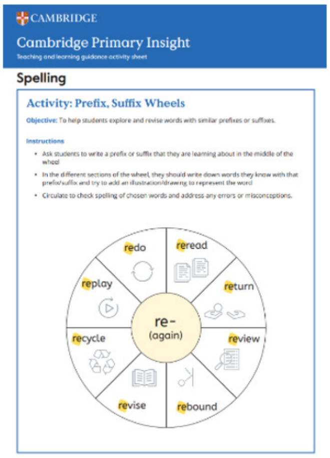
If you're a Plus user, you'll find our teaching and learning guidance included as part of your package. If you currently have the Core package, you won't be able to see the teaching and learning guidance. To upgrade to Plus and unlock this feature, please email insight@cambridge.org

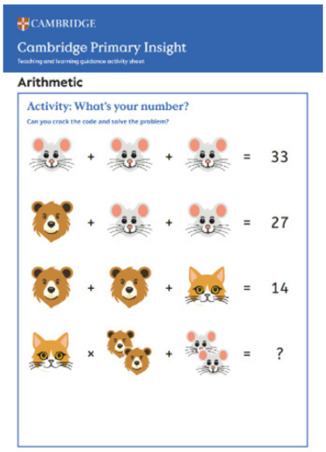
What does the Teaching and Learning Guidance look like?

We've added evidenced-based teaching and learning ideas and activities to our high-quality baseline assessment data reporting. This will help you to work smarter and more efficiently to support the children in your classroom.

The teaching and learning guidance includes links to worksheets, activity instructions, online activities and research articles. We've highlighted strategies that are particularly effective for English as an Additional Language (EAL) learners and included extra resources to support your own professional development. These are designed to be incorporated into your existing lesson plans and schemes of learning.

Example activities:





How is it organised?

Your students' baseline assessment scores have been used to group the students into four capability bands in each assessment module:

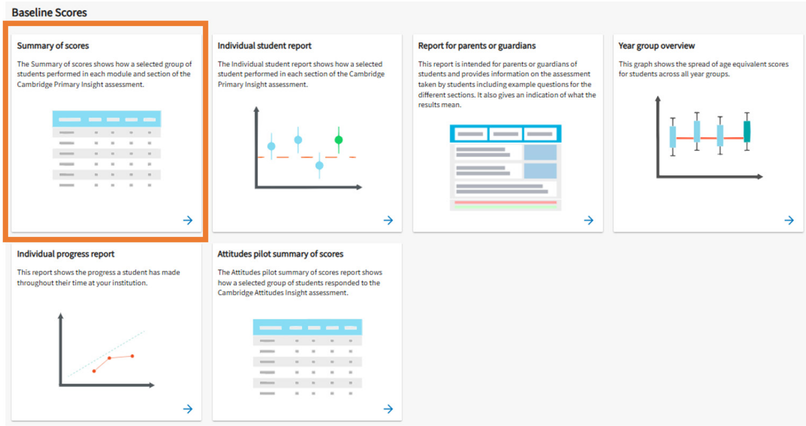
- Low <85 - *Students performing below average expectations*
- Low average 85-99 - *Students performing at the lower end of average*
- High average 100-115 - *Students performing at the upper end of average*
- High >115 - *Students performing above average*

Teaching and Learning guidance is available for each of these ability groups for students aged 5-7, 7-9 and 9-11.

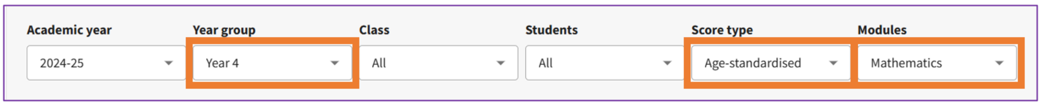
Where will you find the Teaching and Learning Guidance?

The Teaching and Learning Guidance is found in the **Summary of Scores** report:

1. Go to the data and reports area in your CPI portal.
2. Choose the Summary of Scores report.

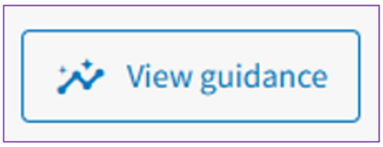


3. Use the filters to select the academic year, year group and assessment module (mathematics, arithmetic, reading or spelling) you want to view. You must select a single year group. Select "Age-standardised" as the score type.

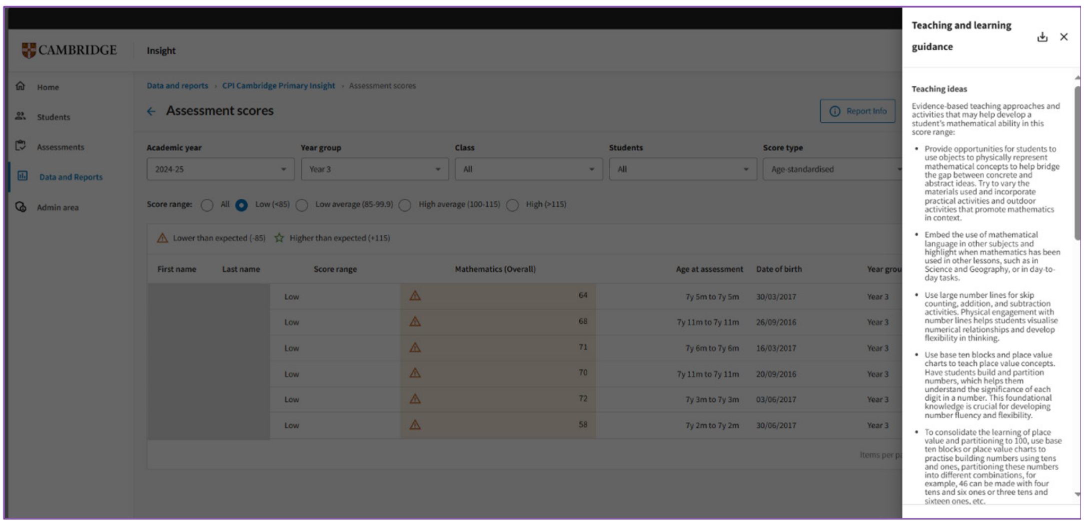


4. Score range buttons will appear at the top of the table of baseline assessment scores. Choose an ability group: low, low average, high average or high.

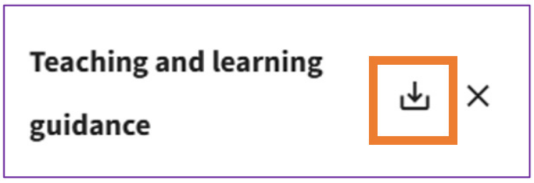
5. Click "View Guidance" in the top right-hand corner.



6. The Teaching and Learning guidance will appear on the right of the screen. There are teaching ideas at the top, and suggested activities below including links to follow for more information and resources.



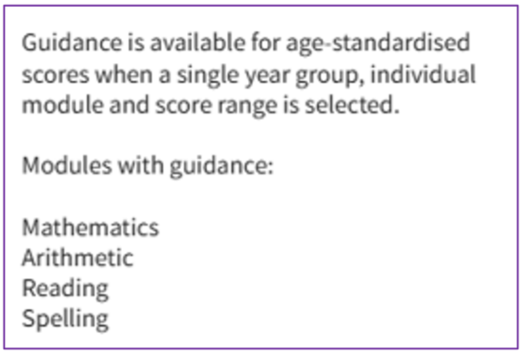
7. Use the download button to download the guidance as a pdf, if you would like to, into the downloads folder of the device you're working on.



8. To view the Teaching and Learning Guidance for a different group, simply choose a different year group or ability group using the filters and score-range buttons.

Why can't I see the Teaching and Learning Guidance?

If you're a Plus user, make sure you've selected a **single year group**, the **mathematics**, **arithmetic**, **spelling** or **reading** module (not overall), and the **age-standardised** score type. If not, you'll see this reminder message:



If your school has the Core package, you won't be able to see the Teaching and Learning guidance. Instead, you'll see the message below if you click the "View guidance" button. To upgrade, email insight@cambridge.org