

Cambridge Primary Insight

Guide
2026-27

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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.



The image shows the 'Sign in' page of the Cambridge University Press & Assessment website. At the top is the Cambridge logo. Below it, the heading 'Sign in' is displayed. A message says 'To continue, please sign in to My Cambridge.' There are two input fields: 'Email address' and 'Password'. Below the password field is a link for 'Forgotten password?'. At the bottom right is a blue 'Sign in' button.

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 the 'Reset your password' page of the Cambridge University Press & Assessment website. At the top is the Cambridge logo. Below it, the heading 'Reset your password' is displayed. A message says 'Enter your email address and we'll send you a link to reset your password.' There is one input field for 'Email address'. Below the input field is a link for 'Create an account'. At the bottom are two buttons: 'Cancel' and '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 right, a user profile icon is labeled with a red circle 1, with the text 'cemtest admin01' and 'CEM Test School England No 1' below it. On the left sidebar, the 'Home' link is labeled with a red circle 3, 'Students' with a red circle 4, 'Assessments' with a red circle 5, 'Data and Reports' with a red circle 6, and 'Admin area' with a red circle 7. The main content area has a 'Home' header labeled with a red circle 2. Below the header, there is a 'My account' section with a description: '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.' Below this is a section titled 'Here's what a typical assessment process looks like' with the text 'Follow the steps below to get your assessment up and running.' A blue box contains an information icon and the 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.' Below this is a four-step process flow:

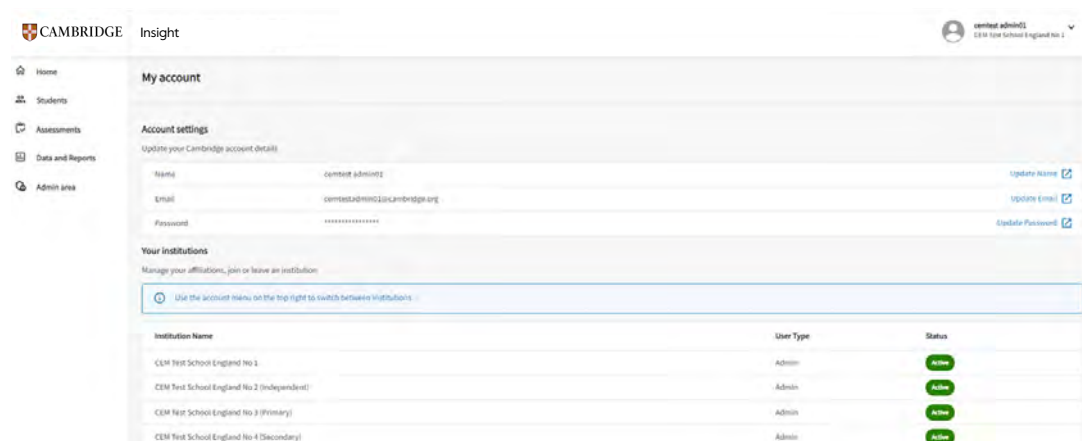
Step 1	Step 2	Step 3	Step 4
Prepare the template and import students for assessment Bring your student data into the system so that you can set up assessments	Select students for assessment and set up delivery settings Select which students will be taking the assessment and how	Run the assessment with your students Check the student list, download passwords and prepare for the session	Review results and download reports Once ready, review the assessment results in various reports
→	→	→	→

Managing your account

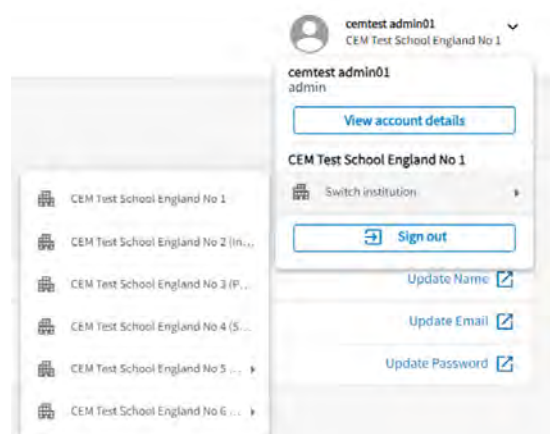
In the **My account** section, you'll be able to view and update the following:

- 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.



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:

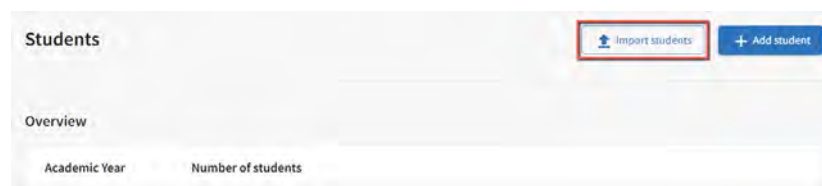


You can add students individually by clicking **Start adding students** or **+ Add student**. You can also bulk-add students by clicking **import your students** or **import students**.

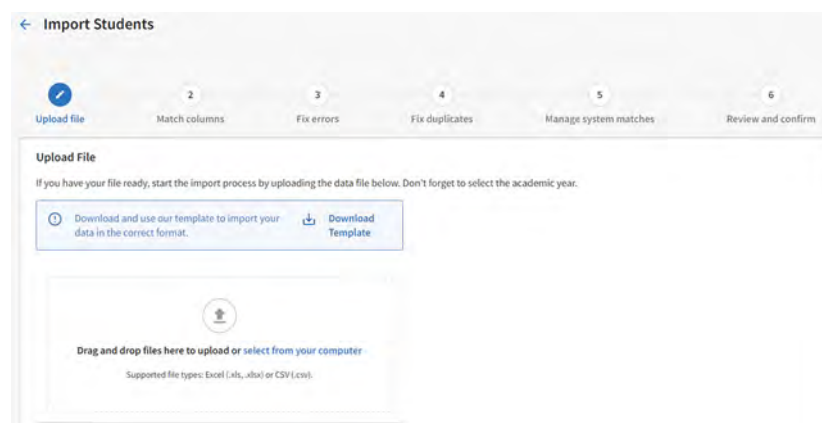
Uploading student details using a spreadsheet

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:



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

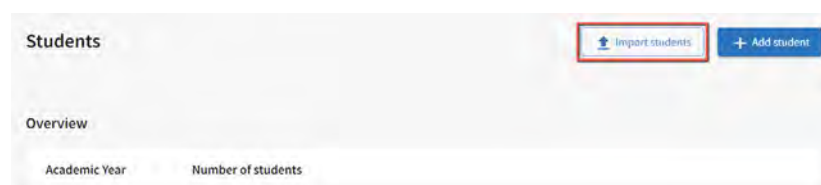
Year group	Class	First name	Last name	Gender	Date of birth	MIS ID/Student code	Unique Pupil Number	Scottish Candidate Number	Unique Candidate Identifier	Unique Learner Number	Send	Eal
Year 3	Class 1	Oliver	Brown	M	20/12/2010							
Year 3	Class 2	James	Wilson	M	21/01/2011							
Year 3	Class 2	Elijah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

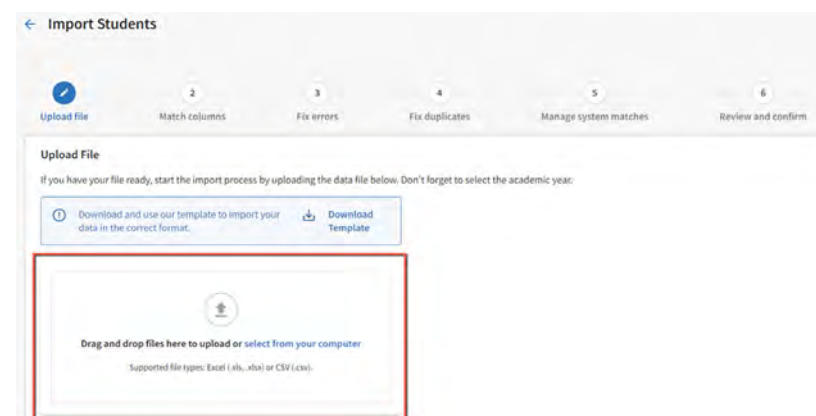
Some of the data needs to be added in a certain format for the student details to be uploaded. The table below shows the format that needs to be used:

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

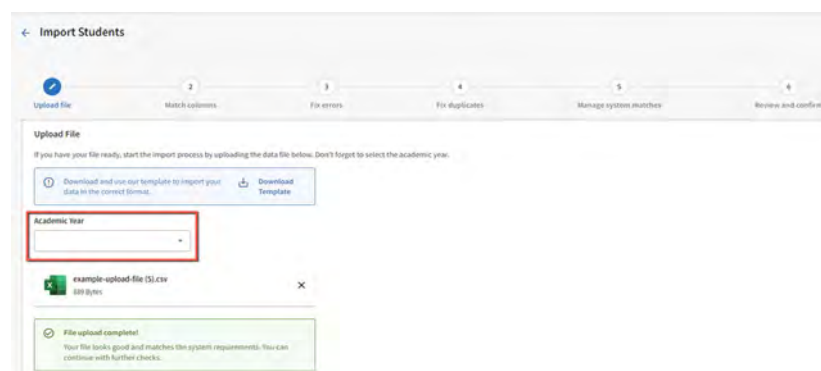
To upload your spreadsheet, go back into the **Students** section and select **Import Students**.



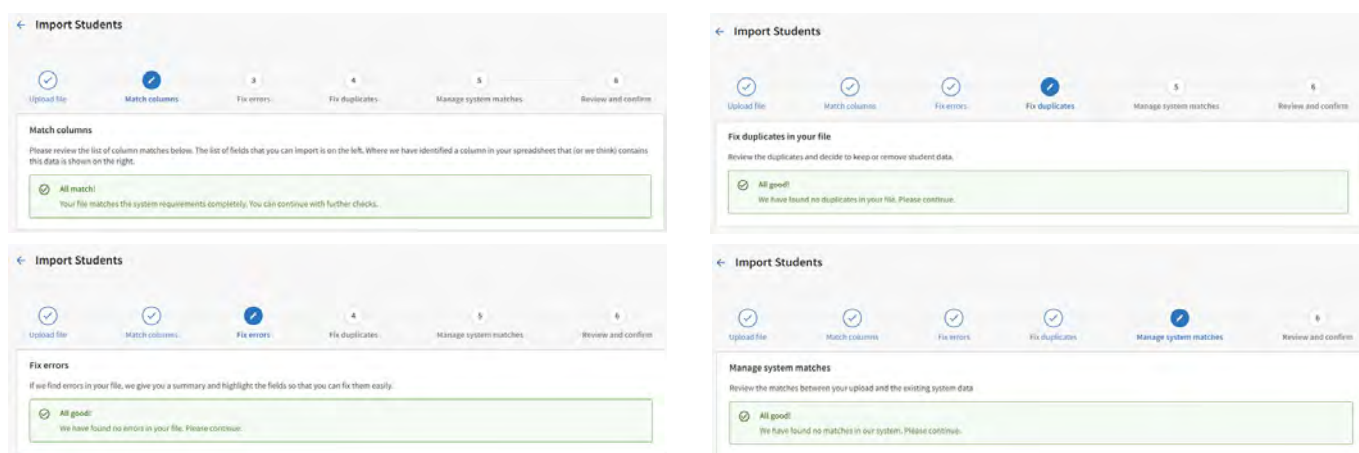
1. Upload your saved file by following the instructions to drag and drop, or upload your file from your computer.



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**.

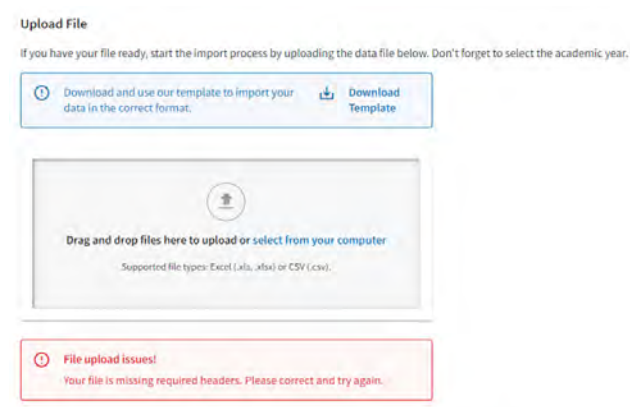
Review and confirm				
Below is a summary of the students we found in the system and the students you are importing				
Existing students				
Year group	First name	Last name	Gender	Date of birth
Year 3	Emma	Reid	Female	21 Oct 2010
Year 4	William	Robertson	Male	2 Dec 2011
Year 3	Olivia	Scott	Female	2 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.

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	Years	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...

Save

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.

Import Students

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

Fix duplicates in your file

We have found duplicates in your file. Please review the duplicates and select "keep" or "remove" for each.

Student ID	Year group	First name	Last name	Gender	Date of birth	Keep	Remove
Student 1	Year 2	Oliver	Brown	Not Provided	20 Dec 2010	View details	Keep Remove
Student 2	Year 3	Oliver	Brown	Male	20 Dec 2010	View details	Keep Remove

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.

Import Students

Manage system matches

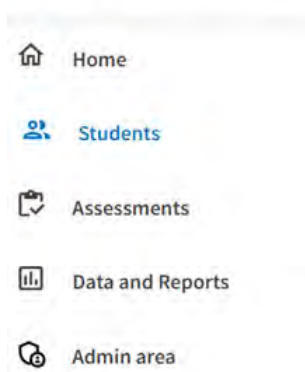
Review the matches between your upload and the existing system data

Student 1	Academic Year	New group	First name	Last name	Gender	Date of birth
Existing record	2023	Year 4	Sophia	Spitham	Female	01 Nov 2011
New incoming record	2023	Year 4	Soph	Spitham	Female	01 Nov 2011

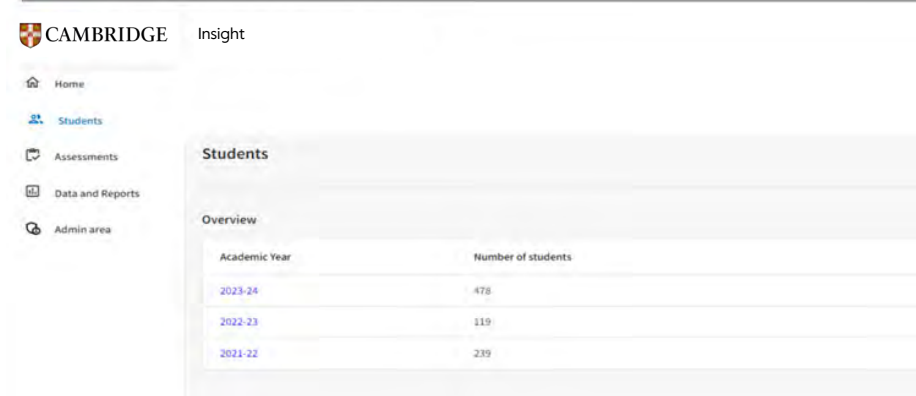
Is this the same student? ☒ Yes ☐ No

Using the Export function to import students already in the system

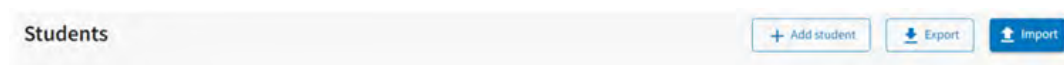
If you already have students uploaded from previous assessment years, you can use the **Export** function to retrieve their details. This saves you having to create a new CSV spreadsheet every year. For example, you can export a spreadsheet for your students that were in Year 1 in 2025–26; change their year group on the spreadsheet to Year 2; and then import it for the 2026–27 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

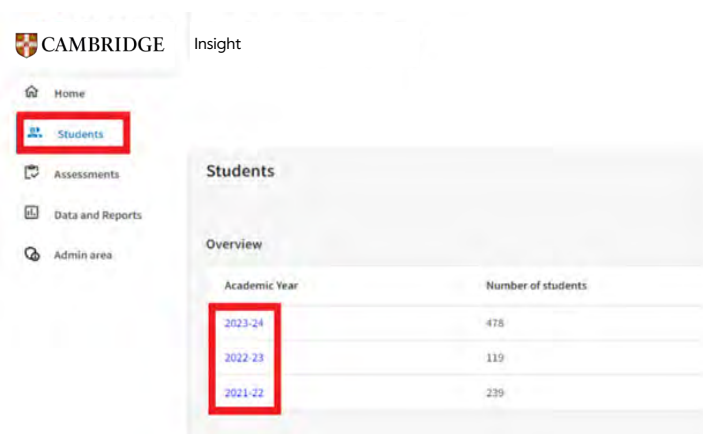
2021-22

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**.

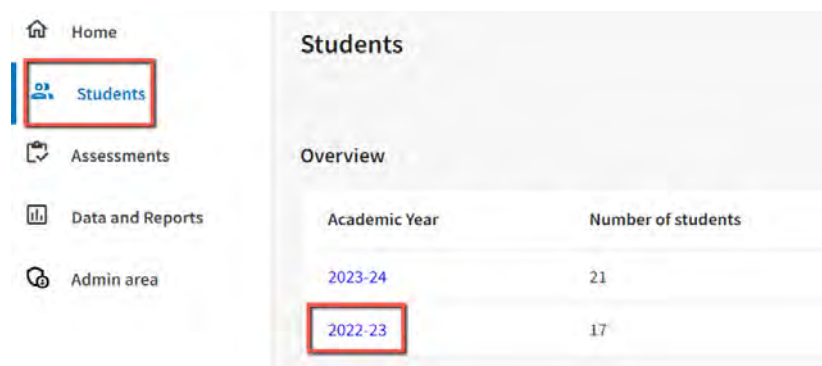
Please note, Academic Year, Year Group, First Name, Gender and Date of Birth are all mandatory fields.

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 (2026–27):



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

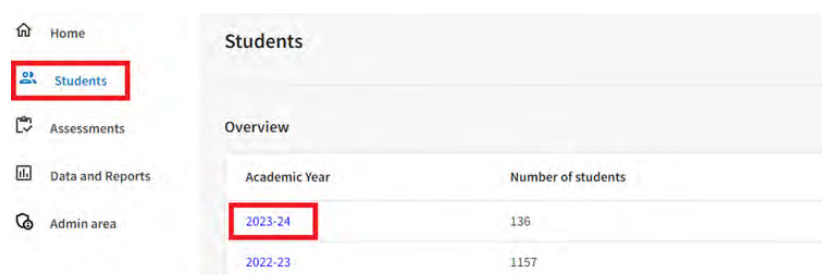


Enter the name of the class and click **Save** and **Close**:



Viewing existing students on the system

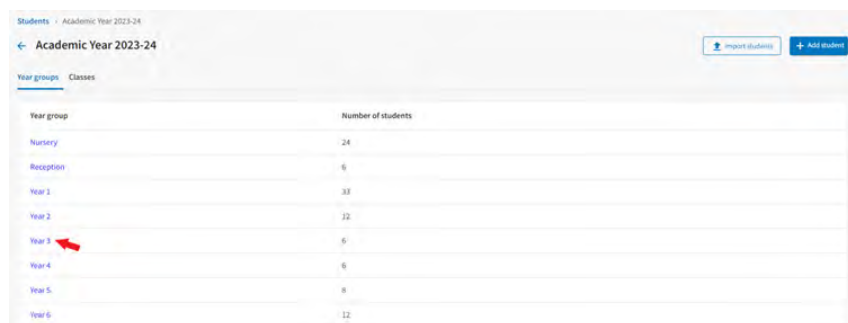
To view the number of students already added to the system for all Cambridge Insight assessments, select **Students**. This will display the academic year and the number of students currently added to that year.



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

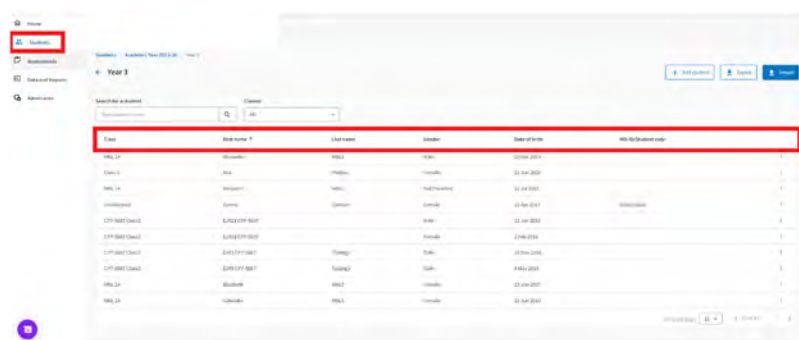
Viewing students by year group

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.



Year group	Number of students
Nursery	24
Reception	6
Year 1	33
Year 2	22
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.



First name	Last name	Date of birth	NHS ID number
Emily	Smith	12/01/2017	1
Emily	Smith	12/01/2017	2
Emily	Smith	12/01/2017	3
Emily	Smith	12/01/2017	4
Emily	Smith	12/01/2017	5
Emily	Smith	12/01/2017	6
Emily	Smith	12/01/2017	7
Emily	Smith	12/01/2017	8
Emily	Smith	12/01/2017	9
Emily	Smith	12/01/2017	10
Emily	Smith	12/01/2017	11
Emily	Smith	12/01/2017	12

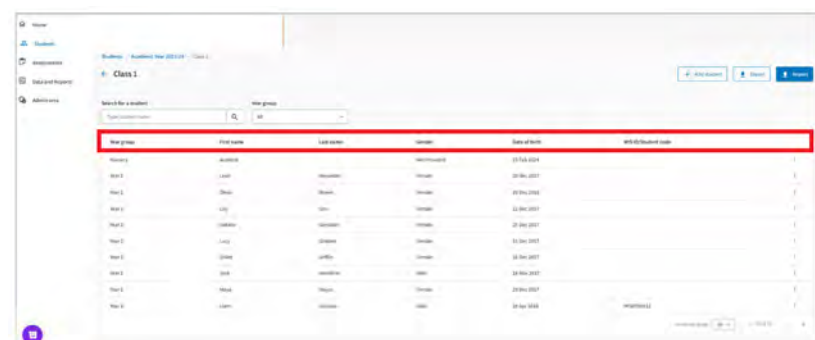
Viewing students by class

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.



Class name	Number of students
Class 1	6
Class 2	12
Class 3	22
Class 4	33
Class 5	44
Class 6	55
Class 7	66
Class 8	77
Class 9	88
Class 10	99

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

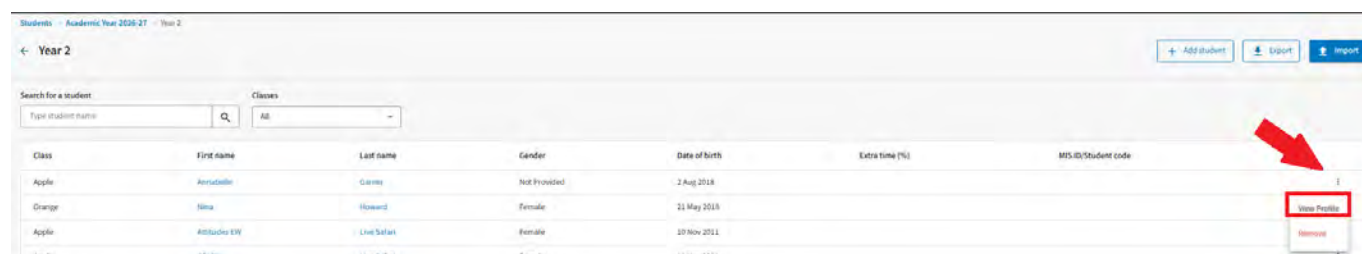


First name	Last name	Date of birth	NHS ID number
Emily	Smith	12/01/2017	1
Emily	Smith	12/01/2017	2
Emily	Smith	12/01/2017	3
Emily	Smith	12/01/2017	4
Emily	Smith	12/01/2017	5
Emily	Smith	12/01/2017	6

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.



Students Academic Year 2026-27 Year 2

← Year 2

Search for a student

Type student name

Class

All

Class	First name	Last name	Gender	Date of birth	Extra time (%)	MIS ID/Student code
Apple	Annabelle	Garner	Not Provided	2 Aug 2018		
Orange	Sina	Howard	Female	21 May 2019		
Apple	Antiquus EW	Liut Sahar	Female	10 Nov 2011		
Apple	Chloe	Liut Sahar	Female	11 Nov 2011		

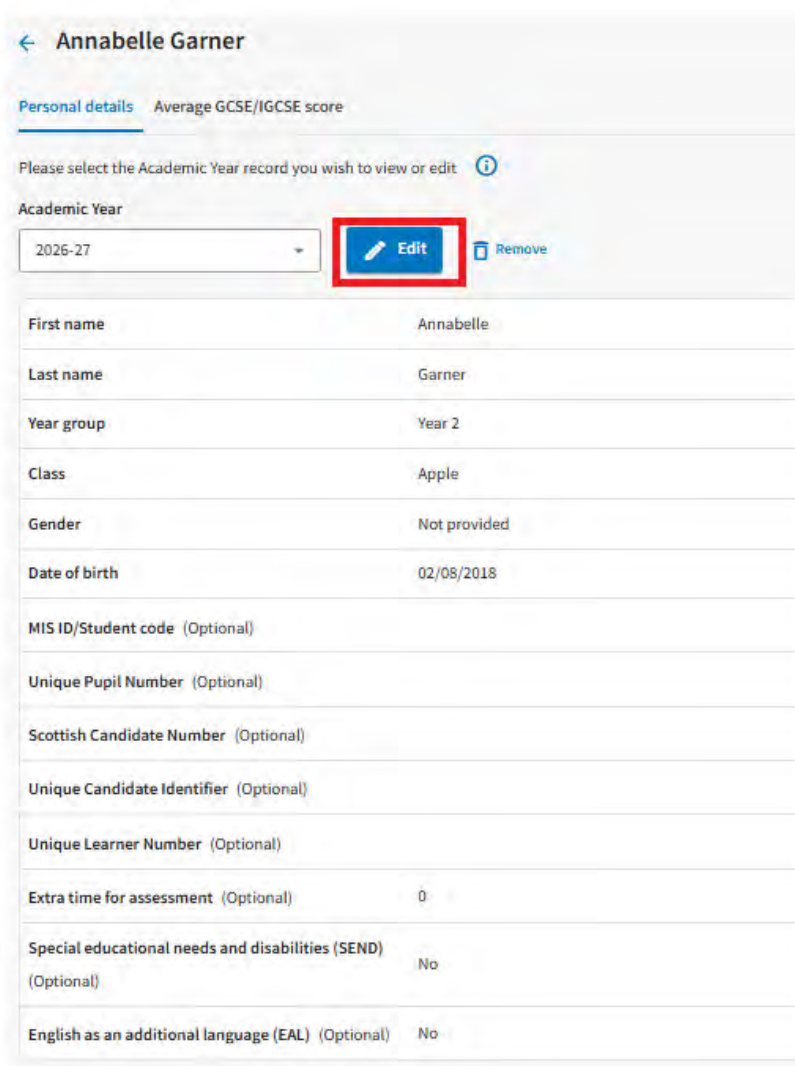
View Profile

Remove

Editing individual students' details

Select the option to **View Profile**.

Select the **Edit** button to edit the student's details.



← Annabelle Garner

Personal details Average GCSE/IGCSE score

Please select the Academic Year record you wish to view or edit

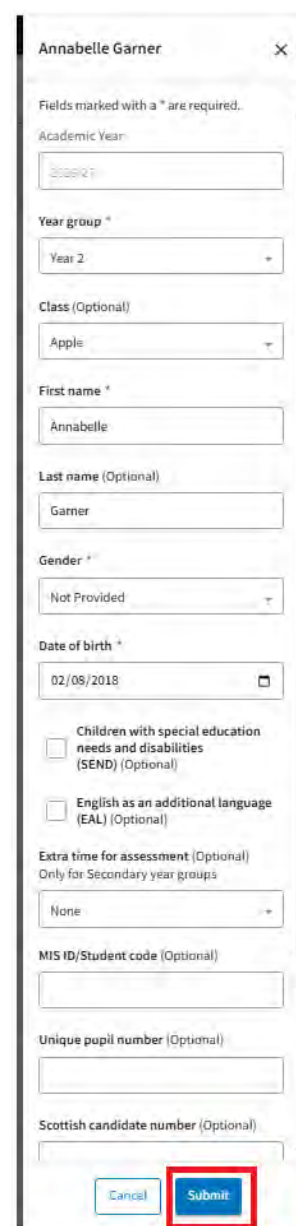
Academic Year

2026-27

Edit

Remove

First name	Annabelle
Last name	Garner
Year group	Year 2
Class	Apple
Gender	Not provided
Date of birth	02/08/2018
MIS ID/Student code (Optional)	
Unique Pupil Number (Optional)	
Scottish Candidate Number (Optional)	
Unique Candidate Identifier (Optional)	
Unique Learner Number (Optional)	
Extra time for assessment (Optional)	0
Special educational needs and disabilities (SEND) (Optional)	No
English as an additional language (EAL) (Optional)	No



Annabelle Garner

Fields marked with a * are required.

Academic Year

2026-27

Year group *

Year 2

Class (Optional)

Apple

First name *

Annabelle

Last name (Optional)

Garner

Gender *

Not Provided

Date of birth *

02/08/2018

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

English as an additional language (EAL) (Optional)

Extra time for assessment (Optional) Only for Secondary year groups

None

MIS ID/Student code (Optional)

Unique pupil number (Optional)

Scottish candidate number (Optional)

Cancel

Submit

Use the panel on the left-hand side of the screen to edit the student details. Ensure you select the **Submit** button to apply the changes.

Removing individual students' details

Select the option to **Remove**.

Students

Academic Year 2026-27

Year 2

← Year 2

+ Add student

Export

Import

Search for a student

Classes

Type student name

Q

All

Class	First name	Last name	Gender	Date of birth	Extra time (%)	MIS ID/Student code	
Apple	Annabelle	Garner	Not Provided	2 Aug 2018			View Profile Remove
Orange	Nina	Howard	Female	21 May 2018			
Apple	Abdullah EW	Live Salla	Female	10 Nov 2011			

You will be asked to confirm the deletion. Select **Remove** again.

Remove student?

X

Are you sure you want to remove 'Annabelle Garner' from 2026-27?

Cancel

Remove

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

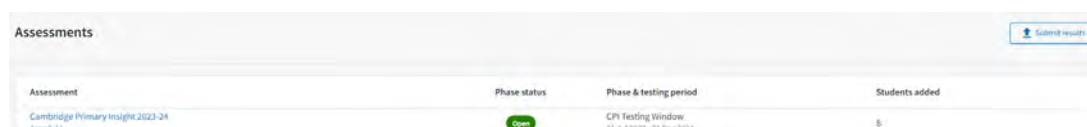
Phase Status: There are three phases that identify if the assessment is available.

- 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:

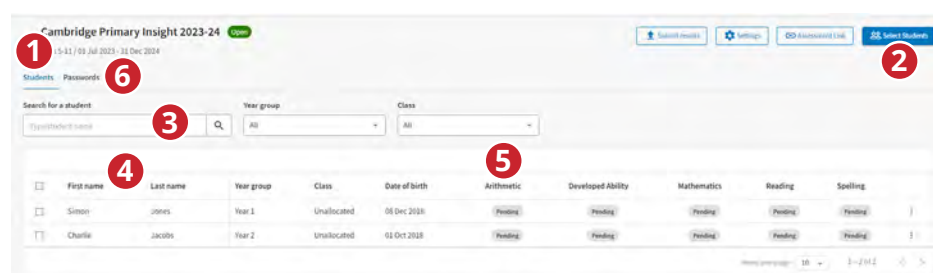


Assessment	Phase status	Phase & testing period	Students added
Cambridge Primary Insight 2023-24 Ages 5-11	Open	CPI Testing Window 01 Jul 2023 - 31 Dec 2024	8

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 2016	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

Students Passwords

Search for a student

Year group: All Class: All

	First name	Last name	Year group	Class	Date of birth	Password
☐	Simon	Jones	Year 1	Unallocated	08 Dec 2018	VH0VNCZ
☐	Charlie	Jacobs	Year 2	Unallocated	01 Dec 2018	10CCACGW

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:

Cambridge Primary Insight 2022-23

Assessments

Assessment	Phase status	Phase & testing period	Students added
Cambridge Primary Insight 2022-23	Open	Attitudes Testing Window 01 Aug 2022 - 31 Aug 2022	0
Cambridge Primary Insight 2022-23	Open	CPH Testing Window 01 Aug 2022 - 31 Aug 2022	0

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

Cambridge Primary Insight 2022-23

Students Passwords

Search for a student

Year group: Year 2, Year 4 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

Year group: All Class: All

2 students selected

First name	Last name	Year group	Class	Date of birth
Adam	Allen	Year 1	Unallocated	12 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.

	First name ↑	Last name	Year group	Class	Date of birth
☐	Adam	MNL Test	Year 1	Apple	31 Dec 2018
☐	Addison	Wood	Year 2	Class 1	24 Dec 2017
☐	Alaa	Altamir	Year 2	Class 2	03 Jul 2018
☐	Alice	Smith	Year 2	Class 1	20 Dec 2018
☐	Allyah	Wallace	Year 2	Class 1	03 Jul 2018
☐	Ally	Apple	Year 1	Bridge	12 Dec 2018
☒	Barry	Allen	Year 6	Unallocated	17 Jul 2014
☐	Billy	Bean	Year 1	Bridge	01 Jan 2019
☒	Bobby	Beetle	Year 1	Bridge	02 Feb 2019
☐	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:

Assessment	Phase status	Phase & testing period	Students added
Cambridge Primary Inight 2023-24 Ign 5-LL	Open	CPI Testing Window 01 Jul 2023 - 31 Dec 2023	0

- 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.

First name	Last name	Year group	Class	Date of birth	Arithmetic	Developed Ability	Mathematics	Reading	Spelling
Williams	Robertson	Year 4	Class 2	02 Dec 2011	Pending	Pending	Pending	Pending	Pending
Henry	Campbell	Year 4	Class 2	21 Oct 2011	Pending	Pending	Pending	Pending	Pending
Charlotte	Stevenson	Year 4	Class 2	20 Dec 2011	Pending	Pending	Pending	Pending	Pending

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

First name	Last name	Year group	Class	Date of birth	Password
Theodore	Macdonald	Year 3	Class 3	20 Nov 2010	EQJQLVVT
Lucas	Stewart	Year 5	Class 2	20 Dec 2012	LXK2BZQC
Jane	Boost	Year 2	Class 2	23 Nov 2010	YXUUFQGT
Shane	Snake	Year 3	Butterflies	01 Jan 2016	MQV6CCQC
Theodore	Macdonald	Year 3	Class 3	20 Nov 2010	JM35BHD0

- 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**.

First name	Last name	Year group	Class	Date of birth	Password	
☒	Theodore	Macdonald	Year 3	Class 3	20 Nov 2010	EQJQLVVT
☐	Lucas	Stewart	Year 5	Class 2	20 Dec 2012	LXK2BZQC
☐	Jane	Boost	Year 2	Class 2	23 Nov 2010	YXUUFQGT
☒	Shane	Snake	Year 3	Butterflies	01 Jan 2016	MQV6CCQC
☒	Theodore	Macdonald	Year 3	Class 3	20 Nov 2010	JM35BHD0

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, there are tabs for 'Students' and 'Passwords'. A search bar is present with the text 'Search for a student'. Below the search bar, there are dropdown menus for 'Year group' (set to 'Year 4') and 'Class' (set to 'All'). A table below shows student data with columns for First name, Last name, Year group, Class, Date of birth, and various assessment scores (Arithmetic, Developed Ability, Mathematics, Reading, Spelling). The table lists three students: William Robertson, Henry Campbell, and Charlotte Stevenson, all in Year 4, Class 2, with 'Pending' scores across all subjects.

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 first part of the image shows a dialog box titled 'Assessment link'. It contains a text field with the URL 'cem-asl.cambridge.org/assess/pass'. Below the URL field 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. The second part of the image shows a password entry screen titled 'Please enter your password to access the assessment.' It has a 'Password' label, a text input field, 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, there are tabs for 'Students' and 'Passwords'. A search bar is present with the text 'Search for a student'. Below the search bar, there are 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.

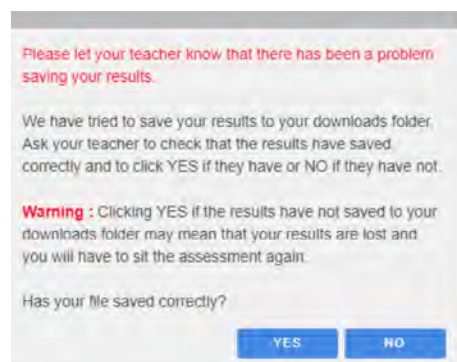
The screenshot shows a dialog box titled 'Submit results'. It features a large area for file upload with a circular icon containing a document and a plus sign. Below the icon, it says 'Drag and drop file here or select from your computer'. A note specifies 'Supported file types: XML, XML, text (txt), CSV (csv)'. 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:

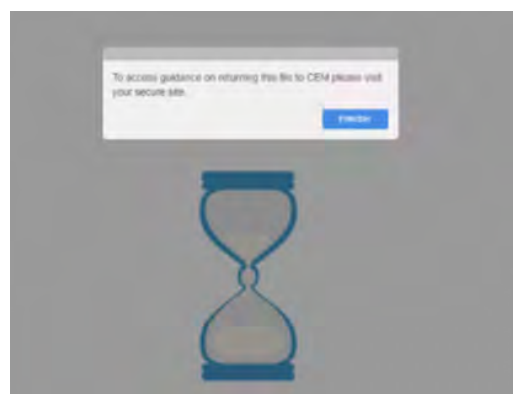


We call this the *save failover* process. The invigilator needs to check the .CSF file has correctly saved to the 'Downloads' folder.

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:

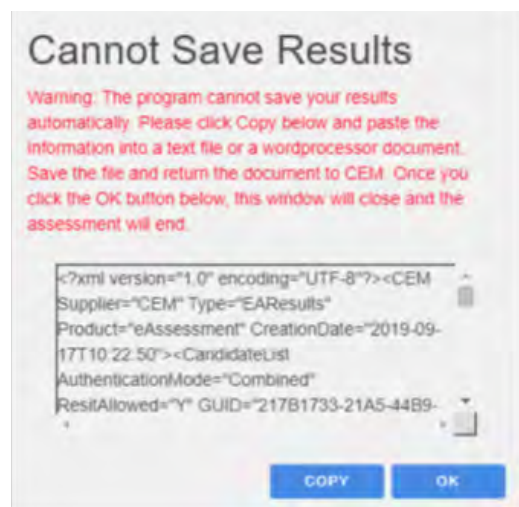


If the file has NOT saved correctly, the invigilator should click **NO**, and the system will attempt to save the results again.

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

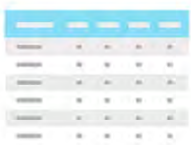
Data and Reports overview

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

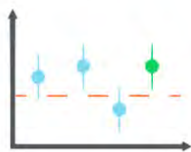
Summary of scores

The Summary of scores shows how a selected group of students performed in each module and submodule of the Cambridge Primary Insight assessment.

[→](#)

Individual student report

The Individual student report shows how a selected student performed in each module of the Cambridge Primary Insight assessment.

[→](#)

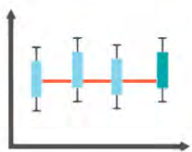
Report for parents and carers

This report presents an overview of the Cambridge Primary Insight assessment for parents and shows how their child performed in the test.

[→](#)

Year group overview

The year group overview shows the spread of scores for each year group in each module of the Cambridge Primary Insight assessment.

[→](#)

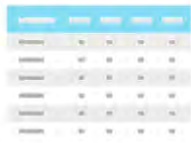
Individual progress report

The Individual progress report shows how a selected student performed in each module of the Cambridge Primary Insight assessment over time.

[→](#)

Attitudes pilot summary of scores

The Attitudes pilot summary of scores report shows how a selected group of students responded to the Cambridge Attitudes Insight assessment.

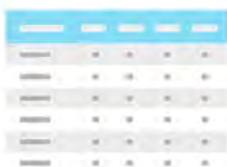
[→](#)

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

- Summary of Scores
- Individual student report

Summary of scores

The Summary of scores shows how a selected group of students performed in each module and section of the Cambridge Primary Insight assessment.

[→](#)

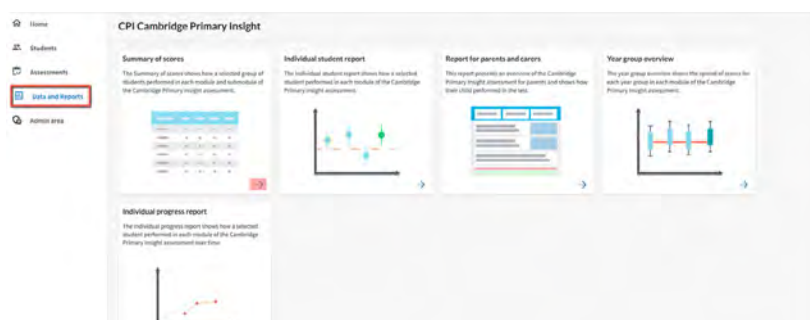
Individual student report

The Individual student report shows how a selected student performed in each section of the Cambridge Primary Insight assessment.

[→](#)

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

Data and reports • Cambridge Primary Insight • Summary of scores

Summary of scores

Report info View guidance Download

Academic year: 2024-25 Year group: All Class: All Students: All Score type: Age-standardised Modules: Overall

Lower than expected (<85) Higher than expected (>115)

First name	Last name	Mathematics	Arithmetic	Reading	Spelling	Developed ability	Age at assessment	Date of birth	Year group	Class
Cristiano	Ronaldo	<55	<55	55	<55	<55	8y 8m to 8y 8m	22/12/2015	Year 4	YGO UAT
Diego	Maradona	112	131	111	101	109	8y 3m to 8y 3m	10/06/2016	Year 4	YGO UAT
Fernando	Torres	>145	>145	141	>145	>145	9y 5m to 9y 5m	02/02/2016	Year 4	YGO UAT
Franz	Beckenbauer	92	83	113	98	109	8y 4m to 8y 4m	13/05/2016	Year 4	YGO UAT
King	David	>145	>145	141	141	136	9y 0m to 9y 0m	02/07/2016	Year 4	YGO UAT
Lionel	Messi	<55	<55	58	<55	<55	8y 2m to 8y 2m	27/06/2016	Year 4	YGO UAT

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

Data and reports • Cambridge Primary Insight • Summary of scores

Summary of scores

Report info View guidance Download

Academic year: 2024-25 Year group: All Class: All Students: All Score type: Age-standardised Modules: Overall

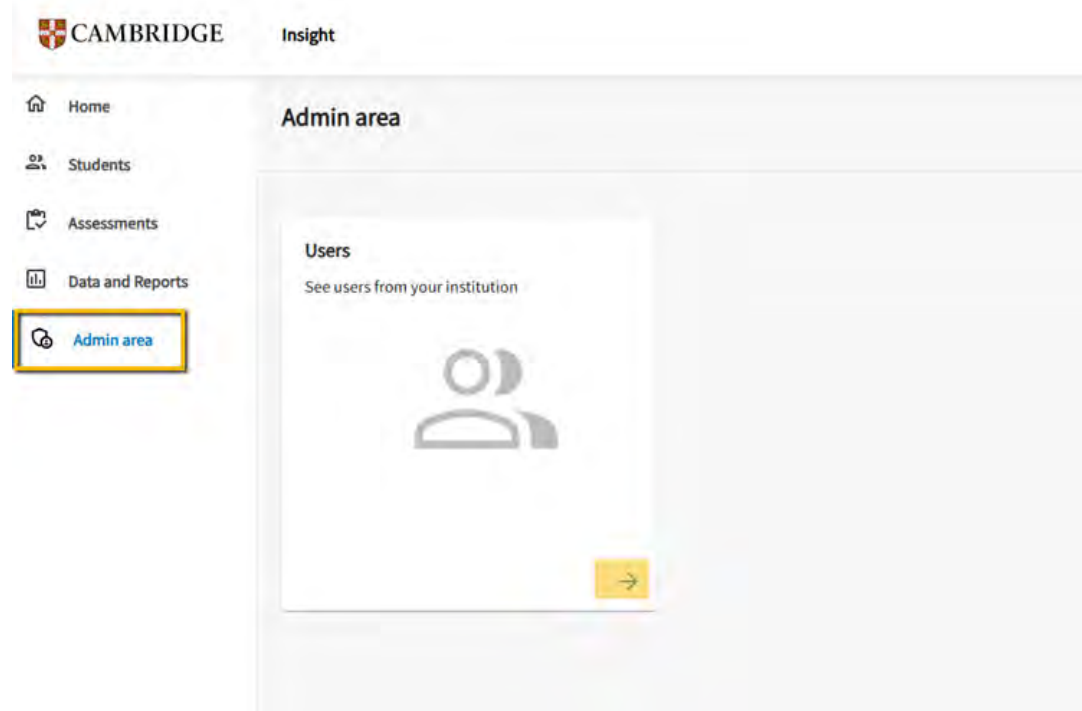
Lower than expected (<85) Higher than expected (>115)

First name	Last name	Mathematics	Arithmetic	Reading	Spelling	Developed ability	Age at assessment	Date of birth	Year group	Class
Cristiano	Ronaldo	<55	<55	55	<55	<55	8y 8m to 8y 8m	22/12/2015	Year 4	YGO UAT
Diego	Maradona	112	131	111	101	109	8y 3m to 8y 3m	10/06/2016	Year 4	YGO UAT
Fernando	Torres	>145	>145	141	>145	>145	9y 5m to 9y 5m	02/02/2016	Year 4	YGO UAT
Franz	Beckenbauer	92	83	113	98	109	8y 4m to 8y 4m	13/05/2016	Year 4	YGO UAT
King	David	>145	>145	141	141	136	9y 0m to 9y 0m	02/07/2016	Year 4	YGO UAT
Lionel	Messi	<55	<55	58	<55	<55	8y 2m to 8y 2m	27/06/2016	Year 4	YGO UAT

- 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.

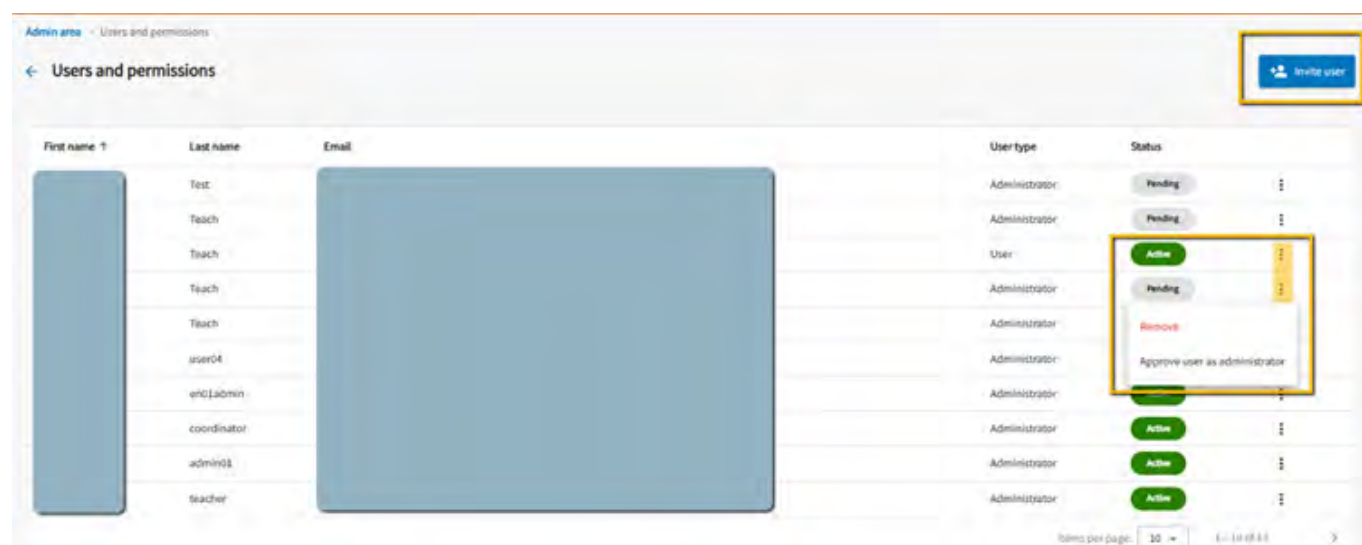
Adding and removing user access to your CPI account

To view/remove staff with access to your school's CPI assessment platform, and to invite and approve new users, select the **See users from your institution** tile in the **Admin area** of your account.



You will be taken to the **Users and Permissions** page where you can

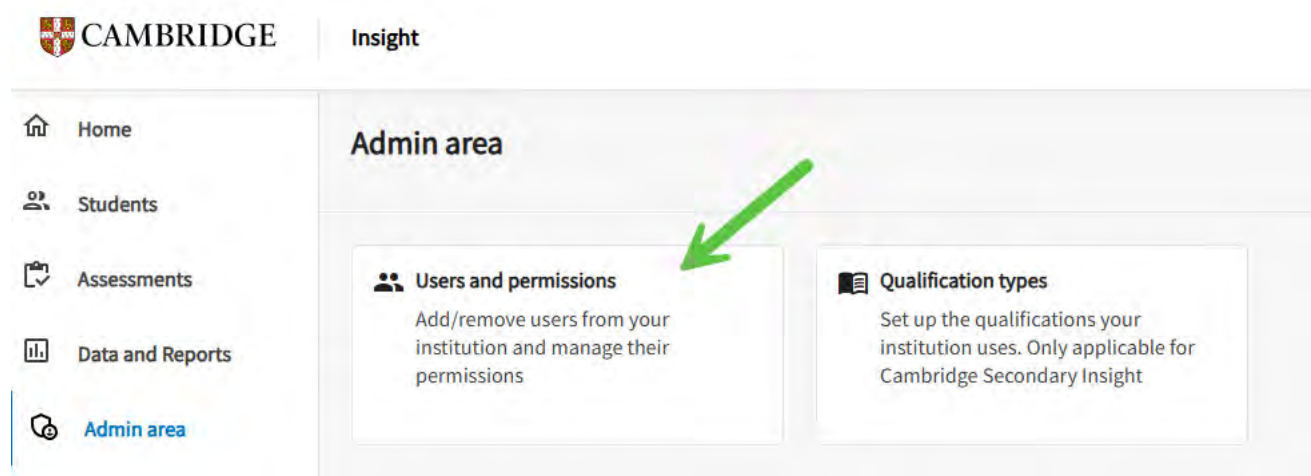
- View staff who already have access to your CPI platform (**Active** status) and those awaiting approval (**Pending** status).
- Approve a new user by selecting the 3 dots for users with a **Pending** status and choosing **Approve user as administrator**
- Remove a user by selecting the 3 dots for a user with **Active** status and **Remove**



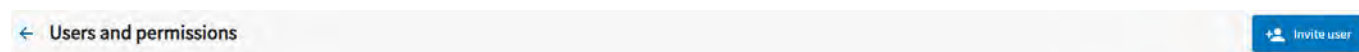
Inviting a colleague to access your school's CPI platform

The CPI platform is available to access to as many teaching and support staff as you need. Here's how you invite your colleagues to sign up for access to the platform.

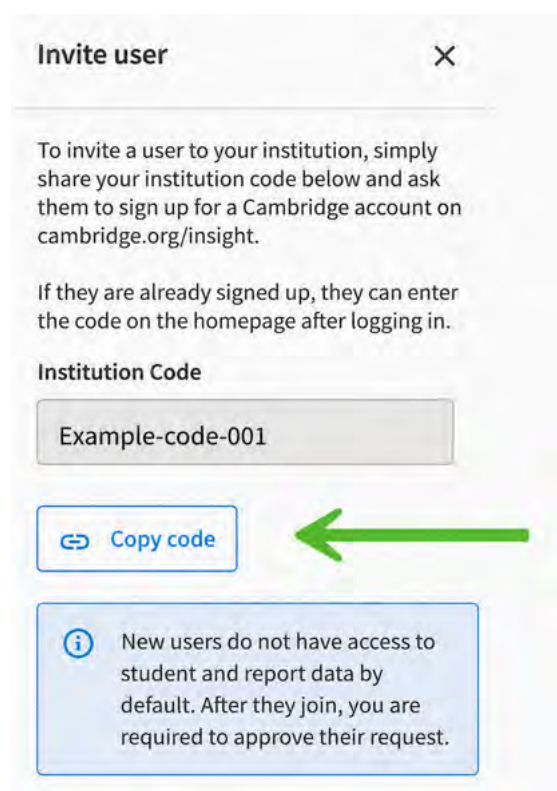
1. Select the **Admin area** tab and choose **Users and permissions**.



2. Click **Invite user** in the top right of the screen:



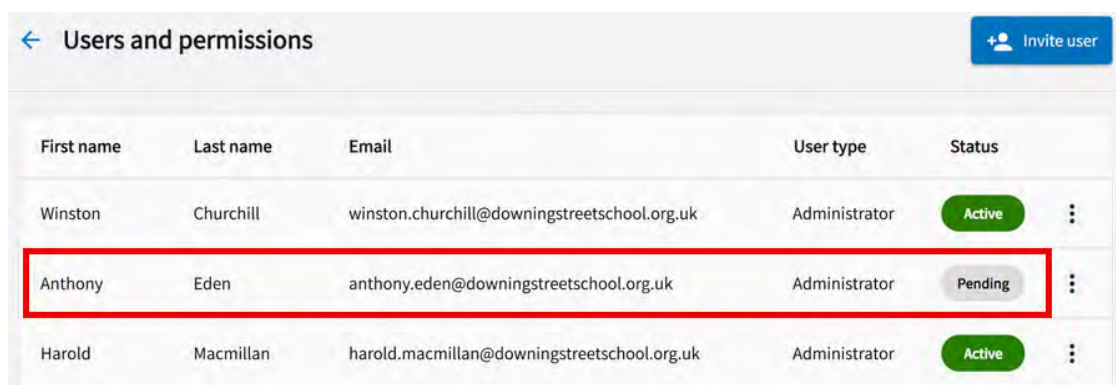
3. Your colleague will need a unique invitation code. Your invitation code will appear on the right of your screen. Copy and share this with your colleague in an email.



4. Your colleague will need a unique invitation code. Your invitation code will appear on the right of your screen. Copy and share this with your colleague in an email.

This is what they need to do (feel free to copy and paste this in your email to them):

1. Go to <https://cem.cambridge.org/?login>
2. Select 'Create new account'.
3. Enter your details, create a password, then select 'Continue'.
4. We'll send a verification code to your email address. Retrieve the code and enter it in the box provided.
5. Select 'Verify'. You'll then see a Cambridge welcome page. Your username and password are now active.
5. Your colleague will then use their username and password to access their Cambridge account created at step 4 and will enter their invitation code where prompted.
6. Once they've done this, you'll need to approve their request to join. Select the **Admin area** tab, choose **Users and permissions**. A list of *Active* and *Pending* users will appear on the screen. Those that are **Pending** need your approval.

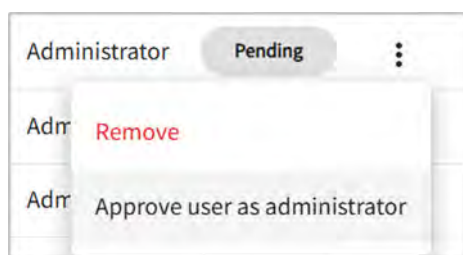


First name	Last name	Email	User type	Status
Winston	Churchill	winston.churchill@downingstreetschool.org.uk	Administrator	Active
Anthony	Eden	anthony.eden@downingstreetschool.org.uk	Administrator	Pending
Harold	Macmillan	harold.macmillan@downingstreetschool.org.uk	Administrator	Active

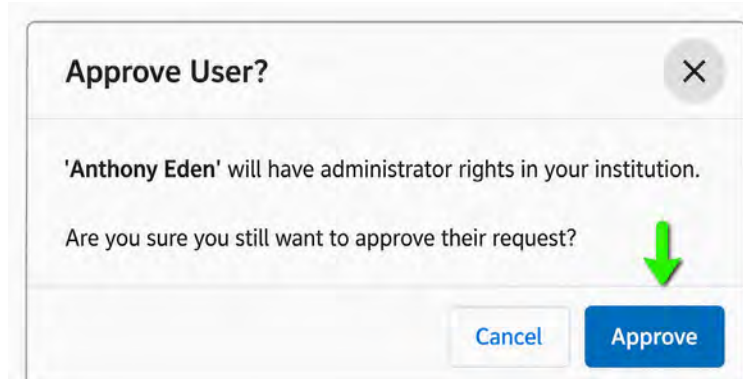
7. Click on the three dots to the right of the **Pending** status.



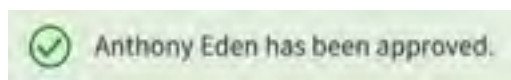
8. Select **Approve user as administrator**.



9. You can now confirm your approval for the new user.



10. A confirmation message will appear in green in the bottom right of the screen to confirm that the setup is complete.



11. Your colleague can now see your school's CPI homepage when they log in.

Colleague Requests Access to the CPI account

When your colleague has the **Institution Code** and their Cambridge Account, they can log in to the CPI platform (using their Cambridge account details) [here](#). They will need to select **View account details** and enter your school's **Institution code** to complete their access request. For the full instructions, see our [Using Your Invitation Code](#) article on our [Help Centre](#).

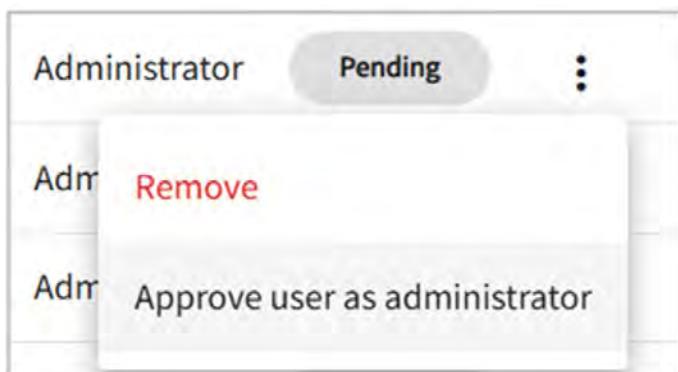
Approve new User request

When your colleague has requested access to the CPI platform, they will be limited to what they can see until you approve their request.

Colleagues who have requested access will show as **Pending** on the **Users and permissions** page.

First name	Last name	Email	User type	Status
[Redacted]	[Redacted]	[Redacted]		Active
cemtest	admin01	cemtestadmin01@cambridge.org	Administrator	Pending

To approve your colleague's request for access to the platform, select the 3 dots next to their name and click **Approve user as Administrator**.



Your colleague will now have full access to your CPI assessment platform and can also invite additional users.

Appendix

Teaching and Learning Guidance

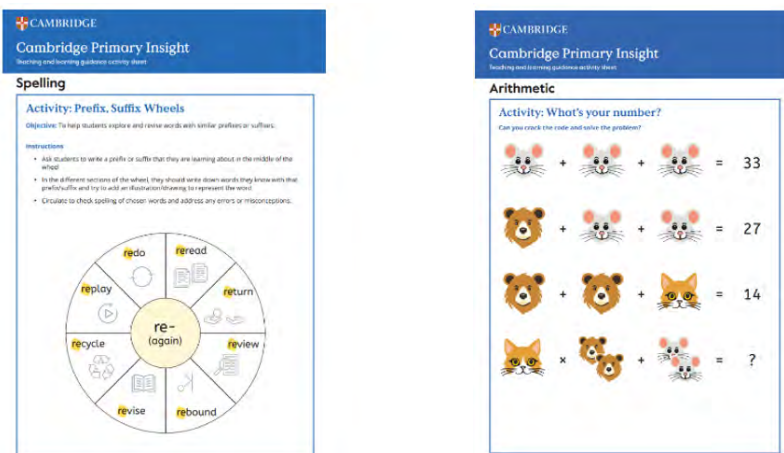
If you're a Plus user, you'll find our teaching and learning guidance included as part of your package. If you currently have the Core package, you won't be able to see the teaching and learning guidance. To upgrade to Plus and unlock this feature, please email insight@cambridge.org

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:

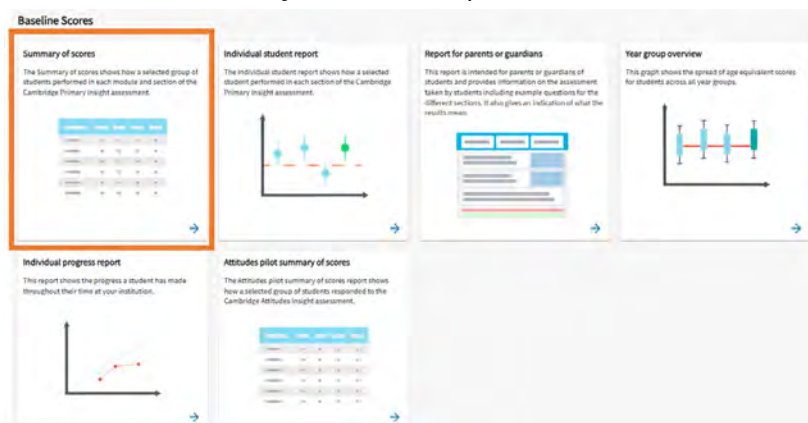
- Low <85 – *Students performing below average expectations*
- Low average 85-99 – *Students performing at the lower end of average*
- High average 100-115 – *Students performing at the upper end of average*
- High >115 – *Students performing above average*

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

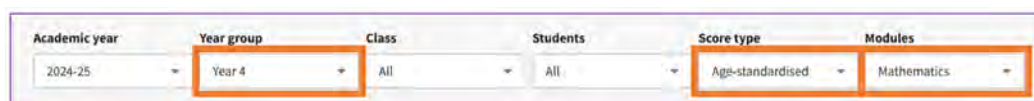
Where will you find the Teaching and Learning Guidance?

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.



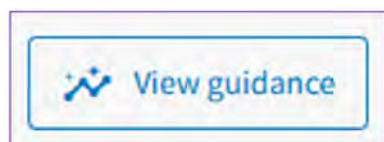
3. Use the filters to select the academic year, year group and assessment module (mathematics, arithmetic, reading or spelling) you want to view. You must select a single year group. Select "Age-standardised" as the score type.



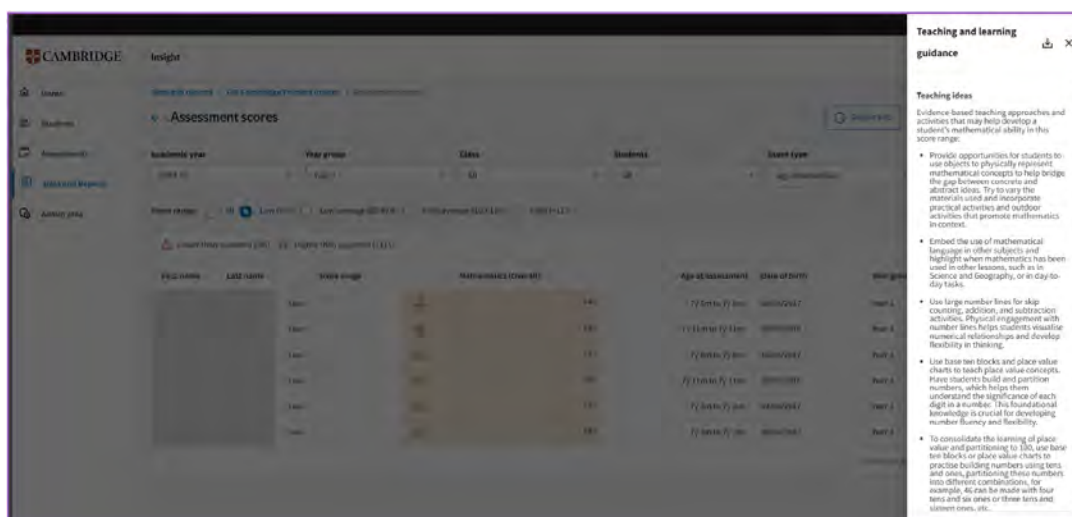
4. Score range buttons will appear at the top of the table of baseline assessment scores. Choose an ability group: low, low average, high average or high.



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.



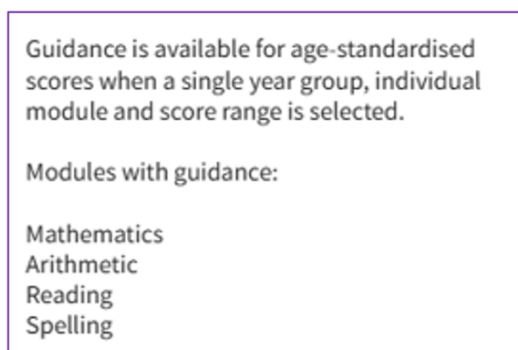
7. Use the download button to download the guidance as a pdf, if you would like to, into the downloads folder of the device you're working on.



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