



Guide to Report Maker data uploads

Report Maker is Cambridge International Education’s online results platform for US school communities and districts. It features exam results data analytics and reporting features for schools and districts that administer Cambridge International AS & A Level and IGCSE exams.

Schools and districts can enrich their reports and enable student tracking across exam series by adding student data and teacher rosters using the guidelines below.

Cambridge International Direct

Continue to use Cambridge International Direct (Direct) to make exams entries. Add and update student name, candidate ID number, and exams information in Direct. After inputting entries in Direct, you can enrich your exams and candidate data in Report Maker’s data upload feature.

Note that all information you add in Direct can only be changed in Direct, NOT in Report Maker. The data you add to Report Maker can only be revised in Report Maker.

When to add data to Report Maker

You may add data to Report Maker for the June and November series of a given year from **March 1** of that year until the end of February of the following year. For example, June 2025 and November 2025 series data can be added or changed in Report Maker any time between March 1, 2025, and February 28, 2026.

On March 1, Report Maker data for the prior year will be frozen and schools can then start adding data for the upcoming exam series.

Add student data

Your student data .XLSX file in Report Maker contains candidate records submitted in Direct for your school(s) for the year’s exam series.

Columns A through E contain the following information from Direct: a Cambridge unique ID (system-generated number), candidate ID (which exams officers designate), name, date of birth (DOB), and National ID (an optional field in Direct). Do not change or delete data in columns A through E. All updates to that information must be done through Direct.

In columns F, G, and H of the student data .XLSX file, please add the following student data using the following formatting criteria:

Field	Description	Format
Column F: State ID Number	Enter the student’s state ID number in the accepted format for your state. NOTE: This ID is important because it may be used for accountability measures,	Format varies from state to state, however this is typically between 8 and 14 numbers. For example, in Florida, this is called the FLEID, and always has 12 numbers (e.g., 123456789123)

	scholarship reporting, and to validate AICE Diploma tracking.	
Column G: Graduation Year	Enter the student's anticipated graduation year from high school.	Enter a four-digit numerical value (e.g., 2027). Year can be between the current year and the current year plus 10.
Column H: Race/Ethnicity	Enter the student's reported race/ethnicity.	Enter one of the following 2-letter codes: <ul style="list-style-type: none"> • AI for American Indian or Alaska Native • AS for Asian • BL for Black or African American • LA for Hispanic, Latinx, or Spanish • PI for Native Hawaiian or Pacific Islander • WH for white • TW for two or more races • UN for unknown or not reported

Add teacher rosters

Adding teacher emails allows you to generate component-level reports for teachers and give teachers access to Report Maker records that have been linked to their email address.

Your teacher roster .XLSX contains all syllabuses and candidates for the year's exam series. In column H of each row, add the **teacher's email** for the teacher who taught the student in the given course/subject. The email address must:

- Include an '@' symbol
- End in a valid domain extension, such as .edu or .com
- Be only one email address

If a student takes the same exam in both June and November during a year, they can only be assigned one teacher for both series.

File format

Report Maker will accept the student data file and teacher roster file in this file format:

- .XLSX

Validation errors

Report Maker will validate the formatting of your entries based on the parameters listed above. After uploading your data file, you may see an error message "Errors found. All valid data has been saved." This will appear if data cells:

- Do not use standard formatting provided above
- Are left blank

NOTE: All open fields are optional. You may leave any open fields blank at your discretion. If you do not have the requested information, you may leave fields blank. Blanks are noted as possible errors in case they were omitted by accident.

To view error details, download the data validation errors file (available on the page for 10 minutes). View error codes in the last column of the worksheet. Do **not** make updates in the data validation file.

How to correct or add new data

To make corrections or add data, you must download your data template file again from Report Maker. It will include all valid data you entered previously. Make changes in the new file you have downloaded and then upload it.

How to access Report Maker

Sign in to your [My Cambridge \(https://sso.cambridge.org/login\)](https://sso.cambridge.org/login) account and click in the box for “Report Maker.” If you do not see Report Maker listed and are a US teacher for Cambridge IGCSE or International AS & A Levels, please contact your exams officer to request access.

If you do not see Report Maker listed and are a US exams officer or head of center, or an approved district or state contact, please contact [Customer Services \(https://help.cambridgeinternational.org/\)](https://help.cambridgeinternational.org/).