



CAMBRIDGE

# Unlocking Cambridge Data: Transform Your School's Results Analysis with Report Maker

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# Workshop Agenda

- Account Administration via MyCambridge
- Uploading/Enriching Data in Report Maker
- Accessing and Viewing Data in Report Maker



# Internet for Today's Workshop

**Wifi Name: Cambridge Schools Conference**

**Password: CSCUS2025!**



## Section I

# Account Administration (User Access) via MyCambridge

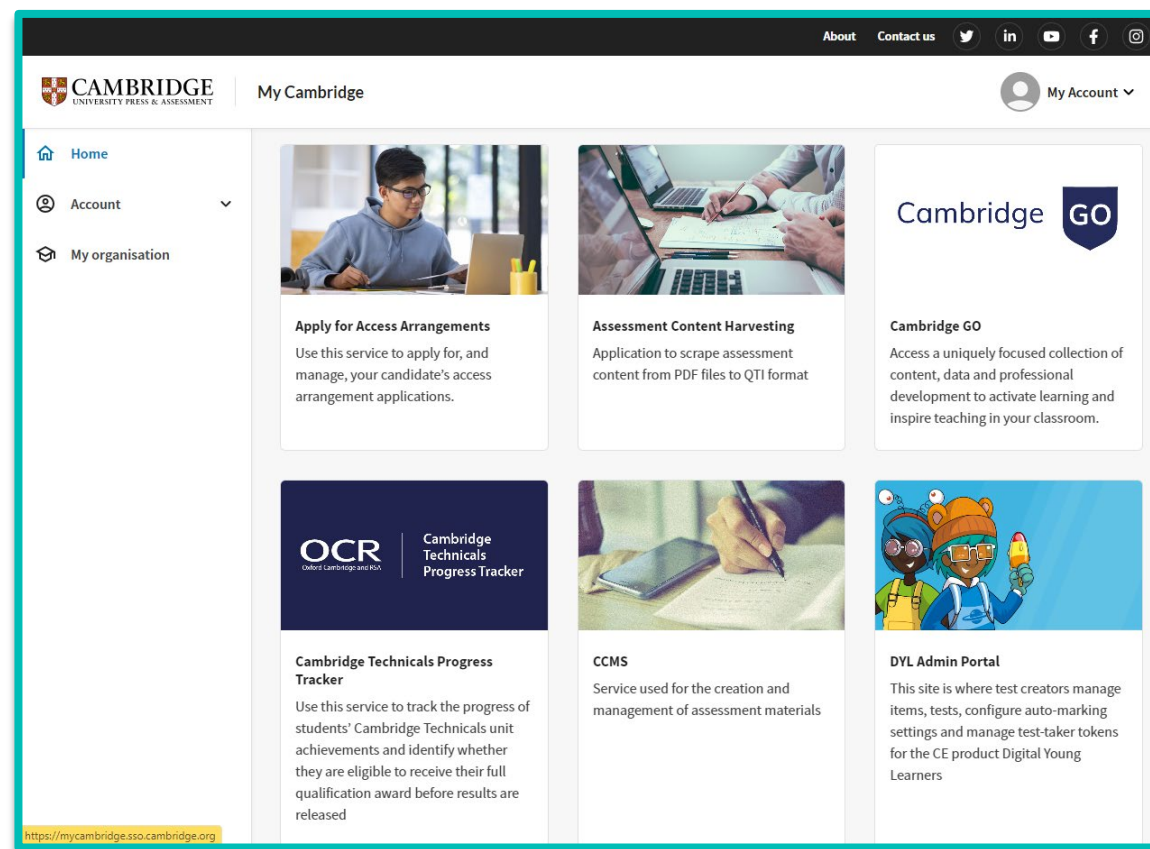
# My Cambridge—Your New Cambridge Gateway

In Summer 2024, Cambridge International rolled out the My Cambridge online platform in the US.

- **One Stop Shop:** Single-sign-on hub with personalized modules and tools needed to manage the Cambridge program for your given role. Over time, all of your Cambridge services will migrate to this platform.
- **Account Management:** Ability to set preferences (including communications) for your account.

For administrators: self-service management of accounts for users in your organization.

- **New User Access:** User accounts for schools and districts to access Cambridge resources, including teaching materials and exam results data.



# Account Administration: Access via MyCambridge

## Who needs a MyCambridge account?

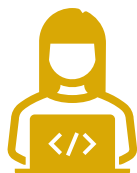
Any person in your school/center who accesses online Cambridge platforms and resources.

## Is MyCambridge only used for Report Maker accounts?

MyCambridge is used for administering access for Report Maker and other Cambridge platforms (e.g., Access to Scripts, CambridgeGo, Submit for Assessment).



**Cambridge  
teachers**



**School  
support staff**



**Principals/  
school heads**



**District  
administrators**

# Account Administration: Report Maker Roles



## Cambridge teachers



## Exams officers



## Principals/ school heads



## District administrators

**What data is visible to this user?**

- **Exam results** for students assigned via Teacher Rosters (final grades, component and mark grades)
- **Identifying information** of students assigned to them (name, birthdate)

- **Exam results** for all students and teachers in your school
- **Identifying information** of all students in your school
- **Summary reports**, including pass rates and demographics

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- **Exam results** for all students and teachers in your district
- **Identifying information** of all students in your district
- **Summary reports**, including pass rates and demographics

**What actions are available to this user?**

- **View student records** for students assigned via Teacher Rosters
- **View exam results** for assigned students
- **Download and print data** for assigned students

- **View records and results** for all students in your school
- **Download raw data files**; print and download reports
- **Upload and edit enriched data files** (Teacher Rosters, Student Demographics)

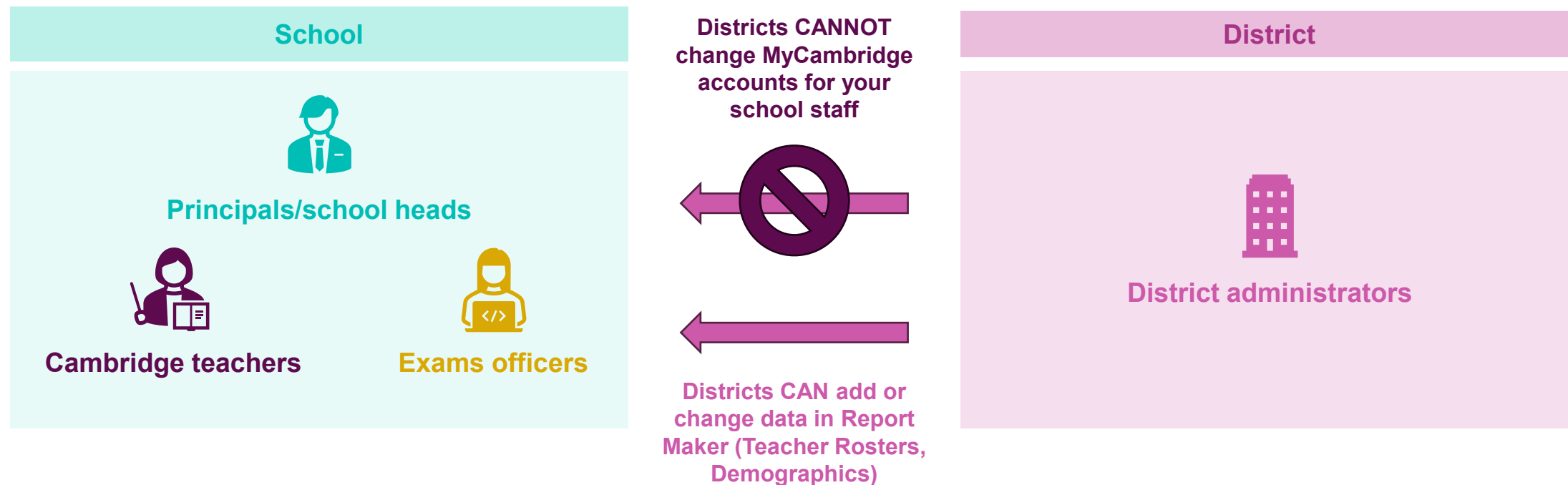
- **View records and results** for all students in your school
- **Download raw data files**; print and download reports
- **Upload and edit enriched data files** (Teacher Rosters, Student Demographics)

- **View records and results** for all students in your district
- **Download raw data files**; print and download reports
- **Upload and edit enriched data files** (Teacher Rosters, Student Demographics)

# Account Administration: Organizations and Roles

**Can my district make changes to our school's Report Maker accounts in MyCambridge?**

**NO.** Districts do not have the ability to change accounts (add/delete accounts, change permissions).  
**Only Exams Officers or Heads of Centers** can make changes to your school's accounts.



# Account Administration: Data Privacy & Protection

## Some important considerations for Report Maker access:

- Report Maker contains student-level data on Cambridge exams
- Report Maker also contains some personal identifying information on students (such as birthdates and student ID numbers)
- Viewable data varies depending on the user (each user type has a different level of access)

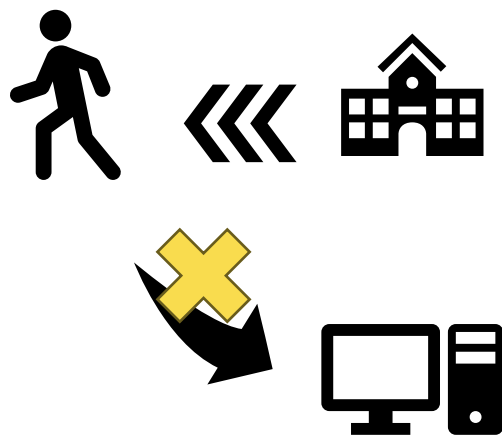
## Suggested best practices for granting Report Maker access:

- Grant users access appropriate to what is needed for their roles/jobs
- Do not allow users to see data that would not be typically available to them
- Do not assign access to teachers/staff who are not involved in your Cambridge classes/program
- Do not create accounts using personal e-mails—**always use district-assigned work e-mails!**
- When in doubt, speak to appropriate school/district leader or Cambridge customer service

# Account Administration: Data Privacy & Protection



**REMINDER: Always create user accounts with the school-assigned or district-assigned work e-mails for your teachers/staff!**  
(It is not advised to use personal e-mail addresses for accounts.)

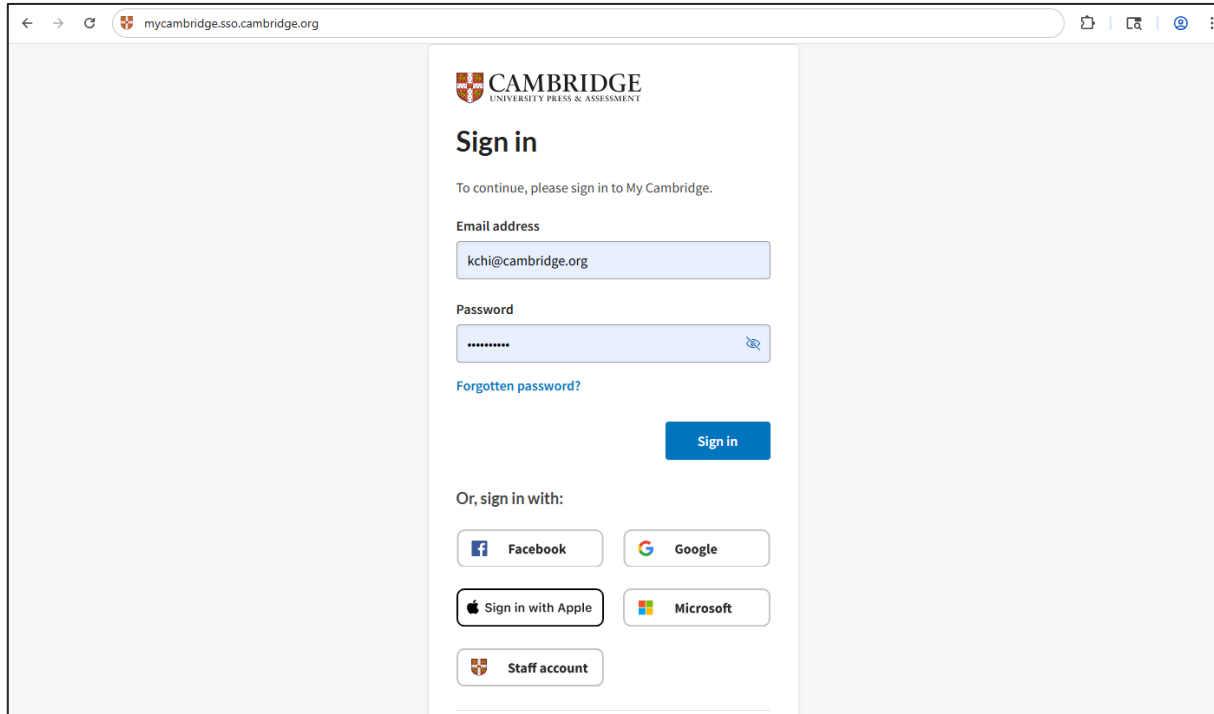


## Why use work e-mails?

Users must be able to verify logins via their e-mail to access the platform. When a staff person leaves your school and loses their work e-mail account, it will also prevent them from continuing to access your Report Maker data.

# Demo of Account Administration in MyCambridge

Login to MyCambridge to follow along:  
<https://mycambridge.sso.cambridge.org/>



The screenshot shows the login page for MyCambridge. The browser address bar displays `mycambridge.sso.cambridge.org`. The page features the Cambridge University Press & Assessment logo at the top. Below the logo, the heading "Sign in" is followed by the instruction "To continue, please sign in to My Cambridge." The login form includes an "Email address" field with the text `kchi@cambridge.org` and a "Password" field with masked characters. A link for "Forgotten password?" is located below the password field. A blue "Sign in" button is positioned below the password field. Under the heading "Or, sign in with:", there are four buttons: "Facebook", "Google", "Sign in with Apple", and "Microsoft". At the bottom, there is a "Staff account" button with a small Cambridge logo.

## Section II

# Uploading/Enriching Data in Report Maker

# Enriching Exam Results Data with Report Maker



## Teacher Rosters

What Is It?	<ul style="list-style-type: none"><li>• Tool to assign each student (and exam) to a teacher in your school</li><li>• Empowers teachers to review their data, compare data for students and exam components, etc.</li><li>• Enables your school/district to identify teachers who may need support</li></ul>
Reports	<ul style="list-style-type: none"><li>• Teachers can view data and reports on their students, including component marks/grades</li><li>• Administrators can view summary reports, including <b>teacher grade distributions</b></li></ul>



## Student Data (Demographics)

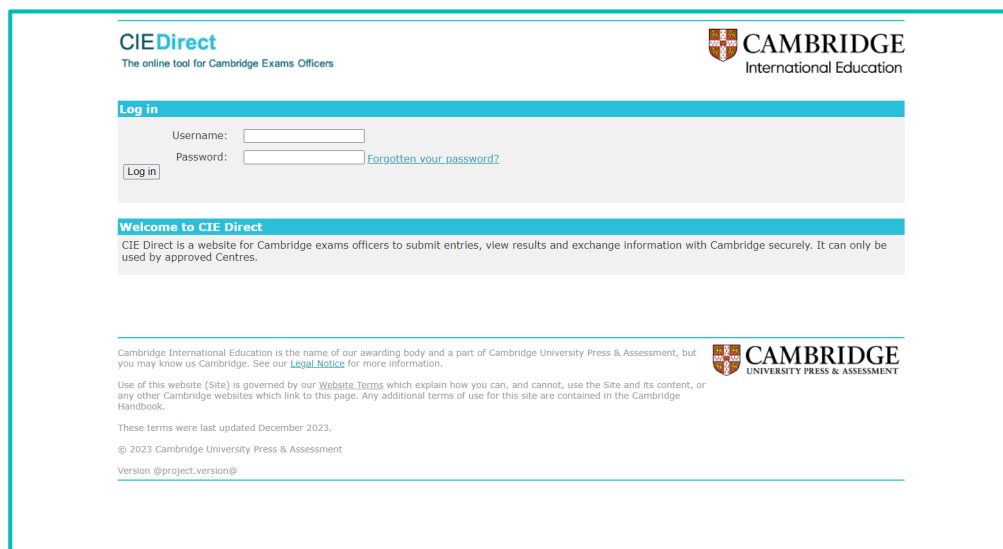
What Is It?	<ul style="list-style-type: none"><li>• Tool to provide additional data on students sitting exams—specifically, State ID, Graduation Year, and Race/Ethnicity</li><li>• Enhanced data needed for state reporting</li><li>• Data needed to track transfer students</li><li>• Additional data needed by Cambridge to develop an <b>AICE Diploma Tracker</b> for future release</li></ul>
Reports	<ul style="list-style-type: none"><li>• Schools and districts can view summary reports on <b>exam outcomes by demographic subgroup</b></li><li>• Student Records will show enriched data</li></ul>

# CIE Direct and Report Maker

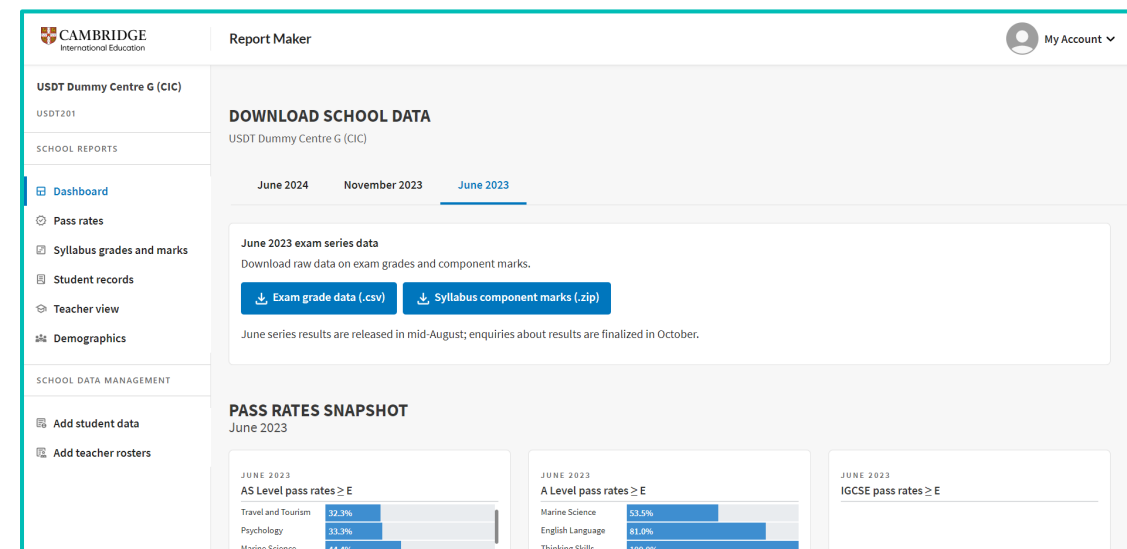
## 1. CIE DIRECT



## 2. REPORT MAKER



The screenshot shows the CIE Direct login page. At the top left is the 'CIEDirect' logo with the tagline 'The online tool for Cambridge Exams Officers'. At the top right is the Cambridge International Education logo. Below the logo is a 'Log in' section with fields for 'Username:' and 'Password:', a 'Log in' button, and a link for 'Forgotten your password?'. Below this is a 'Welcome to CIE Direct' section with a brief description of the site's purpose. At the bottom, there is a footer with legal notices and a version number.



Use CIE Direct to order exams (make entries), including creating candidates and their exams.

Use Report Maker to enhance candidate data and view results data/reports starting in 2025.

# How Does Report Maker Fit in Cambridge's Exam Cycle?

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025
Entries for June 2025 exam series (CIE Direct)		Ideal period for adding data in Report Maker for June series					Entries for Nov 2025 exam series (CIE Direct)		Ideal period for adding data in Report Maker for Nov series		
		★ ★ ★ Data enrichment open for any entries for June 2025 and November 2025 exam series (Report Maker) Data window open between March 1, 2025 and February 28, 2026 *									
				Exams for June 2025 exam series					Exams for November 2025 exam series		
							June 2025 Results				

\* While schools have a one-year window to enrich data, **it is advised to add teacher and demographic data shortly after making entries for a series**. This is because records may be lost/archived in June of each year when student information systems roll into the next academic year.



**When the data enrichment window closes, it is not possible to edit data for the previous year.**

# What Happens If I Fail to Add Data?

## What if I choose not to add data in Report Maker?

If your school has an established method for monitoring, sharing, and analyzing assessment data, then it may not be necessary to use Report Maker. However, if you do not add data:

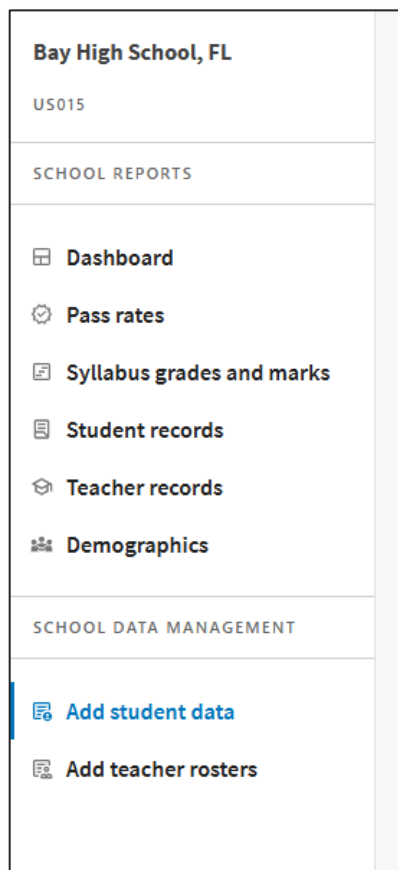
- Your school may be unable to use the **future AICE Diploma Tracker**.
- Your school may be unable to access **future longitudinal score reports/analyses**.
- Your teachers will be unable to view their exam data as part of their online resources.
- Students may not have their data accurately tracked when they transfer schools.
- Your data may not be accurately reported for **state accountability/scholarship programs**.

## Can I add data in the future if I change my mind?

**NO.** Report Maker only allows users to add or change data during the current exam year. Once the window closes, you will be unable to make changes to data from past series.

# Getting Started: Preparing to Enrich Data

In Report Maker, retrieve your data enrichment templates under the School Data Management section of the navigation window



## Data needed for Teacher Rosters:

- List of exam entries (including students) with corresponding teachers
- E-mail accounts for Cambridge teachers (see Section I on adding accounts)

## Data needed for Student Data:

- List of students entered for exams
- Additional student data: State ID Number, Graduation Year, Race/Ethnicity

# Adding Teacher Data (Uploading Teacher Rosters)

	A	B	C	D	E	F	G	H
1	SYLLABUS	SYLLABUS_NAME	CAMBRIDGE_UNIQUE_CANDIDATE_ID	CANDIDATE_NUMBER	CANDIDATE_NAME	DOB	NATIONALITY	TEACHER_EMAIL_ADDRESS
2	8021	ENGLISH GENERAL PAPER	S-B1482745	1001	SMITH:JANE	2004-06-01	374294105831	drew.johnson@abcschool.edu
3	8021	ENGLISH GENERAL PAPER	S-B1482746	1002	KANE:WILLIAM	2003-05-11	374294105832	drew.johnson@abcschool.edu
4	8021	ENGLISH GENERAL PAPER	S-B1482747	1003	CASTILLO-FLOREZ:ANDY	2004-12-12	472914720123	drew.johnson@abcschool.edu
5	8021	ENGLISH GENERAL PAPER	S-B1482748	1004	LI:FANNY	2003-10-31	570123875321	dario.moss@abcschool.edu
6	8021	ENGLISH GENERAL PAPER	S-B1482749	1005	FORTUNO:MARIO	2004-03-13	408434738013	dario.moss@abcschool.edu
7	8021	ENGLISH GENERAL PAPER	S-B1482750	1006	TAVAREZ:CRYSTAL	2004-02-18	490147901234	dario.moss@abcschool.edu
8	8021	ENGLISH GENERAL PAPER	S-B1482751	1007	SULLIVAN:ANN MARIE	2003-01-30	479023458931	dario.moss@abcschool.edu
9	8021	ENGLISH GENERAL PAPER	S-B1482752	1008	KHAN:EMILIO	2003-04-12	689032340981	
10	8021	ENGLISH GENERAL PAPER	S-B1482753	1009	PADILLA:ESTELLE	2003-10-11	495703914859	
11	9482	DRAMA	S-B1482754	2001	WU:KENJI	2005-06-11	609843208534	drew.johnson@abcschool.edu
12	9482	DRAMA	S-B1482755	2002	GAINES:CLAIRE	2005-08-14	490750143573	drew.johnson@abcschool.edu
13	9482	DRAMA	S-B1482756	2003	RUSSO:MORDECHAI	2005-09-22	314780532345	drew.johnson@abcschool.edu
14	9482	DRAMA	S-B1482757	2010	CISNEROS:BRYLEE JANE	2006-11-23		
15	9482	DRAMA	S-B1482758	2021	DECKER:MALAYA	2006-12-24		
16	9482	DRAMA	S-B1482759	1003	CASTILLO-FLOREZ:ANDY	2004-12-12		
17	9482	DRAMA	S-B1482760	1004	LI:FANNY	2003-10-31		

After uploading the Teacher Roster file (matching a student/exam to a particular teacher account), a teacher will see results for their students when they log in to their Report Maker account.

If a teacher sees no students or the incorrect students in their account, you will need to update your Teacher Roster upload file.



[Back](#)

**TEACHER VIEW**  
usdtteacher201edward@kmmwq44a8.mailosaur.net

[Go to data downloads](#)

View students, syllabus and component grades and marks.

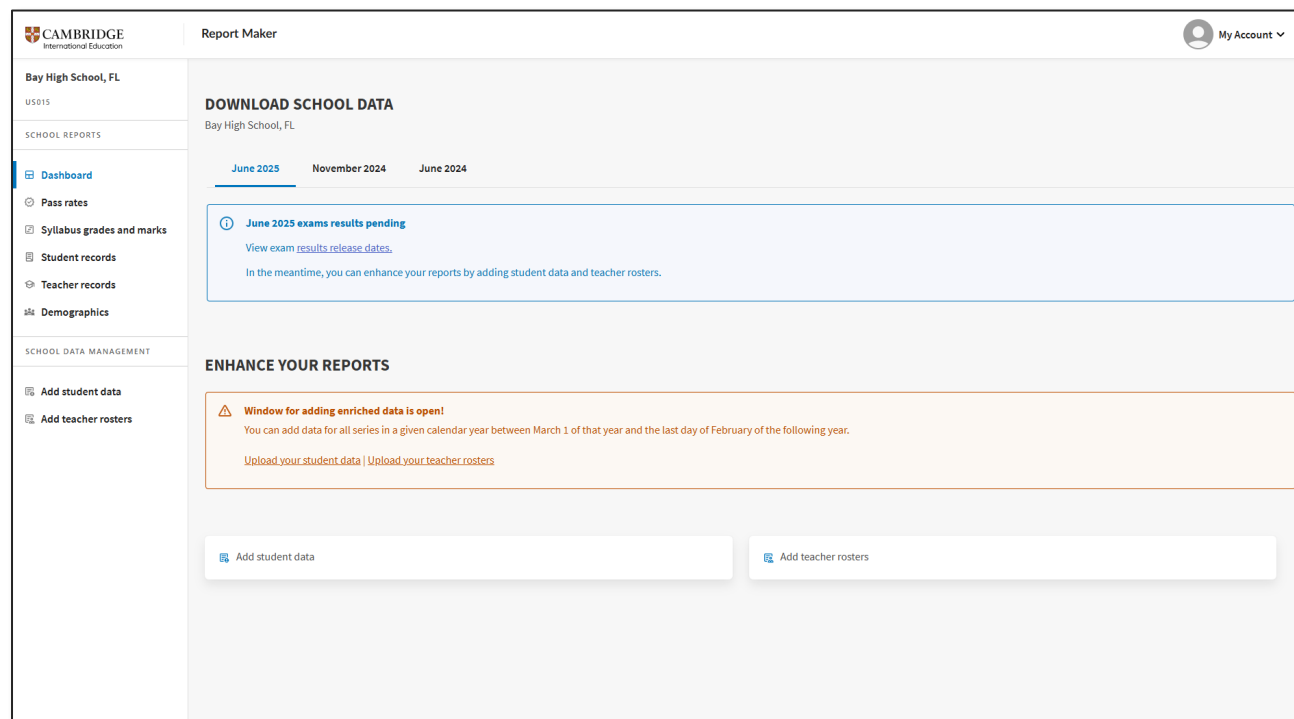
[Download \(pdf\)](#)

All syllabuses	Final grades		Comprehension 21			Essay 11		
Students (172)	Total	Grade	Max	Mark	Grade	Max	Mark	Grade
3062 - 3062 Name	64.7	a8	50	23.0	d11	30	25.0	a7
3100 - 3100 Name	65.7	a8	50	34.0	a7	30	19.0	b9
3112 - 3112 Name	45.0	e12	50	20.0	e12	30	15.0	d11
3114 - 3114 Name	51.7	c10	50	35.0	a7	30	10.0	U13
3116 - 3116 Name	55.3	c10	50	32.0	a7	30	14.0	e12
3117 - 3117 Name	56.0	c10	50	26.0	b9	30	18.0	c10

# Demo on How to Enrich Data Files

Login to MyCambridge and open Report Maker application:

<https://mycambridge.sso.cambridge.org/>



## Section III

# Accessing and Viewing Data in Report Maker

# What New Reports Are Available in Report Maker?



## Raw Data Files

- **Student grades**, with AS Levels and A Levels as distinct categories
- **Component grades and marks** by syllabus, in CSV format



## Pass Rates Report

- **Aggregated pass rate** by syllabus at  $\geq C$  and  $\geq E$
- **National pass rates** by syllabus



## Syllabus Grades and Marks

- **Student grades by component**, including marks and max scores
- **Component names and IDs**



## Teacher Reports

- **Grade distributions by teacher and syllabus** (if teacher roster data are added in Report Maker)
- **Student grades** by teacher



## Student Demographics

- **Pass rates by demographic group** (if student data are added in Report Maker)
- **Student records** with grades and demographic information


# Pass Rate Reports


USDT201


SCHOOL REPORTS


 Dashboard

 **Pass rates**


 Syllabus grades and marks


 Student records

 Teacher view

 Demographics

SCHOOL DATA MANAGEMENT

 Add student data

 Add teacher rosters

## PASS RATES

[Go to data downloads](#)

AS & A Level grades are awarded on a scale from A\* (A Level) or A (AS Level) to E. A grade of E is considered passing and a grade of C or higher represents stronger performance. IGCSE grades are awarded on a scale from A\* to G.

EXAM SERIES

June 2023 ▾

QUALIFICATION

AS Level ▾

### USDT Dummy Centre G (CIC)

AS Level

[Download \(pdf\)](#)

Syllabus	Pass rate	Exams	School		National	
			≥C	≥E	≥C	≥E
9395 - Travel and Tourism	<div><div>32.3%</div><div>6.5%</div></div>	32	6.5%	32.3%	27.1%	62.8%
9990 - Psychology	<div><div>33.3%</div><div>9.5%</div></div>	21	9.5%	33.3%	15.1%	42.7%
9693 - Marine Science	<div><div>44.4%</div><div>8.0%</div></div>	163	8.0%	44.4%	16.4%	57.7%
8291 - Environmental Management	<div><div>58.6%</div><div>24.3%</div></div>	111	24.3%	58.6%	26.4%	62.5%

# Syllabus and Component Reports

USDT201

SCHOOL REPORTS

Dashboard

Pass rates

Syllabus grades and marks

Student records

Teacher view

Demographics

SCHOOL DATA MANAGEMENT

Add student data

Add teacher rosters

## SYLLABUS GRADES AND MARKS

Go to data downloads

View syllabus and component grades and marks for all students. Get [information on understanding results](#). Get information on [AICE Diploma grading](#).

EXAM SERIES

June 2023 ▾

QUALIFICATION

AS & A Level ▾

SYLLABUS

9093 - ENGLISH LANGUAGE ▾

### 9093 - ENGLISH LANGUAGE

Cambridge International AS & A Level

Download (pdf)

	Final grades		Language Topics Paper 41			Language Analysis Paper 31			Writing Paper 21			Reading Paper 11			June AS Mark (11,21) Carried Forward			November AS (11,21) Carried Forward	
	Total	Grade	Max	Mark	Grade	Max	Mark	Grade	Max	Mark	Grade	Max	Mark	Grade	Max	Mark	Grade	Max	Mark
Students (238)																			
<a href="#">3022 - 3022 Name</a>	88.0	D5	50	22.0	D5	50	11.0	U13	50	30.0	B3	50	25.0	C4	-	-	-	-	-
<a href="#">3030 - 3030 Name</a>	67.0	E6	50	9.0	U13	50	14.0	U13	50	23.0	D5	50	21.0	E6	-	-	-	-	-
<a href="#">3038 - 3038 Name</a>	44.0	d11	-	-	-	-	-	-	50	14.0	U13	50	30.0	B3	-	-	-	-	-
<a href="#">3049 - 3049 Name</a>	80.0	E6	50	18.0	E6	50	18.0	E6	50	22.0	D5	50	22.0	D5	-	-	-	-	-
<a href="#">3062 - 3062 Name</a>	84.0	D5	50	19.0	E6	50	18.0	E6	50	26.0	C4	50	21.0	E6	-	-	-	-	-

# Thank you!

**Cambridge Schools Conference, June 2025**  
Future-ready: preparing learners to thrive



[cambridge.org/internationaleducation](https://cambridge.org/internationaleducation)

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