

Examination Centre Performance Reports

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Introduction

A suite of performance reports has been developed which will display aggregate candidate results:

- Over time (year-on-year for the current year and previous three)
- Against all other centres in the same country and globally

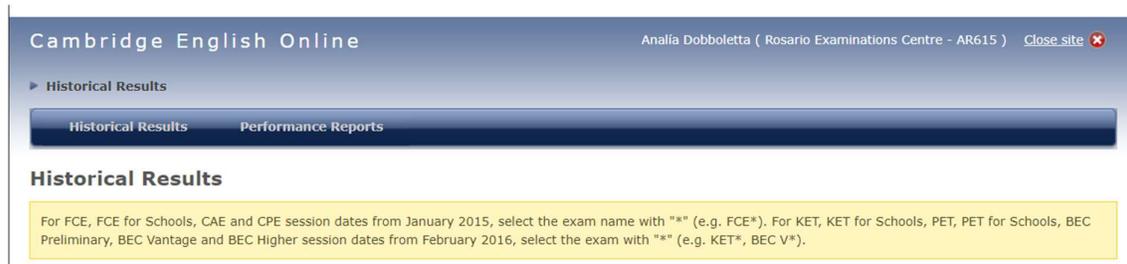
The reports are fully integrated into the Cambridge English Online Results Portal and can be viewed by anyone who is currently able to use the service. The reports cover all Cambridge English Qualifications from Pre A1 Starters to C2 Proficiency, including the Business certificates from B1 Business Preliminary to C1 Business Higher.

Accessing the reports

To use the reports, simply log into Cambridge English Online and select **Historical Results**.



Once in the Historical Results section you will see the Performance Reports button tab on the menu bar.



Clicking on this will display the reports page - click on the underlined link as shown.



The report menu will be displayed. The actual reports shown will vary depending on the types of examination offered by your centre.

Cambridge English Qualifications

Performance Reports for your Centre

Welcome to our results reporting service for centres.

For information on running the reports please see the [user guide](#)

If you have any technical issues with the reports, please contact Cambridge English on <https://support.cambridgeenglish.org>

*Note that the reports cover the last three years and the current year to date
Click on the name or description to run the report*

[FAQs](#)

Overall Reports

Overall Score & Grade Dashboard	Shows all overall Cambridge English Scale Score and Grade reports on a single page.
Year on Year Grade Distributions	Shows proportions of candidates achieving each grade by year and in comparison to other years.
Group Grade Distributions	Shows proportions of candidates from your centre achieving each grade for the selected year, compared to your country as a whole, and globally.
Group Grade Distribution by Period	Shows proportions of candidates from your centre achieving each grade for a selected period (month and year) compared to your country as a whole, and globally.
Grade Distributions by Preparation Centre	Shows proportions of candidates from each of your preparation centres achieving each grade for the selected years.
Overall Cambridge English Scale Scores	Shows the average Cambridge English Scale score by year and in comparison to other years. This is also compared to your country as a whole and globally.

Reports by Skill

Skill Score Dashboard	Shows both skills reports on a single page.
Year on Year Cambridge English Scale Score Comparisons	Shows the average Cambridge English Scale score for each of the skills by year and in comparison to other years.
Group Skills Comparisons	Shows the average Cambridge English Scale score for each of the skills, for the selected year, compared to your country as a whole, and globally.

Starters, Movers and Flyers Reports

Starters, Movers and Flyers Dashboard	Shows both reports for Starters, Movers and Flyers on a single page.
Year on Year Starters, Movers and Flyers Shield Comparisons	Shows the proportions of candidates by number of shields achieved for each Shield value for each of the skills, for the current year, and compared to previous years.
Starters, Movers and Flyers Group Skills Comparisons	Shows the proportions of candidates achieving each Shield value for each of the skills, for the selected year, compared to their country as a whole, and globally.

Notes (all reports)

To run a report, click on its name or description in the menu. You will be asked to enter one or more parameters, depending on report type – note that if you have already entered a parameter (such as exam name) on another report it will be pre-populated, but can of course be changed if required. This may mean that the report runs automatically when selected – if this happens and you need the results for a different exam or time period, simply change the parameters and run the report again by clicking on the **View Report** button as usual.

The navigation pane

Report Navigation
FAQs
Group Grade Distributions
Group Grade Distributions by Period
Overall Cambridge English Scale Scores
Year on Year Cambridge English Scale Score Comparisons
Group Skills Comparisons

When you run a report (excluding the dashboards), a navigation pane will be displayed at the left-hand side of the screen. This allows you to jump between the available reports by clicking on the report name. The reports shown will be the same as those on the main menu, minus the report you are currently using and without the dashboards.

Notes

- The navigation pane does not appear on the dashboards, only on individual reports.
- You will not need to re-enter any parameters already selected on another report (as described above)
- Return to the [main menu](#) by clicking on **Report Navigation**
- You can access the [FAQs](#) page by clicking on the **FAQs** button.

Drilldown

All centres have the facility to drill down into the data for their preparation centres. If you would like to do this, click on the appropriate section of a chart to display a context-sensitive report and then click on a preparation centre ID or name to see their individual chart.

Note that you can only see data for your own preparation centres.

Example

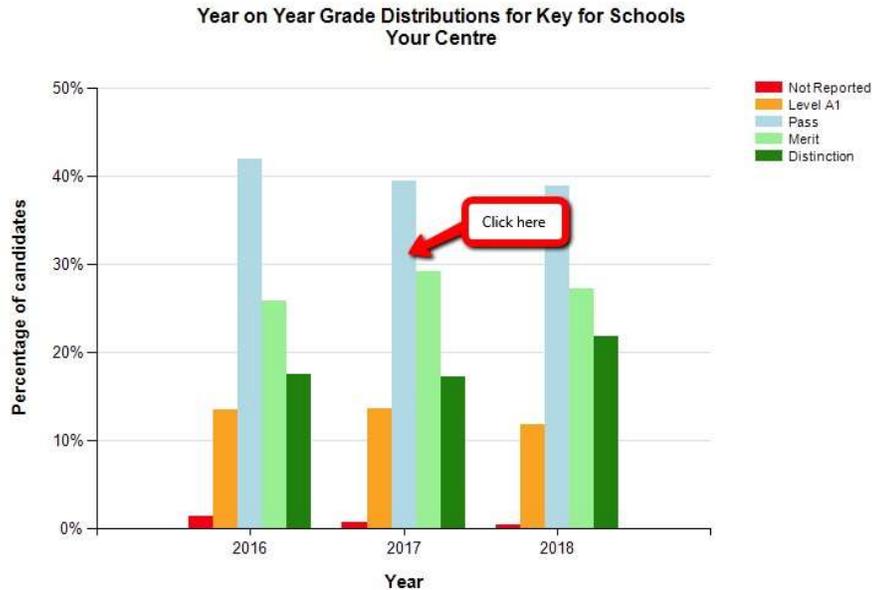
This report uses the Year-on-Year Grade Distributions report, but all reports work in a similar way.

Click on the section of the chart for which you would like to see preparation centre data. In this example, we will click on 2017 to see the data for that year. *Note that you will not be able to select sections of a chart displaying country and global data for comparison (such as in Group Grade Distributions) as you can only see information from your own preparation centres.*



CAMBRIDGE

Report Navigation
FAQs
Group Grade Distributions
Group Grade Distributions by Period
Grade Distributions by Preparation Centre
Overall Cambridge English Scale Scores
Year on Year Cambridge English Scale Score Comparisons
Group Skills Comparisons
Year on Year Starters, Movers and Flyers Shield Comparisons
Starters, Movers and Flyers Group Skills Comparisons



A report is displayed which shows the preparation centres concerned and the grades achieved by their candidates. Click on the Preparation Centre ID or Name to see the relevant chart for that preparation centre.

Preparation Centre Details

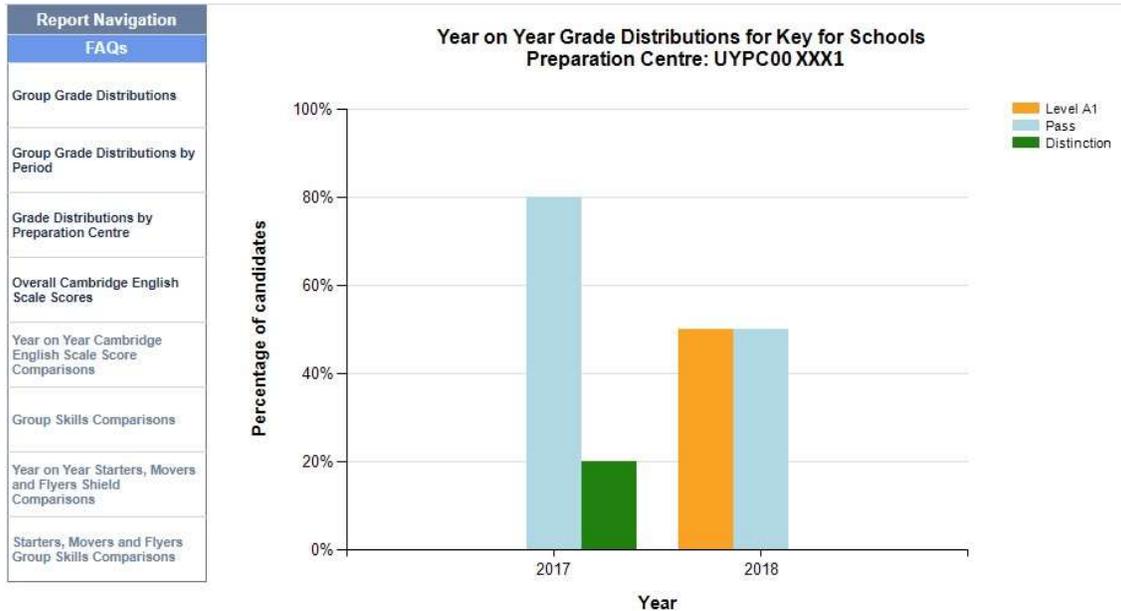
Exam: Key for Schools

Year: 2017

Click ID or Name

Preparation Centre ID	Preparation Centre Name	Year	Grade	No. Candidates
UYPC00XXX1	Preparation Centre A	2017	Distinction	1
			Pass	4
UYPC00XXX2	Preparation Centre B	2017	Distinction	7
			Merit	3
UYPC00XXX3	Preparation Centre C	2017	Distinction	3
			Merit	11
			Pass	7

The chart is displayed.



The navigation pane on the left can be used to return to the homepage or to run any other report for your centre in the usual way.

Downloading reports

After the results have been displayed, reports can be downloaded in Excel format by clicking the **Select a format** drop-down, selecting **Excel 2003**, and clicking **Export**. The charts are downloaded as images, and it is easy to copy them into any other application you require.



Cambridge English Qualifications (except Starters, Movers and Flyers): Overall Reports

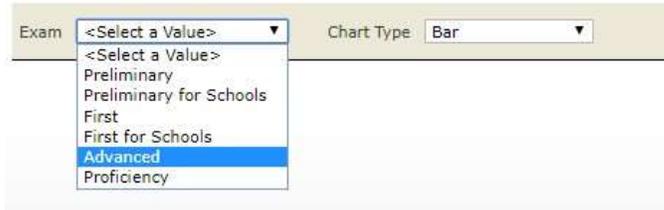
Year on Year Grade Distributions

This report compares the performance of a centre's candidates between the different years, for the selected exam.

Results are shown as a percentage of total candidates for the given year. You can see the actual number of candidates by hovering your cursor over the relevant bar.

To run the report, click on its name or description in the menu.

You will need to select two parameters, exam, and chart type. To select exam, click on the down arrow and choose the one you want from the list.



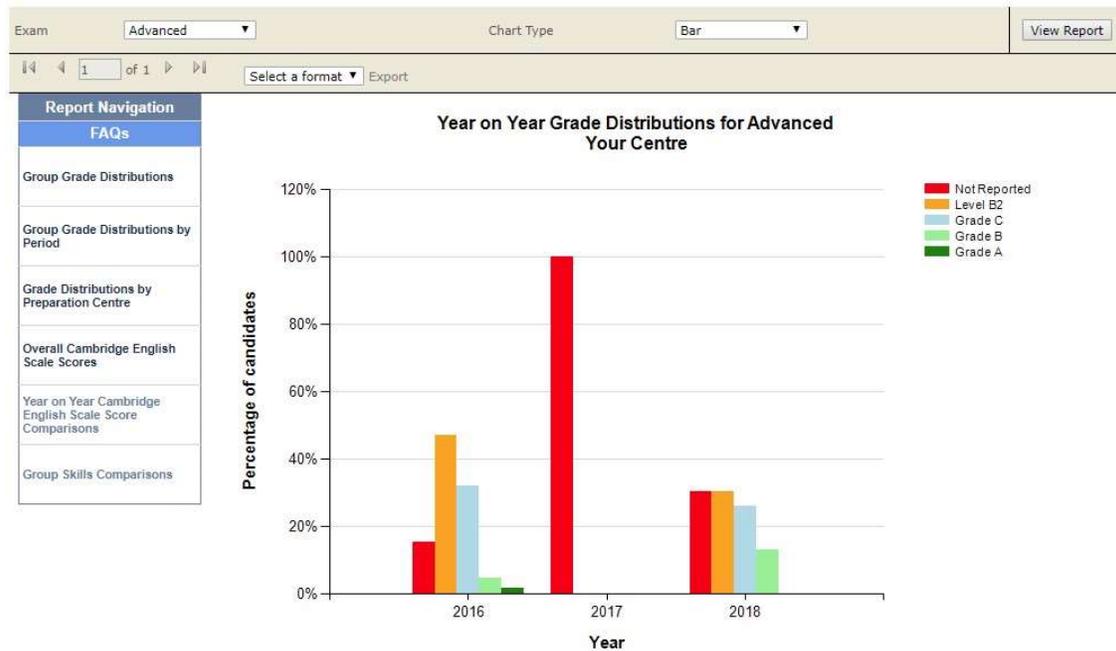
Do the same for chart type (this will default to bar chart, but you can also choose stacked bar or data table).



When you have done this, click on the **View Report** button on the right-hand side of the screen – the report will run and the results will be displayed.

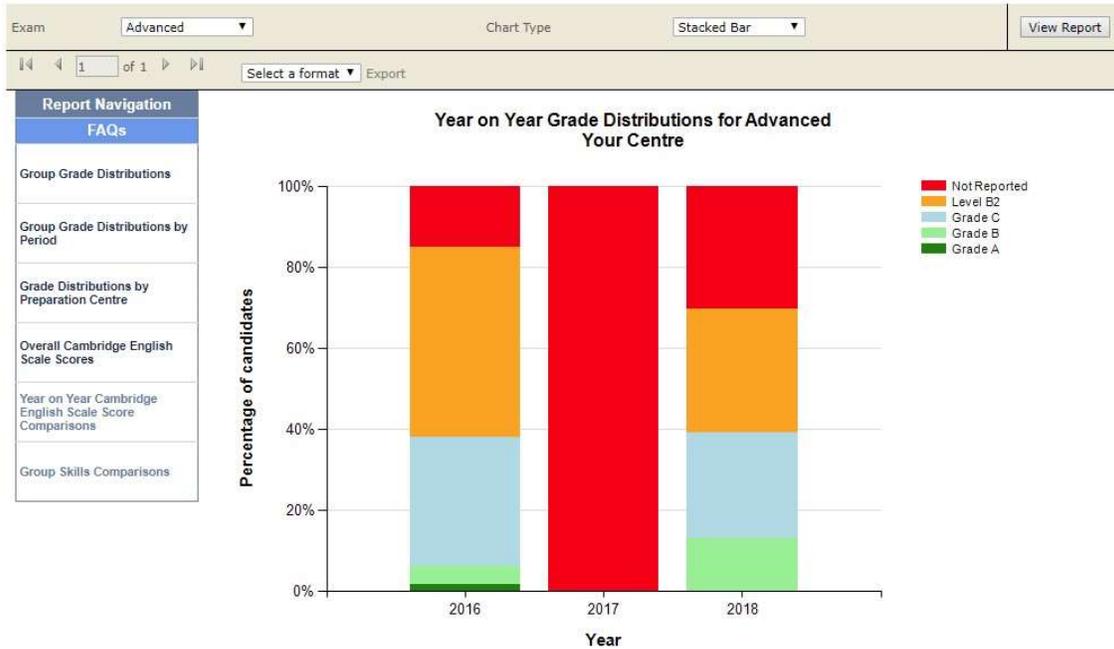
Report Types

Bar Chart





Stacked Bar



Data Table

Exam: **Advanced** | Chart Type: **Data Table** | [View Report](#)

1 of 1 | Select a format | Export

Report Navigation	Year	Not Reported	Level B2	Grade C	Grade B	Grade A
FAQs	2016	7.6% (5 candidates)	47% (31 candidates)	31.8% (21 candidates)	4.5% (3 candidates)	1.5% (1 candidate)
	2017	100% (12 candidates)				
Group Grade Distributions	2018	30.4% (7 candidates)	30.4% (7 candidates)	26.1% (6 candidates)	13% (3 candidates)	
Group Grade Distributions by Period						
Grade Distributions by Preparation Centre						
Overall Cambridge English Scale Scores						
Year on Year Cambridge English Scale Score Comparisons						
Group Skills Comparisons						

Group Grade Distributions

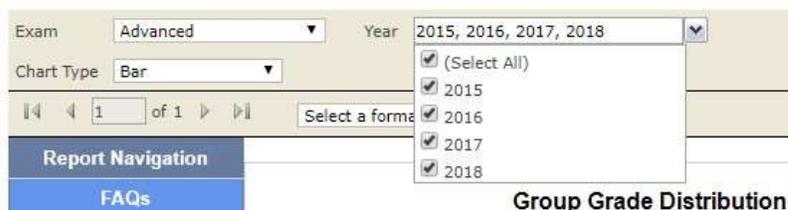
This report compares the performance of a centre's candidates against that of candidates from other centres in the same country and globally. Note that individual centres are not identified – the results shown are aggregate only.

Results are shown as a percentage of total candidates for the given year. You can see the actual number of candidates by hovering your cursor over the relevant bar.

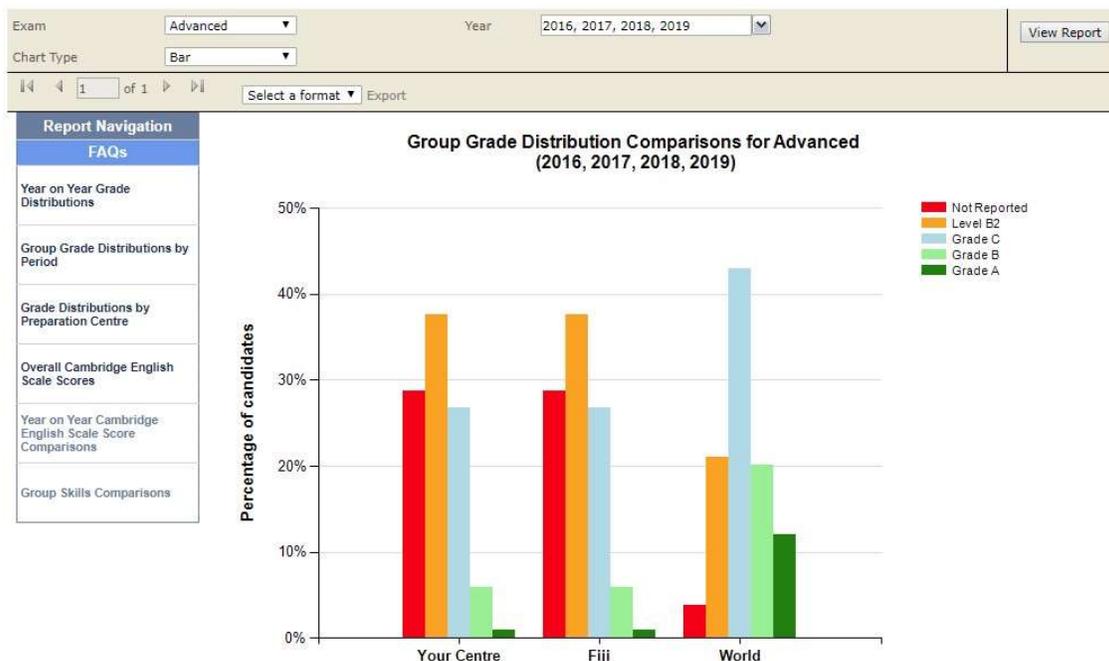
The report is run in exactly the same way as [Year-on-Year Grade Distributions](#), with the addition of an extra parameter to allow the selection of the years you would like included on the report. Note

that any parameters already selected on another report will be pre-filled here, although they can be changed if required.

To select the year or years you would like the report to cover, click on the drop-down by the Year prompt and check the years to be included (or select all, as shown).



When all the parameters have been entered, click on the **View Report** button on the right-hand side of the screen – the report will run and the results will be displayed (bar chart shown below).



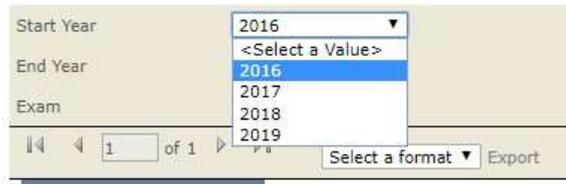
Group Grade Distribution by Period

This report compares the performance of a centre's candidates against that of candidates from other centres in the same country and globally for the precise period selected (starting & ending month and year).

Results are shown as a percentage of total candidates for the given year, with the actual number of candidates viewable by hovering your cursor over the relevant bar.

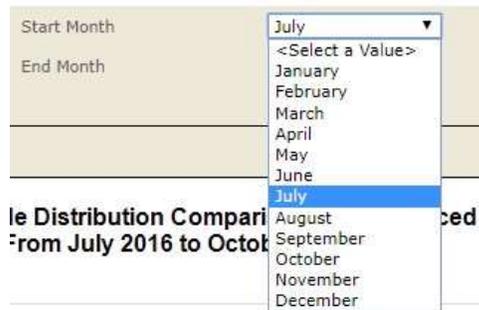
The report is the same as [Group Grade Distributions](#) described above except that instead of selecting years to include you can choose the exact starting and ending month and year you would like the report to cover.

1. Select Start Year



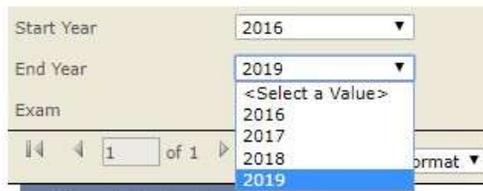
A screenshot of a web interface showing a dropdown menu for 'Start Year'. The menu is open, displaying options: '<Select a Value>', '2016', '2017', '2018', and '2019'. The '2016' option is highlighted. Below the dropdown, there is a 'Select a format' dropdown and an 'Export' button. The background shows a navigation bar with '1 of 1' and a 'Page' label.

2. Select Start Month



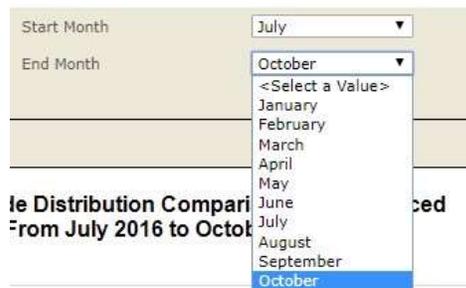
A screenshot of a web interface showing a dropdown menu for 'Start Month'. The menu is open, displaying options: '<Select a Value>', 'January', 'February', 'March', 'April', 'May', 'June', 'July', 'August', 'September', 'October', 'November', and 'December'. The 'July' option is highlighted. The background shows a navigation bar with '1 of 1' and a 'Page' label. Below the dropdown, there is a 'Select a format' dropdown and an 'Export' button.

3. Select End Year



A screenshot of a web interface showing a dropdown menu for 'End Year'. The menu is open, displaying options: '<Select a Value>', '2016', '2017', '2018', and '2019'. The '2019' option is highlighted. Below the dropdown, there is a 'Select a format' dropdown and an 'Export' button. The background shows a navigation bar with '1 of 1' and a 'Page' label.

4. Select End Month



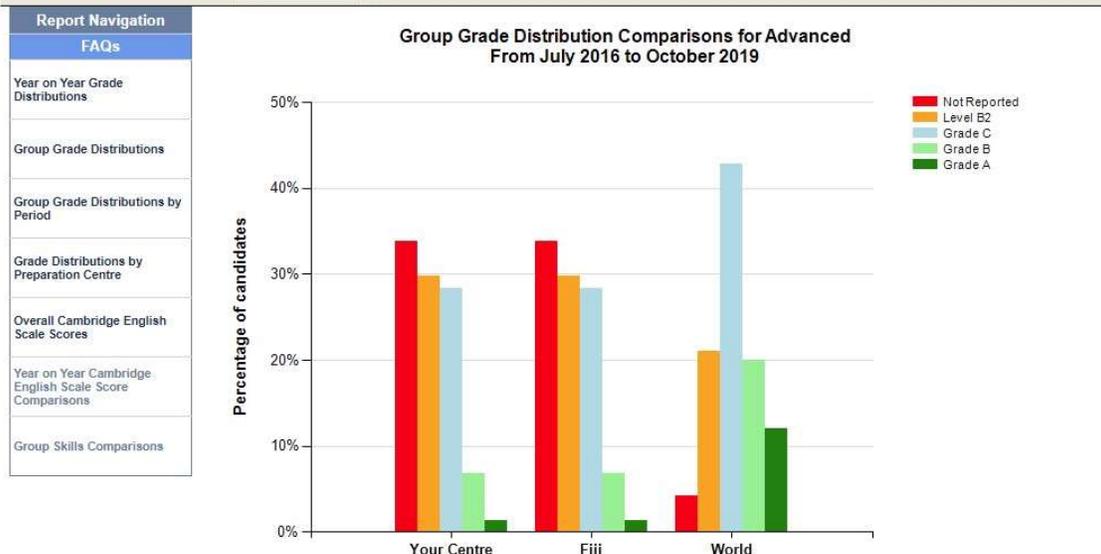
A screenshot of a web interface showing a dropdown menu for 'End Month'. The menu is open, displaying options: '<Select a Value>', 'January', 'February', 'March', 'April', 'May', 'June', 'July', 'August', 'September', and 'October'. The 'October' option is highlighted. The background shows a navigation bar with '1 of 1' and a 'Page' label. Below the dropdown, there is a 'Select a format' dropdown and an 'Export' button.

5. Select Exam (if not pre-filled)

Start Year: 2016
 End Year: 2019
 Exam: Advanced
 1 of 1
 Advanced format Export

When all the parameters have been entered, click on the **View Report** button on the right-hand side of the screen – the report will run and the results will be displayed in a bar chart.

Start Year: 2016 Start Month: July
 End Year: 2019 End Month: October
 Exam: Advanced
 1 of 1
 Select a format Export View Report



Grade Distributions by Preparation Centre

This report shows the performance of a centre's preparation centres in a horizontal bar chart allowing them to be compared against each other.

Results are shown as a percentage of total candidates for the given year. You can see the actual number of candidates by hovering your cursor over the relevant bar.

The report is run in exactly the same way as [Group Grade Distributions](#), but without the chart type option. Note that any parameters already selected on another report will be pre-filled here, although they can be changed if required.

To select the year or years you would like the report to cover, click on the drop-down by the Year prompt and check the years to be included (or select all, as shown).

Exam: Advanced Year: 2016, 2017, 2018, 2019

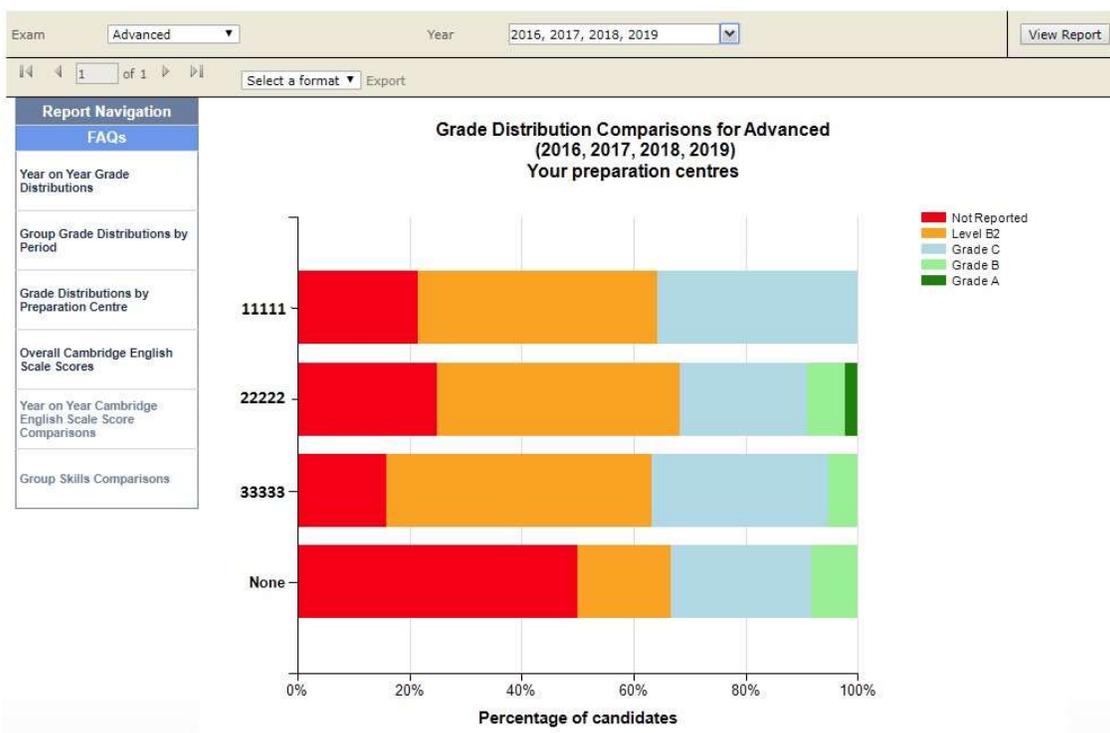
1 of 1 | Select a format | Export

Report Navigation
FAQs

Grade Distribution (for Advanced)

- (Select All)
- 2016
- 2017
- 2018
- 2019

When all the parameters have been entered, click on the **View Report** button on the right-hand side of the screen – the report will run and the results will be displayed (bar chart shown below).



Note that in this context **“None”** represents candidates taking the test at your centre without the involvement of a separate preparation centre.

The preparation centre ID is shown on the vertical axis, but the full name of the preparation centre, together with the number of candidates achieving the grade represented by the colour you are pointing at, can be displayed by hovering your mouse over the bar.

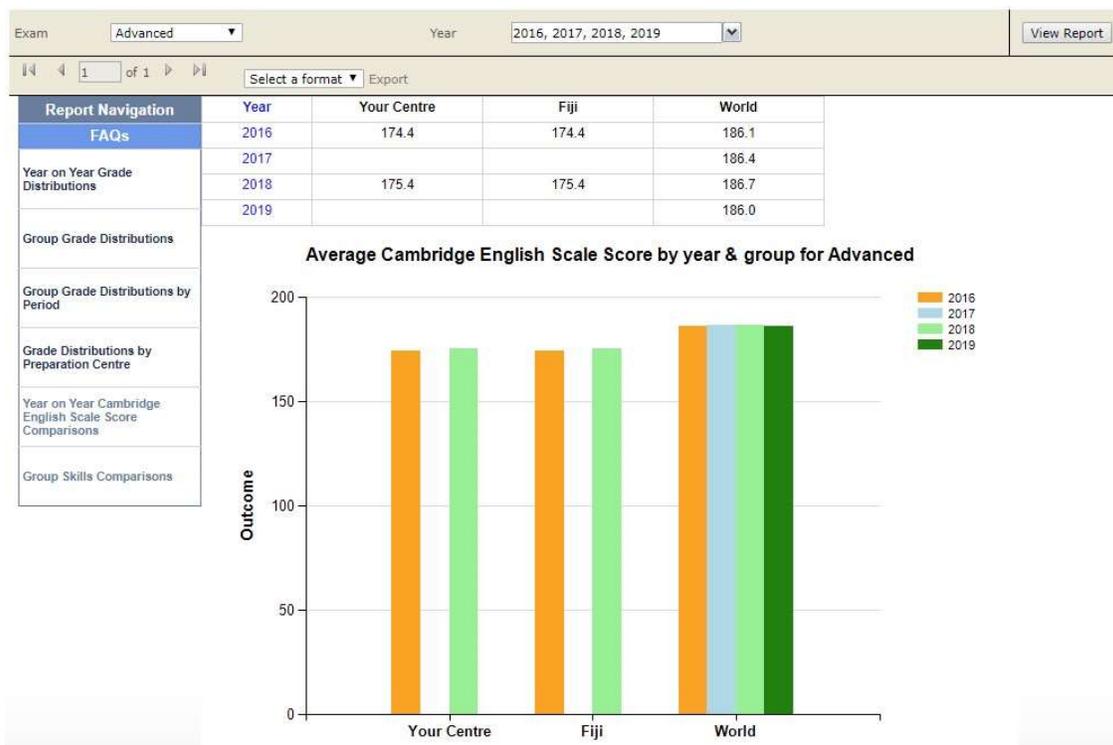


In the example above, the preparation centre ID is **11111** and their full name is **Prep Centre A** with 6 candidates achieving Level B2.

Overall Cambridge English Scale Scores

This report shows the average Cambridge English Scale score for the selected exam by year and in comparison, to your country as a whole and globally. A bar chart is displayed together with a corresponding table showing the exact average score for each group by year.

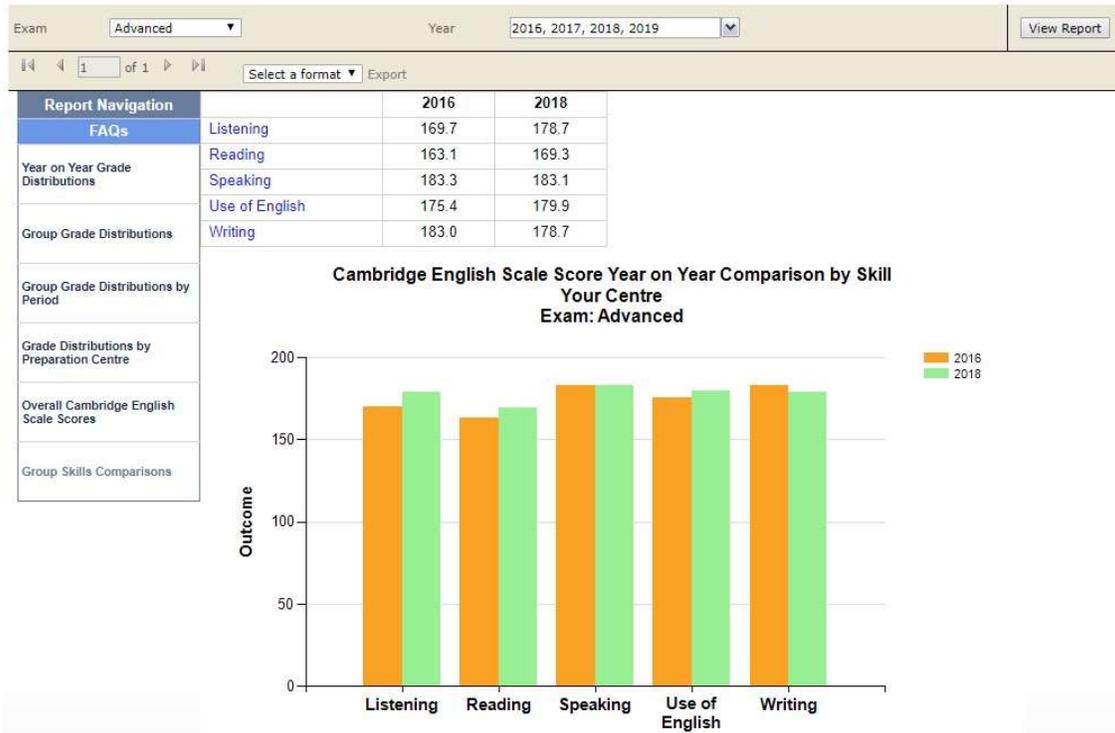
Note that if you have already selected exam and years in another report then this report will run automatically using those parameters. If you would like to see the results for a different exam or year then you will need to enter your new selection and rerun the report.



Cambridge English Qualifications: Reports by Skill

Year on Year Cambridge English Scale Score Comparisons

This report shows the average Cambridge English Scale score for each of the skills for the selected year or years. A bar chart is displayed together with a corresponding table showing the exact average score for each year.



Group Skills Comparisons

This report shows the average Cambridge English Scale score for each of the skills for the selected year or years, compared to your country as a whole and globally. A bar chart is displayed together with a corresponding table showing the exact average score for each group.



Starters, Movers and Flyers Reports

Year on Year Starters, Movers and Flyers Shield Comparisons

This report shows the proportions of candidates by number of shields achieved for each Shield value for each of the skills, for the current year, and compared to previous years.

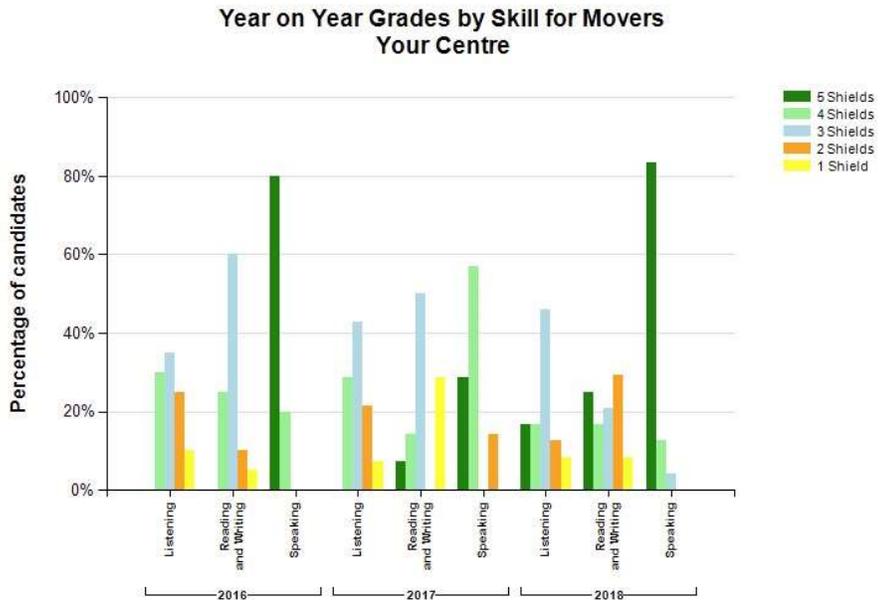
Exam

Movers

Flyers

Select Exam and click **View Report** to display a bar chart of results by skill and year.

Report Navigation
FAQs
Year on Year Grade Distributions
Group Grade Distributions
Group Grade Distributions by Period
Grade Distributions by Preparation Centre
Overall Cambridge English Scale Scores
Year on Year Cambridge English Scale Score Comparisons
Group Skills Comparisons
Starters, Movers and Flyers Group Skills Comparisons

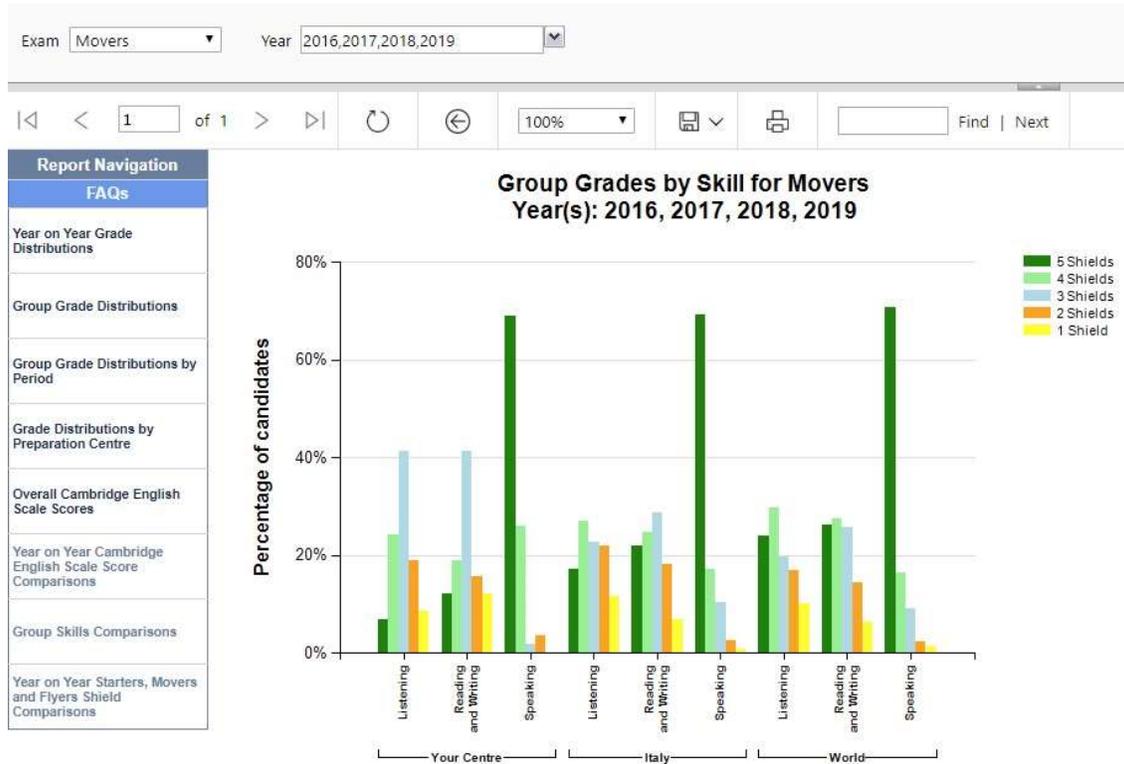


Starters, Movers and Flyers Group Skills Comparisons

This report shows the proportions of candidates achieving each Shield value for each of the skills, for the selected year, compared to their country as a whole and globally.

The report is run in exactly the same way as [Year on Year Starters, Movers and Flyers Shield Comparisons](#) with the addition of an extra parameter to allow the selection of the years you would like included on the report. Note that any parameters already selected on another report will be prefilled here, although they can be changed if desired.

To select the year or years you would like the report to cover, click on the drop-down by the Year prompt and check the years to be included (or select all, as shown).



Dashboards

Dashboards are a means of displaying all reports of each type on a single page, which makes it easier to download the results. They are shown in grey on the [main report menu](#), but are not available on the [navigation pane](#) shown on the left hand side of the reports.

Overall Score and Grade Dashboard

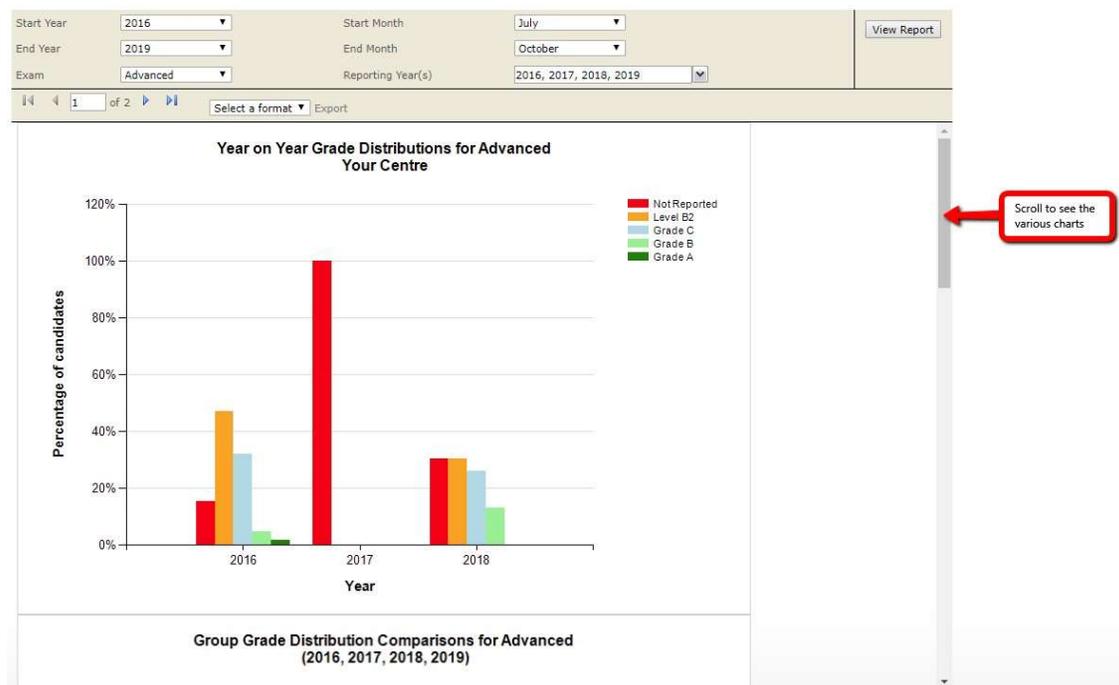
This dashboard runs the following reports:

- [Year on Year Grade Distributions](#)
- [Group Grade Distributions](#)
- [Group Grade Distribution by Period](#)
- [Grade Distributions by Preparation Centre](#)
- [Overall Cambridge English Scale Scores](#)

The parameters for all four reports will need to be entered before the report is run. Note that the start & end dates are required by the Group Grade Distribution by Period report only.

Start Year	<input type="text" value="2016"/>	Start Month	<input type="text" value="July"/>
End Year	<input type="text" value="2019"/>	End Month	<input type="text" value="October"/>
Exam	<input type="text" value="Advanced"/>	Reporting Year(s)	<input type="text" value="2016, 2017, 2018, 2019"/>

The report will be displayed and available for download like any other.



Skill Score Dashboard

This dashboard runs the following reports:

- [Year on Year Cambridge English Scale Score Comparisons](#)
- [Group Skills Comparisons](#)

Starters, Movers and Flyers Dashboard

This dashboard runs the following reports:

- [Starters, Movers and Flyers Shield Comparisons](#)
- [Starters, Movers and Flyers Group Skills Comparisons](#)

Frequently Asked Questions

FAQs can be accessed from the [main menu](#):

*Note that the reports cover the last three years and the current year to date
Click on the name or description to run the report*



or the [navigation pane](#):



**Year on Year Grade Distributions for Advanced
Your Centre**

Click on either link to view the FAQs. When you are finished, click on the **Back** button to return to the page you were on before.

Results for Institutions FAQs

[Back](#)

Why are the reports for Starters, Movers and Flyers different from the reports for other exams?

Results for Starters, Movers and Flyers are reported by skill (Speaking, Listening, Reading and Writing) and there is no overall score and no Cambridge English Scale score, as there is for the other exams.

Why does the same report appear on the dashboard and again separately?

The dashboard shows all the reports on a single page so that you don't have to click on each report separately. There is one dashboard for Starters, Movers and Flyers, showing both reports for those exams, and there are two dashboards for the other exams: one showing the four reports related to overall scores and grades, and one showing the two reports related to skills. If you don't do Starters, Movers and Flyers, these reports won't show on your homepage, and vice versa for the other exams.

On the dashboard, why do I need to select both Start Year/End Year and Reporting Year(s)?

The dashboard shows several different reports on one page. Some reports compare results for your centre by year, so you need to select the years you want to compare, while others compare results for your centre versus your country and the world, so you can select the period of time you are interested in, e.g. you can select just May 2018 or you can select several years.

Why do I not see paper-based and computer-based exam results available for selection separately?

Results for paper and computer based exams have been merged so that selecting Advanced, for example, will show the results for the computer-based Advanced and paper-based Advanced exam in the same chart.

I can only see data for the country and rest of the world, and not for my centre, why?

Did your centre enter any candidates for that exam in the time period selected?

If I have a technical issue, who should I contact?

<https://support.cambridgeenglish.org>