



**Cambridge Assessment  
English**

# Preparation Centre Performance Reports

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# Preparation Centre Performance Reports

## Introduction

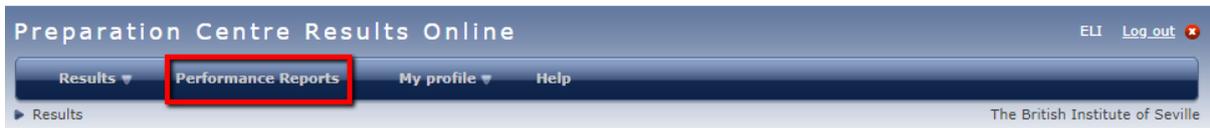
A suite of performance reports have been developed which will display aggregate candidate results:

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

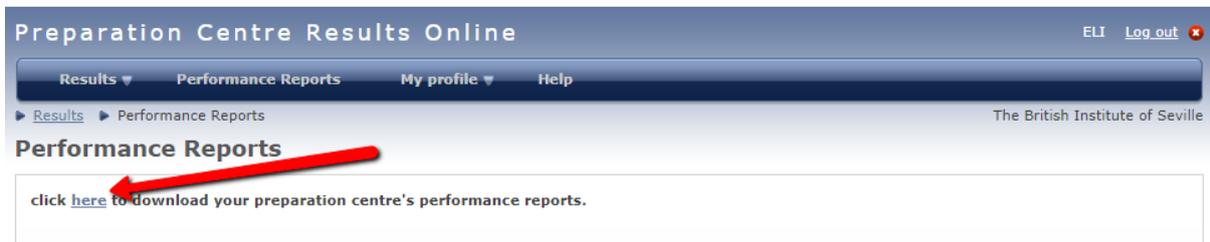
The reports are fully integrated into the Preparation Centre Results Portal and can be viewed by anyone who is currently able to use the service. The reports cover all Cambridge English Qualifications from Pre A1 Starters to C2 Proficiency, including the Business certificates from B1 Business Preliminary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

## Accessing the reports

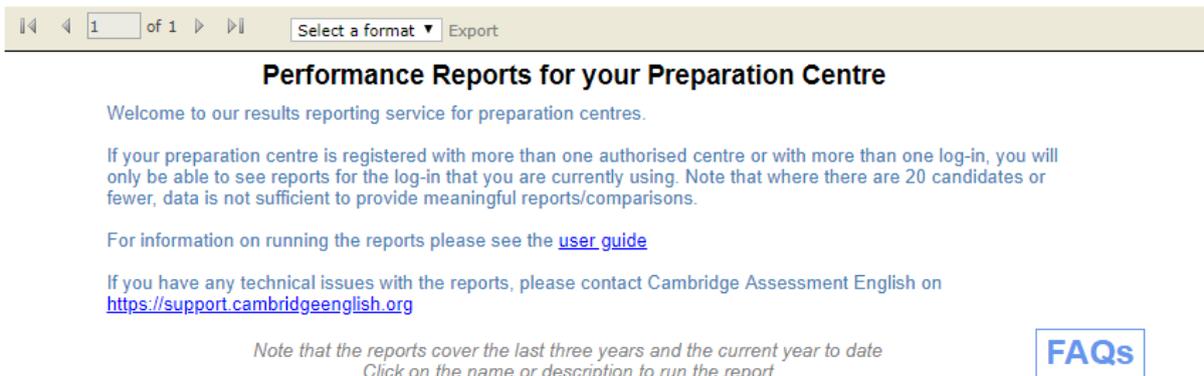
To use the reports, simply log into the portal as usual – you will see an additional tab on the menu bar.



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 preparation centre.

# Preparation Centre Performance Reports

## Cambridge English Qualifications (except Starters, Movers and Flyers)

### Performance Reports for your Preparation Centre

Welcome to our results reporting service for preparation centres.

If your preparation centre is registered with more than one authorised centre or with more than one log-in, you will only be able to see reports for the log-in that you are currently using. Note that where there are 20 candidates or fewer, data is not sufficient to provide meaningful reports/comparisons.

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

If you have any technical issues with the reports, please contact Cambridge Assessment 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

<b>Overall Score &amp; Grade Dashboard</b>	Shows all overall Cambridge English Scale Score and Grade reports on a single page.
<b>Year on Year Grade Distributions</b>	Shows proportions of candidates achieving each grade by year and in comparison to other years.
<b>Group Grade Distributions</b>	Shows proportions of candidates from your preparation centre achieving each grade for the selected year, compared to your country as a whole, and globally.
<b>Group Grade Distribution by Period</b>	Shows proportions of candidates from your preparation centre achieving each grade for a selected period (month and year) compared to your country as a whole, and globally.
<b>Overall Cambridge English Scale Scores</b>	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

<b>Skill Score Dashboard</b>	Shows both skills reports on a single page.
<b>Year on Year Cambridge English Scale Score Comparisons</b>	Shows the average Cambridge English Scale score for each of the skills by year and in comparison to other years.
<b>Group Skills Comparisons</b>	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.

# Preparation Centre Performance Reports

## Starters, Movers and Flyers

### Performance Reports for your Preparation Centre

Welcome to our results reporting service for preparation centres.

If your preparation centre is registered with more than one authorised centre or with more than one log-in, you will only be able to see reports for the log-in that you are currently using. Note that where there are 20 candidates or fewer, data is not sufficient to provide meaningful reports/comparisons.

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

If you have any technical issues with the reports, please contact Cambridge Assessment 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](#)

### 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
<a href="#">FAQs</a>
<a href="#">Group Grade Distributions</a>
<a href="#">Group Grade Distributions by Period</a>
<a href="#">Overall Cambridge English Scale Scores</a>
<a href="#">Year on Year Cambridge English Scale Score Comparisons</a>
<a href="#">Group Skills Comparisons</a>

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.

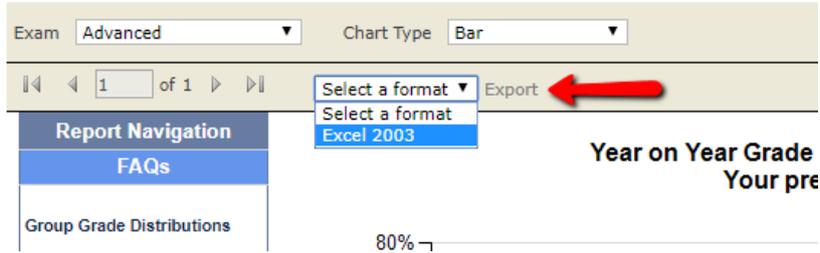
### Notes

- 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.

# Preparation Centre Performance Reports

## 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

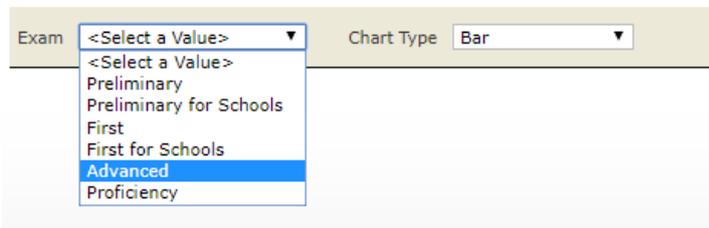
### Year on Year Grade Distributions

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

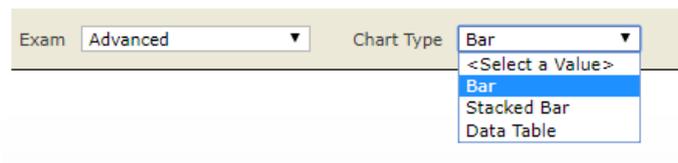
*Results are shown as a percentage of total candidates for the given year. You can see the actual number of candidates by hovering your cursor over the relevant bar.*

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).

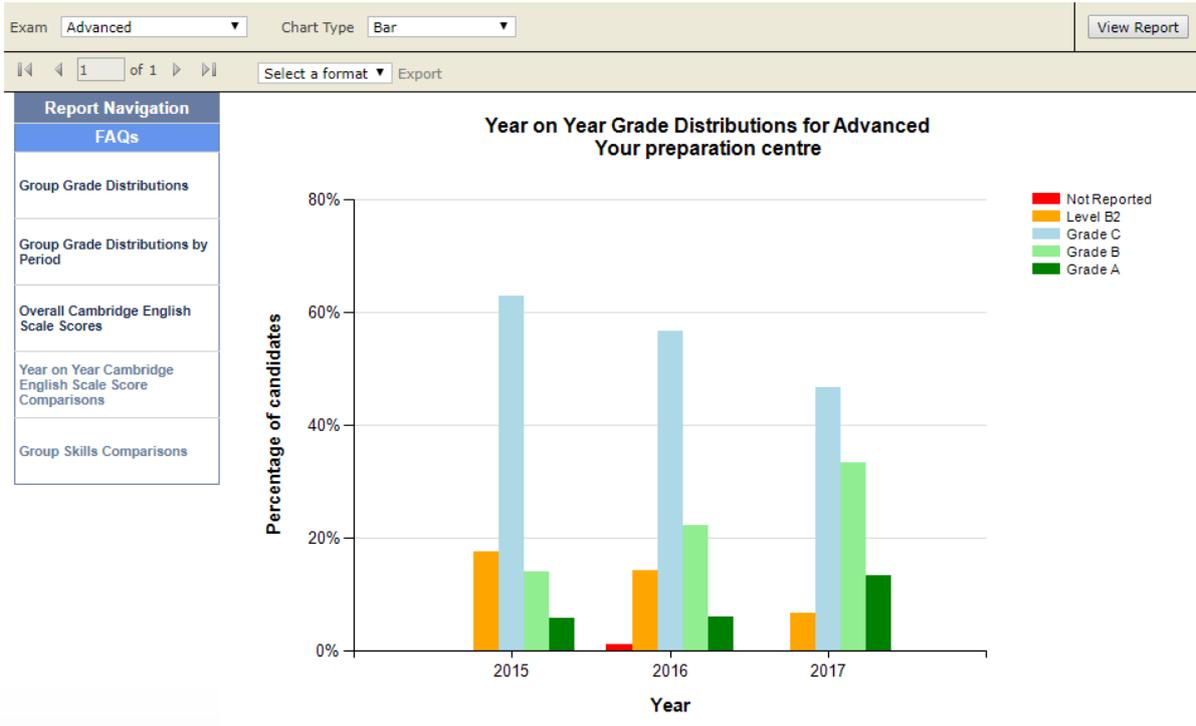


When you have done this, click on the **View Report** button on the right hand side of the screen – the report will run and the results will be displayed.

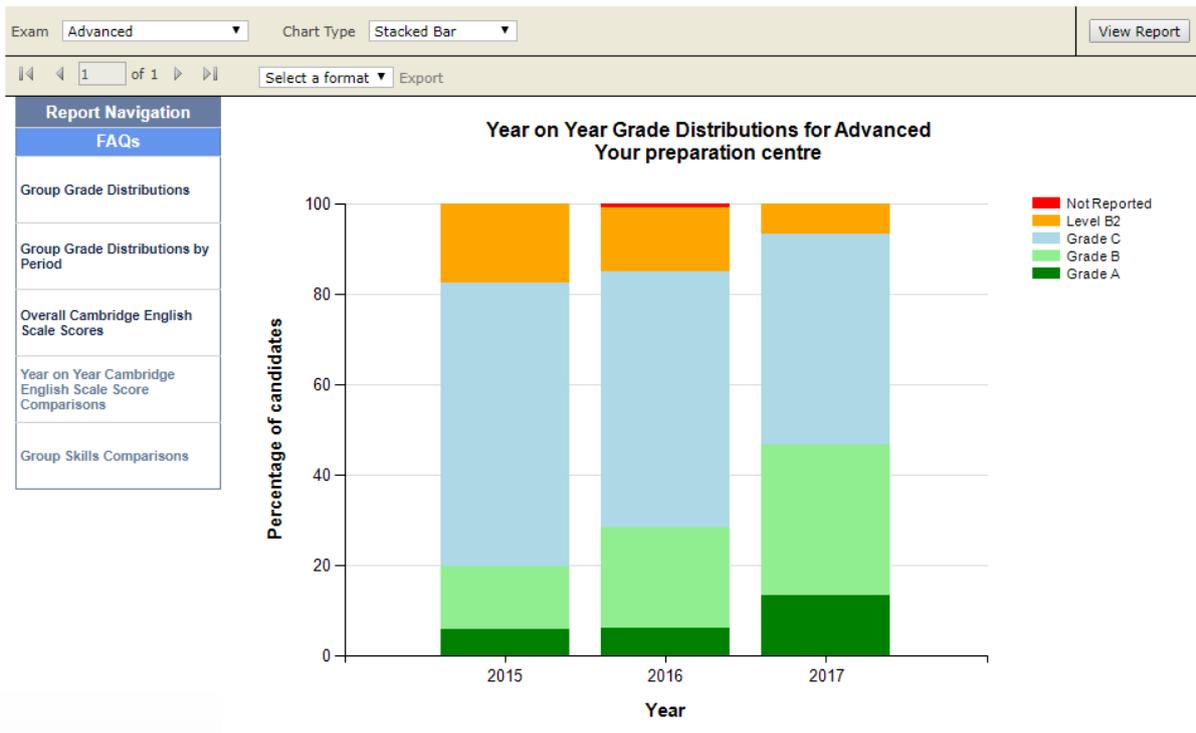
# Preparation Centre Performance Reports

## Report Types

### Bar Chart



### Stacked Bar



# Preparation Centre Performance Reports

## Data Table

Exam <span>Advanced</span>		Chart Type <span>Data Table</span>		<a href="#">View Report</a>	
1 of 1		Select a format		Export	
Report Navigation	Year	Not Reported	Level B2	Grade C	Grade B
<a href="#">FAQs</a>	<a href="#">2015</a>		17.4% (15 candidates)	62.8% (54 candidates)	14% (12 candidates)
<a href="#">Group Grade Distributions</a>	<a href="#">2016</a>	1% (1 candidate)	14.1% (14 candidates)	56.6% (56 candidates)	22.2% (22 candidates)
	<a href="#">2017</a>		6.7% (1 candidate)	46.7% (7 candidates)	33.3% (5 candidates)
<a href="#">Group Grade Distributions by Period</a>					
<a href="#">Overall Cambridge English Scale Scores</a>					
<a href="#">Year on Year Cambridge English Scale Score Comparisons</a>					
<a href="#">Group Skills Comparisons</a>					

# Preparation Centre Performance Reports

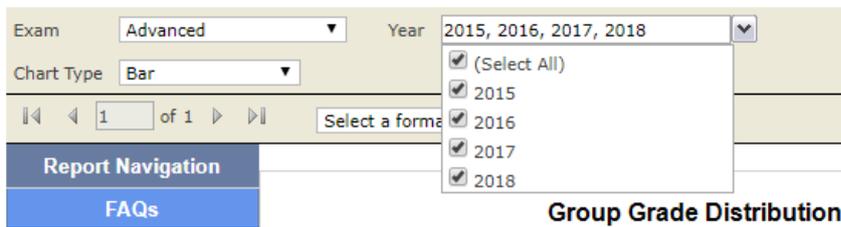
## Group Grade Distributions

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

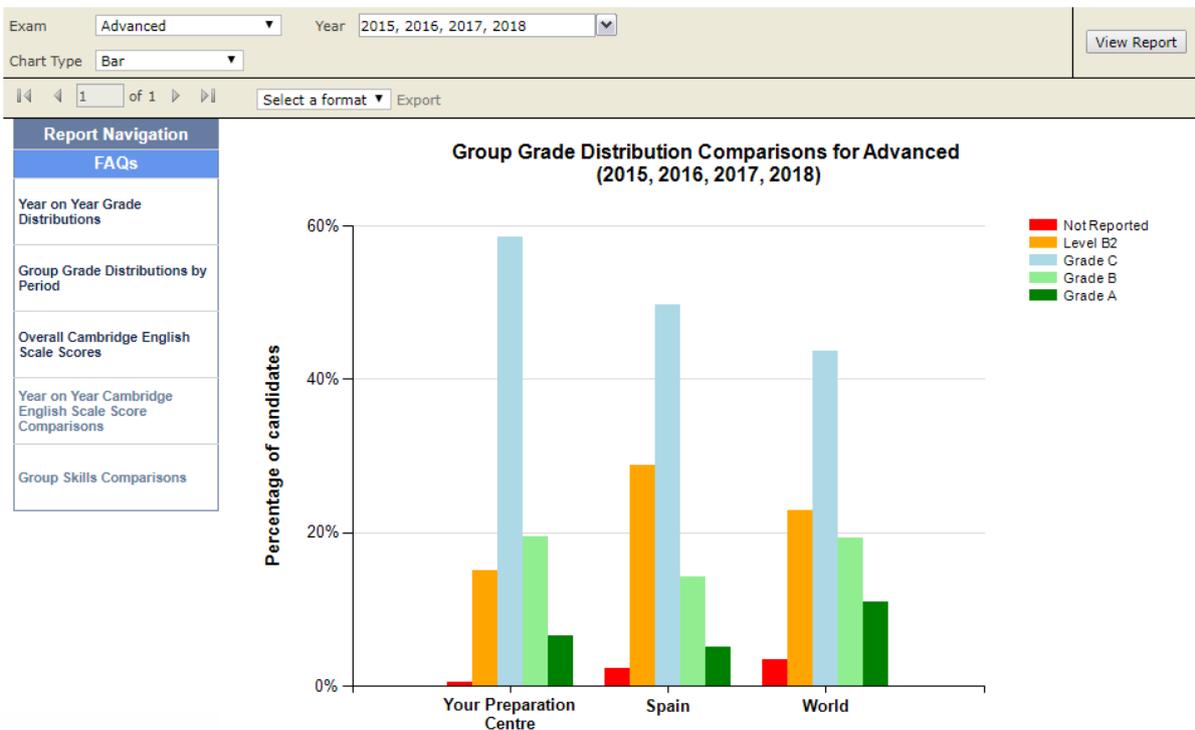
Results are shown as a percentage of total candidates for the given year. You can see the actual number of candidates by hovering your cursor over the relevant bar.

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).



# Preparation Centre Performance Reports

## Group Grade Distribution by Period

*This report compares the performance of a preparation centre's candidates against that of candidates from other preparation 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 form with a light beige background. It contains four dropdown menus arranged in a 2x2 grid. The top-left dropdown is labeled 'Start Year' and has a list of years: 2015, 2016, 2017, and 2018. The top-right dropdown is labeled 'Start Month' and has '<Select a Value>' selected. The bottom-left dropdown is labeled 'End Year' and has '<Select a Value>' selected. The bottom-right dropdown is labeled 'End Month' and has '<Select a Value>' selected. The 'Exam' label is positioned to the left of the 'End Year' dropdown.

### 2. Select Start Month

A screenshot of the same web form as in step 1. The 'Start Year' dropdown now has '2015' selected. The 'Start Month' dropdown has a list of months: January, February, March, April, May, June, July, August, September, October, November, and December. The 'End Year' dropdown has '<Select a Value>' selected. The 'End Month' dropdown has '<Select a Value>' selected. The 'Exam' dropdown has '<Select a Value>' selected.

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### 3. Select End Year

A screenshot of the same web form as in step 2. The 'Start Year' dropdown has '2015' selected. The 'Start Month' dropdown has 'February' selected. The 'End Year' dropdown has a list of years: 2015, 2016, 2017, and 2018. The 'End Month' dropdown has '<Select a Value>' selected. The 'Exam' dropdown has '<Select a Value>' selected.

# Preparation Centre Performance Reports

## 4. Select End Month

Start Year: 2015 Start Month: February

End Year: 2017 End Month: <Select a Value>

Exam: <Select a Value>

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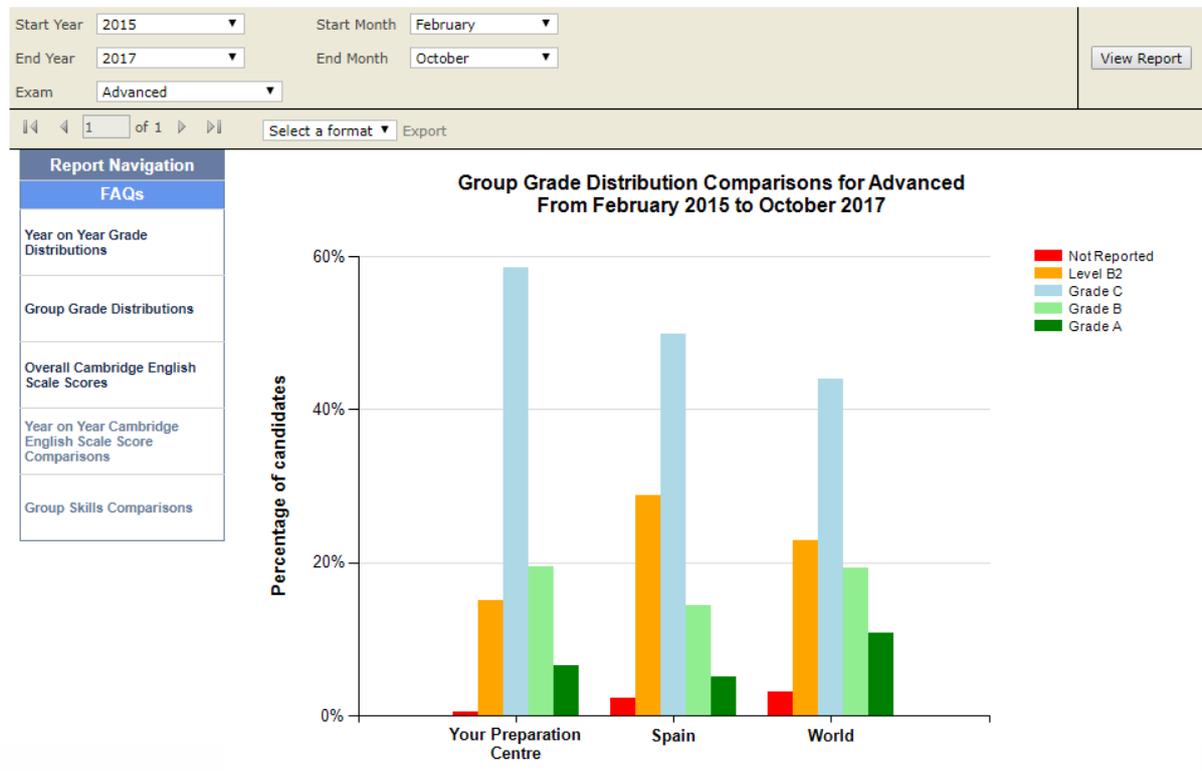
## 5. Select Exam (if not pre-filled)

Start Year: 2015 Start Month: February

End Year: 2017 End Month: October

Exam: <Select a Value>

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.

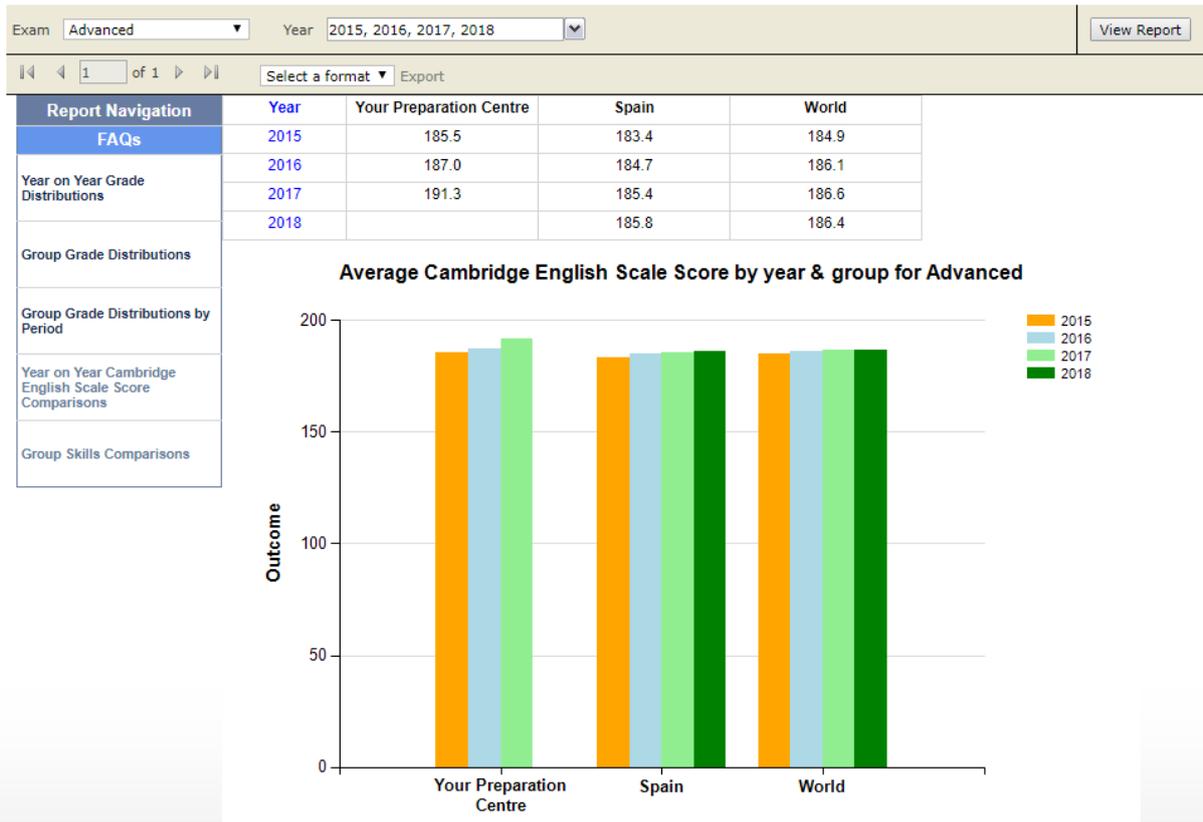


# Preparation Centre Performance Reports

## 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.

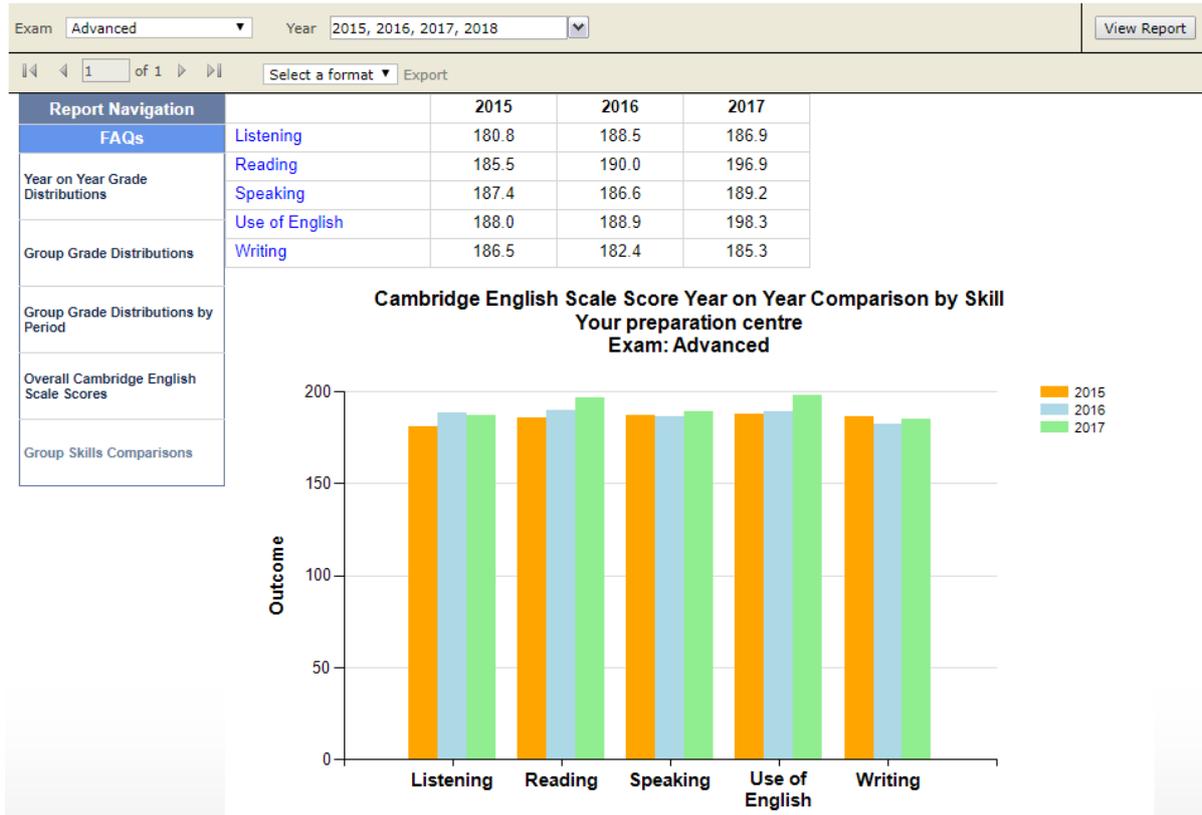
Note that if you have already selected exam and years in another report then this report will run automatically using those parameters. If you would like to see the results for a different exam or year then you will need to enter your new selection and rerun the report.



## Cambridge English Qualifications (except Starters, Movers and Flyers): Reports by Skill

### Year on Year Cambridge English Scale Score Comparisons

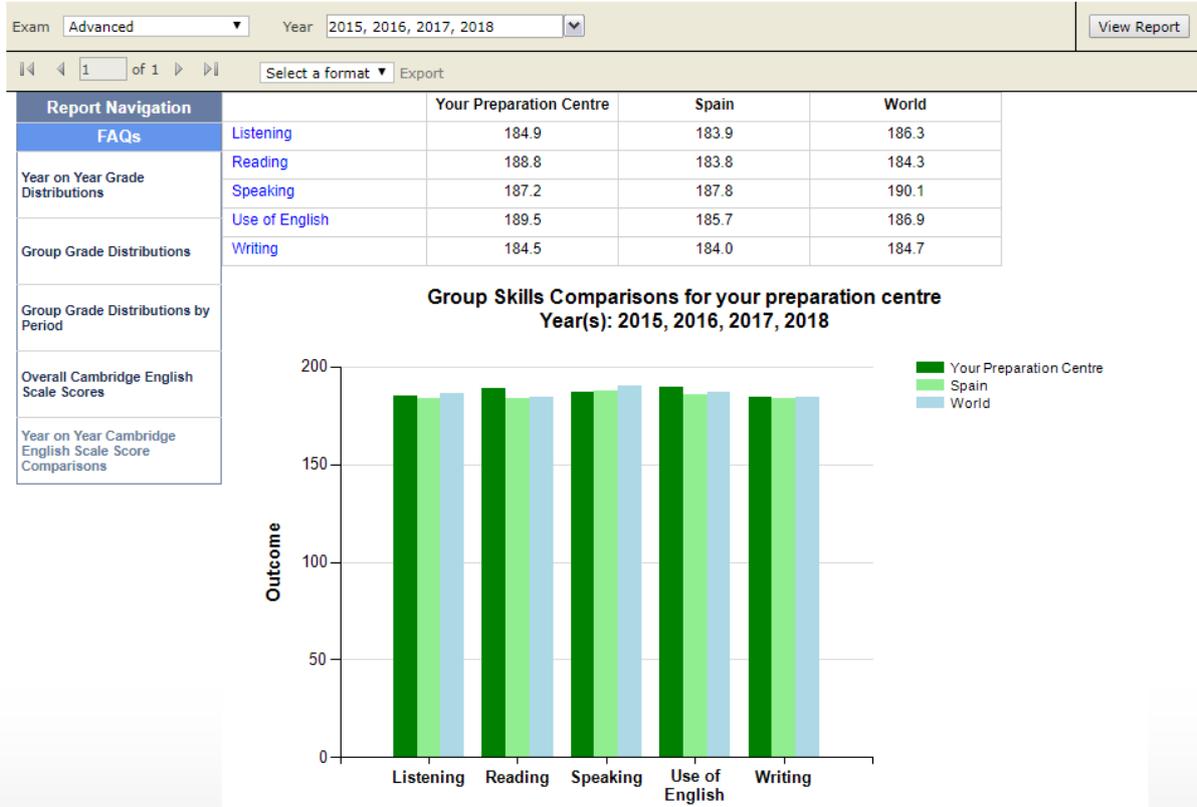
This report shows the average Cambridge English Scale score for each of the skills for the selected year or years. A bar chart is displayed together with a corresponding table showing the exact average score for each year.



# Preparation Centre Performance Reports

## 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

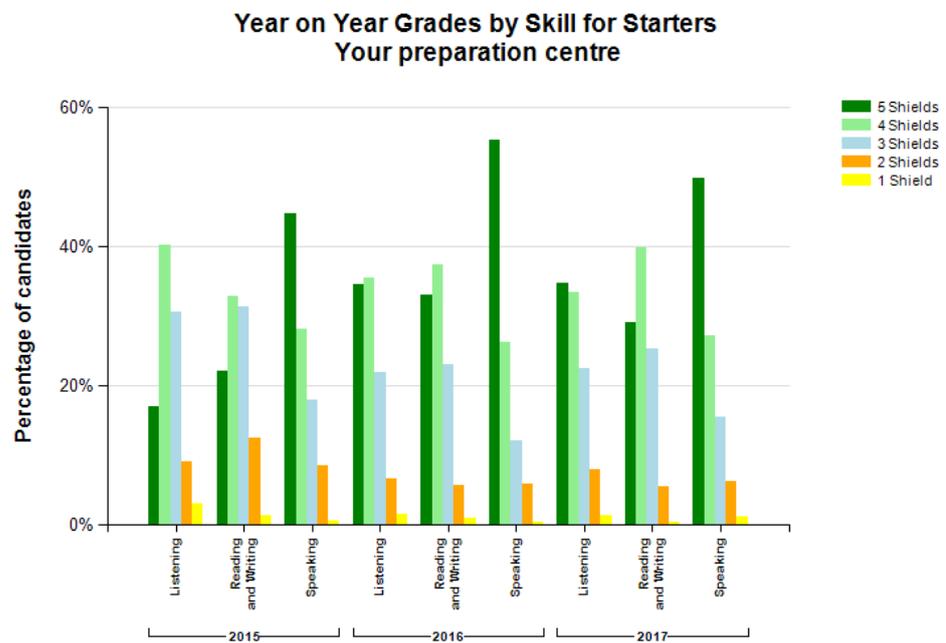
### Year on Year Starters, Movers and Flyers Shield Comparisons

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

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
Overall Cambridge English Scale Scores
Year on Year Cambridge English Scale Score Comparisons
Group Skills Comparisons
Starters, Movers and Flyers Group Skills Comparisons



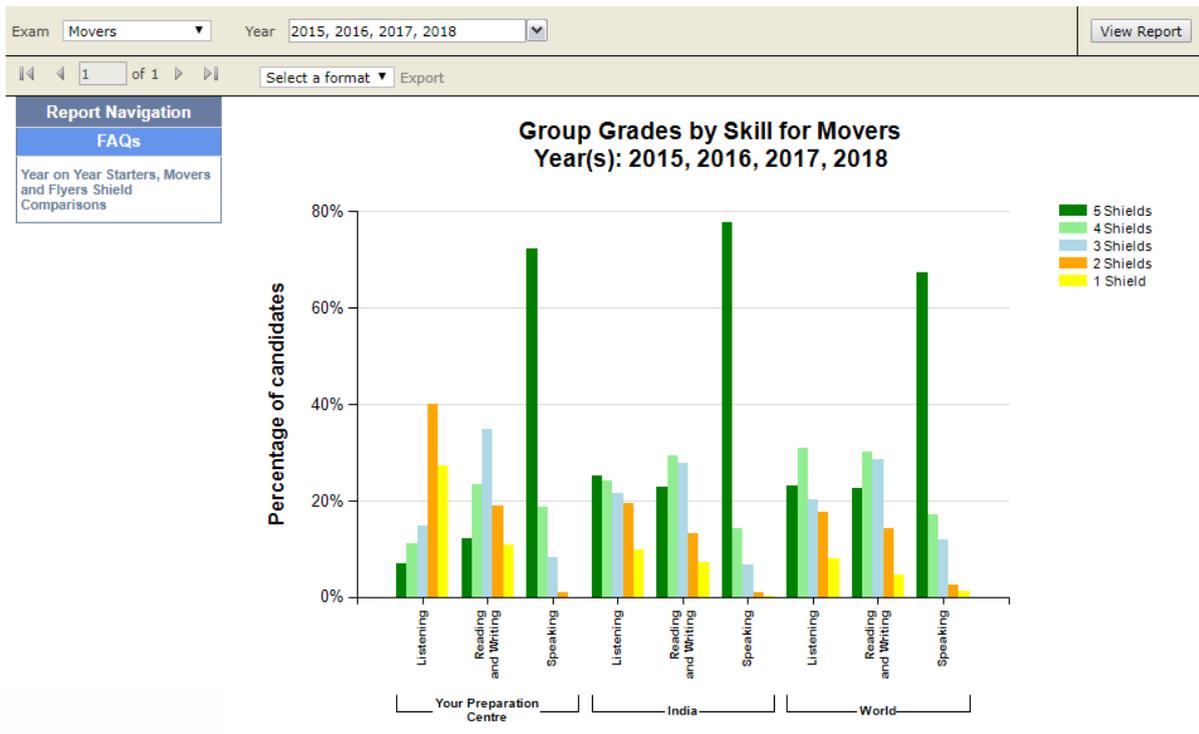
# Preparation Centre Performance Reports

## 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 pre-filled 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).



# Preparation Centre Performance Reports

## 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

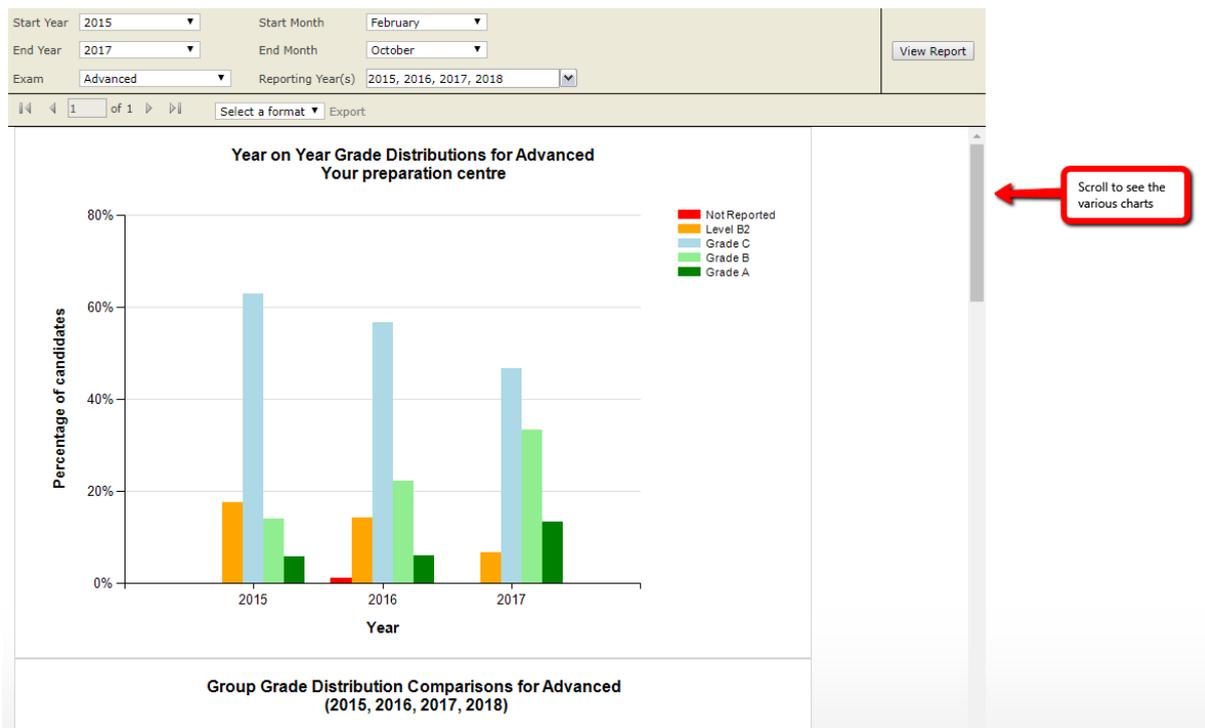
This dashboard runs the following reports:

- [Year on Year Grade Distributions](#)
- [Group Grade Distributions](#)
- [Group Grade Distribution by Period](#)
- [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	2015	Start Month	February
End Year	2017	End Month	October
Exam	Advanced	Reporting Year(s)	2015, 2016, 2017, 2018

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



# Preparation Centre Performance Reports

## 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](#)

# Preparation Centre Performance Reports

## 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 Preliminary  
Your preparation centre**

80%

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.

The full set of FAQs are shown on the following pages.



#### **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 preparation centre by year, so you need to select the years you want to compare, while others compare results for your preparation 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.*

#### **My preparation centre is part of a chain of schools, why can't I see reports for all the schools?**

*Authorised Exam Centres register exam entries against preparation centres and each preparation centre has a unique ID. You are only able to see reports for entries made against your unique ID. The other schools in the chain probably have a different ID.*

#### **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.*

#### **The data for my preparation centre looks inaccurate, why?**

*Data is refreshed weekly. If you are looking at recent exams, the data may not be available yet. If you use more than one Authorised Exam Centre, you won't be able to see reports for entries made with different centres in one report. It may also be possible that the Centre has registered entries from your preparation centre against different IDs for different sessions. If the data still looks inaccurate, please contact <https://support.cambridgeenglish.org>*

## Preparation Centre Performance Reports

**My preparation centre has candidates for Starters, Movers, Flyers and Key for Schools, Preliminary for Schools, First for Schools and Advanced but I can only see reports for Key for Schools, Preliminary for Schools, First for Schools and Advanced, and not for Starters, Movers and Flyers. Why?**

*Is your preparation centre ID the same for both Starters, Movers, Flyers and the other exams? Sometimes Authorised Exam Centres register preparation centres separately for the different exams.*

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

*Did your preparation centre enter any candidates for that exam in the time period selected? If so, did you use the same authorised exam centre? Is it possible that the centre registered your entries against a different preparation centre name and ID?*

**Where do I find my prep centre ID?**

*Log into the Preparation Centre Results Online, click on My Profile then Edit Profile on the drop-down menu. The unique ID is displayed below your preparation centre name, as in the example below.*

Cambridge Assessment English

Preparation Centre Results Online

CEO Server Upgrad

Results Performance Reports My profile Help

Results Edit profile

**Edit profile**

Preparation centre details

\* Preparation centre name: CEO Server Upgrade - Smoke Test PC 1

Unique ID: GBPC003095 (ESOL TESTING ONLY DO NOT APPLY)

\* Address line 1: 1 Hills road

Age of pupils:  3-10  11-20  21-30  31-40  40+

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

<https://support.cambridgeenglish.org>