



Administrative guide

Cambridge Global Perspectives™ (Checkpoint) May 2024

Guidance on submitting work and internally assessed marks, and accessing results documents for:

- Cambridge Primary Checkpoint Global Perspectives: Team Project (0838)
- Cambridge Lower Secondary Checkpoint Global Perspectives: Research Report (1129).

Contents

Cambridge Primary Checkpoint Global Perspectives	2
Cambridge Lower Secondary Checkpoint Global Perspectives.....	15
Accessing results information	22

Introduction

If you enter candidates for our Cambridge Primary or Cambridge Lower Secondary Checkpoint Global Perspectives syllabuses, you need to upload candidates' work and internally assessed marks using our Online Learning Area.

This guide tells you how to submit your candidates' work and marks through the Online Learning Area. It provides guidance on submitting work and internally assessed marks and accessing results documents for:

- Cambridge Primary Checkpoint Global Perspectives: Team Project (0838/01)
- Cambridge Lower Secondary Checkpoint Global Perspectives: Research Report (1129/01).



Important dates

We must receive your candidates' work and internally assessed marks by **8 April 2024**

Electronic results are released via the Online Learning Area on **20 June 2024**

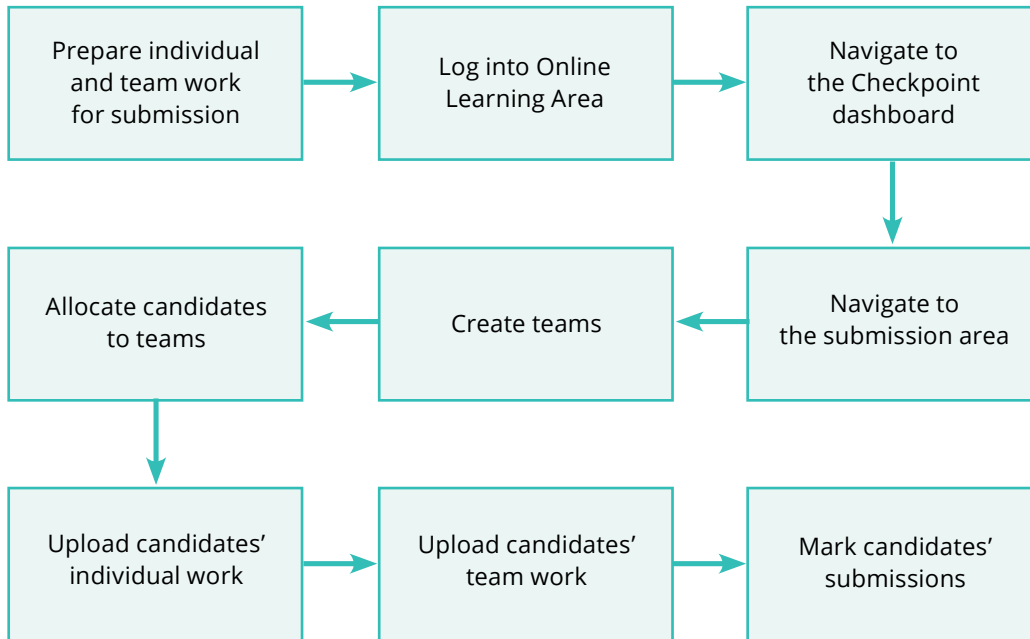
Contact

If you need help or have questions, contact our Customer Services team: **+44 1223 553554** or email info@cambridgeinternational.org

Cambridge Primary Checkpoint Global Perspectives

You must submit marks and learner evidence to us for the Team Project (0838/01). You should allocate candidates to teams before you submit their individual and team work.

The diagram below shows the process for submitting work and marks. Submit work for all candidates entered for the syllabus.



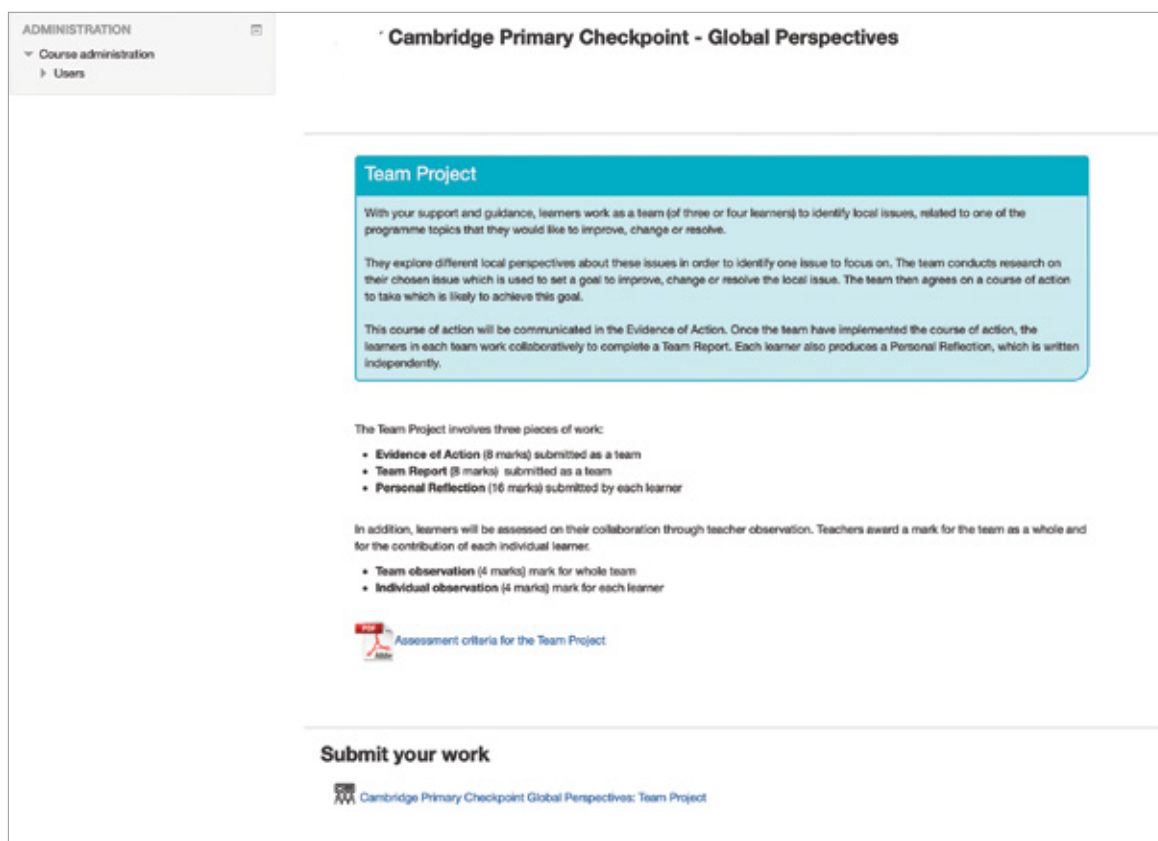
Cambridge Primary Checkpoint Global Perspectives continued

Accessing the Cambridge Primary Checkpoint submission area

Step 1 Log into the Online Learning Area using the details we have sent you. Go to the Checkpoint dashboard for the relevant series.



Step 2 Go to the Cambridge Primary Checkpoint submission area.

A screenshot of the "Cambridge Primary Checkpoint - Global Perspectives" submission area. On the left is a navigation menu with "ADMINISTRATION", "Course administration", and "Users". The main content area has a header "Cambridge Primary Checkpoint - Global Perspectives" and a "Team Project" section. The "Team Project" section contains a description of the project, its purpose, and the assessment criteria. Below this is a "Submit your work" section with a link to the submission page.

ADMINISTRATION

- Course administration
- Users

Cambridge Primary Checkpoint - Global Perspectives

Team Project

With your support and guidance, learners work as a team (of three or four learners) to identify local issues, related to one of the programme topics that they would like to improve, change or resolve.

They explore different local perspectives about these issues in order to identify one issue to focus on. The team conducts research on their chosen issue which is used to set a goal to improve, change or resolve the local issue. The team then agrees on a course of action to take which is likely to achieve this goal.


This course of action will be communicated in the Evidence of Action. Once the team have implemented the course of action, the learners in each team work collaboratively to complete a Team Report. Each learner also produces a Personal Reflection, which is written independently.

The Team Project involves three pieces of work:


- Evidence of Action (8 marks) submitted as a team
- Team Report (8 marks) submitted as a team
- Personal Reflection (16 marks) submitted by each learner

In addition, learners will be assessed on their collaboration through teacher observation. Teachers award a mark for the team as a whole and for the contribution of each individual learner.

- Team observation (4 marks) mark for whole team
- Individual observation (4 marks) mark for each learner

 [Assessment criteria for the Team Project](#)

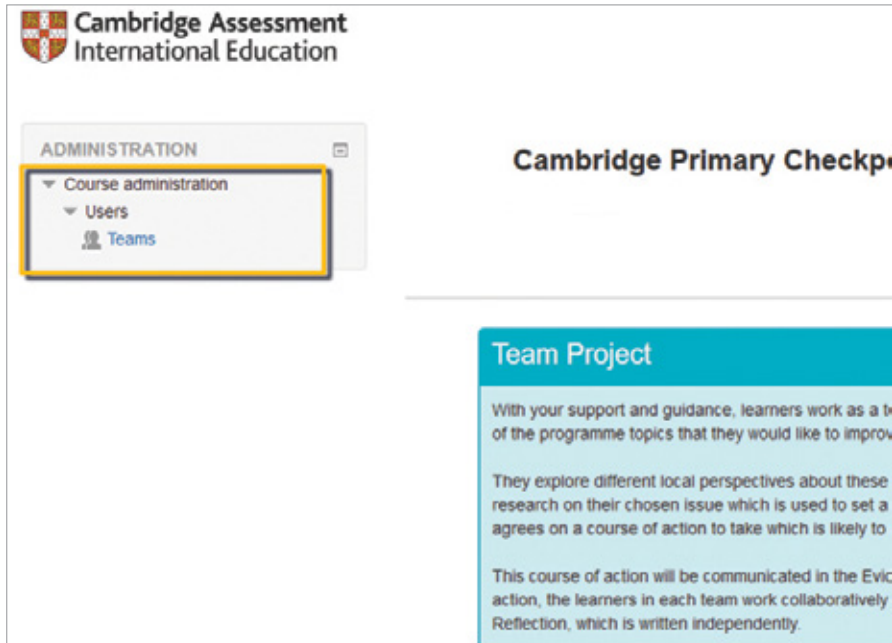
Submit your work

 [Cambridge Primary Checkpoint Global Perspectives: Team Project](#)

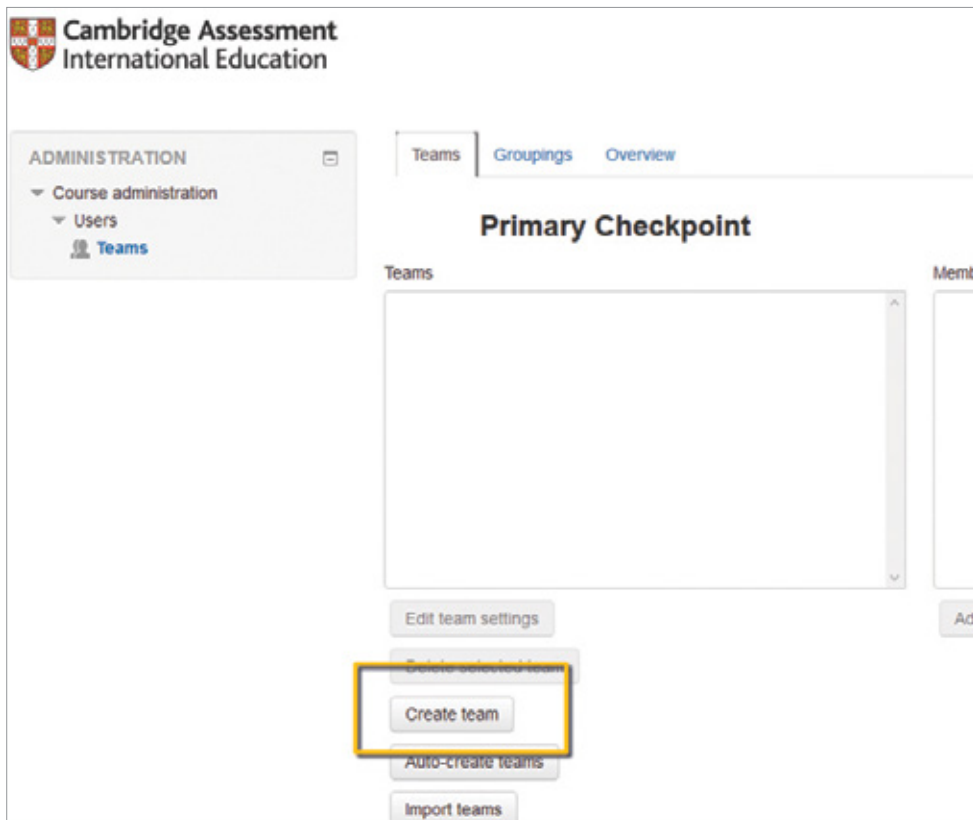
Cambridge Primary Checkpoint Global Perspectives continued

Creating teams

Step 1 In the 'Administration' menu on the left-hand side of the page, click the 'Course administration' drop-down list, then the 'Users' drop-down list. Click 'Teams'.



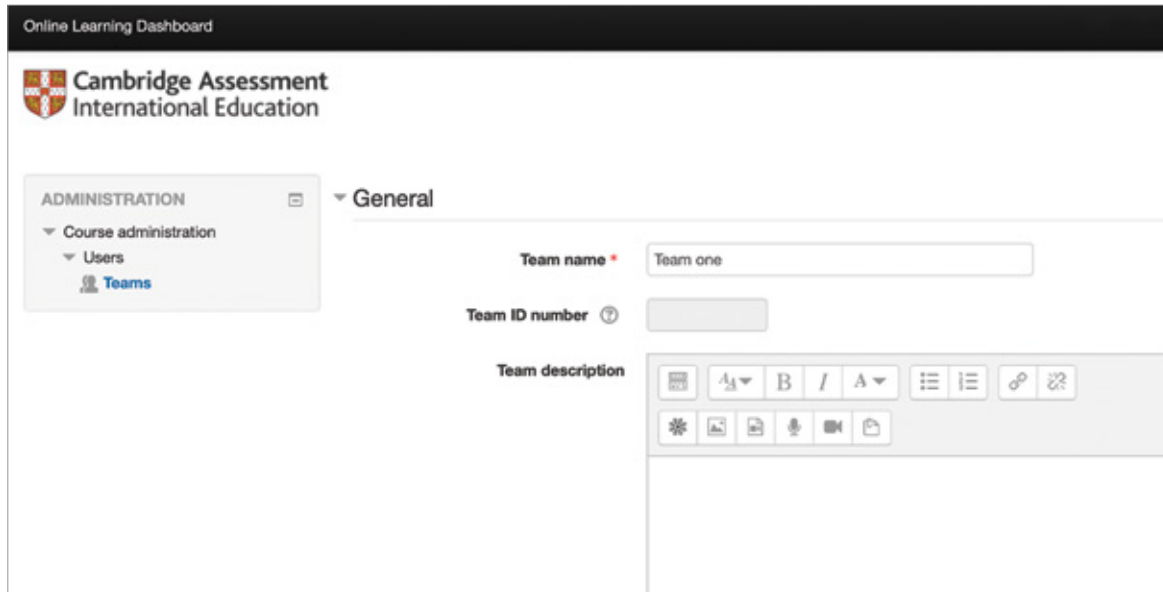
Step 2 You will see the following page. Click 'Create team'.



Cambridge Primary Checkpoint Global Perspectives continued

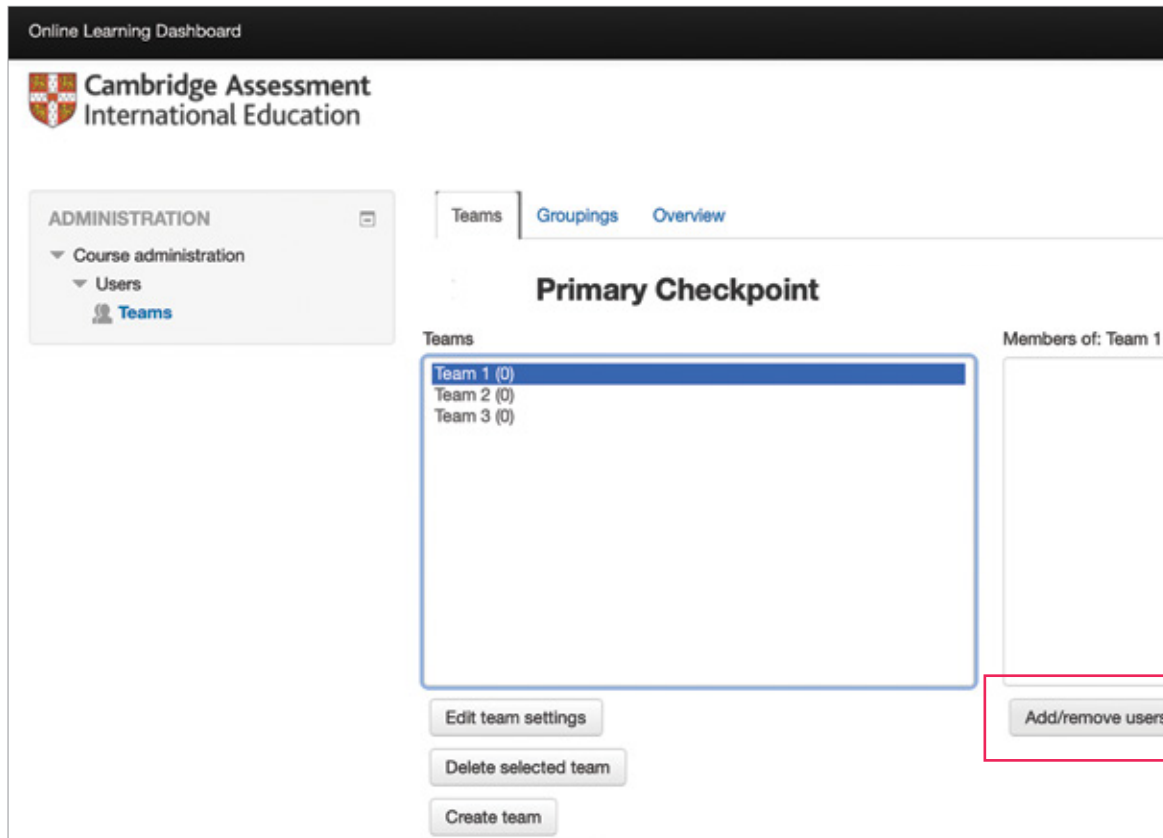
Creating teams continued

Step 3 Enter the team name in the 'Team name' field and click 'Save changes'. Repeat the process to create all your teams for the series.



Allocating candidates to teams

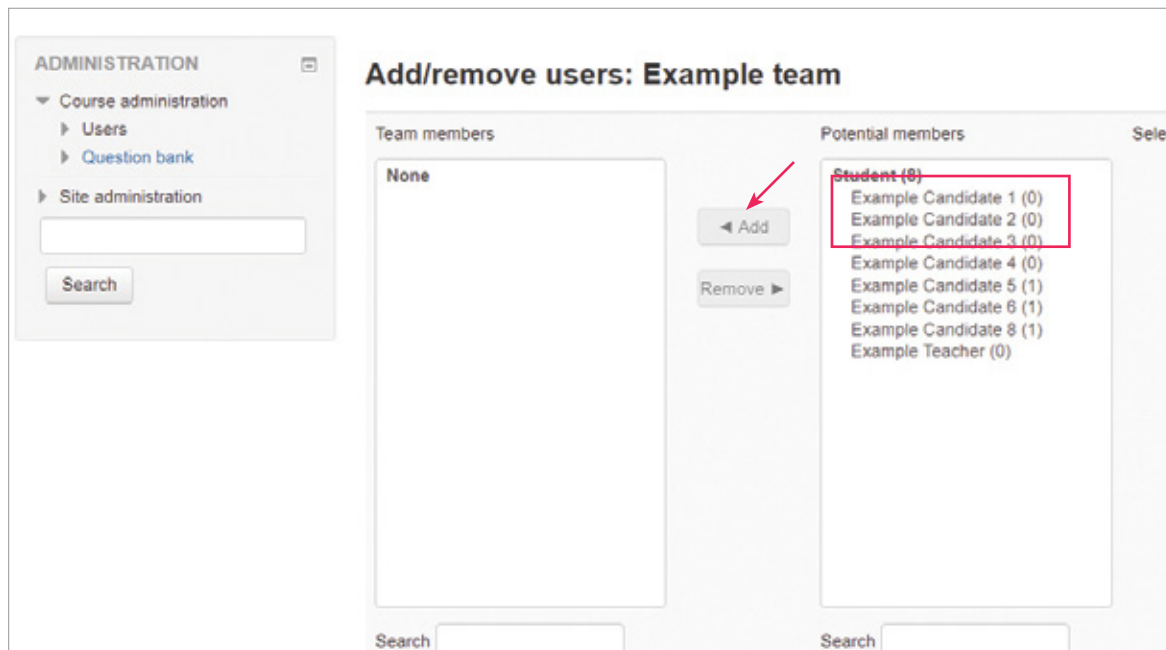
Step 1 In the 'Administration' menu on the left-hand side of the page, click on the 'Course administration' drop-down list, then the 'Users' drop-down list. Click 'Teams'. Select a team. Click 'Add/remove users'.



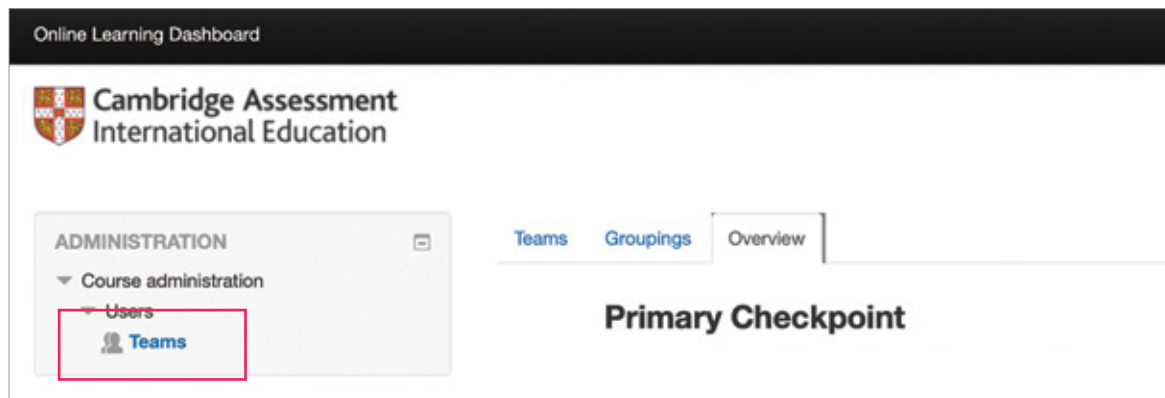
Cambridge Primary Checkpoint Global Perspectives continued

Allocating candidates to teams continued

Step 2 You will see all candidates entered for the assessment in the 'Potential members' box. Select a candidate's name and click 'Add'. Select multiple candidates by holding down the 'Shift' key on your keyboard while clicking on multiple names in the right-hand box.



View your teams and the candidates allocated to each team in the 'Overview' tab on the 'Teams' page.



Cambridge Primary Checkpoint Global Perspectives continued

Uploading candidates' team work

Step 1 Go to the Cambridge Primary Checkpoint submission area.

Assessment overview

With their teacher's support and guidance, learners work as a team (of three or four learners) to identify a local issue in their community that they would like to improve, change or resolve. Each team of learners conducts research on the issue and identifies, explores and explains different perspectives (personal, local/national and/or global) on their chosen issue. They use their research to set a goal to improve, change or resolve the local issue, and agree and take a course of action which is likely to achieve this goal. The course of action should include both planning and doing an action.

Teachers mark the Team Project and Cambridge International moderates the marking.

While learners are working in their teams, their teacher observes their collaboration and gives a mark for the team and a mark for each individual.

Once each team has implemented their course of action, the team members work collaboratively to provide an Evidence of Action (which shows what they have done) and a Team Report (where they write about their project together). Each learner also produces a Personal Reflection, which is written independently.



[Assessment criteria for the Team Project](#)

Submit your work



Cambridge Primary Checkpoint Global Perspectives: Team Project

Cambridge Primary Checkpoint Global Perspectives continued

Uploading candidates' team work continued

Step 2 Select a team from the 'Separate teams' drop-down list.

Cambridge Primary Checkpoint Global Perspectives: Team Project

Submit your team's evidence for the Team Project.

- Team Report (300-500 words) - one document per team
- Evidence of action - something produced by the team that communicates the action taken to meet the goal set
- Personal Reflection (350-450 words) - one document per student

Separate teams

- All participants
- Demo team**

Step 3 Click 'Submit'.

Separate teams

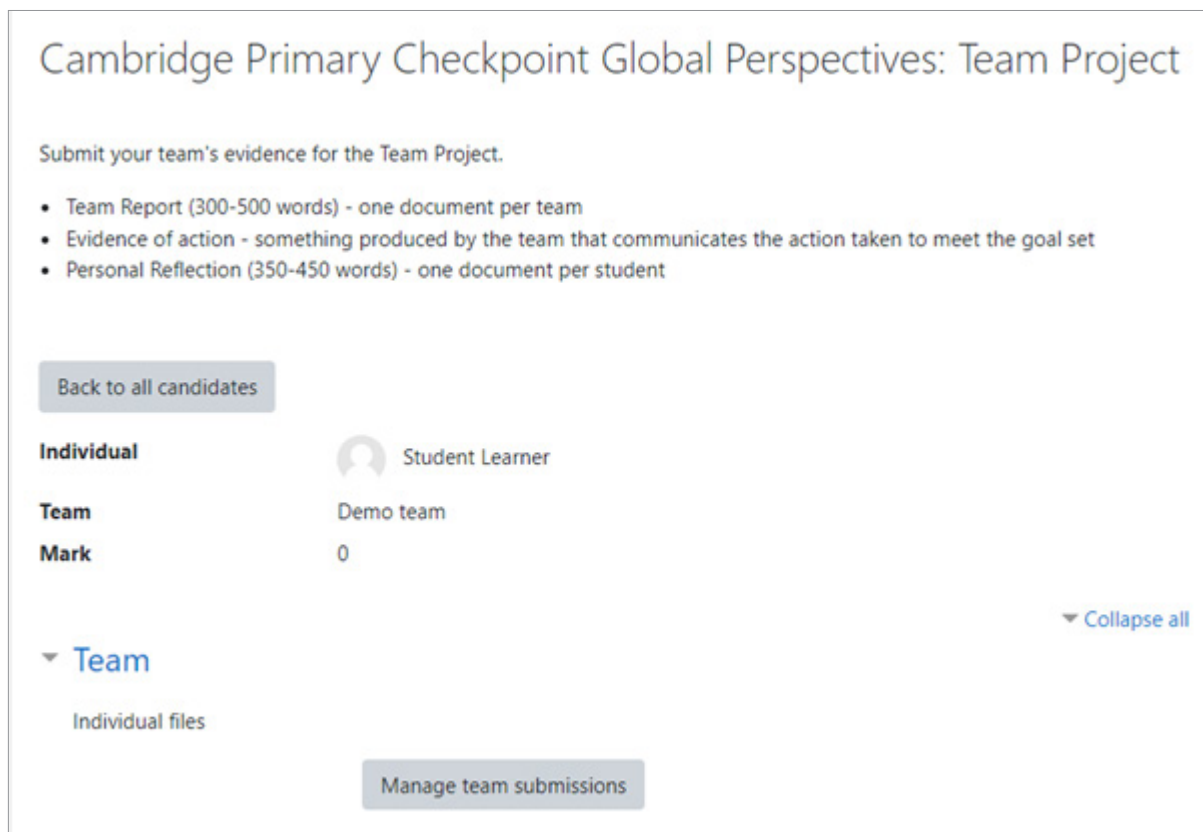
Search

Name	Candidate number	Team	Mark	Actions
Student Learner		Demo team	0	<input type="button" value="Submit"/>
Demo Student A		Demo team	0	<input type="button" value="Submit"/>
Demo Student B		Demo team	0	<input type="button" value="Submit"/>

Cambridge Primary Checkpoint Global Perspectives continued

Uploading candidates' team work continued

Step 4 You will see the following page. Click 'Manage team submissions'.



Cambridge Primary Checkpoint Global Perspectives: Team Project

Submit your team's evidence for the Team Project.

- Team Report (300-500 words) - one document per team
- Evidence of action - something produced by the team that communicates the action taken to meet the goal set
- Personal Reflection (350-450 words) - one document per student

[Back to all candidates](#)

Individual Student Learner

Team Demo team

Mark 0

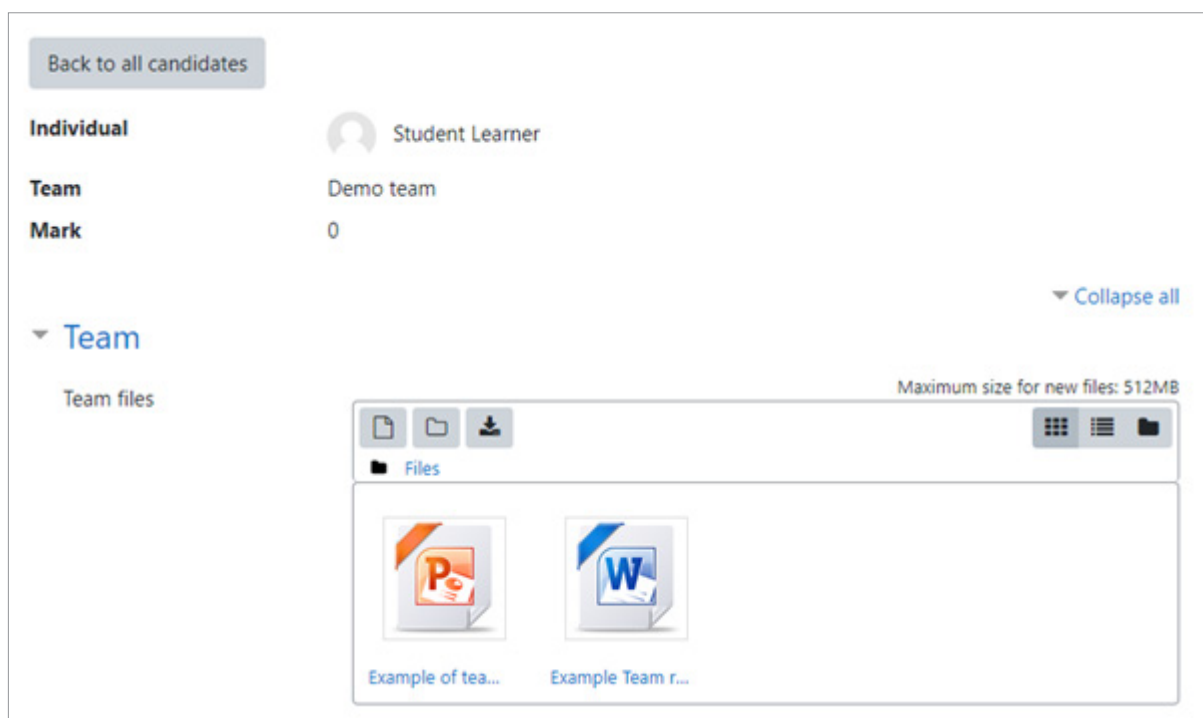
[Collapse all](#)

Team

Individual files

[Manage team submissions](#)

Step 5 Upload the evidence of the selected team's work using the drag-and-drop function or browse to the file location on your computer and select the file(s).



[Back to all candidates](#)

Individual Student Learner

Team Demo team

Mark 0

[Collapse all](#)

Team

Team files

Maximum size for new files: 512MB

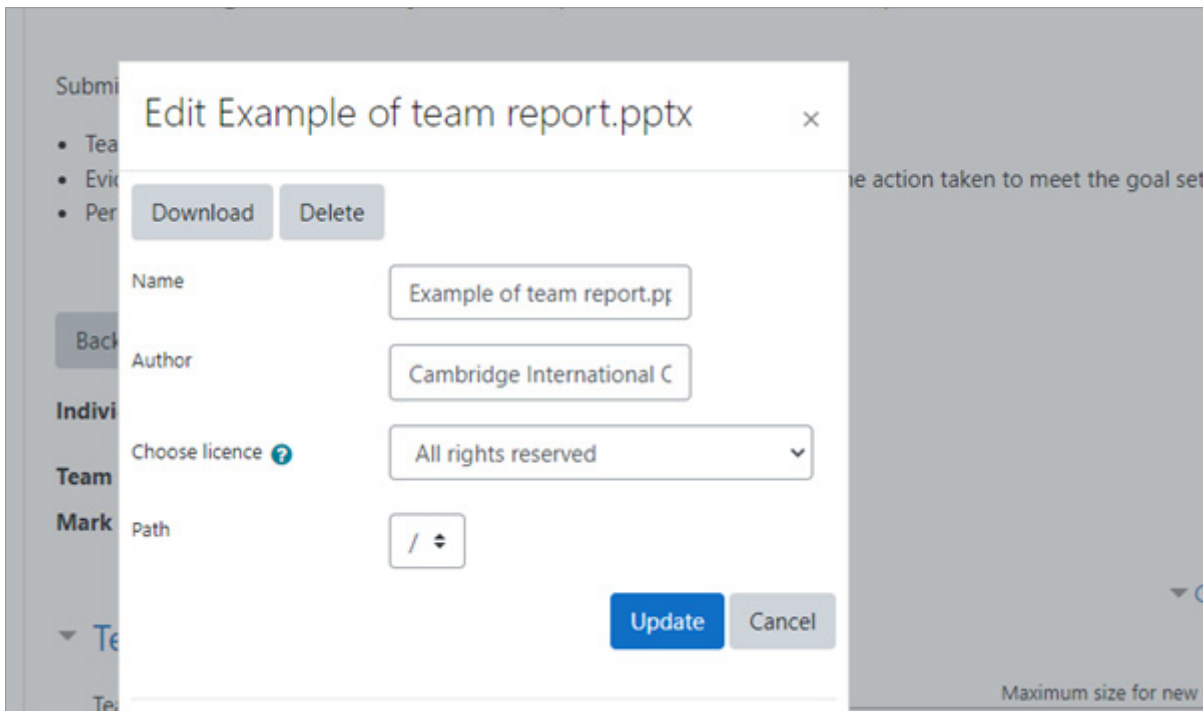
Files

Example of tea... Example Team r...

Cambridge Primary Checkpoint Global Perspectives continued

Uploading candidates' team work continued

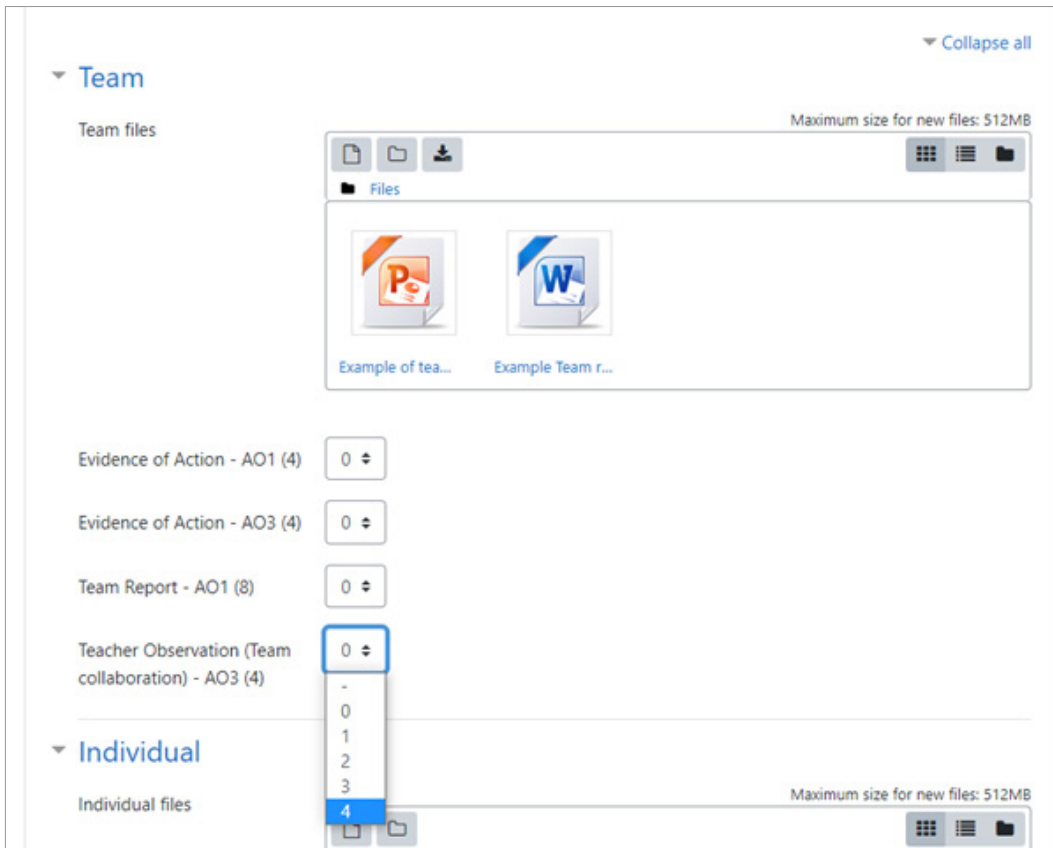
Step 6 You can edit or delete the uploaded file(s) by clicking on the file icon in the 'Files' box.



Cambridge Primary Checkpoint Global Perspectives continued

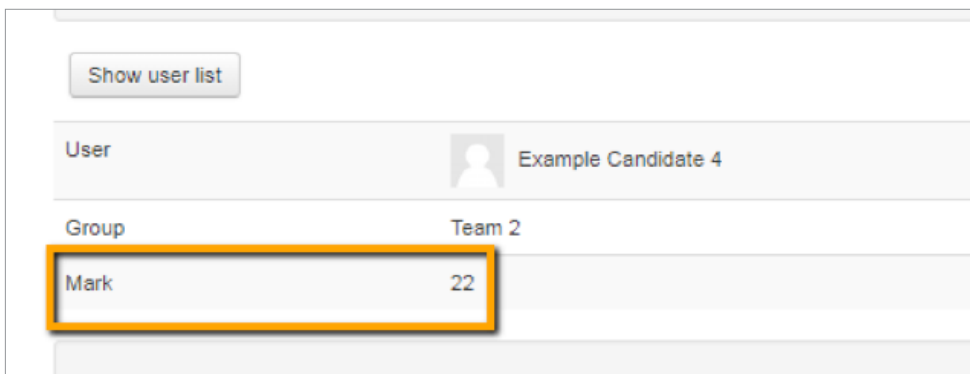
Marking candidates' team submissions

Step 1 Select a mark from the drop-down list for each assessment objective.



The screenshot shows a marking interface with two sections: 'Team' and 'Individual'. The 'Team' section is expanded, showing 'Team files' with a maximum size of 512MB. Two files are visible: 'Example of tea...' (PowerPoint) and 'Example Team r...' (Word). Below the files, there are four assessment objectives with dropdown menus for marking: 'Evidence of Action - AO1 (4)', 'Evidence of Action - AO3 (4)', 'Team Report - AO1 (8)', and 'Teacher Observation (Team collaboration) - AO3 (4)'. The 'Teacher Observation' dropdown is open, showing a list of marks from 0 to 4, with '4' selected. The 'Individual' section is collapsed.

Step 2 You only need to mark the team submission once – the team mark will automatically appear for all other members of that team.



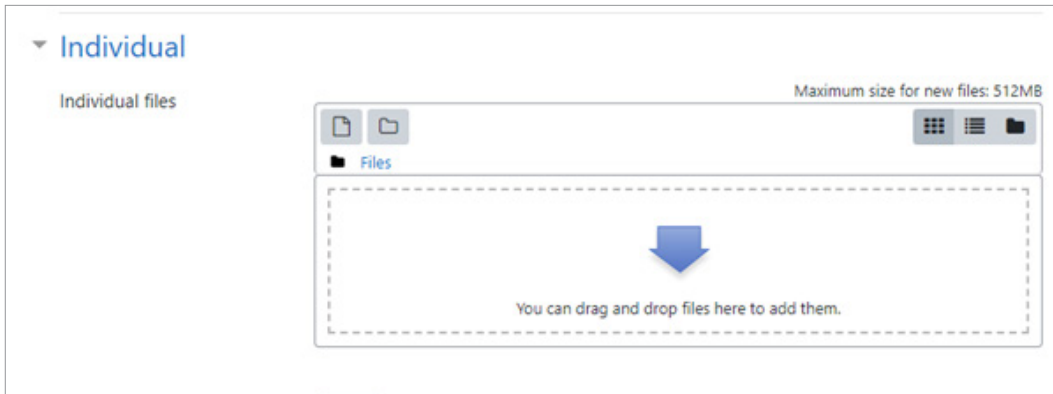
The screenshot shows a table with a 'Show user list' button at the top. The table has columns for 'User', 'Group', and 'Mark'. The 'User' column shows 'Example Candidate 4'. The 'Group' column shows 'Team 2'. The 'Mark' column shows '22', which is highlighted with a yellow box.

User	Group	Mark
Example Candidate 4	Team 2	22

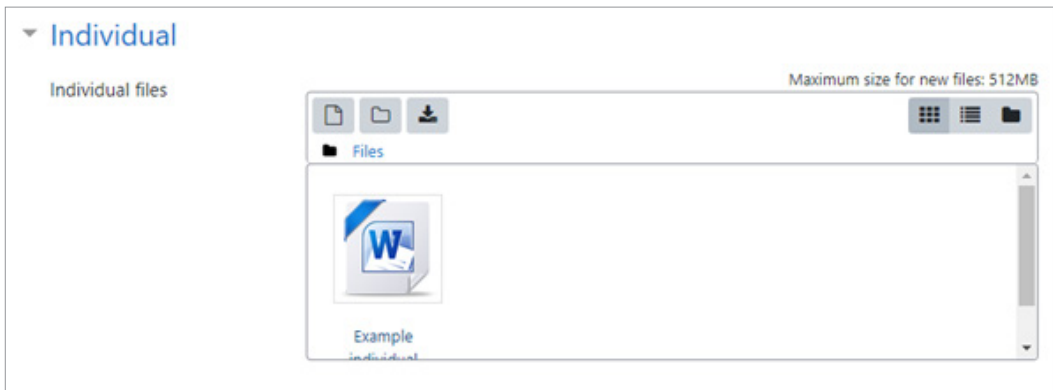
Cambridge Primary Checkpoint Global Perspectives continued

Uploading candidates' individual work

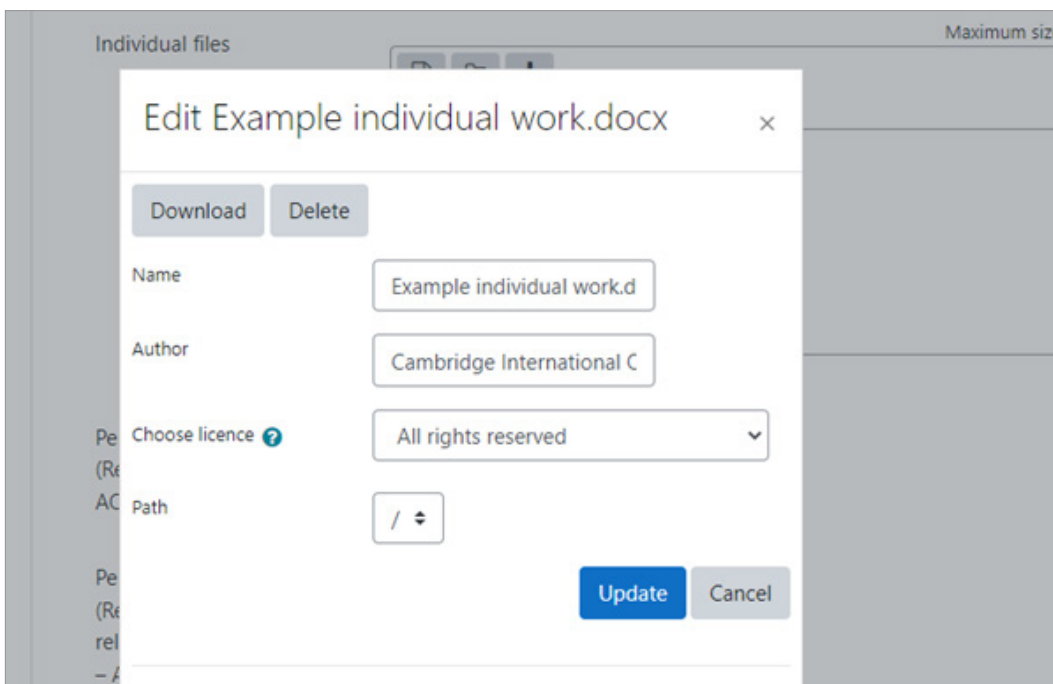
Step 1 Scroll down your page to see the 'Individual submissions'.



Step 2 Upload the evidence of a candidate's individual work using the drag-and-drop function or browse to the file location on your computer and select the file(s).



Step 3 You can edit or delete the uploaded file(s) by clicking on the file icon in the 'Files' box.



Cambridge Primary Checkpoint Global Perspectives continued

Marking candidates' individual submissions

Step 1 Select a mark from the drop-down list for each assessment objective.

The screenshot shows a marking interface. At the top, there is a 'Files' section with a Microsoft Word icon and the text 'Example individ...'. Below this, there are five assessment objectives, each with a drop-down menu showing the number '0':

- Personal Reflection (Reflection on thoughts) – AO2 (4)
- Personal Reflection (Reflection on behaviour related to the chosen issue) – AO2 (4)
- Personal Reflection (Reflection on personal contribution to teamwork) – AO2 (4)
- Personal Reflection (Reflection on experience of teamwork) – AO2 (4)
- Teacher Observation (Individual contribution to collaboration) - AO3 (4)

The drop-down menu for the last objective is open, showing options: '-', '0', '1', and '2'. The '2' option is highlighted in blue. At the bottom right, there are buttons for 'marks' and 'Show next'.

Step 2 Click 'Save marks'. The total mark awarded for the candidate will be calculated.


The screenshot shows the marking interface after the marks have been saved. The 'Personal Reflection (Reflection on experience of teamwork) – AO2 (4)' objective now has a mark of '2' selected in its drop-down menu. The 'Teacher Observation (Individual contribution to collaboration) - AO3 (4)' objective has a mark of '1' selected. At the bottom, there are two blue buttons: 'Save marks' and 'Show next'.

Cambridge Primary Checkpoint Global Perspectives continued


Marking candidates' individual submissions

Step 3 The total syllabus mark (individual mark + team mark) will automatically appear under the candidate's name.

[Back to all candidates](#)

Individual	 Student Learner
Team	Demo team
Mark	19

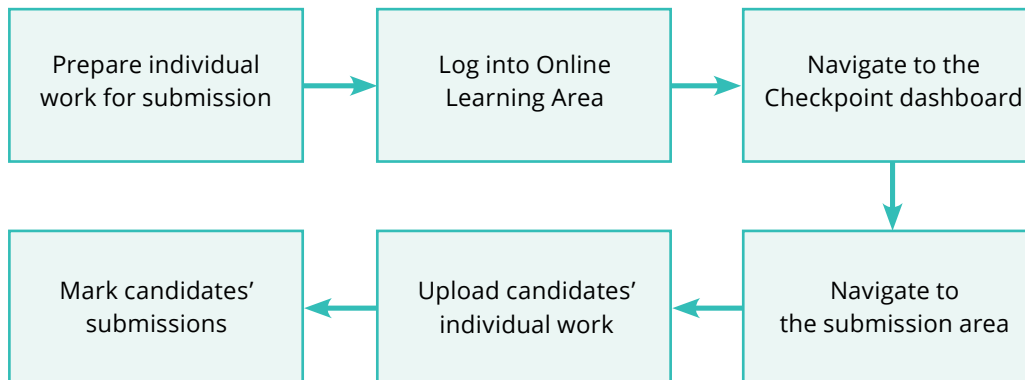
[Team](#) [Collapse all](#)

Important information 

Repeat this process for all candidates.

Cambridge Lower Secondary Checkpoint Global Perspectives

You must submit a Research Report (1129/01) for all candidates entered for the syllabus. The diagram below shows the process for submitting work and marks.



Accessing the Cambridge Lower Secondary Checkpoint submission area

Step 1 Log into the Online Learning Area using the details we have sent you. Go to the Checkpoint dashboard for the relevant series.



Step 2 Go to the Cambridge Lower Secondary Checkpoint submission area.

The image shows the Cambridge Assessment International Education logo at the top. Below it, the text reads 'Cambridge Lower Secondary Checkpoint - Global Perspectives'. A green box highlights the 'Research Report' section, which includes the following text:

Learners work individually to write a Research Report on one of the Lower Secondary topics.

This Research Report must be between 800 and 1000 words.

Assessment of the Research Report:

- AO1 Research, analysis and evaluation (32 marks)
- AO2 Reflection (4 marks)
- AO3 Communication and Collaboration (4 marks)

With the support and guidance of their teacher, learners identify an issue related to one of the Secondary research question based on this issue. This research question is then answered through exploring a global perspective (with examples from one country). The nation where the learner lives; it might be a country that the learner is interested in and/or has visited a lot. It is in global perspective and the national perspective chosen.

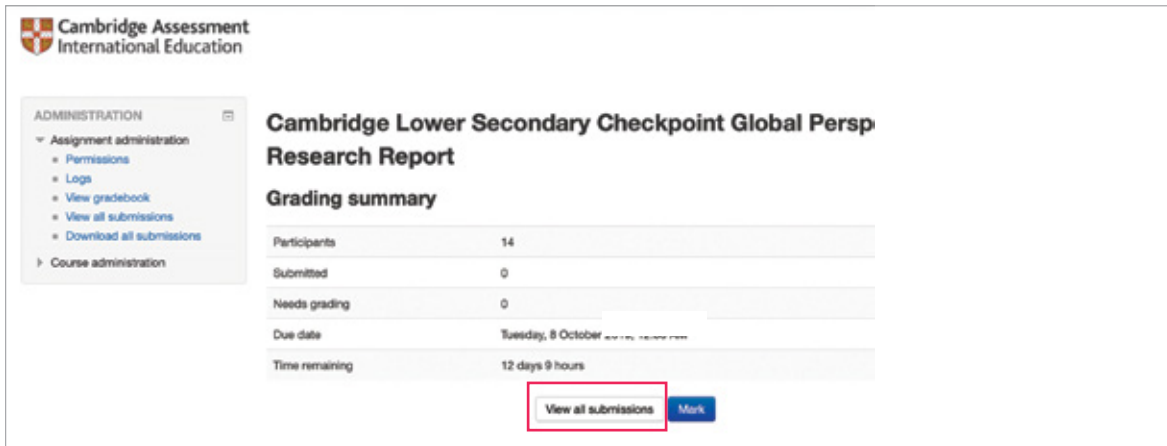
Learners should conduct research on the issue, using a range of sources and analyse the issue, identifying how they may resolve the issue. They should then propose one national or local course of action (for the country on which their national perspective is based). Learners should also evaluate their sources of information, identifying where they may get their information from and report by reflecting upon how the research has impacted on their personal perspective.

At the bottom, there is a red box labeled 'Submit your work' with a link to 'Cambridge Lower Secondary Checkpoint Global Perspectives: Research Report'.

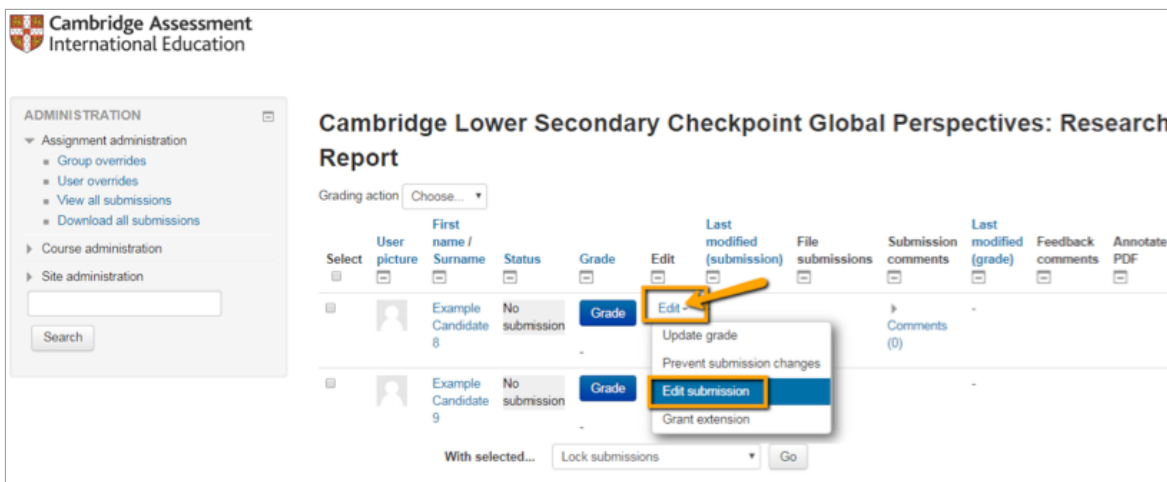
Cambridge Lower Secondary Checkpoint Global Perspectives continued

Accessing the Cambridge Lower Secondary Checkpoint submission area continued

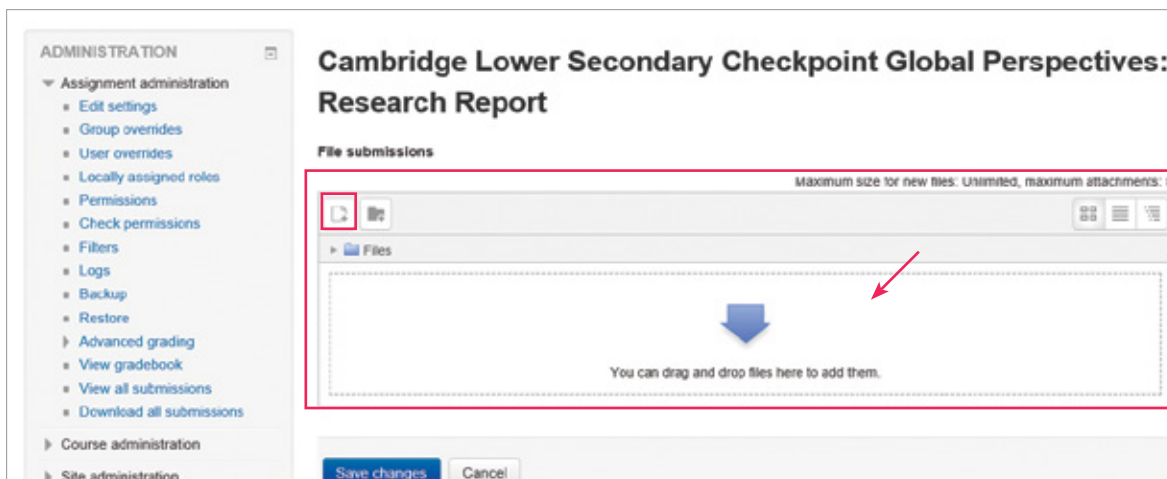
Step 3 Click 'View all submissions' to view all candidates entered for the assessment.



Step 4 Next to a candidate's name, click the 'Edit' drop-down menu. Select 'Edit submission' from the drop-down list.



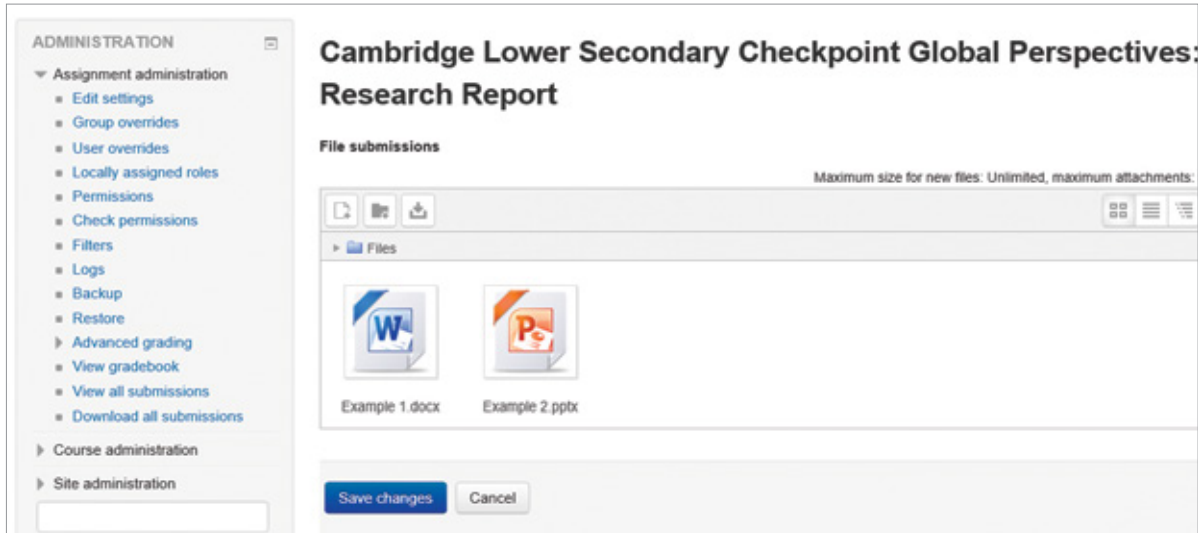
Step 5 Upload the evidence of a candidate's individual work using the drag-and-drop function or browse to the file location on your computer and select the file(s).



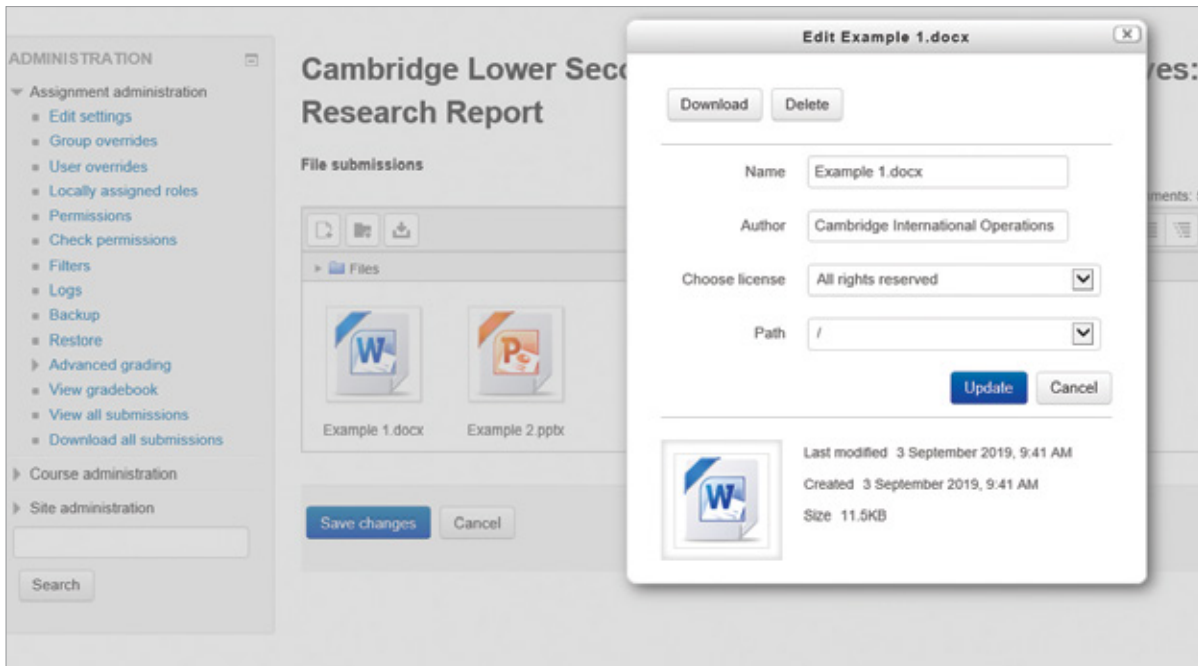
Cambridge Lower Secondary Checkpoint Global Perspectives continued

Accessing the Cambridge Lower Secondary Checkpoint submission area continued

Step 6 Save your file(s) by clicking 'Save changes'.



Step 7 You can edit or delete the uploaded file(s) by clicking on the file icon in the 'Files' box.



Important information

Repeat this process for all candidates entered for the assessment.

Cambridge Lower Secondary Checkpoint Global Perspectives continued

Accessing the Cambridge Lower Secondary Checkpoint submission area continued

Step 8 The uploaded file(s) will appear against the candidate on the 'View all submissions' page. The candidate's status will change from 'No submission' to 'Submitted for grading', shaded in green.

Cambridge Assessment International Education

ADMINISTRATION

- Assignment administration
 - Group overrides
 - User overrides
 - View all submissions
 - Download all submissions
- Course administration
- Site administration

Search

Cambridge Lower Secondary Checkpoint Global Perspectives: Research Report

Grading action: Choose...

Select	User picture	First name / Surname	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments	Annota PDF
<input type="checkbox"/>		Example Candidate 8	Submitted for grading	Grade	Edit	Thursday, 4 October 2018, 4:56 PM	Example of personal work.pptx Example personal reflection.docx	Comments (0)			
<input type="checkbox"/>		Example Candidate 9	No submission	Grade	Edit						

With selected... Lock submissions Go

Options

Assignments per page: 10

Filter: No filter

Download submissions in folders

Marking candidates' individual submissions

Step 1 On the 'View all submissions' page, click 'Grade'.

Cambridge Lower Secondary Checkpoint Global Perspectives: Research Report

Grading action: Choose...

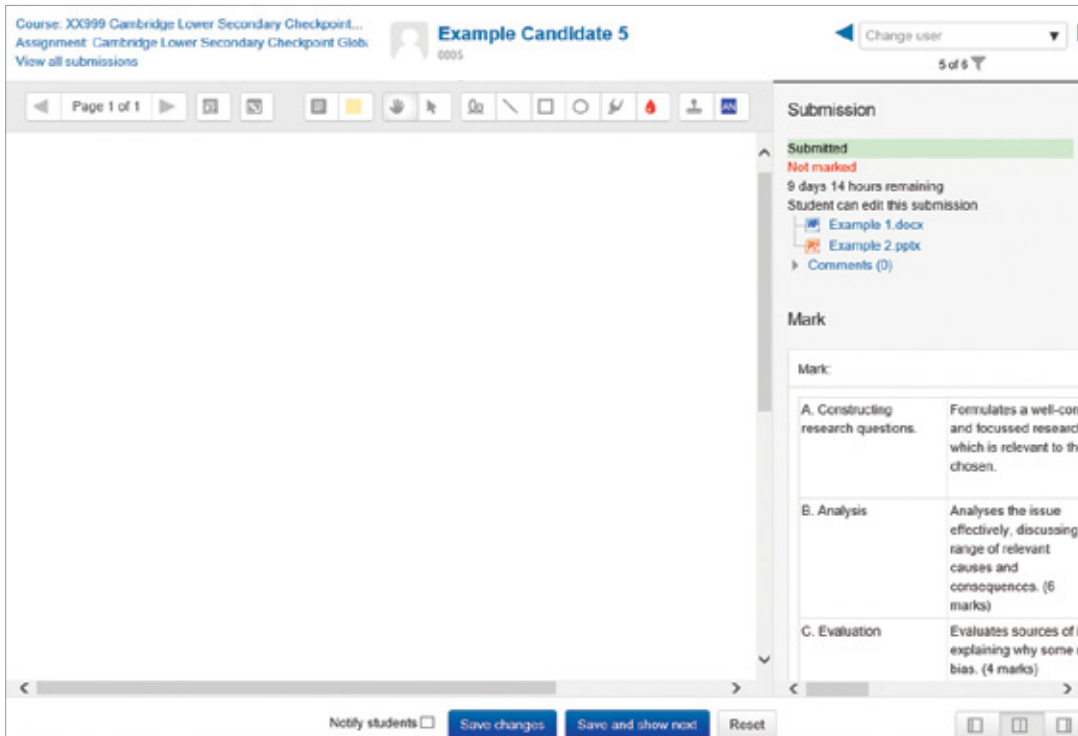
Select	User picture	First name / Surname	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments
<input type="checkbox"/>		Example Candidate 8	Submitted for grading	Grade	Edit	Thursday, 4 October 2018, 4:56	Example of personal work.pptx Example personal reflection.docx	Comments (0)

Cambridge Lower Secondary Checkpoint

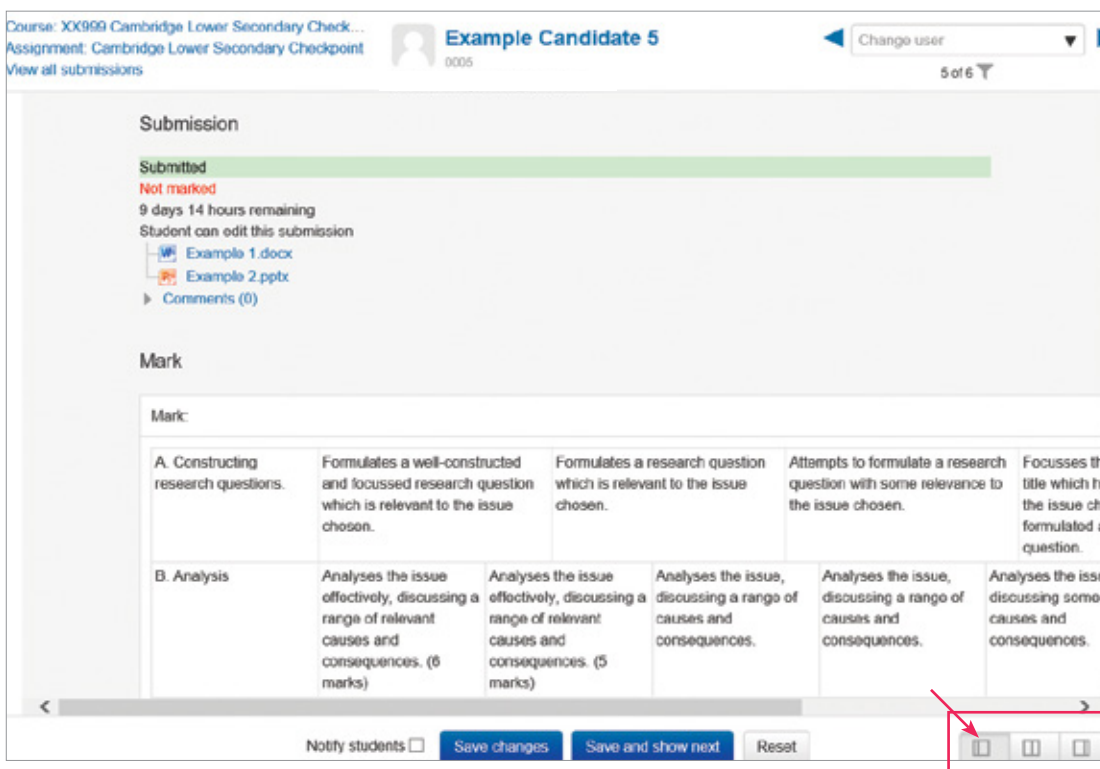
Global Perspectives continued

Marking candidates' individual submissions continued

Step 2 The marking screen will open. The default view will show the candidate's work on the left-hand side and the collapsed mark scheme on the right-hand side of the page.



Step 3 To make the marking process easier, we recommend you change your viewing option to the full mark scheme view. You can do this by selecting this viewing option at the bottom of the page.



Cambridge Lower Secondary Checkpoint

Global Perspectives continued

Marking candidates' individual submissions continued

Step 4 To award marks, click on the marking criteria description for each assessment objective. The selected marking criteria will be highlighted green. When you have completed marking, click 'Save changes'. If you click 'Save and show next' you will see the next candidate's submission for marking.

Mark

Mark: ✕

A. Constructing research questions	Formulates a well-constructed and focused research question which is relevant to the issue chosen.	Formulates a research question which is relevant to the issue chosen but not focused enough to be fully answered in the report.	Attempts to formulate a research question with some relevance to the issue chosen but the content of the report may not be fully relevant to the question chosen.	Focuses their research around a title which has some relevance to the issue chosen but is not formulated as a research question.	No resp	
B. Analysis	Analyses the issue effectively, explaining a range of clear	Analyses the issue effectively, explaining a range of clear	Analyses the issue, explaining some causes and	Analyses the issue, explaining some causes and/or	Analyses the issue, identifying some causes and/or	Attempt analyse issue, identify one cau

Notify students ? Save changes Save and show next Reset 🏠 🏠 🏠

Step 5 The total syllabus mark for the candidate appears at the bottom of the page.

I. Reflection	Reflects on how their personal perspective on the issue has changed or developed, making reference to research conducted and the national or global perspective analysed.	Reflects on how their personal perspective on the issue has changed or developed, making reference to research conducted or the national or global perspective analysed.	Reflects on how their personal perspective on the issue has changed or developed, but with no real reference to research conducted or the national or global perspective analysed.	Makes an attempt to reflect on how their personal perspective on the issue has changed or developed.	No resp
J. Communicating information	Writes a well-structured and coherent report.	Writes a report that is structured but at times difficult to follow.	No creditable res		
K. Referencing sources	Creates a reference list using a consistent approach that includes both the author and title of each source.	Creates a reference list but does not include the author and title of each source.	No creditable res		

Current grade in gradebook
31.00

Notify students ? Save changes Save and show next Reset 🏠 🏠 🏠



Important information

Repeat this process for all candidates entered for the assessment.

Cambridge Lower Secondary Checkpoint Global Perspectives continued

Marking candidates' individual submissions continued

Step 6 The candidate's status will show as 'Submitted for grading' and 'Graded', shaded in green, and their total mark will appear in the 'Final grade' column.

Cambridge Assessment International Education

ADMINISTRATION

- Assignment administration
 - Group overrides
 - User overrides
 - View all submissions
 - Download all submissions
- Course administration
- Site administration

Cambridge Lower Secondary Checkpoint Global Perspectives: Research Report

Grading action: Choose...

Select	User picture	First name / Surname	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments	Annotate PDF	Final grade
<input type="checkbox"/>		Example Candidate 8	Submitted for grading Graded	37.00 / 40.00	Edit	Thursday, 4 October	Example of personal work.pptx Example personal reflection.docx	Comments (0)	Friday, 5 October			37.00 / 40.00
<input type="checkbox"/>		Example Candidate 9	Submitted for grading Graded	37.00 / 40.00	Edit	Friday, 5 October	Example of personal work.pptx Example personal reflection.docx	Comments (0)	Friday, 5 October			37.00 / 40.00

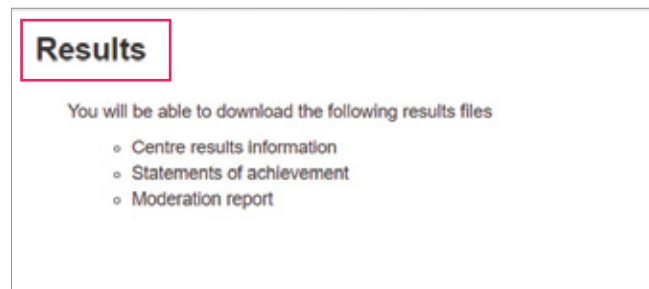
With selected... Lock submissions Go

Accessing results information

Step 1 Log into the Online Learning Area using the details we have sent you. Go to the Checkpoint dashboard for the relevant series.

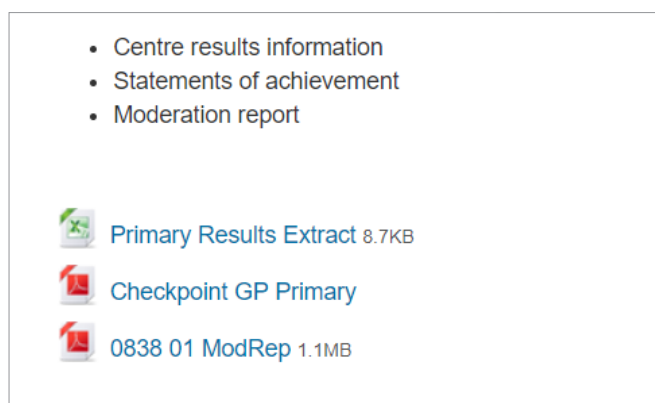


Step 2 Go to the Cambridge Primary Checkpoint or Lower Secondary Checkpoint results area to view results.



Results will be released on 20 June 2024. On results release day, you can download the following results files:

- **Centre results information**
This shows a summary of all grades achieved by candidates entered for the assessment.
- **Statements of achievement**
Individual candidate statements of achievement. We send printed statements of achievement in December for the October series.
- **Moderation report**
Moderator's comments on school-based assessment of coursework.



We are committed to making our documents accessible in accordance with the WCAG 2.2 Standard. We're always looking to improve the accessibility of our documents. If you find any problems or think we're not meeting accessibility requirements, contact our team: info@cambridgeinternational.org. If you need this document in a different format, email us at info@cambridgeinternational.org with your name and requirements and we will respond within 15 working days.