

Portfolio of evidence regulations supplement Special consideration and malpractice

This is a supplement to information in the *Cambridge Handbook 2023* about special consideration (section 5.5) and malpractice (section 5.6). This regulations supplement is published in accordance with Introduction clause 7 of the *Cambridge Handbook 2023* and forms part of our Agreement with you. You must read this supplement together with the handbook and the *Administrative Guide: Submitting Portfolios of Evidence using Submit for Assessment*.

Portfolio of evidence route

In November 2023, it is our intention that all schools take exams where it is safe and permitted to do so. We know that exams are the fairest and most accurate way of assessing candidates' performance. We have a package of measures to support schools as they prepare for exams.

We will also be able to issue an exam grade to all students who have covered the whole course and have completed a minimum of 15 per cent of the total assessment by component weighting.

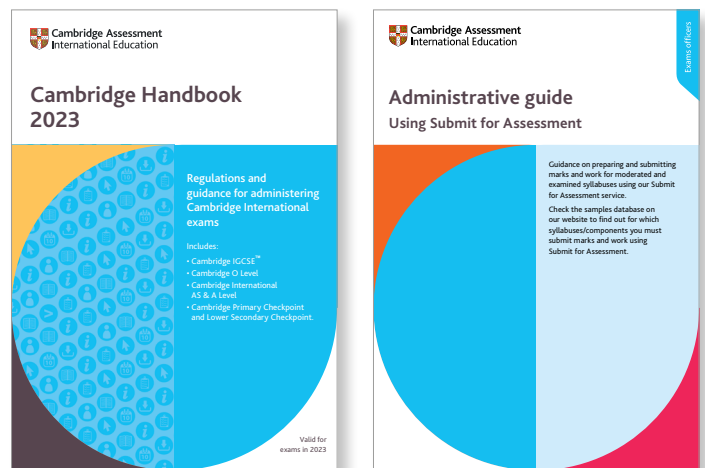
We cannot calculate an assessed mark for the following:

- Cambridge International A Levels where a candidate has not completed any A Level components (A2 components) in the exam series
- any component that does not have a weighting, e.g. an endorsed component.

Access to the portfolio of evidence route will be decided by us. If you believe that it is probable (more likely than not) that your candidates will not be able to sit any exams for one or more syllabuses, please [contact your Cambridge regional representative](#).

The portfolio of evidence route is only available at syllabus level. This means for each syllabus where you are unable to run any exams and need to submit a portfolio of evidence, you must submit evidence for all candidates entered for that syllabus. It is not possible for some candidates entered for the same syllabus to sit exams and others to submit portfolios of evidence.

If your centre has already taken a component for a syllabus, it is likely this syllabus will be kept on the exam route. Your centre is responsible for applying for Special Consideration - Absent for an acceptable reason, for the later components that will be missed.



The *Cambridge Handbook 2023* is on our website: www.cambridgeinternational.org/eoguide

Our *Administrative Guide: Submitting Portfolios of Evidence using Submit for Assessment* is also on our website at: www.cambridgeinternational.org/poe-nov-2023

1. Special consideration

Due to the difference in providing a portfolio of evidence compared to the normal assessment route, some aspects of special consideration (section 5.5 of the *Cambridge Handbook*) are different:

- Special Consideration cannot be used to make up for a missing piece of evidence - either by Absent for acceptable reason or Present but Disadvantaged.
- The portfolio of evidence entry is a single component with 100 percent weighting. There are no other components to base a calculation on.

The most significant difference is that we cannot generate a calculated assessment for a missing piece of evidence. This is because the portfolio of evidence entry is a single component with 100 per cent weighting. There are no other components to base a calculation on, and so 'absent for an acceptable reason' is not available for the portfolio of evidence route.

1.1 If a candidate is absent when a piece of evidence is being generated, or the evidence goes missing, gets damaged or corrupted, or there is otherwise a shortfall in a piece of evidence, you should replace the piece of evidence. If you are unable to locate a third piece of evidence, you should withdraw the entry, as the candidate will not have access to the full set of marks available.

1.2 If a candidate is affected by unexpected and adverse circumstances while producing one or more of their pieces of evidence you must try to replace that evidence. If this is not possible and one or more pieces of evidence have been affected by adverse circumstances, you can apply for “present but disadvantaged”, detailing how many pieces of evidence were affected in your application.

1.3 Component exemptions and adjustments are incompatible with the portfolio of evidence route. Therefore if we move you to the portfolio of evidence route we will automatically cancel any approved component exemptions and/or adjustments you have in place for your candidates. If you are unable to meet an assessment objective due to a previously approved component exemption, please contact us.

2. Malpractice

Preventing and detecting of malpractice applies with equal importance to the portfolio of evidence route as it does to the normal assessment route.

2.1 You must only submit portfolios to us if you can confirm that the work included in every portfolio is authentic, which means that it is the candidate's own, unaided work. You must confirm this under section C of the Rationale Document for each syllabus.

2.2 You must also be able to confirm that the work included in the portfolio of evidence is the candidate's first and only response to the task. You must confirm this under section C of the Rationale Document for each syllabus.

2.3 You must not submit a portfolio of evidence to us that you know, or suspect, does not comply with sections 2.1 and 2.2 of this regulations supplement.

2.4 Where possible you should replace any evidence in the portfolio that does not comply with sections 2.1 and 2.2 of this regulations supplement. If this is not possible you must withdraw the entry.

2.5 If you become aware after submitting a portfolio that one or more pieces of evidence may not comply with sections 2.1 and 2.2, your Head of Centre must report this to us on the same day or no later than 12:00 noon, local time, the following working day:

[Notification of suspected centre staff malpractice: Exam day – Form 9a \(PDF, 652KB\)](#)

Your Head of Centre must use this form to report an instance of suspected centre staff malpractice to us before an investigation starts.

[Suspected centre staff malpractice report: Exam day – Form 9b \(PDF, 590KB\)](#)

After you have reported an instance of suspected centre staff malpractice using *Exam day – Form 9a*, your Head of Centre must use *Exam Day – Form 9b* to provide details of the information that has been gathered.

[Suspected candidate malpractice report: Exam day – Form 9c \(PDF, 616KB\)](#)

Your Head of Centre must use this form to report instances of suspected candidate malpractice. This includes all instances of suspected candidate malpractice in timetabled exams or other assessments.

2.6 When we have received the relevant malpractice form, the regulations under section 5.6 of the *Cambridge Handbook* will apply as normal.

2.7 It may also be considered centre staff malpractice if the pieces of evidence included within the portfolio repeatedly cover the same narrow range of syllabus content or assessment objectives.

Learn more! For more information please visit www.cambridgeinternational.org/examsOfficers or contact Customer Services on +44 (0)1223 553554 or email info@cambridgeinternational.org

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If you need this document in a different format contact us at info@cambridgeinternational.org telling us your name, email address and requirements and we will respond within 15 working days.