CAMBRIDGE
International Education

Administrative guide
Using Submit for Assessment

Guidance on preparing and submitting marks and work for moderated and examined syllabuses using our Submit for Assessment service.

Check the samples database on our website to find out for which syllabuses/components you must submit marks and work using Submit for Assessment.

What is Submit for Assessment?

Submit for Assessment is our service for you to upload marks and work for some internally assessed and/or externally assessed components (such as examined coursework and non-coursework tests). Details of which syllabuses are using Submit for Assessment are on our website and in the [samples database](#).
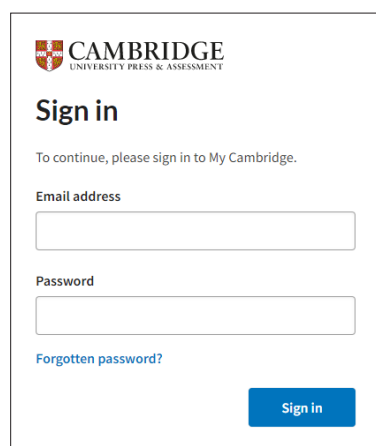
Accessing Submit for Assessment

Submit for Assessment is hosted on the My Cambridge website. It is compatible with Windows and macOS operating systems, and the following browsers shown in the table below. You can use laptops and desktops to access Submit for Assessment.

Browser				
Chrome	Safari	Microsoft Edge (Windows 10)	Firefox	Internet Explorer 11 or later
Yes	No	No	Yes	No

Step 1

Check that My Cambridge is listed as a trusted site in your browser's security settings.

If **https://mycambridge.sso.cambridge.org** is not listed, type in the URL and click 'Add'.

Step 2

If you are using Submit for Assessment for the first time, you will receive an email with instructions on how to create an account.

If you used Submit for Assessment in a previous series, use the same login details.

Guidance on preparing documents before submitting

The following documents are included within Submit for Assessment so you no longer need to complete and submit them as separate items:

- attendance register
- declaration of originality.

Examined and moderated components

Make sure that your PDF files do not include any interactive elements, for example comments, digital signatures, or form fields. If any PDFs contain interactive elements, please follow these instructions to 'flatten' PDFs to remove the interactive elements. Once you have flattened the file please check you are happy with the quality before you upload. If you upload PDFs with interactive elements for an examined component, you will receive an error message:

Make sure that:

- any Word and text documents are a maximum of 200 pages (see the list of file formats we can accept on page 3)
- all page sizes are A3 size or smaller (11.7 x 16.5 inches maximum)
- background and foreground colours are different from each other – use a high contrast. Background colours can appear stronger when converted, which makes it difficult to read any foreground text
- all text can be read at a 100 per cent zoom level, without the need to zoom in further
- you have not included any macros or automation (Visual Basic code)
- documents are not password protected
- all content is visible and nothing overlaps (one item covering another), for example images, text boxes or shapes. We cannot move content around to see anything which is hidden by an overlap.

Important information

The requirements listed above do not apply to Cambridge International AS & A Level Information Technology (9626/02/04). You save and upload these syllabus/ components in a zip file before submitting them.

Document headings

Each document should be headed with the:

- exam series
- your centre number
- your centre name
- the syllabus and component number
- candidate number
- candidate name.

You do not need to follow exactly this naming convention for individual files unless you are using the bulk upload tool. See the Uploading work in bulk section on page 8 for naming files for bulk upload.

Important information

When submitting an essay for the following components, you must use .docx format:

- Cambridge IGCSE Global Perspectives (0457/02)
- Cambridge International AS & A Level Drama (9482/04)
- Cambridge O Level Global Perspectives (2069/02)
- Cambridge International AS & A Level Global Perspectives & Research (9239/02, 04)
- Cambridge International Project Qualification (9980/01).

If the work has a bibliography or list of references you must submit this as a **separate document** and upload it to the 'bibliography' in the 'learner section'.

Important information

You can only upload a single file for each 'learner section' unless the system indicates you can upload multiple files when you are in the upload screen. You can upload up to 20 additional files into the 'Supporting materials' section.

Guidance on preparing documents before submitting continued

File sizes and types

If a file is larger than the maximum file size, you must use HandBrake to reduce the file size before uploading it to the Submit for Assessment portal. Information about using Handbrake is on page 9.

Once the submission window is open check the upload page for each component to see which file types we accept for each component. Please note that the file types accepted will differ for each component.

We recommend using the audio and video formats highlighted in blue in the table below.

File types	Accepted formats	Limit
Audio	.3g2 .3ga .aac .aiff .amr .m4a .m4b . m4p .mp3 .wav .oog	25 GB
Data	.xls .xlsx .mdb .accdb .xlsb	25 GB
Document*	.odt .pdf .rtf .txt .doc .docx .dotx . pages	25 GB
Images	.jpg .png .jpeg .tif .jfif .gif .heic .psd .dox	15 MB
Presentation	.ppt .pptx .pdf .gslides .pptm .odp . ink .potx .pub	25 GB
Video	.3g2 .3gp .avi .flv .m4v .mkv .mov .mp4 .mp4v .wmp .wmv .wlmp .mts .mov-1 .mp4-1 .xspf .mod	25 GB
Web	.html .htm .gdoc .url .exe .key	25 GB

*See the important information box on page 2 for information about the format in which essays must be submitted for certain syllabuses.

Glossary

To help our centres in the US understand the language and terminology used in this guide we have included a glossary of our key terms below.

UK term	US term
Candidate	Student
Centre	School
Entry	Registration
Examiner	Reader
Invigilator	Proctor
Mark	Score, point
Mark scheme	Rubric
Marker	Scorer
Script	Exam
Statement of results	Score report
Syllabus	Curriculum framework
Written paper	Examination

Important information

Information on when and how to submit your candidates' work, and which forms to complete and submit with the work, is in the samples database.

Submitting marks and internally assessed work

Follow the steps below to submit marks and work using Submit for Assessment. You should also refer to the Cambridge Handbook section M 'Centre and Cambridge Associate responsibilities: Copyright and candidates' work', and section 5.6 'Malpractice'.

> ⚠️ **Important information**
> Candidates must not re-use coursework from a previous exam series. You must submit a new piece of work. See section 3.1 of the *Cambridge Handbook* for more details.

Step 1
Sign into your account which is accessed through the My Cambridge website, our single sign-on service.

> ⚠️ **Important information**
> If you are an exams officer at multiple centres, when you log into Submit for Assessment you need to select the centre you wish to upload work for.

Step 2
When you have signed in, the next screen asks you if you want to submit work for marking, or marks and samples for moderation.

Select 'Submit marks and samples for moderation'.

Step 3
You must submit marks first.

Step 4
The next screen displays syllabuses that include one or more moderated components for which you will submit marks using Submit for Assessment. Select the syllabus you are submitting marks for.

Step 5
When you select a syllabus, this launches a screen which lists the components for which you need to submit marks. Select a component.

Step 6
In the 'Enter marks' screen, you enter the mark for each candidate, or mark a candidate as absent.

If you have candidates with an approved extension to the marks deadline you can 'Submit' if you have entered marks (or marked as absent) at least 95 per cent of the total candidates. You can make a second submission once you have entered the marks for all candidates with an extension. If you have more than 5 per cent of candidates with an extension you cannot 'Submit' until you have entered all candidates' marks.

# Submitting marks and internally assessed work continued

Step 6 continued

You can upload marks using the pre-populated template. Select 'Download template' and enter the marks against each candidate, then 'Upload template'. When you have finished entering marks press 'Submit'.
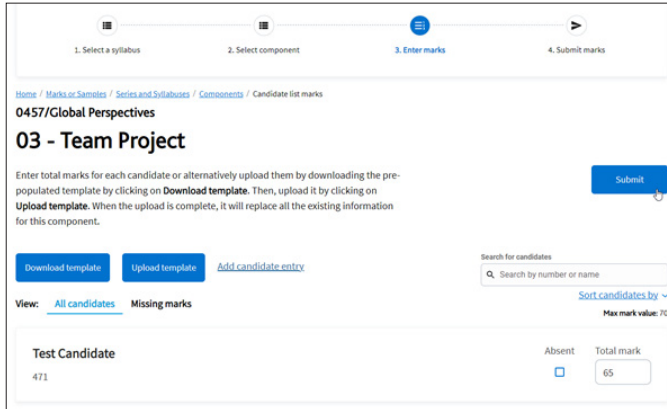
Step 7

After you have pressed 'Submit', your marks will go through a series of declaration screens. Navigate through them until you receive confirmation of the marks being submitted.
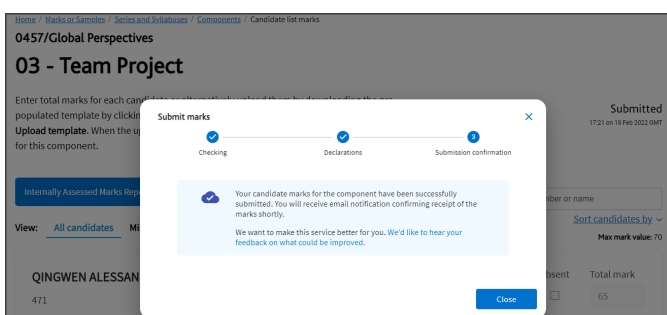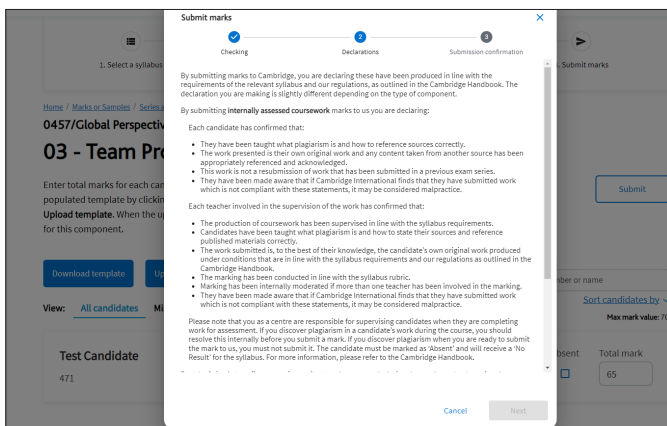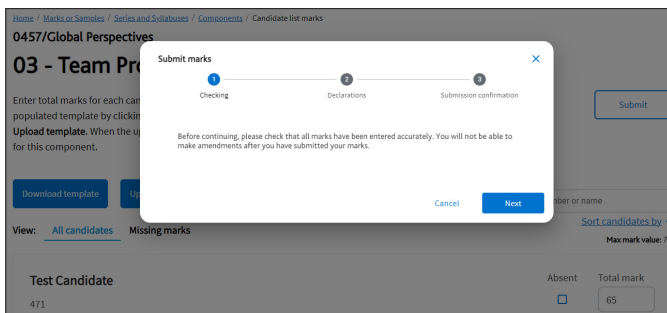
Step 8

We will send you an email confirming the marks you have submitted.
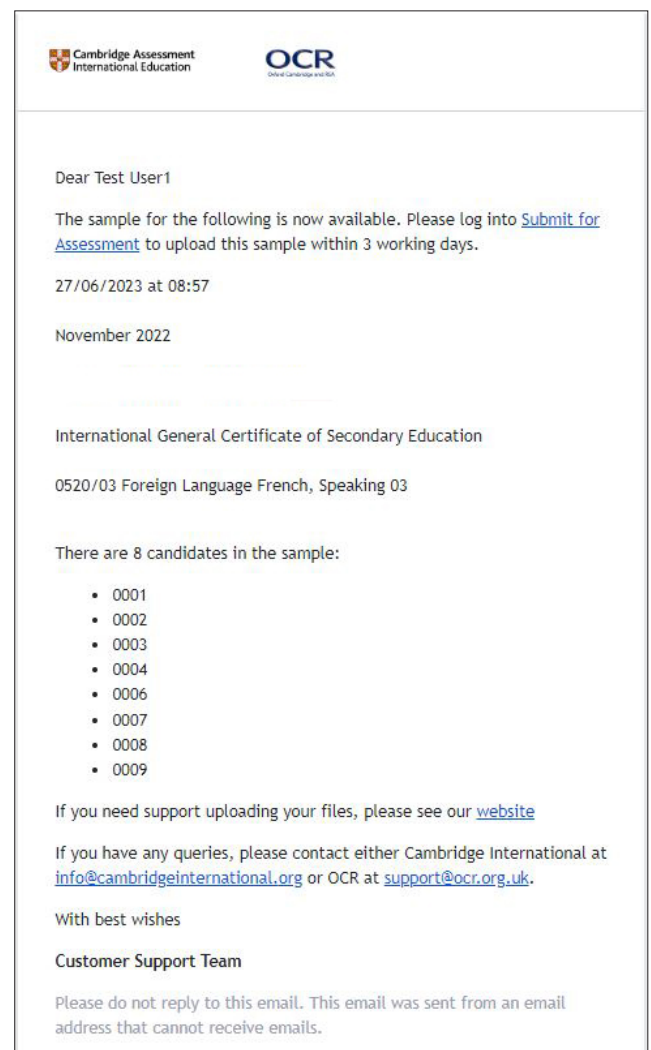
Sample selection

Step 9

After you have submitted your marks the system will automatically select the candidates required for the sample based on the marks you entered.

We will send you an email confirming which candidates you need to submit work samples for.

You can only upload work for these candidates.

> ## Important information
> If you are submitting marks for 0995/02, 5016/02, 0413/02 and/or 8386/02 you will need to select your sample using the samples database.

Submitting work on Submit for Assessment

Uploading candidate work

If you have entries for examined components, select 'Submit candidate work for marking'. If you have entries for moderated components, select 'Submit marks and samples for moderation'.

Step 1

Select a syllabus and then choose the component you want to upload work for. Your candidate entries will be listed for the component you have selected along with the submission deadline. For moderated components, you must first submit your internally assessed marks.
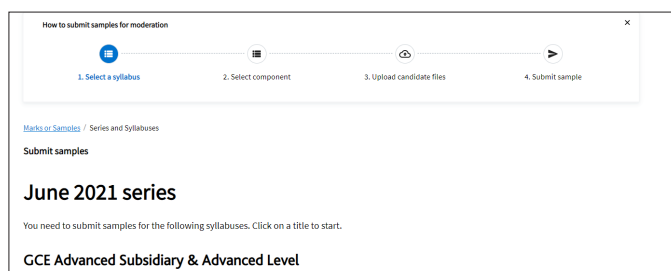
Step 2

Choose a candidate and either:

- Click 'Upload' to choose a file from your computer, or;
- Drag and drop a file you have already selected onto the candidate 'card' for the appropriate 'learner section' e.g. 'Essay'. A virus scan is automatically completed at this stage. Any files found with a virus will be deleted. We will send you an email confirming the file has not successfully uploaded due to a virus and must be replaced.
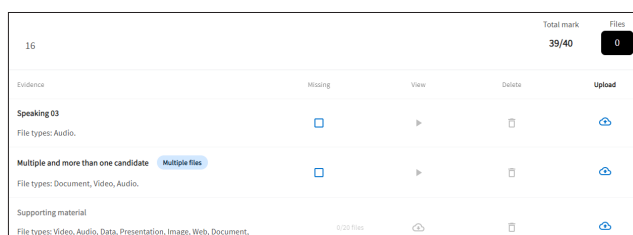
Uploading additional files

If you have candidate files to submit that are in addition to those listed in the 'learner section', you can upload these to the 'Supporting material' section for each candidate. You can upload up to 20 'Supporting material' files per candidate.

You can upload these in the same way as work uploaded to the 'learner section'. The 'Supporting material' section is where you upload any additional files we need, for example access arrangements.

Linking a document with multiple candidates

If you have group work or files that are associated with more than one candidate, you may want to link your files so you only need to upload the file once. Once you have uploaded a file to a 'learner section', you will see the option to 'Link with other candidates'. You can select candidates that you would like to attribute the file to.
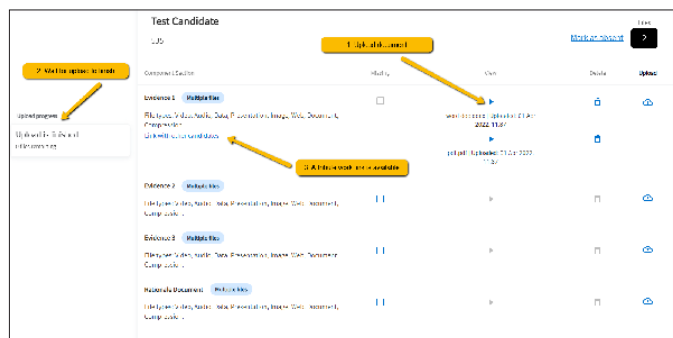

Deleting files

Any files you have uploaded can be deleted by selecting the bin icon under 'Delete'. Once you have submitted candidate work to us, you cannot delete any files.
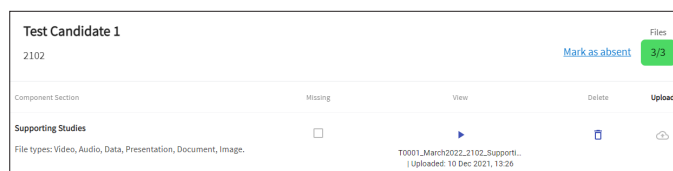
Viewing and downloading files

When you have uploaded or submitted candidate work you can view it by selecting the blue play icon in the 'View' column. You can then download files in the view window by selecting 'download'. If the file type cannot be viewed it will automatically be downloaded.
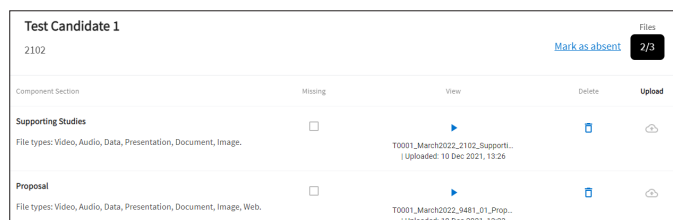
Marking work as missing

If you do not have a particular piece of work for a candidate, tick the 'Missing' box in the 'Component Section' table.

Important information

Once you have finished uploading candidates' work, you must submit it for us to receive the files. Once you have submitted your candidates' work you cannot add more files or submit any more work to us. You can log into Submit for Assessment and add files gradually, rather than all at once. All the work you upload to Submit for Assessment will be saved automatically. If you realise after submitting work to us that you have made an error, for example, uploaded and submitted an incorrect file, contact us so we can discuss this with you: **info@cambridgeinternational.org**

Submitting work on Submit for Assessment continued

Examined components – Marking a candidate as absent or present

To mark a candidate as absent, select 'Mark as absent' on their candidate card. When you mark a candidate as absent any files previously uploaded for that candidate will be automatically removed.

A notification will appear on the screen to confirm the candidate has successfully been marked as absent and any previously uploaded work has been deleted. If you make a mistake, just click 'Mark as present'. You will then be able to upload files to the 'learner section'.
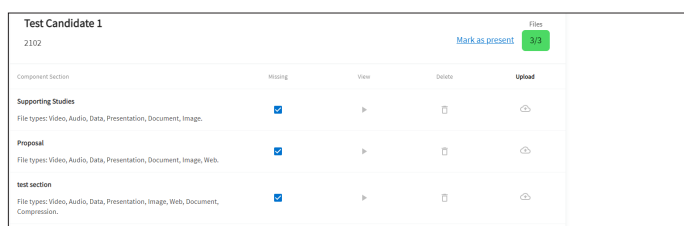
Submitting candidate work

Step 1
Examined work
When you have completed the 'learner section' for all your candidates the 'Submit' button will be active.

Moderated work
When you have uploaded the requested work for all of the requested candidates in the sample, the 'Submit' button will be active.
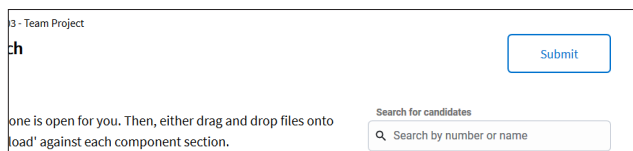

Step 2
Tick each box to complete the Declaration of Authenticity. Click 'Next step'. When you upload a file, you will be able to see the upload progress displayed at the side of the screen.
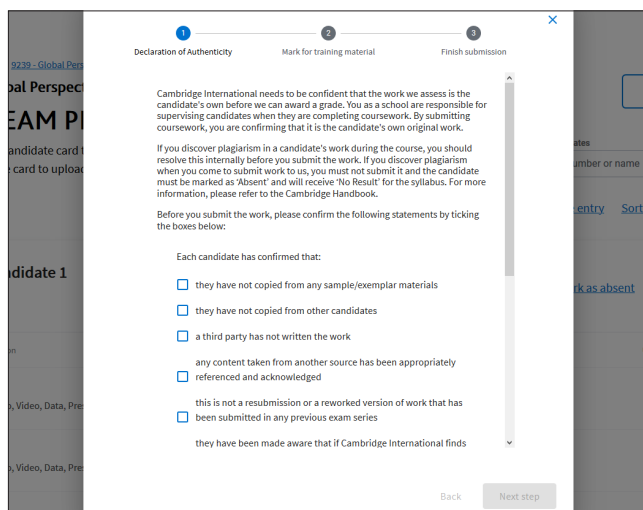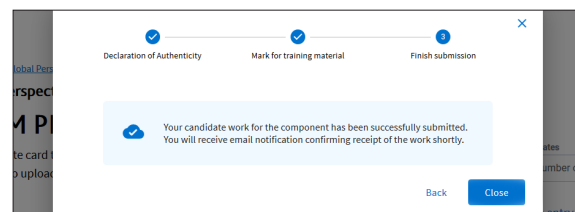

Step 3
Examined work
On the 'Mark for training material' screen, tick the box(es) to tell us whether we can use work you have submitted to us as part of our training materials in the future. Click 'Next step'.
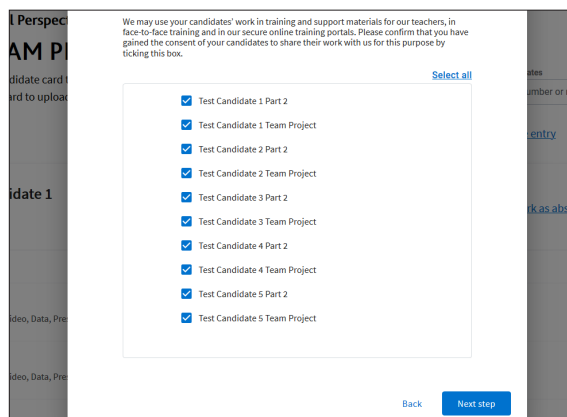
Step 4
On the 'Finish submission' screen you will see confirmation that your candidate work has been submitted.

Step 5
We will email you receipt confirmation of your submission.

Candidates not listed

If you need to submit work for a candidate, but they are not listed in Submit for Assessment, then we do not have an entry for them.

If entries are still open, you can enter the candidate on Direct by following the 'Add candidate entry (Direct)' link and wait up to 24 hours for the candidate to appear on Submit for Assessment.

UK centres can make entries using A2C and then wait up to 24 hours for the candidate to appear on Submit for Assessment. If the entries deadline has passed you will not be able to make entries.

Replacing files or submitting additional files

If you need to replace or submit additional files after you have submitted candidates' work, contact us: info@cambridgeinternational.org

If we find that your submission is incomplete or any files need replacing, we will contact you and ask you to re-submit.

If your submission is re-opened, you can upload and submit files in the same way following the steps in this guide. Please make sure you also follow any specific instructions we give you.

Submitting work on Submit for Assessment continued

Uploading work in bulk

The Bulk Upload tool can be used if you have a large number of candidates that you need to upload work for. We do not recommend this for every centre as every file will need to have the correct naming convention.

Name files that you want to upload using the Bulk Upload tool using this naming convention:

Series_SyllabusNumber_ComponentNumber_ CentreNumber_CandidateNumber_ComponentSection, e.g. **June2023_9239_03_AB123_0001_FILENAME**

This table gives more detail about naming files:

File name section	Notes	Correct example(s)	Incorrect example(s)
Series	Enter as month (MMMM) and year (YYYY) with no spaces. The name of the month is not case sensitive.	June2023 june2023	Jun2023 June 2023 J23
Syllabus number	Enter as 4 digits, even if it begins with a 0.	0457	457
Component number	Enter as 2 digits, even if it begins with a 0.	02	2
Centre number	Enter as 5 alphanumeric characters. If your centre number includes letters these are not case sensitive.	AA001 aa001 12345	
Candidate number	Enter with or without preceding zeros.	0001 1	
Component section	Enter the name of the file that is displayed on screen, for example 'speaking test' or if a 'Supporting material' document, name it as 'Additional' and a number, e.g. 'Additional1' 'Additional2' etc. The words you use for this part of the file name must exactly match the name of the file displayed on screen within Submit for Assessment. The component section name is not case sensitive.	Speaking Test speaking test Essay essay Additional1 additional2	Jon's essay

Important information

Files that are not named correctly will not be uploaded by the Bulk Upload tool.

If you have difficulty using Submit for Assessment, email Customer Services: **info@cambridgeinternational.org**

When you have named your files correctly, you can upload them:

Step 1

Select 'Bulk Upload'.

Step 2

Click 'Next'.

Step 3

Click 'Add Files' and select the files you want to upload.

Step 4

A dialogue box will tell you if there are any problems with how you named the files. Click 'Cancel' to go and fix these issues, or upload all files without errors.

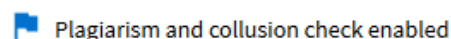### Step 5

Click 'Upload'.

Plagiarism and collusion checker

You will see this symbol next to any component sections where we will use **Turnitin** to check for plagiarism and collusion:

 Plagiarism and collusion check enabled

Reducing file sizes using HandBrake

If a file is larger than the maximum file size, you must use HandBrake to reduce the file size before uploading it to the Submit for Assessment portal.

For all files larger than 15 MB (images) or 25 GB (other accepted file types), you must use HandBrake (https://handbrake.fr) to reduce file sizes before uploading them to Submit for Assessment. This will reduce the time it takes to upload the files.

Important information
You will need administrator rights on your PC/laptop to install HandBrake. If you do not have administrator rights, the installation will fail. Please contact your centre's IT department so they can give you these rights, or install the software for you.

Step 1
Go to **https://handbrake.fr/downloads.php** and select the correct platform for your operating system. Follow the on-screen instructions and install HandBrake.
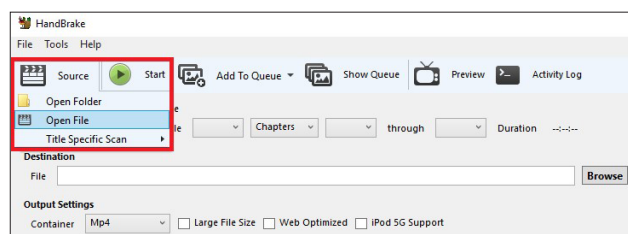
Step 2
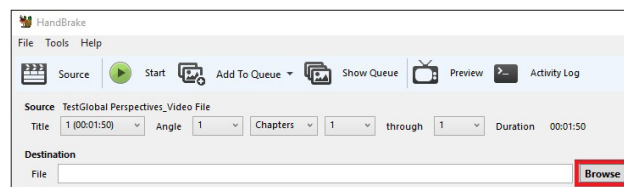Open HandBrake and select 'File' from the toolbar.
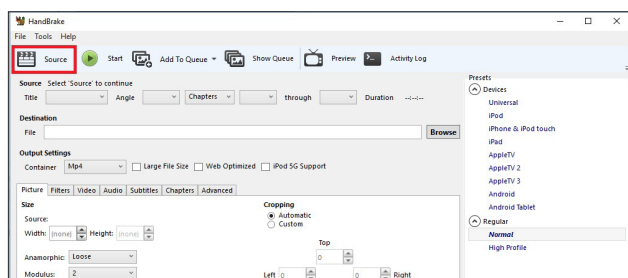
Step 3
Locate your file on your PC/laptop and click 'Open File'. You will see the file you are converting listed next to the 'Source' heading.
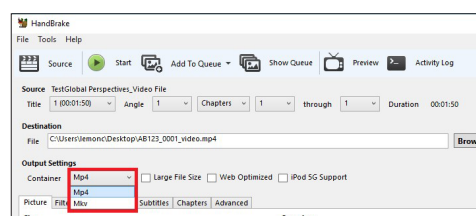

Step 4
Under 'Save As', select 'Browse' and choose a location for your new file. Enter a file name and click 'Save'.


Step 5
Select 'Presets' and then select 'General' and 'Fast 720p30' from the preset list.


Step 6
Click 'Start Encode' to start the compression. Depending on your computer's speed and size of the file, this operation could take several minutes.

If you have multiple files to compress, you can queue your files using the 'Add to Queue' button. HandBrake will convert all the files you have added to the queue.
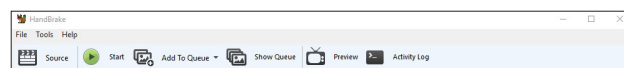
Step 7
You can note the progress of your upload at the bottom of the application window, as shown below:

05.72%, FPS: 029.9, Avg FPS: 025.8, Time Remaining: 00:18:43, Elapsed: 00:01:09, Pending Jobs 0
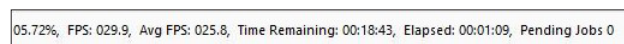
Step 8
When your files have been compressed, check that they open correctly before uploading them to Submit for Assessment.

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**