

# Preparing and submitting Cambridge Global Perspectives<sup>®</sup> work

Guidance on submitting  
work for Cambridge  
International AS Level  
Global Perspectives &  
Research (9239/02 and 03)

# Introduction

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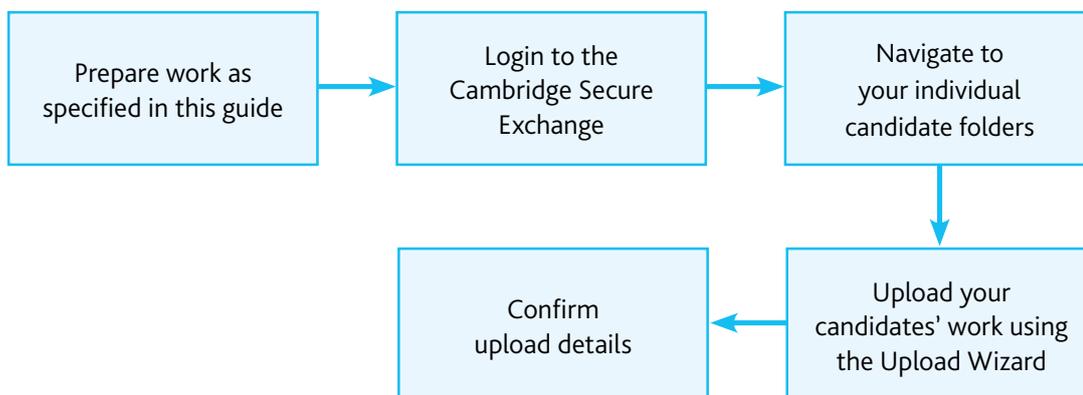
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If you have candidates taking any of our Cambridge Global Perspectives qualifications, you will need to upload externally assessed work or internally assessed samples of work using the Cambridge Secure Exchange.

This guide tells you how to prepare and submit your candidates' work through the Cambridge Secure Exchange:

- prepare your candidates' work by following the instructions and naming conventions specified in this guide
- login to the Cambridge Secure Exchange and submit your candidates' work by the deadlines specified in this guide.

## The process for submitting work



*There is step-by-step guidance showing you how to submit work through the Cambridge Secure Exchange on page 4.*

# Cambridge International AS Level (9239/02 and 03)

These components are examined by Cambridge. This means that you submit the work of all your candidates.

## Component 02: Essay

For each candidate you must submit an essay in one document containing only text.

## Component 03: Team project

For each candidate you must submit:

- a video recording of the live presentation – check the recording plays correctly before submitting it
- any multimedia materials used in the presentation, for example a PowerPoint presentation
- a transcript of the presentation
- a reflective paper.

Team presentations are not permitted. Each candidate's work must be submitted on its own and not as part of the team.

## Other documents to submit with your candidates' work

One attendance register for each component – download an attendance register from the **Administrative forms – Exam day** section of our website.

Each essay, transcript and reflective paper must start with a statement of originality for the candidate and teacher, saying that the work produced is that of the candidate working alone. This statement is available from the **'Syllabus Materials'** section of **Teacher Support**.

## Important dates

You must submit all your candidates' work within the following windows and no later than the last date in the window:

- March series: **1-27 February**
- June series: **1-31 May**
- November series: **1-31 October**



## Important information

Do not submit the Cambridge International A Level Global Perspectives & Research Report (9239/04) through the Cambridge Secure Exchange. Submit the report in hard copy by following the instructions in section 3.7.1 of the *Cambridge Handbook*.

## Document headings

Each document must be headed with:

- Centre number
- candidate name
- candidate number

## Glossary

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

UK term	USA 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

# Preparing work for submission

This section of the guide tells you how to prepare your candidates' work before you submit it through the Cambridge Secure Exchange.

## Accepted formats, file names and sizes

Each file must be in an accepted format:

- We do not accept any files that are named incorrectly.
- Each file must not exceed 500 MB. Follow the instructions on page 3 to compress any files larger than 500 MB.
- We do not accept zip files.

Name each file using the following naming convention:

Centre number\_Candidate number\_Description, e.g. 'essay', 'video', 'presentation', 'reflective paper' or 'transcript'

Example: **AB123\_0001\_video**

## Checklist

Complete this checklist to make sure you are ready to submit your candidates' work:

- is each file under the size limit of 500 MB?
- have you reduced the size of your video files if they exceed 500 MB?
- have you named each file using the correct naming convention?
- have you prepared the documents you need to submit with your candidates' work?
- is each file in an accepted format? We do not accept zip files.

File type	Accepted formats			
Video	.wmv	.mov	.avi	.wmp
	.mp4v	.m4v	.m4a	.mkv
	.flv	.mp4	.3gp	.3g2
Audio	.aiff	.m4b	.mp3	.m4p
	.wav	.aac	.m4a	.3ga
	.amr	.3g2		
Spreadsheet	.xls	.xlsx		
Presentation	.ppt	.pptx		
	Prezi online presentation documents			
Word/text documents	.doc	.docx	.pdf	.odt
	.rtf	.txt		
Images	.jpg	.tiff	.png	.gif



## Extra guidance

For 9239/03, you submit video recordings of your candidates' live presentations. These recordings must not exceed 500 MB.

In addition to the guidance on page 3 of this guide, we have produced guidance on the Online Learning Area to help you prepare presentations within this size limit. Existing users can login and see the guidance as part of their Cambridge International AS & A Level resources.

If you do not have access, you can request an account at [www.cambridgeinternational.org/registergp](http://www.cambridgeinternational.org/registergp)

# Reducing file sizes using Handbrake

The maximum file size for a single multimedia video file is 500 MB. Video files must not be larger than 500 MB. The quality of the video files does not need to exceed 720p (1280 x 720 or 16:9 aspect ratio).

For all files that exceed 500 MB, you must use Handbrake (<https://handbrake.fr>) to reduce file sizes before uploading them to the Cambridge Secure Exchange. This will reduce the time it takes to upload the files.

For example, Handbrake can convert a video file that is 551 MB to 43.5 MB in approximately 3 minutes and 20 seconds which will allow you to upload the file to the Cambridge Secure Exchange quickly.

## Important

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 school's IT department so they can give you these rights, or install them 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 'Open Source' from the toolbar.



**Step 3** Click 'Open File' and locate your video file on your PC/laptop and click 'Open'. You will now see the file you're converting listed next the 'Source' heading.



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



**Step 5** Select 'Toggle Presets' from the toolbar, and then select 'Universal' listed under 'Devices' from the preset list.



**Step 6** Click 'Start' 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 videos 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 play correctly before uploading them to the Cambridge Secure Exchange.

# Accessing the Cambridge Secure Exchange

**Step 1** Go to <https://exchange.cie.org.uk> and log in using your Cambridge Secure Exchange username and password. Email Customer Services at [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) if you do not have login details.



**Step 2** Check the Cambridge Secure Exchange is listed as a trusted site on your browser's security settings. If <https://exchange.cie.org.uk> is not already listed, type in the URL and click 'Add.'

**Step 3** Check you can use the Upload Wizard. The Upload Wizard is a browser add-on tool that helps you upload files faster and more efficiently.

It is recommended you use the Upload Wizard to:

- upload files faster using drag and drop
- upload multiple files at once.

The Cambridge Secure Exchange has three types of Upload Wizard: JavaScript, ActiveX, and Java. **The table below shows the browsers supported by each Upload Wizard.**

## Information



We recommend you use the JavaScript Upload Wizard as it is available on all browser types, is enabled automatically on all non-Internet Explorer browsers, and does not require installation.

**Step 4** Enable the JavaScript Upload Wizard if you are using Internet Explorer 11. To do this:

- Select 'My Account' from your homepage and locate the 'Edit Your Upload/Download Wizard Settings' section. Click 'Change/Upload Wizard Status (ActiveX Version)' then select 'Disable the Wizard'. Go back to the 'Edit Your Upload/Download Wizard Settings' section and click 'Change Upload/Download Wizard Status (JavaScript Version)' then select 'Enable the Wizard'.

Upload Wizard	Browser					
	Chrome	Safari*	Microsoft Edge (Windows 10)	Firefox	Internet Explorer 7, 8, 9 or 10	Internet Explorer 11
JavaScript (recommended)	✓	✓	✓	✓	✗	✓
ActiveX	✗	✗	✗	✗	✓	✓
Java	✗	✗	✗	✓	✗	✗

\* Safari on Windows is not compatible with the Cambridge Secure Exchange.

# Navigating to your individual candidate folders

We have set up individual candidate folders on the Cambridge Secure Exchange for all candidates in your Centre taking Cambridge International AS Level Global Perspectives & Research (9239/02 and 03).

Individual candidate folders:

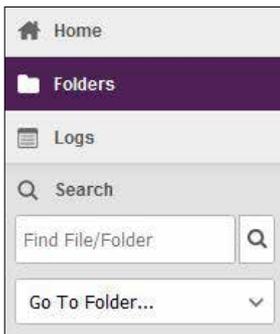
- make it easier for you to see where to upload your candidates' work
- allow you to upload your candidates' work more quickly to the Cambridge Secure Exchange.



## Important information

- You must upload each candidate's work to their individual folder. We do not accept zip files.
- Each candidate folder must not exceed 1 GB.

**Step 1** Select 'Folders' from the left-hand navigation pane.



**Step 2** Select the relevant examination series from the folder list.



**Step 3** Select your Centre folder.



**Step 4** Select the relevant component folder you are uploading work for.



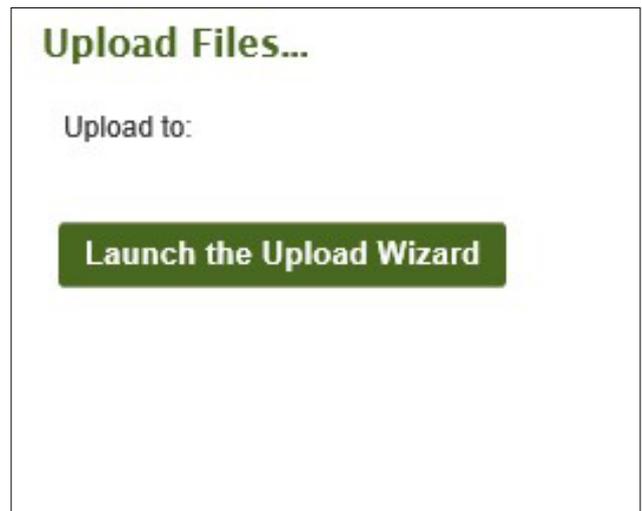
**Step 5** Select the relevant candidate folder you are uploading work for. The candidate number will be listed at the end of the file name.



The attendance register must be uploaded to the 'Additional documents' folder'.



**Step 6** Click 'Launch the Upload Wizard'.



# Submitting work using the JavaScript Upload Wizard

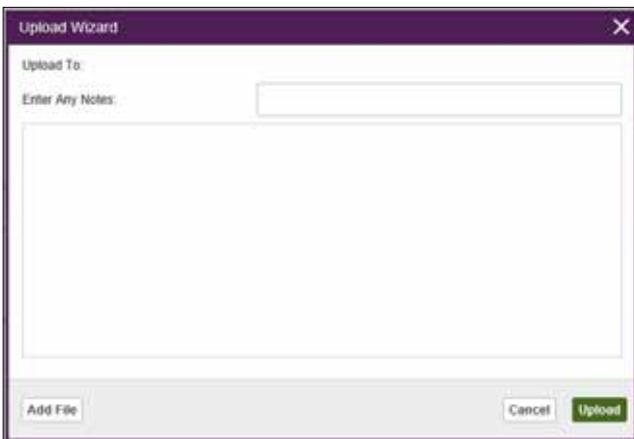
This section of the guide shows you how to upload candidates' work to the Cambridge Secure Exchange.

## Important

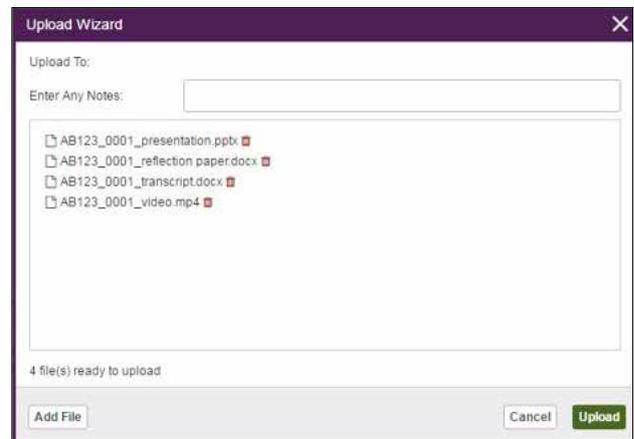
These instructions should be used if you are using Chrome, Safari, Microsoft Edge, Firefox or Internet Explorer 11 to submit work using the JavaScript Upload Wizard.

If you are using Internet Explorer 7, 8, 9 or 10, go to the 'Submitting work using the ActiveX Upload Wizard' section of this guide.

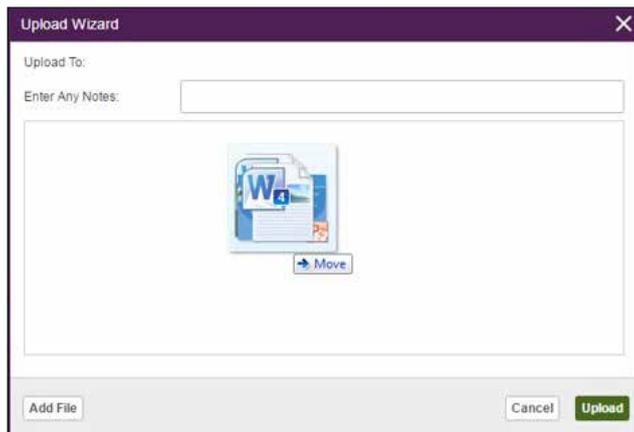
**Step 1** Once you have navigated to the correct candidate folder and selected 'Launch the Upload Wizard', the following window will open.



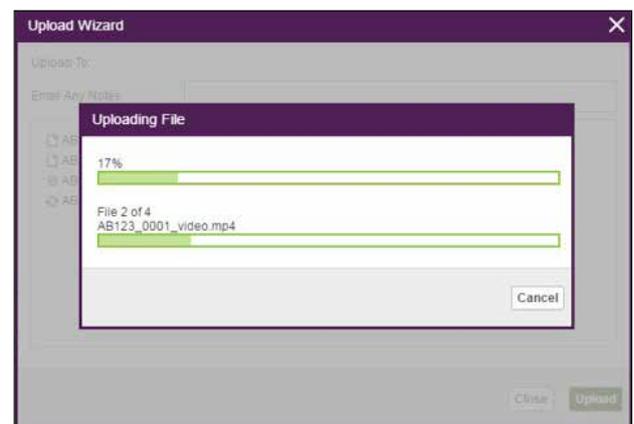
**Step 3** Click 'Add File' and locate the files for the candidate on your PC/laptop. Alternatively, drag and drop the files into the wizard.



**Step 2** Click 'Add File' and locate the files for the candidate on your PC/laptop. Alternatively, drag and drop the files into the wizard.

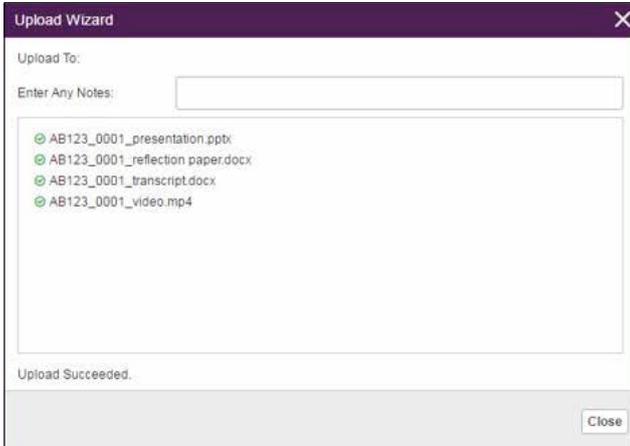


**Step 4** A window will appear showing you the progress of your upload.



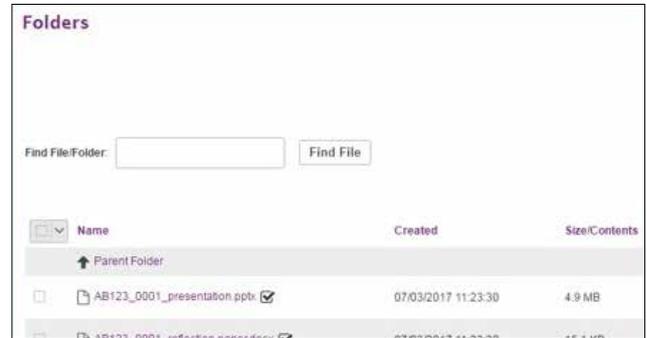
# Submitting work using the JavaScript Upload Wizard continued

**Step 5** When the files have been uploaded the following window will appear confirming your upload has been successful. Click 'Close'.

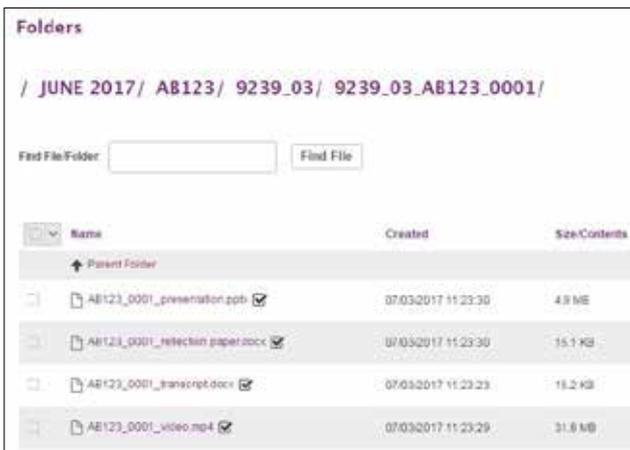


**Step 7** Go back to the syllabus/component folder and continue to upload the rest of your candidates' work into the appropriate candidate folders.

The attendance register must be uploaded to the 'Additional documents' folder.



**Step 6** Your files will now appear in the candidate's folder. Check you have uploaded the necessary files.



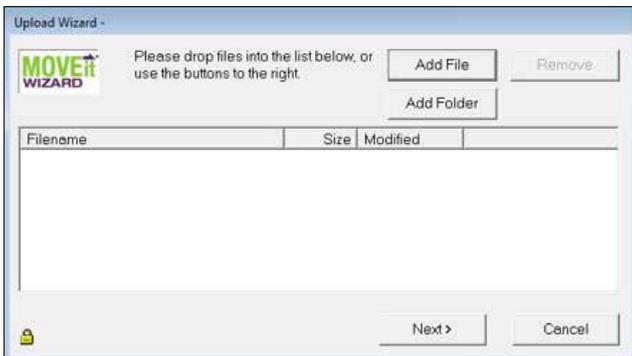
# Submitting work using the ActiveX Upload Wizard

This section of the guide shows you how to upload candidates' work to the Cambridge Secure Exchange.

## Important

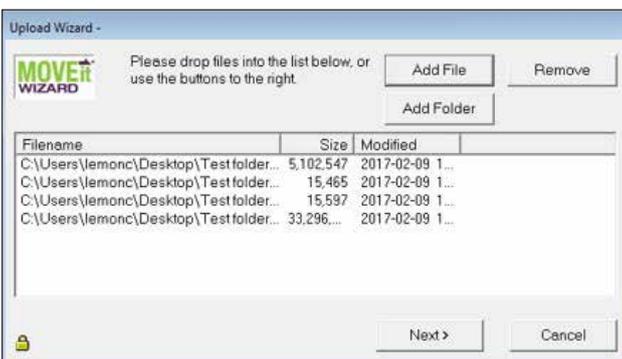
These instructions should only be used if you are using Internet Explorer 7, 8, 9 or 10 to submit work using the ActiveX Upload Wizard.

**Step 1** Once you have navigated to the correct candidate folder and selected 'Launch the Upload Wizard', the following window will open.

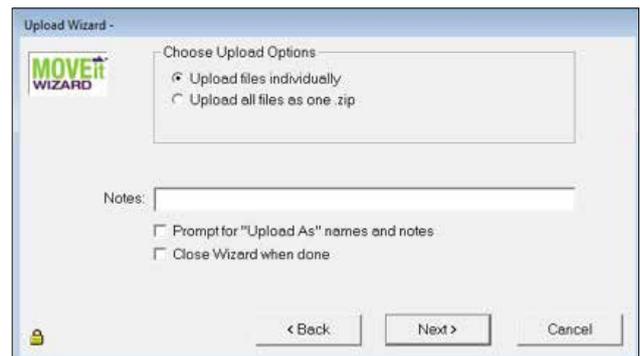


**Step 2** Click 'Add File' and locate the files for the candidate on your PC/laptop. Alternatively, drag and drop the files into the wizard.

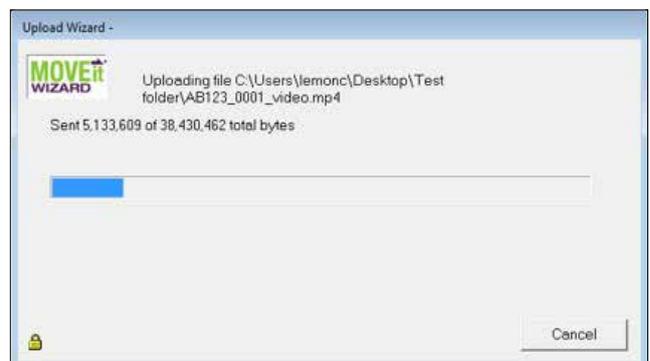
**Step 3** The files you have selected for the candidate will appear in the wizard. When you have selected all the files you need, click 'Next'.



**Step 4** The following window will open. Select 'Upload files individually' then click 'Next'.

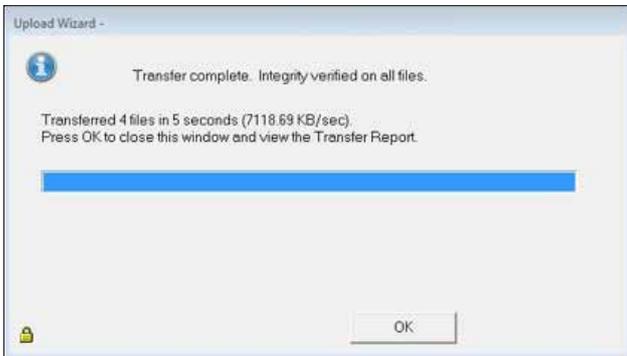


**Step 5** A window will appear showing the progress of your upload.

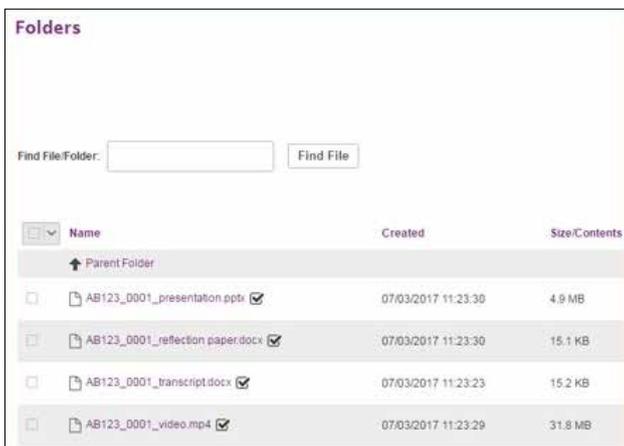


## Submitting work using the ActiveX Upload Wizard continued

**Step 6** Once complete, the following window will open confirming your upload has been successful. Click 'OK' to close the window.



**Step 7** Your files will now appear in the candidate's folder. Check you have uploaded the necessary files.



**Step 8** Go back to the syllabus/component folder and continue to upload the rest of your candidates' work into the relevant candidate folders.

The attendance register must be uploaded to the 'Additional documents' folder.



### Important

If you have difficulty using the Cambridge Secure Exchange, please email Customer Services: [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org)

