



Preparing and submitting Cambridge Global Perspectives[®] work

Guidance on submitting
work for Cambridge IGCSE
Global Perspectives
(0457/02 and 03)

Introduction

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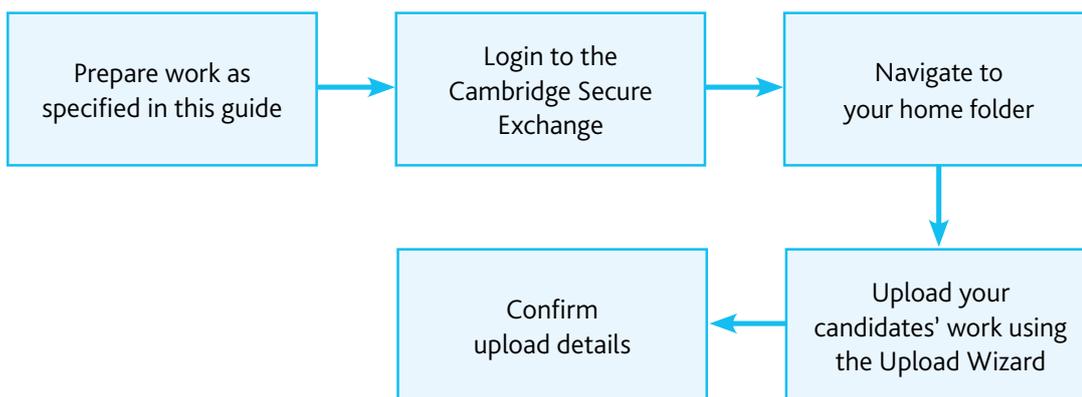
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If you have candidates taking any of our Cambridge Global Perspectives qualifications, you will need to upload externally assessed work or internally assessed samples of work using the Cambridge Secure Exchange.

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 7–9..

Cambridge IGCSE Global Perspectives 0457/02 and 03



Deadlines

We must receive your internally assessed marks and candidate work by the following deadlines:

- March series: **27 February**
- June series: **30 April**
- November series: **31 October**

Component 2: Research Report

This component is externally assessed by Cambridge International. You must submit one Individual Report for each candidate entered for the qualification. Candidates must include the following information at the start of their report:

- the research question for the report
- the topic that the report relates to (this must be one of the topics listed in the syllabus for the Individual Report)
- the centre name and number
- the candidate name and number.



Important information

Do not submit work for components 02 and 03 in the same folder. If you do this we will ask you to re-submit the work.

Component 3: Team Project

This component is internally assessed within your Centre. This means that you submit marks for all your candidates. You then submit the work of a sample of candidates so we can moderate your marks.

For each team in the sample you must submit:

- the Outcome produced by the team to meet their project aim
- the Explanation written by the team.

For each candidate in the sample you must submit a Reflective Paper.



Extra guidance

A checklist for 0457/03 is available from the 'Syllabus materials' section of Teacher Support. Use it to make sure you have all the necessary documents.

Cambridge Global Perspectives continued

Documents and administrative forms to include with your submission

Submit the documents below for Component 03 Team Project investigations. Copies of the forms are available on the coursework samples database at www.cambridgeinternational.org/samples

- An Individual Candidate Record Card for each candidate in the sample – Team Project form 0457/03/CW/I.
- A Coursework Assessment Summary Form showing the marks of all candidates entered for the component, not just the marks of the candidates in the sample – Team Project form 0457/03/CW.
- A report showing the marks submitted for all candidates entered for Component 03. Depending on how you submit your internally assessed marks, this is either:
 - a copy of your CIE Direct internal marks report
 - the second copy of your Internal Assessment Mark Sheet (MS1)
 - a copy of your MIS internal marks report (UK Centres only).

How to select the sample of candidates whose work you will submit to Cambridge

International centres	
Who selects the sample?	How do I select the samples?
You select the sample	<p>You select the sample according to the criteria below:</p> <p>1–16 entries: all candidates</p> <p>17 or more entries: the first 10 candidates by candidate number, plus six other candidates spread evenly across the mark range.</p> <p>The sample should include a candidate with the highest mark and a candidate with the lowest mark. You should also include any candidates with a mark of 0 in the sample.</p> <p>If more than one teacher or Examiner has assessed the work, you should include an even number of examples of the marking of each teacher or Examiner. All marks must be internally moderated before submission to Cambridge International.</p> <p>We reserve the right to request additional samples.</p>

UK centres	
Who selects the sample?	How do I select the sample?
We select the sample	<p>We select the sample for you using the criteria below once you have submitted your marks:</p> <p>1–16 entries: all candidates</p> <p>16–100 entries: 15 candidates</p> <p>101–200 entries: 20 candidates</p> <p>Over 200 entries: 10 per cent of candidates</p> <p>You should also include any candidates with a mark of 0 in the sample.</p> <p>The list of candidates whose work you need to send will be in the 'My Messages' section of CIE Direct approximately two working days after we have received and processed your internally assessed marks. All marks must be internally moderated before submission to Cambridge International.</p> <p>Submitting your marks electronically will allow us to receive and process them more quickly.</p> <p>We will email your Exams Officer when the list of candidates to submit is available. If candidates are subsequently withdrawn, a revised list will be provided.</p> <p>We reserve the right to request additional samples.</p>

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. These instructions apply to all components.

Document headings

Each document must be headed with:

- centre number
- candidate name
- candidate number
- question.

File names

Name each file using the following naming convention. The example below is for the Cambridge IGCSE Global Perspectives Research Report (0457/02).

Syllabus code	Component code	Centre number	Candidate number	Number of files	File format
1340	02	AB123	0001	01	doc

For example: **0457_02_AB123_0001_01.doc**

We will not accept any files that are named incorrectly.

File sizes

Each file must not exceed 500 MB. Follow the instructions on page 5 to compress any files larger than 500 MB.

Zip folders

Zip the files for each component in a zip folder. The zip folder must also include the administrative documents listed on page 2. Name the zip folder using the following naming convention:

Syllabus code_Component code_Centre number

For example: **0457_02_AB123**

Each zip folder must not exceed 2GB.

Upload each zip folder to the Cambridge Secure Exchange by following the instructions on page 6.

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
Web pages	Web pages can be submitted as part of a zipped file or as hyperlinks.

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

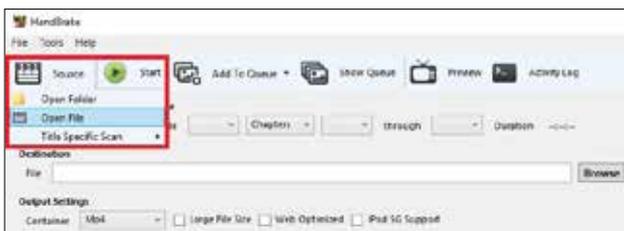
You will need administrator rights on your PC/laptop to install Handbrake. If you do not have administrator rights, the installation will fail. Please contact your school's IT department so they can give you these rights, or install them for you.

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.

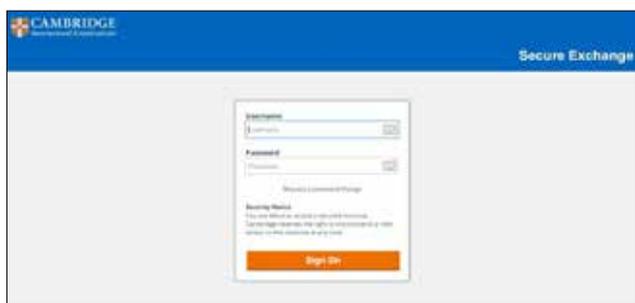
Step 7 You can note the progress of your upload at the bottom of the application window, as shown below:

05.72%, FPS: 025.8, 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 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.

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

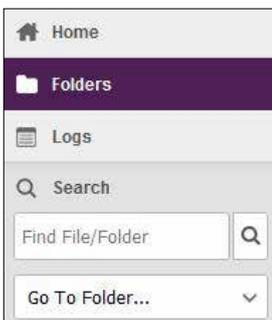
These instructions should be followed if you are using Chrome, Safari, Microsoft Edge, Firefox or Internet Explorer 11 to submit work using the JavaScript Upload Wizard.

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.

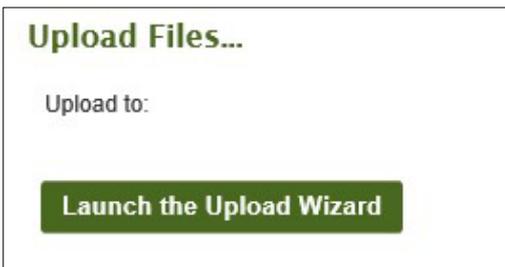
Step 1 Select 'Go to your Home Folder' from the 'Browse Files and Folders' section on your homepage.



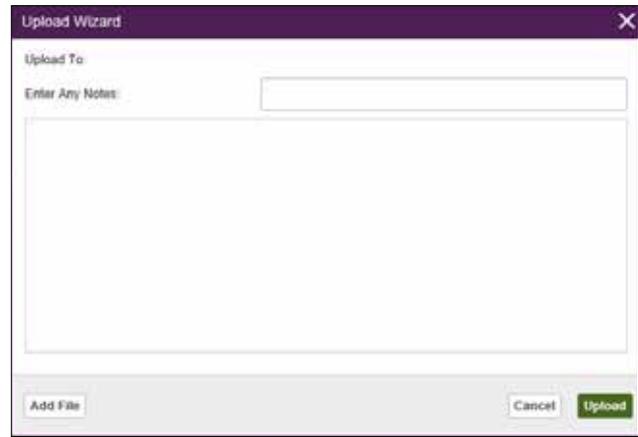
Alternatively, you can access your home folder by selecting 'Folders' and selecting it from the folders list:



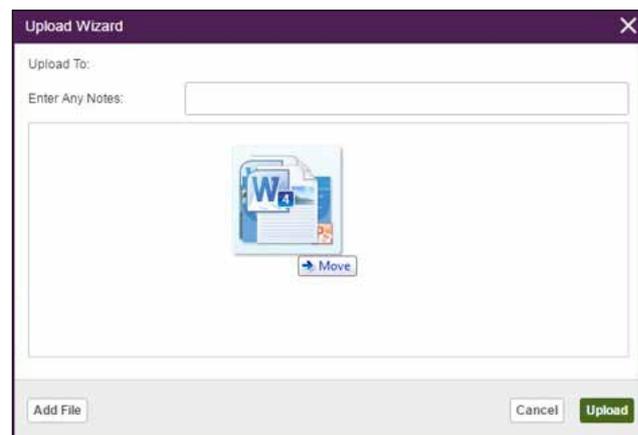
Step 2 Click 'Launch the Upload Wizard'.



Step 3 The following window will open.

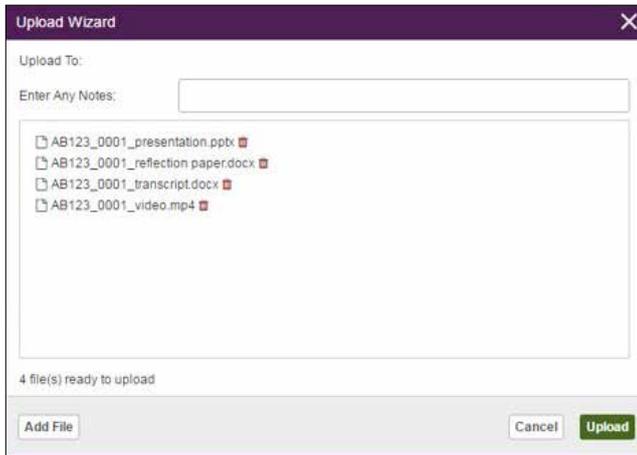


Step 4 Click 'Add File' and locate the zip folders on your PC/laptop. Alternatively, drag and drop the folders into the wizard.

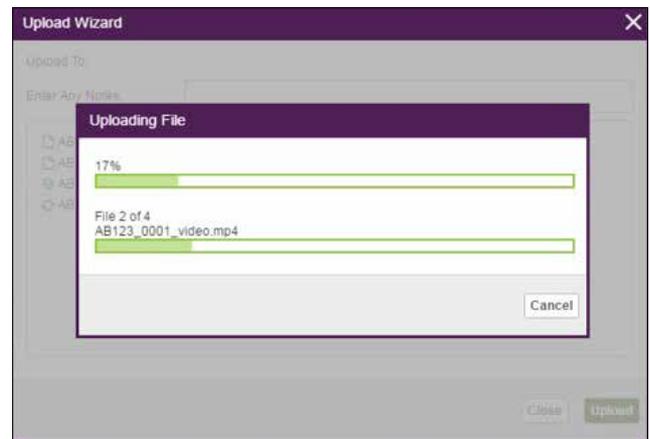


Submitting work using the JavaScript Upload Wizard continued

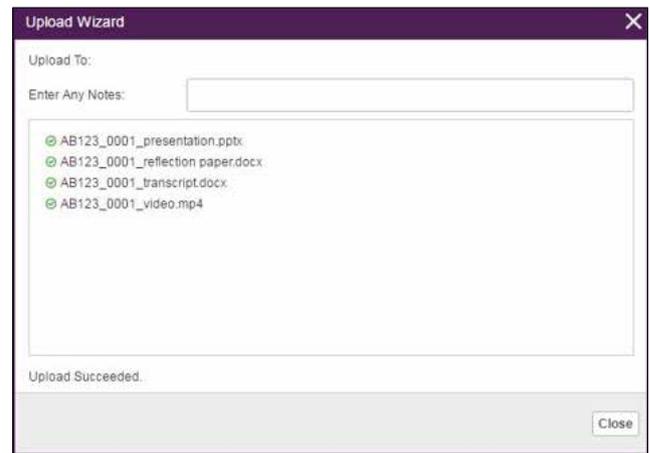
Step 5 The zip folders you have selected will appear in the wizard. When you have selected all the zip folders you need, click 'Upload'.



Step 6 A window will appear showing the progress of your upload.



When the files have been uploaded the following message will appear. Click 'Close'.



Your files are now uploaded.

Submitting work using the ActiveX Upload Wizard

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

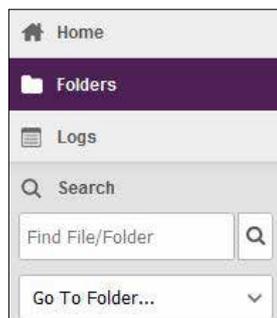
Important

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.

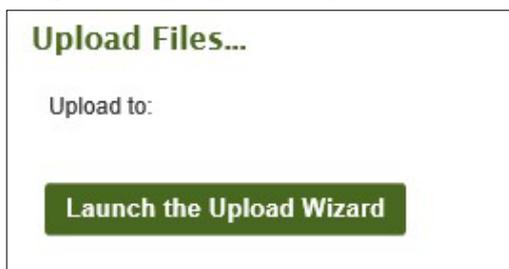
Step 1 Select 'Go to your Home Folder' from the 'Browse Files and Folders' section on your homepage.



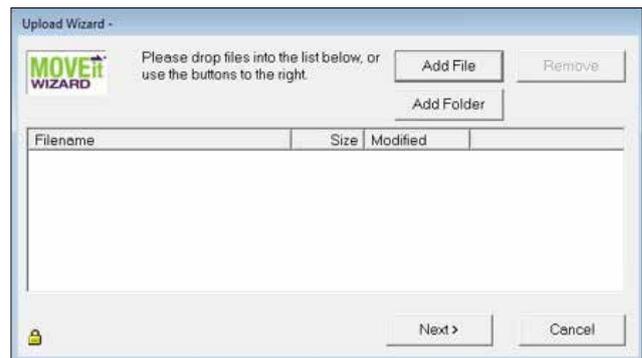
Alternatively, access your home folder by selecting 'Folders' and selecting it from the folders list.



Step 2 Click 'Launch the Upload Wizard'.

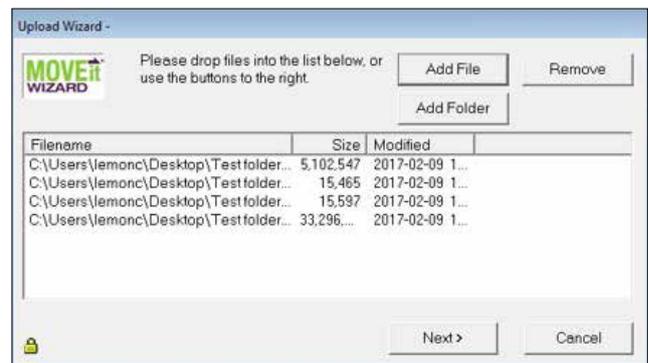


Step 3 The following window will open.



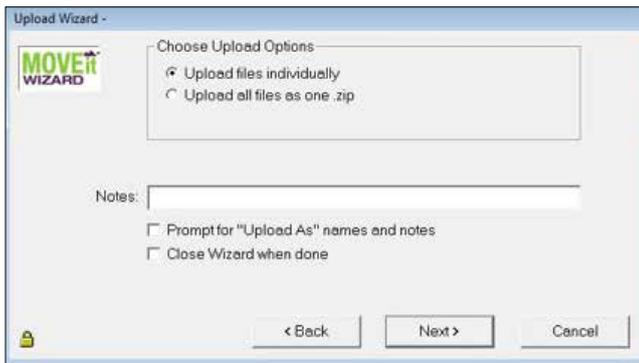
Step 4 Click 'Add File' and locate the zip folders on your PC/laptop. Alternatively, drag and drop the folders into the wizard.

Step 5 The folders you have selected will appear in the wizard. When you have selected the folders you need, click 'Next'.

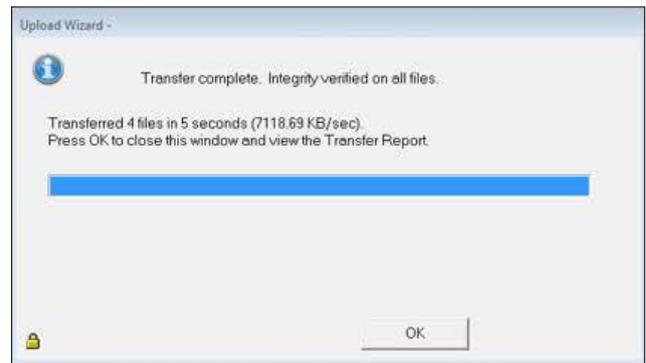


Submitting work using the ActiveX Upload Wizard continued

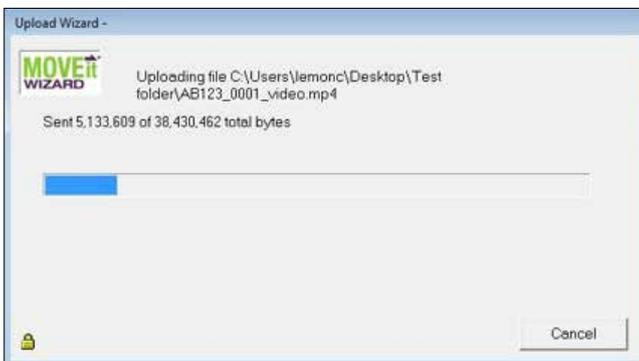
Step 6 The following window will open. Select 'Upload files individually' then click 'Next'.



Step 8 Once complete, the following window will open. Click 'OK' to close the window.



Step 7 A window will appear showing the progress of your upload:



Your folders are now uploaded.

Important

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

