Cambridge Assessment International Education

Preparing and submitting Cambridge Digital Media & Design work

Administrative guide for:

- Cambridge International AS Level Digital Media & Design (9481/01 and 02)

Cambridge Pathway
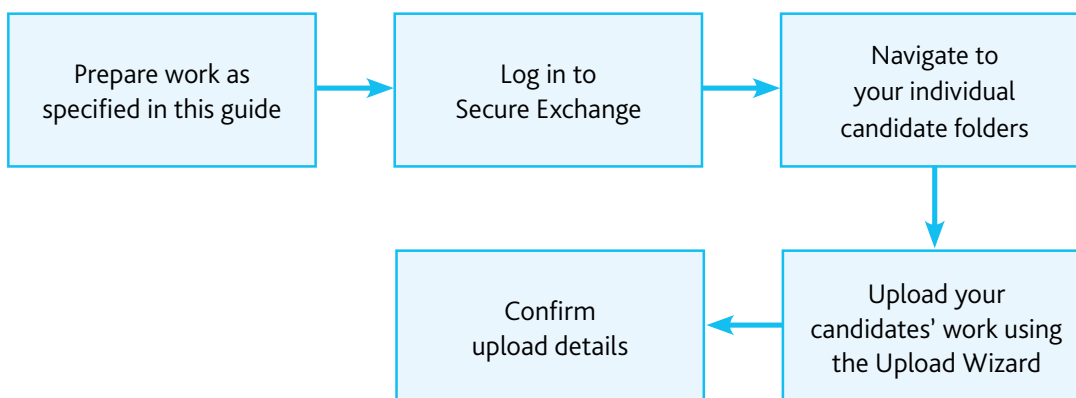
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Introduction

Contents

If you have candidates taking Cambridge Digital Media & Design, you will need to upload externally assessed work using Secure Exchange.

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

- Prepare your candidates' work by following the instructions and naming conventions specified in this guide.

- Log in to Secure Exchange and submit your candidates' work by the deadlines specified in this guide.

The process for submitting work

Prepare work as specified in this guide	→	Log in to Secure Exchange	→	Navigate to your individual candidate folders

Confirm upload details	←	Upload your candidates' work using the Upload Wizard

Cambridge International AS Level (9481/01 and 02)

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

Component 01: Portfolio

Candidates must choose a theme from the syllabus to develop. For each candidate you must submit:

- supporting studies

- a proposal.

The supporting studies can be up to 10 pages/screens (or the equivalent) and the final presentation of their proposal.

Component 02: Externally set assignment

For each candidate you must submit:

- supporting studies

- a final outcome produced during the supervised test.

The final outcome should be one of the assignments chosen from the question paper..

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.

For each component you must include 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 our School Support Hub.

Important dates

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

- June series: **1–30 April**

- November series: **1–31 October**

Document headings

Each document must be headed with:

- centre number

- candidate name

- candidate number

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

Candidates must not re-use examined coursework from a previous exam series. They must submit a new piece of work and a new Outline Proposal Form, where appropriate. See section 3.1 of the *Cambridge Handbook* for more information.

Preparing work for submission

This section of the guide tells you how to prepare your candidates' work before you submit it through Secure Exchange. These instructions apply to components 01 and 02 only.

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 6 to compress any files larger than 500 MB.
- We do not accept zip files.
- Moving image work must not exceed 5 minutes in duration.

Name each file using the following naming convention:

Centre number_Candidate number_Description, e.g. 'video', 'presentation', 'supporting studies', 'final outcome', 'portfolio' or 'externally set assignment'.

Example: **AB123_0001_video**

Checklist

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

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 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 Secure Exchange quickly.

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 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 'Source' from the toolbar.

Step 3 Click 'Open File', locate your video file on your PC/laptop and click 'Open'. You will see the file you are converting listed next to 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 Secure Exchange.

Accessing Secure Exchange

Secure Exchange is compatible with the following browsers:

| Browser				
Chrome	**Safari***	**Microsoft Edge (Windows 10)**	**Firefox**	**Internet Explorer 11 or later**
✓	✓	✓	✓	✓

* Safari on Windows is not compatible with Secure Exchange.

Step 1 Check Secure Exchange is listed as a trusted site on your browser's security settings.
If **https://exchange.cambridgeinternational.org** is not listed, type in the URL and click 'Add'

Step 2 Go to **https://exchange.cambridgeinternational.org** and log in using your Secure Exchange username and password.

Email Customer Services at **info@cambridgeinternational.org** if you do not have login details.
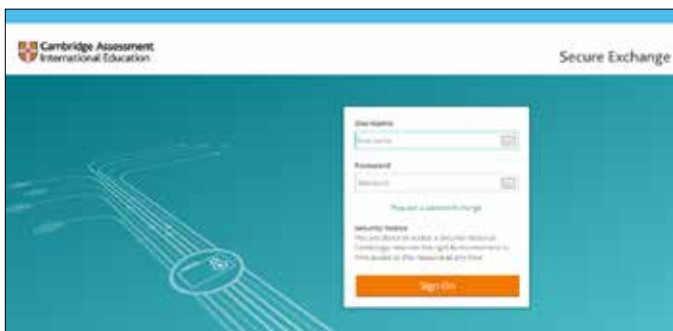
Navigating to your individual candidate folders

We have set up individual candidate folders on Secure Exchange for all candidates in your centre taking Cambridge International AS Level Digital Media & Design (9481/01 and 02).

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 Secure Exchange.

Important information

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

- We do not accept files loaded to your home folder.

- Each candidate folder must not exceed **1 GB**.

Step 1 Click on 'Folders' from the left-hand menu.
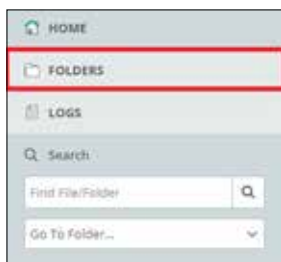
Step 2 Click on the examination series.

Step 3 Click on the component you are uploading work for.

Step 4 Click on the candidate folder you are uploading work for. The candidate number will be shown at the end of the folder name.

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

Step 5 Click on 'Upload files' to open the Upload Wizard. Alternatively, drag and drop your files into your browser.

Submitting work using the Upload Wizard

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

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.

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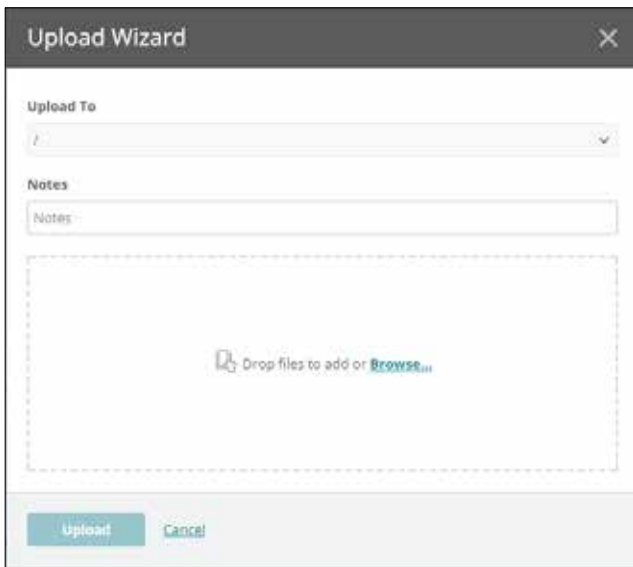

Step 2 Click 'Browse' and locate the files for the candidate on your PC/laptop. Alternatively, drag and drop the files into the wizard.

Step 3 Check you loaded all the correct files for the candidate, then click on 'Upload'. A window will now appear showing the progress of your upload.
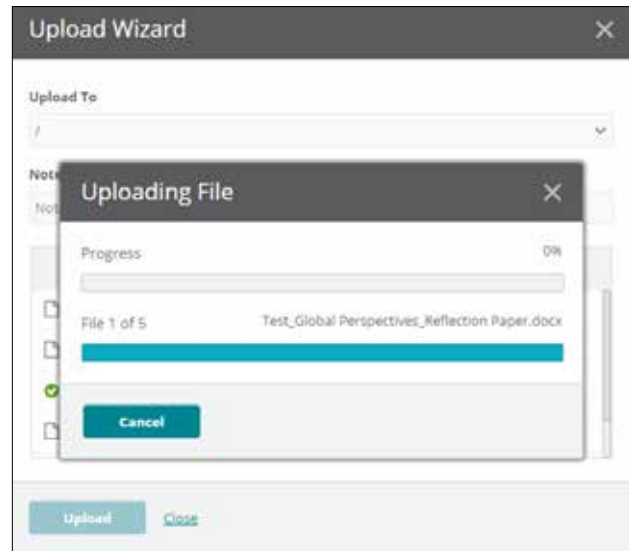
Step 4 When your files have been uploaded successfully, you will see a green tick next to each file. Click on 'Close' to exit the Upload Wizard.
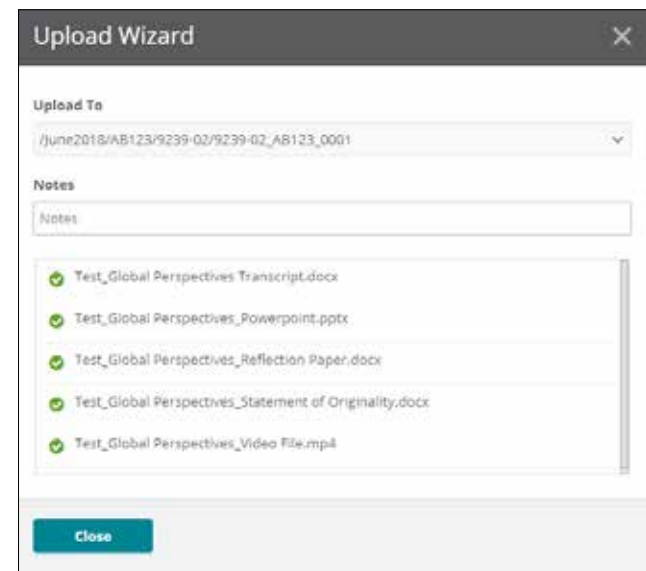
Step 5 Your files will now appear in the candidate's folder. Check you have uploaded the necessary files.

Step 6 Go back to the syllabus/component folder and continue to upload the rest of your candidates' work into the appropriate candidate folders.

Important information

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