



Preparing and submitting Cambridge Global Perspectives™ work

Guidance on preparing
and submitting work for:

- Cambridge IGCSE Global Perspectives & Research (0457/02 and 03)
- Cambridge Pre-U Global Perspectives & Research Short Course (1340/02 and 03)
- Cambridge Pre-U Global Perspectives & Research (UK) (9777/02 and 03)
- Cambridge Pre-U Global Perspectives & Research (International) (9766/02 and 03)

Introduction

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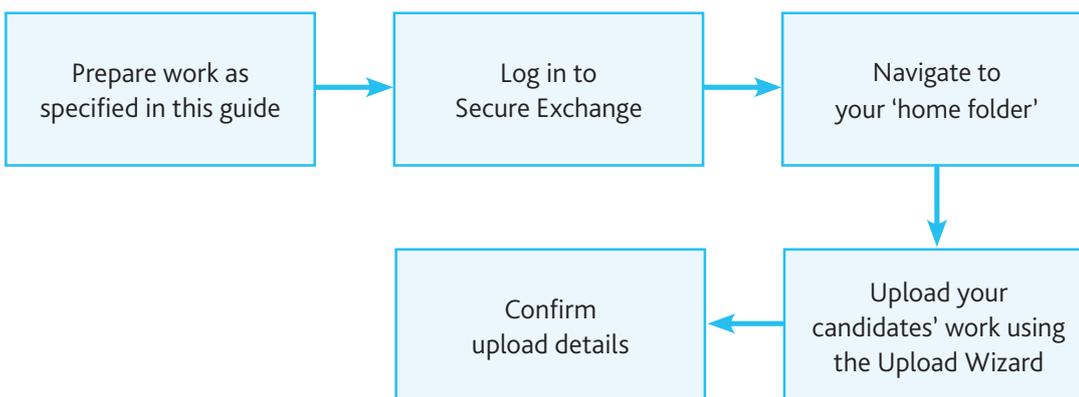
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If you have candidates taking any of our Cambridge Global Perspectives qualifications, you will need to upload externally assessed work or internally assessed samples of work using Secure Exchange.

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



There is step-by-step guidance showing you how to submit work through Secure Exchange on page 8.

Cambridge IGCSE Global Perspectives (0457/02 and 03)

Deadlines



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

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

Component 02: Research Report

This component is externally assessed by us. 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 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 03: Team Project

This component is internally assessed in your centre. This means 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 '[further guidance](#)' section of the School Support Hub. Use this to make sure you have all the necessary documents.

Documents and administrative forms to include with your submission

Submit the documents below for Component 02 Individual Report.

- An attendance register to confirm which candidates have submitted work. Copies of this form are available from the [Administrative forms – Exam day](#) section of our website.
- A declaration of originality (cover sheet) for each candidate entered to confirm the work produced is that of the candidate working alone. Copies of this form are available on the samples database: www.cambridgeinternational.org/samples

Submit the documents below for Component 03 Team Project investigations. Forms are available on the samples database:

www.cambridgeinternational.org/samples

- An Individual Candidate Record Card for each candidate in the sample.
- 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.
- A report showing the marks submitted for all candidates entered for Component 03. Depending on how you submit your internally assessed marks, this is one of the following:
 - 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).
- A declaration of originality (cover sheet) for each candidate in the sample to confirm that the Reflective Paper has been produced by the candidate working alone. Copies of this form are available on the samples database: www.cambridgeinternational.org/samples

Selecting the sample of candidates' work to send to Cambridge International

International centres	
Who selects the sample?	How do I select the sample?
You select the sample	<p>You select the sample according to the criteria below:</p> <ul style="list-style-type: none"> • 1–16 entries: all candidates • 17 or more entries: the first 10 candidates by candidate number, plus six other candidates spread evenly across the mark range. <p>The sample must 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 you submit them to us.</p> <p>We reserve the right to request additional samples.</p>

UK centres	
Who selects the sample?	How do we select the sample?
We select the sample	<p>We select the sample once you have submitted your marks. Submitting your marks electronically will allow us to receive and process them more quickly. All marks must be internally moderated before you submit them to us.</p> <p>We use the following criteria to select your sample:</p> <ul style="list-style-type: none"> • 1–16 entries: all candidates • 16–100 entries: 15 candidates • 101–200 entries: 20 candidates • Over 200 entries: 10 per cent of candidates. <p>You must also include any candidates with a mark of 0 in the sample.</p> <p>Approximately two working days after we have received and processed your internally assessed marks, the list of candidates whose work you need to send will be in the 'My Messages' section of CIE Direct.</p> <p>We will email your exams officer when the list of candidates to submit is available. If candidates are subsequently withdrawn, we will provide a revised list.</p> <p>We reserve the right to request additional samples.</p>

Cambridge Pre-U



Deadlines

We must receive all your candidates' work by the following deadlines:

- June series: **31 May**
- November series: **31 October**

The information in this section applies to:

Syllabus name	Code
Cambridge Pre-U Global Perspectives Short Course	1340/02 and 03
Cambridge Pre-U Global Perspectives & Research (UK)	9777/02 and 03
Cambridge Pre-U Global Perspectives & Research (International)	9766/02 and 03

Other documents to submit with your candidates' work:

- One attendance register for each component – download the attendance register from the '[Administrative forms – Exam day](#)' section of our website.'
- A Cambridge Pre-U cover sheet for each candidate and each component. Download the cover sheet from the samples database: www.cambridgeinternational.org/samples

Component 02: Essay

For each candidate you must submit an essay in one document containing only text. Save each essay as a separate document.

Component 03: Presentation

For each candidate you must submit:

- a presentation
- any audio-visual materials used in the presentation
- a written transcript of the oral presentation.

Candidates produce the presentation based on pre-release material we provide. This material will be available on CIE Direct by 1 March for the June series and 1 August for the November series based on your final entries. The materials are also sent in hard copy once we have received your final entries.



Important information

Do not submit the Cambridge Pre-U Global Perspectives Independent Research Report (9766/04 and 9777/04) through Secure Exchange.

Submit the report in hard copy by following the instructions in section 3 of the *Cambridge Handbook*.

We must receive these reports by the following deadlines:

- June series: 30 April
- November series: 31 October

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 all components.

Document headings

You must include the following at the beginning of each document:

- 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	File format
0457	02	AB123	0001	doc

For example: **0457_02_AB123_0001_01.doc**

For Cambridge IGCSE Global Perspectives (0457/03) you must include a team name, instead of a candidate number, in the name of the file.

We will not accept any files that are named incorrectly.

File sizes

Each file must not exceed 500 MB. Follow the instructions on page 6 to compress any files larger than 500 MB.

Zip folders

Zip the files for each component in a zip folder. The zip folder must include all administrative documents and forms required for the component. Name the zip folder using the following naming convention:

Syllabus code_Component code_Centre number

For example: **0457_01_AB123**

Each zip folder must not exceed 2GB.

Upload each zip folder to Secure Exchange by following the instructions on page 8.

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
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 Secure Exchange. This will reduce the time it takes to upload the files.

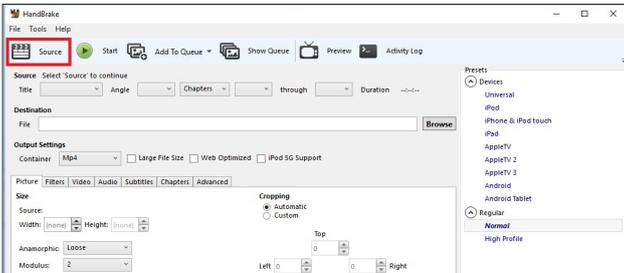
For example, Handbrake can convert a video file that is 551 MB to 43.5 MB in approximately 3 minutes and 20 seconds, which will allow you to upload the file to Secure Exchange quickly.

Important information

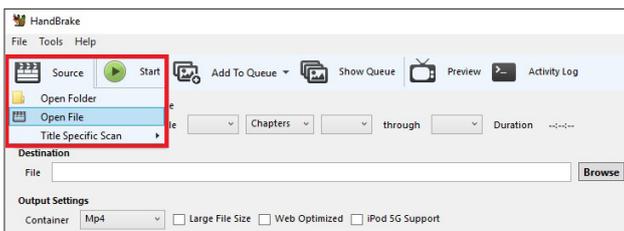
You will need administrator rights on your PC/laptop to install Handbrake. If you do not have administrator rights, the installation will fail. Please contact your school's IT department so they can give you these rights, or install them for you.

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.

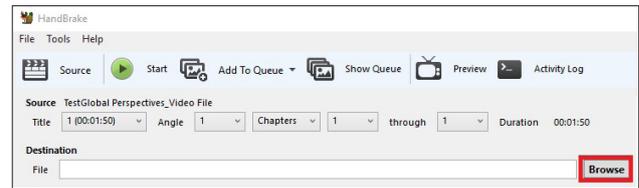
Step 2 Open Handbrake and select 'Source' from the toolbar.



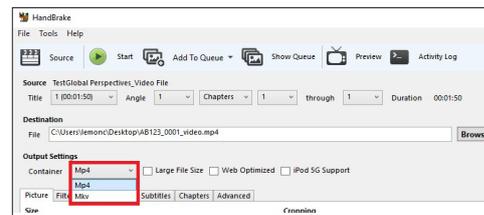
Step 3 Click 'Open File', locate your video file on your PC/laptop and click 'Open'. You will see the file you are converting listed next to the 'Source' heading.



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:



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.

The screenshot shows the login interface for Secure Exchange. At the top left is the Cambridge Assessment International Education logo. The page title is 'Secure Exchange'. The login form is centered and contains the following elements: a 'Username' field with a text input and a search icon; a 'Password' field with a text input and a search icon; a link for 'Request a password change'; a 'Security Notice' section with a warning icon and text stating 'You are about to access a secured resource. Cambridge reserves the right to monitor and/or limit access to this resource at any time.'; and an orange 'Sign On' button at the bottom.

Submitting work using the Upload Wizard

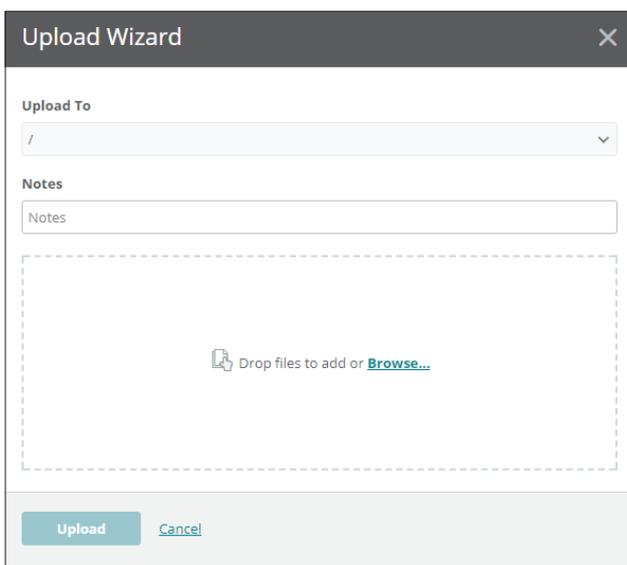
This section of the guide shows you how to upload candidates' work to Secure Exchange.

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:

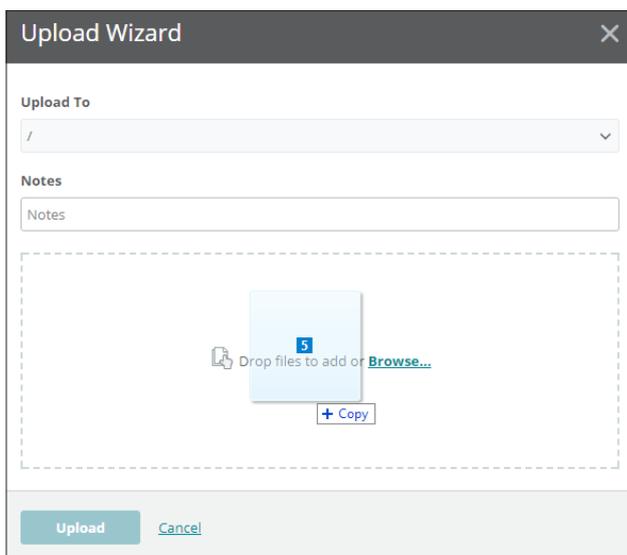
- upload files faster using drag and drop
- upload multiple files at once.

Step 1 Once you have logged in to Secure Exchange, click on your home folder.

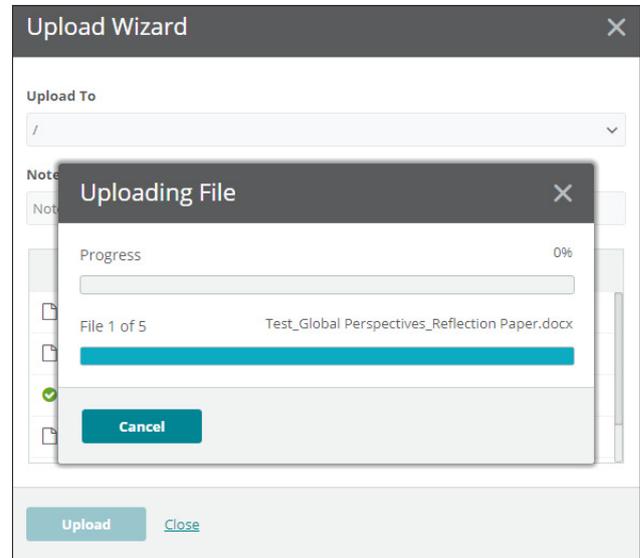
Step 2 Once you have navigated to 'your home' folder and selected 'Upload files', the following window will open.



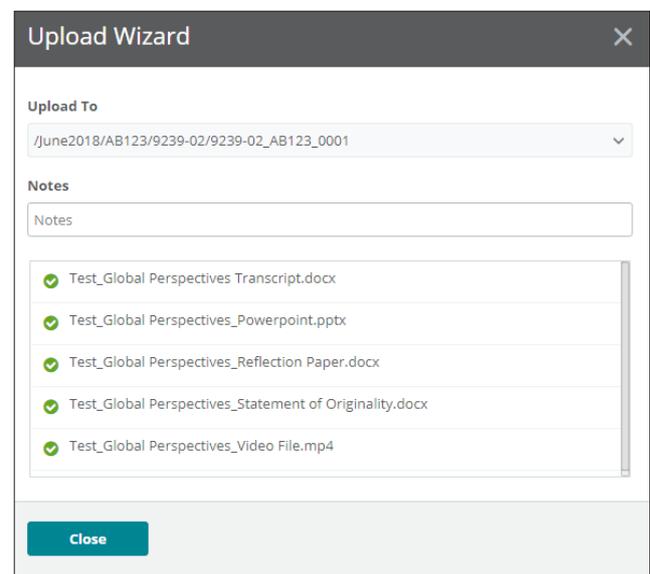
Step 3 Click 'Browse' and locate the files for the candidate on your PC/laptop. Alternatively, drag and drop the files into the wizard.



Step 4 Click on 'Upload'. A window will appear showing you the progress of your upload.



Step 5 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 6 Your files will now appear in 'your home' folder. Check you have uploaded the necessary files.

Important information

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



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