



Preparing and submitting Cambridge Global Perspectives™ work

Guidance on preparing
and submitting work for:

- Cambridge International
AS & A Level Global Perspectives
& Research (9239/02, 03 and 04)

Introduction

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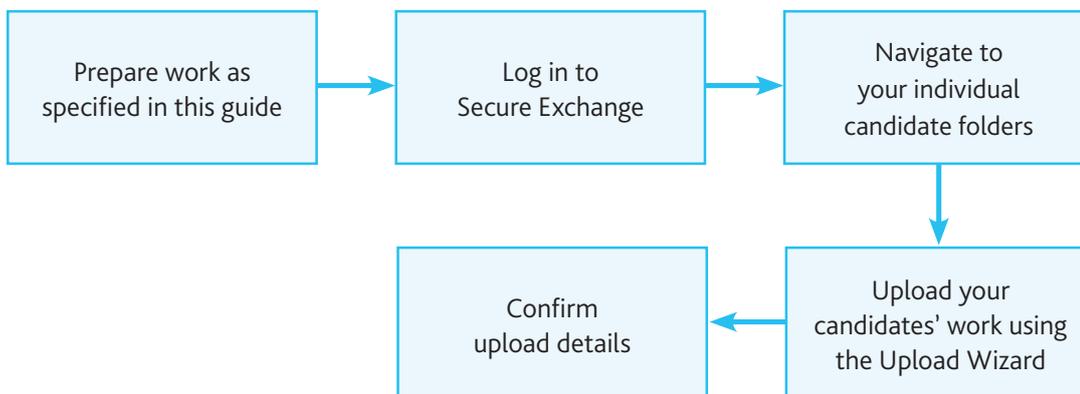
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If you have candidates taking any of our Cambridge Global Perspectives qualifications, you will need to upload externally assessed work or internally assessed samples of work using Secure Exchange.

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 9.

Cambridge International AS Level (9239/02 and 03)

These components are examined by Cambridge International. 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 [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:

- March series: **1–27 February**
- June series: **1–31 May**
- 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.

Cambridge International A Level (9239/04)

Your candidates' Research Reports are internally assessed. This means they are marked and annotated by teachers in your centre. You then submit a sample of reports to Cambridge International in hard copy.

Important information

Do not submit work for component 04 through Secure Exchange. You must submit a sample of reports to Cambridge International in hard copy by the deadlines specified.

Outline Proposal Form

An Outline Proposal Form must be completed for each candidate. You can download the forms from the '[Support Materials](#)' section of CIE Direct and from the relevant subject page of the School Support Hub.

Important dates

For internally assessed coursework, we need to receive your marks and samples by:

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

Deadlines for submitting Outline Proposal Forms before examination series:

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

Refer to the details given in the syllabus and the notes on the back of the form. Each form must include:

- the title of the proposal
- the scope of the investigation
- the content areas of the syllabus the investigation is likely to draw on
- the research methods the candidate plans to use.

We aim to provide feedback within four weeks of receiving your forms but during the June exam series this may take longer. Therefore, make sure you submit your forms as early as possible and before the deadlines.

Component 04: Research Report

For each candidate in the sample you must submit the Research Report and Research Log.

Documents and administrative forms to include with your submission

Submit the documents below with your Research Report and Research Log:

- 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 Monitoring Form for each candidate in the sample
- a Oral Explanation Form for each candidate in the sample.

Copies of the forms are available on the samples database: www.cambridgeinternational.org/samples along with guidance on annotating candidate work.

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

All 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"> • 1–10 entries: all candidates • 11–50 entries: 10 candidates • 51–100 entries: 15 candidates • 101–200 entries: 20 candidates • Over–200 entries: 10 per cent of candidates. <p>The sample must include a candidate with the highest mark and a candidate with the lowest mark, with the remaining candidates spread evenly across the mark range. You should also include any candidates with a mark of 0 in the sample. All work which contributed to the candidates' final mark must be included.</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>Send the sample to us using a method that provides a tracking facility (i.e. a reputable courier), to arrive by the deadline specified in the samples database. We reserve the right to request additional samples. You should retain a copy of all submitted work in case of loss or damage in transit.</p>



Extra guidance

The following resources are available for 9239/04 from the '[Syllabus materials](#)' section of the School Support Hub:

- Learner guide to the Cambridge Research Report
- Teacher guide
- Example candidate responses
- Outline Proposal Form samples
- Planning sheet
- Annotation guidance
- Research log guidance
- Research log sample.

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 02 and 03 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.

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

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



Extra guidance

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

In addition to this guide, we have produced guidance in the Online Learning Area to help you prepare presentations within this size limit. Existing users can log in 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

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.

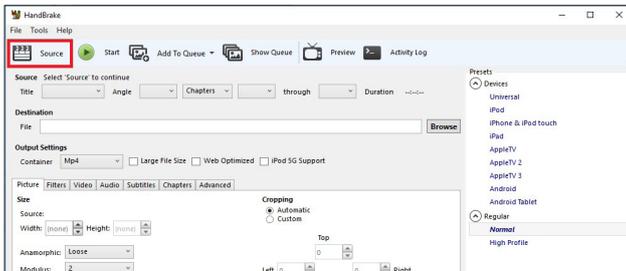
For example, Handbrake can convert a video file that is 551 MB to 43.5 MB in approximately 3 minutes and 20 seconds, which will allow you to upload the file to Secure Exchange quickly.

Important information

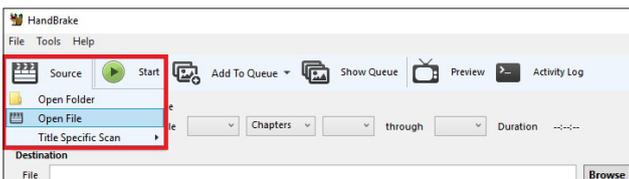
You will need administrator rights on your PC/laptop to install Handbrake. If you do not have administrator rights, the installation will fail. Please contact your school's IT department so they can give you these rights, or install them for you.

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.

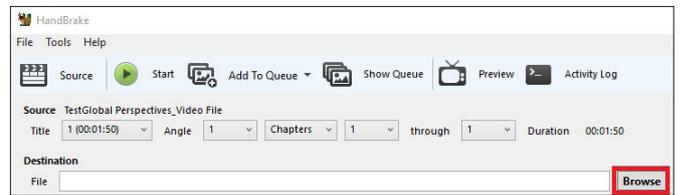
Step 2 Open Handbrake and select 'Source' from the toolbar.



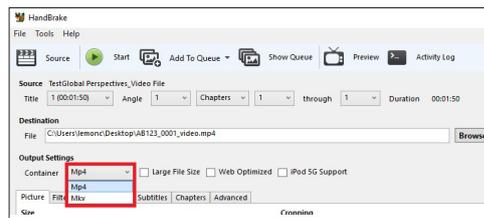
Step 3 Click 'Open File', locate your video file on your PC/laptop and click 'Open'. You will see the file you are converting listed next to the 'Source' heading.



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
✓	✓	✓	✓	✓

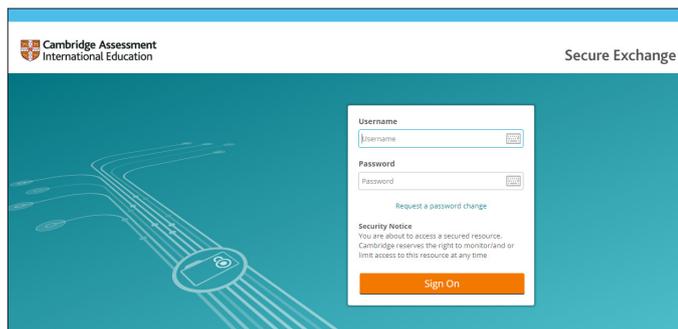
* Safari on Windows is not compatible with Secure Exchange.

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.



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 Global Perspectives & Research (9239/02 and 03).

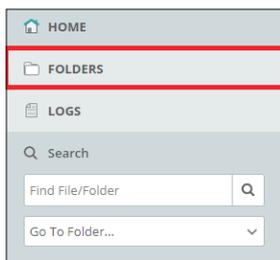
Individual candidate folders:

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

Name	Created	Size/Contents
Home	08/05/2008 12:54:16	1 0 0
June2017	25/04/2017 17:26:54	1 0 0

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

Name	Created	Size/Contents
Parent Folder		
9239-02	25/04/2017 17:27:09	14 0 0
9239-03	25/04/2017 17:31:22	14 0 0

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.

Name	Created
Parent Folder	
9239-02_45013_2216	25/04/2017 17:27:13
9239-02_45013_2282	25/04/2017 17:27:16
9239-02_45013_2324	25/04/2017 17:27:21
9239-02_45013_2337	25/04/2017 17:27:28
9239-02_45013_2348	25/04/2017 17:27:30
9239-02_45013_2367	25/04/2017 17:27:38
9239-02_45013_4001	25/04/2017 17:27:41

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

9239-02_45013_9278	25/04/2017 17:27:47
9239-02_45013_9303	25/04/2017 17:27:53
9239-02_45013_9327	25/04/2017 17:27:54
9239-02_45013_9365	25/04/2017 17:28:00
9239-02_45013_9368	25/04/2017 17:28:07
9239-02_45013_Additional documents	25/04/2017 17:28:17

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

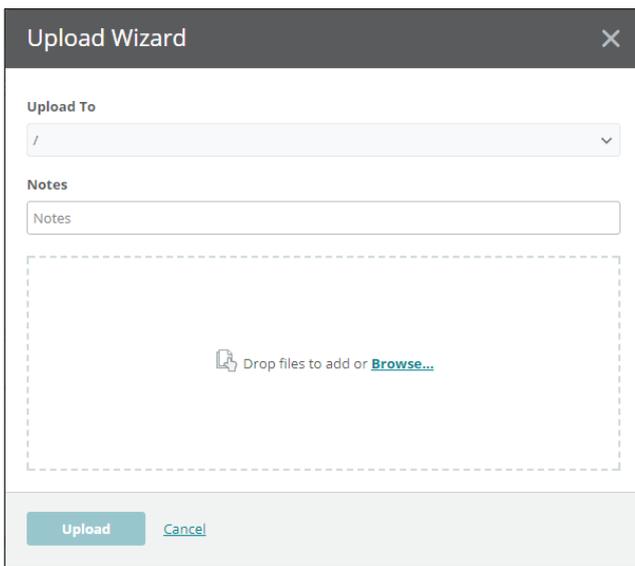
Submitting work using the Upload Wizard

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

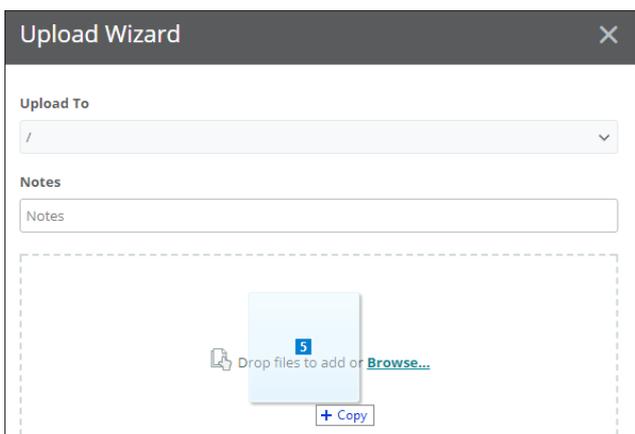
The Upload Wizard is a browser add-on tool that helps you upload files faster and more efficiently. It is recommended you use the Upload Wizard to:

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

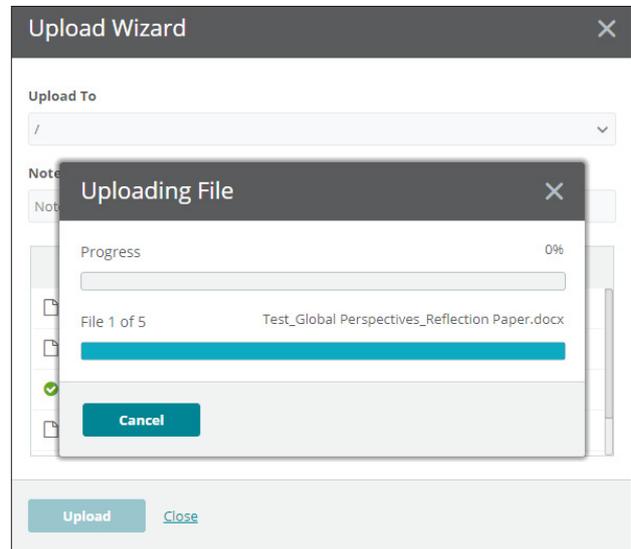
Step 1 Once you have navigated to the correct candidate folder and selected 'Upload files', the Upload Wizard will open.



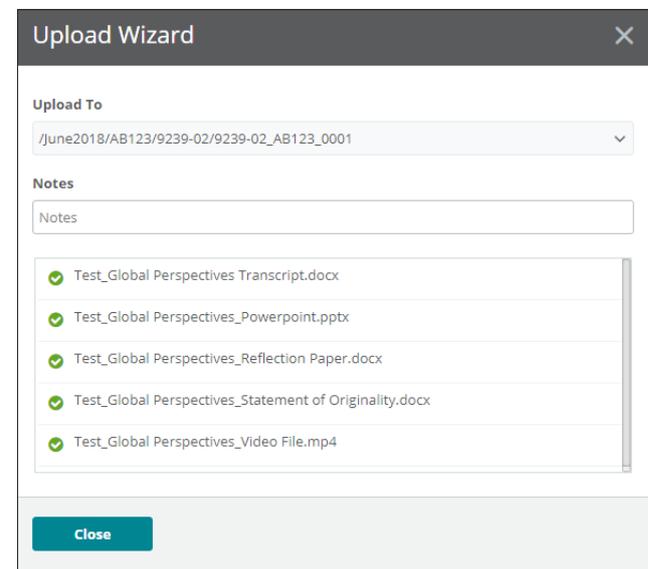
Step 2 Click 'Browse' and locate the files for the candidate on your PC/laptop. Alternatively, drag and drop the files into the wizard.



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



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