Administrative guide
Cambridge Global Perspectives™ (Checkpoint) 2021

Guidance on submitting work and internally assessed marks, and accessing results documents for:

- Cambridge Primary Checkpoint Global Perspectives: Team Project (0838)
Introduction

If you enter candidates for our Cambridge Primary or Cambridge Lower Secondary Checkpoint Global Perspectives syllabuses, you need to upload candidates' work and internally assessed marks using our Online Learning Area. This guide tells you how to submit your candidates' work and marks through the Online Learning Area. It provides guidance on submitting work and internally assessed marks and accessing results documents for:

- Cambridge Primary Checkpoint Global Perspectives: Team Project (0838/01)

Important dates

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

- May 2021 series: **5 April 2021**

Electronic results are released via the Online Learning Area:

- May 2021 series: **18 June 2021**

Contact

If you need help or have questions, contact our Customer Services team: **+44 1223 553554** or email **info@cambridgeinternational.org**
You must submit marks and learner evidence to us for the Team Project (0838/01). You should allocate candidates to teams before you submit their individual and team work.

The diagram below shows the process for submitting work and marks. Submit work for all candidates entered for the syllabus.
Accessing the Cambridge Primary Checkpoint submission area

**Step 1** Log into the Online Learning Area using the details we have sent you. Go to the Checkpoint dashboard for the relevant series.

**Step 2** Go to the Cambridge Primary Checkpoint submission area.

---

**Team Project**

With your support and guidance, learners work as a team (of three or four learners) to identify local issues, related to one of the programme topics that they would like to improve, change or resolve.

They explore different local perspectives about these issues in order to identify one issue to focus on. The team conducts research on their chosen issue which is used to set a goal to improve, change or resolve the local issue. The team then agrees on a course of action to take which is likely to achieve this goal.

This course of action will be communicated in the Evidence of Action. Once the team have implemented the course of action, the learners in each team work collaboratively to complete a Team Report. Each learner also produces a Personal Reflection, which is written independently.

The Team Project involves three pieces of work:

- **Evidence of Action** (8 marks) submitted as a team
- **Team Report** (2 marks) submitted as a team
- **Personal Reflection** (10 marks) submitted by each learner

In addition, learners will be assessed on their collaboration through teacher observation. Teachers award a mark for the team as a whole and for the contribution of each individual learner.

- **Team observation** (4 marks) made for whole team
- **Individual observation** (2 marks) made for each learner

---

**Submit your work**

Cambridge Primary Checkpoint Global Perspectives: Team Project
Creating teams

**Step 1** In the ‘Administration’ menu on the left-hand side of the page, click the ‘Course administration’ drop-down list, then the ‘Users’ drop-down list. Click ‘Teams’.

**Step 2** You will see the following page. Click ‘Create team’.
Creating teams continued

**Step 3** Enter the team name in the ‘Team name’ field and click ‘Save changes’. Repeat the process to create all your teams for the series.

Allocating candidates to teams

**Step 1** In the ‘Administration’ menu on the left-hand side of the page, click on the ‘Course administration’ drop-down list, then the ‘Users’ drop-down list. Click ‘Teams’. Select a team. Click ‘Add/remove users’.
Allocating candidates to teams continued

**Step 2** You will see all candidates entered for the assessment in the 'Potential members' box. Select a candidate's name and click 'Add'. Select multiple candidates by holding down the 'Shift' key on your keyboard while clicking on multiple names in the right-hand box.

View your teams and the candidates allocated to each team in the 'Overview' tab on the 'Teams' page.
Uploading candidates' individual work

**Step 1** Go to the Cambridge Primary Checkpoint submission area.

The Team Project involves three pieces of work:

- **Evidence of Action** (8 marks) submitted as a team
- **Team Report** (8 marks) submitted as a team
- **Personal Reflection** (16 marks) submitted by each learner

In addition, learners will be assessed on their collaboration through teacher observation of a whole and for the contribution of each individual learner.

- **Team observation** (4 marks) mark for whole team
- **Individual observation** (4 marks) mark for each learner

![Assessment criteria for the Team Project](image.png)

**Submit your work**

Cambridge Primary Checkpoint Global Perspectives: Team Project

**Results**

Available from 12 December
Uploading candidates' individual work continued

**Step 2** Select a team from the 'Separate teams' drop-down list.

**Step 3** Click 'Mark'.
Uploading candidates' individual work continued

Step 4 You will see the following page. Click ‘Manage individual submissions’.

Step 5 Upload the evidence of a candidate’s individual work using the drag-and-drop function or browse to the file location on your computer and select the file(s).
Uploading candidates' individual work continued

**Step 6** Save file(s) by clicking 'Save files'.

**Step 7** You can edit or delete the uploaded file(s) by clicking on the file icon in the 'Files' box.
Uploading candidates’ individual work continued

Step 8 Links to your uploaded file(s) are automatically added to the candidate’s submission page.

Important information
Repeat this process for all candidates.

Uploading candidates’ team work

Step 1 Click ‘Mark’ next to the first candidate in the selected team.
Uploading candidates' team work continued

**Step 2** Click ‘Manage team submissions’.

![Manage team submissions](image)

**Step 3** Upload the evidence of the selected team’s work using the drag-and-drop function or browse to the file location on your computer and select the file(s).

![Drag-and-drop files](image)
Uploading candidates' team work continued

Step 4  Save your file(s) by clicking 'Save files'.

Step 5  You can edit or delete the uploaded file(s) by clicking on the file icon in the 'Files' box.
Step 6  Links to the uploaded file(s) are automatically added to the candidate's submission page.
Uploading candidates’ team work continued

**Step 7** You only need to upload the evidence of the selected team’s work once – the uploaded file(s) will automatically appear for all other members of that team.
Marking candidates' individual submissions

Step 1  Select a team from the 'Separate groups' drop-down list. Click 'Mark'.

Step 2  Select a mark from the drop-down list for each assessment objective.
Marking candidates' individual submissions continued

**Step 3** Click 'Save marks'. The total mark awarded for the candidate's individual submission will appear under the candidate's name.
Marking candidates' team submissions

**Step 1** Click ‘Mark’ for the first candidate in the selected team and scroll down the page to team submissions. Select a mark from the drop-down list against each assessment objective. Click ‘Save marks’.

**Step 2** The total mark awarded will be updated. The total syllabus mark (individual mark + team mark) will automatically appear under the candidate’s name.
Marking candidates' team submissions continued

**Step 3** You only need to mark the team submission once – the team mark will automatically appear for all other members of that team.
You must submit a Research Report (1129/01) for all candidates entered for the syllabus. The diagram below shows the process for submitting work and marks.

Accessing the Cambridge Lower Secondary Checkpoint submission area

**Step 1** Log into the Online Learning Area using the details we have sent you. Go to the Checkpoint dashboard for the relevant series.

**Step 2** Go to the Cambridge Lower Secondary Checkpoint submission area.

---

Administrative Guide – Cambridge Global Perspectives™ (Checkpoint) 2021
Accessing the Cambridge Lower Secondary Checkpoint submission area continued

**Step 3** Click ‘View all submissions’ to view all candidates entered for the assessment.

**Step 4** Next to a candidate’s name, click the ‘Edit’ drop-down menu. Select ‘Edit submission’ from the drop-down list.

**Step 5** Upload the evidence of a candidate's individual work using the drag-and-drop function or browse to the file location on your computer and select the file(s).
Accessing the Cambridge Lower Secondary Checkpoint submission area continued

**Step 6**  Save your file(s) by clicking 'Save changes'.

**Step 7**  You can edit or delete the uploaded file(s) by clicking on the file icon in the 'Files' box.

**Important information**
Repeat this process for all candidates entered for the assessment.
Accessing the Cambridge Lower Secondary Checkpoint submission area continued

**Step 8**  The uploaded file(s) will appear against the candidate on the ‘View all submissions’ page. The candidate’s status will change from 'No submission' to 'Submitted for grading', shaded in green.

Marking candidates’ individual submissions

**Step 1**  On the ‘View all submissions’ page, click ‘Grade’.
Marking candidates’ individual submissions continued

**Step 2** The marking screen will open. The default view will show the candidate’s work on the left-hand side and the collapsed mark scheme on the right-hand side of the page.

**Step 3** To make the marking process easier, we recommend you change your viewing option to the full mark scheme view. You can do this by selecting this viewing option at the bottom of the page.
Marking candidates’ individual submissions continued

**Step 4** To award marks, click on the marking criteria description for each assessment objective. The selected marking criteria will be highlighted green. When you have completed marking, click ‘Save changes’. If you click ‘Save and show next’ you will see the next candidate’s submission for marking.

**Step 5** The total syllabus mark for the candidate appears at the bottom of the page.

**Important information**
Repeat this process for all candidates entered for the assessment.
Marking candidates' individual submissions continued

Step 6 The candidate's status will show as ‘Submitted for grading’ and ‘Graded’, shaded in green, and their total mark will appear in the ‘Final grade’ column.
Step 1 Log into the Online Learning Area using the details we have sent you. Go to the Checkpoint dashboard for the relevant series.

Step 2 Go to the Cambridge Primary Checkpoint or Lower Secondary Checkpoint results area to view results.

Results will be released on 17 June 2021. On results release day, you can download the following results files:

- **Centre results information**
  This shows a summary of all grades achieved by candidates entered for the assessment.

- **Statements of achievement**
  Individual candidate statements of achievement. We send printed statements of achievement in June for the May series.

- **Moderation report**
  Moderator’s comments on school-based assessment of coursework.

Cambridge Assessment is committed to making our documents accessible in accordance with the WCAG 2.1 Standard. We’re always looking to improve the accessibility of our documents. If you find any problems or you think we’re not meeting accessibility requirements, contact our team: info@cambridgeinternational.org. If you need this document in a different format contact us at info@cambridgeinternational.org telling us your name, email address and requirements and we will respond within 15 working days.