Administrative guide
Cambridge Global Perspectives™ (Checkpoint) October 2023

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

• Cambridge Primary Checkpoint Global Perspectives: Team Project (0838)

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 **9 October 2023**

Electronic results are released via the Online Learning Area on **21 December 2023**

**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.

1. Prepare individual and team work for submission
2. Allocate candidates to teams
3. Upload candidates' individual work
4. Navigate to the Checkpoint dashboard
5. Log into Online Learning Area
6. Create teams
7. Upload candidates' team work
8. Navigate to the submission area
9. Mark candidates' submissions
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.

The 'Team Project' involves three pieces of work:
- Evidence of Action (8 marks) submitted as a team
- Team Report (5 marks) submitted as a team
- Personal Reflection (3 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 (1 mark) for whole team
- Individual observation (0 marks) for each learner

Submit your work

Cambridge Primary Checkpoint Global Perspectives: Team Project

You must submit your final team report no later than 7 October 2023.
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.
Cambridge Primary Checkpoint Global Perspectives continued

Uploading candidates' team work

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

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**Assessment overview**

With their teacher’s support and guidance, learners work as a team (of three or four learners) to identify a local issue in their community that they would like to improve, change or resolve. Each team of learners conducts research on the issue and identifies, explores and explains different perspectives (personal, local/national and/or global) on their chosen issue. They use their research to set a goal to improve, change or resolve the local issue, and agree and take a course of action which is likely to achieve this goal. The course of action should include both planning and doing an action.

Teachers mark the Team Project and Cambridge International moderates the marking.

While learners are working in their teams, their teacher observes their collaboration and gives a mark for the team and a mark for each individual.

Once each team has implemented their course of action, the team members work collaboratively to provide an Evidence of Action (which shows what they have done) and a Team Report (where they write about their project together). Each learner also produces a Personal Reflection, which is written independently.

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**Submit your work**

Cambridge Primary Checkpoint Global Perspectives: Team Project
Uploading candidates' team work continued

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

**Step 3** Click 'Submit'.

![Image showing the 'Separate teams' drop-down list and a table with candidate details]
Uploading candidates' team work continued

Step 4  You will see the following page. Click 'Manage team submissions'.

Step 5  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).
Uploading candidates’ team work continued

Step 6 You can edit or delete the uploaded file(s) by clicking on the file icon in the 'Files' box.
Marking candidates’ team submissions

**Step 1** Select a mark from the drop-down list for each assessment objective.

**Step 2** You only need to mark the team submission once – the team mark will automatically appear for all other members of that team.
Uploading candidates' individual work

**Step 1** Scroll down your page to see the 'Individual submissions'.

**Step 2** 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).

**Step 3** You can edit or delete the uploaded file(s) by clicking on the file icon in the 'Files' box.
Marking candidates' individual submissions

**Step 1** Select a mark from the drop-down list for each assessment objective.

**Step 2** Click 'Save marks'. The total mark awarded for the candidate will be calculated.
Marking candidates' individual submissions

**Step 3** The total syllabus mark (individual mark + team mark) will automatically appear under the candidate’s name.

![Image showing marking interface](image-url)
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.
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'.

**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'.

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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 21 December 2023. 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 December for the October series.

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

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