Administrative guide
Cambridge Global Perspectives 2020

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

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

• Cambridge Lower Secondary Checkpoint Global Perspectives: Research Report (1129)
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.

### Important dates
We must receive your candidates' work and internally assessed marks by the following deadlines:
- May 2020 series: **6 April 2020**

Electronic results are released via the Online Learning Area:
- May 2020 series: **18 June 2020**

### Contact
If you need help or have questions, contact our Customer Services team: **+44 1223 553554**
or email **info@cambridgeinternational.org**
Cambridge Primary Checkpoint Global Perspectives: Team Project (0838/01)

You must allocate candidates to teams before you submit their individual and team work. Submit work for all candidates entered for the syllabus.

Submitting work and marks

1. Prepare individual and team work for submission
2. Log into Online Learning Area
3. Navigate to the Checkpoint dashboard
4. Allocate candidates to teams
5. Create teams
6. Navigate to the submission area
7. Upload candidates’ individual work
8. Upload candidates’ team work
9. Mark candidates’ submissions
Cambridge Primary Checkpoint Global Perspectives: Team Project (0838/01) continued

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.
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** The following page will be displayed. Click 'Create team'.
Cambridge Primary Checkpoint Global Perspectives: Team Project (0838/01) 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’.

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

Allocating candidates to teams continued

**Step 2** All candidates entered for the assessment will be displayed in the 'Potential members' box. Select a candidate's name and click 'Add'. Select multiple candidates by holding down shift 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: Team Project (0838/01) continued

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 (15 marks) submitted by each learner

All learners will be assessed on their collaboration through teacher observation. You will contribute of each individual learner.
- Team observation (4 marks) mark for whole team
- Individual observation (4 marks) mark for each learner

Submit your work

Cambridge Primary Checkpoint Global Perspectives: Team Project
You must submit candidates’ work and marks by 8 October 2018.

Results

Restricted Available from 13 December 2018, 12:05 AM
You will be able to download the following results files on 13 December 2018:
- Centre results information
- Statements of achievement
- Moderation report
Cambridge Primary Checkpoint Global Perspectives: Team Project (0838/01) continued

Uploading candidates' individual work continued

**Step 2** Select a team from the 'Separate groups' drop down list

![Selecting a team](image)

**Step 3** Click 'Mark'.

![Marking candidates](image)
Cambridge Primary Checkpoint Global Perspectives: Team Project (0838/01) continued

Uploading candidates’ individual work continued

Step 4 The following page will be displayed. 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).
Cambridge Primary Checkpoint Global Perspectives: Team Project (0838/01) continued

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

Uploading candidates’ individual work continued

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

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**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.
Cambridge Primary Checkpoint Global Perspectives: Team Project (0838/01) continued

**Uploading candidates' team work continued**

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

**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).
Cambridge Primary Checkpoint Global Perspectives: Team Project (0838/01) continued

**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.
Cambridge Primary Checkpoint Global Perspectives: Team Project (0838/01) continued

Uploading candidates’ team work continued

**Step 6** Links to the uploaded file(s) are automatically added to the candidate’s submission page.

![Image of candidate submission page with links to files]

**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.

![Image of user list with highlighted team]

![Image of candidate submission page with links to files]
Cambridge Primary Checkpoint Global Perspectives: Team Project (0838/01) continued

Uploading candidates’ team work continued

Step 7  Continued
Cambridge Primary Checkpoint Global Perspectives: Team Project (0838/01) continued

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

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

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 work for all candidates entered for the syllabus.

**Submitting work and marks**

1. Prepare individual work for submission
2. Log into Online Learning Area
3. Navigate to the Checkpoint dashboard
4. Upload candidates' individual work
5. Navigate to the submission area
6. Mark candidates' submissions
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.
Cambridge Lower Secondary Checkpoint Global Perspectives: Research Report (1129/01) continued

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 submissions’ 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.

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**Important information**
Repeat this process for all candidates entered for the assessment.
Cambridge Lower Secondary Checkpoint Global Perspectives: Research Report (1129/01) continued

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.

![Image of the submission area](image)

Marking candidates' individual submissions

**Step 1** On the 'View all submissions' page, click 'Grade'.

![Image of marking candidates' submissions](image)
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’. Clicking ‘Save and show next’ displays 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.
Cambridge Primary Checkpoint Global Perspectives: Team Project (0838/01)

Cambridge Lower Secondary Checkpoint Global Perspectives: Research Report (1129/01)

Accessing results information

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

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 early July for the May series.

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