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 8 April 2024

Electronic results are released via the Online Learning Area on 20 June 2024

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.
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' team work

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

**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.

[Assessment criteria for the Team Project](#)

**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.

![Image of team selection interface]

**Step 3** Click ‘Submit’.

![Image of candidate list interface]
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.
Cambridge Primary Checkpoint Global Perspectives continued

Uploading candidates’ individual work

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

![Individual submissions](image)

**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).

![File upload](image)

**Step 3** You can edit or delete the uploaded file(s) by clicking on the file icon in the ‘Files’ box.

![Edit file](image)
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.

**Important information**
Repeat this process for all candidates.
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.
Cambridge Lower Secondary Checkpoint Global Perspectives continued

Accessing the Cambridge Lower Secondary Checkpoint submission area continued

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

![View all submissions](image1)

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

![Edit submission](image2)

**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).

![Drag and drop](image3)
Cambridge Lower Secondary Checkpoint
Global Perspectives continued

Accessing the Cambridge Lower Secondary Checkpoint submission area continued

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

![Image of the Cambridge Lower Secondary Checkpoint submission area]

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

![Image of editing and deleting files]

Important information
Repeat this process for all candidates entered for the assessment.
Cambridge Lower Secondary Checkpoint Global Perspectives 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.

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.
Cambridge Lower Secondary Checkpoint
Global Perspectives continued

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.
Accessing results information

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 20 June 2024. 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.

We are committed to making our documents accessible in accordance with the WCAG 2.2 Standard. We’re always looking to improve the accessibility of our documents. If you find any problems or think we’re not meeting accessibility requirements, contact our team: info@cambridgeinternational.org. If you need this document in a different format, email us at info@cambridgeinternational.org with your name and requirements and we will respond within 15 working days.