



Administrative guide

Cambridge Global Perspectives™ and Digital Media & Design

Guidance on preparing and submitting work to Secure Exchange for:

- Cambridge IGCSE Global Perspectives & Research (0457/02 and 03)
- Cambridge O Level Global Perspectives (2069/02 and 03)
- Cambridge International AS & A Level Digital Media & Design (9481/01, 02 and 03)
- Cambridge International AS & A Level Global Perspectives & Research (9239/02, 03 and 04)
- Cambridge Pre-U Global Perspectives Short Course (1340/02 and 03)
- Cambridge Pre-U Global Perspectives & Research (UK) (9777/02 and 03)

Introduction

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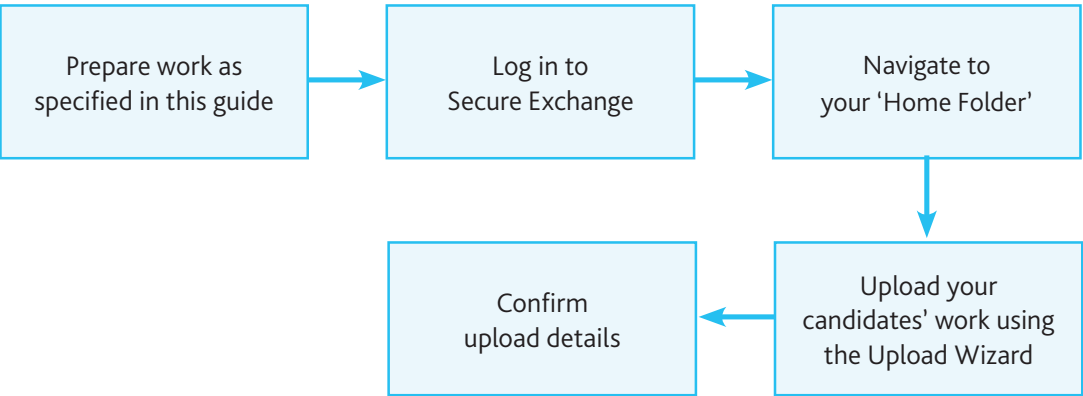
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If you have candidates taking any of our Cambridge Global Perspectives or Digital Media & Design qualifications, you will need to upload externally assessed work or internally assessed samples of work using Secure Exchange.

You should also refer to the *Cambridge Handbook*, section M 'Centre and Cambridge Associate responsibilities: Copyright and candidates' work', and section 5.6 'Malpractice'.

- 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 19.

Cambridge IGCSE Global Perspectives

Deadlines



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

- March series: **27 February**
- June series: **30 April**
- November series: **31 October**

Component 02: Individual Report

We examine this component. You must submit one Individual Report for each candidate entered for the qualification. Candidates must include the following information at the start of their report:

- the research question for the report
- the topic that the report relates to (this must be one of the topics listed in the syllabus for the Individual Report)
- the centre number
- the candidate name and number.

Important information



Do not submit work for Components 02 and 03 in the same folder. If you do this we will ask you to re-submit the work.

Component 03: Team Project

This component is internally assessed in your centre. This means you submit marks for all your candidates. You then submit the work of a sample of candidates so we can moderate your marks. See page 3 for guidance on selecting the sample.

For each team in the sample you must submit:

- the Outcome produced by the team to meet their project aim
- the Explanation written by the team.

For each candidate in the sample you must submit a Reflective Paper.

Extra guidance



A checklist for 0457/03 is available from the further guidance section of the '[School Support Hub](#)'. Use this to make sure you have all the necessary documents.

Documents and administrative forms to include with your submission

Submit the documents below for Component 02 Individual Report.

- An attendance register to confirm which candidates have submitted work. Copies of this form are available from the '[Administrative forms – Exam day](#)' section of our website.
- A declaration of originality (cover sheet) for each candidate entered to confirm the work produced is that of the candidate working alone. Forms are available on the samples database: www.cambridgeinternational.org/samples

Submit the documents below for Component 03 Team Project. Forms are available on the samples database: www.cambridgeinternational.org/samples

- 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 report showing the marks submitted for all candidates entered for Component 03. Depending on how you submit your internally assessed marks, this is one of the following:
 - a copy of your CIE Direct internal marks report
 - the second copy of your Internal Assessment Mark Sheet (MS1)
 - a copy of your MIS internal marks report (UK centres only).
- A declaration of originality (cover sheet) for each candidate in the sample to confirm that the Reflective Paper has been produced by the candidate working alone. Copies of this form are available on the samples database: www.cambridgeinternational.org/samples

Selecting the sample of candidates' work to send to us

International 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"> • 1–16 entries: all candidates • 17 or more entries: the first 10 candidates by candidate number, plus six other candidates spread evenly across the mark range. <p>The sample must include a candidate with the highest mark and a candidate with the lowest mark. You should also include any candidates with a mark of 0 in the sample.</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>We reserve the right to request additional samples.</p>

UK centres	
Who selects the sample?	How do we select the sample?
We select the sample	<p>We select the sample once you have submitted your marks. Submitting your marks electronically will allow us to receive and process them more quickly. All marks must be internally moderated before you submit them to us.</p> <p>We use the following criteria to select your sample:</p> <ul style="list-style-type: none"> • 1–16 entries: all candidates • 17–100 entries: 15 candidates • 101–200 entries: 20 candidates • Over 200 entries: 10 per cent of candidates. <p>You must also include any candidates with a mark of 0 in the sample.</p> <p>Approximately two working days after we have received and processed your internally assessed marks, the list of candidates whose work you need to send will be in the 'My Messages' section of CIE Direct.</p> <p>We will email your exams officer when the list of candidates to submit is available. If candidates are subsequently withdrawn, we will provide a revised list.</p> <p>We reserve the right to request additional samples.</p>

Cambridge IGCSE Global Perspectives continued

Preparing work for submission

File names

Component 02: Individual Report.

Syllabus code	Component code	Centre number	Candidate number	File format
0457	02	AB123	0001	doc

For example: 0457_02_AB123_0001.doc

Component 03: Team Project

Outcome

Syllabus code	Component code	Centre number	Team name	File number*	File format
0457	03 Outcome	AB123	Team1	01	jpg

*File number is only required if the team is submitting more than one file as their outcome.

For example: 0457_03Outcome_AB123_Team1_01.jpg

Explanation

Syllabus code	Component code	Centre number	Team name	File format
0457	03 Explanation	AB123	Team1	doc

For example: 0457_03Explanation_AB123_Team1.doc

Reflective Paper

Syllabus code	Component code	Centre number	Candidate number	File format
0457	03	AB123	0001	doc

For example: 0457_03_AB123_0001.doc

File sizes

Each file must not exceed 500 MB. Follow the instructions on page 16 to compress any files larger than 500 MB.

Zip folders

Zip the files for each component in a zip folder. The zip folder must include all administrative documents listed on page 2 and forms required for the component. Name the zip folder using the following naming convention:

Syllabus code_Component code_Centre number

For example: 0457_02_AB123

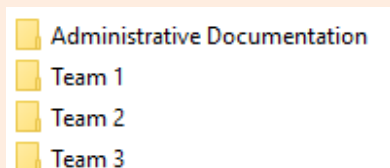
Each zip folder must not exceed 2 GB.

Upload each zip folder to Secure Exchange by following the instructions on page 19.

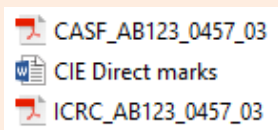
File type	Accepted formats			
Video	.3g2	.3gp	.avi	.flv
	.m4a	.m4v	.mkv	.mov
	.mp4	.mp4v	.wmp	.wmv
Audio	.3g2	.3ga	.aac	.aiff
	.amr	.m4a	.m4b	.m4p
	.mp3	.wav		
Spreadsheet	.xls	.xlsx		
Presentation	.ppt	.pptx		
	Prezi online presentation documents			
Word/text docs	.doc	.docx	.odt	.rtf .txt
Images	.gif	.jpg	.png	.tiff
Web pages	Web pages for Cambridge Global Perspectives can be submitted as part of a zipped file or as hyperlinks.			

Structuring your documents within the zip folders

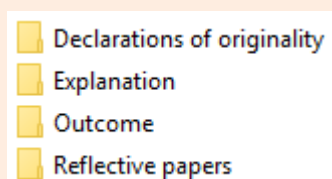
Follow the structure outlined below to organise your documents within the zip folders.



The administrative documentation folder must contain the following:



Within each 'Team' folder, save the relevant piece of work in the corresponding subfolder, along with the declaration of originality.



Cambridge O Level Global Perspectives

Deadlines



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

- June series: **30 April**

Extra guidance



A checklist for 2069/03 is available from the further guidance section of the '[School Support Hub](#)'. Use this to make sure you have all the necessary documents.

Component 02: Individual Report

We examine this component. You must submit one Individual Report for each candidate entered for the qualification. Candidates must include the following information at the start of their report:

- the research question for the report
- the topic that the report relates to (this must be one of the topics listed in the syllabus for the Individual Report)
- the centre number
- the candidate name and number.

Important information



Do not submit work for Components 02 and 03 in the same folder. If you do this we will ask you to re-submit the work.

Component 03: Team Project

This component is internally assessed in your centre. This means you submit marks for all your candidates. You then submit the work of a sample of candidates so we can moderate your marks. See page 7 for guidance on selecting the sample.

For each team in the sample you must submit:

- the Outcome produced by the team to meet their project aim
- the Explanation written by the team.

For each candidate in the sample you must submit a Reflective Paper.

Documents and administrative forms to include with your submission

Submit the documents below for Component 02 Individual Report.

- An attendance register to confirm which candidates have submitted work. Copies of this form are available from the '[Administrative forms – Exam day](#)' section of our website.
- A declaration of originality (cover sheet) for each candidate entered to confirm the work produced is that of the candidate working alone. Forms are available on the samples database:
www.cambridgeinternational.org/samples

Submit the documents below for Component 03 Team Project. Forms are available on the samples database:www.cambridgeinternational.org/samples

- 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 report showing the marks submitted for all candidates entered for Component 03. Depending on how you submit your internally assessed marks, this is one of the following:
 - a copy of your CIE Direct internal marks report
 - the second copy of your Internal Assessment Mark Sheet (MS1)
 - a copy of your MIS internal marks report (UK centres only).
- A declaration of originality (cover sheet) for each candidate in the sample to confirm that the Reflective Paper has been produced by the candidate working alone. Copies of this form are available on the samples database: www.cambridgeinternational.org/samples

Selecting the sample of candidates' work to send to us

International 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">• 1–16 entries: all candidates• 17 or more entries: the first 10 candidates by candidate number, plus six other candidates spread evenly across the mark range. <p>The sample must include a candidate with the highest mark and a candidate with the lowest mark. You should also include any candidates with a mark of 0 in the sample.</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>We reserve the right to request additional samples.</p>

Cambridge O Level Global Perspectives continued

Preparing work for submission

File names

Component 02: Individual Report.

Syllabus code	Component code	Centre number	Candidate number	File format
2069	02	PK123	0001	doc

For example: 2069_02_PK123_0001.doc

Component 03: Team Project

Outcome

Syllabus code	Component code	Centre number	Candidate number	File number*	File format
2069	03 Outcome	PK123	Team1	01	jpg

*File number is only required if the team is submitting more than one file as their outcome.

For example: 2069_03Outcome_PK123_Team1_01.jpg

Explanation

Syllabus code	Component code	Centre number	Candidate number	File format
2069	03 Explanation	PK123	Team1	doc

For example: 2069_03Explanation_PK123_Team1.doc

Reflective Paper

Syllabus code	Component code	Centre number	Candidate number	File format
2069	03	PK123	0001	doc

For example: 2069_03_PK123_0001.doc

File sizes

Each file must not exceed 500 MB. Follow the instructions on page 16 to compress any files larger than 500 MB.

Zip folders

Zip the files for each component in a zip folder. The zip folder must include all administrative documents listed on page 5 and forms required for the component. Name the zip folder using the following naming convention:

Syllabus code_Component code_Centre number

For example: 2069_02_PK123

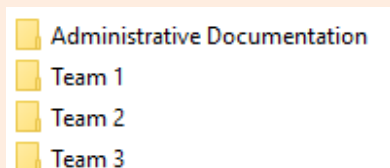
Each zip folder must not exceed 2 GB.

Upload each zip folder to Secure Exchange by following the instructions on page 19.

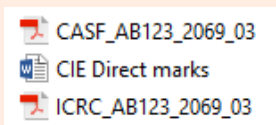
File type	Accepted formats			
Video	.3g2	.3gp	.avi	.flv
	.m4a	.m4v	.mkv	.mov
	.mp4	.mp4v	.wmp	.wmv
Audio	.3g2	.3ga	.aac	.aiff
	.amr	.m4a	.m4b	.m4p
	.mp3	.wav		
Spreadsheet	.xls	.xlsx		
Presentation	.ppt	.pptx		
	Prezi online presentation documents			
Word/text docs	.doc	.docx	.odt	.rtf .txt
Images	.gif	.jpg	.png	.tiff
Web pages	Web pages for Cambridge Global Perspectives can be submitted as part of a zipped file or as hyperlinks.			

Structuring your documents within the zip folders

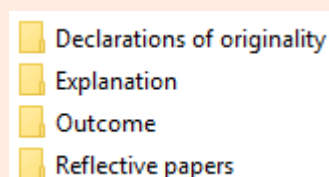
Follow the structure outlined below to organise your documents within the zip folders.



The administrative documentation folder must contain the following:



Within each 'Team' folder, save the relevant piece of work in the corresponding subfolder, along with the declaration of originality.



Cambridge International AS Level

We examine these components. This means that you submit the work of all your candidates.

Cambridge International AS Level Global Perspectives (9239/02 and 03)

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 [samples database](#).



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

Cambridge International AS Level Digital Media & Design (9481/01 and 02)

Component 01: Portfolio

Candidates must choose a theme from the syllabus to develop. For each candidate you must submit:

- supporting studies
- a proposal.

The supporting studies can be up to 10 pages/screens (or the equivalent) and the final presentation of their proposal.

Component 02: Externally set assignment

For each candidate you must submit:

- supporting studies
- a final outcome produced during the supervised test.

The final outcome should be one of the assignments chosen from the question paper.

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 component (Digital Media & Design) must include a cover sheet which includes a statement of authenticity. This cover sheet is available from the [samples database](#).



Important dates

You must submit all your candidates' work within the following windows and no later than the last date in the window:

- June series: 1–30 April
- November series: 1–31 October

Cambridge International AS Level continued

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 AS Level continued

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 for Cambridge International AS & A Level Global Perspectives.
- Components 01 and 02 only for Cambridge International AS & A Level Digital Media & Design.

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 16 to compress any files larger than 500 MB.
- We do not accept zip files.
- Moving image work must not exceed 5 minutes in duration (Cambridge Digital Media & Design).

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

See accepted formats chart below for more details.

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.



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

File type	Accepted formats									
Video	.3g2	.3gp	.avi	.flv	.m4a	.m4v	.mkv	.mov	.mp4	.mp4v
	.wmp	.wmv								
Audio (9481/01 and 02 only)	.3g2	.3ga	.aac	.aiff	.amr	.m4a	.m4b	.m4p	.mp3	.wav
Spreadsheet (9481/01 and 02 only)	.xls	.xlsx								
Presentation	.ppt	.pptx	Prezi online presentation documents							
Word/text docs	.doc	.docx	.rtf	.txt	.pdf (9481 only)					
Images	.gif	.jpg	.png	.tiff						

Cambridge International A Level

Cambridge International A Level Global Perspectives (9239/04)

Component 04: Cambridge Research Report

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 us in hard copy.

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

Important information

Do not submit work for Component 04 through Secure Exchange. You must submit a sample of reports to us 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 relevant subject page of the [School Support Hub](#). Refer to the [samples database](#) for more information.

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.

Important dates

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

- March series: **27 February**
- June series: **30 April**
- November series: **31 October**

Deadlines for submitting Outline Proposal Forms before examination series:

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

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.

Extra guidance

The following resources are available for 9239/04 from the Syllabus 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.

Selecting the sample of candidates' work to send to us

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>

Cambridge International A Level continued

Cambridge International A Level Digital Media & Design (9481/03)

Component 03: Personal Investigation

This component will be available from June 2020.

This component is examined by Cambridge International. This means that you must submit the work of all your candidates.

Component 03: Personal Investigation

Candidates must select a topic or a theme of their choice for their Personal Investigation that is informed by an aspect of digital media and design within one of the areas of study. We strongly advise candidates to send an Outline Proposal Form (OPF) to Cambridge International before they start. The Personal Investigation will consist of:

- the final practical outcome
- a written analysis of 1000–1500 words
- supporting studies (these can be integrated with the written analysis)

The supporting studies that should be included in the submission can be up to 10 pages/screens long (or equivalent).

Outline Proposal Form

An Outline Proposal Form must be completed for each candidate. You can download the forms from the samples database. Refer to www.cambridgeinternational.org/samples for more information.

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

- the theme or topic
- a description of the brief, context or scenario, including the client or audience
- how the assessment objectives will be met
- an outline of the technical skills and resources required, including how candidates will review and evaluate their ideas as they develop.

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.

Important dates

Deadlines for submitting Outline Proposal Forms before examination series

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



Documents and administrative forms to include with your submission

- One attendance register for each component You can download the *Exam Day – Form 1* attendance register from the exam administration page of our website at www.cambridgeinternational.org/forms For each component, a statement of originality for the candidate and teacher confirming that the work produced is that of the candidate working alone. This statement/cover sheet is available to download from the Samples Database at www.cambridgeinternational.org/samples

Document headings

Each document must be headed with the:

- centre number
- candidate name
- candidate number
- syllabus and component number.

Important dates

You must submit all your candidates' work within the following windows and no later than the last date in the window:

- June series: 1–30 April
- November series: 1–31 October



Cambridge Pre-U

Deadlines



We must receive all your candidates' work for components 02 & 03 by the following deadlines:

- June series: **31 May**
- November series: **31 October**



The information in this section applies to:

Syllabus name	Code
Cambridge Pre-U Global Perspectives Short Course	1340/02 and 03
Cambridge Pre-U Global Perspectives & Research (UK)	9777/02 and 03

We examine these components. 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. Save each essay as a separate document.

Component 03: Presentation

For each candidate you must submit:

- a presentation
- any audio-visual materials used in the presentation
- a written transcript of the oral presentation.

Candidates produce the presentation based on pre-release material we provide. This material will be available on CIE Direct by 1 March for the June series and 1 August for the November series based on your final entries. The materials are also sent in hard copy once we have received your final entries.

Other documents to submit with your candidates' work:

- One attendance register for each component – download the attendance register from our website at the '[Administrative forms – Exam day](#)' section.
- A Cambridge Pre-U cover sheet for each candidate and each component. Download the cover sheet from: www.cambridgeinternational.org/samples

Important information



Do not submit the Cambridge Pre-U Global Perspectives Independent Research Report (9777/04) through Secure Exchange.

Submit the report in hard copy by following the instructions in section 3 of the *Cambridge Handbook*.

We must receive these reports by the following deadlines:

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

Cambridge Pre-U continued

Preparing work for submission

File names

Component 02: Essay

Syllabus code	Component code	Centre number	Candidate number	File format
9777	02	AB123	0001	doc

For example: 9777_02_AB123_0001.doc

Component 03: Presentation

Presentation

Syllabus code	Component code	Centre number	Candidate number	File format
9777	03 Presentation	AB123	0001	mp3/ppt

For example: 9777_03Presentation_AB123_0001.mp3/ppt

Supporting audio-visual materials (if used)

Syllabus code	Component code	Centre number	Candidate number	File format
9777	03	AB123	0001	mp3/ppt

For example: 9777_03_AB123_0001.mp3/ppt

Written transcription

Syllabus code	Component code	Centre number	Candidate number	File format
9777	03 Transcript	AB123	0001	doc

For example: 9777_03Transcript_AB123_0001.doc

File sizes

Each file must not exceed 500 MB. Follow the instructions on page 16 to compress any files larger than 500 MB.

Zip folders

Zip the files for each component in a zip folder. The zip folder must include all administrative documents listed on the previous page and forms required for the component. Name the zip folder using the following naming convention:

Syllabus code_Component code_Centre number

For example: 9777_02_AB123

Each zip folder must not exceed 2 GB.

Upload each zip folder to Secure Exchange by following the instructions on page 19.

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 docs	.doc	.docx	.odt	.rtf .txt
Images	.gif	.jpg	.png	.tiff
Web pages*	Web pages for Cambridge Global Perspectives can be submitted as part of a zipped file or as hyperlinks.			

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.

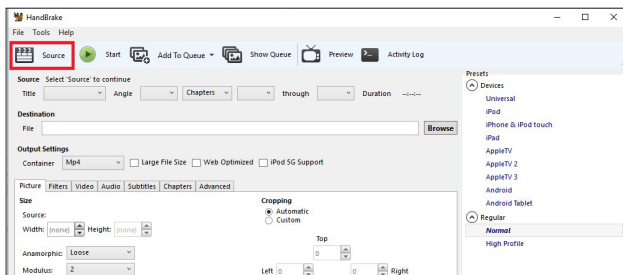
For example, HandBrake can convert a video file that is 551 MB to 43.5 MB in approximately 3 minutes and 20 seconds, which will allow you to upload the file to Secure Exchange quickly.

Important information

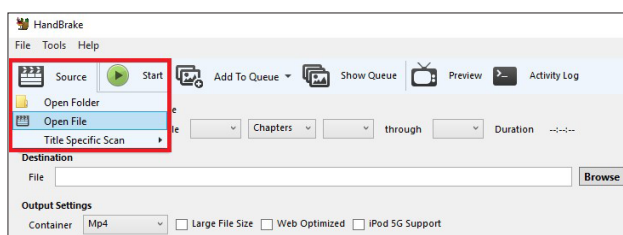
You will need administrator rights on your PC/laptop to install HandBrake. If you do not have administrator rights, the installation will fail. Please contact your school's IT department so they can give you these rights, or install the software for you.

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.

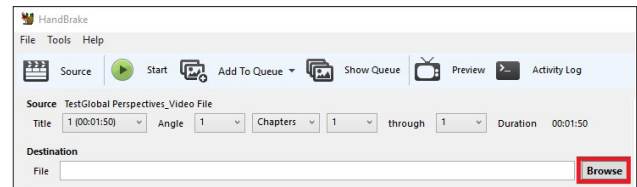
Step 2 Open HandBrake and select 'File' from the toolbar.



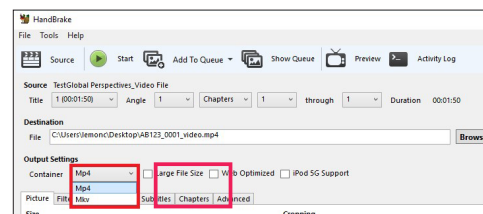
Step 3 Locate your video file on your PC/laptop and click 'Open'. You will see the file you are converting listed next to the 'Source' heading.



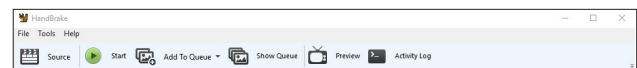
Step 4 Under 'Save As', select 'Browse' and choose a location for your new file. Enter a file name and click 'Save'.



Step 5 Select 'Presets' and then select 'General' and 'Fast 720p30' from the preset list.

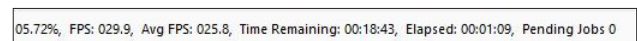


Step 6 Click 'Start Encode' to start the compression. Depending on your computer's speed and size of the file, this operation could take several minutes.



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:

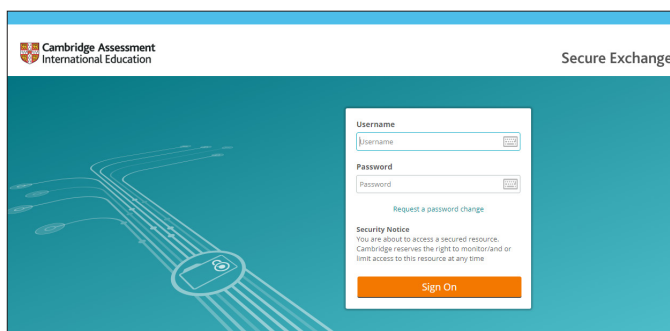
Browser				
Chrome	Safari*	Microsoft Edge (Windows 10)	Firefox	Internet Explorer 11 or later
✓	✓	✓	✓	✓

* 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 (syllabuses 9239 and 9481 only)

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) and Cambridge International AS Level Digital Media & Design (9481/01 and 02).

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.

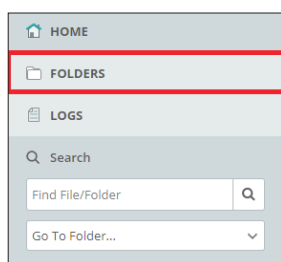
Important information

- 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 4 Click on the candidate folder you are uploading work for. The candidate number will be shown at the end of the folder name.

<input type="checkbox"/>	Name	Created
	↑ Parent Folder	
<input type="checkbox"/>	9239-02_45013_2216	25/04/2017 17:27:13
<input type="checkbox"/>	9239-02_45013_2282	25/04/2017 17:27:16
<input type="checkbox"/>	9239-02_45013_2324	25/04/2017 17:27:21
<input type="checkbox"/>	9239-02_45013_2337	25/04/2017 17:27:28
<input type="checkbox"/>	9239-02_45013_2348	25/04/2017 17:27:30
<input type="checkbox"/>	9239-02_45013_2367	25/04/2017 17:27:38
<input type="checkbox"/>	9239-02_45013_4001	25/04/2017 17:27:41

Step 1 Click on 'Folders' from the left-hand menu.



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

<input type="checkbox"/>	9239-02_45013_9278	25/04/2017 17:27:47
<input type="checkbox"/>	9239-02_45013_9303	25/04/2017 17:27:53
<input type="checkbox"/>	9239-02_45013_9327	25/04/2017 17:27:54
<input type="checkbox"/>	9239-02_45013_9365	25/04/2017 17:28:00
<input type="checkbox"/>	9239-02_45013_9368	25/04/2017 17:28:07
<input type="checkbox"/>	9239-02_45013_Additional documents	25/04/2017 17:28:17

Step 2 Click on the examination series.

<input type="checkbox"/>	Name	Created	Size/Contents
<input type="checkbox"/>	Home	08/05/2008 12:54:16	1 0 0
<input type="checkbox"/>	June2017	25/04/2017 17:26:54	1 0 0

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

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

<input type="checkbox"/>	Name	Created	Size/Contents
	↑ Parent Folder		
<input type="checkbox"/>	9239-02	25/04/2017 17:27:09	14 0 0
<input type="checkbox"/>	9239-03	25/04/2017 17:31:22	14 0 0

Submitting work using the Upload Wizard

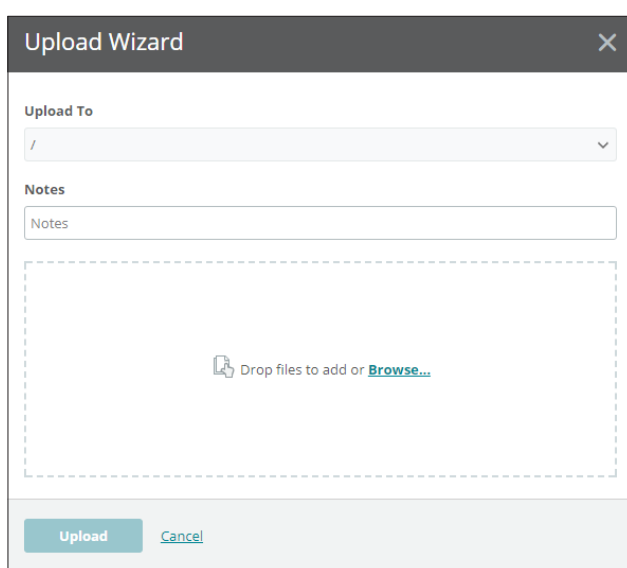
This section of the guide shows you how to upload candidates' work to Secure Exchange.

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:

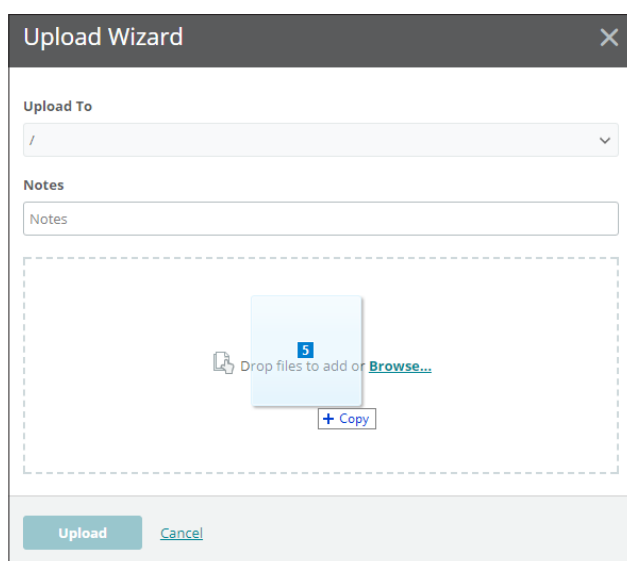
- upload files faster using drag and drop
- upload multiple files at once.

Step 1 Log in to Secure Exchange. Click on your 'Home Folder' (IGCSE/O Level/Pre-U) or navigate to the correct candidate folder (AS & A Level).

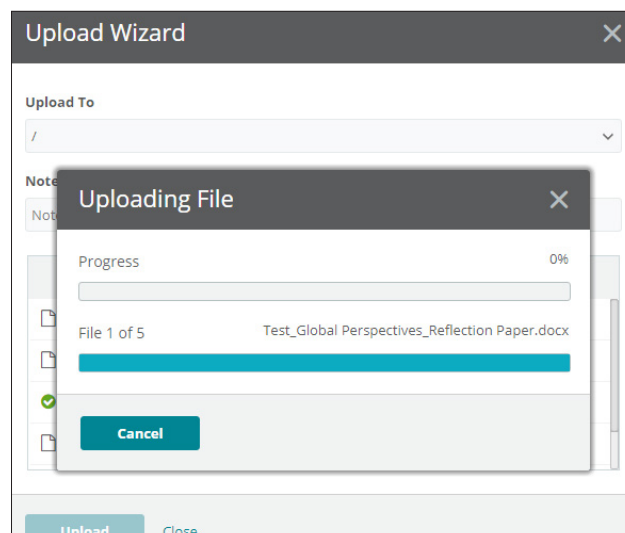
Step 2 Select 'Upload files' and the following window will open.



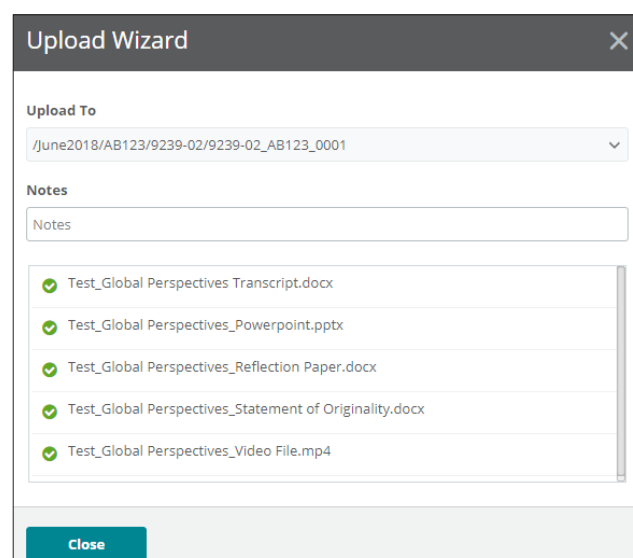
Step 3 Click 'Browse' and locate the files for the candidate on your PC/laptop. Alternatively, drag and drop the files into the wizard.



Step 4 Check you loaded all the correct files for the candidate (AS & A Level). Click on 'Upload'. A window will appear showing you the progress of your upload.



Step 5 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 6 Your files will now appear in your 'Home Folder' (IGCSE/O Level/Pre-U) or in the candidate's folder (AS & A Level). Check you have uploaded the necessary files.

Step 7 Go back to the syllabus/component folder and continue to upload the rest of your candidates' work into the appropriate candidate folders (AS & A Level).

Important information

If you have difficulty using Secure Exchange, please email Customer Services: info@cambridgeinternational.org