



# Administrative guide

## Using Submit for Assessment June 2023 exam series

Guidance on preparing and submitting marks and work for moderated and examined syllabuses using our Submit for Assessment service.

Check the samples database on our website to find out for which syllabuses/components you must submit work and marks using Submit for Assessment.

# Using Submit for Assessment

## What is Submit for Assessment?

Submit for Assessment is our service for you to upload work samples for moderation and examination, instead of sending them to us on CD, USB or via Secure Exchange. From June 2023 you will also upload marks to Submit for Assessment for some syllabuses/components.

Details of which syllabuses are using [Submit for Assessment](#) in June 2023 are on our website and in the [samples database](#).

## Accessing Submit for Assessment

Submit for Assessment is hosted on the My Cambridge website. If you have used Submit for Assessment, or eSubmission, in a previous series you will log in using the same email address and password. New users will be sent a link to log in to the system with a temporary password to set up their [My Cambridge](#) account and access to Submit for Assessment.

## Submitting marks and work samples for internally assessed syllabuses

**NEW** From June 2023 if your centre has entries for the following internally assessed syllabuses/components you must submit **marks and work samples** for moderation using [Submit for Assessment](#). You will not be able to submit these marks on Direct.

- Cambridge O Level Global Perspectives (2069/03)
- Cambridge IGCSE Global Perspectives (0457/03)
- Cambridge IGCSE First Language English (0500/04)
- Cambridge IGCSE English as a Second Language (Speaking Endorsement) (0510/51, 52, 53)
- Cambridge IGCSE English as an Additional Language (0472/03)
- Cambridge IGCSE English as an Additional Language (9–1) (0772/03)
- Cambridge IGCSE Foreign Language French (0520/03)
- Cambridge IGCSE Foreign Language Spanish (0530/03).

After you have submitted your marks the system will automatically select the work samples we want you to upload.

Once you have finished submitting your marks we will send you an email confirming which candidates you must upload work for. You can only upload work for these selected candidates.

- Submit your marks on Submit for Assessment.
- Prepare the candidates' work we have requested following the instruction in this guide.
- Log in to your Submit for Assessment account to upload work by the deadline.
- Submit work.

For all other moderated syllabuses/components using Submit for Assessment in June 2023 you will submit marks on Direct and select work samples following the criteria in the samples database.

**NEW** After submitting marks on Direct, it will take up to 24 hours for the marks to be visible in Submit for Assessment. Until the marks have transferred from Direct, you will see the message 'marks not submitted' in Submit for Assessment for the relevant component(s). Once the marks are visible, you can upload and submit work samples.

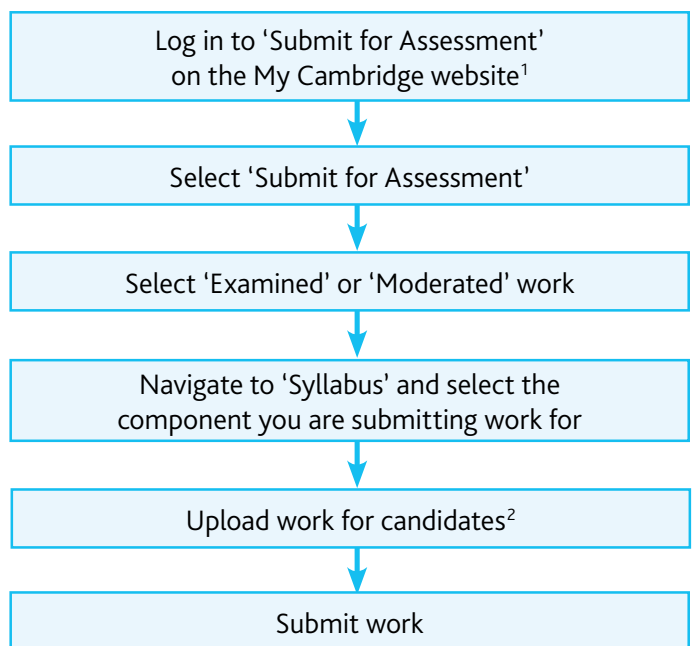
For guidance on how to submit marks on Submit for Assessment see pages 4 to 10.

## Submitting work

The diagram below shows the steps you must take to submit work using Submit for Assessment.

You should also refer to the [Cambridge Handbook](#) section M 'Centre and Cambridge Associate responsibilities: Copyright and candidates' work', and section 5.6 'Malpractice'.

### Submitting work steps



**1** Existing Submit for Assessment/eSubmission account holders log in with the same details and password. New users will be emailed log in details and a temporary password. You need to log in and set up your password as soon as possible.

**2** Or mark work as missing or the candidate as absent.

## Submitting work for examination

Follow diagram steps and select 'Examined' work at step 3.

### Important information

Candidates must not re-use coursework from a previous exam series. You must submit a new piece of work. See section 3.1 of the *Cambridge Handbook* for more details.

# Guidance on preparing documents before submitting

The following documents are included within Submit for Assessment so you no longer need to complete and submit them as separate items:

- attendance register.
- declaration of originality.

## Examined and moderated components

### Examined components

Make sure that your PDF files do not include any interactive elements, for example comments, digital signatures, or form fields. If any PDFs contain interactive elements, please follow these [instructions](#) to 'flatten' PDFs to remove the interactive elements. This does not alter the content of the PDF. If you upload PDFs with interactive elements for an examined component, you will receive the following error message:

**Interactive PDF file detected**

One or more PDF file you have uploaded includes interactive elements, e.g. comments, digital signatures or form fields. Interactive PDFs are NOT supported and cannot be marked. Please 'flatten' the file(s) in Adobe Acrobat or similar. [See here for further info.](#)

Close

Make sure that:

- any Word and text documents are a maximum of 200 pages. (See the list of file formats we can accept).
- all page sizes are A3 size or smaller (11.7 x 16.5 inch maximum).
- background and foreground colours are different from each other – use a high contrast. Background colours can appear stronger when converted, which makes it difficult to read any foreground text.
- all text can be read at a 100% zoom level, without the need to zoom in further.
- you have not included any macros or automation (Visual Basic code).
- documents are not password protected.
- all content is visible and nothing overlaps (one item covering another) for example images, text boxes or shapes. We cannot move content around to see anything which is hidden by an overlap.

## Document headings

Each document must be headed with the:

- exam series.
- your centre number.
- your centre name.
- the syllabus and component number.
- candidate number.
- candidate name.

### Important information

When submitting an essay for the following components, you must use .docx format:

- Cambridge IGCSE Global Perspectives (0457/02).
- Cambridge International AS & A Level Drama (9482/04).
- Cambridge O Level Global Perspectives (2069/02).
- Cambridge International AS & A Level Global Perspectives & Research (9239/02, 04).
- Cambridge International Project Qualification (9980/01).

If the work has a bibliography or list of references you must submit this as a **separate document** and upload it to the 'bibliography' in the 'learner section'.

### Important information

You can only upload a single file for each learner section unless the system indicates you can upload multiple files when you are in the upload screen. You can upload up to 20 additional files into the supporting materials section.

# Guidance on preparing documents before submitting continued

## File sizes and types

If a file is larger than the maximum file size, you must use HandBrake to reduce the file size before uploading it to the Submit for Assessment portal. Information about using Handbrake is on page 11.

Once the submission window is open check the upload page for each component to see which file types we accept for each component. Please note that the file types accepted will differ for each component.

We recommend using the audio and video formats highlighted in blue in the table below.

File types	Accepted formats	Limit
Audio	.3g2 .3ga .aac .aiff .amr .m4a .m4b .m4p .mp3 .wav .oog	25 GB
Data	.xls .xlsx .mdb .accdb .xlsb	25 GB
Document*	.odt .pdf .rtf .txt .doc .docx .dotx .pages	25 GB
Images	.jpg .png .jpeg .tif .jif .gif .heic .psd .dox	15 MB
Presentation	.ppt .pptx .pdf .gslides .pptm .odp .ink .potx .pub	25 GB
Video	.3g2 .3gp .avi .flv .m4v .mkv .mov .mp4 .mp4v .wmp .wmv .wlmp .mts .mov-1 .mp4-1 .xspf .mod .webm	25 GB
Web	.html .htm .gdoc .url .exe .key	25 GB

\*See the important information box on page 2 for information about the format in which essays must be submitted for certain syllabuses.

## 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

Information on when and how to submit your candidates work, and which forms to complete and submit with the work, is in the [samples database](#)

# Accessing Submit for Assessment

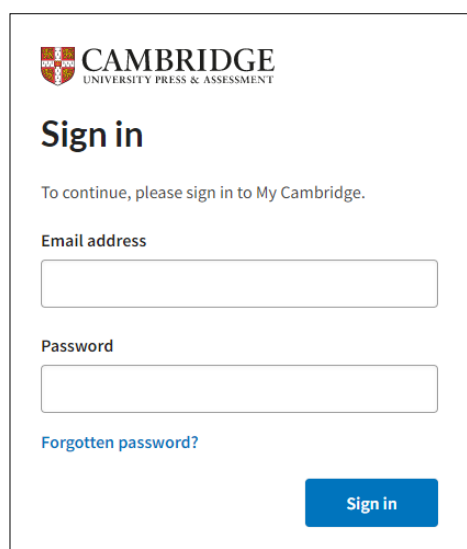
Submit for Assessment is hosted on the My Cambridge website and is compatible with Windows and macOS operating systems, and the following browsers shown in the table below. You can use laptops and desktops to access Submit for Assessment.

Browser				
Chrome	Safari	Microsoft Edge (Windows 10)	Firefox	Internet Explorer 11 or later
Yes	No	No	Yes	No

## Step 1

Check that My Cambridge is listed as a trusted site on your browser's security settings.

If <https://mycambridge.sso.cambridge.org> is not listed, type in the URL and click 'Add'.



The screenshot shows the My Cambridge sign-in page. At the top left is the Cambridge University Press & Assessment logo. Below the logo is the heading "Sign in". Underneath the heading is the instruction "To continue, please sign in to My Cambridge." There are two input fields: "Email address" and "Password". Below the password field is a link for "Forgotten password?". At the bottom right is a blue "Sign in" button.

## Step 2

If you are using Submit for Assessment for the first time, you will receive an email with instructions on how to create an account.

If you used Submit for Assessment in a previous series, use the same login details.

# Submitting marks and internally assessed work

## Important information

In the June 2023 exam series you will only submit marks on Submit for Assessment for the syllabuses/components listed on page 1. All other marks are submitted on Direct.

After you have submitted marks Submit for Assessment will automatically select the work samples we want you to upload.

## Step 1

Sign into your account which is accessed through the [My Cambridge website](#), our single sign on service.

**Welcome**

Before you start, please select your awarding body and centre.

Awarding bodies

Cambridge Assessment International Education

Centres

Choose a centre

Continue

## Important information

If you are an exams officer at multiple centres, when you log in to Submit for Assessment you need to select the centre you wish to upload work for.

## Step 2

When you have signed in, the next screen asks you if you want to submit work for marking, or marks and samples for moderation. If you are submitting marks on Direct go to Uploading candidate work Step 1 and follow the guidance for submitting work. If you have submitted work on Direct they system will not select the work samples you must submit.

TT001 Test School

Please select what would you like to do:

Submit candidate work for marking

Submit marks and samples for moderation

Select 'Submit marks and samples for moderation'.

## Step 3

You must submit marks first.

Home / Marks or Samples

**Submit candidate marks or samples for moderated components**

Submit marks

Submit samples  
After submitting marks

## Step 4

The next screen displays syllabuses that include one or more moderated components for which you will submit marks using Submit for Assessment. Select the syllabus you are submitting marks for.

How to submit candidate marks

1. Select a syllabus 2. Select component 3. Enter marks 4. Submit marks

Home / Marks or Samples / Series and Syllabuses

Submit candidate marks

**June 2022 series**

You need to submit candidate marks for the following syllabuses. Click on a syllabus to start. Syllabuses without entries or that do not need marks to be uploaded are not shown.

**Cambridge IGCSE**

**0457 Global Perspectives**

1 component 0/1 submitted

## Step 5

When you select a syllabus, this launches a screen which lists the components for which you need to submit marks. Select a component.

How to submit candidate marks

1. Select a syllabus 2. Select component 3. Enter marks 4. Submit marks

Home / Marks or Samples / Series and Syllabuses / Components

June 2022 series

**Submit marks: 0457 Global Perspectives**

Click each component to see the candidates entered for this component and to enter marks.

Component cards

**03 Team Project**

10 entries Submit by 30 April 2022

## Step 6

In the 'Enter marks' screen, you enter the mark for each candidate, or mark a candidate as absent.

1. Select a syllabus 2. Select component 3. Enter marks 4. Submit marks

Home / Marks or Samples / Series and Syllabuses / Components / Candidate list marks

**0457/Global Perspectives**

**03 - Team Project**

Enter total marks for each candidate or alternatively upload them by downloading the pre-populated template by clicking on **Download template**. Then, upload it by clicking on **Upload template**. When the upload is complete, it will replace all the existing information for this component.

Download template Upload template Add candidate entry

Search for candidates  
Search by number or name  
Sort candidates by  
Max mark value: 70

View: All candidates Missing marks

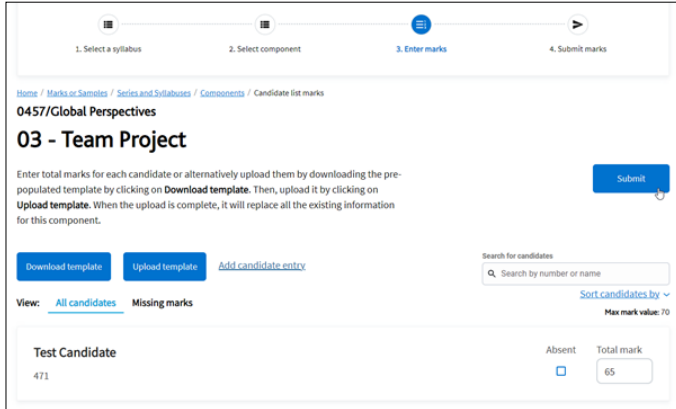
Test Candidate	Absent	Total mark
471	<input type="checkbox"/>	<input type="text"/>

If you have candidates with an approved extension to the marks deadline you can 'Submit' if you have entered marks (or marked as absent) at least 95% of the total candidates. You can make a second submission once you have entered the marks for all candidates with an extension. If you have more than 5% of candidates with an extension you cannot 'Submit' until you have entered all candidates' marks.

# Submitting marks and internally assessed work continued

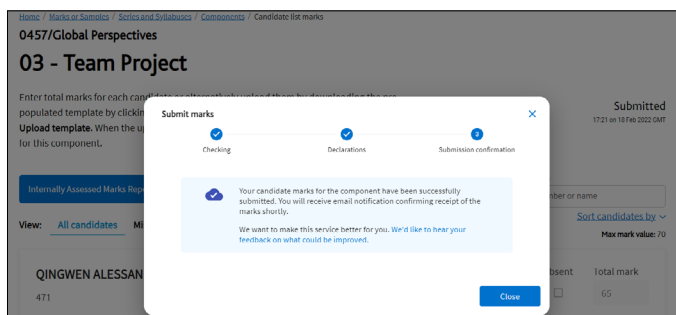
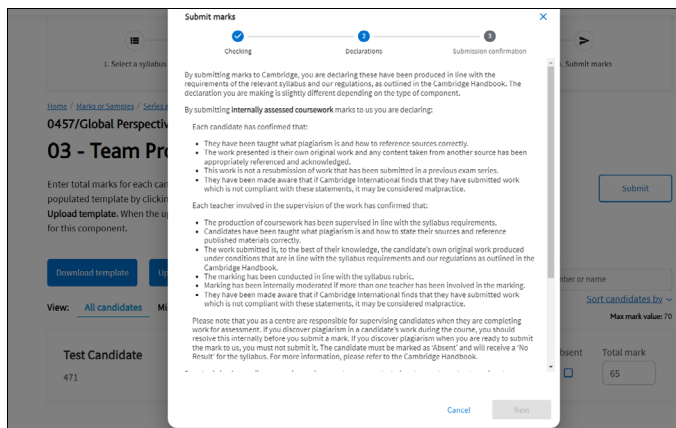
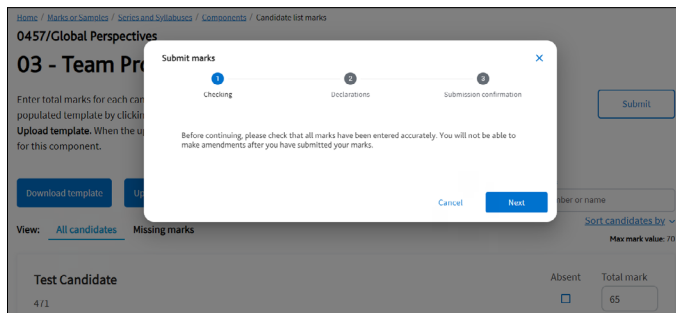
## Step 6 continued

You can upload marks using the pre-populated template. Select 'Download template' and enter the marks against each candidate, then 'Upload template'. When you have finished entering marks press 'Submit'.



## Step 7

After you have pressed submit, your marks will go through a series of declaration screens. Navigate through them until you receive confirmation of the marks being submitted.



## Step 8

We will send you an email confirming the marks you have submitted.

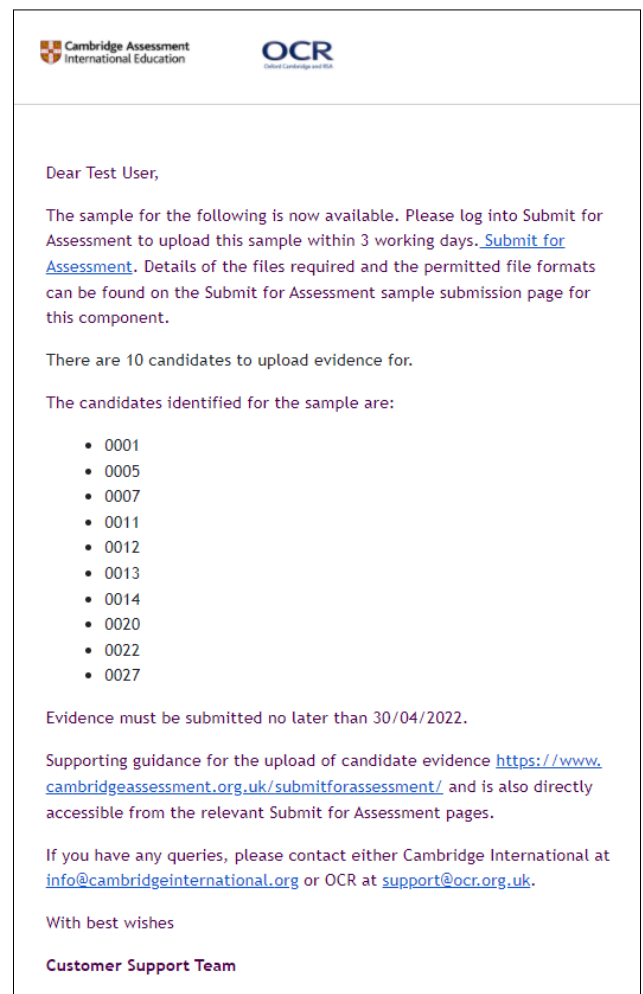
## Sample selection

## Step 9

After you have submitted your marks the system will automatically select the candidates required for the sample based on the marks you entered.

We will send you an email confirming which candidates you need to submit work samples for.

You can only upload work for these candidates.



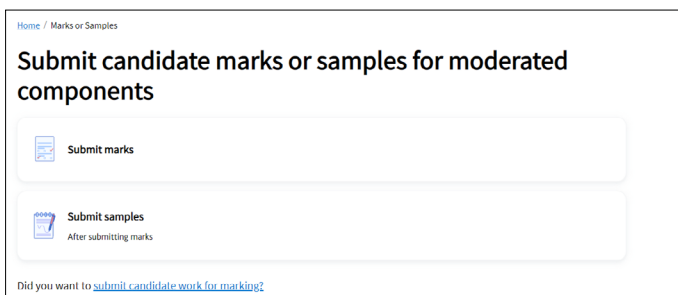
# Submitting work on Submit for Assessment

## Submitting work

### Step 10

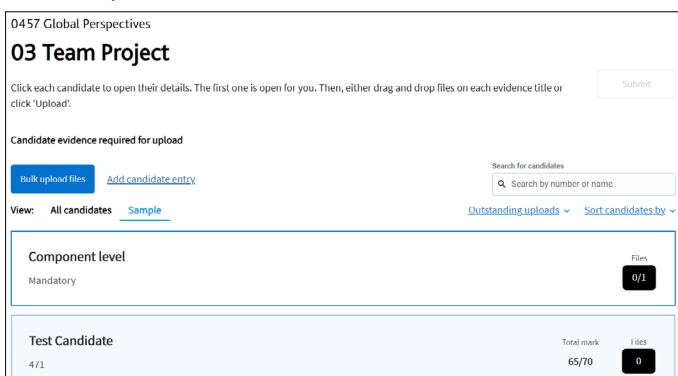
When you have received email confirmation of the candidate work you must upload you will either need to log back in (if you have logged out of the system), or return to the Marks or Samples screen. You can submit work immediately after submitting marks.

Select 'Submit samples'.



### Step 11

The selected candidate list is also visible in the 'Sample' tab on the 'Upload work for candidates' screen.



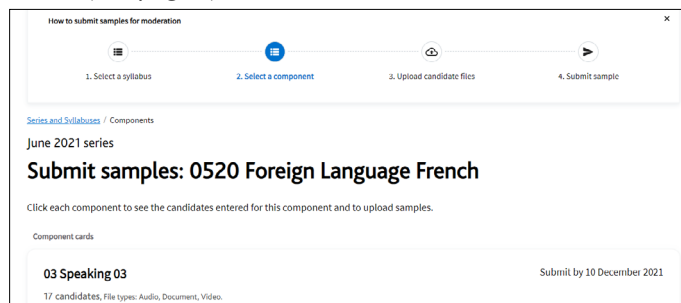
Follow the guidance in the next section on how to upload work samples in Submit for Assessment. You can only submit work for the selected candidates.

When you have uploaded all the work we have requested, or marked work as missing, you will be able to submit it.

## Uploading candidate work

If you have entries for examined and moderated components; select 'Submit candidate work for marking for examined components. For moderated components, select 'Submit marks and samples for moderation'.

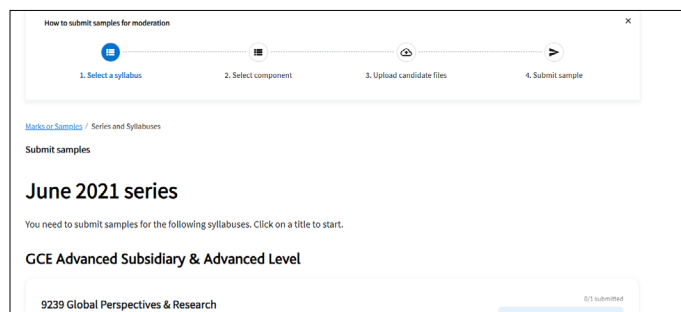
For moderated components, you must first submit your internally assessed marks on Submit for Assessment or Direct (see page 1).



### Step 1

Select a syllabus and then choose the component you want to upload work for. Your candidate entries will be listed for the component you have selected along with the submission deadline. (If you have submitted the work, you will see the date you submitted it.)

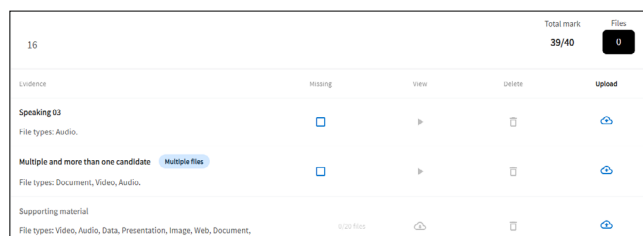
For moderated components, you must first submit your internally assessed marks. If you submitted your marks on Submit for Assessment we will send you an email telling you which candidates' work we want you to upload.



### Step 2

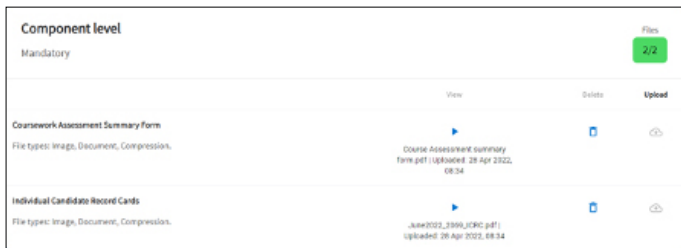
Choose a candidate and either:

- Click 'Upload' to choose a file from your computer, or;
- Drag and drop a file you have already selected onto the candidate 'card' for the appropriate 'learner section' e.g. 'Essay'. You can only upload a single file for each 'component section'. A virus scan is also automatically completed at this stage. Any files found with a virus will be deleted. We will send you an email confirming the file has not successfully uploaded due to a virus and must be replaced.



# Submitting work on Submit for Assessment continued

For moderated components, you upload documents to the 'Component level' section. If you need to upload multiple files to a 'Component level' section, place the files in a zip folder and upload the folder to the section.



## Uploading additional files

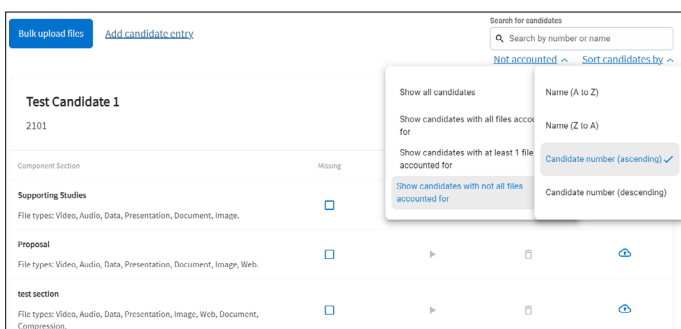
If you have candidate files to submit that are in addition to those listed in the 'learner section', you can upload these to the 'supporting material' section for each candidate. You can upload up to 20 supporting material files per candidate.

You can upload these in the same way as work uploaded to the 'learner section'.

The supporting materials section is where you upload any additional files we need, for example access arrangements. You can also upload any additional materials you want to send us here.

## Selecting candidates

You can use the 'Search for candidates' box to find a particular candidate and the 'Sort candidates' list to select and sort your candidates. Select 'Filter out candidates accounted for' to filter out candidates that you have already uploaded work for or have marked as absent.

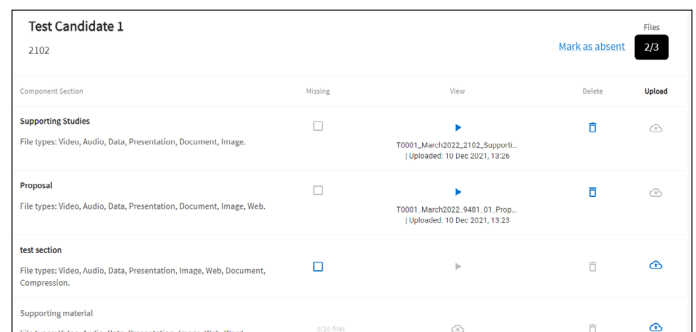


## Deleting files

Any files you have uploaded can be deleted by selecting the bin icon under 'Delete'. Once you have submitted candidate work to us, you cannot delete any files.

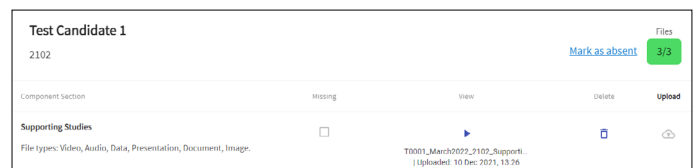
## Viewing and downloading files

When you have uploaded or submitted candidate work you can view it by selecting the blue play icon in the 'view' column. You can then download files in the view window by selecting 'download'. If the file type cannot be viewed it will automatically be downloaded.



## Marking work as missing

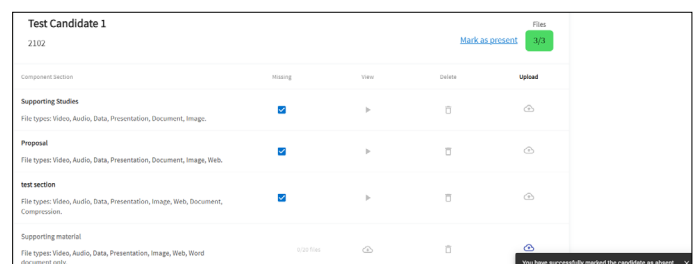
If you do not have a particular piece of work for a candidate, tick the 'Missing' box in the 'component section' table.



## Examined components – Marking a candidate as absent or present

To mark a candidate as absent, select 'Mark as absent' on their candidate card. When you mark a candidate as absent any files previously uploaded for that candidate will be automatically removed.

A notification will appear on the screen to confirm the candidate has successfully been marked as absent and any previously uploaded work has been deleted. If you make a mistake, just click 'Mark as present'. You will then be able to upload files to the 'learner section'.



## Important information

Once you have finished uploading candidates' work. You must submit it for us to receive the files. Once you have submitted your candidate's work you cannot add more files or submit any more work to us. You can log in to Submit for Assessment and add files gradually, rather than all at once. All the work you upload to Submit for Assessment will be saved automatically. It will be automatically named when you upload or 'drag and drop' it onto a candidate 'card' (see step 2).

If you realise after submitting work to us that you have made an error, for example, uploaded and submitted an incorrect file, contact us so we can discuss this with you: [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org)

# Submitting work on Submit for Assessment continued

## Submitting candidate work

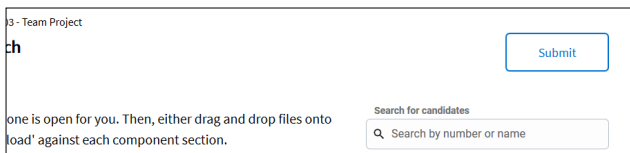
### Step 1

#### Examined work

When you have completed the learner section for all your candidates the submit button will be active.

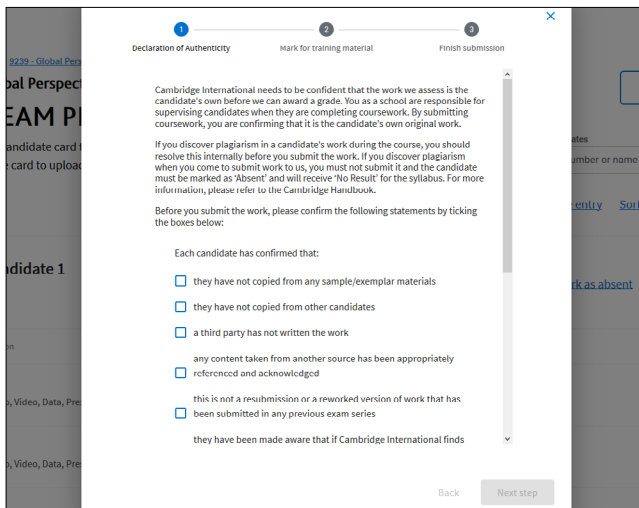
#### Moderated work

When you have uploaded the requested work for all of the requested candidates in the sample click submit.



### Step 2

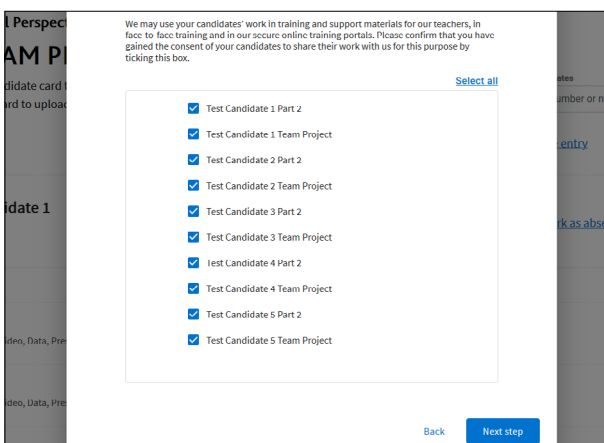
Tick each box to complete the Declaration of Authenticity. Click 'Next step'. When you upload a file, you will be able to see the upload progress displayed at the side of the screen.



### Step 3

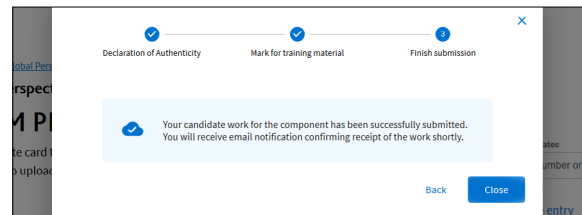
#### Examined work

On the 'Mark for training material' screen, tick the box(es) to tell us whether we can use work you have submitted to us as part of our training materials in the future. Click 'Next step'.



### Step 4

On the 'Finish submission' screen you will see confirmation that your candidate work has been submitted.



### Step 5

We will email you to confirm we have received your submission.

## Candidates not listed

If you need to submit work for a candidate, but they are not listed in Submit for Assessment, then we do not have an entry for them. If entries are still open, you can enter the candidate on Direct by following the 'Add candidate entry (Direct)' link and wait up to 24 hours for the candidate to appear on Submit for Assessment. UK centres can make entries using A2C and then wait up to 24 hours for the candidate to appear on Submit for Assessment. If the entries deadline has passed you will not be able to make entries.

## Replacing files or submitting additional files

If you need to replace or submit additional files after you have submitted candidates' work, contact us [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org). If we find that your submission is incomplete or any files need replacing, we will contact you and ask you to re-submit. If your submission is re-opened, you can upload and submit files in the same way following the steps in this guide. Please ensure you also follow any specific instructions we give you.

# Submitting work on Submit for Assessment continued

## Uploading work in bulk

Name files that you want to upload using the Bulk Upload tool using this naming convention:

Series\_SyllabusNumber\_ComponentNumber\_CentreNumber\_CandidateNumber\_ComponentSection, e.g. **June2023\_9239\_03\_AB123\_0001\_FILENAME\***

This table gives more detail about naming files:

File name section	Notes	Correct example(s)	Incorrect example(s)
Series	Enter as month (MMMM) and year (YYYY) with no spaces. The name of the month is not case sensitive.	June2023 june2023	Jun2023 June 2023 J23
Syllabus number	Enter as 4 digits, even if it begins with a 0.	0457	457
Component number	Enter as 2 digits, even if it begins with a 0.	02	2
Centre number	Enter as 5 alphanumeric characters. If your centre number includes letters these are not case sensitive.	AA001 aa001 12345	
Candidate number	Enter with or without preceding zeros.	0001 1	
Component section	Enter the name of the file that is displayed on screen, for example 'speaking test' or if a 'Supporting material' document, name it as 'Additional' and a number, e.g. 'Additional1' 'Additional2' etc. The words you use for this part of the file name must exactly match the name of the file displayed on screen within Submit for Assessment. The component section name is not case sensitive.	Speaking Test speaking test Essay essay Additional1 additional2	Jon's essay

### Important information

Files that are not named correctly will not be uploaded by the Bulk Upload tool.

### Important information

If you have difficulty using Submit for Assessment, email Customer Services: [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org)

When you have named your files correctly, you can upload them:

## Step 1

Select 'Bulk Upload'.

**Upload multiple files for this component**

Step 1 - Prepare your files    Step 2 - Select your files    Step 3 - Upload

Name files that you would like to upload using the Bulk Upload tool according to the following naming convention:  
Series\_SyllabusNumber\_ComponentNumber\_CentreNumber\_CandidateNumber\_ComponentSection, e.g. **June2020\_9239\_03\_AB123\_0001\_FILENAME\***

\*Note:  
• Files that are not named correctly will not be uploaded by the Bulk Upload tool.  
• Notes around naming files are within the below table.

Press the 'Cancel' button to close this dialogue box and name your files; or the 'Next' button if you have already named your files correctly.

File name section	Notes	Correct example(s) (✓)	Incorrect example(s) (✗)
Series	• Enter as month (MMMM) and year (YYYY) with no spaces • The name of the month is not case sensitive	June2021 june2021	Jun2021 June 2021 J21
Syllabus Number	Enter as 4 digits, even if it begins with a 0	0457	457
Component Number	Enter as 2 digits, even if it begins with a 0	02	2
Centre Number	• Enter as 5 alphanumeric characters • If your centre number includes letters these are not case sensitive	AA001 aa001 12345	
Candidate Number	Enter with or without preceding zeros	0001 1	
Component Section	• Enter the name of the file that is displayed on screen, or if a 'Supporting material' document name	Essay essay	Jon's essay

Cancel    **Next**

## Step 2

Click 'Next'.

## Step 3

Click 'Add Files' and select the files you want to upload.

## Step 4

A dialogue box will tell you if there are any problems with how you named the files. Click 'Cancel' to go and fix these issues, or upload all files without errors.

**Upload multiple files for this component**

Step 1 - Prepare your files    Step 2 - Select your files    Step 3 - Upload

1/2 files successfully added.

The following file(s) did NOT meet the conditions for upload. Manually upload these, or fix the error listed and upload again using this Bulk Upload tool:

Filename	Errors
July2020_1001_02_26122_10_AudioTest.docx	invalid file format

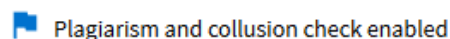
Cancel    **Upload**

## Step 5

Click 'Upload'.

## Plagiarism and collusion checker

You will see this symbol next to any component sections where we will use Turnitin to check for plagiarism and collusion:



# Reducing file sizes using HandBrake

If a file is larger than the maximum file size, you must use HandBrake to reduce the file size before uploading it to the Submit for Assessment portal.

For all files larger than 15 MB (images) or 25 GB (other accepted file types), you must use HandBrake (<https://handbrake.fr>) to reduce file sizes before uploading them to Submit for Assessment. This will reduce the time it takes to upload the files.

## Important information

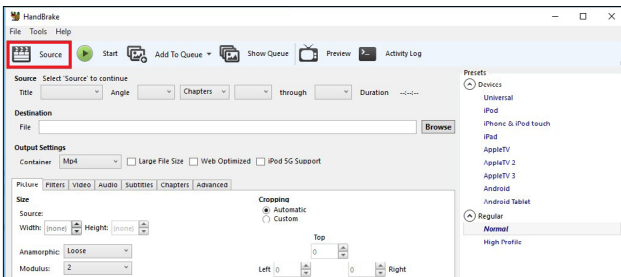
You will need administrator rights on your PC/laptop to install HandBrake. If you do not have administrator rights, the installation will fail. Please contact your centre's IT department so they can give you these rights, or install the software for you.

## 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.

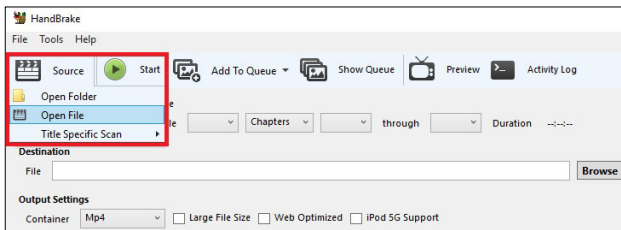
## Step 2

Open HandBrake and select 'File' from the toolbar.



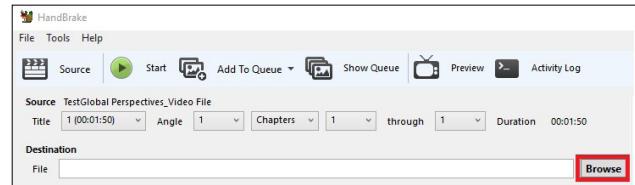
## Step 3

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



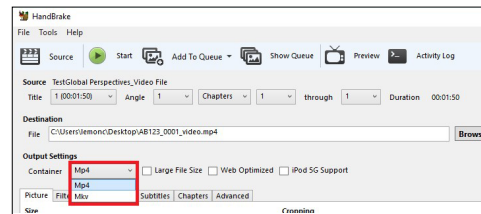
## Step 4

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



## Step 5

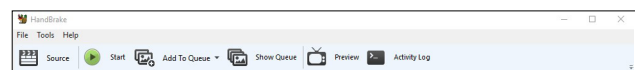
Select 'Presets' and then select 'General' and 'Fast 720p30' from the preset list.



## 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:

05.72%, FPS: 029.9, Avg FPS: 025.8, Time Remaining: 00:18:43, Elapsed: 00:01:09, Pending Jobs 0

## Step 8

When your files have been compressed, check that they play correctly before uploading them to Submit for Assessment.

**Learn more!** For more information please visit [www.cambridgeinternational.org/examsOfficers](http://www.cambridgeinternational.org/examsOfficers) or contact Customer Services on +44 (0)1223 553554 or email [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org)