



# Administrative guide

## Preparing and submitting work for Cambridge Global Perspectives™

Guidance on preparing and submitting work using **Secure Exchange** for:

- Cambridge IGCSE™ Global Perspectives (0457/03)
- Cambridge O Level Global Perspectives (2069/03).

Guidance on preparing and submitting **printed work** for:

- Cambridge International A Level Global Perspectives & Research (9239/04).

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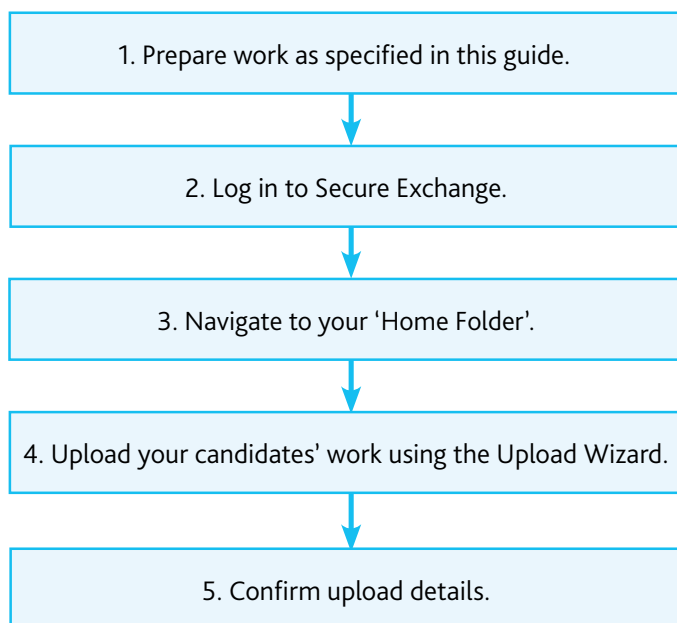
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# Introduction

If you have candidates taking the Cambridge Global Perspectives components covered by this guide, 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'.

## The process for submitting work



There is step-by-step guidance showing you how to submit work through Secure Exchange on page 9.

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.

## Important information about eSubmission



You must submit candidate work for the following components via **eSubmission** and not Secure Exchange:

- Cambridge IGCSE Global Perspectives (0457/02)
- Cambridge O Level Global Perspectives (2069/02)
- Cambridge International AS & A Level Digital Media & Design (9481/01, 02 and 03)
- Cambridge International A Level Global Perspectives & Research (9239/02 and 03).

For guidance on submitting work via eSubmission, see our website at: [www.cambridgeinternational.org/eoguide](http://www.cambridgeinternational.org/eoguide)

# Cambridge IGCSE Global Perspectives



## Important dates

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 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.

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.

## Selecting the sample of candidates' work to send to us

The criteria for selecting the sample of candidates to send to us are available on the samples database:

[www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples)



## 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 documents you need.

## Documents and administrative forms to include with your submission

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

# Cambridge IGCSE Global Perspectives continued

## Preparing work for submission

### File names

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 7 to compress any video 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\_03\_AB123

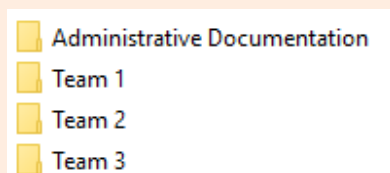
Each zip folder must not exceed 2 GB.

Upload each zip folder to Secure Exchange by following the instructions on page 9.

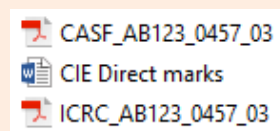
File type	Accepted formats
Video	.3g2 .3gp .avi .flv .m4a .m4v .mkv .mov .mp4 .mp4v .wmp .wmv
Audio	.3g2 .3ga .aac .aiff .amr .m4a .m4b .m4p .mp3 .wav
Spreadsheet	.xls .xlsx
Presentation	.ppt .pptx Prezi online presentation documents
Word/text docs	.doc .docx .odt .rtf .txt
Images	.gif .jpg .png .tiff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

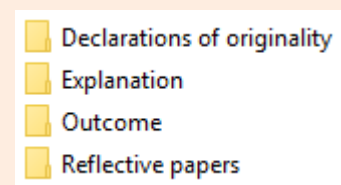
Follow the structure outlined below to organise your documents within the zip folders.



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



## Important dates

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

- June series: **30 April**.

## 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.

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

## Selecting the sample of candidates' work to send to us

The criteria for selecting the sample of candidates to send to us are available on the samples database:

[www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples)

## Documents and administrative forms to include with your submission

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

# Cambridge O Level Global Perspectives continued

## Preparing work for submission

### File names

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 7 to compress any video 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 4 and forms required for the component. Name the zip folder using the following naming convention:

Syllabus code\_Component code\_Centre number

For example: 2069\_03\_PK123

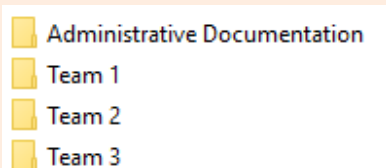
Each zip folder must not exceed 2 GB.

Upload each zip folder to Secure Exchange by following the instructions on page 9.

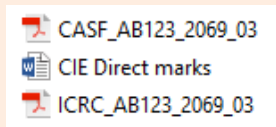
File type	Accepted formats
Video	.3g2 .3gp .avi .flv .m4a .m4v .mkv .mov .mp4 .mp4v .wmp .wmv
Audio	.3g2 .3ga .aac .aiff .amr .m4a .m4b .m4p .mp3 .wav
Spreadsheet	.xls .xlsx
Presentation	.ppt .pptx Prezi online presentation documents
Word/text docs	.doc .docx .odt .rtf .txt
Images	.gif .jpg .png .tiff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

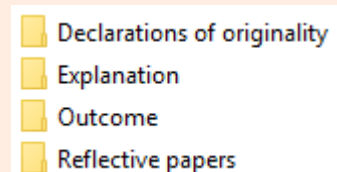
Follow the structure outlined below to organise your documents within the zip folders.



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 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 printed reports to us. For each candidate in the sample you must submit the Research Report and Research Log.

#### Important information

Do not submit Cambridge International AS & A Level Global Perspectives & Research (9239/04) through Secure Exchange. Submit a printed copy of the report 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**.

### 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:  
[www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples)

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.

### Selecting the sample of candidates' work to send to us

The criteria for selecting the sample of candidates to send to us are available on the samples database:  
[www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples)

#### 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 each exam 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
- an Oral Explanation Form for each candidate in the sample.

Copies of the forms are available on the samples database:  
[www.cambridgeinternational.org/samples](http://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.

# 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 larger than 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.

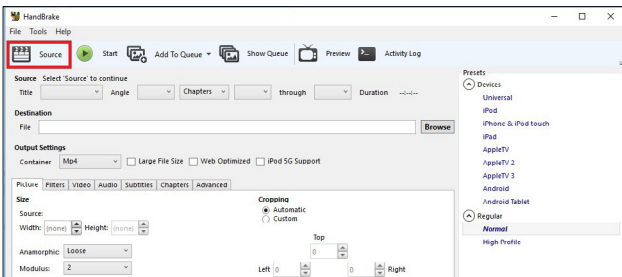
For example, HandBrake can convert a video file that is 551 MB to 43.5 MB in approximately 3 minutes and 20 seconds, which will allow you to upload the file to Secure Exchange quickly.

## Important information

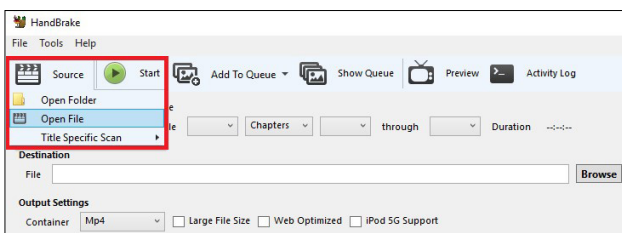
You will need administrator rights on your PC/laptop to install HandBrake. If you do not have administrator rights, the installation will fail. Please contact your centre's IT department so they can give you these rights, or install the software for you.

**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.

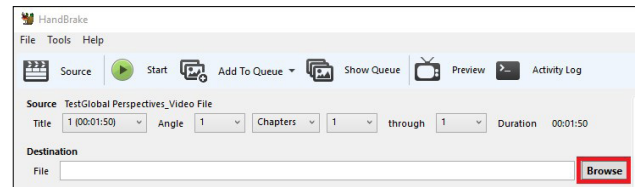
**Step 2** Open HandBrake and select 'File' from the toolbar.



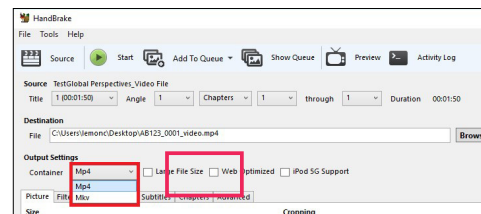
**Step 3** Locate your video file on your PC/laptop and click 'Open File'. You will see the file you are converting listed next to the 'Source' heading.



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

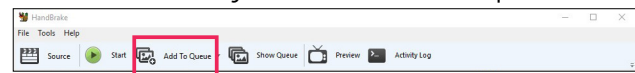


**Step 5** Select 'Presets' and then select 'General' and 'Fast 720p30' from the preset list.



**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:



**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
Yes	Yes	Yes	Yes	Yes

\* Safari on Windows is not compatible with Secure Exchange.

**Step 1** Check Secure Exchange is listed as a trusted site in 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](mailto:info@cambridgeinternational.org) if you do not have login details.

Cambridge Assessment International Education

Secure Exchange

Username  
Username

Password  
Password

[Request a password change](#)

**Security Notice**  
You are about to access a secured resource. Cambridge reserves the right to monitor/and or limit access to this resource at any time

[Sign On](#)

# Submitting work using the Upload Wizard

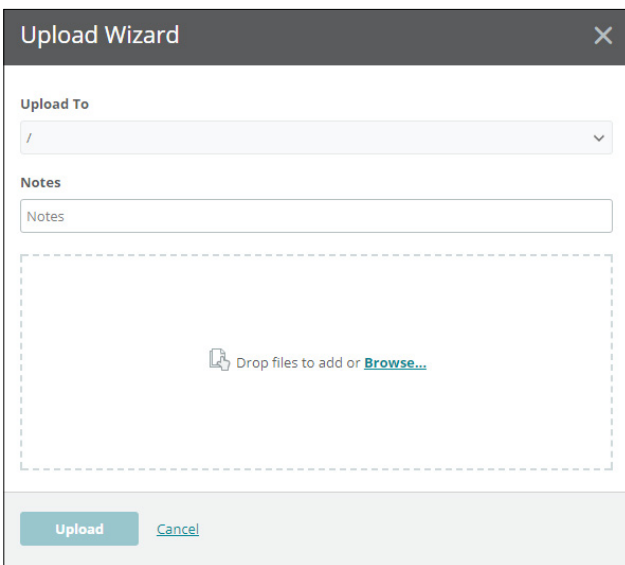
This section of the guide shows you how to upload candidates' work to Secure Exchange.

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:

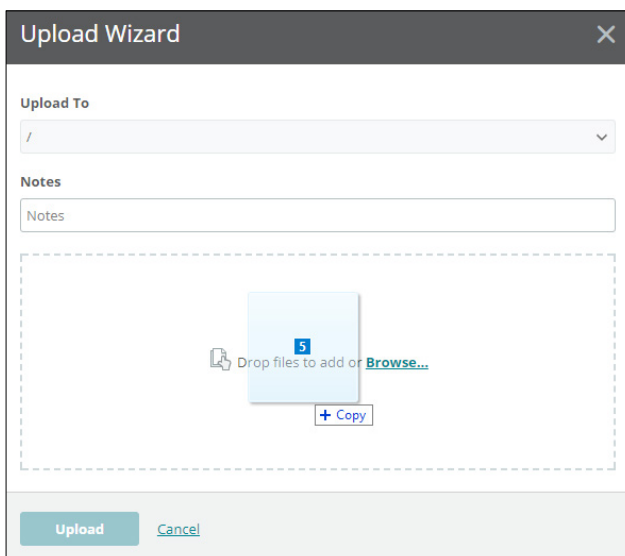
- upload files faster using drag and drop
- upload multiple files at once.

**Step 1** Log in to Secure Exchange. Click on your 'Home Folder' (IGCSE/O Level/Pre-U).

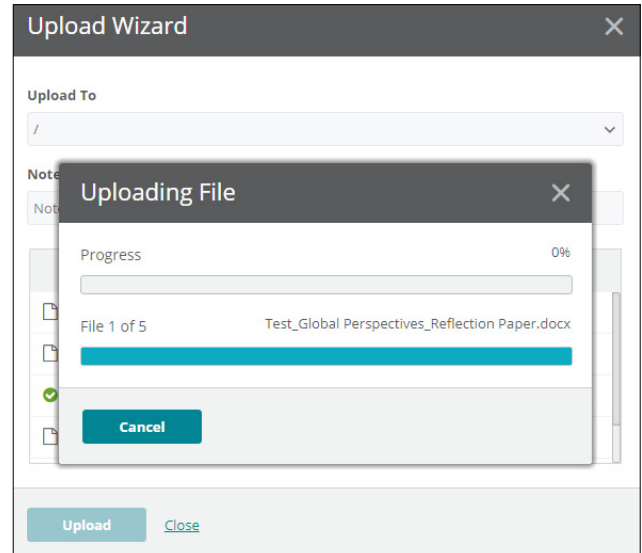
**Step 2** Select 'Upload files' and the following window will open.



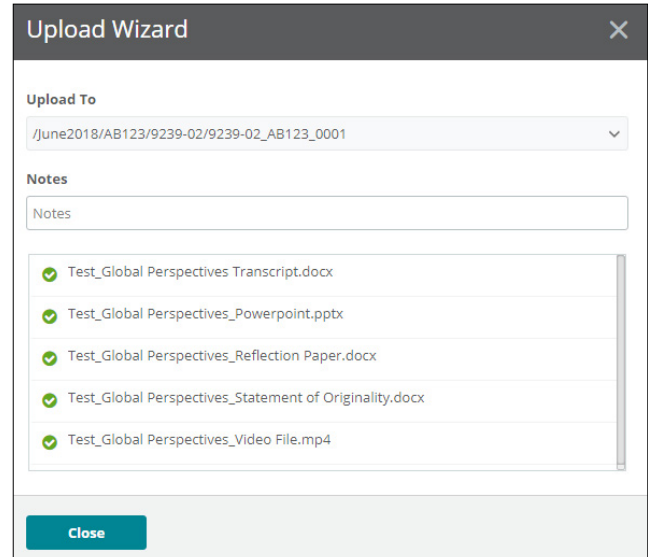
**Step 3** Click 'Browse' and locate the files for the candidate on your PC/laptop. Alternatively, drag and drop the files into the wizard.



**Step 4** Check you loaded all the correct files for the candidate. 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). Check you have uploaded the necessary files.

## Important information

If you have difficulty using Secure Exchange, please email us: [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org)

