



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

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

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

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Introduction

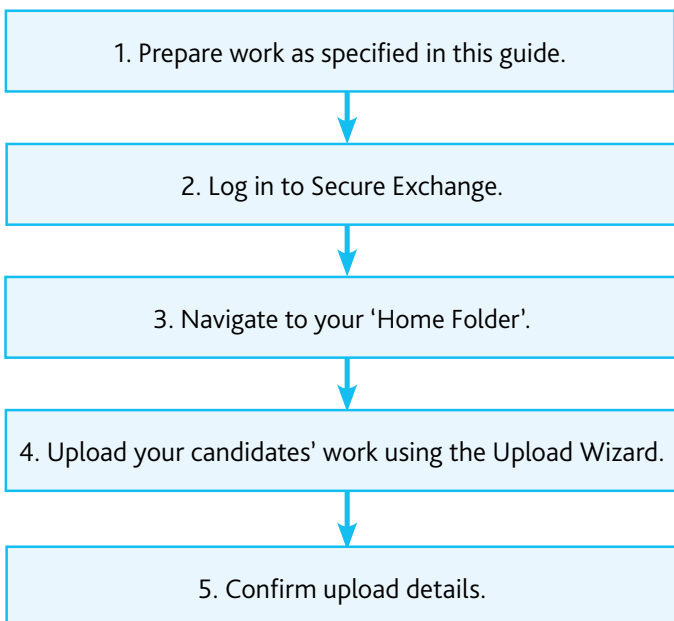
If you have candidates taking the Cambridge Global Perspectives components covered by this guide, you will need to upload externally assessed work or internally assessed samples of work using Secure Exchange.

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

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 13.

Important information about eSubmission

From 1 October 2020, 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

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. 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 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

- 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

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 to 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 to 16 entries: all candidates. • 17 to 100 entries: 15 candidates. • 101 to 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 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 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 11 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

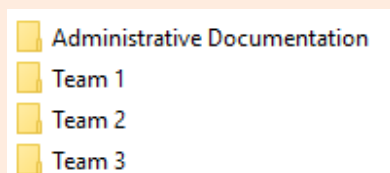
Each zip folder must not exceed 2 GB.

Upload each zip folder to Secure Exchange by following the instructions on page 13.

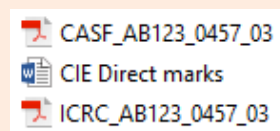
File type	Accepted formats
Video	.3g2 .3gp .avi .flv .m4a .m4v .mkv .mov .mp4 .mp4v .wmp .wmv
Audio	.3g2 .3ga .aac .aiff .amr .m4a .m4b .m4p .mp3 .wav
Spreadsheet	.xls .xlsx
Presentation	.ppt .pptx Prezi online presentation documents
Word/text docs	.doc .docx .odt .rtf .txt
Images	.gif .jpg .png .tiff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

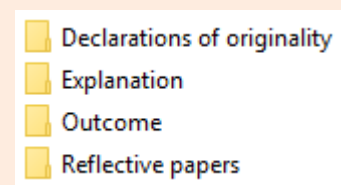
Follow the structure outlined below to organise your documents within the zip folders.



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**.

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

- 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

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 below 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 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

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 to 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 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 11 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 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_03_PK123

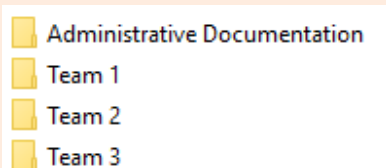
Each zip folder must not exceed 2 GB.

Upload each zip folder to Secure Exchange by following the instructions on page 13.

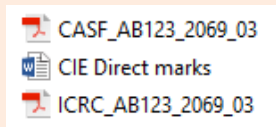
File type	Accepted formats
Video	.3g2 .3gp .avi .flv .m4a .m4v .mkv .mov .mp4 .mp4v .wmp .wmv
Audio	.3g2 .3ga .aac .aiff .amr .m4a .m4b .m4p .mp3 .wav
Spreadsheet	.xls .xlsx
Presentation	.ppt .pptx Prezi online presentation documents
Word/text docs	.doc .docx .odt .rtf .txt
Images	.gif .jpg .png .tiff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

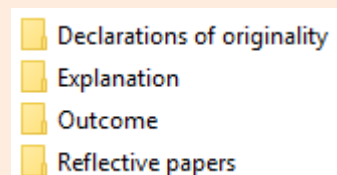
Follow the structure outlined below to organise your documents within the zip folders.



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 the Cambridge Pre-U Global Perspectives Independent Research Report (9777/04) 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 sample database for more information:
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.

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.
- 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 to 10 entries: all candidates.• 11 to 50 entries: 10 candidates.• 51 to 100 entries: 15 candidates.• 101 to 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 keep a copy of all submitted work in case it is lost or damaged in transit.</p>

Cambridge Pre-U



Deadlines

We must receive all your candidates' work for components 02 and 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 Direct by 1 March for the June series and 1 August for the November series based on your final entries. We also send printed copies of the materials 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 the '[Administrative forms – Exam day](#)' section of our website.
- 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 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**.

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 11 to compress any files larger than 500 MB.

Important information

Work for Cambridge Pre-U Global Perspectives Short Course (1340/02) and Cambridge Pre-U Global Perspectives & Research (9777/02 and 03) must be submitted via eSubmission. For guidance on preparing and submitting work via eSubmission, see our website: www.cambridgeinternational.org/eoguide

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 13.

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.

Additional syllabuses using eSubmission from June 2021

We are introducing eSubmission in phases, with the intention that all digital work will be submitted using the system within the next few years.

From the June 2021 series, you will be able to submit work for more syllabuses using eSubmission, and this will include Cambridge Pre-U Global Perspectives Short Course (1340/02 and 03) and Global Perspectives & Research (UK) (9777/02 and 03).

We will update this guide in January 2021 to include a full list of the additional syllabuses that will be using eSubmission from June 2021.

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.

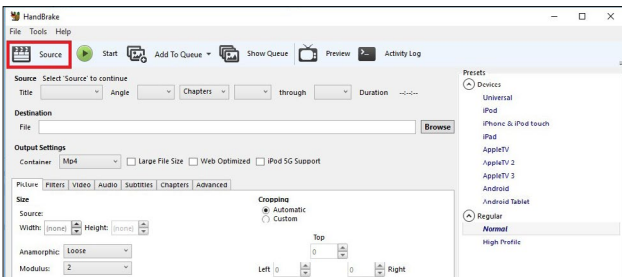
For example, HandBrake can convert a video file that is 551 MB to 43.5 MB in approximately 3 minutes and 20 seconds, which will allow you to upload the file to Secure Exchange quickly.

Important information

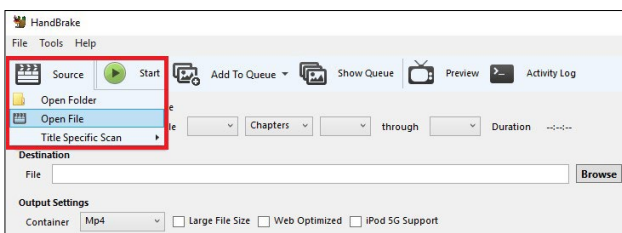
You will need administrator rights on your PC/laptop to install HandBrake. If you do not have administrator rights, the installation will fail. Please contact your centre's IT department so they can give you these rights, or install the software for you.

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.

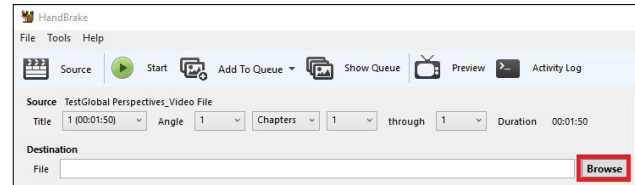
Step 2 Open HandBrake and select 'File' from the toolbar.



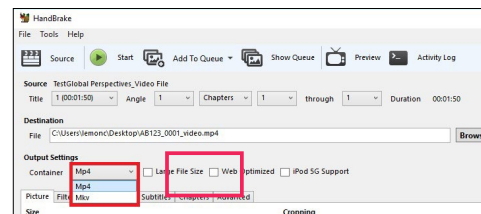
Step 3 Locate your video file on your PC/laptop and click 'Open File'. You will see the file you are converting listed next to the 'Source' heading.



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

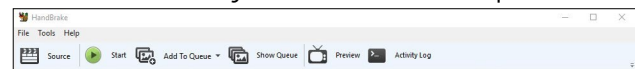


Step 5 Select 'Presets' and then select 'General' and 'Fast 720p30' from the preset list.

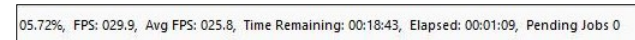


Step 6 Click 'Start Encode' to start the compression. Depending on your computer's speed and size of the file, this operation could take several minutes.

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 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.

Submitting work using the Upload Wizard

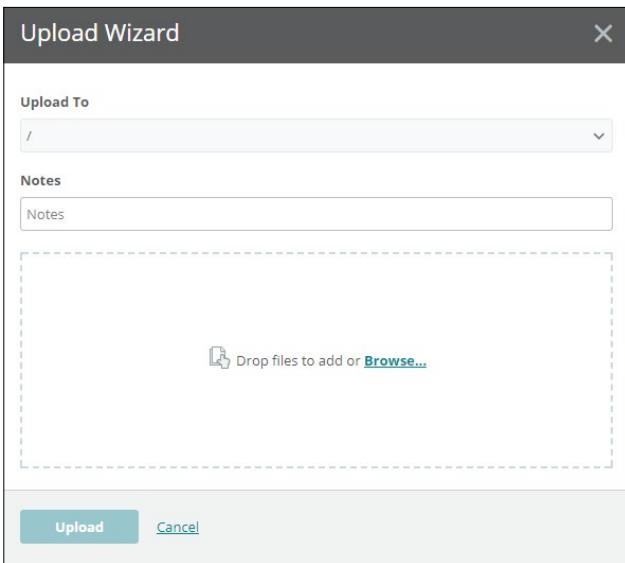
This section of the guide shows you how to upload candidates' work to Secure Exchange.

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:

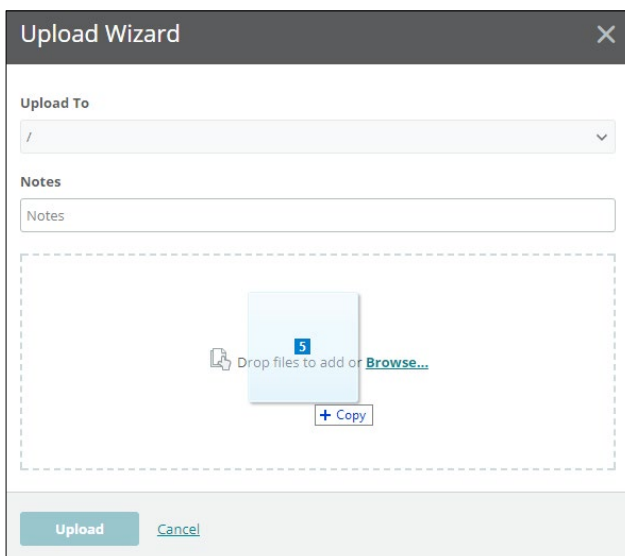
- upload files faster using drag and drop.
- upload multiple files at once.

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

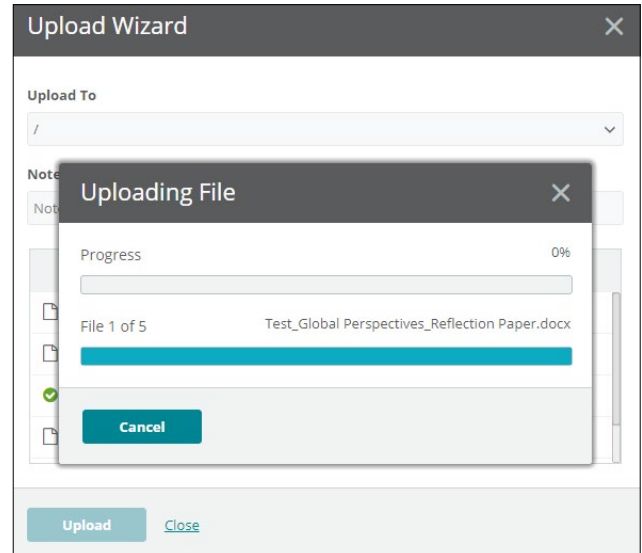
Step 2 Select 'Upload files' and the following window will open.



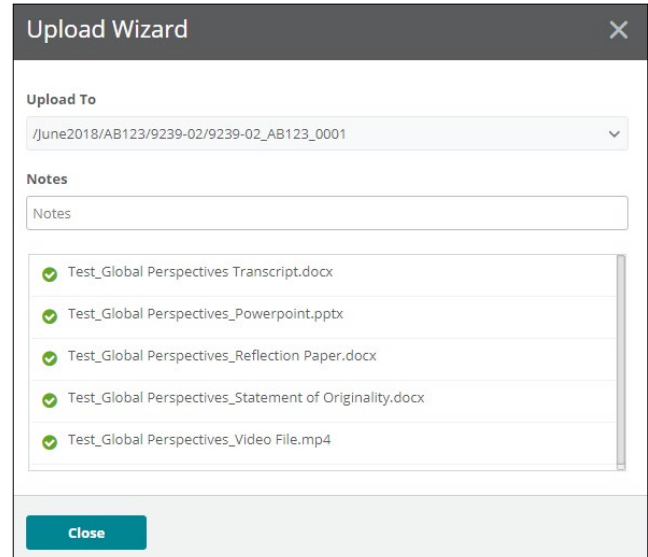
Step 3 Click 'Browse' and locate the files for the candidate on your PC/laptop. Alternatively, drag and drop the files into the wizard.



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 Customer Services: info@cambridgeinternational.org