



# Using the Quality Assurance portal: a user guide

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## Introduction

Once you have submitted your school-assessed grades to us, you will also need to submit evidence to us so that we can quality assure your candidates' grades. All schools will be initially asked to send us information for at least one syllabus for which they are submitting school-assessed grades. We will contact you by email to tell you which syllabus and which candidates we want to sample.

When you access the portal to submit your evidence, you will need:

- The Rationale Document for the requested syllabus
- The required pieces of evidence for each of the requested candidates
- The individual grades you have awarded to each of those pieces of evidence

This information must be submitted **within 5 days** of the date you receive the email from Cambridge International about the evidence submission process.

# Logging in

You log into the Quality Assurance portal for submitting evidence through [Direct](#), using your normal login.

## CIEDirect

The online tool for Cambridge Exams Officers



### Log in

Username:

Password:  [Forgotten your password?](#)

### Welcome to CIE Direct

CIE Direct is a website for Cambridge exams officers to submit entries, view results and exchange information with Cambridge securely. It can only be used by approved Centres.

All use is subject to the [Terms and Conditions](#).

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The portal runs differently on some web browsers. We recommend you use Google Chrome when logging in.

Once you are logged in to Direct, you will see there's a tab in the top navigation for 'QA portal' – click here:

## CIEDirect

The online tool for Cambridge Exams Officers



Go to other CIE sites:

- Home
- Bulletins
- My Messages - 4
- Administer Exams
- QA portal**
- Support Materials
- Ask CIE
- [Log out](#)

You have **4 new secure messages**

### New features

- ▶ submit your entries online
- ▶ keep an eye on upcoming dates and deadlines via the 'Dashboard'
- ▶ download reports so your candidates can check their entry details
- ▶ create timetables based on your Centre's eligibility and entries
- ▶ produce timetable clash reports.
- ▶ submit your internally assessed marks online
- ▶ submit your forecast grades online

## Welcome to CIE Direct

The online tool for Cambridge Exams Officers

**Latest bulletins** [View all bulletins >](#)

**Administer exams** [View Dashboard >](#)

**Download and upload files**  
Exchange files securely with CIE using [File Exchange](#).

**View entries and results**  
[View your entries and results](#) by qualification or by Candidate.

**Manage the Candidate results website**  
Set up and administer access to your [Candidate results website](#).

Last login: Monday, 17 May 2021 - 04:16 PM BST



### CIE Direct Support

- [CIE Direct factsheet](#)
- [CIE Direct User Guide](#)

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On the next screen, click on 'Quality Assurance portal' and you'll be taken through to the portal.

**CIEDirect**  
The online tool for Cambridge Exams Officers

Cambridge Assessment International Education

Go to other CIE sites:

[Log out](#)

[Home](#) [Bulletins](#) [My Messages - 4](#) [Administer Exams](#) [QA portal](#) [Support Materials](#) [Ask CIE](#)

If you have submitted school-assessed grades, you will also need to submit evidence to us so that we can quality assure your candidates' grades. You will receive a separate email from Cambridge International telling you to submit evidence for specific candidates and explaining what you need to do. You will need to submit the evidence that we have requested through the Quality Assurance portal. Click below to access the portal.

When you access the portal, you will need:

- ▶ The Rationale Document for the requested syllabus
- ▶ The required pieces of evidence for each of the requested candidates
- ▶ The individual grades you have awarded to each of those pieces of evidence

This information must be submitted within **5 days** of the date you receive the email from Cambridge International about the evidence submission process.

[Quality Assurance portal](#)

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Cambridge Assessment

## Starting in the portal

This is the first view you will see. If we have contacted you to tell you which syllabus we want to sample, you will see this syllabus here, as in the image below. If we've not yet contacted you to tell you which syllabus we want to sample, you won't see anything listed here.

Cambridge Assessment International Education

Help and Contact

Centre Admin  
Centre XX123

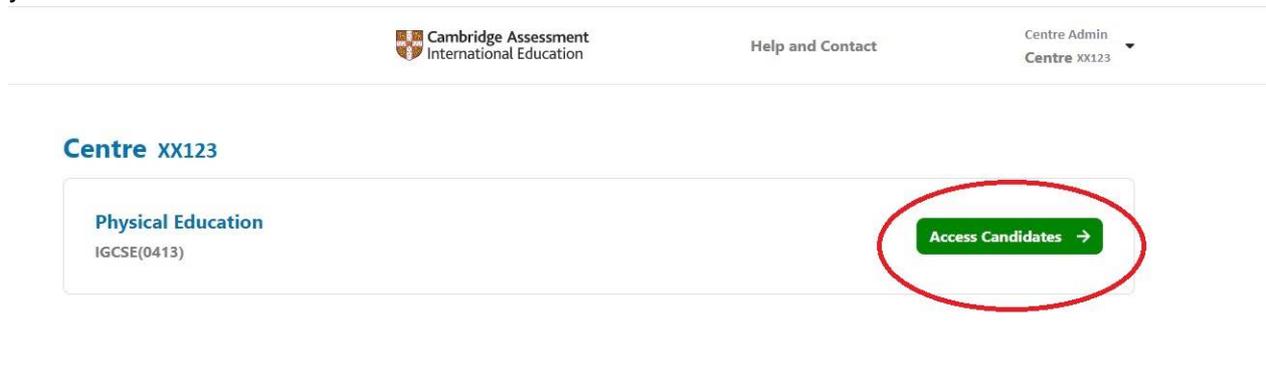
**Centre XX123**

**Physical Education**  
IGCSE(0413)

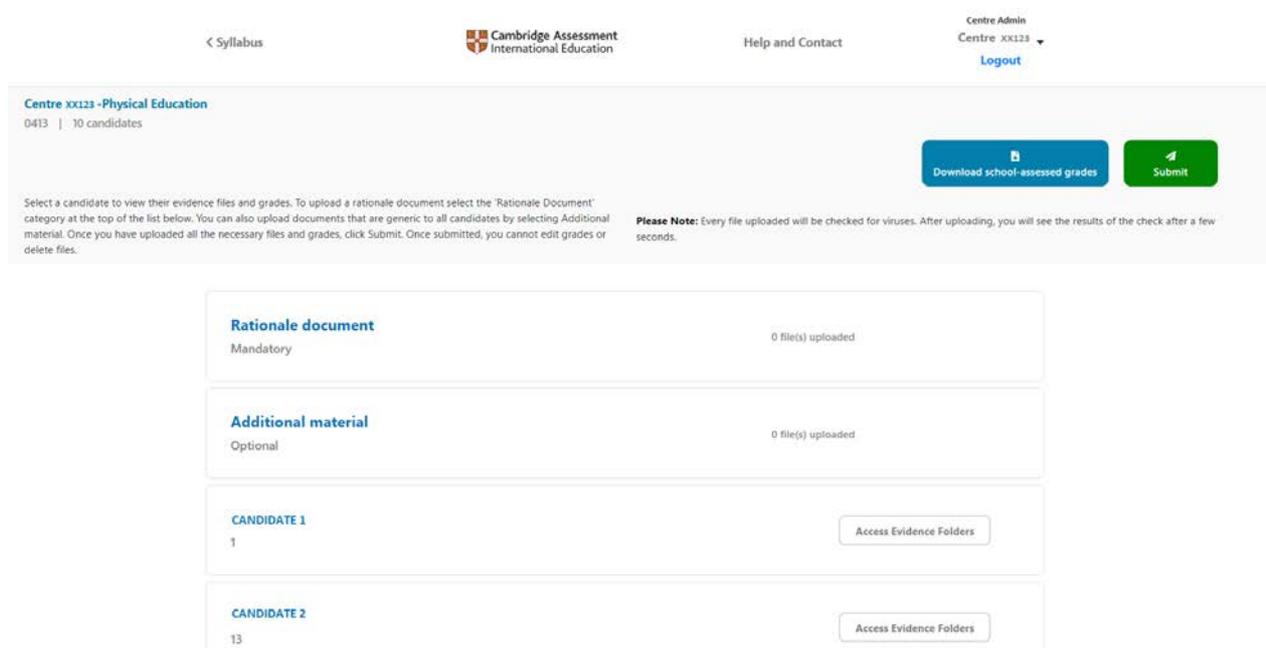
[Access Candidates →](#)

The system will time out an hour after you log in, so if the process takes you longer than an hour you will need to log in again. If you take over an hour and the portal times out, files already uploaded will be saved in the portal, but you might lose any files that were midway through uploading when the system timed out.

Your first view shows the syllabus for which we want you to submit evidence. Most centres will see only one syllabus here. Click through to 'Access Candidates' to view what we need from you.



This is what you will see on the next screen:



To help you in this part of the process, you can download the grades that your teachers allocated to each candidate in the sample by clicking 'download school-assessed grades'.

Centre Admin  
Centre XX123  
Logout

Centre XX123 - Physical Education  
0413 | 10 candidates

Select a candidate to view their evidence files and grades. To upload a rationale document select the 'Rationale Document' category at the top of the list below. You can also upload documents that are generic to all candidates by selecting Additional material. Once you have uploaded all the necessary files and grades, click Submit. Once submitted, you cannot edit grades or delete files.

**Please Note:** Every file uploaded will be checked for viruses. After uploading, you will see the results of the check after a few seconds.

Download school-assessed grades Submit

<b>Rationale document</b> Mandatory	0 file(s) uploaded
<b>Additional material</b> Optional	0 file(s) uploaded
<b>CANDIDATE 1</b> 1	Access Evidence Folders
<b>CANDIDATE 2</b> 13	Access Evidence Folders

You might find this useful if you didn't personally upload the grades for the syllabus that we are sampling.

## Uploading the Rationale Document

The first thing we ask you to upload is the Rationale Document. Please click on the blue 'Rationale Document' link to do so.

Centre Admin  
Centre XX123  
Logout

Centre XX123 - Physical Education  
0413 | 10 candidates

Select a candidate to view their evidence files and grades. To upload a rationale document select the 'Rationale Document' category at the top of the list below. You can also upload documents that are generic to all candidates by selecting Additional material. Once you have uploaded all the necessary files and grades, click Submit. Once submitted, you cannot edit grades or delete files.

**Please Note:** Every file uploaded will be checked for viruses. After uploading, you will see the results of the check after a few seconds.

Download school-assessed grades Submit

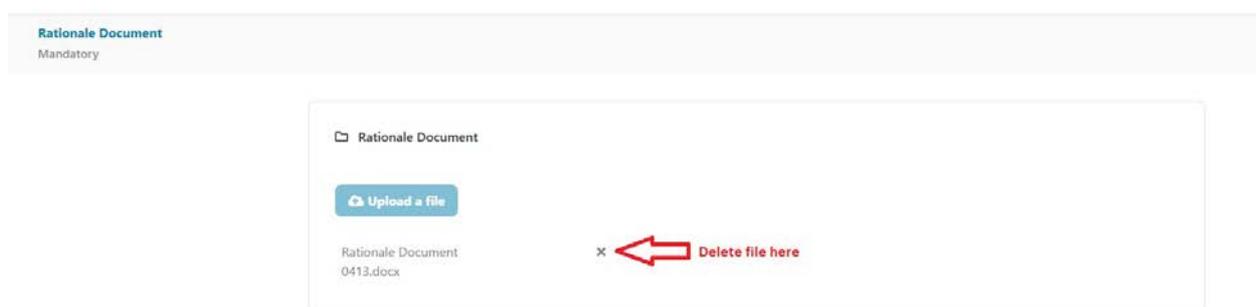
<b>Rationale document</b> Mandatory	0 file(s) uploaded
<b>Additional material</b> Optional	0 file(s) uploaded
<b>CANDIDATE 1</b> 1	Access Evidence Folders
<b>CANDIDATE 2</b> 13	Access Evidence Folders

It's mandatory that you provide this for the syllabus we are sampling. You will not be able to submit your evidence to us without uploading the syllabus Rationale Document as part of your sample.

Once you've clicked on 'Rationale Document' you will see the view below and can use 'Upload a file' to upload the Rationale Document for the syllabus.



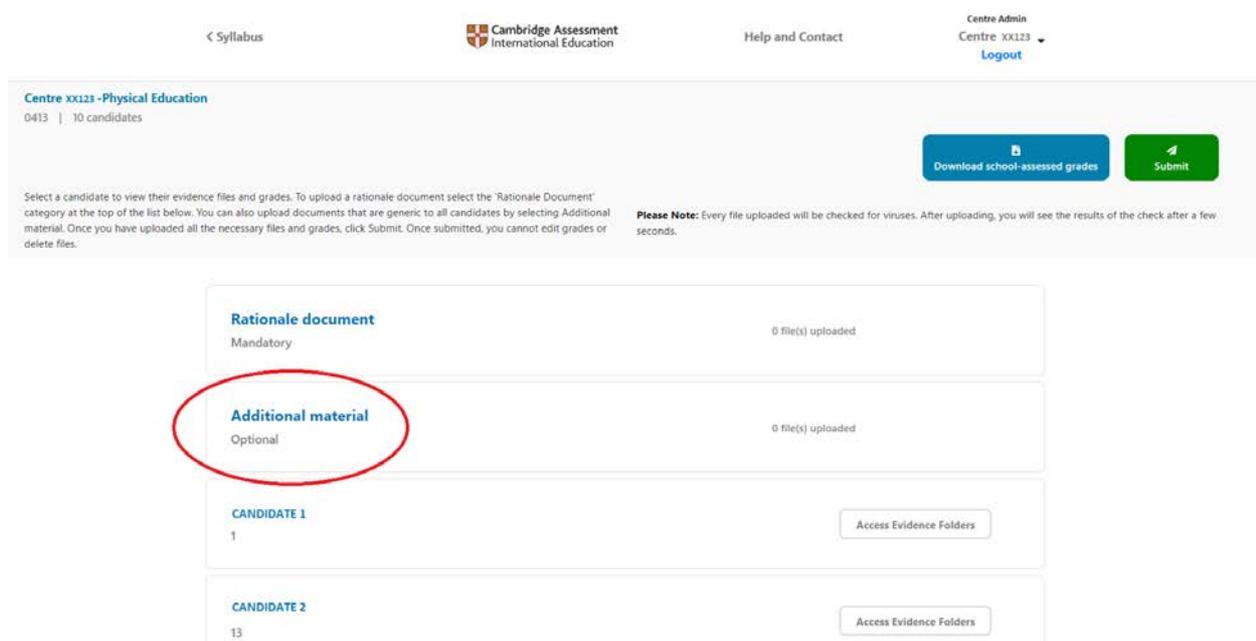
If you've uploaded the wrong file, you can delete it by clicking on the cross.



You can delete and replace any file you've uploaded in the Quality Assurance portal prior to submission.

## Uploading Additional Material

You'll see there is a section for Additional Material in the portal, which is an optional section.



You can add any additional material here. This is supporting information, which applies to all of the candidates in the sample. You will upload the evidence for individual candidates into the named candidate folders.

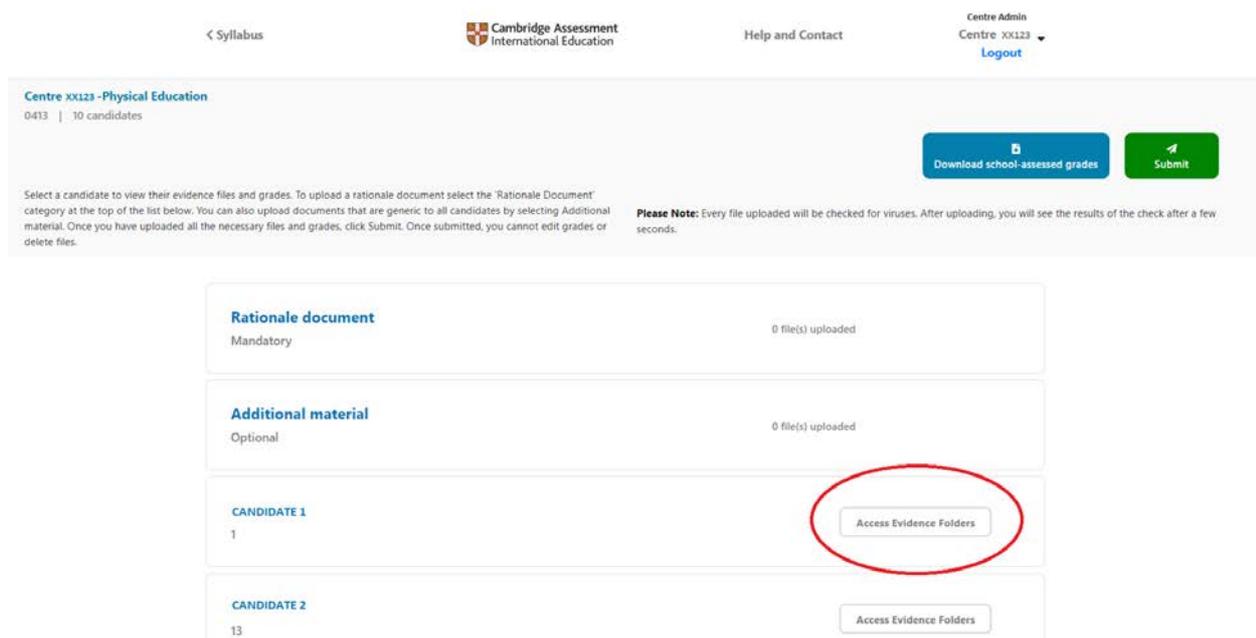
For example, this might be mark schemes and grade thresholds if you have created your own internal test, or anything else referenced in your Rationale Document that an assessment specialist would need to see in order to understand how you've judged the students' achievements.



You can upload up to 10 files in the 'Additional material' folder.

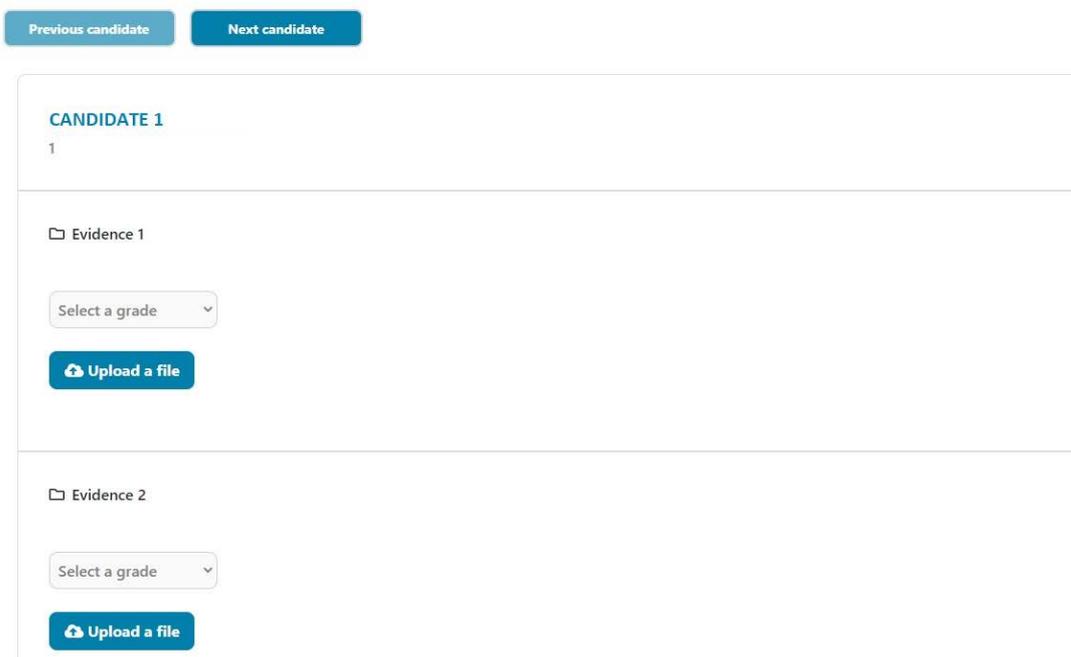
## Uploading candidate evidence and allocating grades to the evidence

To upload evidence for the candidates requested in the sample, click 'Access Evidence Folders'. This opens the folder for that candidate.



You can submit each candidate's three pieces of evidence here. The only exceptions to the requirement for three pieces of evidence is for Cambridge International A Level Global

Perspectives and Research (9239), Cambridge Pre-U Global Perspectives and Research (0977) and Cambridge IPQ (9980) - only one piece of evidence is required in these three cases.



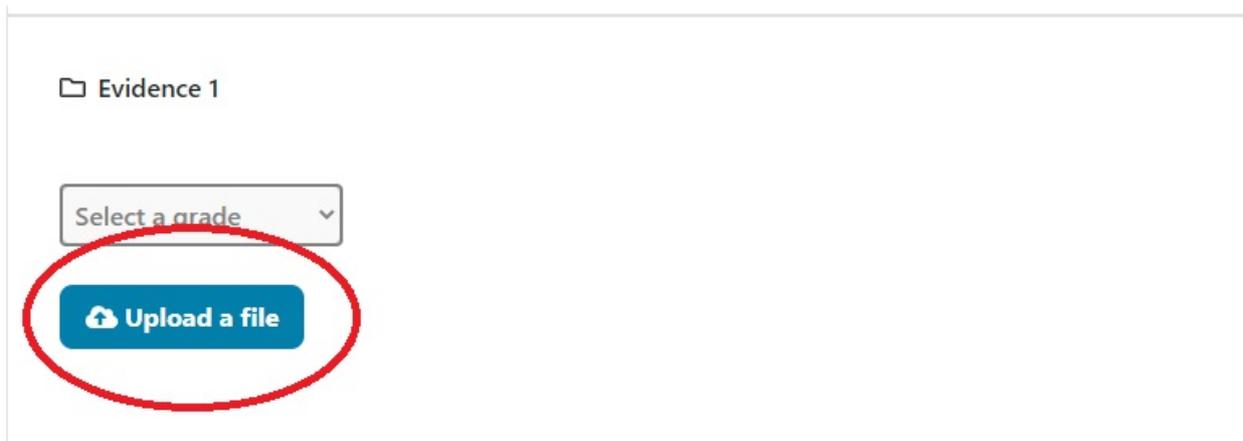
The screenshot shows the 'Previous candidate' and 'Next candidate' buttons at the top. Below them is a section for 'CANDIDATE 1' with a sub-section for 'Evidence 1'. This section contains a 'Select a grade' dropdown menu and an 'Upload a file' button. A second, identical section for 'Evidence 2' is visible below it.

The portal accepts most common file types, including Word documents, audio files, images, data files, presentations, video files and web files. You can see a full list of acceptable file types [on our website](#).

If your file is over the maximum size that the portal can accept, which is 15MB for image files or 5GB for all other file types, you must reduce that file's size using a tool like [Handbrake](#). This is the same software that we recommend you use to reduce file sizes when making other e-submissions. There is [step-by-step guidance for using HandBrake on our website](#).

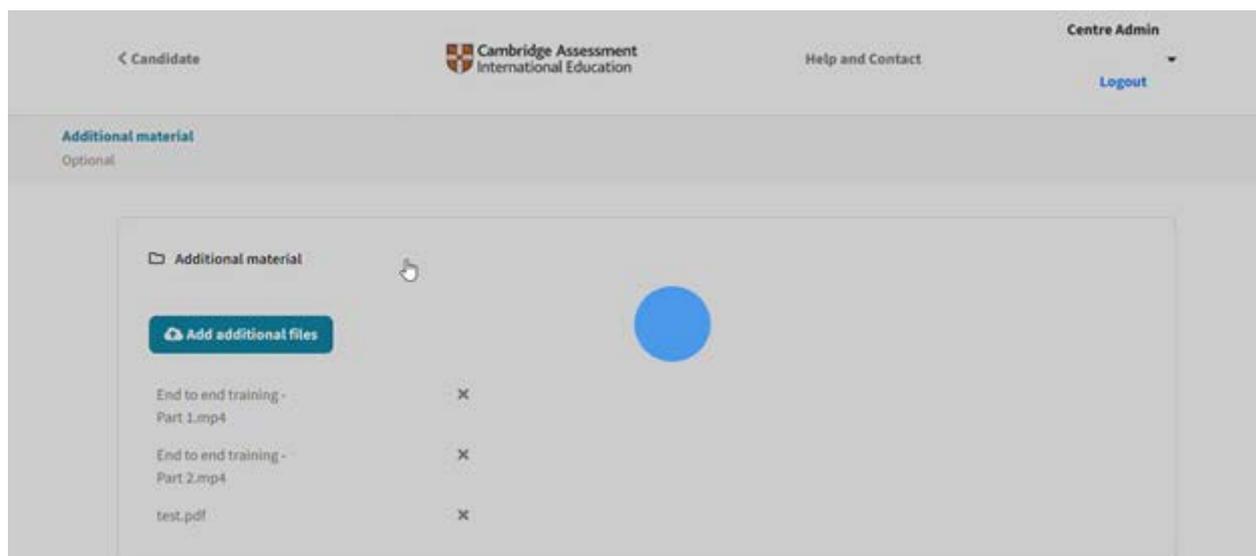
You can upload up to 10 files to complete each piece of evidence – so a combination of files can be submitted as part of one piece of evidence. For example, a practical test might include a video of the activity, supporting material such as data sheets and teacher marks and feedback.

If the file size is less than 5GB (or less than 15MB for an image file), you can upload it using the button below.

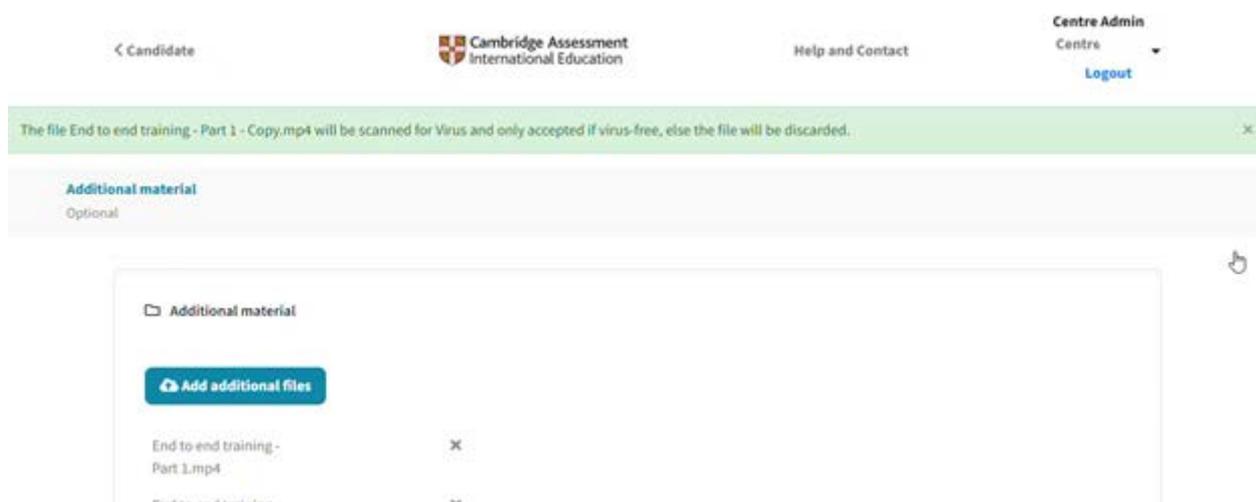


This is a close-up of the 'Evidence 1' section, showing the 'Select a grade' dropdown menu and the 'Upload a file' button. The 'Upload a file' button is circled in red to highlight it.

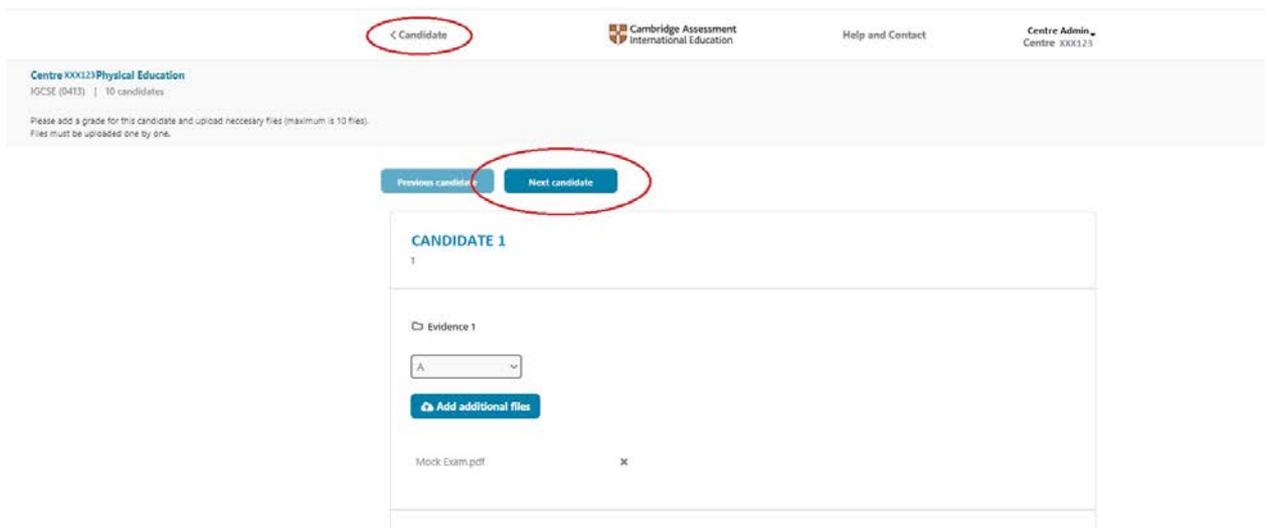
Locate the file you wish to upload, and click 'Open'. The file will now be uploaded. You will see a blue circle icon appear on screen while the file processes.



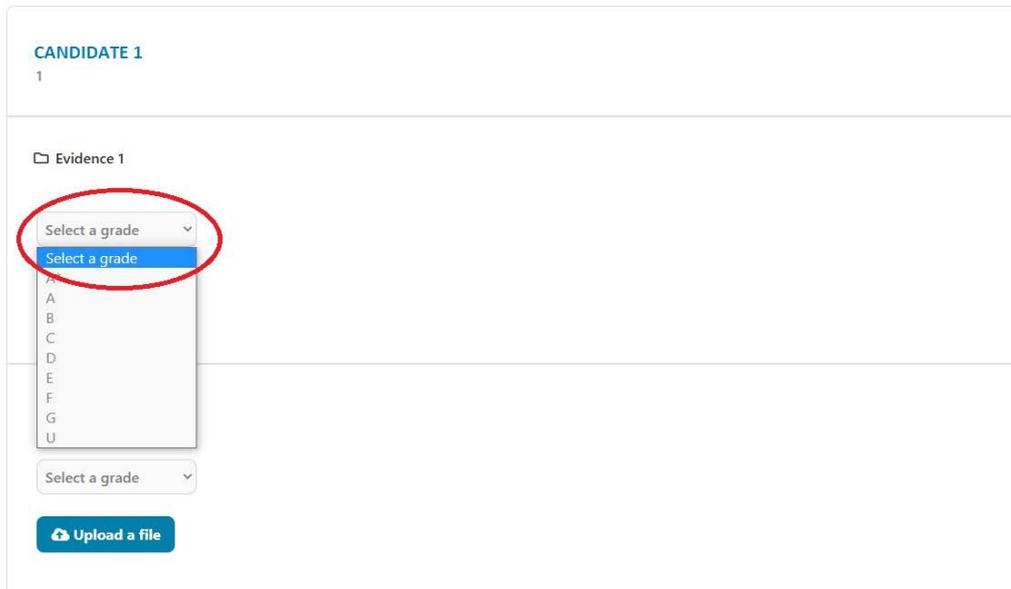
The following message will appear on screen: The file will now be scanned for viruses. If the file passes the virus check, it will appear in the folder. If the file fails the virus check, it will not be uploaded into the folder.



You will need to tell us the grade awarded to each piece of evidence using the drop-down list.



Please note that in the case of syllabuses which are available as an AS and an A Level, the full grade set is available and all grades are displayed in upper case, even if you are telling us an AS Level grade. Please remember that the A\* grade is not available at AS Level, even though you will see it in the drop-down list of grades.



If you upload a file in error, you can delete it using the grey cross, here:

Previous candidate

Next candidate

### CANDIDATE 1

1

Evidence 1

A

Add additional files

Mock Exam.pdf

x  Delete file here

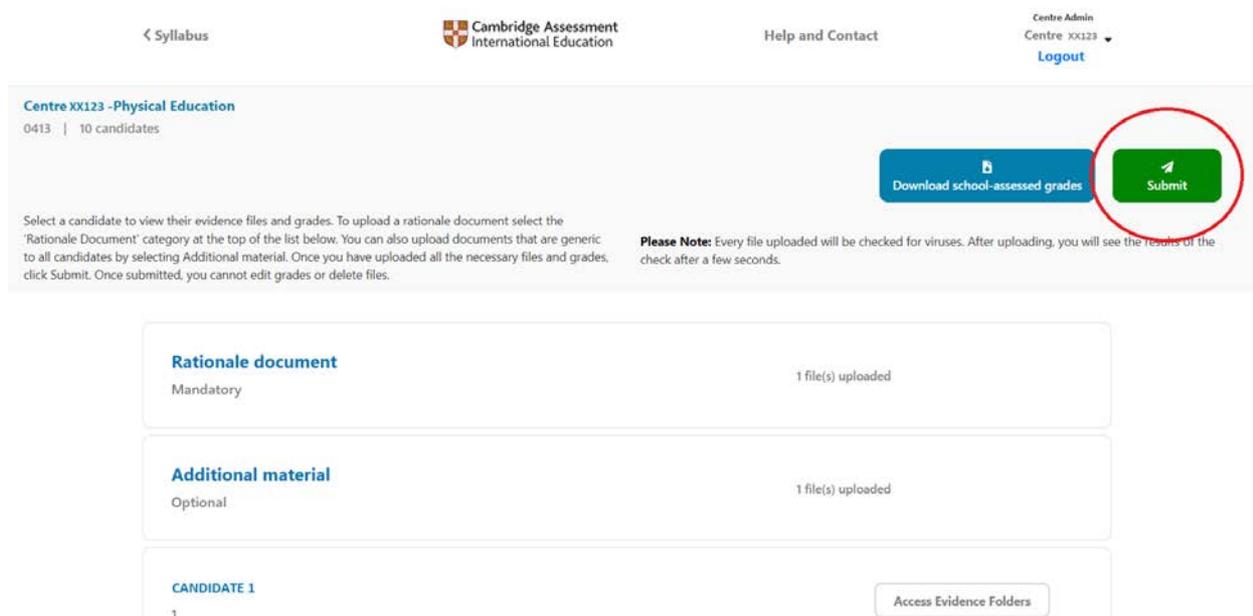
Please take care to **upload every piece of evidence** when working through this part of the process. If you assign grades but forget to upload the relevant file, the portal will still accept the submission. If we find evidence missing when we come to review, this will slow down your Quality Assurance process.

**If you are not able to provide three pieces of evidence for a candidate, this may result in this candidate not receiving a grade for the syllabus.**

From this view, you can move to 'Next candidate', or you can move back to the overview of all candidates using the '< Candidate' link.

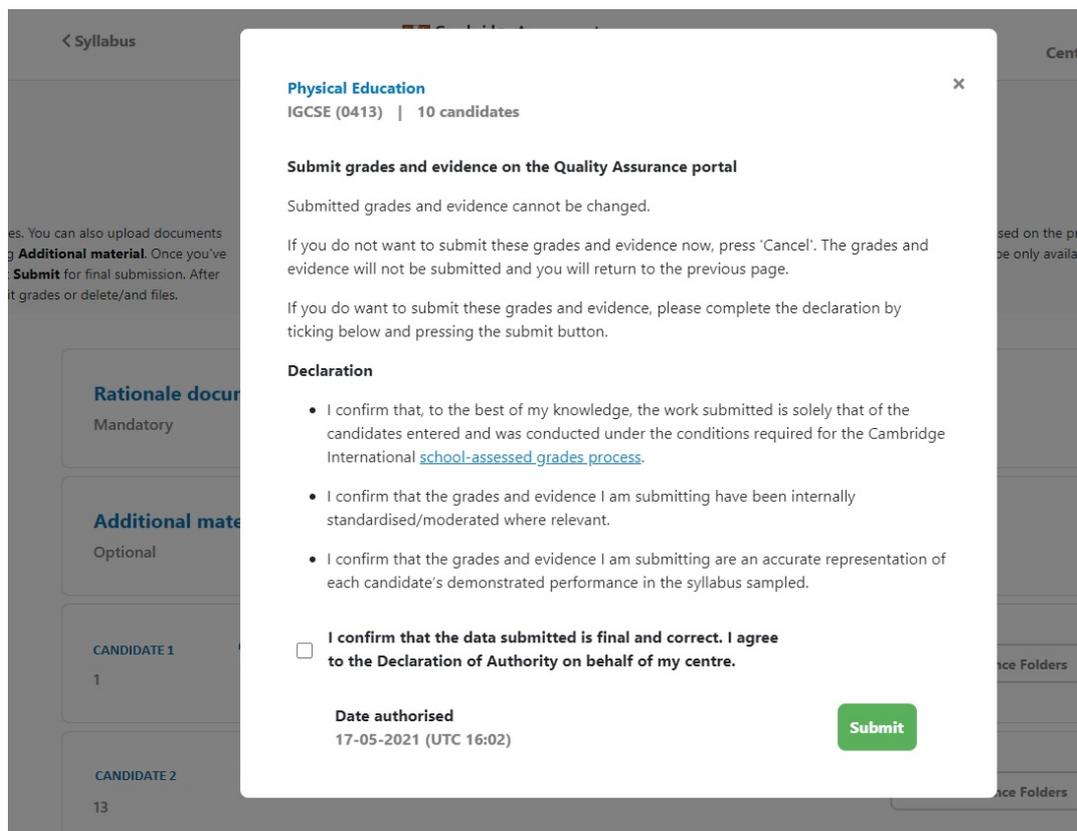
## Submitting your evidence

Once you have uploaded all of the evidence for the candidates in the sample, and you have included the Rationale Document, you can submit your evidence to us using the green button.



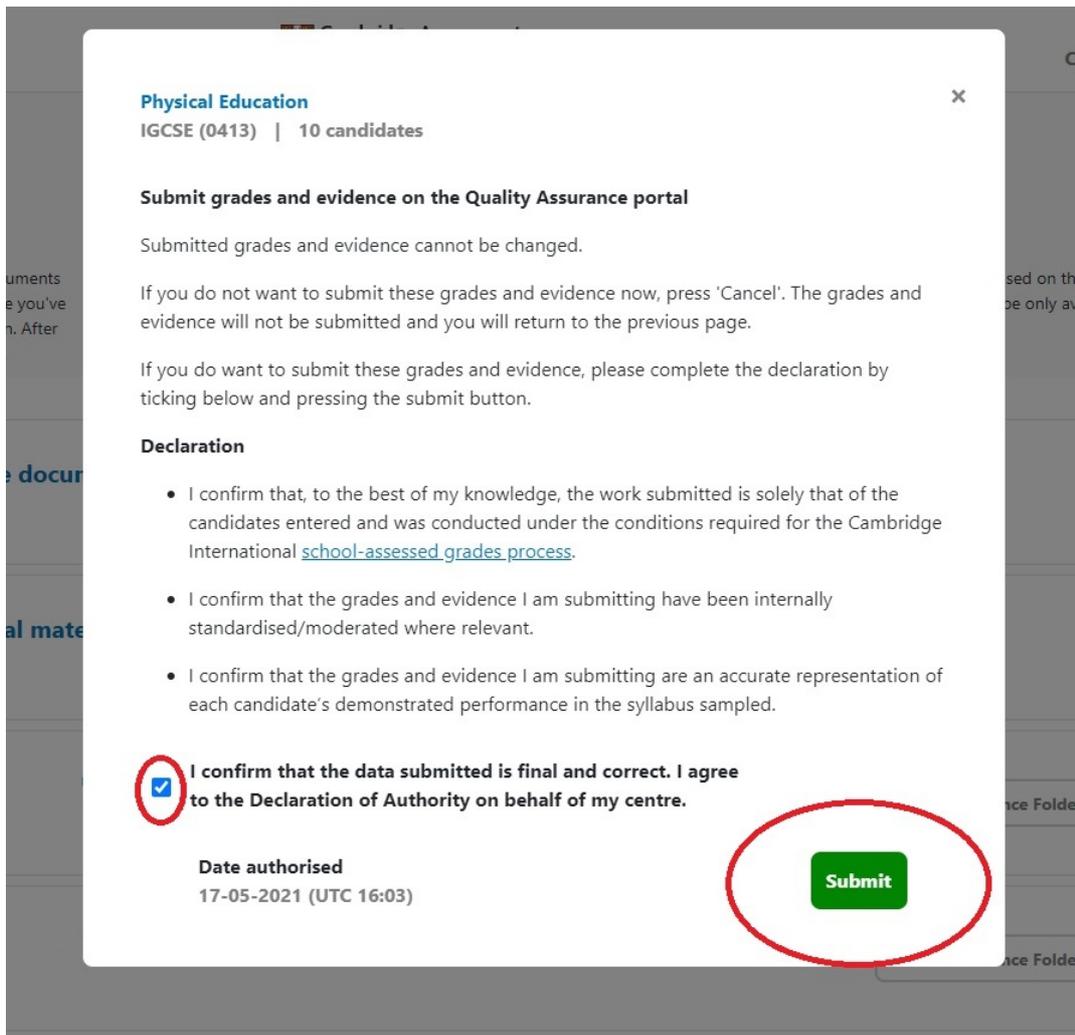
The screenshot shows the Cambridge Assessment International Education Quality Assurance portal. At the top, there are navigation links: '< Syllabus', the Cambridge Assessment International Education logo, 'Help and Contact', and 'Centre Admin Centre XX123 Logout'. The main content area is titled 'Centre XX123 - Physical Education' with '0413 | 10 candidates'. On the right, there are two buttons: 'Download school-assessed grades' and a green 'Submit' button circled in red. Below this, there is a 'Please Note' section: 'Please Note: Every file uploaded will be checked for viruses. After uploading, you will see the results of the check after a few seconds.' The main content area is divided into three sections: 'Rationale document' (Mandatory, 1 file(s) uploaded), 'Additional material' (Optional, 1 file(s) uploaded), and 'CANDIDATE 1' (1, with an 'Access Evidence Folders' button).

A declaration will appear before you can submit the grades to us.



This explains that once the evidence and the grades you've awarded for each piece have been submitted, they cannot be changed. It includes a declaration, asking you to confirm that, to the best of your knowledge, the work is solely that of the candidates entered, and was conducted under the conditions that we set out in our guidance. You will also be confirming that the grades have been internally standardised and moderated where relevant, and that the evidence is an accurate representation of each candidate's performance.

Once you've pressed the submit button, you **cannot** go back in and upload additional files, or delete the files.



Once you have pressed 'Submit', your evidence will be sent to us. We will be in touch if you need to take any further action.

If you are concerned that you've made an error or left something out of your submission, please contact us on [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org).

Otherwise, your Quality Assurance submission is now complete.