



**Cambridge Assessment**  
International Education

# Secure Exchange user guide

November 2021 evidence submission

Guidance for centres on using  
Secure Exchange to submit  
evidence for post-results  
checks and appeals

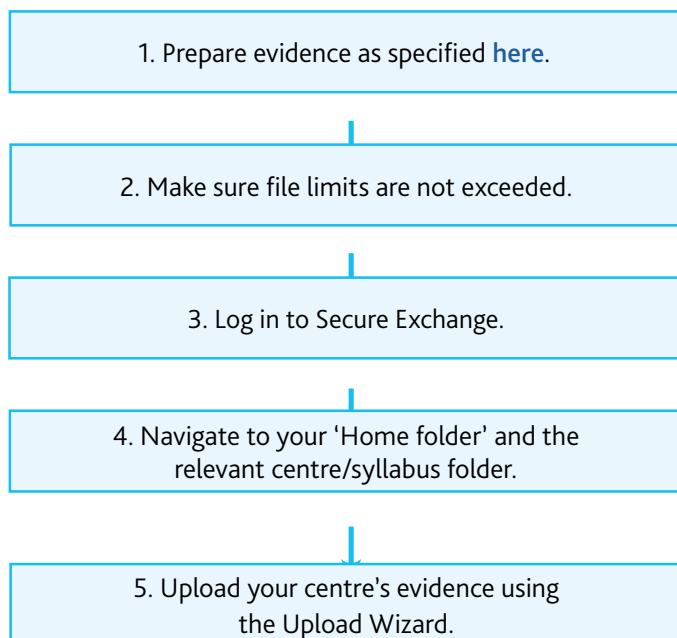
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This guide tells you how to prepare and submit your centre's evidence through Secure Exchange.

Please submit all the evidence we have asked for. Once you have gathered the evidence for the post-results check, you must prepare the files and folders and upload them to Secure Exchange as instructed 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 6.

# Preparing evidence for submission

## File names

Centre number	Candidate number	Syllabus code	Description
AB123	0009	9231	Evidence 1, 2 or 3

For example: AB123\_0009\_9231\_Evidence\_1

## File sizes

Each file **must not** exceed 500 MB. Follow the instructions on page 3 to compress any files larger than 500 MB.

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

# Reducing file sizes using HandBrake

The maximum file size for a single multimedia video file is 500 MB. Video files must not be larger than 500 MB. The quality of the video files does not need to exceed 720p (1280 x 720 or 16:9 aspect ratio).

For all files 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.

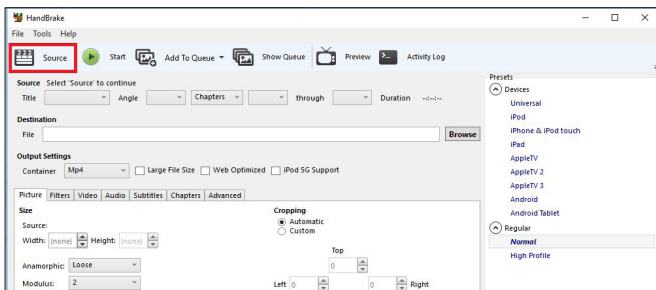
For example, HandBrake can convert a video file that is 551 MB to 43.5 MB in approximately 3 minutes and 20 seconds, which will allow you to upload the file to Secure Exchange quickly.

## Important information

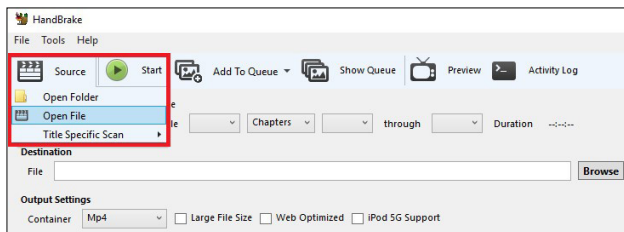
You will need administrator rights on your PC/laptop to install HandBrake. If you do not have administrator rights, the installation will fail. Please contact your centre's IT department so they can give you these rights, or install the software for you.

**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.

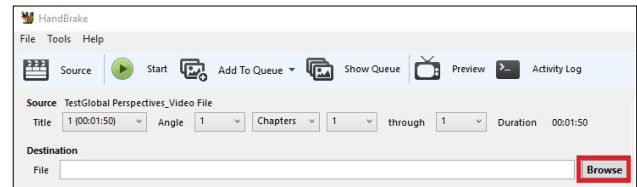
**Step 2** Open HandBrake and select 'File' from the toolbar.



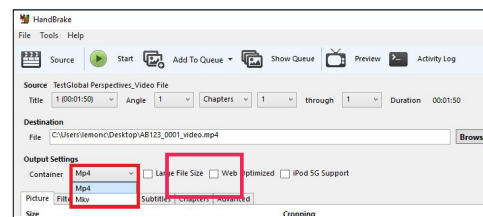
**Step 3** Locate your video file on your PC/laptop and click 'Open File'. You will see the file you are converting listed next to the 'Source' heading.



**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.

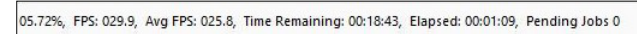


**Step 6** Click 'Start Encode' to start the compression. Depending on your computer's speed and size of the file, this operation could take several minutes.

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

The 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

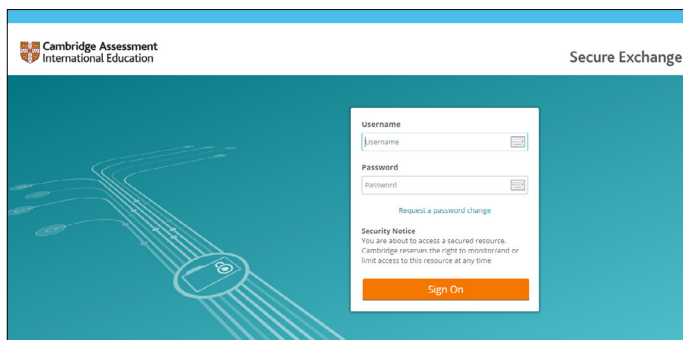
\* Safari on Windows is not compatible with the Secure Exchange.

**Step 1** Check the 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>

Log in using your Secure Exchange username and password.

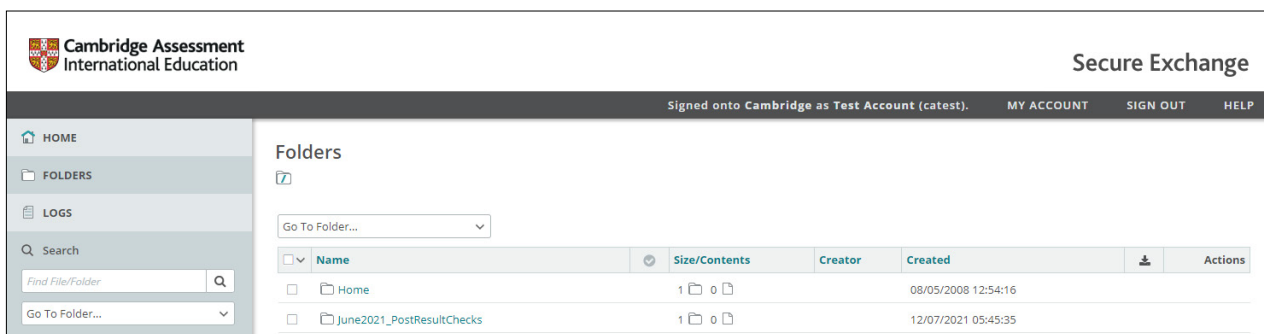
Email Customer Services at [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) if you do not have login details.



**Step 3** Click on 'Folders' on the left-hand side bar.



**Step 4** Within the 'Folders' section, click on the folder named 'November2021\_PostResultsCheck' and navigate to your centre, candidate and syllabus folders.



# Accessing Secure Exchange continued

**Step 5** Upload each piece of candidate evidence into the evidence folders and the Rationale Document into the 'Rationale Document' folder by clicking on 'Upload Files'. Use the Upload Wizard, following the instructions in the next section of this guide.

<input type="checkbox"/>	Name	Size/Contents	Creator	Created		Actions
	Parent Folder					
<input type="checkbox"/>	Evidence 1			14/07/2021 17:36:29		✕ ⚙
<input type="checkbox"/>	Evidence 2			14/07/2021 17:36:32		✕ ⚙
<input type="checkbox"/>	Evidence 3			14/07/2021 17:36:36		✕ ⚙
<input type="checkbox"/>	Evidence level grades input form			15/07/2021 11:27:50		✕ ⚙
<input type="checkbox"/>	Rationale Document			14/07/2021 17:36:40		✕ ⚙

**Step 6** Download the evidence-level grades input form saved in the 'Evidence level grades input form' folder.

Cambridge Assessment International Education Secure Exchange

Signed onto Cambridge as Test Account (catest). MY ACCOUNT SIGN OUT HELP

HOME FOLDERS LOGS Search Find File/Folder Go To Folder...

Folders June2021\_PostResultChecks [Centre Number] - [Centre Name] [Candidate Number] - [Candidate Name] [Syllabus Number] Evidence 1

Go To Folder... Drop files to upload. Upload Files

Parent Folder

Drag and drop file to add files!  
Or click the "Upload Files" button

**Step 7** Complete the form with the evidence-level grades for each piece of candidate evidence and the overall syllabus grade. There are instructions on how to complete the form on the 'Instructions' tab.

**Step 8** Once completed, name the form using the following naming convention:

**Centre number > Candidate number > Syllabus number**

**AB123\_0009\_9231**

Save the completed form in the 'Evidence level grades input form' folder.

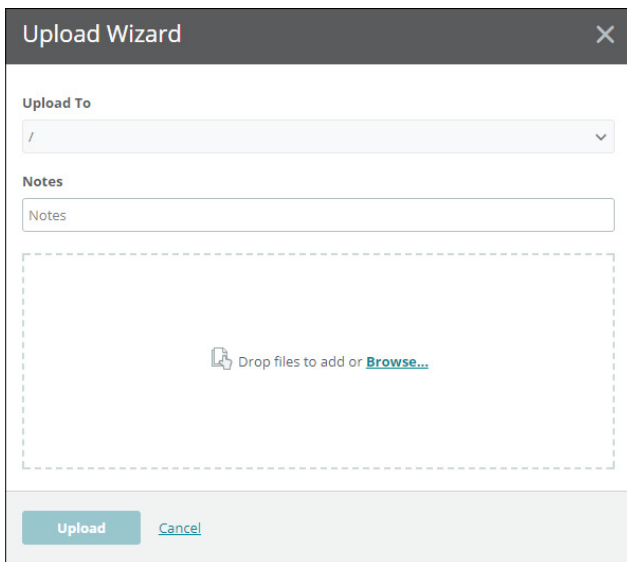
# Submitting work using the Upload Wizard

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

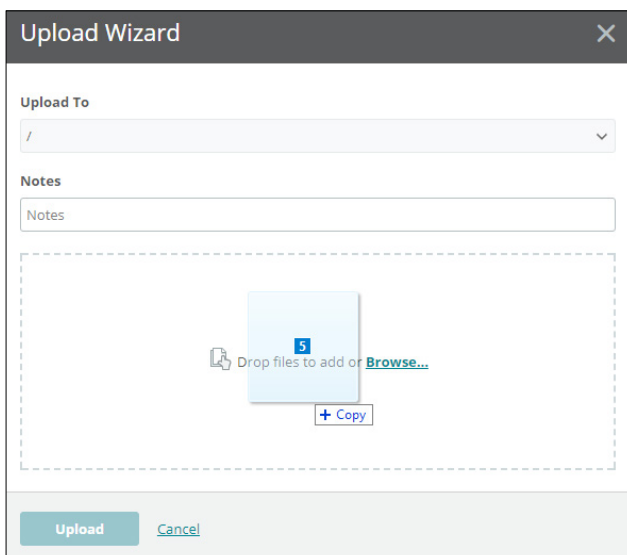
The Upload Wizard is a browser add-on tool that helps you upload files faster and more efficiently.

**Step 1** Log in to Secure Exchange. Click on the relevant syllabus folder.

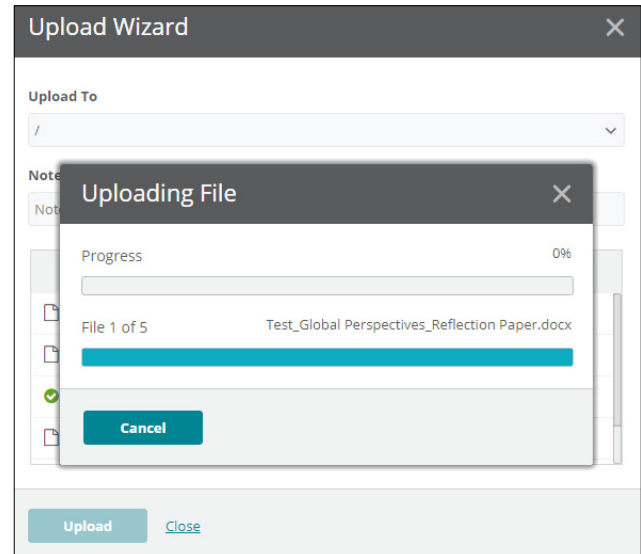
**Step 2** Select 'Upload files' and the following window will open.



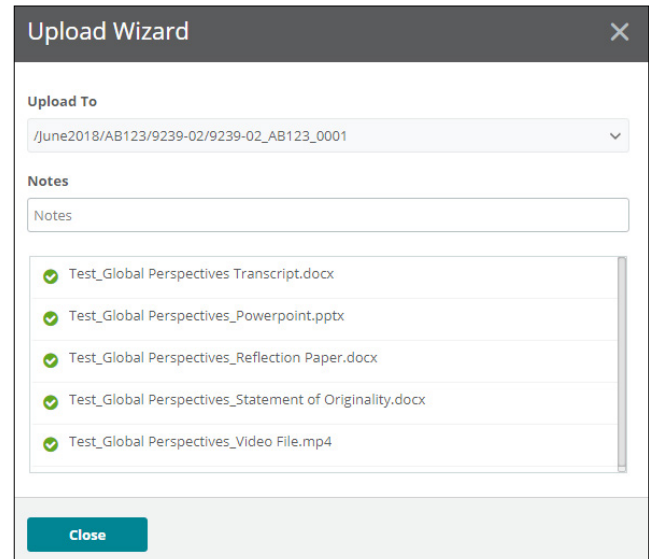
**Step 3** Click 'Browse' and locate the zip folder on your PC/laptop. Alternatively, drag and drop the folder into the wizard.



**Step 4** Check you loaded the correct zip folder for the evidence. Click on 'Upload'. A window will appear showing you the progress of your upload.



**Step 5** When your zip folder has been uploaded successfully, you will see a green tick next to it. Click on 'Close' to exit the Upload Wizard.



**Step 6** The folder should now be appearing in your 'Home folder'.

## Important information

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