Cambridge Assessment
International Education

Administrative guide

Submitting portfolios of evidence using Secure Exchange

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

- Cambridge IGCSE™ Information & Communication Technology (0417/50) and (9−1) 0983/50)

Valid for November 2022

Introduction

This guide provides information about accessing Secure Exchange and using it to submit portfolios of evidence for ICT candidates.

If you have candidates taking the Cambridge ICT components covered by this guide, you will need to upload using Secure Exchange.

Accessing Secure Exchange

If you have used Secure Exchange in a previous series you can log in using the same email address and password.

If you have forgotten your password, contact us and we will reset it for you. You **cannot** reset your own password for Secure Exchange. If you try to use the 'reset password' option your account will be locked.

If we move you to the portfolio of evidence route and you have not previously used Secure Exchange we will send you a link to log in to the system with a temporary password. You must then set up your Secure Exchange account.

Submitting work

The diagram opposite shows steps you must take to submit portfolios of evidence using Secure Exchange.

What do I need to submit?

You must submit the correct number of pieces of evidence for each component. For each piece of evidence, you must also upload the task that the candidate has used to create the evidence.

For example, if you have 20 candidates entered for a syllabus, you must upload the following for **each candidate**:

- the required pieces of evidence
- the tasks they have used for each of the pieces of evidence.

For **each component**, you also need to upload one copy of the following:

- Rationale Document
- Supplementary Attendance Register (Exam Day – Form 1)
- Declaration of Authenticity.

You must upload a copy of the Rationale Document for each component. You only need to submit one copy of this per component, for one of the candidates taking that component. This is because our examiner will mark the work of all candidates from the same centre.

However, a copy of the task must be uploaded for each candidate. You must also upload three tasks for each candidate, even if some candidates have used the same task.

Submitting work steps

Step
1. Prepare work as specified in this guide.
2. Log in to Secure Exchange.
3. Navigate to your 'Home Folder'.
4. Upload your candidates' work using the Upload Wizard.
5. Confirm upload details.

There is more detailed step-by-step guidance showing you how to submit work through Secure Exchange on page 8.

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.

Documents to include with your submission

Submit the documents listed below when you submit evidence via Secure Exchange:

- A Declaration of Authenticity for each candidate. This is available on our website: www.cambridgeinternational.org/secure-exchange
- A Supplementary Attendance Register (Exam Day – Form 1) for each component. You must complete this to show which candidates were present and which were absent when the evidence for the component was completed. Exam Day – Form 1 is available on our website: www.cambridgeinternational.org/forms You must download this, complete it for each component, and then submit it via Secure Exchange when you submit your candidate's evidence.

> **❗ Important information about Submit for Assessment**
>
> If we move you to the portfolio of evidence route, you must submit candidate work for all other syllabuses using Submit for Assessment. For guidance on submitting evidence using Submit for Assessment, see our website: www.cambridgeinternational.org/poe-november-2022

Secure Exchange guide

Submission deadlines

You can submit portfolios of evidence from 1 October 2022. For some syllabuses, portfolios of evidence will need to be submitted to us by 26 October. Syllabuses examined later in the exam series will have later submission deadlines. The full list of submission deadlines is available on our website: www.cambridgeinternational.org/poe-november-2022

Scanning work

You can outsource scanning candidates' work, for example, to a scanning firm, for including in the portfolio of evidence to reduce administration for your centre. If you want to outsource scanning candidates' work, you must:

- conduct due diligence against the quality of the scanning firm to mitigate the risk of scanning errors – for example, one candidate's evidence being scanned and recorded as belonging to a different candidate

- be confident that each piece of evidence is the candidates' own, unaided work. To maintain this confidence, you must be sure the work could not be changed or tampered with before scanning. Establish a process with the scanning firm to make sure changing or tampering with work would not be possible

- be sure the scanning firm will protect personal data. If you have any concerns that a scanning firm may not protect personal data, you must not use them.

Any such arrangements remain the responsibility of the centre and any errors which may impact the assessment, for example incomplete scanning or delayed transmission, are not our responsibility.

In the Cambridge Handbook, you should also refer to section M 'Centre and Cambridge Associate responsibilities: Copyright and candidates' work'; section 3 'Coursework and moderation; and section 5.6 'Malpractice'.

Marking a candidate as absent

You must submit a completed Supplementary Attendance Register (Exam Day - Form 1) for each component to show which candidates were present and which were absent when the evidence for the component was completed. Exam Day - Form 1 is available on our website: www.cambridgeinternational.org/forms You must download this, complete it for each component, and then submit it via Secure Exchange when you submit your candidate's evidence. The candidate's grade will be based on the work we receive, even if this is not all the required evidence for a particular component.

Important information

As part of their portfolio of evidence, candidates must not:

- submit work previously used as part of a school assessed grade submission

- use live exam materials, such as question papers, from the November 2022 series

- use a multiple-choice question paper as a piece of evidence.

All work in a candidate's portfolio of evidence must be new pieces of work. 'New' means that the candidate has not attempted the same task on a previous occasion.

There is detailed guidance in the Collecting a Portfolio of Evidence for the November 2022 Series guide, available at: www.cambridgeinternational.org/poe-november-2022

Guidance on preparing your documents

Wherever possible, you should use the following checklist before you submit any evidence to us. This will help to make sure that there are no issues with the documents you send us, and that we can read all of the documents clearly.

Make sure that:

- any Word and text documents are a maximum of 200 pages. (See opposite for the file formats we can accept.)
- the documents do not have any active content or need any user interaction e.g. anything where the user needs to click/select something to see contents. You should view the document in print preview mode or print it out, to check it is formatted correctly.
- page sizes are A3 or less.
- background and foreground colours are different – use a high contrast wherever possible. Background colours can appear stronger when converted, which makes it difficult to read any foreground text.
- all text can be read at a 100 per cent zoom level, without the need to zoom in any further.
- you have not included any macros or automation (Visual Basic code).
- documents are not password protected.
- you have accepted all tracked changes.
- all content is visible and nothing overlaps (one item covers another) e.g. images, text boxes, shapes etc. Once you have uploaded your documents we cannot move the content around to see anything which is hidden by an overlap.

Information to include in each document

On the first page of every document you must include the following information:

- centre number
- centre name
- syllabus
- component number
- evidence number (e.g. evidence 1, evidence 2, evidence 3)
- candidate number
- candidate name.

File sizes and types

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: 0417_050_AB123

Each zip folder must not exceed 500 MB.

Upload each zip folder to Secure Exchange by following the instructions on page 8.

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 6.

We can accept the following file formats:

File types	Accepted formats	Limit
Audio	.3g2 .3ga .aac .aiff .amr .m4a .m4b .m4p .mp3 .wav	25 GB
Spreadsheet	.xls .xlsx	
Document	.doc .docx .odt .rtf .txt	25 GB
Images	.gif .jpg .png .tiff	15 MB
Presentation	.ppt .pptx Prezi online presentation documents	25 GB
Video	.3g2 .3gp .avi .flv .m4a .m4v .mkv .mov .mp4 .mp4v .wmp .wmv	25 GB
Web	Web pages can be submitted as part of a zipped file or as hyperlinks.	25 GB

Structuring your documents in the zip folders

You should create one zip file per component and, within it, create the following folders:

- a separate folder for each candidate. This should contain all the pieces of evidence needed for that component and the tasks needed for that component.
- a folder containing the Rationale Document for the component. You only need to upload one for all candidates submitting evidence for the component.
- a folder containing the Supplementary Attendance Register (Exam Day – Form 1) for the component. You only need to upload one for all candidates submitting evidence for the component.
- a Declaration of Authenticity for the component. You only need to upload one for all candidates submitting evidence for the component.

Guidance on preparing your documents continued

What evidence to submit and by when

There is detailed syllabus-specific guidance on pages 16 to 26 of the *Collecting a Portfolio of Evidence for the November 2022 Series* guide, available on our website. You must use this when collecting your evidence.

The full list of submission deadlines is available on our website: www.cambridgeinternational.org/poe

The table below shows how many pieces of evidence you need to submit for each qualification type. For example, you must submit three pieces of evidence for each candidate for each Cambridge IGCSE™ syllabus they are entered for.

Qualification	Number of pieces of evidence needed
Cambridge IGCSE	3
Cambridge International AS Level	3
Cambridge International A Level	The number of pieces of evidence needed for an A Level portfolio varies depending on the syllabus. Check how many pieces of evidence you need to submit in the Collecting a Portfolio of Evidence for the November 2022 Series guidance document: www.cambridgeinternational.org/poe-november-2022

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 reduce the file size and can 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.
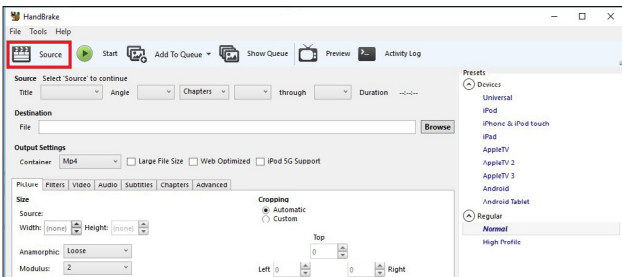
Step 3 Locate your video file on your PC/laptop and click 'Open File'. You will see the file you are converting listed next to the 'Source' heading.
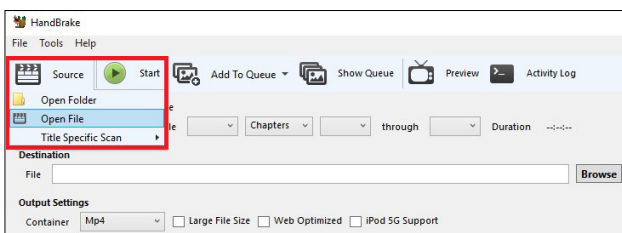
Step 4 Under 'Save As', select 'Browse' and choose a location for your new file. Enter a file name and click 'Save'.
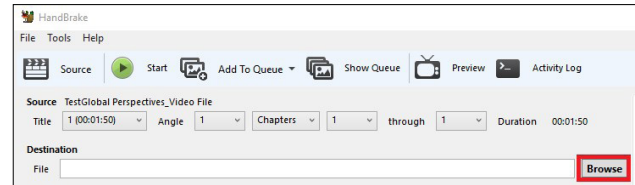

Step 5 Select 'Presets' and then select 'General' and 'Fast 720p30' from the preset list.
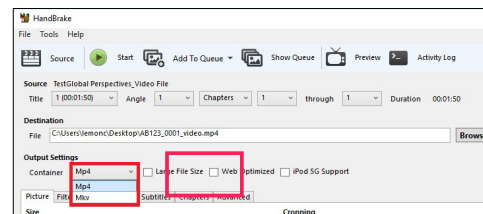
Step 6 Click 'Start Encode' to start the compression. Depending on your computer's speed and size of the file, this operation could take several minutes.

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.
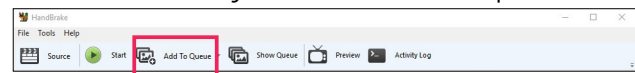
Step 7 You can note the progress of your upload at the bottom of the application window, as shown below:

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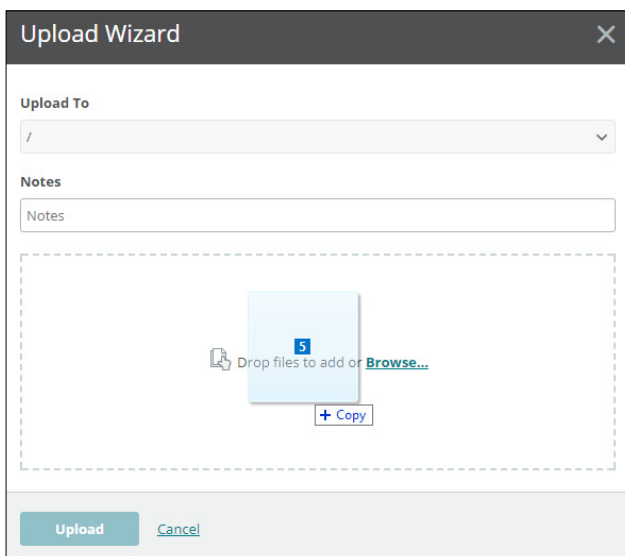
- upload files faster using drag and drop
- upload multiple files at once.

**Step 1** Log in to Secure Exchange. Click on your 'Home Folder' (e.g. IGCSE).

**Step 2** Select 'Upload files' and the following window will open.
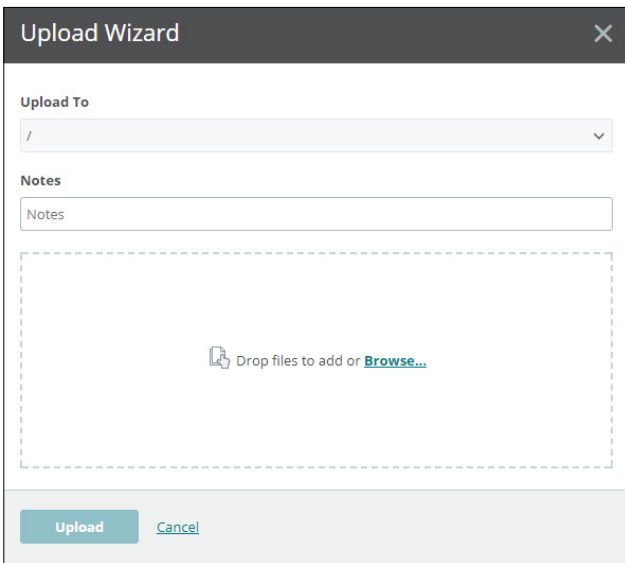
Step 3 Click 'Browse' and locate the files for the candidate on your PC/laptop. Alternatively, drag and drop the files into the wizard.

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.
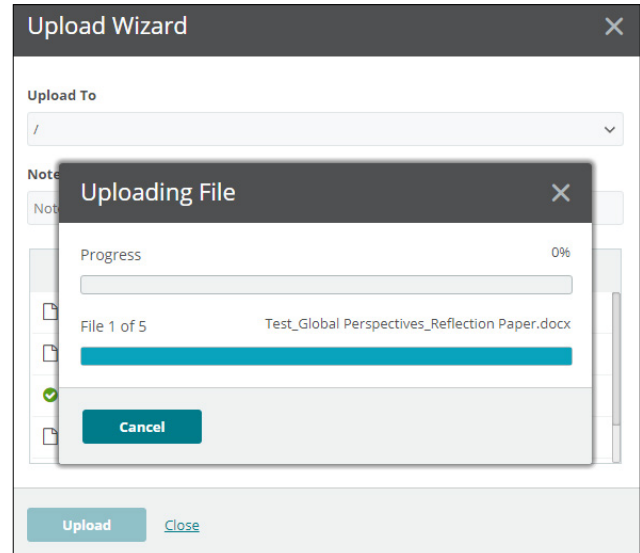
Step 5 When your files have been uploaded successfully, you will see a green tick next to each file. Click on 'Close' to exit the Upload Wizard.
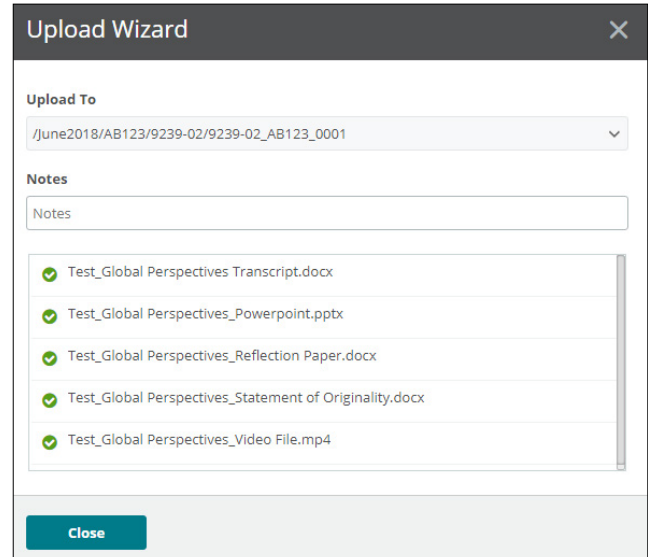
Step 6 Your files will now appear in your 'Home Folder'. Check you have uploaded the necessary files.

Important information

If you have difficulty using Secure Exchange, please email us: info@cambridgeinternational.org