

Administrative guide Using Submit for Assessment

Guidance on preparing and submitting marks and work for moderated and examined syllabuses using our Submit for Assessment service.

Check the samples database on our website to find out for which syllabuses/components you must submit marks and work using Submit for Assessment.

What is Submit for Assessment?

Submit for Assessment is our service for you to upload marks and work for some internally assessed and/or externally assessed components (such as examined coursework and non-coursework tests). Details of which syllabuses are using Submit for Assessment are on our website and in the <u>samples database</u>.

Accessing Submit for Assessment

Submit for Assessment is hosted on the My Cambridge website. It is compatible with Windows and macOS operating systems, and the following browsers shown in the table below. You can use laptops and desktops to access Submit for Assessment.

		Browser		
Chrome	Safari	Microsoft Edge (Windows IO)	Firefox	Internet Explorer II or later
Yes	No	No	Yes	No

Step 1

Check that My Cambridge is listed as a trusted site in your browser's security settings.

If https://mycambridge.sso.cambridge.org is not listed, type in the URL and click 'Add'.

Sign in
To continue, please sign in to My Cambridge.
Email address
Password
Forgotten password?
Sign in

Step 2

If you are using Submit for Assessment for the first time, you will receive an email with instructions on how to create an account.

If you used Submit for Assessment in a previous series, use the same login details.

Guidance on preparing documents before submitting

The following documents are included within Submit for Assessment so you no longer need to complete and submit them as separate items:

- attendance register
- declaration of originality.

Examined and moderated components

Make sure that your PDF files do not include any interactive elements, for example comments, digital signatures, or form fields. If any PDFs contain interactive elements, please follow these <u>instructions</u> to 'flatten' PDFs to remove the interactive elements. Once you have flattened the file please check you are happy with the quality before you upload. If you upload PDFs with interactive elements for an examined component, you will receive an error message:

Make sure that:

- any Word and text documents are a maximum of 200 pages (see the list of file formats we can accept on page 3)
- all page sizes are A3 size or smaller (11.7 x 16.5 inches maximum)
- background and foreground colours are different from each other – use a high contrast. 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 further
- you have not included any macros or automation (Visual Basic code)
- documents are not password protected
- all content is visible and nothing overlaps (one item covering another), for example images, text boxes or shapes. We cannot move content around to see anything which is hidden by an overlap.

Important information

The requirements listed above do not apply to Cambridge International AS & A Level Information Technology (9626/02/04). You save and upload these syllabus/ components in a zip file before submitting them.

Document headings

Each document should be headed with the:

- exam series
- your centre number
- your centre name
- the syllabus and component number
- candidate number
- candidate name.

You do not need to follow exactly this naming convention for individual files unless you are using the bulk upload tool. See the Uploading work in bulk section on page 8 for naming files for bulk upload.

Important information

When submitting an essay for the following components, you must use .docx format:

- Cambridge IGCSE Global Perspectives (0457/02)
- Cambridge International AS & A Level Drama (9482/04)
- Cambridge O Level Global Perspectives (2069/02)
- Cambridge International AS & A Level Global Perspectives & Research (9239/02, 04)
- Cambridge International Project Qualification (9980/01).

If the work has a bibliography or list of references you must submit this as a **separate document** and upload it to the 'bibliography' in the 'learner section'.

Important information

You can only upload a single file for each 'learner section' unless the system indicates you can upload multiple files when you are in the upload screen. You can upload up to 20 additional files into the 'Supporting materials' section.

Guidance on preparing documents before submitting continued

File sizes and types

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 9.

Once the submission window is open check the upload page for each component to see which file types we accept for each component. Please note that the file types accepted will differ for each component.

We recommend using the audio and video formats highlighted in blue in the table below.

File types	Accepted formats	Limit
Audio	.3g2 .3ga .aac .aiff .amr .m4a .m4b . m4p .mp3 .wav .oog	25 GB
Data	.xls .xlsx .mdb .accdb .xlsb	25 GB
Document*	.odt .pdf .rtf .txt .doc .docx .dotx . pages	25 GB
Images	.jpg .png .jpeg .tif .jfif .gif .heic .psd .dox	15 MB
Presentation	.ppt .pptx .pdf .gslides .pptm .odp . ink .potx .pub	25 GB
Video	.3g2 .3gp .avi .flv .m4v .mkv .mov .mp4 .mp4v .wmp .wmv .wlmp .mts .mov-1 .mp4-1 .xspf .mod	25 GB
Web	.html .htm .gdoc .url .exe .key	25 GB

*See the important information box on page 2 for information about the format in which essays must be submitted for certain syllabuses.

Glossary

To help our centres in the US understand the language and terminology used in this guide we have included a glossary of our key terms below.

UK term	US term
Candidate	Student
Centre	School
Entry	Registration
Examiner	Reader
Invigilator	Proctor
Mark	Score, point
Mark scheme	Rubric
Marker	Scorer
Script	Exam
Statement of results	Score report
Syllabus	Curriculum framework
Written paper	Examination



Important information

Information on when and how to submit your candidates' work, and which forms to complete and submit with the work, is in the <u>samples database</u>.

Submitting marks and internally assessed work

Follow the steps below to submit marks and work using Submit for Assessment. You should also refer to the <u>Cambridge Handbook</u> section M 'Centre and Cambridge Associate responsibilities: Copyright and candidates' work', and section 5.6 'Malpractice'.

Important information



Candidates must not re-use coursework from a previous exam series. You must submit a new piece of work. See section 3.1 of the *Cambridge Handbook* for more details.

Step 1

Sign into your account which is accessed through the <u>My Cambridge website</u>, our single sign-on service.

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warding bodies
Cambridge Assessment International Education 🝷

Important information



If you are an exams officer at multiple centres, when you log into Submit for Assessment you need to select the centre you wish to upload work for.

Step 2

When you have signed in, the next screen asks you if you want to submit work for marking, or marks and samples for moderation.

TT001 Test School
Please select what would you like to do:
Submit candidate work for marking
Submit marks and samples for moderation

Select 'Submit marks and samples for moderation'.

Step 3

Home / Marks or Sampler

4

You must submit marks first.

	mit candidate marks or samples for moderated ponents
	Submit marks
	Submit samples After submitting marks

Step 4

The next screen displays syllabuses that include one or more moderated components for which you will submit marks using Submit for Assessment. Select the syllabus you are submitting marks for.

How to submit candidate marks			
			>
1. Select a syllabus	2. Select component	3. Enter marks	4. Submit marks
ome / Marks or Samples / Series and Syllabus	iei		
ubmit candidate marks			
June 2022 series			
'ou need to submit candidate marks fo	r the following syllabuses. Click on a sy	llabus to start. Syllabuses without e	ntries or that do not need marks to l
You need to submit candidate marks fo iploaded are not shown.	r the following syllabuses. Click on a sy	Ilabus to start. Syllabuses without e	ntries or that do not need marks to l
June 2022 series rou need to submit candidate marks fo uploaded are not shown. Cambridge IGCSE 0457 Global Perspectives	r the following syllabuses. Click on a sy	Illabus to start. Syllabuses without e	ntries or that do not need marks to l

Step 5

When you select a syllabus, this launches a screen which lists the components for which you need to submit marks. Select a component.

How to su	bmit candidate marks			×
	1. Select a syllabus	2. Select component	3. Enter marks	4. Submit marks
Home / Marks o	or Samples / Series and Syllabuses /	Components		
June 2022	series			
Subm	it marks: 045	7 Global Perspe	ctives	
Click each co	mponent to see the candidate:	entered for this component and to	enter marks.	
Component ca	irds			
03 Tear	n Project			
10 entrie	5			Submit by 30 April 2022

Step 6

In the 'Enter marks' screen, you enter the mark for each candidate, or mark a candidate as absent.

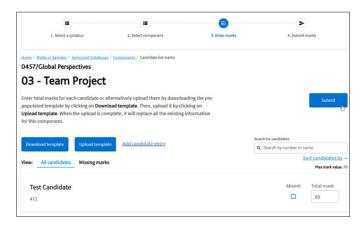
			>	
1. Select a syllabus	2. Select component	3. Enter marks	4. Submit marks	
Home / Marks.or Samoles / Series.and Syllabu	ses / <u>Components</u> / Candidate list marks			
0457/Global Perspectives				
03 - Team Project	t			
Enter total marks for each candidate or	r alternatively upload them by downloa	ing the pre-		
	wnload template. Then, upload it by clic			
Upload template. When the upload is c	complete, it will replace all the existing i	information		
for this component	and a second s			
for this component.				
	_		Search for candidates	
for this component. Download template Upload temp	_		Search for candidates Q. Search by number or name	
Download template Upload temp	Add candidate entry		Q. Search by number or name	didates by
Download template Upload temp	Add candidate entry		Q. Search by number or name	ididates by or mark value:
Download template Upload temp	Add candidate entry		Q Search by number or name Sort car Ma	

If you have candidates with an approved extension to the marks deadline you can 'Submit' if you have entered marks (or marked as absent) at least 95 per cent of the total candidates. You can make a second submission once you have entered the marks for all candidates with an extension. If you have more than 5 per cent of candidates with an extension you cannot 'Submit' until you have entered all candidates' marks.

Submitting marks and internally assessed work continued

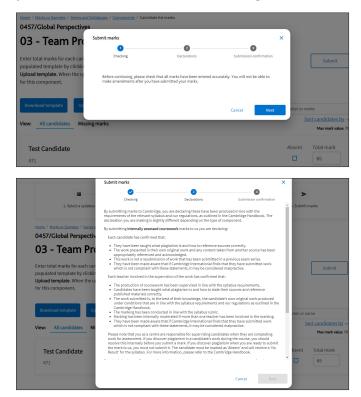
Step 6 continued

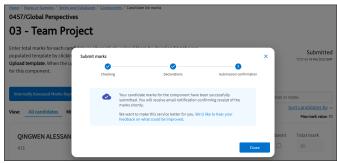
You can upload marks using the pre-populated template. Select 'Download template' and enter the marks against each candidate, then 'Upload template'. When you have finished entering marks press 'Submit'.



Step 7

After you have pressed 'Submit', your marks will go through a series of declaration screens. Navigate through them until you receive confirmation of the marks being submitted.





Step 8

We will send you an email confirming the marks you have submitted.

Sample selection

Step 9

After you have submitted your marks the system will automatically select the candidates required for the sample based on the marks you entered.

We will send you an email confirming which candidates you need to submit work samples for.

You can only upload work for these candidates.

Camb Intern	idge Assessment tional Education	DCCR Mar Clark guild RA
Dear Te	est User1	
		g is now available. Please log into <u>Submit for</u> mple within 3 working days.
27/06/	2023 at 08:57	
Novem	ber 2022	
Interna	tional General Certifi	cate of Secondary Education
0520/0	3 Foreign Language Fr	rench, Speaking 03
There	are 8 candidates in the	e sample:
	0001	
	0002	
•	0003	
	0004	
	0006	
	0007	
	0008	
•	0009	
If you	eed support uploadin	g your files, please see our <u>website</u>
If you I	ave any queries, plea	se contact either Cambridge International a
		l.org or OCR at <u>support@ocr.org.uk</u> .
With b	est wishes	
Custor	ner Support Team	
Please	do not reply to this er	mail. This email was sent from an email
	that cannot receive	

Important information

If you are submitting marks for 0995/02, 5016/02, 0413/02 and/or 8386/02 you will need to select your sample using the samples database.

Submitting work on Submit for Assessment

Uploading candidate work

If you have entries for examined components, select 'Submit candidate work for marking'. If you have entries for moderated components, select 'Submit marks and samples for moderation'.

Step 1

Select a syllabus and then choose the component you want to upload work for. Your candidate entries will be listed for the component you have selected along with the submission deadline. For moderated components, you must first submit your internally assessed marks.

How to submit samples for moderation			×
		@	>
1. Select a syllabus	2. Select component	3. Upload candidate files	4. Submit sample
Marks or Samples / Series and Syllabuses			
Submit samples			
June 2021 series			
You need to submit samples for the follo	wing syllabuses. Click on a title to st	art.	
	& Advanced Level		

Step 2

Choose a candidate and either:

- Click 'Upload' to choose a file from your computer, or;
- Drag and drop a file you have already selected onto the candidate 'card' for the appropriate 'learner section' e.g. 'Essay'. A virus scan is automatically completed at this stage. Any files found with a virus will be deleted. We will send you an email confirming the file has not successfully uploaded due to a virus and must be replaced.

16				al mark Files
Evidence	Missing	View	Delete	Upload
Speaking 03 File types: Audio.	D	Þ	ō	œ
Multiple and more than one candidate Multiple files File types: Document, Video, Audio.		Þ	ō	۵
Supporting material File types: Video, Audio, Data, Presentation, Image, Web, Document,	0/20 files	æ	Ō	œ

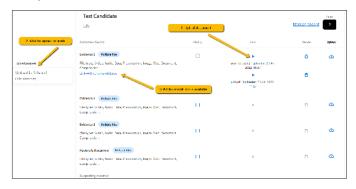
Uploading additional files

If you have candidate files to submit that are in addition to those listed in the 'learner section', you can upload these to the 'Supporting material' section for each candidate. You can upload up to 20 'Supporting material' files per candidate.

You can upload these in the same way as work uploaded to the 'learner section'. The 'Supporting material' section is where you upload any additional files we need, for example access arrangements.

Linking a document with multiple candidates

If you have group work or files that are associated with more than one candidate, you may want to link your files so you only need to upload the file once. Once you have uploaded a file to a 'learner section', you will see the option to 'Link with other candidates'. You can select candidates that you would like to attribute the file to.



Deleting files

Any files you have uploaded can be deleted by selecting the bin icon under 'Delete'. Once you have submitted candidate work to us, you cannot delete any files.

Viewing and downloading files

When you have uploaded or submitted candidate work you can view it by selecting the blue play icon in the 'View' column. You can then download files in the view window by selecting 'download'. If the file type cannot be viewed it will automatically be downloaded.

Test Candidate 1 2102			Mark as absent	Files
Component Section	Missing	View	Delete	Upload
Supporting Studies File types: Video, Audio, Data, Presentation, Document, Image.		T0001_March2022_2102_Supporti Uploaded: 10 Dec 2021, 13:26	٥	٢
Proposal File types: Video, Audio, Data, Presentation, Document, Image, Web.		T0001_March2022_9481_01_Prop Uploaded: 10 Dec 2021, 15:23	ō	٢

Marking work as missing

If you do not have a particular piece of work for a candidate, tick the 'Missing' box in the 'Component Section' table.

Test Candidate 1 2102			Mark as absent	Files
Component Section	Missing	View	Delete	Upload
Supporting Studies File types: Video, Audio, Data, Presentation, Document, Image.		T0001_March2022_2102_SupportL Uploaded: 10 Dec 2021, 13:26	٥	æ

Important information

Once you have finished uploading candidates' work, you must submit it for us to receive the files. Once you have submitted your candidates' work you cannot add more files or submit any more work to us. You can log into Submit for Assessment and add files gradually, rather than all at once. All the work you upload to Submit for Assessment will be saved automatically. If you realise after submitting work to us that you have made an error, for example, uploaded and submitted an incorrect file, contact us so we can discuss this with you: **info@cambridgeinternational.org**

Submitting work on Submit for Assessment continued

Examined components - Marking a candidate as absent or present

To mark a candidate as absent, select 'Mark as absent' on their candidate card. When you mark a candidate as absent any files previously uploaded for that candidate will be automatically removed.

A notification will appear on the screen to confirm the candidate has successfully been marked as absent and any previously uploaded work has been deleted. If you make a mistake, just click 'Mark as present'. You will then be able to upload files to the 'learner section'.

Test Candidate 1 2102		Files Mark as present 3/3		
Component Section	Missing	View	Delete	Upload
Supporting Studies File types: Video, Audio, Data, Presentation, Document, Image.		Þ	ō	۲
Proposal File types: Video, Audio, Data, Presentation, Document, Image, Web.		Þ	ũ	٢
test section File types: Video, Audio, Data, Presentation, Image, Web, Document, Compression.		Þ	ō	۲

Submitting candidate work

Step 1

Examined work

When you have completed the 'learner section' for all your candidates the 'Submit' button will be active.

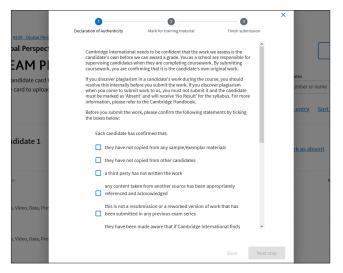
Moderated work

When you have uploaded the requested work for all of the requested candidates in the sample, the 'Submit' button will be active.

I3 - Team Project	
ch	Submit
one is even for you. Then, either drag and drap files enter	Search for candidates
one is open for you. Then, either drag and drop files onto load' against each component section.	Q Search by number or name

Step 2

Tick each box to complete the Declaration of Authenticity. Click 'Next step'. When you upload a file, you will be able to see the upload progress displayed at the side of the screen.



Step 3 Examined y

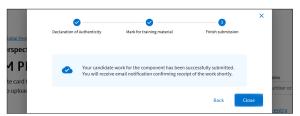
Examined work

On the 'Mark for training material' screen, tick the box(es) to tell us whether we can use work you have submitted to us as part of our training materials in the future. Click 'Next step'.

l Perspect AM PI	We may use your candidates' work in training and support materials for our teachers, in face-to-face training and in our secure online training portals. Please confirm that you have gained the consent of your candidates to share their work with us for this purpose by ticking this box.	
didate card t	Select all	ates
ard to upload	Test Candidate 1 Part 2	umber or na
	Test Candidate 1 Team Project	entry
	Test Candidate 2 Part 2	
	Test Candidate 2 Team Project	
idate 1	Test Candidate 3 Part 2	rk as abse
	Test Candidate 3 Team Project	
	Test Candidate 4 Part 2	
	Test Candidate 4 Team Project	
	Test Candidate 5 Part 2	
ideo, Data, Pre	Test Candidate 5 Team Project	
ideo, Data, Pre:		
	Back Next step	

Step 4

On the 'Finish submission' screen you will see confirmation that your candidate work has been submitted.



Step 5

We will email you receipt confirmation of your submission.

Candidates not listed

If you need to submit work for a candidate, but they are not listed in Submit for Assessment, then we do not have an entry for them.

If entries are still open, you can enter the candidate on Direct by following the 'Add candidate entry (Direct)' link and wait up to 24 hours for the candidate to appear on Submit for Assessment.

UK centres can make entries using A2C and then wait up to 24 hours for the candidate to appear on Submit for Assessment. If the entries deadline has passed you will not be able to make entries.

Replacing files or submitting additional files

If you need to replace or submit additional files after you have submitted candidates' work, contact us: info@cambridgeinternational.org

If we find that your submission is incomplete or any files need replacing, we will contact you and ask you to re-submit.

If your submission is re-opened, you can upload and submit files in the same way following the steps in this guide. Please make sure you also follow any specific instructions we give you.

Submitting work on Submit for Assessment continued

Uploading work in bulk

The Bulk Upload tool can be used if you have a large number of candidates that you need to upload work for. We do not recommend this for every centre as every file will need to have the correct naming convention.

Name files that you want to upload using the Bulk Upload tool using this naming convention:

Series_SyllabusNumber_ComponentNumber_ CentreNumber_CandidateNumber_ComponentSection, e.g. June2023_9239_03_AB123_0001_FILENAME

This table gives more detail about naming files:

File name section	Notes	Correct example(s)	Incorrect example(s)
Series	Enter as month (MMMM) and year (YYYY) with no spaces. The name of the month is not case sensitive.	June2023 june2023	Jun2023 June 2023 J23
Syllabus number	Enter as 4 digits, even if it begins with a 0.	0457	457
Component number	Enter as 2 digits, even if it begins with a 0.	02	2
Centre number	Enter as 5 alphanumeric characters. If your centre number includes letters these are not case sensitive.	AA001 aa001 12345	
Candidate number	Enter with or without preceding zeros.	0001 1	
Component section	Enter the name of the file that is displayed on screen, for example 'speaking test' or if a 'Supporting material' document, name it as 'Additional' and a number, e.g. 'Additional1' 'Additional2' etc. The words you use for this part of the file name must exactly match the name of the file displayed on screen within Submit for Assessment. The component section name is not case sensitive.	Speaking Test speaking test Essay essay Additional1 additional2	Jon's essay

Important information

Files that are not named correctly will not be uploaded by the Bulk Upload tool.

If you have difficulty using Submit for Assessment, email Customer Services: info@cambridgeinternational.org When you have named your files correctly, you can upload them:

Step 1

Select 'Bulk Upload'.

Step 1 - Prep	are your files Step 2 - Select your files	Ste	– 3 p 3 - Upload
convention: Series_Syllabu	: you would like to upload using the Bulk Upload tool acc sNumber_ComponentNumber_CentreNumber_Candida _9239_03_AB123_0001_FILENAME*	-	
 Notes arour 	re not named correctly will not be uploaded by the Bulk l nd naming files are within the below table. :el' button to close this dialogue box and name your files		utton if you
	amed your files correctly.	, of the Next D	,
File name	Notes	Correct example(s)	Incorrect example(s)
section		(<)	(×)
	Enter as month (MMMM) and year (YYYY) with no spaces The name of the month is not case sensitive		
Series	spaces	(🗸) June2021	(×) Jun2021 June 2021
Series Syllabus Number Component Number	spaces • The name of the month is not case sensitive	() June2021 june2021	(×) Jun2021 June 2021 J21
Series Syllabus Number Component	spaces The name of the month is not case sensitive Enter as 4 digits, even if it begins with a 0	() June2021 june2021 0457	(×) Jun2021 June 2021 J21 457
Series Syllabus Number Component Number Centre	spaces • The name of the month is not case sensitive Enter as 4 digits, even if it begins with a 0 Enter as 2 digits, even if it begins with a 0 • Enter as 5 alphanumeric characters • If your centre number includes letters these are not	()) June2021 june2021 0457 02 AA001 aa001	(×) Jun2021 June 2021 J21 457

Step 2

Click 'Next'.

Step 3

Click 'Add Files' and select the files you want to upload.

Step 4

A dialogue box will tell you if there are any problems with how you named the files. Click 'Cancel' to go and fix these issues, or upload all files without errors.

Upload multiple files for this com	ponent		>
~		3	
Step 1 - Prepare your files	Step 2 - Select your files	Step 3 - Upload	
1/2 files successfully added.			
The following file(s) did NOT meet listed and upload again using this	the conditions for upload. Manually u Bulk Upload tool:	ipload these, or fix the error	
Filename	Errors		
July2020 1001 02 26122 10 Aug	lioTest.docx invalid file format		

Step 5

Click 'Upload'.



Plagiarism and collusion checker

You will see this symbol next to any component sections where we will use **Turnitin** to check for plagiarism and collusion: **Plagiarism and collusion check enabled**

Reducing file sizes using HandBrake

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.

For all files larger than 15 MB (images) or 25 GB (other accepted file types), you must use HandBrake (https://handbrake.fr) to reduce file sizes before uploading them to Submit for Assessment. This will reduce the time it takes to upload the files.

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.

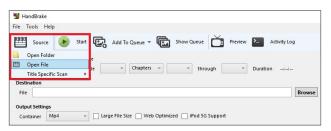
Step 2

Open HandBrake and select 'File' from the toolbar.

MandBrake				-	×
ile Tools Help					
💾 Source 🕟 Start 🔣 Add To Queue - 🕼	Show Queue 🎽 Preview 🎦 Activity Log				
Source Select Source to continue Title V Angle V Chapters V	▼ through ▼ Duration →→→	0	s revices Universal iPod		
Destination			iPhone & iPod touch		
File	В	rowse	iPad		
Output Settings			AppleTV		
Container Mp4 Large File Size Web Opti	mized 🔄 iPod 5G Support		AppleTV 2		
Picture Filters Video Audio Subtitles Chapters Advanced			AppleTV 3 Android		
Size Source:	Cropping Automatic Custom		Android Tablet egular		
Width: (none) 🗭 Height: (none) 🚭	-		Normal		
Anamorphic Loose v	0		High Profile		
Modulus: 2 ~	Left 0 🚔 0 🖨 Right				

Step 3

Locate your 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'.

MandBrake
File Tools Help
🞬 Source 🕟 Start 😨 Add To Queue 🕶 💼 Show Queue 🏹 Preview 📐 Activity Log
Source TestGlobal Perspectives_Video File
Title 1 (00:01:50) × Angle 1 × Chapters 1 × Duration 00:01:50
Destination
File Browse

Step 5

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

谢 Hand	Brake				
File Tor	ols Hel	P			
H	Source	Start	Add To Queue - 🕼 Show Queue	9	
Source	TestGlob	bal Perspectives	Video File		
Title	1 (00:01	1 (00:01:50) V Angle 1 V Chapters V 1 V through 1 V Duration 00:01:50			
Destina	tion				
File	C:\Users\Jemonc\Desktop\AB123_0001_video.mp4				
Output	Settings				
Conta	iner M	1p4 ~	Large File Size Web Optimized PiPod 5G Support		
		4p4			
Picture	Filte M	likv	Subtitles Chapters Advanced		
Size			Cronning		

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 files 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:

05.72%, FPS: 029.9, Avg FPS: 025.8, Time Remaining: 00:18:43, Elapsed: 00:01:09, Pending Jobs 0

Step 8

When your files have been compressed, check that they open correctly before uploading them to Submit for Assessment.

Learn more! For more information please visit www.cambridgeinternational.org/examsofficers or contact Customer Services on +44 (0)1223 553554 or email info@cambridgeinternational.org