



**Cambridge Assessment**  
International Education

# Administrative guide

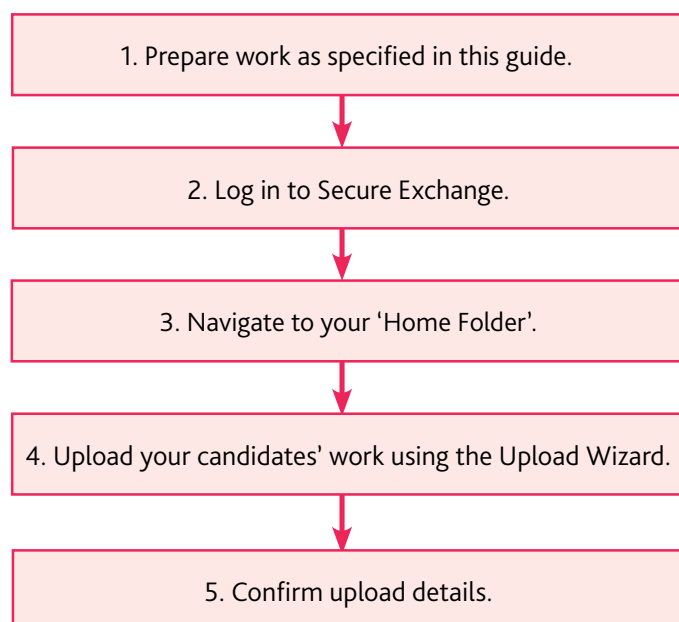
## Preparing and submitting work using Secure Exchange

Guidance on preparing and submitting  
work for Cambridge International AS  
& A Level Information Technology  
(9626/02 and 04)

Valid for  
exams in 2023

If you have candidates taking the Cambridge International AS & A Level Information Technology (9626/02 and 04) components covered by this guide, you will need to upload externally assessed 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'.

### The process for submitting work



*There is step-by-step guidance showing you how to submit work through Secure Exchange on page 4.*

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.

### Cambridge International AS & A Level Information Technology (9626/02 and 04)

#### Components 02 and 04: Practical exams

Your candidates' practical exams are externally assessed. This means we mark all the work. You must submit the work of all candidates to us.

#### Submitting candidate work to us

The samples database tells you the deadlines and any forms you must submit with candidate work:  
[www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples)

#### Documents and administrative forms to include with your submission

Submit the documents below with your candidates' practical exam work:

- a completed Supervisor Report Form (SRF) for the exam
- a completed attendance register for the exam.

#### Important information

For the March, June and November exam series, all candidates' work must be submitted within 5 days of the exam.

#### Important information about Submit for Assessment

You must submit candidate work for the following components via **Submit for Assessment** and not Secure Exchange:

- Cambridge IGCSE Global Perspectives (0457/02, 03)
- Cambridge O Level Global Perspectives (2069/02, 03)
- Cambridge International AS & A Level Digital Media & Design (9481/01, 02 and 03)
- Cambridge International A Level Global Perspectives & Research (9239/02, 03 and 04).

For guidance on submitting work via, see our website at: [www.cambridgeinternational.org/eoguide](http://www.cambridgeinternational.org/eoguide)

# 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.

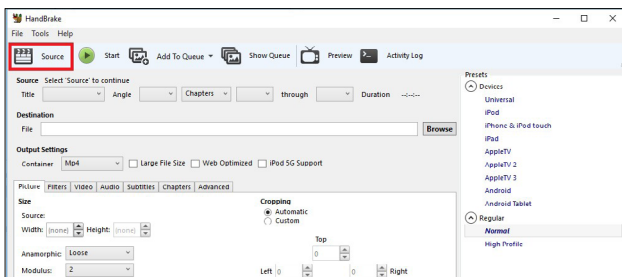
For example, HandBrake can convert a video file that is 551 MB to 43.5 MB in approximately 3 minutes and 20 seconds, which will allow you to upload the file to Secure Exchange quickly.

## Important information

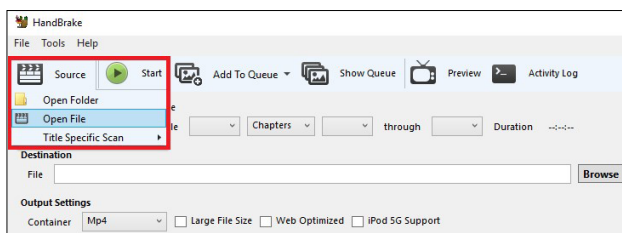
You will need administrator rights on your PC/laptop to install HandBrake. If you do not have administrator rights, the installation will fail. Please contact your centre's IT department so they can give you these rights, or install the software for you.

**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.

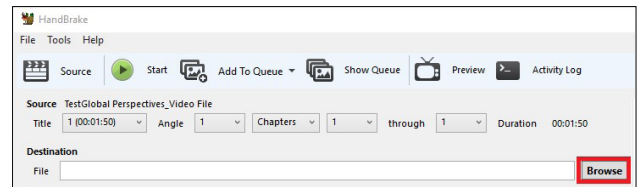
**Step 2** Open HandBrake and select 'File' from the toolbar.



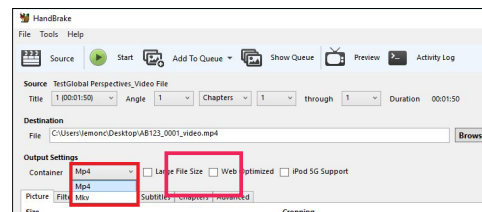
**Step 3** Locate your video file on your PC/laptop and click 'Open File'. You will see the file you are converting listed next to the 'Source' heading.



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

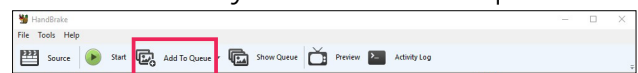


**Step 5** Select 'Presets' and then select 'General' and 'Fast 720p30' from the preset list.

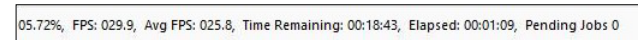


**Step 6** Click 'Start Encode' to start the compression. Depending on your computer's speed and size of the file, this operation could take several minutes.

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

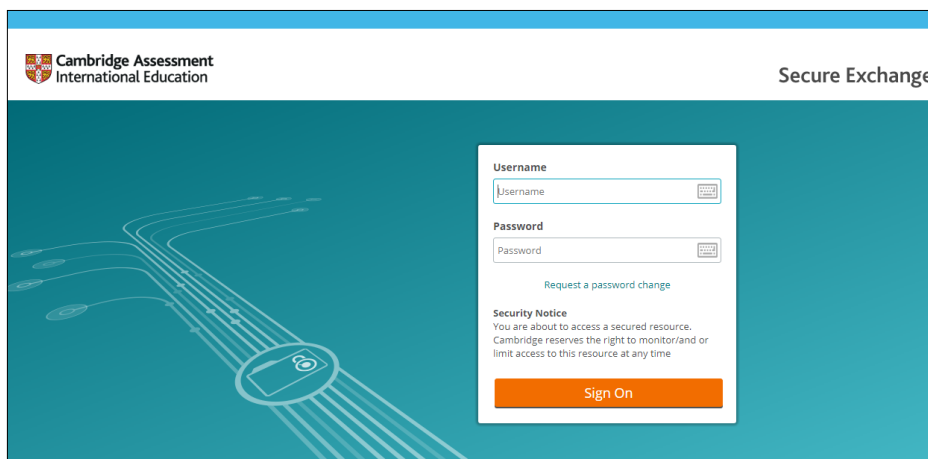
\* Safari on Windows is not compatible with Secure Exchange.

**Step 1** Check Secure Exchange is listed as a trusted site 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](mailto:info@cambridgeinternational.org) if you do not have login details.



The screenshot shows the login interface for Cambridge Assessment International Education's Secure Exchange. The header includes the Cambridge Assessment International Education logo on the left and the text 'Secure Exchange' on the right. The background is a teal color with a graphic of a smartphone and several curved lines representing data or connectivity. In the center, there is a white login box containing the following elements: a 'Username' label above a text input field, a 'Password' label above a text input field, a link that says 'Request a password change', a 'Security Notice' section with the text 'You are about to access a secured resource. Cambridge reserves the right to monitor/and or limit access to this resource at any time', and an orange 'Sign On' button at the bottom.

# Submitting work using the Upload Wizard

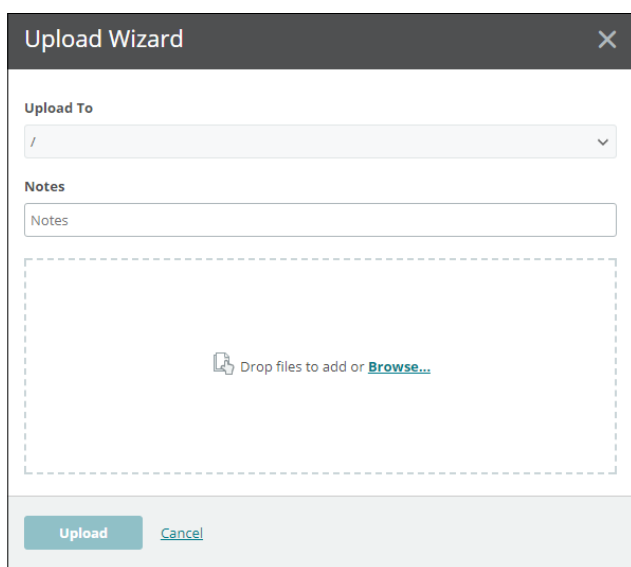
This section of the guide shows you how to upload candidates' work to Secure Exchange.

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:

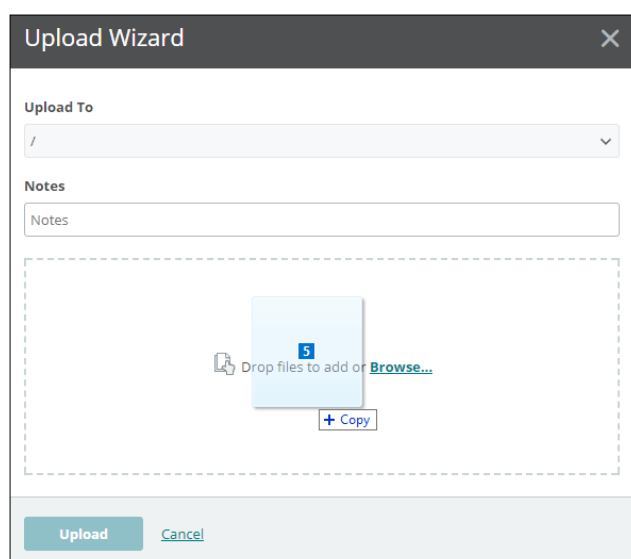
- upload files faster using drag and drop
- upload multiple files at once.

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

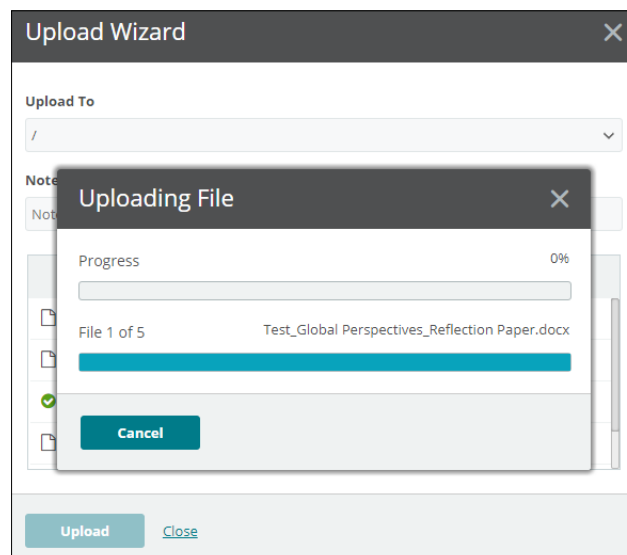
**Step 2** Select 'Upload files' and the following window will open.



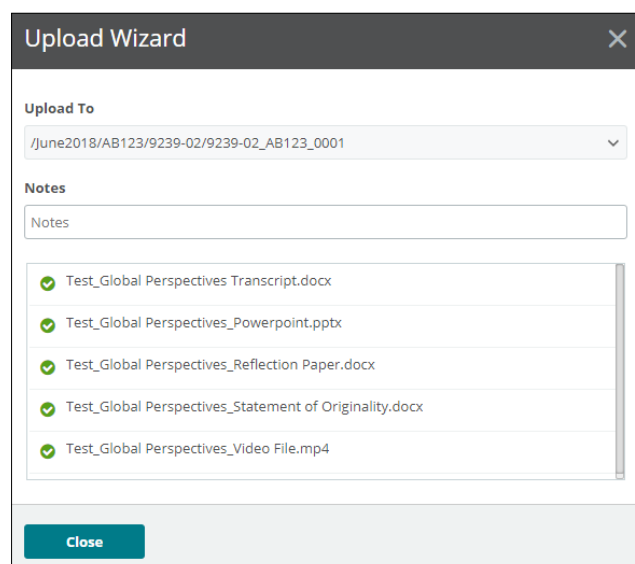
**Step 3** Click 'Browse' and locate the files for the candidate on your PC/laptop. Alternatively, drag and drop the files into the wizard.



**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 us: [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org)

