

# Collecting a portfolio of evidence

Where directives from national or local authorities make it impossible for exams to go ahead, we will move your candidates to the portfolio of evidence route to assessment. This document explains our approach to the portfolio of evidence.

If you are in a region that has been moved to the portfolio of evidence route, you will need to prepare a portfolio of evidence for all entries for Cambridge IGCSE™, Cambridge O Level and Cambridge International AS & A Level.

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## Introduction

The portfolio of evidence is a contingency route to assessment where directives from national or local authorities mean exams cannot take place. We will consider the evidence available from national and local authorities to decide if it is possible to move centres to the portfolio of evidence route.

In summary:

- Centres select a portfolio of evidence for each candidate in each syllabus, made up of three substantial pieces of evidence completed at any time during the course of study.
- Centres will not be required to mark or grade the portfolio of evidence.
- Centres submit the portfolio digitally to us through our online Submit for Assessment portal.
- Cambridge examiners mark the work submitted by the centre.
- We use our examiners' marks to calculate a final grade for each candidate for each syllabus they are entered for.

We recommend that all centres prepare a portfolio of evidence for each candidate, in electronic form, and that this is ready by the start of the exam series. This means that if exams are cancelled at short notice, centres will not need to do any additional work to prepare a portfolio.

# Preparing the portfolio of evidence

## Quantity of evidence

Centres should prepare a portfolio of **three substantial pieces of work** for each candidate in each syllabus.

For most qualifications, candidates will submit one portfolio of evidence with a total of three substantial pieces of work.

By 'substantial', we mean a piece of work that has taken the candidate at least one hour of concentrated work to complete. This means a grade produced using a portfolio of evidence will be based on a roughly similar amount of work to the amount used to determine an exam grade.

If your lessons run for less than one hour, it is acceptable to split a one-hour task over two lessons. However, you cannot combine two tasks that are different and shorter to make one substantial piece of evidence.

There are two exceptions to our rule that no candidate should have more than, or fewer than, three pieces of work for each portfolio of evidence. These exceptions are for the following syllabuses:

- Cambridge International AS & A Level Global Perspectives & Research (9239)
- Cambridge IPQ (9980).

You can find information about the evidence required for these syllabuses in [Appendix B – Collecting evidence: syllabus-specific advice](#).

## Cambridge International A Level candidates

Our Cambridge International A Level syllabuses are divided into two parts to allow a staged route to assessment. Each part has its own distinct syllabus content and its own exam components. The two parts are:

- the AS Level part, which comprises the AS Level and also forms a part of the A Level
- the 'A Level only' part, which is taken only by A Level candidates. This is also known as the 'A2' part or 'A2 components'.

For A Levels there will be two portfolios of evidence: an AS Level portfolio of evidence, and an A2 portfolio of evidence.

Candidates who are entered for the AS Level will produce work for the AS Level portfolio of evidence only. For this portfolio, they must submit three pieces of evidence which cover AS syllabus content and assessment objectives.

For A Level candidates, the portfolio of evidence they prepare will depend on whether the candidate has taken their AS Level in a previous series, and on the entry route that the candidate is taking in the current series:

- **Staged route:** If your candidates are taking the **staged route carry forward option** and already have an AS Level result taken in the previous 13 months, they will prepare the A2 portfolio of evidence **only**. For this portfolio, they must submit three pieces of evidence, and all of these must cover A2 syllabus content and assessment objectives.

- Linear route:** If your candidates are taking the **linear route**, where they are entered for all the AS Level and A2 components together in the current series, they will prepare **two** portfolios of evidence (one for AS and one for A2). You must therefore produce **six** pieces of evidence: three pieces of evidence covering AS syllabus content and assessment objectives, and three pieces of evidence covering A2 syllabus content and assessment objectives. These six pieces of work represent the amount of work assessed when taking exams for a linear A Level, where candidates sit all AS and A Level components at the end of two years. This would typically be around six hours of assessment, reflecting the size of the A Level qualification.
- Candidates taking the exam route are allowed to enter for a 'best of both' route. This route applies to candidates who already have an AS Level result from a previous series but were planning to retake the AS Level components in the current series as well as taking the A2 components. This 'best of both' route is **not** available for the portfolio of evidence. Candidates who have been entered for a 'best of both' option in the exam route will be entered for the staged route in portfolio of evidence. You can find more information in our guidance: [Carry forward and portfolio of evidence](#).

For some syllabuses in the exam route, for example Cambridge International AS & A Level Media Studies, candidates can carry forward individual AS components. In the portfolio of evidence, it is **not** possible to carry forward individual components. Candidates who wish to carry forward AS Level components must carry forward all AS components (the whole AS Level mark).

Candidates taking a linear A Level through the exam route are given a 'compensatory' AS Level grade if they do not reach the minimum standard required for an A Level grade, and if their performance on the AS Level components was sufficient to justify the award of an AS Level grade. Linear A Level candidates who have been moved to the portfolio of evidence route will **not** be eligible for a compensatory AS Level. If they do not reach the minimum standard required for an A Level grade, they will be Ungraded.

These evidence requirements are summarised below.

	AS portfolio of evidence (three pieces of evidence required)	A2 portfolio of evidence (three pieces of evidence required)	AS carry forward (no evidence required)
AS candidates	✓		
A Level candidates taking a staged route		✓	✓
A Level candidates taking a linear route	✓	✓	
A Level candidates taking a 'best of both' route	Not available for the portfolio of evidence route		
A Level linear candidates gaining a 'compensatory' AS Level	Not available for the portfolio of evidence route		

The staged assessment route is not possible in all subjects, for example AS and A Level languages. In these cases, the rules are as follows:

- Candidates entered for AS Level will need to provide a single portfolio of evidence with three pieces of work covering the AS Level syllabus content and assessment objectives.

- Candidates entered for A Level will need to provide a single portfolio of evidence with three pieces of work covering the A Level syllabus content and assessment objectives.

## Types of evidence

The types of work used for the three pieces of evidence are at the centre's discretion. The types of work can include one or more of any of the following:

- whole past papers covering the current syllabus content
- whole specimen papers from the current syllabus
- whole coursework prepared according to the current syllabus requirements
- work made up of questions selected from various past papers
- papers used as mock exams
- extended project work set by the centre during the course of study
- tasks set by the centre, such as essays, assignments, problems and practical tasks.

You can use any of these types of work, and each piece of evidence does **not** need to be a direct match to the exam components in the syllabus. This also means that you will still need to produce three pieces of evidence, even if a syllabus only has two exam components.

The portfolio of evidence should be taken from work done during the course, for example, past papers taken as mock exams, centre-set tasks or any of the types of work listed above. This flexibility allows you to collect work throughout the course of study, rather than having to set new tasks at short notice.

You will find more information about the types of evidence that you can use below and in:

- [Appendix A – Collecting evidence: general advice](#)
- [Appendix B – Collecting evidence: syllabus-specific advice](#)

Each piece of evidence must have taken the candidate at least one hour of concentrated work to complete. The only exception to this is if you want to use a whole past paper set by us that is less than one hour in duration. This is acceptable and can count as one of your pieces of evidence. If a whole past paper is longer than one hour in duration, it will also count as one piece of evidence. [Multiple-choice past question papers](#) cannot be used as evidence.

If you are creating your own paper or your own piece of evidence based on a combination of tasks or on questions taken from past papers, this must take candidates at least one hour to complete and be completed in a single assessment opportunity. However, if your lessons run for less than one hour, candidates can complete each piece of work over two lessons. You must explain what you have done in the [Rationale Document](#).

### Multiple-choice question papers and multiple-choice questions

 You cannot use a multiple-choice question paper as a piece of evidence in the portfolio. You cannot use multiple-choice questions as part of a test created in the centre. This is because the candidate responses provided for multiple-choice questions do not provide clear evidence of a candidate's performance. Our Cambridge examiners will not be able to make holistic judgements about a candidate's performance, and the level of a candidate's understanding and skills based on this type of evidence. If a past paper has different types of questions including multiple choice, you can use the questions that are **not** multiple choice to create your own task.

You can find more information in [Appendix A](#).

## Current exam papers cannot be used

Any exam materials that we have sent to you for the current exam series are live confidential exam materials and must not be used as evidence towards a portfolio of evidence.

## Evidence and levels of difficulty

A good portfolio of evidence allows candidates to demonstrate the full range of their content knowledge and skills as defined in the current syllabus. This means you should select evidence that includes tasks at levels of difficulty that match well to each candidate's ability. For example, a higher-ability candidate's evidence should show how well they can perform on more difficult tasks. If they submit work based on easy tasks, then examiners will not have evidence that they can perform at the level needed for higher marks. Similarly, for a lower-ability candidate, if the tasks are too difficult and the work contains mostly errors and omissions, then examiners will not be able to assess accurately the candidate's level of content knowledge and skills.

## Use of pre-release materials

Some syllabuses have examinations with pre-release materials. For some examinations the pre-release material is published on the School Support Hub for candidates to prepare in advance of the relevant series. If this material is pre-release, and not a confidential source file, it is acceptable for you to use this to produce work for the portfolio of evidence. You should not use the live question paper that accompanies the pre-release, even if this is sent to your centre. Instead, you will need to either set a task of your own or adapt tasks from a past paper.

You **cannot** use confidential source files to produce work for the portfolio of evidence for Cambridge IGCSE Information & Communication Technology (0417, 0983), Cambridge International AS & A Level Information Technology (9626) and Computer Science (9618). Confidential source files are not pre-release materials. They are live exam materials and must stay confidential.

You can find more information in [Appendix A](#).

## Using coursework as evidence

Centres can use coursework as one of a candidate's pieces of work for a portfolio of evidence. If you want to use coursework as a piece of evidence, the entire coursework component, prepared according to syllabus requirements and to the requirements specified in the *Cambridge Handbook*, counts as a single piece of evidence. Where a syllabus has two coursework components, the two whole pieces of coursework can count as two of the pieces of work in the portfolio.

Once we have moved your centre to the portfolio of evidence route, the coursework should **not** be submitted to us for moderation. You do **not** need to send us any internally assessed marks. Instead, the coursework can be submitted as a piece of evidence in the portfolio and will be marked by Cambridge examiners.

It is possible that we will move your centre to the portfolio of evidence route after you have already submitted a coursework sample to us for moderation. If this happens, we will not be able to return this coursework to you in time for you to submit a digital copy to us as part of the portfolios of evidence for those candidates in the coursework sample. We recommend that you keep a separate digital copy of the coursework for each candidate ready for use in the portfolio of evidence.

## **Evidence for new or revised syllabuses**

For syllabuses that have been revised, are new or have specific content for each exam series, such as set texts in Literature, there may not be past papers available that cover the specific content of the exam series you are entering. In this case, you should create your own tasks covering the current syllabus content and assessment objectives for the current exam series. You can also use a whole specimen paper as one of your pieces of evidence or as a guide when creating your own tasks.

## **Speaking test evidence**

For speaking test evidence, the requirement for the work to have taken at least one hour to complete does not apply. For speaking tests which count towards the final syllabus grade, you can either use a past paper or a paper that you have created yourself. Both of these may be under one hour in duration.

We recommend that you keep recordings of speaking mock tests done during the course of study so if exams are cancelled at short notice, you will have speaking test evidence to include in the portfolios.

If exams are cancelled at your school after you completed the live series speaking tests during the scheduled exam window, you can include these tests as a piece of evidence in the portfolios.

## **Using marked work as evidence**

You may want to include work that has already been marked by the centre, for example mock exams, or coursework that has been prepared and marked ready for submission to us before the centre has moved to the portfolio of evidence route. We can accept work that has already been teacher-marked (for example, with ticks, marks or comments on a piece of work), if this is the evidence that is available to you.

However, if you can send us an unmarked copy of the work, we would prefer to receive work that does not have marks or comments on it. For example, you could do this by creating a digital image of the work and saving it in a candidate's portfolio before you mark it for your own purposes. Cambridge examiners will not be using any of the marks awarded or comments made by the centre in their own marking.

You can tell candidates the mark that you have given to a piece of work, and we understand that you will want to do so to provide ongoing feedback to candidates. You should also tell candidates that Cambridge examiners will mark the work again, using our own holistic marking approach and marking standard. Therefore, the mark that you have assigned will not necessarily be the same as the final mark that is assigned by our examiner and used to calculate a candidate's grade.

## **Format of candidates' work**

Candidates can either type or write their responses to the tasks. You should make sure that candidates' scanned responses are clearly visible and legible so Cambridge examiners can read the work you submit. If you do not have access to a scanner, you can use other devices, for example a phone, as long as the files are clear. You will need to be able to send the work to us digitally in an electronic file format.

## Access arrangements

Centres should **not** apply to us for access arrangements for the portfolio of evidence route. However, centres should give appropriate access arrangements, such as extra time or enlarged copies of the paper, to eligible students when they complete past papers, mock exams or any teacher-set tasks that you intend to include in their portfolio of evidence. This will make sure the work reflects the candidate's usual way of working. You should keep records of any access arrangements that were used throughout the year and will be used in any piece of evidence. You should record the details of access arrangements in the [Rationale Document](#).

## Sending us the tasks used

In your candidates' portfolios you will need to include a digital copy of the task that you have used for each piece of evidence.

If candidates respond to a past paper using a separate answer booklet, you will need to send us the digital copy of both the past paper and the answer booklet with the candidates' responses.

If, instead, candidates respond to a past paper or a teacher-set task on the same document, it is most helpful to our examiners if candidates write their answers immediately after each question. If you do this, then you do not need to send us a separate blank copy of the question paper or your own task.

If candidates respond to a task that includes additional material (for example, an insert, reading passage, case study or stimulus material), you must include this additional material in the portfolio.

## Coverage of syllabus content and assessment objectives

The three substantial pieces of work in the portfolio must be within the specific content and the assessment objectives of the current syllabus for the exam series you are entering.

For each candidate, this must cover as broad a range as possible of the assessment objectives. For example, in a syllabus where there is an assessment objective covering theoretical knowledge and understanding, and a second assessment objective covering practical skills, at least one piece of work should cover theoretical knowledge and at least one should cover practical skills.

For each candidate, the substantial pieces of work in the portfolio must cover as broad a range as possible of the current content of the syllabus. For example, where syllabus content is organised into topics, the pieces of work in a portfolio should be on different topics. If a syllabus has specific content related to the exam series you are entering, for example set texts, the portfolio must cover this specific content. You do not need to use the same pieces of work for each candidate in the same syllabus. The types of work to be included among the pieces of evidence are at your discretion. You can therefore use different pieces of evidence for each candidate's portfolio. Where you do so, you should explain this in the [Rationale Document](#).

We expect all schools to be able to cover all of the assessment objectives in each portfolio. However, if the specific circumstances for which you are on the portfolio of evidence route have also made it impossible for you to cover a particular assessment objective, then it does not need to be covered in the portfolio. This should be explained in the [Rationale Document](#). Examples of this might include circumstances in which centres were ordered to close, preventing access to

the facilities needed for practical work, or circumstances in which government regulations prevented group work.

## Core and Extended syllabus content

Some IGCSE syllabuses are tiered, which means they include Core and Extended components. If we move your candidates to the portfolio of evidence route, for tiered syllabuses we will move all candidates for both IGCSE Core and IGCSE Extended entry options onto a single entry option. This entry option will not be tiered, and candidates for the portfolio of evidence route will be able to access the full range of grades A\* to G. Your three pieces of evidence for each candidate can cover Core content only, Extended content only or a mixture of Core and Extended content. Your evidence should be representative of the level of performance that the candidate has demonstrated during their course of study.

## Syllabuses with endorsed components

We offer a number of syllabuses where a grade for a speaking or a speaking and listening component is reported separately on the candidate's certificate. This is known as an endorsed grade.

### Endorsed grade available in portfolio of evidence

The portfolio of evidence route will offer an endorsed grade for Cambridge IGCSE First and Second Language English (0500, 0510, 0524, 0990 and 0993). You can find the requirements to prepare a portfolio of evidence for these syllabuses in [Appendix B](#).

### Endorsed grade NOT available in portfolio of evidence

The portfolio of evidence route will **not** offer an endorsed grade for any other syllabuses that have an endorsed grade. These are:

Cambridge IGCSE and Cambridge IGCSE (9–1):

- Swahili (0262)
- First Language Spanish (0502)
- Urdu as a Second Language (0539)
- Afrikaans as a Second Language (0548)
- Hindi as a Second Language (0549)

Cambridge O Level:

- French (3015)

For these syllabuses with a separately endorsed speaking component, the criteria for awarding a grade under a portfolio of evidence route do not include the skills tested in the speaking test. Therefore, you **cannot** use speaking tasks as part of a candidate's portfolio of evidence for the syllabuses listed above.

For these syllabuses, the evidence submitted for the portfolio must include three pieces of evidence covering reading and writing. You should prepare candidates for the listening skill and the speaking skill but you should not include evidence of these in your portfolio.

## Component exemptions and adjustments for the exam route

If you have already applied to have an exemption or adjustment from a component for the exam route, the exemption or adjustment that you have applied for will be cancelled. If you are able to provide work as part of the portfolio of evidence which covers the content and assessment

objectives for the component for which you had applied for an exemption or adjustment, then you should do so. Examples of this might include practical work completed earlier in the school year before a centre closure. However, if you are not able to cover the practical assessment objectives because your school was under restrictions preventing group work or preventing candidates' access to the facilities needed for practical work, it is acceptable for the portfolio not to include those practical assessment objectives. You should explain this in the Rationale Document.

### **Carry forward components**

If you have entered a candidate for an exam route option which includes a carry forward component, for example carrying forward a coursework mark from a previous series, you cannot carry forward this mark into the portfolio of evidence route. The pieces of work in the portfolio need to include evidence of the syllabus content and assessment objectives that are covered in the carry forward component.

## **When to collect the evidence**

We strongly recommend that you build a portfolio of potential pieces of evidence for your candidates throughout their course of study. By starting to collect evidence early in the course, you can collect appropriate pieces of work for each candidate using your existing planned testing opportunities, such as classwork or mock exams, and you will not need to schedule additional test opportunities to collect the evidence for the portfolio. This means that if exams are cancelled at short notice, you will not need to do any additional work to prepare a portfolio.

You can collect more pieces of evidence than you will need, and you do not have to decide in advance which pieces of evidence you will use.

Candidates can complete the work within their portfolio at any time during their course of study. You may want to include some pieces of work which have been set or completed after they have been switched to the portfolio of evidence route, but there is no requirement for you to do so.

In many cases, the quality of a candidate's work improves during the course of study, so later work demonstrates a higher level of performance. Where this is the case, centres may decide that later work is a better reflection of the candidate's level of achievement. However, some candidates' performance may have declined because of the circumstances that led to the cancellation of exams. In this situation, centres may wish to include earlier work in the candidate's portfolio so that the portfolio of evidence is most representative of the level of performance that the candidate has demonstrated during their course of study.

### **Keeping copies of the work**

You will need to submit digitally the pieces of work in each candidate's portfolio of evidence. As you collect each piece of work that you might want to use in a candidate's portfolio of evidence, we recommend that you:

- make an electronic copy of the work before you mark it so you can send us an unmarked copy
- make an electronic copy of any marked work, before you return the work to a candidate
- make sure that the electronic copies are clear and can be read by our examiners
- keep all electronic copies secure so that candidates cannot do any additional work to improve their response.

This is to make sure you have the evidence ready to submit to us.

## Security and authentication

You must be able to confirm that the work included in every portfolio is authentic – which means that it is the candidate's **own unaided work**.

You must also be able to confirm that the work included in the portfolio is the candidate's first and only response to the task – the work is not a task they have seen or attempted before. It is **not** acceptable for candidates to repeat tasks with the aim of improving their performance<sup>1</sup>. This applies equally to past papers set by us and to teacher-set assignments.

### Teacher supervision

Where local circumstances permit, all of the work in the portfolio should have been done under the direct supervision of a teacher, at the centre. Under these conditions the teacher can be reasonably confident that candidates have not had inappropriate access to the internet, open books, or assistance from family or friends while doing the work.

However, we understand that direct supervision by teachers may not be possible in all circumstances. This includes where centres have been closed for prolonged periods, or where the candidate is a private candidate.

### Remote teacher supervision

Where it has not been possible for candidates to complete work under the supervision of the centre, it is acceptable for some or all the work in a portfolio to have been done at home. However, the teacher should be confident that the work done at home is of a consistent standard with other work that the candidate has done. Where the work has been set specifically for assessment purposes, and the candidate knows that this piece of work could be used in the portfolio, then centre supervision is required. For example, this could be through the camera of a laptop so the teacher can see all candidates during the test. The teacher must also be able to confirm that the work is the candidate's own, and no assistance has been given. We recommend that assessments completed remotely are recorded so that the recording can be reviewed in cases of suspected malpractice.

You should explain the conditions in which the work has been completed in the [Rationale Document](#).

### Use of past papers and specimen papers

Past papers and specimen papers are some of the types of work that you might use in a candidate's portfolio of evidence. You should be aware that past papers and specimen papers are widely available online and that your candidates may have seen the papers before. We expect you to think carefully about the tasks that you intend to use as evidence, and make sure that candidates cannot predict the likely content of the task. You should only use these past papers and specimen papers if the candidates do not know in advance, and cannot guess with any confidence, the content of the specific paper you set them and if you can authenticate the candidates' work. We recommend that you delete the exam series information from the paper so that it is more difficult for candidates to identify the paper you plan to use. For the past paper or

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<sup>1</sup> Work which is completed for a coursework component must be completed in line with the regulations for coursework set out in the *Cambridge Handbook*.

specimen paper that you choose, you must make sure that candidates do not have access to the published mark scheme.

We recommend that all candidates sit their assessments at the same time. Once some candidates have sat a paper, or other tasks set by the school, it will not be possible for the school to have certainty that the content of the paper has not been discussed or shared between candidates. Therefore, we recommend that you use a different task for any candidates who were unable to sit a paper in your scheduled assessment opportunity.

## Selecting the pieces of evidence for each candidate

It is the responsibility of the subject teacher(s) to choose the most appropriate final three pieces of evidence to include in each candidate's portfolio of evidence. This choice must be in line with our guidance in this document about broad coverage of syllabus content and assessment objectives, and security and authentication.

You can submit different pieces of evidence for different candidates. This allows you to be flexible where, for example, a candidate has not been present for an assessment opportunity.

You should not simply select each candidate's best work. You should choose work which is most representative of the level of performance that the candidate has demonstrated during their course of study.

For all candidates, the work in the portfolio should cover as broad a range as possible of the current syllabus content and assessment objectives, and it must be authenticated. In summary, for each candidate the portfolio should:

- give broad coverage of the current syllabus content and assessment objectives
- be the candidate's own, unaided work
- be the candidate's first and only attempt at the tasks
- be new work that has not been submitted in a previous series
- be representative of the level of performance that the candidate has demonstrated during their course of study.

When you submit the evidence to us, we will ask you to explain your choices of work for your candidates in the Rationale Document.

You should make sure that the evidence that you choose can be read by our examiners. Candidates' handwriting should be legible. You should check the quality of the images that you have scanned, to make sure that the scan is clear and in focus and all of the candidates' work can be seen. The candidates' responses should be clearly visible, and not obscured by shadow, be blurred or too faint to read.

### Special consideration

Illness or other adverse personal circumstances that are outside the candidate's control might have temporarily affected the candidate's performance when they completed a particular piece of evidence (for example, the candidate was unwell when they completed a mock exam). In this case, you should replace the affected piece of evidence with another piece of evidence if this is possible.

If you cannot replace an affected piece of evidence, you should submit a 'present but disadvantaged candidates' special consideration application to us. You can find more details about special consideration in our Special consideration and malpractice supplement.

## Candidates who are preparing for a portfolio of evidence who have had a portfolio of evidence result in a previous series

Candidates who have a portfolio of evidence result from a previous series may also be moved to the portfolio of evidence route in a future series. These candidates will already have pieces of evidence that were used in the portfolio of evidence of a previous series.

The pieces of work that have already been used and assessed in a previous portfolio for a school-assessed grade or a previous portfolio of evidence cannot be used again. For example, a piece of work that has already been assessed in a previous series cannot be included in any other future portfolio of evidence and cannot be submitted as coursework in the exam route.

All work in the 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.

This includes speaking tests. All speaking test evidence must be new work. New speaking tests must be on new topics.

First and Second Language English IGCSE syllabuses have the option of a separate speaking endorsement grade as part of the portfolio of evidence route. It is not possible to carry forward a speaking endorsement grade from an exam or a portfolio of evidence from a previous series.

A portfolio of evidence AS result can be carried forward to a future series – further details are in our guidance document [Carrying forward within the portfolio of evidence](#).

## Informing the candidate of the pieces of evidence chosen

You should make sure that all candidates know that any work completed during the course may be included in a portfolio of evidence and be used to produce a grade using the portfolio of evidence route. You should remind them of this regularly.

Once you have selected the pieces of evidence to include in a candidate's portfolio, you should make sure that each candidate knows which pieces of evidence will be used in their portfolio, and appropriately consider any feedback from the candidate about this choice.

## Private candidates

As far as possible, centres should treat private candidates who are entered through the centre in the same way as school candidates. The requirements for the amount of work, the types of work, and the coverage of the current syllabus content and assessment objectives are the same. The requirement for confidence in the authenticity of the work is also the same.

If the work of a private candidate has been done under the direct supervision of a reputable teaching institution, then a statement from that institution should be accepted as providing the necessary confidence in the authenticity of the work. It is for the centre making the entry for the private candidate to decide whether or not a teaching institution is reputable. If the centre is not familiar with the institution, then the centre should not accept its statements.

Work completed earlier in the course of study by a private candidate should not be accepted unless there is convincing evidence of its authenticity and it is clear that the work has been stored securely after it was completed, so that candidates cannot do any additional work to

improve their response. Assurances from the candidate or statements made by family members are not sufficiently strong evidence.

It may therefore be necessary for centres to set work for private candidates to complete, ideally at the centre under the direct supervision of its teachers.

Responsibility for the entry lies with the centre that has made the entry (the 'entering centre'). It will be their responsibility to submit the candidate's portfolio to us, and it will be their Head of Centre who signs the declaration that accompanies the portfolio. The entering centre must therefore be fully satisfied that the work is relevant, covers the current syllabus content and assessment objectives, and can be authenticated.

## The Rationale Document

Each centre must complete a Rationale Document for each syllabus, explaining in detail how the portfolios of evidence have been compiled for each candidate. This document will include:

- the reasoning behind your choice of pieces of work for each candidate
- whether any assessment objectives or significant areas of the current syllabus content are not included in the portfolios, and the reason why they were omitted<sup>2</sup>
- the conditions in which the work was completed and how it has been authenticated
- how the work of private candidates has been obtained, selected and authenticated
- how any access arrangements were met.

You must submit a digital copy of the Rationale Document to us with your candidates' portfolios of evidence.

## How the portfolio will be marked

Every student will submit a different portfolio of evidence. The pieces of work in each portfolio will not be the same for every student in every school. For this reason, it is not possible to write a single mark scheme that covers all the types of work that Cambridge examiners will see.

Instead, Cambridge examiners will make holistic judgements about the quality of the evidence. This may be done by making judgements based on comparison with exemplar materials that show the performance level expected at regular mark points throughout the mark range. Examiners will use their knowledge of the topic areas covered and the difficulty of the task set to make a judgement about what mark to award.

### **Evidence will be equally weighted**

All pieces of evidence will be counted equally in their contribution to the final mark. This means that each piece of evidence in a portfolio will be assigned a third of the available marks.

For a linear A Level qualification, a mark will be assigned for the three pieces of evidence in the AS portfolio, and another mark will be assigned for the three pieces of evidence in the A2 portfolio.

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<sup>2</sup> Loss of teaching time is not in itself sufficient reason for excluding an assessment objective or syllabus content, since most centres are able to teach remotely during periods of centre closure. However, restrictions preventing access to facilities or equipment, or preventing group work, may be sufficient.

## Forecast grades

You should still submit to us your candidates' forecast grades as you would do if they were sitting exams. The forecast grades are not to support the evidence and should be awarded as if candidates were going to sit exams. We will use forecast grades to support the portfolio of evidence in the same ways that we do for candidates who take exams.

## Cambridge concerns about your choice of evidence

Our examiners will mark the evidence that is submitted and will make their judgements based on the evidence of candidate performance that they can see in the work. If we are concerned that you have not followed the requirements set out in this guidance, then we may need to contact you to explore this further.

The table below shows some problems we have seen with the choice of evidence submitted. It shows the actions you need to take in each situation, and the actions that we and our examiners will take. Failure to submit suitable evidence may lead to a delay with the issue of a result. In exceptional cases, we may not be able to mark the work or issue a grade.

<b>Problem</b>	<b>Action</b>
There are only two pieces of evidence in a candidate's portfolio. There should be three pieces of evidence.	<p>It is your responsibility to check carefully that you have submitted the right number of pieces of evidence for each candidate and that the evidence is submitted in the correct folders on Submit for Assessment.</p> <p>For example, examiners have been instructed to consider all evidence in the 'Evidence 1' folder as belonging to Evidence 1, so you must not submit any of your 'Evidence 2' files in this folder. Examiners will not 'redistribute' evidence files from other evidence folders, if they find evidence is missing.</p> <p>When you submit the evidence to us, you will be asked to upload three pieces of evidence and to record any pieces of evidence that you cannot provide as 'Missing'. After this 'Missing' status has been confirmed, no marks can be awarded for the missing piece of evidence.</p>
One or more of the pieces of evidence is not an acceptable type of work, for example a multiple-choice past paper.	We will contact you and ask you to supply a replacement piece of evidence. The replacement work will be marked. If you cannot supply any replacement work, the original piece of evidence will be given a status of 'No Response' and no marks can be awarded as the type of work is not acceptable.
Work is 'not substantial' (because it appears to be less than one hour's concentrated work) or there are questions/pages missing.	It is your responsibility to check that the pieces of evidence you have submitted are complete and sufficient. We will mark the work that we receive. We will not contact you

	for replacement evidence. It is likely that, where the work is insufficient, examiners will only be able to award a low mark or a mark of zero, as there is not enough evidence of candidate performance on which to award a mark.
The task has not been provided or parts of the task are missing.	It is your responsibility to provide the task that you have set for the candidate to complete, as well as the pieces of evidence with the candidate's answers. If the task is missing, we will contact you and ask you to supply the task. If you cannot supply the task, the piece of evidence may be given a mark of zero.
The task has been provided, but the candidate evidence is missing.	We will contact you and ask you to supply the candidate evidence. If you cannot supply any candidate evidence, the evidence will be given a status of 'No Response' and no marks can be awarded.
Evidence provided only covers content which is not on the syllabus.	We will contact you and ask you to supply a replacement piece of evidence. The replacement work will be marked. If you cannot supply any replacement work, the original piece of evidence may be given a mark of zero.
Evidence provided does not cover one or more of the assessment objectives, or does not provide satisfactory coverage of syllabus content.	Examiners will start by checking the Rationale Document, to see if you have explained why you have been unable to supply evidence for one or more assessment objectives or significant areas of syllabus content. If the reason that you have given is not sufficient, or you have not provided a reason, we will contact you and ask you to supply a replacement piece of evidence or provide a sufficient reason. Any replacement work will be marked. If you cannot supply any replacement work or a sufficient reason, the original piece of evidence will be given a mark of zero.
There are concerns about the authenticity of a piece of evidence as being a candidate's own work.	Examiners will raise this with us as suspected malpractice. We may then pursue this further with you.

## Collecting evidence: general advice

You can find additional advice in the frequently asked questions, and our answers, in [Appendix A](#).

## Collecting evidence: syllabus-specific advice

All syllabuses follow the general guidance in this document. However, you can find additional syllabus-specific information about collecting evidence in [Appendix B](#).

## Collecting evidence: syllabus-specific advice for Cambridge AS & A Level Mathematics and Further Mathematics

All syllabuses follow the general guidance in this document. However, you can find additional syllabus-specific information about collecting evidence for Cambridge AS & A Level Mathematics and Further Mathematics in [Appendix C](#).

# Appendices

## Appendix A – Collecting evidence: general advice

Question	Advice
<p><b>How should I approach using the pre-release material for my syllabus?</b></p> <p>Syllabuses with pre-release material include Cambridge IGCSE:</p> <ul style="list-style-type: none"> <li>• Art &amp; Design (0400, 0989)</li> <li>• Drama (0411)</li> <li>• Enterprise (0454)</li> </ul> <p>Cambridge O Level:</p> <ul style="list-style-type: none"> <li>• Art &amp; Design (6090)</li> <li>• CDT: Design &amp; Communication (7048)</li> </ul> <p>Cambridge International AS &amp; A Level:</p> <ul style="list-style-type: none"> <li>• Art &amp; Design (9479)</li> <li>• Digital Media &amp; Design (9481).</li> </ul>	<p>We realise that candidates may have been working on this pre-release material since it was published on the School Support Hub for the relevant series. If this material is pre-release, and not a confidential source file, it is acceptable for you to use this to produce work for the portfolio of evidence. You must not use the live question paper that accompanies the pre-release, even if this is sent to your centre. Instead, you will need to either set a task of your own or adapt tasks from a past paper.</p> <p>You <b>cannot</b> use confidential source files to produce work for the portfolio of evidence for Cambridge IGCSE Information &amp; Communication Technology (0417, 0983), and Cambridge International AS &amp; A Level Information Technology (9626) and Computer Science (9618). Confidential source files are not pre-release materials. They are live exam materials and must stay confidential.</p> <p>Past papers are one of the types of work that you might use in a candidate's portfolio of evidence. You should be aware that past papers and pre-release materials are widely available online and that your candidates may have seen the papers before. We expect you to think carefully about the tasks that you intend to use as evidence, and make sure that candidates cannot predict the likely content of the task. Providing the candidates do not know in advance, and cannot guess with any confidence, the content of the specific paper you set them and that you can authenticate the candidates' work, you may still use these past papers.</p> <p>We appreciate this is more difficult when you are using pre-release material; however, you must make sure that candidates do not know which paper they will be sitting in advance. To help you do this, we recommend that you:</p> <ul style="list-style-type: none"> <li>• remove the exam series references on the paper so it is more difficult for candidates to identify the paper you plan to use</li> <li>• reduce the time you allow candidates between seeing the pre-release material and sitting the assessment</li> <li>• supervise all the preparation work candidates complete using the pre-release material – either in person or remotely.</li> </ul>
<p><b>How do we produce three pieces of evidence if there are only two components in the syllabus?</b></p>	<p>There is no requirement for the three pieces of evidence to be a direct match to the exam components in the syllabus. You can choose any three pieces of work which meet the criteria in this document, and which give broad coverage of the current syllabus content and assessment objectives.</p> <p>For example, if a syllabus has two components, you could focus one piece of evidence on each component, and then the third piece of evidence could be a teacher-set task covering both components. Or you could provide evidence for one of the components in its entirety and then divide the work for the other component to create the two</p>

Question	Advice
	further pieces of evidence. Where you do this, each separate piece of work must take the candidate at least one hour to produce.
<p><b>What approach should I take if the syllabus has four components when the portfolio requires just three pieces of evidence – for example languages?</b></p>	<p>There is no requirement for the three pieces of evidence to be a direct match to the exam components in the syllabus. You can choose any three pieces of work which meet the criteria in this document, and which give broad coverage of the current syllabus content and assessment objectives.</p> <p>For example, you may choose to combine the work for two of the components into one piece of evidence. We require three pieces of evidence for each portfolio, but you can combine two tasks to make one substantial piece of evidence to cover all of the assessment objectives across the syllabus. Alternatively, if you have not been able to complete evidence for a practical component, such as speaking or listening, which would normally count towards the syllabus grade, you can omit this assessment objective and explain why in the Rationale Document. This is in line with our arrangements for exemptions for candidates taking exams.</p>
<p><b>Multiple-choice question papers cannot be used as evidence. How can I produce evidence for the listening and reading assessment objectives for IGCSE second languages, additional languages and modern foreign languages?</b></p>	<p>We expect all centres to be teaching listening skills to prepare candidates for the listening component. However, if local or national directives mean that exams cannot take place, and your centre moves to portfolio of evidence, you should not include evidence of listening in your portfolio. Your three pieces of evidence must include evidence of reading, writing and speaking.</p> <p>Candidates will be able to demonstrate receptive skills through the reading tasks. We understand that schools may want to use a reading paper (or for English as a Second Language, the reading and writing paper) as one of their pieces of evidence. For this reason, it is acceptable to use a whole past paper or specimen paper, including the multiple-choice type questions on the paper. Our examiners will make a holistic judgement about a candidate's performance and the candidate's reading ability based on all the evidence seen on the reading paper (or for English as a Second Language, the reading and writing paper).</p>
<p><b>Multiple-choice question papers cannot be used as evidence. How do we produce three pieces of evidence when one of the components in the syllabus is a multiple-choice paper?</b></p>	<p>There is no requirement for the three pieces of evidence to be a direct match to the exam components in the syllabus. You can choose any three pieces of work which meet the criteria in this document, and which give broad coverage of the current syllabus content and assessment objectives.</p>
<p><b>Can we use combined science papers for individual sciences?</b></p>	<p>The assignments you set must meet the assessment objectives and content of the current syllabus you are preparing a portfolio of evidence for.</p> <p>When creating assignments, if you choose to use past papers you may use the parts of the combined science papers that meet the assessment objectives and content of the individual science you are preparing a portfolio of evidence for. You should bear in mind that these combined science papers do not cover all of the syllabus content for the individual sciences.</p>

Question	Advice
<b>There are more past papers available for the Cambridge IGCSE A* to G version of this syllabus than there are for the 9–1 version. Can we use past papers from the alternative grade set version?</b>	Yes, you can use past papers for the Cambridge IGCSE version of the syllabus if your candidates are entered for the 9–1 version and the same is true in reverse.

## Appendix B – Collecting evidence: syllabus-specific advice

### Cambridge IGCSE

Syllabus code	Subject	Syllabus-specific advice
0400, 0989	Art & Design	For Cambridge IGCSE Art & Design, where the structure of the syllabus does not clearly translate into producing three pieces of evidence, we recommend you provide evidence for the coursework component (Component 1) in its entirety. For the externally set assignment (Component 2) you should divide the preparation work from the final outcome (8-hour test) to create the two further pieces of evidence. Where you do this, each separate piece of work must take the candidate at least one hour to produce.
0410, 0978	Music	<p>We expect all centres to be teaching listening skills to prepare candidates for the listening component. However, if local or national directives mean that exams cannot take place, and your centre moves to the portfolio of evidence route, you must not include evidence of listening in your portfolio. Your three pieces of evidence must include evidence of composing and performing.</p> <p>The composing and performing components include four elements:</p> <ul style="list-style-type: none"> <li>• two compositions in the composing component (one written in a Western tonal style and one in any style of the candidate's choice)</li> <li>• two prepared performances in the performing component (one individual and one ensemble).</li> </ul> <p>You should choose any three of these four elements as your three substantial pieces of evidence.</p> <p>For the performing component, the playing time of the prepared performances should be no less than two minutes for each performance. Each of these pieces will count as a substantial piece of evidence. We expect that candidates would have spent at least one hour preparing for the performance.</p> <p>If you choose to include the ensemble performance as one of your three pieces of evidence, you will need to submit the <i>Performing Working Mark Sheet</i> so that our examiners can clearly identify which candidate is playing each instrument in the recording. However, you do not need to submit any marks, as the pieces of evidence will be marked by Cambridge examiners.</p>
0411, 0994	Drama	<p>For Cambridge IGCSE Drama, where the structure of the syllabus does not clearly translate into producing three pieces of evidence, the three pieces in the portfolio must include at least one piece of written work and one piece of practical work. For example, you could include work from the coursework component (Component 2) as two pieces of evidence, and then the third piece of evidence must be based on the written component (Component 1).</p> <p>For Component 1, candidates should prepare the pre-release materials as they would do in the exam route. If your centre is then moved to the portfolio of evidence route, candidates could provide evidence of Component 1 by completing a task set by the centre based on the pre-release materials. This piece of evidence must take candidates at least one hour to complete.</p> <p>If you choose to include written work as two pieces of evidence, based on Component 1, candidates could complete another task set by the centre for</p>

Syllabus code	Subject	Syllabus-specific advice
		<p>candidates to comment further on the two pre-release extracts. This piece of evidence must take candidates at least one hour to complete.</p> <p>For Component 2, each of these prepared performances counts as one substantial piece of evidence:</p> <ul style="list-style-type: none"> <li>• individual performance</li> <li>• group performance</li> <li>• group devised piece.</li> </ul> <p>Each prepared performance that you choose to include as a piece of evidence will consist of a film of a performing time of a maximum of three minutes for the individual performance, and of three to five minutes per candidate for any of the group performances. You should follow the timing guidelines shown in the syllabus. We expect that candidates would have spent at least one hour preparing for each performance.</p> <p>You will need to submit the <i>Individual Candidate Mark Sheets</i> and follow the usual practice of identifying each candidate before they start their performance. It is crucial that our examiners can clearly identify which candidate is playing which role in the film. However, you do not need to submit any marks, as the pieces of evidence will be marked by Cambridge examiners.</p> <p>We expect all centres to be teaching Component 1 and Component 2 as specified in the syllabus if possible. However, you may have applied for a component exemption or for a component adjustment if disruption to teaching caused by Covid-19 made it impossible to cover the two components in full, for example where candidates have not been able to work together. In this case, it is acceptable for the portfolio of evidence not to include the syllabus content or assessment objective for which you had an exemption accepted. You should explain this in the Rationale Document.</p>
0413, 0995	Physical Education	<p>For Cambridge IGCSE Physical Education, if you can include the practical assessment objectives in your candidates' portfolios of evidence, you must include recorded evidence of the candidates' work for every candidate. This is because the work in the portfolio will be marked by our examiners. This is different from the exam route, where our moderation procedures require you to record the work of a sample of candidates only. Recorded evidence for each candidate could be:</p> <ul style="list-style-type: none"> <li>• the entire coursework component that meets the coursework guidelines</li> <li>• at least one practical activity for the component that meets the coursework guidelines</li> <li>• one or more teacher-set assignments for one or more physical activities. This evidence could focus on skills or drill work that can be completed in line with local restrictions and regulations.</li> </ul> <p>If you cannot provide recorded evidence for any individual candidate for the coursework component, you should include three pieces of evidence for the written component for that candidate and explain why this is the case in the Rationale Document.</p>

Syllabus code	Subject	Syllabus-specific advice
0417, 0983	ICT	Confidential source files for Cambridge IGCSE Information & Communication Technology (0417, 0983) are not pre-release materials. They are live exam materials and must stay confidential. Centres submitting portfolios of evidence in an exam series must <b>not</b> download or share with candidates the confidential source files that are available for candidates taking exams in the same series. Centres must <b>not</b> use the confidential source files to produce pieces of work for their portfolios of evidence.
0445, 0979	Design & Technology	<p>There must be only three pieces of evidence in the portfolio. Providing the work produced is substantial, we can accept coursework that is not complete where this is because centres were ordered to close, preventing access to the facilities needed for practical work, or due to circumstances in which regulations prevented the work from taking place. You should explain this in the Rationale Document.</p> <p>The seven sections of the coursework count as a single piece of evidence because the entire coursework component counts as a single piece of evidence. The other two pieces of evidence should be based on Component 1 and your chosen optional written component. The types of evidence could include, for example, a whole past paper or a mock paper.</p>
0448	Pakistan Studies	The portfolio of evidence should cover as broad a range as possible of the assessment objectives and content of the current syllabus. This means that at least one piece of evidence must cover the history and culture of Pakistan, and at least one piece of evidence must cover the environment of Pakistan.
0457	Global Perspectives	<p>The types of work to be included among the three pieces of evidence are at your discretion. There is no requirement for the three pieces of evidence to be a direct match to the three components, but they should give a broad coverage of the current syllabus and assessment objectives.</p> <p>For example, evidence for each candidate could be of:</p> <ul style="list-style-type: none"> <li>• 0457/01 – Past papers or mock exams</li> <li>• 0457/02 – Individual report (1500-2000 words and bibliography)</li> <li>• 0457/03 – Team project – if you are submitting work from this component, you <b>must</b> make sure the candidate has completed their <b>reflective paper</b> (based on the team project). Submit the <b>reflective paper</b> with the <b>team element</b> (outcome and explanation). Please make sure that any links to video material (if you submit it) are accessible.</li> </ul>
0478, 0984	Computer Science	Syllabuses 0478 and 0984 have been revised for first examination in 2023. Therefore, there are not past papers available that cover all the specific content of the exam series you are entering. In this case, you should create your own tasks with questions covering the current syllabus content and assessment objectives for the current exam series. You can also use a whole specimen paper as one of your pieces of evidence or as a guide when creating your own tasks.
0500, 0524, 0990	First Language English	<p>The types of work to be included in the three pieces of evidence are at your discretion. There is no requirement for the three pieces of evidence to be a direct match to the exam components in the syllabus. You can choose any three pieces of work which meet the criteria in this document, and which give broad coverage of the current syllabus content and assessment objectives.</p> <p><u>Main syllabus components (without endorsed component)</u></p>

Syllabus code	Subject	Syllabus-specific advice
		<p>The evidence submitted for the portfolio must include three pieces of evidence covering <b>both</b> reading and writing. However, you do not need to cover both skills within each individual piece of evidence. An individual piece of evidence can focus on just writing, or just reading.</p> <p>Where the structure of the syllabus does not clearly translate into producing three pieces of evidence, you could provide evidence for one of the components in its entirety and then divide the work for the other component to create the two further pieces of evidence. Where you do this, each separate piece of work must take the candidate at least one hour to produce. For First Language English, this means you can:</p> <ul style="list-style-type: none"> <li>• submit the entire coursework and use the tasks from the past question paper to produce two teacher-set assignments taking one hour each, OR</li> <li>• submit a completed past question paper and then use the individual coursework tasks as two teacher-set assignments taking one hour each, OR</li> <li>• submit a completed past question paper and then use the individual tasks from the other past question paper to produce two teacher-set assignments taking one hour each.</li> </ul> <p><u>Optional endorsed component</u> For the syllabuses listed here, the speaking and listening component – where the speaking and listening grade is reported separately – is available to you in the portfolio of evidence route.</p> <p>For 0500, 0524 and 0990, if you have entered candidates for any entry option where the speaking and listening grade is reported separately, you will need to submit <b>two different portfolios of evidence</b>:</p> <ul style="list-style-type: none"> <li>• The evidence submitted for the main portfolio must include three pieces of evidence covering <b>both</b> reading and writing.</li> <li>• The evidence submitted for the speaking and listening portfolio must include a single piece of evidence covering <b>both</b> speaking and listening.</li> </ul>
0509, 0523, 0547	First Language Chinese, Chinese as a Second Language, Mandarin Chinese	<p>For 0523 Chinese as a Second Language, the three pieces of evidence submitted <b>must</b> include evidence of reading, writing and speaking. You should prepare candidates for the listening skill, but you should not include evidence of this in your portfolio.</p> <p>For 0509, 0523 and 0547, Chinese characters should be handwritten.</p>
0510, 0993 0511, 0991	English as a Second Language	<p>For 0511 and 0991 English as a Second Language (count-in speaking), the three pieces of evidence submitted <b>must</b> include evidence of reading, writing and speaking. You should prepare candidates for the listening skill, but you should not include evidence of this in your portfolio.</p> <p><u>Endorsed component</u> The endorsed speaking component of syllabuses 0510 and 0993 – where the speaking grade is reported separately – is available to you in the portfolio of evidence route.</p> <p>For 0510 and 0993, you will need to submit evidence for <b>two different portfolios of evidence</b>:</p> <ul style="list-style-type: none"> <li>• The evidence submitted for the main portfolio must include three pieces of evidence covering reading and writing. However, you do not need to</li> </ul>

Syllabus code	Subject	Syllabus-specific advice
		<p>cover both skills within each individual piece of evidence. An individual piece of evidence can focus on just writing, or just reading.</p> <ul style="list-style-type: none"> <li>The evidence submitted for the speaking portfolio must include a single piece of evidence covering speaking.</li> </ul> <p>For syllabuses 0510, 0993, 0511 and 0991, you should prepare candidates for the listening skill, but you should not include evidence of this in your portfolio.</p>
0610, 0970 0620, 0971 0625, 0972	Biology, Chemistry, Physics	<p>These syllabuses have separate components for Core and Extended syllabus content. Centres should make sure that the evidence for candidates following the Extended syllabus content includes coverage of the supplementary content detailed in each syllabus.</p> <p>We expect each candidate's portfolio of evidence to include evidence of all three assessment objectives. If you have been unable to complete any aspect of the course, for example you have been unable to deliver the practical skills required for assessment objective 3, you should explain this clearly in your Rationale Document.</p>
0648	Food & Nutrition	<p>If you use a mock practical test (Component 2) as one of the pieces of evidence in the portfolio, the work that you submit to us should include the candidate's preparation sheets and colour photographs of the work. You should not include a <i>Practical Test Working Mark Sheet</i> or any marks, as the work will be marked by Cambridge examiners. The Method of working and some aspects of the Quality/Results will not be assessed in the portfolio of evidence approach.</p> <p>You may already have applied to be exempted from completing Component 2 when preparing candidates for examination. If you are then moved to the portfolio of evidence route and can provide evidence that covers content and/or assessment objectives for Component 2, then you should do so. Examples of this might include practical work completed earlier in the school year before a centre closure.</p> <p>If you are not able to carry out the full requirements of the practical work, you could include the Preparation Sheets from the Planning Session in the portfolio of evidence. This work will count as one piece of evidence.</p> <p>You should try to cover as broad a range as possible of the current syllabus content and assessment objectives and, if possible, the portfolio should include some evidence of practical skills. However, we recognise that this might be impossible in some circumstances. You should explain this in the Rationale Document.</p>
0654, 0973	Co-ordinated Sciences (Double Award)	<p>You need to send us three pieces of evidence for each candidate for this syllabus.</p> <p>This syllabus has separate components for Core and Extended syllabus content. Centres should make sure that the evidence for candidates following the Extended syllabus content includes coverage of the supplementary content detailed in the syllabus.</p> <p>We expect each candidate's portfolio of evidence to include evidence of all three assessment objectives and to include evidence of Biology, Chemistry and Physics subject content. If you have been unable to complete any aspect of the course, for example you have been unable to deliver the</p>

Syllabus code	Subject	Syllabus-specific advice
		practical skills required for assessment objective 3, you should explain this clearly in your Rationale Document.

## Cambridge O Level

Syllabus code	Subject	Syllabus-specific advice
1123	English Language	The three pieces of evidence should cover both writing and reading. However, you do not need to cover both skills within each individual piece of evidence. An individual piece of evidence can focus on just writing, or just reading.
2059	Pakistan Studies	The portfolio of evidence should cover as broad a range as possible of the assessment objectives and content of the current syllabus. This means that at least one piece of evidence should cover the history and culture of Pakistan, and at least one piece of evidence should cover the environment of Pakistan.
2069	Global Perspectives	The types of work to be included in the three pieces of evidence are at your discretion. There is no requirement for the three pieces of evidence to be a direct match to the three components, but they should give a broad coverage of the current syllabus and assessment objectives. For example, evidence for each candidate could be of: <ul style="list-style-type: none"> <li>• 2069/01 – Past papers or mock exams</li> <li>• 2069/02 – Individual report (1500-2000 words and bibliography)</li> <li>• 2069/03 – Team project – if you are submitting work from this component, you <b>must</b> make sure the candidate has completed their <b>reflective paper</b> (based on the team project). Submit the <b>reflective paper</b> with the <b>team element</b> (outcome and explanation). Please make sure that any links to video material (if you submit it) are accessible.</li> </ul>
2210	Computer Science	This syllabus has been revised for first examination in 2023. Therefore, there are not past papers available that cover all the specific content of the exam series you are entering. In this case, you should create your own tasks with questions covering the current syllabus content and assessment objectives for the current exam series. You can also use a whole specimen paper as one of your pieces of evidence or as a guide when creating your own tasks.

## Cambridge International AS & A Level

Syllabus code	Subject	Syllabus-specific advice
9676, 9680, 9686, 9687, 9689, 9715, 9716, 9717, 9718, 9719	All A Level Languages	For all A Level Languages, there will be one portfolio of evidence with three pieces of evidence. This is a change from the requirements in 2022.
9239	Global Perspectives & Research	For A Level Global Perspectives, there is a single component that is completed for the A Level: Component 4, the Cambridge Research Report. This component is the A2 component. For the A2 portfolio of evidence, you must submit a single piece of evidence. This single piece of evidence must comprise the full set of requirements stated in the syllabus for Component 4, Cambridge Research Report. Therefore, the single piece of evidence will consist of:

Syllabus code	Subject	Syllabus-specific advice
		<ul style="list-style-type: none"> <li>• the candidate's 5000-word research report</li> <li>• the candidate's research log</li> <li>• the Monitoring Form, completed by the teacher</li> <li>• the Oral Explanation Form, completed by the teacher.</li> </ul> <p>For the AS portfolio of evidence, select three pieces of evidence from:</p> <ul style="list-style-type: none"> <li>• 9239/01 – past exam papers or teacher-set tasks</li> <li>• 9239/02 – essay (1750-2000 words) + bibliography (in separate documents)</li> <li>• 9239/03 – individual report / presentation transcript + reflective paper (based on team project).</li> </ul>
9396	Physical Education	<p>In the AS Level portfolio of evidence, the entire coursework component counts as a single piece of evidence; and in the A Level portfolio of evidence, the entire coursework component also counts as one piece of evidence.</p> <p>If necessary, for the AS Level portfolio of evidence, candidates may complete one physical activity only from those listed in the coursework guidelines, as available for AS Level. Candidates should also complete an action plan.</p> <p>If necessary, for A Level portfolio of evidence, candidates may complete one physical activity only from those listed in the coursework guidelines, as available for A Level. Candidates should also complete an evaluation and appreciation task.</p> <p>If you cannot include evidence of a physical activity according to the coursework guidelines, then your candidates can complete a teacher-set assignment. This evidence could focus on skills or drill work that can be completed in line with local restrictions and regulations.</p> <p>If you can include the practical assessment objectives in your candidates' portfolios of evidence, you must include evidence of the candidates' work for every candidate. This is because the work in the portfolio will be marked by our examiners. This is different from the exam route, where our moderation procedures require you to record the work of a sample of candidates only.</p> <p>If you cannot provide evidence for any individual candidate for the coursework component, you should include three pieces of evidence for the written component for that candidate and explain why this is the case in the Rationale Document.</p>
9479	Art & Design	<p>For the three pieces of evidence required at AS Level, we recommend you provide evidence for the coursework component (Component 1) in its entirety. For the externally set assignment (Component 2) you should divide the preparation work from the final outcome (15-hour test) to create the two further pieces of evidence. Where you do this, each separate piece of work must take the candidate at least one hour to produce.</p> <p>The single component at A2 Level (Component 3) consists of two elements (written and practical) and you will need to submit three pieces of A2 evidence. For example, you could submit the written analysis as one piece of evidence and the practical work as two separate pieces of evidence, providing they have taken candidates at least one hour to complete.</p>

Syllabus code	Subject	Syllabus-specific advice
9609	Business	<p>This is a revised syllabus. However, the syllabus content has not changed substantially, and evidence can be collected from past papers or from specimen assessment material.</p> <p>To collect three pieces of evidence for the AS Level part of the qualification, you could use past papers 1 or 2 (pre-2023 syllabus). Or you could use the specimen assessment material for the 2023 syllabus.</p> <p>To collect three pieces of evidence for the A Level part of the qualification, you could use questions from different past papers (pre-2023 syllabus) to create three different tasks of at least one hour each. It is also acceptable to split a whole past paper into three one-hour tasks, for example:</p> <ul style="list-style-type: none"> <li>• Task 1 = questions 1 and 2</li> <li>• Task 2 = questions 3 and 4</li> <li>• Task 3 = questions 5 and 6 <b>or</b> questions 5 and 7.</li> </ul> <p><b>One</b> of the tasks at A Level <b>must</b> include questions from Section B of paper 3 (pre-2023) or from the specimen or March 2023 paper 4 Business Strategy.</p> <p>You could also use other types of evidence, as explained in the <a href="#">Types of evidence</a> section of this guidance.</p>
9618	Computer Science	<p>Confidential source files for Cambridge International AS &amp; A Level Computer Science (9618) are not pre-release materials. They are live exam materials and must stay confidential. Centres submitting portfolios of evidence in an exam series must <b>not</b> download or share with candidates the confidential source files that are available for candidates taking exams in the same series. Centres must <b>not</b> use the confidential source files to produce pieces of work for their portfolios of evidence.</p>
9626	Information Technology	<p>Confidential source files for Cambridge International AS &amp; A Level Information Technology (9626) are not pre-release materials. They are live exam materials and must stay confidential. Centres submitting portfolios of evidence in an exam series must <b>not</b> download or share with candidates the confidential source files that are available for candidates taking exams in the same series. Centres must <b>not</b> use the confidential source files to produce pieces of work for their portfolios of evidence.</p>
9694	Thinking Skills	<p>The portfolio of evidence must cover problem solving and critical thinking, and it should include at least one piece of evidence for each. Your portfolio of evidence should include:</p> <ul style="list-style-type: none"> <li>• one piece of evidence covering problem solving</li> <li>• one piece of evidence covering critical thinking</li> <li>• one piece of evidence covering either problem solving or critical thinking – you do <b>not</b> need to create a piece of evidence that is a hybrid of both problem solving and critical thinking. The three pieces of evidence overall do <b>not</b> need to provide equal coverage of problem solving and critical thinking.</li> </ul>
9696	Geography	<p>The portfolio of evidence should cover as broad a range as possible of the assessment objectives and content of the current syllabus. This means that in both the AS portfolio of evidence and the A2 portfolio of evidence, at least one piece of evidence must cover physical geography and at least one piece of evidence must cover human geography.</p>

Syllabus code	Subject	Syllabus-specific advice
9700, 9701, 9702	Biology, Chemistry, Physics	We expect each candidate's portfolio of evidence to include evidence of all three assessment objectives. If you have been unable to complete any aspect of the course, for example you had an approved exemption for the exam route because you have been unable to deliver the practical skills required for assessment objective 3, you must explain this clearly in your Rationale Document.
9705	Design & Technology	<p>The portfolio of evidence should cover as broad a range as possible of the assessment objectives and content of the current syllabus. In both the AS portfolio of evidence and the A Level portfolio of evidence you should include at least one piece of written evidence to cover the requirements of the written component and at least one piece of substantial evidence that covers the coursework component.</p> <p>Providing the evidence produced for the coursework component is substantial, we can accept coursework that is not complete where this is because centres had to close, preventing access to the facilities needed for practical work, or due to circumstances in which regulations prevented the work from taking place. You should explain this in the Rationale Document.</p> <p>The types of evidence for the written components (Components 1 and 3), could include, for example, a whole past paper or a mock paper.</p>
9706	Accounting	<p>This is a revised syllabus. However, the syllabus content has not changed substantially, and evidence can be collected from past papers or from specimen assessment material.</p> <p>To collect three pieces of evidence for the AS part of the qualification, you must not use paper 1 as this is a multiple-choice question paper. You could use questions from one or more past papers 2 (pre-2023 syllabus) to create three different tasks of at least one hour each.</p> <p>To collect three pieces of evidence for the A Level part of the qualification, you could use questions from different past papers to create three different tasks of at least one hour each. It is also acceptable to split a whole past paper (pre-2023 syllabus) into three one-hour tasks, for example:</p> <ul style="list-style-type: none"> <li>• Task 1 = questions 1 and 2 (financial accounting)</li> <li>• Task 2 = questions 3 and 4 (financial accounting)</li> <li>• Task 3 = questions 5 and 6 (management accounting).</li> </ul> <p>The evidence in each candidate's portfolio <b>must</b> include both financial and management accounting. As with the A Level portfolio, the AS evidence <b>must</b> include both financial and management accounting.</p> <p>For both AS and A Level, you could also use other types of evidence, as explained in the <a href="#">Types of evidence section</a> of this guidance.</p>
9715	Chinese	<p>The evidence in each candidate's portfolio must include evidence of reading, writing and literature. Chinese characters should be handwritten.</p> <p>Three pieces of evidence are required. This is a change from the requirements in June 2022.</p>

## Cambridge IPQ

Syllabus code	Subject	Syllabus-specific advice
9980	Cambridge International Project Qualification (IPQ)	<p>For Cambridge IPQ candidates, you can submit a single piece of evidence for the qualification. This single piece of evidence must comprise the full set of requirements stated in the syllabus for the Cambridge IPQ Research Report. Therefore, the single piece of evidence will consist of:</p> <ul style="list-style-type: none"><li>• the candidate's 5000-word research report</li><li>• the candidate's research log</li><li>• the candidate's bibliography / list of references</li><li>• the candidate's completed project proposal form.</li></ul>

## Appendix C – Collecting evidence: syllabus-specific advice for Cambridge AS & A Level Mathematics and Further Mathematics

### Cambridge International AS & A Level Mathematics (9709)

For Cambridge International A Level Mathematics, there are two components – Mechanics and Probability & Statistics 1 – that could be submitted as part of the AS Level portfolio of evidence or as part of the A2 Level portfolio of evidence.

For AS Level candidates, three pieces of evidence are required in the portfolio. This should include at least one piece of evidence from Pure Mathematics 1 and at least one piece of evidence from any of the other AS Level components, depending on the entry option – Pure Mathematics 2 (AS-only option) or Mechanics or Probability & Statistics 1, as appropriate.

For staged route A Level candidates, three pieces of evidence for the A2 Level portfolio should be submitted. Candidates will carry forward credit for their AS Level result from within the previous 13 months.

For candidates carrying forward a result for an AS Level which includes Mechanics, the A2 Level portfolio of evidence should include three pieces of evidence – at least one piece of evidence from Pure Mathematics 3 and at least one piece of evidence from Probability & Statistics 1.

For candidates carrying forward a result for an AS Level which includes Probability & Statistics 1, the A2 Level portfolio of evidence should include three pieces of evidence – at least one piece of evidence from Pure Mathematics 3 and at least one piece of evidence from the fourth component, depending on the entry option: either Mechanics or Probability & Statistics 2, as appropriate.

For linear A Level candidates, the AS Level and A2 Level portfolios should, in combination, include evidence which covers four different components of the course:

- The AS Level portfolio of evidence should include three pieces of evidence – at least one piece of evidence from Pure Mathematics 1 and at least one piece of evidence from Probability & Statistics 1.
- The A2 Level portfolio of evidence should include three pieces of evidence – at least one piece of evidence from Pure Mathematics 3 and at least one piece of evidence from the fourth component, depending on the entry option – either Mechanics or Probability & Statistics 2, as appropriate.

The evidence requirements are summarised below.

	AS portfolio of evidence (three pieces of evidence required)	A2 portfolio of evidence (three pieces of evidence required)
AS Level candidates	Component 50: Pure Mathematics 1 Pure Mathematics 2 (AS-only option) OR Component 58: Pure Mathematics 1 Mechanics OR Component 59: Pure Mathematics 1 Probability & Statistics 1	n/a

A Level candidates taking a staged route and carrying forward an AS Level result for Pure Mathematics 1 and Mechanics	n/a	Component 68: Pure Mathematics 3 Probability & Statistics 1
A Level candidates taking a staged route and carrying forward an AS Level result for Pure Mathematics 1 and Probability & Statistics 1	n/a	Component 60: Pure Mathematics 3 Mechanics OR Component 69: Pure Mathematics 3 Probability & Statistics 2
A Level candidates taking a linear route	Component 59: Pure Mathematics 1 Probability & Statistics 1	Component 60: Pure Mathematics 3 Mechanics OR Component 69: Pure Mathematics 3 Probability & Statistics 2

You will receive more information about the option codes associated with these different possibilities at the point of submission of evidence after you have been moved to the portfolio of evidence route.

Some examples are given below to support centres in their decision making:

- **Scenario 1:** The candidate has been entered for an AS Level. The AS Level portfolio of evidence should include at least one piece of evidence from Pure Mathematics 1 and at least one piece of evidence from Mechanics or Probability & Statistics 1 or Pure Mathematics 2 (AS-only option) depending on the entry option.
- **Scenario 2:** The candidate has been entered for a staged route. They already have an AS Level result based on Pure Mathematics 1 and Mechanics, and the staged route would be completed with Pure Mathematics 3 and Probability & Statistics 1. The A2 Level portfolio of evidence should include at least one piece of evidence from Pure Mathematics 3 and at least one piece of evidence from Probability & Statistics 1.
- **Scenario 3:** The candidate has been entered for a staged route. They already have an AS Level result based on Pure Mathematics 1 and Probability & Statistics 1, and the staged route would be completed with Pure Mathematics 3 and Mechanics. The A2 Level portfolio of evidence should include at least one piece of evidence from Pure Mathematics 3 and at least one piece of evidence from Mechanics.
- **Scenario 4:** The candidate has been entered for a staged route. They already have an AS Level result based on Pure Mathematics 1 and Probability & Statistics 1, and the staged route would be completed with Pure Mathematics 3 and Probability & Statistics 2. The A2 Level portfolio of evidence should include at least one piece of evidence from Pure Mathematics 3 and at least one piece of evidence from Probability & Statistics 2.
- **Scenario 5:** The candidate has been entered for a linear route. The AS Level portfolio of evidence should include at least one piece of evidence from Pure Mathematics 1 and at least one piece of evidence from Probability & Statistics 1. The A2 Level portfolio of evidence should include at least one piece of evidence from Pure Mathematics 3 and at least one piece of evidence from either Mechanics or Probability & Statistics 2, depending on the entry option.

The three pieces of evidence should cover both the Pure and Applied components. However, both areas do not need to be covered within an individual piece of evidence. Each individual



piece of evidence can focus on just Pure, or just Applied. Our recommendation is that one piece of evidence covers the Pure content, one piece of evidence covers the Applied content, and the third piece of evidence covers either Pure or Applied content, but not both combined.

## Cambridge International AS & A Level Further Mathematics (9231)

For Cambridge International A Level Further Mathematics, there are two components – Further Mechanics and Further Probability & Statistics – that could be submitted as part of the AS Level portfolio of evidence or as part of the A2 Level portfolio of evidence.

For AS Level candidates, three pieces of evidence are required in the portfolio. This should include at least one piece of evidence from Further Pure Mathematics 1 and at least one piece of evidence from the applied component depending on the entry option – Further Mechanics or Further Probability & Statistics, as appropriate.

For staged route A Level candidates, three pieces of evidence for the A2 Level portfolio should be submitted. Candidates will carry forward credit for their AS Level result from within the previous 13 months.

For candidates carrying forward a result for an AS Level which includes Further Probability & Statistics, the A2 Level portfolio of evidence should include three pieces of evidence – at least one piece of evidence from Further Mathematics 2 and at least one piece of evidence from Further Mechanics.

For candidates carrying forward a result for an AS Level which includes Further Mechanics, the A2 Level portfolio of evidence should include three pieces of evidence – at least one piece of evidence from Further Mathematics 2 and at least one piece of evidence from Further Probability & Statistics.

For linear A Level candidates, the AS Level and A2 Level portfolios should, in combination, include evidence which covers four different components of the course:

- The AS Level portfolio of evidence should include three pieces of evidence – at least one piece of evidence from Further Pure Mathematics 1 and at least one piece of evidence from Further Probability & Statistics.
- The A2 Level portfolio of evidence should include three pieces of evidence – at least one piece of evidence from Further Pure Mathematics 2 and at least one piece of evidence from Further Mechanics.

The evidence requirements are summarised below.

	AS portfolio of evidence (three pieces of evidence required)	A2 portfolio of evidence (three pieces of evidence required)
AS candidates	Component 50: Further Pure Mathematics 1 Further Mechanics OR Component 51: Further Pure Mathematics 1 Further Probability & Statistics	n/a
A Level candidates taking a staged route and carrying forward an AS Level result for Further Pure Mathematics 1 and Further Mechanics	n/a	Component 61: Further Pure Mathematics 2 Further Probability & Statistics
A Level candidates taking a staged route and carrying forward an AS Level result for	n/a	Component 60: Further Pure Mathematics 2 Further Mechanics

Further Pure Mathematics 1 and Further Probability and Statistics		
A Level candidates taking a linear route	Component 51: Further Pure Mathematics 1 Further Probability & Statistics	Component 60: Further Pure Mathematics 2 Further Mechanics

You will receive more information about the option codes associated with these different possibilities at the point of submission of evidence after you have been moved to the portfolio of evidence route.

Some examples are given below to support centres in their decision making:

- **Scenario 1:** The candidate has been entered for an AS Level. The AS Level portfolio of evidence should include at least one piece of evidence from Further Pure Mathematics 1 and at least one piece of evidence from either Further Mechanics or from Further Probability & Statistics.
- **Scenario 2:** The candidate has been entered for a staged route. They already have an AS Level based on Further Pure Mathematics 1 and Further Mechanics, and the staged route would be completed with Further Pure Mathematics 2 and Further Probability & Statistics. The A2 Level portfolio of evidence should include at least one piece of evidence from Further Pure Mathematics 2 and at least one piece of evidence from Further Probability & Statistics.
- **Scenario 3:** The candidate has been entered for a staged route. They already have an AS Level based on Further Pure Mathematics 1 and Further Probability & Statistics, and the staged route would be completed with Further Pure Mathematics 2 and Further Mechanics. The A2 Level portfolio of evidence should include at least one piece of evidence from Further Pure Mathematics 2 and at least one piece of evidence from Further Mechanics.
- **Scenario 4:** The candidate has been entered for a linear route. The AS Level portfolio of evidence should include at least one piece of evidence from Further Pure Mathematics 1 and at least one piece of evidence from Further Probability and Statistics. The A2 Level portfolio of evidence should include at least one piece of evidence from Further Pure Mathematics 2 and at least one piece of evidence from Further Mechanics.

The three pieces of evidence should cover both the Pure and Applied components. However, both areas do not need to be covered within an individual piece of evidence. Each individual piece of evidence can focus on just Pure, or just Applied. Our recommendation is that one piece of evidence covers the Pure content, one piece of evidence covers the Applied content, and the third piece of evidence covers either Pure or Applied content, but not both combined.