



# Portfolio of evidence: a guide for candidates and their families

In countries or regions of countries where exams cannot take place, we award grades to candidates in Cambridge IGCSE, O Level and Cambridge International AS & A Level using a portfolio of evidence. Your centre submits each portfolio of evidence to us and our examiners mark the work.

## What is a portfolio of evidence?

- Where exams cannot take place, centres collect and submit a portfolio of evidence for each candidate in each subject.
- Each portfolio contains three substantial pieces of evidence.
- If you are taking Cambridge International A Level and did not sit the AS Level at the end of your first year of study, six substantial pieces of evidence are required.

The staged assessment route is not possible in all subjects, for example Cambridge International AS & A Level languages. In these cases, the rules below apply:

- Candidates taking AS Level must provide a single portfolio of evidence with three pieces of work covering the AS Level syllabus content and assessment objectives.
- Candidates taking A Level must provide a single portfolio of evidence with three pieces of work covering the A Level syllabus content and assessment objectives.

By 'substantial', we mean a piece of work that has taken you at least one hour of concentrated work to complete. This is similar to the amount of work we use to determine an exam grade.

These pieces of evidence can be completed at any time during your course, and can include:

- 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.

We use the marks given by our examiners to give you a final grade for each syllabus.

## Will I know which pieces of work are in my portfolio of evidence?

Yes. Any work you complete during your course may be included in your portfolio of evidence. Once your teacher has selected the three pieces of evidence that will be used, they will tell you which work they have chosen, and you will have the opportunity to give them feedback on their choices.

Your teacher cannot simply select your best work. The evidence they choose must cover as broad a range of the syllabus content and skills as possible. Your teacher must also be sure that the evidence is your own unaided work.

Your teacher may have previously marked your work and submitted it to us. However, our examiners mark the work using the marking criteria and standard set by us and they may give it a different mark.

## How is the portfolio of evidence marked?

Every candidate submits a different portfolio of evidence, and the tasks in their portfolio may be different to those of other candidates in other centres. The centre submits these tasks to us for marking.

Each syllabus uses one of three different marking approaches used for portfolio of evidence:

- Marking using exemplar materials
- Marking using past papers and exemplar materials
- Marking using syllabus level descriptors

There is more information about these marking approaches in our 'Marking a portfolio of evidence factsheet' on our [website](#). Our examiners give a mark to each of the three pieces of evidence. We add these marks together to create a final mark for the portfolio. All three pieces of evidence count equally in their contribution to the final mark.

We use our examiners' marks to calculate a final grade for each candidate for each syllabus that they are taking.

## What can I do if I am concerned about the grade awarded using the portfolio of evidence?

All our usual enquiry about results services are available and you should work with the Exams Officer at your centre if you want to request one of these services.

In addition, we have a service which is only available for the portfolio of evidence – 'Review of selection of evidence: Service 10'. This is a review of the choice of the pieces of evidence included in your portfolio. As part of this enquiry, we check that the evidence chosen for your portfolio meets our criteria for selection. This enquiry is available for all portfolio of evidence components. To request this enquiry, you should speak to your Exams Officer.

You can find more information about enquiries about results services in our 'Guidance on enquiries about results/ and appeals for the portfolio of evidence route' factsheet on our [website](#).