



# Portfolio of evidence: step by step guide

Use this guide and checklist to successfully submit your candidate's portfolio of evidence to us.



## Phase 1 – preparation

If you think or know in advance that exams will be cancelled in your country:

- Start collecting three pieces of evidence for every syllabus and candidate you will submit a portfolio for.
- Read our [Collecting a portfolio of evidence guide](#). This gives detailed information about the quantity, type and quality of work you must collect for candidates.



## Phase 2 – entries

### Entry rules

- When entries open for the exam series, submit your entries in the usual way on Direct by the published final entries deadline.
- We change your entries if you are moved to a portfolio of evidence route. Read our '[Entry guidance – moving to portfolio of evidence](#)' guide. This explains how we will change certain entry options to allow candidates to achieve a grade from the portfolio of evidence route.
- If you have candidates that want to carry forward from a previous series, read our '[Carrying forward within the portfolio of evidence](#)' guide. You can find this guide on the webpage for the relevant exam series on our website.



### Completing the rationale document

- After collecting your candidates' evidence for each syllabus, submit a rationale document which explains how the portfolios of evidence have been compiled.
- The head of department for the syllabus or in their absence, the teacher for that subject, must complete the rationale document.
- You must use the '[rationale document template](#)'. We provide example documents for you to use as guidance.
- When you submit your portfolio of evidence, you upload the rationale document for each syllabus with every candidate's portfolio of evidence for that syllabus.



### Submitting your portfolio

- Submit all portfolios of evidence using [Submit for Assessment](#). You must do this by our published deadlines, listed in the [submission deadlines](#) document. You can find this document on the webpage for the relevant exam series on our [website](#).
- To understand how to use Submit for Assessment, read our Portfolio of Evidence administrative guide. You can find this document on the webpage for the relevant exam series on our website.

# Portfolio of evidence: step by step guide continued



## Submitting your portfolio continued

- To submit a portfolio of evidence for a candidate you must submit:
  - three substantial pieces of evidence
  - the three tasks that the candidate used to create the three pieces of evidence
  - the rationale document.
- Different examiners may mark the portfolios for the same syllabus. To make sure all examiners see the same information for each candidate when marking, you must upload the rationale document and three tasks used with every candidate's portfolio.
- You must be vigilant for malpractice throughout the process of gathering evidence and submitting work. See our [website](#) for more information about what is considered malpractice.
- After you submit the portfolios, you have seven days from the submission deadline to submit a 'present but disadvantaged' special consideration application for a candidate if necessary. Read our '[Special consideration and malpractice regulations supplement](#)'. This document outlines the



## Phase 6 – results and certificates

- We will contact you before results are released to provide information about how to access results.
- You can submit enquiries about results for portfolio of evidence work. Read our '[Guidance on enquiries about results and appeals for the portfolio of evidence route](#)' document for detailed information about how to do this.



# Portfolio of evidence: step by step guide continued

## Checklist for portfolio of evidence

This checklist is for centres who are gathering and submitting portfolio of evidence for their candidates. Use this to check that you are submitting the correct work for candidates and following our regulations.

### 1. Collecting evidence

- I have read the '[Collecting portfolio of evidence](#)' guidance document to make sure that the evidence my centre gathers is acceptable for the portfolio.
- I have told heads of departments/teachers that no work which has previously been marked by Cambridge can be submitted for the portfolio.
- I have gathered three substantial pieces of evidence for each candidate, for each syllabus that they are entered for.
- I have made sure these pieces of evidence are saved in an electronic format or have been scanned to become electronic.
- For Cambridge International AS & A Level students, I have collected three pieces of evidence for AS level and 3 pieces of evidence for A2 level.
- I have included the following information in the header of each document, as '[Portfolio of Evidence administrative guide](#)'. (You will find this guide on the portfolio of evidence webpage for the relevant exam series).
  - o Exam series
  - o Centre number
  - o Centre name
  - o Syllabus and component number
  - o Candidate number
  - o Candidate name.

### 2. Making entries

- I have made entries as usual via [Direct](#).
- I have read the '[Entry guidance – moving to portfolio of evidence](#)' document to make sure I understand how entries will change for portfolio candidates.

I have candidates who are carrying forward entries from the previous series, and I have read the '[Carrying forward within the portfolio of evidence](#)' document (you will find this guide on the webpage for the relevant exam series on our [website](#)).

- I have explained to candidates what they can carry forward to a future exam series.
- I have checked if 'best of both' Cambridge International A Level candidates want to do the staged or linear route.
- I have checked if the staged route option for Cambridge International AS & A Level Mathematics (9709) and Further Mathematics (9231) is applicable to any candidates.
- I have read how candidates entered for staged Cambridge International A Levels will complete their A2 Level.

### 3. Completing the rationale document

- I have given the head of department / teacher for the subject the rationale document to complete for each subject.
- I have also given them examples of the rational documents, so they have a guide.
- I have collected the completed rational documents from the head of department / teacher and collated them with the evidence for each candidate to make the portfolio.
- I have read the '[submission deadlines](#)' document and given the head of department / teacher an appropriate deadline to provide me with everything to submit in time for the deadlines. You will find this guide on the webpage for the relevant exam series on our [website](#).

# Portfolio of evidence: step by step guide continued

## 4. Submitting the portfolio

- I have my login details for [My Cambridge](#).
- I have checked I can access Submit for Assessment and arranged access for any colleagues in my centre, such as teachers, who also need it.
- I have all the rationale documents and evidence for each candidate, for each syllabus saved and ready to upload to Submit for Assessment.

I have read the '[Portfolio of Evidence administrative guide](#)' (you will find this guide on the webpage for the relevant exam series on our [website](#)). I have checked the following before uploading documents to Submit for Assessment:

- Documents are the correct format,
- Documents are named correctly,
- I know how to link multiple candidates to a single document, and
- I know how to accurately upload and submit the portfolios to [My Cambridge](#).

I have spoken to the head of department / teacher for each subject to make sure there are no concerns about malpractice or need to apply for special considerations and:

- where there are reports of malpractice, I have reported this to the head of centre to report to Cambridge, and
- where candidates were present but disadvantaged for specific pieces for work, I have submitted a special consideration application for them on Direct.

I have logged into [Submit for Assessment](#) and uploaded a portfolio of evidence for every candidate for each syllabus that they are entered for, and:

- I have made sure the rationale document for each syllabus is linked to each candidate to make sure examiners have the same information when marking,
- I have made sure I have uploaded three pieces of evidence for each candidate for each syllabus, and
- I have marked the candidate as absent where necessary.
- I have clicked 'submit' and completed all the declarations so Cambridge can mark the portfolios of evidence.



## 5. Results release

- I have regularly checked my emails and answered any emails I have received from Cambridge.
- I know when results will be released.
- I have given candidates their results for their portfolios.
- I have read the '[Guidance about enquiries about results and appeals for the portfolio of evidence route](#)' document so I understand the service 10 and can support candidates who want a review of selection for their portfolio.