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 3 pieces of evidence for every candidate you will submit a portfolio for.
- Use our Collecting a portfolio of evidence guidance document. This document gives detailed information on quantity, type and quality of work you must collect for candidates as their pieces of work

Phase 2 – entries

Entry rules

- When the entry window opens for the series, you need to tell us which candidates you are entering for the syllabus assessment.
- We will change your entries if you are moved to a portfolio of evidence route. Read our 'Entry guidance – moving to portfolio of evidence' document. This document tells you how certain entry types will change to allow candidates to get 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' document. You will 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 for each candidate.
- 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' and we have example documents for you to use as guidance.
- When you submit your portfolio of evidence, you must upload the rationale document for the 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 the 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.
- To submit a portfolio of evidence for a candidate you must submit:

  o have three pieces of evidence
  o the rationale document.

- Different examiners will mark the portfolios. 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 on 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 regulations for applying for special consideration and how to report malpractice for portfolio of evidence.
- We will mark the portfolios when the deadline for submission has passed. Read our 'Marking a portfolio of evidence factsheet' for more information on how we mark you candidates' portfolios of evidence.

Phase 6 – results and certificates

- Your candidates will receive their results on our published results days, in the same way and at the same time as if they had sat their exams. We will contact you before results are released, as we usually do, via email to provide all the usual information about how to access results via Direct.
- 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.
- You can give your candidates and their families more information with our 'The portfolio of evidence – guide for students and families' document.

Checklist for portfolio of evidence

This checklist is for schools 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.

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 informed heads of departments/teachers that no work which has previously been marked by Cambridge can be submitted for the portfolio.
- ☐ I have gathered 3 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 labeled each piece of evidence according to the naming convention listed in the 'Portfolio of Evidence administrative guide' document and have used the information below. (You will find this guide on the webpage for the relevant exam series on our website).
  - o Exam series
  - o Centre number
  - o Centre name
  - o Syllabus and component number
  - o Candidate number
  - o Candiate name

Making entries

- ☐ I have made entries as normal on 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:
  - o Made sure I can accurately inform candidates about what they can carry forward into a future exam series.
  - o Checked if best of both A Level candidates want to do the staged or linear route.
  - o Checked if the staged route option for Cambridge International AS & A Level Mathematics (9709) and Further Mathematics (9231) is applicable to any candidates.
  - o Read how candidates on staged A levels will complete their A2 level.
- ☐ I have given candidates and parents 'The portfolio of evidence – guide for students and families' document so that they understand how this route is different from normal.

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 rational documents back 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.

Submitting the portfolio

☐ I have my login details for My Cambridge.

☐ I have all the rationale documents and evidence for each candidate, for each syllabus saved in a place.

☐ 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:

    o documents are the correct format,

    o documents are named correctly,

    o I know how to link multiple candidates to a single document and

    o 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:

    o where there are reports of malpractice, I have reported this to the head of centre to report to Cambridge and

    o 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

    o 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,

    o I have made sure I have uploaded three pieces of evidence for each candidate for each syllabus and

    o 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.

Results release

☐ I have read the 'Marking a portfolio of evidence factsheet' so I understand what candidates will receive when results are released.

☐ I have regularly checked my emails and answered any emails I have received from Cambridge.

☐ I have my log in details for Direct.

☐ I know when results will be released.

☐ I have given candidates their results for their portfolios.

Portfolio of Evidence step by step guide and checklist (continued)

I have read the '<u>Guidance on enquiries about results / and appeals for the portfolio of evidence route</u>' document so I understand the service 10 and can support candidates who want a review of selection for their portfolio.