CAMBRIDGE
International Education

Guidance on the Administration and Online Submission of Design & Technology Coursework

Cambridge IGCSE™ (9–1)
Design & Technology 0979

Use this guide for exams in 2028, 2029 and 2030.
Exams are available in the June series.
This syllabus is not available in all administrative zones.
Please check the syllabus page at **www.cambridgeinternational.org/0979** to see if this syllabus is available in your administrative zone.



Version 2

For the purposes of screen readers, any mention in this document of Cambridge IGCSE refers to Cambridge International General Certificate of Secondary Education.

Cambridge Pathway

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This syllabus is not available to private candidates

Guidance on preparing and submitting coursework

These instructions are for teachers and exams officers responsible for Cambridge IGCSE Design & Technology. This document provides guidance on preparing and submitting coursework to Submit for Assessment.

This document should be read in conjunction with the syllabus and information published on the samples database: www.cambridgeinternational.org/samples

You must **not** send hard copies of candidates' work to Cambridge. Instead, candidates will produce work digitally, or you will scan and organise candidates' work in a digital format, for exams officers to upload to Submit for Assessment.

You must mark your candidates' coursework and submit marks to Cambridge. The coursework component is externally moderated. Submit for Assessment will identify candidates to be submitted in the sample and generate an automatic email listing these candidates.

Submit for Assessment is compatible with Windows and macOS operating systems. For more information on file sizes, formats and file naming conventions, see the section on **Submitting coursework**.

You can find more information on using and accessing Submit for Assessment on our website **www.cambridgeinternational.org/submit-for-assessment**

When to upload coursework to Submit for Assessment

Your exams officer must upload your candidates' work to Submit for Assessment according to the submission deadlines on the samples database: **www.cambridgeinternational.org/samples**

You should set internal deadlines to allow sufficient time to internally assess your candidates' work and prepare the sample for online submission to meet the deadline set by Cambridge.

Preparing candidates' work

Work should be prepared for submission in one of the following ways:

- Candidates produce work in a digital format such as PowerPoint. All graphs, data, images, or scans of hard copy work must be inserted into this digital file. This can be done throughout the course of study. The final work should be converted to **one .pdf file** before submission. See the section on **Submitting coursework** for further details.
  Candidates may use any software to prepare the digital files, but all files must be saved or exported in .pdf format for upload to Submit for Assessment.

- If candidates submit hard copy coursework to their teacher, it is the responsibility of the centre to scan the work at the end of the course before the submission deadline. All scanned work must be combined and then saved or exported as **one .pdf file** for upload to Submit for Assessment.

For each candidate, **one .pdf file** should be prepared for submission. The maximum file size for the .pdf file is 25 GB.

It is the centre's responsibility to ensure that the work of each candidate is complete and prepared correctly for upload according to these instructions. Once you submit coursework on Submit for Assessment, this is what we will moderate. We will not accept any replacement work that you update or amend after your original submission.

Recording comments on marking

It is essential that the marks you have given are recorded in the Individual Candidate Record Card with comments by the teacher awarding marks to show how and why credit has been awarded. These comments should clearly relate to the assessment criteria and use phrases and levels from the mark scheme. The comments are very important in supporting the external moderation process because they help to explain the mark you have given.

Submitting coursework

Key points

- One .pdf file should be submitted for each candidate in the sample.
- The maximum file size for the .pdf file is 25 GB.
- The work must **not** be edited by the teacher before submission.
- All work to be externally moderated must be included in the submission uploaded to Submit for Assessment. No work should be hosted on external sites or require access via a hyperlink.
- Do not submit zip files.
- We recommend using the following naming convention:
  - **Series_SyllabusNumber_ComponentNumber_CentreNumber_CandidateNumber_Component**
  - e.g. June2028_0979_02_AB123_0081_coursework
- The CASF must be uploaded in the 'Coursework Assessment Summary Form' section (the marks for all candidates at the centre must be included on this form).
- For each candidate, upload the .pdf file in the 'Portfolio' section.
- For each candidate, upload the ICRC in the 'Individual Candidate Record Card' section.
- The 'Supporting materials' section is **not** used.
- You can log into Submit for Assessment and add files gradually, rather than all at once. All the work you upload to Submit for Assessment will be saved automatically.
- Once the work of **all** candidates in the sample has been uploaded, press the 'Submit' button. It is not possible to make any changes to uploaded work after this button has been pressed.

School feedback: ‘While studying Cambridge IGCSE and Cambridge International A Levels, students broaden their horizons through a global perspective and develop a lasting passion for learning.’

Feedback from: Zhai Xiaoning, Deputy Principal, The High School Affiliated to Renmin University of China

Ref: 1398466605; Jordan Lye; *Orange color plastic chair with wooden legs on white background* – stock photo; **www.getty.co.uk**

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