CAMBRIDGE
International Education

Guidance on the Administration and Online Submission of Media Studies Coursework

Cambridge International AS & A Level Media Studies 9607

Use this guidance for exams in 2028, 2029 and 2030.
Exams are available in the June and November series.



Version 1

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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Guidance on preparing and submitting coursework

This syllabus is not available to private candidates.

These instructions are for teachers and exams officers responsible for Cambridge International AS & A Level Media Studies. This document provides guidance on the preparation and submission of coursework to Submit for Assessment for external moderation.

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

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

For Component 1, the following **must** be submitted:

- **One** digital portfolio.
- The final media product.
- **One** critical reflection.
- The Individual Candidate Record Card.

For Component 3, the following **must** be submitted:

- **One** digital portfolio.
- The final media products.
- **One** critical evaluation.
- The Individual Candidate Record Card.

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.

What files are accepted?

Submissions must comply with the following file sizes and types.

File types	Accepted formats	Limit	
Document	.pdf	25 GB	
Presentation	.ppt	25 GB	
Video	3gp .mv4 .mov .mp4	5 GB	No more than 5 minutes
Images	.jpeg .jpg .png .tif	5 GB	
Web	.html .htm .gdoc .url		

Make sure that:

- any text or .ppt documents are a maximum of 200 pages (see the list above of file formats we can accept)
- background and foreground colours are different from each other – use a high contrast. Background colours can appear stronger when converted, which makes it difficult to read any foreground text
- all text can be read at a 100 per cent zoom level, without the need to zoom in further
- you have not included any macros or automation (Visual Basic code)
- documents are not password protected
- all content is visible and nothing overlaps (one item covering another), for example, images, text boxes or shapes. We cannot move content around to see anything which is hidden by an overlap
- you do not submit zip files
- work has not been edited by the teacher before submission.

If a file is larger than the maximum file size, you must use HandBrake to reduce the file size before uploading it to Submit for Assessment.

Component 1: Foundation Portfolio

Candidates produce a media product from a choice of two set briefs. For candidates identified in the sample, the following evidence must be uploaded:

- The digital portfolio. The digital portfolio should provide evidence of the process of the candidate's work, including research and planning. Candidates should chronologically organise their digital portfolio by inserting files, images, scans or text into .ppt slides.
- The final media product. This will either be the opening of a film (lasting a maximum of two minutes) or a magazine. Candidates who chose the magazine task may present evidence in the form of images, a .ppt file or as a .pdf file.
- The written critical reflection of the final media product. This should be saved or exported as a .pdf file.

Component 3: Advanced Portfolio

Candidates produce a media product from a choice of two set briefs. For candidates identified in the sample, the following evidence must be uploaded:

- The digital portfolio. The digital portfolio should provide evidence of the process of the candidate's work, including research and planning. Candidates should chronologically organise their digital portfolio by inserting files, images, scans or text into .ppt slides.
- The final media products. The major task product will be a video of between three and five minutes in length. The first minor task product will be images and text (for TV Documentary task only). The minor task images may be presented in the form of separate images, a .ppt file or as a .pdf file. The link to the other minor task, the website home page, **must** be included on the Individual Candidate Record Card.
- The written critical evaluation of the final promotion package. This should be saved or exported as a .pdf file.

Submitting coursework

Key points

- The maximum file size 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.
- Do not submit zip files.
- We recommend using the following naming convention:
  - Series_SyllabusNumber_ComponentNumber_CentreNumber_CandidateNumber_Component
  - e.g. June2028_9607_01_AB123_0081_portfolio
- 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 files in the relevant sections (e.g. portfolio, final product and reflection).
- 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.

Safeguarding and appropriateness of coursework

The Cambridge International safeguarding team will contact your centre for reassurance of the candidate's safety and well-being if there is a concern.

Safeguarding and duty of care extends to our staff and assessors. Any work that they consider offensive will be referred as malpractice.

Submissions containing inappropriate, explicit or illegal content are not permitted. This includes but is not limited to sexually explicit content, abuse, torture, self-harm or injury. For more information, please refer to our Safeguarding policy. Further information on safeguarding can be found at **www.cambridgeinternational.org/about-us/our-standards/safeguarding/** and in the *Cambridge Handbook*.

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

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