



Preparing and submitting work for Cambridge Global Perspectives™

Guidance on preparing and submitting printed work for Cambridge International A Level Global Perspectives & Research (9239/04). Valid for exams in 2022.

Component 04: Cambridge Research Report

Your candidates' Research Reports are internally assessed. This means they are marked and annotated by teachers in your centre. You then submit a sample of printed reports to us. For each candidate in the sample you must submit the Research Report and Research Log, as well as the forms listed on this factsheet.

Research Proposal Form

For 9239/04, a Research Proposal Form must be completed for each candidate. Research Proposal Forms are not submitted for approval but must be submitted to Cambridge International with the completed research report and research log in hard copy.

Download the research proposal form from the samples database: www.cambridgeinternational.org/samples

For guidance on Research Proposal Forms go to our School Support Hub: www.cambridgeinternational.org/support

Selecting the sample of candidates' work to send to us

The criteria for selecting the sample of candidates to send to us are available on the samples database: www.cambridgeinternational.org/samples

Documents and administrative forms to include with your submission

For each candidate in the sample you must send us the following documents:

- Research Report and Research Log
- Research Proposal Form
- Individual Candidate Record Card
- Monitoring Form
- Oral Explanation Form.

You must also send a Coursework Assessment Summary Form showing the marks of all candidates entered for 9239/04, not just the marks of candidates in the sample.



Important dates

For internally assessed coursework, we need to receive your marks and samples by:

- March series: **27 February**
- June series: **30 April**
- November series: **31 October**.

Copies of the forms are available on the samples database: www.cambridgeinternational.org/samples along with guidance on annotating candidate work.

Submitting work to us

You mark and annotate your candidates' work. You then print out a sample of reports and send them to us by post, along with all the documents listed in this factsheet. The samples database tells you which candidates to include in your sample and has all the forms that you need to complete and submit: www.cambridgeinternational.org/samples. We reserve the right to request additional samples.

We recommend using a reputable courier that provides a tracking facility. You should retain a copy of all submitted work in case of loss or damage in transit. Do not submit Cambridge International AS & A Level Global Perspectives & Research (9239/04) through Secure Exchange.



Extra guidance

The following resources are available for 9239/04 from the 'Syllabus' section of the [School Support Hub](http://www.cambridgeinternational.org/support):

- Learner guide to the Cambridge Research Report
- Teacher guide
- Example candidate responses
- Planning sheet
- Annotation guidance
- Research log guidance
- Research log sample.