**Cambridge Assessment International Education**

# Preparing and submitting Cambridge Global Perspectives® work

## Guidance on preparing and submitting work for:

- Cambridge IGCSE Global Perspectives & Research (0457/02 and 03)

- Cambridge O Level Global Perspectives (2069/02 and 03)

- Cambridge Pre-U Global Perspectives & Research Short Course (1340/02 and 03)

- Cambridge Pre-U Global Perspectives & Research (UK) (9777/02 and 03)

- Cambridge Pre-U Global Perspectives & Research (International) (9766/02 and 03)

**Cambridge Pathway**

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# Introduction

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If you have candidates taking any of our Cambridge Global Perspectives qualifications, you will need to upload externally assessed work or internally assessed samples of work using Secure Exchange.

This guide tells you how to prepare and submit your candidates' work through Secure Exchange:

- prepare your candidates' work by following the instructions and naming conventions specified in this guide

- login to Secure Exchange and submit your candidates' work by the deadlines specified in this guide.

**The process for submitting work**
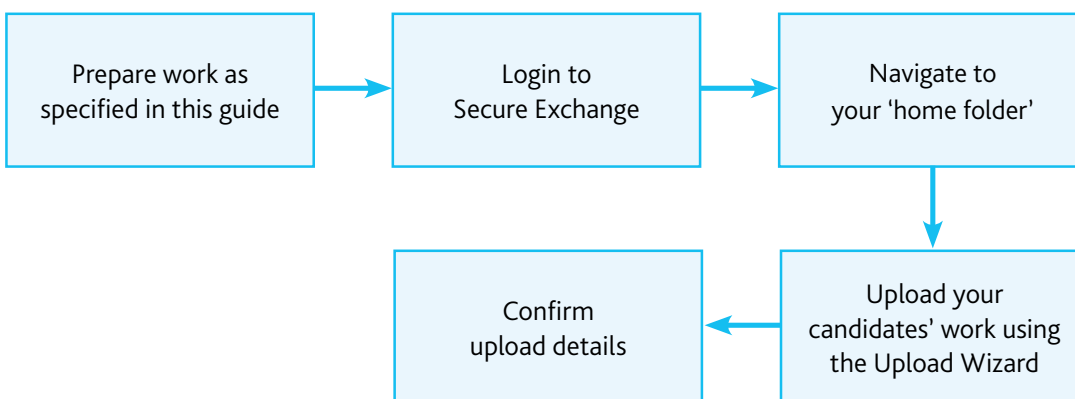


*There is step-by-step guidance showing you how to submit work through Secure Exchange on page 10.*

# Cambridge IGCSE Global Perspectives (0457/02 and 03)

## Deadlines

We must receive your internally assessed marks and the work of a sample of candidates by the following deadlines:

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

## Component 2: Research Report

This component is externally assessed by Cambridge International. You must submit one Individual Report for each candidate entered for the qualification. Candidates must include the following information at the start of their report:

- the research question for the report
- the topic that the report relates to (this must be one of the topics listed in the syllabus for the Individual Report)
- the centre name and number
- the candidate name and number.

## Important information

Do not submit work for components 02 and 03 in the same folder. If you do this we will ask you to re-submit the work.

## Component 3: Team Project

This component is internally assessed within your centre. This means that you submit marks for all your candidates. You then submit the work of a sample of candidates so we can moderate your marks.

For each team in the sample you must submit:

- the Outcome produced by the team to meet their project aim
- the Explanation written by the team.

For each candidate in the sample you must submit a Reflective Paper.

## Extra guidance

A checklist for 0457/03 is available from the 'Syllabus materials' section of Teacher Support. Use this to make sure you have all the necessary documents.

## Documents and administrative forms to include with your submission

Submit the documents below for Component 02 Individual Report.

- An attendance register to confirm which candidates have submitted work. Copies of this form are available from the Administrative forms – Exam day section of our website.
- A declaration of originality for each candidate entered to confirm that the work produced is that of the candidate working alone. Copies of this form are available from the coursework samples database at **www.cambridgeinternational.org/samples**

Submit the documents below for Component 03 Team Project investigations. Copies of the forms are available on the coursework samples database at **www.cambridgeinternational.org/samples**

- An Individual Candidate Record Card for each candidate in the sample.
- A Coursework Assessment Summary Form showing the marks of all candidates entered for the component, not just the marks of the candidates in the sample.
- A report showing the marks submitted for all candidates entered for Component 03. Depending on how you submit your internally assessed marks, this is either:
  - a copy of your CIE Direct internal marks report
  - the second copy of your Internal Assessment Mark Sheet (MS1)
  - a copy of your MIS internal marks report (UK centres only).
- A declaration of originality for each candidate in the sample to confirm that the Reflective Paper has been produced by the candidate working alone. Copies of this form are available from the coursework samples database at **www.cambridgeinternational.org/samples**

# Cambridge IGCSE Global Perspectives (0457/02 and 03) continued

## How to select the sample of candidates whose work you will submit to Cambridge

| International centres | |
| --- | --- |
| **Who selects the sample?** | **How do I select the samples?** |
| **You** select the sample | **You** select the sample according to the criteria below: <br><br>1–16 entries: all candidates <br><br>17 or more entries: the first 10 candidates by candidate number, plus six other candidates spread evenly across the mark range. <br><br>The sample should include a candidate with the highest mark and a candidate with the lowest mark. You should also include any candidates with a mark of 0 in the sample. <br><br>If more than one teacher or Examiner has assessed the work, you should include an even number of examples of the marking of each teacher or Examiner. All marks must be internally moderated before submission to Cambridge International. <br><br>We reserve the right to request additional samples. |

| UK centres | |
| --- | --- |
| **Who selects the sample?** | **How do I select the sample?** |
| **We** select the sample | **We** select the sample for you using the criteria below once you have submitted your marks. <br><br>1–16 entries: all candidates <br>16–100 entries: 15 candidates <br>101–200 entries: 20 candidates <br>Over 200 entries: 10 per cent of candidates <br><br>You should also include any candidates with a mark of 0 in the sample. <br><br>The list of candidates whose work you need to send will be in the 'My Messages' section of CIE Direct approximately two working days after we have received and processed your internally assessed marks. All marks must be internally moderated before submission to Cambridge International. <br><br>Submitting your marks electronically will allow us to receive and process them more quickly. <br><br>We will email your Exams Officer when the list of candidates to submit is available. If candidates are subsequently withdrawn, a revised list will be provided. <br><br>We reserve the right to request additional samples. |

# Cambridge O Level Global Perspectives (2069/02 and 03)

## Component 2: Research Report

This component is externally assessed by Cambridge International. You must submit one Individual Report for each candidate entered for the qualification. Candidates must include the following information at the start of their report:

- the research question for the report
- the topic that the report relates to (this must be one of the topics listed in the syllabus for the Individual Report)
- the centre name and number
- the candidate name and number.

### Important information

Do not submit work for components 02 and 03 in the same folder. If you do this we will ask you to re-submit the work.

## Component 3: Team Project

This component is internally assessed within your centre. This means that you submit marks for all your candidates. You then submit the work of a sample of candidates so we can moderate your marks.

For each team in the sample you must submit:

- the Outcome produced by the team to meet their project aim
- the Explanation written by the team.

For each candidate in the sample you must submit a Reflective Paper.

## Documents and administrative forms to include with your submission

Submit the documents below for Component 02 Individual Report.

- An attendance register to confirm which candidates have submitted work. Copies of this form are available from the Administrative forms – Exam day section of our website.
- A declaration of originality for each candidate entered to confirm that the work produced is that of the candidate working alone. Copies of this form are available from the coursework samples database at **www.cambridgeinternational.org/samples**

Submit the documents below for Component 03 Team Project investigations. Copies of the forms are available on the coursework samples database at **www.cambridgeinternational.org/samples**

- An Individual Candidate Record Card for each candidate in the sample.
- A Coursework Assessment Summary Form showing the marks of all candidates entered for the component, not just the marks of the candidates in the sample.
- A report showing the marks submitted for all candidates entered for Component 03. Depending on how you submit your internally assessed marks, this is either:
  - a copy of your CIE Direct internal marks report
  - the second copy of your Internal Assessment Mark Sheet (MS1)
  - a copy of your MIS internal marks report (UK centres only).
- A declaration of originality for each candidate in the sample to confirm that the Reflective Paper has been produced by the candidate working alone. Copies of this form are available from the coursework samples database at **www.cambridgeinternational.org/samples**

# Cambridge O Level Global Perspectives (2069/02 and 03) continued

## How to select the sample of candidates whose work you will submit to Cambridge

| International centres | |
| --- | --- |
| **Who selects the sample?** | **How do I select the samples?** |
| **You** select the sample | **You** select the sample according to the criteria below:<br><br>1–16 entries: all candidates<br><br>17 or more entries: the first 10 candidates by candidate number, plus six other candidates spread evenly across the mark range.<br><br>The sample should include a candidate with the highest mark and a candidate with the lowest mark. You should also include any candidates with a mark of 0 in the sample.<br><br>If more than one teacher or Examiner has assessed the work, you should include an even number of examples of the marking of each teacher or Examiner. All marks must be internally moderated before submission to Cambridge International.<br><br>We reserve the right to request additional samples. |

| UK centres | |
| --- | --- |
| **Who selects the sample?** | **How do I select the sample?** |
| **We** select the sample | **We** select the sample for you using the criteria below once you have submitted your marks.<br><br>1–16 entries: all candidates<br>16–100 entries: 15 candidates<br>101–200 entries: 20 candidates<br>Over 200 entries: 10 per cent of candidates<br><br>You should also include any candidates with a mark of 0 in the sample.<br><br>The list of candidates whose work you need to send will be in the 'My Messages' section of CIE Direct approximately two working days after we have received and processed your internally assessed marks. All marks must be internally moderated before submission to Cambridge International.<br><br>Submitting your marks electronically will allow us to receive and process them more quickly.<br><br>We will email your Exams Officer when the list of candidates to submit is available. If candidates are subsequently withdrawn, a revised list will be provided.<br><br>We reserve the right to request additional samples. |

# Cambridge Pre-U

## Deadlines

We must receive all your candidates' work by the following deadlines:

- June series: **31 May**
- November series: **31 October**

The information in this section applies to:

| Syllabus name | Code |
| --- | --- |
| Cambridge Pre-U Global Perspectives Short Course | 1340/02 and 03 |
| Cambridge Pre-U Global Perspectives & Research (UK) | 9777/02 and 03 |
| Cambridge Pre-U Global Perspectives & Research (International) | 9766/02 and 03 |

## Other documents to submit with your candidates' work:

- One attendance register for each component – download the attendance register from the 'Administrative forms – Exam day' section of our website.'
- A Cambridge Pre-U cover sheet for each candidate and each component. download the cover sheet from the 'Administrative forms – Exam day' section of our website.'



## Component 02: Essay

For each candidate you must submit an essay in one document containing only text. Save each essay as a separate document.

## Component 03: Presentation

For each candidate you must submit:

- a presentation
- any audio visual materials used in the presentation
- a written transcript of the oral presentation.

Candidates produce the presentation based on pre-release material provided by Cambridge. This material will be available on CIE Direct by 1 March for the June series and 1 August for the November series based on your final entries. The materials are also sent in hard copy once we have received your final entries.

## Important information

Do not submit the Cambridge Pre-U Global Perspectives Independent Research Report (9766/04 and 9777/04) through Secure Exchange.

Submit the report in hard copy by following the instructions in section 3.7.2 of the *Cambridge Handbook*.

We must receive these reports by the following deadlines:

- June series: 30 April
- November series: 31 October

# Preparing work for submission

This section of the guide tells you how to prepare your candidates' work before you submit it through Secure Exchange. These instructions apply to all components.

## Document headings

Each document must be headed with:

- centre number
- candidate name
- candidate number
- question.

## File names

Name each file using the following naming convention. The example below is for the Cambridge IGCSE Global Perspectives Research Report (0457/02).

| Syllabus code | Component code | Centre number | Candidate number | Number of files | File format |
|---|---|---|---|---|---|
| 0457 | 02 | AB123 | 0001 | 01 | doc |

For example: **0457_02_AB123_0001_01.doc**

We will not accept any files that are named incorrectly.

## File sizes

Each file must not exceed 500 MB. Follow the instructions on page 5 to compress any files larger than 500 MB.

## Zip folders

Zip the files for each component in a zip folder. The zip folder must also include the administrative documents listed on page 1. Name the zip folder using the following naming convention:

Syllabus code_Component code_Centre number

For example: **0457_01_AB123**

Each zip folder must not exceed 2GB.

Upload each zip folder to Secure Exchange by following the instructions on page 10.

| File type | Accepted formats | | | |
|---|---|---|---|---|
| Video | .wmv<br>.mp4v<br>.flv | .mov<br>.m4v<br>.mp4 | .avi<br>.m4a<br>.3gp | .wmp<br>.mkv<br>.3g2 |
| Audio | .aiff<br>.wav<br>.amr | .m4b<br>.aac<br>.3g2 | .mp3<br>.m4a | .m4p<br>.3ga |
| Spreadsheet | .xls | .xlsx | | |
| Presentation | .ppt  .pptx<br>Prezi online presentation documents | | | |
| Word/text documents | .doc  .docx  .pdf  .odt<br>.rtf  .txt | | | |
| Images | .jpg | .tiff | .png | .gif |
| Web pages | Web pages can be submitted as part of a zipped file or as hyperlinks. | | | |

# Reducing file sizes using Handbrake

The maximum file size for a single multimedia video file is 500 MB. Video files must not be larger than 500 MB. The quality of the video files does not need to exceed 720p (1280 x 720 or 16:9 aspect ratio).

For all files that exceed 500 MB, you must use Handbrake (**https://handbrake.fr**) to reduce file sizes before uploading them to Secure Exchange. This will reduce the time it takes to upload the files.

For example, Handbrake can convert a video file that is 551 MB to 43.5 MB in approximately 3 minutes and 20 seconds which will allow you to upload the file to Secure Exchange quickly.

> **Important**
>
> You will need administrator rights on your PC/laptop to install Handbrake. If you do not have administrator rights, the installation will fail. Please contact your school's IT department so they can give you these rights, or install them for you.

**Step 1** Go to **https://handbrake.fr/downloads.php** and select the correct platform for your operating system. Follow the on-screen instructions and install Handbrake.

**Step 2** Open Handbrake and select 'Open Source' from the toolbar.



**Step 3** Click 'Open File' and locate your video file on your PC/laptop and click 'Open'. You will now see the file you're converting listed next the 'Source' heading.
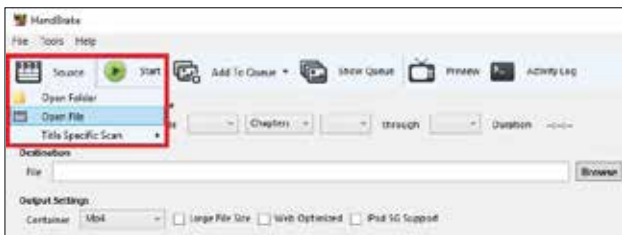


**Step 4** Under 'Destination', select 'Browse' and choose a location for your new file. Enter a file name and click 'Save'.



**Step 5** Select 'Toggle Presets' from the toolbar, and then select 'Universal' listed under 'Devices' from the preset list.
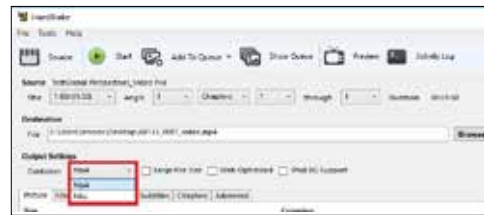


**Step 6** Click 'Start' to start the compression. Depending on your computer's speed and size of the file, this operation could take several minutes.



If you have multiple videos to compress, you can queue your files using the 'Add to Queue' button. Handbrake will convert all the files you have added to the queue.

**Step 7** You can note the progress of your upload at the bottom of the application window, as shown below:



**Step 8** When your files have been compressed, check that they play correctly before uploading them to Secure Exchange.

# Accessing Secure Exchange

## Secure Exchange is compatible with the following browsers:

| Browser | | | | |
|---|---|---|---|---|
| Chrome | Safari* | Microsoft Edge (Windows 10) | Firefox | Internet Explorer 11 or later |
| ✓ | ✓ | ✓ | ✓ | ✓ |

*\* Safari on Windows is not compatible with Secure Exchange.*

**Step 1**  Check Secure Exchange is listed as a trusted site on your browser's security settings.
If **https://exchange.cambridgeinternational.org** is not listed, type in the URL and click 'Add.'

**Step 2**  Go to **https://exchange.cambridgeinternational.org** aand login using your Secure Exchange username and password.

Email Customer Services at **info@cambridgeinternational.org** if you do not have login details

# Submitting work using the Upload Wizard

This section of the guide shows you how to upload candidates' work to Secure Exchange.

The Upload Wizard is a browser add-on tool that helps you upload files faster and more efficiently. It is recommended you use the Upload Wizard to:

- upload files faster using drag and drop
- upload multiple files at once.

**Step 1**  Once you have logged into Secure Exchange, click on your home folder.

**Step 2**  Once you have navigated to 'your home' folder and selected 'Upload files', the following window will open.
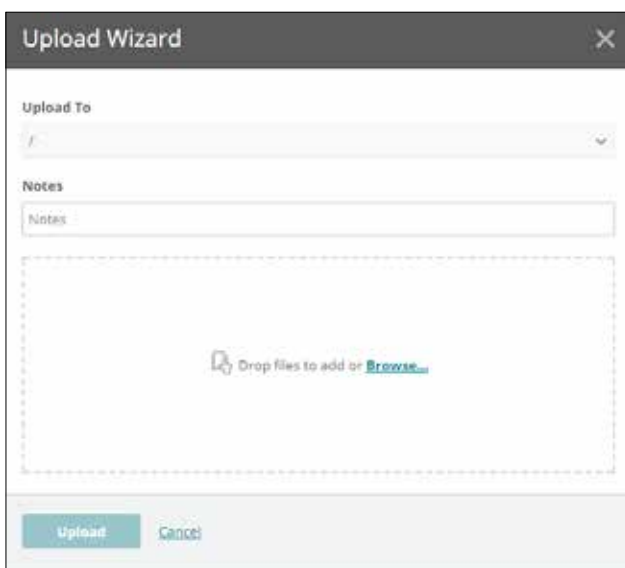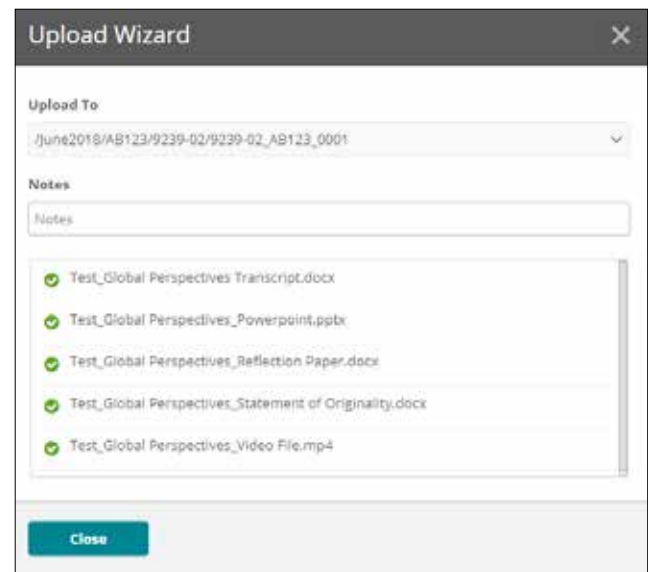


**Step 3**  Click 'Browse' and locate the files for the candidate on your PC/laptop. Alternatively, drag and drop the files into the wizard.
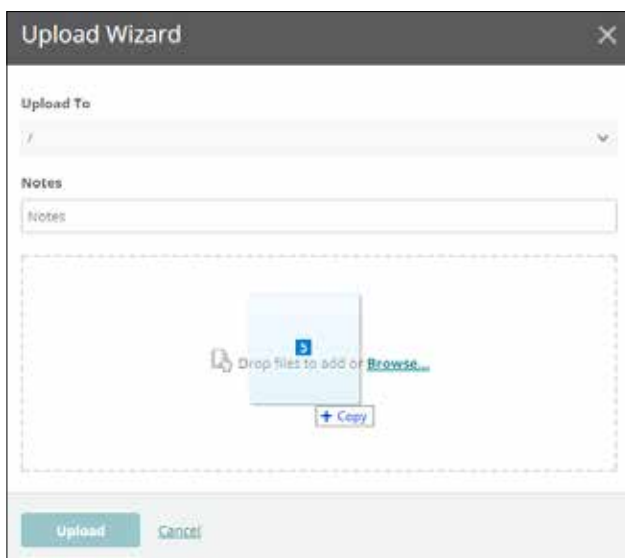


**Step 4**  Click on 'Upload'. A window will appear showing you the progress of your upload.
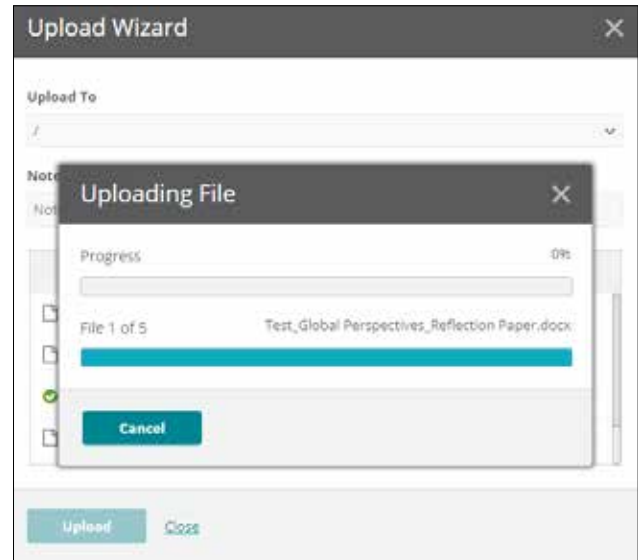


**Step 4**  When your files have been uploaded successfully, you will see a green tick next to each file. Click on 'Close' to exit the Upload Wizard.



**Step 5**  Your files will now appear in 'your home' folder. Check you have uploaded the necessary files.

**Important**

If you have difficulty using Secure Exchange, please email Customer Services: **info@cambridgeinternational.org**