Cambridge Assessment International Education

Administrative Guide

Submitting portfolios of evidence using Submit for Assessment

Guidance on preparing and submitting portfolios of evidence for your candidates using our Submit for Assessment service.

- Using Submit for Assessment
- Guidance on preparing documents
- Accessing Submit for Assessment
- Reducing file sizes using Handbrake

Use this guide together with the information on our website.

Valid for
November 2023

Using Submit for Assessment

This guide provides information about accessing Submit for Assessment and using it to submit portfolios of evidence for your candidates for the November 2023 exam series.

What is Submit for Assessment?

Submit for Assessment is a system that you use to submit work to us. If we move you to the portfolio of evidence route for the November 2023 series, you will use Submit for Assessment to send us all the evidence for each of your candidates.

Accessing Submit for Assessment

Submit for Assessment is hosted on 'My Cambridge'.

If you have used Submit for Assessment in a previous series you can log in using the same email address and password.

If we move you to the portfolio of evidence route and you have **not** previously used Submit for Assessment we will send you a link to log in to the system with a temporary password. You must then set up your 'My Cambridge' account.

Important information

All evidence will be submitted using Submit for Assessment except for the following syllabuses. For these syllabuses, evidence will be submitted to us using Secure Exchange:

- Cambridge IGCSE Information & Communication Technology (0417)
- Cambridge International AS & A Level Information Technology (9626).

If you have made entries for one or both of these syllabuses we will contact you separately with more information about using Secure Exchange.

Submitting work

The diagram on the next page shows steps you must take to submit portfolios of evidence using Submit for Assessment.

What do I need to submit?

You must upload the Rationale Document alongside the evidence for each candidate entered for a syllabus. For each piece of evidence for each candidate, you must also upload the task that you have used for the piece of evidence. There are detailed instructions about how to do this on pages 6 to 9 of this guide.

For example, if you have 20 candidates entered for Cambridge IGCSE History you must upload the following for each candidate:

- three pieces of evidence
- the three tasks that you have used for the three pieces of evidence
- Rationale Document.

Please do not upload the Rationale Document for one candidate in the cohort and then mark it as 'missing' for other candidates. The work of your candidates may be marked by different Cambridge examiners. Therefore, a copy of the Rationale Document and task must be uploaded for each candidate. You can use linked files to upload a Rationale Document for multiple candidates.

Using Submit for Assessment continued

Submission deadlines

Syllabuses examined later in the exam series will have later submission deadlines.

The full list of submission deadlines is available on our website: www.cambridgeinternational.org/poe-nov-2023

Scanning work

You can outsource scanning candidates' work, for example, to a scanning firm, for including in the portfolio of evidence to reduce administration for your centre. If you want to outsource scanning candidates' work, you must:

- conduct due diligence against the quality of the scanning firm to mitigate the risk of scanning errors – for example, one candidate's evidence being scanned and recorded as belonging to a different candidate

- be confident that each piece of evidence is the candidates' own, unaided work. To maintain this confidence, you must be sure the work could not be changed or tampered with before scanning. Establish a process with the scanning firm to make sure changing or tampering with work would not be possible

- be sure the scanning firm will protect personal data. If you have any concerns that a scanning firm may not protect personal data, you must not use them.

Any such arrangements remain the responsibility of the centre and any errors which may impact the assessment, for example incomplete scanning or delayed transmission, are not our responsibility.

In the Cambridge Handbook, you should also refer to section M 'Copyright and candidates' work'; section 3 'Coursework and moderation; and section 5.6 'Malpractice'.
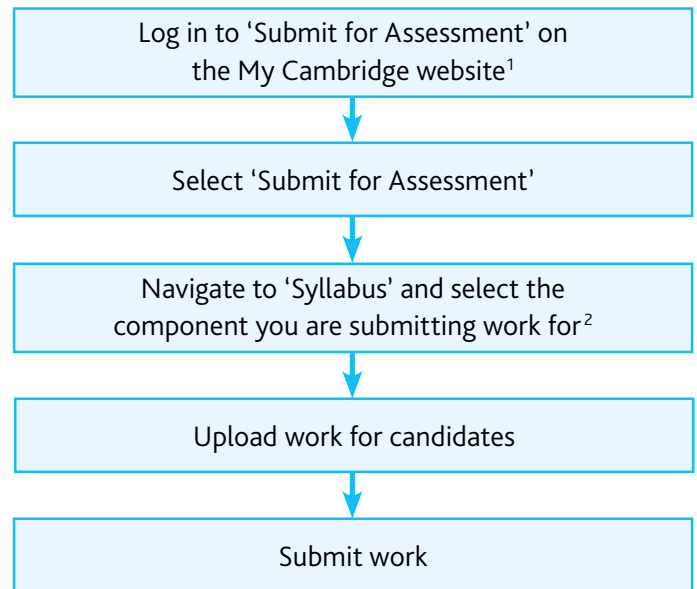
Important information

As part of their portfolio of evidence, candidates must not:

- submit work previously used as part of a school-assessed grade submission

- use live exam materials, such as question papers

- use a multiple-choice question paper as a piece of evidence.

All work in a candidate's portfolio of evidence must be new pieces of work. 'New' means that the candidate has not attempted the same task on a previous occasion.

There is detailed guidance in the *Collecting a Portfolio of Evidence* guide, available on our website: www.cambridgeinternational.org/poe-nov-2023

Submitting work on Submit for Assessment steps

Log in to 'Submit for Assessment' on the My Cambridge website[1]

↓

Select 'Submit for Assessment'

↓

Navigate to 'Syllabus' and select the component you are submitting work for[2]

↓

Upload work for candidates

↓

Submit work

[1] Existing Submit for Assessment/eSubmission account holders log in with the same details and password. We will email new users with a log in and a temporary password. You need to log in and set up your password as soon as possible.
[2] Or mark work as missing, or the candidate as absent.

Marking work as missing or a candidate as absent

If you mark one or more pieces of evidence as 'missing' for a particular component then we will only mark the evidence submitted to us. The candidate's grade will be based on the work we receive, even if this is not all the required evidence for a particular component.

You cannot submit missing evidence at a later date.

If you mark a candidate as absent they cannot submit any pieces of evidence for that syllabus.

Guidance on preparing your documents

The following documents are included in Submit for Assessment so do not need to complete and submit them as separate items:

- attendance register.
- declaration of originality.

Use the following checklist before you submit coursework to us. This will help to make sure that there are no issues with the documents you send to us, and that we can read all of the documents clearly.

Examined components

Make sure that your PDF files do not include any interactive elements, for example comments, digital signatures, or form fields. If any PDFs contain interactive elements, please follow these instructions to 'flatten' PDFs to remove the interactive elements. This does not alter the content of the PDF.

If you upload PDFs with interactive elements for an examined component, you will receive the following error message:

Interactive PDF file detected

One or more PDF file you have uploaded includes interactive elements, e.g. comments, digital signatures or form fields. Interactive PDFs are NOT supported and cannot be marked. Please 'flatten' the file(s) in Adobe Acrobat or similar. See here for further info.

Close

Document headings

You must put the following information in the heading of every document:

- exam series
- your centre number
- your centre name
- the syllabus and component number
- candidate number
- candidate name.

File sizes and types

If a file is larger than the maximum file size, you must use HandBrake to reduce the file size before uploading it to the Submit for Assessment portal. Information about using Handbrake is at the end of this guide.

Once the submission window has opened, check the upload page for each component in Submit for Assessment to see which file types we accept for each component and section:

Peter Smith 2				Files Mark as absent 0
Component Section	Missing	View	Delete	Upload
Bibliography Multiple files File types: Document, Video, Presentation, Audio, Image, Data.	☐	▶	🗑	☁
Individual Report Multiple files File types: Word document only.	☐	▶	🗑	☁
Supporting material File types: Video, Audio, Data, Presentation, Image, Web, Document, Word document only.	0/20 files	☁	🗑	☁

The table below shows which file formats/extensions we can accept for each file type.

Please note that the file types accepted will differ for each component. The audio and video formats highlighted in blue are recommended.

File types	Accepted formats	Limit
Audio	.3g2 .3ga .aac .aiff .amr .m4a .m4b .m4p .mp3 .wav .oog	25 GB
Data	.xls .xlsx .mdb .accdb .xlsb	25 GB
Document*	.odt .pdf .rtf .txt .doc .docx .dotx .pages	25 GB
Images	.jpg .png .jpeg .tif .jfif .gif .heic .psd .dox	15 MB
Presentation	.ppt .pptx .pdf .gslides .pptm .odp .ink .potx .pub	25 GB
Video	.3g2 .3gp .avi .flv .m4v .mkv .mov .mp4 .mp4v .wmp .wmv .wlmp .mts .mov-1 .mp4-1 .xspf .mod .webm	25 GB
Web	.html .htm .gdoc .url .exe .key	25 GB

Important information

You can upload multiple files, except in the Rationale Document section where you can only upload one file.

Guidance on preparing your documents continued

What evidence to submit and by when

There is detailed syllabus-specific guidance on pages 16 to 26 of the *Collecting a Portfolio of Evidence* guide, available on our website. You must use this when collecting your evidence.

The full list of submission deadlines is available at:
www.cambridgeinternational.org/poe-nov-2023

The table below shows how many pieces of evidence you need to submit for each qualification type. For example, you must submit three pieces of evidence for each candidate for each Cambridge IGCSE™ syllabus they are entered for.

Qualification type	Number of pieces of evidence needed
Cambridge IGCSE	3
Cambridge O Level	3
Cambridge International Project Qualification	1
Cambridge International AS Level	3
Cambridge International A Level	The number of pieces of evidence needed for an A Level portfolio varies depending on the syllabus. Check how many pieces of evidence you need to submit in the *Collecting a Portfolio of Evidence* guidance document: www.cambridgeinternational.org/poe-nov-2023

Accessing Submit for Assessment

Submit for Assessment is hosted on the My Cambridge website. It is compatible with Windows and macOS operating systems, and the following browsers shown in the table below. You can use laptops and desktops to access Submit for Assessment.

Browser				
Chrome	**Safari**	**Microsoft Edge (Windows 10)**	**Firefox**	**Internet Explorer 11 or later**
Yes	No	No	**Yes**	No

Step 1 Check that My Cambridge is listed as a trusted site in your browser's security settings.

If https://mycambridge.sso.cambridge.org is not listed, type in the URL and click 'Add'.

Step 2 If you are using Submit for Assessment for the first time, you will receive an email with instructions on how to create an account.

If you used Submit for Assessment or eSubmission in a previous series, use the same login details.

Uploading candidate work

Step 1 Select a syllabus and then choose the component you want to upload work for. Your candidate entries will be listed for the component you have selected along with the submission deadline. (If you have submitted the work, you will see the date you submitted it.)
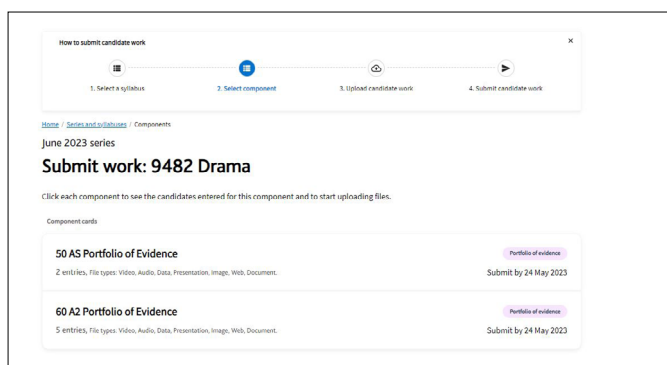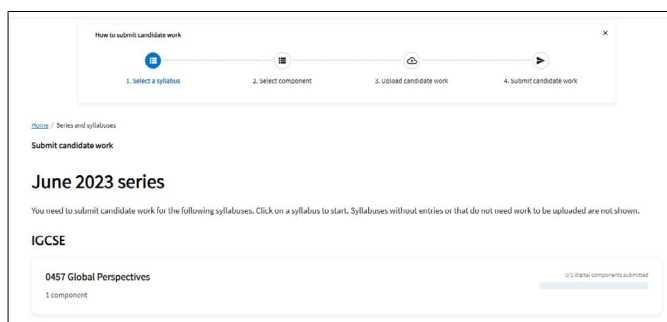
> ⓘ **Important information**
>
> If you are an exams officer at multiple centres, when you log in to Submit for Assessment you need to select the centre you wish to upload work for.

Step 2 Choose a candidate and either:

- click 'Upload' to choose a file from your computer, or
- drag and drop a file you have already selected onto the candidate 'card' for the appropriate 'learner section' e.g. 'Evidence 1', 'Evidence2' or 'Evidence 3'.

You can also upload files in bulk by following the instructions on page 10. A virus scan is automatically completed at this stage. If a file has a virus, the file is automatically deleted and you will see a notification on-screen telling you which candidate and section is affected. We will also email you this information. If we find a virus after you have submitted work, we will email you and you will also see a notification in Submit for Assessment. You must reupload and resubmit work for any affected candidates.

Step 3 For each piece of evidence for each candidate, you must also upload the task that they have used to create the piece of evidence. You can either:

- upload, or drag and drop, the evidence and the task as separate files, to the relevant Evidence Section.
- use the 'Link with other candidates' option to upload the same task and link it with multiple candidates. **This saves you having to upload the same task more than once.**

Accessing Submit for Assessment continued

For example, if 50 candidates use the same task to create their work for 'Evidence 1', you can upload and link that task with those 50 candidates in their 'Evidence 1' section. See step 2 on page 6 of this guide for more information about Evidence Sections.

The task can only be linked with the same Evidence Section number for all candidates. You cannot upload a task and link it with the 'Evidence 1' section for some candidates and the 'Evidence 2' section for others.

> **Important information**
>
> We **do not recommend** including the task in the same file as each piece of evidence e.g. 'Evidence 1 + evidence 1 task' as one file.
>
> This is because one or more of your candidates may have used the same task to create a piece of evidence. If so, you can upload the task once and link it with multiple candidates. This saves you having to upload the same task more than once.

Step 4 Upload the Rationale Document for each candidate entered for a syllabus in the Rational Document section.

You can also use the `Link with other candidates' option to upload a Rationale Document once and assign it to multiple candidates.

It is very important you upload the correct evidence, tasks and Rationale Document for each candidate.

For example, if you have 20 candidates entered for Cambridge IGCSE History you must upload the following for **each candidate**:

- three pieces of evidence
- the three tasks that you have used for the three pieces of evidence
- Rationale Document.

> **Important information**
>
> Please do **not** upload the Rationale Document for one candidate in the cohort and then mark it as 'missing' for other candidates.
>
> The work of your candidates may be marked by different Cambridge examiners. Therefore, a copy of the Rationale Document and task must be uploaded for each candidate.
>
> You must also upload three tasks for each candidate, even if some candidates have used the same task.

Linking a document with multiple candidates

Once you have uploaded, or 'dragged and dropped' a file onto a candidate's Evidence Section (e.g. Evidence 1) you will see the option to 'Link with other candidates'. If you want to link the file you have just uploaded with other candidates:

**Step 1** Click 'Link with other candidates'.
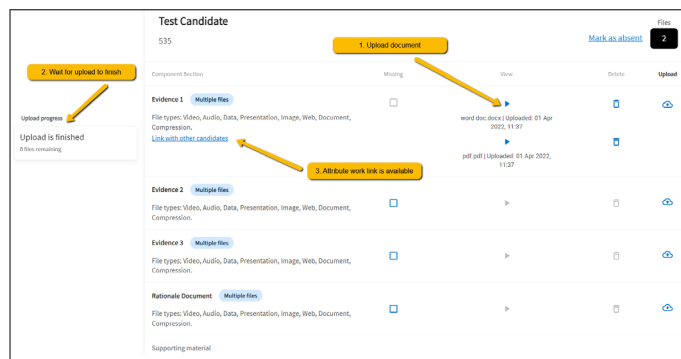
Step 2 You will see all the file you have uploaded to that Evidence Section (e.g. Evidence 1). Choose the file(s) you want to link with other candidates (e.g. the task and/or Rationale Document) then click 'Next'.
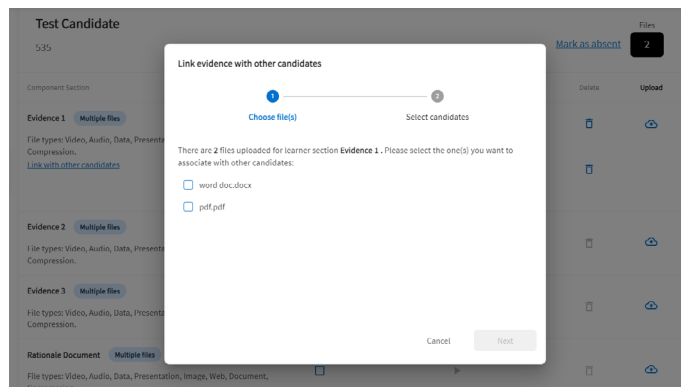
Step 3 Select the candidates you want to link the task and/or Rationale Document with. Click 'Save'.

The files you selected are now linked with other candidates and have been added to their Evidence Sections.
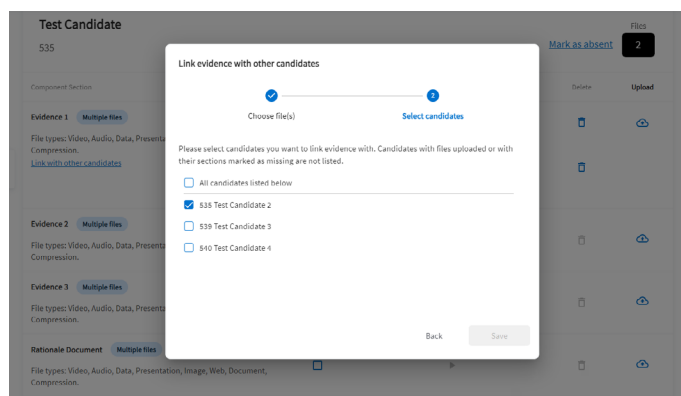
Accessing Submit for Assessment continued

Selecting candidates

You can use the 'Search for candidates' box to find a particular candidate and the 'Sort candidates' list to select and sort your candidates. Select 'Filter out candidates accounted for' to filter out candidates that you have already uploaded work for or have marked as absent.
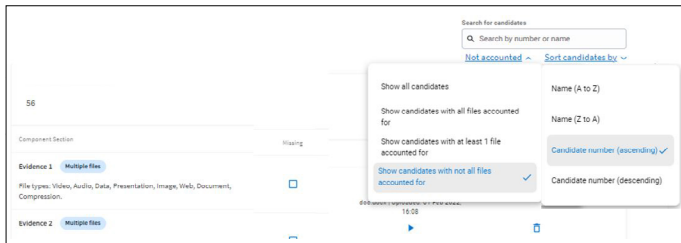
Viewing and downloading files

When you have uploaded or submitted candidate work you can view it by selecting the blue play icon in the 'View' column. You can then download files in the view window by selecting 'Download'. If the file type cannot be viewed it will automatically be downloaded.
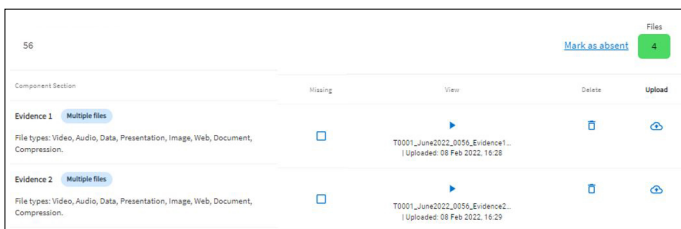
> ! **Important information**
>
> If you mark one or more pieces of evidence as 'missing' for a particular component then we will only mark the evidence submitted to us. The candidate's grade will be based on the work we receive, even if this is not all the required evidence for a particular component. You cannot submit missing evidence at a later date.

Marking work as missing

If you do not have a particular piece of work for a candidate, tick the 'Missing' box in the 'Component Section' table.
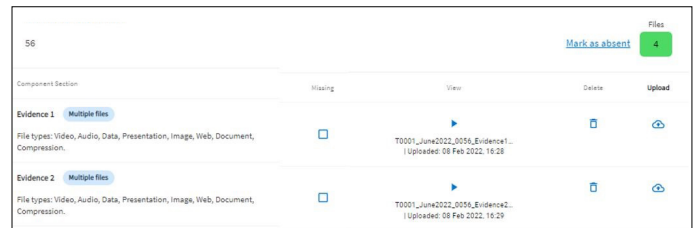

Duplicate work

If you submit evidence files with duplicate file names we will send you an email after you have submitted the work to us and you will then be able to replace the work.

Marking a candidate as absent or present

To mark a candidate as absent, select 'Mark as absent' on their candidate 'card'. When you mark a candidate as absent all files previously uploaded for that candidate will be automatically removed.

A notification will appear on the screen to confirm the candidate has successfully been marked as absent and any previously uploaded work has been deleted. If you make a mistake, just click 'Mark as present'. You will then be able to upload files to the 'learner section'.
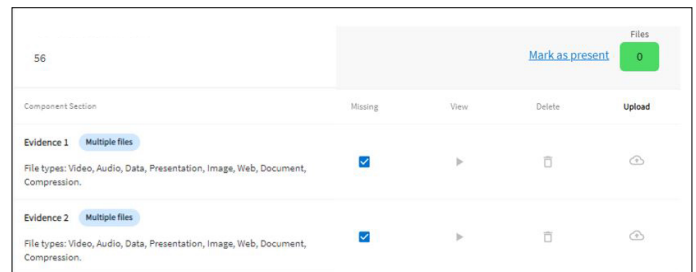
> ! **Important information**
>
> Once you have finished uploading candidates' work, you must submit it for us to receive the files. If you realise after submitting work to us that you have made an error, for example, uploaded and submitted an incorrect file, contact us so we can discuss this with you: **info@cambridgeinternational.org**
>
> Before you submit work, you can log in to 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. It will be automatically named when you upload, or 'drag and drop' it, onto the Evidence Section (see step 2).
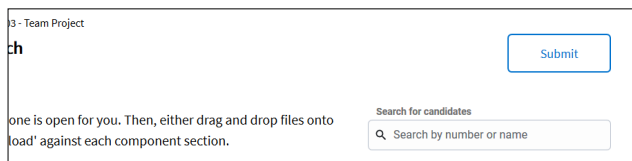>
> Once you have submitted your candidates' work you cannot add more files or submit any more work to us.
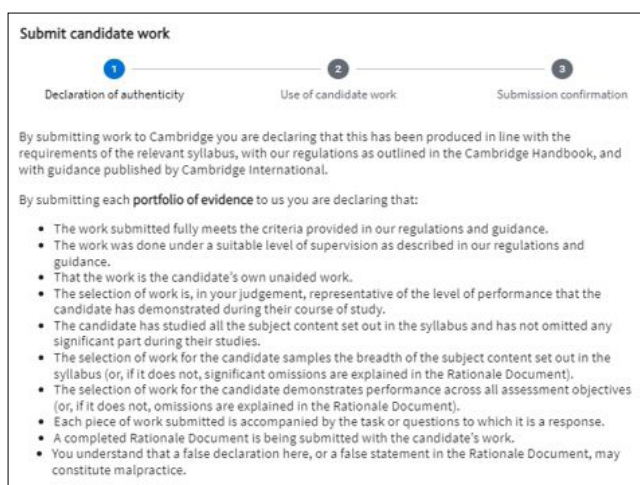
Accessing Submit for Assessment continued
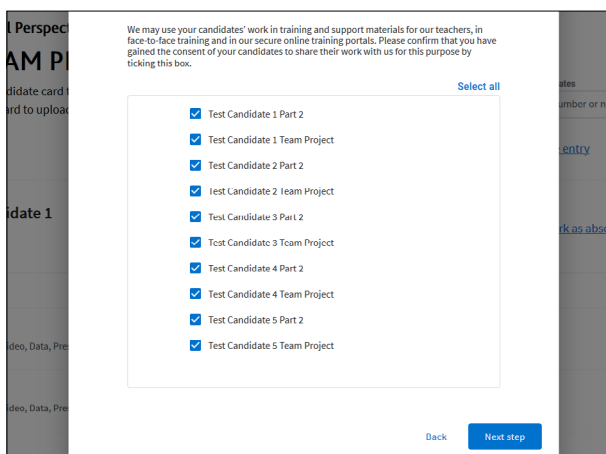
Submitting candidate work

Step 1 When you have completed the 'learner section' for all your candidates the 'Submit' button will be active.


Step 2 Tick each box to complete the Declaration of authenticity. Click 'Next step'. When you upload a file, you will be able to see the upload progress displayed at the side of the screen.

Step 3 On the 'Mark for training material' screen, tick the box(es) to tell us whether we can use work you have submitted to us as part of our training materials in the future. Click 'Next step'.

Step 4 On the 'Finish submission' screen you will see confirmation that your candidate work has been submitted.
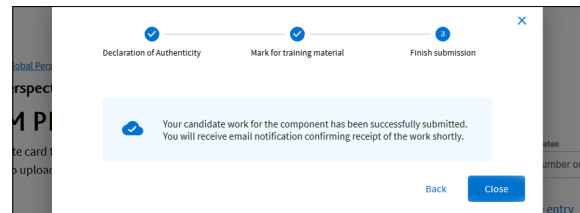
Step 5 We will email you to confirm we have received your submission.

Candidates not listed

If you need to replace or submit additional files after you have submitted candidates' work, please email us at: info@cambridgeinternational.org

If we find that your submission is incomplete or any files need replacing, we will contact you and ask you to re-submit.

Replacing files or submitting additional files

If you need to replace or submit additional files after you have submitted candidates' work, contact us info@cambridgeinternational.org

If we find that your submission is incomplete or any files need replacing, we will contact you and ask you to re-submit. If your submission is re-opened, you can upload and submit files in the same way following the steps in this guide. Please ensure you also follow any specific instructions we give you.

Accessing Submit for Assessment continued

Uploading work in bulk

Name files that you want to upload using the Bulk Upload tool using this naming convention:

Series_SyllabusNumber_ComponentNumber_ CentreNumber_CandidateNumber_ComponentSection, e.g. **June2023_9239_03_AB123_0001_FILENAME**

This table gives more detail about naming files:

File name section	Notes	Correct example(s)	Incorrect example(s)
Series	Enter as month (MMMM) and year (YYYY) with no spaces. The name of the month is not case sensitive.	June2023 june2023	Jun2023 June 2023 J23
Syllabus number	Enter as 4 digits, even if it begins with a 0.	0457	457
Component number	Enter as 2 digits, even if it begins with a 0.	02	2
Centre number	Enter as 5 alphanumeric characters. If your centre number includes letters these are not case sensitive.	AA001 aa001 12345	
Candidate number	Enter with or without preceding zeros.	0001 1	
Component section	Enter the name of the file that is displayed on screen, or if a 'Supporting material' document, name it as 'Additional' and a number, e.g. 'Additional1' 'Additional2' etc. The component section name is not case sensitive.	Essay essay Additional1 additional2	Jon's essay

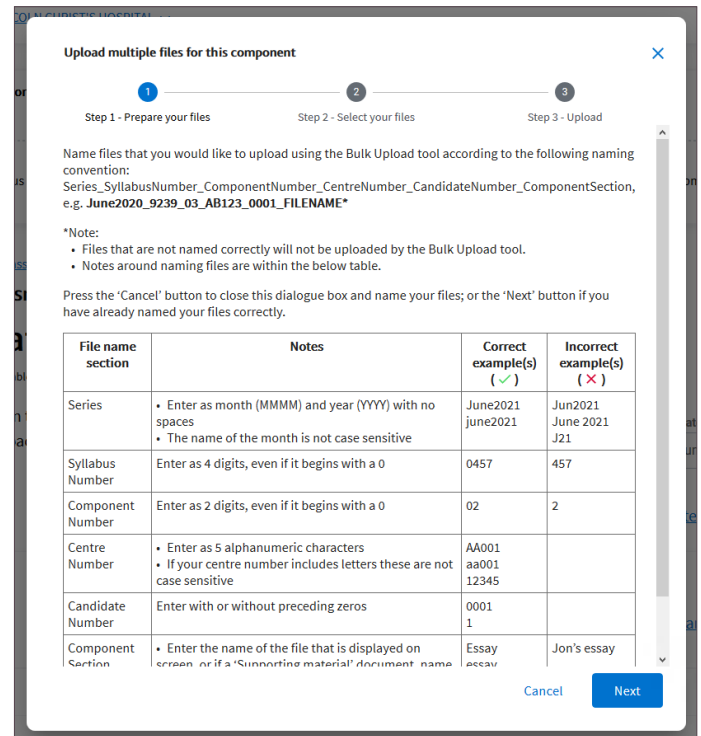> **(!) Important information**
>
> Files that are not named correctly will not be uploaded by the Bulk Upload tool.

> **(!) Important information**
>
> If you have difficulty using Submit for Assessment, email Customer Services: **info@cambridgeinternational.org**

When you have named your files correctly, you can upload them:
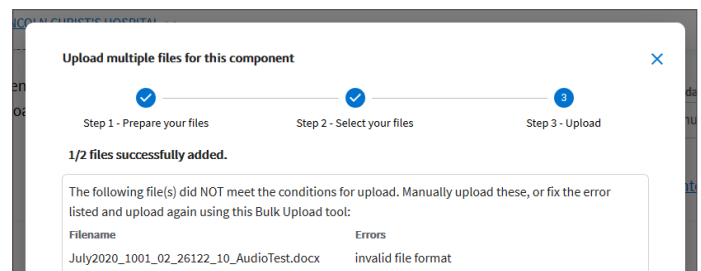
Step 1 Select 'Bulk Upload'.

Step 2 Click 'Next'.

Step 3 Click 'Add Files' and select the files you want to upload.

Step 4 A dialogue box will tell you if there are any problems with how you named the files. Click 'Cancel' to go and fix these issues, or upload all files without errors.

Step 5 Click 'Upload'.

Plagiarism and collusion checker

You will see this symbol next to any component sections where we will use **Turnitin** to check for plagiarism and collusion: 🚩 Plagiarism and collusion check enabled

Reducing file sizes using HandBrake

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

For all files larger than 15 MB (images) or 25 GB (other accepted file types), you must use HandBrake (**https://handbrake.fr**) to reduce file sizes before uploading them to Submit for Assessment. This will reduce the time it takes to upload the files.

Important information

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 centre's IT department so they can give you these rights, or install the software 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.
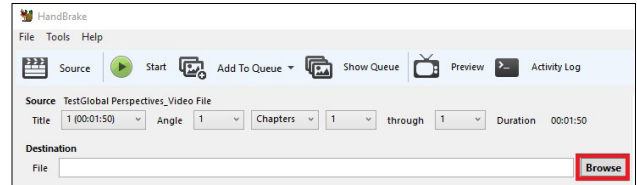
**Step 2** Open HandBrake and select 'File' from the toolbar.
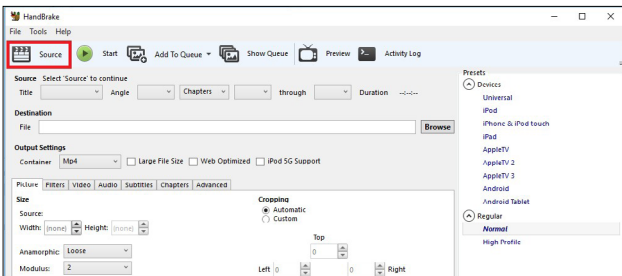
Step 3 Locate your video file on your PC/laptop and click 'Open File'. You will see the file you are converting listed next to the 'Source' heading.
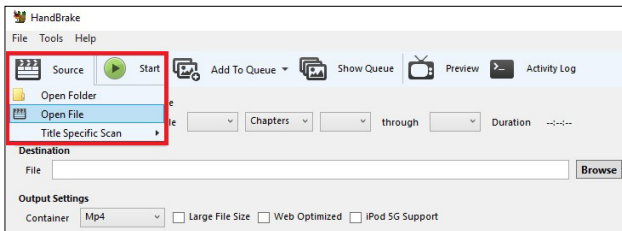
Step 4 Under 'Save As', select 'Browse' and choose a location for your new file. Enter a file name and click 'Save'.

Step 5 Select 'Presets' and then select 'General' and 'Fast 720p30' from the preset list.
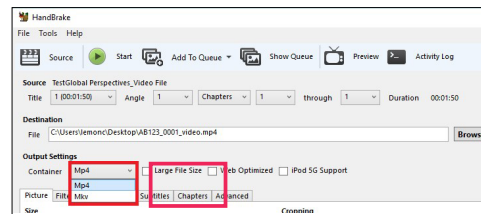

Step 6 Click 'Start Encode' to start the compression. Depending on your computer's speed and size of the file, this operation could take several minutes.

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:

05.72%, FPS: 029.9, Avg FPS: 025.8, Time Remaining: 00:18:43, Elapsed: 00:01:09, Pending Jobs 0
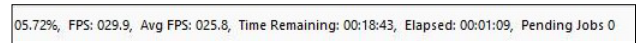
Step 8 When your files have been compressed, check that they play correctly before uploading them to Submit for Assessment.