

# 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.

Use this guide together with the information on our website.

Valid for portfolio of evidence route, June 2022.

# 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 June 2022 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 June 2022 series, you will use Submit for Assessment to send us all the evidence for each of your candidates.

You may have already submitted externally assessed components to us using Submit for Assessment in a previous exam series – it was formerly known as eSubmission in the November 2020, March 2021 and June 2021 series. The name changed to Submit for Assessment from the November 2021 series onwards.

## Accessing Submit for Assessment

Submit for Assessment is hosted on 'My Cambridge'.

If you have used Submit for Assessment, or eSubmission, 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.

## Glossary

To help our centres in the US understand the language and terminology used in this guide we have included a glossary of our key terms below.

UK term	US term
Bin	Trash
Candidate	Student
Centre	School
Entry	Registration
Examiner	Reader
Invigilator	Proctor
Mark	Score, point
Mark scheme	Rubric
Marker	Scorer
Script	Exam
Statement of results	Score report
Syllabus	Curriculum framework
Written paper	Examination

## 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 6-9 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 must also upload three tasks for each candidate, even if some candidates have used the same task.



# Using Submit for Assessment continued

## Submission deadlines

You can submit portfolios of evidence from 2 May 2022. For some syllabuses, portfolios of evidence will need to be submitted to us by 18 May. 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](http://www.cambridgeinternational.org/poe)

## 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 'Centre and Cambridge Associate responsibilities: Copyright and candidates' work'; section 3 'Coursework and moderation'; and section 5.6 'Malpractice'.

## Important information

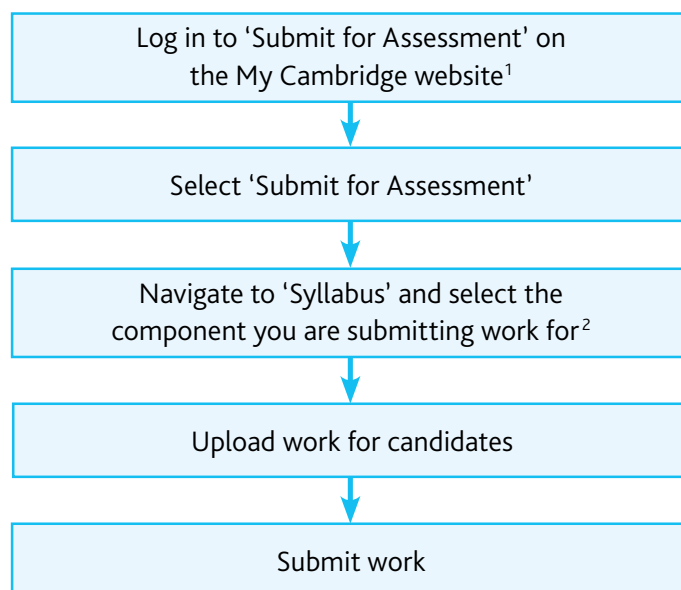
As part of their portfolio of evidence, candidates must not:

- submit work previously used as part of a school-assessed grade submission
- use live exam materials, such as question papers, from the June 2022 series
- 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 for the June 2022 Series* guide, available on our website: [www.cambridgeinternational.org/poe](http://www.cambridgeinternational.org/poe)

## Submitting work steps



**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 within Submit for Assessment so you no longer need to complete and submit them as separate items:

- attendance register
- declaration of originality.

Wherever possible, you should use the following checklist before you submit any evidence to us. This will help to make sure that there are no issues with the documents you send us, and that we can read the documents clearly.

Make sure that:

- any Word and text documents are a maximum of 200 pages (see opposite for the file formats we can accept)
- the documents do not have any active content or need any user interaction e.g. anything where the user needs to click/select something to see the contents. You should view the document in print preview mode or print it out, to check it is formatted correctly
- page sizes are A3 or less
- background and foreground colours are different – use a high contrast wherever possible. 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 any further
- you have not included any macros or automation (Visual Basic code)
- documents are not password protected
- you have accepted all tracked changes
- all content is visible and nothing overlaps (one item covers another) e.g. images, text boxes, shapes etc. Once you have uploaded your documents we cannot move the content around to see anything which is hidden by an overlap.

## Document headings

On the first page of every document you must include the following information:

- centre number
- centre name
- syllabus
- component number
- evidence number  
(e.g. evidence 1, evidence 2, evidence 3)
- 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 on page 5.

We can accept the following file formats:

File types	Accepted formats	Limit
Audio	.3g2 .3ga .aac .aiff .amr .m4a .m4b .m4p .mp3 .wav	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	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 for the June 2022 Series* guide, available on our website. You must use this when collecting your evidence.

The full list of submission deadlines is available on our website: [www.cambridgeinternational.org/poe](http://www.cambridgeinternational.org/poe)

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 <i>Collecting a Portfolio of Evidence for the June 2022 Series</i> guidance document: <a href="http://www.cambridgeinternational.org/poe">www.cambridgeinternational.org/poe</a>



# 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.

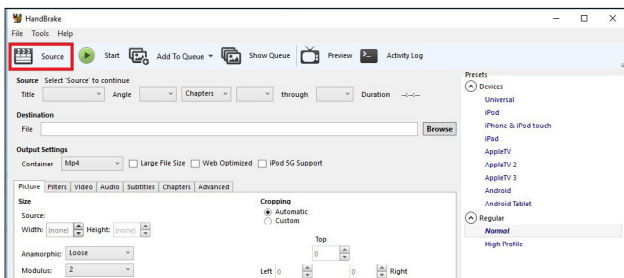
For all files larger than 15 MB (images) or 25 GB (other accepted file types), you must use HandBrake (<https://handbrake.fr>) to reduce file sizes before uploading them to Submit for Assessment. This will reduce the time it takes to upload the files.

## Important information

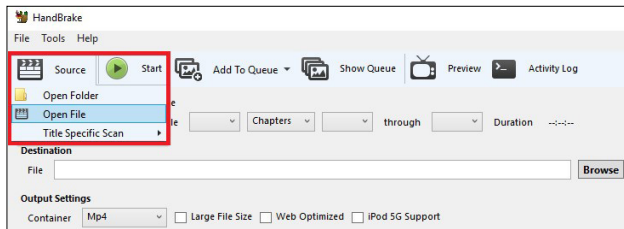
You will need administrator rights on your PC/laptop to install HandBrake. If you do not have administrator rights, the installation will fail. Please contact your centre's IT department so they can give you these rights, or install the software for you.

**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.

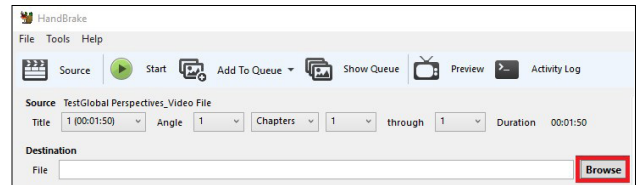
**Step 2** Open HandBrake and select 'File' from the toolbar.



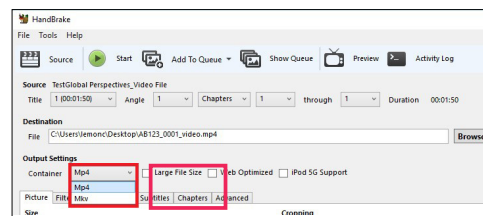
**Step 3** Locate your video file on your PC/laptop and click 'Open File'. You will see the file you are converting listed next to the 'Source' heading.



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

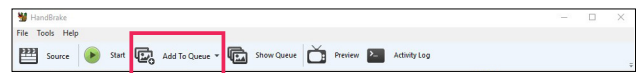


**Step 5** Select 'Presets' and then select 'General' and 'Fast 720p30' from the preset list.



**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.

# 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.

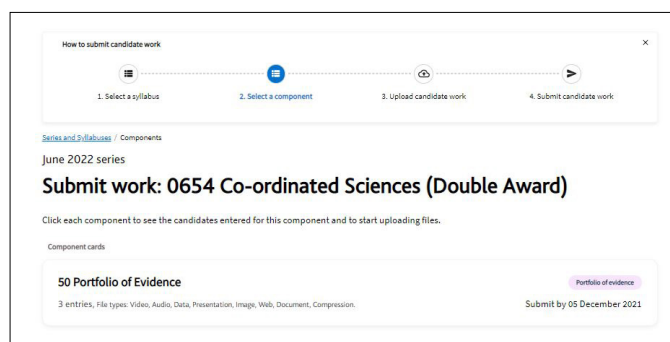
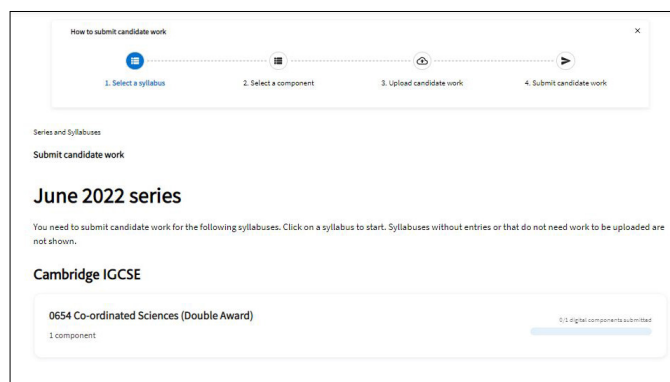
If <https://mycambridge.sso.cambridge.org> is not listed, type in the URL and click 'Add'.

**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.)

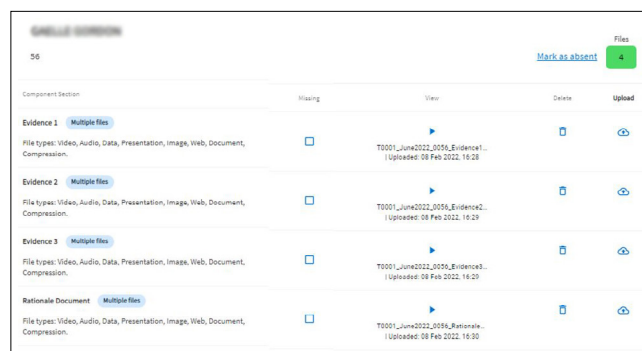


## Important information

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, you will see their candidate 'card', 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 Evidence Section e.g. 'Evidence 1', 'Evidence 2' or 'Evidence 3'. A virus scan is also automatically completed. Any files found with a virus at this stage will be deleted. If we find a virus either at this stage or later, we will send you an email confirming the file has not successfully uploaded due to a virus and must be replaced.



**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.

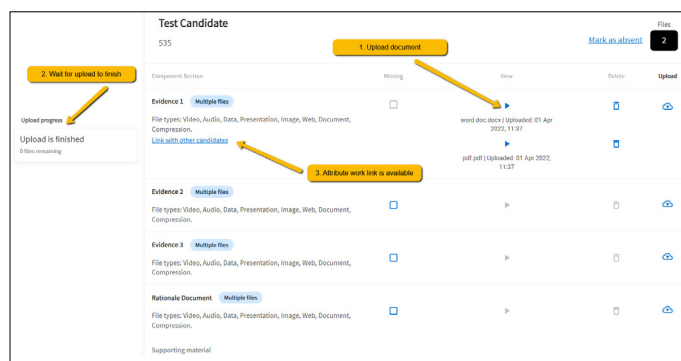
The work of your candidates may be marked by different Cambridge examiners. Therefore, a copy of the Rationale Document and task must be uploaded for each candidate.

You must also upload three tasks for each candidate, even if some candidates have used the same task.

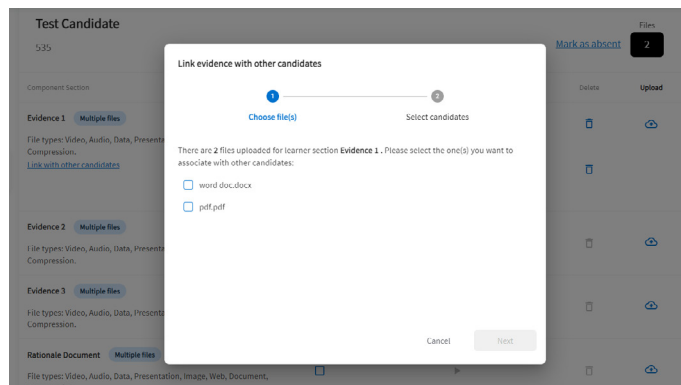
## Linking a document with multiple candidates

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'.

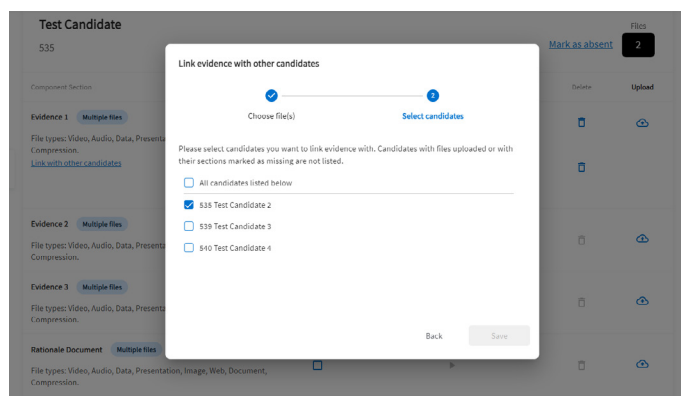


**Step 2** You will see all the file you have uploaded to that Evidence Section (e.g. Evidence 1). Choose the file(s) you want to link with other candidates (e.g. the task and/or Rationale Document) then click 'Next'.



**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.

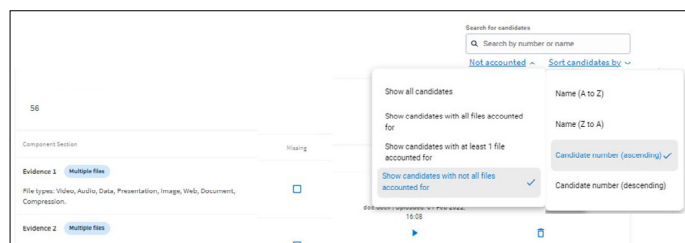




# Accessing Submit for Assessment continued

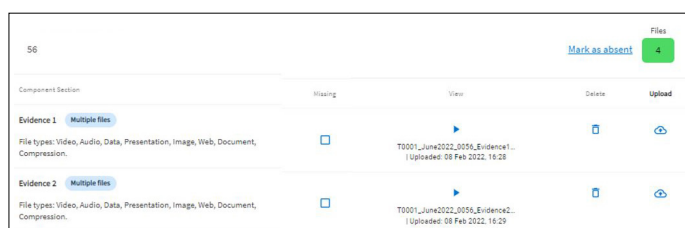
## Selecting candidates

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.

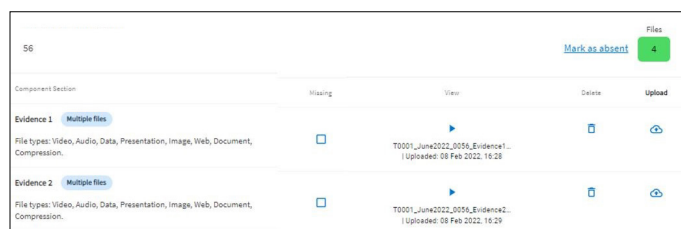


### Important information

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.



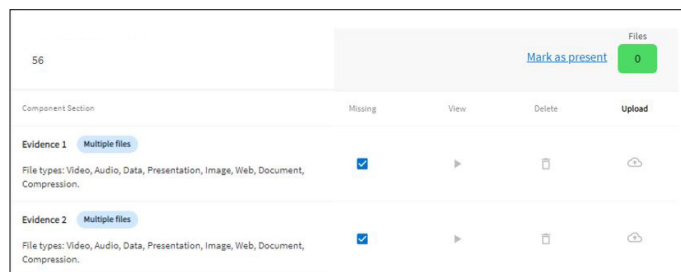
## Duplicate work

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](mailto:info@cambridgeinternational.org)

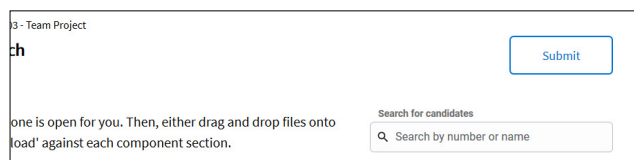
Before you submit work, you can log in to Submit for Assessment and add files gradually, rather than all at once. All the work you upload to Submit for Assessment will be saved automatically. It will be automatically named when you upload, or 'drag and drop' it, onto the Evidence Section (see step 2).

Once you have submitted your candidates' work you cannot add more files or submit any more work to us.

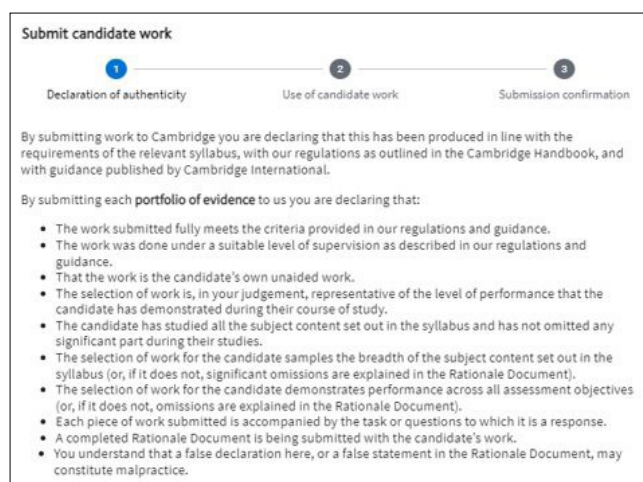
# Accessing Submit for Assessment continued

## Submitting candidate work

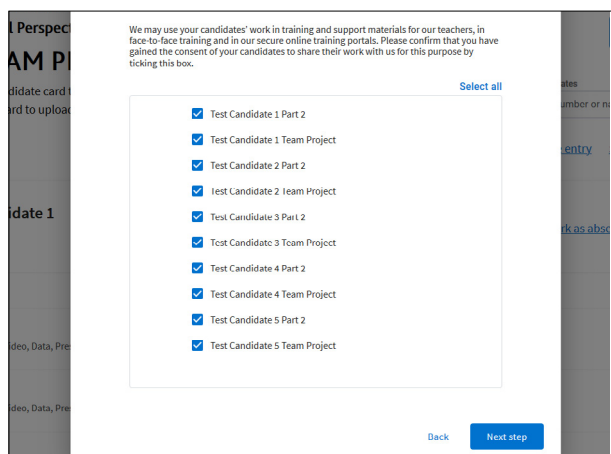
**Step 1** When you have completed the 'learner section' for all your candidates the 'Submit' button will be active.

A screenshot of a web interface showing a 'Submit' button. Above the button is a search bar with the text 'Search for candidates' and a magnifying glass icon. Below the search bar is a text input field with the placeholder text 'Search by number or name'. To the left of the search bar, there is a text area with the text 'one is open for you. Then, either drag and drop files onto load' against each component section.'

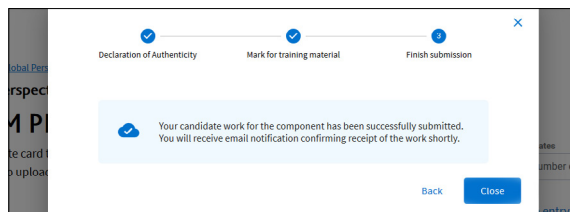
**Step 2** Tick each box to complete the Declaration of authenticity. Click 'Next step'. When you upload a file, you will be able to see the upload progress displayed at the side of the screen.

A screenshot of the 'Submit candidate work' declaration screen. It features a progress bar with three steps: 1. Declaration of authenticity, 2. Use of candidate work, and 3. Submission confirmation. Below the progress bar, there is a text area with the text 'By submitting work to Cambridge you are declaring that this has been produced in line with the requirements of the relevant syllabus, with our regulations as outlined in the Cambridge Handbook, and with guidance published by Cambridge International.' Below this, there is a section titled 'By submitting each portfolio of evidence to us you are declaring that:' followed by a list of seven bullet points. At the bottom, there are 'Back' and 'Next step' buttons.

**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'.

A screenshot of the 'Mark for training material' screen. It features a list of candidate work items with checkboxes. The items are: 'Test Candidate 1 Part 2', 'Test Candidate 1 Team Project', 'Test Candidate 2 Part 2', 'Test Candidate 2 Team Project', 'Test Candidate 3 Part 2', 'Test Candidate 3 Team Project', 'Test Candidate 4 Part 2', 'Test Candidate 4 Team Project', 'Test Candidate 5 Part 2', and 'Test Candidate 5 Team Project'. All checkboxes are checked. At the bottom, there are 'Back' and 'Next step' buttons.

**Step 4** On the 'Finish submission' screen you will see confirmation that your candidate work has been submitted.

A screenshot of the 'Finish submission' screen. It features a progress bar with three steps: 1. Declaration of Authenticity, 2. Mark for training material, and 3. Finish submission. Below the progress bar, there is a text area with the text 'Your candidate work for the component has been successfully submitted. You will receive email notification confirming receipt of the work shortly.' At the bottom, there are 'Back' and 'Close' buttons.

**Step 5** We will email you to confirm we have received your submission.

## Candidates not listed

If you need to submit work for a candidate, but they are not listed in Submit for Assessment, then we do not have an entry for them. Please contact us so we can support you: [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org)

## Requesting replacement files

If you need to replace a file you have submitted you should contact us so we can support you with this. We will usually be able to enable your Submit for Assessment account so that you can replace candidate files.

Upload and submit replacement files in the same way as all other candidate files, using the steps described in this guide.

You will see a message at the top of the home screen explaining that replacement files can be submitted.

If replacement files need to be submitted for a previous series, this series will be made available on the home page.

You will have seven calendar days (from the time we enable your Submit for Assessment account to accept replacement files) to submit the new files to us.

# 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. **June2022\_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.	June2022 june2022	Jun2022 June 2022 J22
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](mailto: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**

**Learn more!** For more information please visit [www.cambridgeinternational.org/examsofficers](http://www.cambridgeinternational.org/examsofficers) or contact Customer Services on +44 (0)1223 553554 or email [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org)