

Submitting Cambridge Global Perspectives® work

For guidance submitting work for the following qualifications:

- Cambridge IGCSE Global Perspectives 0457
- Cambridge Pre-U Global Perspectives Short Course 1340
- Cambridge Pre-U Global Perspectives & Research (UK) 9777
- Cambridge Pre-U Global Perspectives & Research (International) 9766



Introduction

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This guide tells you what you need to do to prepare Cambridge Global Perspectives work for submission and then how to submit it through the Cambridge Secure Exchange, also known as 'MOVEit'.

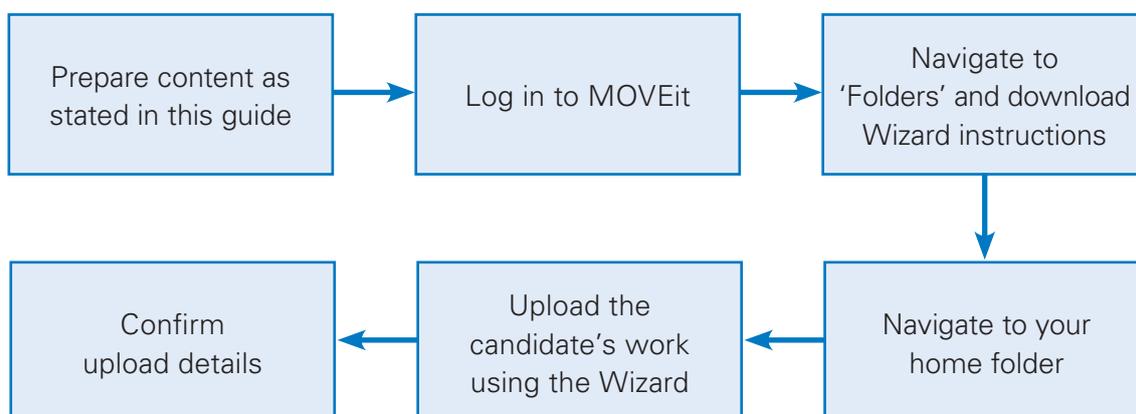
If you have candidates doing any of our Cambridge Global Perspectives courses, you will need to upload either externally assessed work or internally assessed samples of work to our online system; the Cambridge Secure Exchange.

Once you have submitted the work our examiners and moderators log into the Cambridge Secure Exchange, download the work and start marking or moderating it.

The process is straightforward and means your candidates' work reaches us as soon as you submit it, reducing any of the risks associated with sending hard-copy documents through the post.

You can access the Cambridge Secure Exchange at <https://exchange.cie.org.uk> – you should have been given login details when you registered with us. If you do not have any login details contact our Customer Services team at info@cie.org.uk

The flow diagram below gives an overview of the process for submitting work.



There is also a step by step guide on how to submit work through the Cambridge Secure Exchange on page 6.

Preparing work for submission

This section of the guide tells you how to prepare and save your files for submission through the Cambridge Secure Exchange. The instructions on this page apply to all components.

Important information



Before you submit work to the Cambridge Secure Exchange, check the following for each file name:

- Syllabus code
- Component code
- Centre number
- Candidate number
- Number of files
- File format.

Document headings

Each document must be headed with the Centre name, Centre number, candidate name, candidate number and question.

File names

Save all files using the naming convention detailed below. The example below is for the Cambridge Pre-U Global Perspectives Short Course.

| Syllabus code | Component code | Centre number | Candidate number | Number of files | File format |
|---------------|----------------|---------------|------------------|-----------------|-------------|
| 1340 | 02 | AB123 | 0001 | 01 | doc |

For example: 1340_02_AB123_0001_01.doc

File sizes

All files must be sent in a zip folder. Each zip folder must not exceed 2GB. If a zip folder does exceed 2GB we will ask you to re-submit the work. The larger the file size the longer it will take you to upload the work. Please see the chart on page 9 with details of upload/download times.

Submissions with large file sizes, particularly video files, often exceed 500MB. This leads to large zip folders being submitted to the Cambridge Secure Exchange unsuccessfully. For all files that exceed 500MB, you must use Handbrake (<http://handbrake.fr>) to reduce file sizes before uploading them to the Cambridge Secure Exchange. See the instructions on page 5.

Zip folders

Please submit all the individually named files for your candidates together in a zip folder identified by your Centre number and the relevant syllabus and component code, for example: 1340_03_AB123 or 9777_03_AB123.

If it is not clear which candidate's work has been submitted we will ask for the file to be labelled again and resubmitted.

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

Cambridge IGCSE Global Perspectives (0457)

The information in this section applies to Cambridge IGCSE Global Perspectives (0457) component 01 and component 02.

Deadlines



The deadlines for submitting work are as follows:

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

Component 01: Individual Research

For candidates in the sample, Centres must submit electronic evidence of **two** investigations they have undertaken during the course. Details of how to select the sample are on page 3. At the front of each investigation the candidate must include the following information:

- the subject of the area of study
- their Centre name and number
- their candidate name and number.

In most cases, the reports can be submitted as two separate documents. However, if the reports contain supplementary evidence, you may need to upload more files. If this is the case, please follow the instructions in the 'Extra guidance' box below.

Please submit your Individual Research files as follows:

- Name each candidate's files following the file naming convention on page 1.
- Save the work for each candidate in a separate folder. Save each folder in one zip folder identified with your Centre number and 0457_01, for example AB123_0457_01.
- Submit this zip folder containing all the candidate zip files to us using the Cambridge Secure Exchange (see pages 6–9 for detailed instructions).
- You must include the administrative forms in your Centre zip folder.

Important information



Do not submit work for components 01 and 02 in the same folder. If you do this we will ask you to re-submit the work.

Component 02: Project

For candidates in the sample, Centres must submit electronic evidence of both their group and individual work. Details of how to select the sample are on page 3. The following information must be included:

- The group project report (including the plan, research and evidence of cross cultural collaboration).
- Evidence of the final project outcome(s).
- Each individual candidate's evaluation of the project outcomes and their own contribution and learning.

Please submit your Project files as follows:

- Name each candidate's files following the file naming convention on page 1.
- Save the work for each group in a separate folder. Save each folder in one zip folder identified with your Centre number and 0457_02, for example AB123_0457_02.
- Submit each zip folder to us using the Cambridge Secure Exchange (see pages 6–9 for detailed instructions).

Extra guidance



In cases where you are submitting more than two documents, please include:

- a list identifying the individual items that make up the investigation
- a list identifying the file names and file numbers of each individual item.

Candidates need to label the files so it is clear which files relate to which investigation. For example, files 1a, 1b and 1c relate to Individual Research Investigation 1 and files 2a, 2b and 2c relate to Individual Research Investigation 2.

Documents and administrative forms to include with your submission

Submit the documents below with your Individual Research and Group Project investigations.

Copies of the forms are available on the coursework samples database at www.cie.org.uk/samples

| What do I need to send in? | How do I send the form back? |
|---|---|
| <p>Individual Candidate Record Card (ICRC) – Individual Research Form 0457/01/CW/I and Group Project Form 0457/02/CW/I</p> <p>These forms need to be completed for each candidate in the moderation sample.</p> | You scan each form and upload them in your zip folders. |
| <p>Coursework Assessment Summary Form (CASF) – Individual Research Form 0457/01/CW/S and Group Project Form 0457/02/CW/S</p> <p>Show the marks for all candidates in the Centre.</p> | You scan the form and upload it in your zip folders. |
| <p>Internal Assessment Mark Sheet (MS1) or CIE Direct internal marks report, depending on how you submitted your internally assessed marks.</p> | If you submit your internally assessed marks using CIE Direct, scan a copy of your CIE Direct internal marks report and upload it with your zip folders. If you submit your marks using the MS1, scan a copy of your MS1 and upload it with your zip folders. |

Submitting coursework samples

1. You need to submit samples so that we can moderate the internally assessed marks given by your Centre.
2. Please submit your coursework samples as detailed in the tables below.

| International Centres | | | |
|-----------------------|---|-------------------------|---|
| Component numbers | How do I submit the samples? | Who selects the sample? | How do I select the samples? |
| 0457/01 and 0457/02 | Electronically through the Cambridge Secure Exchange – please read the instructions on pages 6–9 to find out how to submit your work. | You select the sample | <p>You select the sample according to the criteria below:</p> <p>1–10 entries: all candidates 11–50 entries: 10 candidates 51–100 entries: 15 candidates 101–200 entries: 20 candidates Over 200 entries: 10 per cent of candidates</p> <p>Candidates should be spread evenly across the mark range. You must include at least one candidate on the highest mark and at least one candidate on the lowest mark in the sample.</p> |

| UK Centres | | | |
|---------------------|---|-------------------------|---|
| Component numbers | How do I submit the samples? | Who selects the sample? | How do I select the sample? |
| 0457/01 and 0457/02 | Electronically through the Cambridge Secure Exchange – please read the instructions on pages 6–9 to find out how to submit your work. | We select the sample | <p>We select the sample for you using the criteria below.</p> <p>1–16 entries: all candidates 16–100 entries: 15 candidates 101–200 entries: 20 candidates Over 200 entries: 10 per cent of candidates</p> <p>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. If they are not already on your list, you must include at least one candidate with the highest mark and at least one candidate with the lowest mark in the sample.</p> |

Cambridge Pre-U



Deadlines

The deadlines for submitting work are as follows:

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

The information in this section applies to:

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

Component 02: Essay

Essays must be a single file only containing text, saved using the file naming convention on page 1.

Component 03: Presentation

Presentations must include the audio visual materials used in the presentation and a written transcript of the oral presentation. These must be saved using the file naming convention on page 1. Submissions with large file sizes, particularly video files, often exceed 500MB. This leads to large zip folders being submitted to the Cambridge Secure Exchange unsuccessfully. For all files that exceed 500MB, you must use Handbrake (<http://handbrake.fr>) to reduce file sizes before uploading them to the Cambridge Secure Exchange. See the instructions on page 5.

Administrative forms to include with your submission

Please submit the work of all your candidates together with the administrative forms listed below. All administrative forms for Global Perspectives are in the 'Support Materials' section of CIE Direct.

| What do I need to send in? | How do I send the form back? |
|------------------------------------|--|
| Attendance register | Scan the form and send back to us using the Cambridge Secure Exchange. |
| Cambridge Pre-U cover sheet (PUCs) | Upload the form and send it back to us using the Cambridge Secure Exchange. The forms are available from the syllabus documents section of Teacher Support (http://teachers.cie.org.uk) or from CIE Direct. |



Important information

Cambridge Pre-U Global Perspectives Independent Research Report (IRR) 9766/04 and 9777/04.

Do not submit the IRR through the Cambridge Secure Exchange. Submit the report in hard copy. For details on how to do this, see section 3.8 of the *Cambridge Administrative Guide*.

Reducing file sizes using Handbrake

The maximum file size for a single multimedia video file is 500MB. We expect all video files to be no larger than 500MB. 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 500MB, you must use Handbrake (<http://handbrake.fr>) to reduce file sizes before uploading them to MOVEit. This will reduce the time it takes to upload the work. For example, Handbrake can convert a video file that is 551MB to 43.5MB in approximately 3 minutes and 20 seconds and this will allow you to upload the file to MOVEit quickly.

1. Visit <https://handbrake.fr/downloads.php>. Select the correct platform for your computer depending on your operating system, and install Handbrake. You will need administrative privileges on your computer to do this.
2. When you open Handbrake you will see the following screen.

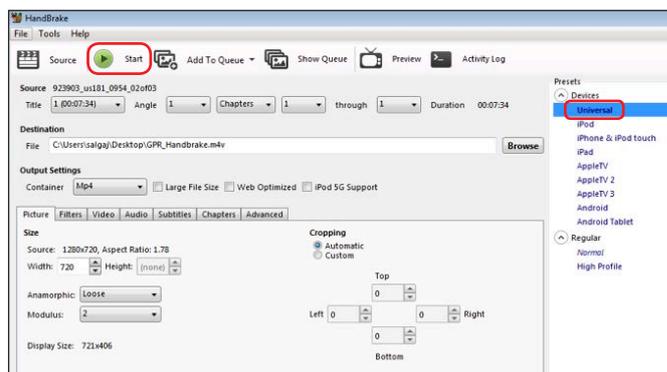


3. Click 'Source' and choose one of the following options:

- Video file: use this option if you want to reduce the size of a video file, for example, a file that ends with .mp4 or .wmv
- Folder: use this option if you want to select a video folder from your hard drive.

A window will appear. Select the relevant file or folder, then click 'OK' or 'Open'. Handbrake will start scanning your file.

4. To set up the output file, click 'Browse' in the Destination box. Choose where you wish to save the output video. Enter a file name and click 'Save'. Note: you can configure automatic file naming by going to the 'Tools' menu and clicking on 'Options'.
5. Select 'Universal' from the Preset list. Click 'Start' and wait for the conversion to finish.



You can view the status of your file at the bottom of the screen, as shown below:

44.25%, FPS: 108.5, Avg FPS: 109.3, Time Remaining: 00:01:10, Elapsed: 00:00:56, Pending

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.

6. Check that the files play correctly before uploading the work to MOVEit.

Submitting coursework through the Cambridge Secure Exchange

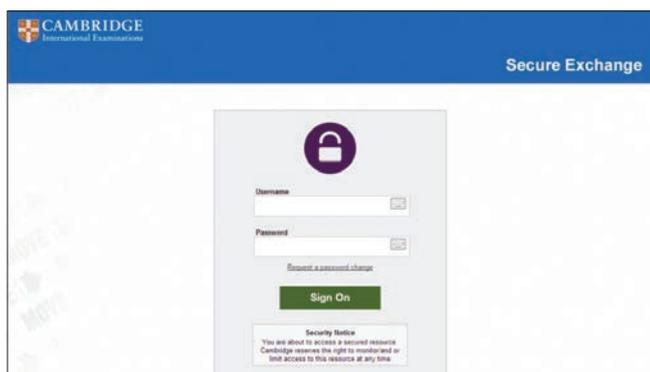
This section of the guide shows you how to upload candidates' work to the Cambridge Secure Exchange.

Login and plug-ins

You will be sent a welcome email with your username and password. The table below shows the operating systems and browsers supported by the Cambridge Secure Exchange. It is not compatible with Google Chrome so please use other browsers when you are submitting Cambridge Global Perspectives work.

| Operating system | Browser | | | Upload/Download Wizard | |
|------------------|-----------------------------|-------------------------------|-----------------------|------------------------|------|
| | Internet Explorer 7, 8 or 9 | Mozilla Firefox 3.6, 4.x, 5.0 | Apple Safari 4.x, 5.x | ActiveX | Java |
| Windows | ✓ | ✓ | ✗ | ✓ | ✓ |
| Mac OS X | ✗ | ✓ | ✓ | ✗ | ✓ |
| Linux | ✗ | ✓ | ✗ | ✗ | ✓ |

Go to <http://exchange.cie.org.uk> and log in using your Cambridge Secure Exchange username and password.



If you forget your login details call +44 1223 553554 or email us at info@cie.org.uk

You may see the security message below. Make sure you enter the correct URL and click 'Yes' to proceed.



Upload/Download wizard

When you first log in you will be prompted to install the upload/download wizard. We recommend you install it as it will allow you to:

- upload files faster using drag and drop
- upload multiple files
- upload multiple zip files.

The total size of the files you upload **must not exceed 2GB**.

Do not install the wizard until you have read the following information.

Depending on your browser, you should use ActiveX or Java to install the wizard:

1. If you are using Internet Explorer, use the ActiveX plug-in to install the wizard. Internet Explorer must be configured to accept signed ActiveX controls. To set up MOVEit as a trusted site, see the instructions on the next page.
2. For other browsers (e.g. Firefox) use the Java plug-in: Sun's Java2 version 1.5 or higher. Warning: the Java plug-in does not currently run under IE7 on Windows Vista.

Information

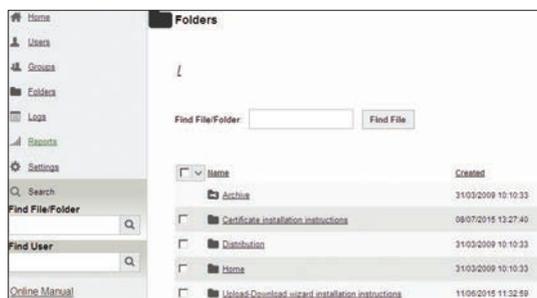
You must have administrative privileges on your PC or laptop to install the plug-in and wizard.

Before installing the wizard, you must follow these steps:

1. Check that 'MOVEit' is listed on your security settings. To do this, open the Control Panel, select 'Internet Options', then 'Trusted Sites', then click on 'Sites'. Check that <http://exchange.cie.org.uk> is listed. If it is not listed, add it to the list.

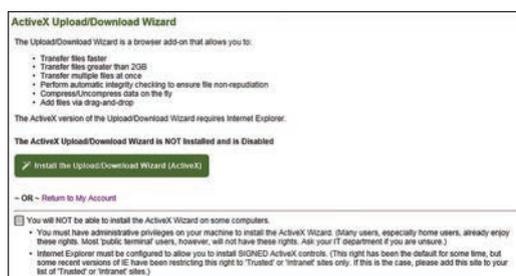


2. Open the instructions on MOVEit. In the left-hand navigation panel, click on 'Folders', then select 'Upload-download wizard installation instructions.'



For the ActiveX plug-in

1. Once you have selected 'Upload-download wizard installation instructions', select the 'Internet Explorer' option. The download prompt will appear in the bottom left hand side of the screen.
2. To install ActiveX follow the prompts on screen and the step-by-step instructions in the folder.
3. Return to the homepage.
4. Click on the link to install the upload/download wizard.



5. A pop-up may appear and ask you to install an add-on. Click 'Install.'

For the Java plug-in

1. Once you have selected 'Upload-download wizard installation instructions', select the 'Browsers' option. The download prompt JavaSetup8u45.exe will appear in the bottom left hand side of the screen.
2. To install Java follow the prompts on screen and the step-by-step instructions in the folder.
3. Return to the homepage.
4. Click on the link to install the upload/download wizard.



5. A progress bar will appear.
6. A pop-up or bar may appear in your browser and ask you for permission to run Java. Click 'Allow.'
7. A pop-up may appear in your browser saying your Java version is out of date. Choose the 'update' option and follow the instructions.



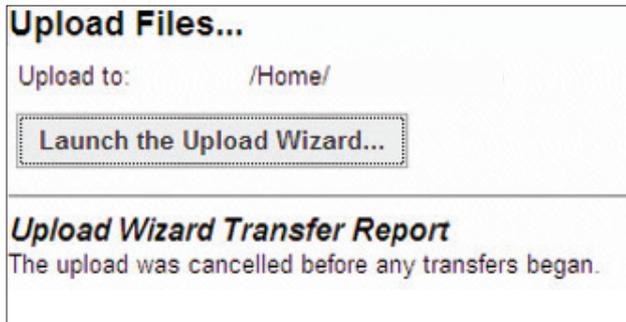
8. A pop-up may appear in your browser saying the site is not trusted. If the URL listed is exchange.cie.org.uk click 'Continue.'

9. A pop-up may appear asking if you want to run the application. Click 'Run.'

Using the Upload Wizard

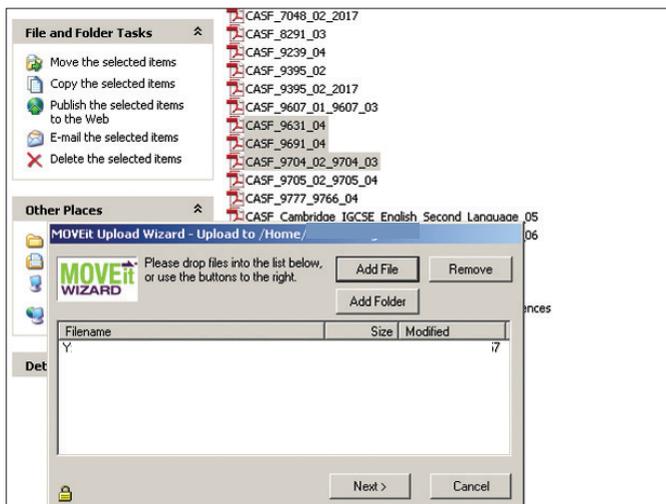
Step 1

Click the link to launch the Upload Wizard.



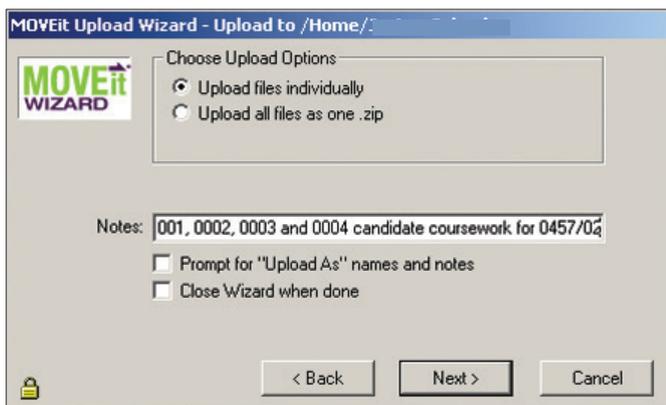
Step 3

You can upload files or folders by clicking on 'Add File' or 'Add Folder'. Alternatively, find the files, zip files or folders you want to upload and drag them into the Upload Wizard as indicated below.



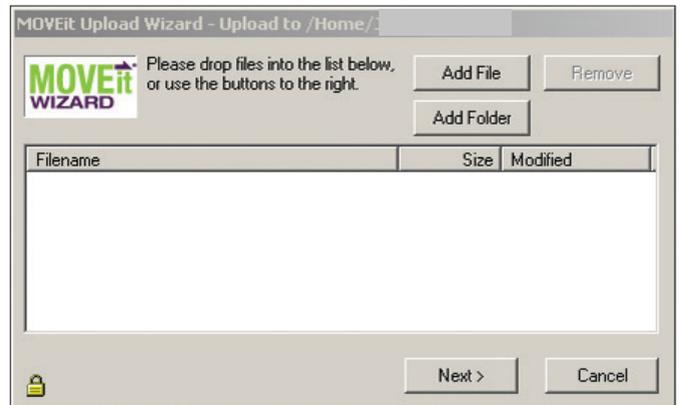
Step 5

When you are ready click 'Next'.



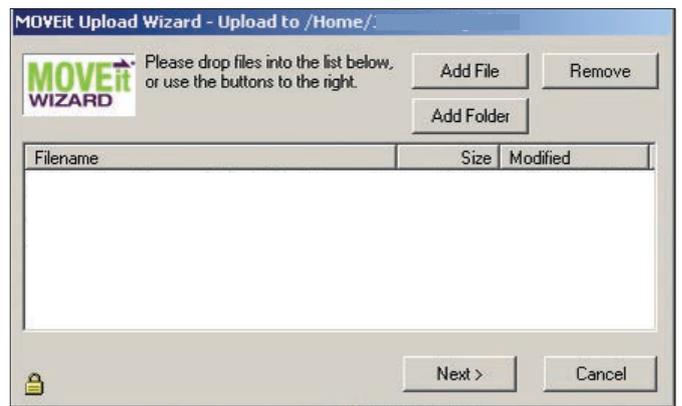
Step 2

The following window will open.



Step 4

You will see the files listed in the Upload Wizard window. If they are the correct ones click 'Next'.



Please use the 'Notes' field to tell us the number of candidates for whom you have uploaded work in your submission. You can add an additional note to accompany your files if necessary.

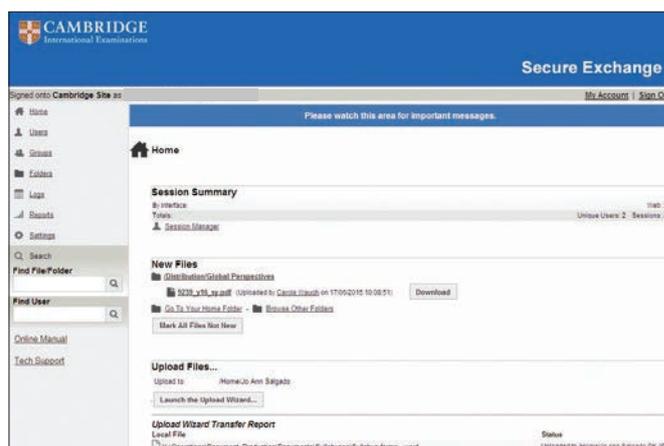
Step 6

A window will pop up to show you the progress of your upload. When the files have been uploaded the following message will appear. Click 'OK'.



Step 7

The files you have uploaded are listed in the 'Upload Wizard Transfer Report' section of the homepage. If you have any problems uploading your files, please call us on +44 1223 553554 or email us at info@cie.org.uk



Upload Speeds

The time it takes to send us files will depend on your local upload speed (often much lower than the download speed given by internet service providers). If you are uploading a 1GB file at a speed of 1Mb/s it will take approximately 17 minutes; the table below gives you an idea of the time it takes to upload different file sizes at different upload speeds.

| | | Total File Size | | | | | | | |
|--------------|----------|-----------------|------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | | 100 MB | 500 MB | 1 GB | 5 GB | 10 GB | 20 GB | 50 GB | 100 GB |
| Upload Speed | 56 Kbps | 4 hours | 21 hours | NOT RECOMMENDED |
| | 128 Kbps | 2 hours | 9 hours | 19 hours | NOT RECOMMENDED |
| | 512 Kbps | 27 minutes | 3 hours | 5 hours | 24 hours | NOT RECOMMENDED | NOT RECOMMENDED | NOT RECOMMENDED | NOT RECOMMENDED |
| | 1.5 Mbps | 9 minutes | 47 minutes | 2 hours | 8 hours | 16 hours | NOT RECOMMENDED | NOT RECOMMENDED | NOT RECOMMENDED |
| | 3 Mbps | 5 minutes | 23 minutes | 48 minutes | 4 hours | 8 hours | 16 hours | NOT RECOMMENDED | NOT RECOMMENDED |
| | 6 Mbps | 3 minutes | 12 minutes | 24 minutes | 2 hours | 4 hours | 8 hours | 20 hours | NOT RECOMMENDED |
| | 12 Mbps | 2 minutes | 6 minutes | 12 minutes | 1 hour | 2 hours | 4 hours | 10 hours | 20 hours |
| | 20 Mbps | 1 minutes | 4 minutes | 7 minutes | 36 minutes | 1 hour | 3 hours | 6 hours | 20 hours |



Information

If you have difficulty using the Cambridge Secure Exchange, please email our Customer Service team for further support at info@cie.org.uk



FS 530509

Our Quality Management System meets the requirements of ISO 9001 – the internationally recognised standard for the quality management of organisations.

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