



# Submitting internally assessed marks through Cambridge International Direct

Submit your internally assessed marks through Direct using one of the following methods:

- Method 1 - submit your marks in bulk
- Method 2 - submit your marks manually.

## Method 1 - submitting your marks in bulk

1. Login to Direct and click 'Administer exams':



2. Click 'Internally assessed marks':

**Dashboard**

Manage GQ Series   Enquiries about Results   Invalid ULNs   Emergency Labels

**June 2016 Series**

<b>Entries</b>	Closed Sun-21-Feb-2016	<a href="#">View Final Entries</a> (177 Candidates   273 entries)	Complete
<b>Internally Assessed Marks</b>	by Wed 27 Apr 2016	<a href="#">Internally Assessed Marks</a> for 0460/03 0522/04 0522/05	Marks Required
<b>Forecast Grades</b>	by Sat 30 Apr 2016	<a href="#">Forecast Grades</a>	Grades Required
<b>Exam Timetables</b>		<a href="#">Timetables</a>   <a href="#">Attendance Lists</a>	
<b>Results</b>		<a href="#">Entries and Results</a>	

3. Click 'Import marks':

Final Entries   Reports   Internally Assessed Marks   Forecast Grades

**Components requiring Internally Assessed Marks** Import Marks

Filter: All | Marks Required

Items per page: 10 | 25 | 50 | 100 | 500

Qualification	Code	Syllabus name	Component name	Deadline	Status
IGCSE	0460/03	Geography	<a href="#">Coursework</a>	Wed 27 Apr 2016	Marks Required
IGCSE	0522/04	First Language English (Count-in Oral)	<a href="#">Coursework Portfolio</a>	Wed 27 Apr 2016	Print Marks
IGCSE	0522/05	First Language English (Count-in Oral)	<a href="#">Speaking and Listening</a>	Wed 27 Apr 2016	Marks Required

Items per page: 10 | 25 | 50 | 100 | 500

4. Click 'download template'. This screen also includes instructions for completing the template:

Home | Bulletins | My Messages - 3 | **Administer Exams** | Support Materials | Ask CIE

Dashboard | Special Consideration Online | Results | File Transfers | Candidate Results website

Series: June 2016 [Back to Dashboard](#)

**Bulk Import Internally Assessed Marks**

Import from spreadsheet (e.g. Excel) [download template](#)

Formatting instructions: [Print](#)

Assessment Code	Component Code	Candidate Number	Mark
0400	05	99	A
400	5	99	
0400	05	99	12

**Mandatory fields**

All fields are mandatory.

- ▶ **Assessment Code:** Up to 4 characters. The code will be zero padded if necessary i.e. "199" will become "0199". Must be valid for the syllabus.
- ▶ **Component Code:** Up to 2 characters. The code will be zero padded if necessary i.e. "5" will become "05". Must be valid for the syllabus.
- ▶ **Candidate Number:** Up to 4 numbers. Must be valid for the syllabus.
- ▶ **Mark:** One of **A** for absent, **blank** if no mark or a **number**. If a number, it must be within the range for the assessment and component.

**Bulk Import Internally Assessed Marks**

**Please note:**  
The maximum file size you can upload is 512KB. You may upload multiple files.

File:  [Browse...](#)

[Cancel](#) [Upload File](#)

[Submit Marks to Cambridge](#) [Save changes without submitting](#) [Cancel](#)

5. Open the template. You will see the following columns:

	A	B	C	D
1	Assessment Code	Component Code	Candidate Number	Mark
2	0	0	nnnn	Z
3				

- Complete the template by following the instructions on the 'Bulk import internally assessed marks' screen. Save the spreadsheet without changing the format of the template. If you change the format of the template, you will not be able to submit your marks using the spreadsheet.
- Return to the 'Bulk import internally assessed marks' screen. Click 'Browse', select your saved spreadsheet and click 'Upload file'.

All the marks in your spreadsheet will be saved to Direct. Check they are correct then submit them to us:

[Submit Marks to Cambridge](#) [Save changes without submitting](#) [Cancel](#)

Items per page: 10 | 25 | 50 | 100 | 500

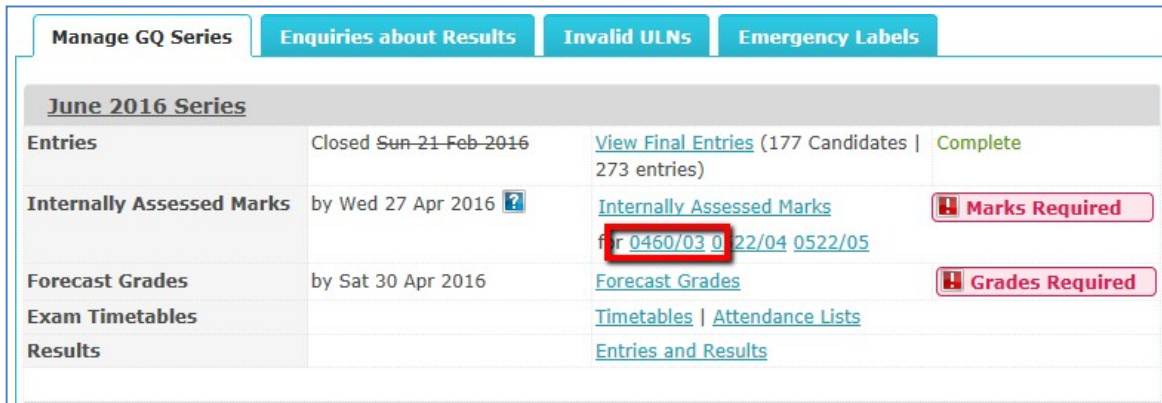
Your 'Administer exams' dashboard will confirm your marks have been submitted.

## Method 2 - submitting your marks manually

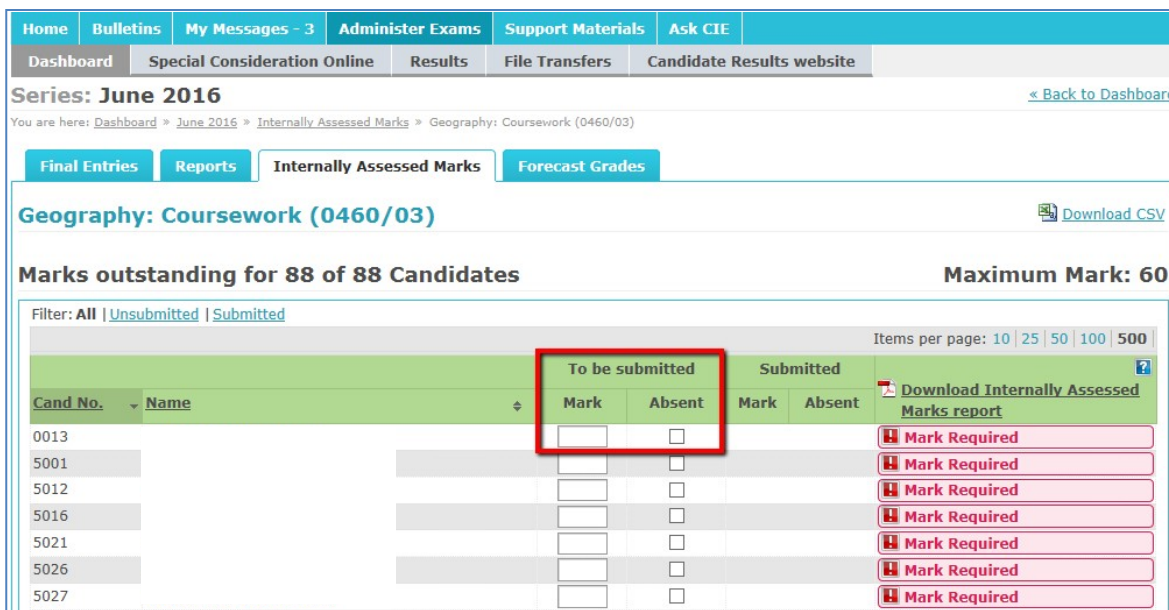
1. Login to Direct and click 'Administer exams':



2. Click the syllabus/component you want to submit marks for:

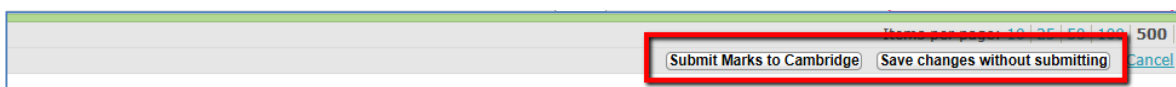


3. Enter your candidates' marks or tick the box to show they were absent:



4. Scroll to the bottom of the page where you can either:

- 'Save changes without submitting': this allows you to check your marks before submitting them. Your marks will not be submitted. We recommend you save your marks regularly because you will automatically be logged out of Direct after 20 minutes of inactivity and you will lose any unsaved work
- 'Submit marks to Cambridge'.



5. When you have submitted your marks, you can download a spreadsheet showing all your candidates' marks for your records. To do this, click 'Download CSV'.

The screenshot shows the Cambridge International Direct interface. At the top, there is a navigation bar with links: Home, Bulletins, My Messages - 3, Administer Exams, Support Materials, and Ask CIE. Below this is a secondary navigation bar with links: Dashboard, Special Consideration Online, Results, File Transfers, and Candidate Results website. The main content area shows the series 'June 2016' and the subject 'Geography: Coursework (0460/03)'. There are four tabs: Final Entries, Reports, Internally Assessed Marks (which is selected), and Forecast Grades. A 'Download CSV' button is highlighted with a red box in the bottom right corner.

The CSV file will show your candidates' marks:

	A	B	C	D	E	F	G
1	Centre: :						
2	Session: June 2016						
3	First Language English (Count-in Oral): Coursework Portfolio (0522/04)						
4	Cand No.	Name	Mark	Absent	Notes		
5	13		46	-			
6	1096		42	-			
7	1218		43	-			
8	1225		39	-			
9	1229		42	-			
10	1230		14	-			
11	2081	MARRISUN	39	-			

**Important:** Do not use this spreadsheet to submit your candidates' marks in bulk. You will not be able to submit your candidates' marks by uploading this spreadsheet as it is not in the correct format.

We are committed to making our documents accessible in accordance with the WCAG 2.1 Standard. We are always looking to improve the accessibility of our documents. If you find any problems or think we are not meeting accessibility requirements, contact us at [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) with the subject heading: Digital accessibility. If you need this document in a different format, contact us and supply your name, email address and requirements and we will respond within 15 working days.