Cambridge Assessment International Education

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':

3. Click 'Import marks':

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

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

6. 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.

7. 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:
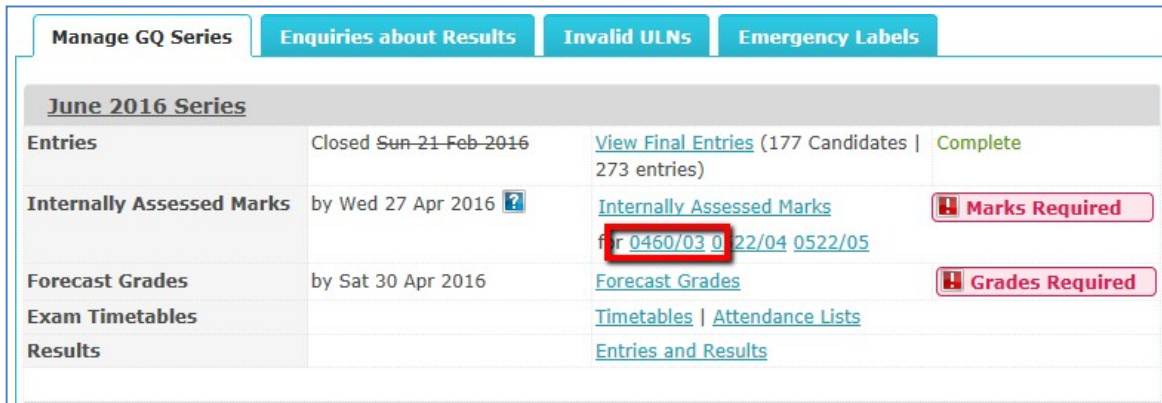

   Your 'Administer exams' dashboard will confirm your marks have been submitted.
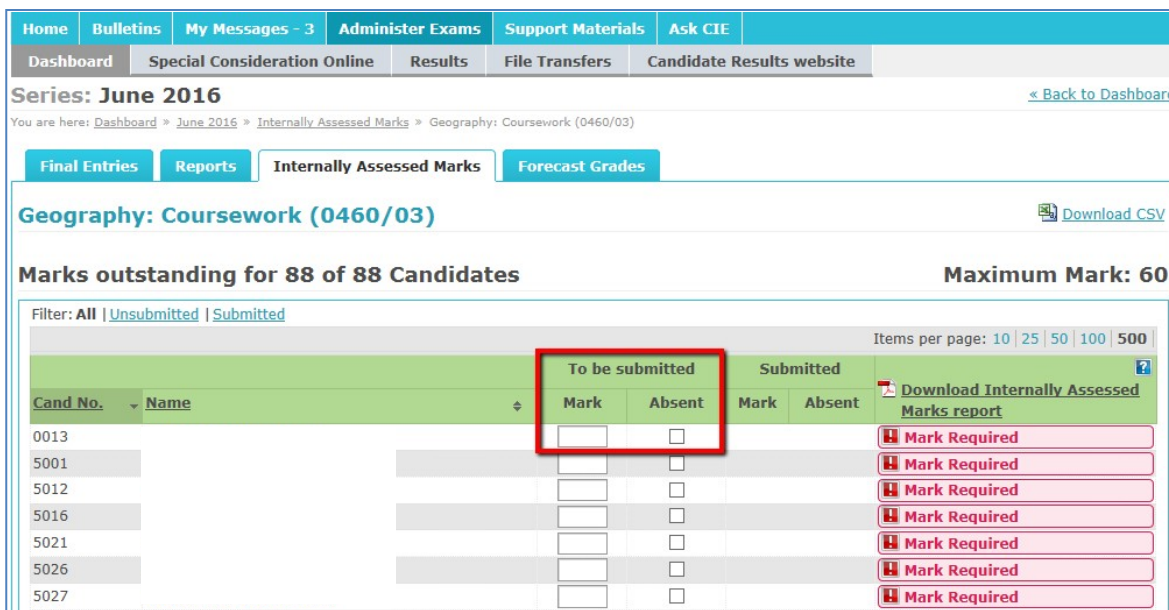
Method 2 - submitting your marks manually

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

Home	Bulletins	My Messages - 3	Administer Exams	Support Materials	Ask CIE
Dashboard	Special Consideration Online	Results	File Transfers	Candidate Results website	

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

Manage GQ Series	Enquiries about Results	Invalid ULNs	Emergency Labels

June 2016 Series

Entries	Closed Sun 21 Feb 2016	View Final Entries (177 Candidates | 273 entries)	Complete
Internally Assessed Marks	by Wed 27 Apr 2016 ❓	Internally Assessed Marks for 0460/03 0 22/04 0522/05	❗ Marks Required
Forecast Grades	by Sat 30 Apr 2016	Forecast Grades	❗ Grades Required
Exam Timetables		Timetables | Attendance Lists	
Results		Entries and Results	

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

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

You are here: Dashboard » June 2016 » Internally Assessed Marks » Geography: Coursework (0460/03)

Final Entries	Reports	Internally Assessed Marks	Forecast Grades

Geography: Coursework (0460/03)   📊 Download CSV

Marks outstanding for 88 of 88 Candidates   **Maximum Mark: 60**

Filter: All | Unsubmitted | Submitted

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

		To be submitted		Submitted		
Cand No.	Name	Mark	Absent	Mark	Absent	📄 Download Internally Assessed Marks report
0013		☐	☐			❗ Mark Required
5001			☐			❗ Mark Required
5012			☐			❗ Mark Required
5016			☐			❗ Mark Required
5021			☐			❗ Mark Required
5026			☐			❗ Mark Required
5027			☐			❗ Mark Required

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'.

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

[Submit Marks to Cambridge] [Save changes without submitting] Cancel
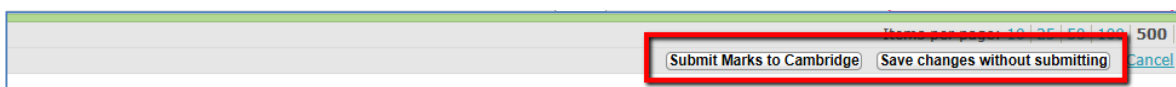
5. When you have submitted your marks, you can download a spreadsheet showing all your candidates' marks for your records. To do this, click 'Download CSV'.

The CSV file will show your candidates' marks:

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.