Cambridge IGCSE®/Cambridge O Level Global Perspectives Component 3 – Team Project submission checklist
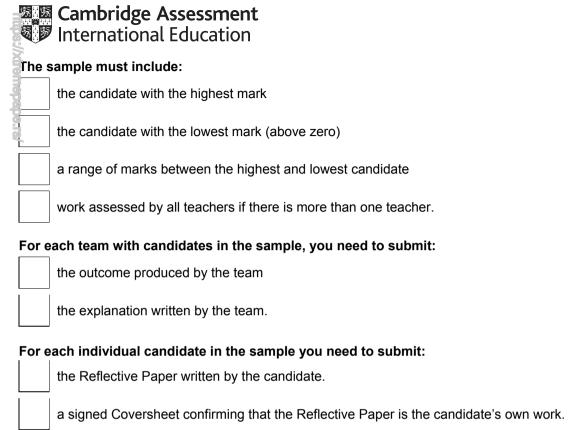
The sample work and administrative forms for Component 3 should be compressed in a zip file and uploaded to Cambridge International using the Cambridge Secure Exchange at https://exchange.cie.org.uk
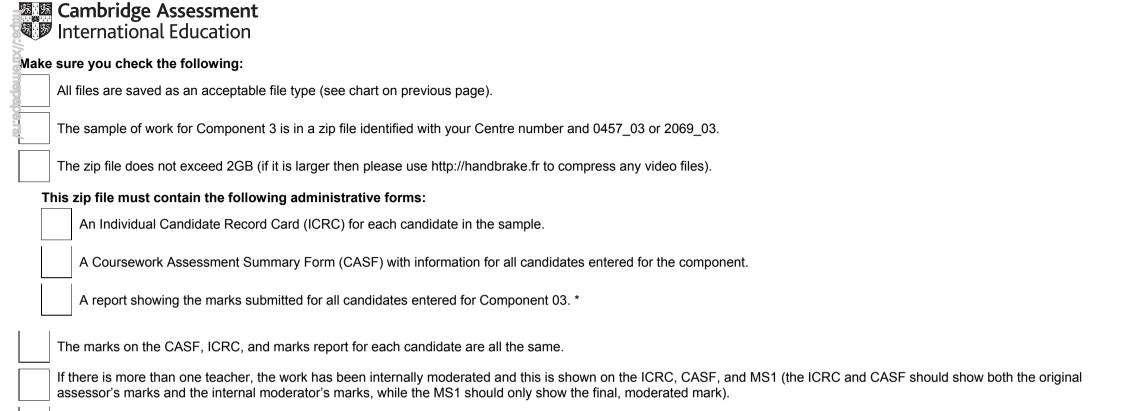
File Type	Acceptable formats
Video	.wmv .mov .avi .wmp .mp4v .m4v .m4a .mkv .flv .mp4 .3gp .3g2
Audio	.aiff .m4b .mp3 .m4p .wav .aac .m4a .3ga .amr .3g2
Excel	.xls .xlsx
PowerPoint	.ppt .pptx Prezi online presentation documents
Text	.doc .docx .pdf .odt .rtf .txt
Images	.jpg .tiff .png .gif
Web pages	web pages should be submitted as links or as part of a zipped file

How to select the sample of candidates whose work you will submit to Cambridge International

International centres	
Who selects the sample?	**How do I select the samples?**
You select the sample	**You** select the sample according to the criteria below: 1–16 entries: all candidates 17 or more entries: the first 10 candidates by candidate number, plus six other candidates spread evenly across the mark range. The sample should include a candidate with the highest mark and a candidate with the lowest mark. You should also include any candidates with a mark of 0 in the sample.

UK centres	
Who selects the sample?	**How do I select the samples?**
We select the sample	**We** select the sample for you using the criteria below once you have submitted your marks: 1–16 entries: all candidates 16–100 entries: 15 candidates. 101–200 entries: 20 candidates Over 200 entries: 10 per cent of candidate

Cambridge Assessment
International Education

The sample must include:

☐ the candidate with the highest mark

☐ the candidate with the lowest mark (above zero)

☐ a range of marks between the highest and lowest candidate

☐ work assessed by all teachers if there is more than one teacher.

For each team with candidates in the sample, you need to submit:

☐ the outcome produced by the team

☐ the explanation written by the team.

For each individual candidate in the sample you need to submit:

☐ the Reflective Paper written by the candidate.

☐ a signed Coversheet confirming that the Reflective Paper is the candidate's own work.

![Cambridge Assessment International Education]

Make sure you check the following:

☐ All files are saved as an acceptable file type (see chart on previous page).

☐ The sample of work for Component 3 is in a zip file identified with your Centre number and 0457_03 or 2069_03.

☐ The zip file does not exceed 2GB (if it is larger then please use http://handbrake.fr to compress any video files).

This zip file must contain the following administrative forms:

☐ An Individual Candidate Record Card (ICRC) for each candidate in the sample.

☐ A Coursework Assessment Summary Form (CASF) with information for all candidates entered for the component.

☐ A report showing the marks submitted for all candidates entered for Component 03. *

☐ The marks on the CASF, ICRC, and marks report for each candidate are all the same.

☐ If there is more than one teacher, the work has been internally moderated and this is shown on the ICRC, CASF, and MS1 (the ICRC and CASF should show both the original assessor's marks and the internal moderator's marks, while the MS1 should only show the final, moderated mark).

☐ You have also submitted marks from the MS1 separately to Cambridge either through CIE Direct or by sending in the MS1.

* This report will be either the second copy of your Internal Assessment Mark Sheet (MS1), a copy of your CIE Direct internal marks report, or a copy of your MIS internal marks report (UK centres only).