CAMBRIDGE
International Examinations

Cambridge
International
A Level

Cambridge Global Perspectives® administrative guide

For guidance administering the following qualification:

- Cambridge International A Level Global Perspectives & Research, Cambridge Research Report (9239/04)

Valid for 2016

Interactive

Introduction

This guide is for exams officers who are responsible for administering Cambridge International A Level Global Perspectives & Research (9239/04).

For detailed descriptions and further guidance on the procedures you need to follow please see the *Cambridge Administrative Guide*.

Alongside this guide, you also need to read and understand the *Cambridge Handbook*. It sets out the regulations for all Cambridge examinations and assessments. The handbook forms the legal contract between Cambridge and the Centre/Cambridge Associate.

Contents

Glossary

To help our Centres in the USA understand the language and terminology used in this guide we have included a glossary of our key terms below. Our A–Z of Cambridge terms and their definitions are included in a separate tab along the bottom.

UK term	USA term
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

A–Z of terms

Access arrangements

A pre-exam arrangement made on behalf of a candidate with particular needs. For example, the use of a scribe, modified papers or extra time.

Administrative zone

An administrative zone is a part of the world where the clocks read similar times. We have six administrative zones and allocate every school to one depending on their country and location. We publish a different version of the timetable and *Cambridge Guide to Making Entries* for each administrative zone for each series.

Using Key Times and administrative zones together helps us make sure countries in similar time zones have their candidates under exam or supervisory conditions at the same time to maintain the security of question paper content. You can check your administrative zone and Key Times at: **www.cie.org.uk/keytime**

Assessment

The method used to evaluate a candidate's performance, for example, a written examination or coursework.

Attendance register

Forms used in the exam room to record the presence or absence of each candidate.

Cambridge IGCSE

Cambridge International General Certificate of Secondary Education. The international version of the GCSE – GCSEs are national qualifications usually taken by students at around age 16 in England.

Cambridge International Examinations

Cambridge International Examinations is part of the Cambridge Assessment Group. Cambridge Assessment is the brand name of the University of Cambridge Local Examinations Syndicate (UCLES).

A person who has been entered for an assessment.

Candidate Results Service

A service that gives your candidates access to their results directly via a secure website. Centres can control which of their candidates have access to the site and what they can view through the 'Administer Exams' page on ↖CIE Direct.

A school, institution or organisation approved by and registered with Cambridge for the entry of candidates to Cambridge qualifications and to carry out related assessments.

Centre name

The name of your institution/organisation.

Certifying statement

An official document issued by Cambridge to show the grades achieved by a candidate in a particular series. Certifying statements can be sent at any time to any address, including educational institutions, as long as the original certificate has been received.

↖CIE Direct

↖CIE Direct is the online tool for exams officers used to manage exam entries, download results and carry out other administrative tasks.

Component

Sometimes referred to as a paper. A component is part of or a section of the subject examination. An individual syllabus usually has several components.

Component number

The number allocated to each component of a syllabus.

Coursework

The term coursework refers to any component specified in a Cambridge syllabus that is assessed in the Centre, either by the Centre's teachers or other local teachers, and is then moderated by Cambridge.

Enquiries about results

Services available to Centres wanting to have a candidate's script reviewed or a piece of coursework re-moderated.

The candidates a Centre has entered for a Cambridge syllabus in a particular exam series.

Estimated entries

A Centre's calculation of the number of candidates they will enter for exams/assessments.

Exams officer

The person appointed by the Head of Centre to act on behalf of the Centre, with specific responsibility for administering Cambridge exams.

Final entries deadline

The deadline by which Centres must submit their entries.

Forecast grade

The grade a teacher expects a candidate to achieve for a syllabus. We use forecast grades to:

- make decisions about syllabus grade thresholds
- help make a post-exam adjustment to a candidate's mark to make allowances for any adverse circumstances, for example illness, bereavement or temporary injury
- carry out checks before we release results.

Full Centre Supervision

A specific type of supervision for examination candidates. If candidates are not sitting their examination at the Key Time they must be under Full Centre Supervision. This means that they must be supervised by teachers or invigilators and that they cannot have access to any form of external communication, for example, a mobile phone or the internet.

Handbook

The *Cambridge Handbook* sets out the regulations for running Cambridge exams and assessments. It details the responsibilities of Cambridge Centres and Cambridge Associates and forms part of customers' contract with us. Our regulations exist to make sure that Cambridge candidates all over the world have the same exam experience and are treated equally and fairly.

Head of Centre

The Head of Centre is the person appointed by the 'Responsible Person' as the head or principal.

Internal Assessment Mark Sheet (MS1)

Form used to record and submit coursework marks to Cambridge.

Internally assessed mark

A mark awarded by the Centre for an internally marked coursework component.

A suitably qualified person appointed by the Head of Centre who is responsible for the conduct of particular exam sessions. Invigilators work closely with and often report to the exams officer.

Key Time

A time, defined by the location and country of a Centre, specified by Cambridge, when all candidates taking timetabled exams must either be in an exam or under Full Centre Supervision. The Key Time will always be expressed as GMT/UTC.

Late entries

We charge late entry fees for amendments and entries we receive after the final entries deadline. You can view late entry fees in our fees list available in the 'My Messages' section of CIE Direct.

Maladministration

An action by a Centre or its staff that breaks Cambridge regulations and potentially threatens the integrity of Cambridge exams.

Malpractice

An action by a candidate that breaks Cambridge regulations and potentially threatens the integrity of Cambridge exams.

Marks

The total score or individual points given by an examiner.

Moderation

The process to check that candidates across all Cambridge Centres have been judged against the same standards.

Modified question papers

Centres can request question papers to be modified on behalf of a candidate with particular needs, for example, braille papers or enlarged papers.

Online learning area

An online learning area designed to support teachers and learners following Cambridge International A Level Global Perspectives & Research (9239). The area contains extensive materials and a collaborative learning space.

Option code

The code given to specify available combinations of components within each syllabus and administrative zone.

Outline Proposal Forms

Outline Proposal Forms (OPFs) are used in a number of subjects and qualifications. Their primary purpose is to provide support for candidates as they devise a suitable question to research. All OPFs are considered by a Cambridge subject expert who will provide feedback on the suitability of the question and feasibility of the research proposal.

Further details are provided on the form itself. OPFs are compulsory for Cambridge International A Level (9239/04). OPFs can be found in the 'Syllabus Materials' area of Teacher Support (**http://teachers.cie.org.uk**).

Qualification

A certificated award made by Cambridge to learners to demonstrate their achievement.

Regulations

The *Cambridge Handbook* sets out the regulations for running Cambridge exams and assessments. It details the responsibilities of Cambridge Associates and Centres and forms part of customers' contract with us.

A candidate's response to a whole question paper or component.

Series

A group of exams in the same range with the same closing date for entries and timetable period. A series is identified by a series month and year.

Session

A period in a day in which an exam takes place, which is either the morning or afternoon. We have also introduced an evening session in administrative zones 4 and 5.

Special consideration

A post-exam adjustment made to a candidate's mark, by an awarding body, to make allowances for any adverse circumstances, for example illness, bereavement or temporary injury.

Statement of entry

A document produced for each candidate giving details of the candidate and syllabus entry options they have entered.

Statement of originality

A declaration for the candidate and teacher stating that the work produced is that of the candidate working alone. For Cambridge International AS & A Level Global Perspectives & Research (9239), each essay (component 2), presentation (transcript) and reflective paper (component 3) submitted for assessment must include the wording within the statement of originality. The statement is available from the 'Syllabus Materials' section of Teacher Support (**http://teachers.cie.org.uk**).

A document produced for each candidate giving details of all the syllabuses they have entered and the syllabus grades they have been awarded.

A complete description of the content, assessment arrangements and performance requirements for a qualification. A course leading to an award or certificate is based on a subject syllabus.

Syllabus number

The four-digit number allocated to each subject.

Teacher support coordinator

The designated person at a Centre who is responsible for creating and maintaining users of Teacher Support.

Timetable deviation

Arrangements proposed by the Head of Centre to resolve any timetable clashes.

Verification of results

A service offered by Cambridge if a third party, such as an employer or university, wants to verify results issued by Cambridge.

Key to icons

To make it easier for you to find the information you need quickly we have developed a set of icons especially for exams officers.

CIE Direct

You will see this icon whenever there is a reference in the text to CIE Direct.

Administrative forms

NEW There is a full list of our administrative forms at the end of this guide. You can access these forms at www.cie.org.uk/forms

Extra guidance

Highlights extra support available, for example, online tutorials or 'how to' guides.

Important dates

Highlights the key dates on each page.

Cambridge Handbook

You will see this icon whenever there is a reference in the text to the *Cambridge Handbook.*

Important information

Highlights the key pieces of information on each page.

Processes for Cambridge Associates and their Associate Centres

Highlights processes for Cambridge Associates and their Associate Centres.

Support from Cambridge

1.1 ➤CIE Direct

➤CIE Direct is a secure online tool for Cambridge exams officers, which allows you to:

- make and submit final entries
- submit internally assessed marks and forecast grades
- upload files, such as entry files
- keep up to date with bulletins
- download files, such as provisional and final timetables
- view our fees list in the 'My Messages' section.

You can access this secure online tool at **https://direct.cie.org.uk**

It is password protected. After we registered your Centre we sent you login details by email. Keep these details secure. If you forget your password please contact our Customer Services team.

If the exams officer changes at your Centre please let us know details of your new exams officer as soon as possible.

Ⓐ Cambridge Associates can request access for their Associate Centres by contacting Customer Services. Customer Services will then:

- set up the account(s)
- upload login details for the Associate Centre(s) to the 'My Messages' section of the Cambridge Associate's account.

The Cambridge Associate must pass the relevant login details securely to their Associate Centre(s).

1.2 Our website

Access the main Cambridge website **www.cie.org.uk** for the following information:

- our qualifications and awards
- syllabuses and specimen papers
- latest news and events
- online versions of the **>**Cambridge Handbook and the **>**Cambridge Administrative Guide, administrative forms and final timetables
- access to ➤CIE Direct
- information on Cambridge International Examinations.

1.3 The 'Help' section of our website

The 'Help' section of our website contains an online bank of answers to frequently asked questions about Cambridge examinations and services. It has recently been upgraded to include a more intuitive search function.

The next time you have a question about administering Cambridge examinations visit the 'Help' section. Type your question into the search box, or use the menu to guide you. Key articles are also displayed on the 'Help' home page to alert you to important announcements.

Our 'Help' section:

- saves you time
- contains more than 1200 answers
- is reviewed and updated daily
- is available 24 hours a day.

Go to **www.cie.org.uk/help**

1.4 Cambridge Exams Officer eNewsletter

Look out for our eNewsletter for timely updates delivered straight to your email inbox at the beginning of every month.

The *Cambridge Exams Officer eNewsletter* is an essential resource, and includes:

* reminders about key dates and activities for that month
* guidance on changes to key processes
* updates on new services
* a look forward to the next month.

The eNewsletter goes to all our Cambridge International Schools and Cambridge Associates (not including ministries).

If you work in a Cambridge International School or for a Cambridge Associate and do not receive the eNewsletter please contact our Customer Services team. **A** Cambridge Associates should pass relevant information from the eNewsletter on to their Associate Centres.

If you do not read the eNewsletter or if you unsubscribe from receiving it you will miss out on important information about administering our exams.

1.5 Teacher Support

You can access Teacher Support at **http://teachers.cie.org.uk** It is a valuable resource for teachers of syllabuses and is available to Cambridge Centres. We send you login details when your Centre is registered.

Visit Teacher Support for:

* past question papers
* mark schemes, grade thresholds and examiner reports
* schemes of work: suggested teaching programmes and teaching activities
* online discussion forums: a place for teachers to share ideas, resources, questions and answers.

The member of staff in your Centre with access to Teacher Support is called the 'Teacher Support coordinator'. They create logins for their teachers by accessing the administration pages of the website. If the Teacher Support coordinator forgets their password they should contact Customer Services at **info@cie.org.uk**

1.6 Online learning area

An online learning area is designed to support teachers and learners taking Cambridge International AS & A Level Global Perspectives & Research (9239). The area contains extensive teaching and revision activities for each syllabus, discussion forums where you can ask questions and share ideas with others as well as tools for collaborative learning. For AS Level (9239/02) there are important materials available to support learners in devising appropriate research questions. Teachers are highly recommended to join the learning area.

The learning area is password protected. To create a teacher or learner account complete the online form at **www.cie.org.uk/registergp**

1.7 Marketing Resources

Cambridge International Schools and Cambridge Associates can download a wide range of free marketing support materials, such as factsheets and posters, from a secure area of our website called Marketing Resources.

You should have received login details for Marketing Resources; if not contact our Customer Services team. Find Marketing Resources at **www.cie.org.uk/marketingresources**

1.8 MAPS

MAPS is a secure online server which should be used to submit the Cambridge Research Report (9239/04)to Cambridge for moderation.

You will receive access to MAPS and login details once you have made entries for this component.

1.9 Our syllabuses, specimen papers and specimen mark schemes

Syllabus booklets give teachers all the information they need to deliver the subject and prepare candidates for the exam. We send them to you on the *Syllabus and Support Materials* disc and you can also download them from our public website and Teacher Support.

We also produce specimen papers and mark schemes when we introduce a new syllabus. We only update them when there is a significant revision to the syllabus booklet. The specimen paper is an example of what a question paper will look like. The specimen mark scheme provides details of how marks would be assigned to the specimen paper. The mark scheme for 9239/04 is in the syllabus.

1.10 Principal Examiner Reports for teachers

We produce Principal Examiner Reports for teachers for particular qualifications and subjects at the end of each series. The reports are written by principal examiners and moderators and give an overview of how all the candidates performed.

They normally give:

- guidance on what the examiners were looking for
- comments on areas of the syllabus that were done well or badly
- comments on any evidence of problems with examination technique
- examples to illustrate points made.

We send the reports to Centres on the *Syllabus and Support Materials* disc, and teachers can download them from Teacher Support.

Key dates and activities overview for the June 2016 exam series

	2015		2016									
	Sep	**Oct**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**

WE SEND
Estimated Entry Form for the June 2016 series available from ▶CIE Direct
Sep

YOU SEND →
Estimated Entry Form for the June 2016 series
By 10 Oct

YOU SEND →
Deadline for modified question paper applications
By 21 Jan

YOU SEND →
Non-delegated access arrangement applications
By 21 Jan

YOU SEND →
Final entry deadline
By 21 Feb

YOU SEND →
Forecast grades
By 30 Apr

YOU SEND →
Deadline for work to be submitted for:
• A Level (9239/04).
By 30 Apr

WE SEND
Results released on ▶CIE Direct
11 Aug

YOU SEND →
Enquiries about results
By 30 Sep

WE SEND
Certificates
Mid Oct

YOU SEND →
Deadline for submission of Outline Proposal Forms for June 2017 series. They are compulsory for:
• A Level (9239/04)
By 31 Oct

A

WE SEND ▶ Cambridge sends materials to Cambridge Associates who then send them on to their Associate Centres according to local arrangements.

YOU SEND ▶ Cambridge Associates need to give their Associate Centres earlier deadlines so they have enough time to process their data and submit it to us.

Key dates and activities overview for the November 2016 exam series

				2016							2017		
Mar	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**

WE SEND
Estimated Entry Form for the November 2016 series available from CIE Direct
By 31 Mar

YOU SEND
Deadline for submission of Outline Proposal Forms for November 2016 series. They are compulsory for:
• A Level (9239/04)
By 30 Apr

YOU SEND
Deadline for submission of Estimated Entry Form
By 10 May

YOU SEND
Deadline for modified question paper applications
By 1 Jul

YOU SEND
Non-delegated access arrangement applications
By 1 Jul

YOU SEND
Final entry deadline for first-time entries
By 16 Aug

YOU SEND
Final entry deadline for retake entries
By 21 Sep

YOU SEND
Deadline for forecast grades
By 31 Oct

YOU SEND
Deadline for work to be submitted for:
• A Level (9239/04).
By 31 Oct

WE SEND
Cambridge International AS & A Level results on CIE Direct
10 Jan

YOU SEND
Enquiries about results deadline
By 26 Feb

WE SEND
Certificates
Mid Mar

A

WE SEND Cambridge sends materials to Cambridge Associates who then send them on to their Associate Centres according to local arrangements.

YOU SEND Cambridge Associates need to give their Associate Centres earlier deadlines so they have enough time to process their data and submit it to us.

Monthly diaries

The monthly diaries show the dates we send information to, and need to receive information from Cambridge Associates and Cambridge International Schools. Cambridge Associates need to agree dates for when they will send information to, and receive information from their Associate Centres.

- ☐ We send (the date we despatch materials or information to you)
- ■ You send (the date information or materials you send must reach Cambridge)
- ☐ Information (other dates, for example late entry fee start dates)

September 2015

Date	June series	November series
◀ **We send**		
Mid Sep	Estimated Entry Forms will be available from the 'Support Materials' section of ▶CIE Direct.	

October 2015

Date	June series	November series
You send ▶		
10	Deadline for completed Estimated Entry Forms.	
◀ **We send**		
31	*Cambridge Guide to Making Entries* for the June 2016 series. This is sent in hard copy and is available from ▶CIE Direct.	
31	Final timetable for the June 2016 series available from ▶CIE Direct.	

January 2016

Date	June series	November series
You send ▶		
21	Deadline for receipt of applications for (**Preparation – Form 3**). NEW Please make sure you have made final entries for candidates requiring modified papers before you submit your applications.	
21	Deadline for receipt of applications for that you need our permission to use. These are called non-delegated access arrangements and you can submit your applications using **Preparation – Form 1**.	
◀ **We send**		
13		Provisional results for Cambridge International AS & A Level for **November 2015** series available to download from CIE Direct.
Mid Jan		Statements of results for **November 2015** series. Issue to candidates.

February 2016

Date	June series	November series
You send ▶		
21	Deadline for receipt of final entries. We will charge late entry fees for entries and amendments received after this date.	
22	Start of late entry fees (22 Feb – 17 April).	
◀ **We send**		
28	From late February and throughout March, statements of entry and candidate entry lists.	

Other activities to think about in February 2016

We will charge late entry fees for all entries and entry amendments we receive after 21 February 2016.

We will send you statements of entry within two weeks of receiving your entries. If you have not received your statements of entry after two weeks contact us. You can download your statements of entry from ▲CIE Direct within 48 hours of submitting your entries.

March 2016

Date	June series	November series
◀ **We send**		
31		available from the 'Support Materials' section of ➤CIE Direct. To be returned by 10 May 2016.
		Final timetable and *Cambridge Guide to Making Entries* available from ➤CIE Direct.
You send ▶		
31	Deadline for notification of any delegated you plan to use (**Preparation – Form 4**).	

April 2016

Date	June series	November series
You send ▶		
17	Late entries deadline. See sections 2.3 and 2.4 of the >*Cambridge Handbook* for our late entry regulations.	
30	Deadline for Submit them through ▸CIE Direct.	Deadline for Cambridge to receive Outline Proposal Forms for the November 2016 series. These forms are compulsory for Cambridge International A Level Global Perspectives & Research (9239/04). You can download the forms from the 'Support materials' section of ▸CIE Direct. and from the relevant subject page of Teacher Support.
30	Deadline for you to submit samples for Cambridge International A Level Global Perspectives & Research (9239/04).	

May 2016

Date	June series	November series
You send ▶		
10		Deadline for completed Estimated Entry Forms.

Other activities to think about in May 2016

November 2016 series

If you plan to make entries for the November 2016 series it is a good idea to start planning now to meet the August deadline.

June 2017 series

If you are entering candidates for Cambridge International A Level Global Perspectives and Research (9239/04), now is a good time to start working on research proposals. Candidates must submit an outline proposal form for 9239/04 by 31 October 2016.

July 2016

You send ▶		
1		Application deadline for Submit any applications using **Preparation – Form 3**. `NEW` Please make sure you have made final entries for candidates requiring modified papers before you submit your applications.
1		Deadline for access arrangements you need our permission to use. These are called non-delegated access arrangements and you can submit your applications using **Preparation – Form 1**.

August 2016

Date	June series	November series
◀ **We send**		
11	Provisional examination results available on ↖CIE Direct.	
You send ▶		
16		Final entries deadline (first-time entry candidates). We will charge late entry fees for entries and amendments received after this date.
17		Start of late entry fees for first-time entries (17 August – 30 September).
31		Deadline for notification of any delegated access arrangements you plan to use. It is up to a Centre whether or not to give candidates any delegated access arrangements. Follow the regulations in the ❯*Cambridge Handbook* and notify us using **Preparation – Form 4**.
◀ **We send**		
Late Aug	Hard copy provisional statements of results.	

Submitting work to Cambridge

Your candidates' Cambridge Research Reports are internally assessed by teachers in your Centre.
You then submit a sample of reports to Cambridge for external moderation.

This section explains what exams officers and teachers need to do to prepare the Cambridge Research Report for submission and how to submit it through MAPS.

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

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

- Activities for which the exams officer is responsible
- Activities for which the teacher is responsible

```
The exams officer logs in to          The exams officer enters          The exams officer assigns the Cambridge          Teachers upload the Cambridge
MAPS and sets up accounts for   →     candidate details and sets   →    Research Report to each class and sets a date   →   Research Report for all their
the teacher(s) and the internal       up classes                        by which teachers must upload the candidates'       candidates and submit the work for
moderator (if applicable)                                               reports for annotation and marking                   internal assessment
                                                                                                                                      ↓
The exams officer uploads the         The exams officer works with the teacher(s) to    If more than one teacher is involved    Teachers annotate their candidates'
relevant forms to MAPS and     ←      select the reports they will submit to Cambridge  ←  in the assessment, the internal    ←   work using the Red Pen tool and
submits the sample to Cambridge       for external moderation, by following                moderator logs in to MAPS to          enter their marks
for external moderation               the criteria in the samples database                 moderate the marks
```

1. Introduction

1.1 Minimum system requirements

When submitting the Cambridge Research Report through MAPS we recommend using the following browsers:

- Firefox: 29.x (Windows, Mac OS X)
- Safari: 5.1.x, 6.1.x, 7.x (Mac OS X)
- Chrome: 33.x (Windows, Mac OS X)
- Internet Explorer: 9.x, 10.x (Windows).

Some site features may not function as expected if you use an unsupported browser.

To use the Red Pen tool you need the Flash plugin version 11 or later. You may need administrative privileges on the computer you are using to download the Flash plugin.

1.2 Initial set up

After your Centre submits entries for 9239/04, the exams officer will receive an email with login details and instructions for accessing MAPS. This email will be sent to the address listed as your 'Centre email' on ▶ CIE Direct so make sure it is correct. If your contact details change contact Customer Services (info@cie.org.uk).

1.3 Roles and responsibilities of MAPS users

The exams officer is called the **Centre administrator** on MAPS. The exams officer is responsible for:

- setting up accounts for the teacher(s) and internal moderator (if applicable)
- adding candidate details
- submitting the sample to Cambridge for moderation.

Candidates are called **students** on MAPS. The exams officer adds candidates' details to MAPS and the teacher uploads candidates' work to MAPS. Candidates do not have access to MAPS.

Teachers are responsible for:

- uploading their candidates' work to MAPS
- annotating their candidates' work using the Red Pen tool
- marking their candidates' work against the assessment criteria outlined in the syllabus booklet.

If more than one teacher is involved in the assessment, your teachers' marks must be standardised in your Centre by an internal moderator using MAPS. Internal moderators are called internal verifiers or quality assurers on MAPS.

Note: Teachers and internal moderators will not have access to the same tools as the exams officer on MAPS.

1.4 Preparing work for submission

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 following naming convention.

Syllabus and component code	Centre number	Candidate number	File number	File format
9239/04	AB123	0001	01	doc

For example: 9239_04_AB123_0001_01.doc

File formats

Please check that all the links are embedded within the file.

File type	Recommended formats			
Word/text documents	.doc	.docx	.pdf	.odt
	.rtf	.txt		

Important information

Before you upload any work to MAPS, check that the file format is correct and that each file name includes:

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

2. Setting up users on MAPS

2.1 Setting up teachers

Exams officers must set up a MAPS account for each teacher with candidates entered for this component so the teachers can annotate and mark their candidates' work. To set up a teacher on MAPS:

1. Log in to MAPS

2. Click 'Users' in the toolbar at the top of the page

3. Click 'Add teacher' in the toolbar on the left-hand side of the page

4. Enter the teacher's unique username, email address, password (twice), first name and last name. A password must be eight characters long and must include an upper case letter and number.

5. Click 'Register MAPS 3 account.'

A notification in the top right-hand corner of your browser will confirm that the teacher has been registered. The teacher will appear in the list of registered users at your Centre as shown below.

Repeat these steps for all teachers with candidates entered for this component.

2.2 Setting up internal moderators

If more than one teacher is involved in the marking of the Cambridge Research Report, the teachers' marks must be standardised in the Centre by an internal moderator. This internal moderator cannot be one of the teachers already involved in marking the reports. The exams officer can set up a member of staff as an internal moderator by following the steps below:

1. Set up the member of staff as a teacher by following the steps in section 2.1

2. Find the member of staff from your list of registered users by selecting 'Teacher' from the 'Role' dropdown menu and clicking 'Filter'

3. Change the member of staff's role to 'Internal Verifier' using the dropdown menu and click 'Update role'.

A notification in the top right-hand corner of your browser will confirm that the member of staff is now an internal moderator. They will no longer be listed as a teacher in your list of registered users. To find them in the list, select 'Quality Assurer' from the 'Role' dropdown menu and click 'Filter', as shown on the following page.

3. Setting up candidates

3.1 Uploading candidate details

After the exams officer has submitted entries for Cambridge International A Level Global Perspectives & Research (9239/04), a csv file showing all candidates for that component will be available from ▶CIE Direct. We will notify the exams officer by email when the file is available. The exams officer must upload this file to MAPS by following the instructions below:

1. Log in to MAPS

2. Click 'Classes' in the toolbar at the top of the page

3. Click 'Import' in the toolbar on the left-hand side of the page to launch the Data Import Wizard

4. Select the csv file that you have downloaded from ▶CIE Direct

5. Click 'Upload' and accept the confirmation pop-up window

6. The Data Import Wizard validates the data and assigns the column names. Click 'Next' to continue.

7. Click 'Create classes'. Your csv file will be placed in a queue to be imported. A notification will appear in the top right hand corner of your browser to confirm this.

The candidates will by default be placed in a class called 'GP June 2016'. You can create your own classes and allocate candidates to different classes at a later stage. See section 4.

3.2 Checking the status of a queued csv file

To check the status of your csv file, click 'Classes' in the toolbar at the top of the page. Then click 'Import queue' in the toolbar on the left-hand side of the page.

The date and time when the csv file was added to the queue is shown in the 'Created at' column. When the import process is complete, 'success' will appear in the 'Status' column.

3.3 Uploading candidate details individually

If you submit additional entries for this component after you have uploaded the csv file, you must upload candidates individually by following the steps below:
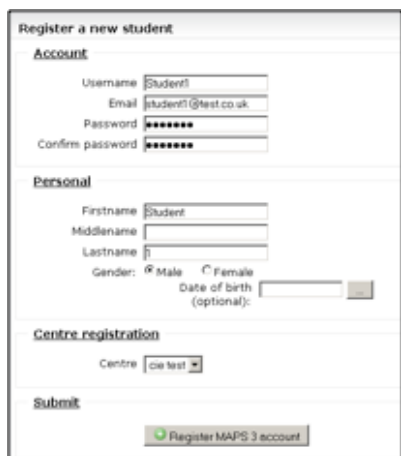
1. Click 'Users' in the toolbar at the top of the page

2. Click 'Add student' in the toolbar on the left-hand side of the page
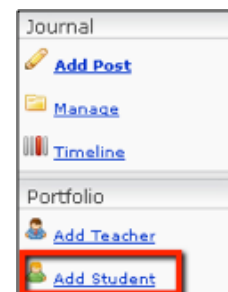
3. Enter the candidate's unique username, email address, password (twice), first name and last name. A password must be eight characters long and must include an upper case letter and number. Do not give the username or password to the candidate as they do not need to log in to MAPS.

4. Click 'Register MAPS 3 account'.

A notification in the top right-hand corner of your browser will confirm that the candidate has been registered. The candidate will appear in the list of registered users at your Centre. Repeat these steps for all the candidates you entered for the component after you uploaded the csv file.
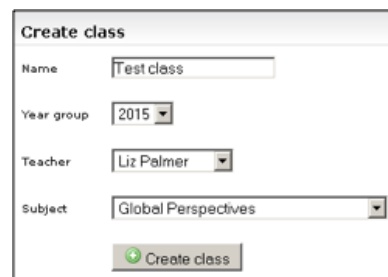
4. Setting up classes in MAPS

Once candidates have been added, the exams officer needs to let us know which class(es) the candidates are taught in.

The candidates that were uploaded using the csv file will by default be placed in a class called 'GP June 2016'. At this stage you can create classes and allocate candidates to different classes.

If you uploaded any candidates individually, you need to manually assign them to a class.

4.1 Setting up your classes

1. Click 'Classes' in the toolbar at the top of the page
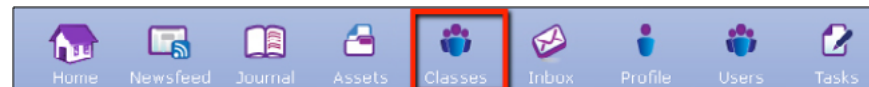
2. Click 'Add class' in the toolbar on the left-hand side of the page
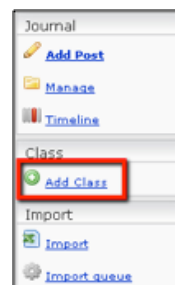
3. Enter a name for the class, select the year group, select the teacher and then select 'Global Perspectives' from the subject dropdown menu.

4. Click 'Create class'. A notification will appear in the top right hand corner of your browser to confirm that the class has been created successfully. The class will appear in the list of registered classes at your Centre.

4.2 Assigning candidates to a class

1. Click 'Classes' in the toolbar at the top of the page

2. In the toolbar on the left-hand side of the page, click the relevant class that you set up in section 4.1.

3. You will see a class overview and any candidates that have already been assigned to the class. Click 'Assign student' to open a list of your candidates.

4. Select any students to be added to the class by ticking the checkbox next to their name.
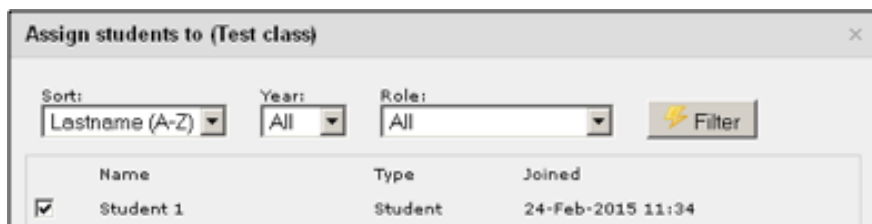
5. Click 'Assign to class'.

5. Assigning the Cambridge Research Report and teachers to your class(es)

The exams officer is responsible for assigning the Cambridge Research Report and a teacher to each class.

5.1 Assigning the Cambridge Research Report to your class(es)

1. Click 'Tasks' in the toolbar at the top of the page

2. Click 'Subscription bank' in the toolbar on the left-hand side of the page
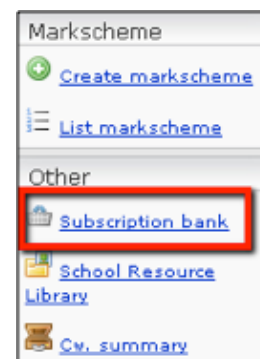
3. Import the Cambridge Research Report to your task list by clicking on the shopping basket icon

4. Now that the Cambridge Research Report is in your task list, you can assign the component to your registered classes. Click 'Tasks' in the toolbar at the top of the page to access the 'My Task List' screen.

5. Click 'Assign' next to the Cambridge Research Report

6. Select the class you wish to assign the Cambridge Research Report to

7. On the next screen:
- select the 'Start date' – this should be today's date

- select the 'Hand in date' – this is the date by which teachers must have submitted their candidates' work for internal annotation and marking. Remember, you need to submit the sample to Cambridge for moderation by 30 April 2016 for the June series and 31 October 2016 for the November series so allow plenty of time between the 'Hand in date' and these deadlines.

- select which candidates you want to assign the Cambridge Research Report to by ticking the checkbox next to their names.

8. Click 'Assign task'.


5.2 Assigning teachers to their classes

In order for teachers to annotate and mark their candidates' work, the exams officer must assign each teacher to the relevant class.

1. Click 'Tasks' in the toolbar at the top of the page to access the 'My Task List' screen

2. Select one of the classes you have assigned the Cambridge Research Report to

3. Click 'Share marking'
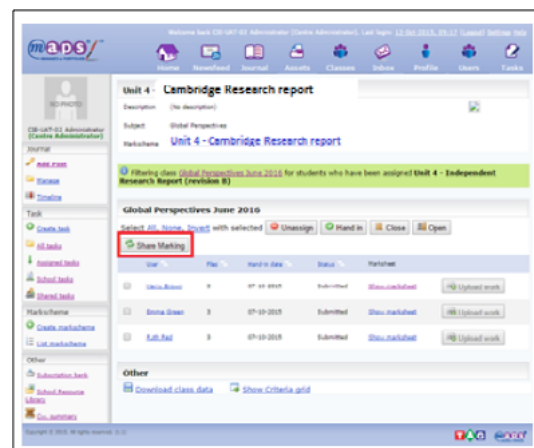
4. On the next screen, select the candidates in the class and the teacher who will be annotating and marking their work. Select 'Click here to continue.' The teacher will be able to annotate and mark their candidates' work once it has been uploaded.
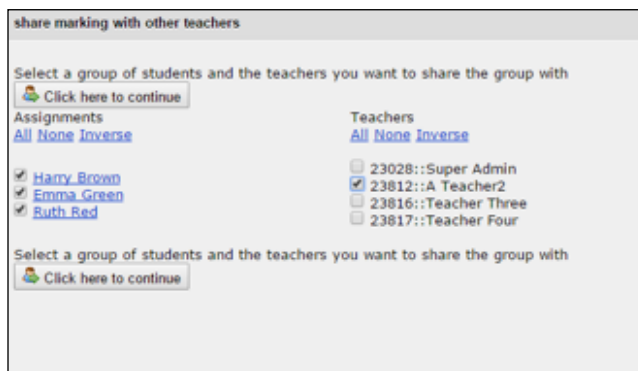
If more than one teacher is marking the reports, follow the same steps to assign an internal moderator to your classes.

## 6. Uploading and handing in the Cambridge Research Report for annotation and marking

6.1 Uploading the Cambridge Research Report

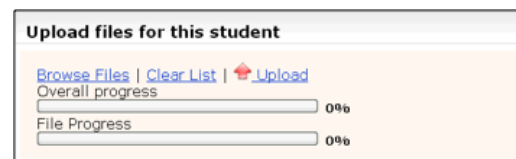Teachers are responsible for uploading the following documents to MAPS:

- each candidate's Cambridge Research Report
- each candidate's Research Log.

To upload candidates' work:

1. Log in to MAPS using the login details provided by your exams officer

2. Click 'Tasks' in the toolbar at the top of the page

3. Click 'Shared tasks' in the toolbar on the left-hand side of the page to access the 'Shared Task List'

4. Select your class

5. Click 'Upload work' next to the relevant candidate to launch the uploader
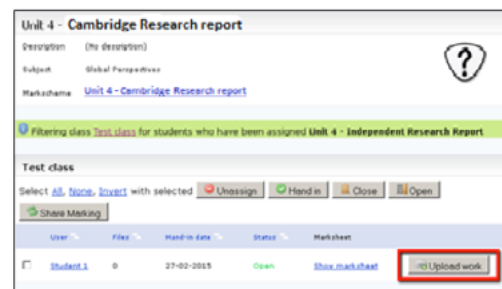
4. Click 'Browse files' to select the candidate's Cambridge Research Report and Research Log and click 'Upload'.
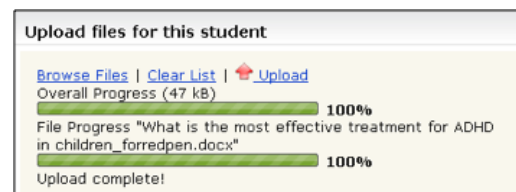
The page will refresh and the 'Files' column will show the number of files you have uploaded for that candidate.


You can access any work you have uploaded on behalf of the candidate by clicking 'Show marksheet'. The work will appear below the words 'From my teacher'.


6.2 Handing in the Cambridge Research Report for annotation and marking

Once the teacher has uploaded a candidate's Cambridge Research Report and Research Log, the teacher must hand the work in for annotation and marking by following the steps below:
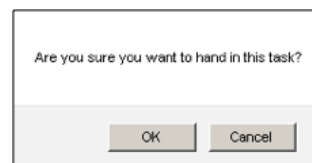
1. Click 'Tasks' in the toolbar at the top of the page to access the 'My Task List' screen

2. Select your class

3. Tick the checkbox next to the candidate whose work you want to hand in and click 'Show marksheet'
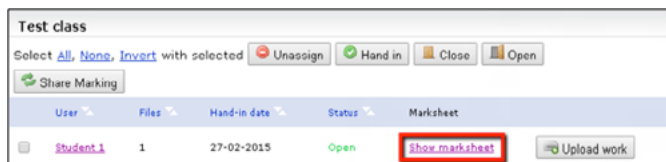
4. Click 'Hand in' in the toolbar on the left-hand side of the page
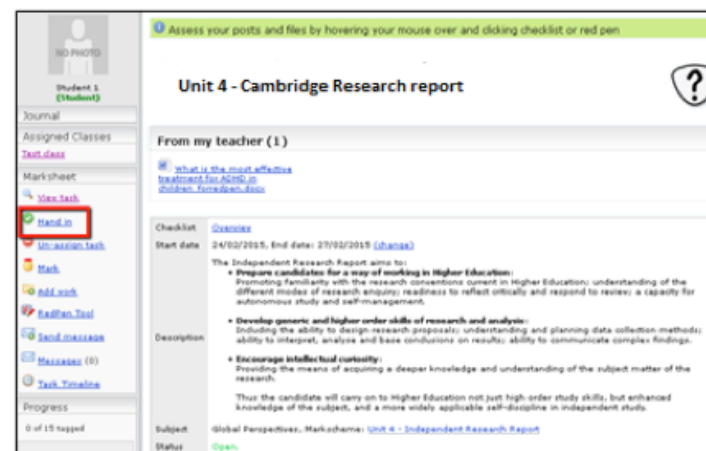
**5.** The following pop-up window will appear. Click 'OK.'

A notification will appear in the top right-hand corner of your browser. The status of the candidate's task will change from 'Open' to 'Handed in'. The candidate's work is locked and no further work can be added. It is now ready for annotation and marking.

Repeat these steps for all candidates in your class.

7. Annotating the Cambridge Research Report

Teachers are responsible for annotating their candidates' reports by following the steps below:

1. Click 'Tasks' in the toolbar at the top of the page to access the 'My Task List' screen

2. Select your class

3. Click 'Show marksheet' next to a candidate's name. The status of the candidate's work must show as 'Handed in'.

4. Hover your mouse over the file name of the Cambridge Research Report to view the pop-up screen below. Click 'View/Mark' to open the work in the Red Pen tool in a separate browser window.
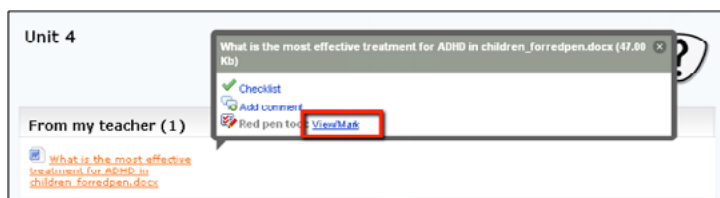
This tool allows you to annotate the work and tag it with assessment criteria. It uses the Flash plugin so MAPS doesn't need to be open for you to view and comment on the work. For details of the assessment criteria for this component, see the syllabus booklet.

View and annotate the work as follows:

- Navigate around the file by clicking and holding your mouse button over the page. If the file has multiple pages click 'Pages' in the top toolbar to view a thumbnail of all of the pages. Select a page or click the navigation controls to move between pages.

- Use the magnifying glasses to zoom in and out of the work.

- Drag and drop the assessment criteria from the list at the bottom of the screen, and place them where you believe the criteria have been evidenced in the work. Any assessment criteria that you tag using the Red Pen tool will be highlighted when you mark the candidate's work.

- Click 'Note' to create a note and position it on the work.

- Click 'Comment' to leave an extended note and position it on the work.

- Click 'Highlight' to underline part of the work.

- Click 'Edit' to change your annotations.

Note: Whilst annotating you can hide the assessment criteria by clicking on the following icon to the right of the screen ⬆⬇. You can also navigate through the assessment criteria by clicking the up/down arrows above and below the criteria. A notification in the bottom left-hand corner indicates which criteria you are viewing.

When you have finished annotating the work, click 'Save & Exit' in the top toolbar.
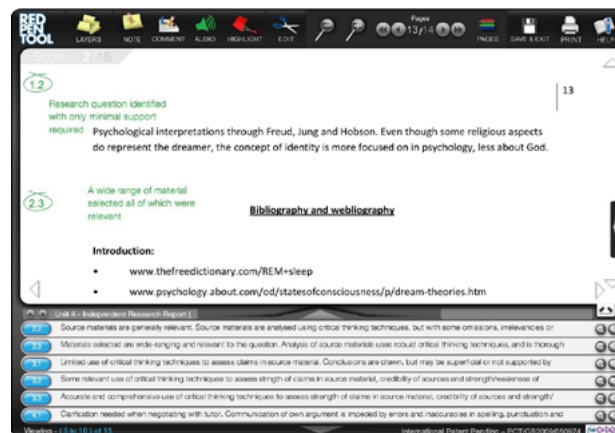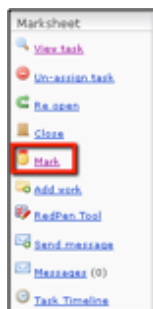
8. Marking the Cambridge Research Report

Once annotation is complete, the teacher must mark each candidate's work, by following these steps:

1. Click 'Tasks' in the toolbar at the top of the page to access the 'My Task List' screen

2. Select your class

3. Click 'Show marksheet' next to a candidate's name

**4.** Select 'Mark' in the toolbar on the left-hand side of the page

5. For each assessment objective, select a mark from the dropdown menu. If you highlighted that a particular assessment criteria was evidenced when you annotated the work, the box beneath the teacher's name will be ticked.

6. When you have marked all the assessment objectives, click 'Mark' at the bottom of the page

7. The following pop-up screen will appear. Click 'OK.'
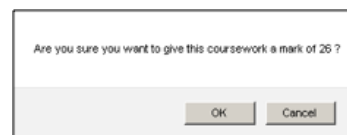
8. The candidate's overall mark will now appear next to the candidate's name on the class screen.
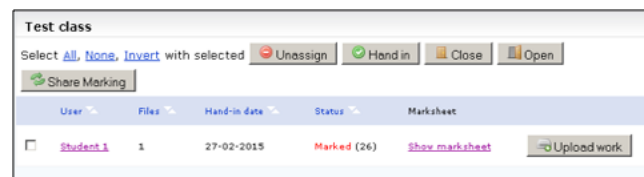
Repeat these steps for all your candidates.

If more than one teacher is involved in the assessment, the internal moderator should moderate the teachers' marks and indicate that the marks have been moderated at this stage.

9. Submitting the sample to Cambridge for moderation

In order for Cambridge to moderate the Centre's marks, the exams officer is responsible for submitting the following items through MAPS:

- the work of a sample of candidates. You do not need to submit all your candidates' reports to Cambridge.
- the Coursework Assessment Summary Form (CASF)
- an Individual Candidate Record Card (ICRC) for each candidate in the sample.

Visit the samples database (**www.cie.org.uk/samples**) to check how many candidates you need to include in your sample and to download the forms. You must then work with your teachers to complete the forms and to decide which candidates to include in your sample. The CASF must show the marks for all candidates entered for 9239/04, not just the candidates in the sample. You need to complete an ICRC for all candidates but you only need to submit the card of the candidates in the sample.

Once the forms and sample are ready, submit the work and forms by following the steps below:

1. Log in to MAPS

2. Click 'Tasks' in the toolbar at the top of the page

3. Click 'Cw.summary' in the toolbar on the left-hand side of the page to access the 'Coursework summary' screen

4. Tick the checkbox next to each candidate in the sample

5. Click 'Submit' to access the 'Submission confirmation' page

6. Click 'Upload document' to open the 'Upload a document to support this submission' box

7. Click 'Choose File' and select the ICRCs of the candidates in the sample and the CASF. Then click 'Upload submission related document'.

8. At this stage, you can cancel the upload by clicking the 'no entry' icon to the right of the file and accepting the confirmation pop-up. If you are ready to submit the forms, tick the checkbox beneath the 'Active' column and click 'Upload document'.

9. Read the Centre declaration and tick the checkbox to confirm that you accept it.

10. Enter your password in the appropriate field and click 'Submit to Awarding Body'.

On the coursework summary screen, the status of the candidates' work that has been submitted will change to 'Pending submission' and then to 'Submitted'. You can still view all your candidates' work but you will not be able to edit any marks or annotations.

Cambridge administrative forms

All our administrative forms, with the exception of special consideration forms and 'Preparation — Form 6', are available at **www.cie.org.uk/forms**

You can access special consideration forms and 'Preparation - Form 6' from the 'Support Materials' section of CIE Direct. The table below lists the forms and tells you what they are for.

Title	What is it for?
Preparation	
Access Arrangements: Preparation – Form 1	To apply for access arrangements that are not delegated to Centres.
Timetable Deviation and Additional Sessions: Preparation – Form 2	To apply for a timetable deviation or to notify Cambridge of additional timetable sessions.
Modified Papers: Preparation – Form 3	To order modified papers for candidates who cannot access the standard versions of the exam question papers and require modified language or modified print.
Centre-Delegated Access Arrangements: Preparation – Form 4	To notify Cambridge if you have candidates using delegated access arrangements.
Additional Qualification Types: Preparation – Form 5	To request a change to the syllabuses your Centre is eligible to offer.
Centre Details: Preparation – Form 6 (only available on CIE Direct)	To inform Cambridge of any changes to your Centre's contact details.
Candidate Supervision Declaration: Preparation – Form 7	To inform Cambridge of arrangements for supervising candidates outside of the Centre.

Title	What is it for?
Entries	
Declaration of Interest: Entries – Form 1	To inform Cambridge if you are a member of staff in a Cambridge Centre and have an interest in a person, or are a person taking Cambridge exams.
Candidate Transfer Request: Entries – Form 3	To transfer a candidate to another Cambridge registered Centre.
Candidate Transfer Confirmation: Entries – Form 4	To accept a candidate who is transferring from another Cambridge registered Centre.
Using an Alternative Venue: Entries – Form 5	To apply for some or all of your candidates to take their exams at a venue that is not your registered Centre.
Teacher assessment	
Special Consideration (Shortfall in Coursework): Teacher Assessment – Form 2 (only available on ▶ CIE Direct)	To apply for special consideration for candidates who have a shortfall in coursework due to circumstances beyond their control.
Special Consideration (Lost Coursework): Teacher Assessment – Form 3 (only available on ▶ CIE Direct)	To apply for special consideration for candidates who have unintentionally lost or damaged coursework.
Supplementary Internal Assessment Mark Sheet (MS1): Teacher Assessment – Form 4	If you have extra candidates not listed on your pre-printed Internal Assessment Mark Sheet. Complete a new form for each component.

Cambridge administrative forms continued

Title	What is it for?
Before the exams	
Supplementary Forecast Grade Sheet (FS1): Before the Exams – Form 1	If you have extra candidates not listed on your pre-printed Forecast Grade Form. Complete a new form for each syllabus.
Missing Question Paper Packet: Before the Exams – Form 2	To report any missing question paper packets.
Damaged or Opened Question Paper Packet: Before the Exams – Form 3	To report damaged or opened question paper packets.
Exam day	
Supplementary Attendance Register: Exam Day – Form 1	If you have extra candidates not listed on your pre-printed attendance registers. Complete a new form for each exam.
Supplementary Multiple-Choice Answer Sheet: Exam Day – Form 2	If you have extra candidates who do not have a pre-printed Multiple-Choice Answer Sheet.
Late Arrivals: Exam Day – Form 3	To inform Cambridge of any candidates who arrived late for the exam.
Scribe Cover Sheet: Exam Day – Form 4	To attach to the front of every script for candidates who have used a writer or scribe.
Word Processor Cover Sheet: Exam Day – Form 5	To attach to the front of every script for candidates who have used a word processor.
Transcription Cover Sheet: Exam Day – Form 6	To attach to the front of every script that has been transcribed.

Title	What is it for?
Special Consideration: Exam Day – Form 7 (only available on ▲CIE Direct)	For special consideration applications for reasons other than lost coursework or a shortfall in coursework.
Comments on the Exam: Exam Day – Form 8	To send Cambridge comments on any of our exams.
Malpractice: Exam Day – Form 9	To report any suspected cases of malpractice.
Practical Assistant Cover Sheet: Exam Day – Form 10	To attach to the front of every script for candidates who have used a practical assistant.
NEW Question Paper Packet Opened in Error: Exam Day – Form 11	To report any question paper packets opened in error.
Reporting an Unauthorised Entry: Exam Day – Form 12	To report a candidate who has sat an exam without an entry.
Results and certificates	
Certifying Statement Application: Results and Certificates – Form 7	To apply for a certifying statement of results from a previous exam series.
Results Verification Application: Results and Certificates – Form 8	To have a set of results verified.
Priority Results Information: Results and Certificates – Form 9	To apply for results to be sent directly to a chosen educational institution on the day results are released.
NEW Replacement Statement of Results/Certificate Application: Results and Certificates – Form 12	To apply for a replacement statement of results and/or certificate within 18 months of the date of issue.

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