International General Certificate of Secondary Education

Global Perspectives Pilot 0457

Guidance for centres on electronic submission of coursework

2009 sessions

This document provides guidance to schools that will be submitting samples of work for moderation in 2009 for components 01 and 02 of IGCSE Global Perspectives.

Contents	Page

Guidance for centres on electronically submitted coursework for IGCSE Global Perspectives 2009 sessions

Components 01 and 02 of the IGCSE Global Perspectives course must be submitted electronically (please see pages 5 and 6 of the syllabus). The following guidance provides details of procedures and file formats that should be used by centres wishing to submit work for these components.

Format of submission

For 2009 sessions **only**, files for both the Portfolio and Project should be submitted to CIE on CD (rather than via the internet). Each CD should be clearly labelled with your Centre Number, the session month/year, the syllabus code (0457) and the component number (01 or 02). **Separate CDs should be submitted for the Portfolio work and the Project work as they may be moderated by different examiners**.

For each component, CDs containing the sample work should be sent to CIE together with the moderator copy of the MS1 and the Coursework Summary Assessment Form. If marks have been submitted to CIE as an electronic file (using CAMEO), a signed print-out of the marks file must be submitted in place of the moderator copy of the form MS1. If marks have not been submitted electronically, the top copy of the MS1 should be sent to CIE separately. For further details of coursework assessment procedures please refer to page 17 of the syllabus and Part 4 of the CIE Handbook for Centres.

Component 01: Portfolio

For the Portfolio, candidates must submit electronic evidence of **four** investigations they have undertaken during the course. Page 5 of the syllabus states:

All material for the Portfolio should be stored electronically so it can be submitted to CIE via the internet for moderation. It must consist of at least some extended writing but candidates should also be encouraged to construct, for example, written dialogues or posters or other vehicles to present different perspectives. The expression of their own perspective might be provided via digitised audio or video tapes for example, or pictures or graphics which, if not originally in digital form, should be digitally scanned or photographed. All such digitised items must be accompanied by titles and short written explanations connecting them to the particular area of study.

The outcome of the investigation could therefore take many forms. Some examples include:

- Detailed digital photographs of an exhibition or poster created by the candidate showing the different perspectives (together with written commentary).

- Audio file of a radio programme created by the candidate explaining their reasoned point of view.

- A written report.

Within each candidate's portfolio it should be clearly indicated which investigations have been assessed using the basic criteria and which have been assessed using the extended criteria.

In addition to the end product, centres should ensure the following items are also submitted with **each** candidate's portfolio:

- Portfolio self-evaluation form (see pages 18-19 of the syllabus).
- List of resources used/internet searches undertaken for each investigation.
- A completed Individual Candidate Record Card (0457/01/CW/I/09).

A Coursework Assessment Summary Form (0457/01/CW/S/09) showing marks for all candidates should also be submitted.

Component 02: Project

For the Project, candidates must submit electronic evidence of their activities and final outcome. Page 6 of the syllabus states:

Each project group will be expected to produce a collective representation of the thinking behind, the aims of, the planning and progression of the project (i.e. the activities undertaken), and the obvious outcomes of their project. The representation must include evidence that the students have collaborated with others from another culture and/or country. The final representation should be in electronic form so it can be submitted to CIE for moderation via the internet.

As with portfolio investigations there is no prescribed format for the outcome of the Project, however each submission should include the following:

- A project plan including aims and activities.
- Evidence of the final outcome(s) of the project.
- The student's evaluation of both the project outcomes and their own contribution.
- A completed Individual Candidate Record Card (0457/02/CW/I/09).

A Coursework Assessment Summary Form (0457/02/CW/S/09) showing marks for all candidates should also be submitted to CIE.

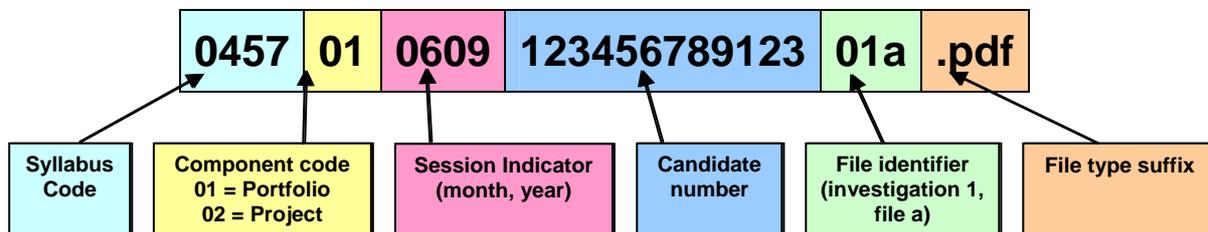Because of the flexibility in terms of final product for both the portfolio investigations and the Project, there is no limit to the number of electronic files submitted to CIE. Centres should however follow the guidance below on what file types are acceptable and how they should be named to ensure they can be submitted quickly and easily to CIE and files can be clearly identified as belonging to each candidate.

File Names

Documents must be saved using the naming convention:
Syllabus Code_component_ session indicator_candidate No._file number
e.g. 0457_01_0609_1234567891_01a.rtf

0457	01	0609	123456789123	01a	.pdf
Syllabus Code	Component code 01 = Portfolio 02 = Project	Session Indicator (month, year)	Candidate number	File identifier (investigation 1, file a)	File type suffix

Within the Portfolio, file identifiers should be used to clearly group all files relating to each investigation e.g. 1a, 1b, 1c (relating to portfolio investigation 1); 2a, 2b (relating to portfolio investigation 2 etc). This is important so that CIE moderators can clearly see which files relate to each of the four investigations.

For the June and November 2009 sessions, files should be saved onto CD(s) for submission to CIE. CDs should be clearly labelled with your Centre Number, the session month/year, the syllabus code 0457 and component number.

File Formats

Text documents
For text only documents it is recommended that centres use .rtf (rich text format) or .pdf (Adobe Acrobat's portable document format).

To save a document in .rtf format using Word:
- use the File >'Save As' option
- but before pressing 'Save', go to the 'Save as type' drop down box and select 'Rich Text Format'
- then press 'Save'

These instructions would apply to Microsoft Word, but may not be correct for all word processing/text edit applications

Photographs
Digital photos should be submitted in the following formats:

- TIF - Tagged Image File Format, uncompressed and compressed formats

- PNG - Portable Network Graphics, standardized compression

- JPG - Joint Photographic Experts Group, compressed format

- GIF - Graphics Interchange Format, compressed format

Video
Video formats are welcomed but centres should bear in mind that video file sizes can be very large. The recommended formats are:
- MP4 (MPEG 4) is a multimedia format container
- Windows media player – an all-in-one media player
- .AVI (Audio video interleave) – a standard audio / video file format under Windows

- . MOV - The MOV file extension normally represents a QuickTime multimedia file. QuickTime is a movie/video/multimedia format developed by Apple and is often used in websites, mostly for streaming audio or video.

Podcasts
Podcasts can also be included in the acceptable formats (either audio or visual).

The recommended formats are:
- MP3
- MP4

Particular care should be taken to ensure that all links are embedded in the information supplied (to ensure that links work when the presentation is accessed away from the Centre).

PowerPoint
As PowerPoint presentations could have embedded audio visual features it is recommended that any presentations provided in this format also follow the guidelines above. **Users must ensure that any media files (video etc.) in the PowerPoint presentation are embedded rather than linked to files on the users' machine.** If they are just linked then the files will not be available when the presentation is uploaded to CIE.

Web pages
For the first session (i.e. June 2009) webpages should be supplied in a zip file. Alternatively, candidates may wish to video themselves presenting their website and submit this file instead.

Appendix 1: Forms for Submission with Component 01: Portfolio

Each candidate's portfolio should be accompanied by a completed Individual Candidate Record Card.

A Coursework Assessment Summary Form should also be completed showing the marks of all candidates in the Centre.

GLOBAL PERSPECTIVES
Individual Candidate Record Card - Portfolio
IGCSE

Please read the instructions printed overleaf and the General Coursework Regulations before completing this form.

Centre Number						Centre Name		June/November	2 0 0 9
Candidate Number						Candidate Name		Teaching Group/Set	

Investigation	Gather information, representing different perspectives	Analyse issues within the area of study	Identify and evaluate possible scenarios	Formulate possible courses of action	Develop evidence-based personal response	Totals
Basic 1:	(max 6)	(max 6)	(max 6)			(max 18)
Basic 2:	(max 6)	(max 6)	(max 6)			(max 18)
Extended 1:	(max 6)	(max 6)	(max 6)	(max 6)	(max 8)	(max 32)
Extended 2:	(max 6)	(max 6)	(max 6)	(max 6)	(max 8)	(max 32)
Marks to be transferred to Coursework Assessment Summary Form	(max 24)	(max 24)	(max 24)	(max 12)	(max 16)	**Total Mark** (max 100)

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INSTRUCTIONS FOR COMPLETING INDIVIDUAL CANDIDATE RECORD CARDS

1.   Complete the information at the head of the form.

2.   Mark the Coursework assignments for each candidate according to instructions given in the Syllabus booklet.

3.   Enter marks and total marks in the appropriate spaces. Complete any other sections of the form required.

4.   Ensure that the addition of marks is independently checked.

5.   **It is essential that the marks of candidates from different teaching groups within each Centre are moderated internally.** This means that the marks awarded to all candidates within a Centre must be brought to a common standard by the teacher responsible for co-ordinating the internal assessment (i.e. the internal moderator), and a single valid and reliable set of marks should be produced which reflects the relative attainment of all the candidates in the Coursework component at the Centre. The outcome of internal moderation, in terms of the number of marks added to or subtracted from the initial total, must be clearly shown when marks are transferred onto the Coursework Assessment Summary Form.

6.   Transfer the marks to the Coursework Assessment Summary Form in accordance with the instructions given on that document.

7.   Retain all Individual Candidate Record Cards and Coursework which **will be required for external moderation.** Further detailed instructions about external moderation will be sent in late March of the year of the June Examination and in early October of the year of the November examination. See also the instructions on the Coursework Assessment Summary Form.

     Note: These Record Cards are to be used by teachers only for students who have undertaken Coursework as part of their IGCSE.

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Please read the instructions printed overleaf and the General Coursework Regulations before completing this form.

Centre Number					Centre Name			June/November	2	0	0	9

Candidate Number	Candidate Name	Teaching Group/ Set	Gather information, representing different perspectives	Analyse issues within the area of study	Identify and evaluate possible scenarios	Formulate possible courses of action	Develop evidence-based personal response	Total mark (max 100)	Internally Moderated Mark (max 100)

Name of teacher completing this form		Signature		Date				
Name of internal moderator		Signature		Date				

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A. INSTRUCTIONS FOR COMPLETING COURSEWORK ASSESSMENT SUMMARY FORMS

1. Complete the information at the head of the form.

2. List the candidates in an order which will allow ease of transfer of information to a computer-printed Coursework mark sheet MS1 at a later stage (i.e. in candidate index number order, where this is known; see item B.1 below). Show the teaching group or set for each candidate. The initials of the teacher may be used to indicate group or set.

3. Transfer each candidate's marks from his or her Individual Candidate Record Card to this form as follows

    (a) Where there are columns for individual skills or assignments, enter the marks initially awarded (i.e. before internal moderation took place).
    (b) In the column headed 'Total Mark', enter the total mark awarded before internal moderation took place.
    (c) In the column headed 'Internally Moderated Mark', enter the total mark awarded *after* internal moderation took place.

4. Both the teacher completing the form and the internal moderator (or moderators) should check the form and complete and sign the bottom portion.

B. PROCEDURES FOR EXTERNAL MODERATION

1. University of Cambridge International Examinations (CIE) sends a computer-printed Coursework mark sheet MS1 to each centre (in late March for the June examination and in early October for the November examination) showing the names and index numbers of each candidate. Transfer the total internally moderated mark for each candidate from the Coursework Assessment Summary Form to the computer-printed Coursework mark sheet MS1.

2. The top copy of the computer-printed Coursework mark sheet MS1 must be despatched in the specially provided envelope to arrive as soon as possible at CIE but no later than 30 April for the June examination and 31 October for the November examination.

3. Send samples of the candidates' work covering the full ability range with the corresponding Individual Candidate Record Cards, this summary form and the second copy of MS1, to reach CIE by 30 April for the June examination and 31 October for the November examination.

4. Indicate the candidates who are in the sample by means of an asterisk (*) against the candidates' names overleaf. The size of the coursework sample should be as follows:

number of candidates entered	number of candidates in sample
0-10	all candidates
11-50	10
51-100	15
above 100	20

5. Where more than one teacher is involved in marking the work, the sample must include candidates marked by all teachers. Candidates must be selected so that the whole range is covered, with marks spaced as evenly as possible from the top mark to the lowest mark.

6. CIE reserves the right to ask for further samples of Coursework.

7. Send, with the sample work, instructions given to candidates and information as to how internal moderation was carried out.

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Appendix 2: Forms for Submission with Component 02: Project

Each candidate's project should be accompanied by a completed Individual Candidate Record Card.

A Coursework Assessment Summary Form should also be completed showing the marks of all candidates in the Centre.

GLOBAL PERSPECTIVES
Individual Candidate Record Card - Project
IGCSE

Please read the instructions printed overleaf and the General Coursework Regulations before completing this form.

Centre Number						Centre Name		June/November	**2**	**0**	**0**	**9**
Candidate Number						Candidate Name		Teaching Group/Set				

Brief description of Project:	**Mark**
Constructive participation in discussions (GROUP) (max 6)	
Project Plan (GROUP) (max 6)	
Representation of different viewpoints and perspectives (including cross cultural) (GROUP) (max 8)	
Participation in group work/activities (INDIVIDUAL) (max 6)	
Evaluation of Project Outcome (INDIVIDUAL) (max 6)	
Evaluation of individual contribution and learning (INDIVIDUAL) (max 8)	
Marks to be transferred to Coursework Assessment Summary Form	**Total Mark:** (max 40)

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INSTRUCTIONS FOR COMPLETING INDIVIDUAL CANDIDATE RECORD CARDS

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3. Enter marks and total marks in the appropriate spaces. Complete any other sections of the form required.

4. Ensure that the addition of marks is independently checked.

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6. Transfer the marks to the Coursework Assessment Summary Form in accordance with the instructions given on that document.

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GLOBAL PERSPECTIVES
Coursework Assessment Summary Form - Project
IGCSE

Please read the instructions printed overleaf and the General Coursework Regulations before completing this form.

Centre Number						Centre Name				June/November	2	0	0	9

Candidate Number	Candidate Name	Teaching Group/ Set	Constructive participation in discussions GROUP	Project Plan GROUP	Representation of different viewpoints GROUP	Participation in group work/activities INDIVIDUAL	Evaluation of Project Outcome INDIVIDUAL	Evaluation of individual contribution + learning INDIVIDUAL	Total mark (max 40)	Internally Moderated Mark (max 40)

Name of teacher completing this form		Signature		Date					
Name of internal moderator		Signature		Date					

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A. INSTRUCTIONS FOR COMPLETING COURSEWORK ASSESSMENT SUMMARY FORMS

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