



**Cambridge Assessment**  
International Education

# Cambridge Advanced Professional in IT

## Administrative Guide – August 2020

This Guide applies to candidates who commenced their CAPIT course in 2019 and 2020.  
Please refer to this version and destroy any previous versions of this document.



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## 1 Introduction

This Administrative Guide is for exams officers and teachers who are responsible for administering and teaching the Cambridge Advanced Professional in IT (CAPIT) qualification, which is a compulsory element of the HSC Professional. It provides guidance on all of the assessment and administrative tasks that you need to carry out to ensure that the assessment of each CAPIT unit is carried out appropriately and to required schedules. It also describes how unit results are aggregated to determine the overall performance in CAPIT.

This guide covers the following qualification:

<b>Syllabus Code</b>	<b>Syllabus Title</b>
9889	Cambridge Advanced Professional in IT

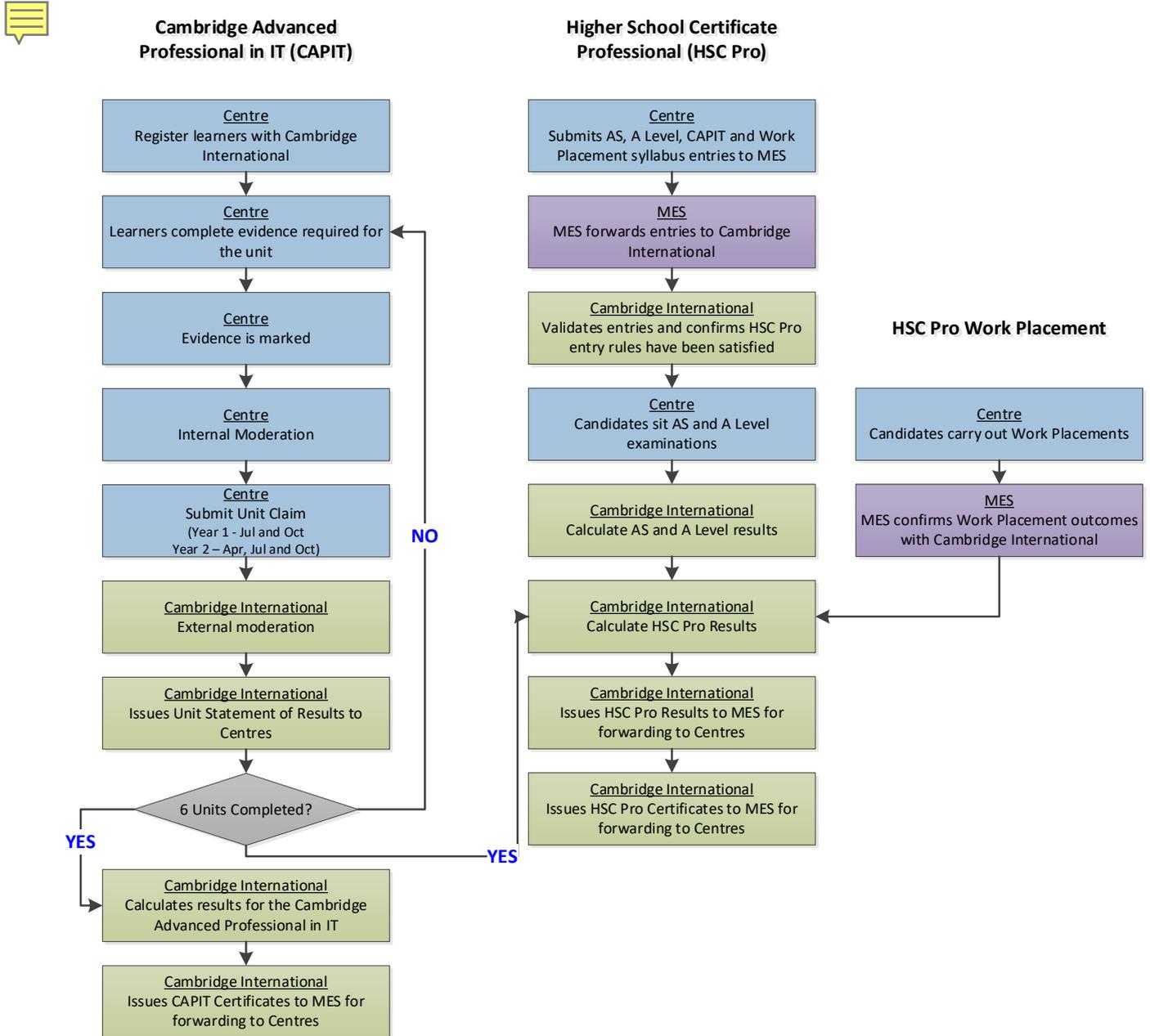
and the following associated assessment units:

<b>Unit Code</b>	<b>Unit Title</b>
2211	Communication and Employability Skills for IT
2212	Information Systems
2213	e-Commerce
2214	Project Planning with IT
2215	Website Production
2216	Impact of the use of IT on Business Systems

Alongside this guide, you also need to read and understand the *Cambridge Handbook*, which sets out the regulations for all Cambridge International examinations and assessments.

## 2 High Level CAPIT and HSC Pro Process Flow

The following process flow shows the activities that need to be completed by centres, MES and Cambridge International for CAPIT results to be issued. It also shows how CAPIT results are combined with AS and A Level results and Work Placement outcomes to calculate the HSC Pro group award.



### 3 A-Z of terms

#### Assessment

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

#### Award rules

The rules that determine the minimum performance requirements that must be met in order for a candidate to be awarded a qualification.

#### Cambridge Assessment International Education

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

#### Cambridge Secure Exchange

Cambridge Secure Exchange is the online system through which centres can securely submit electronic files to Cambridge.

#### Candidate

A person who has been entered for an assessment.

#### Candidate Authentication Statement

A declaration by the candidate stating that the work produced is that of the candidate working alone. For CAPIT, each unit claimed for assessment must be accompanied by a Candidate Authentication Statement.

#### Candidate Registration Spreadsheet

The document in which each centre must record the details of all candidates who are registering for the CAPIT qualification at the beginning of a new academic year.

#### Centre

A school, institution or organisation approved by and registered with Cambridge International for the registration of candidates for the CAPIT qualification and to carry out related assessments.

#### Centre name

The name of your school to be shown on administrative documentation, results and certificates.

#### Certifying Statement

An official document that can be requested from Cambridge to show the results achieved by a candidate in a particular series, in place of or to verify a certificate. Certifying statements can be sent at any time to any address, including educational institutions, provided that the original certificate has been received.

#### Cohort

A group of candidates who register to study for the CAPIT qualification at the same time.

#### Entry Criteria

The minimum number of subjects for which a candidate must be entered in order to be eligible for a specific Group Award.

#### Exams officer

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

#### Final entries deadline

The deadline by which centres must submit their entries.

#### Group award

An award which can only be achieved if the candidate successfully passes examinations in a specific set of subjects or qualifications. The CAPIT qualification is a compulsory element of the HSC Pro Group Award.

#### Handbook

The Cambridge Handbook sets out the regulations for running Cambridge International assessments and details the responsibilities of Cambridge centres. These regulations exist to ensure that Cambridge International candidates all over the world have the same experience and are treated equally and fairly.

## HSC

Higher School Certificate is a group award which recognises the academic achievement of candidates.

## HSC Professional (HSC Pro)

Higher School Certificate Professional is a group award which recognises both the academic and vocational achievements of candidates.

## Learner evidence

Samples of work which are submitted to demonstrate that the learner has met specific learning outcomes for the unit studied.

## Malpractice

An action by a candidate, a centre or its staff that breaks Cambridge International regulations and potentially threatens the integrity of Cambridge International examinations.

## Plagiarism

Plagiarism is the submission of another's work as one's own and/or failure to acknowledge a source correctly.

## Qualification

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

## Series

A group of exams which have the same closing date for entries and the same date for results issue. A series is identified by a month and year.

## Syllabus number

The four-digit number allocated to each GCE AS or A Level subject, the full CAPIT Award and Work Placement.

## Unique Candidate Identifier (UCI)

A unique twelve-digit number assigned to each candidate by Cambridge International. Used throughout a candidates' CAPIT course to ensure accurate linking of unit entries and results.

## Unit

A component of the CAPIT qualification which is assessed as a stand-alone piece of work at a specific time. The results achieved in the unit assessments determine the overall CAPIT award.

## Unit code

The number allocated to each unit of the CAPIT qualification.

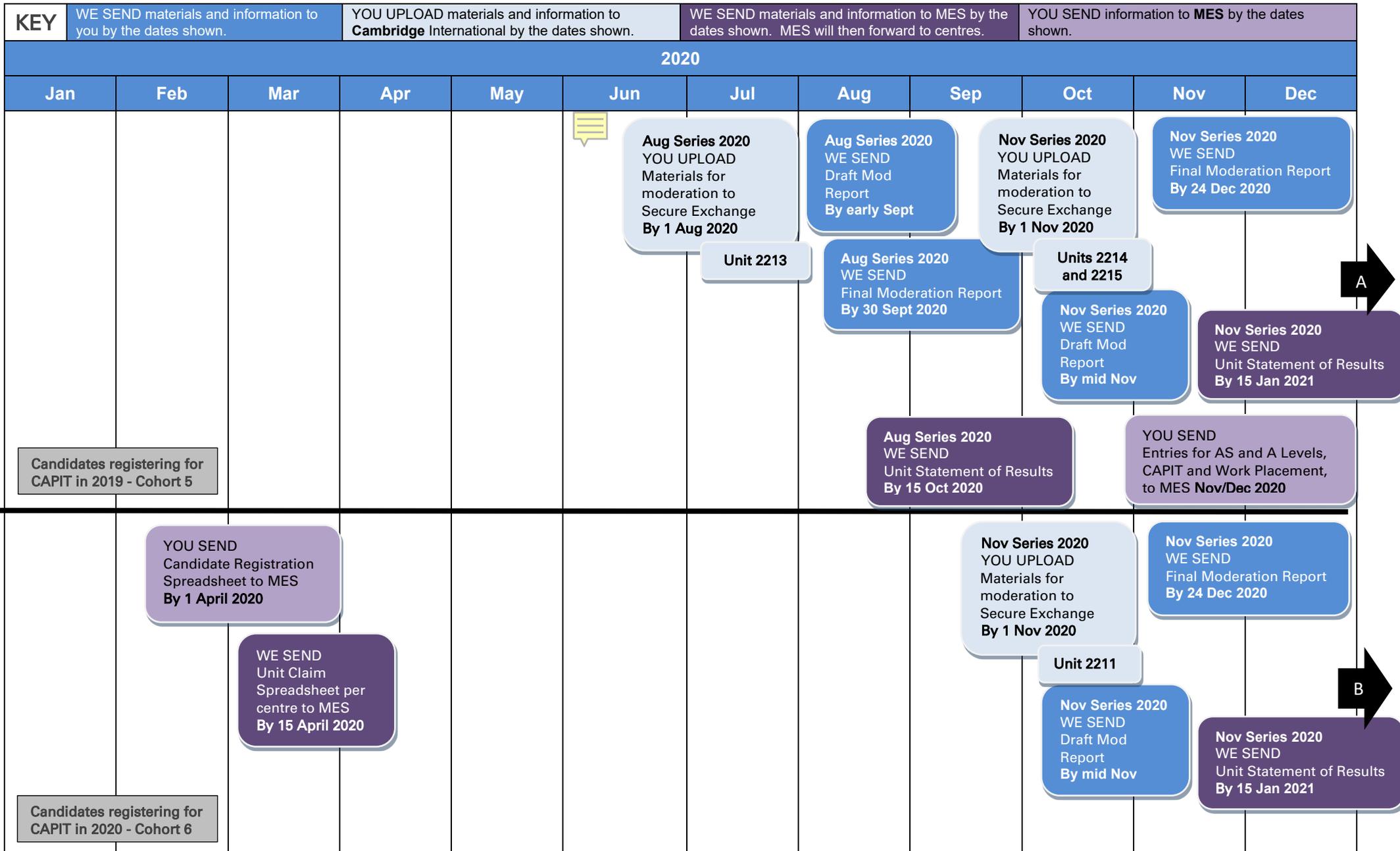
## Unit series

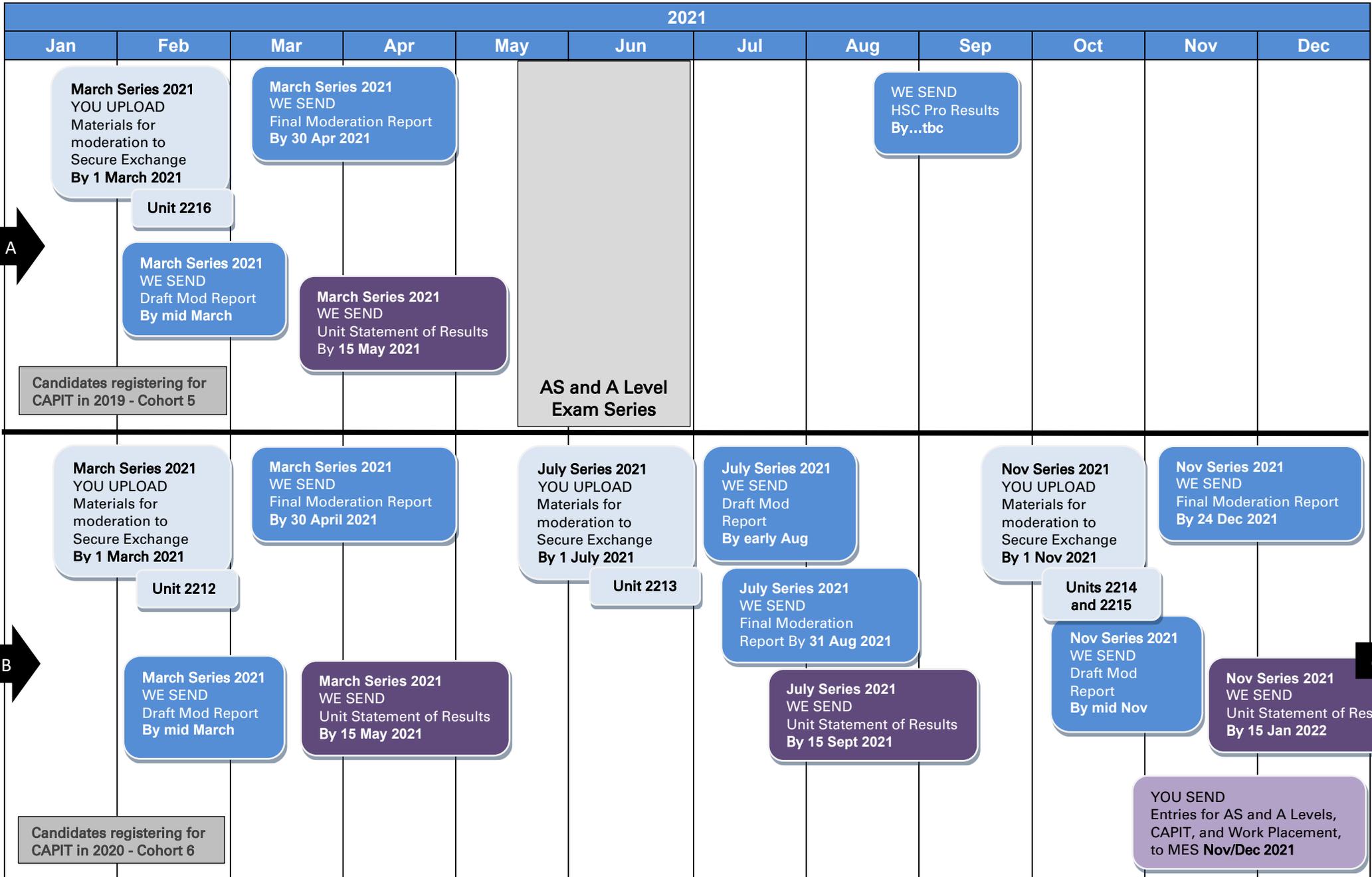
The period in which unit assignments submitted to Cambridge International are moderated and unit results are confirmed. The three Unit Series each year are the April, July and October series.

## Witness Statement

A formal written account of the observation of a learner with a description of what the learner is doing in relation to the grading/assessment criteria.

## 4 Activities overview







## 5 Key dates

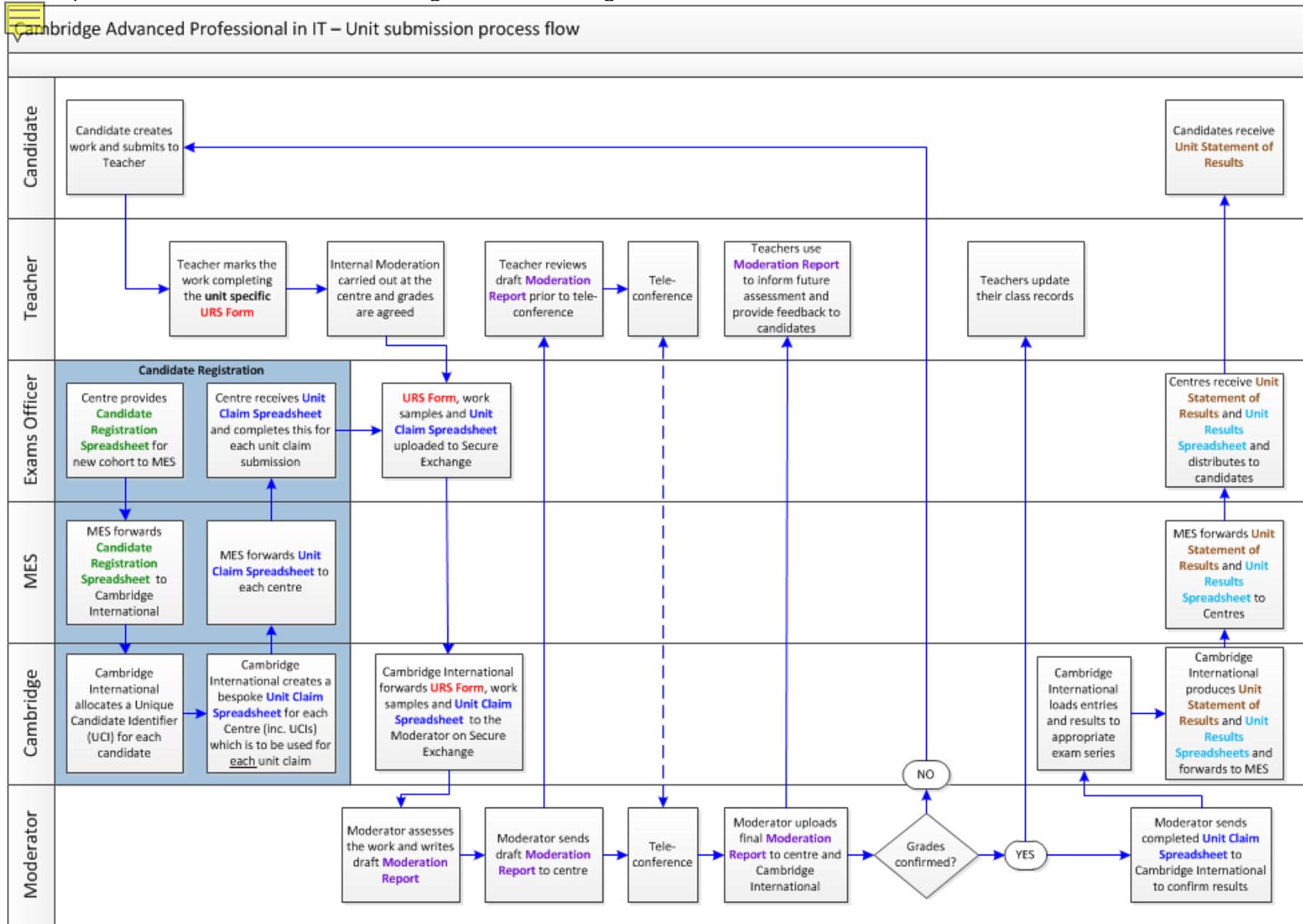
KEY	We send materials and information to centres.	We send materials and information to MES.
	You send materials and information to Cambridge International.	You send materials and information to MES.

Date	Candidates registering for CAPIT in 2019 – Cohort 5	Candidates registering for CAPIT in 2020 – Cohort 6
<b>2020</b>		
1 April 2020		Deadline for submitting Candidate Registration Spreadsheet to MES.
15 April 2020		We send the Unit Claim Spreadsheets to MES to be forwarded to each centre.
1 Aug 2020	<b>August 2020 Series - Unit 2213 - e-Commerce</b> You upload the following materials to Cambridge Secure Exchange: <ul style="list-style-type: none"> <li>• URS Forms for each candidate</li> <li>• Work Samples for each candidate</li> <li>• Candidate Authentication Statement</li> <li>• Unit Claim Spreadsheet for Unit 2213.</li> </ul>	
Early Sept 2020	<b>August 2020 Series</b> - We send the draft Moderation Report for Unit 2213 to centres and the moderation teleconference takes place.	
30 Sept 2020	<b>August 2020 Series</b> - We send final Moderation Report for Unit 2213 to centres.	
15 Oct 2020	<b>August 2020 Series</b> - We send Unit Statements of Results for Unit 2213 to MES to be forwarded to each centre.	
Nov/Dec 2020	You submit AS and A Level entries to MES including syllabus entries for CAPIT and Work Placement.	
1 Nov 2020	<b>November 2020 Series - Units 2214 and 2215 - Project Planning with IT and Website Production</b> You upload the following materials to Cambridge Secure Exchange: <ul style="list-style-type: none"> <li>• URS Forms for each candidate</li> <li>• Work Samples for each candidate</li> <li>• Candidate Authentication Statement</li> <li>• Unit Claim Spreadsheet for Units 2214 &amp; 2215.</li> </ul>	<b>November 2020 Series - Unit 2211 - Communication and Employability Skills for IT</b> You upload the following materials to Cambridge Secure Exchange: <ul style="list-style-type: none"> <li>• URS Forms for each candidate</li> <li>• Work Samples for each candidate</li> <li>• Candidate Authentication Statement</li> <li>• Unit Claim Spreadsheet for Unit 2211.</li> </ul>
Mid Nov 2020	<b>November 2020 Series</b> - We send the draft Moderation Report for Units 2214 and 2215 to centres and the moderation teleconference takes place.	<b>November 2020 Series</b> - We send the draft Moderation Report for Unit 2211 to centres and the moderation teleconference takes place.
24 Dec 2020	<b>November 2020 Series</b> – We send final Moderation Report for Units 2214 and 2215 to centres.	<b>November 2020 Series</b> – We send final Moderation Report for Unit 2211 to centres.
<b>2021</b>		
15 Jan 2021	<b>November 2020 Series</b> – We send Unit Statements of Results for Units 2214 and 2215 to MES to be forwarded to each centre.	<b>November 2020 Series</b> – We send Unit Statements of Results for Unit 2211 to MES to be forwarded to each centre.
1 Mar 2021	<b>March 2021 Series - Unit 2216 - Impact of the Use of IT on Business Systems</b> You upload the following materials to Cambridge Secure Exchange: <ul style="list-style-type: none"> <li>• URS Forms for each candidate</li> <li>• Work Samples for each candidate</li> <li>• Candidate Authentication Statement</li> <li>• Unit Claim Spreadsheet for Unit 2216.</li> </ul>	<b>March 2021 Series - Unit 2212 - Information Systems</b> You upload the following materials to Cambridge Secure Exchange: <ul style="list-style-type: none"> <li>• URS Forms for each candidate</li> <li>• Work Samples for each candidate</li> <li>• Candidate Authentication Statement</li> <li>• Unit Claim Spreadsheet for Unit 2212.</li> </ul>
Mid Mar 2021	<b>March 2021 Series</b> - We send the draft Moderation Report for Unit 2216 to centres and the moderation teleconference takes place.	<b>March 2021 Series</b> - We send the draft Moderation Report for Unit 2212 to centres and the moderation teleconference takes place.
30 April 2021	<b>March 2021 Series</b> – We send final Moderation Report for Unit 2216 to centres.	<b>March 2021 Series</b> – We send final Moderation Report for Unit 2212 to centres.
15 May 2021	<b>March 2021 Series</b> – We send Unit Statements of Results for Unit 2216 to MES to be forwarded to each centre.	<b>March 2021 Series</b> – We send Unit Statements of Results for Unit 2212 to MES to be forwarded to each centre.
Early June 2021	We send CAPIT Certificates to MES to be forwarded to each centre.	
TBC 2021	We send <b>June 2021 HSC Pro</b> results to centres using CIE Direct.	
TBC 2021	We send <b>June 2021 HSC Pro</b> Statements of Results to MES to be forwarded to centres.	

Date	Candidates registering for CAPIT in 2019 – Cohort 5	Candidates registering for CAPIT in 2020 – Cohort 6
<b>2021</b>		
1 July 2021		<b>July 2021 Series - Unit 2213 - e-Commerce</b> You upload the following materials to Cambridge Secure Exchange: <ul style="list-style-type: none"> <li>• URS Forms for each candidate</li> <li>• Work Samples for each candidate</li> <li>• Candidate Authentication Statement</li> <li>• Unit Claim Spreadsheet for Unit 2213.</li> </ul>
Early Aug 2021		<b>July 2021 Series</b> - We send the draft Moderation Report for Unit 2213 to centres and the moderation teleconference takes place.
31 Aug 2021		<b>July 2021 Series</b> - We send final Moderation Report for Unit 2213 to centres.
15 Sept 2021		<b>July 2021 Series</b> - We send Unit Statements of Results for Unit 2213 to MES to be forwarded to each centre.
Nov/Dec 2021		You submit AS and A Level entries to MES including syllabus entries for CAPIT and Work Placement.
1 Nov 2021		<b>November 2021 Series - Units 2214 and 2215 - Project Planning with IT and Website Production</b> You upload the following materials to Cambridge Secure Exchange: <ul style="list-style-type: none"> <li>• URS Forms for each candidate</li> <li>• Work Samples for each candidate</li> <li>• Candidate Authentication Statement</li> <li>• Unit Claim Spreadsheet for Units 2214 and 2215.</li> </ul>
Mid Nov 2021		<b>November 2021 Series</b> - We send the draft Moderation Report for Units 2214 and 2215 to centres and the moderation teleconference takes place.
24 Dec 2021		<b>November 2021 Series</b> – We send final Moderation Report for Units 2214 and 2215 to centres.
<b>2022</b>		
15 Jan 2022		<b>November 2021 Series</b> – We send Unit Statements of Results for Units 2214 and 2215 to MES to be forwarded to each centre.
1 Mar 2022		<b>March 2022 Series - Unit 2216 - Impact of the Use of IT on Business Systems</b> You upload the following materials to Cambridge Secure Exchange: <ul style="list-style-type: none"> <li>• URS Forms for each candidate</li> <li>• Work Samples for each candidate</li> <li>• Candidate Authentication Statement</li> <li>• Unit Claim Spreadsheet for Unit 2216.</li> </ul>
Early Apr 2022		<b>March 2022 Series</b> - We send the draft Moderation Report for Unit 2216 to centres and the moderation teleconference takes place.
30 Apr 2022		<b>March 2022 Series</b> – We send final Moderation Report for Unit 2216 to centres.
15 May 2022		<b>March 2022 Series</b> – We send Unit Statements of Results for Unit 2216 to MES to be forwarded to each centre.
Early June 2022		We send CAPIT Certificates to MES to be forwarded to each centre.
TBC 2022		We send <b>June 2022 HSC Pro</b> results to centres using CIE Direct.
TBC 2022		We send <b>June 2022 HSC Pro</b> Statements of Results to MES to be forwarded to centres.

## 6 Unit Submission Process overview

The following process flow shows the stages that need to be completed for the CAPIT qualification by the centre, by MES and by Cambridge International. These stages are explained in more detail in the following sections of this guide.



## 7 Candidate Registration

### 7.1. Candidate Registration Spreadsheet

All candidates need to be registered for CAPIT before any work samples are submitted for moderation. You should register your candidates using the 'Candidate Registration Spreadsheet'. You should complete the spreadsheet for each new cohort and return it to MES by 1<sup>st</sup> April. MES will check the contents and send the registration spreadsheet to Cambridge International.

Cambridge Advanced Professional in IT		 Cambridge Assessment International Education	
Candidate Registration Spreadsheet			
Year of 1st Unit Entry	2018		
Centre Number	MU999		
Centre Name	SAMPLE CENTRE		
Please enter candidates names as they should appear on results and certificates			
Candidate Name			
Given Name(s)	Family Name	Date of Birth	Gender
MANISHA	APPADOO	17/05/1999	F
DARSHINEE	BAPPOO	21/01/1999	F
GREGORY	BAPTISTE	31/10/1998	M
YOGESH	CAUSSY	15/02/1999	M
KOWSHICK	GOKOOM	16/06/1999	M
MERVYN MARK	KISTO	20/03/1999	M
MOHAMMAD	NUCKCHADEE	01/09/1998	M

### 7.2. Unit Claim Spreadsheet

Cambridge International will complete the registration process and will assign a Unique Candidate Identifier (UCI) to each learner. A 'Unit Claim Spreadsheet' will be provided to you by MES, listing the details of each candidate in the cohort, including their UCI. This document should be saved centrally in order for it to be used every time a unit is claimed for that cohort. Teachers are required to add unit and result information to the Unit Claim Spreadsheet each time a unit claim is made. If any candidate listed on the Unit Claim Spreadsheet is not making a claim for a particular unit, the Teacher should select the 'None' option in the 'Grade Claimed' column.

Cambridge Advanced Professional in IT		 Cambridge Assessment International Education							
Unit Claim Spreadsheet									
Centre No	MU055								
Centre Name	RABINDRANATH TAGORE SECONDARY SCHOOL								
Unit Series	July								
Year	2018								
Unit Code	2212								
Unit Title	Information systems			Moderator Name					
CAMBRIDGE USE ONLY				CENTRE USE ONLY	MODERATOR USE ONLY				
Unique Candidate Identifier	Candidate Name	Date of Birth	Gender	Result Claimed	Work Sampled?	Moderator in Agreement?	Confirmed Result	Moderator Adjustment	Moderator Initials
CAP055040001	MANISHA:APPADOO	17/05/1999	F	Pass					
CAP055040002	DARSHINEE:BAPPOO	21/01/1999	F	Merit					
CAP055040003	GREGORY:BAPTISTE	31/10/1998	M	Merit					
CAP055040004	YOGESH:CAUSSY	15/02/1999	M	Distinction					
CAP055040005	KOWSHICK:GOKOOM	16/06/1999	M	Pass					
CAP055040006	MERVYN MARK:KISTO	20/03/1999	M	Distinction					
CAP055040007	MOHAMMAD:NUCKCHADEE	01/09/1998	M	Merit					
CAP055040008	MELINA:POINEN	20/12/1999	F	Merit					

## 8 Internal Standardisation – Generic Guidelines

This section is intended to provide centres with additional guidance on how internal standardisation should be approached.

Examples in the Appendices section of this document refer to example documents that centres could use during internal standardisation. These are not prescriptive and centres may already have forms and documents in use that are effective.

### 8.1. The purpose of internal standardisation

The purpose of internal standardisation is to monitor standards and to ensure consistent and reliable assessment decisions across all teaching staff, ensuring that all assessment requirements of the qualification are met.

Internal standardisation provides a system for checking the quality of assessment to make sure that it is:

- valid – relevant to the standards for which competence or attainment is claimed
- authentic – produced by the learners
- current – sufficiently recent for assessors to be confident that the learner still has the same level of skills or knowledge
- reliable – genuinely representative of the learner’s knowledge and skills
- sufficient – meets all the requirements of the standards in full.

There are three stages of assessment where internal standardisation plays a vital role:

- the setting of assessments – including devising and/or modifying by centres
- the production of evidence and expectations
- the standardising of centre staff assessment decisions.

Internal standardisation should be an on-going process; however, an internal standardisation process should include the following formal stages in the process:

- review of centre devised / modified assignments if relevant
- standardisation of assessment decisions
- sampling of assessment evidence
- review of assessment practices.

### 8.2. Staff roles

In order to complete internal standardisation, a nominated member of staff at the centre needs to take responsibility for the process. For the purposes of these guidelines we will use the term ‘internal quality assurer’ (IQA). The role of the IQA is to:

- advise on interpretation of the standards, including feedback from previous assessment series (where relevant)
- co-ordinate assessment practice
- provide advice and support to centre assessors (staff who are assessing the qualification)
- monitor and observe assessment practice to ensure that all assessments are in line with the required standards
- make sure all centre assessors are assessing to the required standard
- sample assessments to confirm assessors’ judgements
- make sure that all assessment decisions are fair, valid and reliable

- make sure feedback is given to all centre assessors and documented, e.g. records of feedback
- suggest ways in which assessment may be brought into line to meet the required standards
- check that all units have been included in internal standardisation
- maintain assessment documentation
- organise regular standardisation meetings, activities and events for the centre assessors (see Appendix 1 for an example of a meeting template)
- provide feedback to centre assessors and identify development needs
- act as arbitrator for any disagreements in outcomes of assessments, including appeals.

### **8.3. The setting of assessments**

The checking of the task or assignment should preferably be by the IQA personnel or by a member of staff with experience of the nature of the qualification. This check should ensure that the task or assignment is both appropriate for the level of the qualification and allows all of the learners to achieve the relevant assessment criteria. For example, does the task set allow access to all the intended pass, merit and distinction criteria? The check should be documented and a record of the check kept by the centre.

If, on completion of the check, the task or assignment is not appropriate, it must be amended so that it is of an appropriate level and allows the learners to achieve all of the relevant criteria. If these checks are not completed and the task or assignment is not fit for purpose, this will have implications when it comes to moderation and may impact on learner results.

### **8.4. Standardising the delivery of assessment**

Prior to delivery, it is essential for all of those engaged in the assessment of the material or evidence to have a common understanding of the interpretation of the assessment criteria within the unit specification. This should reduce the possibility of there being different interpretations of the assessment requirements between staff and also when the assessments are being externally moderated by Cambridge International.

It is recommended that all teachers meet, after a certain proportion of assessments have been completed, in order to come to a common understanding of the way in which the evidence is to be assessed. This should reduce any differences in interpretation at this stage rather than waiting until all of the learners have completed a particular unit. It is essential for centres to keep records of any standardisation activities such as this, e.g. minutes of meetings.

An appropriate approach to take in a standardisation activity would be to collate some exemplar candidate work (a unit or an individual task) and get each assessor to independently assess the work. A discussion should follow where the mark or result or feedback is agreed and any queries considered in detail. This type of approach would also enable assessors to explore particular units that they may struggle with, or particular assessment methods used in units. These types of activities should be completed throughout the assessment process, not just as a one-off activity. It is important to ensure that accurate records are kept of these activities.

Prior to delivery, agreeing the type of evidence expected for criteria to be met is vital. A good example is the use of witness statements. It should be agreed before statements are used what level of detail is expected; will there be a question and answer section, will the statement be explicitly linked to assessment criteria, etc. This type of discussion avoids discrepancies in evidence provided from different assessors.

## 8.5. Assessment decisions/sampling assessments

It is of vital importance that all members of staff who are involved in the assessment of an individual unit meet in order to internally standardise the assessment of that unit. Such a meeting should be led by an IQA (or other suitably experienced person) who can provide guidance as to the process. Essentially, this should be to ensure that each member of staff will reach the same decision for assessments and will mark the material in exactly the same way (e.g. annotation).

When a centre is confident that this is the case, it can be agreed that whichever teacher has been involved in the assessment, there is a consistent standard so students will not be at any advantage or disadvantage based on who marks their assessment / evidence.

Where only one member of staff is delivering a qualification, then it is advisable to identify someone else in the centre who has experience of the nature of the qualification or relevant subject knowledge, and arrange to meet to discuss expectations and methods of assessment, or complete the activities outlined above but on a smaller scale. A record of this meeting should also be kept.

## 8.6. Sampling

There are two types of sampling:

### a. Interim Sampling

Interim sampling takes place periodically during delivery. Formal assessments may not have been fully completed or a unit may have been completed. This type of sampling ensures any concerns are picked up as early as possible, addressed with the assessor and action taken. It also enables the IQA to identify any possible training needs and enables a flexible approach to supporting assessors. It can also be an ideal opportunity to share any good practice across all assessors.

### b. Summative Sampling

Summative sampling should review the assessment decisions taken through an evaluation of the approach the assessor took with learners' work. This sample should be a check that the assessor has clearly identified that the evidence presented meets the standards required for the qualification. It should also take into consideration anything that will be submitted for external moderation.

## 8.7. Sampling Strategy

There is an expectation that the internal sampling process will sample from across the entire qualification and will include all assessors who are involved in the delivery of assessments. However, it would be unusual for an IQA to maintain a 100% sample on assessment decisions. This implies that there is not a considered sampling strategy in place and that there is little to no confidence in the assessors' decisions.

The sampling strategy will vary considerably according to the centre's and assessors' needs and the overarching principle should be whether the sample provides a realistic overview of the assessment activity in the centre and whether there is confidence that the assessment decisions not sampled would also meet the required standards.

The internal sample should reflect the following:

- All possible ranges of assessment decisions; for example, top end and bottom end of marks or quality of work.
- The experience of the assessor should be taken into account and be reflected in the sample

plan; for example, if someone is new to the qualification or assessing, then there is an expectation that they would have more work sampled than an experienced assessor.

- If it is the first time the centre has assessed the qualification then there would be an expectation of a larger sample.
- The amount of work sampled should be relative to the number of entries being made in the qualification for that cohort.
- There should be coverage of all assessment methods used in the qualification.
- Coverage of all candidate cohorts, e.g. full-time or part-time, different locations, etc.

In order to ensure that the points above are met, it is wise to create a standardisation sample plan at the beginning of the assessment process. A suggested format is in Appendix 14.4. When completing the sampling of assessments, you will be focusing on the learner's work against the set assessment criteria. A judgement will be made on whether it has been accurately assessed against the criteria. It is also necessary to ensure that the feedback provided to the learner is appropriate.

### **8.8. Records of Internal Standardisation**

A sampling activity should always be documented – see suggested formats in Appendix 14.5.

If, during sampling or standardisation meetings, there is identification of an inconsistency in the standards applied, the assessment judgements made, or a mismatch between assessor expectations and marking, then remedial action must be taken. Any evidence affected should then be reassessed in order to ensure that it is aligned with the agreed standard expected within the qualification. That standard should, of course, reflect the national standard as determined by Cambridge International criteria and the moderation and verification processes. Feedback from previous assessment series should be discussed, where relevant, as part of internal standardisation meetings, to ensure clarity of expectations and address problems encountered before.

In addition to reassessing work, any inconsistency should be immediately fed back to the assessor in question. This will ensure that the standards are reinforced and that further problems are not experienced. Further monitoring should then take place.

### **8.9. The role of Cambridge International**

Moderation and verification are carried out by awarding organisations and there is an expectation that there is consistency in the internal assessments undertaken by the centre. If the process of internal standardisation is robust and followed effectively by a centre, then this should be the case. Where internal standardisation has not taken place, this can potentially lead to decisions which can adversely affect learners' outcomes or to the centre being required to re-mark or adjust the marks awarded across the entire cohort.

Typically, there are common factors that may lead to issues or concerns around a centre's approach to standardisation. This list is not exhaustive:

- 'End loaded' sampling or fixed date sampling that does not take into account the entire assessment process.
- A flat rate percentage of sampling that does not change or adapt according to circumstances and does not take into account things such as assessor experience, training needs, size of cohort, etc.
- No sampling plan or strategy in place.
- Record keeping is not satisfactory and inadequate reports or records.
- Lack of feedback for assessors.
- No standardisation activities planned.

## 9 Procedures for making Unit Claims

### 9.1. Before making a Unit Claim

Before a unit claim is submitted for a candidate, teachers should discuss with the candidate the grade that they plan to give for the completed unit. If the teacher and candidate are happy with the grade, they should continue to submit the unit claim. It is expected that a unit claim will be submitted for each candidate in the dedicated session, however after discussion with the candidate, the teacher can decide not to submit the unit and allow the candidate more time to improve their grade. The unit can then be submitted in the next submission window.

Once external moderation has been completed, if the External moderator has lowered the grade given by the teacher, it is possible to withdraw the claim during the teleconference with the External moderator to allow the candidate more time to improve their grade. If the unit is not withdrawn at this point and the External moderator confirms the grade for the unit, the candidate will not be able to resubmit that unit. (See section 12, 'Resubmitting A Unit'.)

### 9.2. Unit claim overview

Each candidate's unit claim must include specific documents and work samples which should be saved and uploaded to Cambridge Secure Exchange. These documents include:

- candidate work samples
- Candidate Authentication Statement (CAS)
- Unit Recording Sheet (URS Form)
- Witness Statements (if relevant).

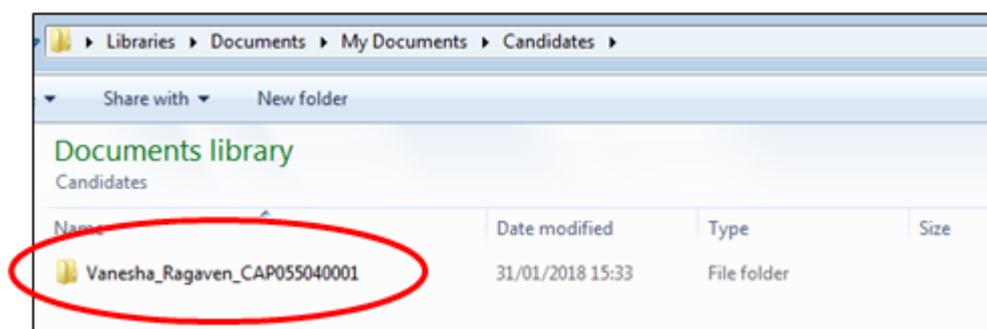
### 9.3. Create a candidate folder

As all documentation will be submitted to Cambridge International electronically, you should create a folder on your school's network for each candidate. You should ensure that access to this area of your network is restricted to ensure file security.

The name of the folder should take the format of the candidate's name and their Unique Candidate Identifier.

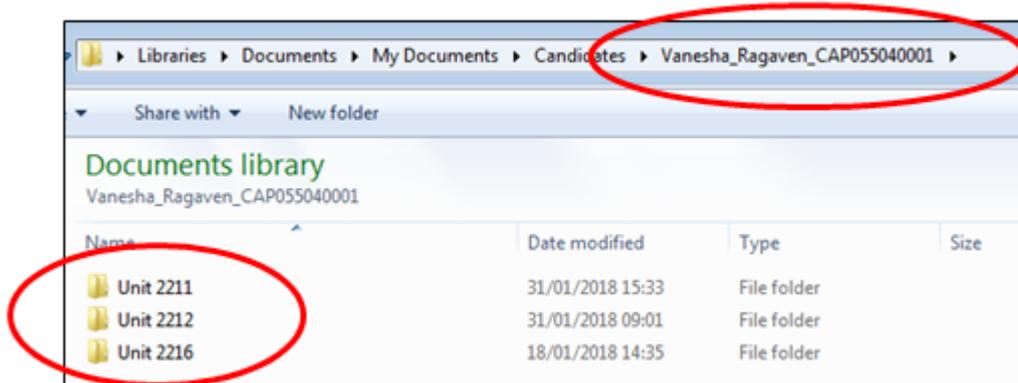
Example: **Vanessa\_Ragaven\_CAP055040001**

**Note:** the UCI can be added to the folder name later once candidate registration is complete.



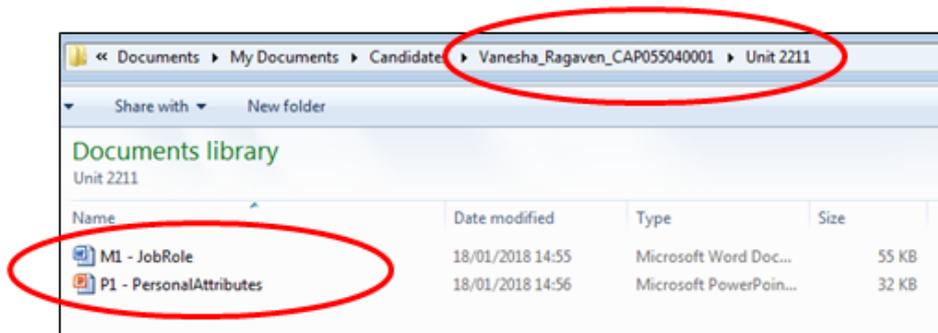
#### 9.4. Create a unit sub-folder

Within each candidate's folder, create a sub-folder for each unit.



#### 9.5. Candidate's work samples

Candidate's work samples should be saved with a filename that exactly matches the document name as it is referred to on the Unit Recording Sheet.



#### 9.6. Research and referencing

Research might come from:

- case studies
- experience in the workplace
- theories and texts written by others.

Make sure that sources of information are accurate. Check whether websites are written by experts or whether they are sites that anyone can contribute to. Ensure that information is accurate; for example, Wikipedia gives an overview of a topic, but it should be cross-referenced with information from other sites and publications.

There are a number of scenarios where it is necessary to cite or quote other people's work:

- to indicate that the words and ideas have been borrowed from somebody else
- that the ideas of another author are being paraphrased or summarised
- to add weight to arguments by borrowing ideas from someone who is knowledgeable on a particular subject
- to help other readers by suggesting informative books, journals, etc., thus creating a network of referenced material
- acknowledging the work of others in the field and not claiming work as your own.

**i. When is it necessary to give a reference?**

If the information/idea was not original, then it is a requirement to reference where it was found, acknowledging the efforts of others.

Any source used should be referenced, including: electronic or printed versions of books and journals, newspapers and magazines, podcasts, YouTube videos, records of personal interviews, websites, films, TV and radio, DVDs, CDs, photographs, diagrams, images and reports, etc.

**ii. How to reference**

There are many styles of referencing; whichever style chosen must be used consistently. The purpose of referencing is to allow another reader to find the source if they wish to check the facts, or indeed, find out more about how an idea was arrived at.

**iii. Reference list**

This is a list of publications and other sources of information, including websites, cited directly in the text. These have provided ideas and facts that are identifiable within the presented written work.

All work **MUST** have a reference list (this may be only a single text, with the name, author and edition recorded). Reference lists should always be on a separate page.

**iv. Useful tools**

A number of styles are now available in the latest version of Microsoft Word on the drop-down menu, under 'References' and 'Style'.

**v. Bibliography**

A bibliography is a list of books and articles relevant to the text but not restricted to items cited in the text. Reading different texts can confirm ideas or suggest alternatives but not all of these contribute directly to the written work.

**vi. Plagiarism**

Students must not plagiarise. Plagiarism is considered to be malpractice and could lead to the student being disqualified.

Plagiarism is the submission of another's work as one's own and/or failure to acknowledge a source correctly. Plagiarism sometimes occurs innocently when students are unaware of the need to reference or acknowledge their sources. It is therefore important that students understand:

- that the work they submit must be their own
- what plagiarism is and what penalties may be applied if they plagiarise.

It is the teacher's responsibility to ensure that students know how to reference correctly.

Students may refer to research, quotations or evidence, but they must list their sources. This applies to single sentences, entire pages of content, and artwork – e.g. plans, figures, photographs and images (including clipart) that were not created by the individual. Changing one or two words or rearranging sentences within a paragraph is still plagiarism.

Each student must complete and sign a Candidate Authentication Statement before submitting their work to the teacher to confirm the work as their own. An example of this form can be found in the Examples of Forms section of this guide.

### 9.7. Complete a Unit Recording Sheet

Centres should complete a Unit Recording Sheet (URS) for each candidate for the specific unit of work completed. This URS form should be saved with the filename: 'URS\_Unit Series\_Year\_Unique Candidate Identifier\_Unit Code'.

For example, 'URS\_April\_2018\_CAP055050001\_2211'.

## Cambridge Advanced Professional in IT

### Unit Recording Sheet

**2211 - Communication and Employability Skills for IT**



**Cambridge Assessment  
International Education**

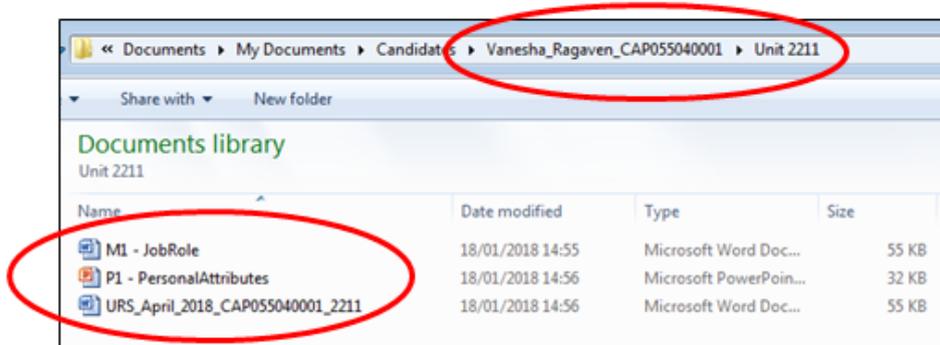
Please read the instructions at the end of this form. One of these sheets, fully completed, should be saved and submitted with the assessed work of each candidate.

Unit Title	Communication and Employability Skills for IT	Unit Code	2211	Year	2	0	1	8
Centre Name	SAMPLE CENTRE	Centre Number	M	U	9	9	9	
Candidate Name	MERVYN MARK KISTO							
Unique Candidate Identifier	CAP 055040006							

Assessment Criteria			Teacher Comment	Result	File Name & Page No.
Pass	Merit	Distinction			
Learning Outcome 1 :					
P1: Explain the personal attributes valued by employers	M1: Explain the different personal skills that employers may require for specific IT job roles		P1 – Mervyn explained different personal attributes that employers value. She explained what these attributes were and why they were important for employers. M1 – Mervyn looked at three different job roles and explained the different skills that employers may require for each one. This included personal attributes, technical skills and non-technical skills	M1	Presentation Page 4
Learning Outcome 2 :					
P2: Explain the principles of effective communication			█	P2	Presentation Page 6
P3: Discuss potential barriers to effective communication		D1: Explain how some of the potential barriers can be reduced	█	D1	Presentation Page 7
P4: Demonstrate a range of effective interpersonal skills			█	P4	Video - 32 to 50 seconds

Unit Recording Sheet – Unit 2211 v1.0
Page 1 of 2

This form should be saved to the correct Unit sub-folder for the candidate on your school network.



## 9.8. Complete a Candidate Authentication Statement

A Candidate Authentication Statement (CAS) is a declaration made by the candidate stating that the work produced is that of the candidate working alone.

A CAS needs to be completed by the candidate every time a unit claim is made and must specify the units that are being submitted.


**Cambridge Assessment  
International Education**

### Cambridge Advanced Professional in IT Candidate Authentication Statement

All candidates must confirm that the work they do for every unit is their own. This form is to be completed when work is submitted for assessment and it can cover more than one unit (there is space to list all units, by number).

Centres must make sure there is a statement covering every unit that makes up the candidate's qualification. The completed form should be kept at the centre. Cambridge International may ask to see the form and it must be made available on request.

**NOTICE TO CANDIDATE**

The work you submit for assessment must be your own.

You must not copy the work of another candidate or allow another candidate to copy your work. This would be cheating and is a breach of the exam regulations.

If you use (or copy) any text or images from books, magazines or any other printed materials or from the internet in your work **you must** acknowledge it by referencing where it came from\*. This means you must say where the text and/or image is from and who the author is. If you do not reference the work of other people it is plagiarism.

If you breach the exam regulations in any way including plagiarising the work of other people there may be penalties imposed on you, which could result in you being disqualified and not receiving any results for this qualification. Breaching the exam regulations might also include disqualification from other Cambridge International qualifications.

\*Your teacher or the person advising you on your qualification will be able to tell you how to reference the work of other people.

**Declaration by candidate**

Candidate Name		MERVYN MARK KISTO						
Unique Candidate Identifier (UCI)		CAP 055040006						
Centre No.	M U 999	Unit Series	JULY	Year	2	0	1	8
Centre Name	SAMPLE CENTRE							
Qualification Title	CAMBRIDGE ADVANCED PROFESSIONAL IN IT							
Unit Codes	2211							

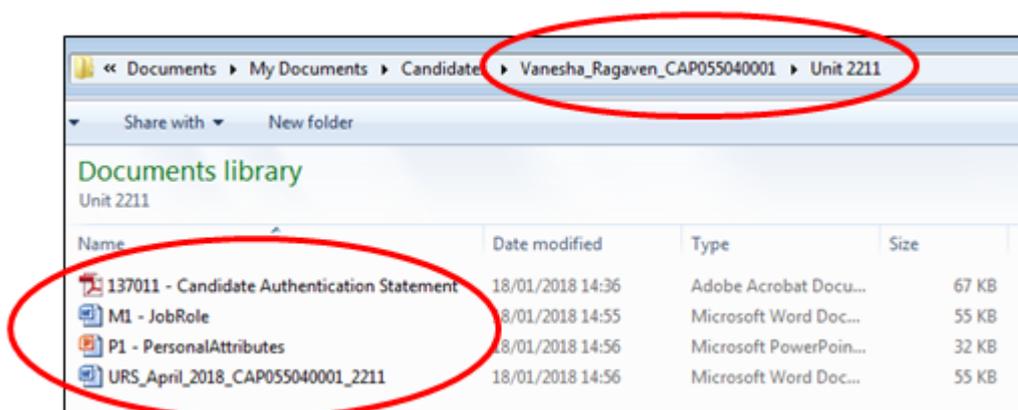
I have read and understood the notice to candidates (above). I have produced the work I am submitting for assessment myself.

I have not copied the work of other candidates or allowed other candidates to copy mine.

I have referenced any text and images from printed materials and/or from the internet where I have used these in my work.

Your (candidate's) signature: *M Kisto* Date: 20/06/18

The form should be saved in the correct unit sub-folder for the candidate on your school network.



## 9.9. Upload to Cambridge Secure Exchange

Each candidate's URS, work samples, and Candidate Authentication Statement should be saved in their Candidate folder on your school network. Each candidate folder should then be transferred to one central folder which should be named:

'Centre Number\_Unit Number\_Unit Series\_Year'

The centre's Unit Claim Spreadsheet should be included in this central folder.

Your centre folder should be saved as a zip folder and should not exceed 1 GB. If your zip folder does exceed 1 GB, please divide your candidates between two zip folders. Add '1' and '2' to the end of each zip folder name as appropriate.

Your centre folder(s) should then be uploaded to Cambridge International using Cambridge Secure Exchange. Please refer to Section 10 for full details.

## 10 External Moderation

### 10.1. External moderation

Cambridge International will forward all URS Forms, candidate work samples and centre Unit Claim Spreadsheets to the External moderator. When the Moderator has assessed all work, they will compile a draft Moderation Report which will be sent to the centre using Cambridge Secure Exchange.

Teachers must review the draft Moderation Report prior to the tele-conference they have scheduled with the Moderator.

### 10.2. Tele-conference

The Moderator will contact each centre by email in order to arrange a date and time for the tele-conference to be held. During the tele-conference, the Moderator will discuss their draft Moderation Report with the centre and if required, will agree an action plan.

Following the tele-conference, the Moderator will upload their final Moderation Report to the centre and to Cambridge International using Cambridge Secure Exchange. If results are confirmed, the Moderator will forward the completed Unit Claim Spreadsheet to Cambridge International to confirm results. If results are not confirmed, the centre must follow the agreed action plan. If a centre would like candidates to re-submit their work in order to improve their result the centre must tell the Moderator that they wish to withdraw the candidates work from the series during the tele-conference. If a candidate is not withdrawn during the tele-conference, their result will be confirmed by the Moderator and cannot be re-submitted after this point.

### 10.3. Unit results release

Cambridge International will produce a Unit Statement of Results for each candidate, listing all units in which the candidate has achieved a minimum of a Pass. All Unit Statements of Results will be uploaded to centres via Secure Exchange and will be copied to MES via Kiteworks 

The centre and MES will also be provided with a copy of the Unit Results Spreadsheet (see Appendix 14.10) which will be updated at each results release.

## 11 Cambridge Secure Exchange

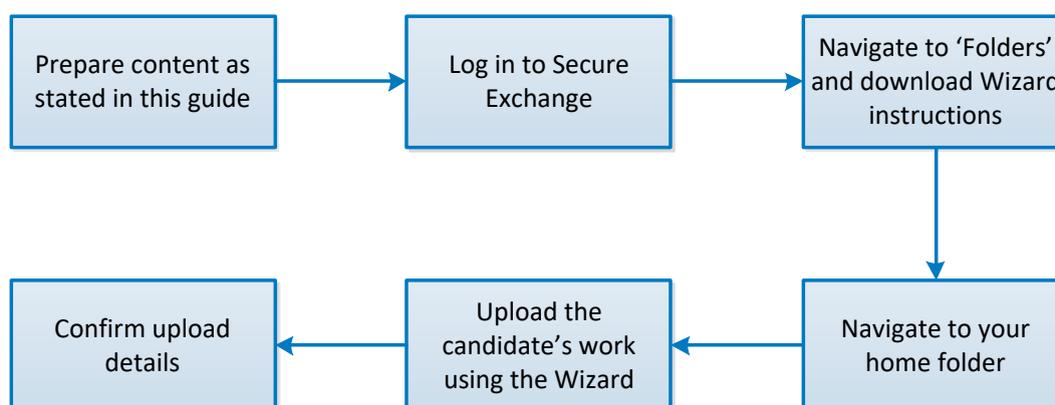
### 11.1. Electronic submission of assessment materials to Cambridge International

This section describes what you need to do to prepare electronic Unit Recording Sheets, Unit Claim Spreadsheets and candidate work samples for submission to Cambridge International and then how to submit them through the Cambridge Secure Exchange.

You can access the Cambridge Secure Exchange website at <https://exchange.cie.org.uk>.

You will be sent a welcome email with your username and password. If you have not received an email, please contact [CAPITSupport@cambridgeassessment.org](mailto:CAPITSupport@cambridgeassessment.org).

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



### 11.2. Uploading files using Cambridge Secure Exchange

The table below shows the operating systems and browsers supported by Cambridge Secure Exchange.

Operating system	Browser						Upload Wizard		
	Internet Explorer 7, 8, 9 or 10	Internet Explorer 11	Microsoft Edge (Windows 10)	Mozilla Firefox	Safari	Chrome	ActiveX	Java	Javascript
Windows	✓	✓	✓	✓	✗	✓	✓	✓	✓
Mac OS X	✗	✗	✗	✓	✓	✓	✗	✓	✓
Linux	✗	✗	✗	✓	✗	✓	✗	✓	✓

#### Uploading files

We recommend you use Chrome for the best experience when uploading multiple files.

#### Downloading multiple files

You can download individual files in Chrome, but not multiple files. To download multiple files, you must use the ActiveX Upload/Download Wizard in Internet Explorer.

11.2.1. When you first access Secure Exchange, you will need to add it as a trusted site on your browser. To do this:

For Google Chrome:

- Click on the three horizontal lines icon on the far-right of the address bar, then click 'Settings'.
- Scroll to the bottom and click 'Show Advanced Settings'.
- Click on 'Change proxy settings' then the 'Security' tab.
- Click the 'Trusted sites' icon, then click 'Sites'.
- Enter <https://exchange.cambridgeinternational.org> then click 'Add' and 'Close'.

For Firefox:

- Click on the three horizontal lines icon on the far-right of the address bar then click 'Options'.
- Click on the 'Security' tab, then click 'Exceptions'.
- Enter <https://exchange.cambridgeinternational.org> then click 'Save Changes'.

For Safari:

- Go to <https://exchange.cambridgeinternational.org> – the Safari Verification box appears.
- Click the 'Always Trust' check box to ensure the site becomes a trusted website.
- Click 'Continue'. The Mac authentication box appears.
- Type in your username and password for your Mac, then click 'Enter'.

For Internet Explorer:

- Go to 'Tools' then select 'Internet Options'.
- Click on the 'Security' tab, then the 'Trusted sites' icon and 'Sites'.
- Enter <https://exchange.cambridgeinternational.org> then click 'Add' and 'Close'.

- 11.2.2. Go to <https://infoexchange.ucles.org.uk/> and log in using your Cambridge Secure Exchange username and password, as provided in your welcome email.

Cambridge Assessment  
International Education

Secure Exchange

**Username**  
Username

**Password**  
Password

[Request a password change](#)

**Security Notice**  
You are about to access a secured resource. Cambridge reserves the right to monitor/and or limit access to this resource at any time

**Sign On**

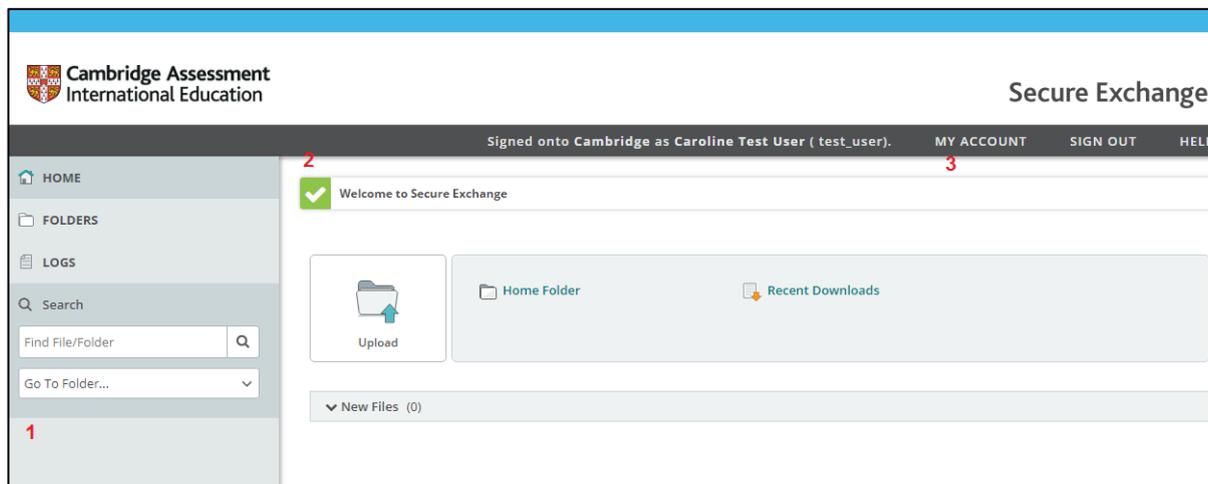
Help  
Français - Deutsch - Español - 日本語 - 简体中文 - 繁體中文

- 11.2.3. You may see the security message below. Make sure you enter the correct URL and click 'Yes' to proceed.



### 11.3. Site navigation

This is what a user sees when they log into Cambridge Secure Exchange.



Key		
1	Left-hand menu	<ul style="list-style-type: none"> <li>• <b>Home</b> – a user can select this to return to their homepage</li> <li>• <b>Folders</b> – this is where all the folders on the site are listed. You can create a new folder in this section.</li> <li>• <b>Logs</b> – this is where you can view logs for users to track user activity.</li> <li>• <b>Search</b> – this is where you can search for files, folders and users on the site.</li> </ul>
2	Toolbar	<ul style="list-style-type: none"> <li>• <b>My Account</b> – this is where you can: <ul style="list-style-type: none"> <li>- Change your password</li> <li>- Edit your notification settings</li> <li>- Edit your display settings</li> <li>- Edit your Upload Wizard settings</li> </ul> </li> <li>• <b>Sign Out</b> – by selecting this, you sign out of the Cambridge Secure Exchange.</li> <li>• <b>Help</b> – this is where you can obtain contact details for technical support.</li> </ul>
3	Upload Files	This is where you can open the Upload Wizard by selecting 'Launch the Upload Wizard'. Selecting it from the homepage will mean files are uploaded into your home folder.
4	Session Summary	This provides a summary of any active sessions.

## 11.4. Installing the Upload Wizard

When you first log in you will be prompted to install the Upload Wizard. It is recommended that you install it as it will allow you to:

- upload files faster using drag and drop
- upload multiple files
- upload multiple zip files.

Secure Exchange comes with three types of Upload Wizard: JavaScript, ActiveX and Java.

We recommend you use the JavaScript Upload Wizard as it is available on all browser types, is enabled automatically on all non-Internet Explorer browsers and does not require installation.

If the installation or pop-ups are blocked, click on the bar which appears at the top of the browser and select 'Allow'.

### **Important information**

You will need to install the Upload Wizard if you are using one of the following browsers:

#### **Internet Explorer 7, 8, 9 or 10**

An ActiveX plug-in is required to use the Upload Wizard in IE 7, 8, 9 or 10. Internet Explorer must be configured to accept signed ActiveX controls.

#### **Early versions of Firefox**

A Java plug-in is required to use the Upload Wizard on some earlier versions of Firefox using Sun's Java 2 version 1.5 or higher. The Java plug-in does not currently run using IE7 or Windows Vista.

**You must have administrative privileges on your PC/laptop to install the relevant plug-in and Upload Wizard.**

If you are using Safari, Chrome or a later version of Mozilla Firefox, the Upload Wizard will be automatically enabled on your browser.

In the left-hand navigation panel, click on 'Folders' then select 'Upload-download wizard installation instructions' from the Folders list displayed on-screen.

The screenshot shows the Cambridge Assessment International Education Secure Exchange interface. The left-hand navigation panel has 'FOLDERS' highlighted with a red circle. The main content area displays a list of folders with the following data:

Name	Created	Size/Contents	Creator	Act
Archive	08/05/2008 12:54:16	2 0		
Distribution	08/05/2008 12:54:16	20 0		×
Home	08/05/2008 12:54:16	1703 0		×
WebPosts	08/05/2008 12:54:16			
filestorage	06/11/2014 16:45:39			×
Upload-Download wizard installation instructions	11/08/2015 16:42:59	2 0		×
C:	25/08/2016 16:01:24	1 0		×

## 11.5. Installing the ActiveX plug-in:

Once you have selected 'Upload-download wizard installation instructions', select the 'Internet Explorer instructions' option.

The screenshot shows the Cambridge Assessment International Education Secure Exchange interface. The user is signed in as Liann Hunter. The main content area displays a list of folders under the path 'Upload-Download wizard installation instructions'. The folder 'Internet Explorer instructions' is circled in red. Below the folder list are buttons for 'Add Folder', 'Add Virtual', and 'Permissions and Settings'.

Name	Created	Size/Contents	Creator	Actions
Parent Folder				
Internet Explorer instructions	11/08/2015 16:43:42	2		✕ ⚙
All other browser instructions	11/08/2015 16:44:04	2		✕ ⚙

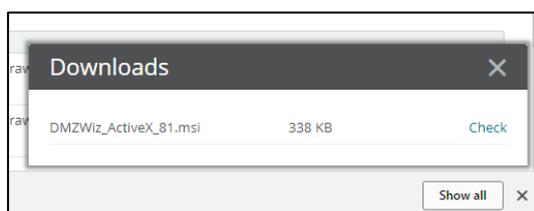
In the next screen, select the 'ActiveX' option.

The screenshot shows the 'Internet Explorer instructions' folder. The file 'DMZWiz\_ActiveX\_81.msi' is circled in red. The file details are as follows:

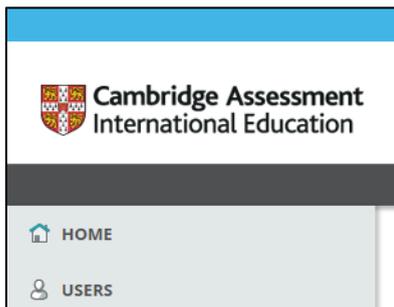
Name	Created	Size/Contents	Creator	Actions
Parent Folder				
MOVEit DMZ Upload wizard install (Internet Explorer).pdf	11/08/2015 16:57:20	284.2 KB	Technical Support Team Data Centre	610 ✓ ✕ ⬇
DMZWiz_ActiveX_81.msi	11/08/2015 16:58:36	337.5 KB	Technical Support Team Data Centre	600 ✓ ✕ ⬇

To install ActiveX, select 'Download'. The download prompt will appear in the bottom left hand side of the screen. Follow the prompts on screen and the step-by-step instructions in the folder.

The screenshot shows the file 'DMZWiz\_ActiveX\_81.msi' (ID # 216103438). Below the file name, there is a 'File Actions' section with a 'Download' button circled in red, along with 'Delete', 'Rename', and 'Renew' buttons.



Select 'Home' to return to the homepage.



Click on the link to install the upload/download wizard.

### Install the Upload/Download Wizard

It is recommended that you install the Upload/Download Wizard, a browser add-on that allows you to:

- Transfer files faster
- Transfer files greater than 2GB
- Transfer multiple files at once
- Perform automatic integrity checking to ensure file non-repudiation
- Compress/Uncompress data on the fly
- Add files via drag-and-drop

The Java version of the Upload/Download Wizard requires Java 7 or later.

**Install the Upload/Download Wizard (Java)**

~ OR ~

Disable the Wizard

Disable the Wizard (for this session only)

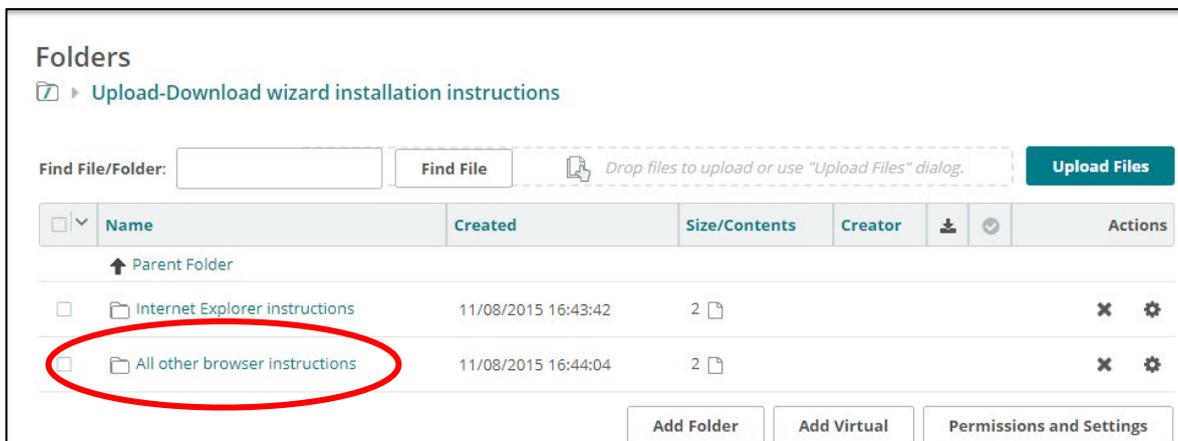
If you disable the Upload/Download Wizard or are unable to install it, you can re-enable or try re-installing through your My Account page.

A pop-up may appear and ask you to install an add-on.

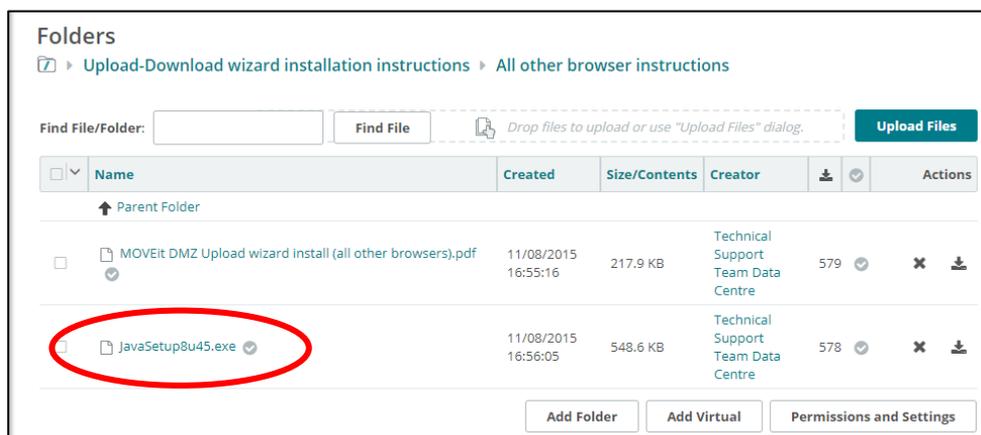
Click 'Install.'

## 11.6. Installing the Java plug-in:

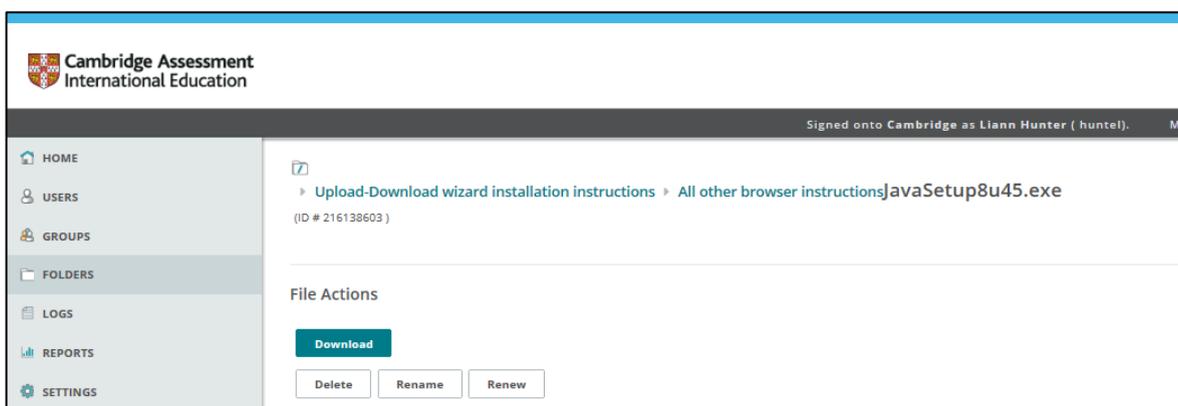
Once you have selected 'Upload-download wizard installation instructions', select the 'All other browser instructions' option.



Then select 'JavaSetup8u45.exe' in the next screen.

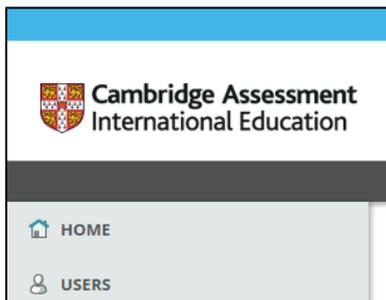


Select 'Download' and the prompt JavaSetup8u45.exe will appear in the bottom left hand side of the screen.



To install Java, follow the prompts on screen and the step-by-step instructions in the folder.

Select 'Home' to return to the homepage.



Click on the link to install the upload/download wizard.

### Install the Upload/Download Wizard

It is recommended that you install the Upload/Download Wizard, a browser add-on that allows you to:

- Transfer files faster
- Transfer files greater than 2GB
- Transfer multiple files at once
- Perform automatic integrity checking to ensure file non-repudiation
- Compress/Uncompress data on the fly
- Add files via drag-and-drop

The Java version of the Upload/Download Wizard requires Java 7 or later.

**Install the Upload/Download Wizard (Java)**

~ OR ~

---

If you disable the Upload/Download Wizard or are unable to install it, you can re-enable or try re-installing through your My Account page.

A progress bar will appear.

A pop-up or bar may appear in your browser and ask you for permission to run Java.

Click 'Allow.'

A pop-up may appear in your browser saying your Java version is out of date. Choose the uninstall option and follow the instructions.



A pop-up may appear in your browser saying the site is not trusted. If the URL listed is *exchange.cie.org.uk* click 'Continue.'

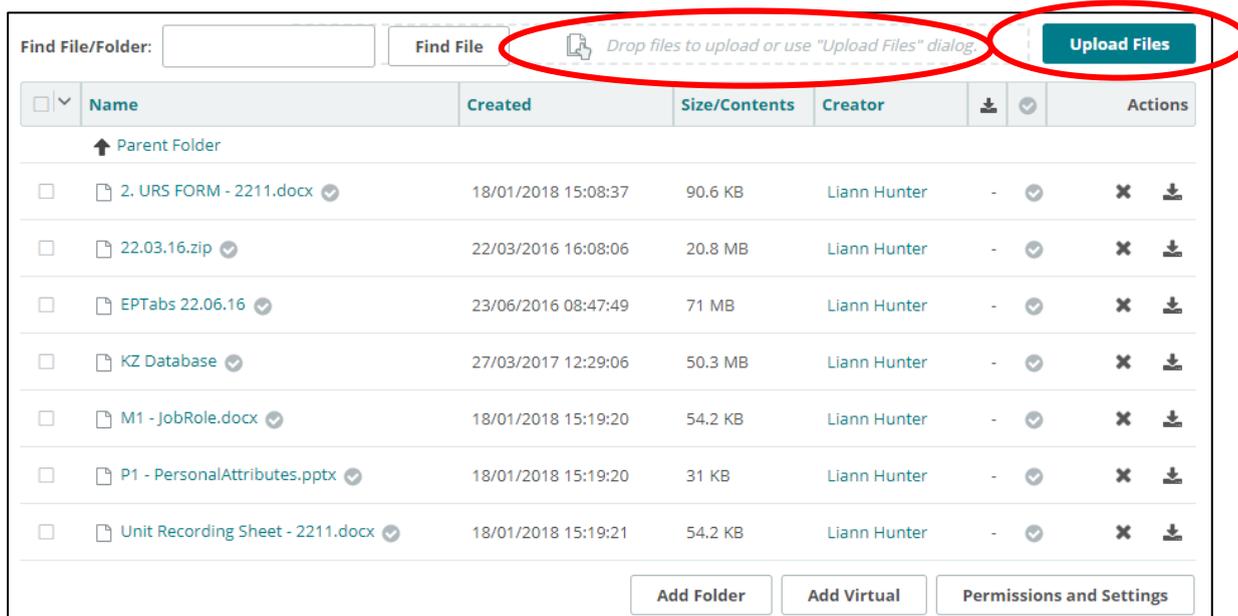
A pop-up may appear asking if you want to run the application. Click 'Run.'

## 11.7. Using the Upload Wizard

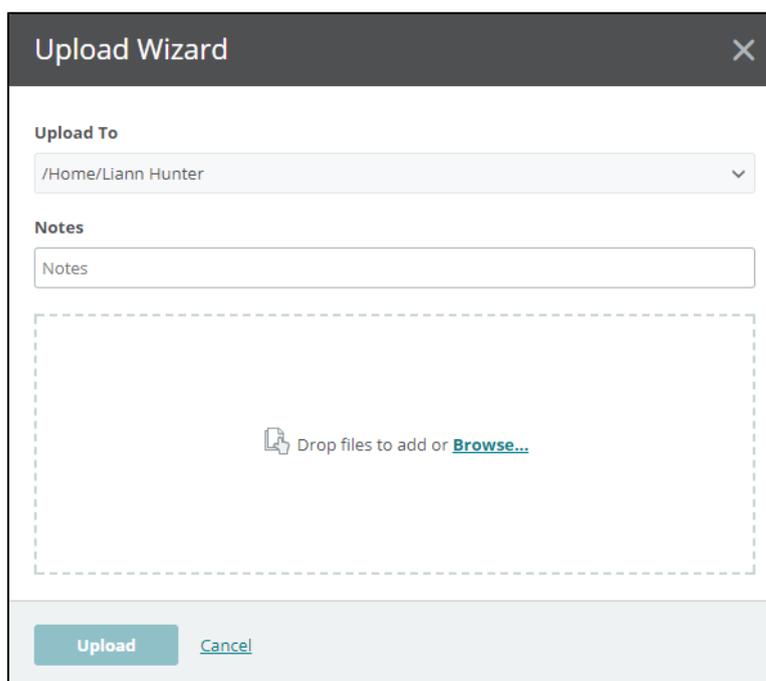
Navigate to your Home Folder by selecting 'Home Folder' which is in the centre of the screen.



Click the 'Upload Files' button to launch the Upload Wizard.



The following window will open. If the wizard does not open, you can still drag and drop files directly into the 'Drop files to upload...' box.

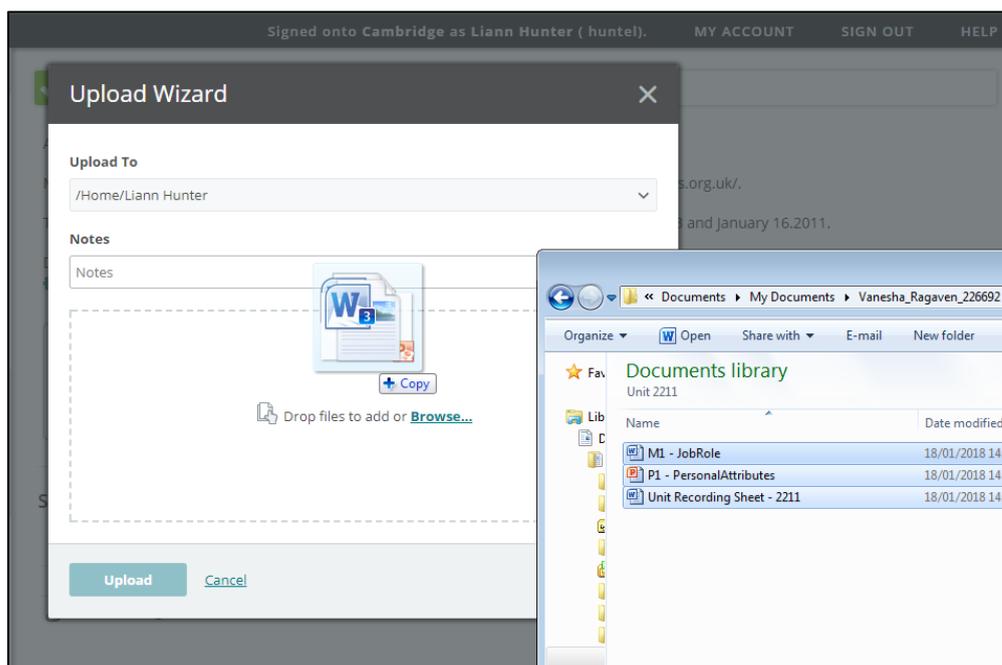


The easiest way to upload files or folders is to navigate to the location of the files, zip files or folders you want to upload, then drag and drop the files into the Upload Wizard as indicated below.

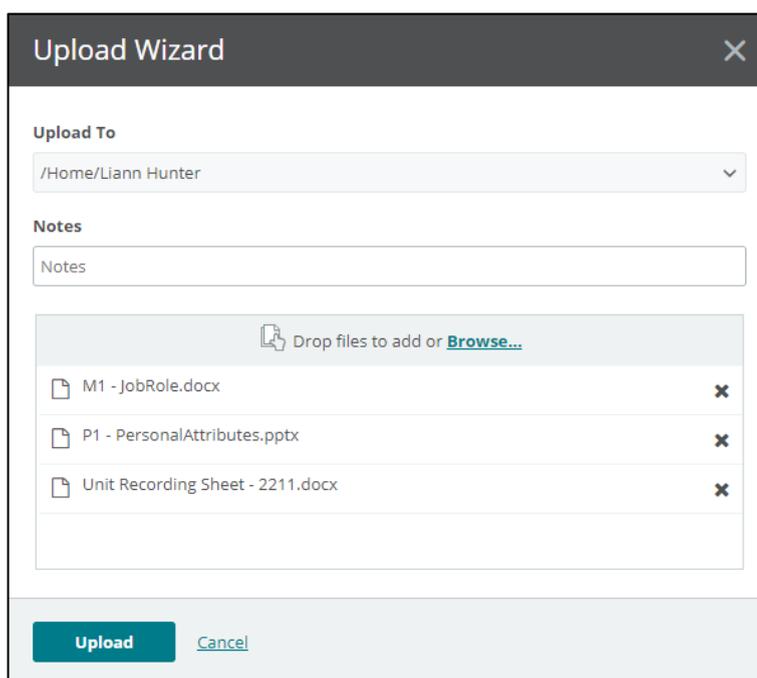
Alternatively, files can be uploaded by clicking on 'Browse....' and selecting the required files.

Please ensure that the folders you upload are clearly labelled zip folders, as described in section 4c-4e, that are a maximum of 1 GB. If your folder exceeds 1 GB, please divide your candidate folders across two zip folders, adding '1' and '2' to the folder names as appropriate.

For example: MU999\_2211\_April\_2018\_1  
MU999\_2211\_April\_2018\_2



You will see the files listed in the Upload Wizard window. If the files are correct click 'Upload'.



A window will appear to show you the progress of your upload and then will disappear when the upload is complete. All documents uploaded successfully will now be displayed with a green tick symbol. Click 'Close'.

The screenshot shows a window titled "Upload Wizard" with a close button (X) in the top right corner. Below the title bar, there is a section "Upload To" with a dropdown menu showing "/Home/Liann Hunter". Below that is a "Notes" section with a text input field containing the word "Notes". A list of files is shown below, each with a green checkmark indicating successful upload:

- ✓ M1 - JobRole.docx
- ✓ P1 - PersonalAttributes.pptx
- ✓ Unit Recording Sheet - 2211.docx

At the bottom of the window is a teal button labeled "Close".

## 11.8. Upload speeds

The time it takes to send us files will depend on your local upload speed (often much lower than the download speed given by internet service providers). If you are uploading a 1GB file at a speed of 1Mb/s it will take approximately 17 minutes. The table below gives you an idea of the time it takes to upload different file sizes at different upload speeds.

		Total File Size							
		100 MB	500 MB	1 GB	5 GB	10 GB	20 GB	50 GB	100 GB
Upload Speed	56 Kbps	4 hours	21 hours	NOT RECOMMENDED					
	128 Kbps	2 hours	9 hours	19 hours	NOT RECOMMENDED				
	512 Kbps	27 minutes	3 hours	5 hours	24 hours	NOT RECOMMENDED	NOT RECOMMENDED	NOT RECOMMENDED	NOT RECOMMENDED
	1.5 Mbps	9 minutes	47 minutes	2 hours	8 hours	16 hours	NOT RECOMMENDED	NOT RECOMMENDED	NOT RECOMMENDED
	3 Mbps	5 minutes	23 minutes	48 minutes	4 hours	8 hours	16 hours	NOT RECOMMENDED	NOT RECOMMENDED
	6 Mbps	3 minutes	12 minutes	24 minutes	2 hours	4 hours	8 hours	20 hours	NOT RECOMMENDED
	12 Mbps	2 minutes	6 minutes	12 minutes	1 hour	2 hours	4 hours	10 hours	20 hours
	20 Mbps	1 minutes	4 minutes	7 minutes	36 minutes	1 hour	3 hours	6 hours	20 hours

## 11.9. Frequently asked questions

### Why can't I download multiple files in Chrome or Firefox?

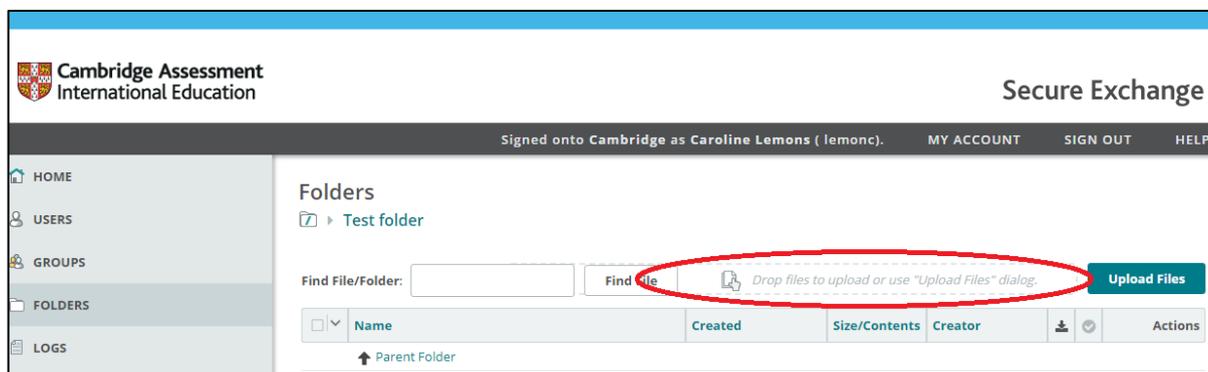
Unfortunately, Cambridge Secure Exchange does not allow users to download multiple files using the Javascript Wizard which is commonly used in Chrome and Firefox. Instead, if you do need to download a large number of files at the same time, you will need to use the ActiveX Download Wizard in Internet Explorer.

### The ActiveX Download Wizard will not install on my PC. It says I need administrator privileges in order to install it.

Contact the person at your centre who controls the administrator privileges and they will be able to install it for you on your behalf.

### The Upload Wizard does not work. Every time I open it, my browser freezes.

If possible, raise the issue with the technical support staff at your centre. In the meantime, you can still upload files by dragging and dropping them directly into your browser.



## 11.10. Support for Cambridge Secure Exchange

Should you have any issues when using Cambridge Secure Exchange, please email [CAPITSupport@cambridgeassessment.org](mailto:CAPITSupport@cambridgeassessment.org) for assistance.

## 12 Re-submitting a Unit

### 12.1 Re-submitting a Unit during the 2 year course

It is possible for a candidate to withdraw the work they have submitted for a unit in order to improve the work and then re-submit the unit in the next submission series. This must be done in agreement with the centre. Ahead of the tele-conference, the teacher should discuss the draft moderation report with candidates in case the candidate wishes to improve on the grade they have been issued.

During each unit moderation tele-conference, the external moderator is able to discuss all options with the centre and decide the best course of action – either a unit result can be agreed upon and finalised or the unit can be withdrawn.

To withdraw a candidate's unit, centres must discuss and agree the withdrawal of the unit with the moderator during the tele-conference.

If the unit is not withdrawn and the unit result has been agreed by the moderator and the teacher, the moderator's decision is final and the candidate will not be permitted to re-submit this unit at any other time.

### 12.2 Moving to a new cohort

If a candidate completes one or more units in one cohort, then moves to the next cohort, they must carry forward the results of any units they have already completed. Candidates are not permitted to re-submit units completed in a previous cohort where a grade has been confirmed by the Cambridge International moderator.

### 12.3 Re-submitting a Unit after completion of all 6 Units

It is not possible for a candidate to re-submit one or more units after they have completed all 6 of the CAPIT units.

Example:

Mary BANKS is in Cohort 4 and has completed all 6 units for CAPIT, receiving the following results:

Unit	Result
2211	P
2212	M
2213	M
2214	P
2215	D
2216	M

Her overall CAPIT result is calculated as a Merit.

Mary would like to improve the Pass results that she received for units 2211 and 2214 and would like to join Cohort 5 in order to re-submit them. However, as Mary has completed the CAPIT qualification and received an overall CAPIT result, the only way she can improve her results would be to start the CAPIT course again and submit new work for all 6 units.

## 13 Grading

### 13.1. Units

All units are assessed by the centre and externally moderated by Cambridge International. Each unit has assessment criteria for Pass, Merit and Distinction. A summative unit grade can be awarded at Pass, Merit or Distinction:

- to achieve a Pass, a learner must have satisfied all of the Pass assessment criteria
- to achieve a Merit, a learner must achieve all of the Pass assessment criteria and all of the Merit assessment criteria
- to achieve a Distinction, a learner must achieve all of the Pass assessment criteria, all of the Merit assessment criteria and all of the Distinction assessment criteria.

### 13.2. Calculating the CAPIT qualification grade

To be awarded a grade for the CAPIT qualification, learners must achieve at least a Pass grade for all units required for the qualification. Learners will be awarded a Pass, Merit, Distinction or Distinction\* CAPIT qualification grade by the aggregation of points gained through the successful achievement of individual units. The number of points available is dependent on the credit value of the unit and the grade achieved.

The table below shows the number of points available for the unit grade achieved:

Points per unit grade		
Pass	Merit	Distinction
7	8	9

The table below shows the credit value of each unit:

	2211	2212	2213	2214	2215	2216
Credit value	10	10	10	10	10	10

The points value of the unit grade achieved is multiplied by the credit value of the unit.

For example:

A learner achieving a 10 credit unit at Pass would gain: 10 credits × 7 points = 70 points.

A learner achieving a 10 credit unit at Merit would gain: 10 credits × 8 points = 80 points.

A learner achieving a 10 credit unit at Distinction would gain: 10 credits × 9 points = 90 points.

The total of the points achieved across 6 units is then applied to the following table to calculate the CAPIT qualification grade.

Points range	Grade	
520 and above	Distinction*	D*
500-519	Distinction	D
460-499	Merit	M
420-459	Pass	P

## 14 CAPIT Certificates

### 14.1. Issue of CAPIT Certificates

In order for a candidate to be awarded the Cambridge Advanced Professional in IT qualification, they must achieve a minimum of a Pass in the following units:

Unit Code	Unit Title
2211	Communication and Employability skills for IT
2212	Information Systems
2213	e-Commerce
2214	Project Planning with IT
2215	Website Production
2216	Impact of the Use of IT on Business Systems

Students who achieve the full qualification will receive a Cambridge Advanced Professional in IT certificate.

Students who achieve one or more units, but who do not meet the requirements for a full qualification will receive a Unit Statement of Results.

Cambridge Advanced Professional in IT certificates will be issued in **June**, upon the successful completion of all six units. Check your certificates upon receipt and inform MES if you have not received all of the certificates you expected, or if any of the information on the certificate needs changing, for example, if the spelling of a candidate's name is incorrect.

Keep certificates in a safe place and pass them on to candidates as soon as you can.

Keep unclaimed certificates in a safe place for 12 months from the date that they are issued. After that period, return them to MES with a list of the certificates being returned. Keep a copy of this list. Do not destroy unclaimed certificates.

### 14.2. Conditions of issue

Certificates are issued under the following conditions:

- if the certificate is altered or defaced it is invalid
- if you are asked by MES or Cambridge International to return a certificate, you must return it
- the certificate should be kept in a safe place
- Cambridge International will not issue copies of certificates.

### 14.3. Damaged or lost certificates

Cambridge International will issue a replacement certificate if the original is damaged in any way, provided that the original certificate is returned and it is within 18 months of the date of issue of the original certificate. A fee will be charged for replacing certificates.

Cambridge International will not issue a replacement certificate if the original has been lost. Candidates can apply for a Certifying Statement of Results, which is an official document issued by Cambridge International that shows the results awarded in a particular examination series. A fee will be charged for the issue of a Certifying Statement.

## 15 HSC Professional (HSC Pro)

### 15.1. HSC Pro entry requirements

For full details on the entry criteria for HSC Pro, please refer to the 'HSC Pro Supplementary Entry Guide'.

In order to meet the entry criteria for HSC Pro, candidates must enter for a minimum of five subjects including AS Level Global Perspectives and the Cambridge Advanced Professional in IT. In addition to the five subjects, candidates must also make an entry for the Work Placement syllabus code.

Valid entry combinations for the HSC Pro are as follows:

	AS Level Global Perspectives (8030)	Cambridge Advanced Professional in IT (9889)	A Levels	AS Levels (excluding AS Level Global Perspectives)	Work Placement (8800)
<b>1</b>	1	1	3	0	1
<b>2</b>	1	1	2	1	1
<b>3</b>	1	1	1	2	1

**Please note:**

The final deadline for centres to submit their entries to MES will be set by MES and communicated to centres.

### 15.2. HSC Pro award rules

Candidates who satisfy the entry criteria must achieve one of the following combinations of results in order to achieve an HSC Pro Pass:

	AS Level Global Perspectives (8030)	Cambridge Advanced Professional in IT (9889)	A Levels	AS Levels (excluding AS Level Global Perspectives)	Work Placement (8800)
<b>1</b>	1 (Grade U* or better)	1 (Pass or better)	2 (Grade E or better)	0	1 Pass
<b>2</b>	1 (Grade U* or better)	1 (Pass or better)	1 (Grade E or better)	2 (Grade U* or better)	1 Pass
<b>3</b>	1 (Grade e or better)	1 (Pass or better)	1 (Grade D or better)	1 (Grade U* or better)	1 Pass
<b>4</b>	1 (Grade e or better)	1 (Merit or better)	1 (Grade E or better)	1 (Grade U* or better)	1 Pass

Candidates who enter for a Cambridge International A Level syllabus but are awarded a compensatory AS Level result will be awarded an HSC Pro pass if they meet the criteria in rules 2 or 3 above.

### 15.3. Syllabus codes required for the HSC Pro Group Award

To satisfy the HSC Pro Award Rules, candidates must be entered for the following compulsory syllabuses in addition to their AS and A Level syllabus entries:

- AS Level Global Perspectives
- Cambridge Advanced Professional in IT
- HSC Pro Work Placement.

The entry information for these syllabuses is listed below:

#### Cambridge International AS Level Global Perspectives syllabus

8030 Global Perspectives						
Option Code	Candidates take components	Available to private candidates?	Component Code	Component Title	Duration	Weighting
A	1, 2, 3	-	1	Written Examination	1h30m	30%
B	1, 3, 66	-	2	Essay	-	40%
			3	Presentation	10m	30%
			66	Essay Mark Carried Forward	-	40%

**Notes** Completion of this syllabus is compulsory for candidates entering for the HSC Pro.

#### Cambridge Advanced Professional in IT syllabus

9889 Cambridge Advanced Professional in IT						
Option Code	Candidates take components	Available to private candidates?	Component Code	Component Title	Duration	Weighting
A	1	-	1	Paper 01	-	-

**Notes** Completion of this syllabus is compulsory for candidates entering for the HSC Pro.

#### HSC Pro Work Placement

8800 HSC Pro Work Placement						
Option Code	Candidates take components	Available to private candidates?	Component Code	Component Title	Duration	Weighting
A	1	-	1	Paper 01	-	-

**Notes** Completion is compulsory for candidates entering for the HSC Pro.

### 15.4. Changing a Group Award entry from HSC Pro to HSC

In some circumstances a candidate who fails to complete all compulsory elements of the HSC Pro may have a valid combination of syllabus entries and results to qualify for the HSC. For full details, please refer to the 'HSC Pro Supplementary Entry Guide'.

If a candidate wishes to change their Group Award entry from HSC Pro to HSC, an entry amendment needs to be made to withdraw their entry for 8800 Work Placement. This will indicate that the candidate now wishes to be considered for the HSC. If this is applicable, please consult MES for the final date to make entry amendments without a late entry fee penalty being applied.

### 15.5. Re-entering for the HSC Pro

Where a candidate has been entered for the HSC Pro but has failed to achieve the award, they can re-enter for the HSC Pro the following year. In such circumstances, to satisfy the HSC Pro award rules, the candidate must re-enter and re-sit all AS Level and A Level syllabuses again. However, candidates can carry-forward their overall CAPIT result from the previous examination series.

Candidates will also have to re-enter for the Work-Placement, but, as the Work Placement is not a Cambridge assessed syllabus, centres should seek permission from MES to carry forward their Work Placement outcome from the previous examination series.

### 15.6. HSC Pro Certificates

Candidates who have met the award rules for the HSC Pro will receive a certificate which displays results for GCE A Levels, GCE AS Levels and CAPIT. The Work Placement is not certificated.

An HSC Pro certificate will only be issued if a candidate meets all the award rules specified in 15.2.

- Candidates who entered for the HSC Pro who pass their GCE A Levels, GCE AS Levels, CAPIT and the Work Placement will receive an HSC Pro certificate and a CAPIT certificate.
- Candidates who entered for the HSC Pro who pass their GCE A Levels, GCE AS Levels and CAPIT but fail the Work Placement *and have changed their entry from the HSC Pro to the HSC*, will receive an HSC certificate and a CAPIT certificate.
- Candidates who entered for the HSC Pro who pass their GCE A Levels, GCE AS Levels but fail CAPIT and the Work Placement *and have changed their entry from the HSC Pro to the HSC*, will receive an HSC certificate.
- Candidates who entered for the HSC Pro who pass their GCE A Levels, GCE AS Levels and CAPIT but fail the Work Placement will receive a GCE certificate and a CAPIT certificate.
- Candidates who pass their GCE A Levels and GCE AS Levels but fail CAPIT and the Work Placement will receive a GCE certificate.
- Candidates who fail their GCE A Levels and GCE AS Levels but are awarded CAPIT, will receive a CAPIT certificate only.
- Candidates who fail their GCE A Levels and GCE AS Levels and CAPIT will not receive a certificate.



## 16.2. Unit Claim Spreadsheet

## Cambridge Advanced Professional in IT

## Unit Claim Spreadsheet

Cambridge Assessment  
International Education

Centre No	MU055
Centre Name	RABINDRANATH TAGORE SECONDARY SCHOOL
Unit Series	July
Year	2018
Unit Code	2212
Unit Title	Information systems

Moderator Name	
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CAMBRIDGE USE ONLY				CENTRE USE ONLY	MODERATOR USE ONLY				
Unique Candidate Identifier	Candidate Name	Date of Birth	Gender	Grade Claimed	Work Sampled?	Moderator in Agreement?	Confirmed Result	Moderator Adjustment	Moderator Initials
CAP055040001	MANISHA:APPADOO	17/05/1999	F	Pass					
CAP055040002	DARSHINEE:BAPPOO	21/01/1999	F	Merit					
CAP055040003	GREGORY:BAPTISTE	31/10/1998	M	Merit					
CAP055040004	YOGESH:CAUSSY	15/02/1999	M	Distinction					
CAP055040005	KOWSHICK:GOKOOM	16/06/1999	M	Pass					
CAP055040006	MERVYN MARK:KISTO	20/03/1999	M	Distinction					
CAP055040007	MOHAMMAD:NUCKCHADEE	01/09/1998	M	Merit					
CAP055040008	MELINA:POINEN	20/12/1999	F	Merit					
CAP055040009	DEVESHI:RAJANAH	03/08/1999	F	Pass					

### 16.3. Example Standardisation Meeting Template



Qualification title :			
Level:			
Date of meeting:		Location of Meeting:	

#### Standard agenda items

1 Welcome	
2 Qualification update	
3 Feedback from External QA	
4 Sampling update and issues identified	
5 Units to be standardised	
6 Sharing of good assessment practice	
7 AOB	

In attendance:	Apologies:
Minutes of meeting:	Actions:



## 16.5. Example Internal Standardisation Feedback Record



Qualification title:			
Level:			
Assessor name:			
Unit:			
IQA name:			
Date:			
Learner name:	Result:	Feedback to Assessor:	
Learner name:	Result:	Feedback to Assessor:	
Learner name:	Result:	Feedback to Assessor:	
Action Points to be addressed by (Date):			
IQA Signature:		Date:	
Assessor Signature:		Date:	
IQA Signature: (Confirming action points addressed)		Date:	

## 16.6. Unit Recording Sheet

Cambridge Advanced Professional in IT		Cambridge Assessment International Education					
Unit Recording Sheet							
2211 - Communication and Employability Skills for IT							
Please read the instructions at the end of this form. One of these sheets, fully completed, should be saved and submitted with the assessed work of each candidate.							
Unit Title	Communication and Employability Skills for IT			Unit Code	2211	Year	2 0 1 8
Centre Name	SAMPLE CENTRE			Centre Number	M	U	9 9 9
Candidate Name	MERVYN MARK KISTO						
Unique Candidate Identifier	CAP 055040006						
Assessment Criteria			Teacher Comment	Result	File Name & Page No.		
Pass	Merit	Distinction					
Learning Outcome 1 :			<p>P1 – Mervyn explained different personal attributes that employers value. She explained what these attributes were and why they were important for employers. M1 – Mervyn looked at three different job roles and explained the different skills that employers may require for each one. This included personal attributes, technical skills and non-technical skills</p>	M1	Presentation Page 4		
P1: Explain the personal attributes valued by employers	M1: Explain the different personal skills that employers may require for specific IT job roles						
Learning Outcome 2 :							
P2: Explain the principles of effective communication							
P3: Discuss potential barriers to effective communication		D1: Explain how some of the potential barriers can be reduced		D1	Presentation Page 7		
P4: Demonstrate a range of effective interpersonal skills				P4	Video - 32 to 50 seconds		

Unit Recording Sheet – Unit 2211 v1.0 Page 1 of 2

Assessment Criteria			Teacher Comment	Result	File Name & Page No.
Pass	Merit	Distinction			
Learning Outcome 3 :			<p>P5: Use IT to aid communications</p>	D2	Presentation Page 8
P5: Use IT to aid communications	M2: Explain the choices of the IT used	D2: Justify the use of the IT used to aid communication			
P6: Communicate technical information to a specified audience					
Learning Outcome 4 :			<p>P7: Produce a personal development plan</p>	P7	PDP – Page 1
P7: Produce a personal development plan					
P8: Follow a personal development plan	M3: Identify primary areas for improvement and how these will be achieved				
			Overall Result	D	
Completed by: J. Smith			Date: 20.06.2018	(dd/mm/yyyy)	
			Please tick to indicate that this work has been standardised internally <input checked="" type="checkbox"/>		

### Guidance on Completion of this Form

- 1) This form is an interactive PDF.
- 2) Every cell that is shown in white needs to be completed.
- 3) One recording sheet should be used for each candidate.
- 4) Please enter specific file names and page numbers to indicate where evidence can be found in the portfolio.
- 5) Please save the form with the filename: 'URS\_Series\_Year\_Unique Candidate Identifier\_Unit Code' For example: 'URS\_April\_2017\_CAP055050001\_2211'
- 6) Please save the form to the correct unit sub-folder within the learner's folder on your school network, ready to be uploaded to Cambridge Secure Exchange.
- 7) Please refer to the 'Cambridge Advanced Professional in IT Administration Guide', for details on how to submit this form to Cambridge.

## 16.7. Candidate Authentication Statement



Cambridge Assessment  
International Education

### Cambridge Advanced Professional in IT Candidate Authentication Statement

All candidates must confirm that the work they do for every unit is their own. This form is to be completed when work is submitted for assessment and it can cover more than one unit (there is space to list all units, by number).

Centres must make sure there is a statement covering every unit that makes up the candidate's qualification. The completed form should be kept at the centre. Cambridge International may ask to see the form and it must be made available on request.

#### NOTICE TO CANDIDATE

The work you submit for assessment must be your own.

You must not copy the work of another candidate or allow another candidate to copy your work. This would be cheating and is a breach of the exam regulations.

If you use (or copy) any text or images from books, magazines or any other printed materials or from the internet in your work you **must** acknowledge it by referencing where it came from\*. This means you must say where the text and/or image is from and who the author is. If you do not reference the work of other people it is plagiarism.

If you breach the exam regulations in any way including plagiarising the work of other people there may be penalties imposed on you, which could result in you being disqualified and not receiving any results for this qualification. Breaching the exam regulations might also include disqualification from other Cambridge International qualifications.

\*Your teacher or the person advising you on your qualification will be able to tell you how to reference the work of other people.

#### Declaration by candidate

Candidate Name		MERVYN MARK KISTO						
Unique Candidate Identifier (UCI)		CAP 055040006						
Centre No.	M U 999	Unit Series	JULY	Year	2	0	1	8
Centre Name	SAMPLE CENTRE							
Qualification Title	CAMBRIDGE ADVANCED PROFESSIONAL IN IT							
Unit Codes	2211							

I have read and understood the notice to candidates (above). I have produced the work I am submitting for assessment myself.

I have not copied the work of other candidates or allowed other candidates to copy mine.

I have referenced any text and images from printed materials and/or from the internet where I have used these in my work.

Your (candidate's) signature: *M Kisto*

Date: 20/06/18

## 16.8. Witness Statement



### Cambridge Advanced Professional in IT Witness Statement

This form is to be used to record what has been observed.  
Please read the **guidance notes** on the following page before completing this form.

Candidate Name			
Qualification:			
Unit Code and Title:			
Description of activity being carried out by the learner: (please be as specific as possible)			
Assessment/grading criteria: (for which the activity provides evidence)			
How the activity covers the requirements of the assessment/grading criteria, including how and where the activity took place:			
Witness name:		Job role:	
Witness signature:		Date:	
Assessor name:			
Assessor signature:		Date:	



## 16.10. Unit Statement of Results

### Statement of Results

#### CAMBRIDGE ADVANCED PROFESSIONAL IN INFORMATION TECHNOLOGY

Candidate Name  
SAMPLE CANDIDATE

Date of Birth  
18 May 2000

Unique Candidate Identifier  
CAP169990001

Centre Name  
SAMPLE SCHOOL

Centre Number  
MU999

Unit	Unit Title	Series	Result
2211	Communication and Employability Skills for IT	July 2016	Merit
2212	Information Systems	October 2016	Pass
2213	e-Commerce	July 2017	Distinction
2214	Project Planning with IT	April 2017	Merit
2215	Website Production	April 2017	Merit
2216	Impact of the Use of IT on Business Systems	October 2017	Pass
Syllabus	Syllabus Title	Series	Result
9889	Cambridge Advanced Professional in IT	November 2017	Merit

#### Explanatory Notes

Cambridge Advanced Professional in IT (CAPIT) unit results are reported on a 3-point scale of grades: Distinction, Merit or Pass; Distinction being the highest and Pass the lowest.

CAPIT syllabus results are awarded upon achieving a minimum of a Pass in all six units. CAPIT results are reported on a 4-point scale of grades: Distinction\*, Distinction, Merit or Pass; Distinction\* being the highest and Pass the lowest.

NO RESULT indicates that a result cannot be issued because of a decision not to issue a result.

PENDING indicates that a result cannot be issued at present but will follow in due course.

CAPIT syllabus results will be confirmed by the issue of certificates.

Cambridge Assessment International Education reserves the right to amend the information on this statement.