



Cambridge Assessment
International Education

Administrative guide

Preparing and submitting work for Cambridge
International AS Level Global Perspectives (8030)

For candidates taking Cambridge International AS Level Global Perspectives (8030), externally assessed work will need to be uploaded to Cambridge International using the *Submit for Assessment* online submission system.

The Mauritius Examinations Syndicate (MES) will undertake this on behalf of schools.

This guide tells you how to prepare your candidates' work.

- Prepare your candidates' work by following the instructions specified in this guide.
- Provide the work to MES as electronic files by the deadlines specified in this guide.
- MES will submit your candidates' work by the deadlines specified in this guide.

You should refer to the *Cambridge Handbook*, section M 'Centre and Cambridge Associate responsibilities: Copyright and candidates' work', and section 5.6 'Malpractice'.



Important information

Candidates must not re-use examined coursework from a previous exam series. A new piece of work must be submitted. See section 3.2 of the *Cambridge Handbook* for more information.

Cambridge International AS Level

We examine these components. This means that you submit the work of all your candidates.

Cambridge International AS Level Global Perspectives (8030/02 and 03)

Component 02: Essay

For each candidate you must submit an essay in one document containing only text.

You must include the word count at the beginning of the document.

If the essay has a bibliography or list of references you must submit this as a **separate document**.

(**Note for MES** - the bibliography or list of references document must be uploaded to the 'bibliography' in the 'learner section' on *Submit for Assessment*.)

Component 03: Presentation

Presentations must include the audiovisual materials used in the presentation and a written transcript of the oral presentation.

Document headings

Each document must be headed with:

- centre number
- candidate name
- candidate number
- syllabus and component number.



Important dates

You must submit all your candidates' work by the dates provided below.

School submission to MES:

8030/02 - 20 August

8030/03 - 15 September

MES submission to Cambridge International:

Submission window is 1 -5 October



Important information

The following documents are included within Submit for Assessment for MES to complete electronically on behalf of schools:

- attendance register
- declaration of originality.

Schools should complete these items and submit them to MES.



Important information

Candidates must not re-use examined coursework from a previous exam series. A new piece of work must be submitted. See section 3.2 of the *Cambridge Handbook* for more information.

Guidance on preparing your documents

Wherever possible, you should use the following checklist before you submit any work. This will help to make sure that there are no issues with the documents sent to us, and that we can read all of the documents clearly.

Make sure that:

- Any Word and text documents are a maximum of 200 pages. (See opposite for the file formats we can accept.)
- The documents do not have any active content or need any user interaction e.g. anything where the user needs to click/select something to see contents. View the document in a 'print preview' mode or print it out; this will show you how the document will be presented to examiners.
- Page sizes are A3 or less.
- Background and foreground colours are different – use a high contrast wherever possible. Background colours can appear stronger when converted, which makes it difficult to read any foreground text.
- All text can be read at a 100 per cent zoom level, without the need to zoom in any further.
- You have not included any macros or automation (Visual Basic code).
- Documents are not password protected.
- You have accepted all tracked changes.
- All content is visible and nothing overlaps (one item covers another) e.g. images, text boxes, shapes etc. Once you have uploaded your documents we cannot move the content around to see anything which is hidden by an overlap.

Document headings

Each document must be headed with the:

- centre number
- candidate name
- candidate number
- syllabus and component number.

File sizes and types

We can accept the following file formats:

File types	Accepted formats	Limit
Audio	.3g2 .3ga .aac .aiff .amr .m4a .m4b .m4p .mp3 .wav	25 GB
Data	.xls .xlsx .mdb .accdb .xlsb	25 GB
Document	.odt .pdf .rtf .txt .doc .docx .dotx .pages	25 GB
Images	.jpg .png .jpeg .tif .jfif .gif .heic .psd .dox	15 MB
Presentation	.ppt .pptx .pdf .gslides .pptm .odp .ink .potx .pub	25 GB
Video	.3g2 .3gp .avi .flv .m4v .mkv .mov .mp4 .mp4v .wmp .wmv .wlmv .mts .mov-1 .mp4-1 .xspf .mod	25 GB
Web	.html .htm .gdoc .url .exe .key	25 GB



Important information

From 2022, we have withdrawn Outline Proposal Forms (OPFs) from all syllabuses where they were used. Teachers will be able to supervise their candidates' own work and have the flexibility to choose when they want to teach the component.



Important information

If the work has a bibliography or list of references you must submit this as a **separate document**.

This rule was enforced from 2022 onwards.