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Submitting work for AS & A Level Art & Design (9479) and IGCSE Art & Design (0400) on Submit for Assessment

20 August 2025

Outline of the session

- Explanation of the change to the submission process

- Key points outlined in the 'Guidance on the Administration and Online Submission of Art & Design' documents

- Preparing candidates' submissions for digital upload

- Demo of accessing and uploading work to Submit for Assessment and Q&A

- Considerations for teaching the course

- Creating work for portfolio and personal investigation

- Final Q&A

Explanation of the change to the submission process

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Change to the submission process

- Previously, hard copies of work presented on A2 sheets was sent to Cambridge

- From 2025, hard copies of candidates' work <u>must not</u> be sent to Cambridge

- Instead, candidates' work must be photographed, scanned or organised in a digital format for upload to Submit for Assessment

- Centres can keep their students' coursework

- Centres will get a breakdown of the students' marks for each Assessment Objective

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Reminder of the assessment structure AS Level (9479)

Component 1

Coursework

100 marks

Candidates research, develop and realise a project from one area of study in the syllabus content.

There are **two** parts to the coursework:

– a portfolio **and**

– a final outcome.

Externally assessed

50% of the AS Level

25% of the A Level

Component 2

Externally Set Assignment   15 hours

100 marks

Candidates choose one starting point to develop into a personal response.

There are **two** parts to the assignment:

– supporting studies, created during the preparation period **and**

– a final outcome, produced during a supervised test of 15 hours' total duration.

Externally assessed

50% of the AS Level

25% of the A Level

Reminder of the assessment structure A Level (9479)

Component 1

Coursework

25% of the A Level

Component 2

Externally Set Assignment   15 hours

100 marks

25% of the A Level

Component 3

Personal Investigation

100 marks (weighted to 200 marks)

Candidates investigate a theme, idea, concept or process that is personal to them.

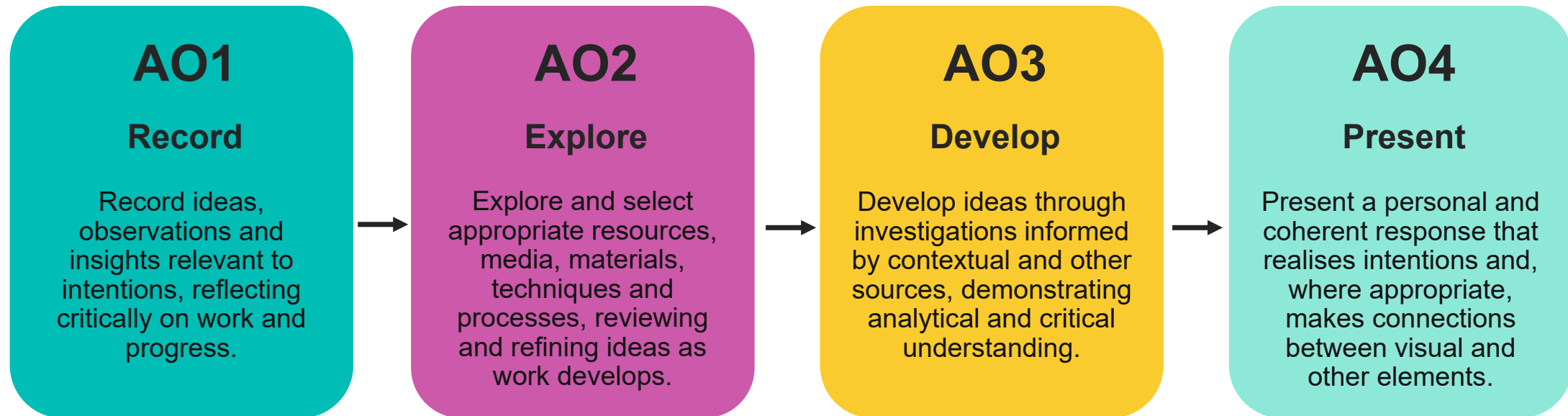There are **two** parts to the investigation:

- practical work **and**
- written analysis (1000–1500 words).

The practical work and written analysis must form an integrated submission.

Externally assessed

50% of the A Level

Reminder of the assessment objectives AS & A Level (9479)

AO1	AO2	AO3	AO4
Record	**Explore**	**Develop**	**Present**
Record ideas, observations and insights relevant to intentions, reflecting critically on work and progress.	Explore and select appropriate resources, media, materials, techniques and processes, reviewing and refining ideas as work develops.	Develop ideas through investigations informed by contextual and other sources, demonstrating analytical and critical understanding.	Present a personal and coherent response that realises intentions and, where appropriate, makes connections between visual and other elements.

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Reminder of the assessment structure IGCSE (0400)

All candidates take:

Component 1
Coursework   50%

100 marks

Candidates research, develop and realise a project from one or more of the areas of study and should explore a theme.

There are **two** parts to the coursework:

– a portfolio **and**

– a final outcome.

Externally assessed

and:

Component 2   8 hours
Externally Set Assignment   50%

100 marks

Candidates respond to one starting point set by Cambridge International. Candidates may produce work from the same areas of study as Component 1, but they do not have to.

There are two parts to the assignment:

– supporting studies **and**

– a final outcome, produced during a supervised test of 8 hours' total duration.

Externally assessed

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Reminder of the assessment objectives IGCSE (0400)
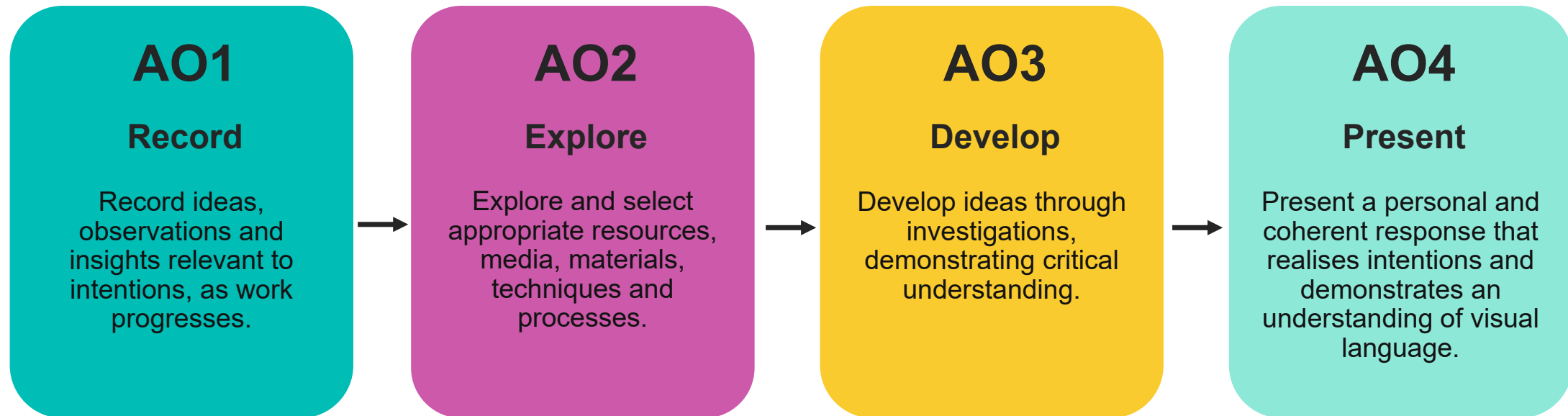
AO1	AO2	AO3	AO4
Record	**Explore**	**Develop**	**Present**
Record ideas, observations and insights relevant to intentions, as work progresses.	Explore and select appropriate resources, media, materials, techniques and processes.	Develop ideas through investigations, demonstrating critical understanding.	Present a personal and coherent response that realises intentions and demonstrates an understanding of visual language.

Guidance on the Administration and Online Submission of Art & Design

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Preparation of candidates' work

Approach 1

Present work on A2 sheets

Candidates continue to work on A2 sheets as outlined in the syllabus document.

After work is prepared on A2 sheets it is photographed or scanned.

Approach 2

Organise work in a digital format

Candidates organise work in a digital format.

This can be done throughout the course of study.

This approach provides flexibility and suits a mixture of traditional and digital techniques.

Preparation of candidates' work: 9479/01 Coursework, 9479/03 Personal Investigation and 0400/01 Coursework

Approach 1

Present work on A2 sheets

- Candidates can work in any media

- Candidates present work on A2 Sheets

- A2 sheets are photographed or scanned for upload via Submit for Assessment

- Final outcome must be the first page (component 1 only)

- This should be done at the end of the course and before the submission deadline

Approach 2

Organise work in a digital format

- Candidates can work in any media

- Candidates organise work in a digital portfolio by inserting files, images, photographs or scans of work into PowerPoint slides or similar

- This can be done throughout the course of study before the submission deadline

- Final outcome must be the first page (component 1 only)

- Files are uploaded via Submit for Assessment

Preparation of candidates' work: 9479/02 and 0400/02 Externally set assignment

Approach 1

Present work on A2 sheets

- Candidates can work in any media

- Candidates present supporting studies on A2 Sheets

- Work produced in the timed test is presented on an A2 Sheet

- All A2 sheets are photographed or scanned for upload via Submit for Assessment by the MES

- Work produced in the timed test must be presented on the first page

- Photographing and scanning work is not included in the timed test - it is a post-exam activity

Approach 1

Approach 2

Fig 3.7
Fig 3.6, 3.8 I tried to incorporate the same essence of my utmost craving in the rain.
Replicating the craving and satisfaction of hot tea and samosa during monsoon, I have used using poster colours on hot pressed paper to achieve a completely realistic image.

Fig 3.6

In Fig 3.7, 3.8 I used the same references however, I used watercolour and ink to add a comic style approach.

Fig 3.8

Fig 3.9

First hand image

First hand image

Fig 4.0- A key sketch of the final conclusion.

Fig 4.1- I have combined all the food items that I have rendered so far resembling my rainy day cravings. I have compiled it in a still life arrangement using realistic approach.

Fig 4.1

Fig 4.0

Submission requirements: Approach 1

Component 1: Coursework (9479/01 and 0400/01)	Component 2: Externally set assignment (9479/02 and 0400/02)	Component 3: Personal Investigation (9479/03)
Portfolio: Maximum of 5 sheets of A2 (no more than 10 sides of A2)	**Supporting studies:** Maximum of 3 sheets of A2 (no more than 6 sides of A2)	**Practical work and written analysis (1000- 1500 words):** Maximum of 8 sheets of A2 (no more than 16 sides of A2)
Final outcome: 1 sheet of A2	**Final outcome:** 1 sheet of A2	
Submit for Assessment: No more than 20 screen pages. You can submit fewer than 20 pages. **Centre responsibility.**	**Submit for Assessment:** No more than 20 screen pages. You can submit fewer than 20 pages. **MES responsibility.**	**Submit for Assessment:** No more than 20 screen pages. You can submit fewer than 20 pages. **Centre responsibility.**

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Submission requirements: Approach 2

Component 1: Coursework (9479/01 and 0400/01)	Component 3: Personal Investigation (9479/03)
Portfolio	Practical work and written analysis (1000-1500 words)
Final outcome	
Submit for Assessment: No more than 20 screen pages. You can submit fewer than 20 pages. **Centre responsibility.**	**Submit for Assessment:** No more than 20 screen pages. You can submit fewer than 20 pages. **Centre responsibility.**

Key points for submitting work online

- Approach 1 - candidates can continue to present work on the A2 sheets as before

- Approach 2 - suits candidates working in a mixture of traditional and digital techniques

- Approach 2 - does not mean work has to be created digitally

- Candidates can use a mixed approach for submission. For example, if Approach 1 is used for Component 1 then Approach 2 could be used for Component 3.

- Allow time for scanning and photographing work

- A screen page refers to a single image, slide, text page or screen produced through programmes such as PowerPoint, Word or similar software packages.

Submission dates

Component	June submission deadline	November submission deadline
1 and 3	30 April	31 October
2	Test to be taken between 1 January–30 April. Work should be submitted as soon as possible after the test and no later than 5 May.	Test to be taken between 1 July–31 October. Work should be submitted as soon as possible after the test and no later than 5 November.

We recommend that work for Component 1: Coursework is completed before candidates start working on Component 2: Externally Set Assignment.

Candidates must produce different work for each component. They should avoid producing work that overlaps with a theme they have used in another component.

Tips for photographing work

- Take the image straight on and not on an angle

- Use a tripod to avoid blurred images

- Make sure the image is in focus and text is clear

- Use good artificial lighting which lights the image evenly; avoid glare or shadows

- Avoid use of a flash which can affect colour and cause lower quality images

- Ensure the image fills the frame

- Photograph work against a plain background if blank space is visible

- Combine images into a single file

- Photographs <u>should not</u> be edited, adjusted, filtered, or cropped before submission

- Ensure all text and/or detail is legible when zooming in

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Tips for scanning work (Approach 2)

- Scan the work with multiple passes

- Import the scanned images into computer software of your choice

- Make sure all the images are correctly oriented (for example landscape or portrait)

- Combine images into a single file

- Scanned images <u>should not</u> be edited, adjusted, filtered, or cropped before submission

- Save final files as 'pdf' before uploading to Submit for Assessment

- Make sure the order of the work is correct within the file - first the cover sheet, then the final outcome, then supporting work (if applicable)

Naming files

Series_SyllabusNumber_ComponentNumber_CentreNumber_CandidateNumber_ComponentSection

- Nov2025_9479_01_AB123_0081_coursework
- Nov2025_9479_02_AB123_0081_esa
- Nov2025_9479_03_AB123_0081_personal_investigation

Preparing candidates submission for digital upload

Approach 1

- Work is presented on A2 sheets

- A2 sheets are photographed or scanned

- Present the photographs or scans in **one** file for each candidate and for each component

- The file should include:
    1. Cover sheet
    2. Final outcome (Coursework or Externally set assignment)
    3. Portfolio or supporting work (Coursework or Externally set assignment)
    or
    1. Cover sheet
    2. Integrated practical work and written work (Personal Investigation)

- You can submit screen pages that show close ups, but do not have to

- If flaps have been used, photograph the work under the flap and include in the submission

- The work must not be edited by the teacher or exams officer before submission

- Maximum number of screen pages per file is 20. This applies to all components.

Approach 2

- Work is organised, presented and stored in a digital portfolio.

- Candidates can work in traditional approaches (e.g. hard copy) or digital approaches (e.g. Photoshop) or both

- Present the photographs or scans in **one** file for each candidate and for each component

- The file should include:

  1. Cover sheet
  2. Final outcome (Coursework)
  3. Portfolio or supporting work (Coursework)

  or

  1. Cover sheet
  2. Integrated practical work and written work (Personal Investigation)

- Files should not include hyperlinks, QR codes, zip files or any interactive elements

- The work must not be edited by the teacher or exams officer before submission

- Maximum number of screen pages per file is 20. This applies to all components.

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Example of a cover sheet

Exam series	**November 2025**
Centre number	AB123
Centre name	XXXX centre name
Sylabus and component code	0400/01
Candidate number	0081
Candidate name	XXXX name

At the end of the timed test

Approach 1

Present work on A2 sheets

- Supporting studies must be clearly labelled and presented on A2 sheets

- Final outcome must be clearly labelled and presented on A2 sheet

- All A2 sheets must be photographed or scanned and organised into a **single** digital file of no more than 20 screen pages ready for upload to Submit for Assessment

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At the end of the timed test

- The work is submitted via Submit for Assessment by MES as soon as possible after completing the timed test.

- No hard copies must be sent to Cambridge

- All hard copies remain secure with MES

Ready for the world

Submit for Assessment demo

How to access Submit for Assessment

You can access the Submit for Assessment application through My Cambridge: https://sso.cambridge.org/login

Submit for Assessment

Use Submit for Assessment to share digital files with Cambridge for moderation or marking

How to access Submit for Assessment

A My Cambridge account will be set up for everyone who will need access to Submit for Assessment. You will receive an email from Cambridge that looks like this:

Welcome to My Cambridge

Dear SFA Product Owner,

Keri Gibson has created a My Cambridge account for you. You can use this account to access services.

Here is a temporary password:

BJnzbTe^8twkYNJ

Use this password and your email address to sign in. **Sign in to your account**

Kind regards,

My Cambridge account team

© Cambridge University Press and Assessment 2024 **Contact our support team**

How to use Submit for Assessment

You can access the Submit for Assessment Administrative Guide and watch a demo video on our website using this link:

https://www.cambridgeinternational.org/exam-administration/cambridge-exams-officers-guide/phase-3-coursework-and-moderation/submit-for-assessment/

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International Education

For exams officers

Administrative guide
Using Submit for Assessment

Q&A about using Submit for Assessment

Considerations for teaching the course

Key points from the Principal Examiner Report for Teachers AS & A Level (9479) March 2025

- The work was generally well presented and in chronological order. Some responses presented work out of order, which made the journey less clear.

- Candidates must clearly identify via labelling which work is their own and which is the work of others.

- In future, it would be helpful if candidates word-process rather than hand write any included annotation, to improve legibility.

- It would be helpful if the coversheet indicated which question the candidate has selected (component 2 only).

Planning the course

- The assessment has not changed

- Candidates can still work in any area of study

- Complete coursework and personal investigation components before the timed test

- Consider opportunities for collaboration between schools, sharing ideas digitally

Formative feedback

- Encourage candidates to use peer and self assessment to support development of ideas and inform presentation of work

- Coursework digital portfolios can be edited, images moved around, annotation added, in response to feedback and peer assessment activities

- Annotations can be added in response to feedback and peer assessment activities

Consideration of presentation

- Candidates may work in any scale

- Cambridge is producing a digital tool kit to support teachers

- Consider how work will look on screen

- Include close ups to show detail

- When working large scale include simple dimensions

- Avoid busy backgrounds

- Prepare photographs and scans of work throughout the course

- Add annotation throughout the course

Annotation

- Clarity
- Type size
- Background colour/ pattern
- Placement of text
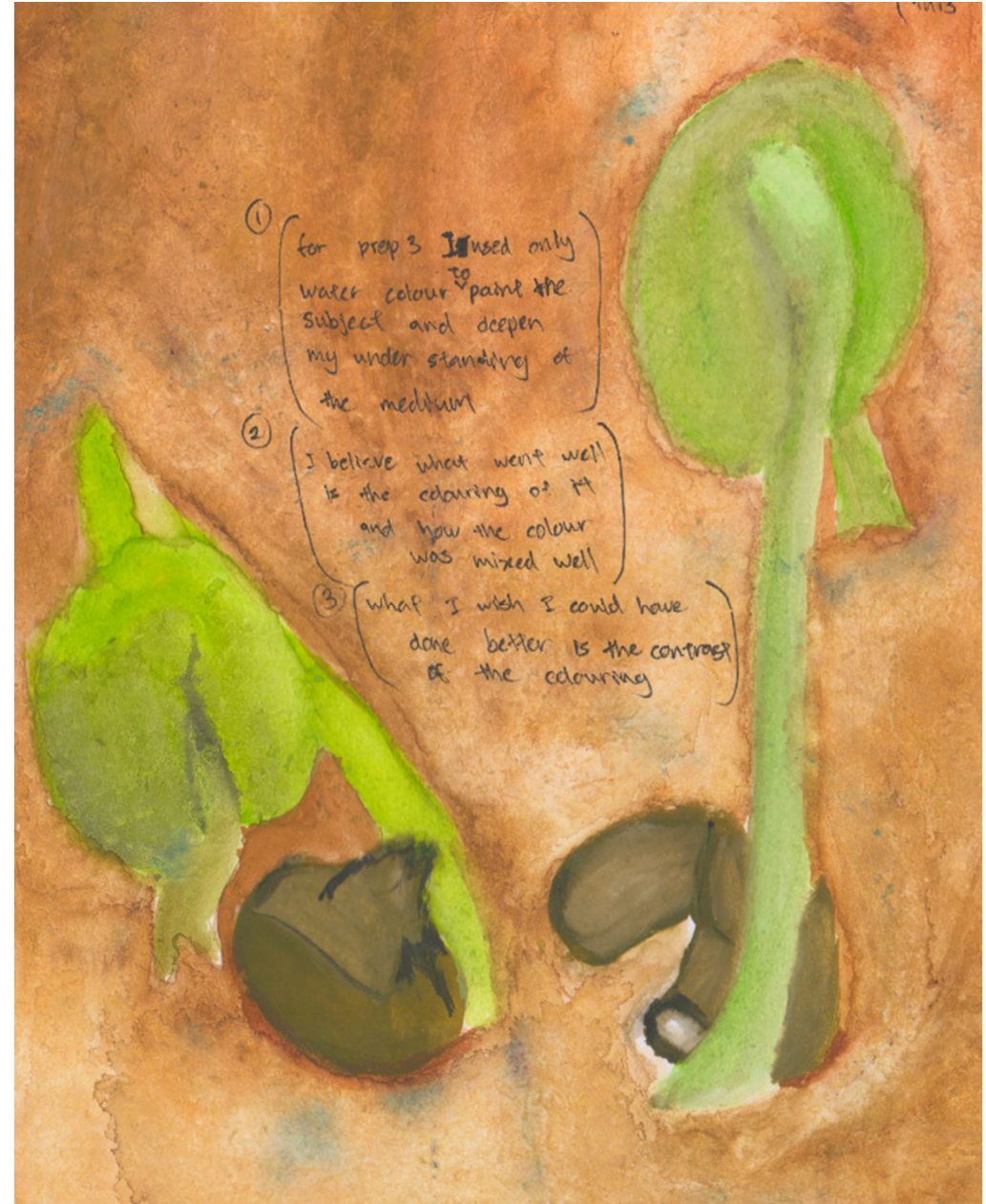
Close up of technique

- Subtle qualities such as watercolour pen and ink, pencil

- Mark making effects to show texture and form
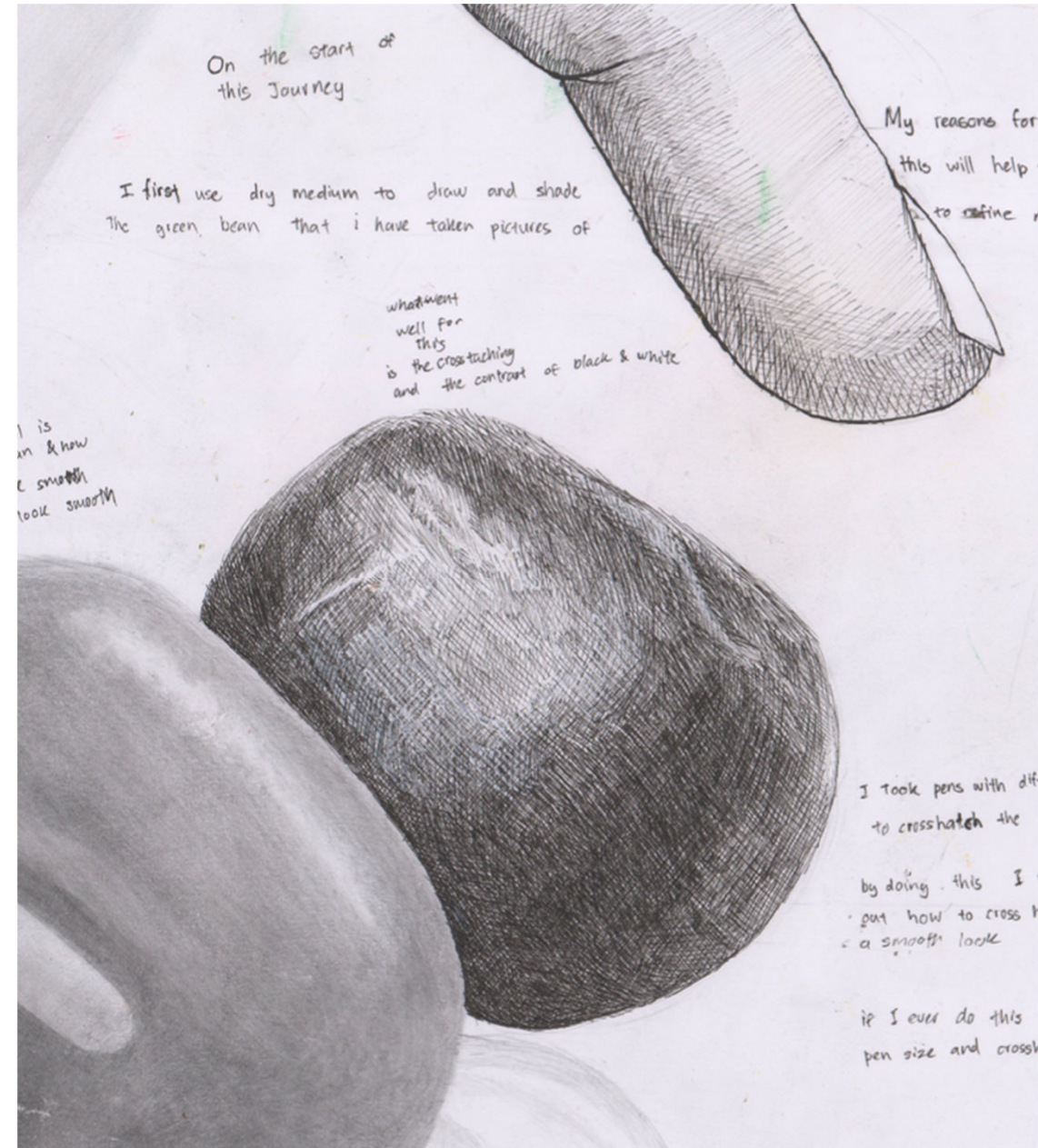
Avoid overlaps

- If overlapping images, make sure you photograph the work underneath

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Additional considerations for Personal Investigation (9479/03)

- Candidates may work in any scale/ media

- It is best to integrate written work with imagery

- Consider how work will look on screen

- Best to type/word-process the main body of text

- Clearly label reference images

- Integrate practical work and own visual responses within the main body of the discussion

- Have a written conclusion or summary

Creating work for portfolio and personal investigation

- different ways that candidates might choose to compile their work

Combine image orientation and size on a page

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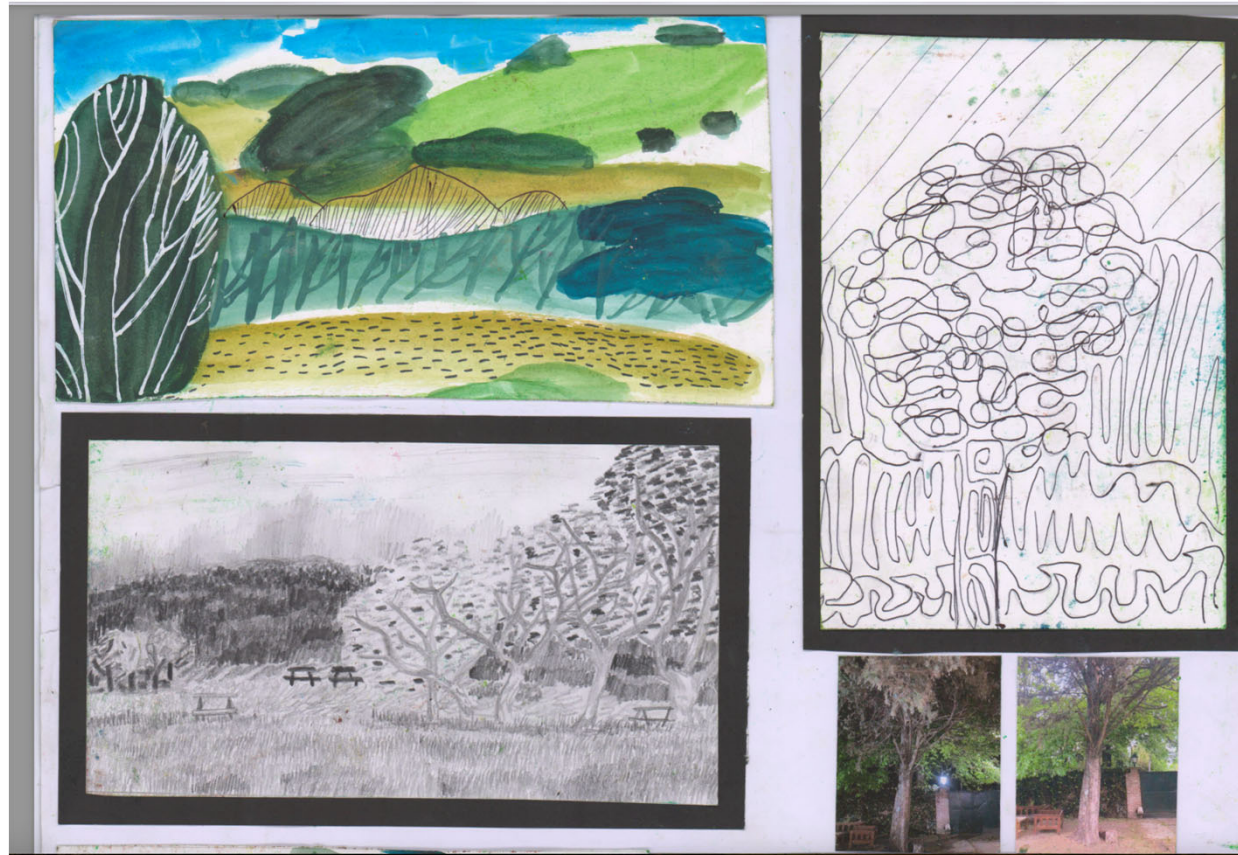
Show where images originate from

- When using software to create images make sure you show how the image was created

- Include screen shots to show the creative process

- Identify which are the candidate's own images by including simple annotation
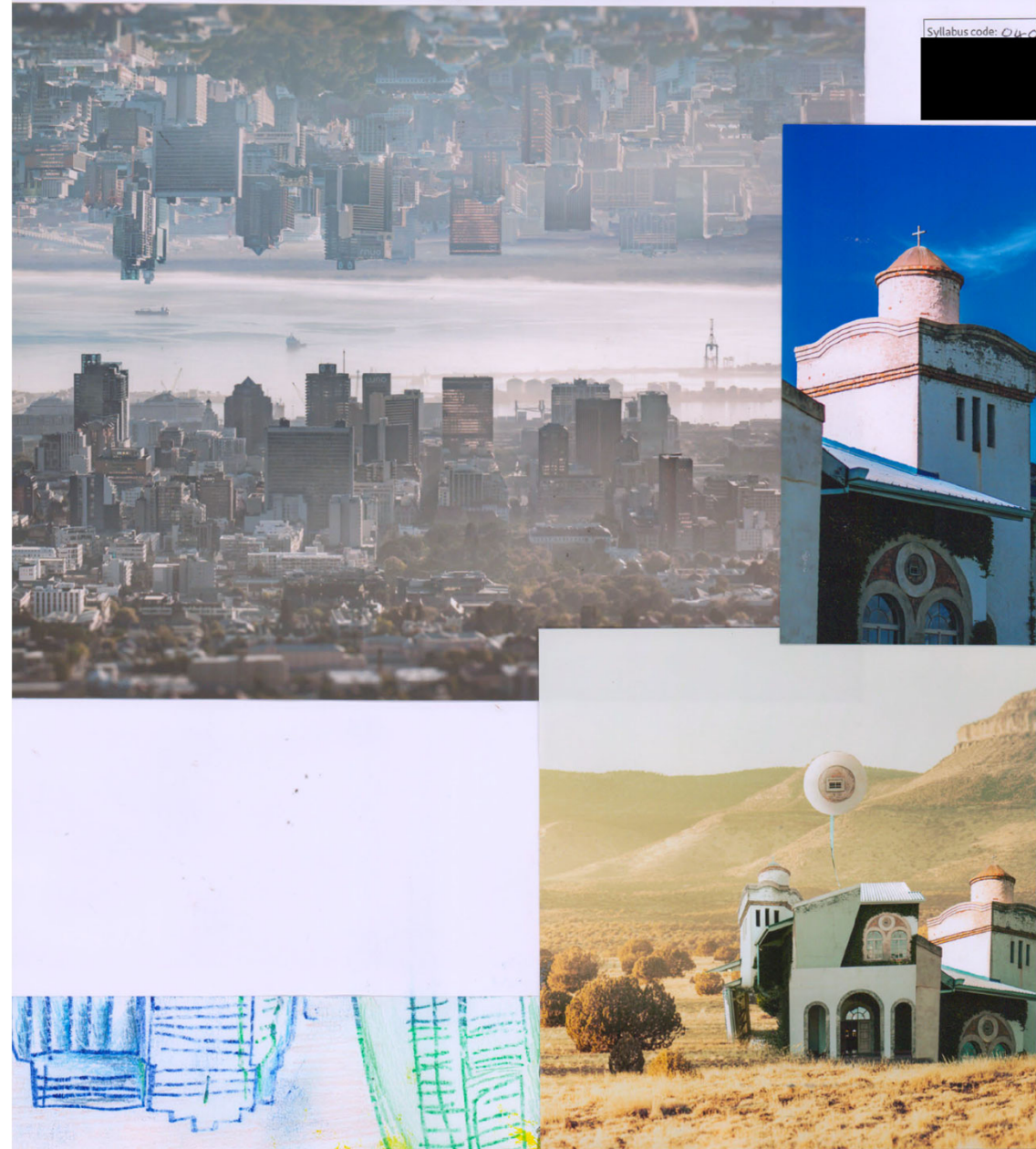
Show close-up of detailed work

Examples of presentation

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Examples of presentation

Examples of presentation

Q & A

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Thank you!