



Submitting internally assessed marks through Cambridge International Direct

Submit your internally assessed marks through Direct using one of the following methods:

- Method 1 - submit your marks in bulk
- Method 2 - submit your marks manually.

Method 1 - submitting your marks in bulk

1. Login to Direct and click 'Administer exams':

Home	Bulletins	My Messages - 3	Administer Exams	Support Materials	Ask CIE
Dashboard	Special Consideration Online	Results	File Transfers	Candidate Results website	

2. Click 'Internally assessed marks':

Home	Bulletins	My Messages - 3	Administer Exams	Support Materials	Ask CIE
Dashboard	Special Consideration Online	Results	File Transfers	Candidate Results website	

Dashboard

Manage GQ Series Enquiries about Results Invalid ULNs Emergency Labels

June 2016 Series

Entries	Closed Sun 21-Feb-2016	View Final Entries (177 Candidates 273 entries)	Complete
Internally Assessed Marks	by Wed 27 Apr 2016	Internally Assessed Marks for 0460/03 0522/04 0522/05	Marks Required
Forecast Grades	by Sat 30 Apr 2016	Forecast Grades	Grades Required
Exam Timetables		Timetables Attendance Lists	
Results		Entries and Results	

3. Click 'Import marks':

Final Entries	Reports	Internally Assessed Marks	Forecast Grades
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Components requiring Internally Assessed Marks

[Filter: All](#) | [Marks Required](#)

Items per page: 10 | 25 | 50 | 100 | 500

Qualification	Code	Syllabus name	Component name	Deadline	Status
IGCSE	0460/03	Geography	Coursework	Wed 27 Apr 2016	Marks Required
IGCSE	0522/04	First Language English (Count-in Oral)	Coursework Portfolio	Wed 27 Apr 2016	Print Marks
IGCSE	0522/05	First Language English (Count-in Oral)	Speaking and Listening	Wed 27 Apr 2016	Marks Required

Items per page: 10 | 25 | 50 | 100 | 500

- Click 'download template'. This screen also includes instructions for completing the template:

Home | Bulletins | My Messages - 3 | Administer Exams | Support Materials | Ask CIE

Dashboard | Special Consideration Online | Results | File Transfers | Candidate Results website

Series: June 2016 [< Back to Dashboard](#)

Bulk Import Internally Assessed Marks

Import from spreadsheet (e.g. Excel) [download template](#)

Formatting instructions: [Print](#)

Assessment Code	Component Code	Candidate Number	Mark
0400	05	99	A
400	5	99	
0400	05	99	12

Mandatory fields

All fields are mandatory.

- Assessment Code:** Up to 4 characters. The code will be zero padded if necessary i.e. "199" will become "0199". Must be valid for the syllabus.
- Component Code:** Up to 2 characters. The code will be zero padded if necessary i.e. "5" will become "05". Must be valid for the syllabus.
- Candidate Number:** Up to 4 numbers. Must be valid for the syllabus.
- Mark:** One of **A** for absent, **blank** if no mark or a **number**. If a number, it must be within the range for the assessment and component.

Bulk Import Internally Assessed Marks

Please note:
The maximum file size you can upload is 512KB. You may upload multiple files.

File: [Browse...](#)

[Cancel](#) [Upload File](#)

- Open the template. You will see the following columns:

	A	B	C	D
1	Assessment Code	Component Code	Candidate Number	Mark
2	0	0	nnnn	Z
3				

- Complete the template by following the instructions on the 'Bulk import internally assessed marks' screen. Save the spreadsheet without changing the format of the template. If you change the format of the template, you will not be able to submit your marks using the spreadsheet.
- Return to the 'Bulk import internally assessed marks' screen. Click 'Browse', select your saved spreadsheet and click 'Upload file'.

All the marks in your spreadsheet will be saved to Direct. Check they are correct then submit them to us:

[Submit Marks to Cambridge](#) [Items per page: 10 | 25 | 50 | 100 | 500](#) [Save changes without submitting](#) [Cancel](#)

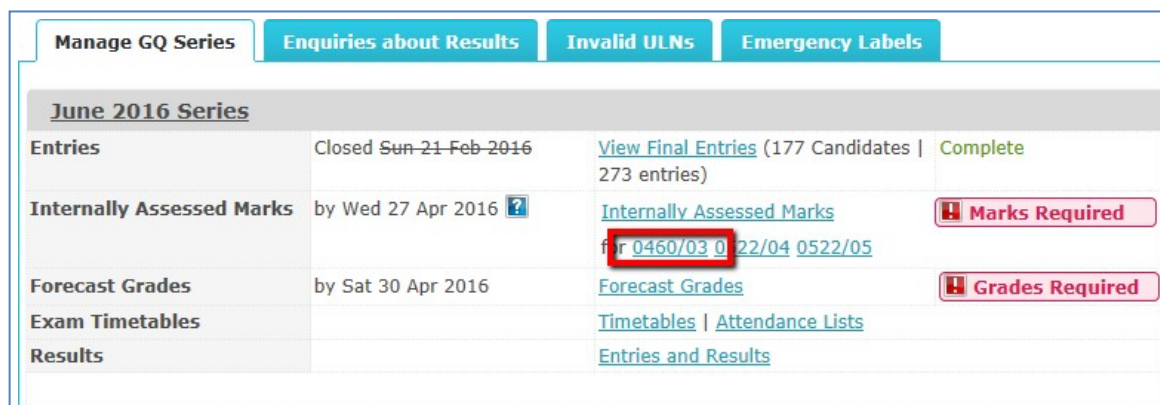
Your 'Administer exams' dashboard will confirm your marks have been submitted.

Method 2 - submitting your marks manually

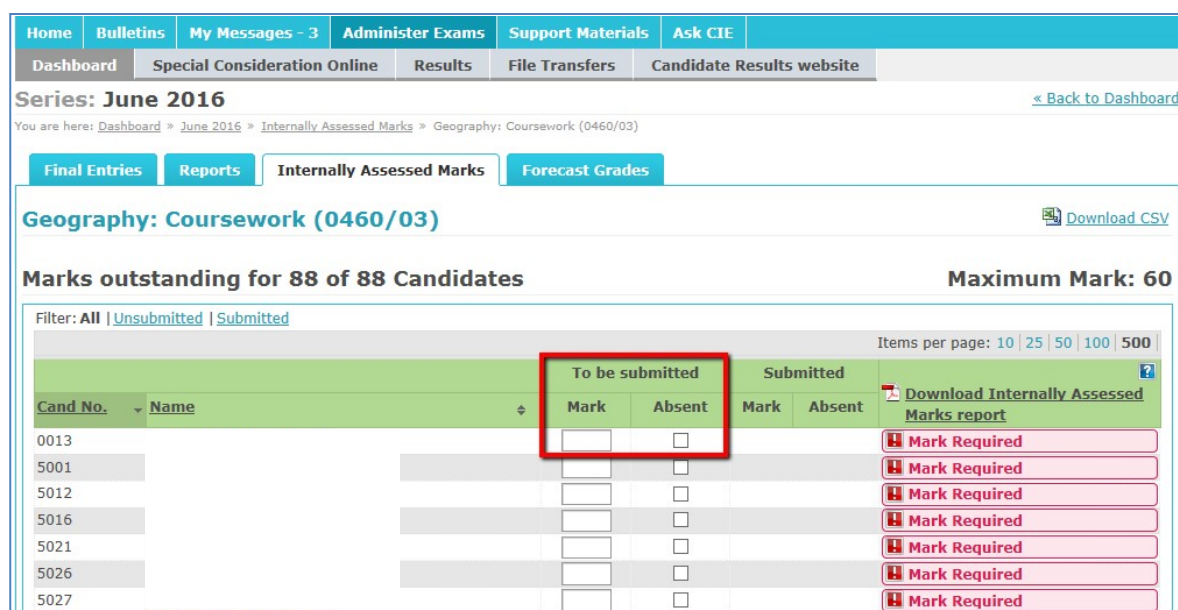
1. Login to Direct and click 'Administer exams':



2. Click the syllabus/component you want to submit marks for:

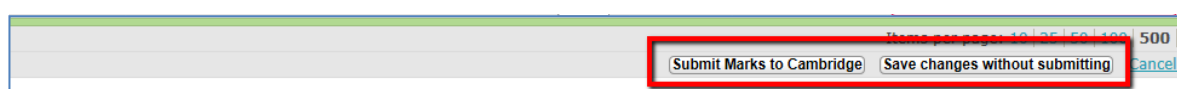


3. Enter your candidates' marks or tick the box to show they were absent:



4. Scroll to the bottom of the page where you can either:

- 'Save changes without submitting': this allows you to check your marks before submitting them. Your marks will not be submitted. We recommend you save your marks regularly because you will automatically be logged out of Direct after 20 minutes of inactivity and you will lose any unsaved work
- 'Submit marks to Cambridge'.



5. When you have submitted your marks, you can download a spreadsheet showing all your candidates' marks for your records. To do this, click 'Download CSV'.

The screenshot shows the Cambridge International Direct interface. At the top, there is a navigation bar with links: Home, Bulletins, My Messages - 3, Administer Exams, Support Materials, Ask CIE. Below this is a sub-navigation bar: Dashboard, Special Consideration Online, Results, File Transfers, Candidate Results website. The main content area shows 'Series: June 2016' and a breadcrumb trail: You are here: Dashboard » June 2016 » Internally Assessed Marks » Geography: Coursework (0460/03). There are four buttons: Final Entries, Reports, Internally Assessed Marks, and Forecast Grades. The 'Internally Assessed Marks' button is selected. Below the buttons, the text 'Geography: Coursework (0460/03)' is displayed. A red box highlights the 'Download CSV' button in the bottom right corner.

The CSV file will show your candidates' marks:

	A	B	C	D	E	F	G
1	Centre: :						
2	Session: June 2016						
3	First Language English (Count-in Oral): Coursework Portfolio (0522/04)						
4	Cand No.	Name	Mark	Absent	Notes		
5	13		46	-			
6	1096		42	-			
7	1218		43	-			
8	1225		39	-			
9	1229		42	-			
10	1230		14	-			
11	2081		39	-			

Important: Do not use this spreadsheet to submit your candidates' marks in bulk. You will not be able to submit your candidates' marks by uploading this spreadsheet as it is not in the correct format.

We are committed to making our documents accessible in accordance with the WCAG 2.1 Standard. We are always looking to improve the accessibility of our documents. If you find any problems or think we are not meeting accessibility requirements, contact us at info@cambridgeinternational.org with the subject heading: Digital accessibility. If you need this document in a different format, contact us and supply your name, email address and requirements and we will respond within 15 working days.