



## Uploading evidence and documentation to Cambridge Assessment Secure Exchange

This guide will take you through the process of uploading candidate evidence and other supporting material to Cambridge Assessment Secure Exchange. It is important that you upload all the required material before your remote visit with your moderator or the virtual visit might be delayed.

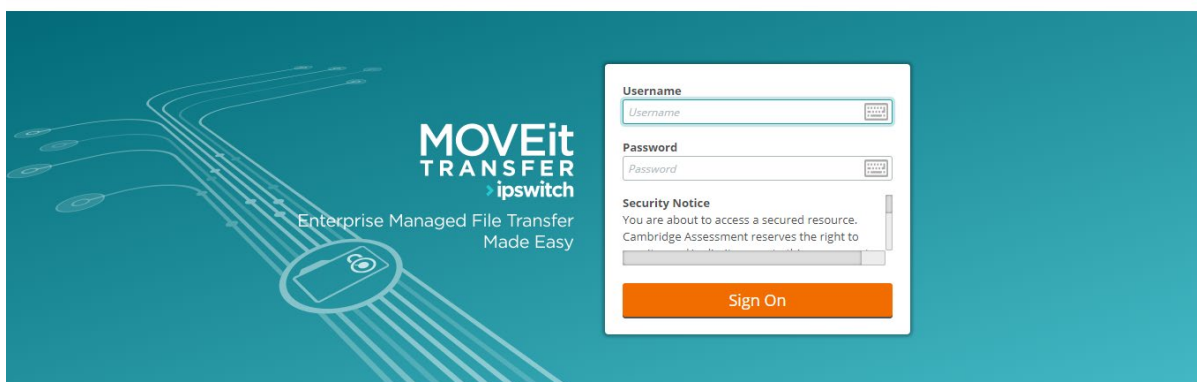
Your centre will receive an email notification with login credentials one day after receiving your first sample request. The email will come from ([tsgmail@cambridgeassessment.org.uk](mailto:tsgmail@cambridgeassessment.org.uk)). This source may need to be marked as a trusted email account on your school server and you may need to check your junk mailbox for receipt.

If your centre have previously submitted via Secure Exchange, folders will be set up to receive new work the day after you have received the sample request. Your Exams Officer will have the login credentials required to access the system.

### Step one:

Go to <https://mft.cambridgeassessment.org.uk/> and log in using your Secure Exchange username and password. Contact your Exams Officer if you do not have your login details. If you are an Exams Officer logging in for the first time, you will be prompted to change your password.

There is only one set of login credentials for your centre, and these will belong to your Exams Officer. The Exams Officer should be the only person to change the password, to make sure all colleagues can access the system. It is possible for more than one member of staff from your centre to be logged into Secure Exchange at the same time.



Check that Cambridge Assessment Secure Exchange is listed as a trusted site on your browser's security settings. If <https://mft.cambridgeassessment.org.uk/> is not already listed, type in the URL and click 'Add.' You will only need to do this the first time you log in.

## Uploading documents

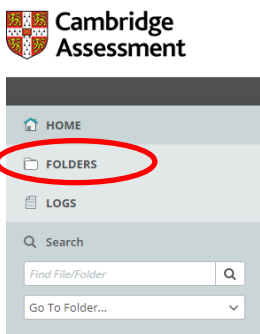
Folders are set up automatically for each candidate selected by your moderator as part of your centre's sample for any Cambridge Technicals subject you have put claims in for. Follow the instructions carefully to ensure evidence is uploaded to the correct location.

Individual candidate folders:

- make it easier for you to see where to upload your candidates' work
- allow you to upload your candidates' work more quickly to Secure Exchange
- make it easier for your moderator to identify specific pieces of work they need to moderate.

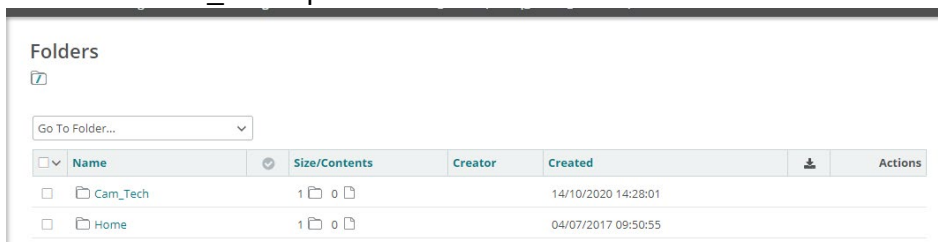
### Step two:

Select 'FOLDERS' from the left-hand navigation pane.



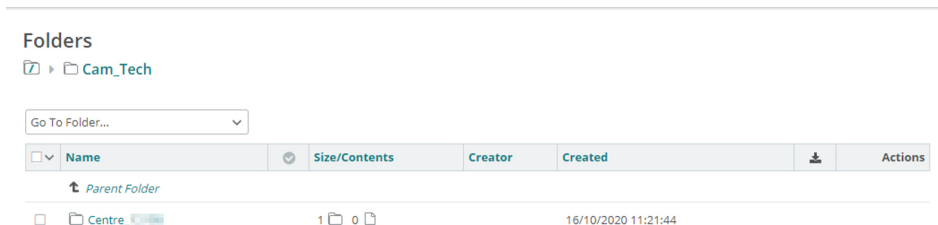
### Step three:

Select the Cam\_Tech qualification folder.



### Step four:

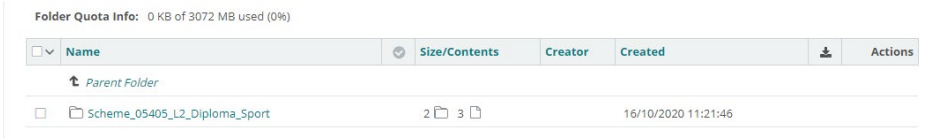
Select your centre folder.





## Step five:

Select the relevant scheme code.

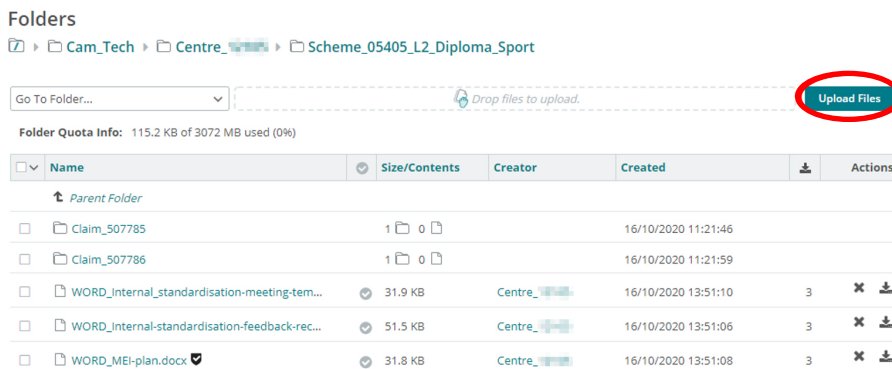


## Step six:

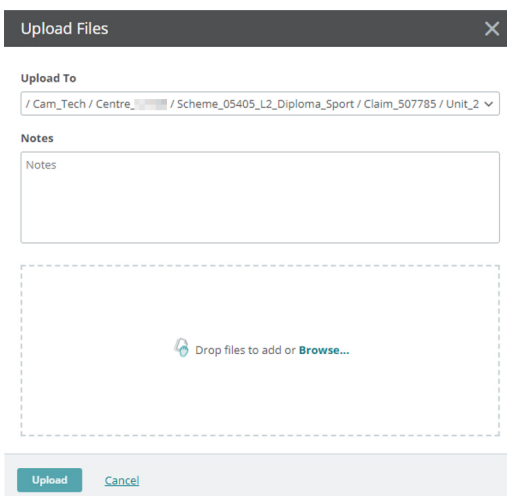
You need to upload all your Centre level documentation to this folder, such as:

- Internal Standardisation records
- Meaningful Employer Involvement plan.

Click 'Upload Files'.



This window will pop up:



You can either drag and drop files into this window from your desktop or system folders or click 'Browse' and upload files from your system folders. Once you have added all the files you need to, click 'Upload'.



## Step seven:

You now need to move through the following steps to upload candidate evidence and their Unit Recording Sheets (URS).

Select the claim you want to upload files to.

### Folders

🏠 > 📁 Cam\_Tech > 📁 Centre\_... > 📁 Scheme\_05405\_L2\_Diploma\_Sport

Go To Folder...  Drop files to upload. Upload Files

Folder Quota Info: 115.2 KB of 3072 MB used (0%)

<input type="checkbox"/>	Name	Size/Contents	Creator	Created		Actions
	↑ Parent Folder					
<input type="checkbox"/>	📁 Claim_507785	1 📁 0 📄		16/10/2020 11:21:46		
<input type="checkbox"/>	📁 Claim_507786	1 📁 0 📄		16/10/2020 11:21:59		
<input type="checkbox"/>	📄 WORD_Internal_standardisation-meeting-tem...	31.9 KB	Centre_...	16/10/2020 13:51:10	3	✕ 📄
<input type="checkbox"/>	📄 WORD_Internal_standardisation-feedback-rec...	51.5 KB	Centre_...	16/10/2020 13:51:06	3	✕ 📄
<input type="checkbox"/>	📄 WORD_MEI-plan.docx	31.8 KB	Centre_...	16/10/2020 13:51:08	3	✕ 📄

Select the unit.

### Folders

🏠 > 📁 Cam\_Tech > 📁 Centre\_... > 📁 Scheme\_05405\_L2\_Diploma\_Sport > 📁 Claim\_507785

Go To Folder...  Drop files to upload. Upload Files

Folder Quota Info: 0 KB of 3072 MB used (0%)

<input type="checkbox"/>	Name	Size/Contents	Creator	Created		Actions
	↑ Parent Folder					
<input type="checkbox"/>	📁 Unit_2	2 📁 0 📄		16/10/2020 11:21:47		

Select the candidate.

### Folders

🏠 > 📁 Cam\_Tech > 📁 Centre\_... > 📁 Scheme\_05405\_L2\_Diploma\_Sport > 📁 Claim\_507785 > 📁 Unit\_2

Go To Folder...  Drop files to upload. Upload Files

Folder Quota Info: 0 KB of 3072 MB used (0%)

<input type="checkbox"/>	Name	Size/Contents	Creator	Created		Actions
	↑ Parent Folder					
<input type="checkbox"/>	📁 Candidate_...	2 📁 0 📄		16/10/2020 11:21:47		
<input type="checkbox"/>	📁 Candidate_...	2 📁 0 📄		16/10/2020 11:21:49		



# Cambridge Assessment

Select either the Candidate\_Evidence or URS folder

Go To Folder... Drop files to upload. Upload Files

Folder Quota Info: 0 KB of 3072 MB used (0%)

Name	Size/Contents	Creator	Created	Actions
↑ Parent Folder				
Candidate_Evidence	5 (2)		16/10/2020 11:21:48	
URS	1		16/10/2020 11:21:48	

Repeat the process outlined in **Step six** to upload documents into the appropriate Candidate\_Evidence or URS folder.

Go To Folder... Drop files to upload. Upload

Folder Quota Info: 246.7 MB of 3072 MB used (8%)

Name	Size/Contents	Creator	Created	Actions
↑ Parent Folder				
MOV_244MB_..._Unit6_Jump S...	238.4 MB	Centre_...	16/10/2020 13:59:14	4
MP3_..._Unit6_soundeffect.mp...	4.6 MB	Centre_...	16/10/2020 14:00:33	4
MPEG_..._Unit6_ofqualadapti...	3.3 MB	...	19/10/2020 10:43:50	2
QR Code_PNG_..._Unit6_ofqu...	252 KB	...	19/10/2020 10:44:00	2
WORD_58231_1_..._L3_05853_Unit...	159.5 KB	Centre_...	16/10/2020 14:00:47	4

## Important information

- You must upload each candidate’s work to their individual folder.
- You must upload each candidate’s URS to their individual folder.
- Make sure you are familiar with the [Summer 2021 Accepted file formats](#).
- File names must not be longer than 50 characters.
- We do not accept zip files.
- Microsoft Office file formats must not exceed 20 MB.
- Video file formats must not exceed 750 MB.
- All other file formats must not exceed 250 MB.
- Each candidate folder must not exceed 3 GB.

Accepted file types and formats are:

File Type	Accepted Formats
Video	.wmv .mov .mp4 .mpg
Audio	.mp3
Spreadsheet	.xls .xlsx
Presentation	.ppt .pptx
Word/text documents	.doc .docx .pdf
Images	.jpg .png .gif .bmp



The following naming convention is recommended:

Candidate Number\_Candidate Surname and First Initial\_Unit Number\_Brief Description of File Content

For example:

12345678\_BloggsJ\_Unit12\_Performance, or

98765432\_AliM\_Unit8\_Video1.0, or

34567890\_WoodwardE\_Unit23\_SketchbookPgs1and2

## Step eight:

Repeat the steps above for each candidate/unit/claim until all evidence and supporting documents have been uploaded.

## Moving and deleting files

If you upload the wrong file by mistake you can delete it by selecting the tick box next to the file and then clicking 'Delete'.

If you upload a file to the wrong folder you can move it by selecting the tick box next to the file, selecting the correct destination folder from the drop-down menu, then clicking 'Move'.

You can only delete or move files you have uploaded yourself. You can't delete or move folders.

Selected File/Folder Actions:

Delete

Download

Select destination folder



Copy

Move

Advanced Copy/Move Options