



# Guidance on the Administration and Online Submission of Art & Design

## **Cambridge O Level**

## **Art & Design 6090**

Use this guidance for exams in 2026.  
Exams are available in the June and November series.



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**This syllabus is not available to private candidates.**

These instructions are for teachers and exams officers responsible for Art & Design. This document provides guidance on the preparation and submission of work via Submit for Assessment.

**This document should be read in conjunction with the syllabus and information published on the samples database: [www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples)**

You must not send hard copies of candidates' work to Cambridge. Instead, you will photograph, scan or organise candidates' work in a digital format for exams officers to upload to Submit for Assessment.

You are not required to mark your candidates' work. Both components are externally assessed.

## When should files be uploaded via Submit for Assessment?

Your exams officer must upload your candidates' work via Submit for Assessment according to the submission deadlines below. You should set internal deadlines in order to prepare your candidates' work for photographing, scanning or digital presentation to meet these deadlines.

Component	June submission deadline	November submission deadline
1	30 April	31 October
2	Test to be taken between 1 January 2026–30 April 2026.  Work should be submitted as soon as possible after the test and no later than <b>5 May</b> .	Test to be taken between 1 July 2026–31 October 2026.  Work should be submitted as soon as possible after the test and no later than <b>5 November</b> .

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 for Component 2 that overlaps with the same theme they have used for Component 1.

## Preparation of candidates' work for submission via Submit for Assessment

Work can be prepared for submission in one of the following ways:

- 1 Candidates can continue to work on A2 sheets as outlined in the syllabus document. Please refer to the syllabus document for information on the maximum number of A2 sheets to be submitted. After work is prepared on A2 sheets, it should be photographed or scanned at the end of the course (Component 1: Coursework) or after the timed test (Component 2: Externally Set Assignment). See **Submission Approach 1** for further details.
- 2 Candidates organise work into a digital format by inserting files, images, photographs or scans of work and text into PowerPoint slides or similar. This can be done throughout the course of study. See **Submission Approach 2** for further details.

You may use any software to prepare the digital files (e.g. PowerPoint) but all files must be saved or exported in .pdf format for upload to Submit for Assessment.

Each candidate should submit **one** .pdf file for Component 1 and **one** .pdf file for Component 2.

It is the centre's responsibility to ensure that the work is uploaded correctly and according to these instructions. Once the Submit for Assessment upload window has closed, you may not be able to re-upload work if you have omitted to include all necessary elements.

### What files are accepted?

Whether you choose Submissions Approach 1 or Submission Approach 2 or a combination of the approaches across both components, submissions must comply with the following file sizes and types.

File types	Accepted formats	Limit
Document	.pdf	25 GB No more than 20 screen pages
Video	.mp4	5 GB No more than 3 minutes

Candidates are not required to submit video evidence of their work. Video/moving image must **not** be embedded in their one .pdf file but, where appropriate and integral to the assessment and the choice of media, it can be uploaded as a separate file.

Submit for Assessment is compatible with Windows and macOS operating systems. For more information on full sizes, formats and file naming conventions, see the section on 'Details of Submission Approaches'.

Submission Approach 1	Submission Approach 2
<b>Component 1: Coursework</b>	<b>Component 1: Coursework</b>
<p>Candidates work in any media. Work is prepared on A2 sheets and photographed or scanned for upload via Submit for Assessment.</p>	<p>Candidates work in any media. This approach provides flexibility, particularly where candidates are using a mixture of traditional and digital techniques.</p>
<p>You are responsible for photographing or scanning the work for Component 1: Coursework. This should be done at the end of the course and before the submission deadline.</p>	<p>Candidates organise work in a digital portfolio by inserting files, images, photographs or scans of work and text into PowerPoint slides or similar. This can be done throughout the course of study. The digital portfolio must be saved or exported as <b>one .pdf</b> file for upload to Submit for Assessment.</p>
<p>All photographed or scanned work must be combined and then saved or exported as <b>one .pdf</b> file for upload to Submit for Assessment.</p>	
<b>Component 2: Externally Set Assignment</b>	<b>Component 2: Externally Set Assignment</b>
<p>Supporting studies: Candidates work in any media. Work is prepared on A2 sheets and photographed or scanned for upload via Submit for Assessment.</p>	<p>Supporting studies: Candidates work in any media. This approach provides flexibility, particularly where candidates are using a mixture of traditional and digital techniques. Candidates organise supporting studies in a digital portfolio by inserting files, images, photographs or scans of work and text into PowerPoint slides or similar throughout the preparation period.</p>
<p>Timed test: Candidates work in any media to produce their final outcome. Work is prepared on A2 sheets and photographed or scanned. All photographed or scanned work must be combined and then saved or exported as <b>one .pdf</b> file for upload to Submit for Assessment. You should schedule the test to ensure that you have enough time to carry out this task and to ensure that the exams officer can meet the upload deadline. You should submit candidates' work as soon as possible after completing the timed test.</p>	<p>Timed test: Candidates work in any media to produce their final outcome. After the timed test, the final outcome is then added to their digital portfolio. The digital portfolio must be saved or exported as <b>one .pdf</b> file for upload to Submit for Assessment. You should schedule the test to ensure that you have enough time to carry out this task and to ensure that the exams officer can meet the upload deadline. You should submit candidates' work as soon as possible after completing the timed test.</p>
<p>Photographing and scanning of the work is not included in the timed test. It is in addition.</p>	<p>Photographing and scanning of the final piece is not included in the timed test. It is in addition.</p>

## Key points

- Presenting the work in a digital portfolio using **Submission Approach 2** does not mean work has to be created digitally or by using digital drawing software.
- Candidates can use a mixed approach to prepare for submission. For example, Component 1: Coursework could be prepared using **Submission Approach 2** and Component 2: Externally Set Assignment could be prepared using **Submission Approach 1**.
- Give yourself enough time to prepare the work according to these instructions. You may need to set an earlier date for the completion of Component 1: Coursework and schedule an earlier date for the timed test in Component 2: Externally Set Assignment.
- If you are using **Submission Approach 2**, consider setting an internal submission date for your candidates to complete their supporting studies for Component 2: Externally Set Assignment in advance of the date for the timed test. This will allow time to photograph or scan the supporting studies before the timed test.

## What are the submission requirements?

If using **Submission Approach 1**, candidates are required to produce a maximum number of A2 sheets as indicated in the following table. Candidates can submit fewer sheets, but they should not produce more than the maximum number of A2 sheets listed. When the work is photographed or scanned or presented in a digital format, the maximum number of A2 sheets is translated to a maximum number of 'screen pages'. **The maximum number of screen pages per candidate per component is 20.**

	Supporting Studies	Final outcome	Submit for Assessment
Component 1: Coursework	Maximum of 4 sheets of A2  (no more than 8 sides of A2)	1 sheet of A2  (no more than 2 sides)	No more than 20 screen pages. You can submit fewer than 20 screen pages.   Each candidates' submission must be saved or exported as <b>one .pdf</b> for upload to Submit for Assessment. The maximum file size is 25 GB.
Component 2: Externally Set Assignment	Maximum of 2 sheets of A2  (no more than 4 sides of A2)	1 sheet of A2  (no more than 2 sides)	No more than 20 screen pages. You can submit fewer than 20 screen pages.   Each candidates' submission must be saved or exported as <b>one .pdf</b> for upload to Submit for Assessment. The maximum file size is 25 GB.

Candidates must not present the same work for both components.

If using **Submission Approach 2**, candidates are required to produce **a maximum of 20 screen pages per component**. Candidates can submit fewer screen pages, but they should not produce more than 20 screen pages.

A screen page refers to a single image, slide, text page or screen produced through programmes such as Microsoft PowerPoint, Word or similar software packages. Examples of how screen pages have been presented are included in Appendix 1.

## Details of Submission Approaches

### Submission Approach 1: Hard copy work is photographed or scanned.

Hard copy work is mounted on A2 sheets and photographed or scanned ready for submission via Submit for Assessment.

Guidance on photographing or scanning the work is included in this document.

#### Component 1: Coursework

Present the photographs or scanned images in **one .pdf** file for each candidate. The file should include the following, in the order shown:

- 1 The coversheet, available to download from the samples database  
**[www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples)**
- 2 final outcome
- 3 portfolio.

#### Component 2: Externally set assignment

Present the photographs or scanned images in **one .pdf** file for each candidate. The file should include the following, in the order shown:

- 1 The coversheet – indicating the question number and question theme, available to download from the samples database **[www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples)**
- 2 final outcome
- 3 supporting studies.

#### Key points

- The work produced for Component 2: Externally Set Assignment must relate to **one** question from the question paper and the candidate must indicate the question they attempted on the coversheet. Candidates should avoid choosing a question from the question paper that is the same as, or similar to, the theme they have already covered in Component 1: Coursework in order to avoid overlap.
- The coversheet must always be screen page 1, followed by the final outcome. The coversheet does not count towards the maximum number of screen pages.
- Candidates are not required to annotate their work but annotations can help the examiner to understand their intentions. When annotation is included, it should be legible or preferably typed. If annotation has been handwritten, a typed transcript should be included in the file.
- The work must not be edited by the teacher in any way before submission.
- Ensure that all content is visible and nothing overlaps (one item covering another). If the candidate has prepared hard copy work using flaps, the work under the flap should be photographed or scanned and included in the submission.
- Files must be saved or exported as .pdf for upload to Submit for Assessment. The maximum file size for the .pdf file is 25 GB.
- **You should submit one .pdf file per candidate per component. The maximum number of screen pages in each file is 20.**

## Submission Approach 2: Work is organised and presented in a digital portfolio

Work is organised, presented and/or completed digitally and stored in a digital portfolio. This approach allows candidates to use traditional approaches (e.g. hard copy) or digital approaches (e.g. Photoshop), or both.

Candidates can still use traditional approaches such as drawing, painting, textiles or sculpture. For example, a candidate may photograph a painting they have produced and insert it into their digital portfolio in a PowerPoint slide deck. This can be done at any point in the course. They may or may not choose to add annotation to slides.

Where software is used, screenshots should be included to show how ideas have been developed, e.g. showing the selection of tools and manipulation of imagery. Candidates must use their own imagery and credit all sources used in their research through labelling.

.pdf files should not include any interactive elements, such as overlaid comments, digital signatures, hyperlinks or QR codes. If .pdf files contain interactive elements, please follow the instructions provided in the **Administrative Guidance in Using Submit for Assessment** to 'flatten' .pdfs to remove the interactive elements. Check the quality of the flattened file before submission. If you attempt to upload .pdf files with interactive elements, the exams officer will receive an error message.

### Component 1: Coursework

**One** .pdf file should be submitted for each candidate. The digital portfolio should include the following, in the order shown:

- 1 The coversheet, available to download from the samples database  
[www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples)
- 2 final outcome
- 3 portfolio.

### Component 2: Externally set assignment

**One** .pdf file should be submitted for each candidate. The digital portfolio should include the following, in the order shown:

- 1 The coversheet – indicating the question number and question theme, available to download from the samples database [www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples)
- 2 final outcome
- 3 supporting studies.

### Key points

- The work produced for Component 2: Externally Set Assignment must relate to **one** question from the question paper and the candidate must indicate the question they attempted on the coversheet. Candidates should avoid choosing a question from the question paper that is the same as, or similar to, the theme they have already covered in Component 1: Coursework in order to avoid overlap.
- The coversheet must always be screen page 1, followed by the final outcome. The coversheet does not count towards the maximum number of screen pages.
- Candidates are not required to annotate their work but annotations can help the examiner to understand their intentions. When annotation is included, it should be typed.
- The work must not be edited by the teacher before submission.
- Ensure that all content is visible and nothing overlaps (one item covering another). If the candidate has prepared hard copy work using flaps, the work under the flap should be photographed or scanned and included in the submission.
- Do not create interactive pdf files, embed links, include QR codes or zip files.
- Files must be saved or exported as .pdf for upload to Submit for Assessment. The maximum file size for the .pdf file is 25 GB
- **You should submit one .pdf file per candidate per component. The maximum number of screen pages in each file is 20.**

## Tips for photographing or scanning the work

You can use a mobile phone or a digital camera to photograph hard copy work. You must ensure the images are clear and that any text or detail is visible. Work does not need to be professionally photographed or scanned. However, you are responsible for checking that the quality of the images and text is clear enough for assessment to take place.

Tips for photographing the work:

- Take the image straight on and not at 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.
- Teachers or technicians should not edit, adjust, filter or crop the photographs before submission.
- Ensure all text and/or detail is legible when zooming in.

Tips for scanning the work:

- Scan the work with multiple passes.
- Import the scanned images into image editing software.
- Teachers or technicians should not edit, adjust, filter or crop scanned images before submission.

Ensure that all work presented on each screen page is legible at 100 per cent zoom level. The page dimensions of each screen page should not be so large that work is difficult to view or navigate, or require zooming in and out multiple times.

Exams officers or supervisors will upload files via Submit for Assessment. We recommend using the following naming convention:

**Series\_SyllabusNumber\_ComponentNumber\_CentreNumber\_CandidateNumber\_ComponentSection**

- June2026\_6090\_01\_AB123\_0081\_coursework
- June2026\_6090\_02\_AB123\_0081\_esa

Ensure that Component 1: Coursework files are uploaded to Submit for Assessment under 'Coursework' and not 'Supporting Materials'.

Ensure that Component 2: Externally Set Assignment files are uploaded to Submit for Assessment under 'Externally Set Assignment' and not 'Supporting Materials'.

## Additional guidance for Component 2: Externally Set Assignment

### Important

It is your responsibility to download the early question paper from the School Support Hub (SSH). You can access the early question paper from the relevant syllabus page. **You must ensure that you download the correct question paper for the series you have entered.**

Hard copy question papers will not be sent to you. Please refer to the table below which shows when your school will be able to access the early question paper.

June series	November series
<b>6090/2</b> 1 January 2026	1 July 2026

### Question paper

It is your responsibility to ensure that the correct question paper is distributed (printed by the centre or soft copy transmission) to the candidates.

**You must distribute the question paper as soon as it is available to enable candidates to prepare for the test.**

If you cannot access the School Support Hub on the date specified please contact our Customer Services team at [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org)

Component 2: Externally Set Assignment has a preparatory period in which candidates produce their supporting studies. The preparatory period begins once you have distributed the question paper to the candidates and ends with the start of the timed test. All tests must be scheduled to end by the date indicated on the question paper.

Candidates must have their supporting studies with them at the start of the timed test as they will need them to complete the test. The supporting studies will be submitted via Submit for Assessment along with the final outcome that is produced during the timed test.

Candidates can work in any size or media during the timed test. All work must be clearly labelled before being photographed, scanned or prepared for submission via Submit for Assessment.

### Safeguarding and inappropriate content

Please note that the Cambridge International safeguarding team will contact your centre for reassurance of the candidate's safety and well-being if there is a concern.

Safeguarding and duty of care extends to our staff and assessors. Any work that they consider offensive will be referred as malpractice.

Submissions containing inappropriate, explicit or illegal content are not permitted. This includes but is not limited to sexually explicit content, abuse, torture, self-harm or injury. You are advised to contact Cambridge International if there is any doubt about the suitability of materials or themes. For more information, please refer to our Safeguarding policy. Further information on safeguarding can be found at [www.cambridgeinternational.org/about-us/our-standards/safeguarding/](http://www.cambridgeinternational.org/about-us/our-standards/safeguarding/) and in the *Cambridge Handbook*.

## Appendix 1

### Examples of screen page layouts.

The following examples show how candidates may wish to present their screen pages. This list is not exhaustive and there is flexibility in organising screen pages, provided the content and any included annotation is clear and legible.

Fig 3.6

Fig 3.7

Fig 3.8

Fig 3.9

Fig 4.0

Fig 4.1

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.

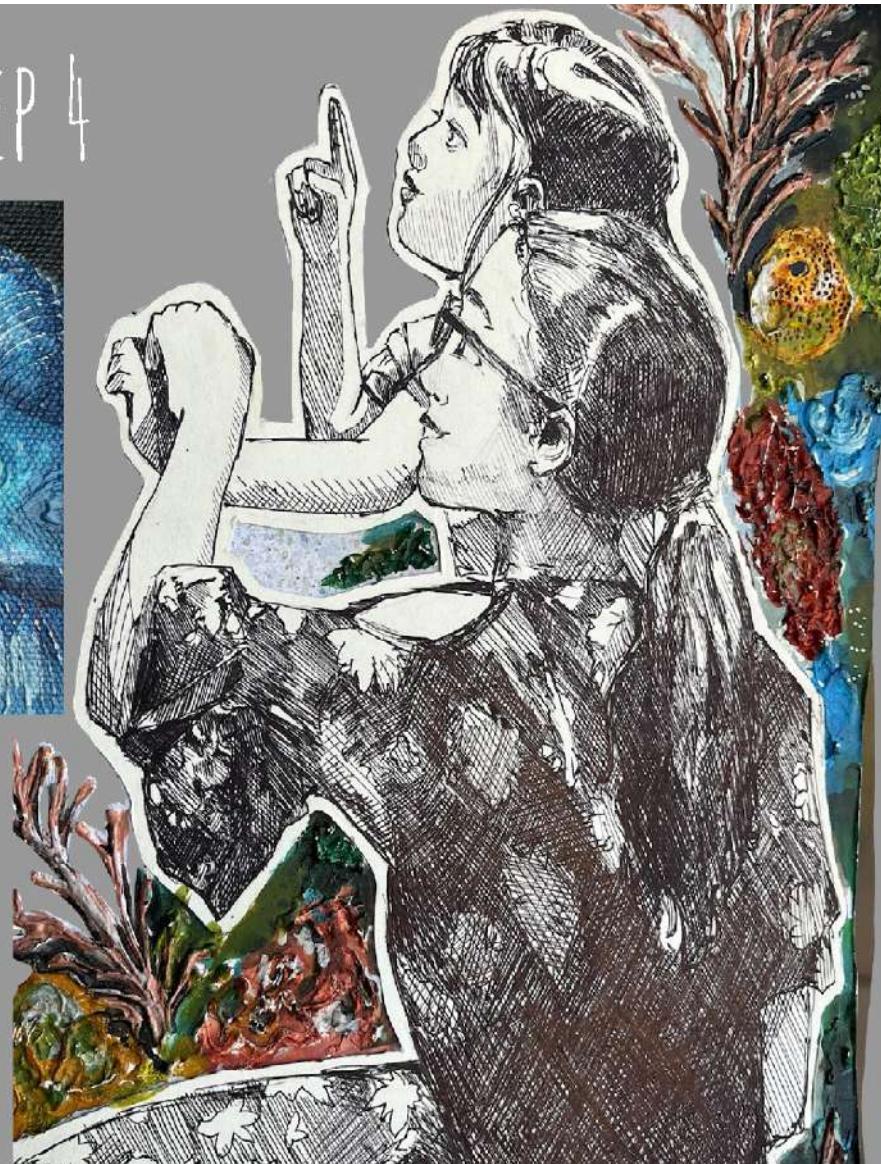
In Fig 3.7, 3.8 I used the same references however, I used watercolour and ink to add a comic style approach.

In 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.

## PREP 4



On this page, I explored texture- from acrylic cones, to air-dry clay, and ceramic paste, I tried out different techniques to show the wonders of the underwater world.



Medium: White pen and Color Pens.

3

As I mentioned in the previous slide, Nazmus Sakib often traps his background in a certain shape, for example a hexagonal irregular form, or as seen in this artist copy, into many overlaid circles. But his straight-line pen strokes remain the same. He has also made a few artworks based on an imaginary perspective, while still maintaining his detailed pen-work.

Size: 20.8x20.8

This is what I have painted for the artist copy.

This is my artist copy after I have applied the negative effect on it again.

In this artist copy, I have tried using a digital editing style, the negative effect, in which the colors of the picture change to their complementary matches. For example, black changes to white and blue changes to yellow. Though I just wanted to try this style because it was unique, but after completing this I realized that my understanding of complementary colors has increased because I used to constantly refer to both the edited and original version, due to which I repetitively noticed which colors changed to which.

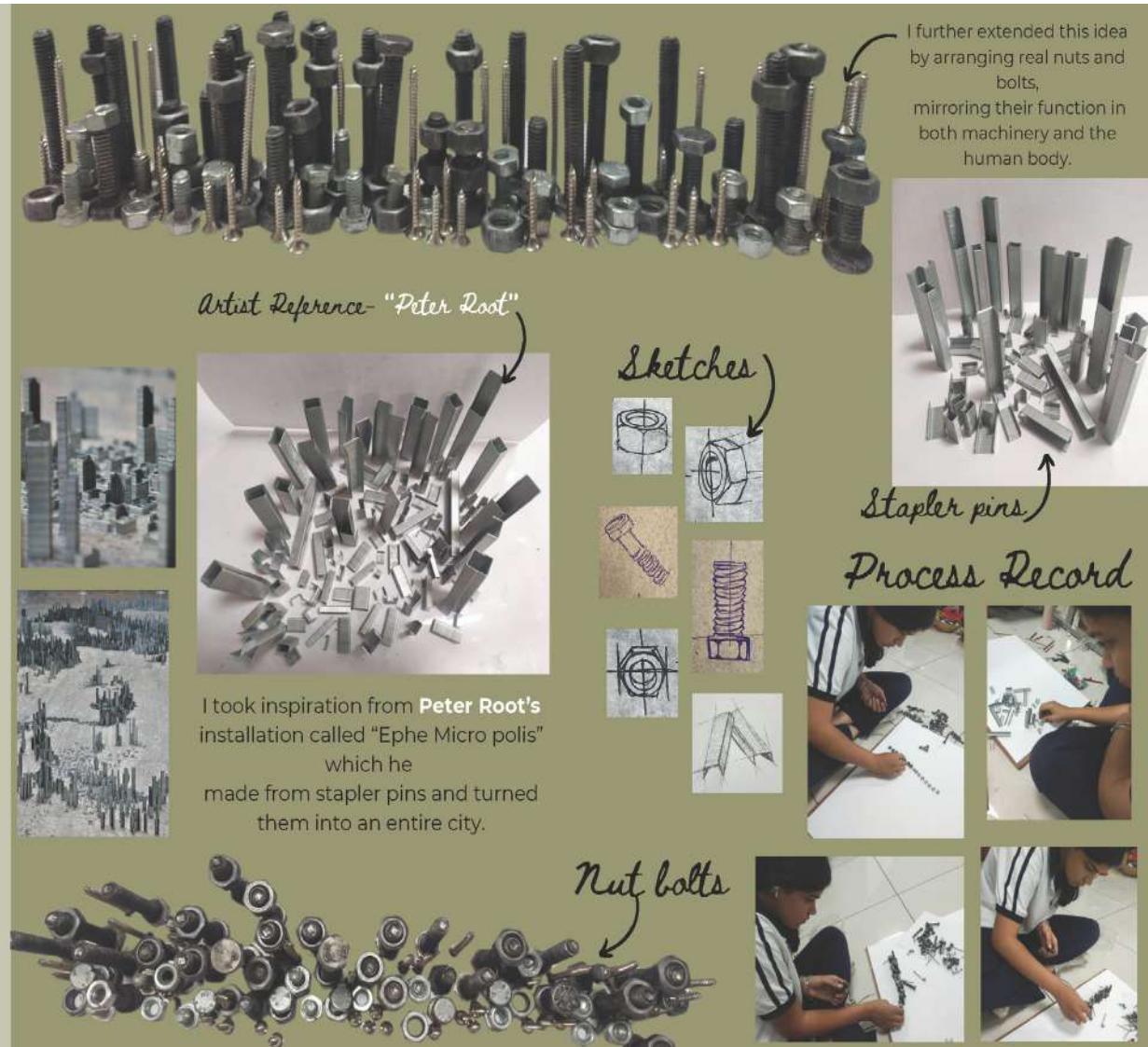
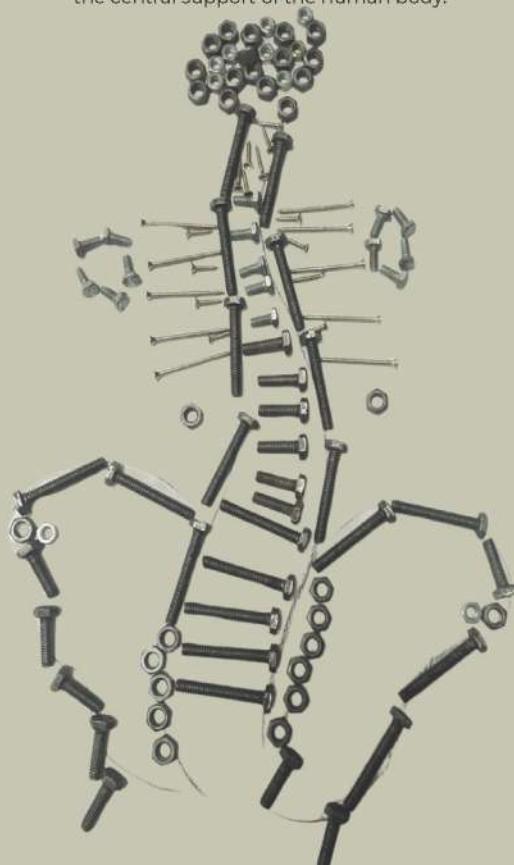
Over here I have edited the colors to negative style.

This is the original artist artwork.





Expanding on this idea, I integrated mechanical elements to construct a skeletal human form using nuts, bolts, and screws, reinforcing the idea that connectivity is fundamental to all forms of existence—whether biological, mechanical, or social. The spinal column, built from systematically arranged bolts, serves as the core of this structure, just as the spine is the central support of the human body.



**School feedback:** ‘While studying Cambridge IGCSE and Cambridge International A Levels, students broaden their horizons through a global perspective and develop a lasting passion for learning.’

**Feedback from:** Zhai Xiaoning, Deputy Principal, The High School Affiliated to Renmin University of China

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