

CARIBBEAN EXAMINATIONS COUNCIL

ADVANCED PROFICIENCY EXAMINATIONS

GUIDELINES FOR SUBMITTING INTERNAL ASSESSMENT FOR

FOOD AND NUTRITION  
UNIT 2

**A. OVERVIEW**

Each centre is required to submit the Internal Assessment of ONE sample of FIVE candidates who are selected from a ranked list as described at **B** below. It is recommended that ALL subject teachers preparing candidates for the examination collaborate in

- (i) setting the assignments
- (ii) standardizing the marking of the assignments
- (iii) selecting the single sample of assignments to be submitted to the Council.

**B. INSTRUCTIONS FOR SELECTING THE SAMPLE**

The five candidates should be selected as follows:-

- (i) For ALL the candidates prepared by ALL the teachers at the centre, **arrange** their Total Scores on the **portfolios** in descending order, that is, the highest to the lowest score.
- (ii) **Identify** the candidates who gained
  - the highest Total Score
  - the lowest Total Score
  - the middle Total Score
  - the score that is midway between the highest and the middle Total Score
  - the score that is midway between the lowest and the middle Total Score
- (iii) If there are five or fewer candidates at the centre, then the **portfolios** of all candidates must be submitted.
- (iv) Since resit candidates are not expected to undertake the Internal Assessment, they should not be included in the ranked list and their work should not be submitted.

**C. MATERIALS TO BE SUBMITTED TO CXC**

The centre (team of teachers) must submit to CXC:

- (i) The **portfolios** of the FIVE candidates selected
- (ii) ONE completed RECORD OF MARKS FOR INTERNAL ASSESSMENT form for ALL candidates at the centre
- (iii) ONE completed MODERATION OF INTERNAL ASSESSMENT form

The Local Registrars will stipulate the date by which ALL materials MUST be dispatched to their offices to ensure timely submission to CXC. Samples and moderation forms must be packaged separately from Record of Marks forms for delivery to the Local Registrar. All Record of Marks forms are forwarded by the Local Registrar to the Council's Headquarters and samples and Moderation forms are forwarded to the respective marking venues.