



ONLINE CPEA USER MANUAL

December 2011

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HOW TO START (LOGGING ON TO THE APPLICATION)	4
REGISTERING A NEW CANDIDATE	6
SELECTING SCHOOL CHOICES	8
EDIT A CANDIDATE.....	11
VIEW CANDIDATE DETAILS.....	13
VIEW CANDIDATE	14
GENERATE SEQUENCE NUMBERS.....	15
FORWARD REGISTRATION	16
INTERNAL ASSESSMENT.....	17
REPORTS MENU	19
LOGOUT.....	19

Figure 1 - Login Screen..... 4

Figure 2 - Main Menu..... 5

Figure 3 - Registration Selection..... 6

Figure 4 - Add New Candidate Screen 7

Figure 5 - Candidate Added successfully 8

Figure 6 - Selecting School Choices 8

Figure 7 - Listing of School Choice..... 9

Figure 8 - School Choice Screen..... 10

Figure 9 - Selecting Edit Candidate Option 11

Figure 10: Query Candidate Screen..... 12

Figure 11 - Edit Candidate screen..... 12

Figure 12: View Candidate Details Screen..... 13

Figure 13 - View Candidate Details..... 14

Figure 14 - View Candidate Screen 14

Figure 15 - Generate Sequence Numbers 15

Figure 16 - Forwarding Registration 16

Figure 17 - Forward Registration File..... 16

Figure 18 - Internal Assessment Data Capture 17

Figure 19 - Updating Internal Assessment Scores 18

Figure 20 - Reports Selection Window..... 19

1.0 How to Start (Logging on to the Application)

Log on to the internet and go to www.cxc.org. The user will be presented with the screen titled **Login** as shown in **Figure 1** below.



The screenshot shows the login interface for the Caribbean Examinations Council. At the top, there is a banner with the CXC logo and the text "CARIBBEAN EXAMINATIONS COUNCIL". Below the banner, the word "Login" is displayed in a blue bar. The main area is light blue and contains three input fields: "Enter User Id" with a text box, "Enter Password" with a text box, and "Period" with a dropdown menu labeled "Select Period". Below these fields are three buttons: "Login", "Change Password", and "Close". At the bottom of the page, the text "Caribbean Examinations Council © 2009" is visible.

Figure 1 - Login Screen

Enter the **User Id**, **Password** and select the **Period**, then click the **Login** button. After the logon process the **Main Menu** is shown in **Figure 2** below.

2.0 Main Menu



Figure 2 - Main Menu

The **Main Menu** has six options that the user can choose from. These are:

Registration Menu:	Provides access to the registration menu.
Generate Sequence Numbers:	Generates sequence numbers and assigns them to an alphabetically sorted candidate listing.
Import/Export Menu:	Provides options for the transmitting (export) and/or receiving (import) of files.
Assessment:	This is used to enter the internal assessment scores.
Reports:	Provides access to the various reports provided by the application.
Logout:	This enables the user to exit the application.

Registering a New Candidate

1. To add a new candidate, select **Registration** from the Main Menu.
2. From the drop-down menu select **Add New Candidate**.



Figure 3 - Registration Selection

3. On selection of the **Add New Candidate** option the screen in *Figure 4* is shown:



Figure 4 - Add New Candidate Screen

4. Enter information in the corresponding fields as follows:

- First Name:* Enter first name of candidate
- Middle Name:* Enter middle name of candidate
- Last Name:* Enter last name of candidate
- Cell Phone:* Enter area code and phone number (eg. 2464326598) *
- Address1:* Enter address of candidate*
- District/Zone:* This is an optional field that contains information pertaining to the country’s zone or district details*
- Religion:* Select the religion from the dropdown list*
- Comment (1-3):* Enter any additional comments as necessary*

*Denotes an optional field.

- Gender:* Select gender from drop down list.
- Date of Birth:* Enter date of birth formatted as day, month, year.
- Class:* Enter the class name of the candidate e.g. Form 4*
- Email:* Enter email address of candidate*
- Parish:* Select the parish from the drop-down list. *

*Denotes an optional field.

5. Select to save the record.
6. Select OK when prompted that the new candidate has been inserted successfully.

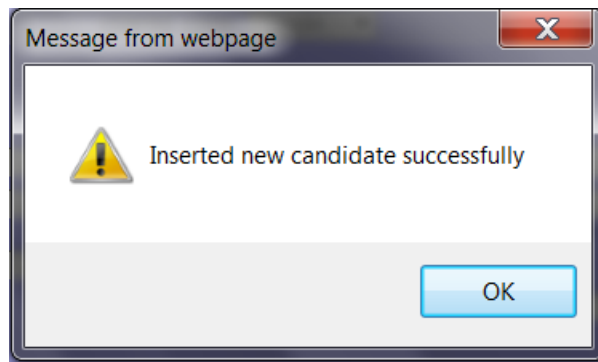


Figure 5 - Candidate Added successfully

Selecting School Choices

1. Select **School Choice** from the menu as shown in Figure 6 below.

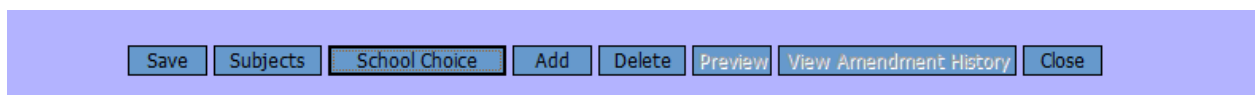


Figure 6 - Selecting School Choices

2. The following screen in Figure 7 is shown.



School Choice

Candidate Name	Centre	Sequence No.	Date of Birth	Gender
KARL, SANDRA	080004		3/1/2001	F

Select a maximum of twelve (12) schools

- ANGLICAN HIGH SCHOOL
- BEACON HIGH SCHOOL
- BEREAN CHRISTIAN ACADEMY
- BISHOP'S COLLEGE
- BOCA SECONDARY SCHOOL
- Emergency Pack
- GBSS EXTENSION SCHOOL
- GRAND ANSE SOCIAL DEVELOPMENT CENTRE
- GRENADA CHRISTIAN ACADEMY
- GRENADA SEVENTH DAY COMP
- GRENVILLE SECONDARY SCHOOL
- HAPPY HILL SECONDARY SCHOOL
- HARBOUR LIGHT CHRISTIAN ACADEMY
- HER MAJESTY'S PRISON
- HILLSBOROUGH SECONDARY SCHOOL
- HOSANNA CHRISTIAN ACADEMY

Figure 7 - Listing of School Choice

NB: The maximum number of choices is twelve (12). If more than 12 schools are selected ONLY the first 12 will be saved.

3. Select the school choice by clicking on the check box .


- After selection of the schools click the **Add Selected School(s)** button at the bottom of the screen. Note that at any time you can go back to the previous screen by selecting the **<<< Back** button.
- A listing of the twelve school choices selected is shown in *Figure 8* below.





Figure 8 - School Choice Screen

- Use the  arrow to move a school to another position.

Example:

Westerhall Secondary School is the 12th choice and the user prefers this choice to be the 4th choice. Click on the  arrow beside Westerhall Secondary School until the school is in 4th position.

- Use the  arrow to move a school to a lower choice.
- If the number of schools choices have not exceeded the maximum allowed you may add additional choices by selecting the **Add School** button.
- Select  to delete a school choice.

10. Select to exit the screen.
11. Select OK when prompted that the new candidate has been inserted successfully.

EDIT A CANDIDATE

1. Select **Edit Candidate** from menu as shown in **Figure 9** below.



Figure 9 - Selecting Edit Candidate Option

2. To edit a candidate first search for the candidate by entering **First Name, Last Name, Date of Birth, Gender** and select .

Registration Generate Sequence Numbers Import/Export Assessment Report Logout

Querying For Candidates

Period: 2012 CPEA Centre Code: 080004 Form: Select Form Class: Sequence No.: New?: All

Previous #: Previous Period: Select Period Allow Results?: All Allow Registration?: All

First Name: TOM Last Name: HANKY Date of Birth (dd/mm/yyyy): Gender: All

School	Form	Class	Seq No	Last Name	First Name	Middle Name	Date Of Birth	Gender	Select
080004		Form 4		HANKY	TOM	VINCENT	02/01/2000	M	<input type="button" value="Select"/>

Figure 10: Query Candidate Screen

- The results from a search on a candidate (Tom Hanky), is shown in *Figure 10*.
- Click on the button to edit the candidate’s record. The edit candidate screen is presented as shown in *Figure 11* below.

 CARIBBEAN EXAMINATIONS COUNCIL

Registration Generate Sequence Numbers Import/Export Assessment Report Logout

Edit Candidate

PERIOD: 2012 CPEA CENTRE CODE: 080004 SEQUENCE#: 0

CANDIDATE#: 0
FIRST NAME: TOM **GENDER:** Male
MIDDLE NAME: VINCENT **DATE OF BIRTH:** 02/01/2000 (Age:11)
(dd/mm/yyyy)
LAST NAME: HANKY **CLASS:** Form 4

CELL PHONE#: **EMAIL:** thanky@gmail.com
ADDRESS 1: # 30 St John's Street **ADDRESS 2:** Castries
DISTRICT/ZONE: Zone 1 **PARISH:** PARISH ONE

RELIGION: CHRISTIAN
COMMENT 1: **COMMENT 2:**
COMMENT 3:

Copyright© Every application to register for the examination will be deemed to constitute an assignment by the candidates to the Council of the future copyright of all their examination work, practical or written.

Figure 11 - Edit Candidate screen

5. Select the appropriate button from the menu to edit the candidate’s information.
6. Select Save to save the changes.

View Candidate Details

1. Select *View Candidate Details* option from the menu.
2. A listing of all candidates entered is shown in *Figure 12* below.

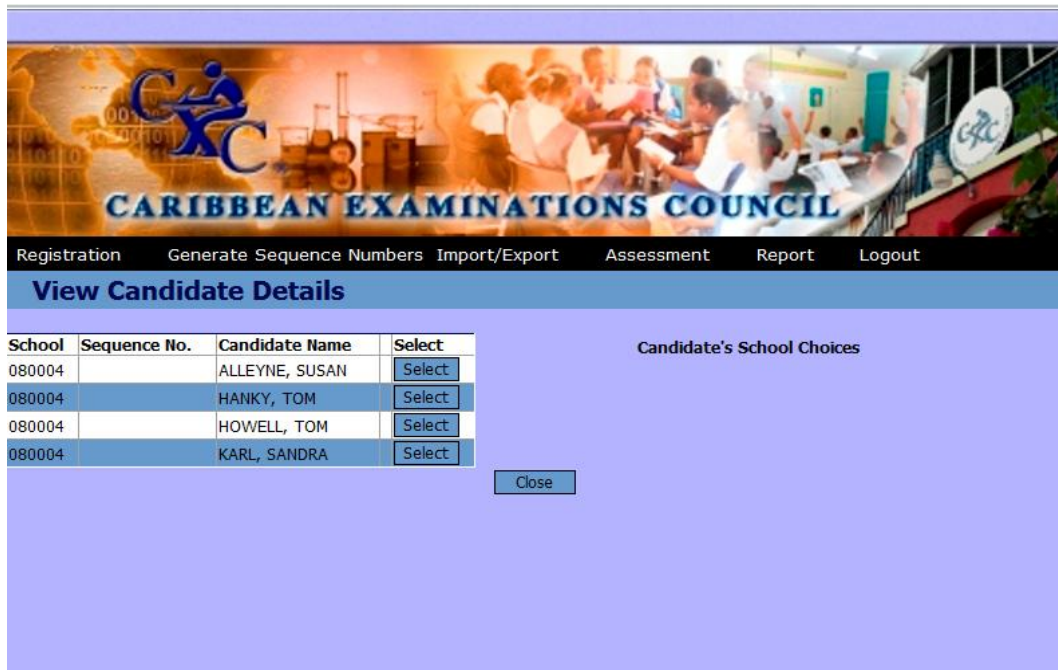


Figure 12: View Candidate Details Screen

3. Click on the button to view an individual candidate’s record.
4. The following screen in *Figure 13* is shown on selection of candidate (Tom Howell). A listing of the school choices is shown.
5. Select Close to exit the screen.



Figure 13 - View Candidate Details

View Candidate

- To view a candidate, select **View Candidate** from the Menu. The screen in Figure 14 is shown.

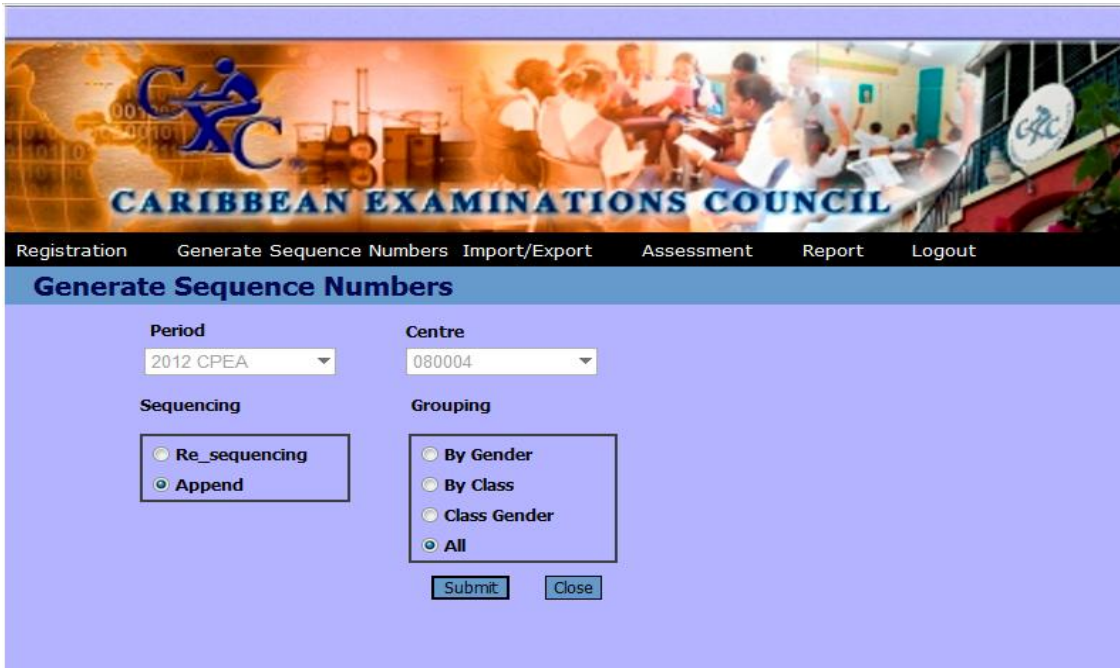


Figure 14 - View Candidate Screen

- To view a candidate's record, first search for the candidate by entering **First Name, Last Name, Date of Birth, Gender** and select .

Generate Sequence Numbers

- Select **Generate Sequence Numbers** from the Main Menu.
- The screen in **Figure 15** is shown.



The screenshot shows the 'Generate Sequence Numbers' page of the Caribbean Examinations Council (CXC) system. The page has a blue header with the CXC logo and the text 'CARIBBEAN EXAMINATIONS COUNCIL'. Below the header is a navigation menu with options: Registration, Generate Sequence Numbers, Import/Export, Assessment, Report, and Logout. The main content area is titled 'Generate Sequence Numbers' and contains the following form elements:

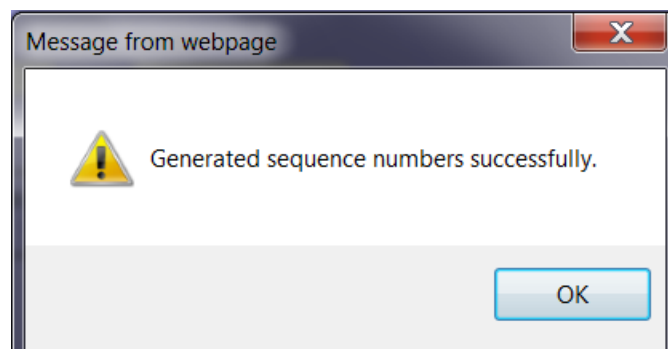
- Period:** A dropdown menu with '2012 CPEA' selected.
- Centre:** A dropdown menu with '080004' selected.
- Sequencing:** Two radio button options: 'Re_sequencing' (unselected) and 'Append' (selected).
- Grouping:** Four radio button options: 'By Gender' (unselected), 'By Class' (unselected), 'Class Gender' (unselected), and 'All' (selected).
- Buttons:** 'Submit' and 'Close' buttons.

Figure 15 - Generate Sequence Numbers

- Select the option for sequencing and click on Submit.

NB: If at any time you need to resequence the candidates, select the **Re_sequencing** option.

- Click OK at the generate sequence successfully prompt.



Forward Registration

1. After the records have been successfully sequenced the registration data can be forwarded to the Ministry.
2. Select **Forward Registration** from the main menu as shown in *Figure 16* below.



Figure 16 - Forwarding Registration

3. The following screen is shown in *Figure 17* below.

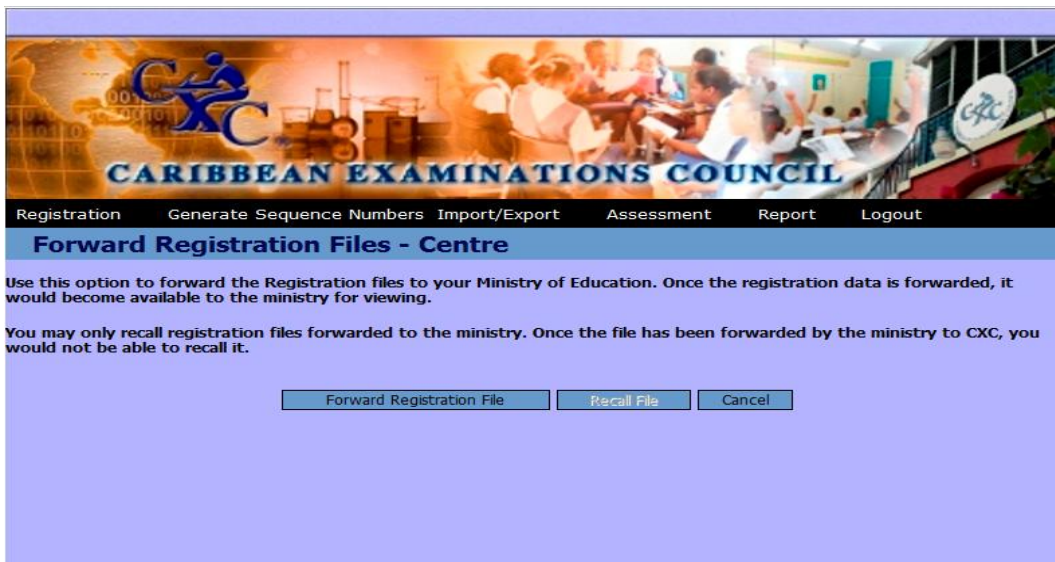



Figure 17 - Forward Registration File

4. Select **Forward Registration file** to forward registration information to the Ministry.

Internal Assessment

Internal Assessment is used to enter the scores associated with the student's subjects. On selecting the option **Internal Assessment** option the screen shown in Figure 7 is displayed.



Seq No.	First Name	Last Name	Language	Mathematics	Science	Social Studies	General
4	SANDRA	KARL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1	SUSAN	ALLEYNE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	TOM	HANKY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	TOM	HOWELL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 18 - Internal Assessment Data Capture

The fields displayed are:

Centre: Displays a list of assigned centres.

Section: Displays a list of subjects.

Sequence Number: The value displayed here is the sequence number of the candidate. The sequence number of the candidate is assigned on *generation of sequence numbers* **and** can be used to identify particular candidates and to produce information pertaining to that candidate.

Language: Allows the user to enter the profile within the marking scheme. **(This may not be relevant for all subjects but is limited to the maximum mark of this profile for this subject.)**

Mathematics: Allows the user to enter the profile within the marking scheme. (**This may not be relevant for all subjects but is limited to the Maximum Mark of this profile for this subject.**)

Science: Allows the user to enter the profile within the marking scheme. (**This may not be relevant for all subjects but is limited to the Maximum Mark of this profile for this subject.**)

General: The scores for component Book Report, Writing Portfolio and The Project are keyed in the General column.

Save: The “**Save**” button is used to store a permanent copy of the selected record.

Select OK when prompted that the records have been updated as shown in *Figure 19* below.

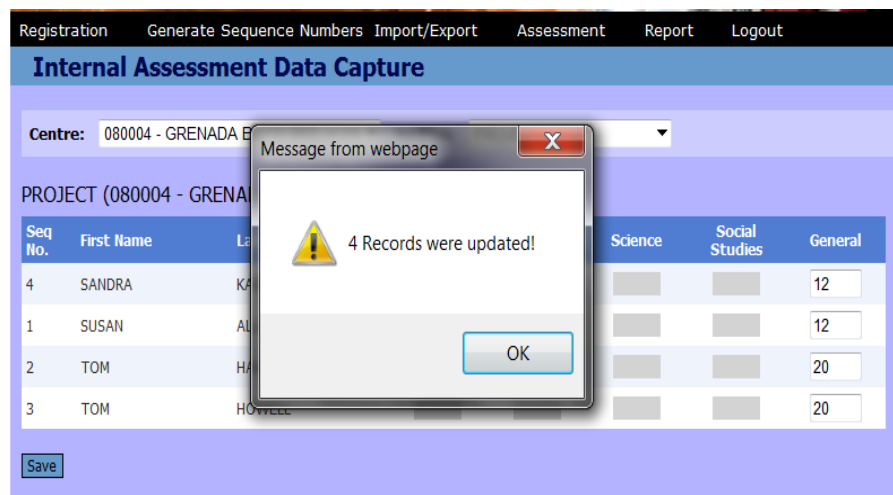


Figure 19 - Updating Internal Assessment Scores

Reports Menu

1. On the Main Menu, select **Report** to view all reports.
2. Select the report from the drop-down menu.



Figure 20 - Reports Selection Window

The reports are as follows:

- **CPEA Candidate Without School Choice**
- **CPEA Final Register**

LOGOUT

1. To exit the **Main Menu** window, the user will select the “**Logout**” option and will be directed to the login screen.