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INTRODUCTION

1. The Manual for the Ministry User provides information on the operations of the Online Registration System (ORS) application from the perspective of the Super User at the Ministry (Office of the CXC® Local Registrar).

2. Separate ORS manuals are available for:
   (i) Administrator: Centre and Ministry Users (CCSLC®, CSEC®, CAPE®)
   (ii) Registration: Centre User (CCSLC®, CSEC®, CAPE®)
   (iii) Centre User (CPEA®)
   (iv) Administrator (CPEA®)
   (v) Centre User (RENR)
   (vi) Administrator (RENR)
   (vii) SBA, Order of Merit and Practical Examinations (CCSLC®, CSEC®, CAPE®)
   (viii) Frequently Asked Questions and Encountered Challenges
   (ix) Administrator and User: Centre and Ministry (CVQ).

Acronyms and Definitions

3. For the purposes of this manual, the following definitions/acronyms are given:
   i. CXC® – Caribbean Examinations Council
   ii. CCSLC® – Caribbean Certificate of Secondary Level Competence
   iii. CSEC® – Caribbean Secondary Education Certificate
   iv. CAPE® – Caribbean Advanced Proficiency Examination
   v. CVQ – Caribbean Vocational Qualification
   vi. ORS – Online Registration System
   vii. SBA – School Based Assessment
   viii. Alternative Paper – an examination paper offered to a candidate (registered at a private examination centre) who opts not to submit SBA or reuse his/her moderated SBA mark achieved at a previous sitting. At the time of registration, the candidate must be registered for the “Alternative” option
   ix. Candidate number – a 10-digit number assigned to a candidate at each sitting. The number may vary from sitting
   x. Centre number or centre code – a 6-digit number assigned to each centre. It comprises digits 1 to 6 of the candidate number
xi. **CVQ candidate number** – a 16-digit number assigned to a candidate on first time registration for the CVQ offering

xii. **Former Candidate** - a candidate who was registered for CSEC® examinations in 2004 or after, or for any of the other CXC's offerings (CCSLC, CAPE, CVQ) in 2005 or after

xiii. **Ministry** – the Local Registrar’s Office

xiv. **Moderated SBA mark** – the mark awarded by CXC after a review process was undertaken of the SBA mark/sample submitted by the school or examination centre. The moderated mark awarded by CXC may be higher, lower or the same as the mark awarded by the school (centre)

xv. **New Candidate** – a candidate who is taking CXC’s examinations for the first time or was registered for CSEC® examinations before 2004 or CAPE® examinations before 2005

xvi. **Password** - an anonymous code created by the Administrator or User. It must be used when logging in the ORS. Also, it MUST be at least 8 characters in length and include 1 upper case, 1 lower case, 1 digit and 1 special character. Example: JohnDA3$. Here the $ represents the special character. Other special characters include !, @, #, %, &, (, and +. The asterisk (*) should not be used as a special character

xvii. **Private examination Centre** – an examination centre that is not recognised by the Council as a school or full-time educational institution

xviii. **Private candidate** – a candidate registered at a private centre

xix. **“Re-sit” candidate** – a candidate who is repeating a subject (Unit in CAPE) AND is re-using the moderated SBA mark achieved in that subject (Unit) from a previous sitting. At the time of registration, the candidate must be registered for the “Re-sit” option

xx. **Student Portal** – a website (https://ors.cxc.org/studentportal) where candidates can view their registration records, individual timetables and examination results

xxi. **UCN** – Unique Candidate Number. It is an eleven digit number: digits 1-4 represent the year in which the UCN was first issued and digits 5-ll are randomly generated numbers

xxii. **User** – any person interfacing with the ORS
xxiii. USAID – United States Agency for International Development

xxiv. USAID Second Chance Programme – an initiative between USAID and CXC® to encourage ‘At Risk Youths’ to enroll in a programme to gain qualifications at the CVQ level or CCSLC level.

Online Registration System Application (ORS)

4. The ORS is a web-based application that operates with browsers Internet Explorer 6 (or later versions) and Mozilla Firefox. The Google Chrome browser sometimes present challenges when changes are made to the ORS application and its use is not recommended. It was developed to facilitate the speedy and efficient keying and submission of candidates’ registration data, SBA and Practical marks, and queries and reviews.

5. Candidates’ registration data are keyed in the ORS and forwarded by the centre to CXC via the Ministry. The data files are then loaded by CXC into its Examining Processing System (EPS). The processed files are copied back to the ORS and may be accessed through the various reports available in the ORS. There may be some differences between the data keyed in the ORS by the centres and the data in the EPS since the data in the latter are unlikely to contain some of the irregularities present in the ORS.

Menu Options/User Privileges

6. The person selected as the Ministry or Centre Administrator may create Users and assign them into different groups and the group a User is assigned determines the User’s rights or privileges to interface within the Menu and Menu Sub-Options at the centre level. The Users that may be created at the centre level along with their privileges are shown in the table below.

<table>
<thead>
<tr>
<th>Menu Option</th>
<th>Menu Sub-Option</th>
<th>Additions</th>
<th>Edits</th>
<th>View</th>
<th>Teacher</th>
<th>Super User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Register Candidate</td>
<td>Yes</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
</tr>
<tr>
<td>Registration</td>
<td>Edit Candidate’s Data</td>
<td>--</td>
<td>Yes</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
</tr>
<tr>
<td>Registration</td>
<td>View Candidate’s Data</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Registration</td>
<td>View Candidate’s Data – List</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Registration</td>
<td>Batch Entry</td>
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<td>Yes</td>
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<tr>
<td>Registration</td>
<td>Candidate Privileges</td>
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<td>--</td>
<td>--</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Registration</td>
<td>Projections</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
</tr>
<tr>
<td>Generate Sequence Numbers</td>
<td></td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
</tr>
<tr>
<td>Import/Export</td>
<td>Import Personal Data</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
</tr>
<tr>
<td>Import/Export</td>
<td>Export Registration Data</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### Menu Option | Menu Sub-Option | Additions | Edits | View | Teacher | Super User
---|---|---|---|---|---|---
Import/Export | Export Amendment Data | -- | -- | -- | -- | Yes
Import/Export | Import SBA Data | -- | -- | -- | -- | Yes
Import/Export | Forward SBA | -- | -- | -- | -- | Yes
Import/Export | Export Database Fields | -- | -- | -- | -- | Yes
Import/Export | Forward Queries/Reviews | -- | -- | -- | -- | Yes
SBA | Teacher Assignment | -- | -- | -- | Yes | Yes
SBA | SBA Data Capture | Yes | Yes | -- | Yes | Yes
SBA | Practical Data Capture | Yes | Yes | -- | Yes | Yes
SBA | SBA Confirmation | -- | -- | -- | -- | Yes
Reports | Reports | Yes | Yes | Yes | Yes | Yes
Query/Review | Submission of Queries/Reviews | -- | -- | -- | -- | Yes
Change Password | | Yes | Yes | Yes | Yes | Yes
Logout | | Yes | Yes | Yes | Yes | Yes

#### 7. Users may be assigned into one of the following Groups at a centre:

i. **Additions** - add candidates and SBA/Practical Data Capture;

ii. **Edits** - edit candidates’ records and SBA/Practical Data Capture;

iii. **View** - view candidates’ records;

iv. **Teacher** – undertakes Batch Entry, SBA/Practical Data Capture, Teacher Assignment for SBA, and Queries/Reviews;

v. **Super User** - interfaces within all the areas of the ORS except Add/Remove Users and set-up the Local Fees Maintenance Table.

#### 8. At the Ministry level, the Super User is the usual User created. The Super User at the Ministry, like that at the centre, has the ability to interface with all areas of the ORS except the ability to create Users, maintain Users’ records and setup the Fee Maintenance Table.

**Assistance to Centres**

#### 9. From time to time, centres will call upon the Ministry to resolve various types of issues arising out of the ORS. It is necessary for Users at the Ministry to be familiar with the operation of the ORS at the centre level. It also means that the Ministry User must be able to log into the centre’s database to ascertain the nature of the issue. In order to do so, the Ministry should request that CXC create a Super User at the Ministry who can access the database of all centres.
Accessing the ORS

10. The steps listed below should be followed.

   i. Connect to Internet
   
   ii. Type the URL address: https://ors.cxc.org/
   
   iii. Alternatively, the User can visit CXC’s website, www.cxc.org, select the Online Registration and SBA/IA link and then select the Launch ORS link.

   Figure 1

11. Figure 1 will be displayed. The User is required to:

   i. Enter User Id – to be provided by the Ministry Administrator or CXC
   
   ii. Enter Password – to be provided by the Ministry Administrator or CXC
   
   iii. Select the particular period required from the dropdown arrow
   
   iv. Select Login.

12. When a User is logging into the system for the first time, the User will be required to change the password assigned. When the password has been changed, the User is automatically logged out and must login again with the new password.
13. The Main Menu screen at Figure 2 below will be presented when the User logs in.

![Main Menu Screen](image)

**Figure 2**

14. In Figure 2, the User can select from the Menu options: Forward, Logs, Top Awards, Report, Change Password and Logout. Some of the named options carry sub-options from the dropdown arrows.

**FORWARD**

**Forward Registration**

15. The screen at Figure 3 allows the User at the Ministry to Forward Registration Files to CXC. The User at the Ministry accesses the screen by the Forward option on the Main Menu screen then selecting Forward Registration from the dropdown arrow.
16. If the **Already Sent to CXC** checkbox is selected, User would be presented with the list of all of the files that have already been forwarded to **CXC** by the Ministry.

17. When a file has been forwarded by a centre to the Ministry, the Ministry is given an opportunity to view that file through the various reports in the ORS or through the View Candidate option from the Forward dropdown arrow. A decision should be made whether to forward (approve) the file or reject it. The **Reject Registration Files** tab must be selected to reject a file. A rejected file is returned to the centre for correction. The system prompts the Ministry to give a reason for the rejection of the file – see Figure 4 where a reason for the rejection is given in the textbox.
18. To forward a registration file(s) to CXC, the User should first select the Forward CXC checkbox. Then check the Select All checkbox to forward all the files in the table not yet forwarded or to use the individual checkboxes to select specific centres. The Approve tab must be selected also. The file(s) can be forwarded to CXC by selecting the Forward Registration Files tab.

19. The Status column indicates files that have been forwarded to CXC already, those recalled by the centres or those that have been rejected by the Ministry. The Status column in Figure 5 shows that the file was recalled by the centre.
20. If the Ministry wants to prevent a centre from having access to the candidates’ results, the Allow Results checkbox must be unchecked. This must be done before CXC’s official date for the release of results. The Allow Registration should remain checked because it allows candidates from the centre to view their registration details and individual timetables. The Allow Beyond Deadline facility is no longer operational.

21. When the Ministry has forwarded a file(s) to CXC, CXC is able to view/action the file(s) sent. If a centre wants to recall a data file that has already been exported to CXC, the Ministry must select the Recall Files button. The recalled file may then be recalled by the centre. Recalling of files by the Ministry can only be done before the official registration cut-off date because the Recall Files button is disabled after that date. When the Ministry recalls a file, it must then reject the file in order for the centre to have access to it. The Ministry must ensure that all files recalled by centres are resent to the Ministry for onward submission to CXC.

22. The Close button is used to exit the screen without saving any information.

**Forward SBA**

23. When files with SBA marks are to be forwarded to CXC, the User would see the Prompt on the Main Menu screen as at Figure 6 when he/she logs into ORS.
24. The Forward SBA option operates similarly to the Forward Registration option which was outlined in the preceding paragraphs. To forward SBA files to CXC, the User must select the Forward option on the Main Menu screen and select Forward SBA from the dropdown arrow. The screen at Figure 7 will appear.

25. Before the SBA file(s) can be sent to CXC, the User must check the Select checkbox(es) then select the Forward SBA button tab. The SBA file(s) would then be sent to CXC. If the Reject SBA tab is selected, then the SBA file(s) would be returned to the centre.
Forward Queries and Reviews

26. The Forward Queries and Reviews function is not used by the Ministry because the centres forward their queries and reviews directly to CXC.

Forward Top Awards Requests

27. To forward requests made for Top Awards, the User should select the Forward option on the Main Menu screen, then select Forward Top Awards Requests. The screen at Figure 8 will be presented.

![Forward Requests for Top Awards](image)

28. The User should choose a centre from theCentre dropdown arrow if the file to be forwarded relates to a particular centre.

29. If the User checks theForwarded to CXCh checkbox, a list of all Top Awards requests sent to CXC will be shown. TheAll checkbox shows all Top Awards requests including those not forwarded as yet to CXC.

30. The User may forward all batches by checking the Select checkbox or by clicking theindividual checkboxes to select specific centres.

31. When theForward Batch tab is selected, the User is presented with the message shown at Figure 9.

![Message from webpage](image)
32. If the OK tab is chosen, the message at Figure 10 will be presented.

![Message from webpage]

**Figure 10**

33. If the User is making payment for the Top Awards request by credit card, the Make Payment tab should be selected. This would take the User to the screenshot resembling the one at Figure 11 which is part of CXC’s webpage.

![Screenshot of CXC's webpage]

**Figure 11**

34. The User must complete the payment form. **When the Submit button is selected, the payment will automatically be sent to CXC.**

35. If the User makes an error during the completion of the form, the Reset button should be clicked to restart the payment form.
Export Database Fields

36. The purpose of this function is to permit the Ministry to export data from the ORS into an Excel spreadsheet. Figure 12 is generated from the Forward option on the Main Menu screen, then selecting Export Database Fields from the dropdown arrow.

37. In the Choose a Query dropdown box, the User can choose from Candidate Subject Option Details, Candidates Grades, Candidates Passing 8 or More Subjects with Ones, and Candidates with 5 or More Subjects (Maths and English A Inclusive).

38. The User must select the fields (headings) listed in the Available Fields dropdown box that will be used in the Excel spreadsheet. A single field or multiple fields may be selected at one time to be transferred to the Selected Fields box by using the Shift key or Ctrl key. The highlighted fields are transferred to the Selected Fields by clicking the arrow (>). Conversely, any field(s) in the Selected Fields box that is not required may be transferred to the Available Fields dropdown box by using the arrow (<) or the Clear Fields button.

39. The information required in the spreadsheet may be further refined by using the Filter Data button. When the button has been selected, the screen at Figure 13 appears.
40. Once the respective fields have been populated, the Export Data button should be selected. When the Excel file has been generated, the User will be given the option to Open, Save or Cancel the file. Once the file has been opened, the User may sort the file according to his/her requirements.

**View Candidates**

41. The screen at Figure 14 allows the User to search for candidates. The screen is reached by selecting the Forward option on the Main Menu screen, then selecting View Candidates.

42. The search may be done on one or all of the fields except the Period and Centre Code. The First Name, Last Name, Date of Birth (if available) and Gender may be entered to make the search results more precise. Thus, a search may be done for a particular candidate or an entire centre.

43. The Search button is used to carry out the search.

44. The View button is used to select the specific candidate from the list shown.

45. The Close button is used to exit the screen without saving any information.
LOGS

46. The Ministry can track the receipt of SBA samples from centres through the use of the Logs option on the Main Menu screen at Figure 15. The tracking is done at the centre and subject levels, therefore, a specific centre and subject must be selected from the Centre Code field and the Subject field, respectively. The User must indicate whether the samples from the centre were received in the Ministry Received field. The Ministry Comment field allows the User to key any comment relating to the samples submitted by the centre.

TOP AWARDS

47. When the User selects the Top Awards option on the Main Menu screen, the dropdown arrow presents three choices: Add Requests, Edit Requests and Search Requests. The User can make a request for a CAPE or CCSLC award even when signed into the CSEC database and vice versa.

Add Requests

48. When the Add Requests option is selected, the screen at Figure 16 below is presented.
49. To create a request for a Top Awards, the User must complete specific fields – the Period and Territory fields cannot be edited.

   i. **Batch #** – this field will be unavailable if a new batch is being created

   ii. **Cost** – no input required in this field. **CXC** would input the cost, if any, of the request

   iii. **Activate and Paid** – these checkboxes will only become active when **CXC** checks them

   iv. **Centre Code** – select a centre if the request for Top Awards is for a particular centre

   v. **Other** – key the name of the institution requesting the award, for example, the Ministry, if the request is not from a particular centre

   vi. **Subject** – select a particular subject if the request relates to a particular subject

   vii. **Criteria: CXC** – select this checkbox when the User wants to use **CXC**’s criteria in determining the award

   viii. **Criteria: OTHER** – select this when the User wants to use criteria other than that of **CXC**. If the criteria is stored on a file elsewhere on the computer, the User should select Add and this would take the User to another screen – see Figure 17. The User should search for the file and when found, select Upload.
50. When the file has been uploaded, the screen looks like Figure 18. The User can now View or Remove the document. The User is required to check the Other checkbox.

ix. Request – the User should input the nature of the Top Awards request. The request may look like that in Figure 19.
x. Supporting Documentation: Add – the User may add additional documents, if desired, in the form of an electronic file by selecting the Add link. It takes the User to a screen similar to Figure 16.

xi. The Activate checkbox can only be activated by CXC.

xii. When the Save tab is selected, the message at Figure 20 appears.

xiii. When the User selects OK, the button tabs for Add and Delete become active. The button tab for Make Payment remains grayed out. At this stage, the User can create a new Top Awards request by selecting the Add button or delete the recently created request by selecting the Delete button.
Edit Request

51. To edit a request that was created before, the User should select the Top Awards option on the Main Menu screen then select the Edit Requests option. The screen at Figure 21 will be presented.

![Figure 21](image)

52. The User can select the Search tab to search for all Top Awards requests created for the current sitting or refine the search by querying on any of the fields for Centre Code, Institution, Subject, Criteria, Paid or Requests.

53. When the Search tab is selected, the screen at Figure 22 is presented.

![Figure 22](image)

54. The sole request which was created for the current sitting is shown. When the Select tab is chosen, the screen at Figure 23 would be presented. The User may now edit the request accordingly. Note that a Batch # was created. The Save button must be selected to save the file for submission to CXC.
55. To search for Top Awards requests already created, one should select the Top Awards option on the Main Menu screen, then select Search Requests. The screen at Figure 24 would be presented.

56. This screen is similar to Figure 21 and the search operates similarly to the one under the Edit Requests option.
Accessing Reports

57. Figure 25 allows the User to generate reports out of the ORS. It is obtained from the Reports option on the Main Menu screen then selecting Report Selection from the dropdown arrow.

![Figure 25]

58. Reports are available in two types of file formats, an Excel spreadsheet and a pdf. Some reports are generated from data keyed directly into the ORS by centres and others are generated from data loaded directly out of CXC’s Examining Processing System (EPS). The EPS data (refined) represent data loaded out of the ORS (raw) and ‘cleaned up’ by CXC. The User is given the option to input different parameters (centre code, subject, sequence number, et cetera) to expand or reduce the type of report to be generated.

59. From time to time, Reports are added to, amended or removed from, the ORS. The User is advised to monitor the Report section for changes.

AMENDMENTS

Amendment History Detailed/ Amendment History Report by School/Amendment History Report by Territory

60. These reports provide a detailed listing/summary of all amendments made by the centre for each candidate.
 Amendment Forward Status Detailed/Amendment Forward Status Summary/Amendment History Detailed – Forwarded/Amendment History Detailed – Not Forwarded/Amendments – Not Forwarded by Centre

61. These reports give details on amendments made that have been forwarded or are to be forwarded by the centre to the Ministry or by the Ministry to CXC.

AWARDS

Associate Degrees Not Chosen/Associate Degrees Not Qualified For

62. These reports list the Associate Degrees not chosen by candidates or candidates not qualified for Associate Degrees chosen.

Completed Requests/Paid Requests/Requests/Requests with Responses

63. These reports give the status of requests for awards.

Awards – Centre Merit Order by Subject/Centre Merit List by Subject (1,000)

64. This report gives the top candidates in each subject at the centre.

FEES

CXC Billing

65. This report shows the Candidate Entry Fees, Subject Fees, Late Fees and Amendment Fees payable to CXC by the centre. It is generated out of the CXC’s EPS and it is the billing that will be sent by CXC to the Ministry.

CXC Fees

66. This report shows the Candidate Entry Fees, Subject Fees, Late Fees and Amendment Fees payable to CXC by the centre. It is generated out of the ORS and may be different to the CXC Billing Report.

Local Fees

67. This report shows a summary of total fees expected from each centre.
QUALITY CHECKS

Candidates without Sequence Numbers

68. This report shows the candidates for whom sequence numbers have not been assigned. **This report should be generated before the registration data file is forwarded to the Ministry.** Any anomalies must be corrected at this point.

Candidates without Subjects

69. This report lists the candidates who have been registered but have not been assigned any subjects. **This report should be generated before the registration data file is forwarded to the Ministry.** Any anomalies must be corrected at this point.

Candidates with Outstanding Fees

70. This report shows the fees outstanding or payable by candidates.

Candidates without Fees

71. This report shows the candidates for whom fees have not been assigned.

Candidates with Clashing Subjects

72. This report shows the candidates who have more than one subject timetabled within a particular session for the same sitting.

Candidates with Clashing Subjects (Across CSEC and CAPE)

73. This report shows the candidates who are registered at both the CSEC® and CAPE® sittings and have more than one subject timetabled within the same session.

Possible Duplicate Candidates

74. This report gives a list of candidates whose registration details might be duplicated in the ORS. **This report should be generated before the registration data file is forwarded to the Ministry.** Any anomalies must be corrected at this point.

QUERIES AND REVIEWS

Query – Forward Status

75. This report shows the status of reviews forwarded/not forwarded to CXC.

Query – List of Batch

76. This report shows the reviews submitted by each candidate and CXC’s response on the outcome of the reviews.
Query – List of Batch by Date

77. This report shows all the reviews requested by date received.

REGISTRATION

Candidates Personal Details by Centre/Candidates Personal Details by Name

78. These reports show the personal details of all candidates registered at a particular centre. They are particularly useful for the Local Registrar to post on the website or in a public location so that candidates (especially private) may obtain their centre number and candidate number in order to gain access to the student portal to view their registration data, timetables and results. The Candidates Personal Details by Centre report lists candidates in candidate number order whereas the Candidates Personal Details by Name report lists candidates in alphabetical order.

Candidate Subjects XLS/Candidate Subjects XLS 11

79. These reports give a listing of candidates and subjects in a spreadsheet format.

Candidate Timetable

80. This report generates the candidates’ timetable for the centre or for individual candidates.

Candidates Registered for more than 7 Subjects

This report lists the candidates by candidate number whose subject count is more than 7.

Centre Forward Status/Centre Forward Status (CXC to Action)/To be Forwarded

81. The Centre Forward Status report shows the date when keying of registration data began, when or if the data files were forwarded to the Ministry and to CXC. The Centre Forward Status (CXC to Action) report shows the centres whose data have been forwarded to CXC but have not been loaded in the EPS. The To Be Forwarded report lists the centres whose registration data files have not been forwarded to the Ministry and/or to CXC.

CXC Final Register

82. This report shows all the candidates from a centre with their personal and subject details. It is generated out of the CXC’s EPS.

Final Register ORS/ ORS Final Register by Centre

83. These reports show all the candidates from a centre with their personal and subject details. They are generated out of the ORS.

Final Register ORS – Late Candidates/ ORS Final Register – Late Entries
84. These reports list in Final Register format all candidates who registered in the ORS after the registration cutoff date.

Late School Entries

85. This report lists the candidates registered late by school.

Option Entries/ Option Entries by School

86. These reports show the options in the various subjects chosen by candidates at a centre(s).

Register of Candidates by Class

87. This report gives the list of all candidates with personal and subject details assigned to each Class Teacher. It is very useful in the verification of candidates’ registration records.

Register of Candidates by Subject Options

88. This report shows the options chosen by candidates in the various subjects at a centre.

Register of Candidates by Subject Teacher

89. This report gives the list of all candidates with personal and subject details assigned to each Subject Teacher. It is very useful in the verification of candidates’ registration records.

School Entries/ Territory Entries/ Territory Entries – By School

90. These reports show the total number of candidate entries from each centre/territory.

School Entries/ Territory Entries/ Territory Entries – By School

91. These reports show the total number of candidate entries from each centre/territory.

Subject Entries/ Subject Entries (XLS)/Subject Entries by School/ Subject Entries by Subject/ Territorial Subject Entries

92. These reports give the total number of subject entries from each centre.

Subject Registered

93. This report lists the personal and subjects details of each candidate registered at a centre. The Subject Registered Report should be printed and given to ALL candidates to review and sign off on the accuracy of the data keyed on their behalf by the centre.
Territory Entries

94. This report gives a summary of the number of candidates by territory.
Territory Entries – Gender/Territory Entries - Gender 2/Territory Entries – Subject and Gender

95. These reports give a summary of entries for males and females.

Territory Entries – By School Type/Territory Entries - Subject and School Type

96. The report gives a summary of the number of entries by subject by centre-type (school or part-time).

RESULTS

Broad Sheets

97. This report gives the examination results of all candidates.

Centre Grade Summary by Subject

98. This report gives a summary of grades by gender. It also shows the number of candidates that was registered for the subject and the number who wrote the examination.

Centre Profile Grade Summary

99. This report gives a summary of the profile by subject.

Pre-slips

100. This report shows the pre-slip of each candidate.

Centre Profile Grade Summary/Passing 5 or More Subjects (Math and Eng A)/Passing 8 or More with Ones/Preslip/Summary 5 or More Subjects (Math and Eng A)

101. These reports show the performance of the candidates using different criteria.

SBA AND ORDER OF MERIT

CXC Final SBA Scores

102. This report shows the SBA marks awarded by the centre to the candidates. The marks are not moderated.

Order of Merit

103. This report gives the ranking of the candidates in the class and the estimated grade likely to be achieved by each candidate in the various subjects.

Candidates Who did not Submit SBA
104. This report provides a listing of candidates who did not submit SBA.

**Candidates with Zero Scores/Candidates with Late SBA Scores/Candidates with No SBA but have Scores**

105. These reports list the scores received by candidates under the various report heads.

**Candidates Without Rank or Grade**

106. This report shows a list of candidates for whom a class ranking or an estimated grade was not provided.

**Candidates Without Scores**

107. This report gives a list of candidates for whom SBA marks have not been submitted.

**SBA Confirmation**

108. This report shows whether the centre has generated the SBA Confirmation reports.

**SBA Declaration Form/SBA Declaration Form Page 2**

109. These reports show the SBA Declaration Form completed by the Principal of the centre.

**SBA Forward Status/SBA Forward Status – CXC to Action/SBA Forward Status – to be Forwarded**

110. These reports show the dates when SBA data-entry began, when and if the data were forwarded to the Ministry and to CXC, and whether CXC has taken action on the data.

**SBA Samples/SBA Samples – Log Book**

111. This report provides the listing of candidates for whom samples have been requested.

**SBA Scores/SBA Scores by Total**

112. These reports show the SBA marks submitted by the centre on behalf of the candidates.

**Subjects for which to Submit Samples**

113. This report shows the list of subjects for which SBA samples should be submitted.

**CCSLC Module 1 Samples/CCSLC Module 2 Samples/CCSLC Module 4 Samples/ CCSLC Module 5 Samples**
114. These reports give the listing of samples for the various Modules.
**MISCELLANEOUS**

**2nd Chance – Candidate Entries/2nd Chance - Final Register/2nd Chance – Subject and Candidate Entries/2nd Chance – Subject Entries**

115. These reports show registration data for centres classified as Second Chance Institutions under the USAID/CXC® Project.

**Allocation of Question Papers to Centres**

116. This report shows the number of candidates at a centre registered for each subject and the number of question papers allocated to the centre. The report should be generated and reviewed centre personnel a few weeks prior to the beginning of examinations to ensure that an adequate number of question papers are allocated to the centre.

**User Listing/ User Listing by Centre**

117. These reports list the Users that interface with the ORS at a centre(s).

**CHANGE PASSWORD**

118. This option allows the User to change on his/her current password. When the Change Password option is selected, the screen at Figure 26 will be presented.

![Change Password](image.png)

*Figure 26*
119. The User is required to input the current password and the new password; then confirm the new password. Once completed, the **Save** button must be selected to activate the new password.

**LOGOUT**

120. This option, when selected, logs the User out of the ORS and returns to the Login screen as shown at Figure 27.

![Login screen](image)

*Figure 27*

**END**