

**CARIBBEAN EXAMINATIONS COUNCIL**

**SECONDARY EDUCATION CERTIFICATE EXAMINATIONS**

**AND**

**CARIBBEAN ADVANCED PROFICIENCY EXAMINATIONS**

**MANUAL**

**FOR**

**SUPERVISORS AND INVIGILATORS**

**Revised 2009**

## CONTENTS

	<b>Page</b>
<b>A. GENERAL</b>	<b>1</b>
<b>B. BEFORE THE EXAMINATION</b>	
Inspection of Centres	2
Timetabling	2
Examination Materials	2
Custody and Check of Examination Materials	4
Seating	7
<b>C. DURING THE EXAMINATION</b>	
Invigilation	8
Use of Mobile Telephones by Supervisors	8
Unauthorised Persons	
Candidates for Other Examinations	9
Attendance Register	9
Identification of Candidates	9
Unfair Practices	10
Conduct of Candidates	10
Notes for Guidance to Candidates	11
Entry of Candidates	11
Issue of Question Papers	11
Supply of Stationery	11
Writing of Papers	12
Conduct of Invigilators	12
Adverse Circumstances	12
Disruption of Examinations	13
Special Instructions for Individual Subjects	14
Special Instructions for Multiple Choice	20
<b>D. AFTER THE EXAMINATION</b>	
Instructions to Candidates	21

The Irregularity Report	22
Collection of Scripts	22
Despatch of Scripts	23

(i)

## **APPENDICES**

- I** Declaration of Interest (EXA 61)
- II** Reporting on Irregularities Form (EXA 14)
- III** Notes for Guidance to Candidates
- IV** Report on Question Paper Packing Errors (EXA 60)
- V** Question Paper Components by Subject
- VI** Seating plan
- VII** Front page – CXC Answer Booklet
- VIII** Back page – CXC Answer Booklet
- IX** Instructions to Teachers and Candidates – Electronic Document Preparation and Management.
- X** Instructions to Teachers – Information Technology
- XI** Guidelines and Instructions for Practical and Written Examinations - Music
- XII** General Instructions for CAD Option – Technical Drawing
- XIII** Instructions to Teachers – Visual Arts
- XIV** Specific Instructions for Supervisors Administering Multiple Choice Examinations – Paper 1
- XV** Reconciliation Sheet

# CARIBBEAN EXAMINATIONS COUNCIL HEADQUARTERS

## MANUAL FOR SUPERVISORS AND INVIGILATORS

### A. GENERAL

1. The Supervisors of Examination Centres appointed by the Local Registrars in the Participating and External Territories will each be responsible for a centre. Supervisors are required to observe the detailed instructions given in this document and those given by the Local Registrar. Their duties entail admission of candidates to the Examination Centre, seating of candidates, distribution of question papers, collection of scripts and objective-test booklets at the end of each period, prompt delivery of scripts and objective-test booklets to the Local Registrar, his/her agent or place designated and the supervision and control of their team of Invigilators. They will ensure a constant and effective supervision over all candidates at the Examination Centres.
2. Assistant Supervisors and Invigilators are appointed to assist the Supervisor in the effective discharge of his/her duties. Invigilators are allocated to each centre in such numbers as will ensure the proper conduct of the examinations and adequate control of each room.
3. When an examination centre contains more than one room, one Invigilator will be nominated Assistant Supervisor for each room by the Supervisor of the centre and the Assistant Supervisor will be in charge of the room to which he/she has been assigned. Subject to the overriding authority of the Supervisor, the Assistant Supervisor will have responsibility for the examination room similar to those of the Supervisor for the Centre. **A minimum of one Assistant Supervisor and one Invigilator shall be provided for each room:** one additional Invigilator will be appointed when the number of candidates in an examination room exceeds 30; if the number exceeds 60, two additional Invigilators will be appointed; if the number exceeds 90, three additional Invigilators will be appointed and so on by multiples of 30.
4. Supervisors and Invigilators are required to inform the Local Registrar of the names of candidates who are closely related to themselves or in whom they have some interest. The Declaration of Interest Form (EXA 61), Appendix I, must be completed by all Supervisors and Invigilators involved in the administration of examinations. Local Registrars will then arrange, as far as possible, that such Supervisors and Invigilators are not assigned to the same centres as the candidates concerned.
5. Failure by Supervisors or Invigilators to fully disclose interest in examinations may result in the disqualification of the candidates (or themselves – see 6 below) from the examinations offered by the Council. Other disciplinary action may also be taken.
6. Persons who are registered to write examinations offered by the Council must not accept appointment to positions of Supervisors or Invigilators during the same examination sitting at which they are candidates.
7. In the event of difficulties arising at the time of the examination for which the precise course of action to be taken is not clear from these instructions, Supervisors are requested to adopt the principle that, whenever possible, the examinations must go on, even if this may involve some departure from the letter of the instructions. The Council is prepared to accept the work of candidates in such circumstances provided

that a genuine attempt has been made to comply with the spirit of the instructions and the examination security has been fully maintained. The **Reporting on Irregularities** Form (EXA 14), Appendix II, should be completed and submitted in such cases.

8. A document titled “Supervisors and Invigilators Daily Checklist of Activities for the Conduct of Examinations” will be developed for use during each examination sitting. The Daily Checklist of Activities outlines the procedures to be followed before, during and after examinations. It also contains the dates, starting times and length of each examination paper, test codes, stationery to be supplied to candidates and any special instructions applicable to the administration of a particular examination paper.
9. Supervisors and Invigilators should ensure that they obtain a copy of the Manual for Supervisors and Invigilators and the current Supervisors and Invigilators Daily Checklist of Activities for the Conduct of Examinations prior to the start of the examination sitting. They should familiarize themselves with the general and the subject specific details contained in both documents.

## **B. BEFORE THE EXAMINATION**

### **INSPECTION OF CENTRES**

10. A few days before the start of the examination, the Supervisor must visit the centre assigned to him/her and discuss the arrangements with the person(s) responsible for the provision of the centre. The object of the discussion should be to help resolve any difficulties which the institution may be experiencing and to see that the Council’s Regulations with regard to the suitability of the building and its internal arrangements are being carried out. All maps, diagrams, wall charts and other materials which may be of assistance to candidates must be removed from the examination room. Fixtures which cannot be removed must be covered.

### **TIMETABLING**

11. The official timetable must be strictly observed: no alternative or special arrangements must be made without the authority of the Registrar. Starting times of examinations for all centres in a territory are 9:00 a.m. and 1:00 p.m., unless special arrangements are made by the Local Registrar with the Registrar to meet special local conditions.
12. If a candidate is taking examinations offered by another body no special arrangements will be made to resolve clashes with the Council’s timetable. However, where two subject papers offered by the Council clash on a candidate’s timetable, certain adjustments may be made by the Local Registrar, on the authority of the Registrar, to enable the candidate to write both examinations on the same day.

### **EXAMINATION MATERIALS**

13. All examination stationery as well as question papers must be treated as confidential material in the interest of preventing misconduct and candidates in the examination room must be given only sufficient for their actual needs. The Supervisor must

ensure that he/she has adequate supplies of all materials and a secure place in which to store them before the examination.

14. Before the examination is scheduled to begin, the Supervisor must receive from the Local Registrar a supply of the following items for use at his/her centre:
  - (a) all stationery required for the candidates' written answers;
  - (b) special answer sheets for objective-type papers;
  - (c) mathematical tables and science data booklets;
  - (d) blotting paper;
  - (e) string;
  - (f) emergency supplies of the following in the event that a candidate's supply becomes unusable:-
    - (i) ball-point pens (black or blue-black ink) of good quality and rulers;
    - (ii) pencils for use in certain cases, for example in Caribbean History, Geography, Industrial Technology, Mathematics and science subjects;
    - (iii) **3B** pencils for use in answering multiple-choice questions;
    - (iv) coloured pencils for use in certain cases, for example in Geography and science subjects; and
    - (v) erasers in certain cases, for example, where pencils are required.
15. Candidates must provide their own pencils (including **3B** pencils for multiple-choice questions), erasers, pens, rulers, compasses, set squares, protractors and other such material as are required in the **Notes for Guidance to Candidates** (Appendix III).
16. Candidates must be instructed to write their answers to essay or problem questions with **black or blue-black ink**. Red and light blue inks are prohibited. Inks in other colours and coloured pencils may be used only for diagrams and maps. Fountain pens and good ball-point pens of the appropriate colour may be used, **but pencils may be used only for diagrams**.
17. **3B** pencils must be used to answer multiple choice tests. It must be impressed upon candidates that great care should be taken to carry out the instructions for the use of answer sheets in multiple choice tests since these sheets will be marked mechanically.
18. The use of dictionaries, slide rulers and electronic calculators is not permitted unless stipulated by the Council, but slide rulers when so stipulated, must **NOT** bear formulae or data. Following are guidelines for the use of electronic calculators:
  - (a) silent, electronic, hand-held calculators may be used;
  - (b) calculators should be battery operated;

- (c) candidates are responsible for ensuring that calculators are in working condition;
  - (d) candidates are permitted to bring a set of spare batteries in the examination room;
  - (e) no compensation will be given to candidates because of faulty calculators;
  - (f) no help or advice is permitted on the use or repair of calculators during the examination;
  - (g) sharing of calculators is not permitted in the examination room;
  - (h) instruction manuals and external storage media (for example, card, tape, disk, smartcard or plug-in modules) are not permitted in the examination room;
  - (i) calculators with graphic display, data bank, dictionary or language translation are not allowed; and
  - (j) calculators which have the capability of communication with any agency in or outside of the examination room are prohibited.
19. In papers where calculators are required, Supervisors must read the following notice to the candidates before the start of the examination:
- “You may use non-programmable scientific calculators. You may NOT use pocket-organisers, hand-held computers, lap-top computers, electronic writing-pads or pen-input devices, calculators with typewriter-like keypads known as QWERTY, calculators with tape, calculators with graphical display, calculators that make noise or talk, calculators that require an electrical outlet or calculators in mobile telephones.”***
- “If you have any doubt about the suitability of your calculator, please bring it to my desk to be checked.”***
20. If necessary, Supervisors should seek the assistance of the Mathematics teachers at the centres to ensure that the rules are observed.
21. Unless specified by the Council, candidates must not be permitted to take dictionaries or mathematical tables into the examination room. Only the mathematical tables and the science data booklets supplied by the Council may be used in the examination room.

## **CUSTODY AND CHECK OF EXAMINATION MATERIALS**

### **The Packing List**

22. The Packing List gives details of the number of packets containing question papers and the total number of question papers. The total number of question papers supplied may be two to six more than the number of candidates registered for the examination.

### Question Papers

23. Immediately after the receipt of question papers from the Local Registrar, Supervisors must compare the quantities of question papers shown on the outside of the packets with the figures given on the Packing List in order to ensure that the correct papers and sufficient quantities of them have been supplied. If there is a discrepancy between the Packing List and the outside of the packets, the discrepancy should be drawn to the attention of the Local Registrar and the examination packet returned to him/her securely and intact, if so advised. Where errors occur in the packing of the question papers, the Supervisor must complete in duplicate the Report on Question Paper Packing Errors Form (EXA 60) at Appendix IV and send them to the Local Registrar. The Supervisors should check to ensure that there is no damage or evidence of tampering with the seal of any envelope or packet containing question papers. See Appendix V for the Paper Components for CSEC, CAPE and CCLC examinations.
24. The packets of question papers should then be arranged in timetable order so as to reduce the possibility of opening a packet of question papers at the wrong time. The packets of question papers must be left in a safe or in a secure cabinet, the key or combination to which should be kept by person(s) authorised by the Local Registrar.
25. The Local Registrar and the Council must be informed immediately if the security of the question paper or other confidential examination papers is put at risk by fire, theft or any other circumstances.

### Use of Security Bags

26. Notwithstanding paragraphs 23-25 above, CXC may require the Local Registrar to use security bags for the movement of question papers between the Local Registrar's Office, remote storage facilities (depots) and the examination centres. Where such system is in place, Supervisors and Invigilators must follow the procedures given by the Local Registrar for the use of security bags. An outline of the general procedures for the use of the security bag is given below.
  - On the receipt of a security bag, the Supervisor of Examinations shall examine the label in the outer transparent window flap of the bag to verify that the contents of the bag are intended for the particular examination centre on the specified date and sign-off that the bag was received intact. Each bag received by the Supervisor must be inspected to ensure that the seal has not been broken or that no tampering has otherwise taken place. If a bag is delivered to a Supervisor with a broken seal, the Supervisor must report the irregularity immediately to the Local Registrar.
  - The Supervisor must securely store the bag before the time of the administration of the examination(s).
  - **The seal to the bag must only be broken at the examination centre on the day of the examination by the Supervisor.** If after breaking a seal, it is discovered that there is a discrepancy in the paper packing process, the Supervisor must immediately inform the Local Registrar who would advise of the appropriate procedure to follow.
  - The Supervisor may pack "live" scripts in the bag for transport back to the Local Registrar's Office. The scripts must first be packed in the Script Return Envelopes.

- The Supervisor is accountable for all bags received from, and dispatched to, the Local Registrar's Office.
27. Supervisors and Invigilators should be aware that it is a criminal offence to tamper with the contents of the security bags. The bags are to be used for the movement of CXC's examination papers and scripts – other materials or examination papers of other examination bodies must not be placed in the bags.

### **Use of Tamper-evident Tape**

28. CXC may require the Local Registrar to use tamper-evident tape when packing question papers for delivery to the depots or examination centres. If a package of question papers is received and the tamper-evident tape has been disturbed, the matter should be reported immediately to the Local Registrar.

### **Tapes and other Media**

29. When handling audio or video tapes, compact discs, and other media that constitute or form part of the examination, Supervisors and Invigilators must exercise the same level of strict security as when dealing with question papers. They must ensure that no information contained in the examination materials reaches candidates, directly or indirectly.

### **Answer Booklets and Answer Sheets**

30. The answer booklets are provided as follows:
- (a) AB1 (blue cover) booklets and answer sheets supplied by the Council are to be used for most of the CSEC written papers;
  - (b) AB2 (red cover) booklets must be used for Principles of Accounts Papers 2 and Electronic Document Preparation and Management Paper 2;
  - (c) AB3 (brown cover) booklets must be used for English B Paper 2;
  - (d) AB4 (green cover) booklets must be used for CSEC Information Technology (Technical) Paper 2;
  - (e) AB5 (purple cover) booklets and answer sheets must be used for most of the CAPE written papers; and
  - (f) AB6 (orange cover) booklets must be used in Physical Education and Sport Paper 1. The AB6 is also used for the CSEC Information Technology Paper 1 but with effect from the May-June 2010 examinations, the Paper 1 will take the format of a multiple choice examination. The AB6 will, instead, be used for the Information Technology Paper 2 examination.
31. Visual Arts Illustrated booklets MUST be used for Syllabus A only. Other special stationery items are provided for CSEC Mathematics, Principles of Accounts, Technical Drawing and Typewriting. Special stationery items are also provided for CAPE Art and Design, Applied Mathematics, Chemistry, Electrical and Electronic Technology, Geometrical and Mechanical Engineering Drawing and Pure

Mathematics. The specialty items must be given to candidates only when they are writing these examinations. When examinations have been written, any remaining stocks must be returned to the offices of the Local Registrar.

### **Mathematical Tables and Data Booklets**

32. The Three-Figure Mathematical Tables supplied by the Council will be provided for use with the CSEC Mathematics papers if candidates do not have non-programmable scientific calculators. In the case of CAPE examinations, the Council will supply the Booklet of Data and Formulae for use with the Chemistry papers, the Booklet of Formulae for use with the Electrical and Electronic Technology papers and the List of Formulae and Statistical Tables for use with the Applied and Pure Mathematics papers. The tables and data booklets should be checked before issue to candidates to ensure that they are intact and not defaced. No other tables and data booklets, unless supplied by the Council, are to be issued for use with these examinations. **All copies of the tables and data booklets must be retrieved at the end of each examination session prior to the collection of candidates' scripts.**

### **SEATING**

33. Seating must be so arranged that there is a distance of at least 1.2 metres (four feet) between the centre of the place assigned to any candidate and the centre of the place assigned to the next candidate on either side. This minimum distance must be maintained throughout the examinations. Ideally, all candidates should be seated facing the same direction and whenever practicable, they should occupy the same seat for the whole examination. Separate accommodation should be made for persons with infectious diseases or special needs.
34. Both the inside and the outside of all desks must be entirely cleared of books, papers, et cetera, before the examination begins and be kept clear of non-examination material for the duration of the examination.
35. The seats or places in each examination room should be consecutively numbered with each candidate's registration number. Supervisors and Invigilators must ensure that each candidate writes that number in the appropriate place(s) on each document (including answer sheet, answer booklet or script) on which he/she is required to write his/her name. **A diagram of the seating arrangement for each examination session showing the centre name and number must be made and forwarded to the Local Registrar for safe keeping.** The seating plan may be required by the Council at any time prior to the release of the candidates' preliminary results. The seating plan must show the actual location of each candidate's desk in relation to the Supervisor's desk. A typical seating plan is shown at Appendix VII.
36. **A CLOCK showing the correct time must be clearly visible and legible to every candidate in an examination room.**

## C. DURING THE EXAMINATION

### INVIGILATION

37. The Supervisor and the Invigilator must arrive at the Centre at least 45 minutes **before the start of each examination session.**
38. **Supervisors must remain at their centres during the course of an examination. They must therefore make prior arrangements to meet emergency situations which may involve calling other persons to their centres.**
39. Invigilators must remain at their centres during the course of an examination. Whenever only one Invigilator is present, a Supervisor or Assistant Supervisor should be able to call upon outside assistance **without leaving the examination room.**

### USE OF MOBILE TELEPHONES BY SUPERVISORS

40. Only Supervisors are permitted to use mobile telephones during the conduct of an examination – **mobile telephones must not be used by Invigilators.** The use of mobile telephones **must be limited** to activities connected to the administration of the examination such as to contact:
  - (a) the Local Registrar to report irregularities in the packing of the question papers or stationery; and
  - (b) the Principal of the school or Head of Centre to summon for assistance during an emergency.
41. Once the examination has begun, the mobile telephone **MUST** be placed in the “off” position.

### UNAUTHORISED PERSONS

42. No unauthorised person may be allowed in the examination room. Besides the Supervisor, Invigilators and candidates, the following persons should be allowed to enter the examination room provided that they do **NOT** in any way communicate with the candidates other than as required by their duties connected with the examinations and provided further that they do **NOT** interfere in any way with the conduct of the examination which must remain under the exclusive control of the Supervisor:
  - (a) approved representatives of the Council including staff members and Special Superintendents;
  - (b) the Local Registrar or his/her duly authorised representative;
  - (c) the Headteacher, Principal or other person in charge of the building used as the centre;
  - (d) a person connected with the centre who is specially summoned by the Supervisor or Assistant Supervisor for assistance in an emergency; and

- (e) such teachers or other persons as are required to perform special duties in connection with the examination.

## **CANDIDATES FOR OTHER EXAMINATIONS**

43. When other examinations are being taken and there is limited accommodation at the centre, the Council has no objection to an examination room being shared with candidates who are not candidates for its own examinations, provided that the Council's examination conditions are observed.

## **ATTENDANCE REGISTER**

44. An **Attendance Register** is provided for each paper giving the names and registration numbers of candidates entered for that paper. Supervisors should place a tick (✓) against each name to indicate "Present" or write "A" for "Absent" in the appropriate column before the candidates' names. If the name of a candidate who is present for a paper does not appear on the register, **it should be written at the bottom of the register along with other relevant details by the Supervisor**. If all the candidates entered for a paper are absent, the register should be marked "ALL CANDIDATES ABSENT" and be forwarded immediately by the Supervisor to the Local Registrar. The Council cannot accept responsibility for scripts submitted by candidates not registered for a subject where the name of the candidate is not written onto the centre's **Attendance Register** and the "present" column is not ticked.
45. No candidate may be allowed to alter his/her choice of subjects or the proficiency/unit at which a subject is being offered as indicated on the **Attendance Register** supplied by the Local Registrar unless there is ground for serious doubt regarding the accuracy of the Attendance Register. The candidate may be allowed to write the examination but it must be clearly explained to the candidate that the change is made entirely at his/her own risk. In all such cases, a report must be made by the Supervisor directly to the Local Registrar.

## **IDENTIFICATION OF CANDIDATES**

46. As part of their responsibility to the Council for the proper conduct of the examination at the centre, the Supervisor and Invigilators are expected to satisfy themselves as far as possible as to the identity of every candidate attending each examination session at the centre.
47. All candidates are required to provide evidence of identity at each examination session, unless they are known personally to the staff of the centre. At each examination session, the Supervisor must check the identity of each candidate against his/her passport, official picture identification or other document issued by the Local Registrar. If a candidate, not known to the staff at the centre, fails to produce any of the documents specified above, he/she may be allowed to sit the examination at the discretion of the Supervisor of the centre. A full written report must be sent to the Local Registrar immediately, including a signed statement in the candidate's own handwriting giving his/her reasons for the failure to produce evidence of identity.

## UNFAIR PRACTICES

48. In the **Notes for Guidance to Candidates** (Appendix III) it is stated that every candidate is forbidden to introduce any unauthorized material and devices into the examination room or to communicate in any way with another candidate or to indulge in any other form of unfair practice. **Before the commencement of each session, candidates must be warned that any unauthorised material, mobile telephones and other communication devices brought into the examination room must be handed to the Supervisor or Invigilator.**
49. Any candidate who uses or is suspected of using or attempting to use, any unfair means must be reported immediately to the Local Registrar. The Supervisor and Invigilator concerned should write a full report of the circumstances on Form EXA 14 (Appendix II) and submit it to the Local Registrar who will forward it to the Council with his/her observations and with any supporting evidence.

## CONDUCT OF CANDIDATES

50. Candidates are expected to remain in the examination room under the control of the Supervisor or Invigilator for the complete duration of the examination. In the event of pressing necessity, however, a candidate may be allowed to leave the room and return to it provided that he/she was under supervision during the period of absence. Local Registrars will ensure, as far as practical, that there are Supervisors or Invigilators of the same sex as the candidate to take care of such emergencies.
51. If a candidate is prevented from completing his/her paper by illness or other cause, he/she must give up both answer booklet and question paper to the Supervisor before leaving the examination room. If the question paper is one that is normally retained by candidates, a candidate who is required to give up his/her paper on leaving the room prematurely retains his/her right to obtain that question paper within 24 hours of the completion of the examination.
52. If a candidate attempts a paper, his/her answers, whatever their character, should be sent to the Council. A blank answer booklet submitted by a candidate should be the subject of a special report on Form EXA 14 (Appendix II).
53. No used or unused stationery or other examination material may be removed from an examination room. No question paper may be similarly removed either by a candidate or by any other person, before the end of the examination to which it relates and then only with the permission of the Supervisor.
54. Candidates must obey all instructions given by the Supervisors and Invigilators. In particular, they must enter and leave the room when they are told to do so and they must **NOT** talk to other candidates while they are in the room.
55. Candidates must not give or receive assistance in answering the examination paper.
56. Candidates who disobey the Regulations or otherwise misconduct themselves may be required by the Supervisor to leave the examination room, but expulsion should occur only when it is felt that such disciplinary action is essential. A candidate involved in any irregularity, misconduct or dishonesty in connection with the examination must

therefore be allowed to continue the examination unless he/she interferes with the examination of other candidates but he/she may later be disqualified or barred at the Council's pleasure from entry to future examinations conducted by the Council. A report in the prescribed manner must be submitted on any incident of the kind mentioned in this paragraph on Form EXA 14, (Appendix II).

## NOTES FOR GUIDANCE TO CANDIDATES

57. The attention of all candidates must be drawn to the **Notes for Guidance to Candidates** (Appendix III) at the back of their timetables. A copy of the Notes must also be conspicuously displayed somewhere near the entrance of the examination room.

## ENTRY OF CANDIDATES

58. Candidates should be allowed to enter the examination room at least fifteen minutes before the start of the examination session. During this period, Supervisors and Invigilators should issue stationery and any appropriate material. Candidates should be told the test code of each paper, the title of the paper, the name and number of their centre and the starting and finishing times of the paper – this information should also be written on a chalk board or other appropriate media visible to candidates. Candidates should be reminded to read carefully and to complete the instructions on the front and back of the answer booklets and bear in mind the rest of the instructions during the course of the examination. Completed front and back pages of a typical answer booklet are attached to this manual (Appendices VII and VIII).

## ISSUE OF QUESTION PAPERS

59. Shortly before the beginning of each examination, the Supervisor or Invigilator should open, in the examination room, in the presence of the candidates, the packet(s) containing the appropriate question papers. The attention of the candidates should be drawn to the breaking of the seal and to the fact that each packet is intact before it is opened. **The Supervisor must invite an Invigilator to come to the front of the examination room and carefully inspect the question paper package before it is opened.** The Supervisor, the Invigilator and a candidate must immediately sign the label on the front of the question paper package. The label must then be cut out and forwarded to the Council in the Script Return Envelope. The papers should be distributed in such a way that candidates cannot see any of the questions until the official starting time for the examination.
60. If a misprint should occur in an examination paper or should a question appear to require elucidation, the candidates should NOT be given any information on the subject, except in the form of an erratum notice issued by the Council, but the difficulty should be reported to the Local Registrar on Form EXA 14 (Appendix II). Candidates must be left to interpret question papers for themselves.

## SUPPLY OF STATIONERY

61. Each candidate must be supplied with the necessary answer booklet or answer sheet. If one booklet is insufficient, candidates should afterwards be supplied with supplementary answer sheets. The Invigilator must ensure that a supplementary sheet

is needed before supplying one to a candidate. Candidates using supplementary booklets or sheets should be told that they must insert their centre number and candidate number at the head of each sheet. At the end of the session candidates must tie all the supplementary sheets securely and in correct sequence, according to each question answered, inside the booklet. Sheets used for rough work should be crossed through and should be tied together with the rest of the script.

## WRITING OF PAPERS

62. The time for writing a paper is that stated on the question paper. **If there is any discrepancy between the time stated on the timetable and that on the question paper, the time stated on the question paper shall be followed.** Any time specifically allocated for reading through question papers or studying maps, unless otherwise stated, will be included in the total time allowed for papers. No extra time will be allowed to a candidate, including a candidate who arrives late for an examination session.
63. *A candidate must NOT be permitted to enter an examination room after the elapse of the first 30 minutes allocated to the paper being written. All candidates NOT in the examination room after the first 30 minutes shall be marked 'Absent'. No candidate will be permitted to leave the room during the first 30 minutes except in the case of pressing necessity. The Council, at the request of a Principal or Local Registrar, may consider the award of an Assessed Grade strictly in accordance with the criteria for the subject, if the candidate's reported absence from the paper was due to no fault of his/her own.*
64. The Supervisor should announce clearly to the candidates when they may begin to write their answers and when they must stop, that is, when the allotted time has expired.

## CONDUCT OF INVIGILATORS IN EXAMINATION ROOM

65. The Supervisor should maintain the utmost alertness during the whole period of the examination. He/she should not remain seated throughout the examination but should move unobtrusively about the room. In particular, he/she must not indulge in private reading or any other activity which may prevent him/her from giving his/her undivided attention to the candidates. While an examination is in progress he/she should not converse with a colleague except in pursuance of his/her duties. Any such conversation should be carried out as quietly as possible to prevent disturbance to candidates.

## ADVERSE CIRCUMSTANCES

66. Candidates with physical disabilities may be given on request, sympathetic consideration with regard to having special arrangements made to allow them to write the examination. Such requests, if not made at the time of the candidate's entry, should be made as soon as it is believed that the candidate's disability may require special accommodation arrangements.
67. A candidate whose examination work is affected by adverse circumstances, should inform the Supervisor at the centre at which he/she takes the examination, before, during or as soon as possible after the examination. In appropriate cases, he/she must

supply the Supervisor with a medical certificate. The Supervisor must report the circumstances to the Council through the Local Registrar.

## **DISRUPTION OF EXAMINATIONS**

### **Disruption of Short Duration or Caused By Minor Event**

68. If an examination session in progress is interrupted because the Supervisor has to act on the illness of a candidate, the candidate involved should be removed from the examination room immediately. The sick candidate should be removed to the sick bay or to a separate room where he/she should be supervised by the Supervisor or his/her designate until the candidate is well enough to return to the examination room. The time of absence should be recorded and credited to the sick candidate. If a candidate has to be sent to hospital, this should be accomplished with as little disruption as possible to the other candidates. The extent of the disruption will determine whether the Supervisor should credit the whole room with additional time.
69. If an examination session in progress is disturbed by an altercation between candidates, the Supervisor should remove the parties from the room immediately. The extent of the disruption will determine whether the Supervisor should credit the whole room with additional time. In the case of violent assault requiring the police to be called, the Supervisor should record the length of time the examination was disrupted and credit all the candidates with the additional time.
70. All other candidates should be advised to carry on with the examination where possible. The Supervisor/Invigilator should ensure that no candidate, other than those involved in the incident, is allowed to leave the examination room.
71. Supervisors and Invigilators are reminded that Form EXA 14 (Appendix 11) must be submitted in all cases of irregularities accompanied, where possible, by reports from the person(s) involved.

### **Disruption of Long Duration or Caused By Major Event**

72. In the event of a major disruption such as a fire alarm, bomb threat, earthquake or volcanic activity, the Supervisor/Invigilator should take the following action where possible and appropriate:
  - (i) take note of the time of the disruption;
  - (ii) ensure that the candidates are immediately escorted from the room to safety and that they are supervised as closely as possible in order to prevent collusion;
  - (iii) ensure that the candidates' question papers and scripts are left in the room and if possible, collected immediately after the evacuation;
  - (iv) contact the Local Registrar and authorities at the centre and attempt to complete the examination at the same or another location on the same day. If it is possible to complete the examination, then:-

- (a) at the resumption, place a distinctive mark on each candidate's script to indicate the point at which the interruption occurred, before returning the script to the candidate;
- (b) allow the candidates the full working time for the examination, less the time elapsed before the interruption; and
- (v) prepare and submit to the Council on Form EXA 14, Appendix II, a full report of the incident and of the action taken: either to abandon or complete the examination under the arrangements at iv (a) and (b) above.

## **SPECIAL INSTRUCTIONS FOR INDIVIDUAL SUBJECTS**

### **CSEC Integrated Science (SA) – June examinations ONLY. CSEC, Information Technology: Practical and Alternative to SBA – January examinations ONLY**

- 73. The printed **Instructions for Setting up the Practical Examination** sent well in advance of the examination will give details of the apparatus and materials that must be provided by the Centre. **These instructions must be regarded as strictly confidential**; they are intended to enable the Local Registrar or School Centre Supervisor for the practical examination to make proper preparations beforehand. It is essential that any person seeing these instructions should appreciate the responsibility of ensuring that no information contained in them reaches the candidate, directly or indirectly.
- 74. If the number of candidates entered for a paper at any centre is larger than can be accommodated at one time, the Supervisor may divide the candidates into two or more groups. In such circumstances, the second group must take the paper as soon as possible after the first group has finished and very careful arrangements must be made to keep the groups separate until all the candidates concerned have completed the paper.
- 75. Special care should be taken to prevent communication between the candidates, especially where the arrangements make it necessary to allow the candidates to move, from time to time, from one part of the laboratory or examination room to another part.
- 76. Unavailability of any of the apparatus and materials required must be reported to the Council on Form EXA 14 (Appendix II).

### **CSEC Electronic Document Preparation and Management (EDPM)**

- 77. Appendix IX contains special instructions to Teachers and Candidates for the conduct of the EDPM General Proficiency Paper 2 examination.

### **CSEC Information Technology**

- 78. The class teacher must be present at all practical examinations, that is, Technical Proficiency Paper 2, to assist the Supervisors and Invigilators in resolving any problems of a technical nature that may arise and to give help to students to print their files in such circumstances, if necessary.

79. Candidates must be reminded that scripts, not diskettes/CDs/flash drives, are the final output of the Information Technology examination. Scripts are required for the marking exercise, the diskettes/CDs/flash drives are needed for reference ONLY.
80. Printing of the scripts is NOT a part of the time allotted for the examination paper. Supervisors/Invigilators must allow candidates sufficient time to complete the printing of their work **after the examinations**. In extenuating circumstances, printing may be permitted the next day, provided that the appropriate measures are in place to protect the integrity of the candidates' diskettes/CDs/flash drives.
81. Candidates must be reminded that the printout (script) must be separated into individual pages labelled by page number and stapled in order of the pages. A penalty may be imposed on those candidates who fail to follow these instructions.
82. Candidates who lose examination time due to power failure, defective disk or equipment must be given extra time to be determined by the Supervisor in consultation with the teacher.
83. The Supervisors and Invigilators must become familiar with the general instructions included in the document **Instructions to Teachers** as they relate to the general administration of these examinations (see Appendix X).

**N.B. With effect from the May-June 2010 examinations, the Information Technology examination will take a new format: the Paper 1 will be a multiple choice and the Paper 2 will be an essay-type. The practical component will be included in the SBA (Paper 3). The syllabus will be offered at the General Proficiency only.**

#### **CSEC Mathematics (Basic and General Proficiencies)**

84. Metric-size graph paper must be supplied for Mathematics Paper 2 at both Basic and General Proficiencies. The number of sheets of graph paper indicated in the rubric of the question paper must be supplied to the candidate at the beginning of the session. A candidate may also be supplied on request with one or more sheets even when the question paper makes no reference to the use of graphs. Only graph paper supplied by the Council may be used.
85. A candidate who wishes to cancel work done on a sheet of graph paper may be supplied with a further sheet. All sheets must be submitted to the Supervisor.
86. Mathematics tables including formulae specially issued by the Council may be used by the candidates.
87. Electronic calculators may be used in the Paper 2 examination ONLY.

**N.B. The Basic Proficiency examination will be discontinued after the May-June 2009 sitting.**

#### **CSEC Music (Practical)**

88. All practical examinations should be conducted within a period of one week.

89. The examinations will be administered in a number of different categories. The order of the examination should allow for flexibility that facilitates the candidate who may opt to start with any item with which he/she is most comfortable.
90. Not more than five (5) candidates should be examined successively in any one block of time (session) without a break. Under normal circumstances, no examiner should examine more than 10 candidates in any one day.
91. Examiners should contact schools/centres in advance to confirm the times at which they will begin each session of the examination and to discuss any special arrangements that may be required.
92. On the day of the examination, examiners will normally arrive at least 30 minutes before the first session in order to:-
  - (a) ensure that all arrangements are satisfactory;
  - (b) introduce themselves to the candidates who should be brought together for this purpose at the appropriate time;
  - (c) allow the first candidate adequate time to ensure that his/her instrument is properly tuned and ready for use; and
  - (d) discuss with the Music teacher the special needs of any candidate that should be reported to Council for consideration at the Subject Awards Committee meeting (for example, recent illness or bereavement). **In such cases, the Form EXA 14, Appendix II, must be completed by the examiner.**
93. Examiners/Schools/Centres are asked to report to the Council (through the Local Registrar) any aspect of the practical or written examination that they consider unsatisfactory.
94. All copies of the final mark sheets as well as examiners' notes and rough mark sheets must be submitted to the Local Registrar, who will forward the original of those documents to the Registrar, CXC Headquarters. Local Registrars must retain a copy of each sheet for at least three months following the issue of the final results.
95. The Invigilator administering the written examination (LIAP) must follow the guidelines outlined in the Invigilator's Brief and Audio Script packaged with the compact disc (audio tape) to be used for the examination. To facilitate this, the brief must be read beforehand, not less than 60 minutes before the start of the examination. The guidelines must be strictly adhered to (see Appendix XI).

### Technical Drawing (Practical)

96. The practical examination in (Paper 3/1 and Paper 3/2) Technical Drawing is returned to the Council for assessment by the examining team.
97. Special Drawing paper is provided by the Council.
98. Drawing Boards/Drawing instruments are to be provided by the centres; candidates may however, use their own.
99. If required, an additional sheet of Drawing paper should be issued to the candidates.
100. At the end of the examination, Supervisors must ensure that each candidate has written his/her registration number and test code on the sheet(s) in the bottom left-hand corner.
101. The sheets should be suitably packed **in the envelopes (A2) provided** and returned immediately to the Local Registrar for submission to the Council.
102. Special arrangements should be made for candidates who opted to take the Computer Assisted Drawing option, CAD. See Appendix XII.

### Typewriting

103. If the number of candidates entered for the paper at any centre is larger than can be accommodated at one time, the Supervisor may divide them into two or more groups. In such circumstances, the second group must take the paper as soon as possible after the first group has finished and very careful arrangements must be made to keep the groups separate until all the candidates concerned have completed the paper.
104. **Candidates are permitted to use their personal typewriters.** In addition, spare typewriters should be readily available as replacements. Candidates may use black-ink ball point pens and rulers and they must be supplied with paper clips. Candidates may erase/correct in all questions. Untidy erasers, misuse of liquid paper and correcting tape on electronic typewriters, over-typing and uncorrected errors will be heavily penalised.
105. **Candidates are permitted to use personal computers (desktop or laptop) with the appropriate printers instead of typewriters to complete the Typewriting examination.**
106. The Centre will receive from the Council for issue to each candidate, a folder and stationery required for the examination.
107. During the time allotted for the examination, candidates must insert the appropriate items of stationery in the machine and type the assignments as instructed in the question paper.
108. At the end of the examination, candidates must:
  - (a) enter the required information in the front of the folder provided;

- (b) **ensure that their registration numbers are typed on the top right hand corner of each sheet used;**
  - (c) clip together the questions in the order in which they have been attempted; and
  - (d) place them together with all other used and unused stationery in the folder and hand it over to the Invigilator.
109. Supervisors must record on Form EXA 14 (Appendix II) all cases of faulty machines and the amount of time lost, if any, by each candidate if his/her machine had to be adjusted or replaced and any compensatory time granted to him/her.

**N.B. The Typewriting examination will be discontinued after the May-June 2009 sitting.**

### **Visual Arts**

110. Supervisors and Invigilators should be familiar with the guidelines included in the document **Instructions to Teachers – Visual Arts** (see Appendix XIII).
111. The Supervisor or his/her assistant should undertake the arranging/posing of the models and/or specimens.
112. Candidates are allowed to bring the following into the examination room:
- (a) necessary materials and equipment, for example, brushes, pencils, et cetera; and
  - (b) where permitted, preliminary sketches and preparatory work.
113. Candidates are NOT allowed to bring into the examination room finished work to be submitted for examination. If this occurs, then CXC's Regulations relating to this will apply (see CXC Regulations for the Conduct of the Council's Examinations (Revised April 2002), Section 9: Misconduct, Pages 32 and 33).
114. Candidates MUST NOT bring preliminary sketches into the examination room for Option A – Drawing.
115. Candidates MUST NOT bring completed work to be copied and submitted as examination pieces.
116. Candidates MUST NOT copy directly from books, magazines, calendars or other existing pictorial works for submission as their final examination work.
117. Candidates MUST NOT be given any technical advice.
118. Candidates should be allowed to work under the BEST available conditions with regard to lighting and physical facilities.
119. Candidates MUST observe safety precautions when using equipment that require the use of flammable materials, for example, kerosene, gas, et cetera.

120. Candidates should report any accident (for example, spilling of paint or ink on a finished piece) to the Invigilator who **MUST** inform the Supervisor, who in turn **MUST** make a report on the form provided and send it together with the candidates' work to the Council.
121. When the candidate is drawing, rest periods for the model of approximately five minutes **MUST** be allowed for every thirty minutes.
122. Extra time **MUST** be allocated to accommodate the model's rest periods.
123. Extra time **MUST** be allowed for drying in cases where the techniques used require time for drying, such as printmaking, fabric design, et cetera.
124. Ceramic pieces should be "fired" within two weeks after the examination, that is, before they are shipped to the Council.
125. The labels provided for the examination by CXC should be used. However, if candidates wish to use other surfaces specially suited to their selected media, then these papers should be attached to the CXC label so that the label remains at the front. The dimensions of the paper **MUST NOT** exceed CXC's stipulations. No information should be written on the work itself.
126. The candidates' registration numbers, options and question numbers **MUST** be carefully written on the labels provided for craft items and checked before despatch to the Council.
127. The labels must be securely attached to the craft items in order to avoid misplacement during packaging and transportation.
128. **Care must be taken to ensure that ceramics or other fragile works are properly packed to minimize breakage.**
129. Stencils and blocks for printing done for Options D and G **MUST** be prepared in the examination room. The only prepared screens/blocks with designs that may be brought into the room are those done using the photographic method or any method that would not be completed within a 6-hour sitting. In these cases, preliminary sketches and colour separations should be submitted.
130. Stretched screens and prepared blocks (without design) may be brought into the examination room.
131. For those examination options where candidates are allowed to take preliminary work into the room, the Supervisors and Invigilators should, at the start of the examination, stamp or place some distinctive mark on the candidates' sketches and record the number of sketches. At the end of the examination, they should reconcile this record with the work completed in the room and submitted for examination by each candidate.

***NOTE: Persons appointed to invigilate the Visual Art examinations should be current or retired Art Educators and they should invigilate at centres other than their own.***

### Alternative Paper for Private Candidates – CAPE Science Subjects

132. The Alternative Paper (03/B) in Units 1 and 2 of CAPE Biology, Chemistry and Physics carries a practical component. The printed **Instructions for Setting up the Practical Examination** sent well in advance of the examination will give details of the apparatus and materials that must be provided by the Centre. **These instructions must be regarded as strictly confidential**; they are intended to enable the Local Registrar or School Centre Supervisor for the practical examination to make proper preparations beforehand. It is essential that any person seeing these instructions should appreciate the responsibility of ensuring that no information contained in them reaches the candidate, directly or indirectly.

### SPECIAL INSTRUCTIONS FOR MULTIPLE CHOICE EXAMINATION

#### 133. Test Security

- (a) Lock the test booklets and other materials you receive in a safe place to which only you or properly authorised personnel have access.
- (b) You are responsible for the security of the tests from the moment of their receipt until they are returned to the Local Registrar's Office.
- (c) The plastic bags must only be opened in the presence of the candidates at the commencement of the examination and immediately after opening the bags, the booklets must be distributed unopened to the candidates (see paragraph 22).
- (d) Do not permit any unauthorised persons to enter the room.
- (e) **UNDER NO CONDITION MUST THE TEST BOOKLET BE COPIED EITHER COMPLETELY OR IN PART; NOR MUST IT BE SHOWN OR GIVEN TO ANYONE OUTSIDE THE EXAMINATION ROOM.**
- (f) You should not work or permit persons other than the candidates to work the questions.
- (g) Candidates should be told not to use liquid paper on the answer sheets.
- (h) Candidates should be told that they must **NOT** place the CXC seals or any other adhesive material, for example, scotch tape, on the answer sheets. They are required however, having inserted the answer sheet between the centre pages, to seal the three open sides of the booklet with the seals provided.
- (i) Ensure that all booklets are collected and returned with the answer sheets.

#### 134. Materials Needed Before Administering the Multiple Choice Test:

- (a) Instructions Manual: Each Supervisor and Invigilator should have one copy of the **Specific Instructions for Supervisors Administering Multiple Choice Examinations – Paper 1** (see Appendix XIV for the CSEC manual).

- (b) Test Booklets, Answer Sheets and CXC Seals: You should have one booklet, one answer sheet and three seals for each candidate and extra booklets for use when giving instructions to candidates or to replace defective booklets.
- (c) Pencils: Only 3B pencils must be used: Although candidates should bring pencils to the examination, you should have a supply of well sharpened pencils with erasers available for those who may not remember to bring pencils.
- (d) Clock: A clock with accurate time should be in the examination room and so placed that all candidates can read the time.

### 135. Irregularities

- (a) Should any irregularities (such as defective test booklets or answer sheets) arise in the test administration, they are to be reported to the Council on the Form EXA 14, Appendix II.
- (b) The Supervisor must complete the **Reconciliation Sheet** (Appendix XV) and return it and the test booklets to the Local Registrar; the Local Registrar will forward them to the Council.

### 136. Multiple Choice Question Booklets

- (a) Specific instructions to Supervisors are supplied with each Multiple Choice examination and Supervisors must carefully observe these instructions in order to ensure that every candidate understands the manner in which his/her answers must be given.
- (b) **Under no circumstances must Supervisors allow candidates to do their Multiple Choice examinations on answer sheets preprinted (pre-slugged) with other candidates' particulars. If no preprinted answer sheet is supplied for a candidate, he/she must be given a blank sheet and instructed to insert all the required personal and subject particulars.**

## D. AFTER THE EXAMINATION

### INSTRUCTIONS TO CANDIDATES

137. At the end of each examination session, the candidates must be told:
- (a) to ensure that all information has been entered correctly on the answer booklets (Appendix VII), that is, subject name, proficiency/unit, test code, year of examination, centre number, centre name, candidate's registration number, name, date-of-birth, sex and signature; and write his/her registration number on any supplementary answer sheets and graph paper used;
  - (b) to assemble any loose sheets in the order in which the questions have been attempted and then to fasten them with any rough work sheets inside the

answer booklet (or as instructed in the rubric of the question paper) with the string provided;

- (c) to list ALL questions attempted on the front of their booklets; and
  - (d) that no objective-test booklet, mathematical tables, answer booklet (used or unused) or other examination stationery must be removed from the examination room by a candidate. These items must be treated as confidential material and must be locked away between examinations sessions.
138. At the end of all examinations other than Multiple Choice, the Invigilator/Supervisor must ensure that the attention of all candidates is drawn to the Instructions to Candidate section of the **Candidate's Receipt** at the back of the Answer Booklet (Appendix VIII). For those subjects where no answer booklets are provided, receipt forms for each registered candidate will be sent with the test papers. Each candidate must complete and sign the form at the back of the booklet or the one given to him/her by the Supervisor. On receipt of the answer booklet or script, each candidate's form is completed by the Supervisor/Invigilator, signed in the appropriate section and given to the candidate.

## THE IRREGULARITY REPORT

139. The **Reporting on Irregularities** Form EXA 14, Appendix II, provided should be used to report any unusual occurrence (for example, lateness, misconduct, illness of a candidate) but not the absence of candidates. Also, **the Form EXA 14 should not be used to record registration issues such as incorrect names or dates-of-birth, or details about candidates not properly registered for a subject.** These registration issues must be brought to the attention of the Local Registrar through separate correspondence. Form EXA 14 should be completed in duplicate with the original for the Local Registrar and the copy enclosed in the Script Return Envelopes with the scripts for the Council.

## COLLECTION OF SCRIPTS

140. The scripts, answer booklets and Multiple Choice answer sheets and booklets should be collected, placed in order according to the registration numbers of the candidates, and checked against the **Attendance Register** to ensure that none has been overlooked and that candidates have correctly supplied the information requested on the cover of the booklet.
141. The Supervisor must ensure that all used and unused answer booklets, other examination stationery, used and unused Multiple Choice booklets and answer sheets are collected.
142. If a candidate has attended a session but has not submitted an answer booklet, the Supervisor must complete and send Form EXA 14, Appendix II, to the Council with the completed answer booklets for the other candidates. The Council may NOT recognize for examination purposes, an answer booklet which is not enclosed in the packet sent at the proper time.

## DESPATCH OF SCRIPTS

143. The scripts and Multiple Choice answer sheets collected together with a copy of the **Attendance Register** must be packed securely in envelopes provided according to instructions given by the Council. Scripts and other relevant materials for CSEC candidates should be placed in CSEC Script Return Envelopes and those for CAPE candidates should be placed in CAPE Script Return Envelopes. The envelopes must be sealed immediately after the end of the examination session and despatched to the Local Registrar by whatever means advised by him/her.
144. It is important that scripts be despatched in the shortest possible time since unnecessary delay may compound the logistical problems involved in moving scripts in good time to the marking centres.

## E. SUMMARY OF REVISIONS IN CURRENT MANUAL

145. A summary of the major changes in the current manual is given below.

- Declaration of Interest Form (EXA 61) – paras. 4-5
- Report on Question Paper Packing Errors Form (EXA 60) – para. 23
- Use of Security Bags – paras. 26-27
- Use of Tamper-evident Tape – para. 28
- Use of Mobile Telephones by Supervisors – paras. 40-41
- Opening of question paper packages by Invigilators – para. 59
- Irregularity Report (not to be used for registration issues) – para. 139
- Disqualification from examinations for unauthorised material – Appendix III
- Paper Components for CSEC, CAPE and CCSLC examinations – Appendix V
- Eligibility for Examination Results in Music – Appendix XI

*The Registry*  
March 4, 2009



# MINISTRY OF EDUCATION

## DECLARATION OF INTEREST

I, \_\_\_\_\_, hereby declare that my responses to the questions set out below are true and accurate.

*(Please place a tick ( ✓ ) in the appropriate box to indicate your response “Yes” or “No”).*

ARE YOU OR ANY OF YOUR CLOSE RELATIVES /SON/DAUGHTER/ TAKING ANY OF THE FOLLOWING EXAMINATIONS?

EXAMINATIONS	YEAR	
	YES	NO
Caribbean Secondary Education Certificate - CSEC January Sitting		
Caribbean Secondary Education Certificate - CSEC May/June Sitting		
Caribbean Advanced Proficiency Examination - CAPE May/June Sitting		
Caribbean Certificate of Secondary Level Competence - CCSLC		

If you have answered YES to any of the above, please complete **Sections A - C** below, as required:

A. Examination & Year: \_\_\_\_\_

Subject(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Candidate: \_\_\_\_\_

Relationship: \_\_\_\_\_

Institution/Centre: \_\_\_\_\_

Territory: \_\_\_\_\_

B. Examination & Year: \_\_\_\_\_

Subject(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Candidate: \_\_\_\_\_

Relationship: \_\_\_\_\_

Institution/Centre: \_\_\_\_\_

Territory: \_\_\_\_\_

C. Examination & Year: \_\_\_\_\_

Subject(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Candidate: \_\_\_\_\_

Relationship: \_\_\_\_\_

Institution/Centre: \_\_\_\_\_

Territory: \_\_\_\_\_

*I affirm that I will neither use nor disclose any information gained in the course of my duties pertinent to the above examinations and to the examination question papers and that I will otherwise preserve the integrity of the Council's examinations.*

**Signature:** ..... **Date:** .....  
*(Staff Member/Exams /Supervisor/Co-ordinator  
/Invigilator)*

**Noted by:** ..... **Date:** .....  
*(Supervisor or Head of Division)*

**Noted by:** ..... **Date:** .....  
*(Local Registrar)*

**Failure to fully disclose interest in examinations may result in the disqualification of yourself or the candidate(s) from examinations offered by the Caribbean Examinations Council. Other disciplinary measures may also be taken.**

CARIBBEAN EXAMINATIONS COUNCIL

HEADQUARTERS

REPORTING ON IRREGULARITIES

This form should be used for reporting on:

- (i) cases of misconduct;
(ii) candidates affected by adverse circumstances during the examination; and
(iii) other forms of irregularities, for example, late arrivals and emergencies.

Special Note

- 1. The ability of the Awarding Committees to reach fair and proper decisions on requests for special consideration in cases where candidates are affected by various forms of irregularities or in cases involving disciplinary action against candidates, will depend to a large extent on the clarity with which the cases are reported on this form.
2. Full details should be given and submitted in duplicate - one copy to be enclosed with the scripts and the other to be given separately to the Local Registrar for his/her records and for follow-up investigations where necessary.
3. Reports of misconduct must indicate clearly the sequence of events and action taken by the Supervisor.
4. Candidates must be asked at the end of the examination to submit statements for submission with the Supervisor's Report.
5. Any material confiscated by the Supervisor should be passed to the Local Registrar for submission to the Council on request.
6. Reports of illness or mishaps should give details of the degree and duration of the incapacity, difficulty, time lost, if any, assistance given by authorities at the Centre, et cetera.

THE REPORT<sup>1</sup>

SUBJECT: PROFICIENCY/UNIT: ..... PAPER: .....

EXAMINATION CENTRE NO.: ..... DATE: .....

Table with 3 columns: CANDIDATE NAME, CANDIDATE NO., DETAILED STATEMENT OF THE PROBLEM(S)

1 Reminder: Attach statement(s) by candidate(s) if applicable



## NOTES FOR GUIDANCE TO CANDIDATES

**1. Late Arrivals**

- (i) Candidates who arrive late may be admitted during the first 30 minutes of an examination session. Candidates who arrive after the first 30 minutes will not be admitted to the examination.
- (ii) Candidates who arrive late for an examination session will not be allowed extra time to make up for the time lost. The examination must end at the prescribed time.
- (iii) A candidate who presents himself/herself in the afternoon for a paper which has taken place in the morning will not be admitted.

**2. Leaving the Examination Room**

- (i) A candidate is not allowed to leave the examination room during the first 30 minutes of an examination session unless there are exceptional circumstances. Where a candidate is allowed temporarily to leave the examination room, he/she is to be accompanied by a member of staff or attendant.
- (ii) A candidate may be allowed to discontinue work and leave the examination room at anytime after the first 30 minutes of an examination session provided that he/she surrenders his/her question paper and answer book. There will be no re-admittance of that candidate.

**3. Examination Material**

- (i) Candidates are not allowed to take into the examination room any of the following: books, notes, boxes of instruments bearing data or any other article bearing data, paper for rough work and blotting paper. Electronic calculators are forbidden unless expressly stated by Council in advance. **MOBILE TELEPHONES** and other communication devices are strictly forbidden.
- (ii) Candidates must provide their own pencils (especially 3B pencils to answer multiple-choice questions), erasers, pens, ink, rulers, compasses, set squares and protractors.
- (iii) Candidates will be provided with the following:
  - (a) all stationery required for written answers;
  - (b) special answer sheets for objective type papers;
  - (c) mathematical tables and science data booklets;
  - (d) Blotting paper and string.

**4. Removal of Examination Material**

Examination material such as used or unused books, mathematical tables, multiple choice question booklets and supplementary answer sheets may **NOT** be removed from the examination room by a candidate.

**5. Instructions on Answer Books and Question Papers**

- (i) Candidates are reminded to read carefully and carry out the instructions given on the question paper and on the front cover of their answer books or multiple choice booklets. Candidates may be penalised if these instructions are not carried out.
- (ii) Candidates must use their Centre Number and their own ten-digit Registration Number throughout the examination. This information must be clearly inserted on every used page of their Answer Books and supplementary sheets. Candidates must write their names on the Cover of each Answer Book and NOT on the pages and supplementary sheets used.
- (iii) Candidates must start each answer to a question on a new page. Parts of a Question e.g. (a)/ (b)/ (c) may be written on the same page. If a supplementary sheet is used to complete the answer, it must be fastened with string next to the answer in the book.

**6. Misconduct**

A candidate guilty of any misconduct may have his/her examination papers cancelled, be disqualified and be barred from entry to future examinations of the Council.



# CARIBBEAN EXAMINATIONS COUNCIL

HEADQUARTERS

## PAPER COMPONENTS 2009 - CSEC

SUBJECT	PAPERS	TEST CODES		
		General	Basic	Technical
1. Agricultural Science (SA)	01	01203010		
	02	01203020		
2. Agricultural Science (DA)	01	01202010		
	02	01202020		
	03	01202030		
3. Biology	01	01207010		
	02	01207020		
	03/2 <sup>2</sup>	01207032		
4. Building Technology: Construction Option	01			01308010
	02			01308020
5. Building Technology: Woods Option	01			01309010
	02			01309020
6. Caribbean History	01	01210010		
	02	01210020		
	03/2 <sup>**</sup>	601210032		
7. Chemistry	01	01212010		
	02	01212020		
	03/2 <sup>*</sup>	01212032		
8. Clothing & Textiles	01	01213010		
	02	01213020		
9. Economics	01	01216010		
	02	01216020		
	03/2 <sup>**</sup>	01216032		

<sup>2</sup> January examinations **ONLY**

<sup>\*\*</sup> June examinations **ONLY**

SUBJECT	PAPERS	TEST CODES		
		General	Basic	Technical
10. Electrical and Electronic Technology	01 02			01317010 01317020
11. Electronic Document Preparation and Management	01 02 03/2**	01251010 01251020 01251032		
12. English A	01 02	01218010 01218020		
13. English B	01 02	01219010 01219020		
14. Food & Nutrition	01 02	01221010 01221020		
15. French	01 01/TS 02	01222010 01222010 - TS 01222020		
OTHER COMPONENTS: Examiners' packs and candidates' packs for the oral examinations				
16. Geography	01 02 03/2**	01225010 01225020 01225032		
17. Home Economics: Management	01 02	01228010 01228020		
18. Human and Social Biology	01 02	01253010 01253020		
19. Information Technology	01 02 03/2 <sup>3</sup> 02	01529010 01229020 01329032 (Alternate to Paper 02)		01529010*** 01329021*** 01329022***
OTHER COMPONENTS: Supervisors Report and Instructions for conducting Practical Examinations				

<sup>3</sup> January examinations **ONLY**

\*\* June examinations **ONLY**

\*\*\* Examinations will be discontinued after the June 2009 Sitting.

SUBJECT	PAPERS	TEST CODES		
		General	Basic	Technical
20. Integrated Science (SA)	01 02 03/2**	01230010 01230020 01230032		
OTHER COMPONENTS: Supervisors Report and Instructions for conducting Practical Examinations				
21. Mathematics	01 02	01234010 01234020	01134010*** 01134020***	
22. Mechanical Engineering Technology	01 02			01335010 01335020
23. Music: Section I (LIAP Examiners' and candidates brief)	01	01236010		
Music: Sections II & III (Marksheets are provided)	01	01236010		
24. Office Administration	01 02 03/2	01237010 01237020 01237032		
25. Physical Education and Sport	01	01252010		
26. Physics	01 02 03/2 <sup>4</sup>	01238010 01238020 01238032		
27. Principles of Accounts	01 02 03/2	01239010 01239020 01239032		
28. Principles of Business	01 02 03/2	01240010 01240020 01240032		
29. Religious Education	01 02	01241010 01241020		
30. Social Studies	01 02 03/2	01243010 01243020 01243032		
31. Spanish	01	01245010		

<sup>4</sup> January examinations **ONLY**

\*\* June examinations **ONLY**

\*\*\* Examinations will be discontinued after the June 2009 Sitting.

SUBJECT	PAPERS	TEST CODES		
		General	Basic	Technical
	01/TS 02	01245010 – TS 01245020		
OTHER COMPONENTS: Examiners' packs and candidates' packs for the oral examinations				
32. Technical Drawing: Building Drawing Option	01 02 03	01247010 01247020 01247031		
33. Technical Drawing: Mechanical Engineering Drawing Option	01 02 03	01247010 01247020 01247032		
34. Typewriting	02	01249020***		
35. Theatre Arts: Option A	01	01248010		
36. Theatre Arts: Option B	01	01248010		
37. Theatre Arts: Option C	01	01248010		
38. Visual Arts: Options A - J	02	01250020- 01250029		

\*\*\* Examinations will be discontinued after the June 2009 Sitting.

## PAPER COMPONENTS 2009 - CAPE

SUBJECT	PAPERS	TEST CODES	
		Unit I	Unit II
1. Accounting	01	02101010	02201010
	02	02101020	02201020
	03/B	02101032	02201032
2. Applied Mathematics	01	02105010	02205010
	02	02105020	02205020
	03/B	02105032	02205032
3. Art & Design	01	02106010	02206010
	02	02106020	02206020
	03	02106030	
4. Biology	01	02107010	02207010
	02	02107020	02207020
	03/B <sup>5</sup>	02107032	02207032
5. Caribbean Studies	01	02111010	
	02	02111020	
	03/B	02111032	
6. Chemistry	01	02112010	02212010
	02	02112020	02212020
	03/B*	02112032	02212032
7. Computer Science	01	02115010	02215010
	02	02115020	02215020
8. Communication Studies	01A	02114010	
	01B	02114040	
	01/B/ES	02114040/ES	
	02	02114020	
	03/B	02114032	
9. Economics	01	02116010	02216010
	02	02116020	02216020
	03/B	02116032	02216032
10. Electrical & Electronic Technology	01	02117010	02217010
	02	02117020	02217020
11. Environmental Science	01	02120010	02220010

<sup>5</sup> Supervisor's Report and Instructions for conducting Practical Examinations

SUBJECT	PAPERS	TEST CODES	
		Unit I	Unit II
	02	02120020	02220020
	03/B	02120032	02220032
12. Food and Nutrition	01	02121010	02221010
	02	02121020	02221020
13. French	01	02122010	02222010
	02	02122020	02222020
	03	02122030	02222030
16. Geography	01	02125010	02225010
	02	02125020	02225020
	03/B	02125032	02225032
17. Geometrical & Mechanical Engineering Drawing	01	02126010	02226010
	02	02126020	02226020
18. History	01	02127010	02227010
	02	02127020	02227020
	03/B	02127032	02227032
19. Information Technology	01	02129010	02229010
	02	02129020	02229020
	03/B	02129032	02229032
20. Law	01	02131010	02231010
	02	02131020	02231020
21. Literatures in English	01	02132010	02232010
	02	02132020	02232020
	03/B	02132032	02232032
22. Management of Business	01	02133010	02233010
	02	02133020	02233020
	03/B	02133032	02233032
23. Pure Mathematics	01	02134010	02234010
	02	02134020	02234020
	03/B	02134032	02234032
24. Physics	01	02138010	02238010
	02	02138020	02238020
	03/B <sup>6</sup>	02138032	02238032

<sup>6</sup> Supervisor's Report and Instructions for conducting Practical Examinations

SUBJECT	PAPERS	TEST CODES	
		Unit I	Unit II
25. Sociology	01	02144010	02244010
	02	02144020	02244020
	03/B	02144032	02244032
26. Spanish	01	02145010	02245010
	02	02145020	02245020
	03	02145030	02245030

## PAPER COMPONENTS 2009 - CCSLC

SUBJECT	PAPERS	TEST CODES
1. English Language	01	05118010
2. French	01	05122010
3. Integrated Science	01	05130010
4. Mathematics	01	05134010
5. Social Studies	01	05143010
6. Spanish	01	05145010

**The Registry**  
**March 3, 2009**

# SEATING PLAN

**SUBJECT:**

**CENTRE NO: 210115**

**CENTRE NAME: Acomby Private**

**DATE OF EXAMINATION:**

**SUPERVISOR'S DESK**

0001	0023	0030	0044	0061	0062
0063	0180	0182 ABSENT	0199	0200	0202
0208	0209	0211	0228	0230	0233
0235	0236 ABSENT	0241	0242 ABSENT	0243	0249
0250	0251	0253	0255	0259	0266
0268	0277	0278	0279	0280	0296
0297	0298 ABSENT	0300	0301	0302	0306 ABSENT
0308	0311	0314	0320	0350	0381
0391	0399	0401	0405	0409	0444
0458	0460	0489	0491 ABSENT	0494	0522
0579	0584	0597	0598	0600	0617
0649	0660	0667	0669		

**NAME OF SUPERVISOR:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

CARIBBEAN EXAMINATIONS COUNCIL  
SECONDARY EDUCATION CERTIFICATE

CARIBBEAN EXAMINATIONS COUNCIL  
SECONDARY EDUCATION CERTIFICATE

ANSWER BOOKLET

ANSWER BOOKLET

I. FILL IN ALL THE INFORMATION REQUESTED CLEARLY AND LEGIBLY

TEST CODE 

0	1	2	3	4	0	2	0
---	---	---	---	---	---	---	---

TEST CODE 

0	1	2	3	4	0	2	0
---	---	---	---	---	---	---	---

SUBJECT Mathematics

SUBJECT Mathematics

PROFICIENCY General

PROFICIENCY General

REGISTRATION NUMBER 

0	3	2	3	1	3	0	0	5	9
---	---	---	---	---	---	---	---	---	---

REGISTRATION NUMBER 

0	3	2	3	1	3	0	0	5	9
---	---	---	---	---	---	---	---	---	---

YEAR OF EXAMINATION 2009

II. Enter in the left hand column of the boxes below the numbers of the questions you have attempted in the order they appear in the booklet..

SCHOOL/CENTRE NUMBER					
0	3	2	3	1	3

III. Write your answers in Black or Blue/Black Ink.

For CXC Use Only

QUES. NUMBERS	Do not write in the spaces below				TOTAL
	P1	P2	P3	P4	
1					
2					
3					
4					
5					
6					
7					
8					
10					
12					

NAME OF SCHOOL/CENTRE

St Aidan's College

CANDIDATE'S NAME

Maria Smith

DATE OF BIRTH

Day / Month / Year  
29 / 08 / 1990

SEX { MALE   
FEMALE

SIGNATURE M Smith

BELOW THIS LINE FOR CXC USE ONLY

FOLDER NUMBER



BELOW THIS LINE FOR CXC USE ONLY

FOLDER NUMBER

**CANDIDATE'S RECEIPT**

**INSTRUCTIONS TO CANDIDATE:**

1. Fill in all the information requested clearly and legibly.

TEST CODE 01234020

SUBJECT: Mathematics

PROFICIENCY: General

FULL NAME: MARIA A. SMITH  
(BLOCK LETTERS)

Signature: M Smith

2. Ensure that this slip is detached by the Supervisor or Invigilator and given to you when you hand in this booklet.
3. Keep it in a safe place until you have received your results.

**INSTRUCTION TO SUPERVISOR/INVIGILATOR:**

Sign the declaration below, detach this slip and hand it to the candidate as his/her receipt for this booklet collected by you.

I hereby acknowledge receipt of the candidate's booklet for the examination stated above.

Signature: \_\_\_\_\_  
Supervisor/Invigilator.

\_\_\_\_\_  
Date

# ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

## PAPER 02 – General Proficiency

### INSTRUCTIONS TO TEACHERS

#### GENERAL INSTRUCTIONS

##### Preparation for the Examination

1. Any inter-station communication on a network must be disabled before the examination.
2. Teachers are required to ensure that the computers and **diskettes\*** to be used in the examination are virus free.
3. Teachers are required to ensure that drive heads are cleaned the day before the examination.
4. Relatively new diskettes should be used as very old diskettes tend to be unreliable and can contaminate drive heads.
5. It is important that prior to the examination all diskettes are checked to ensure that they can be written to and printed from.
6. Teachers are required to ensure that extra blank formatted diskettes are available in order to replace any that become damaged during the examination. **Note that teachers are required to comply with Instruction 11 (ii) when replacing diskettes.**
7. At least TWO fully functional printing stations should be made available for printing the candidates' work after the examination. Printers with adequate supplies (new ribbons, cartridges or toner) should be provided. Centres are advised to stock extra supplies to ensure that the printing of all candidates' work can be completed.
8. A folder with adequate space should be created on the local hard drive for each candidate. The folder should be labelled with the candidate's initials and registration number. The pathway to the folder should be simple. For example in the MS Windows environment, Justin C Browne whose registration number is 0300140011 would have folder named JCB0300140011 and path specified as C → EDPM2005 → JCB0300140011 or C:\EDPM2005\JCB0300140011.
9. Schools entering more candidates than there are available computers may use two or more shifts. It is imperative that
  - (i) candidates for subsequent shifts are assembled in one place at least TEN minutes before the end of the previous session to ensure that there is no interaction among candidates; and
  - (ii) **teachers also ensure that EACH machine is SANITIZED (working folders of the candidate from the previous shift are removed) before it is made available for use by the next candidate. (Please note instruction 13.)**
10. Mobile telephones, Personal Digital Assistants (PDAs) and other electronic communication devices are NOT permitted in the examination room.

**N.B. \*Other removable media may be used instead of diskettes - for example, CDRs/CDRWs, flash memory.**

## Examination Procedures

11. Five minutes before warm-up time, each candidate should be given:
  - (i) the sheet of paper headed '**INSTRUCTIONS TO CANDIDATES**', on which the invigilator has recorded the machine assignment; name **and** location of the folder assigned to him/her (for example, see instruction 8); and instructions for printing; and
  - (ii) a blank formatted diskette with a stuck-on label bearing the candidate's initials and registration number.
  
12. Candidates should be informed that they have each been assigned:
  - (i) a unique, temporary folder on the local hard drive in which they are to save the files they create in responding to examination questions; and
  - (ii) a formatted diskette with his/her initials and registration number and that **after completing each question**, they should transfer the work from the temporary folder to this diskette. (NB: The diskettes must be retained by the school until the end of September following the examination)
  
13. A teacher who is familiar with the software and print facilities used in the examination is required to be available for the duration of the examination. This teacher is required to make a copy of all candidates' work and submit to CXC one master disk for EACH type of machine and application used. Each master disk should be clearly labelled with the following information:
  - (i) the centre number;
  - (ii) the name(s) of the application program(s);
  - (iii) the operating system (for example, Windows 95, 98, 2000, XP; UNIX; Linux); and
  - (iv) date and time(s) the master disk was created.

On the master disk, each candidate's work should be saved in a uniquely labelled folder. A separate folder must be created for EACH candidate's work. Names of folders must comprise **candidate's initials and registration number** so that a candidate's work can be readily identified. This disk is to be securely and appropriately packaged and submitted to CXC along with the scripts.
  
14. *During the examination the teacher may give assistance if a candidate is experiencing difficulty with a machine or the media . However, the nature of the problem and the assistance given must be clearly stated on the Supervisors' Irregularity Report.*

The following information should be documented by the teacher on the Supervisor's report:

  - (i) the registration number of the candidate(s) affected;
  - (ii) the machine used;
  - (iii) the date and time that the problem was reported (for example, May 10, 1.45 pm, 40 minutes after start of the examination);
  - (iv) the length of time taken for resolving the issue;
  - (v) whether or not any data were lost, quantity lost, the number of the question(s) affected;
  - (vi) whether or not the problem was specific to an application and if so, which application; and
  - (vii) any additional relevant information.
  
15. Printing is not considered part of the time allocated for the examination. Supervisors/Invigilators must allow candidates sufficient time to complete the printing of their work after the examination.

**END OF INSTRUCTIONS TO TEACHERS (see the Instructions to Candidates that follow)**

## INSTRUCTIONS TO CANDIDATES

A temporary folder has been created for you on Machine \_\_\_\_\_

The path name for this folder is: \_\_\_\_\_

### Procedures for Printing

1. You will be given a blank formatted diskette with your initials and registration number. Upon completing each question, you should transfer your work from the temporary folder on the hard drive to your labelled diskette.
2. At the end of the examination, you should print your own work. If you experience problems in doing so, you may request assistance from the invigilator or teacher. Printing is not considered part of the time allocated for the examination.
3. It is your responsibility to ensure that:
  - (a) your registration number appears in the upper right-hand corner of each page;
  - (b) EACH page is correctly labelled with the question number;
  - (c) your ENTIRE file is printed and that you submit ALL of your printed pages;
  - (d) your submission contains ONLY your work; and
  - (e) you submit your labelled diskette, together with all printed work, at the end of the examination. **Note that the examiner will mark ONLY your printed work. Your diskette will only be used for security checks.**

Failure to comply with these instructions could result in loss of marks.

END OF INSTRUCTIONS TO CANDIDATES

## INFORMATION TECHNOLOGY

### TECHNICAL PROFICIENCY – PAPER 2

#### INSTRUCTIONS TO TEACHERS

##### General Instructions

1. Each candidate should have a formatted diskette. Each diskette\* must be named using the candidate's registration number. A stuck-on label on each candidate's diskette must also bear the following information:
  - (i) the candidate's registration number;
  - (ii) the name(s) of the application program(s);
  - (iii) the type of computer; and
  - (iv) the operating system.
2. On each candidate's diskette, the teacher (or other person designated by the Principal) must ensure that the relevant files are created, using application packages that the student will use during the practical examination.
3. It is important that all diskettes be checked to ensure that they can be read from and written to prior to the examination.
4. At least TWO functional printers, with adequate paper and new ribbons, should be provided.
5. When schools enter more candidates than the number of computers available, candidates for subsequent shifts must be assembled in one place at least TEN minutes before the end of the first session to ensure that there is no interaction among candidates.
6. A teacher is required to be available to duplicate data diskettes for candidates. The teacher must be able to use all of the print facilities of the packages, including "print structure".
7. Any means of inter-station communication on a network must be disabled, if possible, for the examination, to reduce the possibility of cheating. As far as possible, the candidate must have 'write' privileges only on the diskette provided for his/her use. For example, if the machine has a hard disk it should be write-protected.
8. Teachers must ensure that extra formatted diskettes, with relevant files are available, if applicable, in order to replace those which may become damaged during the examination. **Note that Instruction 1 must be adhered to when replacing diskettes.**
9. Teachers must make a copy of all candidates' work and submit one (1) master disk for each type of machine being used to CXC. This disk must be labelled with the Centre Number and Name. Files on the master disk must be renamed so that a candidate's work can be identified by the name used. If possible, teachers may create folders, each containing one candidate's work.

10. **Teachers are allowed to give assistance to a candidate if a candidate is experiencing difficulty with a machine. However, the nature of the problem and the assistance given must be clearly stated on the Invigilator's Report.**
11. Teachers must ensure that the computer being used for preparing diskettes is virus-free and that the diskettes to be provided are also virus-free.
12. Teachers should ensure that drive heads are cleaned the day before and after each examination. Relatively new diskettes should be used as very old diskettes can quickly contaminate the drive heads.
13. Teachers must be reminded that mobile telephones and other communication devices are not permitted in the examination room.

# **CARIBBEAN EXAMINATIONS COUNCIL**

## **GUIDELINES AND INSTRUCTIONS FOR PRACTICAL AND WRITTEN EXAMINATIONS IN MUSIC**

**GENERAL PROFICIENCY**

### **PREPARED PERFORMANCE (SOLO AND ENSEMBLE)**

### **COMPOSING (LIVE PERFORMANCE)**

### **LISTENING & APPRAISING**

**For Local Registrars, Principals, External Examiners and Invigilators**

**(Effective 1999 Examination  
Revised for 2003 Examination)**

## **Requirements for the Practical Examination in Performing/Composing**

1. The practical examination should take place in the first half of the third term of the examination year and in any case before the commencement of the written examinations in all subjects in accordance with a timetable prepared by the Registrar of the Council.

### **ALL PRACTICAL EXAMINATIONS SHOULD BE CONDUCTED WITHIN A PERIOD OF ONE WEEK AND WILL BE ADMINISTERED IN CATEGORIES AS FOLLOWS:**

- a. Voice and Keyboard
- b. Strings
- c. Woodwind and Saxophone
- d. Orchestral Brass
- e. Percussion

Categories and groupings are:

1. **Voice and Keyboard**  
 Appropriate voice range (for example, bass, soprano)  
 Electric Keyboard  
 Piano
2. **Strings**  
 Violin  
 Viola  
 Violoncello (Cello)  
 Double Bass  
 Guitar  
 Bass Guitar
3. **Woodwind**  
 Recorder (descant or treble)  
 Flute  
 Oboe  
 Clarinet  
 Bassoon  
 Saxophone (for example, soprano, alto, tenor)

**4. Brass**

Trumpet  
Tuba  
French horn  
Trombone  
Cornet  
Baritone

**5. Percussion**

Steel pan (tenor, double tenor, double seconds)  
Drum kit/Trap set  
Conga

The order of the examination should allow for flexibility that facilitates the candidate who may opt to start with any item with which he/she is most comfortable.

**Section 1      PERFORMING (PERF) 60 marks**

- (i) *Solo performance* of two pieces on the main instrument selected from the above five categories and groupings.
- (ii) One *technical exercise*, two scales and their arpeggios (may be performed in the order preferred by the candidate).
- (iii) *Ensemble performance* of one piece. Instruments should already be set up before the examination. Other participants enter the examination room just on time for the ensemble performance and leave immediately after. Performance should be of approximately three minutes' duration. The candidate should perform a clear role.
- (iv) *Viva voce* discussion

A file to be presented with copies of the pieces to be performed (solo and ensemble). This will be returned by the examiner at the end of the exercise.

**Section 2****COMPOSING (COMP) 50 marks**

- (i) One composition/arrangement presented in a live performance.

The examiner will indicate by a tick (✓) on the marksheet whether a live presentation has been done. No marks will be awarded at this point as the performance is intended as authentication of the candidate's familiarity and ownership of the composition.

Other participants (where required) enter examination room just on time for presentation and leave immediately after.

- (ii) Audio tape (CD) of the main two compositions/arrangements (one of which is that performed at (i) above), and file of the two main compositions/arrangements plus two additional compositions/arrangements.
- (iii) Viva voce discussion of compositions. File should include documentation of the composing process signed by teacher to verify authenticity - absence of which will result in automatic deduction of five marks.

**NB** Only the **viva voce** will be given a mark during the practical examination. All other marks are awarded during the official marking exercise to be conducted by an appointed examining committee.

The examination for each candidate will last approximately 30 minutes. Additional time will be allowed for tuning and setting up equipment.

### Administration Procedures

2. By the middle of February, the Local Registrar will submit to Council a timetable for the examinations and a complete list of the approved examiners and their allocations. The Local Registrar will also ensure that the relevant details concerning timetables and allocation of examiners are circulated to all schools/centres and examiners concerned not later than February 28.
3. Candidates will be required to present on a selected instrument, including voice (list of instruments attached as well as indicated in Syllabus), both a prepared solo performance of two pieces and a prepared ensemble performance of one piece.

The ensemble should consist of no fewer than two performers and no more than six, and the music performed should not exceed a duration of five minutes.

The Local Registrar should be notified of the instrument that the candidate is offering for examination by the last week of November, so that the information may be conveyed to the examiner. **The candidate's level of competence (Elementary, Intermediate, or Advance) must be indicated on the Performing (Profile 2) Mark Sheet.**

4. Technical exercises, works in any genre (Caribbean, popular or classical) and appropriate to the candidate's level of competence, scales and arpeggios will be chosen by the candidate.

**NB:** Scales and arpeggios must relate to the keys of the two pieces presented in the practical examination. The two pieces should normally NOT be in the same key. Where this is unavoidable, then the major as well as the relative minor scales and arpeggios must be played.

5. Candidates will be expected to provide the examiner with the notated score or written commentary (verbal explanation) where no official or documented score of the technical exercise(s) and chosen works is available.
6. Candidates must provide an audiotape (CD), on which their two compositions/ arrangements are recorded. The tape should be properly labelled with the following information:–

*Candidate's name*

*Candidate's number*

*Name of school*

*Subject and profile*

*Titles of compositions/arrangements*

*Year of examination*

**NB:** It is advisable for the candidate to state his or her name/number and titles of pieces at the beginning of the recording as well.

Candidates are not obliged to perform their own compositions, but such compositions must be performed in the candidates' presence and candidates are expected to be able to comment knowledgeably on any aspect of their compositions or answer any related questions posed by the examiner.

7. At all times, before and during the examination, any material relevant to the examination must be kept under conditions of strict security. It is essential that examiners appreciate the responsibility of ensuring that no information contained in the examination materials directly or indirectly reaches candidates to be examined.
8. Schools/centres should ensure that all examination candidates are aware of the format that the examination will take and know the time at which they are required to attend, noting that each candidate will be examined for approximately 30 minutes in a combined sitting for performing and composing.
9. Schools/centres should ensure that a suitable venue is selected for the examination (see **Physical Requirements for CSEC Music Examinations** page 9).
10. Not more than five (5) candidates should be examined successively in any one block of time (session) without a break. Under normal circumstances, no examiner should examine more than 10 candidates in any one day.
11. Examiners should contact schools/centres in advance to confirm the times at which they will begin each session of the examination, and to discuss any special arrangements that may be required.
12. On the day of the examination, examiners will normally arrive at least 30 minutes before the beginning session:
  - a. to ensure that all arrangements are satisfactory;
  - b. to introduce themselves to the candidates who should be brought together for this purpose at the appropriate time;
  - c. to allow the first candidate adequate time to ensure that his/her instrument is properly tuned and ready for use; and
  - d. to discuss with the Music teacher any candidates with special difficulties or needs that should be reported to Council for consideration at the Subject Awards Committee meeting (for example, recent illness or bereavement). **In such cases, the Reporting on Irregularities Form (EXA 14) must be completed by the examiner.**

13. Examination conditions must prevail throughout the environment in which the examination is taking place:
  - a. the examination room must be as quiet as possible and a table should be provided for the examiner to be seated at a reasonable distance from the candidate's performing position; and
  - b. the candidate, in preparing to be examined, should be able to check on his/her instrument in an area that is quiet and under supervision. Arrangements should be made between the examiner and supervisory staff to ensure that candidates are summoned in an orderly manner.
14. Under no circumstances should examiners discuss the performance of any candidate with anyone not so authorised to be privy.
15. The Local Registrar may consider requests by Principals on behalf of candidates who, because of illness or other untenable circumstances, would like to have their examination sitting transferred to another centre at which the examination is scheduled to take place at a later date.
16. Examiners/Schools/Centres are asked to report to Council (through the Local Registrar) any aspect of the practical or written examination that they consider unsatisfactory.
17. All copies of the final mark sheets, as well as examiners' notes and rough mark sheets must be submitted to the Local Registrar, who will forward all original copies of those documents to the Registrar, CXC Headquarters. Local Registrars must retain a copy of each sheet for at least three months following the issue of the final results.

## CHECKLIST FOR PRACTICAL EXAMINATION REQUIREMENTS

Each candidate must present the following:-

SECTION I (PERF) PIECES		SECTION II (COMP) PIECES	
1	Piece No. 1 – first solo item, performed on an instrument or sung	5	Piece No. 5 – first original composition/arrangement, scored and recorded on audio tape/CD
2	Piece No. 2 – second solo item, performed on an instrument or sung	6	Piece No. 6 – second original composition/arrangement, scored and recorded on audio tape/CD
3	Piece No. 3 – ensemble item, performed within a group consisting of 2-8 persons, and <u>distinct from the preceding two solo pieces</u>	7	Piece No. 7 – third original composition/arrangement
4	Piece No. 4 – technical study, solo item performed on instrument used for first two pieces (or sung)  <b>NB</b> Piece No. 5 or Piece No. 6 <b>MUST</b> be presented in a live performance during the PERF examination. Neither Piece No. 7 nor Piece No. 8 will be accepted for this purpose.	8	Piece No. 8 – fourth original composition/arrangement  <b>NB</b> Candidates may NOT offer their own compositions or arrangements as their solo repertoire or ensemble item.
<p>TOTAL NUMBER OF <b><u>DIFFERENT</u></b> PIECES TO BE PRESENTED/SUBMITTED IN PAPER II = EIGHT (8) that is, FOUR distinct pieces for PERF and FOUR distinct pieces for COMP. There should be NO OVERLAPS.</p>			

## **Requirements for the Written Examination (LIAP)**

The invigilator administering the written examination (LIAP) must follow the guidelines outlined in the Invigilator's Brief and Audio Script packaged with the audio tape (CD) to be used for the examination. To facilitate this, the brief must be read beforehand, not less than 60 minutes before the start of the examination. The guidelines must be strictly adhered to.

### **PHYSICAL REQUIREMENTS FOR CSEC MUSIC EXAMINATIONS**

#### **PRACTICAL - PERF/COMP**

- Suitable room – good acoustics, detached, free from visual and aural distractions
- Instruments tuned and in good working order; electronic equipment checked and functioning properly; band instruments (where required – for example, ensemble performance) set up in positions from which they will be used, before examination starts.
- Music stand(s) in place (where required).
- Candidate's file of pieces to be performed during the examination - for Performing as well as Composing/Arranging.
- Examiner's file with copies of the following:-
  - scores for pieces to be performed - solo and ensemble performance;
  - other repertoire performed over the preparation period (which will be returned to the candidate at the end of the exercise);
  - scores for four compositions/arrangements being submitted for assessment; and
  - audio tape (CD) of two compositions/arrangements being submitted for assessment.

***NB*** *Ensemble performers must wait quietly outside the examination room at a point from which they can be easily summoned. They must quietly leave the room immediately after they have performed their role.*

## WRITTEN - LIAP

- Suitable room - detached, free from visual, aural and other distractions.
- Appropriate lighting and ventilation.
- Audio equipment of good quality - tape recorder or stereo system suitable for classroom sound projection.

## ELIGIBILITY FOR EXAMINATION RESULTS

A candidate will only receive examination results in the Music General Proficiency examination provided **ALL** of the following are completed and sent to the Council:

- Written Examination (Paper 1): Question Paper Forms Answer Booklet for Section I and Sections II and III.
- Practical Examination (Paper 2): completed Examiners' Mark Sheet for Performing (Profile 2) - **the candidate's level of competence (Elementary, Intermediate, or Advance) must be selected**; completed Examiners' Mark Sheet for Composing (Profile 2); a Portfolio with the candidate's work including the audio tape or compact disc (CD); and a completed Music Declaration Form.

The candidate is also required to complete his/her SBA assignments for Paper 3.

TECHNICAL DRAWING

GENERAL PROFICIENCY – PAPER 2 & PAPER 3  
(Candidates who opt to use the Computer Aided Drafting method)

General Instructions

1. Printing of the scripts is NOT a part of the time allotted for the examination paper. Supervisors/Invigilators must allow candidates sufficient time to complete the printing of their work **after the examination**. In extenuating circumstances, printing may be permitted the next day, provided that the appropriate measures are in place to protect the integrity of the candidate's diskettes\*.
2. Each candidate should have a formatted diskette. Each diskette must be named using the candidate's registration number. A stuck-on label of each candidate's diskette must also bear the following information:
  - (i) the candidate's registration number;
  - (ii) the name(s) of the application programme(s);
  - (iii) the type of computer; and
  - (iv) the operation system.
3. On each candidate's diskette, the teacher (or other person designated by the Principal) must ensure that the relevant files are created, using application packages that the candidate will use during the practical examination.
4. It is important that the teacher (or other person designated by the Principal) check all diskettes to ensure that they can be read from and written to prior to the examination.
5. At least TWO functional printers should be provided.
6. When schools enter more candidates than the number of computers available, candidates for subsequent shifts must be assembled in one place at least TEN minutes before the end of the first session to ensure that there is no interaction among candidates.
7. A teacher must be available to duplicate data diskettes for candidates. The teacher must be able to use all of the print facilities of the packages, including 'print structure'.
8. Any means of inter-station communication on a network must be disabled, if possible, for the duration of the examination to reduce the possibility of cheating. As far as possible, the candidate must have 'write' privileges only on the diskette provided for his/her use. For example, if the machine has a hard drive it should be write-protected.
9. Teachers must ensure that extra formatted diskettes with relevant files are available, if necessary, in order to replace those which may become damaged during the examination. **Note that Instruction 2 must be adhered to when replacing diskettes.**

**\* NB Candidates may use other storage devices, such as, compact disks or memory sticks, provided these are in good condition and contain no unauthorized material.**

10. **Teachers should give assistance to a candidate if the candidate is experiencing difficulty with the computer or printer. However, the nature of the problem and the assistance given must be clearly stated on the Invigilator's Report.**
11. Teachers must ensure that the computer being used for preparing diskettes is virus-free and that the diskettes to be provided are also virus-free.
12. Teachers should ensure that drive heads are cleaned the day before and after each examination. Relatively new diskettes should be used as very old diskettes can quickly contaminate the drive heads.
13. Teachers must be reminded that mobile telephones and other communication devices are not permitted in the examination room.

**NOTE:**

Candidates who opt to use the Traditional Drawing Method for Paper 02 and Paper 03 may opt to do the SBA drawing project using the Computer Aided Drafting application.

**C A R I B B E A N E X A M I N A T I O N S C O U N C I L**

**SECONDARY EDUCATION CERTIFICATE  
EXAMINATION**

**VISUAL ARTS**

**INSTRUCTIONS TO TEACHERS**

Teachers should ensure that:

1. the candidates receive the examination papers **TWO WEEKS** in advance of the examination date;
2. the candidates obtain in time for the examination whatever materials and equipment are necessary for the selected options;
3. wherever required, preliminary studies and preparation of materials are the unaided work of the candidates;
4. within **TWO WEEKS** after the examination, **ALL** ceramic pieces are:
  - (a) bisque fired; and
  - (b) labelled and packed for despatch;
5. the candidates are informed of the rules and regulations pertaining to misconduct and the consequences of such misconduct;
6. the label provided for the examination by **CXC** is used. If candidates wish to use other surfaces specially suited to their selected media, then these papers should be attached to the **CXC** label, so that the label remains at the front. No information should be written on the work itself;
7. the labels for Options **E – J** are securely attached to the pieces in order to avoid misplacement during packaging and transportation;
8. the dimensions of the work **DO NOT** exceed **CXC**'s stipulation;
9. candidates consider the placement of their composition in relation to the size of the paper provided;
10. candidates **DO NOT** take preliminary sketches to be finished in the examination room for submission as their final examination piece;
11. candidates **DO NOT** take preliminary sketches into the examination room for Option **A – Drawing**;

12. candidates do not take into the examination room a finished piece of work for substitution as an examination piece;
13. candidates DO NOT copy directly from books, magazines, calendars or other existing pictorial works for submission as their final examination work;
14. proper care is taken to ensure that ceramics or other fragile works are closely packed to minimize breakage;
15. candidates DO NOT copy information verbatim and submit as their own material;
16. candidates DO NOT submit identical copies of the illustrated paper;
17. candidates state the total number of words contained in the Illustrated Paper;
18. stencils and blocks for printing done for Options D and G MUST be prepared in the examination room. The only prepared screens/blocks with designs that may be brought into the room are those done using the photographic method or any method that would not be completed within a 6-hour sitting. In these cases, preliminary sketches and colour separations should be submitted;
19. only stretched screens and prepared blocks (without design) are brought into the examination room; and
20. for those examination options where candidates are allowed to take preliminary work into the room, the Supervisors and Invigilators should, at the start of the examination, stamp or place some distinctive mark on the candidates' sketches and record the number of sketches. At the end of the examination, they should reconcile this record with the work completed in the room and submitted for examination by each candidate.

**NOTE: Persons appointed to invigilate the Visual Art examinations should be current or retired Art Educators and they should invigilate at centres other than their own.**

### **Nature of Assistance to be given by Teachers**

#### **Illustrated Paper – General Proficiency**

The following is a list of the nature of the assistance which teachers are required to give to candidates:

1. guidance in the selection of the topic;
2. assistance in the structure and format of the written paper;
3. instructions in the correct method of acquiring relevant material and research (library, archival research, et cetera);
4. instructions about the proper way to conduct interviews and to record facts;
5. instructions in the use of audiovisual and other visual aids;

6. instructions on the layout of written and illustrative studies; and
7. assistance in the review of their work for any errors, omissions, et cetera.

**NOTE: Teachers must indicate at the back of the Illustrated Paper any assistance they gave to the candidates. If no assistance was given, teachers should provide some explanation.**

# CARIBBEAN EXAMINATIONS COUNCIL

## SECONDARY EDUCATION CERTIFICATE EXAMINATIONS

**SPECIFIC INSTRUCTIONS  
FOR  
SUPERVISORS ADMINISTERING  
MULTIPLE CHOICE EXAMINATIONS - PAPER 1**

**Subjects, test codes and times are listed at Page 4.**

**You should be familiar with the details of the subject you are administering before you begin reading to the candidates.**

This manual - to be used for ALL subjects except French & Spanish.

**N.B. Instructions which are to be read aloud to candidates are enclosed in boxes.**

- (a) Have the candidates seated and ready to begin.
- (b) Make sure that only pencils, timetables and calculators – if permitted - are left on the desks.
- (c) Check that each candidate has a **soft** lead pencil.
- (d) Distribute the answer sheets and keep a copy from which you will read the instructions. **(On the other side of the answer sheet you will see instructions for completion).**
- (e) See information on Page 4 – identify the examination to be administered and inform the candidates of:-
  - (i) the subject and proficiency;
  - (ii) the test code and the number of items in the test.
- (f) Read each instruction aloud, allowing the candidates the necessary time to fill in the required information. Please ensure that the candidates follow the instructions correctly.
- (g) Check subject on timetable with name of subject in plastic bag to be sure you have the correct papers.
- (h) Follow the instructions for checking and opening the plastic bags which are printed on the labels. Now say:

**Do not open your booklets until you are told to do so.**

- (i) Distribute the test booklets and keep a copy from which you will read the instructions. Now say:

**On the cover you will find instructions for this test. Look at the cover and read the instructions silently while I read them aloud. Read the instructions on the front of the booklet.**

- (j) Answer any legitimate questions. Stay within the meaning as far as possible, use the vocabulary of the printed directions. Now say:

**Please check and make sure that your booklet is not defective in any way e.g. one that has missing questions. If now, or at any time you should find that your test booklet or answer sheet is defective, please raise your hand.**

- (k) Replace any defective booklet with one that has the identical test and form codes. The defective booklet should be marked “defective” and held for entry on the irregularity report. Now say:

**You will have ..... minutes to answer the ..... questions [see Question Paper] in this paper. When I say “Begin”, turn to the first page, read the instructions and start working. Ready? Begin!**

- (l) You must now record the starting time of the test in the appropriate box on the Reconciliation Sheet. When the candidates have begun, check to see that they are marking their answers in the appropriate spaces on the answer sheet. At the end of the correct time (Page 4 refers) (i.e. calculated time on Reconciliation Sheet) say:

**STOP. Even if you have not finished, you must stop and lay down your pencil.**

**Check that your name, registration number and the subject test code are correctly gridded on your answer sheet.**

**Place your answer sheet in the middle of your test booklet, then seal the open sides of the booklet with the three seals provided. DO NOT put the seals or any other tape on the answer sheet. Make sure you have signed the front of the booklet as required.**

- (m) Collect the test booklets and check that an answer sheet is properly placed inside each booklet.
- (n) Count the booklets while the candidates are in the room and ensure that they correspond to the numbers distributed to the candidates.

**N.B. Results will not be issued to candidates who do not submit their test booklets with the answer sheet sealed inside.**

Now say:

**Thank you. You may leave now.**

- (o) The number of used test booklets should be added to the number of unused booklets. The resulting sum should equal the number of test booklets taken to the testing room. This information should be entered in Part B of the Reconciliation Sheet and on the Script Return Envelope.
- (p) **Grid the “Absent” bubble on the pre-slugged answer sheets for those candidates who are not present and return them in the Script Return Envelope along with the unused booklets.**

<b>SUBJECT</b>	<b>PROFICIENCY</b>	<b>TEST CODE</b>	<b>NO. OF ITEMS</b>	<b>TESTING TIME IN MINUTES</b>
<b>Agricultural Science SA</b>	<b>GENERAL</b>	<b>01203010</b>	<b>60</b>	<b>75</b>
<b>Agricultural Science DA</b>	<b>GENERAL</b>	<b>01202010</b>	<b>60</b>	<b>75</b>
<b>Biology</b>	<b>GENERAL</b>	<b>01207010</b>	<b>60</b>	<b>75</b>
<b>Building Technology: Construction</b>	<b>TECHNICAL</b>	<b>01308010</b>	<b>60</b>	<b>75</b>
<b>Building Technology: Woods</b>	<b>TECHNICAL</b>	<b>01309010</b>	<b>60</b>	<b>75</b>
<b>Caribbean History</b>	<b>GENERAL</b>	<b>01210010</b>	<b>60</b>	<b>75</b>
<b>Chemistry</b>	<b>GENERAL</b>	<b>01212010</b>	<b>60</b>	<b>75</b>
<b>Clothing &amp; Textiles</b>	<b>GENERAL</b>	<b>01213010</b>	<b>60</b>	<b>75</b>
<b>Economics</b>	<b>GENERAL</b>	<b>01216010</b>	<b>60</b>	<b>75</b>
<b>Electrical &amp; Electronic Technology</b>	<b>TECHNICAL</b>	<b>01317010</b>	<b>60</b>	<b>75</b>
<b>English A</b>	<b>GENERAL</b>	<b>01218010 G</b>	<b>60</b>	<b>90</b>
<b>Food &amp; Nutrition</b>	<b>GENERAL</b>	<b>01221010</b>	<b>60</b>	<b>75</b>
<b>Geography</b>	<b>GENERAL</b>	<b>01225010</b>	<b>60</b>	<b>75</b>
<b>Home Economics: Management</b>	<b>GENERAL</b>	<b>01228010</b>	<b>60</b>	<b>75</b>
<b>Human and Social Biology</b>	<b>GENERAL</b>	<b>01253010</b>	<b>60</b>	<b>75</b>
<b>Integrated Science SA</b>	<b>GENERAL</b>	<b>01230010</b>	<b>60</b>	<b>75</b>
<b>Mathematics</b>	<b>BASIC GENERAL</b>	<b>01134010 B 01234010 G</b>	<b>60</b>	<b>90</b>
<b>Mechanical Engineering Technology</b>	<b>TECHNICAL</b>	<b>01335010</b>	<b>60</b>	<b>75</b>
<b>Office Administration</b>	<b>GENERAL</b>	<b>01237010</b>	<b>60</b>	<b>75</b>
<b>Physics</b>	<b>GENERAL</b>	<b>01238010</b>	<b>60</b>	<b>75</b>
<b>Principles of Accounts</b>	<b>GENERAL</b>	<b>01239010</b>	<b>60</b>	<b>90</b>
<b>Principles of Business</b>	<b>GENERAL</b>	<b>01240010</b>	<b>60</b>	<b>75</b>
<b>Religious Education</b>	<b>GENERAL</b>	<b>01241010</b>	<b>60</b>	<b>75</b>
<b>Social Studies</b>	<b>GENERAL</b>	<b>01243010</b>	<b>60</b>	<b>75</b>
<b>Technical Drawing</b>	<b>GENERAL</b>	<b>01247010</b>	<b>60</b>	<b>75</b>

**CARIBBEAN EXAMINATIONS COUNCIL**  
TESTING ROOM

**RECONCILIATION SHEET**

Subject:		<b>Time began</b>	Hrs	Mins
Proficiency/Unit:		Length of test		
Room:	Centre No:	Time due to end		

**Before the Test**

<i>Subject</i>	<i>Test code</i>

Part A. Total Books issued to testing room

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**During the Test**

Part B.

- (1) Test books initially issued to candidates writing the test.
- (2) Defective books (held for return with Irregularity Report).
- (3) Unused books on hand.


**TOTAL OF B**

**After the Test**

Part C.

- (1) Used books returned.
- (2) Defective books returned.
- (3) Unused books returned.


**TOTAL OF C**

Part D. Total Answer Sheets to be scored

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NOTE:

1. Total A = Total B = Total C
2. This form should be returned together with the answer sheets for your testing room.
3. Where a centre has more than one testing room, a reconciliation sheet should be completed for each room as well as for the entire centre.
- 4.

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_