ONLINE REGISTRATION SYSTEM (ORS)

USER MANUAL

2010

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2 October, 2010

Introduction

DOCUMENT OVERVIEW

The User Manual document includes detailed functional requirements for the system on 'what' are the behaviors as well as non-functional requirements such as GUI, quality & performance, usability and system behavior requirements that directly or indirectly impact the system.

System Requirements

Environment

The Online Registration System (ORS) is being developed to operate within the following environment:

Operating system	Windows 2003 Server and above
Database	SQL Server 2005
Browser	Internet Explorer 6 and above, Mozilla Firefox, Google Chrome
Performance	Support Minimum number of 1,000 users with an average page load time of 10 seconds.

Application Functional Requirements

MENU

User Menu

Description

The other users would get menu options depending on the group they belong too. The table below shows the menu options & sub-options that users belonging to various groups would see.

Menu Option	Menu Sub-Option	Additions	Edits	View	Teacher	Super User
Registration	Add New Candidate	Yes	--	--	--	Yes
Registration	Edit Candidate	--	Yes	--	--	Yes
Registration	View Candidate	Yes	Yes	Yes	Yes	Yes
Registration	View Candidate – List	Yes	Yes	Yes	Yes	Yes
Registration	Batch Entry	--	--	--	Yes	Yes
Registration	Amend Personal Details	Yes	Yes	Yes	Yes	Yes
Registration	Amend Candidate Subjects	Yes	Yes	Yes	Yes	Yes
Generate Sequence Numbers		--	--	--	--	Yes
Projections		--	--	--	--	Yes
Import/Export	Import Registration Data	--	--	--	--	Yes
Import/Export	Export Registration Data	--	--	--	--	Yes
Import/Export	Export Amendment Data	--	--	--	--	Yes
Import/Export	Import SBA Data	--	--	--	--	Yes
Import/Export	Forward SBA	--	--	--	--	Yes
Import/Export	Export SBA	--	--	--	--	Yes
Import/Export	Export	--	--	--	--	--

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SBA	Teacher Assignment	--	--	--	Yes	Yes
SBA	SBA Data Capture	Yes	Yes		Yes	Yes
Reports		Yes	Yes	Yes	Yes	Yes

REGISTRATION MENU

Add New Candidate [ANC]

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

Description

This screen would allow the user to add a new candidate to the system.

Usage - Fields

The Period, Centre code, Sequence No. and Candidate # fields are locked by the system and do not require any kind of data entry. The other fields are pre-filled as in-accordance to the log-in details. The Sequence No. & Candidate # are not assigned until the Generate Sequence Number.

The New check box is automatically checked on entry assuming that the candidate information which is about to be entered is for a new candidate who is taking a particular examination for the first time. This checkbox can be disabled. When this is disabled, the Previous Period and

Previous Candidate # fields would be disabled and the [Search] button to the right of the screen appears. This is providing that the student information to be entered is not a new student and can be found in the CXC database.

The Candidate's Last Name MUST be entered whereas the First Name and Middle Name fields are optional. ONLY letters must be entered into these fields. It must not accept any other characters in these fields EXCEPT space ( ), apostrophe's (') and dashes (-) which are part of some names.

The Date of Birth field should be entered in the following order – Day/Month/Year ONLY i.e.2 digits for the Day(DD), 2 digits for the Month(MM) and 4 digits for the Year(YYYY). The Age field is automatically shown via calculations due to the input of the Date of Birth. Gender is not optional and should be chosen from the two options. The option "Select One" would be selected by default so that it would force the user to select one or the other.

The Previous Period refers to the period for which the previous candidate # is relevant to. The drop-down list would contain all of the previous periods available for CAPE and for CSEC greater than or equal to 2004. By default, the option "Select Period" would be selected.

The Form field is ONLY available for CCSLC registration and it is used to record the form level of the registering candidate.

The class field is available for Schools/Centres ONLY (that is, centres that are not private). It is used to record the class number of the candidate if the sequence number needs to be controlled by the class grouping.
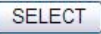
Comments 1, 2 and 3 are OPTIONAL and can be used by the user for any non-definitive use.

The Phone Number and Email fields are optional and are used to capture the candidate's phone number and email address for contact gathering in the event of issuing possible correspondence.

Usage – Buttons

The **Search** Button would permit the user to search by First Name, Middle Name, Last Name, Gender and Date of Birth. If the candidate information is found, the user would be shown a modal box as below.

The following matching candidates were found in the database. Please select the record that belongs to the candidate being registered. If none of the registration records belong to the candidate, select "None of the above."
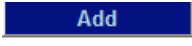
School	Period	Candidate #	Last Name	First Name	Middle Name	Date Of Birth	Gender	Select
030014	2007 CAPE	0300140142	BROWNE	JOHN		12/06/1994	M	SELECT
030044	2007 CAPE	0300440075	BROWNE	JOHN		12/06/1994	M	SELECT

REJECT

The user may select any of the registration data by first clicking on the radio button option beside the record and then clicking on the **Select** Button. This action would cause the modal box to close and the focus would return to the New Candidate screen. The check box New would be un-checked and the Previous Period and Previous Candidate # fields be populated with the period and candidate # from the selected registration data.

If the user selects the **Reject** Button, the modal box would be closed and the candidate would be treated as NEW.

The **Save** Button saves the data entered into the system and must display a confirmation message – "Candidate data has been saved!" The Subjects button would be enabled after the candidate data has been saved.

The **Add** Button would save the data which was entered then clear the form, allowing the user to add a new candidate into the system.

The **Subjects** Button would display the Candidate Subjects [CS] which is elaborated in the next section of this description document. When the user returns from the Candidate Subjects screen, the Fees and Add buttons would be enabled.

The **Fees** Button would display the Candidate Fees [CF] which is elaborated later in this description document.

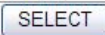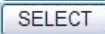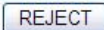The **Delete** Button would remove a candidate from the system.

The **Close** Button would exit this page.

Validation Rules

When the user clicks on the **Save** button the following validations are performed:
1. The Last Name of the Candidate must be entered since this field is NOT optional.

2. The Date of birth must be entered

3. The Gender must be entered.

4. If the candidate is new, the candidate details (last name, first name, middle name, date of birth, gender) should not exist in the EPS database. If the candidate information is found, the user would be shown a modal box as below:

The following matching candidates were found in the database. Please select the record that belongs to the candidate being registered. If none of the registration records belong to the candidate, select "None of the above."

School	Period	Candidate #	Last Name	First Name	Middle Name	Date Of Birth	Gender	Select
030014	2007 CAPE	0300140142	BROWNE	JOHN		12/06/1994	M	SELECT
030044	2007 CAPE	0300440075	BROWNE	JOHN		12/06/1994	M	SELECT

REJECT

The user may select any of the registration data or select the "Reject" button. If the user selects registration data, the check box New would be un-checked and the Previous Period and Previous Candidate # fields be populated with the period and candidate # from the selected registration data. If user selects "None of the above", the candidate would be treated as NEW.

5. If the previous registration data has been entered, the candidate # should be valid.

6. If the previous registration data has been entered, the system should search for it in the EPS database. The entered candidate details (first name, middle name, last name, date of birth, gender) should match the candidate details in the EPS database. If the candidate details do not match, either the previous registration data has been entered wrong or the candidate is trying to use a different name. The user would be shown a modal box similar to step 4. However, it would show registration data matching the candidate details as well as the previous registration information. The user may select any of the registration data or select "None of the above." If the user selects registration data, the entered candidate details (first name, middle name, last name, date of birth, gender) would be over-written by the selected registration data and the previous period & candidate # would be set accordingly. If the user selects "None of the above", the previous registration data would be cleared and the check box for NEW would be checked.

7. There is no min/max age requirements for exam registration. All date of births entered should be validated and an alert message displayed in the following cases (Assume a registration date of 08/06/2009):

   - The difference between the registration date and the date of birth is 12 years or less e.g. date of birth entered is 08/06/1997 or prior to that. Although this creates an alert, the user is still able to proceed.

   - The difference between the registration date and the date of birth is 70 years or more e.g. date of birth entered is 08/06/1939 or prior to that. Although this creates an alert, the user is still able to proceed.

   - The difference between the registration date and the date of birth result in negative years e.g. date of birth is 08/06/2010 or greater.

8. When the user clicks on the [Search] Button the Last Name and Date of Birth must be entered.

Edit Candidate [EC]

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Description

This screen would allow the user to edit an existing candidate's information in the system. This screen is generated when candidate is found via the Querying for Candidate screen.

Usage - Fields

The Period, Centre code, Sequence No. and Candidate # fields are locked by the system and do not require any kind of data entry. The other fields are pre-filled as in-accordance to the log-in details. The Sequence No. & Candidate # are not assigned until the Generate Sequence Number.

ONLY letters must be entered into the First, Middle and Last Name fields. It must not accept any other characters in these fields EXCEPT space ( ), apostrophe's (') and dashes (-) which are part of some names.

The Date of Birth field should be entered in the following order – Day/Month/Year ONLY i.e.2 digits for the Day(DD), 2 digits for the Month(MM) and 4 digits for the Year(YYYY). The Age field is automatically shown via calculations due to the input of the Date of Birth. Gender is not optional and should be chosen from the two options. The option "Select One" would be selected by default so that it would force the user to select one or the other.

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The Previous Period refers to the period for which the previous candidate # is relevant to. The drop-down list would contain all of the previous periods available for CAPE and for CSEC greater than or equal to 2004. By default, the option "Select Period" would be selected.

The Form field is ONLY available for CCSLC registration and it is used to record the form level of the registering candidate.

The class field is available for Schools/Centres ONLY (that is, centres that are not private). It is used to record the class number of the candidate if the sequence number needs to be controlled by the class grouping.

Comments 1, 2 and 3 are OPTIONAL and can be used by the user for any non-definitive use.

The Phone Number and Email fields are optional and are used to capture the candidate's phone number and email address for contact gathering in the event of issuing possible correspondence.

Usage – Buttons

The **Save** Button saves the data entered into the system and must display a confirmation message – "Candidate data has been saved!" The Subjects button would be enabled after the candidate data has been saved.

The **Subjects** Button would display the Candidate Subjects [CS] which is elaborated in the next section of this description document. When the user returns from the Candidate Subjects screen, the Fees and Add buttons would be enabled.

The **Fees** Button would display the Candidate Fees [CF] which is elaborated later in this description document.

The **Delete** Button would remove a candidate from the system.

The **Close** Button would exit this page.

Validation Rules

After the Amendment cut-off date, this screen is not available. The updates have to be done via the amendment screens.

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Candidate Subjects [CS]

Candidate

Centre	Sequence No.	Candidate Name	Date of Birth	Gender
030034		Monk, Adrian	09/12/1991	M

Candidate's Subjects

Subject	Resit	Alternative	Repeated	Self-Tutored	Transfer	Teacher	Options	Year		
Biology	☑	☐	☐	☐	☐	Mary		2008	Edit	Delete
English A (G)	☐	☐	☐	☐	☐	John			Edit	Delete
Visual Arts (G)	☐	☐	☐	☐	☑	Ann	Decorative Craft Surface Decoration Theory	2008	Edit	Delete

Associate Degree

[None ▾]

☐ I authorise Caribbean Examination Council to divulge my examination results to any educational institution that may be interested

[Add Subject] [Save] [Close]

Description

This screen would allow the user to select subjects for the candidate. It is generated from the Add New Candidate [ANC] screen via the [Subjects] button.

Usage – Fields

This screen shows the candidate subjects which can be selected. The table shown at the top of the window shows a table titled Candidate. The columns shown include Centre No, Sequence No., Candidate Name, Date of Birth and Gender. This information is shown in this table ONLY cannot be edited.

Below the Candidate table, a table called Candidate's Subjects is shown. The information in this table cannot be edited unless the [Edit] button is clicked and the user would then be redirected to the Add/Edit Candidate Subjects screen.

In this table the columns that are shown are Subject, Resit, Alternative, Repeated, Self-tutored, Transfer, Teacher, Options and Year.

The year column shows the year from which resit, alternate or transfer marks would be carried forward.

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The Associate degree drop down list is populated with "none" and a list of associate degrees which are valid for the subjects which the candidate has registered for. (A historical lookup is required here in order to ensure that the subjects considered deem the candidate eligible for the selected associate degree.)

Usage – Buttons

For the subjects that are in the list already, at the right had side, there are 2 buttons which are shown side by side. They include a [Edit] Button and a [Delete] Button.

The [Edit] button is used to display the Add/Edit Candidate Subjects which is elaborated in the next section of this description document.

The [Delete] button is used to delete the subject from the list of candidate's subjects.

The [Add Subject] button is used to display the Add/Edit Candidate Subjects which is elaborated in the next section of this description document.

The [Save] button is used to save the associate degree which the user has selected from the list of associate degrees.

The [Close] Button should exit this page and return to the Candidate Details screen. If "none" had been selected as the associate degree a message box will be displayed reminding the user to choose a suitable associate degree. If the user chooses "Yes" they will be returned to the "Candidate Subjects" screen to choose the associate degree. If they choose "No" they will be permitted to leave the screen without making any changes.

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Add Candidate Subjects

Add Candidate Subjects

Candidate Centre	Sequence No.	Candidate Name	Date of Birth	Gender
160531		MOORE, KIA	12/12/1990	F

Subjects

Select ☐	Subject	Teacher	Resit	Alt	Repeat	Self-Tutored	Transfer	Year	Comment1	Comment2
☐	AGRICULTURAL SCIENCE DA GENERAL	Select Teacher ▾	☐	☐	☐	☐	☐	▾		
☐	AGRICULTURAL SCIENCE SA GENERAL	Select Teacher ▾	☐	☐	☐	☐	☐	▾		
☐	BIOLOGY GENERAL	Select Teacher ▾	☐	☐	☐	☐	☐	▾		
☐	BUILDING TECH. (CONST.)TECHNICAL	Select Teacher ▾	☐	☐	☐	☐	☐	▾		
☐	BUILDING TECH. (WOODS)TECHNICAL	Select Teacher ▾	☐	☐	☐	☐	☐	▾		
☐	CARIBBEAN HISTORY GENERAL	Select Teacher ▾	☐	☐	☐	☐	☐	▾		
☐	CHEMISTRY GENERAL	Select Teacher ▾	☐	☐	☐	☐	☐	▾		
☐	CLOTHING AND TEXTILES GENERAL	Select Teacher ▾	☐	☐	☐	☐	☐	▾		
☐	ECONOMICS GENERAL	Select Teacher ▾	☐	☐	☐	☐	☐	▾		
☐	ELEC AND ELEC TECH TECHNICAL	Select Teacher ▾	☐	☐	☐	☐	☐	▾		
☐	ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT GENERAL	Select Teacher ▾	☐	☐	☐	☐	☐	▾		
☐	ENGLISH A GENERAL	Select Teacher ▾	☐	☐	☐	☐	☐	▾		
☐	ENGLISH B GENERAL	Select Teacher ▾	☐	☐	☐	☐	☐	▾		
☐	FOOD AND NUTRITION GENERAL	Select Teacher ▾	☐	☐	☐	☐	☐	▾		

Description

This screen would allow the user to Add their Subjects. It is generated from the Candidate Subjects [CS] screen via the **Add Subject** button . This screen is used before the Registration deadline date.

Add/Edit Candidate Subjects

Candidate

Centre	Sequence No.	Candidate Name	Date of Birth	Gender
030034		Monk, Adrian	09/12/1991	M

Subject

Visual Arts (G)

☐ Resit ☐ Alternative ☐ Repeat ☐ Self-tutored ☐ Transfer

Teacher   **Year**

Ann   2008

Comment 4   **Comment 5**

Options

Decorative Craft

Surface Decoration

Theory

[Save]   [Add]   [Close]

For all visual Art Work, Details must be provided

Candidate's Subjects

Subject	Options
Biology	
English A (G)	
Visual Arts	Decorative Craft
Visual Arts	Surface Decoration
Visual Arts	Theory

Description

This screen would allow the user to Add and/or Edit their Subjects. It is generated from the Candidate Subjects [CS] screen via the [Add Subject] button or the [Edit] button. This screen is also used to add candidate subjects after the Registration deadline date.

Usage - Fields

This screen is used to add or edit the candidate's subjects. The tables Candidate and Candidate's Subjects, shown at the top of the window show the Candidate's personal details as well as the subjects they are already registered for. The columns shown include Centre No, Sequence No., Candidate Name, Date of Birth, Gender, Subjects and Options. The information shown in these tables cannot be edited.

The Subject drop down list field shows the available subjects for that session. Immediately below this field are five (5) checkboxes which are entirely optional but should be chosen if it pertains to the candidate's situation. *If a person selects one of these options a message should display explaining what the option is to be used for.* The four options are as follows:

- **Resit** – this checkbox is used to indicate those candidates who choose to reuse their previously gained SBA/IA Marks. This would be disabled for a NEW candidate. *When resit is clicked the alternate/transfer option should automatically be deselected.*
- **Alternative** – this checkbox is used to indicate those candidates who are registered at Private centers and have chosen to take the alternative paper to SBA. This option would be available (that is, enabled) only for the private centres.
- **Repeat** – this checkbox is used to indicate those candidates who have completed the subjects at the same proficiency at an earlier sitting. This option would be available only for those exam periods which permit repeats. January session.
- **Self Tutored** – this checkbox is used to indicate those candidates who DID NOT receive official school / institutional training for any subject and is necessary for CXC's future analysis.
- **Transfer** – this checkbox is used to indicate that the candidate has chosen to transfer the IA marks from another unit over a two year period. This option would be available only for the CAPE registration. Furthermore, this option would be available only for the subjects that have more than 1 unit and transfer is allowed between the units.

The teacher field shows the teachers that are available for the particular subject chosen in that particular school. It would be an optional field.
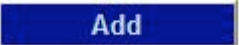
The year field is initially disabled and will only be enabled if the Repeat, Alternate or Transfer options are selected.

Comment 4 & 5 are optional fields used to store any data required by the school centre or by the ministry.

If the selected subject allows options, the option drop-down lists would be displayed. The number of drop-down lists would depend on the number of options allowed for the subject. (For example, Visual Arts allows up to 3 options. Hence, for Visual Arts there would be 3 drop-down lists for options.)

Usage - Buttons

The Save button is used save the information chosen on that page for the subject chosen and it displays a confirmation message – Candidate's subject data has been saved - if all the information captured is of the correct format. After that, it would return to the Candidate Subjects screen.

The Add button is used to first save the data then clear the subject's portion so that a user could add additional subjects without leaving this screen.

The [Close] Button should exit this page to the Candidate Subjects screen without saving any information.

Validation Rules

When the user clicks on the [Save] button the following validations are performed:
1. The Subject field must be selected.
2. The Options field, if applicable, must be selected.
3. For CSEC Candidate: If the Resit has been checked, the candidate should have obtained at least 50% of the total moderated SBA marks for the selected subject in the previous year's May/June session.
4. For CAPE Candidate: if the Resit has been checked, the candidate should have sat the SBA/IA for the selected unit in either of the past two years' May/June sessions.
5. For CAPE students if the Transfer button has been selected, the candidate can use their IA score from the corresponding unit (i.e. if they have chosen unit 1 they can use the score from unit 2 and vice versa) for the same subject for the current year (dual) and up to 2 years (for specific subjects).
6. The alternate option can only be selected for those subjects which have alternative.
7. Candidates cannot register for a single subject twice during the same session.
8. Candidates cannot select the same option twice in the same session.
9. If either of the resit, transfer or alternative options are chosen a year should be selected.
10. Candidates are permitted to have both Alternative and Transfer options at the same time. It also has to be a subject which permits alternate/transfer.

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Candidate Fees [CF]

Candidate

Centre	Sequence No.	Candidate Name	Date of Birth	Gender
030034		Monk, Adrian	09/12/1991	M

# Subjects	# Orals	# SBA	# Practicals
3	0	2	0

Fees

	Expected Fees		Fees Paid
Entry	100.00	>>	0.00
Subject	30.00	>>	0.00
Late	0.00	>>	0.00
Options	0.00	>>	0.00
Personal Amendment	0.00	>>	0.00
Subject Amendment	0.00	>>	0.00
Late SBA	0.00	>>	0.00
Local/Admin	0.00	>>	0.00
Orals	0.00	>>	0.00
SBA	0.00	>>	0.00
Practicals	0.00	>>	0.00
Totals	**130.00**	>>>	**0.00**

Total Fees Outstanding

130.00

Comment 6   **Comment 7**

Save   Close

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Description

This screen would allow the user to maintain the candidates' fee payment. It is generated from the Candidate Details screen via the [Fees] button. After the amendment cut-off date and files are forwarded by the centre the amendment fees are calculated for each candidate.

Usage – Fields

This screen is used to track payment of fees by the candidate. The table shown at the top of the window shows a table titled Candidate. The columns shown include Centre No, Sequence No., Candidate Name, Date of Birth, Gender, # Subjects, # Orals, # SBA and # Practicals. This information shown in this table cannot be edited.

The # Subjects will show the number of subjects that the candidate has registered for.

The # Orals will show the number of registered subjects that have orals.

The # SBA will show the number of registered subjects that have SBA component.

The # Practicals will show the number of registered subjects that have practical component.

The two (2) columns of information that is shown are for the expected fees for the candidate (which cannot be edited) and the Fees paid by the candidate (which can be manually adjusted). The fees paid by the candidate can be changed for each individual option in the list of things that the candidate owes. At the bottom of the list where it reads "Totals" shows how much the candidate owes overall and what the candidate is paying in this login session.

The double arrow buttons in the middle found between the both columns is to transfer the full amount figure from the expected fees column to the Fees Paid column. This is only to be used if the amount being paid for each owing section is equal to the amount paid for that section. If the amount being paid is less that the amount owed, the figure should be entered manually. These Fees Paid fields for each line do not accept figures that are higher than the amount owed in that same line. For e.g. if $20.00 is owed for Orals, you are unable to input $25.00 in the Orals Paid text field.

The total field outstanding text box is not editable and shows a total of the amount of fees owed by the candidate.

Comment 6 & 7 are optional fields used to store any data required by the school centre or by the ministry.

Usage - Buttons

The [Save] button is used save the information chosen on that page and it displays a confirmation message – Candidate's fees information has been saved – if all the information

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captured is of the correct format and all necessary fields are filled. After this it would return to the Candidate Details screen.

The [Close] Button should exit this page to the Candidate Details screen without saving any information.

Querying For Candidates [QFC]

Description

This screen would allow the user to search for the candidates. The user would enter this screen via the Querying for Candidates menu options.

Usage – Fields

This screen is used to perform a validated search for candidates based on specific input values. The table shown at the top of the window shows a table whose columns shown include Period, Centre No, Form, Class, Sequence No., New. All the information shown in this table can be input EXCEPT Period and Centre Code.

The Previous # field captures the candidate number if the candidate had one from an earlier sitting of the same subject. This data has to exist within the EPS system.

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The Previous Period refers to the period for which the previous candidate # is relevant to. The drop-down list would contain previous periods for CAPE and CSEC. By default, the option "Select Period" would be selected. (As a result, for CAPE it would have previous years and for CSEC it would have up to the previous year. For example, if the current registration period is 2009 CAPE, the drop-down list would have periods greater than or equal to 2004. If the current registration period is 2009 JUNE CSEC, the drop-down list would have 1 period – 2008 JUNE CSEC.)

The First Name, Last Name, Date of Birth and Gender should be entered to make the search results more precise.

The results window shown returns a table with the following information: School, Form, Class, Seq. No., Last Name, First Name, Middle Name, Date of Birth and Gender. This information is sorted by the school, by sequence number, by the Last Name and First name.

Usage – Buttons

The [Search] button is used to initiate the search process for the end result of the information being returned in the results table.

The [Select] button is used to select the specific candidate from the line from which it is shown. It would take the user to the Edit Candidate Details screen.

The [Close] button is used to exit this page without saving any information.

Validation Rules

When the user clicks on the [Search] button the following validation is performed.

- The user needs to enter at least one of the fields to be the search criteria.

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Batch Entry [BEN]

First Name   **Last Name**

[   ]   [   ]   [Search]

Subject

[BIOLOGY (G)   ▼]

Available Candidates

Last Name	First Name	Date Of Birth	Gender	New	Resit	Alt	Repeat	Transfer	Year	Comment	☐ Select
ADAMS	RILEY	09/06/1992	F	☑	☐	☐	☐	☐	▼		☐
APPLEWHITE	LAURA	22/03/1992	F	☑	☐	☐	☐	☐	▼		☐
BRASS	JIM	29/05/1992	M	☑	☐	☐	☐	☐	▼		☐
GRISOM	GIL	17/11/1990	M	☐	☑	☐	☐	☐	▼		☐
SANDERS	GREG	31/12/1991	M	☑	☐	☐	☐	☐	▼		☐
STOKES	NICK	19/01/1992	M	☑	☐	☐	☐	☐	▼		☐
WILLOWS	CATHERINE	14/02/1992	F	☑	☐	☐	☐	☐	▼		☐

[Add]   [Cancel]

* Subjects With Options Are Currently Not Available On Batch Entry Mode.

[Add]   [Cancel]

Subject

[BIOLOGY (G)   ▼]

Registered Candidates

Last Name	First Name	Date Of Birth	Gender	New	Resit	Alt	Repeat	Transfer	Year	Comment	☐ Select
APPLEWHITE	LAURA	22/03/1992	F	☑	☐	☐	☐	☐	▼		☐
BRASS	JIM	29/05/1992	M	☑	☐	☐	☐	☐	▼		☐
SANDERS	GREG	31/12/1991	M	☑	☐	☐	☐	☐	▼		☐
STOKES	NICK	19/01/1992	M	☑	☐	☐	☐	☐	▼		☐

[Delete]   [Close]

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Description

This screen would allow the user to add/remove several candidates to/from a subject at one time.

Usage – Fields

This screen is divided into two distinct yet related parts which work coherently. The upper portion of the screen displays a table for the Available Candidates. Above the table, there is a drop down list titled Subject which can be altered. The candidates shown in this table have been registered but have not been assigned to the subject chosen from the drop down list for which they have been qualified to undertake. It is displayed in tabular form with the following columns in the exact order – Last Name, First Name, Date of Birth, Gender, New, Resit, Alt, Repeat, Transfer, Year, Comment, Select (Checkbox).

The lower portion of the screen shows a table for the Registered Candidates. Just above this table, there is also a Subject drop down list but it is made unavailable since it should display the same subject as the one chosen at the top of the page just above the available subjects table. The candidates shown in this table are those who have been assigned to the chosen subject. The table displayed shows the same columns as that of the Available Candidates table.

Comment text box is used to input any additional information on the student for official use.

Usage - Buttons

The [Search] button in the Available Candidates section is used to filter the list of available candidate names.

Under the two (2) tables, there are two buttons which are shown. These buttons work in conjunction with the Select checkboxes found on each line showing the candidate's information.

Under the Available Candidates table, the buttons shown are the [Add] and [Cancel] buttons.

In order to add an available candidate to a Subject candidate list, check the Select checkbox and then click the [Add] button. If the Select checkbox in the first row is selected all of the candidates will be selected.

The candidate's name(s) should be transposed from the Available Candidates table to the Registered Candidates table lower on the same page.

Under the Registered Candidates table, the buttons shown are the [Delete] and [Close] buttons.

In order to remove a registered candidate from a Subject candidate list, check the Select checkbox and then click the [Delete] button. The candidate's name(s) should be transposed from the registered candidate table to the Available Candidates table higher on the

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same page. Selecting the Select checkbox in the first row will cause all of the registered candidates to be selected.

The [Close] and [Cancel] buttons are used to exit this page without saving any information.

Validation Rules

When the user clicks on the [Search] button the following validations are performed.

-The user needs to enter at least First Name or Last Name.

When either the [Delete] or [Add] buttons are clicked at least one

record must be selected.

GENERATE SEQUENCE NUMBERS [GSN]

Description

This screen would allow the user to generate the sequence numbers for the candidates.

Usage – Fields

The first two fields shown at the top show the Period and the Centre Code which has been set upon login detail. These fields are unavailable for editing.

There are three (3) separate groups of information of which a selection from each group of radio buttons must be made to narrow the results returned. The three groups include Sequencing, Grouping and Gender.

Sequencing Rules

Re-sequence can only be done before the registration is forwarded to the Ministry. Append must be done once previous registration information has been sent to the Ministry. The re-sequencing button should be disabled at this point.

Usage - Buttons

The [Submit] button is used to initialize the search process to generate the sequence numbers for that particular period and Centre Code as per specifications selected via the radio buttons.

The [Cancel] button is used to exit this page without saving any information.

PROJECTIONS [PRO]

Centre

030034 - SPRINGER MEMORIAL SEC

Type

All

Subject	# Entries
Biology (G)	
Caribbean History (G)	
English A (G)	
English B (G)	
Geography (G)	
Principles of Accounts (G)	

Save   Cancel

Description

This screen would allow the user to set the number of candidates expected to be registered for the examination period in the following year.

Usage – Fields

This screen is used to record an estimated amount of candidates to register for a particular subject in a specified period.

The first field found on the top of the page shows the Centre field which is set automatically due to the login information. This field CANNOT be edited. The adjoining field is for the type of information to be retrieved. This can be one of three possible alternatives as follows:

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- ALL – this returns all the subjects for which the candidates are entered at that Centre.

- ENTERED – this returns those subjects for which projections have already been entered.

- NONE – this returns those subjects for which projections have NOT been entered.

Below these fields, a table is generated to show the results of the input. It shows in tabular form a column for the Subject and another for the # Entries. For each line which shows the name of the subject under the Subject Heading, there is a field under the heading of # Entries which is editable. The figure for the projection should be entered.

Usage - Buttons

The **Save** button is used to save the inputted projection information for each individual subject for which the projection # Entries amount was entered.

The **Cancel** button is used to exit this page without saving any information.

Validation Rules

When the user clicks on the **Save** button the following validations are performed:

The information entered into the # Entries field must be numerical.

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Import Personal Data

Please select the name and path of the Personal Data file to be imported. Note that this must be a .csv file for the import process to be successful.

[   ] [Browse...]

[Import Candidate Personal Information]

Last Name	First Name	Middle Name	Date Of Birth	Gender	Class	SELECT
BROWN	WARRICK	HANSEN	18/07/1990	M		☐
SIDLE	SARA	MICHELLE	14/09/1992	F		☐
CURTIS	SOPHIA	LAUREN	17/05/1993	F		☐
HODGES	DAVID	KENDRE	27/03/1991	M		☐

[Post Data]   [Cancel]

Description

This screen is used import the Personal Data into the ORS database from the Centre's workstation.

Usage – Fields

The file to be uploaded needs to be of a .csv (Comma Separated Values) extension. On using the Browse button, the specific file needs to be selected as per location for the uploading process. When the file has been completely uploaded, it will show on screen a list of the names of the students which can be selected upon to be posted.

To select the students in the list to be posted, the checkbox in the last column should be selected. If the user requires all of the students in the list to be posted, the select all button on the top of the last column should be selected. When this action of selection is completed, click on the Post Data Button to complete process.

File must be of the following Format.

FIRSTNAME, MIDDLENAME, LASTNAME, DATEOFBIRTH, GENDER, CLASS, FORM, COMMENT1 COMMENT2, COMMENT3, AREACODE, PHONENUMBER, EMAIL, NATIONALID

Valid format for DATEOFBIRTH is DD/MM/YYYY e.g. 10/08/1979 = 10th August 1979.

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Usage – Buttons

The button is used to upload the selected file to the system and show a list of the students to be selected on.

The button is used to complete the transfer process of the information on the .csv file which is selected on.

The button is used to exit this page without saving any information.

Forward Registration Files - Centre

FORWARD REGISTRATION FILES

Use this option to forward the Registration files to your Ministry of Education. Once the registration data is forwarded, it would become available to the ministry for viewing.
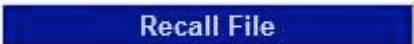
Forward Registration File	Recall File	Cancel

Description

This screen would allow the user to Forward Registration Files from the Centre to the Ministry. Once the process is completed, the ministry is able to view the information sent by this centre. The information sent can also be recalled for the purpose of editing by the centre and can also be re-forwarded at a later date.

Usage – Buttons

The **Forward Registration File** Button is used to send the information from the centre and make it available for the corresponding Ministry.

The **Recall File** Button is used to recall the information file sent to the ministry so that it could be edited and re-sent at a later time when completed.

The **Cancel** button is used to exit this page without saving any information.

Validations

Submissions and recalls must be made before the registration cut-off date. After this cut-off-date the **Recall File** button will be disabled.

Forward Registration Files - Ministry

Use the check boxes below to select the centres whose registration files should be rejected or forwarded to the Caribbean Examinations Council. Once you click on the Forward Registration File button, the data for that centre would become available to the

School Name	Status	☐ Select All	Approved
010020 - AGENCY BY WOMEN		☐	☐
010002 - ALL SAINTS VILLAGE	Forwarded	☐	☐
010018 - CHRISTIAN FAITH ACADEMY		☐	☐
010008 - EVENING INSTITUTE	Recalled	☐	☐

[Forward Registration Files]   [Reject Registration Files]   [Recall Files]

[Cancel]

Description

This screen would allow the user to Forward Registration Files from the Ministry to CXC. Once the Forwarding Process is completed, CXC is able to view the information sent by the Ministry. If the information file is incomplete or has errors which have been detected by the Ministry, it can be rejected, i.e. sent back to the corresponding centre. The information sent can also be recalled by the ministry and sent back to the centre for editing and can also be re-forwarded at a later date.

Usage – Buttons

The [Forward Registration Files] Button is used to send the information from the Ministry and make it available for the CXC to view.

The [Reject Registration Files] Button is used to Reject the information files from the centre and send it back to the corresponding Centre.

The [Recall Files] Button is used to recall the information file sent to the CXC so that it could be sent back to the Centre to be edited and re-sent at a later time when completed.

The [Cancel] button is used to exit this page without saving any information.

Validations

Submissions and recalls must be made before the registration cut-off date. After this cut-off-date the [Recall File] button will be disabled.

Forward SBA [FSBA]

Use this option to forward the SBA files to your Ministry of Education. You would not need to export the SBA file. Once you the SBA data is forwarded, it would become available to the ministry for viewing.
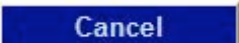
Please exercise caution in using this feature. The SBA data once forwarded cannot be edited.

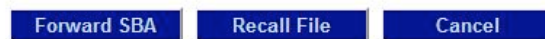Please ensure that the SBA scores for all the candidates have been entered before you use this feature.

[Forward SBA]   [Recall File]   [Cancel]

Description

This functionality would allow a centre to forward the SBA data to the ministry. Likewise, it would allow the ministry to forward the SBA data to the council. The screen for the centre would look different from that of the ministry. This is because the centre would only be forwarding the SBA data for itself only, while the ministry would be forwarding data for several centres.

The SBA data forward through this functionality would not be exported. However, it would just be flagged as forwarded to ministry or forwarded to CXC. Once the data has been forwarded to ministry, the ministry users would be able to view it. Once the data has been forwarded to CXC, the CXC users would be able to view it.

Once the data has been flagged as forwarded to ministry, the centre would not be able to edit it anymore (unless it is subsequently rejected by the ministry). When the ministry rejects the SBA data, the flag would be removed.

Usage for Center Users

The user would click on the Forward SBA button. He/she would be prompted with a question: "You are about to forward the SBA data to the ministry. Are you sure?" If he/she answers Yes, the system will start processing the request. The user can also click on the Recall File button to have the file retrieved and sent back to them from the Ministry.

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REPORTS

The existing Report Selection screen would be used to generate reports for the system. All the reports would have 2 types of file format available – Excel spreadsheet and PDF file.

Candidate Subjects Report [CSR]

Description

This report would list subjects registered for each candidate at the centre.

Candidate Subjects
Report

Usage

For the Candidate Subjects Report, the user would be able to enter a specific centre code and/or a specific sequence number (for the candidate).

Local Fees Summary Report [LFSR]

Description

This report would list within the territory summary of total fees expected and received for each school & candidate.

Local Fees
Receieved Summary R

Usage

For the Local Fees Summary Report, the user would only be able to enter a specific centre code

Territorial SBA Subject Entries Report [TSER]

Description

This territory-level report would list total candidates registered for each subject.

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Territorial SBA
Subject Entries Report

Usage

For the SBA Subject Entries Report, the user would only be able to enter a specific centre code.

Territorial Subject Entries By School Report [TSES]

Description

This report would list subjects registered for each candidate registered at the centre.

Territorial Subject
Entries by Schools

Usage

For the Subject Entries Report, the user would only be able to enter a specific centre code.

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School Summary Detailed Report [SSDC]

Description

This report would display a summary of CXC entries for each centre.

School Summary
Detailed Report.xls

Usage

For the Subject Entries Report, the user would only be able to enter a specific centre code.

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SETUP MENU

Local Fees Maintenance [LFM]

Choose Centre

Springer Memorial ⌄

Local Fees Maintenance

Categories	Local Fees	Fees Type
Entry	100.00	Per Candidate ⌄
Subject	30.00	Per Subject ⌄
Late	0.00	⌄
Options	0.00	⌄
Personal Amendment	0.00	⌄
Subject Amendment	0.00	⌄
Late SBA	0.00	⌄
Local/Admin	0.00	⌄
Orals	50.00	Per Subject ⌄
SBA	75.00	Per Subject ⌄
Practicals	40.00	Per Subject ⌄

[Save]   [Close]

Description

This screen would allow the user to enter and edit the Fees for each category at each center.

Usage – Fields

This screen is used to show the amounts assigned to each category as per unit. Each text box under the local fees column can be changed to the total amount in the local territory currency. The Fees Type column is used to select between the two (2) choices (Per Candidate or Per Subject) to which the fee is related.

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Usage – Buttons

The [Save] button is used save the information filled in on that page for the Category rates per information and it displays a confirmation message if all the information captured is of the correct format.

The [Close] Button should exit this page without saving any information.

Validation Rules

All the inputs should be positive numbers. The amounts would be rounded to the nearest cent.

A fee type should be selected to indicate whether the fee is for a candidate or subject change.

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