



To: CXC Local Registrars
From: The Senior Assistant Registrar
(Examinations Administration and Security Division)
Date: 19 August 2016
Subject: Registration for May-June 2017 CAPE® Sitting
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Copy To: Pro-Registrar

Examinations for the May-June 2017 CAPE Sitting will be administered during the period 21 April 2017 to 15 June 2017.

Method of Registration

The Online Registration System (ORS) will be used in the registration of candidates for the May-June 2017 examinations.

Release of the ORS Application

The ORS application should be available from 22 August 2016 on the Council's website, www.cxc.org, or by using the URL <https://ors.cxc.org>.

Manuals for ORS

A manual for centre users and one for centre administrators are available on the Council's website, www.cxc.org, to provide guidance in the registration of candidates. Other ORS manuals available include:

- 1. FAQs and Encountered Challenges**
- 2. Ministry Users**
- 3. Ministry Administrators**
- 4. SBA**
- 5. CVQ**
- 6. CPEA®.**

Access to ORS Application

Principals and Heads of Centres should be advised that the usernames and passwords used in the 2016 registration phase would be the same for the 2017 registration. However, they should ensure that the accounts of users who are no

longer in their employ or authorised to interface with the system are disabled so as to prevent unauthorised access.

To avoid a security breach, usernames and passwords must not be shared by users: each person who is authorised to use the ORS should have his/her own username and password.

New Subject Offerings

Three new subjects will be offered at the May-June 2017 sitting: Animation and Game Design, Financial Services and Green Engineering.

Previous Registration Data

The registration databases for CCSLC®, CSEC® and CAPE® were integrated a few years ago, thus, a candidate moving from one level to another, for example, from CSEC to CAPE, should supply the candidate number issued at the CSEC level. If the candidate completed CAPE subjects before, any candidate number issued to the candidate may be supplied as part of the previous registration data. The challenge to candidates of keeping track of the different registration numbers issued at the various sittings led the Council to introduce the Unique Candidate Number (UCN) – see details below under the head ‘Use of UCN’.

Users should ensure that the name of the candidate used at the previous sitting(s) matches exactly the name being used at the current sitting. For example, if a candidate was registered at the May-June 2016 CSEC sitting as John P. Brown, he **should not** be registered at the May-June 2017 CAPE sitting as John Brown, J. P. Brown, John Paul Brown or any other variation in the name. **Any candidate who, at the time of registering for the May-June 2017 examinations, provides a name, date-of-birth or gender that differs from that used at an earlier sitting, will be treated as a different (new) candidate and may be required to pay an Amendment Fee to have the old and new records converged.**

Candidates who have written CSEC subjects at or after the January 2004 sitting, CAPE subjects at or after the May-June 2005 sitting, or CCSLC subjects, should supply a candidate number from one of those sittings. If they have more than one number, the number from the most recent sitting would be preferred. **The search engine in the ORS allows users to query on a candidate’s personal details and/or a previous registration number to obtain his/her previous registration records.** The use of the search engine should ensure the presentation of accurate and standardised personal details and **avoid the high costs associated with making changes to the personal details of candidates who have written examinations before.**

Candidates who are registering for the first time or who have written CSEC subjects before the January 2004 sitting or CAPE subjects before the May-June

2005 sitting should be registered as 'New' in the ORS. Candidates who are registering as 'New' should use the name stated on their birth certificate.

Use of UCN

An eleven-digit UCN was placed on the preliminary results slips and certificates of candidates who wrote examinations at or after the May-June 2014 CSEC sitting. The UCN was also placed on the preliminary results slips of candidates who wrote examinations at or after the May-June 2015 sitting. Candidates should be advised to retain this number because it will be required in the registration for future examinations offered by CXC.

Integration of CPEA® Database with CCLC, CSEC and CAPE

The database for the Caribbean Primary Exit Assessment (CPEA) sitting has been integrated with those of CCLC, CSEC and CAPE. Thus, the records of candidates who would have written CPEA examinations in the past years would appear in the database if they attempt to register for any of the CCLC, CSEC or CAPE 2017 examinations. The person registering the candidate must select the candidate's CPEA record in order to avoid the candidate from being awarded two different UCNs. If the candidate's record is duplicated, it will not be accepted by CXC's internal Examining Processing System (EPS) that is used to load the record from the ORS.

A candidate with a duplicated record will be treated as two different candidates, thus, users will not be able to track easily the candidate's performance from the CPEA level to the higher levels.

Re-sit Candidates

All candidates who have written the CAPE subjects in 2015 or 2016, will be eligible to register as *Re-sit* regardless of the moderated SBA marks obtained in the specific subject unit. Candidates who wish to reuse their SBA marks earned at either of those sittings in the particular Unit MUST select the *Re-sit* option. The SBA marks may be re-used at the two sittings immediately following the first sitting.

Transfer of SBA Marks between Units

Candidates are allowed to transfer SBA marks between Units 1 and 2 in SEVEN subjects: Economics, Geography, History, Law, Literatures in English, Management of Business and Sociology. The SBA marks for French and Spanish CAN NO LONGER BE TRANSFERRED between Units. Special care must be taken in selecting the Transfer option. Candidates who enter for Unit 1 or 2 may re-use ANY moderated SBA mark obtained within the preceding two years. The SBA mark may be re-used in either Unit, or in both Units, irrespective of the Unit in which it was first obtained.

Candidates who are registering for the first time for both Units 1 and 2 in any of the above-mentioned seven subjects at the same sitting, will be permitted to submit a single SBA for either of the Units.

In All of the other CAPE subjects outside the above named seven, the SBA for both Units must be completed.

Alternative Paper to SBA

Candidates who are registering at private centres (educational institutions that are not recognised by the Council as full-time educational institutions) will be eligible to write the Alternative Paper to SBA (Paper 03/2 or Paper 04/2 in the case of French and Spanish).

The Alternative option must be selected for private candidates who opt to write the Alternative Paper to SBA. Candidates will not be supplied with question papers for the Alternative examination(s) if the Alternative option was not selected at the time of registration. An Amendment Fee/Non-Compliance Fee will be charged to change the option from SBA to Alternative, if the option is available in the particular subject(s).

Official Name Change

Should a candidate's name change through marriage or deed poll, the Council should be informed through the submission of the 'Change in Name Notification Form' (EXA 57). The form may be downloaded from the Council's website. An Amendment Fee is not charged once the EXA 57 form has been completed correctly and submitted to the Council.

Oral Examinations: French and Spanish

The oral examination must be taken by ALL candidates registered for French and Spanish except those registering for the *Re-sit* option. Local Registrars must ensure that private candidates are informed of the dates and times when the oral examinations will be held. **The oral examination is the Alternative Paper for private candidates.**

Checking of Registration Data by Candidates

Principals and Heads of centres should ensure that when the registration data have been entered in the ORS, a copy of the registration details (available in the Subjects Registered Report in the ORS) is printed and given to candidates to check and confirm the accuracy of the data keyed prior to the data being forwarded to the Local Registrar's Office.

Timetable Clashes

Please remind Principals and Heads of Centres that they should consult the May-June 2017 CSEC and CAPE Timetables before registering candidates for CAPE subjects. This should ensure that timetable clashes, as far as possible, are avoided. The timetables have been posted on the Council's website, www.cxc.org.

A list of the CAPE subject offerings for the May-June 2017 sitting is given at the appendix to this circular.

Scale of Fees

The various fees charged are given below.

CAPE Subject/Unit	BDS\$52.00
CAPE Candidate Entry	BDS\$36.00
CAPE Subject/Unit (External Territories)	BDS\$104.00
CAPE Candidate Entry (External Territories)	BDS\$72.00
Late Entry (see table below)	BDS\$45.00-\$200.00
Amendment (see table below)	BDS\$45.00-\$200.00
Transfer	BDS\$27.00

Schedule of Late and Amendment Fees: May-June CAPE Sitting

Fee	Received 1 - 31 January	Received 1 February - 15 March	Received After 15 March
Late Entry	BDS\$45.00	BDS\$75.00	BDS\$200.00
Amendment (subject and option changes)	BDS\$45.00	BDS\$75.00	BDS\$200.00
Amendment (personal details changes)	BDS\$45.00	BDS\$45.00	BDS\$50.00

Submission of Late Entries and Amendments

Late entries and amendments must be submitted through the ORS.

Candidates with Special Needs

Requests for special arrangements for candidates with known disabilities should be made when the entries are submitted. Requests for Braille, enlarged question papers or any other modified question papers should be confirmed not later than 9 October 2016. We should be grateful if you send such requests by e-mail to Mrs Dianne Medford at dmedford@cx.org.

Candidates Debarred from CAPE Sitings

In accordance with the Regulations for the Conduct of the Council's Examinations (Revised September 2008) Sections 8.1.1 (page 23) and 9.1.2 (page 32), candidates found guilty of any irregularity, misconduct or dishonest practice may be debarred for a specified time from registering for examinations administered by the Council. We are seeking your assistance in ensuring that candidates who have been debarred from writing the Council's examinations are not registered for examinations until the period of the disbarment has been served.

Selection of an Associate Degree

In the ORS application, the type of Associate Degree the candidate intends to pursue can only be chosen at the point where the candidate has registered for the seventh Unit within a five-year period. The choice of an Associate Degree should be done at registration time in order to avoid the fee applicable for late selection of degree-type. To be eligible for the CXC® Associate Degree award, the candidate MUST include Caribbean Studies and Communication Studies in the list of subjects. **Candidates registered for the first time at the May-June 2016 sitting or afterwards, will be required to include Integrated Mathematics as a core subject in order to be eligible for the CXC® Associate Degree award.**

If the candidate does not want to receive the CXC® Associate Degree award, the NONE option must be selected once the candidate has registered for the seventh Unit.

Release of Examination Results

At the time of registration, candidates will have the option to indicate whether they wish to have their registration details and results emailed directly to any educational institution that may be interested in their records. This feature will allow tertiary institutions such as the University of the West Indies (UWI), the University of Guyana (UG) or the University of Technology (UTECH) to have early access to the candidates' results.

Access to Online Registration Records by Candidates

All candidates should be given their centre code and candidate number so that they may access the ORS. By 21 January 2017, candidates should be in a position to visit the URL, <https://ors.cxc.org/studentportal>, to obtain details about their registration records. Candidates should be advised that they must bring all queries about the accuracy of their records to the attention of the Principal or Head of Centre.

Registration Deadline

Completed electronic entries must be forwarded by examination centres via the ORS to the Local Registrar's office not later than the deadline given to examination centres by the Local Registrar. Entries received after that date will be classified as late and the appropriate penalties imposed.

We look forward to your co-operation in ensuring that candidates are registered early and their personal and subject particulars are accurately recorded.



Noel Stennett

Senior Assistant Registrar

EXAMINATIONS ADMINISTRATION AND SECURITY DIVISION

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APPENDIX**SUBJECT OFFERINGS FOR MAY-JUNE 2017 CAPE SITTING**

SUBJECT	UNIT	RESIT	ALTERNATIVE	TRANSFERABLE SBA
Accounting	1 & 2	Yes	Yes	
Agricultural Science	1 & 2	Yes		
Animation and Game Design (new subject)	1 & 2			
Applied Mathematics	1 & 2	Yes	Yes	
Art and Design	1 & 2	Yes		
Biology	1 & 2	Yes	Yes	
Building and Mechanical Engineering Drawing	1 & 2	Yes		
Caribbean Studies	1	Yes	Yes	
Chemistry	1 & 2	Yes	Yes	
Communication Studies	1	Yes	Yes	
Computer Science	1 & 2	Yes		
Digital Media	1 & 2	Yes		
Economics	1 & 2	Yes	Yes	Yes
Electrical & Electricity Technology	1 & 2	Yes		
Entrepreneurship	1 & 2	Yes	Yes	
Environmental Science	1 & 2	Yes	Yes	
Financial Services (new subject)	1 & 2		Yes	
Food and Nutrition	1 & 2	Yes		
French	1 & 2	Yes	Yes	
Geography	1 & 2	Yes	Yes	Yes
Green Engineering (new subject)	1 & 2			
History	1 & 2	Yes	Yes	Yes
Information Technology	1 & 2	Yes	Yes	
Integrated Mathematics	1	Yes	Yes	
Law	1 & 2	Yes	Yes	Yes
Literatures in English	1 & 2	Yes	Yes	Yes
Logistics and Supply Chain Operations	1 & 2	Yes	Yes	
Management of Business	1 & 2	Yes	Yes	Yes
Performing Arts	1 & 2	Yes		
Physical Education & Sport	1 & 2	Yes		
Physics	1 & 2	Yes	Yes	
Pure Mathematics	1 & 2	Yes	Yes	
Sociology	1 & 2	Yes	Yes	Yes
Spanish	1 & 2	Yes	Yes	
Tourism	1 & 2	Yes	Yes	

NB: Candidates registering for Building and Geometrical Engineering Technology Units 1 and 2, and Performing Arts Unit 2, must register by option.

19 August 2016