Required Actions

✓ Register candidates for SBA when submitting new SBA marks

✓ Register candidates for SBA when they are repeating a Unit and submitting new SBA marks

✓ Register candidates as Resit when they are reusing the SBA marks from any of the May-June sittings held within the preceding two years

✓ Select the Associate Degree option when candidates are registering for the seventh (7th) Unit

✓ Submit samples and records by stipulated deadline

✓ Submit the samples identified by the Online Registration System (ORS). NO SUBSTITUTES WILL BE ACCEPTED

✓ Submit all supporting documentation with the samples, for example, moderation sheet, mark schemes, solutions, copy of examination, et cetera

✓ Label clearly and correctly all Art & Design work, for example, Candidate No: Piece 1, Piece 2 or Piece 3 by Module and Unit
Avoid Items

- Do not enter zero (0) for candidates unless that was the mark earned for the SBA.
- Do not enter zero (0) for candidates if no SBA was submitted.
- Do not key SBA marks for candidates who should have been registered as Resit or Transfer. If that is done, the ORS would generate a request for samples and the candidates’ results would appear as “ungraded” - no sample received.
- Do not change the selection of the sample identified by the ORS.
- DO NOT PACK examination pieces for Art & Design with the SBA pieces.
- Do not submit photographs in lieu of actual work. While photographs are helpful, they DO NOT constitute the actual examination work.
- Do not submit damp batik and tie-dyed pieces.
TRANSFER OF SBA MARKS

THERE ARE NINE (9) SUBJECTS FOR WHICH THE SBA MARKS IN UNIT 1 AND UNIT 2 MAY BE TRANSFERRED BETWEEN UNITS:

- ECONOMICS
- FRENCH
- GEOGRAPHY
- HISTORY
- LAW
- LITERATURES IN ENGLISH
- MANAGEMENT OF BUSINESS
- SOCIOLOGY
- SPANISH

GUIDELINES FOR REGISTRATION

The scenarios in the table below are only applicable to the 9 CAPE subjects (listed above) in which the SBA marks are transferrable.

<table>
<thead>
<tr>
<th>Scenario/Case</th>
<th>How to Register</th>
<th>Example</th>
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| Candidate registering for Units 1 and 2 at the same sitting for the first time – candidate submitting only one SBA | (1) Register for SBA in the Unit for which the SBA is being submitted  
(2) Register as Transfer in the Unit to which the SBA marks are being transferred | Assuming candidate is submitting the SBA in Sociology Unit 1 and transferring marks achieved to Sociology Unit 2: register candidate as SBA in Unit 1 and as Transfer in Unit 2 |
| Candidate registering for both Units at the same sitting but has registered previously for one of the Units and wishes to reuse the previous SBA marks for both Units | (1) Register as Resit in the Unit which was written previously  
(2) Register as Transfer in the Unit which will be written for the first time | Assuming candidate submitted SBA for Spanish Unit 1 in 2012 and wants to use the SBA marks for Spanish Units 1 and 2 in 2013: register candidate as Resit in Unit 1 and as Transfer in Unit 2 |
| Candidate registering for one Unit for the first time but has written the other Unit previously | (1) Register as Transfer in the Unit to be written | Assuming candidate submitted SBA for Law Unit 1 in 2012 and wants to use the SBA marks for Law Unit 2 in 2013: register candidate as Transfer for Unit 2 |
| Candidate registering for the same Unit which was written previously – candidate re-using SBA marks from the same Unit | (1) Register as Resit | Assuming candidate submitted SBA for Economics Unit 2 in 2012 and wants to use the SBA marks for Economics Unit 2 in 2013: register candidate as Resit in Unit 2 |

N.B. If a candidate has not submitted SBA in a particular Unit, the candidate must be registered as Transfer in that Unit, regardless of the number of times the candidate has written that particular Unit within a two-year period.