



# CARIBBEAN EXAMINATIONS COUNCIL

## CARIBBEAN ADVANCED PROFICIENCY EXAMINATION (CAPE®)

### CAPE® REGISTRATION & SBA DOs and DON'Ts

#### IMPORTANT INFORMATION FOR PRINCIPALS AND

### 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 (7<sup>th</sup>) 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



χ Do not enter zero (0) for candidates unless that was the mark earned for the SBA

χ Do not enter zero (0) for candidates if no SBA was submitted

χ *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*

χ Do not change the selection of the sample identified by the ORS

χ DO NOT PACK examination pieces for Art & Design with the SBA pieces

χ Do not submit photographs in lieu of actual work. While photographs are helpful, they DO NOT constitute the actual examination work

χ 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

Scenario/Case	How to Register	Example
Candidate registering for Units 1 and 2 at the same sitting for the first time – candidate submitting only one SBA	<ol style="list-style-type: none"> <li>(1) Register for SBA in the Unit for which the SBA is being submitted</li> <li>(2) Register as Transfer in the Unit to which the SBA marks are being transferred</li> </ol>	Assuming candidate is submitting the SBA in Sociology Unit 1 and transferring marks achieved to Sociology Unit 2: <u>register candidate as SBA in Unit 1 and as Transfer in Unit 2</u>
Candidate registering for <u>both Units at the same sitting</u> but has registered previously for one of the Units and <u>wishes to reuse the previous SBA marks for both Units</u>	<ol style="list-style-type: none"> <li>(1) Register as Resit in the Unit which was written previously</li> <li>(2) Register as Transfer in the Unit which will be written for the first time</li> </ol>	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: <u>register candidate as Resit in Unit 1 and as Transfer in Unit 2</u>
Candidate registering for <u>one Unit for the first time but has written the other Unit previously</u>	<ol style="list-style-type: none"> <li>(1) Register as Transfer in the Unit to be written</li> </ol>	Assuming candidate submitted SBA for Law Unit 1 in 2012 and wants to use the SBA marks for Law Unit 2 in 2013: <u>register candidate as Transfer for</u> <u>Unit 2</u>
Candidate registering for the same Unit which was written previously – candidate re-using SBA marks from the same Unit	<ol style="list-style-type: none"> <li>(1) Register as Resit</li> </ol>	Assuming candidate submitted SBA for Economics Unit 2 in 2012 and wants to use the SBA marks for Economics Unit 2 in 2013: <u>register candidate as Resit in Unit 2</u>

***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.***