A. OVERVIEW

Each centre is required to submit the School-Based Assessment of ONE sample of FIVE candidates for EACH option. The candidates are selected from a ranked list as described at B below. **ALL candidates entered for the examination must produce THREE pieces (Piece 1, Piece 2 and Piece 3) of work for which marks are to be recorded on the record sheet. Only ONE sample for EACH option must be submitted to the Council.** It is recommended that ALL teachers preparing candidates for the SAME OPTION collaborate in

(i) setting the assignments and applying the criteria and mark schemes
(ii) standardizing the marking of the assignments
(iii) selecting the single sample of assignments for EACH option to be submitted to the Council.

B. INSTRUCTIONS FOR PULLING THE SAMPLE

EACH centre MUST submit a sample comprising the work of FIVE candidates for EACH option done at the centre. For EACH candidate, the centre must submit the TWO last projects/assignments Piece 2 and Piece 3). If the number of candidates taking the option is less than five then for that option the TWO last projects/assignments (Piece 2 and Piece 3) for EACH candidate must be sent to CXC. The projects/assignments must be labelled as Piece 2 and Piece 3 respectively.

The sample submitted for EACH centre for EACH OPTION must comprise work from FIVE candidates and should be selected as follows:

(i) Arrange all candidates’ total scores (i.e. the sum of ALL THREE pieces) for the option in descending order (highest score first).

(ii) Identify for the option the candidates who gained

- the highest score, the middle score and the lowest score
- the score that is midway between the highest and the middle scores
- the score that is midway between the middle and the lowest scores

(iii) For EACH of the five candidates identified, submit to CXC the last TWO projects/assignments (Piece 2 and Piece 3) done for that option. Hence for EACH option which is taken by FIVE or MORE candidates, each centre is required to submit a sample comprising a total of TEN assignments.

(iv) Since resit candidates are not expected to undertake the School-Based Assessment, they should not be included in the ranked list and their work should not be submitted.
C. MATERIALS TO BE SUBMITTED TO CXC

The centre (team of teachers) must submit to CXC:

(i) The projects/assignments of the FIVE candidates selected for EACH option

(ii) ONE completed RECORD OF MARKS FOR SCHOOL-BASED ASSESSMENT for ALL candidates at the centre

(iii) ONE completed MODERATION OF SCHOOL-BASED ASSESSMENT FORM

(iv) The list of assignments completed by the candidates for School-Based Assessment

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 to be the unaided work of the candidates.

4. Within TWO WEEKS after the examination, ALL ceramic pieces are
   (a) photographed
   (b) bisque fired
   (c) labelled and packed for despatch, including the photographs and all fragments if pieces were damaged during the firing process.

5. The candidates should be informed of the rules and regulations pertaining to misconduct and the consequences of such misconduct.

6. The labelled paper 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 labelled paper, 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. No candidate takes 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. They indicate at the back of the illustrated paper whatever assistance they gave. If no assistance was given, teachers should provide some explanation.

19. 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.

20. If blocks or stencils (Option D) are complex, the candidate may be allowed additional time for the examination. As a result, the examination may be done in 6 hours, as in Options E - J.

21. Stretched screens and prepared blocks (without design) may be brought into the examination room.

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

**Illustrated Paper - General Proficiency**

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

1. Guidance in the selection of the topic.

2. Assistance with the structure and format of the written paper.

3. Instructions about the correct method of acquiring relevant material and research (library, archival research etc.).

4. Instructions about the proper way to conduct interviews, the types of questions to ask and the way in which facts should be recorded.

5. Instructions about the use of audiovisual and other visual aids.

6. Instructions about the layout of written and illustrative studies.

7. Assistance with the review of candidates’ work for any errors, omissions etc.

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