



CARIBBEAN EXAMINATIONS COUNCIL

GUIDELINES FOR CANDIDATES WRITING EXAMINATIONS OFFERED BY CXC®

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NB. – important revisions made since the 2012 issue are **blocked in yellow**.

Purpose

1. The information provided in this document is intended to provide guidance to candidates who are preparing to write examinations offered by the Caribbean Examinations Council (**CXC**[®]). Learners who are planning to register for any of the Council's examinations in the future should also find the document useful.

Definitions

2. For the purposes of this document, the following acronyms/terms have been adopted:
- (i) **CXC**[®] – Caribbean Examinations Council;
 - (ii) **Council** – Caribbean Examinations Council;
 - (iii) **CCSLC**[®] - Caribbean Certificate of Secondary Level Competence;
 - (iv) **CSEC**[®] - Caribbean Secondary Education Certificate;
 - (v) **CAPE**[®] - Caribbean Advanced Proficiency Examination;
 - (vi) **CPEA**[®] - Caribbean Primary Exit Assessment;
 - (vii) **SBA** – School Based Assessment (for **CPEA**, **CCSLC**, **CSEC** and **CAPE**);
 - (viii) **Participating Territories** – territories that are members of Council;
 - (ix) **External Territories** – territories that are not members of Council;
 - (x) **ORS** – Online Registration System;
 - (xi) **Regulations** - Regulations for the Conduct of the Council's Examinations, Definitions, Regulations and Procedures, *Revised September 2008*;
 - (xii) **Local examinations authority** – a Principal, a Head of an Examination Centre, or the Examinations Section in the Ministry of Education (the Overseas Examinations Commission in the case of Jamaica);
 - (xiii) **“Resit” candidate** – a candidate who is **repeating** a subject (Unit in **CAPE**) **AND is re-using** the moderated **SBA** mark achieved in that subject (Unit) from a previous sitting. At the time of registration, the candidate must be registered for the “Resit” option;
 - (xiv) **Moderated SBA mark** - the mark awarded by **CXC** after a review process was undertaken of the **SBA** mark/sample submitted by the school or examination centre. The moderated mark awarded by **CXC** may be higher, lower or the same as the mark awarded by the school (centre);
 - (xv) **Alternative Paper** – an examination paper offered to a candidate (registered at a **private** examination centre) who opts not to submit **SBA** or reuse his/her moderated **SBA** mark achieved at a previous sitting. At the time of registration, the candidate must be registered for the “Alternative” option. The

Alternative Paper at **CSEC** is usually referred to as “Paper 3/2” and that at **CAPE** as “Paper 3/2” (4/2 in the case of the **CAPE** French and Spanish). The Alternative Paper is not offered at **CCSLC**. **The Technical Drawing Paper 03/2 is not an Alternative Paper to SBA, it is the Mechanical Engineering Drawing option; the Technical Drawing Building Drawing option is called Paper 03/1.**

- (xvi) **Private examination centre** – an examination centre that is not recognised by the Council as a school or full-time educational institution;
- (xvii) **OEC** – Overseas Examinations Commission in Jamaica;
- (xviii) **UCN** – Unique Candidate Number.

Role of CXC

3. The Caribbean Examinations Council (**CXC**) was established in 1972. The mission of **CXC** is to:

provide the Region with syllabuses of the highest quality; valid and reliable examinations and certificates of international repute for learners of all ages, abilities and interests; services to educational institutions in the development of syllabuses, examinations and examination administration, in the most cost-effective way.

Territories Offering CXC Examinations

4. Candidates from the 16 Participating Territories write examinations offered by **CXC**. The territories are: Anguilla, Antigua and Barbuda, Barbados, Belize, The British Virgin Islands, Cayman Islands, Commonwealth of Dominica, Grenada, Guyana, Jamaica, Montserrat, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, and Turks and Caicos Islands.

5. Candidates from three External Territories write examinations offered by **CXC**. The territories are: Saba, St Maarten and Suriname.

Copyright

6. **CXC holds copyright ownership of all candidates’ work, written or practical, produced for examinations.**

Communication between CXC and Candidates

7. **CXC** shall not communicate directly with candidates, their parents/guardians or any person acting on their behalf regarding matters such as registration, timetables, **SBA**, examination results or the issue of certificates. Queries on these matters should be brought to the attention of the Principal in the case of school candidates or to the attention of the Head of the Examination Centre in the case of out-of-school candidates.

Examinations Offerings

8. **CXC** offers the following examinations:
- (i) **CPEA** - is an assessment of the literacies required by all pupils exiting the primary school system. The core literacies are language, mathematical, scientific and civic;
 - (ii) **CCSLC** - designed to certify the **knowledge, generic competencies, attitudes and values** that all secondary school leavers should have attained. Six subjects are offered at the June sitting;
 - (iii) **CSEC** – aimed at learners who have reached the end of the secondary education level (16+ age cohort). 13 subjects are offered at the January sitting and 35 subjects at the May-June sitting;
 - (iv) **CAPE** – aimed at post-secondary learners entering the world of work and those who wish to continue their further education at the tertiary level (18+ age cohort). 24 subjects (22 subjects carry Units 1 and 2 with Caribbean Studies and Communication Studies being single Unit subjects) are offered at the May-June sitting.

Preparation for Examinations

9. Candidates **should**:
- (i) obtain or have access to the relevant syllabus so that they could follow the programme outlined in the syllabus;
 - (ii) practise responding to questions in **CXC**'s past essay-type question papers (usually Paper 02s);
 - (iii) practise responding to questions in **CXC**'s past Alternative to **SBA** question papers (Papers 3/2s), if they are private candidates and registered for the Alternative Paper to **SBA**;
 - (iv) visit the **FREE** online interactive portal for students, www.notesmaster.com, to access additional content on subjects. The content on the portal is presented under discrete headings for **CSEC** and **CAPE** syllabuses. This was created by educators in the form of Notes, Images, Animations and Video to tap every learning style and assist you in better understanding the subject area.
10. Candidates **must not**:
- (i) practice responding to past **CXC** Multiple Choice question papers (usually Paper 01s);
 - (ii) come into contact with “live” **CXC** question papers (examinations not yet administered) either wittingly (intentionally) or unwittingly (unintentionally);

- (iii) candidates found in possession of past **CXC** Multiple Choice question papers or “live” **CXC** question papers are in breach of the Council’s Regulations and subject to the appropriate penalties.

Components of Examinations

11. All **CCSLC** subjects carry an **SBA** component and a Multiple Choice component.
12. All **CSEC** subjects carry a written component. Most of the subjects carry an **SBA** component and a Multiple Choice component. A few subjects carry a practical component external to the **SBA**. French and Spanish carry an oral component.
13. The **CSEC** subjects that do not carry an **SBA** component are: English A, English B, French, Human and Social Biology, Mathematics, and Spanish.
14. The **CSEC** subjects that do not carry a Multiple Choice component are: Electronic Document Preparation and Management (EDPM), English B, Music, Physical Education and Sport, Theatre Arts and Visual Arts.
15. The **CSEC** subjects that carry a practical component external to the **SBA** or written component are: Music (Paper 02) and Physical Education and Sport (Paper 02).
16. The **CSEC** subjects that carry the Alternative Paper to **SBA** (for private candidates only) are: Additional Mathematics, Biology, Caribbean History, Chemistry, Economics, EDPM, Geography, Integrated Science SA, Office Administration, Physics, Principles of Accounts, Principles of Business, and Social Studies.
17. All **CAPE** subjects carry an **SBA** component and a written component. Some subjects carry a Multiple Choice component and a few, a practical component external to the **SBA**. Communication Studies, French and Spanish carry an aural/oral component.
18. The **CAPE** subjects which carry a Multiple Choice component are: Accounting Units 1 and 2, Applied Mathematics Units 1 and 2, Biology Units 1 and 2, Chemistry Units 1 and 2, Computer Science Units 1 and 2, Economics Units 1 and 2, Environmental Science Units 1 and 2, Food and Nutrition Units 1 and 2, Geography Units 1 and 2, History Units 1 and 2, Information Technology Units 1 and 2, Law Units 1 and 2, Management of Business Units 1 and 2, Pure Mathematics Units 1 and 2, Physics Units 1 and 2, and Sociology Units 1 and 2.
19. The **CAPE** subjects that carry a practical component external to the **SBA** or written component are the Paper **3/2s** in Biology, Chemistry and Physics.
20. The **CAPE** subjects that **do not** carry the Alternative Paper to **SBA** option are: Art and Design, Computer Studies, Electrical and Electronic Technology, Food and Nutrition, and Geometrical and Mechanical Engineering Technology. Private candidates desirous of writing these examinations must complete the **SBA** requirements.
21. All **CPEA** subjects carry an **SBA** component and a Multiple Choice component, except Civic which is not an external examination and does not carry a Multiple Choice component.

Registering for Examinations

22. In order to write examinations offered by **CXC**, candidates must be registered at one of the official examination centres. Prospective candidates should contact the Ministry of Education (**OEC**) about the names and locations of the examination centres.
23. Once permitted by the Ministry of Education (**OEC**) in the territory, school candidates are allowed to register at more than one examination centre during any given sitting. Candidates will receive a separate registration number for each centre. On the award of a grade, candidates will receive a certificate from each centre.
24. Candidates should contact a local examinations authority about the deadline dates for registering for examinations. The registration deadline dates published by **CXC** are normally different from those set by the Ministry of Education in each territory. Candidates **must** be guided by the deadline dates given by the Ministry of Education (**OEC**).
25. It is recommended that candidates use, at the time of registration, their **first** name, **middle** name (or **initial**) and **last** name. The name used at registration time will appear on the candidate's certificate.
26. The format of the date of birth used by **CXC** is day, month, year (**dd/mm/yyyy**).
27. A candidate's registration number consists of 10 digits. Digits 1-6 comprise the centre or school code; digits 7-9 comprise the candidate's sequence number; digit 10 is a check digit which is computer generated.
28. **Candidates who have written CXC's examinations at a previous sitting, must register with the same name format as that provided at the earlier sitting. If a candidate registered as John Marc Brown at one sitting, that is the name he MUST use at all subsequent sittings. The candidate must not register as John M Brown, John Brown or any other variation in the name at a subsequent sitting. Candidates who do not follow this directive may be required to pay an Amendment Fee to get their names converged as one name.**
29. Candidates who have written **CXC's** examinations at a previous sitting should provide the person responsible for the keying of the registration data with the candidate number given to them at the earlier sitting. If they have more than one candidate number, then the number from the most recent May-June sitting is preferred.
30. It is necessary for candidates to provide exact details of their previous registration data in order for **CXC** to track their performance over a number of sittings or years. If the performance of a candidate is not linked from one sitting to another, the candidate would not be eligible to:
- (i) carry forward his/her **SBA** marks from one sitting to another;
 - (ii) receive a **CCSLC** certificate, a **CSEC** Business Studies certificate, or a **CAPE** Diploma/Associate Degree if the examinations were done over more than one sitting.
31. When candidates register for examinations, they should ask the person carrying out the registration to provide them with a printout of the personal and subject details keyed into

the registration system. The details can be found in a report called “Subjects Registered” in the **ORS**. Candidates should review the printout to ensure that all details have been entered correctly. Any errors should be brought immediately to the attention of the person responsible for entering the data or the appropriate authority.

32. Candidates must be registered as “Resit” for the particular subject if they are re-using **moderated SBA** marks attained at a previous sitting. When candidates are registered as “Resit”, they do not have to submit new **SBA** assignments or marks.

33. For **all CCSLC** subjects, the moderated **SBA** mark may be re-used on two separate occasions immediately following the first sitting, however, a candidate must have attained at the first sitting a moderated mark which was at least 50 per cent of the total **SBA** marks. For example, if a candidate achieved a moderated **SBA** mark of 50 per cent or more in Mathematics at the June 2012 sitting, the candidate would be eligible to register as a “Resit” for that subject at the June 2013 sitting and/or the June 2014 sitting.

34. For **CSEC** subjects with an **SBA** component, the moderated **SBA** mark may be re-used on one occasion immediately following the first sitting, however, a candidate must have attained at the first sitting a moderated mark which was at least 50 per cent of the total **SBA** marks. For example, if a candidate achieved a moderated **SBA** mark of 50 per cent or more in Biology at the May-June 2012 sitting, the candidate would be eligible to register as a “Resit” for that subject at the January 2013 sitting or the May-June 2013 sitting, **but not at both sittings**.

35. For **all CAPE** subjects, the moderated **SBA** mark achieved, regardless of the level, may be re-used on two separate occasions immediately following the first sitting. For example, if a candidate achieved an **SBA** moderated mark in Physics Unit 1 at the May-June 2012 sitting, the candidate would be eligible to register as a “Resit” for Physics Unit I at the May-June 2013 sitting and/or the June 2014 sitting. Paragraphs 37-39 present the exceptions for the number of times the moderated **SBA** marks may be re-used.

36. There are nine **CAPE** subjects in which the **SBA** mark achieved in Unit 1 or Unit 2 may be **transferred** between the Units of the same subject. The subjects are Economics, French, Geography, History, Law, Literatures in English, Management of Business, Sociology and Spanish. **If candidates complete the SBA in one Unit, they can opt not to complete the SBA in the other Unit.**

37. The re-use of the moderated **SBA** marks in the nine **CAPE** subjects in which the marks are transferrable between Units presents several scenarios. For example, a candidate who registers at the May-June 2013 sitting for Law Units 1 and 2, may opt to complete the:

- (i) **SBA** for both Units 1 and 2; or
- (ii) **SBA** for Unit 1 only and **transfer** the **SBA** mark to Unit 2, or vice versa.

38. If the candidate opted for (i) above, he/she may re-use the **SBA** marks for Unit 1 and Unit 2 to register as a “Resit” at the May-June 2014 sitting and/or May-June 2015 sitting. The candidate may also choose to **transfer** the higher **SBA** mark achieved in one Unit to the other at the May-June 2014 sitting and/or May-June 2015 sitting.

39. If the candidate opted for (b) above, he/she will be eligible to register as a “Resit” for Unit 1 and as a “Transfer” for Unit 2 at the May-June 2014 sitting. At the May-June 2015

sitting, the candidate will also be eligible to register as a “Resit” for Unit 1 and as a “Transfer” for Unit 2. The **SBA** mark can be re-used up to four separate occasions immediately **following** the first sitting.

40. In order to provide guidance to candidates about their eligibility status to register as “Resit” for **CSEC** and **CCSLC** examinations, a note is placed on the preliminary results slips (pre-slips) issued for the May-June examinations indicating the subjects in which candidates **are not** eligible to “Resit” because they did not achieve 50 per cent or more of the total moderated **SBA** marks. Candidates who do not receive any notes on their pre-slips are eligible to register as “Resit” for the subject(s).

41. In order to provide guidance to **CAPE** candidates about their moderated **SBA** marks, a note is placed on the pre-slips issued for the May-June examinations indicating the Unit(s) in which candidates **did not** achieve 50 per cent or more of the total moderated **SBA** marks.

42. To be eligible to write the Alternative Paper to **SBA** (Paper 3/2 in **CSEC** or 3/2 in **CAPE**), the candidate must be registered at a private centre. Candidates registered at schools or other full-time educational institutions **are not** eligible to write the Alternative Paper. When candidates register for the Alternative Paper, they **do not have to submit any SBA assignments/marks**. Before registration takes place, non-school candidates should check a local examinations authority to ascertain whether they are eligible to write the Alternative Paper.

43. Unlike moderated **SBA** marks, marks achieved in the Alternative Paper **cannot** be re-used at a subsequent sitting.

44. Once candidates have been registered, they can obtain access to the registration data keyed into the **ORS** on their behalf by the centre. To access the **ORS**, candidates must log onto <https://ors.cxc.org/studentportal> and provide their candidate number and centre number, (both obtainable from the school or examination centre) and a valid email address. Candidates should review the report “Subjects Registered” to ensure that all details keyed are accurate. Any errors noticed should be brought immediately to the attention of the appropriate local examinations authority. Access to the Subjects Registered report in the student portal should be available **from 15 November** in the case of the January **CSEC** sitting, **21 January** for the May-June **CSEC** and **CAPE** sittings, and **1 March** for the June **CCSLC** sitting.

Published Deadline Dates

45. Candidates should take caution when observing the various deadline dates published by **CXC** on its website, in the **CXC** Year Planner and in other publications. The deadline dates are normally applicable to the Ministry of Education and/or schools, unless otherwise stated. Candidates are advised to check the relevant local examinations authority to ascertain the deadline dates that should be observed.

Fees for Examinations

46. A list of fees can be found on **CXC**’s website (www.cxc.org).

47. The Ministry of Education (**OEC**) reserves the right to impose local fees in addition to the fees published by **CXC** in order to cover various administrative costs.

48. There are special conditions under which the Council may refund a percentage of the examination fees paid by a candidate who did not write an examination. Candidates should consult a local examinations authority to find out those conditions. One condition for a refund is where a candidate had registered simultaneously at both the January and May-June **CSEC** sittings in the same subject(s), and was subsequently successful at the January sitting. In such a case, 90 percent of the candidate's Subject Fee(s) and/or Candidate Fee may be refunded. The request for refund **must** be submitted to the appropriate local examinations authority **no later than 01 April** following the release of the January results. Once the refund has been approved by **CXC**, the candidate will be ineligible to write the subject(s) at the May-June sitting.

Time of Examinations

49. Candidates should read their individual timetables carefully so that they would present themselves at the correct time on the day of the examination.

50. The candidates' individual timetables for the January **CSEC** sitting are normally issued in the month of November of the year preceding the examinations, those for the May-June **CSEC** and **CAPE** sittings in the month of April in the year of the examinations and those for the June **CCSLC** sitting in the month of May in the year of the examinations.

51. At the discretion of the Principal or Head of the examination centre, candidates may obtain access to their timetable details through the **ORS**. To access the **ORS**, candidates must log onto <https://ors.cxc.org/studentportal> and provide their candidate number, centre number and a valid email address. Access to the timetable details is available on the dates given for accessing the Subjects Registered report at paragraph 45 above.

52. The starting time for examinations in the morning session is 9:00 am and in the afternoon session is 1:00 pm.

53. Candidates are advised to report for examinations in the morning session between 8:30 am and 8:45 am, and for afternoon examinations between 12:30 pm and 12:45 pm, **unless otherwise advised** by the relevant local examinations authority.

Candidates Who Arrive Late for Examinations

54. Candidates who arrive late (after the start of the examination) may be admitted during the first 30 minutes of an examination session. **Candidates who arrive after the elapsed of the first 30 minutes of an examination, WILL NOT be admitted to the examination. The candidates will be marked "Absent"**.

55. Candidates who arrive after the start of an examination **will not** be allowed extra time to make up for the time lost. The examination must end at the time prescribed on the timetable.

56. A candidate who presents himself/herself for an examination paper which has already taken place **will not** be allowed to write the examination.

Resolving Clashes on Candidates' Timetables

57. The Ministry of Education (OEC) in each territory has the authority to resolve timetable clashes. Where two subjects offered by the Council clash on a candidate's

timetable, the candidate should immediately consult the Principal or Head of the examination centre at which he/she has been registered to ascertain whether the clash could be resolved. If the clash involves a subject of another awarding body, no special provision exists in the Council's Regulations to resolve it. Candidates are advised to consult the master timetables on the website (www.cxc.org) to avoid, if possible, registering for subjects that clash on the timetable.

Identification of Candidates

58. The invigilating staff must satisfy themselves as to the identity of EACH candidate.
59. Candidates attending a school or full-time institution **must**:
- (i) present themselves to the examination room in the school's uniform;
 - (ii) produce, if requested, the relevant proof of identity such as one issued by a local examinations authority.
60. Candidates attending a private or part-time institution **must** produce the relevant proof of identity such as a passport, national identification card, or a certified photograph issued by a local examinations authority. A candidate **may not** be allowed to write an examination if he/she does not have proof of identity.
61. A female candidate wearing facial attire, whether for religious belief or custom, will be required to reveal her identity to a female member of the invigilating staff. The candidate may request to be taken to a private area or separate room before the attire is removed. Once the candidate's identity has been established, she will be allowed to replace the attire before commencing the examination.
62. A candidate **must not** impersonate another candidate or allow any person to impersonate him/her in the examination room.

Dress Code

63. School candidates should wear their school uniform. Non-school candidates must report for examinations dressed moderately and smartly.

Examination Material to be Supplied by the Candidate

64. Candidates must provide their own pens (**black or dark blue**), ink, pencils (for example, 3B **pencils** to answer Multiple Choice questions), erasers, rulers, and where permitted for the specific examination: calculators, dictionaries and geometry sets.
65. Candidates should liaise with their Art teachers about the materials that may be brought into the examination room for the **CSEC** Visual Arts, and **CAPE** Art and Design examinations.
66. Unless specifically requested, **ALL** other materials, except those at 65 and 66 above, will be supplied to candidates by the invigilating staff.

Material and Equipment NOT Permitted in the Examination Room

67. **MOBILE TELEPHONES**, iPods, MP3/4 players and other electronic devices, whether in the “off” or “on” position.
68. Calculators and dictionaries, **unless specifically stated** that they are permitted for the subject paper.
69. Books, notes, plain paper, bags, boxes of instruments bearing data or any other article bearing data, blotting paper, graph paper or tracing paper.
70. Paper for rough work. Rough work should be written in the answer booklets or on single sheets provided by the invigilating staff. Rough work for Multiple Choice examinations should be written in the question booklet.
71. Unauthorised material and equipment brought into the examination room, **whether the candidate intended to use it or not**, is an offence and subject to the appropriate penalties.

Use of Calculators

72. Once permitted for the specific subject paper, candidates must use only silent non-programmable scientific calculators.
73. Calculators must not be capable of retrieving data stored, performing symbolic mathematical manipulation, integration or differentiation. The calculators must not have the function to communicate with other devices, whether internally or externally. Instruction manuals and external storage media (for example, card, tape, disk, smartcard or plug-in modules) are not permitted in the examination room.
74. Calculators should be battery or solar operated. Calculators requiring the use of an electric supply will not be permitted.
75. Candidates **may not** use pocket organisers, hand-held computers, lap-top computers, electronic writing-pads or pen-input devices, calculators with typewriter-like keypads known as QWERTY, calculators with tape, calculators with graphical display, calculators that make noise or talk, or **calculators in mobile telephones**.
76. Candidates will not be permitted to borrow calculators from one another.
77. The use of calculators is permitted in the following **CCSLC** subjects: Integrated Science and Mathematics.
78. The use of calculators is permitted in the following **CSEC** subjects: **Additional Mathematics**, Building Technology – Construction, Building Technology – Woods, Chemistry, Economics, Electrical and Electronic Technology, Geography, Integrated Science SA, Mathematics Paper 02 only, Mechanical Engineering Technology, Office Administration Papers 02 and 3/2, Physics, Principles of Accounts, Principles of Business Paper 3/2 only, and Technical Drawing Papers 02 and 03.
79. The use of calculators is permitted in the following **CAPE** subjects: Accounting Units 1 and 2, Applied Mathematics Units 1 and 2, Biology Units 1 and 2, Chemistry Units 1

and 2, Economics Units 1 and 2, Electrical and Electronic Technology Units 1 and 2, Environmental Science Units 1 and 2, Geography Units 1 and 2, Geometrical and Mechanical Engineering Drawing Units 1 and 2, Management of Business Units 1 and 2, Pure Mathematics Units 1 and 2, Physics Units 1 and 2, and Sociology Units 1 and 2 Paper 01 only.

80. **Prior to the start of the examination sitting, candidates should consult their Mathematics teacher or the Principal/Head of Examination Centre to find out whether the calculators they plan to use are permissible in the examination room.**

Use of Mathematical Instruments

81. The use of mathematical instruments (geometry sets) is permitted in the examinations for CSEC Biology (Paper 02 only), Geography, Mathematics (Paper 2 only) and Technical Drawing. They are also permitted for CAPE Applied Mathematics, Environmental Science, Geometrical and Mechanical Engineering Drawing, Geography and Pure Mathematics.

Use of Dictionaries

82. The use of dictionaries is permitted in the CAPE French and Spanish Paper 03. Candidates are also allowed to use one text related to each theme to assist them in answering Section B. Texts that are heavily annotated are not permitted in the examination room, therefore, candidates should seek the assistance of teachers in determining the suitability of their texts for use during the examination.

Use of Compact Discmans

83. The use of Compact Discmans with earphones/headphones is permitted in the CAPE French and Spanish Units 1 and 2 Paper 01 examinations. Each candidate will be provided with a compact disc (CD) containing the examination material for his/her individual listening.

Use of Personal Computers

84. With effect from the May-June 2013 sitting, candidates will be permitted to use personal computers during the conduct of the CAPE French and Spanish Paper 1 examinations. The use of the computers will be limited to the listening and playback of CDs provided by CXC for examination purposes. Candidates should check a local examinations authority to obtain the special conditions under which the use of computers would be allowed.

Entering the Examination Room

85. Candidates **must**:

- (i) enter the examination room when advised to do so by the invigilating staff;
- (ii) follow all instructions given by persons invigilating the examination;
- (iii) stop communicating with one another once they enter the examination room. The examination is regarded as in progress once candidates enter the room;
- (iv) sit at the designated seat provided for them.

Leaving the Examination Room while Examination is in Progress

86. A candidate is not allowed to leave the examination room during the first 30 minutes of an examination session unless there are exceptional circumstances. Where a candidate is allowed to leave the examination room temporarily because of a pressing necessity, he/she must be accompanied by a member of the invigilating staff or an attendant.

87. A candidate may be allowed to discontinue work and leave the examination room at any time after the first 30 minutes of an examination session provided that he/she surrenders the question paper and answer booklet. There will be **no re-admittance** to the examination room of the candidate.

Conduct During the Examination

88. Candidates **must**:

- (i) read and follow the instructions on the question paper and those given by the invigilating staff;
- (ii) write on the **front cover** of the answer booklets for essay-type question papers, their name, date of birth, gender, candidate number, centre code, centre name, year of examination, test code and Proficiency/Unit. **Only the candidate number and question number** should be written on supplementary sheets (single sheets, graph paper, et cetera);
- (iii) **sign** the answer sheet provided for Multiple Choice examinations;
- (iv) write their names in **CAPITAL** letters in the designated area on the cover page of the Multiple Choice question booklet;
- (v) start each answer to a question on a **new** page. **Parts** of a question, for example, 2(a), 2(b), 2(c), may be written on the **same page**. If a supplementary sheet is used to complete the answer, it must be fastened with string next to the answer in the answer booklet;
- (vi) indicate to the invigilating staff by raising their hand if the question paper or answer booklet is defective or if they need supplementary answer booklets/single sheets;
- (vii) indicate to the invigilating staff by raising their hand if they are ill or need to go to the washroom.

89. Candidates **must not**:

- (i) engage in dishonest conduct such as cheating or copying the work of other candidates;
- (ii) use any unauthorised means or method to gain an advantageous position over other candidates;
- (iii) leave the examination room without the authorisation of the invigilating staff;

- (iv) give assistance to, or seek assistance from, any candidate in the examination room;
- (v) lend to, or borrow from, any candidate examination materials or equipment;
- (vi) talk to or disturb any candidate while the examination is in progress.
- (vii) use liquid paper (white out) on the Multiple Choice answer sheets;
- (viii) use **pens or light pencils** such as HB, H1 or any other in the H series, to grid responses on the Multiple Choice answer sheets.

Conduct at the End of the Examination

90. Candidates **must**:

- (i) number the questions attempted at the front cover of the answer booklet;
- (ii) ensure that all questions attempted are numbered in the answer booklet;
- (iii) ensure that all relevant details are completed on the answer booklet/answer sheet;
- (iv) tie any loose sheets/rough work to the answer booklet;
- (v) complete the Candidate's Receipt (normally found at the back of the answer booklets) and ensure that it is signed and returned to them (the candidates) by a member of the invigilating staff **on the handover** of the answer booklet or answer sheet;
- (vi) store the Candidate's Receipt in a safe place until the results for each subject have been received and any issues relating to queries or reviews resolved;
- (vii) place the Multiple Choice answer sheet at the front (on the top) of the Multiple Choice question booklet.

91. Candidates **must not**:

- (i) **insert the answer sheet into the Multiple Choice question booklet;**
- (ii) remove from the examination room any Multiple Choice question booklets;
- (iii) copy the Multiple Choice question booklet or parts thereof, nor reveal the contents of the question booklet to anyone;
- (iv) remove from the examination room any examination materials including mathematical tables, used or unused answer booklets, single sheets, graph paper, tracing paper, et cetera;
- (v) leave the examination room unless instructed by the invigilating staff to do so.

Misconduct

92. Candidates **must not**:

- (i) bring any unauthorised material or devices into the examination room;
- (ii) communicate in any way with other candidates when in the examination room;
- (iii) indulge in any other form of unfair or dishonest practice.

93. Candidates who disobey the Regulations of the Council or otherwise misconduct themselves will be subject to the appropriate penalties.

Penalties for Misconduct

94. A candidate guilty of any misconduct, or unfair or dishonest practice, may have his/her examination papers cancelled, be disqualified and be barred from entry to future examinations offered by the Council. The normal period of debarment of a candidate from examinations is two years.

95. A candidate may appeal any decision of the Final Awards Committee in respect of a disciplinary matter, by giving notice in writing **within 14 days** of being notified of the decision. The notification should be made through the relevant local examinations authority.

96. The penalties for offences committed are given in the table below.

OFFENCE	PENALTY
Possession of mobile telephones or other electronic devices, whether in an “ off ” or “ on ” position.	Disqualification (cancellation of results for all subjects).
Copying from, or collusion with, another candidate(s) in the examination room in one examination paper.	Cancellation of the results in the subject. If the evidence in the script(s) indicates that the candidate(s) copied from was/were party to the copying/collusion, the same penalty is imposed.
Unruly conduct: failure to obey instructions given by the invigilating staff.	Loss of a grade (mark down of grade), depending on the gravity of the offence.
Unruly conduct: conduct in the examination room which interferes with the proper administration of the examination.	Cancellation of the results in the subject.
Removal of CXC confidential material from the examination room.	Cancellation of the results in the subject.
Unwittingly obtaining examination question papers or related material beforehand.	Cancellation of the results in the subject.
Wittingly obtaining examination question papers or related material beforehand.	Disqualification and debarment.
Copying items and taking them from the examination room.	Cancellation of the results in the subject.
Plagiarism, for example, in SBA assignments and artwork.	Cancellation of the results in the subject.
Persistent copying from, or collusion with, another candidate(s): occurring in more than	Disqualification (cancellation of results for all subjects).

OFFENCE	PENALTY
one examination session.	
Persistent unruly conduct: occurring in more than one examination session.	Disqualification (cancellation of results for all subjects).
Taking textbooks, worked answers including artwork and notes related to the examination into the examination room.	Disqualification - cancellation of results for all subjects.
Tampering with scripts after they have been submitted for marking.	Disqualification and debarment.
Conspiring to tamper with scripts after they have been submitted for marking.	Disqualification and debarment.
Impersonation.	Disqualification and debarment.

Candidates with Disabilities

97. Candidates with physical, psychological, or other disabilities may be given, on request, sympathetic consideration with regard to having special arrangements made to allow them to write the examinations. Such request, if not made at the time of the candidates' entry, should be made as soon as it is believed that the candidates' disability may require special accommodation arrangements.

98. Candidates may be given special consideration if they fall into any of the categories below.

- (i) **Reading Accuracy:** they are likely to experience severe difficulty in reading the examination material with sufficient accuracy to avoid making mistakes that will affect the understanding of what they read.
- (ii) **Reading Speed:** their speed of reading is so slow that they lose the sense of what has been read.
- (iii) **Spelling:** their very weak spelling ability creates difficulties which significantly slow their work rate.
- (iv) **Handwriting Speed:** their writing speed may be so slow, that they will be unable to complete the paper without special assistance.
- (v) **Handwriting Legibility:** they may be unable to write legibly even if given additional time to complete the examination.
- (vi) **Sight Problems:** they may be blind or visually impaired.
- (vii) **Illness:** they may be recovering from illness as a result of injuries, surgery, et cetera.
- (viii) **Psychological disorders:** they may be suffering from psychological disorders such as dyslexia and attention deficit disorders.

99. Some of the services made available to candidates with special needs include use of: an Amanuensis, a Reader, an Interpreter for the hearing impaired, a Practical Assistant, and specialised equipment (Word Processor, Braille machine, et cetera) and software (screen reader).

100. Modified question papers in the form of Braille, Enlarged Print and CDs (where text is converted to audio – suited to the visually impaired candidates not familiar with Braille) are also provided to candidates with special needs.

101. Candidates may be given special consideration due to exceptional circumstances beyond their control, if they have been prevented from sitting a paper(s) for a subject, or if they consider that their performance in any paper(s) has been seriously impaired.

102. On the day of the examination, a candidate whose examination work is affected by adverse circumstances should inform the invigilating staff at the centre before, during or soon as possible after the examination. In appropriate cases, the candidate may be required to provide a medical certificate to the invigilating staff or to the relevant local examinations authority.

Transfer of Candidates

103. Candidates are not allowed, **except in very special cases**, to change the examination centre where their registration took place.

104. Candidates registered at one centre may apply to write their examinations at another centre, either in the same or in another territory. Candidates should seek guidance from the relevant local examinations authority on the correct procedure to follow when requesting a transfer. The deadline dates by which the request for a transfer must be made should also be obtained from a local examinations authority.

105. **Within the same territory:** candidates may seek a transfer from one centre to another within the same territory. Approval of the transfer is at the discretion of Ministry of Education (OEC).

106. **From one territory to another:** candidates who are relocating to another territory, whether on a permanent or temporary basis, may seek a transfer or permission to write examinations in the territory. Approval of the transfer is at the discretion of the Ministry of Education (OEO) in the territory where the candidates will be relocating.

107. A Transfer Fee must be paid to complete the transfer. The Transfer Fee should be paid, preferably, in the territory where the original registration took place. If the transfer necessitates the delivery of separate question papers to the centre of transfer, the candidate may be required to meet the delivery charges.

Candidates for CSEC Visual Arts, CAPE Art and Design

108. The question paper for **CSEC Visual Arts** is given to candidates in mid-April for the examination which normally commences during the first week of May.

109. The question papers for **CAPE Art and Design** are given to candidates in mid-April for the examinations which normally start during the second week of May. The Art and Design Unit 1 Paper 1 is handed to candidates in the examination room on the time given on the timetable.

Candidates for CAPE French and Spanish

110. ALL candidates, except those registered as “Resit”, for the CAPE French and Spanish examinations, are required to take an oral examination. Candidates, particularly those registered at private examination centres, are advised to consult the relevant local examinations authority on the dates scheduled for the oral examination.

Eligibility for Results

111. Candidates **MUST** sit **all** papers and, where applicable, meet the **SBA** requirements stipulated in the syllabus in order to receive an award in the subject/Unit.

112. A candidate who is marked “Present” for a session but for whom no script was received for that session will be reported “**Ungraded**” in the subject.

113. A candidate who does not submit **SBA**, notwithstanding completion of the externally-assessed components of the examination, will be reported “**Ungraded – SBA component not received**”.

114. There are special conditions under which the Council may award an “Assessed Grade” to a candidate who did not write all the components of an examination. Candidates should consult a local examinations authority to find out those conditions.

Issue of Provisional Results

115. Preliminary examinations results in the form of a Preliminary Results Slip (pre-slip) will be issued to the Ministry of Education (**OEC**) on the date published in the **CXC** Year Planner (calendar).

116. Candidates may, at the discretion of the Principal/Head of the examination centre, obtain access to their examination results through the **ORS**. To access the results, candidates must log onto <https://ors.cxc.org/studentportal> and provide their candidate number, centre number and a valid email address. The results will be placed on the student portal on the **date published in the CXC Year Planner**.

117. On receipt of the pre-slips, candidates should review them carefully to ensure that they receive results in **ALL** the subjects written.

118. An enquiry should be made **immediately** to the relevant local examinations authority about results not received or where a grade has not been issued.

Query on Results

119. A candidate who receives a note on his/her pre-slip marked “**Withheld FAC**” or “**Cancelled**” should **immediately** seek clarification from a local examinations authority on the reason for the results being withheld or cancelled.

120. A candidate who receives a note on his/her pre-slip marked “**Withheld Registration**” should **immediately** seek clarification from a local examinations authority on the reason for the results being withheld.

121. Candidates who do not receive results in a subject/Unit must bring the issue **immediately** to the attention of the relevant local examinations authority.

122. Candidates are usually given a limited time period to raise queries concerning their results. They should consult the relevant local examinations authority about the deadline for the submission of queries. **Queries received outside of the deadline period WILL NOT be processed.**

123. Candidates who receive results but are of the opinion that they should have received a higher Grade in the subject/Unit, may request, through the relevant local examinations authority, a review of their script(s). The fees for script reviews are given on **CXC's** website (www.cxc.org).

124. Candidates **are usually given a limited time period to raise requests for a review of their scripts.** They should consult the relevant local examinations authority about the deadline for the submission of requests for reviews. **Requests for reviews received outside of the deadline period WILL NOT be processed.**

Grading and Awarding System

125. The awards normally made by **CXC** to candidates are given below:

- (i) **CSEC** Subjects – candidates' performance in each subject will be classified as falling into Grades I-VI with Grade I being the highest level of attainment.
- (ii) **CSEC** Profiles – candidates' grades will be classified in terms of performance on the profile dimensions associated with the subject. Profiles range from A to F, with A being the highest level of attainment.
- (iii) **CSEC** Business Certificate – awarded for successful completion within a five-year period in a cluster of Business Studies subjects, in addition to English A and Mathematics which are compulsory subjects. Candidates must achieve Grades I-III in at least five subjects.
- (iv) **CAPE** Units - candidates' performance in each Unit will be classified as falling into Grades I-VII with Grade I being the highest level of attainment.
- (v) **CAPE** Modules – candidates' grades will be classified in terms of performance on the Modules associated with the subject. Module grades range from A to G with Profile A being the highest level of attainment.
- (vi) **CAPE** Diploma – awarded on the successful completion of six Units, including Caribbean Studies, within a five-year period.
- (vii) **CAPE** Associate Degree – awarded for successful completion of seven Units, including Caribbean Studies and Communication Studies, within a five-year period.
- (viii) **CCSLC** Certificate – awarded for successful completion within a five-year period of five **CCSLC** subjects with English and Mathematics being compulsory. The **CCSLC** Certificate may also be awarded if the candidate

obtains a combination of **CCSLC** subjects including English and Mathematics, and :

- (a) subjects (Grades I-IV) chosen from **CSEC** Technical and Vocational Education and Training (TVET) and Business Studies programmes or **CSEC** Creative and Expressive Arts programme;
- (b) subjects in the TVET and other programmes certified by other awarding bodies;
- (c) subjects in the Caribbean Vocational Qualification (CVQ) Level 1 programme available in the Region;
- (d) subjects in any locally certified enrichment programme which satisfy the criteria set by **CXC**.

126. A **CCSLC** certificate will be awarded after a candidate achieves a minimum grade of “Competent”. The grading categories are: Master, Competent, and Developing Competence with Master being the highest level of attainment.

127. **CXC** also offers Regional Awards to candidates for outstanding performance at the May-June **CSEC** and **CAPE** sittings.

Issue of Certificates/Diplomas/Associate Degrees and Transcripts

128. Certificates/Diplomas/Associate Degrees and Transcripts will be issued to the Ministry of Education (**OEC**) on the published date in the **CXC** Year Planner.

129. The **CSEC** Business Certificate is automatically awarded to each candidate who qualifies for the award.

130. The **CAPE** Diploma is automatically awarded to each candidate who qualifies for the award.

131. **CAPE** Associate Degree and Transcript are awarded to candidates who register for the Associate Degree programme. Once the candidate has registered for the seventh Unit (including Caribbean Studies and Communication Studies), the particular Degree option must be chosen by the person keying the registration data on behalf of the candidate. The Transcript is issued to candidates at the same time as the issue of the Associate Degree.

132. Candidates who **do not** indicate at registration time the type of Degree to be awarded, will be required to pay a fee if they apply for the award after the **15 March** in the same year in which they become eligible for the award. The fee applicable can be found on **CXC**'s website (www.cxc.org).

133. Certificates/Diplomas/Associate Degrees not collected by candidates from the school after three years may be returned to the appropriate local examinations authority for disposal. Where a certificate/Diploma/Associate Degree has been destroyed by the local examinations authority, a candidate desirous of obtaining a replacement should follow the procedure outlined at paragraphs 135-137 below.

Replacement Certificates/Diplomas/Associate Degrees

134. Candidates may request replacement of certificates/Diplomas/Associate Degrees that were lost, misplaced, destroyed or stolen.

135. The procedure for making an application for a Replacement Certificate/Diploma/Associate Degree as well as the application form is given on **CXC's** website (www.cxc.org).

136. Fees for a Replacement Certificate/Diploma/Associate Degree can be found on **CXC's** website (www.cxc.org).

Certifying Statements

137. Candidates may request that a Certifying Statement (transcript) be sent to an educational institution, prospective employer or any other institution. The certifying statement is a confirmation of the performance of a candidate at a particular sitting. Candidates **do not** receive copies of the Certifying Statement directly although they receive notification when the statements have been sent to the institution(s).

138. The procedure for applying for a Certifying Statement as well as the application form is given on **CXC's** website (www.cxc.org).

139. Fees for a Certifying Statement can be found on **CXC's** website (www.cxc.org).

Disposal of Candidates' Work

140. **CXC** may return examination work (other than a written paper) to a candidate. The request should be made through the school (examination centre) or the Examinations Section of the Ministry of Education (**OEC**).

141. **SBA** samples in any of the subjects, if submitted to **CXC**, may be returned to candidates on request.

142. Production pieces submitted for examination purposes in **CSEC** Visual Arts, and **CAPE** Art and Design may be returned to candidates on request. Production pieces selected by **CXC** as exemplars **will not** be returned.

143. All unclaimed, returnable examination work will be disposed of by **31 October** in the year of the examination.

144. A fee covering the cost of postage/courier service will be charged for all work returned. The fee must be paid **before** the work is returned.

145. **CXC** normally disposes of examination scripts three months after the issue of results.

New Subject Offering

146. **CAPE Digital Media, Units 1 and 2, will be offered for the first time at the May-June 2014 sitting.**

Unique Candidate Number

147. **CXC** will shortly introduce a Unique Candidate Number (UCN) for all candidates registering for its examinations. The UCN will be given to candidates on first registration including candidates registering for **CPEA** and **CCSLC** examinations. The UCN will serve the candidates for their lifetime relationship with **CXC** and will be required for repeat candidates registering for examinations, candidates accessing the student portal and for other services offered by **CXC**.

23 April 2013