



CARIBBEAN EXAMINATIONS COUNCIL

CARIBBEAN ADVANCED PROFICIENCY EXAMINATIONS®

GUIDELINES FOR SUBMITTING SCHOOL-BASED ASSESSMENT FOR

TOURISM

UNIT 1

A. OVERVIEW

Each centre is required to submit the School-Based Assessment of ONE sample of FIVE candidates who are selected from a ranked list as described at **B** below. It is recommended that ALL subject teachers preparing candidates for the examination collaborate in

- (i) setting the assignments
- (ii) standardizing the marking of the assignments
- (iii) selecting the single sample of assignments to be submitted to the Council.

B. SELECTION OF THE SCHOOL-BASED ASSESSMENT SAMPLE

(i) After the candidates' scores have been entered electronically, the sample of FIVE for the centre will be automatically selected by the e-SBA system.

(ii) For each Unit, the e-SBA system will select the sample according to the following procedure:

The marks obtained on the assignments will be arranged in descending order, highest to lowest.

The e-SBA system will identify the candidates with the

- highest mark
- lowest mark
- middle mark
- mark midway between the highest mark and the middle mark
- and the mark midway between the lowest mark and the middle mark

(iii) The centre **MUST** submit, by the stipulated deadline, the work of only those candidates the system has selected.

(iv) Where the number of candidates is less than five, the assignments of **ALL** candidates must be submitted.

(v) 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. INFORMATION/DOCUMENTS TO BE SUBMITTED TO CXC

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

- (i) The projects of the FIVE candidates selected
- (ii) Record of Marks for School-Based Assessment for **ALL** candidates at the centre **(Electronically)**
- (iii) Moderation of School-Based Assessment form

The Local Registrars will stipulate the date by which **ALL** materials **MUST** be dispatched to their offices to ensure timely submission to CXC.