

CARIBBEAN SECONDARY EDUCATION CERTIFICATE (CSEC[®])

DO'S & DON'Ts



REGISTRATION



- Register eligible candidates as **Resit** only if they are using SBA marks from the previous June sitting.



- Register candidates for the **Paper 3/2 (Alternative to SBA)** only if they are Private (non-School) candidates.



SBA MARKS



- Submit all **SBA** marks by the stipulated deadline. (No marks will be accepted after 31 July)



- Submit the **total SBA marks** earned by the candidates, especially in the **Home Economics** and the **Industrial Technology** subjects.



- Select the “No SBA” option for candidates who did not submit SBA. **Zeros must not be submitted for these candidates.**



- Submit marks for Theatre Arts: **Paper 021, 022, 023**, through the **SBA Data Capture Module of the ORS**

- Submit the marks for the Physical Education and Sport **Paper 020: Practical Examination**, by **10 May**



CARIBBEAN EXAMINATIONS COUNCIL HEADQUARTERS



CARIBBEAN SECONDARY EDUCATION CERTIFICATE (CSEC[®])

DO's & DON'Ts



SBA SAMPLES



- Submit SBA SAMPLES by the stipulated deadline. (No samples will be accepted after 31 July)



- Submit completed moderation forms and all required documentation with each sample.



- Ensure that a receipt detailing the records and materials submitted is received from the Local Registrar.



- Submit only the samples selected by the e-SBA system. **No substitutes, please.**



- Submit only **ONE** sample, per subject, per school. EACH sample must consist of the work of **FIVE** candidates.



VISUAL ARTS



- Label clearly each piece of work submitted and include the mark obtained.



- Ensure that for each option, Piece 3 is submitted for EACH of the FIVE candidates in the sample.



- Submit the completed List of Assignments with the relevant samples.



- Ensure that marks for Piece 1, Piece 2 and Piece 3 are included on the moderation sheet



- Submit the samples for the Industrial Technology subjects. Retain them for assessment by the Visiting Moderator.
- Submit **SAMPLES** for the following subjects **unless specifically requested by**



CXC:

Agricultural Science

Biology

Caribbean History

Chemistry

Home Economics subjects

Music

Industrial Technology subjects

Physics

Principles of Accounts

Principles of Business

Technical Drawing



Submit requests for the return of samples after 30 June

