# TABLE OF CONTENTS

## INTRODUCTION
- Definitions 3
- Online Registration System 4
- Flowchart of Activities 4
- Menu Options/User Privileges 5
- Accessing the ORS 5

## REGISTRATION MENU OPTION
- Registering Candidates 7
- Registering a New Candidate 8
- Special Characters and Accents 9
- Registering a Candidate from a Previous Sitting 12
- Selection of A Candidate’s Subjects 15
- Edit Candidate’s Personal Details 17
- Edit Candidate’s Subjects 19
- Querying for Candidates 20
- View Candidate Details 21
- Candidate Privileges 21

## GENERATE SEQUENCE NUMPERS OPTION
- Forward Registration Files to Ministry 23
- Forward Amendment Files to Ministry 24
- Export Database Fields 25

## REPORT MENU OPTION

## MINISTRY USERS MODULE
- Forward Registration Files to CXC 28
INTRODUCTION

1. This manual provides information on the operation of the Online Registration System (ORS) application. Part A deals with the role of the Centre User and Part B deals with the role of the Ministry (Local Registrar’s office).

2. The ORS application was originally developed for use with the mainstream examinations offered by CXC®, thus, some of the functionalities present in the system will not be applicable to the RENR Users.

Definitions/Acronyms

3. For the purposes of this manual, the following definitions/acronyms are given:

   i. **CXC®** – Caribbean Examinations Council

   ii. **CCSLC®** – Caribbean Certificate of Secondary Level Competence

   iii. **CSEC®** – Caribbean Secondary Education Certificate

   iv. **CAPE®** – Caribbean Advanced Proficiency Examination

   v. **CVQ®** – Caribbean Vocational Qualification

   vi. **RENR** – Regional Examination for Nurse Registration

   vii. **Candidate number** – a 10-digit number assigned to a candidate at each sitting. The number normally varies from one sitting to another.

   viii. **ORS** – Online Registration System

   ix. **Ministry** – the Local Registrar’s office

   x. **New Candidate** – a candidate who is taking the RENR examination for the first time or who registered for CSEC examinations before 2004, or CAPE examinations before 2005

   xi. **Former Candidate** - a candidate who was registered for CSEC examinations in 2004 or afterwards, CAPE and CCSLC examinations in 2005 or afterwards, RENR examinations in October 2014 or afterwards, or for the CVQ programme

   xii. **Student Portal** – a website (https://ors.cxc.org/studentportal) where candidates can view their registration records, individual timetables and examination results

   xiii. **Password** - MUST be at least eight (8) characters in length and include one (1) upper case, one (1) lower case, one (1) digit and one (1) special character. Example: JohnDA3$. Here the $ represents the special character. Other special characters include !, @, #, %, &, (, +. **The asterisk (*) should not be used as a special character.**
xiv. **UCN** – Unique Candidate Number. It is an eleven digit number: digits 1-4 represent the year in which the UCN was first issued and digits 5-ll are randomly generated numbers.

xv. **User** – any person interfacing with the ORS

**Online Registration System Application (ORS)**

4. The ORS is a web-based application that operates with browsers Internet Explorer 6 (or later versions) and Mozilla Firefox. **The Google Chrome browser sometimes present challenges when changes are made to the ORS application and its use is not recommended.**

5. The data keyed in the ORS are forwarded by the Centre to **CXC** via the Ministry. The data files are then loaded by **CXC** into its Examining Processing System (EPS). The processed files are copied back to the ORS and may be accessed through the various reports available in the ORS. There may be some differences between the data keyed in the ORS by the Centres and the data in the EPS since the data in the latter are unlikely to contain some of the irregularities present in the ORS.

**Flow of Activities**

The flow of activities from the creation of a Centre Administrator to the submission of registration data file to **CXC** is given in the diagram at Appendix I.

**Menu Options/User Privileges**

6. The Administrator may assign Users into different groups and the group a User is assigned determines the User’s rights or privileges to interface within the Menu and Menu Sub-Options as shown in the table below.

<table>
<thead>
<tr>
<th>Menu Option</th>
<th>Menu Sub-Option</th>
<th>Additions</th>
<th>Edits</th>
<th>View</th>
<th>Super User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Register Candidate</td>
<td>Yes</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
</tr>
<tr>
<td>Registration</td>
<td>Edit Candidate’s Data</td>
<td>--</td>
<td>Yes</td>
<td>--</td>
<td>Yes</td>
</tr>
<tr>
<td>Registration</td>
<td>View Candidate’s Data</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>View Candidate’s Data– List</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>Candidate Privileges</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
</tr>
<tr>
<td>Generate Sequence Numbers</td>
<td></td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
</tr>
<tr>
<td>Import/Export</td>
<td>Export Registration Data</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
</tr>
<tr>
<td>Import/Export</td>
<td>Export Amendment Data</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
</tr>
<tr>
<td>Import/Export</td>
<td>Export Database Fields</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>Yes</td>
</tr>
<tr>
<td>Reports</td>
<td>Reports</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>User</td>
<td>Add/Remove User</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>
7. A User may be assigned into one of the following Groups:
   i. **Additions** - add candidates;
   ii. **Edits** - edit candidates’ records;
   iii. **View** - view candidates’ records;
   iv. **Super User** - interfaces within all the areas of the ORS except Add/Remove Users and set-up the Local Fees Maintenance Table. Each centre must have a Super User even if none of the other types of Users named in the above table.

**Accessing the ORS**

8. The steps listed below should be followed when the User has been assigned login credentials.
   i. Connect to Internet
   ii. Type the URL address: [https://ors.cxc.org/](https://ors.cxc.org/)

![Login](https://ors.cxc.org/

**Figure 1**

9. Figure 1 will be displayed. The User is required to:
   i. Enter User Id
   ii. Enter Password
   iii. Select the particular period required from the dropdown arrow
   iv. Select Login.
10. The Main Menu screen at Figure 2 below will be presented.

![Main Menu Screen](image)

**Figure 2**

11. From Figure 2, the User can select from the Menu options: Registration, Generate Sequence Numbers, Import/Export, Report, Change Password and Logout. The SBA and Query/Review options are not operational in the RENR application.

12. When a User is logging into the system for the first time, the User will be required to change the password assigned. When the password has been changed, the User is automatically logged out and must login again with the new password.
PART A: REGISTRATION MODULE

REGISTRATION MENU OPTION

Registering Candidates

13. All registration data relating to the RENR examination must be keyed in, and submitted through, the ORS within the time-frame set by CXC.

![Registration Module Screen](image)

**Figure 3**

14. The screen at Figure 3 allows the User to register a candidate in the system. To get to this screen, select the Registration option from the Main Menu screen then select Register Candidate from the dropdown arrow.

15. The User is given the option of registering a [New Candidate](#) or a [Former Candidate](#).
Registering a New Candidate

16. When the New Candidate radio button at Figure 3 is selected, the screen at Figure 4 appears.

![Figure 4](image1)

17. When registering a New candidate, the personal details must first be completed on the Register Candidate screen. It is recommended that candidates use the name given on their birth certificate.

i. **First Name** – the first name of the candidate should be keyed in this field.

ii. **Middle Name** – the candidate’s middle name(s) should be keyed in this field. If the candidate does not have a middle name, the field can be left blank.

iii. **Last Name** – the last name or surname of the candidate MUST be entered in this field.

iv. **Date of Birth** – the date of birth must be keyed. The format of the date must be entered as Day/Month/Year - two digits for the Day (DD), two digits for the Month (MM) and four digits for the Year (YYYY).

v. **Gender** – this compulsory field must be entered as either Male or Female.
Special Characters and Accents

18. The name fields accept only letters and the special characters such as space ( ), apostrophe (’), dollar sign ($), number sign (#), at sign (@), accent (´) and tilde (~) which may form part of some names. If one is using Windows, special character, including the accent and tilde can be added by copying and pasting the appropriate character from the Character Map tool. To obtain the Character Map, click on the Start Menu>All Programs>Systems Tools>Character Map. The accent characters the system can accept are: É Ñ ê é ó ` ´ À Â È Á â à á Ё ё.

19. The screen at Figure 4 when populated looks like that at Figure 5.

20. When OK tab is clicked, the User would be presented with the screen at Figure 6.
21. The additional fields that may be completed are given below.

i. **Comments 1, 2 and 3** – these fields are optional and can be populated by the User with information that may be specific to the candidate/Centre or for any non-definitive use.

ii. **Cell Number and Email** – these fields are optional and may be used to capture the candidate’s cell phone number and email address. The phone number should include the area code and keyed in the format given in Figure 7 – no space between the area code and the cell number. The email address is required in the event of a need to contact the candidate or verify the candidate’s authenticity.

22. When the additional optional fields have been populated as appropriate, a screen similar to the one at Figure 7 would appear.

![Figure 7](image_url)

23. No entry needs to be made in the Age field: the system automatically inputs the age of the candidate based on inputs keyed in the D.O.B field.

24. The **Previous Period** field and the **Previous Candidate #** field are disabled and do not appear on the screen when a candidate is being registered as a New candidate.

25. Before the **Save** button is clicked to save the candidate’s records, the buttons for **Subject**, **Fees**, **Add**, **Delete**, **Preview** and **Amendment History** are all grayed out. At this time, the **Unique Candidate #**, **Candidate #** and **Sequence #** have not been assigned.

26. When the **Save** button is selected, the screen at Figure 8 is presented. The previously disabled buttons at paragraph 25 are now enabled and the Unique Candidate # is assigned. Each candidate will be assigned a single UCN for his/her lifetime relationship with CXC. The use of the UCN helps CXC to track a candidate across the various examination sittings, ideally, from primary to tertiary. The UCN also facilitates the speedy issue of Transcripts.
and Certifying Statements of Performance. The success of the UCN depends on Users selecting the previous record(s) of candidates from one sitting to another and from one level to another.

Figure 8

27. If the User attempts to register a candidate as New who has written examinations before, the system would prompt the User when the Save button is selected. However, this prompting will only occur if the candidate’s personal details (firstname, lastname, date-of-birth and gender) match those of a candidate(s) in the database. A modal box similar to the one at Figure 9 would be presented. The User must decide whether the candidate is one of those presented. If Yes, the appropriate Select button must be chosen, if No, the Cancel button must be chosen.

Figure 9

28. The User should be satisfied that the candidate is not one of those highlighted in the
database before selecting the Cancel button. If the User selects the Cancel button, the modal box would be closed and the User returned to the Register Candidate screen.

The Save button saves the data entered into the system and displays a confirmation message – Candidate data have been saved!

29. The Add button saves the data which were entered then clears the screen allowing the User to add a different candidate into the system.

30. The Subjects button displays the candidate’s subject(s) – more on this topic is given in the next section of this manual.

31. The Fees button displays the candidate’s fees – this topic is not applicable in the RENR application.

32. The Delete button removes a candidate from the system.

33. The Close button exits the page or screen.

34. The Preview button displays the candidate’s Subjects Registered Report.

35. The Amendment History button shows all the amendments that were made for a candidate after the registration cutoff date.

**Registering a Candidate from a Previous Sitting**

36. When a candidate who has written examinations before is being registered, the User must select the Former Candidate radio button in Figure 3 above. The screen at Figure 10 appears.
37. The User is given the option for searching for the candidate’s past record by using the Candidate # or the candidate’s personal details. The system does not allow the User to search using the middle name as part of the matrix.

38. In this case, the Candidate # may be a:

   i. 10-digit candidate number – the system searches for ALL the candidates in the database that were issued with this number over the years.

   ii. 11-digit UCN – the system searches for the one (only) candidate with this number in the database. **This is the preferred number to use when searching for a candidate’s previous record.**

   iii. 16-digit CVQ number – the system searches for the one (only) candidate with this number in the database.

39. In Figure 11, the search is being made on the candidate’s personal details only. Once the **Search** button is clicked, the results will be presented as at Figure 12.
40. A search on personal details will present ALL the candidates in the database with matching (similar) personal details.

41. The User should decide whether to use the Select button to choose a candidate’s record from the list or use the Cancel button if the User believes that none of the candidates presented match the candidate being registered. If the User chooses the Select button from one of the rows, a screen similar to Figure 13 will be presented.

42. The candidate details (first name, last name, date of birth, gender) entered during the
search selection would be over-written by the registration data from the database. In addition, the Candidate # field would automatically be populated with the data from the previous examination sitting.

43. If the personal details of a candidate are incorrect from a previous registration period, the incorrect data must be re-used at the time of registration. An amendment must be completed in the ORS and forwarded to the Ministry after the official CXC’s registration deadline has passed.

**Selection of the Candidate’s Subject**

44. In the RENR application, only one selection needs to be made for the subject unlike in other applications (CCSLC, CSEC and CAPE) where specific subjects must be selected.

45. To select the subject for a candidate, select the Subject tab - see Figure 8. The screen at Figure 14 will appear. The User should then select the Add Subject button. When this has been done, Figure 15 will appear. The User should check (click) the Select checkbox.
46. There are the two optional Comments fields in which the User may add any type of comment or notation. None of the other data fields are applicable: Subject, Teacher, SBA, Resit, Alt, Repeat, Self-Tutored, Transfer from Unit 1, Transfer from U 2, and Year.

47. It is imperative that Users run the report in the ORS called ‘Candidates without Subjects’ before forwarding the registration data to the Ministry. Candidates who were not assigned a subject will be listed.

48. The button is used to save the information on the screen and it displays a confirmation message ‘Candidate’s subject data have been saved!’ After the prompt, the User is returned to the Candidate Subjects screen.

49. The button is not used in RENR application.

50. The button exits the Candidate Subjects screen without saving any information.
**Edit Candidate’s Personal Details**

51. To edit a candidate’s personal record, the User must first search for the candidate in the database. This is done by highlighting the Registration option on the Main Menu screen, then selecting Edit Candidate from the dropdown arrow. The User would be presented with the screen at Figure 16. The User should then search in any of the opened fields such as **First Name**, **Last Name**, et cetera, for a particular candidate or search on the default **ALL** which brings up all the candidates in the centre’s database. When the search button is activated, a screen giving the list of candidates matching the search criteria would be presented as at Figure 17. The User should select the appropriate candidate from the list.
52. Once the candidate has been selected, a screen similar to Figure 18 is presented. This screen allows the User to edit a candidate’s record in the system. The fields such as Period and Centre Code are locked by the system and cannot be edited; all other fields may be edited. The **Save** button must be selected once the candidate’s record has been amended. Remember, the confirmation message ‘Candidate data have been saved!’ must be displayed when the **Save** button is selected.
**Edit Candidate’s Subject**

53. In the RENR application, the only amendment that can be done after the subject has already been selected is to delete it. To delete the subject, the User must first select the Registration option on the Main Menu screen, then select **Edit Candidate** from the dropdown arrow. A search for the particular candidate must be made. The screen at Figure 18 will appear. Select the **Subjects** button and the screen at Figure 19 appears.

![Candidate Subjects](image)

**Figure 19**

54. When the User selects the **Delete** button, the candidate’s subject will be deleted. The **Edit** button and the **Add Subject** button are not used in the RENR application.

55. The **Save** button is used to save what is on the screen.

56. The **Close** button should exit the screen and return to the Candidate Details screen.
Querying on Candidates

57. The screen at Figure 20 allows the User to search for candidates. The screen is reached by selecting the Registration option on the Main Menu screen, then selecting View Candidate. A search must then be made for the candidate(s). **In the view mode, the candidate’s details cannot be edited.**

58. This screen is used to perform a search for candidates based on specific input values. The fields on the top section of the screen include Period, Centre No, Form, Class, Sequence No., and New. All the fields can be populated with data EXCEPT the Period and Centre Code fields.

59. The First Name, Last Name, Date of Birth (if available) and Gender should be entered to make the search results more precise.

60. The result of the selecting the **Search** tab in Figure 20 is a table at the bottom half of Figure 20 with the following information: School, Form, Class, Seq. No., Last Name, First Name, Middle Name, Date of Birth and Gender. The View tab must be selected for the particular candidate.

61. The **Search** button is used to carry out the search.

62. The **View** button is used to select the specific candidate from the list shown. It would take the User to the Edit Candidate Details screen.

63. The **Close** button is used to exit the screen without saving any information.
View Candidate Details

![View Candidate Details](image)

Figure 21

64. When the User selects the View Candidate Details from the Registration dropdown arrow on the Main Menu screen, the screen at Figure 21 appears. It displays the list of candidates and when a particular candidate has been highlighted, the list of subjects will appear in the Candidate’s Subjects field on the right hand side. **In the view mode, the candidate’s details cannot be edited.** By selecting the Close button, the User is returned to the Main Menu screen.

Candidate Privileges

65. The ORS is by default configured to allow candidates to view online their personal and subject details (Subject Registered Report), timetables and examination results on the Student Portal. **CXC recommends** that candidates be permitted to view their Subject Registered Reports and individual timetables. The Centre may determine whether to give the candidates access to view their results.

66. If a User wants to prevent candidates from having access to their results, the User should select the Registration option on the Main Menu screen, then the Candidate Privilege sub-option and uncheck the checkbox for **Allow Results**. The Preview Results checkbox can also be unchecked for specific candidates from the Edit Candidate screen box. The disabling of the checkbox must be done prior to the date the results are issued by CXC.
GENERATE SEQUENCE NUMBERS MENU OPTION

Figure 22

67. The screen at Figure 22 allows the User to generate the sequence numbers for the candidates.

68. The two fields, the Period and the Centre Code cannot be edited.

69. There are three separate boxes from which a selection must be made using the radio buttons to narrow the results returned. The three selection boxes are: Sequencing, Grouping and Gender. If ALL is chosen in the Grouping box, all the candidates from the Centre will be arranged in alphabetical order. If ALL or BY CLASS is selected in the Grouping box, the Gender box would be disabled. Candidates may only be sequenced in CLASS grouping if a particular Class or Form was selected for each candidate on the screen at Figure 8.

70. The Re-sequencing radio button is selected by default and should be used when the centre generates the sequence numbers for the first time. A centre may choose to Re-sequence the candidate numbers if a candidate was not registered when the generation of sequence numbers first took place. If the other candidates have already been given their candidate number by the centre, and a candidate(s) is registered subsequently, Re-sequencing should not be done because it would change the numbers already allocated to some of the candidates. In such cases, the Append radio button should be selected. Re-sequencing can only be done before the registration file is forwarded to the Ministry. After the initial export of the registration data to the Ministry, the Re-sequencing button is disabled and only the Append button is available when adding new candidates.

71. When the Append function is used, the candidate would be added with the last candidate number in the grouping.
72. Sequence numbers will not be generated for candidates without subjects. **It is imperative that Users run the report in the ORS called ‘Candidates without Sequence Numbers’ before forwarding the registration data to the Ministry.**

73. The **Submit** button is used to generate the sequence numbers for the Centre.

74. The **Cancel** button is used to exit the screen without saving any information.

75. Sequence numbers are three digits starting from 001 and continuing as far as 999. **When the sequence numbers have been generated, a 10-digit candidate (registration) number is created.**

**IMPORT/EXPORT**

**Forward Registration Files to Ministry**

76. The screen at Figure 23 allows the User to Forward Registration Files from the Centre to the Ministry. It is reached when the User selects the Import/Export option on the Main Menu screen then Forward Registration from the dropdown arrow.

77. If the Ministry forwards the file to **CXC** or rejects it, an Alert should appear on the Centre’s Main Menu screen notifying the Centre that the file was forwarded or rejected.

78. The **Forward Registration File** button is used to send data files from the Centre and make them available for viewing or for some other action by the Ministry.

79. The **Recall File** button is used by the Centre to recall the data files sent to the Ministry so that they may be edited and resent to the Ministry at a later time.
when completed. The recall of files can only be done during the period prior to the official registration cutoff date. After the deadline date has passed, the button is disabled and late entries or amendments must be done using the Register Candidate option for late entries or the Edit Candidate option for amendments. Once a file has been recalled from the Ministry, it must be resent after the amendment has been completed. A file cannot be recalled after the official registration deadline date has passed. An amendment must be done by using the Edit Candidate option.

80. The button is used to exit the screen without saving any information.

Forward Registration Amendment Files to Ministry

81. When an amendment or late entry has been done after the registration cutoff date, the Forward Amendment facility should be used instead of the Forward Registration. This facility operates similarly to that of Forward Registration and it is reached by selecting the Import/Export option on the Main Menu screen, then selecting Forward Amendments.

Export Database Fields

82. The purpose of this function is to permit Centres to export data from the ORS into an Excel spreadsheet. Figure 24 is generated from the Import/Export option on the Main Menu screen, then selecting Export Database Fields from the dropdown arrow.

83. The Candidate Subject Option Details should be selected in the Choose a Query dropdown box. The User must select the particular field(s) from the Available Fields dropdown box that is required in the Excel spreadsheet to be created. A single field or multiple fields may be selected at one time to be transferred to the Selected Fields box by using the Shift key or Ctrl key. The highlighted fields are transferred to the Selected Fields by clicking the arrow (>). Conversely, any field(s) in the Selected Fields box that is not required may be transferred to the Available Fields dropdown box by using the arrow (<) or
84. The information required in the spreadsheet may be further refined by using the Filter Data button. When the button has been selected, the screen at Figure 25 appears.

![Figure 25](image_url)

85. Once the respective fields have been populated, the Export Data button should be selected. When the Excel file has been generated, the User will be given the option to Open, Save or Cancel the file.

REPORT MENU OPTION

![Figure 26](image_url)

86. Figure 26 allows the User to generate reports out of the ORS. It is obtained from the
Reports option on the Main Menu screen then selecting Report Selection from the dropdown arrow.

87. Reports are available in two types of file formats, an Excel spreadsheet and a pdf, from which the User may choose. Some reports are generated from data keyed directly into the ORS by Centres and others are generated from data loaded directly out of CXC’s Examining Processing System (EPS). The EPS data (refined) represent data loaded out of the ORS (raw) and ‘cleaned up’ by CXC. The User is given the option to input different parameters (Centre code, subject, sequence number, et cetera) to expand or reduce the type of report to be generated.

88. From time to time, Reports are added to, amended or removed from, the ORS.

89. The User may find that some of the Reports available in the ORS are not applicable to the RENR application.

Amendment History Detailed/ Amendment History Report by School/Amendment History Report by Territory

90. These reports provide a detailed listing/summary of all amendments and late entries made by the Centre for each candidate.

Amendment Forward Status Detailed/Amendment Forward Status Summary/Amendment History Detailed – Forwarded/Amendment History Detailed – Not Forwarded/Amendments – Not Forwarded by Centre

91. These reports give details on amendments and late entries made that have been forwarded or are to be forwarded by the Centre to the Ministry or by the Ministry to CXC.

Candidates Personal Details by Centre/Candidates Personal Details by Name

92. These reports show the personal details of all candidates registered at a particular Centre. They are particularly useful for the Centre to post on a website or notice board so that candidates may obtain their centre number and candidate number in order to gain access to the student portal. The Candidates Personal Details by Centre report lists candidates in candidate number order whereas the Candidates Personal Details by Name report lists candidates in alphabetical order.

Candidate Timetable

93. This report generates the candidates’ timetable for the Centre or for individual candidates.

Candidates without Sequence Numbers

94. This report shows the candidates for whom sequence numbers have not been
assigned. This report should be generated before the registration data file is forwarded to the Ministry. Any anomalies must be corrected at this point.

**Candidates without Subjects**

95. This report lists the candidates who have been registered but have not been assigned any subjects. This report should be generated before the registration data file is forwarded to the Ministry. Any anomalies must be corrected at this point.

**Centre Forward Status/Centre Forward Status (CXC to Action)/To be Forwarded**

96. The Centre Forward Status report shows the date when keying of registration data began, when or if the data files were forwarded to the Ministry and to CXC. The Centre Forward Status (CXC to Action) report shows the Centres whose data have been forwarded to CXC but have not been loaded in the EPS. The To Be Forwarded report lists the Centres whose registration data files have not been forwarded to the Ministry and/or to CXC.

**CXC Billing**

97. This report shows the Candidate Entry Fees, Subject Fees, Late Fees and Amendment Fees payable to CXC by the Centre. It is generated out of the CXC’s EPS and it is the billing that will be sent by CXC to the Centre.

**CXC Final Register**

98. This report shows all the candidates from a Centre with their personal and subject details. It is generated out of the CXC’s EPS.

**Final Register ORS/ ORS Final Register by Centre**

99. These reports show all the candidates from a Centre with their personal and subject details. They are generated out of the ORS.

**Possible Duplicate Candidates**

100. This report gives a list of candidates whose registration details might be duplicated in the ORS. This report should be generated before the registration data file is forwarded to the Ministry. Any anomalies must be corrected at this point.

**Subject Registered**

101. This report lists the personal and subjects details of each candidate registered at a Centre. The Subject Registered Report should be printed and given to ALL candidates to review and sign off on the accuracy of the data keyed on their behalf by the Centre.

**User Listing/ User Listing by Centre**

102. These reports list the Users that interface with the ORS at a Centre(s)
PART B: MINISTRY MODULE

FOR MINISTRY USERS (Only)

Forward Registration Files by Ministry to CXC

103. The screen at Figure 27 allows the User at the Ministry to Forward Registration Files to CXC. The User at the Ministry accesses the screen by the Forward option on the Main Menu screen then selecting Forward Registration from the dropdown arrow.

104. When the Ministry has forwarded a file(s) to CXC, CXC is able to view/action the file(s) sent. If a Centre wants to recall a data file that has already been exported to CXC, the Ministry must select the Recall Files button. The Ministry should then Reject the file. This allows the centre to be able to edit the file or candidates’ records. Recalling of files by the Ministry can only be done before the official registration cutoff date because the Recall Files button is disabled after that date. The Ministry must ensure that all files recalled by Centres are resent to the Ministry for onward submission to CXC.

105. When a file has been forwarded by a Centre to the Ministry, the Ministry is given an opportunity to view that file. At that time, a decision should be made whether to forward the file or reject it. If it is rejected, it would be returned to the Centre for correction. The system prompts the Ministry to give a reason for the rejection of the data file.

The Cancel button is used to exit the screen without saving any information.
ACTIVITIES FLOWCHART

Appendix I

START

CXC or Ministry creates Admin User login account

Admin User logs into DRS and creates Centre User(s)

Centre User logs into DRS and starts registration of candidates

Centre User (Super User) inputs personal details of candidates

Centre User adds the subject for the candidates

Centre User checks the data keyed for all candidates

Centre User makes changes to candidates' data

Centre User runs Subject Registered Report and gives candidates to verify

Centre User runs and checks Report: Possible Duplicates

Centre User runs and checks Report: Candidates without Sequence Nos.

Centre User runs and checks Report: Candidates without Subjects

Centre User generates sequence numbers

Centre User forwards (exports) data file to Ministry

Ministry checks and forwards data file to CXC

CXC loads and processes data file into the DRS

Centre User checks Reports and candidates' data in the DRS

Centre User advises candidates to check records on Student Portal

CXC reloads processed data file

Centre User checks Reports and candidates' data in the DRS

CXC loads and processes data file

Centre User forwards data file to Ministry

Centre User generates sequence nos. for late entries

CXC advises candidates to check records on Student Portal

CXC reloads data in DRS

Centre User forwards data file to Ministry

Centre User advises candidates to check records on Student Portal

Centre User checks data and liaise with CXC as appropriate

CXC

Centre User keys amendments and late entries in DRS

Centre User forwards data file to Ministry

Centre User generates sequence nos. for late entries

CXC forwards (exports) data file to Ministry

Ministry checks and forwards data file to CXC

CXC reloads processed data file

Centre User checks and liaise with other agencies

Centre User forwards data file to Ministry

Centre User keys amendments and late entries in DRS

Centre User advises candidates to check records on Student Portal

Centre User checks data and liaise with CXC as appropriate

CXC

Centre User forwards data file to Ministry

Centre User generates sequence nos. for late entries

CXC forwards (exports) data file to Ministry

Ministry checks and forwards data file to CXC

CXC reloads processed data file

Centre User checks and liaise with other agencies

Centre User forwards data file to Ministry

Centre User keys amendments and late entries in DRS

Centre User advises candidates to check records on Student Portal

Centre User checks data and liaise with CXC as appropriate

CXC

Centre User forwards data file to Ministry

Centre User generates sequence nos. for late entries

CXC forwards (exports) data file to Ministry

Ministry checks and forwards data file to CXC

CXC reloads processed data file

Centre User checks and liaise with other agencies

Centre User forwards data file to Ministry

Centre User keys amendments and late entries in DRS

Centre User advises candidates to check records on Student Portal

Centre User checks data and liaise with CXC as appropriate

CXC

Centre User forwards data file to Ministry

Centre User generates sequence nos. for late entries