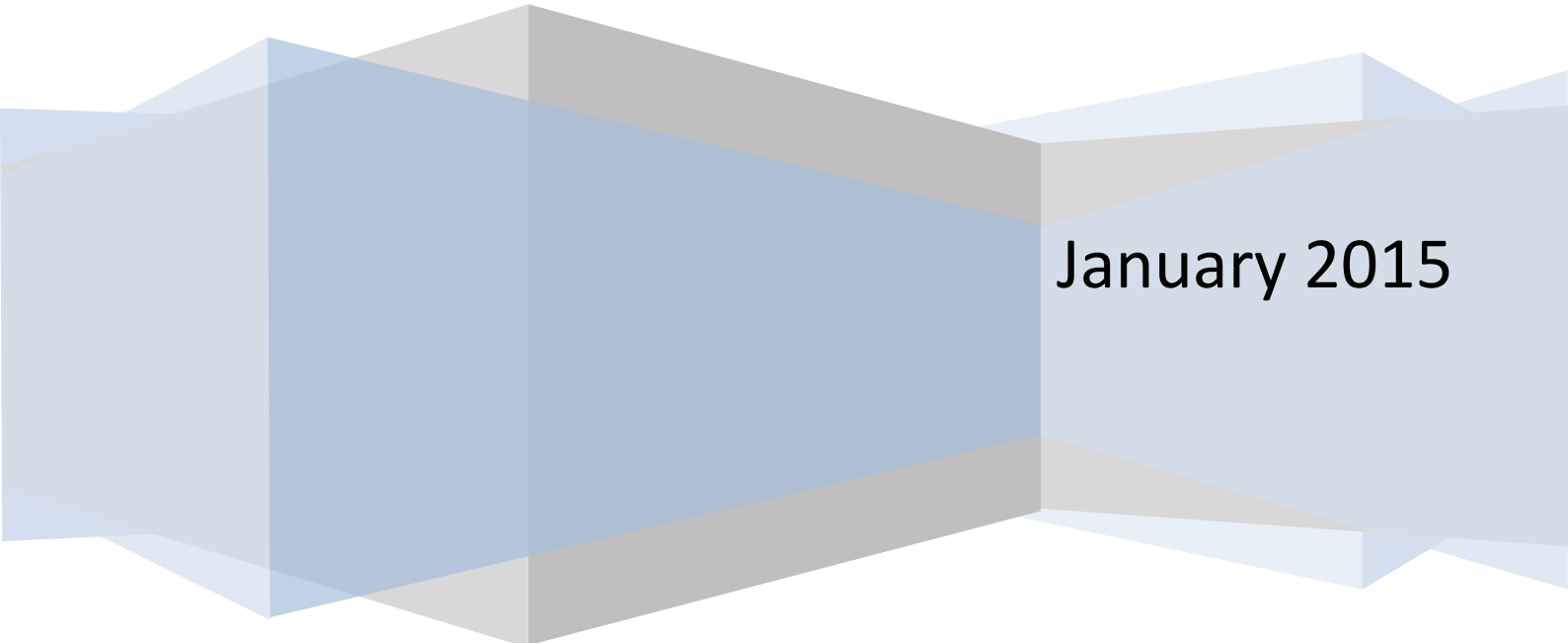


# **RENr**

## **ONLINE REGISTRATION SYSTEM (ORS)**

**Manual for the Centre User**



January 2015

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### 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**<sup>®</sup>, 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**<sup>®</sup> – Caribbean Examinations Council
  - ii. **CCSLC**<sup>®</sup> – Caribbean Certificate of Secondary Level Competence
  - iii. **CSEC**<sup>®</sup> – Caribbean Secondary Education Certificate
  - iv. **CAPE**<sup>®</sup> – Caribbean Advanced Proficiency Examination
  - v. **CVQ**<sup>®</sup> – 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 5-11 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.

Menu Option	Menu Sub-Option	Additions	Edits	View	Super User
Registration	Register Candidate	Yes	--	--	Yes
Registration	Edit Candidate's Data	--	Yes	--	Yes
Registration	View Candidate's Data	Yes	Yes	Yes	Yes
Registration	View Candidate's Data– List	Yes	Yes	Yes	Yes
Registration	Candidate Privileges	--	--	--	Yes
Generate Sequence Numbers		--	--	--	Yes
Import/Export	Export Registration Data	--	--	--	Yes
Import/Export	Export Amendment Data	--	--	--	Yes
Import/Export	Export Database Fields	--	--	--	Yes
Reports	Reports	Yes	Yes	Yes	Yes
User	Add/Remove User	--	--	--	--

7. A User may be assigned into one of the following Groups:
- Additions** - add candidates;
  - Edits** - edit candidates' records;
  - View** - view candidates' records;
  - 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.
- Connect to Internet
  - Type the URL address: <https://ors.cxc.org/>



**Figure 1**

9. Figure 1 will be displayed. The User is required to:
- Enter User Id
  - Enter Password
  - Select the particular period required from the dropdown arrow
  - Select Login.

10. The Main Menu screen at Figure 2 below will be presented.



*Figure 2*

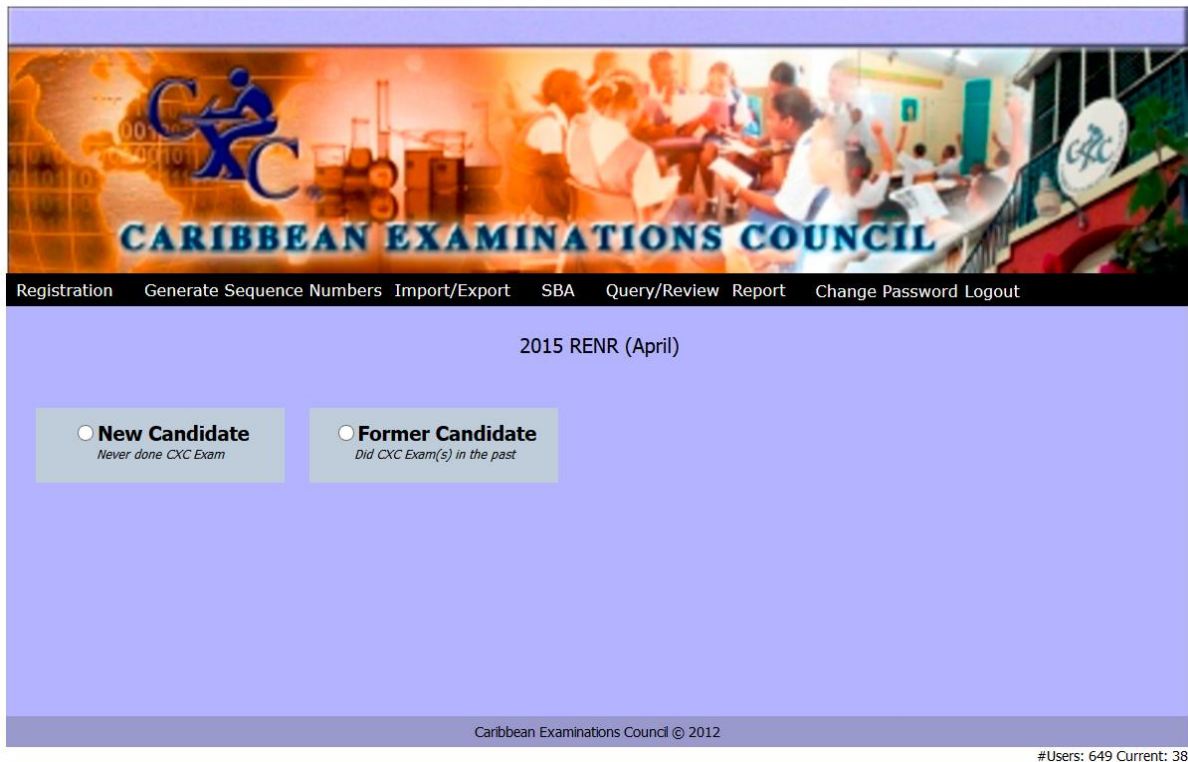
11. From Figure 2, the User can select from the Menu options: Registration, Generate Sequence Numbers, Import/Export, Report, Change Password and Logout. The SBA and Query/Review options are not operational in the RENr application.
12. When a User is logging into the system for the first time, the User 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**.



*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.

The screenshot shows the CXC registration interface. At the top is a banner with the CXC logo. Below it is a navigation bar with links: Registration, Generate Sequence Numbers, Projections, Import/Export, SBA, Report, Query/Review, Change Password, and Logout. The main content area has two radio buttons: **New Candidate** (selected) and **Former Candidate**. Below these are input fields for First Name, Middle Name, Last Name, D.O.B. (with a format hint of dd/mm/yyyy), and Gender (a dropdown menu). An OK button is at the bottom. The footer reads 'Caribbean Examinations Council © 2012'.

**Figure 4**

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 è ñ é ó ` ´ À Â È Á â à á Ë ë.

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

**Figure 5**

20. When **OK** tab is clicked, the User would be presented with the screen at Figure 6.

**Figure 6**

21. The additional fields that may be completed are given below.
- 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.
  - 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.

The screenshot shows a registration form for a candidate named Noel Sam. The form is titled "CANDIDATE NOEL SAM of 030034". It contains several fields for personal information: Unique Candidate#, Candidate#, and Sequence# (all marked as n/a). First Name is NOEL, Middle Name is FRANKEY, and Last Name is SAM. Gender is Male and Age is 25. D.O.B is 19/08/1988. Cell Phone# is 268 2332323. Email is nfsam@studyhard.com. Form is a dropdown menu, and Class is 5 cMini. There are three comment boxes: Comment 1 (Responsible for payment of fees), Comment 2 (Awarded scholarship in 3r Form), and Comment 3 (empty). At the bottom, there are checkboxes for "Preview Result" and "Preview Registration Details", both of which are checked. Below these are buttons for "Save", "Subject", "Fees", "Add", "Delete", "Preview", "Amendment History", and "Close". A copyright notice is at the very bottom.

**CANDIDATE NOEL SAM of 030034**

Unique Candidate#: n/a  
Candidate#: n/a  
Sequence#: n/a

First Name: NOEL Gender: Male Age: 25  
Middle Name: FRANKEY D.O.B: 19/08/1988 (dd/mm/yyyy)  
Last Name: SAM

Cell Phone#: 268 2332323 Form:   
Email: nfsam@studyhard.com Class: 5 cMini

Comment 1  
Responsible for payment of fees

Comment 2  
Awarded scholarship in 3r Form

Comment 3

☒ Preview Result ☒ Preview Registration Details

Save Subject Fees Add Delete Preview Amendment History Close

Copyright© Every application to register for the examination will be deemed to constitute an assignment by the candidates to the Council of the future copyright of all their examination work, practical or written. The Council may, in its absolute discretion,

Figure 7

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.

**CANDIDATE NOEL SAM of 030034**

Unique Candidate#: 20140000221  
 Candidate#:   
 Sequence#:

First Name: NOEL Gender: Male Age: 25  
 Middle Name: FRANKEY D.O.B: 19/08/1988 (dd/mm/yyyy)  
 Last Name: SAM

Cell Phone#: 268 2332323 Form:   
 Email: nfsam@studyhard.com Class: 5 cMini

Comment 1: Responsible for payment of fees  
 Comment 2: Awarded scholarship in 3r Form  
 Comment 3:

☒ Preview Result ☒ Preview Registration Details

[Save](#) [Subject](#) [Fees](#) [Add](#) [Delete](#) [Preview](#) [Amendment History](#) [Close](#)

*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.

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Registration Generate Sequence Numbers Projections Import/Export SBA Report Query/Review Change Password Logout

Candidate(s) having profile already exist  
 If the specific candidate is listed below you may select the candidate  
 or click 'New Candidate' button to enter a new candidate

School	Period	Exam	Candidate #	Last Name	First Name	Middle Name	Date Of Birth	Gender	National ID	Unique Number	Select
030034	2014	CCSLC		ALLEYNE	AJANI		23-06-1998	M		20140000112	<a href="#">Select</a>
030014	2013	CSEC	0300140037	ALLEYNE	AJANI	X.	23-06-1998	M		20130025693	<a href="#">Select</a>
030102	2013	CSEC	0300140037	ALLEYNE	AJANI	X.	23-06-1998	M		20130025693	<a href="#">Select</a>

[New Candidate](#) [Cancel](#)

*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.

Registration Generate Sequence Numbers Projections Import/Export SBA Report Query/Review Change Password Logout

☐ **New Candidate**  
*Never done CXC Exam*

☒ **Former Candidate**  
*Did CXC Exam(s) in the past*

Enter: [Candidate# and/or other details]  
or: [First Name, Last Name, D.O.B and Gender]

Candidate#:

First Name:

Last Name:

D.O.B:  (dd/mm/yyyy)

Gender:

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*Figure 10*

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.

Registration Generate Sequence Numbers Projections Import/Export SBA Report Query/Review Change Password Logout

☐ New Candidate  
*Never done CXC Exam*

☒ Former Candidate  
*Did CXC Exam(s) in the past*

Enter: [Candidate# and/or other details]  
or: [First Name, Last Name, D.O.B and Gender]

Candidate#:

First Name:

Last Name:

D.O.B:  (dd/mm/yyyy)

Gender:

Caribbean Examinations Council © 2012

*Figure 11*

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.

School	Period	Exam	Candidate #	Last Name	First Name	Middle Name	Date Of Birth	Gender	National ID	Unique Number	Select
030034	2014	CCSLC		ALLEYNE	AJANI		23-06-1998	M		20140000112	<a href="#">Select</a>
030014	2013	CSEC	0300140037	ALLEYNE	AJANI	X.	23-06-1998	M		20130025693	<a href="#">Select</a>
030102	2013	CSEC	0300140037	ALLEYNE	AJANI	X.	23-06-1998	M		20130025693	<a href="#">Select</a>

**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.

**Figure 13**

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 **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.

Candidate Centre	Sequence No.	Candidate Name	Date of Birth	Gender
018001	0	WEBSTER, ANDREA	21/09/1981	F

**Candidate's Subjects**

Candidate has no registered subjects.

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***Figure 14***

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.

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**Add Candidate Subjects**

**Candidate**

Centre	Sequence No.	Candidate Name	Date of Birth	Gender
018001		WEBSTER, ANDREA	21/09/1981	F

**Subjects**


Select	Subject	Teacher	SBA	Resit	Alt	Repeat	Self-Tutored	Transfer From Unit 1	Transfer From Unit 2	Year	Comment1	Comment2
<input type="checkbox"/>	RENr	Select Teacher v	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	v		

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*Figure 15*

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

Registration Generate Sequence Numbers Import/Export SBA Query/Review Report Change Password Logout

### Querying For Candidates

Period	Centre Code	Form	Class	Sequence No.	New?
2015 RENR (April)	018002	Select Form			All
Previous #	Previous Period	Allow Results?	Allow Registration?		
	Select Period	All	All		
First Name	Last Name	Date of Birth (dd/mm/yyyy)	Gender		
			All		

Search

Close

Caribbean Examinations Council © 2012 #Users: 643 Current: 42

*Figure 16*

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.

Registration Generate Sequence Numbers Projections Import/Export SBA Report Query/Review Logout

## Querying For Candidates

Period: 2014 JUNE CSEC Centre Code: 030024 Form: Class: Sequence No.: New?: All

Previous #: Previous Period: Select Period Allow Results?: All Allow Registration?: All

First Name: Last Name: ALLEYNE Date of Birth (dd/mm/yyyy): Gender: All Search

School	Form	Class	Seq No	Last Name	First Name	Middle Name	Date Of Birth	Gender	Select
030024		4 c Mini	001	ALLEYNE	AMIR	KIL.	03/10/1999	M	Select
030024			010	Alleyne	Ajani	X.	23/06/1998	M	Select

Close

Figure 17

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.

Unique Candidate#: 20140188380 New ☐

Candidate#: Sequence#:

First Name: ANDREA Gender: Female Age: 27  
 Middle Name: K D.O.B: 29/04/1987 (dd/mm/yyyy)  
 Last Name: YARDE

Cell Phone#: Class:  
 Email:

Previous Period: 2014 JUNE CSEC Previous Candidate#: 0301030812

Comment 1 Comment 2 Comment 3

☒ Preview Result ☒ Preview Registration Details

Save Subject Fees Add Delete Preview Amendment History Close

Copyright© Every application to register for the examination will be deemed to constitute an assignment by the candidates to the Council of the future copyright of all their examination work, practical or written. The Council may, in its absolute discretion decide how and by what means it should dispose of such work including disposal by sale.

Figure 18

## 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 Centre	Sequence No.	Candidate Name	Date of Birth	Gender
018001	0	WEBSTER, ANDREA	21/09/1981	F

Subject	SBA	Resit	Alternative	Repeated	Self-Tutored	Transfer From U1	Transfer From U2	Teacher	Options	Year		
RENR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<a href="#">Edit</a>	<a href="#">Delete</a>

[Add Subject](#)
[Save](#)
[View Amendment History](#)
[Close](#)

*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

**Querying Candidates For Viewing**

Period: 2014 JUNE CSEC  
 Centre Code: 030024  
 Form:   
 Class:   
 Sequence No.:   
 New?: All

Previous #:   
 Previous Period: Select Period  
 Sent to Ministry?: All  
 Sent to CXC?: All  
 Allow Results?: All  
 Allow Registration?: All

First Name:   
 Last Name: ALLEYNE  
 Date of Birth (dd/mm/yyyy):   
 Gender: All

**Search**

School	Form	Class	Seq No	Last Name	First Name	Middle Name	Date Of Birth	Gender	Select
030024		4 c Mini	001	ALLEYNE	AMIR	KIL.	03/10/1999	M	<b>View</b>
030024			010	Alleyne	Ajani	X.	23/06/1998	M	<b>View</b>

**Close**

**Figure 20**

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



*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.**

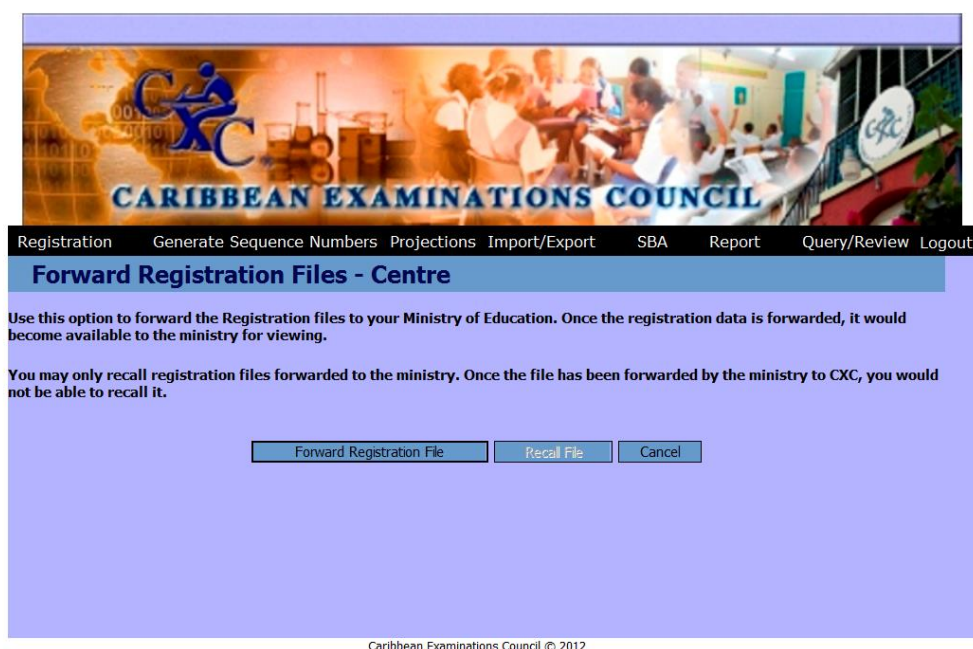
73. The  button is used to generate the sequence numbers for the Centre.

74. The  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



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*Figure 23*

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  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  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

**Recall File**

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.

**Cancel**

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



**Figure 24**

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 Detail 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



the **Clear Fields** button.

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.

The screenshot shows the 'Filter Database Fields' form on the CXC website. The form is titled 'Filter Database Fields' and has a blue header. Below the header, there are several input fields and dropdown menus. The fields are organized into two columns. The left column contains 'School Code' (030024), 'First Name', 'Subject' (Select Subject), and 'Option' (Select One). The right column contains 'School Name' (QUEEN'S COLLEGE), 'Middle Name', 'Last Name', 'Class', 'Date of Birth' (dd/mm/yyyy), 'Sequence No', and 'Gender' (All). Below these fields, there are radio buttons for 'SBA', 'Orals', 'Resit', 'Alt', 'Repeat', 'Practical', and 'Transfer'. At the bottom of the form, there are two buttons: 'Export Data' and 'Close'. The footer of the form reads 'Caribbean Examinations Council © 2012'.

*Figure 25*

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

The screenshot shows the 'Choose Report' form on the CXC website. The form is titled 'Choose Report' and has a blue header. Below the header, there are several input fields and dropdown menus. The fields are organized into two columns. The left column contains 'Centre No.', 'First Name', and 'Format' (Excel, PDF). The right column contains 'Seq No.', 'Last Name', 'Subject' (Select Subject), and 'Preview' and 'Close' buttons. The footer of the form reads 'Caribbean Examinations Council © 2012'.

*Figure 26*

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

Use the check boxes below to select the centres whose registration files should be rejected or forwarded to the Caribbean Examinations Council. You would not need to export the registration files. Once you click on the Forward Registration File button, the data for that centre would become available to the Caribbean Examinations Council.

☐ Already Sent to CXC ☐ Forward CXC

School Name	Status	Select	Allow Registration	Allow Results	Allow Beyond Deadline	Approved
030004 - CHRIST CHURCH FOUNDATION	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
030008 - CONSERVEMERE	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
030012 - GRAYDON SEALY SECONDARY	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
030014 - HARRISON COLLEGE	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
030016 - THE LODGE SCHOOL	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
030024 - QUEEN'S COLLEGE	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
030030 - THE ST MICHAEL SCHOOL	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
030034 - SPRINGER MEMORIAL SEC	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
030101 - BARBADOS GUYLES INS.	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
030102 - BARBADOS PRIVATE I	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
030103 - CH CH FOUNDATION SCH TERTIARY	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
030106 - SPRINGER MEMORIAL TERTIARY	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
030107 - H. M. PRISONS	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
030108 - QUALITY CONTROL & CMPT SVCS	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
030110 - QUEEN'S COLL CONT EDUC PROGRAM	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
030111 - BOGS PRIV. BELLEVILLE GRAM SCH	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve

Forward Registration Files Reject Registration Files Recall Files Update

Close


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**Figure 27**

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

# ACTIVITIES FLOWCHART

Appendix I

