

CCSLC[®] CSEC[®] CAPE[®]

ONLINE REGISTRATION SYSTEM (ORS)

Manual for the Centre User

September 2014

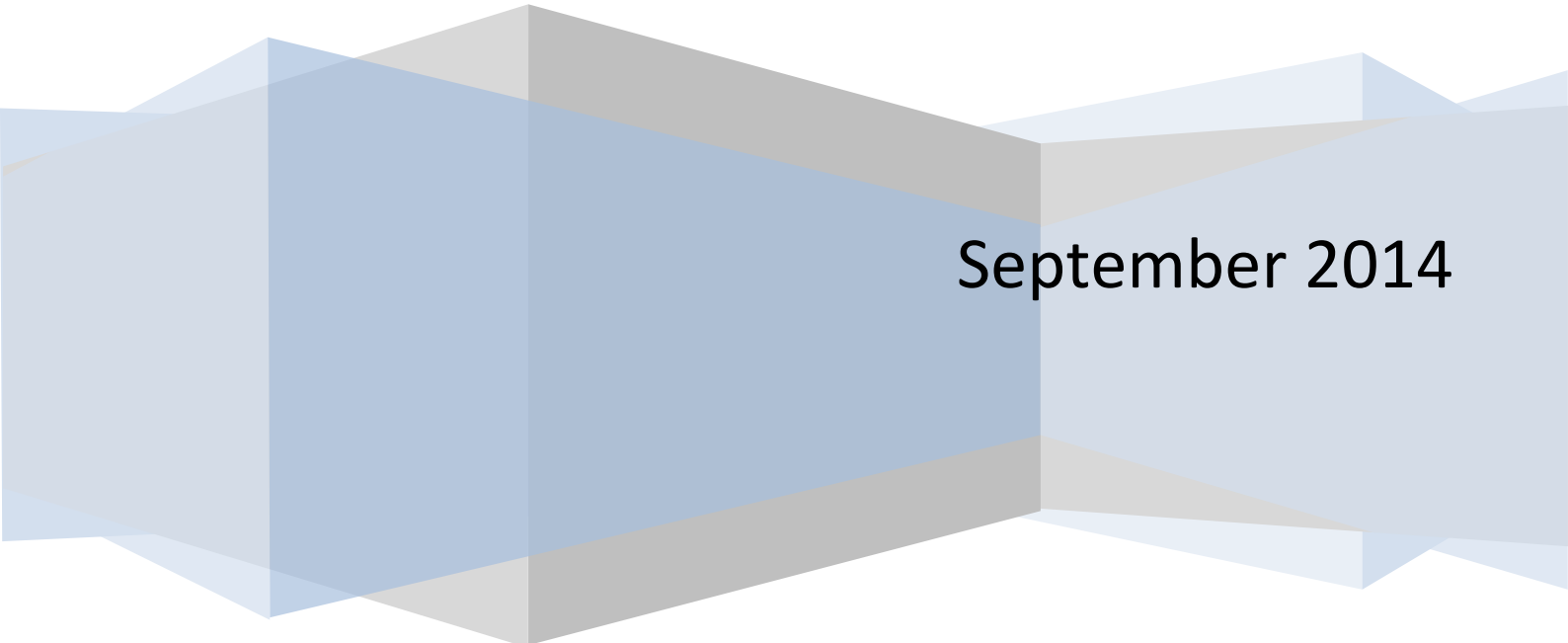


TABLE OF CONTENTS

INTRODUCTION	3
Definitions	3
Online Registration System	4
Menu Options/User Privileges	5
Accessing the ORS	6
REGISTRATION MENU OPTION	8
Registering Candidates	8
Registering a New Candidate	9
Special Characters and Accents	9
Registering a Candidate from a Previous Sitting	14
Candidates Enrolling in the USAID Second Chance Programme	17
Add Candidate Subjects	18
Edit Candidate's Personal Details	20
Edit Candidate's Subjects	21
Selecting a CAPE Associate Degree	22
Querying for Candidates	23
View Candidate Details	24
Candidate Privileges	24
Batch Entry	25
Candidate Fees	27
GENERATE SEQUENCE NUMPERS OPTION	29
PROJECTIONS MENU OPTION	30
IMPORT/EXPORT MENU OPTION	31
Import Personal Data	31
Forward Registration Files to Ministry	33
Forward Amendment Files to Ministry	33
Export Database Fields	34
REPORT MENU OPTION	35
Registration-related Reports	35
SBA MENU OPTION	39
Teacher Assignment	40
SBA Data Capture/Order of Merit	41
SBA Confirmation	42
Practical Data Capture	43
Forward SBA to Ministry	43
SBA-related Reports	44
QUERIES AND REVIEWS MENU OPTION	45
Processing a Query/Review	45
Export Queries/Reviews	49
Results/Reviews/Queries-related Reports	50
MINISTRY USERS MODULE	51
Forward Registration Files to CXC	51
Set-up Cutoff Dates by Ministry	52
Tracking SBA Samples Received by Ministry	53

INTRODUCTION

1. The Manual for the Centre User provides information on the operations of the Online Registration System (ORS) application from the perspective of the end or centre User. It is divided into four main parts: A, B, C and D. Part A deals with Registration, Part B with School Based Assessment and Order of Merit, and Part C with Queries and Reviews. Part D provides a synopsis from the perspective of the User at the Ministry (Local Registrar's Office).

Definitions

2. 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. **Candidate number** – a 10-digit number assigned to a candidate at each sitting. The number may vary from sitting.
 - vii. **CVQ candidate number** – a 16-digit number assigned to a candidate on first time registration for the CVQ offering
 - viii. **SBA** – School Based Assessment
 - ix. **ORS** – Online Registration System
 - x. **“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
 - xi. **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)
 - xii. **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
 - xiii. **Ministry** – the Local Registrar's Office

- xiv. **New Candidate** – a candidate who is taking **CXC**'s examinations for the first time or was registered for **CSEC**[®] examinations before 2004 or **CAPE**[®] examinations before 2005
- xv. **Former Candidate** - a candidate who was registered for **CSEC**[®] examinations in 2004 or afterwards, or for any of the other **CXC**'s offerings (**CCSLC**, **CAPE**, **CVQ**) in 2005 or afterwards
- xvi. **Private examination Centre** – an examination Centre that is not recognised by the Council as a school or full-time educational institution
- xvii. **Student Portal** – a website (<https://ors.cxc.org/studentportal>) where candidates can view their registration records, individual timetables and examination results
- xviii. **Password** - **MUST** be at least 8 characters in length and include 1 upper case, 1 lower case, 1 digit and 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.**
- xix. **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
- xx. **User** – any person interfacing with the ORS
- xxi. **USAID** – United States Agency for International Development
- xxii. **USAID Second Chance Programme** – an initiative between USAID and **CXC**[®] to encourage 'At Risk Youths' to enroll in a programme to gain qualifications at the **CVQ** level or **CCSLC** level.

Online Registration System Application (ORS)

3. 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.** It was developed to facilitate the speedy and efficient keying and submission of candidates' registration data, SBA and Practical marks, and queries and reviews.

4. 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.

Menu Options/User Privileges

5. 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	Teacher	Super User
Registration	Register Candidate	Yes	--	--	--	Yes
Registration	Edit Candidate's Data	--	Yes	--	--	Yes
Registration	View Candidate's Data	Yes	Yes	Yes	Yes	Yes
Registration	View Candidate's Data– List	Yes	Yes	Yes	Yes	Yes
Registration	Batch Entry	--	--	--	Yes	Yes
Registration	Candidate Privileges	--	--	--	Yes	Yes
Generate Sequence Numbers		--	--	--	--	Yes
Projections		--	--	--	--	Yes
Import/Export	Import Personal Data	--	--	--	--	Yes
Import/Export	Export Registration Data	--	--	--	--	Yes
Import/Export	Export Amendment Data	--	--	--	--	Yes
Import/Export	Import SBA Data	--	--	--	--	Yes
Import/Export	Forward SBA	--	--	--	--	Yes
Import/Export	Export Database Fields	--	--	--	--	Yes
Import/Export	Forward Queries/Reviews	--	--	--	--	Yes
SBA	Teacher Assignment	--	--	--	Yes	Yes
SBA	SBA Data Capture	Yes	Yes	--	Yes	Yes
SBA	Practical Data Capture	Yes	Yes	--	Yes	Yes
SBA	SBA Confirmation	--	--	--	--	Yes
Reports	Reports	Yes	Yes	Yes	Yes	Yes
Query/Review	Submission of Queries/Reviews	--	--	--	Yes	Yes
User	Add/Remove User	--	--	--	--	--
Fees	Set-up Local Fees Maintenance Table	--	--	--	--	--
Fees	Generate Candidate's Fees	--	--	--	--	Yes

6. A User may be assigned into one of the following Groups:

- i. **Additions** - add candidates and SBA/Practical Data Capture;
- ii. **Edits** - edit candidates' records and SBA/Practical Data Capture ;
- iii. **View** - view candidates' records;
- iv. **Teacher** – undertakes Batch Entry, SBA/Practical Data Capture, Teacher Assignment for SBA, Queries/Reviews;
- v. **Super User** - interfaces within all the areas of the ORS except Add/Remove Users and set-up the Local Fees Maintenance Table.

Accessing the ORS

7. The steps listed below should be followed.
 - i. Connect to Internet
 - ii. Type the URL address: <https://ors.cxc.org/>



1 Enter User Id

2 Enter Password

3 Period

[I can't access my account](#)

Figure 1

8. 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.

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



Figure 2

10. From Figure 2, the User can select from the Menu options: Registration, Generate Sequence Numbers, Projections, Import/Export, SBA, Report, Query/Review and Logout. Some of the named options carry sub-options as shown in the table on page 5.
11. 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

12. All registration data relating to any of the examinations offered by **CXC®** must be keyed in, and submitted through, the ORS within the time-frame set by the Ministry.



Figure 3

13. 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.

14. The User is given the option of registering a **New Candidate** or a **Former Candidate**.

Registering a New Candidate

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

Figure 4

16. When registering a **New** candidate, the personal details must first be completed on the Register Candidate screen.

- i. **First Name** – the first name of the candidate should be keyed in this field. Where possible, avoid using initials.
- ii. **Middle Name** – the candidate's middle name(s) or initial(s) should be keyed in this field. If the candidate does not have a middle name, the field may be left blank.
- iii. **Last Name** – the last 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). There is no minimum or maximum age requirement for writing examinations offered by **CXC**, however, the technical specifications in the ORS set the minimum age to nine (9) years and the maximum to ninety-nine (99) years.
- v. **Gender** – this compulsory field must be entered as either Male or Female.

Special Characters and Accents

17. 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 Ê ë.

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

Figure 5

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

Figure 6

20. The additional fields that may be completed are given below.
- Form** – this field is used to input the Form level (Forms 1 to 5) that the candidate is located at school. The Form field is activated only for candidates at fulltime Centres (schools) registering for **CCSLC**[®] examinations. Although this field is optional, the Form level should be keyed. By allocating candidates to a particular Form level, the User would be able to generate from the ORS the report called ‘Register of

Candidates by Class'. **This report should be used by the classroom teacher to assist in the verification of the accuracy of candidates' registration data for his/her particular Form or Class.**

- ii. **Class** – this field is used to input the Class name (number) where the candidate is located at school. The Class field is activated for candidates at fulltime Centres (schools) registering for **CAPE®** and **CSEC®** examinations. Although this field is optional, the name or number of the Class should be keyed. By allocating candidates to a particular Class, the User would be able to generate from the ORS the report called 'Register of Candidates by Class'. **This report should be used by the classroom teacher to assist in the verification of the accuracy of candidates' registration data for his/her particular Class.**
 - iii. **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.
 - iv. **Cell Number and Email** – these fields are optional and may be used to capture the candidate's mobile phone number and email address. The phone number should include the area code and keyed in the format given in Figure 7. The email address is required in the event of a need to contact the candidate or verify the candidate's authenticity.
 - v. **Preview Results** – this checkbox is automatically checked and allows the candidate to view online his/her grade results. See section on Candidate Privileges at paragraphs 77-78.
 - vi. **Preview Registration Details** – this checkbox is automatically checked and allows candidates to view online their personal and subject details (Subject Registered Report), and individual timetables. See section on Candidate Privileges at paragraph 77.
21. When the additional optional fields have been populated as appropriate, a screen similar to the one at Figure 7 would appear.

CANDIDATE NOEL SAM of 030034

Unique Candidate#: n/a
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

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

22. 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 Date of Birth field.

23. 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.

24. 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.

25. When the **Save** button is selected, the screen at Figure 8 is presented. The previously disabled buttons at paragraph 24 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 largely 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: Gender: Age: 25
Middle Name: D.O.B: (dd/mm/yyyy)
Last Name:

Cell Phone#: Form:
Email: Class:

Comment 1:
Comment 2:
Comment 3:

☒ Preview Result ☒ Preview Registration Details

Figure 8

26. 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 (name, 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.

CARIBBEAN EXAMINATIONS COUNCIL


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	<input type="button" value="Select"/>
030014	2013	CSEC	0300140037	ALLEYNE	AJANI	X.	23-06-1998	M		20130025693	<input type="button" value="Select"/>
030102	2013	CSEC	0300140037	ALLEYNE	AJANI	X.	23-06-1998	M		20130025693	<input type="button" value="Select"/>

Figure 9

27. 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.

28. The  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 subjects – 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 addressed later in this manual.
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 cut-off date.

Registering a Candidate from a Previous Sitting

36. When a candidate who has written CXC's examinations before is being registered, the User must select the **Former Candidate** radio button in Figure 3 above. The screen at Figure 10 appears.

The screenshot shows the CXC Online Registration System interface. At the top, there is a navigation bar with the following links: Registration, Generate Sequence Numbers, Projections, Import/Export, SBA, Report, Query/Review, Change Password, and Logout. Below the navigation bar, there are two radio buttons for selecting the candidate type: **New Candidate** (Never done CXC Exam) and **Former Candidate** (Did CXC Exam(s) in the past). The **Former Candidate** option is selected. Below the radio buttons, there is a form with the following fields: **Candidate#:** (text input), **First Name:** (text input), **Last Name:** (text input), **D.O.B:** (text input with a placeholder for dd/mm/yyyy), and **Gender:** (dropdown menu). A **Search** button is located below the Gender field. At the bottom of the page, there is a footer that reads: Caribbean Examinations Council © 2012.

Figure 10

37. The User is given the option for searching for the candidate's past record by using the Candidate #, the candidate's personal details or a combination of candidate # and personal details.

38. The Candidate # may be a:

- i. 10-digit candidate number – this would search for ALL the candidates in the database that were issued with this number over the years
- ii. 11-digit UCN – this would search for the one (only) candidate with this number. **This is the preferred number to use when searching for a candidate's previous record**
- iii. 16-digit CVQ number – this would search for the one (only) candidate with this number.

The screenshot shows the CXC online registration system interface. At the top, there is a navigation bar with links: Registration, Generate Sequence Numbers, Projections, Import/Export, SBA, Report, Query/Review, Change Password, and Logout. Below this, there are two main buttons: "New Candidate" (with the subtext "Never done CXC Exam") and "Former Candidate" (with the subtext "Did CXC Exam(s) in the past"). The "Former Candidate" button is selected. Below these buttons, there is a search form with the following fields and labels:

- Enter: [Candidate# and/or other details]
or: [First Name, Last Name, D.O.B and Gender]
- Candidate#: [Text input field]
- First Name: [Text input field with value "AJANI"]
- Last Name: [Text input field with value "ALLEYNE"]
- D.O.B: [Text input field with value "23/06/1998" and a placeholder "(dd/mm/yyyy)"]
- Gender: [Dropdown menu with value "Male"]
- [Search button]

At the bottom of the page, there is a footer that reads "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	Select
030014	2013	CSEC	0300140037	ALLEYNE	AJANI	X.	23-06-1998	M		20130025693	Select
030102	2013	CSEC	0300140037	ALLEYNE	AJANI	X.	23-06-1998	M		20130025693	Select

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, middle 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. If not automatically populated, the **Previous Period** field

must be selected from the dropdown arrow. The database contains data relating to the previous periods for **CAPE** (2005 to the present period) and **CSEC** (2004 to the present period). In the case of **CCSLC**[®] examinations, the database contains previous data from the first sitting in 2007 to the present.

43. The User can now add or amend data in the respective fields then save the record.

44. **CXC** has integrated its databases, from **CCSLC** to **CAPE**. This means, for example, a candidate who wrote **CCSLC**[®] examinations in 2013 and attempts to register for **CSEC**[®] examinations in 2015, will be presented with the **CCSLC** record. **The User should select the CCSLC record as previous registration data even though the candidate is being registered for CSEC[®] examinations; the same would apply for candidates moving from one level to another across any of the sittings.** If the User chooses the **Cancel** button, the search criteria could be refined or the candidate registered as a 'New' candidate.

45. 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. An email should also be sent to the Ministry to explain why the amendment was done.

Candidates Enrolling in the USAID Second Chance Programme

46. The User, when enrolling candidates under the USAID Second Chance Programme, will be presented with a screen similar to the one at Figure 14. The enrolling process is similar to registering a candidate **except** that subjects are **NOT** selected for the candidate at the time of enrolment.

47. The **only difference** between the screens at Figure 8 and Figure 14 is that the latter contains nine (9) 'At-Risk' characteristics from which the User must choose one or more for each candidate.

CANDIDATE TANDIKA CASTELLO of 035101

Unique Candidate#: 20140000135
 Candidate#:
 Sequence#:

First Name: TANDIKA Gender: Female Age: 25
 Middle Name: D.O.B: 19/10/1988 (dd/mm/yyyy)
 Last Name: CASTELLO

Cell Phone#: Form: Select Form
 Email: tcastello@hotmail.com Class:

Select the "At Risk Youth Qualifying Characteristics" that are applicable for this candidate

<input type="checkbox"/> Teenage Parents	<input checked="" type="checkbox"/> Seeking life and work skills	<input type="checkbox"/> Limited/No Academic Certification
<input type="checkbox"/> Literacy/Numeracy Gaps	<input checked="" type="checkbox"/> Unemployed	<input type="checkbox"/> Prone to commit violence
<input type="checkbox"/> Has behavioural challenges	<input type="checkbox"/> Been a victim of violence/abuse	<input type="checkbox"/> Has criminal record

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 14

Add Candidate Subjects

Add Candidate Subjects												
Candidate Centre 100075		Sequence No.	Candidate Name JANE, MARY	Date of Birth 12/04/1996	Gender 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"/>	ADDITIONAL MATHEMATICS GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	AGRICULTURAL SCIENCE DA GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	AGRICULTURAL SCIENCE SA GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	BIOLOGY GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	BUILDING TECHNOLOGY: (CONST) TECHNICAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	BUILDING TECHNOLOGY: (WOODS) TECHNICAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	CARIBBEAN HISTORY GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	CHEMISTRY GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	CLOTHING AND TEXTILES GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	ECONOMICS GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	ELECTRICAL & ELECTRONIC TECHNOLOGY TECHNICAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	ENGLISH A GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	ENGLISH B GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	FOOD AND NUTRITION GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	FRENCH GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	GEOGRAPHY GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	HOME ECONOMIC MANAGEMENT GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	HUMAN AND SOCIAL BIOLOGY GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	INFORMATION TECHNOLOGY GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/>	INTEGRATED SCIENCE GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		

Figure 15

48. The screen at Figure 15 allows the User to add a subject to a candidate's record. It is generated from the Candidate Subject via the **Add Subject** button. There are two buttons, **ADD** and **CLOSE**, at the bottom of the screen but are not shown in Figure 15.


49. In adding a subject to a candidate's record at Figure 15, the User is presented with various fields that should be checked as appropriate.


- **Select** – this checkbox must be checked only if the candidate is taking all of the subjects, otherwise, choose the **Select** checkbox next to the individual subjects the candidate intends to take.
- **SBA** – this checkbox must be checked for those candidates who will be completing SBA work in the subject.
- **Resit** – this checkbox must be selected for those candidates who have chosen to reuse their previously gained moderated SBA marks. This box will be disabled for a NEW candidate.
- **Alternative** – this checkbox is checked for those candidates who are registered at Private centers and have chosen to take the Alternative Paper to SBA (usually referred to as Paper 3/2). This option will be unavailable (disabled) for the fulltime Centres.


- **Repeat** – this checkbox is used to indicate those candidates who have completed the same subjects at the same level at an earlier sitting. Repeat is **not** the same as Resit because candidates can be Repeat for non-SBA subjects; Repeat, in other words, has nothing to do with re-use of SBA marks. This option will be available (enabled) only at the January session.
- **Self-Tutored** – this checkbox is used to indicate those candidates who DID NOT receive tuition or are undertaking self-study for the subjects checked. It is only available at the January sitting.
- **Transfer from U1**– this checkbox is used to indicate that the candidate has chosen to transfer the moderated SBA marks from Unit 1 to Unit 2 at any two sittings immediately following the first sitting. Transfer of SBA marks from one unit to another can only be done in seven **CAPE®** subjects.
- **Transfer from U2** – this checkbox is used to indicate that the candidate has chosen to transfer the moderated SBA marks from Unit 2 to Unit 1 at any two sittings immediately following the first sitting. The Transfer option is available for seven **CAPE®** subjects.
- **Teacher** – this dropdown box shows the teachers that have candidates assigned (to be assigned) for a particular subject. The User **SHOULD** select a teacher(s) so that the report ‘Register of Candidates by Subject Teacher’ can be generated out of the **ORS** for verification of candidates’ registration data.
- **Year** – the Year can only be chosen when the Resit or Transfer option is selected. The User should select the appropriate year.
- **Comments** – are optional fields used to store any data required by the Centre or by the Ministry.

50. If the selected subject has options, the option drop-down list would display the various options available. For example, Visual Arts has eight options but allows the selection of only two. The Reflective Journal is compulsory for all Visual Arts candidates and therefore it is automatically selected by the system.

51. **It is imperative that Users run the report in the ORS called ‘Candidates without Subjects’ before forwarding the registration data to the Ministry.**

52. 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.

53. The  button is used to first save the data then clear the subject data so that a User could add additional subjects without leaving the screen.

54. The  button exits the Candidate Subjects screen without saving any information.



Edit Candidate's Personal Details
Figure 16

55. 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.

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

Figure 17

56. 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  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  button is selected.







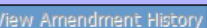

Registration Generate Sequence Numbers Projections Import/Export SBA Report Query/Review Logout				
Edit Candidate				
PERIOD 2013 CAPE	CENTRE CODE 100075	SEQUENCE NO 0	CANDIDATE # 0	NEW <input checked="" type="checkbox"/>
FIRST NAME JOHN	MIDDLE NAME 	LAST NAME DOE	UNIFIED CXC NUMBER 20130018118	
DATE OF BIRTH 12/08/1996 <small>(dd/mm/yyyy)</small>	AGE 16	GENDER Male		
PREVIOUS PERIOD Select Period	PREVIOUS CANDIDATE # 	FORM 	CLASS 	
COMMENT1 	COMMENT2 	COMMENT3 		
CELL PHONE NUMBER 	EMAIL 	PREVIEW RESULTS? <input checked="" type="checkbox"/>	PREVIEW REGISTRATION DETAILS? <input checked="" type="checkbox"/>	
       				
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 Subjects











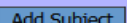
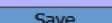
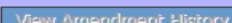

Candidate Subjects												
Candidate Centre 100075	Sequence No. 0	Candidate Name JANE, MARY	Date of Birth 12/04/1996	Gender F								
Candidate's Subjects												
Subject	SBA	Resit	Alternative	Repeated	Self-Tutored	Transfer From U1	Transfer From U2	Teacher	Options	Year		
OFFICE ADMINISTRATION GENERAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
PHYSICS GENERAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
PRINCIPLES OF BUSINESS GENERAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
RELIGIOUS EDUCATION GENERAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		CHRISTIANITY			
SPANISH GENERAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
   												

Figure 19

57. The screen at Figure 19 allows the User to Edit, Delete or Select a candidate's subjects. It is generated by selecting the Registration option on the Main Menu screen, then selecting **Edit Candidate** from the dropdown arrow. A search for the particular candidate must be made. When found, the **Subjects** button must be selected.

58. At the top of the window, a table titled 'Candidate' is given. The columns shown include Centre No, Sequence No., Candidate Name, Date of Birth and Gender. These fields cannot be edited.

59. Below the Candidate table, a table called Candidate's Subjects is shown. The information in this table cannot be edited unless the **Edit** button is clicked and the User is then redirected to the Edit Candidate Subjects screen.

60. On the Candidate's Subjects screen, there are 2 buttons which are shown side by side, the **Edit** button and the **Delete** button.

61. The **Edit** button is used to display the **Edit Candidate Subjects** screen.

62. The **Delete** button is used to delete the subject from the list of subjects.

63. The **Add Subject** button is used to display the **Edit Candidate Subjects** screen.

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

65. The **Close** button should exit the screen and return to the Candidate Details screen.

66. **The system allows the User to add only one subject at a time after the registration cutoff date has passed.**

Selecting a CAPE® Associate Degree

67. In the ORS CAPE® database, the Associate Degree drop-down box will be disabled until the candidate registers for the seventh (7th) Unit – see Figure 20 below. The box becomes populated with the list of degrees the candidate may be eligible to receive given the subjects he/she has been registered to take. The User should select the appropriate degree from the list. If the candidate does not wish to receive an Associate Degree, the NONE option should be chosen. If no option is chosen, a message box will be displayed reminding the User to choose an Associate Degree or the NONE option.

Candidate Subjects

Candidate Centre: 030024 Sequence No.: 0 Candidate Name: NICHOLLS, PAULA Date of Birth: 19/08/1958 Gender: F

Candidate's Subjects * Transfer Subjects in the same year- when deleting the IA subject, delete the transfer subject first.

Subject	SBA/Resit/Alternative/Repeated	Self-Tutored	Transfer From U1	Transfer From U2	Teacher Options	Year	Edit	Delete
ACCOUNTING UNIT 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Edit	Delete
ACCOUNTING UNIT 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Edit	Delete
APPLIED MATHEMATICS UNIT 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Edit	Delete
APPLIED MATHEMATICS UNIT 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Edit	Delete
ART AND DESIGN UNIT 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Edit	Delete
ART AND DESIGN UNIT 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Edit	Delete
ECONOMICS UNIT 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Edit	Delete
ECONOMICS UNIT 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2014	Edit	Delete
SPANISH UNIT 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Edit	Delete
SPANISH UNIT 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Edit	Delete

Associate Degree:

☐ I authorise Caribbean Examination Council to divulge my examination results to any educational institution that may be interested

Buttons: Add Subject, Save, View Amendment History, Close

Caribbean Examinations Council © 2012

Figure 20

68. The User should ascertain from candidates whether they want their examination results be released to educational institutions such as the University of the West Indies or the University of Guyana. To authorize the release of the results, the User should check the box at the bottom of the screen at Figure 20. This facility is only available at the **CAPE®** sitting.

Querying for 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	View
030024			010	Alleyn	Ajani	X.	23/06/1998	M	View

Close

Figure 21

69. The screen at Figure 21 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).

70. This screen is used to perform a search for candidates based on specific input values.

The fields on the top section of the table include Period, Centre No, Form, Class, Sequence No., New. All the fields can be populated with data EXCEPT the Period and Centre Code fields.

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

72. The result of the search in Figure 21 is a table 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.

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

74. 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.

75. The **Close** button is used to exit the screen without saving any information.

View Candidate Details



Figure 22

76. When the User selects the View Candidate Details from the Registration dropdown arrow on the Main Menu screen, the screen at Figure 22 appears. It displays the list of candidates on the left and when a particular candidate has been highlighted, the list of subjects will appear in the Candidate's Subjects box on the right hand side. By selecting the **Close** button, the User is returned to the Main Menu screen.

Candidate Privileges

77. 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.

78. 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 to the Ministry.

Batch Entry

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

Batch Entry

Subject
PRINCIPLES OF BUSINESS GENERAL

First Name **Last Name**

Available Candidates
No Candidates Available

** Subjects with options are currently not available on Batch Entry Mode*

PRINCIPLES OF BUSINESS GENERAL

Registered Candidates

Last Name	First Name	Date Of Birth	Gender	New	SBA	Resit	Alt	Repeat	Self-Tutored	Transfer from Unit 1	Transfer from Unit 2	Year	Comment	Select
JANE	MARY	12-04-1996	F	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Subject
BIOLOGY (G)

Registered Candidates

Last Name	First Name	Date Of Birth	Gender	New	Resit	Alt	Repeat	Transfer	Year	Comment	<input type="checkbox"/> Select
APPLEWHITE	LAURA	22/03/1992	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
BRASS	JIM	29/05/1992	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
SANDERS	GREG	31/12/1991	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
STOKES	NICK	19/01/1992	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Figure 23

79. The screen at Figure 23 allows the User to add/remove several candidates to/from a subject at one time. Batch entry can only be done by Users assigned into the Teacher and Super User groups.

80. This screen is divided into two distinct yet related parts. On the top left side of the screen, there is a **Subject** dropdown box from which the User can select the particular subject that candidates may be registered to take.

81. There is a Search tab where the User can search for candidates from a particular Class (button not shown on screen) or by name.

82. The field for the Available Candidates lists candidates that have been registered but have not yet been chosen or registered for the particular subject highlighted in the **Subject** dropdown box. The display is in tabular form with the following columns in the exact order – Last Name, First Name, Date of Birth, Gender, New, SBA, Resit, Alt, Repeat, Self-Tutored, Transfer from U1, Transfer from U2, Year, Comment, Select.

83. The lower portion of the screen shows a table for the Registered Candidates – these are the candidates who have already been registered (selected) for the particular subject.

84. **Comment** textbox maybe used to input any additional information on the candidate for official use.

85. The **Search** button in the Available Candidates section is used to filter the list of available candidate.

86. At the bottom of the screen, there are two buttons shown. These buttons work in conjunction with the Select checkboxes found on each line showing the candidate's information.

87. Under the Available Candidates table, the buttons shown are **Add** and **Cancel**.

88. In order to add an available candidate to a Subject candidate list, check the **Select** checkbox and then click the **Add** button. If the **Select** checkbox in the head (top) row is selected, ALL of the candidates will be selected for the subject.

89. Once the **Select** and **Add** buttons have been chosen, the candidate's name should be transposed from the Available Candidates table to the Registered Candidates table lower on the same screen.

90. Under the Registered Candidates table, the buttons shown are **Delete** and **Close**.

91. In order to remove a registered candidate(s) from a Subject candidate list, check the **Select** checkbox and then click the **Delete** button. The candidate's name should be transposed from the registered candidate table to the Available Candidates table higher on the same page. Selecting the Select checkbox in the head row will cause all of the registered candidates to be selected for deletion.

92. The  and  buttons are used to exit the screen without saving any information.

After the registration cut-off date has passed, the User would not be able to use the Batch Entry facility.

Candidate Fees

Candidate

Centre	Sequence No.	Candidate Name	Date of Birth	Gender
030034		Monk, Adrian	09/12/1991	M

# Subjects	# Orals	# SBA	# Practicals
3	0	2	0

Fees

	Expected Fees		Fees Paid
Entry	100.00	>>	0.00
Subject	30.00	>>	0.00
Late	0.00	>>	0.00
Options	0.00	>>	0.00
Personal Amendment	0.00	>>	0.00
Subject Amendment	0.00	>>	0.00
Late SBA	0.00	>>	0.00
Local/Admin	0.00	>>	0.00
Orals	0.00	>>	0.00
SBA	0.00	>>	0.00
Practicals	0.00	>>	0.00
Totals	130.00	>>>	0.00

Total Fees Outstanding


Comment 6

Comment 7




Figure 24

93. The screen at Figure 24 allows the User to maintain the candidate's fee payment record. It is generated from the Registration option on the Main Menu screen then selecting

Edit Candidate from the dropdown arrow. A search should be undertaken for the candidate and when found, the  button should be selected.

94. A table titled 'Candidate' is shown at the top of the screen. The columns shown include Centre No, Sequence No., Candidate Name, Date of Birth, Gender, # Subjects, # Orals, # SBA and # Practicals. The data shown in these fields cannot be edited.

95. The # Subjects shows the number of subjects that the candidate has been registered to take.


96. The # Orals shows the number of registered subjects that has an oral component.



97. The # SBA shows the number of registered subjects that has an SBA component.



98. The # Practicals shows the number of registered subjects that has a practical component.


99. In Figure 24, the Expected Fees column shows the fees expected from the candidate and it is automatically generated from the number of subjects for which a candidate is registered to take. The data in this field cannot be edited by the User. The Fees Paid can be changed manually for each individual option, depending on when payment is made by the candidate. The 'Totals' row at the bottom of the table shows the total Expected Fees and the total Fees Paid.

100. The double arrow buttons in the middle of both columns are used to transfer the full amount from the Expected Fees column to the Fees Paid column. This is only to be used if the Fees Paid is equal to the Expected Fees for the particular row. If the amount being paid is less than the amount owed, the figure should be entered manually. The Fees Paid fields for each line do not accept figures that are higher than the amount owed in that same line. For example, if \$20.00 is the Expected Fees for Orals, the User is unable to input \$25.00 in the Fees Paid text field.

101. The  text box is not editable and shows total fees owed by the candidate, that is, total Expected Fees less the total Paid Fees.

102.  and  are optional fields and maybe used to store any data required by the Centre or the Ministry.

103. The  button is used to save the information on the screen and it displays a confirmation message '**fees information has been saved**'. After  is clicked, the User is returned to the Candidate Fees screen.

104. The  button should exit the Candidate Fees screen without saving any information.

GENERATE SEQUENCE NUMBERS MENU OPTION

Period: 2008 JUNE CSEC

Centre Code: 030024

Sequencing

☐ Re-sequence

☒ Append

Grouping

☒ By Gender

☐ By Class

☐ Class Gender

☐ All

Gender

☐ Male

☒ Female

Submit **Cancel**

Figure 25

105. The screen at Figure 25 allows the User to generate the sequence numbers for the candidates.

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

107. 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.

108. Re-sequence 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 for adding new candidates.

109. 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.**

110. The **Submit** button is used to generate the sequence numbers for that particular period and Centre.

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

112. 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.**

PROJECTIONS MENU OPTION

Centre: 030034 - SPRINGER MEMORIAL SEC

Type: All

Subject	# Entries
Biology (G)	
Caribbean History (G)	
English A (G)	
English B (G)	
Geography (G)	
Principles of Accounts (G)	

Save Cancel

Figure 26

113. The screen at Figure 26 is obtained by selecting the Projections option on the Main Menu screen. It is used to provide an estimated number of candidates expected to register for the various subjects at the next year's sitting. If candidates are being registered for the 2015 session, the projections should be made for the 2016 session. Although the provision of estimates facilitates CXC's planning process, the submission of estimates has not been made compulsory.

114. The Centre field found on the top of the screen is set automatically on login and cannot be edited. The adjoining field is the **Type** dropdown box consisting of three choices:

- i. **ALL** – this shows all the subjects available at the particular sitting. Where estimates have already been made by the Centre, it shows the subjects for which projections have already been made and those for which projections have not been made by the Centre.
- ii. **ENTERED** – this shows those subjects for which estimates have already been entered.
- iii. **NONE** – this shows those subjects for which projections have NOT been entered.

115. Below the **Centre** and **Type** fields, a table is generated to show the estimates made by the User. It shows in tabular form a column for the Subject and another for the # Entries.

116. The **Save** button is used to save the estimate for each individual subject or for the entire Centre.

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

IMPORT/EXPORT MENU OPTION

Import Personal Data

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Figure 27

118. The screen at Figure 27 is used to import the personal data of **NEW** candidates into the ORS database from a file(s) held elsewhere in the Centre's database. The screen is obtained from the Import/Export option on the Main Menu screen and selecting Import Personal Data from the dropdown arrow.

119. Before the file can be imported, a spreadsheet must be created to store the candidates' personal data. The file must be as a csv (Comma delimited or Comma Separated Values) file with a *dot* (.) csv extension name, for example, **5Astudents.csv**. This spreadsheet may be created well in advance of the start of the registration phase. **Candidates who have written examinations previously must not be included on the .csv file; they should be registered in the usual manner.**

120. The file must be created with 14 columns consisting of:

FIRSTNAME, MIDDLENAME, LASTNAME, DATEOFBIRTH, GENDER, CLASS, FORM, COMMENT1, COMMENT2, COMMENT3, AREACODE, PHONENUMBER, EMAIL, NATIONALID

121. The LastName, DateofBirth and Gender columns are compulsory and must contain data; the other columns may be left blank since they are not compulsory. The format of the date of birth must be DD/MM/YYYY, for example, 19/08/1997 = 19 August 1997.

122. To upload a file, the User should click on the **Browse** button. The name and path of the file should be selected from its location. When the file has been uploaded, a screen similar to Figure 27 would appear. The **Import Candidate Personal Information** button must be selected.

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

Import Personal Data

Please select the name and path of the Personal Data file to be imported. Note that this must be a .CSV file for the import process to be successful. File format: FIRSTNAME, MIDDLENAME, LASTNAME, DATEOFBIRTH, GENDER, CLASS, FORM, COMMENT1, COMMENT2, COMMENT3, AREACODE, PHONENUMBER, EMAIL, NATIONALID. The headings must be in the file as stated.

Last Name	First Name	Middle Name	Date Of Birth	Gender	Class
FORDYCE	EBONY	GAIL	08/01/1991	F	5C
FORDYCE	FONTANA		08/01/1978	F	5c
FORDYCE	SHEM	M	08/01/1990	M	5 C

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Figure 28

123. Figure 28 shows a list of the names of the candidates who can be selected for importation into the ORS.

124. To choose the candidates to be imported, the **Post Data** button should be selected. The candidates become available in the ORS to be assigned subjects. If candidates on the spreadsheet have written examinations before, a message would be shown indicating that they have. To complete the process, the user must remove the former candidates from the spreadsheet and undertake the same process again.

125. The **Import Candidate Personal Information** button is used to upload the selected file to the system and show a list of the candidates to be selected. After the registration cut-off date has passed, the User would not be able to use the Import Candidate Personal Information facility.

126. The **Post Data** button is used to complete the transfer process of the information on the .csv file which is selected.

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

Forward Registration Files to Ministry



Figure 29

128. The screen at Figure 29 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.

129. 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.

130. 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.

131. 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 cut-off 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** screen or **Edit Candidate** option.

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

Forward Registration Amendment Files to Ministry

133. 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 30

134. The purpose of this function is to permit Centres to export data from the ORS into an Excel spreadsheet. Figure 30 is generated from the Import/Export option on the Main Menu screen, then selecting Export Database Fields from the dropdown arrow.

135. 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.

136. 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 31 appears.

Figure 31

137. 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.

REPORTS MENU OPTION

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Figure 32

138. Figure 32 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.

139. 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.

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

REGISTRATION-RELATED REPORTS

141. The registration-related reports found in the ORS are given below.

2nd Chance – Candidate Entries/2nd Chance - Final Register/2nd Chance – Subject and Candidate Entries/2nd Chance – Subject Entries

142. These reports show registration data for centres classified as Second Chance Institutions under the **USAID/CXC®** Project.

Allocation of Question Papers to Centres

143. This report shows the number of candidates at a Centre registered for each subject and the number of question papers allocated to the Centre. The report should be generated and reviewed Centre personnel a few weeks prior to the beginning of examinations to ensure that an adequate number of question papers are allocated to the Centre.

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

144. These reports provide a detailed listing/summary of all amendments 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

145. These reports give details on amendments 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

146. These reports show the personal details of all candidates registered at a particular Centre. They are particularly useful for the Local Registrar to post on the website or in a public location so that candidates (especially private) may obtain their Centre number and candidate number in order to gain access to the student portal to view their registration data, timetables and results. 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 Subjects XLS/Candidate Subjects XLS 11

147. These reports give a listing of candidates and subjects in a spreadsheet format.

Candidate Timetable

148. This report generates the candidates' timetable for the Centre or for individual candidates.

Candidates Registered for more than 7 Subjects

149. This report lists the candidates by candidate number whose subject count is more than 7.

Candidates with Outstanding Fees

150. This report shows the fees outstanding or payable by candidates.

Candidates without Fees

151. This report shows the candidates for whom fees have not been assigned.

Candidates without Sequence Numbers

152. 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

153. 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

154. 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

155. 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 Ministry.

CXC Fees

156. 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 ORS and may be different to the **CXC** Billing Report.

CXC Final Register

157. 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

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

Final Register ORS – Late Candidates/ ORS Final Register – Late Entries

159. These reports list in Final Register format all candidates who registered in the ORS after the registration cutoff date.

Late School Entries

160. This report lists the candidates registered late by school.

Candidates with Clashing Subjects

161. This report shows the candidates who have more than one subject timetabled within a particular session for the same sitting.

Candidates with Clashing Subjects (Across CSEC and CAPE)

162. This report shows the candidates who are registered at both the **CSEC[®]** and **CAPE[®]** sittings and have more than one subject timetabled within the same session.

Local Fees

163. This report shows a summary of total fees expected from each Centre.

Option Entries/ Option Entries by School

164. These reports show the options in the various subjects chosen by candidates at a Centre(s).

Possible Duplicate Candidates

165. 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.

Register of Candidates by Class

166. This report gives the list of all candidates with personal and subject details assigned to each Class Teacher. It is very useful in the verification of candidates' registration records.

Register of Candidates by Subject Options

167. This report shows the options chosen by candidates in the various subjects at a Centre.

Register of Candidates by Subject Teacher

168. This report gives the list of all candidates with personal and subject details assigned to each Subject Teacher. It is very useful in the verification of candidates' registration records.

School Entries/ Territory Entries/ Territory Entries – By School

169. These reports show the total number of candidate entries from each Centre/territory.

Subject Entries/ Subject Entries (XLS)/Subject Entries by School/ Subject Entries by Subject/ Territorial Subject Entries

170. These reports give the total number of subject entries from each Centre.

Subject Registered

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.**

Territory Entries

171. This report gives a summary of the number of candidates by territory.

Territory Entries – Gender/Territory Entries - Gender 2/Territory Entries – Subject and Gender

172. These reports give a summary of entries for males and females.

Territory Entries – By School Type/Territory Entries - Subject and School Type

173. The report gives a summary of the number of entries by subject by centre-type (school or part-time).

User Listing/ User Listing by Centre

174. These reports list the Users that interface with the ORS at a Centre(s)

PART B: SBA AND ORDER OF MERIT MODULE**SBA**

175. All Centres are required to submit SBA marks, the estimated grade and ranking (Order of Merit) of each candidate for all subjects through the ORS within the time-frame set by the Ministry. The programme will not permit the export of SBA marks unless this is done.

176. Before SBA marks can be forwarded, the Centre must undertake:

1. Teacher Assignment
2. SBA Data Capture
3. SBA Confirmation

Teacher Assignment

Caribbean Examinations Council

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

Teacher Assignment

Centre: 030024 - QUEEN'S COLLEGE Teachers: ACalender2 Subjects: CARIBBEAN HISTORY GENERAL

Assigned Candidates: No Candidates Available

Unassign

Class: First Name: Last Name: Gender: Select Gen Search

School	Class	SEQ NO	First Name	Last Name	Middle Name	DOB	Gender	Select
030024	4 c Mini	001	AMIR	ALLEYNE	AKIL	03-10-1999	M	<input type="checkbox"/>
030024	5 c Mini	008	RICHARD	LYNCH	NATHANIEL	09-11-1991	M	<input type="checkbox"/>
030024		009	RICHARD	LYNCH	W	13-11-1986	M	<input type="checkbox"/>
030024	5 C	007	SHEM	FORDYCE	M	08-01-1990	M	<input type="checkbox"/>
030024	5C	005	EBONY	FORDYCE	GAIL	08-01-1991	F	<input type="checkbox"/>
030024	5:00 AM	006	FONTANA	FORDYCE		08-01-1978	F	<input type="checkbox"/>
030024	5 C	004	SHEM	BEST	M	08-01-1990	M	<input type="checkbox"/>
030024	5C	002	EBONY	BEST	GAIL	08-01-1991	F	<input type="checkbox"/>
030024	5c	003	FONTANA	BEST		08-01-1978	F	<input type="checkbox"/>
030024	2 c Mini	000	AL	CLARKE	L	19-08-2003	M	<input type="checkbox"/>
030024		000	AJANI	ALLEYNE		23-06-1998	M	<input type="checkbox"/>
030024	3 c mini	000	MICHAEL	SPINKS		19-08-2003	M	<input type="checkbox"/>
030024		000	JOSHUA	BRADSHAW	O'BRIEN	23-02-1998	M	<input type="checkbox"/>
030024	5 a maxi	000	EDWINA	GRIFFITH		19-08-1958	F	<input type="checkbox"/>
030024	5 C	000	SHEM	FORDYCE	M	08-01-1990	M	<input type="checkbox"/>
030024	5C	000	EBONY	FORDYCE	GAIL	08-01-1991	F	<input type="checkbox"/>
030024	5c	000	FONTANA	FORDYCE		08-01-1978	F	<input type="checkbox"/>

Assign Close

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1 number of users: 7 Current number of users: 1

Figure 33

177. The Teacher Assignment function involves the assignment of teachers to candidates for a particular subject. The teachers should be assigned to the candidates they present for examinations. The Teacher Assignment function **would not** be required if the teacher/candidate assignment had taken place at the time of registration. It is recommended that the Teacher Assignment task be undertaken at the time candidates are being registered for the various subjects.

178. The screen at Figure 33 is generated by selecting the SBA option on the Main Menu screen, then selecting Teacher Assignment from the dropdown arrow. The Centre field is prefilled with the name of the Centre. The User is required to select the name of the Teacher and the relevant subject. Once this is done, the list of candidates available for assignment to the teacher will appear as shown. The candidates taught by the teacher should be chosen using the **Select** checkbox. If more than one teacher is involved, each teacher should be assigned the appropriate candidates.

SBA Data Capture

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

SBA / ORDER OF MERIT Data Capture

Centre: 030024 - QUEEN'S COLLEGE
 Subject: ADDITIONAL MATHEMATICS GENERAL
 Teacher: KHolgram

Subject Profiles		
Profile Name	SBA	Max. Marks
1 CONCEPTUAL KNOWLEDGE	Yes	4
2 ALGORITHMIC KNOWLEDGE	Yes	6
3 REASONING	Yes	10

Seq No	First Name	Last Name	Teacher	Estimated Rank	Estimated Grade	P1	P2	P3	Total	No SBA
001	AMIR	ALLEYNE	KHolgram	1	III	4	5	09	18	<input type="checkbox"/>
008	RICHARD	LYNCH	KHolgram	3	UNG					<input checked="" type="checkbox"/>

Save Close

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Figure 34

179. Figure 34 shows the screen used for capturing the Estimated Rank, Estimated Grade and SBA marks of the candidates. The User should select the SBA option on the Main Menu screen, then select SBA Data Capture from the dropdown arrow.

180. The Centre field is prefilled. When the User selects the subject from the Subject field, the Subject Profiles field is populated based on the particular subject. When the User selects the Teacher, the list of candidates assigned to the teacher appears in the table at the bottom of the screen. The User must input the Estimated Rank (the overall position the candidate is likely achieve at the Centre), the Estimated Grade (the Grade the candidate is likely to obtain) and the marks in each of the Profile Names. The Total mark field is automatically populated based on the marks in the Profile fields. If the candidate did not submit SBA, the **No SBA** button must be checked. **0 must NOT be keyed in the Profile fields for candidates who did not submit SBA.** When the No SBA field is checked, UNG (Ungraded) automatically appears in the Estimated Grade field. The system does not allow the User to save marks in the Profile field that are higher than the maximum for the particular profile.

181. The Estimated Rank and the Estimated Grade sections must be completed for all Non-SBA subjects. The screen would appear similar to that shown in Figure 35.

Centre: 030024 - QUEEN'S COLLEGE

Subject: ENGLISH A GENERAL

Teacher: ACallender2

	Profile Name	SBA	Max. Marks
1	UNDERSTANDING	No	N/A
2	EXPRESSION	No	N/A

Seq No	First Name	Last Name	Teacher	Estimated Rank	Estimated Grade	P1	P2	Total	No SBA
001	AMIR	ALLEYNE	ACallender2	3	II			0	<input type="checkbox"/>
005	EBONY	FORDE	ACallender2	2	II			0	<input checked="" type="checkbox"/>
006	FONTANA	FORDE	ACallender2	4	III			0	<input type="checkbox"/>
007	SHEM	FORDE	ACallender2	5	IV			0	<input checked="" type="checkbox"/>
008	RICHARD	LYNCH	ACallender2	5	IV			0	<input type="checkbox"/>
009	RICHARD	LYNCH	ACallender2	6	VI			0	<input checked="" type="checkbox"/>

Figure 35

SBA Confirmation

SBA Confirmations

Use this option to confirm that the SBA scores recorded at your centre correspond to the final scores within the main system at CXC.

Please note that verification of the scores should be made by comparing the school's physical records and the CXC Final SBA Scores report on ORS.

Any discrepancies should be noted and submitted to your Local Registrar.

Please click the YES button indicating that all scores received by CXC are in fact the correct scores for your centre. Click the NO button if there are discrepancies.

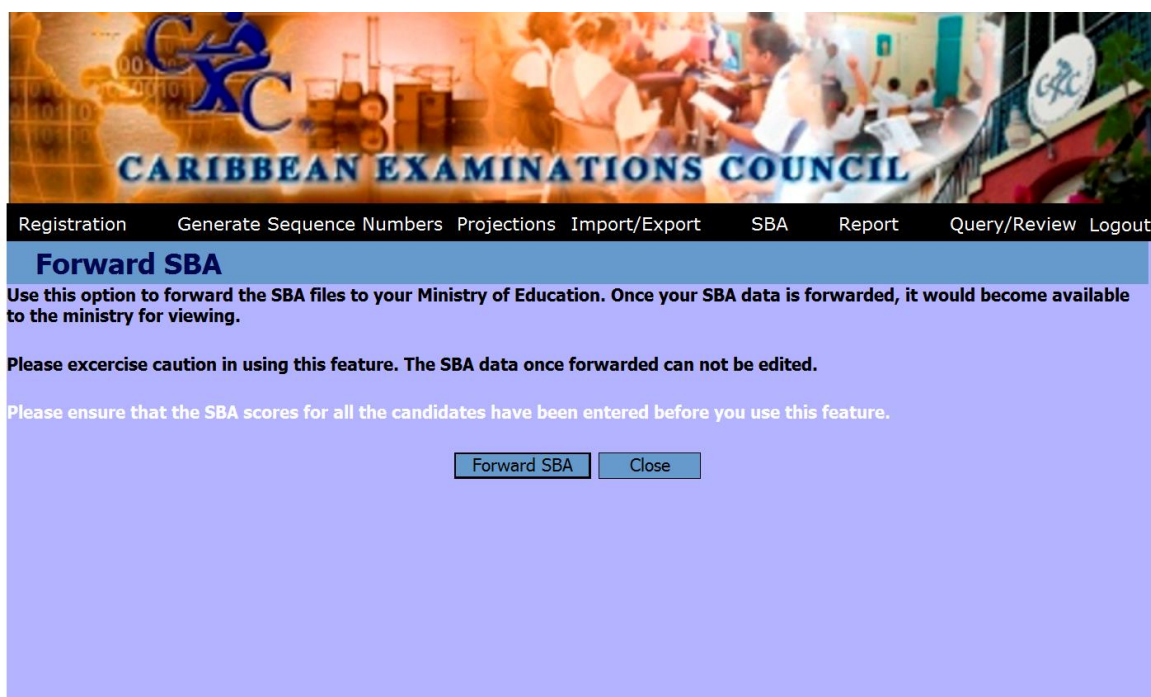
Figure 36

182. The screen at Figure 36 is generated by selecting the SBA option on the Main Menu screen, then selecting SBA Confirmation from the dropdown arrow.

183. After the SBA data have been exported to **CXC**, the data are processed and re-posted in the ORS in report form for review by the Centres. The User should generate the report 'CXC Final SBA Scores' and compare the marks in the report with the SBA marks contained in the Centre's records. If the marks are the same, the User should select 'Yes'; if there are discrepancies between the marks, the User should select 'No'. SBA Confirmation should be done on a subject by subject basis. Any discrepancies in the marks in the ORS report and those in the Centre's records should be brought to the attention of the Local Registrar.

Practical Data Capture**Figure 37**

184. The screen at Figure 37 is generated by selecting the SBA option on the Main Menu screen, then selecting Practical Data Capture from the dropdown arrow. It is used to capture the candidates' marks for the practical examination for selected subjects. Currently, only the marks for the Theatre Arts practical examination are sent through the ORS.

Forward SBA to Ministry**Figure 38**

185. Figure 38 is generated by selecting the Import/Export option on the Main Menu screen, then selecting Forward SBA from the dropdown arrow. This functionality allows a Centre to forward the SBA data to the Ministry. The Ministry is then able to forward the SBA data to **CXC**.

186. When the data file has been forwarded to Ministry, the Ministry Users would be able to view it; when it has been forwarded to **CXC**, the **CXC** Users would be able to view the data. Once the data file has been flagged as forwarded to Ministry, the Centre would not be

able to edit or recall it. If the Ministry rejects the SBA data file, the flag would be removed and the Centre would be able to edit it.

187. When the **Forward SBA** button is clicked, the User would be prompted with the question “*You are about to forward the SBA data to the Ministry, Are you sure?*” If ‘Yes’ is selected, the system will start processing the request.

188. An Alert is placed on the Centre’s Main Menu screen informing when the SBA data file was forwarded by the Ministry to **CXC** or if the file was rejected by the Ministry.

REPORT MENU OPTION

SBA-RELATED REPORTS

CXC Final SBA Scores

189. This report shows the SBA marks awarded by the Centre to the candidates. The marks are not moderated.

Order of Merit

190. This report gives the ranking of the candidates in the class and the estimated grade likely to be achieved by each candidate in the various subjects.

Candidates Who did not Submit SBA

191. This report provides a listing of candidates who did not submit SBA.

Candidates with Zero Scores/Candidates with Late SBA Scores/Candidates with No SBA but have Scores

192. These reports list the scores received by candidates under the various report heads.

Candidates Without Rank or Grade

193. This report shows a list of candidates for whom a class ranking or an estimated grade was not provided.

Candidates Without Scores

194. This report gives a list of candidates for whom SBA marks have not been submitted.

SBA Confirmation

195. This report shows whether the Centre has generated the SBA Confirmation reports.

SBA Declaration Form/SBA Declaration Form Page 2

196. These reports show the SBA Declaration Form completed by the Principal of the Centre.

SBA Forward Status/SBA Forward Status – CXC to Action/SBA Forward Status – to be Forwarded

197. These reports show the dates when SBA data-entry began, when and if the data were forwarded to the Ministry and to **CXC**, and whether **CXC** has taken action on the data.

SBA Samples

198. This report provides the listing of candidates for whom samples have been requested.

SBA Scores/SBA Scores by Total

199. These reports show the SBA marks submitted by the Centre on behalf of the candidates.

Subjects for which to Submit Samples

200. This report shows the list of subjects for which SBA samples should be submitted.

CCSLC Module 1 Samples/CCSLC Module 2 Samples/CCSLC Module 4 Samples/CCSLC Module 5 Samples

201. These reports give the listing of samples for the various Modules.

PART C: QUERIES AND REVIEWS MODULE

Processing a Query/Review

202. All queries and reviews relating to examination results must be done through the ORS within the time-frame set by the Ministry. Only a User carrying the Super User or Teacher status at the Centre can lodge queries and reviews in the ORS.

203. When the User selects the Query/Review option on the Main Menu screen, the screen at Figure 39 is displayed:

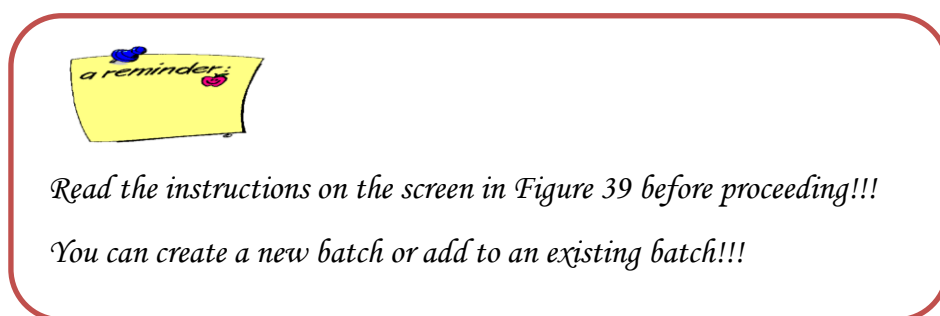
Registration Generate Sequence Numbers Import/Export SBA Report Query/Review Logout

Queries and Reviews

Please select a query type/ review and then select a batch number to add candidates for queries or reviews. Initially, select a new batch under Batch No. to commence the process, then click search. Once a batch is created you may select it to add more candidates to it.

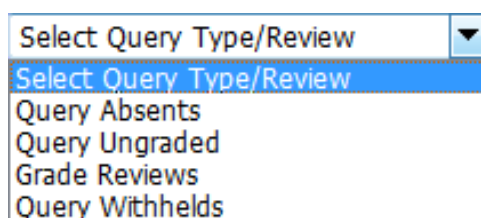
Period 2011 JUNE CSEC	Centre Code 100075	Class 	Sequence No.
First Name 	Last Name 	Subject Select Subject	
Select Query Type/Review Select Query Type/Review	Batch No. 	Search	

Figure 39

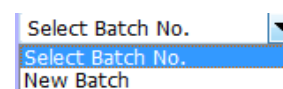


204. If the candidate's name is available, you can search by **First Name**, **Last Name** or both by keying the information in the appropriate fields.

205. Select the **Query Type/Review** by clicking on the dropdown arrow and select the required option from the list.



206. Select the batch number by clicking on the drop down arrow. Select the **New Batch** option if you are creating a new batch. If the batch already exists, select the **Batch Id.** number from the list.



NB: The batch number is auto generated, therefore the first batch may not necessarily be batch one. Also, the sequence will not necessarily be in consecutive order.

207. Click the button.

208. A screen similar to the one in Figure 40 is displayed.

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

Queries and Reviews

Please select a query type/ review and then select a batch number to add candidates for queries or reviews. Initially, select a new batch under Batch No. to commence the process, then click search. Once a batch is created you may select it to add more candidates to it.

Period:
 Centre Code:
 Class:
 Sequence No.:

First Name:
 Last Name:
 Subject:

Select Query Type/Review:
 Batch No.:

Batched Candidates

No Candidates Available

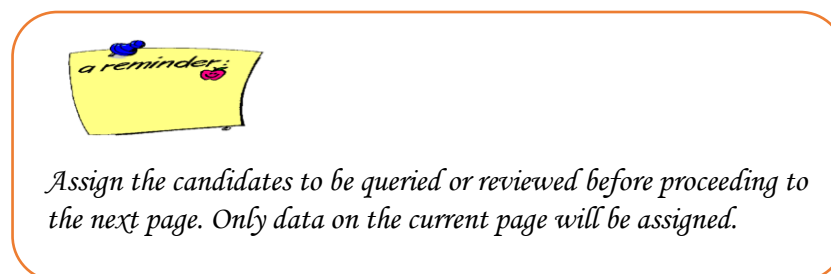
Available Candidates

Batch Id	Candno	First Name	Last Name	Subject	Grade	Query	Select
	1000750032	OLUWAFUNKE	BAYESHEA	MATHEMATICS GENERAL III			<input type="checkbox"/>
	1000750040	ROMARIO	BLAIR	MATHEMATICS GENERAL I			<input type="checkbox"/>

Figure 40

209. Select the candidate from the listing to be added to the batch by clicking the ☐ checkbox.

210. Key the nature of the query/review in the **Query** column.



211. Note that all candidates will not necessarily be displayed on the current page. To display the additional candidates click on the page numbers as seen at **4** in Figure 41 below.

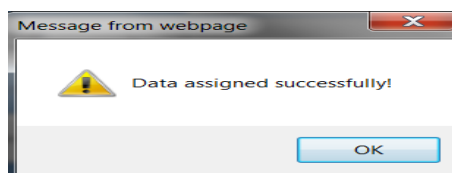
212. Scroll to the bottom of the screen and click the button.

1000750180	O'NEIL	MCNEIL	ENGLISH A GENERAL	II	<input type="checkbox"/>
------------	--------	--------	-------------------	----	--------------------------

1 2 3 4 5 6 7 8 9 10 ... **4**

Figure 41

213. On selection of the **Assign** button the following message is shown:



214. Select **OK** to continue.

215. You will notice that the candidates that were assigned are now listed at the top of the form. The number of candidates within the batch is also reported; see Figure 42 below.

Queries and Reviews

Please select a query type/ review and then select a batch number to add candidates for queries or reviews. Initially, select a new batch under Batch No. to commence the process, then click search. Once a batch is created you may select it to add more candidates to it.

Period: 2011 JUNE CSEC
 Centre Code: 100075
 Class:
 Sequence No.:
 First Name:
 Last Name:
 Subject: Select Subject
 Select Query Type/Review: Grade Reviews
 Batch No.: 31
 Search

Batched Candidates 2 record(s) found
 Forwarded to Ministry: No Forwarded to CXC: No ePayment: No Amount: \$100.00 Paid: No (Local fees may be applicable)

Batch Id	Candno	First Name	Last Name	Subject	Grade	Query	CXC Response	Select
1 31	1000750040	ROMARIO	BLAIR	MATHEMATICS GENERAL	I	Receive Profile grades A and C and an overall grade of 3		<input type="checkbox"/>
2 31	1000750059	ROMANO	BRADY	MATHEMATICS GENERAL	IV	Receive Profile grades A and A and an overall grade of 2		<input type="checkbox"/>

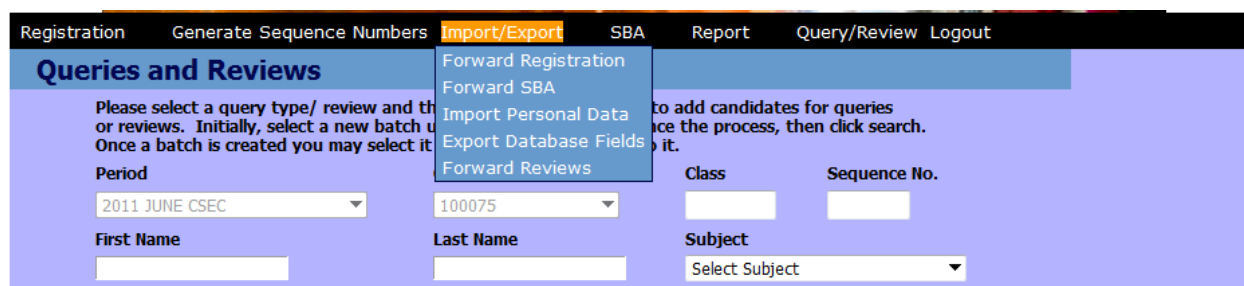
Unassign Save Make Payment

Figure 42

216. If any changes are made to the **Query** column you need to select **Save**.

217. You can remove any candidate from the assigned list by clicking the ☐ checkbox and then select the **Unassign** button.

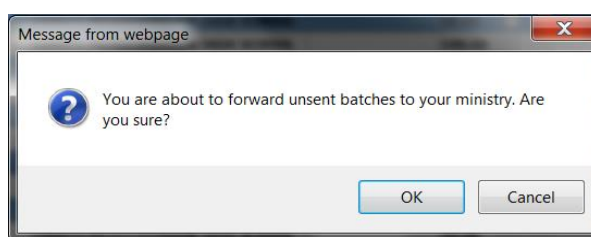
218. You have the option to forward the Queries/Reviews at this time. However, if more queries are to be added just remember to Save and you can return to this screen at a later time and select the existing batch from the list. If a batch has already been forwarded to **CXC**, a new batch (and batch number) must be generated.

Export Queries/Reviews**Figure 43**

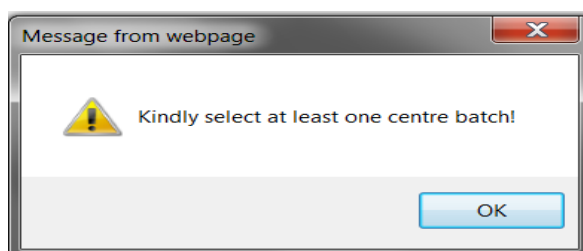
219. In order to forward Queries/Reviews to **CXC**, the User should select the **Import/Export** tab on the Main Menu screen then select **Forward Reviews** as per Figure 43.

220. The data files forwarded by Centres will be sent directly to **CXC**, thus bypassing the intervention of the Ministry.

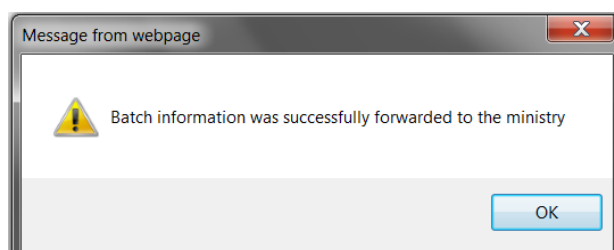
221. The following message below is shown. Select **OK** to continue.



222. If no batches are selected, the following message below is shown. Select **OK** to continue.



223. Once a batch has been selected and forwarded, the following message below is shown. Select **OK** to continue.



224. From the Main Menu, select the **Logout** tab to close the application.

REPORT MENU

QUERIES AND REVIEWS/RESULTS AND AWARDS-RELATED REPORTS

Query – Forward Status

225. This report shows the status of reviews forwarded/not forwarded to **CXC**.

Query – List of Batch

226. This report shows the reviews submitted by each candidate and **CXC**'s response on the outcome of the reviews.

Query – List of Batch by Date

227. This report shows all the reviews requested by date received.

Awards – Associate Degrees Not Chosen/Associate Degrees Not Qualified For

228. These reports list the Associate Degrees not chosen by candidates or candidates not qualified for Associate Degrees chosen.

Awards – Completed Requests/Awards - Paid Requests/Awards – Requests/Awards – Requests With Responses

229. These reports give the status of requests for awards.

Results – Broad Sheets

230. This report gives the examination results of all candidates.

Results – Centre Grade Summary by Subject

231. This report gives a summary of grades by gender. It also shows the number of candidates that was registered for the subject and the number who wrote the examination.

Awards – Centre Merit Order by Subject

232. This report gives the top 10 candidates in each subject at the centre.

Results – Centre Profile Grade Summary

233. This report gives a summary of the profile by subject.

Results – Pre-slips

234. This report shows the pre-slip of each candidate.

PART D: MINISTRY MODULE

FOR MINISTRY USERS (Only)

Forward Registration Files by Ministry to CXC

Forward Registration Files

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
010004 - CHRIST CHURCH FOUNDATION	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
010006 - CONNORWARE	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
010012 - GRAYDON SALLY SECONDARY	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
010014 - HARRISON GRIMORE	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
010016 - THE LODGE SCHOOL	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
010024 - QUEEN'S GRIMORE	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
010030 - THE ST MICHAEL SCHOOL	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
010034 - SPRINGER MEMORIAL SEC	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
010101 - BARBADOS OULEVEL INS.	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
010102 - BARBADOS PRIVATE I	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
010103 - CH CH FOUNDATION SCH	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
010106 - SPRINGER MEMORIAL TERTIARY	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
010107 - H. M. PRISONS	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
010108 - QUALITY CONTROL & CAPTIV SVCS	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
010110 - QUEEN'S COAL CONT EDUC PROGRAM	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve
010111 - EDWARDS BELLEVILLE GRAM SCH	Forwarded to CXC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approve

Forward & Exported Files Reject Registration Files Recall Files Update Close

Caribbean Examinations Council © 2012

Figure 44

235. The screen at Figure 44 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.

236. 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 recalled file may then be recalled by the Centre. Recalling of files by the Ministry can only be done before the official registration cut-off 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.**

237. 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.

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

Set-up Cutoff Dates by Ministry

Forward Cut Offs Logs Report Logout

Period Setup

Select Year
Select year ▼

Exam Period	Type	Registration	Amendment	Type	SBA	Queries/Reviews
2012 CAPE	Cut Off	01/01/2012	31/01/2012	Start	09/01/2012	09/08/2012
	Late	15/03/2012	14/04/2012	Cut Off	31/05/2012	08/09/2012
2012 CCSLC	Cut Off	16/02/2012	16/03/2012	Start	09/01/2012	16/08/2012
	Late	23/05/2012	23/05/2012	Cut Off	30/05/2012	08/09/2012
2012 JANUARY CSEC	Cut Off	01/11/2011	07/11/2011	Start	31/10/2009	03/03/2012
	Late	31/01/2012	31/01/2012	Cut Off	31/10/2009	28/03/2012
2012 JUNE CSEC	Cut Off	01/01/2012	31/01/2012	Start	09/01/2012	13/08/2012
	Late	15/03/2012	14/04/2012	Cut Off	30/04/2012	08/09/2012
2013 BSSEE	Cut Off	26/04/2013	26/04/2013	Start	19/01/2013	16/08/2013
	Late	23/05/2013	23/05/2013	Cut Off	30/05/2013	08/09/2013
2013 CAPE	Cut Off	01/01/2013	31/01/2013	Start	19/01/2013	09/08/2013
	Late	15/03/2013	31/07/2013	Cut Off	31/05/2013	08/09/2013
2013 CCSLC	Cut Off	16/08/2013	16/09/2013	Start	19/02/2013	16/08/2013
	Late	23/09/2013	23/09/2013	Cut Off	30/05/2013	08/09/2013
2013 JANUARY CSEC	Cut Off	03/11/2012	07/11/2012	Start	31/10/2009	25/02/2013
	Late	31/01/2013	31/01/2013	Cut Off	31/10/2009	22/03/2013
2013 JUNE CSEC	Cut Off	31/07/2013	31/07/2013	Start	19/01/2013	13/08/2013
	Late	15/07/2013	31/07/2013	Cut Off	30/04/2013	08/09/2013
2014 CAPE	Cut Off	01/01/2014	31/01/2014	Start	19/01/2014	09/08/2014
	Late	15/03/2014	31/07/2014	Cut Off	30/06/2014	08/09/2014

1 2

Save Close

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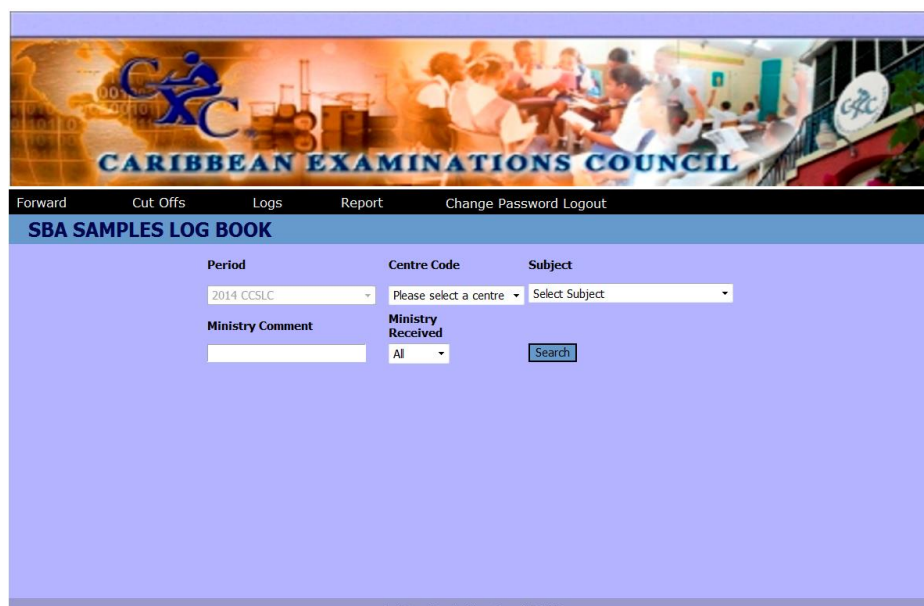
Number of users: 2 Current number of users: 1

Figure 45

239. The screen at Figure 45 allows the User at the Ministry to set up the cut off dates by which Centres should submit data files for Registration, Amendment, SBA and Queries/Reviews. The screen is reached from the Cut Off option on the Main Menu screen then selecting Setup from the dropdown arrow.

240. The dates that the Ministry sets up should be dates earlier than the official deadline dates given by CXC. The dates should allow the Ministry adequate time to receive, review and export the files to CXC. Consideration must also be given for time needed to re-submit data files by Centres if rejected by the Ministry.

Tracking SBA Samples Received by Ministry



The screenshot displays the 'SBA SAMPLES LOG BOOK' interface. At the top, there is a banner for the Caribbean Examinations Council (CXC) featuring a globe and students. Below the banner is a navigation bar with links: Forward, Cut Offs, Logs, Report, Change Password, and Logout. The main section is titled 'SBA SAMPLES LOG BOOK' and contains several input fields and a search button. The fields are organized into three columns: Period, Centre Code, and Subject. The Period field has a dropdown menu showing '2014 CCSLC'. The Centre Code field has a dropdown menu with the text 'Please select a centre'. The Subject field has a dropdown menu with the text 'Select Subject'. Below these fields is a 'Ministry Comment' field, which is a text input area. To the right of the Ministry Comment field is a 'Ministry Received' dropdown menu with 'All' selected. A 'Search' button is located to the right of the Ministry Received dropdown. At the bottom of the page, there is a small copyright notice: 'Caribbean Examinations Council © 2013'.

Figure 46

241. The Ministry can track the receipt of SBA samples from centres through the use of the Logs option on the Main Menu screen at Figure 46. The tracking is done at the centre and subject levels, therefore, a specific centre and subject must be selected from the **Centre Code** field and the **Subject** field, respectively. The User must indicate whether the samples from the centre were received in the **Ministry Received** field. The **Ministry Comment** field allows the User to key any comment relating to the samples submitted by the Centre.