ONLINE REGISTRATION SYSTEM (ORS)

Manual for the Centre User

2013

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4 December 2013

INTRODUCTION

1. The User Manual provides information on the operations of the Online Registration System (ORS) application from the perspective of the end User. It is divided into four main Parts A, B and C. 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. **CPEA**® – Caribbean Primary Exit Assessment

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

   vii. **Candidate number** – a 10-digit number assigned to a candidate at each sitting. The number may vary from sitting.

   viii. **CVQ candidate number** – a 16-digit number assigned to a candidate on first time registration for CVQ offerings.

   ix. **SBA –** School Based Assessment

   x. **ORS –** Online Registration System

   xi. **"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

   xii. **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)

xiii. **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

xiv. **Ministry** – the Local Registrar's Office

xv. **Private examination Centre** – an examination Centre that is not recognised by the Council as a school or full-time educational institution

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

xvii. **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 ! @ # % & (+.

xviii. **UCN** – Unique Candidate Number. It is an eleven digit number: digits 1-4 represent the year in which the UCN was first issued and digits 5-ll are randomly generated numbers

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

xx. **USAID** – United States Agency for International Development

xxi. **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 Internet Explorer 6 (or later versions), Mozilla Firefox or Google Chrome. 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		Yes	Yes	Yes	Yes	Yes
Query/Review		--	--	--	Yes	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** - Batch entry, SBA/Practical Data Capture, Teacher Assignment for SBA, key Queries/Reviews;

   v.   **Super User** - Interface within all the areas of the ORS except Add Users and set-up the Local Fees Maintenance.

   vi. **Administrator** – Add Users and set-up the Local Fees Maintenance.

Accessing the ORS

7.   The steps listed below should be followed.

   i.   Connect to Internet

   ii. Type the URL as follows: https://ors.cxc.org/

Figure A

8.   Figure A 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 B below will be presented.

Figure B

10.   From Figure B, 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 – CSEC and CAPE

13.   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 1

14.   The screen at Figure 1 allows the User to register a candidate in the system. To get to this screen, select the Registration option from the Main Menu screen then select Register Candidate from the dropdown arrow.

15.   The Period, Centre Code, Sequence No. and Candidate # fields are locked by the system and cannot be amended by the User; the other fields are pre-filled or blanked on login. The Sequence No. and Candidate # fields are not assigned until the Generate Sequence Number option has been activated.

Registering a New Candidate – CSEC and CAPE

16.   The New checkbox is checked (√) by default on the assumption that the candidate being entered is *New*, that is, taking CXC's examinations for the first time or has written examinations before 2004.

17.   When registering a New candidate, the personal details must first be completed on the Register Candidate screen. The fields that should be completed are: First Name, Middle Name, Last Name, Date of Birth and Gender. Other fields such as Form (applicable to CCSLC candidates), Class (applicable to CSEC and CAPE candidates), Comments 1-3, Cell Phone Number and Email should be completed as appropriate by the User. After the candidate's personal details and other fields have been saved, the Subjects should be assigned to the candidate. When the subjects have been assigned, the Fees section may then be completed.

i.   First Name – the first name of the candidate should be keyed in this field. Where possible, avoid using initials. If the candidate does not have a first name, the field may be left blank.

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

iv.   Date of Birth – this field MUST be completed. 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). No entry should be made in the Age field since the system automatically inputs the age of the candidate once the Date of Birth field is entered correctly. 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.

vi.   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'.

vii.   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'.

viii.   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.

ix.   Phone Number and Email – these fields are optional and may be used to capture the candidate's phone number and email address in the event of a need to contact the candidate or verify the candidate's authenticity.

x.   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 81-82.

xi.   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 82.

18.   The Previous Period field and the Previous Candidate # field are disabled when a candidate is being registered as a New candidate.

19.   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. This prompting will only occur if the candidate's personal details (name, date-of-birth and gender) match those in the database. A modal box similar to the one at Figure 2 below 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 Reject button must be chosen.

The following matching candidates were found in the database. Please select the record that belongs to the candidate being registered. If none of the registration records belong to the candidate, select "None of the above."

School	Period	Candidate #	Last Name	First Name	Middle Name	Date Of Birth	Gender	Select
030014	2007 CAPE	0300140142	BROWNE	JOHN		12/06/1994	M	SELECT
030044	2007 CAPE	0300440075	BROWNE	JOHN		12/06/1994	M	SELECT

REJECT

Figure 2

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20.   The User should be satisfied that the candidate is not one of those highlighted in the database before selecting the **Reject** button.   If the User selects the **Reject** button, the modal box would be closed and the User returned to the Register Candidate screen.
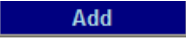
Registering a Candidate from a Previous Sitting – CSEC and CAPE

21.   The New checkbox (√) MUST be unchecked if the User:

   i.   is aware that the candidate has written CXC's examinations before (regardless of the level or type) and has the candidate's previous registration data such as the name, date of birth and gender, and if available, the candidate's previous registration number and the period when the examinations were written;

   ii.   wants to search the ORS database to find out if the candidate has written examinations before.

22.   When the **New** checkbox is unchecked, a **Search** button to the right of the screen appears.

23.   The First Name, Last Name, Date of Birth and Gender fields should be completed. The Search button should be clicked to activate the look up for the candidate.

24.   If matching candidate's data are found, the User would be shown a modal box something similar to Figure 2.
f
25.   The User should select the most recent of the matching records (preferably May-June) by clicking on the **Select** button. This action would cause the modal box to close and the User returned to the Register Candidate screen. If the User selects registration data from an earlier sitting, the candidate details (first name, middle name, last name, date of birth, gender) entered during the search selection would be over-written by the selected registration data. In addition, the previous period and candidate # fields would automatically be populated with the data from the previous examination sitting.

26.   The Previous Period field is tied to the Previous Candidate # field and refers to the particular sitting where the candidate wrote examinations and was issued the candidate number shown in the Previous Candidate # field.

27.   The database contains data relating to the previous periods available for CAPE and CSEC from 2004 to the present period. Data prior to 2004 are not available in the ORS, thus, candidates who wrote examinations prior to 2004 must be registered as New, that is, the New checkbox should remain checked. In the case of CCSLC examinations, the database contains previous data from the first sitting in 2007 to the present.

28.   CXC has integrated its entire database, from CPEA to CAPE. For example, a candidate who wrote CCSLC examinations in 2012 and attempts to register for CSEC examinations in 2014, 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.**

29.   A UCN is generated automatically and appears on the screen after the candidate's record has been saved. 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 records of candidates from one sitting to another and from one level to another.

30.   The **Save** button saves the data entered into the system and displays a confirmation message – ***Candidate data have been saved!***. An 11-digit UCN is created on the activation of the Save button. The Subjects button would be enabled after the candidate's personal data have been saved.

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

32.   The **Subjects** button displays the Candidate Subjects – more on this topic is given in the next section of this manual. After keying subject details, the Fees and other buttons are enabled on the Register Candidate screen.

33.   The **Fees** button displays the Candidate Fees – this topic is addressed later in this manual.

34.   The **Delete** button removes a candidate from the system.

35.   The **Close** button exits the page or screen.

36.   The Preview button displays the candidate's Subjects Registered Report.

37.   The Amendment History button shows all the amendments that were made for a candidate after the registration cut-off date.

Registering a New Candidate – CCSLC

38.   When the User selects Register Candidate from the Registration dropdown arrow on the Main Menu screen, the screen at Figure 3 is presented.

Figure 3

39.   When the New Candidate radio button is selected, the screen at Figure 4 appears (without the data shown).

Figure 4

40.   The User is required to complete the relevant details for the candidate: First Name, Middle Name/Initial (if applicable), Last Name, Date of Birth and Gender. Once OK has been clicked, the User is presented with the screen at Figure 6.

Figure 6

41.   The User can complete additional fields such as Cell Phone, Form, and Comments 1-3. The Preview Result and Preview Registration Details are checked on login – see paragraphs 81-82 for further details. Once the Save button has been selected, the User is presented with Figure 7.

Figure 7

42.   At this point, the User is able to select Subject to add subjects, Preview to view data keyed or Add which allows another candidate to be registered.

Registering a Candidate from a Previous Sitting – CCSLC

43.   When a candidate who has written CXC examinations before is being registered, the User must select Former Candidate in Figure 3 above. The screen at Figure 8 appears.

Figure 8

44.   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.

45.   In Figure 8, the search was made on a candidate number and Last Name. 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 candidate with this number
   iii. 16-digit CVQ number – this would search for the one candidate with this number.

46.   If the search is made on personal details only, ALL the candidates in the database with matching (similar) personal details will be shown.

47.   The search results from Figure 8 display the modal box shown in Figure 9.

Figure 9

48.   The User should decide whether to Select a candidate from the list or to Cancel 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 10A will be presented. If the User chooses the Cancel button, the search criteria could be refined or the candidate should be registered as a **New** candidate.
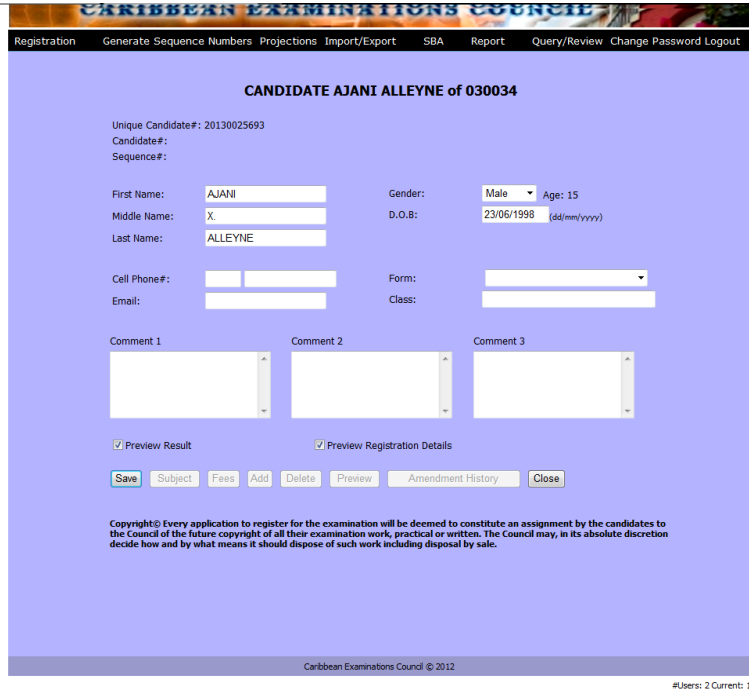
Figure 10A

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

Candidates Enrolling in the USAID Second Chance Programme

50.	The User, when enrolling candidates under the USAID Second Chance Programme, will be presented with a screen similar to the one at 10B. The enrolling process is similar to registering a candidate except that subjects are NOT chosen for the candidate.

51.	The **only difference** between the screen at 10B and 10A is that the former contains nine (9) 'At-Risk' characteristics from which the User must choose one or more for each candidate.

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Figure 10B

Add Candidate Subjects

Figure 11

52.   The screen at Figure 11 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 11.

53.   In adding a subject to a candidate's record at Figure 11, the User is presented with various fields that should be checked as appropriate.
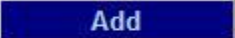
- **Select** – this checkbox must be checked for all subjects the candidate intends to take.

- **SBA** – this checkbox must be checked for those candidates who will be completing SBA work in the subject.

- **Resit** – this checkbox is used to indicate those candidates who choose to reuse their previously gained moderated SBA marks. It has nothing to do with the re-use of SBA marks. This would be disabled for a NEW candidate.

- **Alternative** – this checkbox is used to indicate 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 would 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 Repeat non-SBA subjects. This option would 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 is limited to seven subjects in CAPE.

- **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 4 and 5** – are optional fields used to store any data required by the Centre or by the Ministry.

54.   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 because the third option, the Reflective Journal, is compulsory.

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

56.   The [Save] 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.

57.   The [Add] 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.

58.   The [Close] button exits the Candidate Subjects screen without saving any information.

Edit Candidate's Personal Details

Figure 12

59.   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 12. 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 13. The User should select the appropriate candidate from the list.
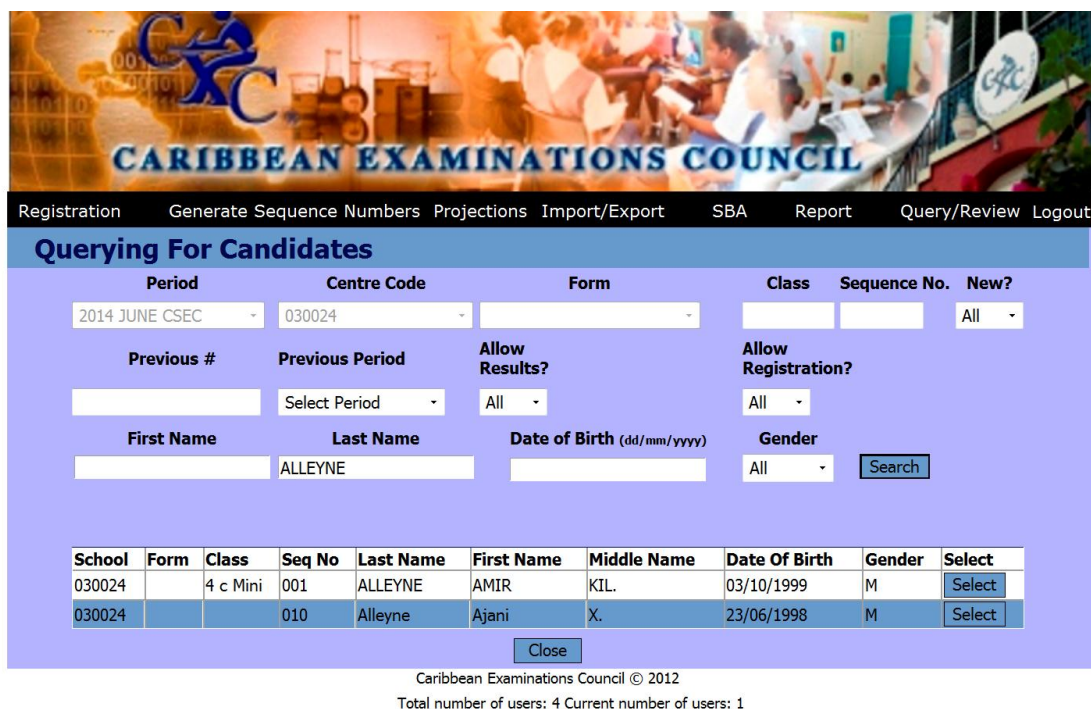
Figure 13

60.   Once the candidate has been selected, a screen similar to Figure 14 is presented. This screen allows the User to edit a candidate's record in the system. The fields such as Period and Centre Code are locked by the system and cannot be edited; all other fields may be edited. The [Save] button must be selected once the candidate's record has been amended. Remember, the confirmation message '***Candidate data have been saved!'*** must be displayed when the Save button is selected.
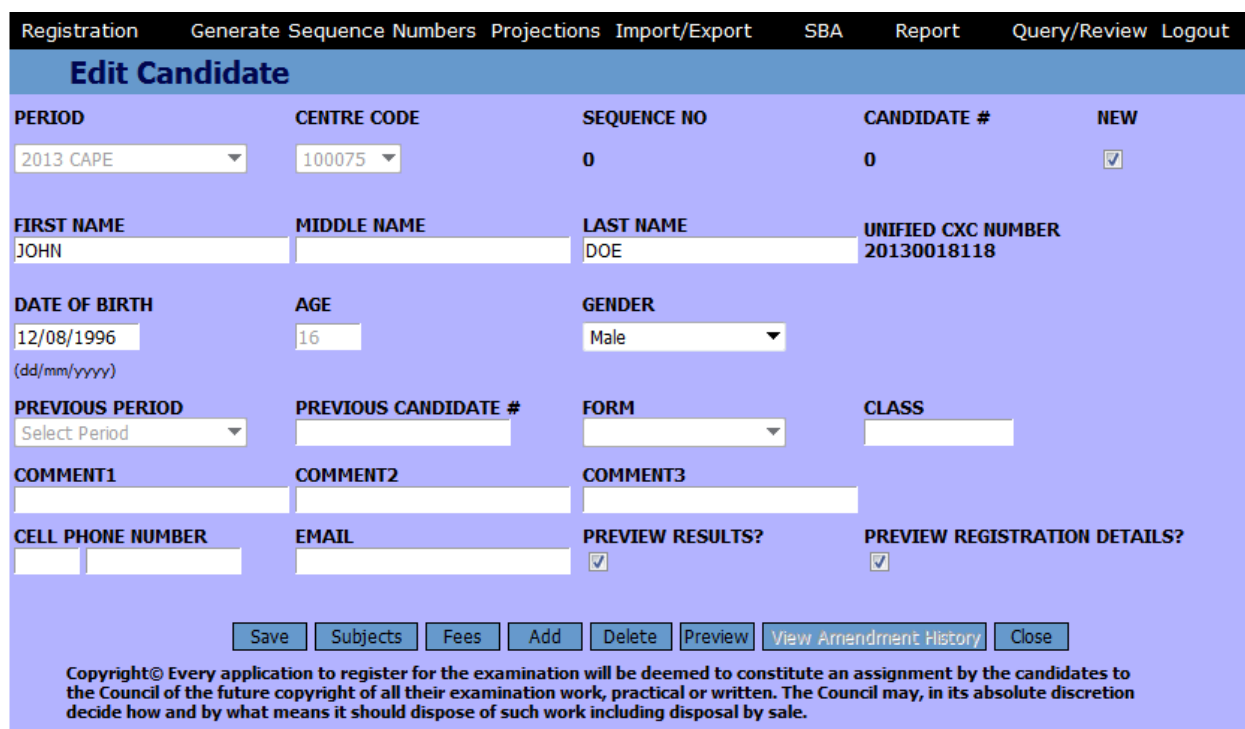
Figure 14

Edit Candidate's Subjects

Candidate Subjects

Candidate Centre	Sequence No.	Candidate Name	Date of Birth	Gender
100075	0	JANE, MARY	12/04/1996	F

Candidate's Subjects

Subject	SBA	Resit	Alternative	Repeated	Self-Tutored	Transfer From U1	Transfer From U2	Teacher	Options	Year		
OFFICE ADMINISTRATION GENERAL	☑	☐	☐	☐	☐	☐	☐				Edit	Delete
PHYSICS GENERAL	☑	■	■	■	■	■	■				Edit	Delete
PRINCIPLES OF BUSINESS GENERAL	☑	☐	☐	☐	☐	☐	☐				Edit	Delete
RELIGIOUS EDUCATION GENERAL	☑	■	■	■	■	■	■		CHRISTIANITY		Edit	Delete
SPANISH GENERAL	☐	☐	☐	☐	☐	☐	☐				Edit	Delete

[Add Subject] [Save] [View Amendment History] [Close]

Figure 15

61.   The screen at Figure 15 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.

62.   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.

63.   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.

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

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

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

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

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

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

70.   **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

71.   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 16 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.

Figure 16

72.   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 16. This facility is only available at the CAPE sitting.

Querying for Candidates

Figure 17

73.   The screen at Figure 17 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).

74.   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.

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

76.   The result of the search in Figure 17 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.

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

78.   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.

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

View Candidate Details

Figure 18

80.   When the User selects the View Candidate Details from the Registration dropdown arrow on the Main Menu screen, the screen at Figure 18 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

81.   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.

82.   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**

[   ]   [   ]   [Search] [Reset]

Available Candidates

No Candidates Available

[Add] [Close]

* 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	☑	☑	☐	☐	☐	☐	☐	☐	▾		☐

[Delete] [Close]

[Add]   [Cancel]

Subject

BIOLOGY (G)

Registered Candidates

Last Name	First Name	Date Of Birth	Gender	New	Resit	Alt	Repeat	Transfer	Year	Comment	☐ Select
APPLEWHITE	LAURA	22/03/1992	F	✓	☐	☐	☐	☐	▾		☐
BRASS	JIM	29/05/1992	M	✓	☐	☐	☐	☐	▾		☐
SANDERS	GREG	31/12/1991	M	✓	☐	☐	☐	☐	▾		☐
STOKES	NICK	19/01/1992	M	✓	☐	☐	☐	☐	▾		☐

Delete   **Close**

Figure 19

83.   The screen at Figure 19 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.

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

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

86.   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.

87.   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.

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

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

90.   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.

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

92.   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 first row is selected, all of the candidates will be selected for the subject.

93.   Once the Select and Add buttons have been chosen, the candidates' names should be transposed from the Available Candidates table to the Registered Candidates table lower on the same screen.

94.   Under the Registered Candidates table, the buttons shown are [Delete] [Close] .

95.   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 first row will cause all of the registered candidates to be selected for deletion.

96.   The [Close] and [Cancel] buttons are used to exit the screen without saving any information.

97.   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

130.00

Comment 6   Comment 7

Save   Close

Figure 20

98.   The screen at Figure 20 allows the User to maintain the candidates' 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 [Fees] button should be selected.

99.   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.

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

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

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

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

104.   In Figure 12, 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.

105.   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 that 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.

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

107.   Comment 6 and Comment 7 are optional fields and maybe used to store any data required by the Centre or the Ministry.

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

109.   The ⬛ Close ⬛ button should exit the Candidate Fees screen without saving any information.

GENERATE SEQUENCE NUMBERS MENU OPTION

Figure 21

110.   The screen at Figure 21 allows the User to generate the sequence numbers for the candidates.

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

112.   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 CLASS is selected in the Grouping box, the Gender box would be disabled.

113.   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.

114.   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.**

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

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

117.   When the sequence numbers have been generated, a 10-digit candidate number is

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created.

PROJECTIONS MENU OPTION

Figure 22

118.   The screen at Figure 22 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 2014 session, the projections should be made for the 2015 session. Although the provision of estimates facilitates CXC's planning process, the submission of estimates has not been made compulsory.

119.   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.

120.   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.

121.   The [Save] button is used to save the estimate for each individual subject or for the entire Centre.

122.   The [Cancel] button is used to exit the screen without saving any information.

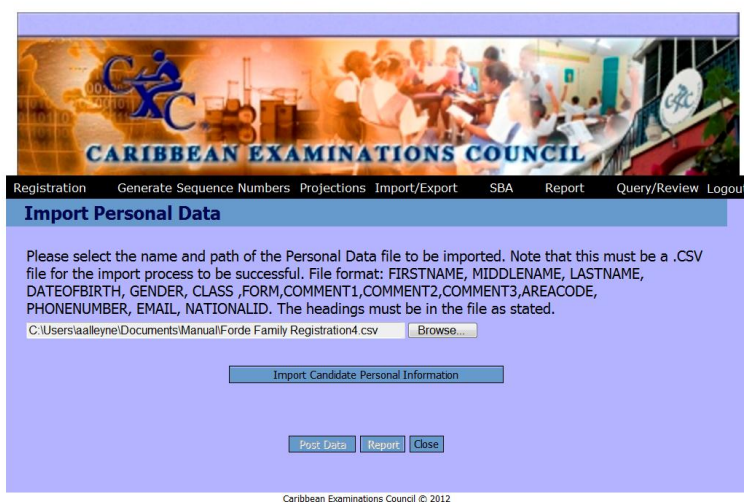## IMPORT/EXPORT MENU OPTION

Import Personal Data

Figure 23

123.   The screen at Figure 23 is used to import the personal data of 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.

124.   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.cvs**   This spreadsheet may be created well in advance of the start of the registration phase.

125.   The file must be created with 14 Columns consisting of:

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

126.   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.

127.   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

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similar to Figure 23 would appear. The Import Candidate Personal Information button must be selected.
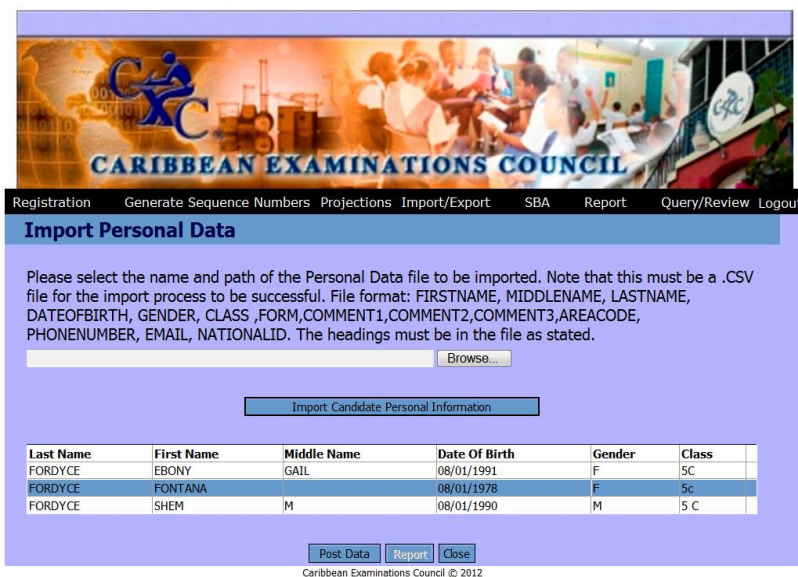

Figure 24

128.   Figure 24 shows a list of the names of the candidates who can be selected for importation into the ORS.

129.   To select 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 have written examinations before, a message would be shown indicating that they are in the database.

130.   *The* 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.

131.   The button is used to complete the transfer process of the information on the .csv file which is selected.

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

Forward Registration Files to Ministry

Figure 25

133.   The screen at Figure 25 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.

134.   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.

135.   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.

136.   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.

137.   The [Cancel] button is used to exit the screen without saving any information.

Forward Registration Amendment Files to Ministry

138.   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 26

139.   The purpose of this function is to permit Centres to export data from the ORS into an Excel spreadsheet. Figure 26 is generated from the Import/Export option on the Main Menu screen, then selecting Export Database Fields from the dropdown arrow.

140.   The Candidate Subject Option Details should be selected in the Choose a Query dropdown box.   The User must select the particular fields from the Available Fields dropdown arrow that are required in the Excel spreadsheet will 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 fields in the Selected Fields box that are not required may be transferred to the Available Fields box by using the arrow (<) or the Clear Fields button.

141.   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 27 appears.

Figure 27

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

REPORTS MENU OPTION
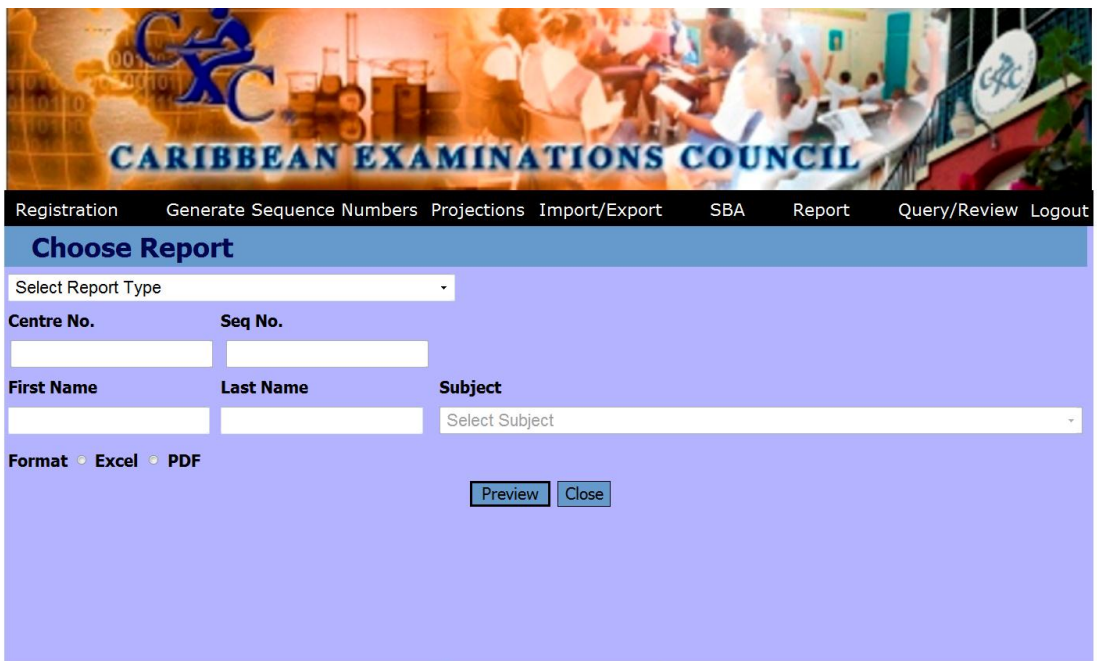
Figure 28

142.   Figure 28 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.

143.   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.

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

REGISTRATION-RELATED REPORTS

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

Allocation of Question Papers to Centres

146.   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 priors 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

147.   These reports provide a detailed listing/summary of all amendments made by the Centre for each candidate.

Candidates Personal Details by Centre/ Candidates Personal Details by Name

148.   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

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

Candidate Timetable

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

Candidates Registered for more than 7 Subjects

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

Candidates with Outstanding Fees

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

Candidates without Fees

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

Candidates without Sequence Numbers

154.   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

155.   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

156.   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

157.   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

158.   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

159.   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

160.   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

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

Late School Entries

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

Candidates with Clashing Subjects

163.   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)

164.   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

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

Option Entries/ Option Entries by School

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

Order of Merit

167.   This report gives the ranking and estimated grades that candidates may achieve in each subject.

Possible Duplicate Candidates

168.   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

169.   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

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

Register of Candidates by Subject Teacher

171.   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

172.   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

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

Subject Registered

174.   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 – Gender and Territory Entries/Gender 2 Territory Entries – Subject and Gender

175.   These reports give a summary of the number of males and females at each Centre.

Territory Entries – Subject and School

176.   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

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

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PART B: SBA AND ORDER OF MERIT MODULE

SBA

178.   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.

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

 i. Teacher Assignment

 ii. SBA Data Capture

 iii. SBA Confirmation

Teacher Assignment

Figure 29

180.   The Teacher Assignment function involves the assignment of teachers to candidates/candidates to teachers 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.

181.   The screen at Figure 29 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

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the teacher will appear as shown. The candidates taught by the teacher should be selected. If more than one teacher is involved, each teacher should be assigned the appropriate candidates.

SBA Data Capture

Figure 30

182.   Figure 30 shows the screen used for capturing SBA marks, the Estimated Rank and the Estimated Grade of the candidates. The User should select the SBA option on the Main Menu screen, then select SBA Data Capture from the dropdown arrow.

183.   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.

184.   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 31.

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Figure 31

SBA Confirmation

Figure 32

185.   The screen at Figure 32 is generated by selecting the SBA option on the Main Menu screen, then selecting SBA Confirmation from the dropdown arrow.

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186.   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 33

187.   The screen at Figure 33 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
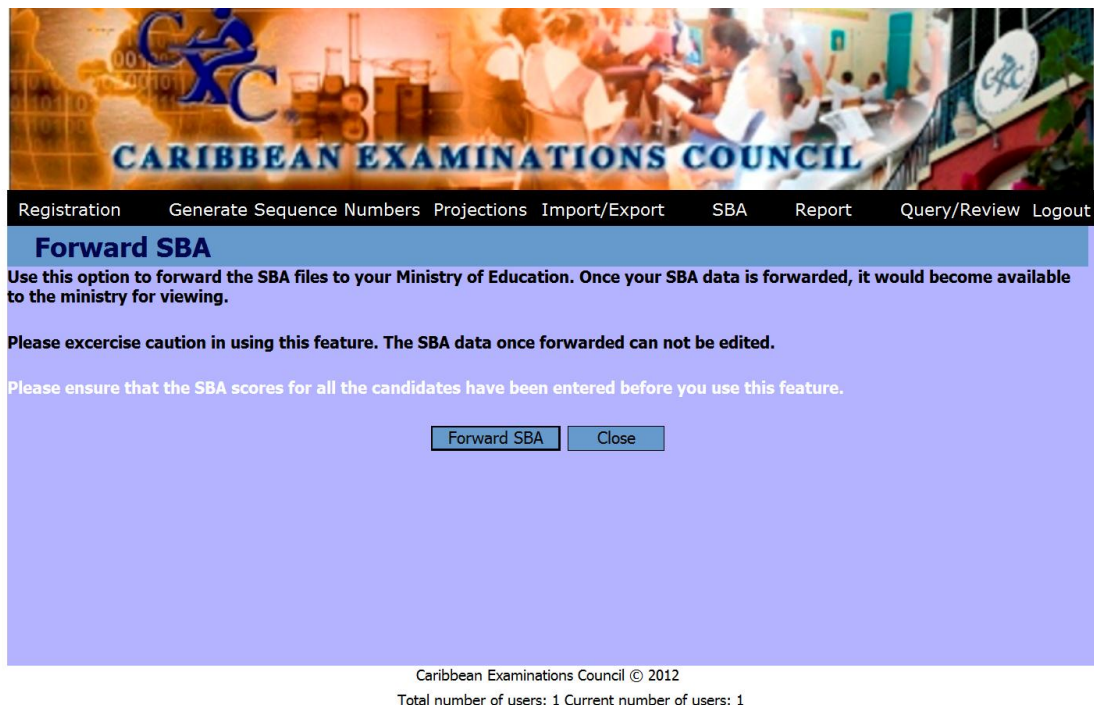
Figure 34

188.   Figure 34 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.

189.   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.

190.   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.

191.   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

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

Order of Merit

193.   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

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

Candidates Without Rank or Grade

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

Candidates Without Scores

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

SBA Confirmation

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

SBA Declaration Form/SBA Declaration Form Page 2

198.   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

199.   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

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

SBA Scores/SBA Scores by Total

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

Subjects for which to Submit Samples

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

PART C: QUERIES AND REVIEWS MODULE

Processing a Query/Review

203.   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.

204.   When the User selects the Query/Review option on the Main Menu screen, the screen at Figure 35 is displayed:

Figure 35

Read the instructions on the screen in Figure 37 before proceeding!!!

You can create a new batch or add to an existing batch!!!

205.   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.

206.   Select the **Query Type/Review** by clicking on the `Select Query Type/Review ▼` dropdown arrow and select the required option from the list.
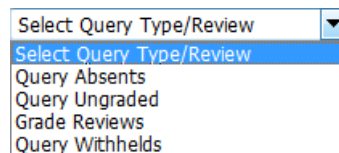
207.   Select the batch number by clicking on the drop down arrow. Select the **New Batch** option if you are creating a new batch. If the batch already exists, select the **Batch Id**. number from the list.
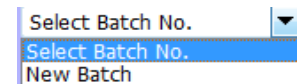
> *NB: The batch number is auto generated, therefore the first batch may not necessarily be batch one. Also, the sequence will not necessarily be in consecutive order.*

208.   Click the `Search` button.

209.   A screen similar to the one in Figure 36 is displayed.

Figure 36

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

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

Assign the candidates to be queried or reviewed before proceeding to the next page. Only data on the current page will be assigned.
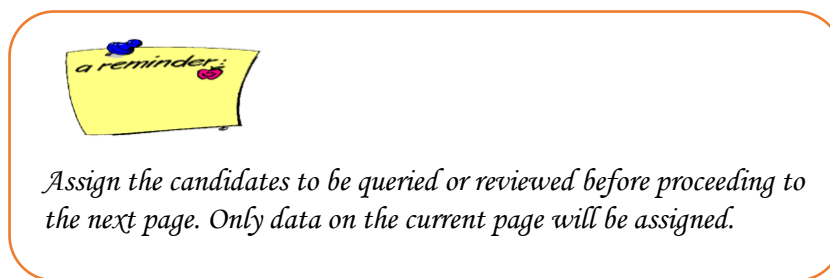
212.   Note that all candidates will not be displayed on the current page. To display the additional candidates click on the page numbers as seen at 4 in Figure 37 below.

213.   Scroll to the bottom of the screen and click the Assign button.

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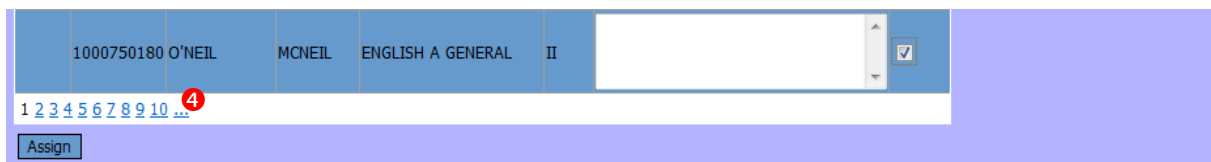
Figure 37

214.   On selection of the **Assign** button the following message is shown:
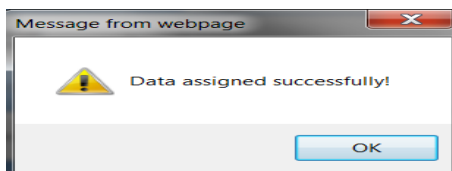
215.   Select **OK** to continue.

216.   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 38 below.
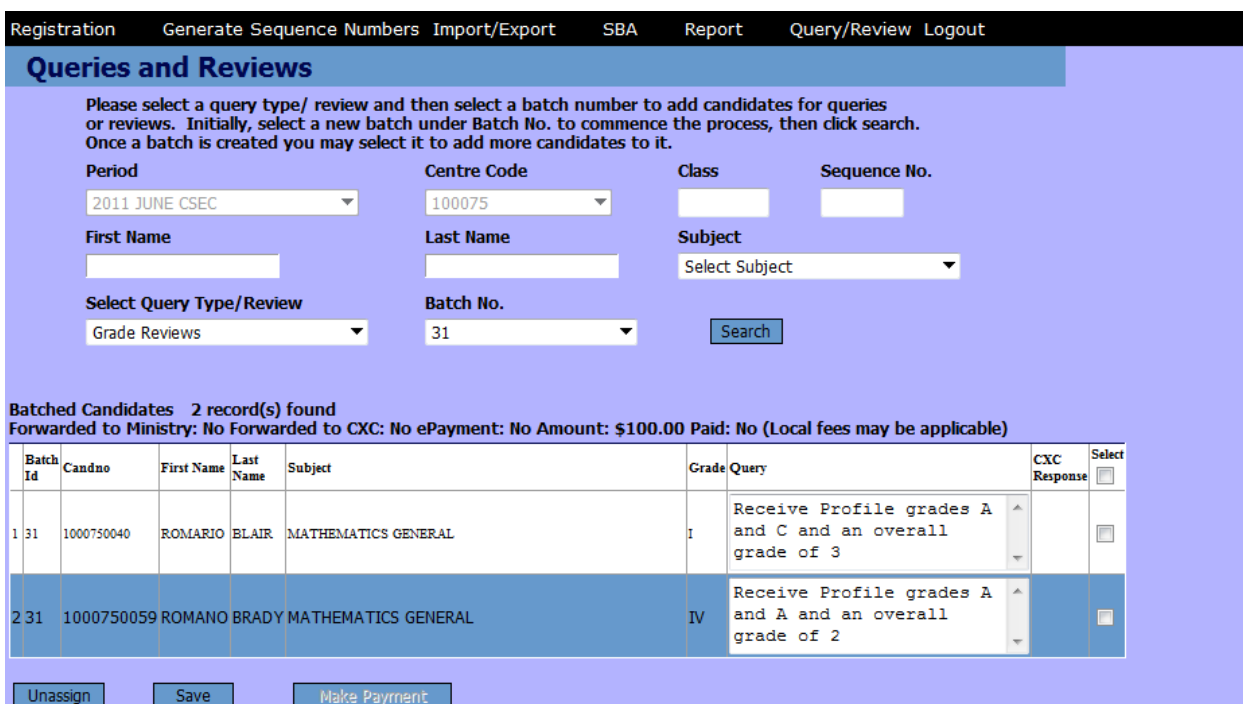
Figure 38

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

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

219.   You have the option to forward the Query/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.

Export Queries/Reviews
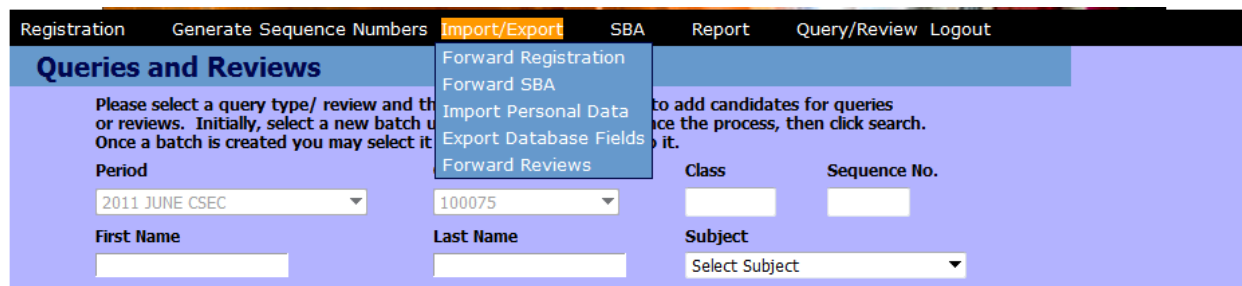
Figure 39

220.   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 39.

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

222.   The following message below is shown. Select **OK** to continue.
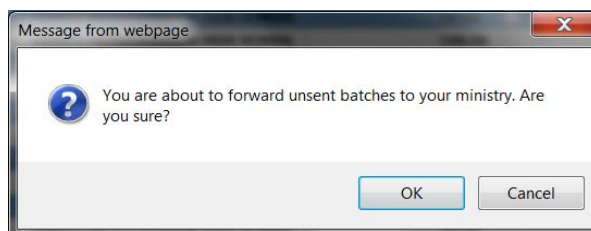
223.   If no batches are selected, the following message below is shown. Select **OK** to continue.
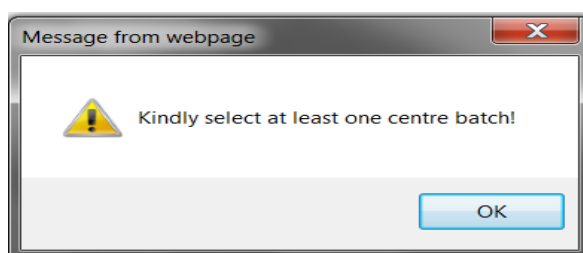
224.   Once a batch has been selected and forwarded, the following message below is shown. Select **OK** to continue.
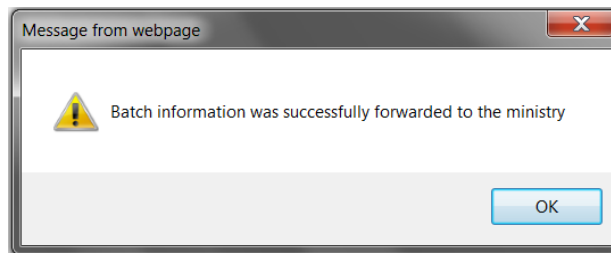
225.   From the main menu, select the Logout tab to close the application.

REPORT MENU

RESULTS/REVIEWS/QUERIES-RELATED REPORTS

Query – Forward Status

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

Query – List of Batch

227.   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

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

Results – Broad Sheets

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

Results – Centre Grade Summary by Subject

230.   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.

Results – Centre Merit Order

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

Results – Centre Profile Grade Summary

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

Results – Preslips

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

PART D: MINISTRY MODULE

FOR MINISTRY USERS *(Only)*

Forward Registration Files by Ministry to CXC

Figure 40

234.   The screen at Figure 40 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.

235.   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**.

236.   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.

237.   The ⬛ Cancel   button is used to exit the screen without saving any
information.

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Set-up Cutoff Dates by Ministry

Figure 41

238.　The screen at Figure 41 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.

239.　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.

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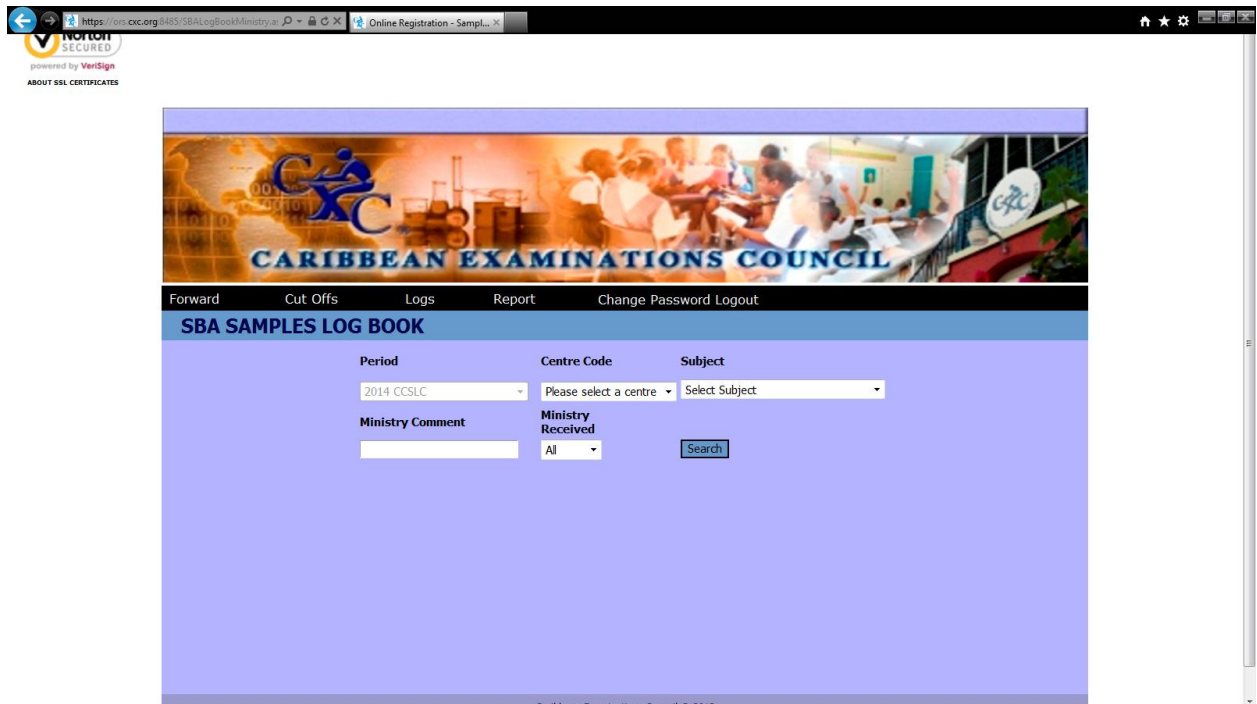## Tracking SBA Samples Received by Ministry

Figure 42

240.   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 42. 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.

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