



CARIBBEAN
EXAMINATIONS
COUNCIL

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CARIBBEAN SECONDARY EDUCATION CERTIFICATE (CSEC®)
CARIBBEAN ADVANCED PROFICIENCY EXAMINATION (CAPE®)
CARIBBEAN CERTIFICATE OF SECONDARY LEVEL COMPETENCE (CCSLC®)

MANUAL FOR SUPERVISORS AND INVIGILATORS

March 2015

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SUMMARY OF REVISIONS IN CURRENT MANUAL

The Manual for Supervisors and Invigilators was last revised in March 2011. In the 2015 manual, some changes have been made to the presentation of topics as well as to the content. The important content changes have been blocked for ease of recognition.

A summary of the content changes is given below.

- (a) Storage of candidates' bags and personal effects – para 12 (f).
- (b) Introduction of electronically marked (e-marked) subject papers – para 18.
- (c) Availability of Report on Question Paper Packing Errors Form - para 24.
- (d) Use of clear self-sealing plastic bags for scripts to be e-marked – para 28 (d)
- (e) Use of structured answer booklets for e-marked subjects – paras 32 (a), 81.
- (f) Discontinuation in use of **CSEC** answer booklets AB2, AB3 and AB6 – para 33.
- (g) Use of Electronic Devices Not Permitted poster – para 50, Appendix IX.
- (h) Candidates writing examinations out-of-centre – para 66.
- (i) Eating in examination room – para 76.
- (j) Packing and despatch of cut-off labels on question paper package – paras 77, 117 and 119.
- (k) Supply of additional stationery for e-marked subject papers – paras 81, 105 (b).
- (l) Specific instructions to issue to candidates before the start of exam – para 82, Appendix X.
- (m) Non-use of fountain pens and gel pens – para 84.
- (n) Candidates should indicate if they have completed a response on a blank page **in examinations where the scripts will be e-marked** – para 89.
- (o) Candidates' rough work – para 92.
- (p) Packing of Script Return Envelopes for multiple choice examinations – para 103 (h).
- (q) Packing of Irregularity Report – paras 110, 117 and 119.
- (r) Use of labels for subjects papers to be e-marked – para 112.
- (s) Packing of scripts and other examination documents – paras 115-120.

- (t) Numbering of Script Return Envelopes – para 121.
- (u) Instructions for Setting-up Practical Examinations: **CSEC** single sciences – para 124.
- (v) **CSEC** Physical Education and Sport – paras 137-138.
- (w) Use of Personal Computers - **CAPE** French and Spanish – para 164.
- (x) **CAPE** Digital Media – para 165.
- (y) Feedback on work of Supervisors – paras 166-167.

CARIBBEAN EXAMINATIONS COUNCIL

MANUAL FOR SUPERVISORS AND INVIGILATORS

A. GENERAL

1. The Local Registrar in each of the Participating* and External** Territories is responsible for the appointment of Examination Supervisors (hereinafter referred to as “the Supervisor/s”) and Invigilators. Supervisors and Invigilators are required to observe the detailed instructions given in this manual and those given by the Local Registrar.
2. The Supervisor is responsible for the administration of examinations at a centre. The Supervisor’s duties entail, among other things, the admission of candidates to the examination centre, seating of candidates, distribution of question papers, collection of scripts and objective-test booklets at the end of each period, prompt delivery of scripts and objective-test booklets to the Local Registrar or any other designated place, and the supervision of Invigilators. The Supervisor must also ensure that constant and effective supervision is exercised over all candidates at the examination centre.
3. Assistant Supervisors and Invigilators are appointed to assist the Supervisor in the effective discharge of his/her duties. Invigilators are allocated to each centre in such numbers as will ensure the proper conduct of the examinations and adequate control of each room.
4. When an examination centre contains more than one room, one Invigilator will be nominated Assistant Supervisor for each room by the Supervisor of the centre and the Assistant Supervisor will be in charge of the room to which he/she has been assigned. Subject to the overriding authority of the Supervisor, the Assistant Supervisor will have responsibility for the examination room similar to those of the Supervisor for the Centre. **A minimum of two persons, one Supervisor/Assistant Supervisor and one Invigilator, MUST be assigned to each room.** One additional Invigilator must be appointed when the number of candidates in an examination room exceeds 30; if the number exceeds 60, two additional Invigilators must be appointed; if the number exceeds 90, three additional Invigilators must be appointed and so on. In other words, one additional Invigilator must be appointed for each multiple of 30 candidates.
5. Supervisors and Invigilators are required to inform the Local Registrar of the names of candidates who are closely related to them or in whom they have some interest. Local Registrars will then arrange, as far as possible, that such Supervisors and Invigilators are not assigned to the same centres as the candidates concerned.
6. Each Supervisor and Invigilator should ensure that by the start of the examination sitting, he/she completes the Declaration of Interest (Form EXA 61), Appendix I, and returns it to the Office of the Local Registrar or any other designated place. Failure by Supervisors or Invigilators to fully disclose interest in examinations may result in

* Participating Territories – territories that are members of the Caribbean Examinations Council (CXC)

** External Territories – territories that are not members of the Caribbean Examinations Council (CXC)

the disqualification of the candidates or themselves from the examinations offered by the Council. Other disciplinary action may also be taken.

7. Persons who are registered to write examinations offered by the Council must not accept appointment to positions as Supervisors or Invigilators during the same examination sitting at which they are candidates.
8. In the event of difficulties arising at the time of the examination for which the precise course of action to be taken is not clear from these instructions, Supervisors are requested to adopt the principle that, whenever possible, the examination must go on, even if this may involve some departure from the letter of the instructions. The Council is prepared to accept the work of candidates in such circumstances provided that a genuine attempt has been made to comply with the spirit of the instructions and the examination security has been fully maintained. The **Reporting on Irregularities** (Form EXA 14), Appendix II, should be completed and submitted in such cases.
9. A document titled “Supervisors and Invigilators Daily Checklist of Activities for the Conduct of Examinations” will be developed for use during each examination sitting. The Daily Checklist of Activities outlines the procedures to be followed before, during and after examinations. It also contains the dates, starting times and length of each examination paper, test codes, stationery to be supplied to candidates and any special instructions applicable to the administration of a particular examination paper.
10. Supervisors and Invigilators should ensure that they obtain a copy of the Manual for Supervisors and Invigilators and the current Supervisors and Invigilators Daily Checklist of Activities for the Conduct of Examinations prior to the start of the examination sitting. They should familiarise themselves with the general and the subject specific details contained in both documents.
11. A document titled “Guidelines for Supervisors Administering Examinations Offered by **CXC**” was developed to provide a quick reference to some of the major areas/activities that Supervisors should be aware of when administering examinations. The guidelines themselves are not exhaustive and **must** be used in conjunction with the Manual for Supervisors and Invigilators and the Daily Checklist of Activities for the Conduct of Examinations. The guidelines are given at Appendix III.

B. BEFORE THE EXAMINATION

INSPECTION OF CENTRES

12. About a week before the start of the examination sitting, the Supervisor must visit the centre assigned to him/her and discuss the arrangements for the conduct of the examinations with the person in charge of the facility - usually the Principal or his/her designee. The object of the discussion should be to:
 - (a) help resolve any difficulties which the institution may be experiencing or likely to experience;

- (b) ensure that the Council's Regulations with regard to the suitability of the building and its internal arrangements will be met. Factors that should be considered include the size of the examination room, lighting, ventilation, noise level, et cetera;
 - (c) secure standby assistance from the school or examination centre in cases of emergency during examinations;
 - (d) identify a "safe area" for candidates to assemble in the event of disasters such as bomb threats, fires, volcanic activity and earthquakes;
 - (e) make provision to accommodate candidates with special needs such as those in wheel chairs or those requiring separate accommodation;
 - (f) identify an area where candidates may securely store their bags and personal belongings prior to the start of an examination. The preferred location is at the front of the examination room.
13. All maps, diagrams, wall charts and other materials which may be of assistance to candidates must be removed from the examination room. Fixtures which cannot be removed must be covered.

DRESS CODE FOR SUPERVISORS AND INVIGILATORS

14. Supervisors and Invigilators, both males and females, should observe the dress code established by the Local Registrar. As a general guideline, they should dress smartly and moderately at all times and avoid attire that would be a distraction or disturbance to the candidates. Some dress wear to avoid include:
- (a) sleeveless tops;
 - (b) clothing that is too revealing such as tops that display glaringly the cleavage area and bottoms that fit well below the waistline;
 - (c) footwear that makes excessive noise.

TIMETABLING

15. The official timetable must be strictly observed: no alternative or special arrangements must be made except with the expressed permission of the Council which will be communicated to the Local Registrar. Starting times of examinations for all centres in a territory are 9:00 a.m. and 1:00 p.m., unless special arrangements are made by the Local Registrar with the Council to meet special local conditions.
16. If a candidate is taking examinations offered by another awarding body, no special arrangements will be made to resolve clashes with the Council's timetable. However, where two subject papers offered by the Council clash on a candidate's timetable, certain adjustments may be made by the Local Registrar to enable the candidate to write both examinations on the same day.
17. Where two examination papers clash on a candidate's timetable and special arrangements have been made by the Local Registrar to allow the candidate to write

both papers during the same session, the candidate must be held in quarantine (supervised at all times) during the designated break period between the papers. The recommended break period between papers is 15 minutes. During the break period, the candidate must not be allowed to interact with persons outside the examination room or with candidates who have written the second paper which the candidate is scheduled to write. This is to ensure that the integrity of the Council's examinations is maintained at all times.

ELECTRONICALLY MARKED SCRIPTS

18. At the May-June 2014 CSEC® sitting, CXC® introduced the electronic marking (e-marking) of the scripts for some subject papers. The e-marking has necessitated changes in the way some subjects are administered. Supervisors and Invigilators are advised to note carefully any changes in procedures, particularly those relating to the completion of candidates' rough work, supply of additional single sheets/answer booklets and the packing of scripts, Attendance Registers and related examination documents. The subject papers that will be e-marked will be identified in the Supervisors and Invigilators Daily Checklist of Activities for the Conduct of Examinations.

EXAMINATION MATERIALS

19. All question papers as well as examination stationery must be treated as confidential material in the interest of preventing breaches or misconduct, and candidates in the examination room must be given only sufficient for their actual needs. The Supervisor must ensure that he/she has adequate supplies of all materials and a secure place in which to store them before the examination.
20. Before the examination is scheduled to begin, the Supervisor must receive from the Local Registrar a supply of the following items for use at his/her centre:
 - (a) all stationery required for the candidates' written answers;
 - (b) special answer sheets for objective-type papers;
 - (c) mathematical tables and science data booklets;
 - (d) Reporting on Irregularities Form (see paragraph 110) and Report on Question Paper Packing Errors Form (see paragraph 24);
 - (e) scissors/other cutting instruments for opening the question paper packets and string;
 - (f) emergency supplies of the following in the event that a candidate's supply becomes unusable:
 - (i) ball-point pens (black or dark-blue ink) of good quality and rulers;

- (ii) pencils for use in certain cases, for example, Caribbean History, Geography, Industrial Technology, Mathematics and science subjects;
 - (iii) **3B** pencils for use in answering multiple-choice questions;
 - (iv) erasers for use where pencils are required.
21. Candidates must provide their own pencils (including **3B** pencils for multiple-choice questions), erasers, pens, and rulers; and where permitted, compasses, set squares, geometry sets, protractors and other such material as are required in the **Notes for Guidance to Candidates** (Appendix IV).

CUSTODY AND CHECK OF EXAMINATION MATERIALS

The Packing List

22. The Packing List gives details of the number of packets containing question papers and the total number of question papers. The total number of question papers supplied may be two to six more than the number of candidates registered for the examination. See Appendix V for the Paper Components for **CSEC®**, **CAPE®** and **CCSLC®** examinations.

Question Papers

23. Immediately after the receipt of question papers from the Local Registrar, Supervisors must compare the quantities of question papers shown on the outside of the packets with the figures given on the Packing List in order to ensure that the correct papers and sufficient quantities of them have been supplied. If there is a discrepancy between the quantity stated on the Packing List and that on the outside of the packets, the discrepancy should be drawn immediately to the attention of the Local Registrar and the question paper packet returned to him/her securely and intact, **if so advised**. The Supervisors should also check to ensure that there is no damage or evidence of tampering with the seal of any envelope or packet containing question papers.
24. Where errors occur in the packing of the question papers, the Supervisor must complete in duplicate the “Report on Question Paper Packing Errors” (Form EXA 60) at Appendix VI: the original should be submitted to the Local Registrar and the copy placed in the Script Return Envelope. **On Form EXA 60, a barcode number is required: this is the number given as the six-digit “Seq. no.” on the label of the question paper package. Supervisors must ensure that they have copies of this form to take to each examination.**
25. The packets of question papers should then be arranged in timetable order so as to reduce the possibility of opening a packet of question papers at the wrong time. The packets of question papers must be left in a safe or in a secure cabinet, the key or combination to which should be kept by person(s) authorised by the Local Registrar.
26. **Some question papers come in the form of enlarged print, Braille, compact discs, et cetera. Special handling is necessary in order to prevent damage.**

27. The Local Registrar must be informed immediately if the security of the question papers is put at risk by fire, theft or any other circumstances.

Use of Security Bags

28. Notwithstanding paragraphs 23-25 above, **CXC** may direct the Local Registrar to use security bags for the movement of question papers between the Local Registrar's office, and the remote storage facilities (depots) and examination centres. Where such system is in place, Supervisors and Invigilators must follow the procedures given by the Local Registrar for the use of security bags. An outline of the general procedures for the use of the security bag is given below.
- (a) On the receipt of a security bag, the Supervisor shall examine the label in the outer transparent window flap of the bag to verify that the contents of the bag are intended for the particular examination centre on the specified date and sign-off that the bag was received intact. Each bag received by the Supervisor must be inspected to ensure that the seal has not been broken or that no tampering has otherwise taken place. If a bag is delivered to a Supervisor with a broken seal, the Supervisor must report the irregularity immediately to the Local Registrar.
 - (b) The Supervisor must securely store the bag before the time of the administration of the examination.
 - (c) **The seal to the security bag must only be broken at the examination centre on the day of the examination by the Supervisor.** If after breaking the seal, it is discovered that there is a discrepancy in the paper packing process, the Supervisor must immediately inform the Local Registrar who would advise on the appropriate procedure to follow. The seal to the security bag may be broken before candidates enter the examination room in order to verify that the correct question paper is in the bag. The plastic bag(s) containing the question papers must NOT be broken at that time.
 - (d) The Supervisor may pack "live" scripts (scripts not yet marked) in the bag for transport back to the Local Registrar's office. The scripts must first be packed in the Script Return Envelopes or in clear self-sealing plastic bags for subject papers that will be e-marked.
 - (e) The Supervisor is accountable for all bags received from, and despatched to, the Local Registrar's office.
29. Supervisors and Invigilators should be aware that it is a criminal offence to tamper with the contents of the security bags. The bags are to be used only for the movement of **CXC**'s examination papers and scripts – other materials or examination papers of other awarding bodies must not be placed in the bags.

Use of Tamper-evident Tape

30. **CXC** may direct the Local Registrar to use tamper-evident tape when packing question papers for delivery to the depots or examination centres. If a package of

question papers is received and the tamper-evident tape has been disturbed, the matter should be reported immediately to the Local Registrar.

Tapes and other Media

31. When handling audio or video tapes, compact discs (CDs), and other media that constitute or form part of the examination, Supervisors and Invigilators must exercise the same level of strict security as when dealing with question papers. They must ensure that no information contained in the examination materials reaches candidates, directly or indirectly, before the prescribed time.

Answer Booklets and Answer Sheets

32. Answer booklets are provided to candidates as follows:

(a) structured booklets where the question paper and the answer booklet are combined as one document. These are used mainly for **CSEC** and **CAPE** subjects papers that will be e-marked;

(b) AB1 booklets must be used for some of the **CSEC** written papers;

(c) AB4 booklets must be used for **CSEC** Electronic Document Preparation and Management Papers 2 and 3/2;

(d) AB5 booklets must be used for most of the **CAPE** written papers;

(e) AB7 booklets must be used for the **CSEC** Visual Arts Reflective Journal.

33. The **CSEC** answer booklets AB2 (for Principles of Accounts Paper 2), AB3 (for English B Paper 1) and AB6 (for Information Technology Paper 2 and Physical Education and Sport Paper 1) have been discontinued. The lines on the cover page on all the answer booklets have been changed from the various colours to black ink only.

34. Other special stationery items are provided for **CSEC** Technical Drawing and for **CAPE** subjects in Art and Design, Applied Mathematics, Chemistry, Electrical and Electronic Technology, Geometrical and Mechanical Engineering Drawing and Pure Mathematics. The specialty items must be given to candidates only when they are writing these examinations. **When examinations have been completed, any remaining stationery items must be returned to the Local Registrar's office.**

Mathematical Tables and Data Booklets

35. The Three-Figure Mathematical Tables supplied by the Council will be provided for use with the **CSEC** Mathematics papers if candidates do not have non-programmable scientific calculators. In the case of **CAPE**, the Council will supply the Booklet of Data and Formulae for use with the Chemistry papers, the Booklet of Formulae for use with the Electrical and Electronic Technology papers and the List of Formulae and Statistical Tables for use with the Applied and Pure Mathematics papers. The tables and data booklets should be checked before issue to candidates to ensure that they are intact and not defaced. No other tables and data booklets, unless supplied by the Council, are to be issued for use with these examinations. **All copies of the tables**

and data booklets must be retrieved at the end of each examination session prior to the collection of candidates' scripts. These items must be treated as confidential material and must be locked away between examinations sessions.

USE OF CALCULATORS, DICTIONARIES AND SLIDE RULERS

36. The use of electronic calculators is not permitted unless stipulated by the Council. The following are guidelines for the use of electronic calculators:
- (a) silent, non-programmable scientific hand-held electronic calculators may be used;
 - (b) calculators should be battery or solar operated;
 - (c) candidates are responsible for ensuring that calculators are in working condition;
 - (d) candidates are permitted to bring a set of spare batteries in the examination room;
 - (e) no compensation must be given to candidates for time lost through faulty calculators;
 - (f) no help or advice is permitted on the use or repair of calculators during the examination;
 - (a) sharing of calculators is not permitted in the examination room;
 - (g) instruction manuals and external storage media (for example, card, tape, disk, smartcard or plug-in modules) are not permitted in the examination room;
 - (h) calculators with graphic display, data bank, dictionary or language translation are not allowed;
 - (i) calculators must not be capable of retrieving data stored, performing symbolic mathematical manipulation, integration or differentiation;
 - (j) calculators which have the capability of communicating with any agency in, or outside of, the examination room are prohibited.
37. In papers where calculators are permitted, Supervisors **MUST** read the following notice to the candidates before the start of the examination:

You may use silent non-programmable scientific calculators. You may NOT use pocket-organisers, hand-held computers, lap-top computers, electronic writing-pads or pen-input devices, calculators with typewriter-like keypads known as QWERTY, calculators with tape, calculators with graphical display, calculators that make noise or talk, calculators that require an electrical outlet, calculators in mobile telephones or calculators that can connect to the Internet.

If you have any doubt about the suitability of your calculator, please bring it to my desk to be checked.

38. If necessary, Supervisors should seek the assistance of the Principal or a Mathematics teacher at the centre to ensure that the rules are observed.
39. Unless specified by the Council, candidates must not be permitted to take dictionaries into the examination room.
40. The use of slide rulers is not permitted unless stipulated by the Council, but slide rulers when so stipulated must NOT bear formulae or data.

SEATING

41. Seating must be so arranged that there is a distance of at least 1.2 metres (4 feet) between the centre of the place assigned to a candidate and the centre of the place assigned to the next candidate on either side. This minimum distance must be maintained throughout the examination sitting. Ideally, all candidates should be seated facing the same direction. Special seating arrangements may be made in subjects such as **CSEC** Technical Drawing and **CAPE** Geometrical and Mechanical Engineering Drawing where the design of the desks may allow the candidates to face one another.
42. The seats or places in each examination room should be numbered consecutively with the last four digits in each candidate's registration number. **A diagram of the seating arrangement for each examination session must be prepared showing the location of each candidate's desk in relation to the Supervisor's desk. The centre name and number, the subject paper and date of the examination must be included in the plan and the plan forwarded to the Local Registrar for safe keeping.** The seating plan **SHOULD NOT** be packed with the scripts. If at any time a seating plan is required by the Council, a request will be made to the Local Registrar. Two different types of acceptable seating plans are shown at Appendices VII and VIII.
43. Separate accommodation should be made for persons with contagious diseases or special needs.
44. Both the inside and the outside of all desks must be cleared entirely of books, papers, bags, et cetera, before the examination begins and be kept clear of non-examination material for the duration of the examination.
45. **A CLOCK showing the correct time must be visible and legible to every candidate in the examination room.**

CANDIDATES OF OTHER AWARDING BODIES

46. When examinations of other awarding bodies are being administered and there is limited accommodation at the centre, the Council has no objection to an examination room being shared with candidates who are not candidates for its own examinations, provided that the Council's examination conditions are observed

ADMINISTRATION OF EXAMINATIONS: SPECIAL CONDITIONS

47. It may be necessary to administer examinations under special conditions such as where a candidate has been hospitalised or is taking the examination at a Consulate/Embassy outside the Region. Although the place where the examination is being taken is not normally recognised as an examination centre, the same secure conditions that exist in an examination room must be observed in order to maintain the integrity of the Council's examinations.
48. Where persons other than those appointed by the Local Registrar as Supervisors and Invigilators must be selected to administer the examination, the selectees must agree to and sign the special conditions under which the examination will be administered.

NOTES FOR GUIDANCE TO CANDIDATES POSTER

49. When candidates are in the examination room, their attention must be drawn to the **Notes for Guidance to Candidates** (Appendix IV) at the back of their timetables. A copy of the Notes for Guidance to Candidates poster must be displayed in a conspicuous location somewhere in, or near the entrance of, the examination room.

ELECTRONIC DEVICES NOT PERMITTED POSTER

50. When candidates are in the examination room, their attention must be drawn to the **Electronic Devices Not Permitted** poster (Appendix IX) which must be displayed in a conspicuous location somewhere at the front of the examination room.

C. DURING THE EXAMINATION

INVIGILATION

51. The Supervisor and the Invigilator must arrive at the Centre at least 45 minutes **before the start of each examination session.**
52. **Supervisors must remain at their centres during the course of an examination. They must therefore make prior arrangements to meet emergency situations which may involve calling other persons to the examination centre/room.**
53. Invigilators must remain at their centres during the course of an examination. Whenever only one Invigilator is present, the Supervisor should have stand-by assistance available. **Invigilators must arrange their personal business in such a way that it does not conflict with their work commitment in the examination room.**

54. The Invigilator should maintain the utmost alertness during the whole period of the examination. He/she should not remain seated throughout the examination but should move unobtrusively about the room. In particular, he/she must not indulge in private reading or any other activity which may prevent him/her from giving his/her undivided attention to the candidates. While an examination is in progress, invigilators should not converse with their colleagues except in pursuance of their duties; any such conversation should be carried out as quietly as possible to prevent disturbance to candidates. **Invigilators should not make noises such as whistling, humming or the jingling of keys which would have an impact on the concentration of candidates.**

USE OF MOBILE TELEPHONES BY SUPERVISORS

55. Only Supervisors are permitted to use mobile telephones (**or other electronic devices such as tablets and ipods**) in an examination room – **mobile telephones must not be used by Invigilators.** The use of mobile telephones **must be limited** to activities connected to the administration of the examination such as to contact the:
- (a) Local Registrar to report irregularities in the packing of the question papers or stationery;
 - (b) Principal or Head of Centre to summon assistance during an emergency or seek the assistance of a teacher.
56. Once the examination has begun, the mobile telephone **MUST** be placed in the “off” position. **Supervisors should ensure that any alarms are disabled before the phone is switched off.**

UNAUTHORISED PERSONS

57. No unauthorised person may be allowed in the examination room. Apart from the Supervisor, Invigilators and candidates, the persons listed below should be allowed to enter the examination room provided that they do NOT in any way communicate with the candidates other than as required by their duties connected with the examination. Also, they do NOT interfere in any way with the conduct of the examination which must remain under the exclusive control of the Supervisor.
58. The category of personnel authorised to enter the examination room is given below.
- (a) Approved representatives of the Council including staff members and Special Superintendents.
 - (b) The Local Registrar or his/her authorised representative.
 - (c) The Principal or other person in charge of the building used as the centre, **once approved by the Local Registrar.**
 - (d) A person connected with the centre who is specially summoned by the Supervisor or Assistant Supervisor for assistance in an emergency.

- (e) **Such teachers or other persons as are required to perform special duties in connection with the examination.**

ENTRY OF CANDIDATES

59. Candidates should be allowed to enter the examination room at least 15 minutes before the start of the examination session. During this period, Supervisors and Invigilators should issue stationery and any appropriate material. Candidates should be told the test code of each paper, the title of the paper, the name and number of their centre and the starting and finishing times of the paper – this information **must also be written on a chalk board or other appropriate media visible and legible to candidates.**
60. *A candidate must NOT be permitted to enter an examination room after the elapse of the first 30 minutes allocated to the paper being written. All candidates NOT in the examination room after the first 30 minutes shall be marked “Absent”. No candidate will be permitted to leave the room during the first 30 minutes except in the case of a pressing necessity. The Council, at the request of a Principal or Local Registrar, may consider the award of an Assessed Grade strictly in accordance with the criteria for the subject, if the candidate’s reported absence from the paper was due to no fault of his/her own.*

IDENTIFICATION OF CANDIDATES

61. As part of their responsibility to the Council for the proper conduct of the examination at the centre, the Supervisor and Invigilators are expected to satisfy themselves as far as possible as to the identity of every candidate attending each examination session at the centre.
62. All candidates are required to provide evidence of identity at each examination session, unless they are known personally to the staff of the centre. At each examination session, the Supervisor must check the identity of each candidate against his/her passport, official picture identification or other documentation issued by the Local Registrar. If a candidate, not known to the staff at the centre, fails to produce any of the documents specified above, he/she may be allowed to sit the examination at the discretion of the Supervisor of the centre. A full written report must be sent to the Local Registrar immediately, including a signed statement in the candidate’s own handwriting giving his/her reasons for the failure to produce evidence of identity.

Identification of Female Candidates Wearing Facial Attire

63. If the face of a female candidate is covered because of custom or religious belief, the Supervisor must instruct a female Invigilator to take the candidate into a separate room or area so that the candidate may remove the covering from her face for the purposes of identification. Once the identity of the candidate has been established, the candidate should be advised to replace her facial covering before beginning the examination.

ATTENDANCE REGISTER

64. An **Attendance Register** lists the names and other registration details of candidates entered for a given examination. Supervisors should place a tick (✓) against each name to indicate “Present” or write “A” for “Absent” in the appropriate column before the candidates’ names. If the name of a candidate who is present for a paper does not appear on the register, **it should be written at the bottom of the register along with other relevant details by the Supervisor**. If all the candidates entered for a paper are absent, the register should be marked “ALL CANDIDATES ABSENT” and be forwarded by the Supervisor to the Local Registrar. The Council cannot accept responsibility for scripts submitted by candidates not registered for a subject where the name of the candidate is not written on the centre’s **Attendance Register** and the “present” column is not ticked.
65. A candidate is not allowed to alter his/her choice of subjects or the proficiency/unit at which a subject is being offered as indicated on the **Attendance Register** supplied by the Local Registrar unless there are reasonable grounds for doubt about the accuracy of the Attendance Register. If a candidate’s name is not on the Attendance Register, the candidate may be allowed to write the examination but it must be explained clearly to the candidate that writing the particular examination is entirely at his/her own risk and that the Council may not issue results to him/her. Where candidates are allowed to write examinations in all such cases, a report must be made by the Supervisor directly to the Local Registrar. The Irregularity Form at Appendix II should **not** be used in such instances.

CANDIDATES WRITING EXAMINATIONS OUT-OF-CENTRE

66. Circumstances beyond the control of candidates may arise that require them to write an examination at a centre other than the one of original registration. The circumstances may include fire, bomb threats, flooding and states of emergency. Also, candidates may be transferees from other centres. Separate Attendance Registers should be prepared for them under their original centre and candidate numbers. Their scripts and Attendance Registers should be packed in separate Script Return Envelopes (for subject papers that will not be e-marked) or in clear plastic bags (for subject papers that will be e-marked). The Supervisor should complete an Irregularity Report Form whenever candidates write examinations at a centre other than the one of their original registration.

UNFAIR PRACTICES

67. In the **Notes for Guidance to Candidates** poster (Appendix IV) it is stated that every candidate is forbidden from introducing any unauthorised material and devices into the examination room, communicating in any way with another candidate or indulging in any other form of unfair practice.
68. **At the beginning of EACH examination, candidates MUST be warned that:**
 - (a) **unauthorised material, mobile telephones and other communication devices brought into the examination room must be placed in their bag or handed to the Supervisor;**

(b) if candidates are found guilty of any misconduct, they may have their examination papers cancelled, be disqualified and be barred for a period of two years from entry to future examinations of the Council. Candidates caught with a mobile telephone or any other communication device, whether in an “on” or “off” position, may be have their results cancelled or be disqualified from the entire examination sitting.

69. Any candidate who uses or is suspected of using or attempting to use, any unfair means must be reported to the Local Registrar. The Supervisor and Invigilator concerned should write a full report of the circumstances on Form EXA 14 and any supporting evidence and submit them to the Council in the Script Return Envelope. A copy of the Form EXA 14 should be packed in a different Script Return Envelope for retention by the Local Registrar.

CONDUCT OF CANDIDATES

70. Candidates are expected to remain in the examination room under the control of the Supervisor or Invigilator for the complete duration of the examination. In the event of a pressing necessity, however, a candidate may be allowed to leave the room and return provided that he/she was under supervision during the period of absence. Local Registrars will ensure, as far as practical, that there are Invigilators or attendants of the same sex as the candidate to take care of such emergencies.
71. If a candidate is prevented from completing his/her paper because of illness or any other cause, he/she must give up both answer booklet and question paper to the Supervisor before leaving the examination room. If the question paper is one that is normally retained by candidates, a candidate who is required to give up his/her paper on leaving the room prematurely, retains the right to obtain that question paper within 24 hours of the completion of the examination.
72. Used or unused stationery or other examination material must **NOT** be removed from an examination room by a candidate. Similarly, a question paper must not be removed either by a candidate or by any other person, before the end of the examination to which it relates and then only with the permission of the Supervisor.
73. Candidates must obey all instructions given by the Supervisor and Invigilators. In particular, they must enter and leave the room when they are told to do so and they must **NOT** talk to other candidates while they are in the room.
74. Candidates must not give or receive assistance in answering the examination paper.
75. Candidates who disobey the Regulations or otherwise misconduct themselves may be required by the Supervisor to leave the examination room, **but expulsion should occur only when it is felt that such disciplinary action is essential**. A candidate involved in any irregularity, misconduct or dishonesty in connection with the examination **must** therefore be allowed to continue the examination **unless his/her behaviour interferes with the work of other candidates**. The candidate involved in any irregularity, misconduct or dishonesty may later be disqualified or barred at the Council’s pleasure from entry to future examinations conducted by the Council. A

report in the prescribed manner must be submitted on Form EXA 14 on any incident of the kind mentioned in this paragraph.

76. Candidates should not normally be allowed to eat in the examination room. If they suffer from certain medical challenges such as diabetes and eating disorders, they may be allowed to eat. Candidates should be permitted to take bottled water for drinking into the examination room.

ISSUE OF QUESTION PAPERS

77. Shortly before the beginning of each examination, the Supervisor or Assistant Supervisor must draw to the attention of the candidates, the fact that each packet of question papers is intact before they are opened. The unbroken seal to the question paper packet must be shown to the candidates. The Supervisor must also **invite an Invigilator to come to the front of the examination room to receive and carefully inspect each question paper packet before they are opened.** The Supervisor, an Invigilator and a candidate must immediately sign their names in the signature section of the label at the front of the question paper packet. The signing must take place BEFORE the examination commences. The label comprising the sections for signatures and the subject/centre details on the front of the question paper packet must then be cut out as one (do not cut out the section with the signatures and the section with the subject/centre details as separate pieces). **The cut-off labels must not be packed with the scripts; they should be packed in the Script Return Envelope to be retained by the Local Registrar – see paragraphs 117 and 119.**
78. The papers should be distributed in such a way that candidates cannot see any of the questions until the official starting time for the examination.
79. If a misprint should occur on an examination paper or should a question appear to require clarification, the candidates should NOT be given any information on the subject, except in the form of an erratum notice issued by the Council. Any queries raised by candidates about errors on the question paper where an erratum notice was not issued, should be reported to the Local Registrar on Form EXA 14. Candidates must be left to interpret question papers for themselves.

SUPPLY OF STATIONERY

80. **In examinations where the scripts will NOT be e-marked,** candidates must be supplied with the necessary answer booklet or answer sheet. If one booklet is insufficient, candidates should be supplied with supplementary answer sheets or single sheets, as appropriate. Candidates using supplementary booklets or sheets should be told that they must insert their centre number and candidate number at the head of each sheet. The candidates must **not** write their names on supplementary answer booklets/sheets. At the end of the examination session, candidates must tie all the supplementary booklets/sheets securely and in the correct sequence, according to each question answered, inside the booklet.
81. **In examinations where the scripts will be e-marked, one structured booklet (combined question paper/answer booklet) will be supplied to each candidate. Candidates should NOT be provided with single sheets or with an additional answer booklet to complete**

their responses. A new question paper/answer booklet should be issued to a candidate only if that booklet was found to be defective. In those instances, the candidate must transfer all of their responses to the new booklet. The defective booklet should be packed separately for despatch to the Council. An Irregularity Report should be completed.

WRITING OF PAPERS

82. Before each examination begins, the Supervisor must issue the specific instructions at Appendix X to the candidates.
83. The time for writing a paper is that stated on the question paper. **If there is any discrepancy between the time stated on the timetable and that on the question paper, the time stated on the question paper should be followed, unless otherwise advised by the Local Registrar.** Any time specifically allocated for reading through question papers or studying maps, unless otherwise stated, will be included in the total time printed on the question paper. No extra time must be given to a candidate, including a candidate who arrives after an examination has begun.
84. Candidates must be instructed to write their answers to essay-type questions in pen with **black or dark-blue ink**. Red and light-blue inks are prohibited. Inks in other colours and coloured pencils may be used only for diagrams and maps. **Fountain pens and gel pens should be avoided especially where the script will be e-marked.** Good ball-point pens of the appropriate colour may be used **but pencils may be used only for diagrams or drawings.**
85. Candidates should be told the test code of each paper, the title of the paper, the name and number of their centre and the starting and finishing times of the paper – this information **must also be written on a chalk board or other appropriate media visible and legible to candidates.**
86. Candidates must be instructed to use **3B** pencils to answer multiple choice questions. It must be impressed upon candidates that great care should be taken in following the instructions for the use of answer sheets in multiple choice tests since the answer sheets will be marked mechanically.
87. Candidates must be instructed to read carefully and to complete the requirements at the front and back of the answer booklets (Appendices XI and XII) and bear in mind the rest of the instructions during the course of the examination.
88. Candidates must be instructed to start the response to each question on a new page. However, parts of a question, for example, 7(a), 7(b) or 7(c), may be written on the same page.
89. **Instruct candidates, in examinations where the scripts will be e-marked, to indicate by the particular response if they have completed the response to a question on any of the additional blank pages at the back of the question booklet.**

90. The Supervisor should announce clearly to the candidates when they may begin to write their answers and when they must stop, that is, when the allotted time has expired.
91. The Supervisor must inform candidates at intervals of the time remaining to the end of the examination.

CANDIDATES' ROUGH WORK

92. Candidates are not allowed to bring into the examination room sheets, booklets or any other materials for the purpose of using them for rough work. All rough work must be written on stationery provided by **CXC**.
 - (a) **In examinations where the scripts would not be e-marked,** candidates should be advised that sheets used for rough work should be crossed through and tied together with the answer booklet.
 - (b) **In examinations where the scripts will be e-marked, candidates should be advised to write their rough work in the answer booklet in a section of the space provided for the responses or on any of the blank pages at the back of the answer booklet.**
93. The rough work for multiple choice examinations should be written in the multiple choice question booklet.

ADVERSE CIRCUMSTANCES

94. Candidates with physical disabilities may be given on request, sympathetic consideration with regard to having special arrangements made to allow them to write the examination. Such requests, if not made at the time of the candidate's entry, should be made as soon as it is believed that the candidate's disability may require special accommodation arrangements. Appendices XIII(a) – XIII(g) outline some of the arrangements that may be put in place to cater to candidates with special needs.
95. A candidate, whose examination work is affected by adverse circumstances, should inform the Supervisor at the centre at which he/she takes the examination, before, during or as soon as possible after the examination. In appropriate cases, he/she must supply the Supervisor with a medical certificate. The Supervisor must report the circumstances to the Council through the Local Registrar.

DISRUPTION OF EXAMINATIONS

Disruption of Short Duration or Caused by Minor Event

96. If an examination in progress is interrupted because the Supervisor has to act on the illness of a candidate, the candidate involved should be removed from the examination room immediately. The sick candidate should be removed to the sick bay or to a separate room where he/she should be supervised by the Supervisor or his/her designate until the candidate is well enough to return to the examination room. The time of absence should be recorded and credited to the sick candidate. If a candidate has to be sent to hospital, this should be accomplished with as little

disruption as possible to the other candidates. The impact of the disruption on the other candidates will determine whether the Supervisor should credit the whole room with the time lost.

97. If an examination in progress is disturbed by an altercation between candidates, the Supervisor should remove the parties from the room immediately. The extent of the disruption will determine whether the Supervisor should credit the whole room with additional time. In the case of violent assault requiring the police to be called, the Supervisor should record the length of time the examination was disrupted and credit all the candidates with the additional time.
98. All other candidates should be advised to carry on with the examination where possible. The Supervisor/Invigilator should ensure that candidates, other than those involved in the incident, are not allowed to leave the examination room.
99. Supervisors and Invigilators are reminded that Form EXA 14 must be submitted in all cases of irregularities accompanied, where possible, by reports from the person(s) involved.

Disruption of Long Duration or Caused by Major Event

100. In the event of a major disruption such as a fire alarm, bomb threat, earthquake or volcanic activity, the Supervisor/Invigilator should take the following action where possible and appropriate:
 - (a) instruct candidates to stop writing;
 - (b) collect the Attendance Register, if circumstances permit;
 - (c) take note of the time of the disruption;
 - (d) ensure that the candidates are immediately escorted from the room to safety and that they are supervised as closely as possible in order to prevent collusion;
 - (e) ensure that the candidates' question papers and scripts are left in the room and if possible, collected immediately after the evacuation;
 - (f) contact the Local Registrar and authorities at the centre and attempt to complete the examination at the same or another location on the same day. If it is possible to complete the examination, then:
 - (i) at the resumption, place a distinctive mark on each candidate's script to indicate the point at which the interruption occurred, before returning the script to the candidate;
 - (ii) allow the candidates the full working time for the examination, less the time elapsed before the interruption;

- (g) prepare and submit to the Council on Form EXA 14 a full report of the incident and of the action taken: either to abandon or complete the examination under the arrangements at a (i) and (ii) above.

SPECIAL INSTRUCTIONS FOR MULTIPLE CHOICE EXAMINATION

Test Security

101. The Supervisor and Invigilators should:

- (a) be responsible for the security of the question booklets from the moment of their receipt until they are returned to the Local Registrar's office;
- (b) open the question paper packages only in the presence of the candidates at the commencement of the examination and immediately after opening the bags, distribute the booklets to the candidates;
- (c) not permit any unauthorised persons to enter the room;
- (d) **NOT COPY, UNDER ANY CONDITION, THE MULTIPLE CHOICE QUESTION BOOKLET EITHER COMPLETELY OR IN PART; NOR MUST IT BE SHOWN OR GIVEN TO ANYONE OUTSIDE THE EXAMINATION ROOM;**
- (e) not work or permit persons other than the candidates to work out the responses to questions;
- (f) ensure that all booklets and answer sheets are collected and returned.

Materials Needed before Administering the Multiple Choice Test

102. The materials needed before administering the multiple choice test are given below.

- (a) Instructions Manual: each Supervisor and Assistant Supervisor should have one copy of the **Specific Instructions for Supervisors Administering Multiple Choice Examinations – Paper 1** (Appendix XIV has the CSEC manual, however, the manuals for CAPE and CCSLC examinations contain similar instructions).
- (b) Question Booklets and Answer Sheets: Supervisors should have one question booklet and one answer sheet for each candidate and extra booklets for use when giving instructions to candidates or to replace defective booklets. Supervisors must ensure that every candidate understands the manner in which his/her answers must be given.
- (c) A supply of blank answer sheets should also be available for each examination.
- (d) Pencils: **only 3B pencils must be used**. Although candidates should bring pencils to the examination, Supervisors should have a supply of well

sharpened pencils and erasers available for those who may not remember to bring pencils or erasers.

Administration of Multiple Choice Test

103. Other procedures that should be followed in the administration of the Multiple Choice examination are given below.
- (a) **Under no circumstances must Supervisors allow candidates to do their Multiple Choice examinations on answer sheets preprinted (pre-slugged) with other candidates' particulars. If no pre-slugged answer sheet is supplied for a candidate, he/she must be given a blank answer sheet and instructed to insert all the required personal and subject particulars.**
 - (b) Candidates should be told not to use liquid paper, scotch tape or any adhesive material on the answer sheets.
 - (c) Grid the 'Absent' bubble on the multiple choice answer sheet for all absent candidates.
 - (d) Supervisors and Invigilators must instruct candidates to write their names in **capital letters** in the designated area at the front of the multiple choice question booklets.
 - (e) Supervisors and Invigilators must advise candidates that at the end of the examination, they must place the completed answer sheet at the front of the question booklet. The answer sheet **should not** be inserted inside the question booklet.
 - (f) The Supervisor must complete the **Reconciliation Sheet** (Appendix XV) and return it with the answer booklets and answer sheets to the Local Registrar in the Script Return Envelopes destined for the Council – see (h) below.
 - (g) When all of the multiple choice answer sheets and question booklets have been collected from the candidates, Supervisors and Invigilators must place all of the answer sheets the same order as they appear on the Attendance Register (candidate number order). In a separate batch, the question booklets must also be placed together in the same order as the answer sheets.
 - (h) **The answer sheets, Attendance Register, Reconciliation Sheet and Irregularity Forms (EXA 14) should be packed in Script Return Envelopes (white-coloured) provided specifically for this purpose. The MC question booklets should be placed in the regular-type (buff-coloured) Script Return Envelopes.**

Irregularities

104. If any irregularities (such as defective question booklets or answer sheets) arise in the test administration, they are to be reported on the Form EXA 14.

D. AFTER THE EXAMINATION

INSTRUCTIONS TO CANDIDATES

105. At the end of each examination session, the candidates must be told to:
- (a) ensure that all information has been entered correctly on the answer booklets (Appendix XI), that is, subject name, proficiency/unit, test code, year of examination, centre number, centre name, and the candidate's registration number, name, date-of-birth, sex and signature;
 - (b) write their centre code and candidate number on any supplementary answer booklets/single sheets used. **Candidates should not be supplied with supplementary writing materials in examinations where the scripts would be e-marked;**
 - (c) assemble any loose sheets in the order in which the questions have been attempted and then fasten them with any rough work sheets inside the answer booklet (or as instructed in the rubric of the question paper) with the string provided;
 - (d) list ALL questions attempted at the front of their booklets;
 - (e) leave in the examination room all objective-test booklets, mathematical tables, answer booklets (used or unused) and other examination stationery.
106. If a candidate attempts a paper, his/her answers, whatever their character, should be sent to the Council. A blank answer booklet submitted by a candidate should be the subject of a special report on Form EXA 14.
107. At the end of all examinations, the Supervisor/Invigilator must ensure that the attention of all candidates is drawn to the Instructions to Candidate section of the **Candidate's Receipt** at the back of the essay-type answer booklet or the MC question booklet – see Appendix XII. For those subjects such as **CSEC Visual Arts**, and **CAPE Art and Design (Unit 1 Paper 1 not included)** where no answer booklets are provided, supplies of the Candidate's Receipt should be available to be given to the candidates.
108. Each candidate must complete and sign the Candidate's Receipt at the back of the booklet or the one given to him/her by the Supervisor. On receipt of the answer booklet or script from the candidate, the Supervisor/Invigilator must ensure that the Candidate's Receipt is completed by the candidate. Once satisfied, **the Supervisor/Invigilator must sign the Candidate's Receipt in the appropriate section and give it to the candidate.**
109. Candidates should be advised that they should keep their Candidate's Receipt until they have received their examination results and any issues they may have relating to queries and reviews have been resolved. This period may be three months after the issue of the results.

THE IRREGULARITY REPORT

110. The Reporting on Irregularities (Form EXA 14) at Appendix II should be used to report any unusual occurrence such as lateness, misconduct or illness of a candidate during an examination. **Form EXA 14 should be completed in duplicate with the original for the Council and the copy for the Local Registrar. The Irregularity Report should not be packed with the scripts for subject papers that will be e-marked.**
111. **Form EXA 14 should not be used to record registration issues such as incorrect names, dates-of-birth or gender, candidates absent from the examination or candidates not listed on the Attendance Register.** These registration issues must be brought to the attention of the Local Registrar through separate correspondence. All registration issues must be dealt with by the Local Registrar and not by the Council, therefore, they should not be sent to the Council.

USE OF LABELS FOR SCRIPTS TO BE E-MARKED

112. **Labels with machine readable barcodes will be supplied for use in the packing of scripts that will be sent to the scanning bureau for e-marking. Specific instructions on the use of labels have been developed to guide Supervisors and Invigilators. The guidelines will be provided by the Local Registrar's office and the members of the invigilating team should familiarise themselves with the procedures for completing and packing of the labels.**

COLLECTION AND PACKING OF SCRIPTS

113. The answer booklets should be collected and placed in order the candidates' registration numbers appear on the Attendance Register. They should be checked against the Attendance Register to ensure that none are missing and that candidates have correctly supplied all the information requested at the cover of the answer booklet or answer sheet.
114. The Supervisor must ensure that all used and unused answer booklets, other examination stationery, used and unused Multiple Choice question booklets and answer sheets are collected.
115. If a candidate attended a session but did not submit an answer booklet, the Supervisor must complete and send Form EXA 14 to the Council. **If the candidate completed only the cover sheet of the booklet, the booklet should be sent along with the booklets of the other candidates to:**
 - (a) the scanning bureau in the case where the scripts will be e-marked;**
 - (b) CXC in the case where the scripts will not be e-marked.**
116. **Blank answer booklets (unused) for essay-type examinations should never be sent to the scanning bureau or CXC.**

117. In essay-type examinations where the scripts will be e-marked, the scripts, Attendance Registers, Irregularity Forms and other examination documents should be packed in accordance with the table below.

FOR EXAMINATIONS WHERE THE SCRIPTS WILL BE E-MARKED

Documents	For Scanning Bureau: in Self-Sealing Clear Plastic Bags	For CXC: in Script Return Envelopes	For Local Registrar: in Script Return Envelopes
Scripts	All scripts including Word Processed scripts, and Braille scripts transcribed on the structured booklet	Enlarged scripts	Braille scripts not transcribed
Attendance Registers	Original	None	Copy
Labels with barcodes for despatch with scripts	All	None	None
Irregularity Forms (EXA 14 and EXA 60)	None	Original	Copy
Candidates' reports in cases of misconduct	None	Original	Copy, if completed in duplicate
Special Assessment Forms	None	All	None
Blank or unused answer booklets	None	None	All
Seating Plans	None	None	All
Reports from Supervisors about registration issues	None	None	All
Completed labels with signatures of invigilating team and candidate	None	None	All

118. Attach the Word processed script to the structured answer booklet provided for the examination. The cover page to the booklet must be completed by or behalf of the candidate. Please remember to sign the Candidate's Receipt and give it to the candidate.
119. In essay-type examinations where the scripts **will not** be e-marked, the scripts, Attendance Registers, Irregularity Forms and other examination documents should be packed in accordance with the table below.

FOR EXAMINATIONS WHERE THE SCRIPTS WILL NOT BE E-MARKED

Documents	For CXC: in Script Return Envelopes	For Local Registrar: in Script Return Envelopes
Scripts	All - including scripts with enlarged prints, Word processed scripts, Braille scripts transcribed	Braille scripts not transcribed
Attendance Registers	Original	Copy
Irregularity Forms (EXA 14 and EXA 60)	Original	Copy
Candidates' reports in cases of misconduct	Original	Copy, if completed in duplicate
Special Assessment Forms	All	None
Blank or unused answer booklets	None	ALL
Seating Plans	None	All
Reports about registration issues	None	All
Completed labels with signatures of invigilating team and candidates	None	All

120. Scripts and other relevant materials for **CSEC** examinations should be placed in **CSEC** Script Return Envelopes, those for **CAPE** examinations in **CAPE** Script Return Envelopes, and those for **CCSLC** examinations in **CCSLC** Script Return Envelopes.
121. Where more than one Script Return Envelope is used, the envelopes should be suitably numbered, for example, 1 of 2 and 2 of 2.

DESPATCH OF SCRIPTS

122. The Script Return Envelopes and clear plastic bags must be sealed immediately after the end of the examination session and despatched to the Local Registrar by whatever

means stipulated by him/her. It is important that scripts be despatched in the shortest possible time since unnecessary delay may compound the logistical problems involved in moving scripts in good time to the marking centres and scanning bureau. Supervisors and Invigilators should be aware that scripts received late at marking centres and scanning bureau are charged fees by the Council.

123. The Council may NOT recognise for examination purposes, an answer booklet which is not enclosed in the packet sent at the proper time.

SPECIAL INSTRUCTIONS FOR INDIVIDUAL SUBJECTS

Instructions for Setting-up Practical Examinations

124. A document titled “**Instructions for Setting-up the Practical Examination**” sent in advance of the examination date gives details of the apparatus and materials that must be provided by the Centre. Subjects for which instructions are sent include: **CSEC Electronic Document Preparation and Management (EDPM) and single sciences,** and **CAPE single sciences. These instructions are confidential;** they are intended to enable the Local Registrar or school centre Supervisor for the practical examination to make proper preparations beforehand. It is essential that any person seeing these instructions appreciates the responsibility of ensuring that no information contained in them reaches the candidate, directly or indirectly, before the prescribed time.
125. If the number of candidates entered for a paper at any centre is larger than can be accommodated at one time, the Supervisor may divide the candidates into two or more groups. In such circumstances, the second group must take the paper as soon as possible after the first group has finished and very careful arrangements must be made to keep the groups separate until all the candidates concerned have completed the paper.
126. Special care should be taken to prevent communication between the candidates, especially where the arrangements make it necessary to allow the candidates to move, from time to time, from one part of the laboratory or examination room to another part.
127. Unavailability of any of the apparatus and materials required must be reported to the Council through the Office of the Local Registrar on Form EXA 14.

CSEC® Electronic Document Preparation and Management

128. Appendix XVI contains special instructions to Teachers/Examination Supervisors and Candidates for the conduct of the EDPM General Proficiency Papers 2 and 3/2 examinations.
129. The class teacher must be present at all practical examinations for EDPM Papers 2 and 3/2 to assist the Supervisors and Invigilators in resolving any problems of a technical nature that may arise and to give help to candidates to print their files in such circumstances, if necessary.

130. Candidates must be reminded that scripts, not compact discs/memory sticks, are the final output of the EDPM examination. Scripts are required for the marking exercise, the compact discs/memory sticks are needed for reference ONLY.
131. Printing of the scripts is NOT a part of the time allotted for the examination paper. Supervisors and Invigilators must allow candidates sufficient time to complete the printing of their work **after the examination**. In extenuating circumstances, printing may be permitted the next day, provided that the appropriate measures are in place to protect the integrity of the candidates' compact discs/memory sticks.
132. Candidates must be reminded that the printout (script) must be separated into individual pages labelled by page number and stapled in order of the pages. A penalty may be imposed on those candidates who fail to follow these instructions.
133. Candidates who lose examination time due to power failure, defective disk or equipment must be given extra time to be determined by the Supervisor in consultation with the teacher.
134. The Supervisors and Invigilators must become familiar with the general instructions included in the document **Instructions to Teachers/Examination Supervisors** as they relate to the administration of the examination.

CSEC® Music (Practical)

135. All practical examinations should be conducted within a period of one week.
136. The examinations will be administered in a number of different categories. The order of the examination should allow for flexibility that facilitates the candidate who may opt to start with any item with which he/she is most comfortable. See Appendix XVII for further details.

CSEC® Physical Education and Sport

137. The CSEC Physical Education and Sport examination is divided into two sections, 1A and 1B. Section 1A is a MC component and Section 1B an essay-type component. The two components must be taken during the same session with the MC component being administered first. A 10-minute break must be allowed between the end of the MC examination and the start of the essay examination. Candidates should not be allowed to leave the examination room during the break period.
138. Examination Supervisors must collect the question booklets and the answer sheets at the completion of the MC examination. Even if this process exceeds 10 minutes, the scheduled time of 90 minutes must be allowed for the essay examination. There will be two Attendance Registers – the registers should be marked separately.

CSEC® Technical Drawing (Practical)

139. There is a practical component in the Technical Drawing Papers 02, 3/1 (Building Drawing) and 3/2 (Mechanical Engineering Drawing).

140. Special drawing paper is provided by the Council.
141. Drawing boards/drawing instruments are to be provided by the centres, however, candidates may use their own.
142. If required, an additional sheet of drawing paper should be issued to the candidates.
143. At the end of the examination, Supervisors must ensure that each candidate has written his/her candidate number and test code on the sheet(s) in the bottom left-hand corner.
144. The sheets should be suitably packed **in the envelopes (A2) provided** and returned immediately to the Local Registrar for submission to the Council.
145. Special arrangements should be made for candidates who opted to take the Computer-Aided Drawing option, CAD. See Appendix XVIII.

CSEC® Visual Arts

146. Supervisors and Invigilators should be familiar with the guidelines included in the document **Instructions to Teachers/Examination Supervisors – Visual Arts** (see Appendix XIX).
147. The Supervisor or his/her assistant should undertake the arranging/posing of the models and/or specimens.
148. Candidates are allowed to bring the following into the examination room:
 - (a) necessary materials and equipment, for example, brushes and pencils;
 - (b) where permitted, preliminary sketches and preparatory work.
149. Candidates are NOT allowed to bring into the examination room finished work to be submitted as an examination piece. If this occurs, then **CXC's** Regulations relating to this will apply (see Regulations for the Conduct of the Council's Examinations (Definitions, Regulations and Procedures) *Revised September 2008*, Section 9: Misconduct, pages 32 and 33).
150. Candidates **MUST NOT** bring completed work to be copied and submitted as examination pieces.
151. Candidates **MUST NOT** be given any technical advice.
152. Candidates should be allowed to work under the **BEST** available conditions with regard to lighting and physical facilities.
153. Candidates **MUST** observe safety precautions when using equipment that require the use of flammable materials, for example, kerosene and gas.

154. Candidates should report any accident (for example, spilling of paint or ink on a finished piece) to the Invigilator who **MUST** inform the Supervisor, who in turn **MUST** make a report on the form provided and send it together with the candidates' work to the Local Registrar.
155. When the candidate is drawing, rest periods for the model of approximately five minutes **MUST** be allowed for every 30 minutes.
156. Extra time **MUST** be allocated to accommodate the model's rest periods.
157. Extra time **MUST** be allowed for drying in cases where the techniques used require time for drying, such as printmaking and fabric design.
158. Ceramic pieces should be "fired" within two weeks after the examination, that is, before they are shipped to the Council.
159. The labels provided for the examination by **CXC** should be used. However, if candidates wish to use other surfaces specially suited to their selected media, then these papers should be attached to the **CXC** label so that the label remains at the front. The dimensions of the paper **MUST NOT** exceed **CXC**'s stipulations. No information should be written on the work itself.
160. The candidates' registration numbers, options and question numbers **MUST** be carefully written on the labels provided for craft items and checked before despatch to the Council.
161. The labels must be securely attached to the craft items in order to avoid misplacement during packaging and transportation.
162. **Care must be taken to ensure that ceramics or other fragile works are properly packed to minimize breakage.**

NOTE: Persons appointed to invigilate the Visual Arts examinations should be current or retired Art Educators and they should invigilate at centres other than their own.

CAPE® Art and Design

163. The **CAPE** Art and Design examinations for the Production Papers are normally administered along similar lines as the **CSEC** Visual Arts. Appendix XX gives the Instructions to Teachers/Examination Supervisors responsible for the administration of these examinations.

CAPE® French and Spanish - Use of Personal Computers

164. Candidates are be allowed to use personal computers to listen and playback the compact discs (CDs) supplied by **CXC** for the CAPE French and Spanish Paper 1 examinations. Supervisors should consult the Local Registrar's office to determine the conditions under which the use of the computers are allowed.

CAPE Digital Media®

165. The Local Registrar will provide Supervisors with the procedures developed by **CXC** for the administration of the Digital Media examination. Supervisors should ensure that they familiarise themselves with the procedures prior to the conduct of the examination.

FEEDBACK ON THE WORK OF SUPERVISORS

166. **CXC** will provide the Local Registrar with a list of infractions of **CXC**'s rules, regulations and procedures governing the administration of its examinations that were committed by Examination Supervisors. The Local Registrar will be informed by **CXC** of instances where Supervisors:

- (a) send unused answer booklets to **CXC** or the scanning bureau;
- (b) send seating plans in the Script Return Envelopes to **CXC** or the scanning bureau;
- (c) fail to remove the Candidate's Receipt from the answer booklet;
- (d) fail to ensure that candidates complete their answer booklets properly;
- (e) did not properly complete the Attendance Registers;
- (f) insert the multiple choice answer sheets inside the question booklets;
- (g) did not return all used and unused multiple choice question booklets.

167. The purpose of the feedback is to improve the performance of Supervisors and bring about an improvement in the administration of examinations. Local Registrars are expected to liaise with Supervisors from the identified centres to ensure that the infringements are not repeated.

9 March 2015



MINISTRY OF EDUCATION

DECLARATION OF INTEREST

I, _____, hereby declare that my responses to the questions set out below are true and accurate.

(Please place a tick (✓) in the appropriate box to indicate your response “Yes” or “No”).

ARE YOU OR ANY OF YOUR CLOSE RELATIVES /SON/DAUGHTER/ TAKING ANY OF THE FOLLOWING EXAMINATIONS?

EXAMINATIONS	YEAR	
	YES	NO
Caribbean Secondary Education Certificate - CSEC January Sitting		
Caribbean Secondary Education Certificate - CSEC May-June Sitting		
Caribbean Advanced Proficiency Examination - CAPE May-June Sitting		
Caribbean Certificate of Secondary Level Competence – CCSLC June Sitting		

If you have answered YES to any of the above, please complete **Sections A - C** below, as required:

- A. Examination & Year: _____
- Subject(s): _____
- _____
- _____
- Name of Candidate: _____
- Relationship: _____
- Institution/Centre: _____
- Territory: _____
- B. Examination & Year: _____
- Subject(s): _____
- _____
- _____
- Name of Candidate: _____
- Relationship: _____
- Institution/Centre: _____
- Territory: _____
- C. Examination & Year: _____

Subject(s): _____

Name of Candidate: _____

Relationship: _____

Institution/Centre: _____

Territory: _____

I affirm that I will neither use nor disclose any information gained in the course of my duties pertinent to the above examinations and to the examination question papers and that I will otherwise preserve the integrity of the Council's examinations.

Signature: _____ **Date:** _____
*(Staff Member/Exams /Supervisor/Co-ordinator
/Invigilator)*

Noted by: _____ **Date:** _____
(Supervisor or Head of Division)

Noted by: _____ **Date:** _____
(Local Registrar)

Failure to fully disclose interest in examinations may result in the disqualification of yourself or the candidate(s) from examinations offered by the Caribbean Examinations Council. Other disciplinary measures may also be taken.



CARIBBEAN EXAMINATIONS COUNCIL

REPORTING ON IRREGULARITIES

This form should be used for reporting on:

- (i) cases of misconduct;
- (ii) candidates affected by adverse circumstances during the examination;
- (iii) other irregularities, for example, late arrivals and emergencies.

Special Notes

1. The ability of the Awarding Committees to reach a fair decision on requests for special consideration in cases where candidates are affected by various forms of irregularities or in cases involving disciplinary action against candidates, will depend to a large extent on the clarity with which the cases are reported on this form.
2. Full details should be given and submitted in duplicate:
 - (a) For e-marked subjects - the original to be packed in an envelope to be forwarded to **CXC** and the copy to be given separately to the Local Registrar for his/her records and for follow-up investigations where necessary;
 - (b) In all other cases - the original to be enclosed with the scripts and the copy to be given separately to the Local Registrar for his/her records and for follow-up investigations where necessary.
2. Reports of misconduct must indicate clearly the sequence of events and action taken by the Supervisor.
3. Candidates must be asked at the end of the examination to submit statements for submission with the Supervisor's Report.
4. Any material confiscated by the Supervisor should be **SECURELY ATTACHED** to the irregularity report submitted to the Council in the script return envelope.
5. Reports of illness or mishaps should give details of the degree and duration of the incapacity, difficulty, time lost (if any) and assistance given by authorities at the centre, et cetera.
6. This form is **NOT** to be used to report on cases where:
 - (i) candidates' names, gender or dates-of-birth were incorrectly recorded;
 - (ii) candidates' names were not included on the attendance register;
 - (iii) candidates were absent from the examination.

THE REPORT

EXAM. DATE		DAY	MONTH	YEAR	CENTRE NO.							EXAM. SESSION	AM <input type="checkbox"/>	PM <input type="checkbox"/>
LEVEL				SUBJECT								UNIT/ PROF.	PAPER NO.	
CAPE® <input type="checkbox"/>		CCSLC® <input type="checkbox"/>												
CSEC® <input type="checkbox"/>		CPEA <input type="checkbox"/>												
REPORT OF THE PROBLEM														
TIME BEGAN:					TIME ENDED:					NUMBER OF CANDIDATES INVOLVED:				
CANDIDATE NUMBER	CANDIDATE NAME			CANDIDATE STATEMENT ATTACHED		CANDIDATE NUMBER			CANDIDATE NAME			CANDIDATE STATEMENT ATTACHED		
				YES	NO							YES	NO	
DETAILED STATEMENT OF THE PROBLEM¹														
TO BE COMPLETED BY THE SUPERVISOR														
Name (<i>Block Capitals</i>):														
Signature (<i>Supervisor</i>):												Date:		
TO BE COMPLETED BY THE CANDIDATES INVOLVED IN/AFFECTED BY THE PROBLEM														
I have been informed that:														
(i) a report will be forwarded to CXC, HQ, about the matter														
(ii) I must submit a written statement, if not today, then to the CXC Local Registrar's Office within fourteen (14) days.														
CANDIDATE NAME (BLOCK CAPITALS)			CANDIDATE'S SIGNATURE			DATE		CANDIDATE NAME (BLOCK CAPITALS)			CANDIDATE'S SIGNATURE		DATE	

¹ Additional pages may be used if required.

CARIBBEAN EXAMINATIONS COUNCIL

GUIDELINES FOR SUPERVISORS ADMINISTERING EXAMINATIONS OFFERED BY CXC

ACTIVITY	Paragraph Reference in Manual for Supervisors and Invigilators
BEFORE THE DAY OF THE EXAMINATION	
Declaration of Interest Form	
(1) Obtain a Declaration of Interest Form from the Local Registrar's office	5-6
(2) Complete the form and return it to the Local Registrar's office	5-6
Examination Centre	
(3) Ensure that there is a minimum of one Supervisor/Assistant Supervisor and one Invigilator assigned to each room consisting up to 30 candidates. One additional Invigilator must be assigned to each room for each additional multiple of 30 candidates	3-4
(4) Visit centre to hold discussion with Principal/Head of centre	12
(5) Examine centre's suitability in terms of lighting, noise level, ventilation, size of rooms, et cetera	12
(6) Make arrangements for standby assistance in cases of emergency	12
(7) Identify a 'safe area' where candidates can assemble in cases of emergency	12
(8) Discuss arrangements to accommodate candidates with physical challenges or special needs	12
(9) Remove or cover all posters, diagrams, et cetera, in the examination room that may be useful to candidates during an examination	13
(10) Identify an area to store candidates' bags and personal effects	12
Manual for Supervisors and Invigilators and Daily Checklist of Activities	
(11) Read and become familiar with the contents of the current Manual for Supervisors and Invigilators	9-10
(12) Read and become familiar with the contents of the current Daily Checklist of Activities for the Conduct of Examinations	9-10
Examination Materials and Stationery	
(13) Ensure that adequate supplies of stationery and other materials are available for all examinations. Supervisors should ensure that they have copies of Attendance Registers, Reconciliation Sheets, Reporting on Irregularities (Form EXA 14), Report on Question Paper Packing Errors (Form EXA 60), master timetables, blank multiple choice answer sheets, mathematical tables and other data booklets, string, scissors, answer booklets, single sheets, et cetera	19-21, 32-35

ACTIVITY	Paragraph Reference in Manual for Supervisors and Invigilators
(14)Ensure that there is a secure storage medium to store question papers, examination materials and stationery	25
(15)Display in appropriate location the posters for the Notes for Guidance to Candidates and Electronic Devices Not Permitted	49-50
(16)Have available manual and blank answer sheets for multiple choice examinations	101
Special Arrangements	
(17)Be familiar with procedures to be adopted in cases of irregularities such as cheating or misconduct	67-69, 75, 110-111
(18)Be familiar with the procedures to be adopted in cases where candidates experience adverse circumstances or have special needs such as those requiring the assistance of a Reader or Amanuensis (scribe)	94-95
(19)Be familiar with the procedures to be adopted in cases of minor or major disruptions in the examinations	96-100
(20)Be familiar with the special instructions contained in the multiple choice manuals and the procedures for the collection and return of the multiple choice answer sheets and question booklets	101-103
(21)Be familiar with subjects requiring special procedures prior to or during their administration, for example, Music, Visual Arts and Electronic Document Preparation and Management	123-166
BEFORE THE START OF THE EXAMINATION	
(1) Dress in accordance with the dress code established by Local Registrar or the general guidelines given by CXC	14
(2) Ensure that the correct question paper will be administered and that adequate supplies are available – report any irregularities to the Local Registrar immediately	23-27
(3) Follow regulations and procedures established for use of security bags and tamper-evident tape, if applicable	28-30
(4) Arrange seating in accordance with regulations	41
(5) Number each desk with the last four digits of the candidates' number	42
(6) Arrange separate accommodation for persons with contagious diseases or special needs	43
(7) Clear all desks of books, papers, et cetera and ensure that candidates do not have bags and reference materials in their possession	44
(8) Ensure that a clock with accurate time is visible and legible to each candidate in the examination room	45
(9) Arrive at the examination centre at least 45 minutes before the start of each examination	51
(10)Prevent unauthorised persons from entering the examination room	57-58
(11)Allow candidates to enter the examination room at least 15 minutes before the start of the examination	59
(12)Observe the regulations concerning use of mobile telephones by Supervisors	55-56

ACTIVITY	Paragraph Reference in Manual for Supervisors and Invigilators
(13) Satisfy yourself as to the identity of each candidate	61-63
(14) Mark the Attendance Register correctly	64
(15) Write, at the bottom of the Attendance Register, the names, dates-of-birth and gender of any candidate present but not listed on the Attendance Register	65
(16) Be familiar with the procedure to follow when candidates write examinations out-of-centre	66
(17) Draw candidates' attention to the breaking of the seal to the question paper package	77
(18) Allow one Invigilator to carefully inspect the seal to the question paper packages before they are broken	77
(19) Ensure that a candidate and an Invigilator sign and indicate the date and time in the designated section at the front of the question paper package	77
(20) Cut out label and ensure that sections with signatures and subject/centre details are cut out as one piece and placed in the Script Return Envelope for the Local Registrar	77
(21) Ensure that any erratum notice is brought to the attention of candidates and distributed accordingly	79
(22) Advise candidates that they must write only their centre code and registration number on any supplementary answer booklets/sheets	80
(23) Follow the special instructions for candidates before the start of each examination – see Appendix IX	82
(24) On a chalkboard, write the test code of each paper, the title of the paper, the name and number of the examination centre, and the starting and finishing times of each paper	85
(25) Do not allow candidates to take stationery into the examination room to be used as rough work	92-93
DURING THE EXAMINATION	
(1) Draw seating plans and send plans to Local Registrar's office at agreed intervals	42
(2) Maintain continued vigilance and supervision of candidates and the invigilating staff	54
(3) Do not allow a candidate to enter the examination room after the elapse of the first 30 minutes allocated to the paper being written. The candidate must be marked "Absent"	60
(4) Ensure that candidates do not give or receive assistance in answering the examination paper	74
(5) Provide supplementary stationery to candidates as appropriate	80-81
(6) Remind candidates at intervals of time remaining before the end of the examination	91
(7) Grid the 'Absent' bubble on the multiple choice answer sheet for all absent candidates	103

ACTIVITY	Paragraph Reference in Manual for Supervisors and Invigilators
AT THE END OF THE EXAMINATION	
(1) Collect all mathematical tables and data booklets, and other examination stationery (used or unused) and return them to the Local Registrar or appropriate storage location	34-35, 72
(2) Collect scripts, answer booklets and multiple choice answer sheets/question booklets (used and unused), place them in order of the registration number of the candidates and check them off against the Attendance Register to ensure that none are missing	101, 113
(3) Complete the Reconciliation Sheet	103
(4) Instruct candidates that they should not use liquid paper, pens, staples or any adhesive on the multiple choice answer sheet	103
(5) Instruct candidates to write their names in CAPITAL letters at the front of the multiple choice question booklet	103
(6) Instruct candidates not to insert the completed answer sheet into the multiple choice question booklet	103
(7) Use special Script Return Envelopes for MC exams	103
(8) Ensure candidates enter correctly all the required details on the answer booklets and answer sheets	105
(9) Ensure candidates assemble any loose/single sheets in the order in which the questions were attempted and then fasten them with any rough work sheets inside the answer booklet (or as instructed in the rubric of the question paper)	105
(10) Ensure candidates list all question attempted at the front of their answer booklets	105
(11) Advise candidates to complete the Candidate's Receipt at the back of their answer booklet or multiple choice question booklet	108
(12) Sign and give candidate the Candidate's Receipt only on the receipt of the candidate's answer booklet or multiple choice answer sheet/question booklet	108
(13) Advise candidates to retain their Candidate's Receipt until the issue of results and all queries and reviews have been completed	109
(14) Complete Form EXA 14 for candidates who were present for an examination but did not submit an answer booklet or answer sheet	115
(15) Be familiar how to pack scripts, Attendance Registers and other exam materials for examinations where the scripts will be e-marked and those where the scripts will not be e-marked	115-119
(16) Use special Script Return Envelopes for CCSLC exams, CSEC exams and CAPE exams	120
SUPERVISORS MUST NOT:	
(1) Accept appointments as Supervisors if they are writing examinations at the same sitting	7
(2) Break the seals to the security bags before the bags reach the examination room	28
(3) Pack seating plans in the Script Return Envelopes for CXC	42

ACTIVITY	Paragraph Reference in Manual for Supervisors and Invigilators
(4) Allow Invigilators to use mobile telephones	55
(5) Allow candidates to leave the examination room unsupervised	70
(6) Allow a candidate or any other person to remove the question paper from the examination room before the examination is finished	71-72
(7) Expel a candidate from the examination room unless his/her behavior interferes with the work of other candidates	75
(8) Clarify any question in a paper unless an erratum notice has been issued by CXC	79
(9) Provide candidates with single sheets or additional answer booklets in examinations where the scripts will be e-marked	81
(10) Give candidates multiple choice answer sheets with the pre-slugged information for other candidates	103
(11) Use the EXA 14 Form to record issues relating to registration such as the incorrect name, date of birth or gender of a candidate	110-111
(12) Send blank (unused) answer booklets to scanning bureau or CXC	116-117 & 119

28 February 2015

NOTES FOR GUIDANCE TO CANDIDATES

1. 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.

2. Late Arrivals

- (i) Candidates who arrive late may be admitted during the first 30 minutes of an examination session. Candidates who arrive after the first 30 minutes will not be admitted to the examination.
- (ii) Candidates who arrive late for an examination session will not be allowed extra time to make up for the time lost. The examination must end at the prescribed time.
- (iii) A candidate who presents himself/herself in the afternoon for a paper which has taken place in the morning will not be admitted.

3. Leaving the Examination Room

- (i) A candidate is not allowed to leave the examination room during the first 30 minutes of an examination session unless there are exceptional circumstances. Where a candidate is allowed temporarily to leave the examination room, he/she is to be accompanied by a member of staff or attendant.
- (ii) A candidate may be allowed to discontinue work and leave the examination room

at anytime after the first 30 minutes of an examination session provided that he/she surrenders his/her question paper and answer book. There will be no re-admittance of that candidate.

4. Examination Material

- (i) **Candidates are not allowed to take into the examination room any of the following: books, notes, boxes of instruments bearing data or any other article bearing data, paper for rough work and blotting paper. Electronic calculators are forbidden unless expressly stated by Council in advance. MOBILE TELEPHONES and other ELECTRONIC devices are strictly forbidden.**
- (ii) Candidates must provide their own pencils (especially 3B pencils to answer multiple-choice questions), erasers, pens, ink, rulers, compasses, set squares and protractors.
- (iii) Candidates will be provided with all stationery required for written answers, special answer sheets for objective type papers, mathematical tables and science data booklets, blotting paper and string.

5. Removal of Examination Material

Examination material such as used or unused books, mathematical tables, multiple choice question booklets and supplementary answer sheets may **NOT** be removed from the examination room by a candidate.

6. Instructions on Answer Books and Question Papers

- (i) Candidates are reminded to read carefully and carry out the instructions given on the question paper and on the front cover of their answer books or multiple choice booklets. Candidates may be penalised if these instructions are not carried out.
- (ii) Candidates must use their Centre Number and their own ten-digit Registration Number throughout the examination. This information must be clearly inserted on every used page of their Answer Books and supplementary sheets. Candidates must write their names on the Cover of each Answer Book and NOT on the pages and supplementary sheets used.
- (iii) Candidates must start each answer to a question on a new page. Parts of a Question e.g. (a)/ (b)/ (c) may be written on the same page. If a supplementary sheet is used to complete the answer, it must be fastened with string next to the answer in the book.

7. Misconduct

A candidate guilty of any misconduct may have his/her examination papers cancelled, be disqualified and be barred from entry to future examinations of the Council.

CARIBBEAN EXAMINATIONS COUNCIL

PAPER COMPONENTS 2015 – CSEC

SUBJECT	PAPERS	TEST CODES	
		General	Technical
1. Additional Mathematics	01	01254010	
	02	01254020	
	03/2	01254032	
2. Agricultural Science (SA)	01	01203010	
	02	01203020	
3. Agricultural Science (DA)	01	01202010	
	02	01202020	
	03	01202030	
4. Biology	01	01207010	
	02	01207020	
	03/2*	01207032	
5. Building Technology: Construction Option	01		01308010
	02		01308020
6. Building Technology: Woods Option	01		01309010
	02		01309020
7. Caribbean History	01	01210010	
	02	01210020	
	03/2	01210032	
8. Chemistry	01	01212010	
	02	01212020	
	03/2*	01212032	
9. Clothing & Textiles	01	01213010	
	02	01213020	

* Supervisor's Report and Instructions for conducting Practical Examinations

SUBJECT	PAPERS	TEST CODES	
		General	Technical
10. Economics	01 02 03/2	01216010 01216020 01216032	
11. Electrical and Electronic Technology	01 02		01317010 01317020
12. Electronic Document Preparation and Management	01 02 03/2*	01251010 01251020 01251032	
13. English A	01 02	01218010 01218020	
14. English B	01 02	01219010 01219020	
15. Food & Nutrition	01 02	01221010 01221020	
16. French	01 01/TS 02 03	01222010 01222010 - TS 01222020 01222030	Orals
17. Geography	01 02 03/2	01225010 01225020 01225032	
18. Home Economics: Management	01 02	01228010 01228020	
19. Human and Social Biology	01 02	01253010 01253020	
20. Information Technology	01 02 03/2	01229010 01229020 01329032	
21. Integrated Science (SA)	01 02 03/2	01230010 01230020 01230032	
22. Mathematics	01 02	01234010 01234020	

* Supervisor's Report and Instructions for conducting Practical Examinations

SUBJECT	PAPERS	TEST CODES	
		General	Technical
23. Mechanical Engineering Technology	01 02		01335010 01335020
24. Music: Section I (LIAP Examiners' and candidates brief) Music: Sections II & III (Mark Sheets are provided)	01 01	01236010 01236010	
25. Office Administration	01 02 03/2	01237010 01237020 01237032	
26. Physical Education and Sport	01 04	01252010 01252040	
27. Physics	01 02 03/2*	01238010 01238020 01238032	
28. Principles of Accounts	01 02 03/2	01239010 01239020 01239032	
29. Principles of Business	01 02 03/2	01240010 01240020 01240032	
30. Religious Education	01 02 02 02 02	01241010 01241021 01241022 01241023 01241024	Christianity Hinduism Islam Judaism
31. Social Studies	01 02 03/2	01243010 01243020 01243032	
32. Spanish	01 01/TS 02	01245010 01245010 – TS 01245020 01245030	Orals
33. Technical Drawing: Building Drawing Option	01 02 03	01247010 01247020 01247031	

* Supervisor's Report and Instructions for conducting Practical Examinations

SUBJECT	PAPERS	TEST CODES	
		General	Technical
34. Technical Mechanical Drawing Option	Drawing: 01	01247010	
	Engineering 02	01247020	
	03	01247032	
35. Theatre Arts: Option A	01	01248010	
36. Theatre Arts: Option B	01	01248010	
37. Theatre Arts: Option C	01	01248010	
38. Visual Arts:	02	01250020 - 01250027	

PAPER COMPONENTS 2015 - CAPE

SUBJECT	PAPERS	TEST CODES	
		Unit I	Unit II
1. Accounting	01 02 03/2	02101010 02101020 02101032	02201010 02201020 02201032
Agricultural Science	01	02102010 02102020 02102032	02202010 02202020 02202032
2. Applied Mathematics	01 02 03/2	02105010 02105020 02105032	02205010 02205020 02205032
3. Art & Design	01 02 03	02106010 02106020 02106030	02206010 02206020
4. Biology	01 02 03/2*	02107010 02107020 02107032	02207010 02207020 02207032
5. Caribbean Studies	01 02 03/2	02111010 02111020 02111032	
6. Chemistry	01 02 03/2*	02112010 02112020 02112032	02212010 02212020 02212032
7. Computer Science	01 02	02115010 02115020	02215010 02215020
8. Communication Studies	01 01 ES 02 03/2	02114010 02114040 ES 02114020 02114032	
Digital Media	01 02	02159010 02159020	02259010 02259020
9. Economics	01 02 03/2	02116010 02116020 02116032	02216010 02216020 02216032
10. Electrical & Electronic Technology	01 02	02117010 02117020	02217010 02217020

* Supervisor's Report and Instructions for conducting Practical Examinations

SUBJECT	PAPERS	TEST CODES	
		Unit I	Unit II
Entrepreneurship	01 02 03/2	02160010 02160020 02160032	02260010 02260020 02260032
11. Environmental Science	01 02 03/2	02120010 02120020 02120032	02220010 02220020 02220032
12. Food and Nutrition	01 02	02121010 02121020	02221010 02221020
13. French	01 02 03 04/2	02122010 02122020 02122030 02122042	02222010 02222020 02222030 02222042
16. Geography	01 02 03/2	02125010 02125020 02125032	02225010 02225020 02225032
17. Geometrical & Mechanical Engineering Drawing	01 02	02126010 02126020	02226010 02226020
18. History	01 02 03/2	02127010 02127020 02127032	02227010 02227020 02227032
19. Information Technology	01 02 03/2	02129010 02129020 02129032	02229010 02229020 02229032
20. Law	01 02	02131010 02131020	02231010 02231020
21. Literatures in English	01 02 03/2	02132010 02132020 02132032	02232010 02232020 02232032
22. Management of Business	01 02 03/2	02133010 02133020 02133032	02233010 02233020 02233032
Performing Arts	02	02155020	
Performing Arts	02 Option A		02255020
	02 Option B		02256020

SUBJECT	PAPERS	TEST CODES	
		Unit I	Unit II
	02 Option C		02257020
	02 Option D		02258020
Physical Education & Sport	01	02152010	02252010
		02152020	02252020
23. Pure Mathematics	01	02134010	02234010
	02	02134020	02234020
	03/B	02134032	02234032
24. Physics	01	02138010	02238010
	02	02138020	02238020
	03/2*	02138032	02238032
25. Sociology	01	02144010	02244010
	02	02144020	02244020
	03/2*	02144032	02244032
Spanish	01	02145010	02245010
	02	02124020	02224020
	03	02145030	02245030
Tourism	01	02163010	02263010
	02	02163020	02263020
	03	02163032	02263032

PAPER COMPONENTS 2015- CCSLC

SUBJECT	PAPERS	TEST CODES
1. English Language	01	05118010
2. French	01 01/TS	05122010 05122010-TS
3. Integrated Science	01	05130010
4. Mathematics	01	05134010
5. Social Studies	01	05143010
6. Spanish	01 01/TS	05145010 05145010-TS

9 December 2014

REPORT ON QUESTION PAPER PACKING ERRORS

Centre Name:	Centre Number:
Supervisor Name:	Date of Examination:
Examination:	

(22)No. of question papers stated on label (package with error)	
(23)No. of question papers received (package with error)	
(24)Barcode no. (same as Seq. no.) on label of question paper packet with error	

[illegible]

Date

Date

N.B. – signed copy of form to be sent immediately to the Registrar, CXC in Barbados.

SEATING PLAN

SUBJECT: Human and Social Biology Paper 1

CENTRE NO: 210115

CENTRE NAME: Acomby Private

DATE OF EXAMINATION:

SUPERVISOR'S DESK

0001	0023	0030	0044	0061	0062
0063	0180	0182 ABSENT	0199	0200	0202
0208	0209	0211	0228	0230	0233
0235	0236 ABSENT	0241	0242 ABSENT	0243	0249
0250	0251	0253	0255	0259	0266
0268	0277	0278	0279	0280	0296
0297	0298 ABSENT	0300	0301	0302	0306 ABSENT
0308	0311	0314	0320	0350	0381
0391	0399	0401	0405	0409	0444
0458	0460	0489	0491 ABSENT	0494	0522
0579	0584	0597	0598	0600	0617
0649	0660	0667	0669		

NAME OF SUPERVISOR: _____

SIGNATURE: _____

SEATING PLAN

SEATING PLAN

■ Supervisor Desk

Centre Number:

Subject:

Date:

..0019

...0062

...0073

Stage

..0024

...0053

...0081

..0031

...0043

...0092

...0103

...0193

...0203

...0294

...0112

...0188

0211-Absent

...0281

0121-Absent

...0178

...0227

...0272

...0131

...0163

...0232

...0261

...0144

...0151

...0244

...0251

**SUPERVISORS MANUAL**

CXC - Examinations Administration & Security Division

ELECTRONIC DEVICES **NOT PERMITTED**



**MOBILE PHONES, IPODS, MP3/4 PLAYERS,
TABLETS, KINDLES, PENS OR WRIST
WATCHES WITH
DATA-STORAGE CAPABILITIES
AND OTHER ELECTRONIC DEVICES ARE NOT
ALLOWED IN THE EXAMINATION ROOM.**

**CANDIDATES FOUND IN POSSESSION OF
ANY OF THESE DEVICES, WHETHER IN AN
'ON' OR 'OFF' POSITION, MAY HAVE THEIR
RESULTS CANCELLED OR BE DISQUALIFIED
FROM THE ENTIRE EXAMINATION SITTING.**

INSTRUCTIONS TO CANDIDATES BEFORE THE START OF AN EXAMINATION

For All Examinations

1. Invite candidates to enter the examination room.
2. Direct candidates to their specific seats.
3. Instruct them to stop talking.
4. Inform them that they are now subject to examination conditions and that they must follow all instructions given by the invigilating team.
5. Advise them to take a few minutes to read carefully the notes at the back of their timetables if they have not already done so.
6. Draw their attention to the Electronic Devices Not Permitted poster at the front of the examination room, after the time permitted at 3 above has elapsed.
7. Inform candidates that:
 - (a) unauthorised material, mobile telephones and other communication devices brought into the examination room must be placed in their bag or handed to the Supervisor;
 - (b) if they are found guilty of any misconduct, they may have their examination papers cancelled, be disqualified and be barred for a period of two years from entry to future examinations of the Council;
 - (c) if they are caught with a mobile telephone or any other communication device, whether in an “on” or “off” position, they may be have their results cancelled or be disqualified from the entire examination sitting.
8. Inform candidates that books, notes, plain paper, bags, boxes of instruments bearing data or any other article bearing data, graph paper, tracing paper or paper for rough work are not allowed in the examination room. Any unauthorised material brought into the examination room, whether the candidates intended to use it or not, is an offence and subject to the appropriate penalties.
9. Inform candidates of the test code of the question paper, the title of the paper, the name and number of the examination centre, and the starting and finishing times of the paper. **(Remember to write this information on the chalk board as well.)**
10. Instruct candidates to complete the requirements at the front and back of the answer booklets.
11. Advise candidates that they must not give assistance to, or receive assistance from, one another in answering the examination paper.
12. Advise candidates to indicate by raising their hand if they receive a question paper, answer booklet or multiple choice answer sheet that is defective.
13. Read the instructions on the front of the question paper to candidates and ask them to read the instructions in silence at the same time.

14. Announce clearly to the candidates when they may begin the examination.

For Specific Examinations

1. Advise candidates, **in examinations where they are not permitted**, that calculators and dictionaries must not be used.

2. Read, **in examinations where calculators are permitted**, the following notice to the candidates:

You may use silent non-programmable scientific calculators. You may NOT use pocket-organisers, hand-held computers, lap-top computers, electronic writing-pads or pen-input devices, calculators with typewriter-like keypads known as QWERTY, calculators with tape, calculators with graphical display, calculators that make noise or talk, calculators that require an electrical outlet, calculators in mobile telephones or calculators that can connect to the Internet.

3. Inform candidates, **in examinations where the scripts will be marked electronically**, that they will not be issued with any additional answer booklets or single sheets to complete their responses.

4. Instruct candidates to write their rough work in:

a) a section of the space provided for their responses or on the blank pages at the back the of the answer booklets **in examinations where the scripts will be marked electronically**;

b) the answer booklets or on single sheets (if requested by the candidates) **in examinations where the scripts will not be marked electronically**;

c) the test booklets **in multiple choice examinations**.

5. Instruct candidates to write their answers to essay-type questions in pen with **black or dark-blue ink**. Tell them that coloured pens should not be used unless specifically requested on the question paper. Let them know that fountain pens and gel pens should not be used.

6. Instruct candidates to use **3B** pencils to grid their responses on the multiple choice answer sheets.

7. Instruct candidates to start the response to each question on a new page and that parts of a question, for example, 7(a), 7(b) or 7(c), may be written on the same page. **This directive should only be given in examinations where the subject paper will not be marked electronically.**

8. Instruct candidates, **in examinations where the scripts will be e-marked**, to indicate by the particular question if they have written on any of the additional blank pages at the back of the question booklet.

AB/1

CARIBBEAN EXAMINATIONS COUNCIL
SECONDARY EDUCATION CERTIFICATE

CARIBBEAN EXAMINATIONS COUNCIL
SECONDARY EDUCATION CERTIFICATE

ANSWER BOOKLET

ANSWER BOOKLET

I. FILL IN ALL THE INFORMATION REQUESTED CLEARLY AND LEGIBLY

TEST CODE 01234020

SUBJECT Mathematics

PROFICIENCY General

REGISTRATION NUMBER 0323130059

YEAR OF EXAMINATION 2009

TEST CODE 01234020

SUBJECT Mathematics

PROFICIENCY General

REGISTRATION NUMBER 0323130059

- II. Enter in the left hand column of the boxes below the numbers of the questions you have attempted in the order they appear in the booklet..

- III. Write your answers in Black or Blue/Black Ink.

For CXC Use Only

QUES. NUMBERS	Do not write in the spaces below				TOTAL
	P1	P2	P3	P4	
1					
2					
3					
4					
5					
6					
7					
8					
10					
12					

SCHOOL/CENTRE NUMBER

032313

NAME OF SCHOOL/CENTRE

St Aidan's College

CANDIDATE'S NAME

Maria Smith

DATE OF BIRTH

Day 29 / Month 08 / Year 1990

SEX { MALE ☐ FEMALE ☒

SIGNATURE M Smith

BELOW THIS LINE FOR CXC USE ONLY

FOLDER NUMBER

BELOW THIS LINE FOR CXC USE ONLY

FOLDER NUMBER

CANDIDATE'S RECEIPT**INSTRUCTIONS TO CANDIDATE:**

1. Fill in all the information requested clearly and legibly.

TEST CODE 01234020SUBJECT: MathematicsPROFICIENCY: GeneralFULL NAME: MARIA A. SMITH
(BLOCK LETTERS)Signature: M Smith

2. Ensure that this slip is detached by the Supervisor or Invigilator and given to you when you hand in this booklet.
3. Keep it in a safe place until you have received your results.

INSTRUCTION TO SUPERVISOR/INVIGILATOR:

Sign the declaration below, detach this slip and hand it to the candidate as his/her receipt for this booklet collected by you.

I hereby acknowledge receipt of the candidate's booklet for the examination stated above.

Signature: _____
Supervisor/Invigilator._____
Date



CARIBBEAN EXAMINATIONS COUNCIL

GUIDELINES FOR THE USE OF AN AMANUENSIS

*An Amanuensis (or scribe) is a person who writes down a candidate's dictated responses to questions during an examination. **The use of an Amanuensis is permitted when a candidate is unable to provide a handwritten response or use a Word Processor. It is important that the Amanuensis accurately records only the words dictated by the candidate.***

The Amanuensis is appointed by the Local Registrar who must arrange for the candidate and the Amanuensis to practice working together prior to the examination.

1. **Additional time** will be permitted for the use of an Amanuensis and will normally be up to 25 per cent of the prescribed duration of the examination (15 additional minutes in the hour).
2. A candidate who is utilizing the services of an Amanuensis must be **accommodated in a separate room** so that the dictated responses of the candidate are not overheard by other candidates. **An Invigilator must be present in addition to the Amanuensis.**
3. **If the candidate is permitted both an Amanuensis and a Reader, the Amanuensis should also act as a Reader.**
4. The use of an Amanuensis must not be an advantage or disadvantage to the candidate.
5. The Amanuensis must be able to produce an accurate record of the candidate's responses and must, therefore, write legibly and record the response exactly and at a reasonable rate.
6. The Amanuensis must be familiar with the terminology used in the subject; and in the case of a scientific, mathematical or technical subject, should have a working knowledge of the subject.
7. The Amanuensis must not be the candidate's own teacher, friend, relative, caregiver or any other person with whom there may be an apparent or perceived conflict of interest.
8. The Amanuensis must:
 - *write down the candidate's responses exactly as they are dictated (verbatim);*
 - *draw all visual material (for example, maps, diagrams, tables and graphs) strictly in accordance with the candidate's instructions;*
 - *read back what has been recorded, as requested by the candidate; and*
 - *alter or delete answers at the request of the candidate.*
9. The Amanuensis must not advise the candidate regarding which questions to do, when to move on to the next question, the order in which the questions should be answered, or give information on the appropriateness of the response.
10. *A candidate should, wherever possible, have adequate practice in the use of an Amanuensis.*
11. *The Amanuensis must submit the candidate's responses to the Multiple Choice question paper on the official multiple choice answer sheet.*
12. *The Amanuensis must immediately refer any problems to the Invigilator, who, in consultation with the Examination Supervisor, will submit the necessary report to the Council through the Office of the Local Registrar.*
13. *The Amanuensis must complete and submit the Special Report Form (on the reverse side of this sheet).*

It should be noted that failure to comply with these conditions may result in the candidate being disqualified from the examinations.



CARIBBEAN EXAMINATIONS COUNCIL

SPECIAL REPORT FORM – AMANUENSIS (SCRIBE/WRITER)

TO BE COMPLETED BY THE LOCAL REGISTRAR			
Centre No.:		Centre Name:	
Candidate No.:		Candidate Name:	
Level: CAPE® <input type="checkbox"/> CSEC® <input type="checkbox"/> CCSLC® <input type="checkbox"/>		Unit/Proficiency:	
Subject:		Paper:	
Name of Amanuensis assigned:	Signature (Local Registrar):		Date:
TO BE COMPLETED BY THE AMANUENSIS (SCRIBE)			
Date of Examination:	Time Began:		Time Ended:
Comments:			
DECLARATION			
I declare that I have read the “Guidelines for the Use of an Amanuensis” as set out on the reverse side of this sheet and that:			
(i) I am eligible to be appointed as an Amanuensis for this candidate;			
(ii) I performed the role of Amanuensis during the above examination and prepared the candidate’s script in accordance with these guidelines.			
Name of Amanuensis (<i>Block Capitals</i>):			
Signature (<i>Amanuensis</i>):		Date:	
TO BE COMPLETED BY THE SUPERVISOR			
Comments:			
Name (<i>Block Capitals</i>):			
Signature (<i>Supervisor</i>):		Date:	

NB: The completed form must be attached to the front of the candidate’s script. If any problem or irregularity occurred during the preparation of the script, a copy of this form must be attached to the relevant Irregularity Report.



CARIBBEAN EXAMINATIONS COUNCIL

GUIDELINES FOR THE USE OF A READER

A Reader is a person who, on request, will read to the candidate either the entire or any part of the examination paper; and any part of the candidate's answers.

The Reader is appointed by the Local Registrar who must arrange for the candidate and the Reader to practice working together prior to the examination.

1. **Additional time** will be permitted for the use of a Reader and will normally be up to 25 per cent of the prescribed duration of the examination (15 additional minutes in the hour).
2. A candidate who is utilizing the services of a Reader must be **accommodated separately** from other candidates **and in addition to the Reader, an Invigilator must be present**. Several candidates attempting the same paper may be accommodated with a single Reader. However, if a candidate requests that his/her responses be read, that candidate must be accommodated separately.
3. **If the candidate is permitted both an Amanuensis and a Reader, the Amanuensis should also act as a Reader.**
4. The use of a Reader must not be an advantage or disadvantage to the candidate.
5. The Reader must be able to read accurately and at a reasonable rate. The examination paper must be read out loud without any alteration to the wording.
6. The Reader must be familiar with the terminology used in the subject and must pronounce words clearly, as any mispronunciation could disadvantage the candidate.
7. The Reader must not be the candidate's own teacher, friend, relative, caregiver or any other person with whom there may be an apparent or perceived conflict of interest.
8. A candidate should, wherever possible, have adequate practice in the use of a Reader.
9. The Reader may, if requested:
 - repeat the instructions given on the question paper and may answer any questions about the **rubrics** on the question paper (for example, how many questions must be answered or the duration of the examination); and may give information regarding time lapsed and remaining;
 - give the spelling of a word which occurs in the question paper, but must not otherwise spell a word for a candidate; and
 - assist visually impaired candidates by describing information that is visually enhanced or presented in a tactile format. However, the information provided must be limited to that which is available to a sighted candidate.
10. The Reader must not:
 - explain, interpret or reword a question; or
 - advise the candidate which questions to answer, how much time to spend on any one answer, or the order in which questions should be answered.
11. The Reader must immediately refer any problems to the Invigilator, who, in consultation with the Examination Supervisor, will submit the necessary report to the Council through the Office of the Local Registrar.
12. The Reader must complete and submit the Special Report Form (on the reverse side of this sheet).

It should be noted that failure to comply with these conditions may result in the candidate being disqualified from the examinations.



CARIBBEAN EXAMINATIONS COUNCIL

SPECIAL REPORT FORM – READER

TO BE COMPLETED BY THE LOCAL REGISTRAR			
Centre No.:		Centre Name:	
Candidate No.:		Candidate Name:	
Level: CAPE® <input type="checkbox"/> CSEC® <input type="checkbox"/> CCSLC® <input type="checkbox"/>		Unit/Proficiency:	Paper:
Subject:			
Name of Reader assigned:	Signature (Local Registrar):	Date:	
TO BE COMPLETED BY THE READER			
Date of Examination:	Time Began:	Time Ended:	
Comments:			
DECLARATION			
I declare that I have read the “Guidelines for the Use of a Reader” as set out on the reverse side of this sheet and that:			
(iii) I am eligible to be appointed as a Reader for this candidate;			
(iv) I performed the role of Reader during the above examination and assisted the candidate in accordance with these guidelines.			
Name of Reader (<i>Block Capitals</i>):			
Signature (<i>Reader</i>):		Date:	
TO BE COMPLETED BY THE SUPERVISOR			
Comments:			
Name (<i>Block Capitals</i>):			
Signature (<i>Supervisor</i>):		Date:	

NB: The completed form must be attached to the front of the candidate’s script. If any problem or irregularity occurred during the preparation of the script, a copy of this form must be attached to the relevant Irregularity Report.



CARIBBEAN EXAMINATIONS COUNCIL

GUIDELINES FOR THE USE OF AN INTERPRETER FOR THE HEARING IMPAIRED

Interpretation may be required at the beginning of the examination to translate instructions from the Invigilator, for the duration of any listening components, or throughout the examination if it is an oral assessment and the student communicates by signing. Candidates using a signing interpreter may require the use of a separate room and an Invigilator.

1. The use of an Interpreter must not advantage or disadvantage the candidate.
2. The Interpreter:
 - (a) must be a qualified teacher of the deaf;
 - (b) must be someone who knows and has worked with the candidate, but must not be the candidate's own teacher, friend, relative, caretaker or any other person with whom there may be an apparent or perceived conflict of interest;
 - (c) should provide support to give the candidate access to the questions so that he/she can demonstrate the required knowledge;
 - (d) may alter only the carrier language;
 - (e) may not interpret or explain the technical language, but may fingerspell technical terms which do not have a meaningful corresponding sign;
 - (f) should use a means of communication appropriate to the needs of the candidate, which may include:
 - saying words or phrases
 - lip speaking
 - oral rephrasing of the carrier language but not the technical language
 - using signing mode
 - a combination of the above;
 - (g) may interpret and explain the instructions to the candidate;
 - (h) must not give any clues to the answer when communicating questions; and
 - (i) should communicate only as requested by the candidate and at the candidate's own pace.

AURAL EXAMINATIONS

3. In situations where audio-cassette tapes/CDs are being used, the Interpreter should be allowed supervised access to these tapes/CDs at least one hour before the examinations. This is to allow time for preparation necessary for adequate communication. In order to comply with security requirements, it may be necessary to delay the start of the examinations for the candidates concerned and to place them under supervision whilst preparation takes place.
4. If the content of the tape/CD involves the use of two or more characters, it is preferable, to use a separate Interpreter for each role. If this is not feasible, then adequate alternative arrangements should be made.
5. The Interpreter must immediately refer any problems to the Examination Supervisor, who will submit the necessary report to the Council through the Office of the Local Registrar.
6. The Interpreter must complete and submit the Special Report Form (on the reverse side of this sheet).

It should be noted that failure to comply with these conditions may result in the candidate being disqualified.



CARIBBEAN EXAMINATIONS COUNCIL

SPECIAL REPORT FORM – INTERPRETER FOR THE HEARING IMPAIRED

TO BE COMPLETED BY THE LOCAL REGISTRAR			
Centre No.:		Centre Name:	
Candidate No.:		Candidate Name:	
Level: CAPE® <input type="checkbox"/> CSEC® <input type="checkbox"/> CCSLC® <input type="checkbox"/>		Unit/Proficiency:	
Subject:		Paper:	
Name of Interpreter assigned:		Signature (Local Registrar):	
		Date:	
TO BE COMPLETED BY THE INTERPRETER			
Date of Examination:		Time Began:	
		Time Ended:	
Comments:			
DECLARATION			
I declare that I have read the “Guidelines for the Use of an Interpreter” as set out on the reverse side of this sheet and that:			
(v) I am eligible to be appointed as an Interpreter for this candidate; (vi) I performed the role of Interpreter during the above examination and assisted the candidate in accordance with these guidelines.			
Name of Interpreter (<i>Block Capitals</i>):			
Signature (<i>Interpreter</i>):		Date:	
TO BE COMPLETED BY THE SUPERVISOR			
Comments:			
Name (<i>Block Capitals</i>):			
Signature (<i>Supervisor</i>):		Date:	

NB: The completed form must be attached to the front of the candidate’s script. If any problem or irregularity occurred during the preparation of the script, a copy of this form must be attached to the relevant Irregularity Report.

CARIBBEAN EXAMINATIONS COUNCIL

GUIDELINES FOR THE PRODUCTION OF A TRANSCRIPT

A transcript is a candidate's examination script (responses) submitted in a form other than the candidate's own handwriting. The purpose of a transcript is to aid the Examiner(s) in the marking of a candidate's script.

This facility is primarily used to process Braille responses and the Local Registrar is required to ensure that all Braille responses are transcribed prior to despatch to the marking centres.

N.B: The responses for multiple choice examinations must be submitted on the candidate's pre-slugged multiple choice answer sheet.

The conditions listed below must be met:

1. *The transcript must be produced by a person who is fully competent in the Braille code for the subject concerned.*
2. *The transcript must not be produced by the candidate's own teacher, friend, relative, caregiver or any other person with whom there may be an apparent or perceived conflict of interest.*
3. *The transcript must be produced in a separate copy of the question paper/answer booklet or on lined or unlined white paper as appropriate.*
4. *The transcript may be handwritten, typed or word-processed as appropriate. If handwritten, dark blue or black ink must be used. Pencil must never be used.*
5. *The transcript must be produced immediately after the examination **under secure conditions**. The candidate must not be involved in the production of the transcript.*
6. *The transcript must include the candidate's registration number and relevant examination information.*
7. *The transcript must be produced verbatim with no corrections to the candidate's work.*
8. *The transcript together with the relevant Special Report Form must be securely attached to the back of the candidate's script and be included with the centre's scripts for despatch to the marking centre. The production of the transcript must not delay the despatch of scripts to the marking centre.*
9. *The person who transcribes the script must complete and submit the Special Report Form (on the reverse side of this sheet).*

It should be noted that failure to comply with these conditions may result in the candidate being disqualified from the examinations.



CARIBBEAN EXAMINATIONS COUNCIL

SPECIAL REPORT FORM

TRANSCRIPTION OF AN EXAMINATION SCRIPT

TO BE COMPLETED BY THE LOCAL REGISTRAR			
Centre No.:		Centre Name:	
Candidate No.:		Candidate Name:	
Level: CAPE® <input type="checkbox"/> CSEC® <input type="checkbox"/> CCSLC® <input type="checkbox"/>		Unit/Proficiency:	Paper:
Subject:			
Name of Transcriber assigned:	Signature (Local Registrar):	Date:	
TO BE COMPLETED BY THE TRANSCRIBER			
Date of Examination:	Time Began:	Time Ended:	
Comments:			
DECLARATION			
I declare that I have read the “Guidelines for the Production of a Transcript” as set out on the reverse side of this sheet and that:			
(i) I am eligible to be appointed as a Transcriber for this candidate and this subject; (ii) the attached transcript of the above-named candidate’s script was prepared immediately after the examination under secure conditions and in accordance with the guidelines outlined on the reverse of this form.			
Name of Transcriber(Block Capitals):		Affix official stamp	
Signature (Transcriber):	Date:		
TO BE COMPLETED BY THE LOCAL REGISTRAR/ SUPERVISOR *			
(* if transcription is completed at the centre)			
Comments:			
Name (Block Capitals):			
Signature (Supervisor):		Date:	

NB: The completed form must be attached to the front of the candidate’s script. If any problem or irregularity occurred during the preparation of the script, a copy of this form must be attached to the relevant Irregularity Report.



CARIBBEAN EXAMINATIONS COUNCIL

GUIDELINES FOR THE USE OF A PRACTICAL ASSISTANT

A Practical Assistant is a helper who, in Practical Assessments, communicates visual observations and/or carries out some or all of the tasks as instructed by the candidate. A candidate may be eligible to use a Practical Assistant if he/she suffers from disabilities or indispositions which prevent him/her from carrying out the practical tasks him/herself. A Practical Assistant is used in situations where there is a concern for the candidate's health or safety.

1. The use of a Practical Assistant must not be an advantage or disadvantage to the candidate. The Practical Assistant must not, therefore, perform any task which would give the candidate an advantage.
2. A Practical Assistant must not be the candidate's own teacher, friend, relative, caregiver or any other person with whom there may be an apparent or perceived conflict of interest. A teacher must be present to invigilate/supervise the proceedings.
3. Candidates utilizing the services of a Practical Assistant must be accommodated separately from other candidates and, in addition to the Practical Assistant, an Invigilator must be present.
4. Additional time will be permitted for the use of a Practical Assistant and will normally be up to 25 per cent of the prescribed duration of the examination.
5. The Practical Assistant must:
 - *be familiar with the apparatus being used;*
 - *restrict all communication to clarifying the candidate's instructions if they are not understood; and*
 - *carry out instructions exactly as they are given unless to do so will cause a hazard. If the assistant does not understand the candidate's instructions, he/she may ask for clarification but must not lead the candidate in any way nor must the assistant attempt to interpret the candidate's wishes. If accurate or inaccurate instructions are given by the candidate, they must be followed.*
6. The Practical Assistant must not:
 - *advise the candidate regarding which questions to do, when to move on to the next question, or the order in which the questions should be answered; or*
 - *give assistance in all activities; but should allow the candidate to perform activities without assistance unless there is a health or safety concern.*
7. A candidate should, wherever possible, have adequate practice in the use of a Practical Assistant.
8. The Practical Assistant must immediately refer any problems to the Invigilator, who, in consultation with the Examination Supervisor, will submit the necessary report to the Council through the Office of the Local Registrar.
9. The Practical Assistant must complete and submit the Special Report Form (on the reverse side of this sheet).

It should be noted that failure to comply with these conditions may result in the candidate being disqualified.



CARIBBEAN EXAMINATIONS COUNCIL

SPECIAL REPORT FORM - PRACTICAL ASSISTANT

TO BE COMPLETED BY THE LOCAL REGISTRAR			
Centre No.:		Centre Name:	
Candidate No.:		Candidate Name:	
Level: CAPE® <input type="checkbox"/> CSEC® <input type="checkbox"/> CCSLC® <input type="checkbox"/>		Unit/Proficiency:	
Subject:		Paper:	
Name of Practical Assistant assigned:		Signature (Local Registrar):	
		Date:	
TO BE COMPLETED BY THE PRACTICAL ASSISTANT			
Date of Examination:		Time Began:	
		Time Ended:	
Comments:			
DECLARATION			
I declare that I have read the “Guidelines for the Use of a Practical Assistant” as set out on the reverse side of this sheet and that:			
(iii) I am eligible to be appointed as a Practical Assistant for this candidate;			
(iv) I performed the role of Practical Assistant during the above examination and assisted the candidate in accordance with these guidelines.			
Name of Practical Assistant(<i>Block Capitals</i>):			
Signature (<i>Practical Assistant</i>):		Date:	
TO BE COMPLETED BY THE SUPERVISOR			
Comments:			
Name (<i>Block Capitals</i>):			
Signature (<i>Supervisor</i>):		Date:	

NB: The completed form must be attached to the front of the candidate’s script. If any problem or irregularity occurred during the preparation of the script, a copy of this form must be attached to the relevant Irregularity Report.



CARIBBEAN EXAMINATIONS COUNCIL

GUIDELINES FOR THE USE OF A COMPUTER (WORD PROCESSOR)

Computers are normally permitted for written examinations if a candidate is unable to provide a handwritten response because of a particular difficulty, for example visual impairment, physical disability, temporary injury or specific learning difficulty. The computer is therefore only used for the sole purpose of providing an alternative to handwriting.

The computer will not be permitted for Multiple Choice examinations.

The following conditions must be met:

1. The candidate should be examined in a separate room, with an Invigilator, and the examination must be closely monitored.
2. **The candidate must have access only to the word processing software** and must not be able to gain access to files or documents stored in the memory of the computer or on disk (the hard drive, CD or flash drive).
3. The use of the spell check and Thesaurus is not permitted and the hard drive must be cleared of all other files.
4. The Supervisor/Invigilator and the candidate must confirm that the Word Processor is working correctly before the start of each examination.
5. An examination folder* should be created and the candidate advised that **all** work must be saved in that location.
6. The automatic save option must be used to ensure that the candidate's work is regularly saved to disk. Frequent saving of the work throughout the examination is strongly recommended.
7. There must be some backup option in case of mechanical or power failure.
8. The printing of answers may take place at the end of the examination. The candidate should be present in order to verify that his/her printing is complete. After this, all files must be deleted from the examination folder*. The printed work must be clearly labelled and submitted for marking.
9. The Invigilator must ensure that the candidate uses only the software and files which have been approved. The Word Processor must therefore be checked by an **Invigilator who is computer literate**. The checks must be done at the following times:
 - prior to each examination;
 - during the examination; and
 - the end of each examination.
10. The Computer must remain at the school and must be secured after each examination.
11. The Invigilator must immediately refer any problems to the Examination Supervisor, who will submit the necessary report to the Council through the Office of the Local Registrar.
12. The relevant Special Report Form must be completed and submitted to the Examination Supervisor.

It should be noted that failure to comply with these conditions may result in the candidate being disqualified from the examinations.



CARIBBEAN EXAMINATIONS COUNCIL

SPECIAL REPORT FORM –

USE OF A WORD PROCESSOR

TO BE COMPLETED BY THE LOCAL REGISTRAR			
Centre No.:		Centre Name:	
Candidate No.:		Candidate Name:	
Level: CAPE® <input type="checkbox"/> CSEC® <input type="checkbox"/> CCSLC® <input type="checkbox"/>		Unit/Proficiency:	
Subject:		Paper:	
		Signature (Local Registrar):	Date:
TO BE COMPLETED BY THE INVIGILATOR			
Date of Examination:		Time Began:	Time Ended:
Comments:			
DECLARATION			
I declare that I have read the “Guidelines for the Use of a Word Processor” as set out on the reverse side of this sheet and that:			
(v) I am computer literate and qualified to be assigned to supervise this candidate who used a Word Processor during the examination;			
(vi) I have operated in accordance with the guidelines outlined on the reverse of this form; created the examination folder, conducted the required checks; confirmed that the candidate used only the approved software; and ensured that use of the Word Processor did not give the candidate an unfair advantage.			
Name of Invigilator (<i>Block Capitals</i>):		Signature (<i>Invigilator</i>):	Date:
TO BE COMPLETED BY THE CANDIDATE			
I have verified that my complete examination script has been printed			
Name of Candidate (<i>Block Capitals</i>):		Signature (<i>Candidate</i>):	
TO BE COMPLETED BY THE SUPERVISOR			
Comments:			
Name (<i>Block Capitals</i>):			
Signature (<i>Supervisor</i>):		Date:	

NB: The completed form must be attached to the front of the candidate's script. If any problem or irregularity occurred during the preparation of the script, a copy of this form must be attached to the relevant Irregularity Report.



CARIBBEAN EXAMINATIONS COUNCIL

GUIDELINES FOR THE USE OF SPECIALIZED EQUIPMENT/DEVICES

The use of specialized equipment is approved if a candidate is unable to provide a handwritten response or requires assistance in doing so. (For example, a Braille Machine may be used by a visually impaired candidate.) These forms of assistance are permitted when they are the candidate's normal method of working and do not provide the candidate with an advantage.

The conditions listed below must be met:

13. The use of the equipment must not give the candidate an unfair advantage.
14. The equipment must be used solely by the candidate and not by someone acting on the candidate's behalf.
15. The equipment must remain at the school and must be secured after each examination.
16. The Supervisor, Invigilator and the candidate must confirm that the equipment is working correctly before the start of each examination.
17. There must be some backup option in case of mechanical or power failure.
18. The candidate should be examined in a separate room where the examination must be closely monitored. An Invigilator who is familiar with the operation of the equipment/device must be present.
19. The Invigilator must ensure that the candidate does not use any components of the equipment in a manner which would give him/her an unfair advantage. The equipment must therefore, be checked by an Examination Supervisor/Invigilator who is familiar with its operation. The checks must be done at the following times:
 - on submission of the equipment to the school;
 - prior to each examination;
 - periodically during the examination; and
 - at the end of each examination.
20. The Invigilator must immediately refer any problems to the Examination Supervisor, who will submit the necessary report to the Council, through the Office of the Local Registrar.
21. At the end of the examination, the Invigilator must complete the relevant Special Report Form and submit it to the Examination Supervisor.

It should be noted that failure to comply with these conditions may result in the candidate being disqualified from the examinations.



CARIBBEAN EXAMINATIONS COUNCIL

SPECIAL REPORT FORM –

USE OF SPECIALIZED EQUIPMENT/DEVICES

TO BE COMPLETED BY THE LOCAL REGISTRAR			
Centre No.:		Centre Name:	
Candidate No.:		Candidate Name:	
Level: CAPE® <input type="checkbox"/> CSEC® <input type="checkbox"/> CCSLC® <input type="checkbox"/>		Unit/Proficiency:	Paper:
Subject:			
Type of Equipment:	Signature (Local Registrar):		Date:
TO BE COMPLETED BY THE INVIGILATOR			
Date of Examination:	Time Began:		Time Ended:
Comments:			
DECLARATION			
I declare that I have read the “Guidelines for the Use of Specialized Equipment/ Devices” as set out on the reverse side of this sheet and that:			
(vii) I am familiar with the equipment used and am qualified to be assigned to supervise this candidate who used this equipment during the examination;			
(viii) I have operated in accordance with the guidelines outlined on the reverse of this form; conducted the required checks; and ensured that the candidate did not use any components of the equipment in a manner which would give him/her an unfair advantage.			
Name of Invigilator (<i>Block Capitals</i>):			
Signature (<i>Invigilator</i>):		Date:	
TO BE COMPLETED BY THE SUPERVISOR			
Comments:			
Name (<i>Block Capitals</i>):			
Signature (<i>Supervisor</i>):		Date:	

NB: The completed form must be attached to the front of the candidate's script. If any problem or irregularity occurred during the preparation of the script, a copy of this form must be attached to the relevant Irregularity Report.



**SECONDARY EDUCATION CERTIFICATE
EXAMINATIONS**

**SPECIFIC INSTRUCTIONS
FOR
SUPERVISORS ADMINISTERING
MULTIPLE CHOICE EXAMINATIONS - PAPER 01**

Subjects, proficiency, test codes, number of items and testing times are listed at Page 4.

You must familiarize yourself with the contents of this manual before administering the examination

This manual must be used for ALL Multiple Choice subjects except French and Spanish.

N.B. Instructions which are to be read aloud to candidates are enclosed in boxes.

- (a) Check the subject on timetable with name of the subject in test paper plastic bag to be sure you have the correct papers.
- (b) Have the candidates seated and ready to begin.
- (c) Make sure that only pencils, erasers, timetables and calculators (if permitted) are left on the desks.
- (d) Check that each candidate has a **soft** lead pencil (3B).
- (e) Distribute the **answer sheets and answer booklets, keeping a copy of each from which you will read the instructions. (On the other side of the answer sheet you will see instructions for completion).**
- (f) See information on Page 4 – identify the examination to be administered and inform the candidates of the:
 - (i) subject and proficiency;
 - (ii) test code and the number of items in the test.
- (g) Read each instruction aloud, allowing the candidates the necessary time to fill in the required information. Please ensure that the candidates follow the instructions correctly.
- (h) Follow the instructions for checking and opening the test paper plastic bags which are printed on the labels. Now say:

Do not open your booklets until you are told to do so.

- (i) Distribute the test booklets and keep a copy from which you will read the instructions. Now say:

On the cover you will find instructions for this test. Look at the cover and read the instructions silently while I read them aloud. Read the instructions on the front of the booklet.

- (j) Answer any legitimate questions. Stay within the meaning as far as possible and use the vocabulary of the printed directions. Now say:

Please check and make sure that your booklet is not defective in any way, for example, one that has missing questions. If now, or at any time, you should find that your test booklet or answer sheet is defective, please raise your hand.

- (k) Replace any defective booklet with one that has the identical test and form codes. The defective booklet should be marked “defective” and held for entry on the irregularity report. Now say:

You will have minutes to answer the questions in this paper (see question paper). When I say “Begin”, turn to the first page, read the instructions and start working. Ready? Begin!

- (l) You must now record the starting time of the test in the appropriate box on the

Reconciliation Sheet. When the candidates have begun, check to see that they are marking their answers in the appropriate spaces on the answer sheet. At the end of the correct time (Page 4 refers), that is, calculated time on Reconciliation Sheet say:

STOP! Even if you have not finished, you must stop and lay down your pencil.

Check that your name, registration number and the subject test code are correctly gridded on your answer sheet.

Place your answer sheet at the front of the test booklet. DO NOT insert the answer sheet into the booklet.

Write your name in capital letters in the designated area at the front of the test booklet.

- (m) Collect the test booklets and answer sheets and place all answer sheets together in the same order as they appear on the Attendance Register. Then place all test booklets together in the same order as the answer sheets.
- (n) **Count** the booklets while the candidates are in the room and ensure that they correspond to the numbers distributed to the candidates. **The answer sheets and the test booklets should be placed in the separate Script Return Envelope.** More than one envelope should be used, if required.

N.B. Results will not be issued to candidates who do not submit their test booklets and the answer sheets. Now say:

Thank you. You may leave now.

- (o) The number of used Multiple Choice test booklets should be added to the number of unused booklets. The resulting sum should equal the number of test booklets taken to the testing room. This information should be entered in part B of the Reconciliation Sheet and on the Script Return Envelope. The total number of test booklets, the test code and the centre number must be written in the appropriate section of the envelope.
- (p) **Grid the “Absent” bubble on the pre-slugged answer sheets for those candidates who were not present and return them in the Script Return Envelope. The unused booklets should be returned in the envelope with the other booklets.**

SUBJECT	PROFICIENCY	TEST CODE	NO. OF ITEMS	TESTING TIME IN MINUTES
Additional Mathematics	GENERAL	01254010	45	90
Agricultural Science SA	GENERAL	01203010	60	75
Agricultural Science DA	GENERAL	01202010	60	75
Biology	GENERAL	01207010	60	75
Building Technology: Construction	TECHNICAL	01308010	60	75
Building Technology: Woods	TECHNICAL	01309010	60	75
Caribbean History	GENERAL	01210010	60	75
Chemistry	GENERAL	01212010	60	75
Clothing & Textiles	GENERAL	01213010	60	75
Economics	GENERAL	01216010	60	75
Electrical & Electronic Technology	TECHNICAL	01317010	60	75
English A	GENERAL	01218010	60	90
Food & Nutrition	GENERAL	01221010	60	75
Geography	GENERAL	01225010	60	75
Home Economics: Management	GENERAL	01228010	60	75
Human and Social Biology	GENERAL	01253010	60	75
Information Technology	GENERAL	01229010	60	90
Integrated Science	GENERAL	01230010	60	75
Mathematics	GENERAL	01234010	60	90
Mechanical Engineering Technology	TECHNICAL	01335010	60	75
Office Administration	GENERAL	01237010	60	75
Physical Education and Sport	GENERAL	01252010	45	60
Physics	GENERAL	01238010	60	75
Principles of Accounts	GENERAL	01239010	60	90
Principles of Business	GENERAL	01240010	60	75
Religious Education	GENERAL	01241010	60	75
Social Studies	GENERAL	01243010	60	75

CARIBBEAN EXAMINATIONS COUNCIL

TESTING ROOM

RECONCILIATION SHEET

Subject:		Time began	Hrs	Mins
Proficiency/Unit:		Length of test		
Room:	Centre No:	Time due to end		

Before the Test

<i>Subject</i>	<i>Test code</i>

Part A. Total Books issued to testing room

During the Test

Part B.

(1) Test books initially issued to candidates writing the test.

(2) Defective books (held for return with Irregularity Report).

(3) Unused books on hand.

TOTAL OF B

After the Test

Part C.

(1) Used books returned.

(2) Defective books returned.

(3) Unused books returned.

TOTAL OF C

Part D. Total Answer Sheets to be scored

NOTE:

1. Total A = Total B = Total C
2. This form should be returned together with the answer sheets for your testing room.
3. Where a centre has more than one testing room, a reconciliation sheet should be completed for each room as well as for the entire centre.

Supervisor: _____

Date: _____

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

PAPER 02 – General Proficiency

INSTRUCTIONS TO TEACHERS/EXAMINATION SUPERVISORS

GENERAL INSTRUCTIONS

Preparation for the Examination

1. Any inter-station communication on a network must be disabled before the examination.
2. Teachers are required to ensure that the computers and **storage devices*** to be used in the examination are virus free.
3. Teachers are required to ensure that drive heads are cleaned the day before the examination.
4. Relatively new storage devices should be used as very old storage devices tend to be unreliable and can contaminate drive heads.
5. It is important that prior to the examination all storage devices are checked to ensure that they can be written to and printed from.
6. Teachers are required to ensure that extra blank formatted storage devices are available in order to replace any that become damaged during the examination. **Note that teachers are required to comply with Instruction 11 (b) when replacing storage devices.**
7. At least TWO fully functional printing stations should be made available for printing the candidates' work after the examination. Printers with adequate supplies (new ribbons, cartridges or toner) should be provided. Centres are advised to stock extra supplies to ensure that the printing of all candidates' work can be completed.
8. A folder with adequate space should be created on the local hard drive for each candidate. The folder should be labelled with the candidate's initials and registration number. The pathway to the folder should be simple. For example in the MS Windows environment, Justin C Browne whose registration number is 0300140011 would have folder named JCB0300140011 and path specified as C → EDPM2005 → JCB0300140011 or C:\EDPM2005\JCB0300140011.
9. Schools entering more candidates than there are available computers may use two or more shifts. It is imperative that:
 - (a) candidates for subsequent shifts are assembled in one place at least TEN minutes before the end of the previous session to ensure that there is no interaction among candidates;
 - (b) teachers **also** ensure that EACH machine is SANITIZED (working folders of the candidate from the previous shift are removed) before they are made available for use by the next candidate. (Please note instruction 13.)
10. Mobile telephones, Personal Digital Assistants (PDAs) and other electronic communication devices are NOT permitted in the examination room.

***N.B. Candidates may use storage devices such as compact discs (CDs) or memory sticks, provided these are in good condition and contain no unauthorised material.**

Examination Procedures

11. Five minutes before warm-up time, each candidate should be given:
 - (a) the sheet of paper headed **‘INSTRUCTIONS TO CANDIDATES’**, on which the invigilator has recorded the machine assignment; name **and** location of the folder assigned to him/her (for example, see instruction 8); and instructions for printing;
 - (b) a blank formatted storage device with a stuck-on label bearing the candidate’s initials and registration number.
12. Candidates should be informed that they have each been assigned:
 - (i) a unique, temporary folder on the local hard drive in which they are to save the files they create in responding to examination questions;
 - (ii) a formatted storage device with his/her initials and registration number and that **after completing each question**, they should transfer the work from the temporary folder to this storage device. (NB: the storage devices must be retained by the school until the end of September following the examination)
13. A teacher who is familiar with the software and print facilities used in the examination is required to be available for the duration of the examination. This teacher is required to make a copy of all candidates’ work and submit to CXC one master disk for EACH type of machine and application used. Each master disk should be clearly labelled with the following information:
 - (i) the centre number;
 - (ii) the name(s) of the application program(s);
 - (iii) the operating system (for example, Windows 95, 98, 2000, XP; UNIX; Linux);
 - (iv) date and time(s) the master disk was created.

On the master disk, each candidate’s work should be saved in a uniquely labelled folder. A separate folder must be created for EACH candidate’s work. Names of folders must comprise **candidate’s initials and registration number** so that a candidate’s work can be readily identified. This disk is to be securely and appropriately packaged and submitted to CXC along with the scripts.

14. ***During the examination the teacher may give assistance if a candidate is experiencing difficulty with a machine or the media. However, the nature of the problem and the assistance given must be clearly stated on the Supervisors’ Irregularity Report.***

The following information should be documented by the teacher on the Supervisor’s report:

- (i) the registration number of the candidate(s) affected;
 - (ii) the machine used;
 - (iii) the date and time that the problem was reported (for example, 10 May, 1.45 pm, 40 minutes after start of the examination);
 - (iv) the length of time taken for resolving the issue;
 - (v) whether or not any data were lost, quantity lost, the number of the question(s) affected;
 - (vi) whether or not the problem was specific to an application and if so, which application;
 - (vii) any additional relevant information.
15. Printing is not considered part of the time allocated for the examination. Supervisors/Invigilators must allow candidates sufficient time to complete the printing of their work after the examination.

END OF INSTRUCTIONS TO TEACHERS/EXAMINATION SUPERVISORS
(see the Instructions to Candidates that follow)

INSTRUCTIONS TO CANDIDATES

A temporary folder has been created for you on Machine _____

The path name for this folder is: _____

Procedures for Printing

1. You will be given a blank formatted storage device* with your initials and registration number. Upon completing each question, you should transfer your work from the temporary folder on the hard drive to your labelled storage device.
2. At the end of the examination, you should print your own work. If you experience problems in doing so, you may request assistance from the invigilator or teacher. Printing is not considered part of the time allocated for the examination.
3. It is your responsibility to ensure that:
 - (a) your registration number appears in the upper right-hand corner of each page;
 - (b) EACH page is correctly labelled with the question number;
 - (c) your ENTIRE file is printed and that you submit ALL of your printed pages;
 - (d) your submission contains ONLY your work;
 - (e) you submit your labelled storage device, together with all printed work, at the end of the examination. **Note that the Examiner will mark ONLY your printed work. Your storage device will only be used for security checks.**

Failure to comply with these instructions may result in loss of marks.

END OF INSTRUCTIONS TO CANDIDATES

*** N.B. Candidates may use other storage devices such as compact discs (CDs) or memory sticks, provided these are in good condition and contain no unauthorised material.**

CARIBBEAN EXAMINATIONS COUNCIL

GUIDELINES AND INSTRUCTIONS FOR PRACTICAL AND WRITTEN EXAMINATIONS IN MUSIC

GENERAL PROFICIENCY

PREPARED PERFORMANCE (SOLO)

COMPOSING (LIVE PERFORMANCE)

LISTENING & APPRAISING

**For Local Registrars, Principals, External Examiners, Examination Supervisors
and Invigilators**

Requirements for the Practical Examination in Performing/Composing

1. The practical examination should take place in the first half of the third term of the examination year and in any case before the commencement of the written examination in accordance with a timetable prepared by the Council.

ALL PRACTICAL EXAMINATIONS SHOULD BE CONDUCTED WITHIN A PERIOD OF ONE WEEK AND WILL BE ADMINISTERED IN CATEGORIES AS FOLLOWS:

- a. Voice and Keyboard
- b. Strings
- c. Woodwind and Saxophone
- d. Orchestral Brass
- e. Percussion

Categories and groupings are:

1. Voice and Keyboard

Appropriate voice range (for example, bass and soprano)
Electric Keyboard
Piano

2. Strings

Violin
Viola
Violoncello (Cello)
Double Bass
Guitar
Bass Guitar

3. Woodwind

Recorder (descant or treble)
Flute
Oboe
Clarinet
Bassoon
Saxophone (for example, soprano, alto and tenor)

4. Brass

Trumpet
Tuba
French horn
Trombone
Cornet
Baritone

5. Percussion

Steel pan (tenor, double tenor, double seconds)

Drum kit/Trap set

Conga

The order of the examination should allow for flexibility that facilitates the candidate who may opt to start with any item with which he/she is most comfortable.

Section 1 PERFORMING (PERF)

- (i) *Solo performance* of one piece on the main instrument selected from the above five categories and groupings.
- (ii) One scale and an arpeggio (may be performed in the order preferred by the candidate) OR one technical study.
- (iii) *Viva voce* discussion

A file to be presented with copies of the pieces learnt during the two-year period, including the piece performed. This will be returned by the Examiner at the end of the exercise.

Section 2

COMPOSING (COMP)

- (i) One composition/arrangement presented in a live performance.

The Examiner will indicate by a tick (✓) on the marksheet whether a live presentation has been done. No marks will be awarded at this point as the performance is intended as authentication of the candidate's familiarity and ownership of the composition.

Other participants (where required) enter examination room just on time for presentation and leave immediately after.

- (ii) Audio tape (CD) of the composition and the arrangement (one of which is that performed at i above), and file containing the composition and the arrangement.
- (iii) *Viva voce* discussion of compositions during which the candidate will reflect and discuss elements of the composing process. The file should include documentation of the composing process signed by teacher to verify authenticity - absence of which will result in automatic deduction of four marks.

NB Only the **viva voce** will be given a mark during the practical examination. All other marks are awarded during the official marking exercise to be conducted by an appointed examining committee.

The examination for each candidate will last approximately 30 minutes. Additional time will be allowed for tuning and setting up equipment.

Administration Procedures

2. By the middle of February, the Local Registrar will submit to Council a timetable for the examinations and a complete list of the approved Examiners and their allocations. The Local Registrar will also ensure that the relevant details concerning timetables and allocation of Examiners are circulated to all schools/centres and Examiners concerned not later than 28 February.
3. Candidates will be required to present a solo performance on a selected instrument, including voice (list of instruments attached as well as indicated in syllabus).

The Local Registrar should be notified of the instrument that the candidate is offering for examination by the last week of November, so that the information may be conveyed to the Examiner. **The candidate's level of competence (Foundation, Intermediate, or Advanced) must be indicated on the Performing (Profile 2) Mark Sheet.**

4. Technical exercises, works in any genre (Caribbean, popular or classical) and appropriate to the candidate's level of competence, scales and arpeggios will be chosen by the candidate.

NB: Scales and arpeggios must relate to the key of the solo piece presented in the practical examination.

5. Candidates will be expected to provide the Examiner with the notated score or written commentary (verbal explanation) where no official or documented score of the technical exercise and chosen work is available.
6. Candidates must provide an audiotape (CD), on which their composition and arrangement are recorded. The tape (CD) should be properly labelled with the following information:–

Candidate's name
Candidate's number
Name of school
Subject and profile
Titles of the composition and the arrangement
Year of examination

NB: It is advisable for the candidate to state his or her name/number and titles of pieces at the beginning of the recording as well.

Candidates are not obliged to perform their own compositions, but such compositions must be performed in the candidates' presence and candidates are expected to be able to comment knowledgeably on any aspect of their compositions or answer any related questions posed by the Examiner.

7. At all times, before and during the examination, any material relevant to the examination must be kept under conditions of strict security. It is essential that Examiners appreciate the responsibility of ensuring that no information contained in the examination materials reaches candidates to be examined, directly or indirectly.

8. Schools/centres should ensure that all examination candidates are aware of the format that the examination will take and know the time at which they are required to attend, noting that each candidate will be examined for approximately 30 minutes in a combined sitting for performing and composing.
9. Schools/centres should ensure that a suitable venue is selected for the examination (see **Physical Requirements for CSEC Music Examinations** page 6).
10. Not more than five (5) candidates should be examined successively in any one block of time (session) without a break. Under normal circumstances, no Examiner should examine more than 10 candidates in any one day.
11. Examiners should contact schools/centres in advance to confirm the times at which they will begin each session of the examination, and to discuss any special arrangements that may be required.
12. On the day of the examination, Examiners will normally arrive at least 30 minutes before the beginning session to:
 - a. ensure that all arrangements are satisfactory;
 - b. introduce themselves to the candidates who should be brought together for this purpose at the appropriate time;
 - c. allow the first candidate adequate time to ensure that his/her instrument is properly tuned and ready for use;
 - d. discuss with the Music teacher any candidates with special difficulties or needs that should be reported to Council for consideration at the Subject Awards Committee meeting (for example, recent illness or bereavement). **In such cases, the Reporting on Irregularities (Form EXA 14) must be completed by the Examiner.**
13. Examination conditions must prevail throughout the environment in which the examination is taking place:
 - a. the examination room must be as quiet as possible and a table should be provided for the Examiner to be seated at a reasonable distance from the candidate's performing position;
 - b. the candidate, in preparing to be examined, should be able to check on his/her instrument in an area that is quiet and under supervision. Arrangements should be made between the Examiner and supervisory staff to ensure that candidates are summoned in an orderly manner.
14. Under no circumstances should Examiners discuss the performance of any candidate with anyone not so authorised to be privy.
15. The Local Registrar may consider requests by Principals on behalf of candidates who, because of illness or other untenable circumstances, would like to have their examination

sitting transferred to another centre at which the examination is scheduled to take place at a later date.

16. Examiners/Schools/Centres are asked to report to Council (through the Local Registrar) any aspect of the practical or written examination that they consider unsatisfactory.
17. All copies of the final mark sheets, as well as Examiners' notes and rough mark sheets must be submitted to the Local Registrar, who will forward all original copies of those documents to the Registrar, CXC Headquarters. Local Registrars must retain a copy of each sheet for at least three months following the issue of the final results.

CHECKLIST FOR PRACTICAL EXAMINATION REQUIREMENTS

Each candidate must present the following:-

SECTION I (PERF) PIECES		SECTION II (COMP) PIECES	
1	Piece No. 1 – solo item, performed on an instrument or sung	3	Piece No. 3 – original composition, scored and recorded on audio tape (CD)
2	Piece No. 2 – one scale and arpeggio OR technical study	4	Piece No. 4 – arrangement, scored and recorded on audio tape (CD)
			NB Candidates MUST NOT offer their own compositions or arrangements as their solo item

Requirements for the Written Examination (LIAP)

The invigilator administering the written examination (LIAP) must follow the guidelines outlined in the Invigilator's Brief and Audio Script packaged with the audio tape (CD) to be used for the examination. To facilitate this, the brief must be read beforehand, not less than 60 minutes before the start of the examination. The guidelines must be strictly adhered to.

PHYSICAL REQUIREMENTS FOR CSEC MUSIC EXAMINATIONS

PRACTICAL - PERF/COMP

- Suitable room – good acoustics, detached, free from visual and aural distractions.
- Instruments tuned and in good working order; electronic equipment checked and functioning properly; band instruments (where required – for example, ensemble performance) set up in positions from which they will be used before examination starts.
- Music stand(s) in place, where required.

- Candidate's file of pieces to be performed during the examination - for Performing as well as Composing/Arranging.
- Examiner's file with copies of the following:
 - scores for pieces to be performed - solo performance;
 - other repertoire performed over the preparation period (which will be returned to the candidate at the end of the exercise);
 - scores for the composition and the arrangement being submitted for assessment; and the score of the original piece which was arranged; and
 - audio tape (CD) of the composition and the arrangement being submitted for assessment.

WRITTEN - LIAP

- Suitable room - detached, free from visual, aural and other distractions.
- Appropriate lighting and ventilation.
- Audio equipment of good quality - tape recorder or stereo system suitable for classroom sound projection.

ELIGIBILITY FOR EXAMINATION RESULTS

A candidate will only receive examination results in the Music General Proficiency examination provided **ALL** of the following are completed and sent to the Council:

- (a) Paper 01 written examination - Question Paper Forms Answer Booklets for Section I and Sections II and III;
- (b) Paper 02 practical examination - completed Examiners' Mark Sheet for Performing (Profile 2) - **the candidate's level of competence (Elementary, Intermediate, or Advanced) must be selected**; completed Examiners' Mark Sheet for Composing (Profile 3); a Portfolio with the candidate's work including the audio tape or compact disc (CD); and a completed Music Declaration Form;
- (c) Paper 03 - completed SBA assignments and submission of SBA mark.

TECHNICAL DRAWING

GENERAL PROFICIENCY – PAPER 2 & PAPER 3 (Candidates who opt to use the Computer Aided Drawing method)

General Instructions

1. Printing of the scripts is NOT a part of the time allotted for the examination paper. Supervisors/Invigilators must allow candidates sufficient time to complete the printing of their work **after the examination**. In extenuating circumstances, printing may be permitted the next day, provided that the appropriate measures are in place to protect the integrity of the candidate's storage devices*.
2. Each candidate should have a formatted storage device. Each storage device must be named using the candidate's registration number. A stuck-on label of each candidate's storage device must also bear the following information:
 - (i) the candidate's registration number;
 - (ii) the name(s) of the application programme(s);
 - (iii) the type of computer;
 - (iv) the operation system.
3. On each candidate's storage device, the teacher (or other person designated by the Principal) must ensure that the relevant files are created, using application packages that the candidate will use during the practical examination.
4. It is important that the teacher (or other person designated by the Principal) check all storage devices to ensure that they can be read from, and written to, prior to the examination.
5. At least TWO functional printers should be provided.
6. When schools enter more candidates than the number of computers available, candidates for subsequent shifts must be assembled in one place at least TEN minutes before the end of the first session to ensure that there is no interaction among candidates.
7. A teacher must be available to duplicate data storage devices for candidates. The teacher must be able to use all of the print facilities of the packages, including 'print structure'.
8. Any means of inter-station communication on a network must be disabled, if possible, for the duration of the examination to reduce the possibility of cheating. As far as possible, the candidate must have 'write' privileges only on the storage device provided for his/her use. For example, if the machine has a hard drive it should be write-protected.
9. Teachers must ensure that extra formatted storage devices with relevant files are available, if necessary, in order to replace those which may become damaged during the examination.
Note that Instruction 2 must be adhered to when replacing storage devices.

*** NB Candidates may use storage devices such as compact disks or memory sticks, provided these are in good condition and contain no unauthorised material.**

10. **Teachers should give assistance to a candidate if the candidate is experiencing difficulty with the computer or printer. However, the nature of the problem and the assistance given must be clearly stated on the Invigilator's Report.**
11. Teachers must ensure that the computer being used for preparing storage devices is virus-free and that the storage devices to be provided are also virus-free.
12. Teachers should ensure that drive heads are cleaned the day before and after each examination. Relatively new storage devices should be used as very old storage devices can quickly contaminate the drive heads.
13. Teachers must be reminded that mobile telephones and other communication devices are not permitted in the examination room.

NOTE:

Candidates who opt to use the Traditional Drawing Method for Paper 02 and Paper 03 may opt to do the SBA drawing project using the Computer Aided Drawing application.

C A R I B B E A N E X A M I N A T I O N S C O U N C I L

**SECONDARY EDUCATION CERTIFICATE
EXAMINATION**

VISUAL ARTS

INSTRUCTIONS TO TEACHERS/EXAMINATION SUPERVISORS

Examination Supervisors (and teachers) should ensure that:

1. candidates receive the examination papers TWO WEEKS in advance of the examination date;
2. candidates obtain in time for the examination whatever materials and equipment are necessary for the selected options;
3. wherever required, preliminary studies and preparation of materials are the unaided work of the candidates;
4. within TWO WEEKS after the examination, ALL ceramic pieces are:
 - (a) bisque fired;
 - (b) labelled and packed for despatch;
5. the candidates are informed of the rules and regulations pertaining to misconduct and the consequences of such misconduct;
6. the label provided for the examination by CXC is used. If candidates wish to use other surfaces specially suited to their selected media, then these papers should be attached to the CXC label, so that the label remains at the front. No information should be written on the work itself;
7. the labels for Options Sculpture and Ceramics, Fibre and Decorative Arts, Textile Design and Manipulation and Leather Craft are securely attached to the pieces in order to avoid misplacement during packaging and transportation;
8. the dimensions of the work DO NOT exceed CXC's stipulation;
9. candidates consider the placement of their composition in relation to the size of the paper provided;
10. candidates DO NOT take preliminary sketches to be finished in the examination room for submission as their final examination piece;
11. candidates DO NOT take preliminary sketches into the examination room for Option – Drawing;

12. candidates do not take into the examination room a finished piece of work for substitution as an examination piece;
13. candidates DO NOT copy directly from books, magazines, calendars or other existing pictorial works for submission as their final examination work;
14. proper care is taken to ensure that ceramics or other fragile works are properly packed to minimize breakage;
15. candidates DO NOT copy information verbatim and submit as their own material;
16. candidates DO NOT submit identical copies of the Reflective Journal;
17. candidates state the total number of words contained in the Reflective Journal;
18. stencils and blocks for printing done for Options Printmaking, and Textile Design and Manipulation MUST be prepared in the examination room. The only prepared screens/blocks with designs that may be brought into the room are those done using the photographic method or any method that would not be completed within a 6-hour sitting. In these cases, preliminary sketches and colour separations should be submitted;
19. only stretched screens and prepared blocks (without design) are brought into the examination room;
20. for those examination options where candidates are allowed to take preliminary work into the room, the Supervisors and Invigilators should, at the start of the examination, stamp or place some distinctive mark on the candidates' sketches and record the number of sketches. At the end of the examination, they should reconcile this record with the work completed in the room and submitted for examination by each candidate.

NOTE: Persons appointed to invigilate the Visual Art examinations should be current or retired Art Educators and they should invigilate at centres other than their own.

Nature of Assistance to be given by Teachers

Reflective Journal – General Proficiency

The following is the scope of the assistance which teachers are required to give to candidates:

1. guidance in the selection of the topic;
2. assistance in the structure and format of the written paper;
3. instructions in the correct method of acquiring relevant material and research (library, archival research, et cetera);
4. instructions about the proper way to conduct interviews and to record facts;
5. instructions in the use of audiovisual and other visual aids;

6. instructions on the layout of written and illustrative studies;
7. assistance in the review of their work for any errors, omissions, et cetera.

NOTE: Teachers must indicate at the back of the Reflective Journal any assistance they gave to the candidates. If no assistance was given, teachers should provide some explanation.

C A R I B B E A N E X A M I N A T I O N S C O U N C I L
C A R I B B E A N A D V A N C E D P R O F I C I E N C Y E X A M I N A T I O N
A R T A N D D E S I G N

INSTRUCTIONS TO TEACHERS/EXAMINATION SUPERVISORS

Instructions to Teachers

Teachers should ensure that:

21. the candidates receive the examination papers **THREE WEEKS** in advance of the examination dates;
22. the candidates obtain in time for the examination whatever materials and equipment are required for the selected questions;
23. wherever required, preliminary studies and preparation of materials are the unaided work of the candidates.

Instructions to Examination Supervisors

Supervisors should ensure that:

24. within **TWO WEEKS** after the examination, **ALL** ceramic pieces are:
 - (a) bisque fired;
 - (b) labelled and packed for despatch;
25. examination pieces for Design and Applied Art which involve printmaking, surface manipulations or mixed media where necessary and are un-waxed, are properly dried before packing;
26. the candidates are informed of the rules and regulations pertaining to misconduct and the consequences of such misconduct;
27. the label provided for the examination by CXC for the particular Unit and Module /Paper is used. If candidates wish to use other surfaces specially suited to their selected media, then these papers should be attached to the CXC label, so that the label remains at the front. No information should be written on the work itself;
28. the labels for three-dimensional and textile questions are securely attached to the pieces in order to avoid misplacement during packaging and transportation;
29. the dimensions of the work **DO NOT** exceed CXC's stipulation;

30. candidates consider the placement of their composition in relation to the size of the paper provided;
31. candidates submit all preliminary sketches, explanatory notes and research notes outlining the concepts influencing their work;
32. candidates DO NOT take preliminary sketches to be finished in the examination room for submission as their final examination piece;
33. candidates DO NOT take into the examination room a finished piece of work for substitution as an examination piece;
34. candidates DO NOT copy directly from books, magazines, calendars or other existing pictorial works for submission as their final examination work;
35. proper care is taken to ensure that ceramics or other fragile works are properly packed to minimize breakage;
36. candidates DO NOT submit identical copies of the research paper;
37. candidates state the total number of words contained in the Research Paper;
38. stencils and blocks for printing MUST be prepared in the examination room. The only prepared screens/blocks with designs that may be brought into the room are those done using the photographic method or any method that would not be completed within a 6-hour sitting. In these cases, preliminary sketches and colour separations should be submitted;
39. only stretched screens and prepared blocks (without design) are brought into the examination room;
40. for those examination questions where candidates are allowed to take preliminary work into the room, the Supervisors and Invigilators should, at the start of the examination, stamp or place some distinctive mark on the candidates' sketches and record the number of sketches. At the end of the examination, they should reconcile this record with the work completed in the room and submitted for examination by each candidate.

NOTE: Persons appointed to invigilate the Art and Design examinations should be current or retired Art Educators and they should invigilate at centres other than their own.

UNIT I – Module 1

Research Paper

Nature of Assistance to be given by Teachers

The following is the scope of assistance which teachers are required to give to candidates:

8. guidance in the selection of the topic;
9. assistance in the structure and format of the written paper;
10. instructions in the correct method of acquiring relevant material and research (library, archival research, et cetera);
11. instructions about the proper method of conducting interviews and recording facts;
12. instructions in the use of audiovisual and other visual aids;
13. instructions on the layout of written and illustrative studies;
14. assistance in the review of their work for any errors and omissions.

09 March 2015