



CCSLC[®] CSEC[®] CAPE[®]

ONLINE REGISTRATION SYSTEM (ORS)

**Registration Manual for the
Centre User**

October 2015

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INTRODUCTION

1. The Manual for the Centre User provides information on the operations of the Online Registration System (ORS) application from the perspective of the end or Centre User. It is divided into four parts: A, B, C and D. Part A deals with Registration, Part B with Queries and Reviews, Part C with Reports and, Part D with Change Password and Logout.

2. Separate ORS manuals are available for:

- (i) Administrator: Centre and Ministry Users (CCSLC®, CSEC®, CAPE®)
- (ii) Registration: Ministry User (CCSLC®, CSEC®, CAPE®)
- (iii) Centre User (CPEA®)
- (iv) Administrator (CPEA®)
- (v) Centre User (RENR)
- (vi) Administrator (RENR)
- (vii) SBA, Order of Merit and Practical Examinations (CCSLC®, CSEC®, CAPE®)
- (viii) Frequently Asked Questions and Encountered Challenges
- (ix) Administrator and User: Centre and Ministry (CVQ).

3. Notable revisions to the last publication have been blocked in green.

Acronyms and Definitions

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

- i. **CXC®** – Caribbean Examinations Council
- ii. **CCSLC®** – Caribbean Certificate of Secondary Level Competence
- iii. **CSEC®** – Caribbean Secondary Education Certificate
- iv. **CAPE®** – Caribbean Advanced Proficiency Examination
- v. **CVQ** – Caribbean Vocational Qualification
- vi. **ORS** – Online Registration System
- vii. **SBA** – School Based Assessment
- viii. **Alternative Paper** – an examination paper offered to a candidate (registered at a **private** examination Centre) who opts not to submit **SBA** or reuse his/her moderated **SBA** mark achieved at a previous sitting. At the time of registration, the candidate must be registered for the “Alternative” option
- ix. **Candidate number** – a 10-digit number assigned to a candidate at each sitting. The number may vary from sitting

- x. **Centre number or centre code** – a 6-digit number assigned to each centre. It comprises digits 1 to 6 of the candidate number
- xi. **CVQ candidate number** – a 16-digit number assigned to a candidate on first time registration for the CVQ offering
- xii. **Former Candidate** - a candidate who was registered for **CSEC**[®] examinations in 2004 or after, or for any of the other **CXC**'s offerings (**CCSLC**, **CAPE**, **CVQ**) in 2005 or after
- xiii. **Ministry** – the Local Registrar's Office
- xiv. **Moderated SBA mark** – the mark awarded by **CXC** after a review process was undertaken of the **SBA** mark/sample submitted by the school or examination Centre. The moderated mark awarded by **CXC** may be higher, lower or the same as the mark awarded by the school (Centre)
- xv. **New Candidate** – a candidate who is taking **CXC**'s examinations for the first time or was registered for **CSEC**[®] examinations before 2004 or **CAPE**[®] examinations before 2005
- xvi. **Password** - a secret code created by the Administrator or User. It must be used when logging in the ORS. It **MUST** be at least 8 characters in length and include 1 upper case, 1 lower case, 1 digit and 1 special character. Example: JohnDA3\$. Here the \$ represents the special character. Other special characters include !, @, #, %, &, (, and +. **The asterisk (*) should not be used as a special character**
- xvii. **Private examination Centre** – an examination Centre that is not recognised by the Council as a school or full-time educational institution
- xviii. **Private candidate** – a candidate registered at a private centre
- xix. **"Re-sit" candidate** – a candidate who is **repeating** a subject (Unit in **CAPE**) **AND is re-using** the moderated **SBA** mark achieved in that subject (Unit) from a previous sitting. At the time of registration, the candidate must be registered for the "Re-sit" option
- xx. **Student Portal** – a website (<https://ors.cxc.org/studentportal>) where candidates can view their registration records, individual timetables and examination results
- xxi. **UCN** – Unique Candidate Number. It is an eleven digit number: digits 1-4 represent the year in which the UCN was first issued and digits 5-11 are randomly generated numbers

- xxii. **User** – any person interfacing with the ORS
- xxiii. **USAID** – United States Agency for International Development
- xxiv. **USAID Second Chance Programme** – an initiative between USAID and **CXC**[®] to encourage 'At Risk Youths' to enroll in a programme to gain qualifications at the **CVQ** level or **CCSLC** level
- xxv. **User Id** – an identification or name assigned by the ORS when a User is created. The User Id is required when logging in the system.

Online Registration System Application (ORS)

5. The ORS is a web-based application that operates with browsers Internet Explorer 6 (or later versions) and Mozilla Firefox. **The Google Chrome browser sometimes present challenges when changes are made to the ORS application and its use is not recommended.** It was developed to facilitate the speedy and efficient keying and submission of candidates' registration data, SBA and Practical marks, and queries and reviews.

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

Menu Options/User Privileges

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

Menu Option	Menu Sub-Option	Additions	Edits	View	Teacher	Super User
Registration	Register Candidate	Yes	--	--	--	Yes
Registration	Edit Candidate's Data	--	Yes	--	--	Yes
Registration	View Candidate's Data	Yes	Yes	Yes	Yes	Yes
Registration	View Candidate's Data– List	Yes	Yes	Yes	Yes	Yes
Registration	Batch Entry	--	--	--	Yes	Yes
Registration	Candidate Privileges	--	--	--	Yes	Yes
Registration	Projections	--	--	--	--	Yes

Menu Option	Menu Sub-Option	Additions	Edits	View	Teacher	Super User
Generate Sequence Numbers		--	--	--	--	Yes
Import/Export	Import Personal Data	--	--	--	--	Yes
Import/Export	Export Registration Data	--	--	--	--	Yes
Import/Export	Export Amendment Data	--	--	--	--	Yes
Import/Export	Import SBA Data	--	--	--	--	Yes
Import/Export	Forward SBA	--	--	--	--	Yes
Import/Export	Export Database Fields	--	--	--	--	Yes
Import/Export	Forward Queries/Reviews	--	--	--	--	Yes
SBA	Teacher Assignment	--	--	--	Yes	Yes
SBA	SBA Data Capture	Yes	Yes	--	Yes	Yes
SBA	Practical Data Capture	Yes	Yes	--	Yes	Yes
SBA	SBA Confirmation	--	--	--	--	Yes
Reports	Reports	Yes	Yes	Yes	Yes	Yes
Query/Review	Submission of Queries/Reviews	--	--	--	Yes	Yes
Change Password		Yes	Yes	Yes	Yes	Yes
Logout		Yes	Yes	Yes	Yes	Yes

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

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

Accessing the ORS

9. The steps listed below should be followed.

- i. Connect to Internet
- ii. Type the URL address: <https://ors.cxc.org/>

iii. Alternatively, the User can visit **CXC's** website, www.cxc.org , select the *Online Registration and SBA/IA* link then select the *Launch ORS* link.



Enter User Id

Enter Password

Period

Login

Figure 1

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

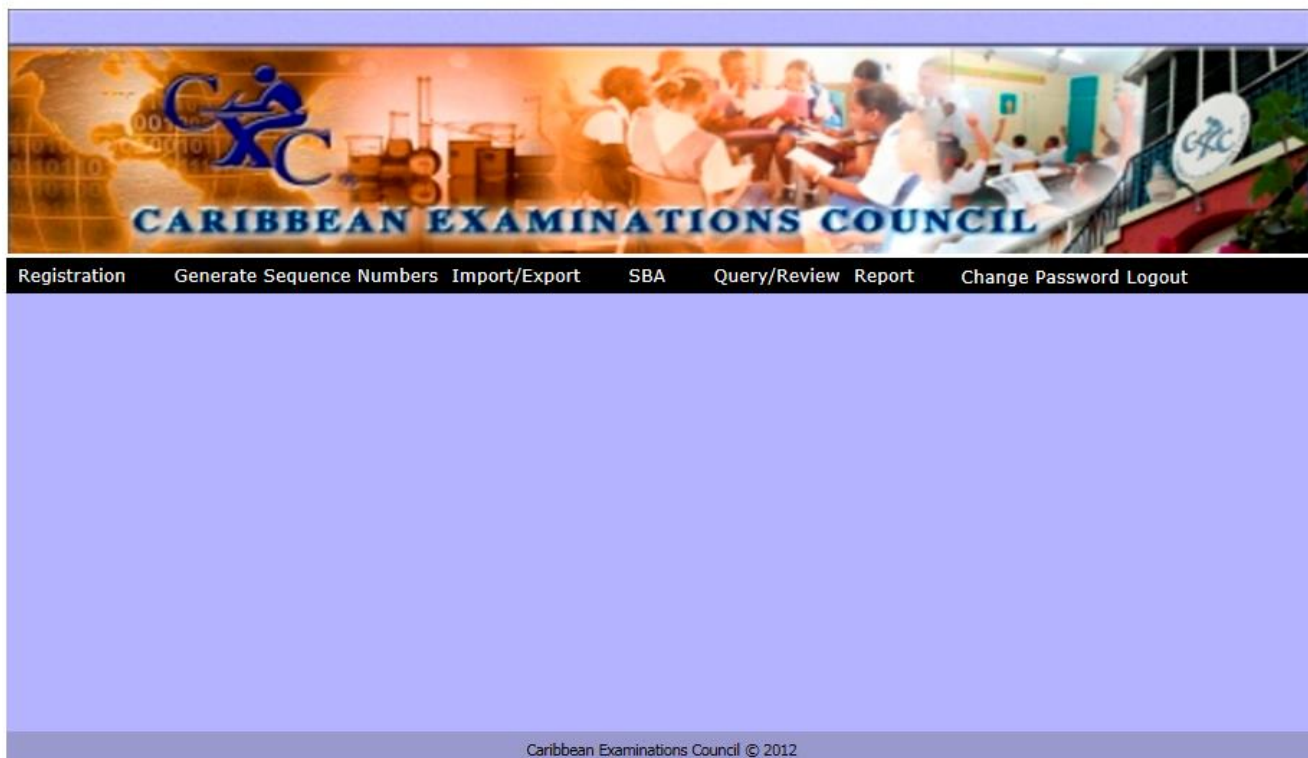


Figure 2

12. From Figure 2, the User can select from the Menu options: Registration, Generate Sequence Numbers, Import/Export, SBA, Query/Review, Report, Change Password and Logout. Some of the named options carry sub-options from the dropdown arrows – see the table on page 5.

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

PART A: REGISTRATION

Registering Candidates

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



Figure 3

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

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

Registering a New Candidate

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

Figure 4

18. When registering a New Candidate, the personal details must first be completed on the Register Candidate screen. **The name used in the ORS for a new candidate should be the same as that given on the candidate's birth certificate.**

- i. **First Name** – the first name of the candidate should be keyed in this field.
- ii. **Middle Name** – the candidate's middle name(s) should be keyed in this field. If the candidate does not have a middle name, the field should be left blank.
- iii. **Last Name** – the last or surname of the candidate MUST be entered in this field.
- iv. **Date of Birth** – the date of birth must be keyed. The format of the date must be entered as Day/Month/Year - two digits for the Day (DD), two digits for the Month (MM) and four digits for the Year (YYYY). There is no minimum or maximum age requirement for writing examinations offered by **CXC**, however, the technical specifications in the ORS set the minimum age to nine (9) years and the maximum to ninety-nine (99) years.
- v. **Gender** – this compulsory field must be entered as either Male or Female.

Special Characters and Accents

19. The name fields accept only letters and the special characters such as space (), apostrophe ('), dollar sign (\$), number sign (#), at sign (@), accent (´) and tilde (~) which may form part of some names. If one is using Windows, special characters, including the accent and tilde can be added by copying and pasting the appropriate characters from the Character Map tool. To obtain the Character Map, click on the Start Menu>All Programs>Systems

Tools>Character Map. The accent characters the system can accept are: É Ñ è ñ é ó ` ` À Â È Á â à á Ë ë.

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

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

☒ **New Candidate**
Never done CXC Exam

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

Enter the details below:

First Name: NOEL

Middle Name: FRANKEY

Last Name: SAM

D.O.B: 19/08/1988 (dd/mm/yyyy)

Gender: Male

OK

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Figure 5

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

CANDIDATE NOEL SAM of 030034

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

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

Cell Phone#: Form:
Email: Class:

Comment 1 Comment 2 Comment 3

☒ Preview Result ☒ Preview Registration Details

Save Subject Fees Add Delete Preview Amendment History Close

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

Figure 6

22. The additional fields that may be completed are given below.

- i. **Form** – this field is used to input the Form level (Forms 1 to 5) that the candidate is located at school. The Form field is activated only for candidates at fulltime Centres

(schools) registering for **CCSLC** examinations. Although this field is optional, the Form level should be keyed. By allocating candidates to a particular Form level, the User would be able to generate from the ORS the report called 'Register of Candidates by Class'. **This report should be used by the classroom teacher to assist in the verification of the accuracy of candidates' registration data for his/her particular Form.**

- ii. **Class** – this field is used to input the Class name (number) where the candidate is placed at school. The Class field is activated for candidates at fulltime Centres (schools) registering for **CAPE** and **CSEC** examinations. Although this field is optional, the name or number of the Class should be keyed. By allocating candidates to a particular Class, the User would be able to generate from the ORS the report called 'Register of Candidates by Class'. **This report should be used by the classroom teacher to assist in the verification of the accuracy of candidates' registration data for his/her particular Class.**
 - iii. **Comments 1, 2 and 3** – these fields are optional and can be populated by the User with information that may be specific to the candidate/Centre or for any non-definitive use.
 - iv. **Cell Number and Email** – these fields are optional and may be used to capture the candidate's mobile phone number and e-mail address. The phone number should include the area code and keyed in the format given in Figure 7. The e-mail address is required in the event of a need to contact the candidate or verify the candidate's authenticity.
 - v. **Preview Results** – this checkbox is checked by default and allows the candidate to view online his/her grade results. See section on Candidate Privileges at paragraphs 86-87.
 - vi. **Preview Registration Details** – this checkbox is checked by default and allows candidates to view online their personal and subject details (Subject Registered Report), and individual timetables. See section on Candidate Privileges at paragraph 86.
 - vii. **Territory Specific Fields** – certain fields may be created for particular territories, for example, Birth Certificate# for Trinidad and Tobago or SISB Certificate# for Belize. The content of these fields is usually generated using the Export Database Field function of the Import/Export option tab on the Main Menu screen.
23. If some of the additional optional fields have been populated, a screen similar to the one at Figure 7 would appear.

CANDIDATE NOEL SAM of 030034

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

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

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

Comment 1
Responsible for payment of fees

Comment 2
Awarded scholarship in 3r Form

Comment 3

☒ Preview Result ☒ Preview Registration Details

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

Figure 7

24. No entry needs to be made in the Age field: the system automatically inputs the age of the candidate based on inputs keyed in the D.O.B field.
25. The **Previous Period** field and the **Previous Candidate #** field are disabled and do not appear on the screen when a candidate is being registered as a **New** candidate.
26. Before the **Save** button is clicked to save the candidate's records, the buttons for **Subject**, **Fees**, **Add**, **Delete**, **Preview** and **Amendment History** are all grayed out. At this time, the **Unique Candidate #**, **Candidate #** and **Sequence #** have not been assigned.
27. When the **Save** button is selected, the screen at Figure 8 is presented. The previously disabled buttons at Figure 7 are now enabled and the Unique Candidate # is assigned. Each candidate will be assigned a single UCN for his/her lifetime relationship with **CXC**. The use of the UCN helps **CXC** to track a candidate across the various examination sittings, current, from **CCSLC** to **CAPE**. The UCN also facilitates the speedy issue of Transcripts and Certifying Statements of Performance. The success of the UCN depends largely on Users selecting the previous record(s) of candidates from one sitting to another and from one level to another.

The screenshot shows a web form titled "CANDIDATE NOEL SAM of 030034". The form contains the following fields and data:

- Unique Candidate#: 20140000221
- Candidate#: (empty)
- Sequence#: (empty)
- First Name: NOEL
- Middle Name: FRANKEY
- Last Name: SAM
- Gender: Male (dropdown)
- Age: 25
- D.O.B: 19/08/1988 (dd/mm/yyyy)
- Cell Phone#: 268 2332323
- Email: nfsam@studyhard.com
- Form: (dropdown)
- Class: 5 cMini
- Comment 1: Responsible for payment of fees
- Comment 2: Awarded scholarship in 3r Form
- Comment 3: (empty)
- Preview Result: ☒
- Preview Registration Details: ☒
- Buttons: Save, Subject, Fees, Add, Delete, Preview, Amendment History, Close

Figure 8

28. If the User attempts to register a candidate as **New** who has written examinations before, the system would prompt the User when the **Save** button is selected. However, this prompting will only occur if the candidate's personal details (first name, last name, date-of-birth and gender) match those of a candidate(s) in the database. The ORS does not search on the candidate's middle name. If the User is sure that the candidate being registered is a new candidate, the **New Candidate** button should be selected.

29. A modal box similar to the one at Figure 9 would be presented. The User must decide whether the candidate being registered is one of those presented. If **Yes**, the appropriate **Select** button must be chosen, if No, the **Cancel** button or **New Candidate** button must be chosen. If the User selects the **New Candidate** button, the modal box would be closed and the registration details keyed for the candidate would be saved.

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

Figure 9

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

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

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

33. The **Subjects** button displays the candidate's subjects – more on this topic is given later in this manual.

34. The **Fees** button displays the candidate's fees – this topic is addressed later in this manual.

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

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

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

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

Registering a Candidate from a Previous Sitting

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

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

☐ **New Candidate**
Never done CXC Exam

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

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

Candidate#:

First Name:

Last Name:

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

Gender:

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Figure 10

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

41. The Candidate # may be a:

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

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

☐ **New Candidate**
Never done CXC Exam

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

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

Candidate#:

First Name:

Last Name:

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

Gender:

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Figure 11

42. In Figure 11, the search is being made on the candidate's personal details only. Once the **Search** button is clicked, the results will be presented as at Figure 12.

Candidate(s) having profile already exist
 If the specific candidate is listed below you may select the candidate

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

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Figure 12

43. A search on personal details will present ALL the candidates in the database with matching personal details – **same first name, last name, date of birth and gender.**

44. If a candidate (New) who has not written examinations before is being registered at more than one examination centre at the same sitting, the candidate's record at one of the Centres will appear when the User at the second Centre attempts to register the candidate. The User at the second centre should select the candidate's record from the other Centre and register the candidate as a former candidate. The candidate should not be registered as a 'New' candidate at the second Centre.

45. **It is the refusal of Users to select the candidate's previous record from the modal box that creates the most problems in registration.** Thus, candidates who have written examinations before (after the 2003 CSEC sitting or in the case of CAPE, after the 2004 sitting) are erroneously registered as New candidates.

46. The User should decide whether to use the **Select** button to choose a candidate's record from the list or use the **Cancel** button if the User believes that none of the candidates presented match the candidate being registered.

47. If the User chooses the **Select** button from one of the rows, a screen similar to Figure 13 will be presented.

CANDIDATE AJANI ALLEYNE of 030034

Unique Candidate#: 20130025693
 Candidate#:
 Sequence#:

First Name: AJANI Gender: Male Age: 15
 Middle Name: X. D.O.B: 23/06/1998 (dd/mm/yyyy)
 Last Name: ALLEYNE

Cell Phone#:
 Email:
 Form:
 Class:
 Previous Period: 2013 JUNE CSEC Previous Candidate#: 0300140037

Comment 1
 Comment 2
 Comment 3

☒ Preview Result ☒ Preview Registration Details

Save **Subject** **Fees** **Add** **Delete** **Preview** **Amendment History** **Close**

Figure 13

48. The candidate's details (first name, last name, date of birth, gender) entered during the search selection would be over-written by the registration data from the database. In addition, the **Candidate #** field would automatically be populated with the data from the previous examination sitting. The database contains data relating to the previous periods for **CAPE** (2005 to the present period) and **CSEC** (2004 to the present period). In the case of **CCLC**

examinations, the database contains previous data from the first sitting in 2007 to the present.

49. The User can now add or amend data in the respective fields then save the record. There are three important fields the User should not attempt to change for candidates who have written examinations previously (the name field(s), date of birth or gender) even if the fields contain incorrect data from the past record. Suppose the candidate's correct date of birth at Figure 13 was 23 July 1998 but he was previously registered as 23 June 1998, the *incorrect* (old) data must be re-used at the time of registration. Even if the User changes the date of birth to the correct one (23 July 1998), the incorrect one would replace the correct one when the candidate's record is loaded at CXC. The reason for this is that CXC wants to have candidates registered from one sitting to another with standardized personal details. An amendment must be completed in the **ORS** and forwarded to the Ministry **immediately** after the **CXC's** official registration deadline has passed. An e-mail should also be sent to the Ministry to explain why the amendment was done.

50. The User should also never attempt to change data in the Previous Period field or the Previous Candidate # field.

51. When the **Save** button has been selected, the previously greyed out buttons for **Subject, Fees, Add, Delete, Preview, and Amendment History** become active.

52. **CXC** integrated its databases: **CCSLC, CSEC** and **CAPE**. This means that a candidate who wrote **CCSLC** examinations in 2013 and attempts to register for **CSEC** examinations in 2016, will be presented with the **CCSLC** record. The User should select the **CCSLC** record as previous registration data even though the candidate is being registered for **CSEC** examinations; the same would apply for candidates moving from **CSEC** to **CAPE**. If the User chooses the **Cancel** button, the search criteria could be refined or the candidate registered as a 'New' candidate by selecting the **New Candidate** tab.

53. When a candidate moves for the first time from one level to another, for example from **CSEC** to **CAPE**, and the previous candidate's record is selected, the **New** checkbox will contain the tick (v) because the candidate will be regarded as new to the **CAPE** database even though not new to the **ORS**.

Candidates Enrolling in the USAID Second Chance Programme

54. The User, when enrolling candidates under the USAID Second Chance Programme, will be presented with a screen similar to the one at Figure 4. The enrolling process is similar to registering a candidate **except** that subjects are **NOT** selected for the candidate at the time of enrolment.

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

The screenshot shows a web form titled "CANDIDATE TANDIKA CASTELLO of 035101". The form contains the following fields and sections:

- Unique Candidate#:** 20140000135
- Candidate#:**
- Sequence#:**
- First Name:** TANDIKA
- Middle Name:**
- Last Name:** CASTELLO
- Gender:** Female (dropdown menu)
- Age:** 25
- D.O.B:** 19/10/1988 (dd/mm/yyyy)
- Cell Phone#:**
- Email:** tcastello@hotmail.com
- Form:** Select Form (dropdown menu)
- Class:**
- Select the "At Risk Youth Qualifying Characteristics" that are applicable for this candidate:**
 - ☐ Teenage Parents
 - ☒ Seeking life and work skills
 - ☐ Limited/No Academic Certification
 - ☐ Literacy/Numeracy Gaps
 - ☒ Unemployed
 - ☐ Prone to commit violence
 - ☐ Has behavioural challenges
 - ☐ Been a victim of violence/abuse
 - ☐ Has criminal record
- Comment 1:**
- Comment 2:**
- Comment 3:**
- ☒ Preview Result
- ☒ Preview Registration Details
- Buttons:** Save, Subject, Fees, Add, Delete, Preview, Amendment History, Close
- Copyright notice:** Copyright© Every application to register for the examination will be deemed to constitute an assignment by the candidates to the Council of the future copyright of all their examination work, practical or written. The Council may, in its absolute discretion decide how and by what means it should dispose of such work including disposal by sale.

Figure 14

Add Candidate's Subjects

Add Candidate Subjects												
Candidate Centre 100075		Sequence No.	Candidate Name JANE, MARY		Date of Birth 12/04/1996		Gender F					
Subjects												
Select	Subject	Teacher	SBA	Resit	Alt	Repeat	Self-Tutored	Transfer From Unit 1	Transfer From Unit 2	Year	Comment1	Comment2
<input type="checkbox"/>	ADDITIONAL MATHEMATICS GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	AGRICULTURAL SCIENCE DA GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	AGRICULTURAL SCIENCE SA GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	BIOLOGY GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	BUILDING TECHNOLOGY: (CONST) TECHNICAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	BUILDING TECHNOLOGY: (WOODS) TECHNICAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	CARIBBEAN HISTORY GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	CHEMISTRY GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	CLOTHING AND TEXTILES GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	ECONOMICS GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	ELECTRICAL & ELECTRONIC TECHNOLOGY TECHNICAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	ENGLISH A GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	ENGLISH B GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	FOOD AND NUTRITION GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	FRENCH GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	GEOGRAPHY GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	HOME ECONOMIC MANAGEMENT GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	HUMAN AND SOCIAL BIOLOGY GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	INFORMATION TECHNOLOGY GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	INTEGRATED SCIENCE GENERAL	Select Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			


Figure 15


56. The screen at Figure 15 allows the User to add a subject to a candidate's record. It is generated from the **Subject** button at Figure 14 then by selecting the **Add Subject** button. There are two buttons, **ADD** and **CLOSE**, at the bottom of the screen but are not shown in Figure 15.


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

- **Select** – this checkbox must be checked only if the candidate is taking all of the subjects, otherwise, choose the checkboxes next to the individual subjects the candidate intends to take.
- **SBA** – this checkbox must be checked for those candidates who will be completing SBA work in the subject.
- **Re-sit** – this checkbox must be selected for those candidates who have chosen to reuse their previously gained moderated SBA marks. This box will be disabled for a NEW candidate.

- **Alternative** – this checkbox is checked for those candidates who are registered at Private centers and have chosen to take the Alternative Paper to SBA (usually referred to as Paper 3/2). This option will be unavailable (disabled) for the fulltime Centres.
- **Repeat** – this checkbox is used to indicate those candidates who have completed the same subjects at the same level at an earlier sitting. Repeat is **not** the same as Re-sit because candidates can be Repeat for non-SBA subjects; Repeat, in other words, has nothing to do with re-use of SBA marks.
- **Self-Tutored** – this checkbox is used to indicate those candidates who DID NOT receive tuition or are undertaking self-study for the subject(s).
- **Transfer from U1**– this checkbox is used to indicate that the candidate has chosen to transfer the moderated SBA marks from Unit 1 to Unit 2 at any two sittings immediately following the first sitting. Transfer of SBA marks from one unit to another can only be done in seven **CAPE** subjects. The subjects are: Economics, Geography, History, Law, Literatures in English, Management of Business and Sociology.
- **Transfer from U2** – this checkbox is used to indicate that the candidate has chosen to transfer the moderated SBA marks from Unit 2 to Unit 1 at any two sittings immediately following the first sitting. The Transfer option is available in the above seven **CAPE** subjects.
- **Teacher** – this dropdown box shows the teachers that have candidates assigned (to be assigned) for a particular subject. The User **SHOULD** select the teacher (s) who will be presenting the candidates for the examination so that the report 'Register of Candidates by Subject Teacher' can be generated out of the **ORS** for verification of candidates' registration data.
- **Year** – the Year can only be chosen when the Re-sit or Transfer option is selected. The User should select the appropriate year.
- **Comments** – are optional fields used to store any data required by the Centre or by the Ministry.

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

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

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

Edit Candidate's Personal Details
Figure 17

63. To edit a candidate's personal record, the User must first search for the candidate in the database. This is done by highlighting the Registration option on the Main Menu screen, then selecting Edit Candidate from the dropdown arrow. The User would be presented with the screen at Figure 17. The User can search in any of the opened fields such as **First Name**, **Last Name**, et cetera, for a particular candidate or search on the default **ALL** which brings up all the candidates in the Centre's database. When the **Search** button is activated, a screen giving the list of candidates matching the search criteria would be presented as at Figure 18. The User should select the appropriate candidate from the list.

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

Figure 18

64. Once the candidate has been selected, a screen similar to Figure 19 is presented. This screen allows the User to edit a candidate's record in the system. The fields such as Period and Centre Code are locked by the system and cannot be edited; all other fields may be edited. The **Save** button must be selected once the candidate's record has been amended. Remember, the confirmation message '**Candidate data have been saved!**' will be displayed when the **Save** button is selected.

Registration Generate Sequence Numbers Projections Import/Export SBA Report Query/Review Logout				
Edit Candidate				
PERIOD 2013 CAPE	CENTRE CODE 100075	SEQUENCE NO 0	CANDIDATE # 0	NEW <input checked="" type="checkbox"/>
FIRST NAME JOHN	MIDDLE NAME	LAST NAME DOE	UNIFIED CXC NUMBER 20130018118	
DATE OF BIRTH 12/08/1996 <small>(dd/mm/yyyy)</small>	AGE 16	GENDER Male		
PREVIOUS PERIOD Select Period	PREVIOUS CANDIDATE #	FORM	CLASS	
COMMENT1	COMMENT2	COMMENT3		
CELL PHONE NUMBER	EMAIL	PREVIEW RESULTS? <input checked="" type="checkbox"/>	PREVIEW REGISTRATION DETAILS? <input checked="" type="checkbox"/>	
<div> <input type="button" value="Save"/> <input type="button" value="Subjects"/> <input type="button" value="Fees"/> <input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Preview"/> <input type="button" value="View Amendment History"/> <input type="button" value="Close"/> </div>				
Copyright© Every application to register for the examination will be deemed to constitute an assignment by the candidates to the Council of the future copyright of all their examination work, practical or written. The Council may, in its absolute discretion decide how and by what means it should dispose of such work including disposal by sale.				

Figure 19

Edit Candidate's Subjects

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

Figure 20

65. The screen at Figure 20 allows the User to Edit or Delete, or Add to, a candidate's subjects. It is generated by selecting the Registration option on the Main Menu screen, then selecting **Edit Candidate** from the dropdown arrow. A search for the particular candidate must be made. When found, the **Subjects** button must be selected.

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

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


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

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

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

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

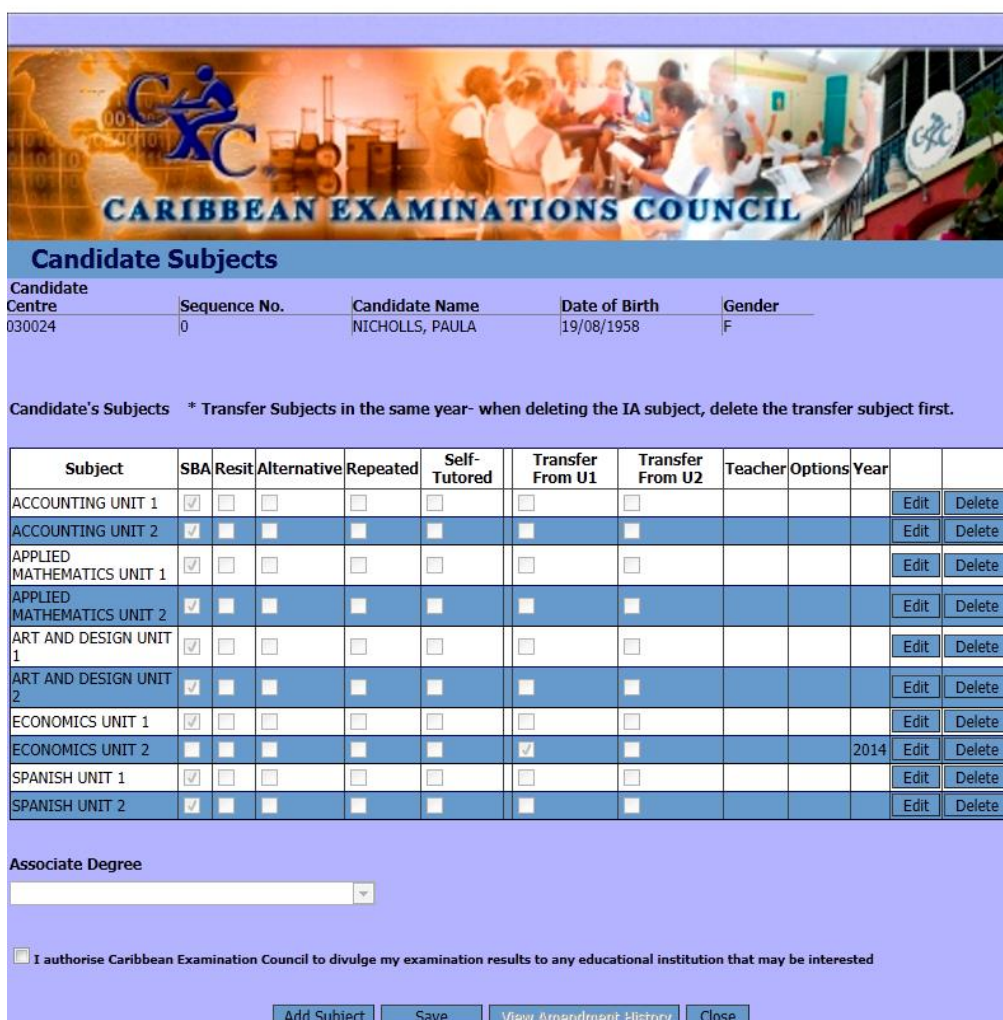
72. The **Save** button is used to save what is on the screen.

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

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

Selecting a CXC® Associate Degree

75. In the ORS **CAPE** database, the Associate Degree drop-down box will not be disabled until the candidate registers for the seventh (7th) Unit – see Figure 21 below. The box becomes populated with the list of degrees the candidate may be eligible to receive given the subjects he/she has been registered to take. The User should select the appropriate degree from the list. If the candidate does not wish to receive an Associate Degree, the NONE option should be chosen. If an option is not chosen, a message box will be displayed reminding the User to choose an Associate Degree or the NONE option.



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

Associate Degree

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

Figure 21

76. The User should ascertain from candidates if they want their examination results released to educational institutions such as the University of the West Indies or the University of Guyana. To authorize the release of the results, the User should check the box at the bottom of the screen at Figure 21. This facility is only available at the **CAPE** sitting.

Querying for Candidates

Querying Candidates For Viewing

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

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

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

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

Close

Figure 22

77. The screen at Figure 22 allows the User to search for candidates. The screen is reached by selecting the Registration option on the Main Menu screen, then selecting View Candidate. A search must then be made for the candidate(s).

78. This screen is used to perform a search for candidates based on specific input values. The fields on the top section of the table include Period, Centre No, Form, Class, Sequence No., New.

79. The search may be done on one or all of the fields except the Period and Centre Code. The First Name, Last Name, Date of Birth (if available) and Gender should be entered to make the search results more precise.

80. The result of the search in Figure 22 is a table with the following information: School, Form, Class, Seq. No., Last Name, First Name, Middle Name, Date of Birth and Gender. The View tab must be selected for the particular candidate.

81. The [Search](#) button is used to carry out the search.

82. The [View](#) button is used to select the specific candidate from the list shown. It would take the User to the Edit Candidate Details screen.

83. The [Close](#) button is used to exit the screen without saving any information.

View Candidate Details

School	Sequence No.	Candidate Name	Select
030024		BARKOYE, TAMIKA	Select
030024		BOODOO, SUZANNE	Select
030024		DANIEL, MALISSA	Select
030024	001	ALLEYNE, AMIR	Select
030024	002	BEST, EBONY	Select
030024	003	BEST, FONTANA	Select
030024	004	BEST, SHEM	Select
030024	005	FORDE, EBONY	Select
030024	006	FORDE, FONTANA	Select
030024	007	FORDE, SHEM	Select

1 2 3

Candidate's Subjects

Candidate has no registered subjects or candidate was not selected.

Close

Figure 23

84. When the User selects the View Candidate Details from the Registration dropdown arrow on the Main Menu screen, the screen at Figure 23 appears. It displays the list of candidates on the left and when a particular candidate has been highlighted, the list of subjects will appear in the Candidate's Subjects box on the right hand side. By selecting the **Close** button, the User is returned to the Main Menu screen.

Candidate Privileges

85. The ORS is by default configured to allow candidates to view their personal and subject details (Subject Registered Report), timetables and examination results on the online student portal. Candidates should be permitted to view their Subject Registered Reports and individual timetables. The Centre may determine whether to give the candidates access to view their examination results.

86. If a User wants to prevent specific candidates from having access to their results, the User should select the Registration option on the Main Menu screen, then the Candidate Privilege sub-option and uncheck the checkbox for **Allow Results**. Therefore, the practice by some Centres of blocking all of the candidates from viewing their results because they want to prevent certain candidates from having online access to their results is unnecessary. The Preview Results checkbox should be unchecked for specific candidates from the Edit Candidate screen box. The disabling of the checkbox must be done prior to the date the results are issued to the Ministry. The dates for the issue of results to the Ministry are given the **CXC Calendar of Events**.

Batch Entry

87. The screen at Figure 24 allows the User to add/remove several candidates to/from a subject at one time. Batch Entry can only be done by Users assigned into the Teacher and Super User groups. Before Batch Entry can begin, the candidates' personal details must have been registered in the ORS for the current period. Batch Entry is not available to subjects with options: **CSEC** Religious Education, Technical Drawing, Theatre Arts and Visual Arts, and **CAPE** Performing Arts Unit 2.

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

Batch Entry

Subject:

Teacher:

Class:

First Name:

Last Name:

Available Candidates

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

Registered Candidates

Figure 24

88. The User should select the particular subject for which the candidates will be registered. The name of the Teacher presenting candidates should be selected – if more than one Teacher will be presenting candidates for the same subject, the User will have to repeat the process for each Teacher and group of candidates. When the Teacher has been selected, ALL candidates available for selection will be shown as at Figure 25 below.

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

Batch Entry

Subject: BIOLOGY GENERAL
 Teacher: LAlleyne4
 Class:
 First Name: alleyne
 Last Name:
 Search Reset

Available Candidates

Last Name	First Name	Date Of Birth	Gender	New	SBA All	Resit	Alt	Repeat	Self-Tutored	Transfer From Unit 1	Transfer From Unit 2	Year	Comment	Select
ALLEYNE	AMOOD	13-10-2001	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
BEST	MARLON	15-03-1981	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
CUMBERBATCH	MERLE	05-09-1979	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
HARPER	CHLOE	21-06-1976	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
HOPE	ANTHONY	22-01-1981	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
MARSHALL	NOEL	06-06-1971	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
SPRINGER	ABIGAIL	22-08-1980	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Add Close

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

BIOLOGY GENERAL

Registered Candidates

No Candidates Available

Delete Close

Caribbean Examinations Council © 2012

Figure 25

89. The User may search for candidates from a particular Class (Form) or may search for individual candidates by First Name and/or Last Name. The User may check the **Select** checkbox to register all candidates for the subject or as at Figure 26, select specific candidates by clicking on the checkboxes in the appropriate rows.

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

Batch Entry

Subject: BIOLOGY GENERAL
 Teacher: LAlleyne4
 Class:
 First Name:
 Last Name:
 Search Reset

Available Candidates

Last Name	First Name	Date Of Birth	Gender	New	SBA All	Resit	Alt	Repeat	Self-Tutored	Transfer From Unit 1	Transfer From Unit 2	Year	Comment	Select
ALLEYNE	AMOOD	13-10-2001	M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
BEST	MARLON	15-03-1981	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
CUMBERBATCH	MERLE	05-09-1979	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
HARPER	CHLOE	21-06-1976	F	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
HOPE	ANTHONY	22-01-1981	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
MARSHALL	NOEL	06-06-1971	M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
SPRINGER	ABIGAIL	22-08-1980	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Add Close

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

BIOLOGY GENERAL

Registered Candidates

No Candidates Available

Delete Close

Caribbean Examinations Council © 2012

Figure 26

90. The appropriate option, SBA, Re-sit, Alt (Alternative to SBA), Transfer (and Year) must be selected for each subject.
91. The Comment textbox maybe used to input any additional information on the candidate for official use.
92. When the **Add** button is selected, a message appears on the screen informing the User that candidate(s) has been added. A screen similar to the one at Figure 27 will appear.

Batch Entry

Subject:

Teacher:

Class:

First Name:

Last Name:

Available Candidates

Last Name	First Name	Date Of Birth	Gender	New	SBA All	Resit	Alt	Repeat	Self-Tutored	Transfer From Unit 1	Transfer From Unit 2	Year	Comment	Select
BEST	MARLON	15-03-1981	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
CUMBERBATCH	MERLE	05-09-1979	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
SPRINGER	ABIGAIL	22-08-1980	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

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

Subject:

Registered Candidates

Last Name	First Name	Date Of Birth	Gender	New	SBA All	Resit	Alt	Repeat	Self-Tutored	Transfer From Unit 1	Transfer From Unit 2	Year	Comment	Select
ALLEYNE	AMOOD	13-10-2001	M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
HARPER	CHLOE	21-06-1976	F	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
HOPE	ANTHONY	22-01-1981	M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
MARSHALL	NOEL	06-06-1971	M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

Figure 27

93. The candidates who were not selected for the subject remain in the Available Candidates modal box whereas the candidates who were selected for the subject appear in the Registered Candidates modal box. At this stage, the User would have the option of adding more candidates from the Available Candidates modal box or deleting candidates from the Registered Candidates modal box.
94. The **Close** button returns the User to the Main Menu screen.

Candidate Fees

95. The Candidate Fees facility will not be operational if the Centre Administrator does not set-up in advance the fee structure table in the ORS. Furthermore, when candidates are

added or amendments made, the cost of the entries or amendments would be given as \$0 in the ORS.

Candidate

Centre	Sequence No.	Candidate Name	Date of Birth	Gender
030034		Monk, Adrian	09/12/1991	M
# Subjects	# Orals	# SBA	# Practicals	
3	0	2	0	

Fees

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

Total Fees Outstanding

130.00

Comment 6

Comment 7

Save

Close

Figure 28

96. The screen at Figure 28 allows the User to maintain the candidate's fee payment record. It is generated from the Registration option on the Main Menu screen then selecting Edit Candidate from the dropdown arrow. A search should be undertaken for the candidate and when found, the **Fees** button should be selected.

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

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

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

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

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

102. In Figure 25, the Expected Fees column shows the fees expected from the candidate and it is automatically generated from the number of subjects for which a candidate is registered to take. The data in this field cannot be edited by the User. The Fees Paid can be changed manually for each individual option, depending on when payment is made by the candidate. The 'Totals' row at the bottom of the table shows the total Expected Fees and the total Fees Paid.

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

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

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

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

107. The **Close** button should exit the Candidate Fees screen without saving any information.

Projection of Candidate Entries

Centre	Type
030034 - SPRINGER MEMORIAL SEC	All

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


Figure 29


108. The screen at Figure 29 is obtained by selecting the Registration option on the Main Menu screen then the Projection sub-option. It is used to provide an estimated number of candidates expected to register for the various subjects at the next year's sitting. If candidates are being registered for the 2016 session, the projections should be made for the 2017 session. Although the provision of estimates facilitates **CXC's** planning process, the submission of estimates has not been made compulsory.

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

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

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

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

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

GENERATE SEQUENCE NUMBERS OPTION

To generate sequence numbers, the User should select the Generate Sequence Numbers option on the Main Menu screen. Figure 30 below will appear.



Figure 30

112. There are two fields, the Period and the Centre Code that cannot be edited.
113. There are two separate checkboxes, Sequencing and Grouping, from which a selection must be made. The radio buttons within each box allows the User to narrow the results that will be returned.
114. In the Sequencing checkbox, the User has the choice of Append or Re-sequence. The system defaults to Append and it is used to generate sequence numbers for the first time or to generate a sequence number for a candidate(s) who was not included when the original sequence numbers were generated. After the generation of the initial sequence numbers, the Append adds candidates at the bottom of the list.
115. The Re-sequence function is used in cases where the User has already generated sequence numbers and wants to add an additional candidate(s) but in some sort of order, usually alphabetically. Suppose there were three candidates for whom sequence numbers were generated and a fourth candidate, Dianne Foster, had to be

added. The ORS might have generated sequence numbers for the first batch as follows: Ramona Brathwaite - 001, Avonda Medford -002 and Paula Stennett – 003. If the Append function is used, Foster will be added with sequence no. 004. If the Re-sequence function is used, Foster will be added with sequence no. 002. The sequence nos. for Medford and Stennett will then be adjusted to 003 and 004, respectively. Re-sequencing normally changes some of the candidate numbers from the original batch.


116. Before the expiry of the deadline date, files exported to the Ministry can be recalled and re-sequenced but Users should refrain from this practice because in some cases candidates would have been made aware of their candidate numbers before the initial export of the registration data to the Ministry. The **Append** button should be used after the initial file has been exported to the Ministry. After CXC's official deadline has passed, sequence numbers cannot be re-sequenced.

117. In the **Grouping** box, if the **ALL** or **BY CLASS** radio button is selected, the **Gender** box would not be available as in Figure 30. On the other hand, if the **BY GENDER** or **CLASS GENDER** radio button is selected, a box called **Gender** appears on the screen as in Figure 31.

Figure 31

118. Sequence numbers WILL NOT be generated for candidates without subjects. It is imperative that Users run the report in the ORS called 'Candidates without Sequence Numbers' before forwarding the registration data to the Ministry.

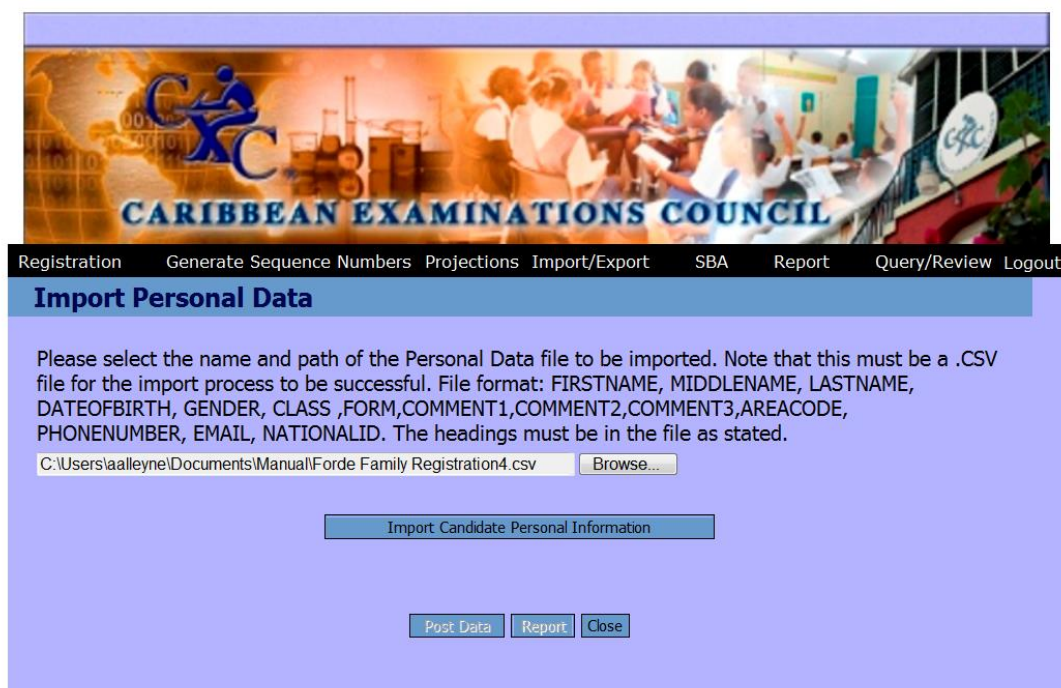
119. The **Submit** button is used to generate the sequence numbers.

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

121. Sequence numbers are three digits starting from 001 and running as high as 999. The ORS adds a **check digit** at the end of the three-digit sequence number. When the sequence numbers have been generated, a 10-digit candidate (registration) number is created. Thus, the candidate number comprises of the centre code (digits 1 to 6), the sequence number (digits 7 to 9) and the check digit (digit 10).

IMPORT/EXPORT OPTION

Import Personal Data



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Figure 32

122. The screen at Figure 32 is used to import the personal data of NEW candidates into the ORS database from a file(s) stored elsewhere in the Centre's database. The screen is obtained from the Import/Export option on the Main Menu screen, then selecting Import Personal Data from the dropdown arrow.

123. Before the file can be imported, a spreadsheet must be created to store the candidates' personal data. The file must be in the format of a csv (Comma Separated Values or Comma Delimited) file with a *dot* (.) csv extension name, for example, **5Astudents.csv** . This spreadsheet may be created before the start of the registration phase. **Candidates who have written examinations previously must NOT be included on the spreadsheet. These candidate should be registered in the usual manner – from the Registration option on the Main Menu screen.**

124. The file must be created with 14 (23 in the case of the examination centres falling under the USAID/CXC Second Chance Programme – nine columns with the 'At Risk' characteristics must be added to the spreadsheet) columns consisting of:

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

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

126. To upload a file, the User should click on the **Browse** button. The name and path of the file should be selected from its location. When the file has been uploaded, a screen similar to Figure 33 would appear. The **Import Candidate Personal Information** button must be selected.

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

Import Personal Data

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

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

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Figure 33

127. Figure 33 shows a list of the names of the candidates who can be selected for importation into the ORS.

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

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

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

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

Forward Registration Files to Ministry



Figure 34


132. The screen at Figure 34 allows the User to Forward Registration Files from the Centre to the Ministry. It is reached when the User selects the Import/Export option on the Main Menu screen then Forward Registration from the dropdown arrow.

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

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

135. The **Recall File** button is used by the Centre to recall the data file sent to the Ministry so that it may be edited and resent to the Ministry **immediately after**

the edit has been completed. If the file was not forwarded by the Ministry to **CXC**, the recalled file would be available immediately for editing by the Centre. If the file was forwarded to **CXC** before the Centre recalled it, then the file would not be available immediately for editing. The Centre should contact the Ministry and request that the file be recalled from **CXC**. The recall of files can only be done during the period prior to the official registration cut-off date. After the deadline date has passed, the **Recall File** button is disabled and late entries or amendments must be done using the **Register Candidate** option or **Edit Candidate** option.

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

Forward Registration Amendment Files to Ministry

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

138. A common oversight by some centres is their failure to forward late entries and amendments to the Ministry. This usually results in them being charged higher fees when the files are eventually forwarded at a later date. There are some Forward Status Reports in the ORS for late entries and amendments that should be generated regularly to show any files that need to be forwarded to the Ministry or to **CXC**.

Export Database Fields



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Figure 35

139. The purpose of this function is to permit Centres to export data from the ORS into an Excel spreadsheet. Figure 35 is generated from the Import/Export option on the Main Menu screen, then selecting Export Database Fields from the dropdown arrow.

140. The Candidate Subject Option Detail should be selected in the **Choose a Query** dropdown box. The User must select the fields (headings) from the **Available Fields** dropdown box that will appear in the Excel spreadsheet. A single field or multiple fields may be selected at one time to be transferred to the **Selected Fields** box by using the Shift key or Ctrl key. The highlighted fields are transferred to the Selected Fields by clicking the arrow (>). Conversely, any field(s) in the Selected Fields box that is not required may be transferred to the **Available Fields** dropdown box by using the arrow (<) or the **Clear Fields** button.

141. The information required in the spreadsheet may be further refined by using the **Filter Data** button. When the button has been selected, the screen at Figure 36 appears.

Figure 36

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

PART B: QUERIES AND REVIEWS

Processing Queries and Reviews

143. All queries and reviews relating to examination results must be submitted by examination centres (schools) through the ORS within the time-frame set by the CXC. **Paper-based queries and reviews are not accepted by CXC.** The queries and reviews submitted in the ORS by the Centre **by-passes** the Ministry (Local Registrar) and goes directly to CXC.

144. Only a User carrying the status of Super User or Teacher at the Centre can lodge queries and reviews in the ORS.

145. When the User selects the Query/Review option on the Main Menu screen, the screen at Figure 37 is displayed:

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

Queries and Reviews

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

Period: 2015 CAPE

First Name:

Select Query Type/Review: Select Query Type/Review

Centre Code: 170004

Last Name:

Batch No.:

Class:

Sequence No.:

Subject: Select Subject

Search

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Figure 37

146. The candidate's **First Name**, **Last Name** and **Subject** fields must be completed and the appropriate option chosen from the **Select Query Type/Review** field as in Figure 38. Select the batch number by clicking on the **Batch No.** dropdown box. The search may be refined by using the candidate's Class, Sequence No. and a particular subject.

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

Queries and Reviews

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

Period: 2015 CAPE
 Centre Code: 170004
 Class:
 Sequence No.:
 First Name: ALMOND
 Last Name: CARMICHAEL
 Subject: ART AND DESIGN UNIT 1
 Select Query Type/Review:
 Select Query Type/Review
 Query Absents
 Query Ungraded
 Grade Reviews
 Query Withhelds
 Query SBA
 Batch No.:
 Search

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Figure 38

147. When making the query for the first time, the New Batch option must be selected – see Figure 39. When searching for a candidate for whom a query or review was submitted before for the current sitting, the specific Batch No. should be selected.

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

Queries and Reviews

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

Period: 2015 CAPE
 Centre Code: 170004
 Class:
 Sequence No.:
 First Name: ALMOND
 Last Name: CARMICHAEL
 Subject: ART AND DESIGN UNIT 1
 Select Query Type/Review: Grade Reviews
 Batch No.:
 Select Batch No.
 New Batch
 Search

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Figure 39

148. When the **Search** button is selected, the screen similar to Figure 40 will be appear.

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

Queries and Reviews

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

Period:
 Centre Code:
 Class:
 Sequence No.:

First Name:
 Last Name:
 Subject:

Select Query Type/Review:
 Batch No.:

Batched Candidates

No Candidates Available

Available Candidates

Batch Id	Candno	First Name	Last Name	Subject	Grade/Query	Select
	1700040011	ALMOND	CARMICHAEL	ART AND DESIGN UNIT 1	II	<input type="checkbox"/>

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Figure 40

149. The **Select** checkbox should be selected, however, if several subjects were displayed for the candidate, the individual checkboxes should be selected if the User wants to submit the query for specific subjects. The **Assign** button should then be selected. When selected, the notice “Successfully Assigned” will appear on the screen. The User should then select the OK button. The screen at Figure 41 will appear; you will notice that a Batch No. has been assigned.

Queries and Reviews

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

Period: 2015 CAPE
 Centre Code: 170004
 Class:
 Sequence No.:
 First Name: ALMOND
 Last Name: CARMICHAEL
 Subject: ART AND DESIGN UNIT 1
 Select Query Type/Review: Grade Reviews
 Batch No.: 2993
 Search

Batched Candidates: 1 record(s) found
 Forwarded to Ministry: No Forwarded to CXC: No ePayment: No Amount: \$60.00 Paid: No (Local fees may be applicable)

Batch Id	Candno	First Name	Last Name	Subject	Grade	Query	CXC Response	Select
1	2993	1700040011	ALMOND	CARMICHAEL	ART AND DESIGN UNIT 1	II		<input type="checkbox"/>

Unassign Save

Available Candidates
 No Candidates Available
 Assign

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Figure 41

150. At this point, the nature of the query or review should be placed in the Query field – see Figure 42.

Queries and Reviews

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

Period: 2015 CAPE
 Centre Code: 170004
 Class:
 Sequence No.:
 First Name: ALMOND
 Last Name: CARMICHAEL
 Subject: ART AND DESIGN UNIT 1
 Select Query Type/Review: Grade Reviews
 Batch No.: 2993
 Search

Batched Candidates: 1 record(s) found
 Forwarded to Ministry: No Forwarded to CXC: No ePayment: No Amount: \$60.00 Paid: No (Local fees may be applicable)

Batch Id	Candno	First Name	Last Name	Subject	Grade	Query	CXC Response	Select
1	2993	1700040011	ALMOND	CARMICHAEL	ART AND DESIGN UNIT 1	II	THIS IS A TEST CASE FOR THE ORS MANUAL. ACTION NOT REQUIRED	<input type="checkbox"/>

Unassign Save

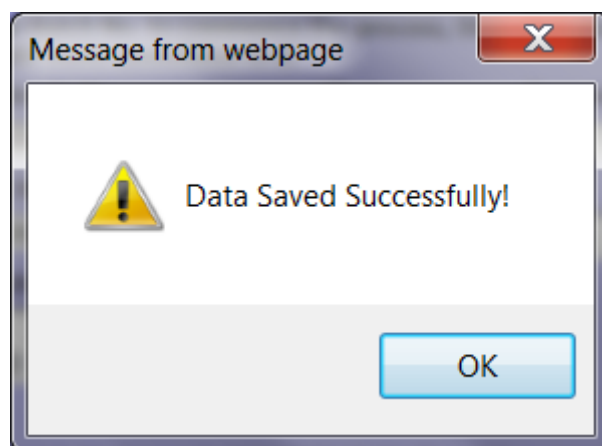
Available Candidates
 No Candidates Available
 Assign

USB Device Not Recognized
 One of the USB devices attached to the system has malfunctioned, and Windows does not recognize it. For assistance in solving this problem, click the link below.

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Figure 42

151. Click the **Select** checkbox to choose all the subjects or use the checkboxes next to the candidate to choose specific subjects for a candidate. At this stage one can **Unassign** candidates or **Save** the record for submission to **CXC** – see Figure 42. If the **Save** button is selected, the message below will be displayed.



152. Select OK. The file is now available to be forwarded to **CXC**. Instead of forwarding the file at this time, the User may want to add more candidates to the batch or create a new batch.

Forwarding Queries/Reviews

153. The User should go to Import/Export option on the Main Menu screen and select Forward Reviews from the dropdown arrow. The screen at Figure 43 below will appear.

Batch Type	Batch No.	Centre	School Name	Status	Amount	Paid	Forwarded	Select
Grade Reviews	2993	170004	ALPHAMAX ACADEMY		60.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 43

154. If the User selects the **Forwarded to Ministry** checkbox, all the requests forwarded to-date for the current sitting by the Centre would appear. Please remember that the file is not forwarded to the Ministry but to **CXC**. The **All** checkbox should be selected before queries/reviews can be forwarded or payment made to **CXC**.

Payment for Reviews

155. If the payment is being made by credit card, the User should check the **Select** checkbox or the individual checkboxes, depending on whether the payment is being made for all of the candidates or for specific candidates.

Forward Queries/Reviews

Use this option to forward the Queries or Reviews not yet sent to CXC. Once your data is forwarded, it would become available to both the ministry and CXC for viewing.

Please exercise caution in using this feature. The data once forwarded can not be edited. Batches forwarded may be subjected to local fees.

Please note that payment amounts are in Barbados Currency (BBD).

Batches that have been forwarded, paid or the deadline date for such Batch Types have passed cannot be selected.

☐ Forwarded to Ministry ☒ All

Batch Type	Batch No.	Centre	School Name	Status	Amount	Paid	Forwarded	<input type="checkbox"/> Select
Grade Reviews	2993	170004	ALPHAMAX ACADEMY		60.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Forward Batch Make Payment Close

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Figure 44

156. The User should select the **Make Payment** button – see Figure 44. When the button is selected, the message below appears:

You are about to forward unsent and unpaid batches for payment. Are you sure?

OK Cancel

157. When OK is selected, the User is taken to **CXC's** website – see Figure 45:

Examinations
 About Us
 Our Services
 Educators
 Media Centre
 Students And Parents
 Forum
 Contact Us
 Login
 CXC's Blog

Related Links
 Events
 Examinations
 Media Centre

Connect With CXC
 facebook YouTube

Grade Reviews

Centre code	School	Number of subjects	Number of candidates	Amount
170004	ALPHAMAX ACADEMY	1	1	60.00
Total amount				60

Billing first name
 Billing last name
 Billing phone
 Billing address
 Billing City
 Billing state
 Billing postal code
 Billing country
 Card Type
 Card number *
 Security code
 Expiry Date: 01-January 2014

Reset Submit

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LINKS TO MINISTRIES AND INSTITUTIONS

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Last Updated: August 24, 2015 9:08 am

Figure 45

158. The User must complete the payment form. When the **Submit** button is selected, the payment as well as the Review will automatically be sent to CXC. It is not necessary to go back to the ORS to forward the file to CXC separately.

159. If the User makes an error during the completion of the form, the **Reset** button should be chosen to restart the completion of the payment form.

160. If the User is making payment by Bank Draft, the **Forward Batch** button at Figure 44 should be selected instead of the Make Payment button. The User must ensure that the payment is forwarded to CXC by the deadline for the submission of queries and reviews.

PART C: REPORTS

Accessing Reports

161. Figure 46 allows the User to generate reports out of the ORS. It is obtained from the Reports option on the Main Menu screen then selecting Report Selection from the dropdown arrow.

Figure 46

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

163. From time to time, Reports are added to, amended or removed from, the ORS. The User is advised to monitor the Report section for changes.

AMENDMENTS

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

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

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

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

AWARDS

Associate Degrees Not Chosen/Associate Degrees Not Qualified For

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

Completed Requests/Paid Requests/Requests/Requests with Responses

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

Awards – Centre Merit Order by Subject/Centre Merit List by Subject (1,000)

This report gives the top candidates in each subject at the Centre.

FEES

CXC Billing

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

CXC Fees

This report shows the Candidate Entry Fees, Subject Fees, Late Fees and Amendment Fees payable to **CXC** by the Centre. It is generated out of the ORS and may be different to the **CXC** Billing Report.

Local Fees

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

QUALITY CHECKS

Candidates without Sequence Numbers

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

Candidates without Subjects

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

Candidates with Outstanding Fees

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

Candidates without Fees

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

Candidates with Clashing Subjects

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

Candidates with Clashing Subjects (Across CSEC and CAPE)

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

Possible Duplicate Candidates

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

QUERIES AND REVIEWS

Query – Forward Status

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

Query – List of Batch

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

Query – List of Batch by Date

This report shows all the reviews requested by date received.

REGISTRATION

Candidates Personal Details by Centre/Candidates Personal Details by Name

176. These reports show the personal details of all candidates registered at a particular Centre. They are particularly useful for the Local Registrar to post on the website or in a public location so that candidates (especially private) may obtain their Centre number and candidate number in order to gain access to the student portal to view their registration data, timetables and results. The Candidates Personal Details by Centre report lists

candidates in candidate number order whereas the Candidates Personal Details by Name report lists candidates in alphabetical order.

Candidate Subjects XLS/Candidate Subjects XLS 11

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

Candidate Timetable

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

Candidates Registered for more than 7 Subjects

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

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

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

CXC Final Register

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

Final Register ORS/ ORS Final Register by Centre

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

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

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

Late School Entries

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

Option Entries/ Option Entries by School

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

Register of Candidates by Class

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

Register of Candidates by Subject Options

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

Register of Candidates by Subject Teacher

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

School Entries/ Territory Entries/ Territory Entries – By School

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

School Entries/ Territory Entries/ Territory Entries – By School

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

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

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

Subject Registered

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

Territory Entries

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

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

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

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

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

RESULTS**Broad Sheets**

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

Centre Grade Summary by Subject

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

Centre Profile Grade Summary

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

Pre-slips

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

Centre Profile Grade Summary/Passing 5 or More Subjects (Math and Eng A)/Passing 8 or More with Ones/Preslip/Summary 5 or More Subjects (Math and Eng A)

198. These reports show the performance of the candidates using different criteria.

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

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

Allocation of Question Papers to Centres

This report shows the number of candidates at a Centre registered for each subject and the number of question papers allocated to the Centre. The report should be generated and

reviewed Centre personnel a few weeks prior to the beginning of examinations to ensure that an adequate number of question papers are allocated to the Centre.

User Listing/ User Listing by Centre

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

PART D: CHANGE PASSWORD AND LOGOUT

Change Password

201. This option allows the User to change on his/her current password. When the Change Password option is selected, the screen at Figure 47 will be presented.



The screenshot shows the 'Change Password' interface of the Caribbean Examinations Council (CXC) Online Registration System. The header banner displays the CXC logo and a collage of students. The form fields are as follows:

Field	Value
User Id	aalleyne33
Current Password	[Empty text box]
New Password	[Empty text box]
Confirm Password	[Empty text box]


At the bottom of the form are two buttons: 'Save' and 'Close'.

Figure 47

202. The User is required to input the current password and the new password; then confirm the new password. Once completed, the **Save** button must be selected to activate the new password.

Logout

203. This option, when selected, logs the User out of the ORS and returns to the Login screen as shown at Figure 48.



Caribbean Examinations Council

Login

Enter User Id

Enter Password

Period

Figure 48

END