CARIBBEAN EXAMINATIONS COUNCIL

Guidelines for the Submission of Group and Electronic SBA Samples

Effective May/June 2016 examinations administration, two major changes have been made to the processing of SBAs. They are:

- Submission of Group Work
- Submission of SBA Samples in Electronic Format

As a result of these changes, processes in the Online Registration system (ORS) have been modified and the relevant instructions are provided below.

SUBMISSION OF GROUP WORK

Step 1. <u>Selection of Group Type</u> – (MANDATORY)

After candidates are assigned to teachers, **the candidates MUST be classified as presenting Individual SBA or Group SBA**. The teacher must:

1. Log into ORS
2. Navigate to the **SBA Assignment Type** option in the *SBA* menu

SBA Assignment Type Selection

3. Select **SBA Assignment Type**. The following screen is displayed:

4. Select the centre, the teacher and the subject. The SBA Assignment Category Screen is displayed:

5. A teacher cannot select both Group and Individual SBA for the same set of candidates for a single subject. The teacher **MUST** either
   a. select **Individual SBA**, if candidates are working individually. The teacher will then be directed to the SBA Data Capture Screen; **OR**
   b. select **Group SBA**, if the candidates are working in a group. A group must consist of two or more candidates.

   In this example, we will use two Mechanical Engineering Technology teachers. One, C. Vassell, will select Individual SBA. The other, D. Medford, will select Group SBA.

6. **Individual SBA**
   When Individual SBA is selected, the SBA Data Capture Screen is displayed. The teacher may then input scores. (Go to Step 2: Input Scores)

7. **Group SBA**
   When Group SBA is selected, the SBA Group Assignment Screen is displayed:

SBA Group Assignment Screen

8. In order to assign candidates to groups, teachers should click on the **Group Drop Down Box** and select the number corresponding to the group to which the student is to be assigned. E.g. the teacher would select Group 1 for all the candidates to be assigned to Group 1.

In the example below, the first two candidates are to be assigned to Group 1

SBA Group Assignment Screen

9. After the candidates have been selected, the teacher must click the **Assign Student** button. The candidates will be assigned to the selected group, in this example – Group 1. The remaining candidates will be displayed as Unassigned Candidates.

NOTE: It is not necessary to assign all candidates at the same time. Some may be assigned

in one session and the others assigned later. When all candidates have been assigned, the Group Assignment screen displays the candidates and the groups to which they have been assigned.

Reassigning Candidates

10. It is possible to move candidates from one group to another. The teacher should:
    a. Click the **Unassign** checkbox next to the candidates to be reassigned
    b. Click on the **Unassign Student** button – the selected candidates will be returned to the unassigned pool and can now be placed in the desired group

SBA Group Assignment Screen

Step 2. Input SBA Scores

After all candidates are assigned to groups, an **Input Scores** button is displayed.

In order to input the candidates' SBA scores, the teacher must:

1. Click on the **Input Scores** button.

2. Select the Centre and the subject.

3. Select the teacher. The SBA Data Capture Screen is displayed.

4. Enter the **Estimated Rank** and **Estimated Grade** for each candidate.

5. Enter the Profile Scores
   a. **Individual SBA**
   For Individual SBA, the SBA score must be input for each candidate.

   (Note that although Individual SBA was selected, each candidate is automatically assigned a Group Number.)

b. Group SBA

The teacher must assign each member of a group an identical SBA score.

Subject Profiles

	Profile Name	SBA	Max. Marks
1	KNOWLEDGE	No	N/A
2	APPLICATION	No	N/A
3	PRACTICAL ABILITY	Yes	120

Centre: 100075 - MEADOWBROOK HIGH SCHOOL
Subject: MECHANICAL ENGINEERING TECHNOLOGY
Teacher: DMedford

Seq No	First Name	Last Name	Group	Estimated Rank	Estimated Grade	P1	P2	P3	Total	No SBA
023	DAVID	BOWES	1	1	II	0	0	80	80	☐
033	GEORGE	BURKE	1	2	II	0	0	80	80	■
051	DAVID	DAVIS	2	12	UNG	0	0	0	0	☑
081	KEVIN	GRANT	2	12	UNG	0	0	0	0	☑
106	ALEXAI	JADDOO	3	4	III	0	0	60	60	☐
109	MICHELLE	JAMES	3	4	III	0	0	60	60	■
139	JOHN	MURPHY	3	4	II	0	0	60	60	■
140	NICOLE	NEWLAND	4	8	IV	0	0	70	70	■
152	ROGER	PENNINGTON	4	9	III	0	0	70	70	■
156	JORDAN	PHIPPS	4	10	III	0	0	70	70	■
186	SONIA	SOARES	5	7	III	0	0	45	45	☐
215	WINTA	WILLIAMS	5	7	IV	0	0	45	45	■

Save   Close

SBA Group Data Capture Screen

For Group SBA, **when the SBA score is keyed for the first candidate in the group, the same score is automatically assigned to the other members of the group**.

6. Click the Save button when all the scores have been entered.

7. Generate the SBA Scores report and ensure that candidates have been assigned the correct scores.

CARIBBEAN EXAMINATIONS COUNCIL
HEADQUARTERS
SBA SCORES

INSTITUTION: 100075   MEADOWBROOK HIGH SCHOOL
SUBJECT: MECHANICAL ENGINEERING TECHNOLOGY TECHNICAL

SEQ NO.	GP#-NAME	TEACHER	ESTIMATED RANK	GRADE	NO SBA	P1	P2	P3	P4	P5	TOT
023	GP1-BOWES, DAVID	Diane Medford	1	II	N			080			080
029	GP1-BROWN, MICHAEL	C Vassell	1	I	N			096			096
033	GP1-BURKE, GEORGE	Diane Medford	2	II	N			080			080
051	GP2-DAVIS, DAVID	Diane Medford	12	UNG	Y						
081	GP2-GRANT, KEVIN	Diane Medford	12	UNG	Y						
172	GP2-ROSS, HOLMAN	C Vassell	2	IV	N			029			029
106	GP3-JADDOO, ALEXAI	Diane Medford	4	III	N			060			060
109	GP3-JAMES, MICHELLE	Diane Medford	4	III	N			060			060
139	GP3-MURPHY, JOHN	Diane Medford	4	II	N			060			060
210	GP3-WILLIAMS, OVID	C Vassell	3	IV	N			030			030
140	GP4-NEWLAND, NICOLE	Diane Medford	8	IV	N			070			070
152	GP4-PENNINGTON, ROGER	Diane Medford	9	III	N			070			070
156	GP4-PHIPPS, JORDAN	Diane Medford	10	III	N			070			070
186	GP5-SOARES, SONIA	Diane Medford	7	III	N			045			045
215	GP5-WILLIAMS, WINTA	Diane Medford	7	IV	N			045			045

#CANDIDATES: 15

SUBMISSION OF ELECTRONIC SAMPLES

CXC moderates a sample of the SBA assignments prepared by the candidates. For each SBA subject, one sample, usually consisting of the work of five candidates, is submitted by each centre. The sample is selected based on criteria provided by CXC which is based on the scores of the candidates at the centre. Assignments for the selected candidates may be uploaded so that they may be moderated by CXC Resource personnel.

A. Generate SBA Samples

The Centre Administrator/Super User is able to view and manipulate information for all candidates in a centre while teachers can only view and manipulate information for their classes. The Centre Administrator /Super User is required to:

1. Log in with the appropriate credentials

2. Select the Centre and click **Continue**

3. Navigate to the **Report** menu
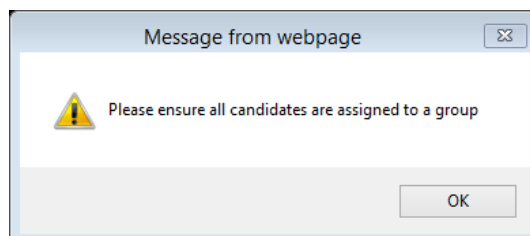4. Select the **Report Selection** option

5. Select the SBA Samples Report

6. Select the centre, subject and format (Excel, PDF).
7. Click **Preview**.
   (The report is displayed in Excel or a PDF Reader depending on the format chosen)

SBA Samples Report

N.B. If **Step 1 Assignment to Group Type** was not completed, the following error message will be received.

B. Upload SBA Samples

After the sample list has been generated, the SBA samples must be uploaded. The Centre Administrator/super User must:

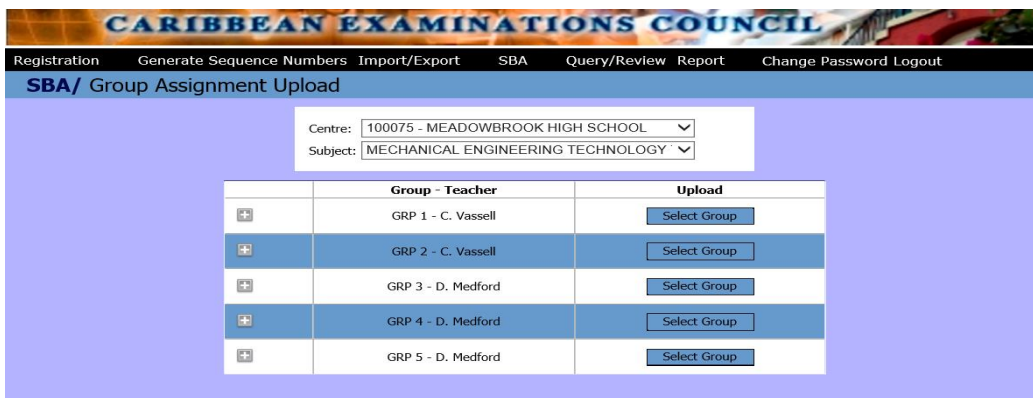1. Navigate to the **SBA** menu and select the **SBA Upload** Option

SBA Upload Menu Option

2. *Select the Centre and the subject*

The following screen is displayed

SBA Upload Screen

3. Click on the **Select Group** button for the first group in order to upload the assignment for that candidate/group.

4. Click on **Browse** to select the SBA assignment file.

SBA Group Assignment Upload Screen

5. **Open** the required file.

The filename and the Group information become visible in the upload section of the screen.

Teachers should use filenames which clearly identify the SBA files and check the files before loading to ensure that that the correct file is being loaded.

6. Click on the **Upload** button
7. Repeat this process for the remaining candidates/ groups of candidates.

8. Click on the **Email Confirmation** button to receive confirmation that the files were uploaded.