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. Selection of Group Type – (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:

![SBA Assignment Category Screen](image)

Select the SBA assignment category for the subject ADDITIONAL MATHEMATICS GENERAL. If the category is Group all candidates will be required to be in a group consisting of two or more candidates. If Individual then you will be redirected to SBA Data Capture.

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](image)
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

![](image)

**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.

![](image)

**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.

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.
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
Report Selection Screen

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](image1.png)

2. Select the Centre and the subject

![The following screen is displayed](image2.png)

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

![SBA Upload Screen](image3.png)
4. Click on **Browse** to select the SBA assignment file.

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 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.