

16. Certificates, diplomas and associate degrees

16.1 The full designations of the *qualifications issued by the Council* are the Caribbean Secondary Education Certificate, *the Caribbean Certificate of Secondary Level Competence*, *the Caribbean Examinations Council Certificate of Business Studies*, the Caribbean Advanced Proficiency Certificate, *the Caribbean Examinations Council Diploma and the Caribbean Examinations Council Associate Degree*.

16.2 Candidates' performance at the Basic (not offered after 2009), General and Technical Proficiency for the Caribbean Secondary Education Certificate will be indicated by one of *six* overall grades defined as follows:

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|------------------|---|--|
| GRADE I | - | <i>The candidate shows a comprehensive grasp of the key concepts, knowledge, skills and competencies required by the syllabus.</i> |
| GRADE II | - | <i>The candidate shows a good grasp of the key concepts, knowledge, skills and competencies required by the syllabus.</i> |
| GRADE III | - | <i>The candidate shows a fairly good grasp of the key concepts, knowledge, skills and competencies required by the syllabus.</i> |
| GRADE IV | - | <i>The candidate shows a moderate grasp of the key concepts, knowledge, skills and competencies required by the syllabus.</i> |
| GRADE V | - | <i>The candidate shows a limited grasp of the key concepts, knowledge, skills and competencies required by the syllabus.</i> |
| GRADE VI | - | <i>The candidate shows a very limited grasp of the key concepts, knowledge, skills and competencies required by the syllabus.</i> |

16.2.1 *The Caribbean Secondary Education Certificate in Business Studies is awarded for successful completion within a five year period of an examination in a cluster of Business Studies subjects, English A and Mathematics. The certificate is based on a minimum of five subjects selected as outlined below:*

English A (General)	Grades I – III
Or	
English A (Basic)	Grades I – II (not offered after 2009)
Mathematics (General)	Grades I – III
or	
Mathematics (Basic)	Grades I – II (not offered after 2009)

At least two subjects from:

Electronic Document Preparation & Management (General)	Grades I – III
Office Administration (General)	Grades I – III
Principles of Accounts (General)	Grades I – III
Principles of Business (General)	Grades I – III

No more than one subject from:

Economics (General)	Grades I – III
Information Technology (General or Technical)	Grades I - III
Spanish (General)	Grades I – III

Or

Spanish (Basic)

Grades I – II (not offered after 2009)

16.3 Candidates' performance on each subject unit at the Caribbean Advanced Proficiency Examination will be indicated by one of seven overall grades defined as follows:

- GRADE I** - *represents an excellent performance*
- GRADE II** - *represents a very good standard of performance*
- GRADE III** - *represents a good standard of performance*
- GRADE IV** - *represents a satisfactory standard of performance*
- GRADE V** - *represents an acceptable level of performance*
- GRADE VI** - *represents weak performance*
- GRADE VII** - *represents unsatisfactory performance*

16.4 The overall grade will be complemented by a profile report *which will also be recorded on the certificate. At the Caribbean Secondary Education Certificate the profile report will be* in relation to specified qualities or particular areas of performance listed *at Appendix B to these regulations. At the Caribbean Advanced Proficiency Certificate the profile report will be in relation to modules of content areas listed at Appendix C* to these regulations.

16.5 The profile grades for the Caribbean Secondary Education Certificate examinations are defined as follows:

A – Outstanding, B – Good, C – Fairly Good, D - Moderate, E – Weak, F - Poor

16.6 The module grades for the Caribbean Advanced Proficiency Certificate examinations are defined as follows:

A – Excellent, B – Very Good, C – Good, D - Satisfactory, E - Acceptable, F – Weak, G – Unsatisfactory

16.7 (a) *The Caribbean Examinations Council Diploma is awarded for the successful completion within a five-year period of a programme of at least six CAPE Units including Caribbean Studies.*

16.7 (b) *The Caribbean Examinations Council Associate Degree is awarded for the successful completion within a five year period, of a programme of at least seven CAPE Units, including Caribbean Studies and Communication Studies.*

16.8 *The Caribbean Secondary Education Certificate and the Caribbean Advanced Proficiency Certificate and Associate Degree shall bear the signature of the Chair and the Registrar of the Council. The Caribbean Certificate of Secondary Level Competence shall bear the signatures of the Chair, Registrar and the designated official of the Local Ministry of Education.*

16.9 Certificates remain the property of the Council and may be recalled by the Council if the award is revoked or amended. Any person altering a certificate may be prosecuted.

16.10 *Certificates will contain the identity of the candidate and his/her performance by grade in every subject/Unit for which he/she attempted all components of the examination*