

**CARIBBEAN EXAMINATIONS COUNCIL****CARIBBEAN ADVANCED PROFICIENCY EXAMINATION®****INSTRUCTIONS FOR THE ADMINISTRATION
OF THE SCHOOL-BASED ASSESSMENT AND THE ALTERNATIVE TO THE SBA
(ORAL EXAMINATION) IN SPANISH AND FRENCH**

1. The oral examination must be conducted by the classroom teacher. It can be based on any area of the Unit for which the candidate has been registered. **The entire examination must be taped for submission to CXC and be sent together with the moderation forms for the selected sample. All SBA scores as well as the scores for the alternative to the SBA must be exported to CXC Headquarters, via the ORS. Schools/Teachers should ensure that they purchase good quality audio tapes, USBs, CDs or CD-Rs for this purpose.**
2. Schools/Teachers should ensure that all candidates are aware of the format of the oral examination and know the time at which they should attend, noting that each candidate will be examined for 15 minutes.
3. Examination conditions must prevail throughout the area in which the examination is taking place. The examination room itself must be as quiet as possible. The teacher and the candidate should be seated at a reasonable distance from each other **BUT** close enough to be clearly recorded. Teachers should carry out a sound check to determine how close the participants should be seated to be properly recorded.
4. **BEFORE** the actual assessment begins for each candidate, the teacher must indicate on the tape/CD/CD-R/USB the name and/or registration number of the candidate to be examined. During the moderation process, CXC's Moderators would therefore know exactly who is being examined.
5. Schools/Centres are requested to use the following formats for their submissions:

Compatible Disc Formats: CD-R
Supported Audio Formats: MP3, Audio CD

In addition, files should be placed in the root drive of the CD. Do NOT create a folder on the CD.

6. **ALL** final work sheets, along with tape(s)/CDs/CD-Rs/USBs **MUST** be submitted to the Local Registrar who will forward such to the Registrar, CXC Headquarters.
7. Tapes/CDs/CD-Rs/USBs must be properly identified. Use the cover sheet to accompany the tape/CD/CD-R/USB.

Revised September 2013

Reminder: Effective 2014 Examinations, candidates cannot transfer the SBA score from one unit to the other for French or Spanish. RESIT OPTIONS STILL APPLY.