



CARIBBEAN EXAMINATIONS COUNCIL
CARIBBEAN SECONDARY EDUCATION CERTIFICATE®

GUIDELINES FOR SUBMITTING SCHOOL-BASED ASSESSMENT FOR
BIOLOGY

A. OVERVIEW

Each Centre is required to submit the School-Based Assessment of ALL candidates to the External Moderator.

Each Centre should complete the moderation of School-Based Assessment Form (FRM/EDPD/031) to be submitted to the External Moderator.

B. INSTRUCTIONS FOR COMPLETING THE MODERATION OF SCHOOL-BASED ASSESSMENT FORM.

The five candidates should be selected as follows:-

- (i) **Arrange** the candidates' Total Score on **the School-Based Assessment** in descending order, that is, the highest to the lowest score.
- (ii) **Identify** the candidates who gained the
 - highest score
 - middle (median) score
 - lowest score
 - score that is midway between the highest score and the middle score
 - score that is midway between the lowest score and the middle score
- (iii) Where the number of candidates is less than five, then the School-Based Assessment marks of all candidates must be selected.
- (iv) Since resit candidates are not expected to undertake the School-Based Assessment, they should not be included in the ranked list and their work should not be selected.

C. MATERIALS TO BE SUBMITTED TO CXC

The Centre (team of teachers) must submit to CXC ONE completed RECORD OF MARKS FOR SCHOOL-BASED ASSESSMENT (electronically).

All materials must be despatched to the Local Registrar for submission to CXC by April 30 of the year of the examination.