



CARIBBEAN EXAMINATIONS COUNCIL

TEST CODE **01251031**

CARIBBEAN SECONDARY EDUCATION CERTIFICATE®

**RECORD OF MARKS FOR SCHOOL-BASED ASSESSMENT**  
(This record is confidential and must be kept secure.)

**ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT**  
**GENERAL PROFICIENCY**

For CXC Use Only  
Teacher ID No:- \_\_\_\_\_

YEAR OF EXAMINATION: \_\_\_\_\_

NAME OF CENTRE: \_\_\_\_\_

CENTRE CODE: \_\_\_\_\_

TERRITORY: \_\_\_\_\_

NAME OF TEACHER: \_\_\_\_\_

TEACHER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NUMBER OF CANDIDATES IN TEACHING GROUP: \_\_\_\_\_

NAME OF PRINCIPAL: \_\_\_\_\_

PRINCIPAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CENTRE NO: _____ REGISTRATION NUMBER (Last four digits only)	CANDIDATE'S NAME (Alphabetical order, Surname first)		ORDER OF MERIT		ASSIGNMENT 1 (25 marks)	ASSIGNMENT 2 (25 marks)	ASSIGNMENT 3 (25 marks)	PORTFOLIO (25 marks)	ACCURACY AND SPEED (40 marks)	KNOWLEDGE AND COMPREHENSION (20 marks)	PRESENTATION AND USE OF TECHNOLOGY (40 marks)	TOTAL (100 marks)	COMMENTS
			RANK IN GROUP (SCHOOL/CLASS) (1st, 2nd, 3rd ...)	ESTIMATED SUBJECT GRADE (i.e. I, II, III, IV, V or VI)									
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**N.B.:** The order of merit list and estimates of candidates' grades are standard requirements of several examining boards and testing agencies. Their purpose is to provide CXC with:

- (a) a quality control check in its examining process;
- (b) a ranking with which to compare 'basic discrepancies' between the CXC result and the school's normal assessment of the candidates;
- (c) an estimate of performance by the school, if, for example, allowances have to be made for adverse circumstances under Regulation 17.

The order of merit, and the estimated grades, should be informed by performance on the School Based Assessments and other assessments done by the teachers.