

**INSTRUCTIONS FOR RECORDING MARKS FOR PRACTICAL ASSIGNMENTS**

1. The names of candidates should be recorded in alphabetical order with the last name first, followed by the first name.
2. A candidate receives a mark out of 20 for EACH of the three assignments and a TOTAL mark out of 60.
3. A candidate's mark for the first assignment must be entered in the column headed ASSIGNMENT 1.
4. The second assignment is assessed by the class teacher and an external examiner. The class teacher enters the marks he/she has awarded a candidate in the column headed CLASS TEACHER. The external examiner enters the mark he/she has awarded the candidate in the column headed EXTERNAL EXAMINER.
5. The class teacher and the external examiner discuss any discrepancies between the 2 marks awarded to each candidate.
6. A consensus is reached as to an agreed mark for EACH candidate for the second assignment. This mark is entered in the column headed AGREED MARK.
7. In the event that there is no agreement between the class teacher and the external examiner on a candidate's mark for the second assignment, the mark to be entered in the column headed AGREED MARK, must be the average of the 2 marks, (i.e. class teacher's mark plus external examiner's mark divided by 2).
8. A candidate's mark for the third assignment must be entered in the column headed ASSIGNMENT 3.
9. Where a candidate does not submit an assignment, 'no assignment submitted' must be entered in the appropriate column.
10. The marks for Assignments 1, 2 (average mark) and 3 for each candidate must be added together and the sum entered in the column headed TOTAL.
11. The mark entered under the TOTAL column is the candidate's final SBA mark.

CARIBBEAN SECONDARY EDUCATION CERTIFICATE®**RECORD OF MARKS FOR SCHOOL-BASED ASSESSMENT
HOME ECONOMICS**

TEST CODE

TEXTILES, CLOTHING AND FASHION	<input type="checkbox"/>	01213030
FOOD, NUTRITION AND HEALTH	<input type="checkbox"/>	01221030
FAMILY AND RESOURCE MANAGEMENT	<input type="checkbox"/>	01228030

(This record is confidential and must be kept secure.)

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 EXTERNAL EXAMINER: _____

EXTERNAL EXAMINER'S SIGNATURE: _____ DATE: _____

NAME OF PRINCIPAL: _____

PRINCIPAL'S SIGNATURE: _____ DATE: _____

PLEASE READ INSTRUCTIONS ON BACK PAGE BEFORE RECORDING MARKS.

CENTRE NO: _____ REGISTRATION NUMBER (Last four digits only)	ORDER OF MERIT		PRACTICAL ASSIGNMENTS				TOTAL PROFILE 3 60 marks*	TEACHER'S COMMENTS ON EACH CANDIDATE (Optional)	TEACHER'S GENERAL COMMENTS (for example, materials available, working space, difficulties encountered in assessment)
			Assignment 1 Profile 3 20 marks	Assignment 2 Profile 3 20 marks		Assignment 3 Profile 3 20 marks			
			RANK IN GROUP (SCHOOL/CLASS) (1st, 2nd, 3rd ...)	ESTIMATED SUBJECT GRADE (i.e. I, II, III, IV, V or VI)	Class Teacher	External Examiner			
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
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27									
28									
29									
30									

***All fractions must be rounded up to the nearest whole number**

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.