



**INSTRUCTIONS FOR RECORDING MARKS FOR PRACTICAL ASSIGNMENTS**

**CARIBBEAN SECONDARY EDUCATION CERTIFICATE®**

**RECORD OF MARKS FOR SCHOOL-BASED ASSESSMENT  
IN HOME ECONOMICS**

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.

TEXTILES, CLOTHING AND FASHION

FOOD, NUTRITION AND HEALTH

FAMILY AND RESOURCE MANAGEMENT

(This record is confidential and must be kept secure)

For Use By  
External Examiner

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

CENTRE NO.: \_\_\_\_\_

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

CLASS TEACHER'S NAME: \_\_\_\_\_

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

EXTERNAL EXAMINER'S NAME: \_\_\_\_\_

EXTERNAL EXAMINER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINCIPAL'S NAME: \_\_\_\_\_

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

**PLEASE READ INSTRUCTIONS ON BACK PAGE BEFORE RECORDING MARKS.**

CENTRE NO:  REGISTRATION NUMBER (Last four digits only)	CANDIDATE'S NAME (Alphabetical order, Surname first)	Practical Assignment 2			EXTERNAL EXAMINER'S REPORT (Please place a tick (✓) in the appropriate boxes and write your comments in Section 4.)			
		20 marks			3. CANDIDATES' PERFORMANCE			
		Class Teacher	External Examiner	Agreed* Mark	<b>(a) Planning and Preparation</b>			
1				1. Choice of activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2				2. Candidates' preparation for activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3				<b>(b) Manipulation</b>				
4				3. Candidates' ability to carry out tasks required by the activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5				4. Candidates' ability to manage time effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6				<b>(c) Evaluation and Presentation</b>				
7				5. Quality of final products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8				6. Presentation and/or service of final products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9				<b>4. EXTERNAL EXAMINER'S COMMENTS</b>				
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\*All fractions must be rounded up to the nearest whole number.

To be sent to the Local Registrar for submission to CXC