



**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. For Textiles, Clothing and Fashion and Family and Resource Management, a candidate receives a mark out of 20 for EACH of the three assignments and a total mark out of 60. For Food, Nutrition and Health, a candidate receives a mark out of 15 for Assignments 1 and 3 and a mark out of 30 for Assignment 2.
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.

**C A R I B B E A N E X A M I N A T I O N S C O U N C I L**

**C A R I B B E A N S E C O N D A R Y E D U C A T I O N C E R T I F I C A T E ®**

**RECORD OF MARKS FOR SCHOOL-BASED ASSESSMENT  
PRACTICAL ASSIGNMENTS 1, 2 AND 3**

**FOOD, NUTRITION AND HEALTH**

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

For CXC Use Only Teacher ID No:- _____
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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)		
			RANK IN GROUP (SCHOOL/CLASS) (1st, 2nd, 3rd ...)	ESTIMATED SUBJECT GRADE (i.e. I, II, III, IV, V or VI)	Assignment 1 Profile 3 15 marks	Assignment 2 Profile 3 30 marks				Assignment 3 Profile 3 15 marks	
						Class Teacher					External Examiner
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
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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.