



**CARIBBEAN SECONDARY EDUCATION CERTIFICATE®  
EXAMINATION**

**VISUAL ARTS**

**INSTRUCTIONS FOR SUPERVISORS AND INVIGILATORS**

It is important that the Supervisor or his/her Assistant should possess an Art/Craft background.

1. One copy of the Examination Booklet and of the CXC regulations should be available for reference on the day of examination.
2. The Supervisor or his/her Assistant should undertake the arranging/posing of the models and/or specimens. The class teacher may be permitted to assist.
3. Candidates are allowed to bring the following into the examination room:
  - (a) Necessary materials and equipment e.g., brushes, pencils etc.
  - (b) Preliminary sketches and preparatory work where permitted.
4. Candidates are NOT allowed to bring into the examination room finished work to be submitted for examination. If this occurs, then CXC's regulations relating to this will apply. (See CXC regulation Page 23, Section 16, Misconduct).
5. Candidates MUST NOT bring preliminary sketches into the examination room for Option A - Drawing.
6. Candidates MUST NOT bring COMPLETED works to be copied and submitted as examination pieces.
7. Candidates MUST NOT copy directly from books, magazines, calendars or other existing pictorial works for submission as their final examination work.
8. Candidates MUST NOT be given any technical advice.
9. Candidates should be allowed to work under the BEST available conditions with regard to lighting and physical facilities.
10. Candidates MUST observe safety precautions when using equipment that require the use of flammable materials e.g., kerosene, gas etc.
11. Candidates should report any accident (e.g., spilling of paint or ink on a finished piece) to the Invigilator who MUST inform the Supervisor, who in turn MUST make a report on the form provided and send it to CXC.
12. When the candidate is drawing, rest periods for the model of approximately five minutes MUST be allowed for every thirty minutes.
13. Extra time MUST be allocated to accommodate the model's rest periods.

14. Extra time **MUST** be allowed for drying in cases where the techniques used require time for drying, such as printmaking, tie dye, batik etc.
15. Ceramic pieces should be 'fired' within two weeks after the examination; i.e., before they are shipped to CXC.
16. The labelled paper provided for the examination by CXC should be used. However, if candidates wish to use other surfaces specially suited to their selected media, then these papers should be attached to the CXC labelled paper, so that the label remains at the front. The dimensions of the paper **MUST NOT** exceed CXC's stipulations. No information should be written on the work itself.
17. The candidates' registration numbers, options and question numbers **MUST** be carefully written and checked on the labels provided before despatching to CXC.
18. In Options E - J, the labels should be securely attached to the pieces in order to avoid misplacement during packaging and transportation.
19. Care must be taken to ensure that ceramics or other fragile works are properly packed to minimize breakage.
20. Stencils and blocks for printing done for Options D and G **MUST** be prepared in the examination room. The only prepared screens/blocks with designs that may be brought into the room are those done using the photographic method or any method that would not be completed within a 6-hour sitting. In these cases, preliminary sketches and colour separations should be submitted.
21. If blocks or stencils (Option D) are complex, the candidate may be allowed additional time for the examination. As a result, the examination may be done in 6 hours, as in Options E - J.
22. Stretched screens and prepared blocks (without design) may be brought into the examination room.