



To: CXC Local Registrars
From: The Senior Assistant Registrar
(Examinations Administration and Security Division)
Date: 19 August 2016
Subject: Registration for June 2017 **CCSLC**[®] Sitting
Ref: 625-1
Copy To: Pro-Registrar

Examinations for the June 2017 CCSLC[®] Sitting will be conducted during the period 05- 08 June 2017.

Method of Registration

The Online Registration System (ORS) will be used in the registration of candidates for the June 2017 examinations.

Release of the ORS Application

The ORS application should be available from 22 August 2016 on the Council's website, www.cxc.org, or by using the URL <https://ors.cxc.org>.

Manuals for ORS

A manual for centre users and one for centre administrators are available on the Council's website, www.cxc.org, to provide guidance in the registration of candidates. Other ORS manuals available include:

1. FAQs and Encountered Challenges
2. Ministry Users
3. Ministry Administrators
4. SBA
5. CVQ
6. CPEA[®].

Access to ORS Application

Principals and Heads of Centres should be advised that the usernames and passwords used in the 2016 registration phase would be the same for the 2017 registration. However, they should ensure that the accounts of users who are no

longer in their employ or authorised to interface with the system are disabled so as to prevent unauthorised access.

To avoid a security breach, usernames and passwords must not be shared by users: each person who is authorised to use the ORS should have his/her own username and password.

New Subject Offering

Portuguese will be offered for the first time at the May-June 2017 sitting. The list of subjects is given at the appendix.

Previous Registration Data

The registration databases for CCSLC®, CSEC® and CAPE® have been integrated, thus, a candidate moving from one level to another, for example, from CSEC to CCSLC, should supply the candidate number issued at the CSEC level. The challenge to candidates of keeping track of the different registration numbers issued at the various sittings led the Council to introduce the Unique Candidate Number (UCN) – see details below under the head ‘Use of UCN’.

Users should ensure that the name of the candidate used at the previous sitting(s) matches exactly the name being used at the current sitting. For example, if a candidate was registered at the May-June 2016 sitting as John P. Brown, he should not be registered at the May-June 2017 sitting as John Brown, J. P. Brown, John Paul Brown or any other variation in the name. Any candidate who, at the time of registering for the May-June 2017 examinations, provides a name, date-of-birth or gender that differs from that used at an earlier sitting, will be treated as a different (new) candidate and may be required to pay an Amendment Fee to have the old and new records converged.

Use of UCN

An eleven-digit UCN was placed on the preliminary results slips and certificates of candidates who wrote examinations at or after the May-June 2014 CSEC sitting. The UCN was also placed on the preliminary results slips of candidates who wrote examinations at or after the May-June 2015 sitting. Candidates should be advised to retain this number because it will be required in the registration for future examinations offered by CXC.

Integration of CPEA® Database with CCSLC, CSEC and CAPE

The database for the Caribbean Primary Exit Assessment (CPEA) sitting has been integrated with those of CCSLC, CSEC and CAPE. Thus, the records of candidates who would have written CPEA examinations in the past years would appear in the database if they attempt to register for any of the CCSLC, CSEC or CAPE 2017 examinations. The person registering the candidate must select the candidate’s

CPEA record in order to avoid the candidate from being awarded two different UCNs. If the candidate's record is duplicated, it will not be accepted by CXC's internal Examining Processing System (EPS) that is used to load the record from the ORS.

A candidate with a duplicated record will be treated as two different candidates, thus, users will not be able to track the candidate's performance from the CPEA level to the higher levels.

Re-sit Candidates

A candidate will be eligible to register as a *Re-sit* if he/she attained a moderated mark which was at least 50% of the SBA marks in the June 2015 or June 2016 CCSLC examinations. Since the ORS operates in a "live" data environment, candidates who are ineligible to register as *Re-sit* will be unable to do so.

Checking of Registration Data by Candidates

When the registration data have been entered in the ORS, a copy of the registration details (available in the Subject Registered Report in the ORS) should be printed and given to candidates to check and confirm the details prior to the data being forwarded to the Local Registrar's office.

Scale of Fees

The various fees to be charged are shown below.

CCSLC Subject	BDS\$25
CCSLC Candidate Entry	BDS\$0
CCSLC Subject (<i>External Territories</i>)	BDS\$50
CCSLC Candidate Entry (<i>External Territories</i>)	BDS\$0
Late Entry	BDS\$50
Amendment	BDS\$50
Transfer	BDS\$27

Submission of Late Entries and Amendments

Late entries and amendments must be submitted through the ORS.

Candidates with Special Needs

Requests for special arrangements for candidates with known disabilities should be made when the entries are submitted. Requests for Braille or modified question papers should be confirmed not later than 31 October 2016. We should be grateful if you would send such requests by e-mail to Ms Dianne Medford at dmedford@exc.org.

Candidates Debarred from CCSLC Examinations

In accordance with the Regulations for the Conduct of the Council's Examinations (Revised September 2008) Sections 8.1.1 (page 23) and 9.1.2 (page 32), candidates found guilty of any irregularity, misconduct or dishonest practice may be debarred for a specified time from registering for examinations administered by the Council. We are seeking your assistance in ensuring that candidates who have been debarred from writing the Council's examinations are not registered for examinations until the period of the disbarment has been served.

Access to Online Registration Records by Candidates

All candidates should be given their centre code and candidate number so that they may access the ORS. By 1 March 2017, candidates should be in a position to visit the website, <https://ors.exc.org/studentportal>, to obtain details about their registration records. Candidates should be advised that they should bring all queries about the accuracy of their records to the attention of the Principal or Head of Centre.

Registration Deadline

Completed entries must be submitted electronically to the Council's Headquarters not later than the deadline given by the Local Registrar in each territory. Entries received after that date will be classified as late entries and the relevant late entry charges will be imposed.

We look forward to your co-operation in ensuring that candidates are registered early and their personal and subject particulars are accurately recorded.



✍️ Noel Stennett

Senior Assistant Registrar
EXAMINATIONS ADMINISTRATION AND SECURITY DIVISION

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Att.

SUBJECT OFFERINGS FOR JUNE 2017 CCSLC SITTING

SUBJECT	SBA	RESIT	ALTERNATIVE
English	Yes	Yes	No
French	Yes	Yes	No
Mathematics	Yes	Yes	No
Portuguese	Yes		No
Science	Yes	Yes	No
Social Studies	Yes	Yes	No

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