



To: CXC Local Registrars
From: The Senior Assistant Registrar
(Examinations Administration and Security Division)
Date: 19 August 2016
Subject: Registration for May-June 2017 CSEC® Sitting
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Copy To: Pro-Registrar

Examinations for the May-June 2017 CSEC® Sitting will be conducted during the period 21 April 2017 to 09 June 2017.

Method of Registration

The Online Registration System (ORS) will be used in the registration of candidates for the May-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®.**

Unauthorised 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 passwords issued to persons

who are no longer in their employ are deleted and their user account disabled so as to prevent unauthorised access.

To avoid a security breach, user names and passwords must not be shared amongst 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.

Industrial Technology

Building Technology: Construction and Woods, Electrical and Electronic Technology, and Mechanical Engineering Technology now fall under Industrial Technology. The new Industrial Technology offerings are: Building and Furniture, Electrical and Electronic, and Mechanical Engineering. Candidates may register for one, two or all three options at the same time.

Home Economics Subjects

Clothing and Textiles, Food and Nutrition, and Home Economics: Management, have been renamed Textiles, Clothing and Fashion, Food, Nutrition and Health, and Family and Resource Management, respectively. The subjects are now being offered at the Technical Proficiency.

Technical Drawing

There are two options in Technical Drawing: the Building Drawing option and the Mechanical Engineering option. Within each of the options, candidates can either choose the Traditional method or the Computer Aided Design (CAD) method.

The Paper 02 carries the option: the Building Drawing option is 2/1 and the Mechanical Engineering option 2/2.

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 CCSLC to CSEC, should supply the candidate number issued at the CCSLC level. If the candidate completed CSEC subjects before, any candidate number issued to the candidate may be supplied as part of the previous registration data. 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 CSEC sitting as John P. Brown, he should not be registered at the May-June 2017 CSEC 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.

Candidates who have written CSEC subjects at or after the January 2004 sitting, CAPE subjects at or after the May-June 2005 sitting, or CCSLC subjects, should supply a candidate number from one of those sittings. If they have more than one number, the number from the most recent sitting would be preferred. The search engine in the ORS allows users to query on a candidate's personal details and/or a previous registration number to obtain his/her previous registration records. The use of the search engine should ensure the presentation of accurate and standardised personal details and avoid the high costs associated with making changes to the personal details of candidates who have written examinations before.

Candidates who are registering for the first time or who have written CSEC subjects before the January 2004 sitting or CAPE subjects before the May-June 2005 sitting should be registered as 'New' in the ORS. Candidates who are registering as 'New' should use the name stated on their birth certificate.

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 easily the candidate's performance from the CPEA level to the higher levels.

Re-sit Candidates

For subjects with a School Based Assessment (SBA) component, a candidate will be eligible to register as a *Re-sit* if he/she attained a mark which was at least 50% of the moderated SBA marks at the May-June 2016 CSEC sitting. In order to provide guidance to candidates about their eligibility status to register as a *Re-sit*, a symbol (#) was placed on the pre-slips issued for the May-June 2016 CSEC examinations indicating the subject(s) in which candidates were not eligible to reuse their SBA marks because they did not achieve 50% of the moderated SBA marks. Local Registrars, Principals and Heads of Centres also received similar notification on the electronic broadsheets that were issued. Since the ORS operates in a "live" data environment, candidates who are ineligible to register as *Re-sit* will be unable to do so. In such cases, the candidates must be registered for the SBA option or for the *Alternative to SBA* option, if the latter option is available.

Alternative Paper to SBA

Candidates who are registering at private centres (educational institutions that are not recognised by the Council as full-time educational institutions) will be eligible to write the Alternative Paper to SBA (Paper 3/2).

The Alternative checkbox must be selected for candidates who opt to write the Alternative Paper to SBA. Candidates will not be supplied with question papers for the Alternative examination(s) if the Alternative option was not selected at the time of registration. An Amendment Fee or a Non-Compliance Fee will be charged to change the option from SBA to Alternative.

Official Name Change

Should a candidate's name change through marriage or deed poll, the Council should be informed through the submission of the 'Change in Name Notification Form' (EXA 57). The form may be downloaded from the Council's website. An Amendment Fee is not charged once the EXA 57 form has been completed correctly and submitted to the Council.

Checking of Registration Data by Candidates

Principals and Heads of Centres should ensure that when the registration data have been entered in the ORS, a copy of the registration details (available in the Subjects Registered Report in the ORS) is printed and given to candidates to check and confirm the accuracy of the data keyed prior to the data being forwarded electronically to the Local Registrar's office.

Timetable Clashes

Please remind Principals and Heads of Centres that they should consult the May-June 2017 CSEC and CAPE Timetables before registering candidates for CSEC examinations. This should ensure that timetable clashes, as far as possible, are avoided. The timetables have been posted on the Council's website, www.cxc.org. A list of the CSEC subject offerings for the May-June 2017 sitting is given at the appendix to this circular.

Scale of Fees

The various registration fees currently charged by the Council are given below.

CSEC Subject Entry	BDS\$36.50
CSEC Candidate Entry	BDS\$36.00
CSEC Subject Entry (External Territory)	BDS\$73.00
CSEC Candidate Entry (External Territory)	BDS\$72.00
Late Entry (see table below)	BDS\$45.00-200.00
Amendment (see table below)	BDS\$45.00-200.00
Transfer	BDS\$27.00

Schedule of Late and Amendment Fees: May-June CSEC Examinations

Fee	Received 1 - 31 January	Received 1 February - 15 March	Received After 15 March
Late Entry	BDS\$45.00	BDS\$75.00	BDS\$200.00
Amendment (subject and option changes)	BDS\$45.00	BDS\$75.00	BDS\$200.00
Amendment (personal details changes)	BDS\$45.00	BDS\$45.00	BDS\$50.00

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, enlarged question papers or any other modified question papers should be confirmed not later than 9 October 2016. We should be grateful if you would send the requests by e-mail to Mrs Dianne Medford at dmedford@exc.org.

Candidates Debarred from CSEC 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.

Release of Examination Results

At the time of registration, candidates will have the option to indicate whether they wish to have their registration details and results sent directly to any educational institution that may be interested in their records. This feature allows tertiary institutions in the Region to have early access to the candidates' results.

Access to Online Registration Records by Candidates

All candidates should be given their centre code and candidate number so that they may access the student portal. By 21 January 2017, candidates should be in a position to visit the URL, <https://ors.exc.org/studentportal>, to obtain details about their registration records. Candidates should be advised that they must bring all queries about the accuracy of their records to the attention of the Principal or Head of Centre.

Registration Deadline

Completed electronic entries must be submitted by examination centres to the Local Registrar's office not later than the deadline given to examination centres by the Local Registrar. Entries received after that date will be classified as late and the appropriate penalties 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.

APPENDIX

SUBJECT OFFERINGS FOR MAY-JUNE 2017 CSEC SITTING

SUBJECT	LEVEL	RESIT	ALTERNATIVE	NON-SBA
Additional Mathematics	General	Yes	Yes	
Agricultural Science DA	General	Yes		
Agricultural Science SA	General	Yes		
Biology	General	Yes	Yes	
Caribbean History	General	Yes	Yes	
Chemistry	General	Yes	Yes	
Economics	General	Yes	Yes	
Electronic Document Preparation and Management	General	Yes	Yes	
English A	General			Yes
English B	General			Yes
Family and Resource Management	Technical	Yes	Yes	
Food, Nutrition and Health	Technical	Yes		
French	General			Yes
Geography	General	Yes	Yes	
Human and Social Biology	General			Yes
Industrial Technology: Building and Furniture Electrical and Electronics Mechanical Engineering	Technical	Yes		
Information Technology	General	Yes		
Integrated Science SA	General	Yes	Yes	
Mathematics	General			Yes
Music	General	Yes		
Office Administration	General	Yes	Yes	
Physical Education and Sport	General	Yes		
Physics	General	Yes	Yes	
Portuguese	General			Yes
Principles of Accounts	General	Yes	Yes	
Principles of Business	General	Yes	Yes	
Religious Education	General	Yes		
Social Studies	General	Yes	Yes	
Spanish	General			Yes
Technical Drawing	Technical	Yes		
Textiles, Clothing and Fashion	Technical	Yes	Yes	
Theatre Arts	General	Yes		
Visual Arts	General	Yes		

Subject Options

1. Visual Arts: A common paper containing all options will be issued. ALL candidates will be required to submit a Reflective Journal. In addition to the Reflective Journal, candidates will be required to choose two Production Papers from the options below:

- (i) Drawing**
- (ii) Painting and Mixed-media**

- (iii) **Graphic and Communication Design**
- (iv) **Printmaking**
- (v) **Textile Design and Manipulation**
- (vi) **Sculpture and Ceramics**
- (vii) **Leathercraft**
- (viii) **Fibre and Decorative Arts**

Candidates must select for the final examination those options for which SBA assignments have been done.

2. **There are three options in Theatre Arts, candidates must choose one only. The options are (1) Drama Improvisation, Playmaking and Performance Skills (2) Dance Improvisation, Dancemaking and Dance Fundamentals (3) Drama Improvisation, Dance Improvisation and Stagecrafts.**
3. **There are two options in Technical Drawing: the Building Drawing option and the Mechanical Engineering option. Within each of the options, candidates can either choose the Traditional method or the Computer Aided Design (CAD) method.**
4. **Candidates must select Agricultural Science Double Award or Agricultural Science Single Award but not both subjects at the same sitting;**
5. **There are four options in Religious Education, candidates must choose one only. The options are (i) Christianity (ii) Hinduism (iii) Islam (iv) Judaism.**

19 August 2016