



**CARIBBEAN EXAMINATIONS COUNCIL  
CARIBBEAN SECONDARY EDUCATION CERTIFICATE®**

**GUIDELINES FOR SUBMITTING SCHOOL-BASED ASSESSMENT FOR  
INDUSTRIAL TECHNOLOGY**

**OPTION A: ELECTRICAL AND ELECTRONIC TECHNOLOGY**

**OPTION B: MECHANICAL ENGINEERING TECHNOLOGY**

**OPTION C: BUILDING AND FURNITURE TECHNOLOGY**

**A. OVERVIEW**

Each centre is required to submit the School-Based Assessment of ONE sample of FIVE candidates who are selected from a ranked list as described at **B** below. It is recommended that ALL subject teachers preparing candidates for the examination collaborate, where necessary, in

- (i) setting the assignments
- (ii) standardizing the marking of the assignments
- (iii) selecting the single sample of assignments to be submitted to the Council.

**B. SELECTION OF THE SCHOOL-BASED ASSESSMENT SAMPLE**

- (i) After the candidates' scores have been entered electronically, the sample of FIVE for the centre will be automatically selected by the e-SBA system.
- (ii) For each unit, the e-SBA system will select the sample according to the following procedure:

The marks obtained on the assignments will be arranged in descending order, highest to lowest.

The e-SBA system will then select the candidates who gained the

- highest mark
- lowest mark
- middle mark
- mark midway between the highest mark and the middle mark
- mark midway between the lowest mark and the middle mark.

**N.B. After the sample of practical projects and written assignments of FIVE candidates has been selected, the teacher(s) must complete the Moderation Form and submit it with the candidates' work (laboratory books/exercises, plan sheets and practical projects) to the External Moderator for reassessment.**

**The Teacher and Moderator must ensure that the candidate chosen to represent the lowest mark has completed ALL assignments.**

- (iii) The centre **MUST** submit, by the stipulated deadline, the work of only those candidates the system has selected.
- (iv) Where the number of candidates is less than five, the assignments of ALL candidates must be submitted.

- (v) Since resit candidates are not expected to undertake the School-Based Assessment, they should not be included in the ranked list and their work should not be submitted.

**C. MATERIALS TO BE SUBMITTED TO CXC**

The centre (team of teachers) must submit to CXC:

- (i) The assignments of the FIVE candidates selected.
- (ii) Record of marks for School-Based Assessment for ALL candidates at the centre (electronically)
- (iii) Moderation of School-Based Assessment form.

The Local Registrars will stipulate the date by which ALL materials MUST be dispatched to their offices to ensure timely submission to CXC.