



Regulations

for the Conduct
of the Council's
Examinations

DEFINITIONS, REGULATIONS AND PROCEDURES

REVISED MARCH 2025



CARIBBEAN EXAMINATIONS COUNCIL

**REGULATIONS GOVERNING THE CONDUCT OF
EXAMINATIONS**

Definitions, Regulations and Procedures

Revised: March 2025

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1. INTRODUCTION

1.1. Purpose and Importance of the Caribbean Examination Council's Regulations Governing the Conduct of Examinations

- 1.1.1. The Regulations for the Caribbean Examinations Council's Examinations (hereinafter referred to as the "Regulations") ensure that the conduct of examinations is consistent and outline the responsibilities and procedures for stakeholders involved in the sitting of examinations administered by the Caribbean Examinations Council (hereinafter referred to as "**CXC**[®]"). They also set out the responsibilities of those providing oversight as well as the consequences for non-compliance by stakeholders.
- 1.1.2. These Regulations must be followed by all candidates, staff members of **CXC**[®] and centre staff members involved in examination administration. This includes, but is not limited to, heads of centre, examination officers, Local Registrar and invigilators.
- 1.1.3. This is the source of information on the **CXC**[®] examinations and qualifications. It is important that the stakeholders, including candidates and staff members of **CXC**[®], familiarise themselves with the Regulations.

DEFINITIONS

2. DEFINITIONS

2.1. Adverse Circumstance

- 2.1.1. A circumstance that is unplanned and fundamentally affects a learner's ability to attend or perform on the day of an examination. Adverse circumstances are either personal circumstances or examination circumstances.

2.2. Approved Centre

- 2.2.1. Refers to a centre or facility that has met specific criteria set out by **CXC®** and is authorized to examine candidates for certain qualifications.

2.3. Area

- 2.3.1. The territories of the Governments that are parties to the Agreement establishing the Caribbean Examinations Council, denoted as the Participating Governments.

2.4. Assessed Grade

- 2.4.1. A determination of candidate performance on a missing component using statistical analysis.

2.5. Assistant Supervisor

- 2.5.1. An individual appointed by the Local Registrar to assist the Supervisor in the secure and proper conduct of examinations and will be in charge of the room to which they have been allocated. Subject to the overriding authority of the Supervisor, the Assistant Supervisor will have responsibilities similar to the Supervisor of the centre for the room they have been assigned.

2.6. Cancellation

- 2.6.1. Where a candidate's conduct is determined by the Irregularities Committee to have been in breach of the **CXC's** examinations Regulations, **CXC®** shall void the grade(s) for the specific examination taken during the named session in which the breach has occurred as set out in **Appendix B**.

2.7. Candidate

- 2.7.1. A learner participating in any assessment offered by CXC.

2.8. **Caribbean Primary Exit Assessment (CPEA™)**

- 2.8.1. An assessment of the literacies required by all pupils exiting the primary school system. The focus of this assessment is on the set of literacies that are common to all primary curricula across the Region and are necessary for students to achieve at higher levels of education. The final examination for the Primary Exit Assessment requires candidates to take four subjects – Civic Literacy/Social Studies, Language, Mathematics and Science.

2.9. **Caribbean Certificate of Secondary Level Competence (CCSLC®)**

- 2.9.1. The examinations leading to joint certification by **CXC®** and the individual CXC Participating countries has two parts – a core of Mathematics and English and three additional subjects. The additional subjects may be taken from syllabuses developed specifically for the **CCSLC®**; **CSEC®** Business, Arts and **TVET** subjects; regionally available **CVQ*** programmes; and nationally certified enrichment programmes. The syllabuses and examinations which cater to a wide range of abilities, incorporate the skills, abilities, attitudes and values required of secondary school leavers.

2.10. **Caribbean Secondary Education Certificate (CSEC®)**

- 2.10.1. The examination leading to **CXC's** Secondary Education Certificate is a subject examination. Subjects are examined for General and Technical Proficiency certification.
- 2.10.2. A General Proficiency examination is of such breadth of knowledge and understanding that it allows candidates who do well to undertake study of the specific subject of examination beyond the fifth year of secondary school.
- 2.10.3. A Technical Proficiency examination is designed for candidates who require a greater practical orientation and preparation for further technical studies or training than is offered at General Proficiency.

2.11. **Caribbean Advanced Proficiency Examination (CAPE®)**

- 2.11.1. The examination leading to the **CXC's** Advanced Proficiency Examination is a subject examination at a level beyond the **CSEC®** level.
- 2.11.2. Subjects are organized in one-unit or two-unit courses with each unit containing three Modules.

- 2.12. **Caribbean Examinations Council Associate Degree (CXC®-AD).**
- 2.12.1. The degree awarded for the successful completion within a five-year period, of a programme of at least ten **CAPE®** Units which has the combination of general education, specialised/core and adjunct/supporting courses. Refer to **CXC's** website for further guidance. <https://www.cxc.org/examinations/cxc-associate-degrees/>
- 2.13. **Caribbean Examinations Council Certificate of Business Studies**
- 2.13.1. The certificate awarded for successful completion within a five-year period of an examination in a cluster of Business Studies subjects, English A and Mathematics. Refer to **CXC's** website for further guidance. <https://www.cxc.org/subject/certificate-in-business-studies-csec/>
- 2.14. **Caribbean Examinations Council Diploma**
- 2.14.1. This is awarded for the successful completion within a five-year period of a programme of at least six **CAPE®** Units including Caribbean Studies.
- 2.15. **Caribbean Vocational Qualification (CVQ*)**
- 2.15.1. The Caribbean Vocational Qualification or **CVQ*** as it is commonly called, is based on a competency-based approach to training, assessment and certification. Candidates are expected to demonstrate competence in attaining occupational standards developed by practitioners, industry experts and employers. Those standards when approved by CARICOM allow for easy movement across the Region. Refer to **CXC's** website for further guidance. <https://www.cxc.org/examinations/cvq/>
- 2.16. **Caribbean Targeted Education Certificate (CTEC®)**
- 2.16.1. A stackable micro-credential that allows individuals to achieve an intermediate or macro qualification (Also see **Definitions 2.25, 2.29 and 2.30**).
- 2.17. **Conduct**
- 2.17.1. The administration of and all associated processes relating to, but not limited to registration of candidates, organising, supervision, compliance and reporting of examinations offered by the **CXC®**.

2.18. Debarment

- 2.18.1. Where a candidate's conduct is determined by the Irregularities Committee to have been in serious breach of the **CXC**'s examinations Regulations, and it is found that such breach is likely to undermine the integrity of the candidate's work, **CXC**[®] shall prohibit the candidate from participating in future examinations for a period of two years.

2.19. Disability

- 2.19.1. A physical, mental, cognitive or developmental condition that impairs, interferes with or limits a person's ability to engage in certain tasks or actions or participate in typical daily activities and interactions.

2.20. Dishonest Behaviour

- 2.20.1. Refers to actions which includes but not limited to deceit, fraud, or a lack of integrity.

2.21. Disqualification

- 2.21.1. Where a candidate's conduct is determined by the Irregularities Committee to have been in serious breach of the **CXC**'s examinations Regulations, and it is found that such breach is likely to undermine the integrity of the candidate's work, **CXC**[®] shall void the grades for all examinations taken during the named examination session in which this breach occurred as set out in **Appendix B**.

2.22. e-Proctoring

- 2.22.1. e-Proctoring also known as remote proctoring is a form of secure invigilation of examinations that involves monitoring the behaviour of students during examinations administered electronically.

2.23. Electronic Assessment

- 2.23.1. An assessment that replicates or replaces paper-based assessment and is conducted on a computer or other smart device which affords the use of information and communications technology (ICT) interactivity, enabling access to various media such as videos, audio clips, hyperlinks, animation and interactive type assessment.

2.24. **Examinations**

- 2.24.1. Any assessment conducted using a variety of methods including School-based Assessment (SBA) which is administered by the educational institution in accordance with the requirements of the syllabus for the subjects.

2.25. **Intermediate Qualification or Subject Award**

- 2.25.1. A set of defined modules that together make up a **CSEC®** or **CAPE®** subject.

2.26. **Invigilator**

- 2.26.1. An individual appointed by the Local Registrar to assist the Supervisor in the proper conduct of examinations.

2.27. **Irregularity**

- 2.27.1. Any actions or behaviours that deviate from the established rules and protocols during the administration of an examination as set out in **Appendix B**.

2.28. **Local Registrar**

- 2.28.1. A person appointed by the local Ministry of Education to administer **CXC**'s examinations in the jurisdiction of the Participating Government.

2.29. **Macro-Credential/Qualification**

- 2.29.1. A combination of intermediate and micro-credentials that align to an area of specialisation or employment.

2.30. **Micro-Credential/Qualification**

- 2.30.1. A record of focused learning achievement verifying what the learner knows, understands or can do. It has stand-alone value and will contribute to the achievement of intermediate or macro credentials, or complement other micro, intermediate or macro credentials, including those obtained through recognition of prior learning.

2.31. **Misconduct**

- 2.31.1. Any infringement or non-adherence to the rules and Regulations governing the administration of examinations as set out in **Appendix B** of these Regulations.

2.32. **Module (Relates to CTEC® at Definition 2.16)**

- 2.32.1. A self-contained, independent unit of a planned series of learning activities designed to help the student accomplish certain well-defined objectives. It is a unit of work in a course of instruction that is based on the building up of skills and knowledge in discrete units.

2.33. **Participating Government**

- 2.33.1. The meaning as set out in **CXC's** establishment documents. Refer to **CXC's** website for further guidance.
<https://www.cxc.org/about/structure/governance/>

2.34. **Practical Test**

- 2.34.1. Practical tests are assessments designed to evaluate a candidate's ability to perform tasks or demonstrate skills in a hands-on environment. The focus is on the application of concepts and techniques in real-world or simulated scenarios. These could include laboratory experiments, field work and technical skills.

2.35. **Private Candidate**

- 2.35.1. A private candidate is a candidate who registers for any subject in **CXC's** suite of examinations but is not enrolled in or presented by a recognised educational institution as defined in **Definitions 2.35**.

2.36. **Recognised Educational Institution**

- 2.36.1. A recognised educational institution means a school, college, academy or other institution of learning recognised by **CXC®** for the purpose of registering its students for **CXC's** suite of examinations.
- 2.36.2. Registration for **CXC's** examinations will be normally restricted to institutions that are registered in accordance with existing local legal requirements.

- 2.36.3. **CXC**[®] may also establish criteria by which individuals other than those enrolled in recognised educational institutions may present themselves for its examinations.
- 2.37. **School Based Assessment (SBA)**
- 2.37.1. A systematic process of evaluating candidates' academic performance and progress through various forms of assessments conducted within the school environment and validated by **CXC**[®]. These assessments form an integral part of the overall evaluation of candidates' performance.
- 2.38. **Subjects**
- 2.38.1. An area of knowledge or study. Each subject of the **CPEA**[™], **CCSLC**[®], **CSEC**[®], **CAPE**[®] and **CTEC**[®] examinations is assigned a separate number or test code.
- 2.39. **Technical Vocational Education and Training (TVET)**
- 2.39.1. Workforce training that includes all programmes and courses that contribute towards the development of the knowledge, technical skills, attitudes, and core skills essential to being competitive in the world of work.
- 2.40. **Supervisor**
- 2.40.1. An individual appointed by the Local Registrar to oversee the overall secure and proper conduct of examinations.

REGULATIONS

3. GENERAL REGULATIONS

- 3.1. **CXC®** reserves to itself the interpretation of its Regulations, Rules, Conditions, Instructions, Directions, Directives, Cautions, Syllabuses and any other publication, however designated, relating to its examinations.
- 3.2. Without prejudice to the generality of the foregoing assertion of its rights, **CXC®** reserves the right to permit or refuse registrations which do not satisfy the particular Regulations of an examination, or which are not received before the closing date for registration or for which the correct fees have not been paid, or which do not conform with the conditions promulgated by the relevant Participating Government.
- 3.3. **CXC®** reserves the right to cancel any registration at any stage before the examination if it is found to be non-compliant with the established rules and Regulations.
- 3.4. **CXC®** reserves the right to disallow candidates' work in any examination for which they did not properly register.
- 3.5. Where practical tests are involved, the recognised institution registering the candidates shall ensure that the candidates are able to undertake the prescribed number of practical assignments for the subject concerned.
- 3.6. **CXC®** may withdraw in whole or in part, acceptance of the candidate's submission in any subject, if during any written, electronic, oral, practical or other examination a candidate fails to observe any of the pertinent instructions, however designated, irrespective of whether or not the candidate has completed the examination in the subject.
- 3.7. **CXC®** shall prescribe in such form as it considers appropriate the subjects for examination:
 - 3.7.1. the syllabuses (including alternative syllabuses) on which its examinations will be based.
 - 3.7.2. the method or methods of examining in each subject.
 - 3.7.3. the grades and nature of the assessment of the candidates' performance.

- 3.7.4. where necessary, the number of awards it considers should be given to performance in examinations in such subjects as the syllabuses indicate require at least as much preparation as two or more "single" subjects; and
- 3.7.5. generally, the conditions to be satisfied by candidates for those examinations.
- 3.8. At the **CAPE**[®] level, a candidate may be awarded one of seven overall grades indicating levels of achievement (As set out in **Procedure 17.6**) or may be listed as "Ungraded", in respect of each Unit. The overall grades will be complemented by module grades in the specified content areas measured by the examination.
- 3.9. At the **CSEC**[®] level, a candidate may be awarded one of six overall grades indicating levels of achievement (As set out in **Procedure 17.4**) or may be listed as "Ungraded", in respect of each subject. The overall grades will be complemented by profile grades in specific qualitative or content areas measured by the examination.
- 3.10. At the **CCSLC**[®] level, a candidate may be awarded one of 3 competences as defined below. This follows a combination of the SBA Teacher Assessment mark and the External Assessment mark in each subject examined by **CXC**[®]. The competences for certification are "Master", "Competent" or "Developing Competence" (As set out in **Procedure 17.3**).
- 3.11. Candidates who successfully complete the **CCSLC**[®] Mathematics and English courses and three other eligible subjects available from the **CXC**[®] offerings will be awarded a Certificate (Level 2). Individual certificates (Level 1) are also awarded at each **CCSLC**[®] sitting. Candidates who successfully complete the Mathematics and English courses and three other eligible courses (including courses not offered by **CXC**[®]), must apply through their Local Ministry of Education for the **CCSLC**[®] award.
- 3.12. **CXC**[®] will NOT be liable for any loss, injury or damage whatsoever caused to the person or property of a candidate, or supervising staff, or any other person at an examination centre.
- 3.13. **CXC**[®] reserves the right to refuse, withdraw or impose conditions on the recognition of any educational institution and/or examination centre. The

lists of recognised educational institutions and examination centres will be reviewed annually.

4. ROLES AND RESPONSIBILITIES

4.1. **CXC®** establishes and appoints various governance committees to ensure the effective administration and oversight of its operations. Each committee plays a crucial role in upholding the standards and quality of **CXC's** qualifications and assessments. These committees:

- 4.1.1. oversee financial management and administrative policies,
- 4.1.2. address breaches of conduct and maintain integrity,
- 4.1.3. review statements and evidence in matters of misconduct,
- 4.1.4. determine the award of grades and approve the issue of certificates, diplomas and associate degrees,
- 4.1.5. advise on the content of the syllabuses,
- 4.1.6. the appointment of examiners, and any other matters connected with examinations conducted by **CXC®**,
- 4.1.7. liaise with national education authorities and
- 4.1.8. focus on the development and implementation of school-level examinations.

4.2. Council (Board of Governors)

4.2.1. The Caribbean Examinations Council (**CXC®**) is established under Agreement by the Participating Governments in the Area to administer such examinations as it may think appropriate and award certificates and diplomas on the results of any such examinations so conducted. Council is empowered to regulate the conduct of any such examinations and prescribe the qualification requirements of candidates and the fees payable by them.

4.2.2. Council (Board of Governors) consists of the Vice-Chancellors of the Universities of the West Indies and of Guyana, three representatives of the University of the West Indies and one of the University of Guyana, appointed by the respective Vice-Chancellor, two representatives appointed by designated Participating Governments and one appointed by the other

Participating Governments, and one representative of the teaching profession appointed by each National Committee from among its members. Members of Council hold office for a period of three years. The Chair (who is eligible for re-election), and Deputy Chair (also eligible for re-election) are elected from among the members of Council (Board of Governors) to hold office for three years or for the unexpired term of their appointments as members of Council (Board of Governors). The Registrar is the Chief Executive Officer of **CXC**[®] and Council (Board of Governors) may delegate to the Registrar any of its duties relating to the holding of examinations.

- 4.2.3. Council (Board of Governors) has established an Administrative and Operational Centre in Barbados (where the Registrar and Chief Executive Officer) is based, and which is its Headquarters for the Eastern Zone and one in Jamaica (where the Pro-Registrar and Deputy Chief Executive Officer is based) for the Western Zone.
- 4.2.4. Council (Board of Governors) is empowered to establish other Administrative and Operational Centres in the Area.
- 4.2.5. Council (Board of Governors) organises its business on a triennial basis, using the calendar year as its year of operation.

5. QUALIFICATIONS COVERED BY THESE REGULATIONS

- 5.1. This section lists the qualifications offered by **CXC**[®] which are governed by these Regulations. These qualifications include:
 - 5.1.1. Caribbean Primary Exit Assessment (**CPEA**[™])
 - 5.1.2. Caribbean Certificate of Secondary Level Competence (**CCSLC**[®])
 - 5.1.3. Caribbean Secondary Education Certificate (**CSEC**[®])
 - 5.1.4. Caribbean Advanced Proficiency Examination (**CAPE**[®])
 - 5.1.5. Caribbean Targeted Education Certificate (**CTEC**[®])
 - 5.1.6. Caribbean Vocational Qualification (**CVQ**^{*})

6. CONDUCT OF EXAMINATIONS

6.1. The conduct of examinations involves meticulously organizing and overseeing the entire administrative and associated processes to ensure a fair, orderly, and secure environment for all candidates.

6.2. Registration of Candidates

6.2.1. **CXC**[®] may accept, refuse or impose conditions on the registration of any candidate who wish to pursue any of **CXC**'s examinations.

6.2.2. **CXC**[®] recognises the right of each of the Participating Governments to impose local restrictions and conditions affecting the eligibility of persons resident in its territory to be presented as candidates in its territory. Candidates should normally be presented for entry through the appropriate Local Registrar. However, **CXC**[®] reserves to right to allow candidates or educational institutions to register directly with **CXC**[®].

6.2.3. A candidate who is registered for an examination, at the discretion of **CXC**[®], may be permitted to write all or part of that examination at another centre in the same or another territory in the Area or outside the Area, subject to the payment of any necessary fees.

6.2.4. **CXC**[®] reserves the right NOT to transfer registration and does NOT accept any liability for any circumstances arising from the exercise of that right.

6.2.5. Persons not resident in the Area may, with the expressed and specific approval of **CXC**[®] given through the Registrar and Chief Executive Officer or designate, may be permitted to register for its examinations.

6.2.6. Candidates may be allocated to special centres for oral, practical, aural examinations and, in special circumstances, for written papers or electronic assessments.

6.3. Recognised Educational Institutions

6.3.1. Recognised educational institutions may present for examination, those candidates who have completed the syllabus requirements in respect of the year of the examination as identified below:

6.3.1.1. **CPEA**[™] Level

6.3.1.2. **CCSLC**[®] Level

6.3.1.3. **CSEC**[®] Level

6.3.1.4. **CAPE**[®] Level

6.3.1.5. **CTEC**[®] Level

6.3.1.6. **CVQ*** Level

6.3.2. Candidates presented by recognised educational institutions must submit, within the year of the examination, their SBA, as required by the syllabus.

6.3.3. Recognised educational institutions may submit group work for candidates under their instruction for SBA projects. Group work is a collaborative project, authorised and supervised by the teacher, and which acknowledges and showcases the joint effort of all the participants in a group, in such a way that all benefit from the final score.

6.3.4. Recognised educational institutions may present candidates for **CAPE**[®] examinations towards the award of the **CXC**[®] Associate Degrees in Arts and Science. Within each of the two categories, candidates may choose areas of specialisation. Educational institutions must, on registering these candidates at the start of the qualifying year, select in the Online Registration System (ORS), the specific Associate Degree candidates wish to be awarded. Candidates will **ONLY** be awarded the **CXC**[®] Associate Degree of which they had chosen and will not be awarded any possible alternatives for which they did not apply.

6.4. **Resitting of Examinations**

6.4.1. Candidates may register to resit or repeat the examination in any given subject.

6.4.2. Candidates who attempt multiple sittings of **CXC**'s examinations must provide to the educational institution registering them, their previous candidate number or unique candidate number (UCN) from a previous sitting. A candidate who has written any of **CXC**'s examinations previously, must be registered as a former candidate and not as a new candidate.

6.4.3. Candidates registering to resit subjects in **CCSLC**[®], **CSEC**[®] or the same **CAPE**[®] Unit may carry forward the moderated SBA scores from a previous sitting

within the ensuing two years. In specified **CAPE®** and **CSEC®** cognate groups, the skills and knowledge elicited by the SBA components are similar. In these subjects only, candidates may use a single SBA submission across all the subjects taken in that cognate group.

6.4.4. The moderated SBA score obtained in a previous sitting of a subject in any cognate group may be reused for any subject within the group within two years of the sitting in which it was first submitted.

6.5. **Private Candidates**

6.5.1. **CXC®** may permit private candidates in accordance with Regulations approved by **CXC®**.

6.5.2. A private candidate must register for **CXC's** examination in accordance with the procedures required by the Local Registrar in his/her territory based on the stipulations set out by **CXC®**.

6.5.3. A private candidate may be allowed to register for a subject with an SBA component providing they can show evidence of adequate monitoring and supervision. The agent supervising the candidate must submit the candidate's SBA scores in accordance with the procedures in place.

6.5.4. A private candidate may be allowed to register for the Alternative Paper to SBA. Only under extenuating circumstances will **CXC®** allow a full-time candidate to take the Alternative Paper to SBA.

7. **FEES AND OTHER CHARGES**

7.1. **CXC®** will make such charges (hereinafter referred to as "fees") as it considers necessary for any service which it provides. In addition to the fees charged by **CXC®**, Local Registrars may charge such local fees as they consider necessary to meet the cost of the local administration of **CXC's** examinations.

7.2. **CXC®** reserves the right to alter any of its fees at any time and shall give twelve months' notice of its intention.

- 7.3. Fees are payable by or on behalf of candidates in advance, normally at the time of registration. Arrangements for the payment of special fees (for example, those in respect of oral examinations) will be made by the Local Registrars from whom relevant information may be obtained.
- 7.4. Local Registrars, acting on behalf of **CXC**[®], will accept payment from candidates within their territories.
- 7.5. Candidates who are not associated with recognized institutions may make payments through the Local Registrar or directly to **CXC**[®]. Where payment is made directly to **CXC**[®], they must include all applicable local fees.
- 7.6. Following are the categories of fees payable to **CXC**[®] in respect of its examinations:
- 7.6.1. **Registration Fee**
- There will be a Registration Fee (Candidate Entry) payable by every candidate.
- 7.6.2. **Subject/Unit Fee**
- There will be a Subject/Unit fee payable in respect of each examination.
- 7.6.3. **Late Registration Fee**
- There will be a fee payable in respect of late registration. Late registrations may be accepted at the absolute discretion of the Registrar and Chief Executive Officer.
- 7.6.4. **Additional Fees**
- Fees will be charged for changes of subject, option, proficiency or subject unit and candidates' personal particulars (for example, name, date of birth, gender), received after the date communicated by **CXC**[®]. Fees will also be charged for the late submission of SBAs and scores, and for changes made to SBA scores already submitted to **CXC**[®].
- 7.6.5. **Transfer Fee**
- A transfer fee will be payable in respect of an application to write an examination at a centre which is different from the one originally registered,

whether in the same country or involving centres in different countries. Any additional costs (i.e. sending additional question papers) incurred in the transfer will be passed to the candidate.

7.6.6. Local Fees

There may be Local Fees payable to the Local Registrars to defray the local costs of administering examinations including oral examiners fees, the cost of materials required for practical examinations and other purposes. Local Registrars will determine local fees in consultation with **CXC®** and the Ministry responsible for Education in the territory.

7.6.7. External Fees

There will be an external fee payable by or on behalf of candidates who write the examinations in a territory outside the Area. The level of the fee will be determined by the type and cost of the arrangements to be put in place.

7.6.8. Fees for Administering Alternative Examinations

The cost of providing, setting or administering the alternative examination, as the case may be, shall be defrayed by the Government of the Participating Governments concerned in cases where **CXC®** is requested by a Ministry of Education to provide an alternative examination or set of examinations due to:

- 7.6.8.1. a disqualification of candidates by **CXC®**.
- 7.6.8.2. cancellation of examinations at a centre or centre.
- 7.6.8.3. breaches of its Regulations in Participating Governments relating to the appropriateness of agents charged with responsibility for the receipt of question papers by Local Registrars.
- 7.6.8.4. the wilful default or negligence of the requesting Ministry of Education.
- 7.6.8.5. any special request from a requesting Ministry to re-administer examinations outside of the normal periods offered by the Council.

8. REFUND OF FEES

- 8.1. Fees may be refunded to candidates who cancel their registration. Applications for refund should normally be made to **CXC**[®] through the Local Registrar.
- 8.2. **CXC**[®] will only refund fees if notice of the cancellation is received at **CXC**[®] Headquarters on or before the date communicated by **CXC**[®]. Ninety per cent of the fees paid in respect of the registration will be returned immediately to the Local Registrar.
- 8.3. **CXC**[®] in its discretion, in exceptional cases, may waive the period of notice required at registration as set out in **Regulations 8.2**.
- 8.4. **CXC**[®] will refund to candidates, in respect of the subjects for an examination which has been disrupted for reason or cause not attributable wholly to the candidates, the fees already paid by them, but will NOT be under any further liability to them.
- 8.5. **CXC**[®] will make refunds on behalf of candidates who died prior to or before the completion of a particular sitting. The refund would be one hundred per cent of the entry and subject fees. The request must be supported by a death certificate.
- 8.6. **CXC**[®] may make refunds to candidates for fees paid for the May-June **CSEC**[®] sitting if they were successful at the January **CSEC**[®] sitting for the same subjects in the same year.
- 8.7. **CXC**[®] may make refunds to candidates for fees paid if the candidates were unable to write an examination on medical grounds. The request must be supported by a medical certificate.
- 8.8. Fees will not be refunded in respect of withdrawal or absence from only a part of the examination.
- 8.9. Fees will not be refunded in cases where a candidate is unable to take an examination because of a timetable clash or where a candidate has to attend an activity that clashes with **CXC**'s examinations.

- 8.10. The refund of fees would be limited to fees normally charged by **CXC**[®].
- 8.11. Candidates should obtain from the Local Registrar, the deadline dates for the submission of requests for the refund of fees.

9. EXAMINATION CENTRES

- 9.1. A recognised educational institution who wishes to be placed on **CXC**'s list of approved centres for its examinations must apply to the Local Registrar and supply such information as may be required by the Local Registrar. The application must be forwarded to **CXC**[®] for approval. New centres should apply for registration on or before the date communicated by **CXC**[®].
- 9.2. **CXC**[®] reserves the right, without giving a reason, to refuse approval, withdraw approval at any time, limit the range of subjects to be examined at any centre or impose conditions in granting approval.
- 9.3. **CXC**[®] may also establish criteria by which institutions other than secondary schools or colleges may provide accommodation for **CXC**'s examinations.
- 9.4. **CXC**[®] reserves the right to carry out inspection of a centre at any time it considers appropriate without notice.

10. EXAMINATION MATERIALS

- 10.1. **CXC**[®] will be responsible for the provision of the following materials:
 - 10.1.1. Stationery and/or such electronic applications as may be required for the candidates' responses.
 - 10.1.2. Special answer sheets and/or such electronic assessment instruments as may be required for objective-type tests.
 - 10.1.3. Mathematical tables and science data booklets; and
 - 10.1.4. Record keeping material for School-Based Assessment and/or such electronic application.
- 10.2. For all examinations involving a practical test, Local Registrars and School Principals/Centre Heads are required to arrange for the supply of any equipment and materials needed for that test.

- 10.3. Recognised educational institutions registering candidates for examinations involving School-based Assessment will be responsible for the provision of all stationery and materials used by the candidates.
- 10.4. Candidates must provide their own pencils, erasers, pens, rulers, compasses, set squares, protractors, approved electronic calculators and other such materials as are required in the Notes for Guidance of Candidates.
- 10.5. Local Registrars will collaborate with authorities at the centres to ensure that supplies of blotting paper and string are available and that in the event that a candidate's supply of materials for which he/she is responsible as set out in **Regulation 10.4** (above), becomes unusable, emergency supplies of the following will be available:
- 10.5.1. ball-point pens, black or dark blue ink of good quality and rulers;
 - 10.5.2. B pencils and coloured pencils for use as permitted in the rubrics stated on test and the master examination's timetable; and
 - 10.5.3. erasers wherever pencils are required.
- 10.6. Candidates are required to write their answers to essay or problem questions with black or blue-black ink. Ballpoint pens may be used. Pencils, inks in other colours and coloured pencils may only be used for diagrams and maps. Red ink, fountain pens and gel pens are prohibited.
- 10.7. Only 3B grade drawing pencils or the equivalent, must be used to answer multiple choice tests, which are marked mechanically.
- 10.8. Translation dictionaries, slide rules and electronic calculators (when so stipulated), may be used but slide rules must NOT bear formulae or data. The following rules must be observed with respect to the use of calculators:
- 10.8.1. silent, electronic, hand-held, non-programmable calculators may be used;
 - 10.8.2. calculators should be battery operated;
 - 10.8.3. candidates are responsible for ensuring that calculators are in working condition;

- 10.8.4. candidates are permitted to bring a set of spare batteries in the examination room;
- 10.8.5. no compensation will be given to candidates because of faulty calculators;
- 10.8.6. no help or advice is permitted on the use or repair of calculators during the examination;
- 10.8.7. sharing of calculators is not permitted in the examination room;
- 10.8.8. instruction manuals, and external storage media (for example, card, smart-card or plug-in modules) are not permitted in the examination room;
- 10.8.9. calculators with graphic display, data bank, dictionary or language translation are not allowed;
- 10.8.10. calculators which have the capability of communication with any agency in or outside of the examination room are not allowed.

11. MANAGEMENT OF THE EXAMINATIONS

- 11.1. Examinations at every centre must be conducted in strict accordance with the Regulations and instructions issued by **CXC**[®] or by the Local Registrar on behalf of **CXC**[®].
- 11.2. If **CXC**[®] is satisfied that the examination in any subject at any centre has not been conducted in accordance with its Regulations or that there has been any irregularity whatever connected with the examination which could materially affect the candidates' results at any centre, **CXC**[®] may, at its discretion, disqualify any or all of the candidates at that centre.
- 11.3. Candidates will NOT be permitted to enter an examination room after the lapse of the first 30 minutes allocated to the examination which is being taken. Candidates NOT in the examination room in the first 30 minutes shall be marked 'Absent'. No candidate will be permitted to leave the room during the first 30 minutes except in a case of pressing necessity as set out in **Regulations 12.6, 12.7, 12.8 and 12.11**.

- 11.4. **CXC**[®], at the request of a Principal in the case of a school candidate, or the Local Registrar in the case of a private candidate, may consider the award of an Assessed Grade for the subject, if the candidate's reported absence from the examination paper was due to no fault of the candidate. The requisite evidence to be provided, as requested by CXC through the Local Registrar must be forwarded.
- 11.5. Two special circumstances meriting the award of an assessed grade are instances where the candidate was prevented from taking or completing an examination by a natural disaster or by the declaration of a State of Emergency.
- 11.6. Where a candidate is prevented from taking an examination or completing an examination due to natural disaster such as flood, earthquake, or fire, the Subject Awards Committee shall supply the appropriate assessed grade recommendation whether or not the conditions specified are satisfied.
- 11.7. Where a candidate is prevented from taking an examination or completing an examination due to the declaration of a State of Emergency, the Subject Awards Committee shall supply the appropriate assessed grade recommendation whether or not the conditions specified are satisfied.
- 11.8. **CXC**[®] must be satisfied that any candidate being considered under these special circumstances has completed the other relevant components including the SBA or Alternate.
- 11.9. The following persons not directly connected with the administration of the examinations may, on presentation of proof of identity or of appointment by **CXC**[®] or the Local Registrar, be permitted to enter the examination room:
- 11.9.1. approved representatives of **CXC**[®] including staff members and special superintendents;
 - 11.9.2. the Local Registrar or his/her duly authorised representative;
 - 11.9.3. the headteacher, principal or other person in charge of the building used as the centre once approved by the Local Registrar;
 - 11.9.4. a person connected with the centre who is specially summoned by the supervisor or assistant supervisor for assistance in an emergency; and

- 11.9.5. such teachers or other persons as are required to perform special duties in connection with the examination;

12. CONDUCT IN THE EXAMINATION ROOM

- 12.1. Candidates must NOT take or have in their possession, any unauthorised material including books, notes or paper of any kind, mobile phones, electronic devices or any equipment with programmable memory, inter-connectivity, data storage, video or audio features, in the examination room which may give them an unfair advantage.
- 12.2. Any device or material that may give a candidate an unfair advantage in the examination is strictly prohibited and subject to penalties as set out in **Appendix B**. Notes, calculators and other electronic devices may be permitted in the examination room when expressly stated in the syllabus, master timetable or Regulations issued by **CXC**[®].
- 12.3. Candidates must deposit with the supervisor or assistant supervisor, at their request, any unauthorised material taken into the examination room.
- 12.4. Where a computer or other smart device is used by a candidate to take an examination, the computer or smart device must not have more than one display or monitor. All other programs or windows on the testing computer must be closed before a candidate begins the examination unless permitted as part of the examination rules. These include tools such as spreadsheet applications, word processing, presentation, communication programs and any website page other than the examination window.
- 12.5. Admission notes, identification documents and timetables are permitted in the examination room, provided these are not defaced. Notes or rough work must not be written on any of these documents prior to, during or after an examination.
- 12.6. Candidates must obey all instructions given by the supervisor, assistant supervisor and invigilators. In particular, they must enter and leave the examination room when they are told to do so, and they must NOT talk to other candidates when they are in the examination room.

- 12.7. Candidates will be required to remain in the examination room under the direction of the supervisor or assistant supervisor for the complete duration of the examination. In the case of pressing necessity, however, a candidate may be allowed to leave the room and return to it provided the candidate is under supervision during the period of absence. Local Registrars will make appropriate arrangements to meet these emergencies by ensuring that, where possible, there are supervisors or invigilators of the same gender as the candidates.
- 12.8. Candidates who leave the room without the expressed permission of the supervisor or assistant supervisor will not be permitted to re-enter nor proceed with the examination. Those who are permitted to leave because of illness or any other cause must give up their answer booklets, question papers and all examination materials to the supervisor or assistant supervisor, and/or submit their electronic examinations before leaving the examination room. In the case of an electronic examination, the candidate's work must be saved and/or submitted prior to leaving the room and the workstation secured.
- 12.9. The supervisors and/or invigilators must submit an irregularity report for candidates leaving the examination room because of illness.
- 12.10. Except in the special cases mentioned in **Regulations 12.8**, the 30-minute requirement in **Regulations 11.3** will be strictly enforced.
- 12.11. Candidates who leave the room prematurely are required to give up the question paper which would normally be retained by them but may obtain that question paper after the examination involving that paper is over. In the case of an electronic examination, candidates would not have access to the examination platform after the examination has been completed.
- 12.12. Question papers may not be removed from an examination room, either by a candidate or by any other person, before the end of the examination to which it relates and then only with the permission of the supervisor. Notwithstanding, **Paper 1s ARE NOT to be removed from the examination room!**
- 12.13. Candidates must NOT give or receive any assistance in answering the questions on the examination paper.

- 12.14. All responses by candidates to examinations question papers must be submitted to **CXC**[®].

13. MISCONDUCT

- 13.1. During the examination, invigilators should remain in the room and actively monitor candidates at all times. If an invigilator observes a candidate acting in a dishonest way during the examination, the invigilator should ask another invigilator to corroborate the suspected dishonest behaviour, ask the candidate to stop the suspected dishonest behaviour, ask the candidate to turn over any unauthorized materials that the invigilator directly observed, including electronic devices and written materials.
- 13.2. If the invigilator observed suspected dishonest behaviour, the invigilator must document what they observed and submit that documentation, along with any confiscated unauthorized materials (other than electronic devices), to the supervisor. Supervisors must then submit that documentation, including confiscated unauthorized materials, received from the invigilators to the Local Registrar.
- 13.3. Candidates involved in any irregularity, misconduct or dishonesty in connection with the examination will be allowed to continue the examination unless they interfere with the examination of other candidates. Refer to **Appendix B**, relating to penalties for any irregularity, misconduct or dishonesty.
- 13.4. Candidates who disobey the Regulations or otherwise misconduct themselves in the examination room may be required by the supervisor to leave the examination room or may be expelled, if it is deemed that such disciplinary action is essential to the proper administration of the examination.
- 13.5. A report in the manner prescribed in *Form EXA 14* must be submitted in any case of irregularity, misconduct or dishonesty.
- 13.6. Any such unauthorised material must be handed over to the Local Registrar who may make copies thereof and the original material (together with all such copies) sent to **CXC**[®] who may retain the material at its absolute discretion.

- 13.7. Possession of any unauthorised material is breaking the rules, even if you do not intend to use it. Candidates found in possession of unauthorised material will be subject to penalty and possible disqualification.
- 13.8. Candidates seen by the invigilator to use or to have in their possession any unauthorised device, book or note in an examination room, or who are seen to copy, or attempt to copy from another candidate, or to communicate or attempt to communicate (including through electronic devices), with another candidate or anyone inside or outside of the room during the examination, will have this misconduct reported to **CXC®** and should be so informed.
- 13.9. The penalties for misconduct are listed at **Appendix B**.

14. ADVERSE CIRCUMSTANCES

- 14.1. The Principal of a recognised educational institution should report to **CXC®** through the Local Registrar on the school performance of candidates with disabilities.
- 14.2. The Principal of a recognised educational institution should report to **CXC®** through the Local Registrar on the school performance of those candidates whose examination performance is likely to be or may have been affected by adverse circumstances before or during the examination. (See also Assessed Grade in **Definition 2.4**)
- 14.3. Where a candidate indicates that their examination performance is likely to be or may have been affected by adverse circumstances before the examination, supporting evidence should be submitted. These include but are not limited to:
 - 14.3.1. expert opinions;
 - 14.3.2. medical or mental health documentation and evaluations by licensed professionals;
 - 14.3.3. official documents, such as birth certificates, marriage certificates, adoption papers, paternity orders, orders of child support, and other court or official documents;
 - 14.3.4. photographs;

- 14.3.5. evidence of employment or business ties, such as payroll records or tax statements;
 - 14.3.6. bank records and other financial records;
 - 14.3.7. newspaper articles and reports;
 - 14.3.8. country reports from official and private organizations;
 - 14.3.9. personal oral testimony;
- 14.4. If a candidate indicates that certain relevant evidence is not available, the candidate must provide a reasonable explanation for the unavailability of the evidence, along with available supporting documentation.
- 14.5. The mere assertion of extreme hardship alone does not establish a credible claim. The candidate bears the burden of proving that they have suffered extreme hardship. He or she must establish eligibility for a waiver by a preponderance of the evidence.
- 14.6. The reports as set out in **Regulations 14.1 and 14.2** above must be submitted in the prescribed manner on *Form EXA 52* on or before the deadline date communicated by **CXC**[®]. Reports submitted after these dates will not be considered.
- 14.7. Supervisors will report to **CXC**[®] through the Local Registrar any adverse circumstances which are likely to affect the performance of any candidate in the examination room, whether or not a report has been made under **Regulations 14.1 and 14.2** above. Local Registrars, in cases of illness, must obtain through the Principal of the recognised educational institution a medical certificate which should be forwarded to the Registrar and Chief Executive Officer.
- 14.8. Candidates with special needs and who will require to have special arrangements made for them to take the examination should at the time of registration make these requests on the prescribed *Form EXA 51*. All requests for Braille shall be received by **CXC**[®] on or before the communicated deadline date.
- 14.9. Candidates who have been exposed to any infectious disease will not be permitted to enter any examination centre unless they produce a medical certificate indicating that they are out of quarantine.

- 14.10. Separate accommodation should be provided for persons with contagious diseases or special needs. If an examination in progress is interrupted because the Supervisor has to act on the illness of a candidate, the candidate involved should be removed from the examination room immediately. The sick candidate should be removed to the sick bay or to a separate room where he/she should be supervised by the Supervisor or his/her designate until the candidate is well enough to return to the examination room.
- 14.11. If any of the measures recommended by **CXC**[®] run contrary to national health protocols in place based on **Regulation 14.9** above, the national protocols should take precedence. Local Registrars should be aware that these measures are temporary in nature and are only applicable to the administration of the examinations.
- 14.12. Signage with national health protocols may be posted at conspicuous locations in and outside of the examination room.
- 14.13. Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of coursework, is materially affected by adverse circumstances beyond their control. These include:
- 14.13.1. temporary illness or accident/injury at the time of the assessment;
 - 14.13.2. bereavement at the time of the assessment (where whole groups are affected, only those most closely involved will be eligible);
 - 14.13.3. domestic crisis (such as natural disasters and loss of internet connectivity) arising at the time of the assessment;
 - 14.13.4. serious disturbance during an examination, particularly where recorded material is being used;
 - 14.13.5. accidental events at the time of the assessment such as being given the wrong examination paper, being given a defective examination paper, failure of practical equipment, failure of materials to arrive on time; and
 - 14.13.6. failure by the centre to implement previously approved access arrangements for that specific examination series.

14.14. When considering adverse circumstances of candidates, the following will not be considered:

- 14.14.1. work experience;
- 14.14.2. a school function or closure;
- 14.14.3. a field trip; sporting events below international level;
- 14.14.4. holidays and weddings;
- 14.14.5. a candidate's personal arrangements;
- 14.14.6. minor disturbance in the examination room caused by another candidate, such as momentary bad behaviour or a mobile phone ringing;
- 14.14.7. domestic inconvenience, such as moving house, lack of facilities, taking holidays (including school/exchange visits and field trips) at the time of the assessment;
- 14.14.8. the consequences of disobeying the centre's internal Regulations; or
- 14.14.9. quality of teaching, staff shortages, building work or lack of facilities.

15. RESET EXAMINATIONS

- 15.1. **CXC®** shall reset examinations in the following circumstances as set out in **Regulation 7.6.8.**
- 15.2. In all instances, the full cost of the reset examination(s) shall be borne by the territory or by the Government making the request. All reset examinations shall be scheduled at a time to be determined by **CXC®** and shall not in any way affect any of **CXC's** previously scheduled examinations.

16. EXAMINATION WORK CREATED BY CANDIDATES COPYRIGHT

- 16.1. Every application to register for the examination will be deemed to constitute an assignment by the candidate to **CXC®** of the future copyright of all examination work whether practical or written.

- 16.2. Intellectual property (IP) in respect of any materials produced by candidates in pursuance of **CXC**'s examinations shall be owned by **CXC**[®], without limitation. These include, but are not limited to articles, non-fiction, novels, short stories, poems, musical works, dramatic works including any accompanying music, pantomimes and choreographic works, pictorial, graphic and sculptural works, motion pictures and other similar audio-visual works, sound recordings, computer software or databases.
- 16.3. All examination material shall clearly outline for the candidate's acknowledgement that by taking **CXC**'s examinations the student is surrendering his/her initial copyright, if any, in the resulting work to **CXC**[®], without limitation.
- 16.4. Candidates taking electronic examinations are required to sign electronically a waiver of the copyright of all his/her examination work.

17. DISPOSAL OF EXAMINATION WORK

- 17.1. **CXC**[®] may, in its absolute discretion, on application by a candidate who submitted it, return examination work taking a form other than that of a written response to a question paper to the candidate who submitted it.
- 17.1.1. This includes the Journal for **CSEC**[®] Visual Arts.
- 17.1.2. This includes the SBA pieces for both **CSEC**[®] Visual Arts and **CAPE**[®] Art & Design.
- 17.2. A fee will be charged and must be paid to **CXC**[®] to cover the cost of postage/courier service before the candidates' work is returned.
- 17.3. All unclaimed returnable examination work will be disposed of within six months following the completion of the examination. In accordance with **Regulations 16.2** above, all written replies to papers are the property of **CXC**[®] and will not be returned by **CXC**[®].
- 17.4. **CXC**[®] may dispose of examination scripts six months after the completion of examinations.

18. DISPOSAL OF SECURE MATERIALS

- 18.1. The Emergency Packs consisting of confidential multiple choice question booklets for **CSEC**[®], **CAPE**[®] and **CCSLC**[®] examinations must be returned to **CXC**[®] by the end of each examination sitting. The deadline for the return of Emergency Packs for the January **CSEC**[®] sitting is end of February and end of July for the May-June **CSEC**[®], **CAPE**[®] and **CCSLC**[®] sittings. Alternatively, Local Registrars may opt to dispose of the Emergency Packs locally either through burning or shredding providing the established protocol is followed.
- 18.2. After the end of an examination, the Multiple Choice (MC) question booklets, used or unused, remain confidential and must be treated with the same level of security as required prior to the examination. The Local Registrars have a choice of returning all of the MC question booklets to **CXC**[®] for disposal or disposing of them within the territory as per established protocols.

19. SECURITY OF ELECTRONIC ASSESSMENTS

- 19.1. In addition to the requirements set out in the section on Conduct of Examinations in the Regulations, where candidates are taking electronic examinations, the following Regulations apply to all confidential materials relating to the administration and delivery of on-screen tests:
 - 19.1.1. In instances where the Centre has installed and implemented the best security applications and technologies at its disposal, and where such measures have been independently verified, the Centres will not be held liable for breaches that occurred beyond its control.
 - 19.1.2. Centres must have the relevant software installed to administer the tests and demonstrate that the appropriate security systems are in place to prevent unauthorised access to the examination.
 - 19.1.3. The examination must only be accessed in accordance with **CXC**'s subject-specific instructions.
 - 19.1.4. Candidate credentials must be stored securely and only given to candidates at the time of the examination.

- 19.1.5. The invigilator must check the identity of each candidate and ensure that the correct ID and password are issued.
- 19.1.6. E-mail accounts used for secure material access must belong to named individuals or be a group email account accessed solely by individuals authorised by the head of centre to handle secure materials. Where group email accounts are in place, regular checks must be conducted to ensure all authorised individuals in the group still require access.
- 19.1.7. Files must only be accessed by the named individual(s) to whom they have been sent. Emails or links to secure materials must never be forwarded or shared.
- 19.1.8. By accessing secure material, the individual is accepting personal responsibility for maintaining the security of the material.
- 19.1.9. Accounts used to access secure material must be audited regularly. Any unused or unneeded accounts must be closed/disabled promptly, for example when a member of staff has left the centre or changed roles.
- 19.1.10. Accounts must be reviewed by the head of centre ahead of each examination series to ensure that users have appropriate levels of access, and all inactive accounts have been removed.
- 19.1.11. Passwords used to access secure material must be complex and changed regularly. Passwords must never be written down or shared.

20. ARTIFICIAL INTELLIGENCE (AI) USE IN ASSESSMENTS

- 20.1. All use of AI will be used in accordance with **CXC's** approved Standards and Guidelines for the Use of AI in **CXC®** Assessments.
- 20.2. Candidates must submit their own work for assessments which includes the final product in their own words, not copied nor plagiarised from another source such as an AI tool and any work used must be properly cited.
- 20.3. Candidates are expected to demonstrate their own knowledge, skills and understanding as required for the particular qualification being taken and set out in the qualification specification.

- 20.4. Any use of AI which indicates that candidates have not independently demonstrated their own attainment is an act of misconduct as set out in **Appendix B**.
- 20.5. Candidates must not misuse AI for the completion of any assessments including any of the following tasks:
- 20.5.1. answering questions;
 - 20.5.2. analysing, improving, and summarising text;
 - 20.5.3. authoring essays, articles, fiction, and non-fiction;
 - 20.5.4. writing computer code;
 - 20.5.5. translating text from one language to another;
 - 20.5.6. generating new ideas, prompts, or suggestions for a given topic or theme;
 - 20.5.7. generating text with specific attributes, such as tone, sentiment, or formality.
- 20.6. Further examples of AI misuse include, but are not limited to, the following:
- 20.6.1. copying or plagiarising sections of AI-generated content so that the work is no longer the student's own;
 - 20.6.2. copying or plagiarising whole responses of AI-generated content;
 - 20.6.3. using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations;
 - 20.6.4. failing to acknowledge use of AI tools when they have been used as a source of information;
 - 20.6.5. incomplete or poor acknowledgement of AI tools;
 - 20.6.6. submitting work with intentionally incomplete or misleading references or bibliographies.
- 20.7. Teachers, Local Registrars, supervisors and invigilators at Examination Centres should explain the importance of students submitting their own independent

work and **CXC**'s examinations policy related to the use of AI and ensure that teachers and assessors are familiar with AI.

21. AUDITING

- 21.1. Audits are conducted in order to inspect or examine the manner in which candidates, staff and contractors of **CXC**[®] involved in the conduct and administration of examinations undertake their duties and discharge their responsibilities.
- 21.2. Audit findings can be classified as high, medium and low risk Non-Conformances. High risk or major Non-Conformances are serious failures to meet any existing requirements. Low risk or minor Non-Conformances are less serious failures to fully meet any particular performance criteria.
- 21.3. Audits will be conducted for the following purposes:
 - 21.3.1. to ensure that stakeholders involved in the conduct and administration of examinations uphold the standards of **CXC**[®] and adhere to its requirements.
 - 21.3.2. to ensure that standards of performance are maintained by stakeholders involved in the conduct and administration of **CXC**[®] examinations.
 - 21.3.3. to ensure that the requirements of the **CXC**[®] Regulations are understood by stakeholders involved in the conduct and administration of examinations and that those regulations are being applied.
 - 21.3.4. to identify areas where there are inconsistencies in interpretation.
 - 21.3.5. to identify areas where training or guidance may be required.
 - 21.3.6. to identify procedures, which stakeholders involved in the administration of examinations find difficult to apply.
 - 21.3.7. to maintain public confidence in the robustness of **CXC**[®] as an examination body.

21.4. **Timing Of Audits**

- 21.4.1. **CXC®** may initiate an audit of any Approved Examination Centre used for the administration of **CXC®** examinations at any time. The timing will depend on several factors, including the outcome of previous audit and the risk classifications of incidents since the previous audit.

21.5. **Charges For Audits**

- 21.5.1. Charges are applied for certain audits. The charge is a contribution towards the cost of conducting the audit and will be set out in the audit notification. A charge will be payable by an Approved Centre, jurisdiction or person directly involved in the instance of a breach of examination due to negligence.
- 21.5.2. If the Approved Centre or jurisdiction fails to pay the charge at least ten working days prior to the agreed date for the audit, without having provided good reason for the non-payment, the matter will be brought to the attention of **CXC®** who will consider what action should be taken, including the suspension of the Approved Centre from the list of Approved Centres until the payment is made.

21.6. **Audit Methodology**

- 21.6.1. The procedures to be audited as described in this document are based on the recommendations contained within the Local Registrar, Invigilators and Supervisors Guidelines for auditing. The methodology used will depend on the type of audit and the role/function of the person conducting the audit.
- 21.6.2. Non-conformances and recommendations need to be addressed in a timely manner as agreed with **CXC®**.

22. **OTHER REGULATIONS**

- 22.1. **CXC®** will issue such other Regulations, directives and instructions as it considers necessary for the satisfactory conduct of its examinations.
- 22.2. Dates stated in these Regulations may be changed from time to time.

PROCEDURES

1. GENERAL

- 1.1. Amendments to the Regulations, Syllabuses and other publications relating to the examination will be published as the need arises. These will be sent to the Local Registrars and/or placed on **CXC**'s website as soon as possible after publication for immediate distribution within the territories in respect of which they undertake work for **CXC**[®]. Amendments may be obtained from **CXC**'s website, vendors' point of sales, or on application to the Local Registrar subject to the prior payment of such charges as may be in force at the time.

2. DECLARATION OF INTEREST IN EXAMINATIONS

- 2.1. All persons involved directly in the handling and processing of **CXC**'s examinations (question papers) must declare if they have any children or close relatives taking any of **CXC**'s examinations. The declaration must be done prior to the start of the examination session. *Form EXA 61 Declaration of Interest* should be used to make such declaration. Where a Local Registrar has an interest in an examination, the completed *Form EXA 61* should be sent to the Registrar before the start of the examination session.

3. ASSESSMENT OF EXAMINING CENTRES

- 3.1. The following criteria will be used by the Local Registrars for accepting the premises of a recognised educational institution as an examination centre. The institution should:
 - 3.1.1. satisfy the accommodation standards set by **CXC**[®];
 - 3.1.2. accept responsibility for the proper preparation and maintenance of the centre as required by the Local Registrar;
 - 3.1.3. supply such assistance as may be required by the Local Registrar, including assistance in emergencies;
 - 3.1.4. have a contingency exit plan in cases such as fire, flooding and earthquake; and
 - 3.1.5. have access arrangements in place for candidates at the centre with special needs.

4. DATES OF EXAMINATIONS

- 4.1. Examinations for **CSEC**[®] will normally be held in January and May-June of each year. The full range of examinations at the General and Technical Proficiency levels is offered only in May-June while a limited number is offered in January. Examinations for **CCSLC**[®] and **CAPE**[®] will normally be held in May-June of each year. Examinations for the **CPEA**[™] will normally be held in May of each year. **CXC**[®] reserves the right to change the dates of the sittings and to offer examinations on demand.
- 4.2. School-based Assessments are managed by the school administration and local ministries of education. Candidates' scores must be ready and submitted on or before the communicated deadline date for each qualification.
- 4.3. Draft master timetables for the **CPEA**[™], **CCSLC**[®], **CSEC**[®] and **CAPE**[®] sittings should begin two years prior to the start of the examinations and made available to the public by October of that year.
- 4.4. Final timetables should be available at least one year prior to the start of the examinations and should be issued by January of the year preceding the January sittings and in the April of the year preceding the May-June examinations. Any amendments to the final timetables will be issued to Local Registrars prior to the start of the examinations.
- 4.5. Candidates should consult the final timetable before registering for examinations in order to avoid clashes on their timetable. Copies of the draft and final timetables would normally be available on **CXC**'s website well in advance of the start of the registration period.
- 4.6. Individual candidates' timetables specifying the dates and times of the examinations for which their registrations have been accepted will normally be issued by November in respect to the January sitting and March/April in respect to the May-June sitting. Candidates who do not receive or are unable to access their timetables by these dates should immediately get in touch with the Local Registrar either directly in the case of private candidates or through their schools if they attend the school.

- 4.7. Individual candidates' timetables will carry the notes for guidance of candidates. **CXC**[®] reserves the right to issue timetables in any format it determines appropriate.
- 4.8. Private candidates will be informed at least one month in advance by the Local Registrars, of the centres relating to the examinations for which their registration has been accepted.
- 4.9. Notification of not less than one week may be given in respect of oral and aural tests. Notice of School-based Assessment dates will be given by the school authorities concerned in accordance with instructions issued by **CXC**[®] normally through its Local Registrars.
- 4.10. All written and practical tests in connection with the January sitting will be held during that month. Oral and aural tests may however begin during the final week of December in the preceding year. The dates for the practical, oral and aural tests for the various sittings will be communicated by **CXC**[®] to the Local Registrars. All other tests will be written in May and June. Candidates will be notified of the examination centres, dates and times for these tests by Heads of their Institutions or the Local Registrars.
- 4.11. **CXC**[®] will NOT accept any responsibility for the disruption of its examination programme, although it will use its best endeavours to ensure that examinations take place at the stated times and centres.
- 4.12. Should two subject papers offered to a candidate coincide on **CXC**'s timetable, the Local Registrar may make adjustments to facilitate the candidate taking both papers.
- 4.13. There will normally be two sessions on any single examination day, one in the morning and the other in the afternoon. Additional sessions may be offered in certain circumstances for candidates taking electronic examinations in cases of insufficient computer devices.
- 4.14. Where candidates have multiple examinations within a single day, the Local Registrar shall manage the clash. Supervisors must ensure that candidates waiting to write examinations that have already started, are quarantined to protect the integrity of the examination.

5. SUBJECTS FOR EXAMINATIONS

- 5.1. The list of the subjects and related examinations will be issued from time to time. The list of subjects may be obtained from Local Registrar or **CXC**'s website.
- 5.2. Syllabuses of the subjects for which **CXC**[®] provides examinations are published separately and may be obtained from appropriate sources including www.cxc.org or www.cxc-store.com.

6. REGISTRATION PROCEDURES

- 6.1. With respect to the registration data for the examinations (**CPEA**[™], **CCSLC**[®], **CSEC**[®] and **CAPE**[®], **CVQ**^{*}, **CTEC**[®]), all candidate entries must be submitted by the Local Registrars to **CXC**[®] on or before the communicated deadline date. In order to comply with this requirement, Local Registrars may fix earlier dates by which recognised institutions must submit entries on behalf of their candidates. In each territory, prospective candidates and recognised educational institutions should consult the Local Registrar about the closing dates for the submission of entries.
- 6.2. Fees payable in respect of the candidate entries should also be submitted to **CXC**[®] by the closing date for registrations.
- 6.3. Preceding the January and May-June examinations, **CXC**[®] will make available an updated database to the recognised educational institutions for use in registering candidates electronically via the Online Registration System (ORS). The database is provided through access to **CXC**'s website (www.cxc.org). The dates for submission will be communicated from **CXC**[®] to the Local Registrar.
- 6.4. Local Registrars will arrange for at least one notice to be published in the local press informing the public generally, and candidates who are not in attendance at recognised educational institutions particularly, about the procedures for registering for the examinations.
- 6.5. Candidates who are not in attendance at recognised educational institutions must produce at least one government issued picture identification document as proof of identity to the Local Registrar before their registration can be accepted.

- 6.6. **CXC**[®] reserves the right to reject or impose conditions on any application for registration for its examinations but will not exercise this right without prior consultation with the Local Registrar concerned. **CXC**[®] will NOT in any circumstances enter into correspondence with an applicant (or a person acting on behalf of an applicant) whose application for registration has been refused by a Local Registrar or rejected by **CXC**[®].

7. LATE REGISTRATION AND AMENDMENTS

- 7.1. **CXC**[®] reserves the right to refuse without explanation, acceptance of late registration or amendments to registration. The fee structure for late entries and amendments will be tied to the period of time when they were received by **CXC**[®].

8. SUPERINTENDENCE

- 8.1. A Supervisor will be appointed by the Local Registrar to be in charge of each examination centre. Supervisors will be required to implement faithfully the detailed instructions given them by the Local Registrars. In particular, their duties will include:
- 8.1.1. admission to the examination centre,
 - 8.1.2. seating of candidates,
 - 8.1.3. distribution of papers,
 - 8.1.4. collection of scripts and multiple-choice booklets at the end of each period,
 - 8.1.5. delivering scripts and multiple-choice booklets promptly to the Local Registrar,
 - 8.1.6. reporting urgently on irregularities occurring during the examinations and
 - 8.1.7. supervising and controlling their team of invigilators.
- 8.2. Where examinations are offered electronically, the supervisors should, among other things, ensure that the devices to be used have the appropriate software installed, candidates have access codes to the examination platform, and examinations are conducted and submitted in accordance with the guidelines in place. They will maintain or cause to be maintained, constant and effective supervision over all candidates at the examination centre.

- 8.3. Local Registrars will appoint invigilators to assist supervisors and will allocate appropriate numbers to each centre as will ensure the proper conduct of the examinations. The invigilators will implement the instructions given them by the supervisor of the centre to which they have been allocated. In particular, they will assist in the distribution of papers, in the constant supervision of the candidates and in the collection of scripts and multiple-choice booklets. For electronic examinations, invigilators will assist supervisors in the duties identified by **CXC®**.
- 8.4. Local Registrars must protect and ensure the confidentiality and security of examination papers, examination instructions and all related materials, in any format, prepared or used by **CXC®**; to identify under national law the offences of breaching or otherwise violating, or attempting to breach or to otherwise violate, the confidentiality and security of examination papers, examination instructions and all related materials, in any format, prepared or used by **CXC®**; to make those offences punishable by appropriate penalties which take into account the serious nature of the offences.
- 8.5. In the absence of legislation regarding examination security in a jurisdiction, the Regulations will be referred to regarding the payment of costs associated with providing, setting or administering the alternative examination as set out in **Regulations 7.6.8**.
- 8.6. For paper-based examinations, in addition to the Supervisor and one invigilator:
- 8.6.1. one invigilator will be appointed when the number of candidates in an examination room exceeds 30;
 - 8.6.2. if the number exceeds 60, two invigilators will be appointed;
 - 8.6.3. if the number exceeds 90, three will be appointed, and so on by multiples of 30.
- 8.7. The recommended number of invigilating staff to candidates in electronic examinations is 24.

- 8.8. When an examination centre contains more than one examination room, one invigilator will be nominated assistant supervisor by the supervisor of the centre and the assistant supervisor will be in charge of the room to which he or she has been allocated. Subject to the overriding authority of the supervisor, the assistant supervisor will have responsibilities similar to those of the supervisor of the centre in relation to the examination room to which he or she has been assigned.
- 8.9. Supervisors are required to remain at their centres during the course of an examination. They must therefore make prior arrangements for possible emergency situations which may involve calling other persons to their centres. Invigilators are required to remain in the examination room throughout the course of an examination.
- 8.10. Before the first day of the examination, the Supervisor should visit the centre for which he or she is responsible and should discuss the arrangements with the person responsible for the provision of the centre.
- 8.11. **CXC®** or the Local Registrar may at any time send a superintendent to a centre to take control of the examination. The superintendent must, on arrival, provide the supervisor of the centre with proof of identity or of appointment by **CXC®** or the Local Registrar before being permitted to enter.
- 8.12. **CXC®** or the Local Registrar may at any time without notice send a member of staff or a superintendent to a centre during an examination to inspect the arrangements and to see that the examination is being conducted in strict accordance with the Regulations. The superintendent or staff member must, on arrival, provide the supervisor of the centre with proof of identity or of appointment by **CXC®** or the Local Registrar before entering.
- 8.13. Unless otherwise stated, Supervisors should notify candidates that no additional time for reading through questions or studying maps will be allowed. They must remind them that no extra time shall be allowed for candidates who arrive late for an examination session without certifiable cause.
- 8.14. It is the responsibility of the person supervising a practical examination to discontinue immediately the practical work of a candidate who appears to lack the experience necessary to conduct the tests without endangering himself, other candidates or the staff.

- 8.15. Supervisors will ensure that all copies, used or unused, of multiple-choice question paper booklets for subjects in which post-examination security is being maintained are returned in sealed covers immediately after the examination to the Local Registrar in strict accordance with any instructions issued. Local Registrars should forthwith dispatch all such question paper booklets to **CXC**[®] or designated venue in strict accordance with any instructions issued to them. No such question paper booklet, or part thereof, shall be retained by any person or be taken outside the examination room except during the course of transmission in secure conditions between the organisation, the Local Registrars, the supervisors and the Examination Centres in accordance with standing or ad hoc instructions.
- 8.16. Supervisors will report to **CXC**[®], through the Local Registrar, all cases of irregularity or misconduct or of candidates affected by adverse circumstances.

9. MISCONDUCT

- 9.1. If it is alleged that a candidate has been involved in any irregularity, misconduct or dishonest practice or other misconduct in connection with an examination or has breached any of these Regulations prior to, during or after the examination, the matter shall be dealt with as provided for in **Regulations Procedure 9.1.1 – 9.1.7** below:
- 9.1.1. the complaint shall be investigated by **CXC**[®] in consultation with the Local Registrar from the same territory as the candidate concerned. The candidate shall be given at least 14 days to submit a written statement on any allegation(s) made;
- 9.1.2. the Final Awards Committee shall receive the Registrar’s report of the investigations including the candidate’s statement in his/her defence. If the Final Awards Committee finds the candidate guilty of misconduct, it may direct the Registrar to warn or censure the candidate, cancel the result in the subject, disqualify the candidate from the sitting of the examination or disqualify and/or debar the candidate for a specified period from registering for examinations administered by **CXC**[®]. The period of debarment is two years;
- 9.1.3. **CXC**[®] may, on the advice of the Final Awards Committee, request the Ministry of Education in the relevant territory to take legal action in accordance with Integrity Legislation enacted in the territory for the

Protection of **CXC**'s examinations, if the evidence indicates that criminal activity prejudicial to the good conduct of the examinations has occurred;

- 9.1.4. A candidate who fails to respond to the FAC's decision by the deadline given, will incur the penalty associated with the particular offence.
- 9.1.5. candidate may appeal to **CXC**[®] in respect of any decision of the Final Awards Committee in matters concerning examinations including disciplinary matters, by giving notice in writing within 30 days of being notified of the decision. A candidate so appealing shall be entitled to make submissions in writing and may elect to appear in person before an Appeals Committee appointed by **CXC**[®]. The terms of reference and the procedures to be followed by the Appeals Committee are set out in **Appendix A**.
- 9.1.6. the Appeals Committee may allow or dismiss the appeal or vary the penalty; and
- 9.1.7. every decision of the Appeals Committee is final.

10. EXAMINATION CENTRES

- 10.1. Local Registrars will ensure that all examination centres satisfy **CXC**'s requirements. They are responsible for providing adequate accommodation and facilities for candidates at all centres other than those to which **Regulations 9.1** refers.
- 10.2. The head teacher, principal or other person in charge of an approved recognised institution to which **Regulations 9.1** refers will be responsible for providing adequate accommodation and facilities for such candidates as attend or are deemed to attend that institution. The Local Registrar, with the prior approval and absolute discretion of the person in charge of an approved recognised institution, may allocate candidates other than those who attend that institution to that centre.
- 10.3. All rooms or halls used for examination purposes must be situated in a quiet area and must provide easy access to washrooms. The lighting and ventilation of the hall or room must be adequate throughout the course of the examination. Before the commencement of the examination, any aids which may be considered helpful to candidates in the examination must be removed from the walls.

- 10.4. The supervisor must be provided with a sufficiently large desk and a chair placed at the front of the hall or room and a sufficiently secure cupboard to store examination materials in safety. Invigilators shall be supplied with chairs, and if necessary, adequate desks. Supervisors/Chief Invigilators must be provided with at least one free computer system for the management of electronic examinations.
- 10.5. Candidates must be provided with separate desks and chairs and must be seated in such a way that the possibility of copying or communicating with one another is reduced to a minimum. A minimum distance of 1.2 metres (four feet) must be maintained between one row of candidates and another and a minimum area of 1.4 square metres (15 square feet) excluding passages and corridors must be allocated to each candidate.
- 10.6. Candidates taking practical tests must be accommodated in suitably equipped rooms. Special arrangements will be made for oral and aural tests.
- 10.7. The seats or places in each examination room should be consecutively numbered with the candidate's registration numbers.
- 10.8. A record of the candidates' seating arrangement of numbers in each room should be completed by the Supervisor and retained by the Local Registrar for six months after the date of the relevant examination. If not asked for by **CXC**® during that six-month period, it may be destroyed.
- 10.9. A clock showing the correct time must be clearly visible and legible to every candidate in an examination room or hall.
- 10.10. Information on the location of centres may be obtained from the relevant Local Registrar. The addresses of the Local Registrars can be obtained from the Registrar and Chief Executive Officer at **CXC**'s Headquarters in Barbados, the Pro-Registrar and Deputy Chief Executive Officer at the Western Zone Office in Jamaica, or from any other Administrative and Operational Centre which may be established. The list of Local Registrars may also be found on **CXC**'s website.

11. REGISTRATION - CHANGE OF CENTRE

- 11.1. Candidates will NOT be allowed, except in very special cases supported by adequate evidence and subject to **Procedures 11.2** below, to change their places of examination after their centres have been determined by **CXC®**.
- 11.2. An application from a candidate to change from one centre to another in the same territory may be allowed by the Local Registrar on payment of a Transfer Fee.
- 11.3. Candidates moving (or expecting to move) from one territory to another after entering for the examination should apply for transfer of registration as soon as possible through their Local Registrar. The Local Registrar should contact the Local Registrar in the territory in which the examinations are to be written to seek approval.
- 11.4. Transfers may be allowed for reasons accepted as adequate by the Local Registrar in the territory to which the transfer is desired on payment of a Transfer Fee in addition to any new local fees. An additional charge may be made if it is necessary to send additional papers to the centre of transfer or make special arrangements to accommodate the candidates.
- 11.5. The Local Registrar in the territory where the examinations are to be taken may retain all or any portion of any local fees received by him in respect of the registration being transferred. The Transfer Fee and any additional charges payable to **CXC®** through the Local Registrar may be paid by the candidate, preferably in the territory where the original registration was done.
- 11.6. Applications for transfer, accompanied by the written consent of the Local Registrar of the centre to which the transfer is desired, must be submitted on or before the communicated deadline date shared by **CXC®**.

12. CENTRE ESTIMATED GRADES AND ORDER OF MERIT

- 12.1. The Heads of recognised institutions will submit through the Online Registration System (ORS) to **CXC®** in the year of the examination but not later than the dates stipulated for the submission of SBAs for the May-June sitting, the estimated rank order and grade of each candidate in the school, class or teaching group presented for each **CCSLC®**, **CSEC®** and **CAPE®** examination.

Ranking of candidates in order of merit should be in strict accordance with their attainment in classwork in the subject in the year of presentation.

- 12.2. A recognised educational institution must be prepared to produce evidence on request in support of the order of merit.
- 12.3. Application from a recognised educational institution for a review of the work of a candidate or group of candidates will be considered where there is an obvious discrepancy between its estimated rank and grade and the results issued by **CXC**[®] to the institutions.
- 12.4. Applications for review should be made to **CXC**[®] within one month of the receipt of the results by the Local Registrar. Details of the procedure for making such inquiries and the scale of fees payable may be obtained from the Local Registrar.
- 12.5. In keeping with **Regulations 12.3 and 12.4** above, a review of a candidate's script will comprise, first, a verification of whether there are any anomalies, oversights or inaccuracies which might have led to an error in the assessment of the candidate's scores and final results. Following that, a remark of the script is carried out.

13. CANDIDATE'S RECEIPT

- 13.1. Each candidate must complete and sign the Candidate's Receipt at the back of the booklet, or the one given to him/her by the supervisor. On receipt of the answer booklet or script from the candidate, the supervisor/invigilator must ensure that the Candidate's Receipt is completed by the candidate. Once satisfied, the supervisor/invigilator must sign the Candidate's Receipt in the appropriate section and give it to the candidate. For electronic examinations, the Candidate's Receipt may be issued electronically.
- 13.2. Candidates should be advised by the supervisor that they should keep their Candidate's Receipt until they have received their examination results and any issues they may have relating to queries and reviews have been resolved. This period may be three months after the issue of the results.

14. NOTIFICATION OF RESULTS

- 14.1. As soon as possible after the examination administration, **CXC**[®] will issue Preliminary Results in respect of each candidate. Preliminary Results may be issued securely either in electronic or paper-based format as determined by **CXC**[®] and will contain the identities of and the grades or level of competency attained by candidates in all subjects for which they submitted all components of the examinations.
- 14.2. Where requested, printed preliminary results will be sent to Local Registrars. Preliminary results will be distributed to centres by Local Registrars and thereafter to individual candidates by centres.
- 14.3. Preliminary Results may be issued securely either in electronic or paper-based format as determined by **CXC**[®].
- 14.4. Higher educational institutions or employers can validate the authenticity of the issued preliminary results.
- 14.5. Candidates will be reported “absent” or “ungraded” in the following circumstances:
 - 14.5.1. candidates will normally be reported “absent” from the examination in a subject or Unit if they were not present at a component of a written or practical examination or if they were not present at an oral examination. Candidates who were not present for one paper/component of an examination through no fault of their own may, however, be awarded an assessed grade.
 - 14.5.2. candidates will be reported “ungraded: paper/component not received” if **CXC**[®] did not receive a script or project in each of the written or practical components of the examination in a subject or Unit.
 - 14.5.3. candidates will be reported “ungraded: no SBA received” if the required SBA scores were not submitted by the presenting institution or on their behalf.
- 14.6. Approved centres may review preliminary reports on their candidates’ performance via the online portal at <https://orss.cxc.org/> up to one month after the release of the examination results.

- 14.7. **CXC**[®] reserves the right to correct information given in the Preliminary Results which are sent before the issue of certificates.

15. INQUIRIES ON RESULTS

- 15.1. Communication between **CXC**[®] and candidates/parents will normally be conducted through the relevant Local Registrar. Candidates or parents should not be advised to contact **CXC**[®] directly.
- 15.2. Inquiries concerning results of candidates registered through a recognised educational institution must be made through the person in charge of that institution in the first instance. Inquiries by non-school candidates must be made directly to the Local Registrar.
- 15.3. Inquiries concerning results of candidates must be submitted through the ORS within the deadline period given by the Local Registrar in each territory.
- 15.4. **CXC**[®] will NOT, except in its absolute discretion, enter into correspondence about results with candidates, or their parents or guardians or other persons claiming to act on behalf of or in the place of the parents.

16. CERTIFYING PERFORMANCE

- 16.1. **CXC**[®] will send, at the request of a candidate, a statement certifying the performance of the candidate to any educational institution or prospective employer on payment by the applicant of the fee as determined by **CXC**[®].
- 16.2. The statement certifying performance (transcript) will contain the full examination identity of a candidate and the overall and profile or module grades awarded in each subject or unit for which the candidate has submitted all components of the examination.
- 16.3. An application for a certified statement of performance may be made with the appropriate fee through the Council's website www.cxc.org, or in person at the **CXC**[®] Headquarters.

17. CERTIFICATES, DIPLOMAS AND ASSOCIATE DEGREES

- 17.1. The full designation of the qualifications issued by **CXC**[®] are the:

- 17.1.1. Caribbean Primary Exit Assessment (**CPEA™**),
- 17.1.2. Caribbean Certificate of Secondary Level Competence (**CCSLC®**),
- 17.1.3. Caribbean Secondary Education Certificate (**CSEC®**),
- 17.1.4. Caribbean Examinations Council Certificate of Business Studies,
- 17.1.5. Caribbean Advanced Proficiency Examination (**CAPE®**),
- 17.1.6. Caribbean Vocational Qualification (**CVQ***),
- 17.1.7. Caribbean Examinations Council Diploma, and
- 17.1.8. Caribbean Examinations Council Associate Degree (**CXC®-AD**), and
- 17.1.9. Caribbean Targeted Education Certificate (**CTEC®**)

17.2. Caribbean Primary Exit Assessment (CPEA™)

- 17.2.1. Grades will be reported in the Caribbean Primary Exit Assessment (**CPEA™**) as a final percentage of the candidate’s overall performance

17.3. Caribbean Certificate of Secondary Level Competence (CCSLC®)

- 17.3.1. Candidates’ performance for the Caribbean Certificate of Secondary Level Competence (**CCSLC®**) will be indicated by one of three competencies defined as follows:

MASTER	- Candidates who receive a composite score between 75 – 100 per cent.
COMPETENT	- Candidates who receive a composite score between 50 – 74 per cent.
DEVELOPING COMPETENCE	- Candidates who receive a composite score between 0 – 49 per cent.

- 17.3.2. The Caribbean Certificate of Secondary Level Competence (**CCSLC®**) composite certificate will be awarded after a candidate achieves a minimum of ‘Competent’ in five subjects within a five-year period.

17.4. Caribbean Secondary Education Certificate (CSEC®)

17.4.1. Candidates' performance at the General and Technical Proficiency for the Caribbean Secondary Education Certificate (CSEC®) will be indicated by one of six overall grades defined as follows:

GRADE I - The candidate shows a comprehensive grasp of the key concepts, knowledge, skills and competencies required by the syllabus.

GRADE II - The candidate shows a good grasp of the key concepts, knowledge, skills and competencies required by the syllabus.

GRADE III - The candidate shows a fairly good grasp of the key concepts, knowledge, skills and competencies required by the syllabus.

GRADE IV - The candidate shows a moderate grasp of the key concepts, knowledge, skills and competencies required by the syllabus.

GRADE V - The candidate shows a limited grasp of the key concepts, knowledge, skills and competencies required by the syllabus.

GRADE VI - The candidate shows a very limited grasp of the key concepts, knowledge, skills and competencies required by the syllabus.

17.4.2. The overall grade will be complemented by a profile report which will also be recorded on the certificate. For CSEC®, the profile report will be in relation to specified qualities or particular areas of performance as set out in **Appendix C**.

17.4.3. The profile grades for CSEC® are defined as follows:

A - Outstanding

B - Good

C - Fairly Good

D - Moderate

E - Weak

F - Poor

17.5. Caribbean Secondary Education Certificate (CSEC®) in Business Studies

17.5.1. The Caribbean Secondary Education Certificate (CSEC®) in Business Studies is awarded for successful completion within a five-year period of an examination in a cluster of Business Studies subjects, English A and Mathematics. The certificate is based on a minimum of five subjects selected as outlined below:

English A (General) Grades I – III

Mathematics (General) Grades I – III

At least two subjects from:

Electronic Document Preparation and Management (General) Grades I - III

Office Administration (General)

Principles of Accounts (General)

Principles of Business (General)

No More than one subject from:

Grades I - III

Economics (General)

Information Technology (General)

Spanish (General)

17.6. Caribbean Advanced Proficiency Examination (CAPE®)

17.6.1. Candidates' performance on each subject unit of the Caribbean Advanced Proficiency Examination (CAPE®) will be indicated by one of seven overall grades defined as follows:

GRADE I - represents an excellent performance

GRADE II - represents a very good standard of performance

GRADE III - represents a good standard of performance

GRADE IV - represents a satisfactory standard of performance

GRADE V - represents an acceptable level of performance

- GRADE VI - represents weak performance
- GRADE VII - represents unsatisfactory performance

17.6.2. The overall grade will be complemented by a profile report which will also be recorded on the certificate. For **CAPE®**, the profile report will be in relation to modules of content areas listed at **Appendix C** to these Regulations.

17.6.3. The module grades for the **CAPE®** are defined as follows:

- A - Excellent
- B - Very Good
- C - Good
- D - Satisfactory
- E - Acceptable
- F - Weak
- G - Unsatisfactory

17.7. Caribbean Examinations Council Diploma

17.7.1. The Caribbean Examinations Council Diploma is awarded for the successful completion within a five-year period of a programme of at least six **CAPE®** Units including Caribbean Studies.

17.8. Caribbean Examinations Council Associate Degree (CXC®-AD)

17.8.1. The Caribbean Examinations Council Associate Degree (**CXC®-AD**) is awarded for the successful completion within a five-year period, of a programme of at least ten **CAPE®** Units, including Caribbean Studies, Communication Studies and Integrated Mathematics.

17.9. Caribbean Vocational Qualification (CVQ*)

17.9.1. Candidates are issued a **CVQ*** on the basis of having met the requirements for certification. This is done on the basis that the training/assessment centre:

- 17.9.1.1. subscribes to the regional qualifications' framework;

- 17.9.1.2. has adhered to the standards-driven, competence-based approach to training and assessment;
 - 17.9.1.3. has adhered to the quality assurance principles; and,
 - 17.9.1.4. submits sufficient, valid candidates' assessment records to the awarding body to enable certification.
- 17.10. The Caribbean Certificate of Secondary Level Competence (**CCSLC**[®]), Caribbean Secondary Education Certificate (**CSEC**[®]), the Caribbean Advanced Proficiency Examination (**CAPE**[®]), **CXC**[®] Associate Degree (**CXC**[®]-AD), Caribbean Vocational Qualification (**CVQ**^{*}) and Citizenship and Technology Education Certificate (**CTEC**[®]) shall bear the signature of the Chair and the Registrar and Chief Executive Officer of **CXC**[®].
- 17.11. Certificates remain the property of **CXC**[®] and may be recalled by **CXC**[®] if the award is revoked or amended. Any person altering a certificate may be prosecuted.
- 17.12. Certificates will contain the identity of the candidate and his/her performance by grade in every subject/Unit for which he/she attempted all components of the examination.

18. ISSUE OF CERTIFICATES

- 18.1. A certificate will be issued in respect of each candidate who submitted all components of an examination. A diploma or an associate degree will be issued in respect of each **CAPE**[®] candidate who satisfies the criteria for such award based on results of a maximum of five consecutive sittings of the Caribbean Advanced Proficiency Examination.
- 18.2. The certificates, diplomas and associate degrees will normally be sent to the Local Registrar for distribution to educational institutions or to individual non-school candidates in accordance with the requirements of the Participating Governments concerned. **CXC**[®] reserves the right to issue certificates, diplomas and degrees in any format it determines appropriate.
- 18.3. Unclaimed certificates/diplomas and associate degrees held by the institutions and the Local Registrars for more than three years following the issue by **CXC**[®] should be securely disposed of within the territory.

- 18.4. **CXC**® will NOT re-issue such certificates, diplomas and associate degrees to Local Registrars, institutions or the candidates concerned free of cost. However, persons requiring a re-issue will be subject to the appropriate fees.
- 18.5. **CXC**® does NOT accept any liability in respect of the withholding of an issued certificate, diploma or associate degree by a Local Registrar on the direction of the Participating Government concerned.
- 18.6. **CXC**® does NOT undertake to issue original certificates, diplomas and associate degrees directly to candidates. Any inquiry about the non-receipt of a certificate, diploma or associate degree should be made to the Local Registrar in the first instance.
- 18.7. A candidate who has already been awarded a certificate and registers for a subsequent examination will be awarded a separate certificate in respect of his/her performance in that subsequent examination.
- 18.8. A candidate who has lost a certificate, diploma or associate degree issued by **CXC**® may apply for a replacement on the standard form, EXA 56. The replacement will only be issued at **CXC**'s discretion and where loss is affirmed in Section C of the Application Form. **CXC**® reserves the right to refuse a replacement certificate, diploma or associate degree without stating any reason for its decision.
- 18.9. An application for a replacement certificate, diploma or associate degree may be made with the appropriate fee through the relevant Local Registrar or directly to the Registrar.

19. COMMENTS ON THE EXAMINATION

- 19.1. Comments on question papers or any aspect of the examinations should be sent directly to the Registrar at **CXC**'s Headquarters in the year of the examination. **CXC**® will, in its absolute discretion, pursue any observations so submitted.
- 19.2. Comments which is believed may affect the grades of candidates will be received only from persons in charge of recognised educational institutions and should reach the Registrar on or before the stipulated date provided by **CXC**®. Other comments should be submitted in the year of the examination on or before stipulated date provided by **CXC**®.

APPENDICES

APPENDIX A

REGULATIONS GOVERNING APPEALS BY CANDIDATES IN CASES OF DISCIPLINARY ACTION TAKEN BY CXC® FOR MISCONDUCT IN RELATION TO EXAMINATIONS

1. When an appeal has been lodged by or on behalf of a candidate pursuant to Procedure 9 of these Regulations, the Caribbean Examinations Council (**CXC**®) or the Chair of Council (Board of Governors) in consultation with the Registrar and Chief Executive Officer shall appoint an Appeals Committee (the Committee) for the hearing of an appeal by the candidate who has been found guilty by the Final Awards Committee (FAC) of misconduct in **CXC**'s examinations, as defined in **Appendix B**, and on whom a penalty has been imposed.
2. The Committee shall be comprised of three members, one of whom shall be named Chair of the Committee by the Chairman of Council (Board of Governors). No member of the school attended by the appellant, nor of the Final Awards Committee (FAC), nor of the Staff of Council may be appointed to the Committee.
3. The procedures set out below must be followed in making an appeal:
 - 3.1. a candidate who is dissatisfied with or aggrieved by the decision of the Final Awards Committee finding him guilty of misconduct shall have the right of appeal against the finding of guilt and/or the penalty;
 - 3.2. the candidate, a parent or a guardian of the candidate or the candidate's Head of School shall within 30 days of notification of FAC's decision file the appeal with the Registrar through the Local Registrar, if any;
 - 3.3. the appeal must be in the form of a written statement setting out the grounds of appeal and indicating whether the appeal relates to the findings and/or the penalty;
 - 3.4. if the appeal relates to the findings of guilt, the statement must include any additional evidence or argument not previously advanced which the candidate wishes to be taken into account;
 - 3.5. if the appeal relates to the penalty resultant on the findings of guilt, the statement must offer cogent reasons for a review of the imposition of the penalty prescribed in **Appendix B** to the Regulations;

- 3.6. the person submitting the appeal must sign and date the statement and indicate the capacity in which the person is signing.
4. Within 14 days of the receipt of a statement of appeal, the Chair of Council acting in consultation with the Registrar and Chief Executive Officer shall appoint an Appeals Committee for the hearing of the appeal as prescribed in paragraph 1 above.
5. The Registrar and Chief Executive Officer, shall thereafter supply each member of the Appeals Committee with copies of the charge laid against the appellant, all documents and/or items submitted in the case, the appellant's written examination work and scores awarded (if any), the record of the proceedings of the hearing conducted by or on behalf of FAC and the notice of the decision of FAC as issued to the appellant, together with a copy of the appellant's statement of appeal.
6. Candidates should be provided with all the documentation made available to the Appeals Committee.
7. The Committee shall, within seven days of the receipt from the Registrar of the documents and items referred to in paragraph 5 above, fix a date for the hearing of the appeal to be no later than 14 days thereafter.
8. The Committee may receive further evidence from the appellant and/or any other person it considers should be heard, and the evidence may be given in such a manner as the Committee may direct, either orally or by affidavit or by some other manner.
9. The appellant shall have the right to be accompanied by a family member or a friend at the appeals hearing or shall have the right to retain legal counsel, at his/her own expense, to represent him/her at the hearing.
10. **CXC**[®] may at the request of the Committee retain legal counsel to assist the Committee. The Registrar and Chief Executive Officer shall assign a member of Council's staff to service the hearing and record the proceedings.
11. The Committee shall hear and determine the appeal and may confirm, modify, amend or reverse the decision of FAC and/or the penalty or make such other order for disposing of the matter as it considers just.

12. The Chair of the Committee shall supply the Chair of Council (Board of Governors), through the Registrar and Chief Executive Officer, with a written report setting out the procedures which were followed, the decision arrived at, the reason for the exercise of any discretion, if so exercised, and the waiver or imposition of any penalty.
13. No member of the Committee or Staff of Council shall communicate the findings to FAC, the appellant or his/her representatives.
14. Within 14 calendar days of the determination of the appeal, the Registrar and Chief Executive Officer, on behalf of Council, shall give written notice of the appeal decision to the appellant through the Local Registrar, if any, or by registered mail to the appellant and the Local Registrar. The Head of the school (attended by the appellant) shall be notified at the same time.
15. The Chair of Council (Board of Governors) shall notify the Final Awards Committee, the School Examinations Committee and **CXC**[®] of the decision of the Committee.

APPENDIX B

MISCONDUCT AND PENALTIES

CXC® reserves the right to revoke any certificate, diploma or associate degree, if CXC® shall at any time discover or have proved to its satisfaction that there was any irregularity, misconduct or dishonesty in the events or circumstances leading to the award of that certificate or diploma.

MISCONDUCT	PENALTIES
1. Possession with defiance (candidate displays defiance and ignores instructions from supervisor/invigilators with respect to the cellular phones, smart watches, MP3/4 players, tablets, or other electronic devices with programmable memory, inter-connectivity, data storage, video or audio features)	Disqualification
2. Possession and Use (candidate uses the cellular phone, smart watch, MP3/4 player, tablet, or other electronic device with programmable memory, inter-connectivity, data storage, video or audio features during the examination)	Disqualification
3. Copying from or collusion with another candidate(s) in the examination room in one examination paper	Cancellation of the results in the subject(s). If the evidence in the script(s) indicates that the candidate(s) copied from was/were party to the copying/collusion the same penalty is imposed.
4. Unruly conduct: a) failure to obey instructions given by the supervisor/invigilator; b) conduct in the examination room which interferes with the proper administration of the examination.	Loss of a grade, depending on the gravity of the offence. Cancellation of the results in the subject.

MISCONDUCT	PENALTIES
5. Removal of confidential CXC [®] material from the examination room.	Cancellation of the results in the subject.
6. Obtaining examination question papers or related material unwittingly beforehand.	Cancellation of the results in the subject.
7. Copying items and taking them from the room.	Cancellation of the results in the subject.
8. Plagiarism in SBA, Artwork, unacceptable use of Artificial Intelligence (AI) et cetera	Cancellation of the results in the subject.
9. Persistent copying from or collusion with another candidate(s) i.e. occurring in more than one examination in a session.	Disqualification.
10. Persistently unruly conduct i.e. occurring in more than one session.	Disqualification.
11. Taking to the examination room, unauthorised textbooks, worked answers including artwork and notes related to the examination <i>or any material that will give the candidate an unfair advantage</i>	Disqualification.
12. Wittingly obtaining examination material beforehand.	Disqualification and debarment.
13. Tampering with scripts after they have been submitted for marking.	Disqualification and debarment.
14. Conspiring to tamper with scripts after they have been submitted for marking.	Disqualification and debarment.
15. Impersonation	Disqualification and debarment.

GRADUATED SCALE OF PENALTIES FOR CANDIDATES HAVING A CELL PHONE IN THEIR BAG DURING THE CONDUCT OF AN EXAMINATION

MISCONDUCT	PENALTY
1. Cell phone in the bag without disturbance during the conduct of the Examination.	None
2. Cell phone in the bag causing disturbance (i.e. vibrate or an initial ring) during the conduct of the Examination or found as no fault of theirs	Candidate should receive a first warning by Supervisor or Invigilator
3. Cell phone in the bag causing repeated disturbance during the conduct of the same Examination "AFTER RECEIVING A FIRST WARNING"	Cancellation
4. Cell phone in the bag with evidence of use DURING the conduct of the Examination	Disqualification
5. Repeated possession of cell phone in bag (i.e., found in candidate's bag causing disturbance in more than one examination at the same sitting)	Disqualification
6. Cell phone in bag with defiance (candidate displays defiance and ignores instructions from supervisor/invigilators with respect to the phone)	Disqualification

**GRADUATED SCALE OF PENALTIES FOR CANDIDATES HAVING AN UNAUTHORISED
DEVICE ON THEIR PERSON DURING THE CONDUCT OF AN EXAMINATION**

MISCONDUCT	PENALTY
1. Possession (i.e. found on the person) of cellular phones, smart watches, MP3/4 players, tablets, or other electronic devices with programmable memory, inter-connectivity, data storage, video or audio features during the conduct of the examination.	Cancellation
2. Repeated possession (i.e. found on the person in more than one examination at the same sitting) of cellular phones, smart watches, MP3/4 players, tablets, or other electronic devices with programmable memory, inter-connectivity, data storage, video or audio features	Disqualification
3. Possession and use of a calculator when not permitted	Cancellation of marks for the paper
4. Repeated possession and use of a calculator (i.e. use of calculator in more than one examination at the same sitting) when not permitted	Cancellation of results in all the subjects where the calculator was used
5. Possession and use of calculator with defiance (candidate displays defiance and ignores instructions from supervisor/invigilators with respect to the use of the calculator)	Cancellation of results in the subject

APPENDIX C



CARIBBEAN EXAMINATIONS COUNCIL

CARIBBEAN SECONDARY EDUCATION CERTIFICATE (CSEC®) SUBJECTS AND PROFILES

SUBJECTS	PROFICIENCY	PROFILES
AGRICULTURE		
Agricultural Science (Single Award)	General	<ol style="list-style-type: none"> 1. The Business of Farming 2. Crop Production 3. Animal Production
Agricultural Science (Double Award) <i>(Equivalent to 2 subjects)</i>	General	<ol style="list-style-type: none"> 1. The Business of Farming 2. Crop Production 3. Animal Production
BUSINESS EDUCATION		
Economics	General	<ol style="list-style-type: none"> 1. Knowledge/Comprehension 2. Application 3. Interpretation and Analysis
Electronic Document Preparation and Management	General	<ol style="list-style-type: none"> 1. Accuracy and Speed 2. Knowledge and Comprehension 3. Presentation and Use of Technology
Office Administration	General	<ol style="list-style-type: none"> 1. Knowledge and Comprehension 2. Application
Principles of Accounts	General	<ol style="list-style-type: none"> 1. Knowledge/Comprehension 2. Application 3. Interpretation and Analysis
Principles of Business	General	<ol style="list-style-type: none"> 1. Organisational Principles 2. Promotion and Logistics 3. Finance, Government and Technology
HOME ECONOMICS		
Textiles, Clothing and Fashion	Technical	<ol style="list-style-type: none"> 1. Knowledge 2. Use of Knowledge 3. Practical Skills

SUBJECTS	PROFICIENCY	PROFILES
Family and Resource Management	General	<ol style="list-style-type: none"> 1. Knowledge 2. Use of Knowledge 3. Practical Skills
Food, Nutrition and Health	Technical	<ol style="list-style-type: none"> 1. Knowledge 2. Use of Knowledge 3. Practical Skills
HUMANITIES		
Caribbean History	General	<ol style="list-style-type: none"> 1. Knowledge and Comprehension 2. Use of Knowledge, Enquiry and Communication
English A	General	<ol style="list-style-type: none"> 1. Understanding 2. Expression
English B	General	<ol style="list-style-type: none"> 1. Understanding 2. Expression
Geography	General	<ol style="list-style-type: none"> 1. Practical Skills 2. Knowledge and Comprehension 3. Use of Knowledge
Religious Education: Option A – Christianity Option B – Hinduism Option C – Islam Option D - Judaism	General	<ol style="list-style-type: none"> 1. Knowledge 2. Interpretation and Analysis 3. Application
Social Studies	General	<ol style="list-style-type: none"> 1. Knowledge and Comprehension 2. Use of Knowledge

SUBJECTS	PROFICIENCY	PROFILES
INDUSTRIAL ARTS		
Technical Drawing: Option A – Building Option B – Mechanical Engineering Drawing	Technical	<ol style="list-style-type: none"> 1. Knowledge 2. Application 3. Practical Ability
INDUSTRIAL TECHNOLOGY		
Building and Furniture Technology:	Technical	<ol style="list-style-type: none"> 1. Knowledge 2. Application 3. Practical Ability
Electrical and Electronic Technology	Technical	<ol style="list-style-type: none"> 1. Knowledge 2. Application 3. Practical Ability
Mechanical Engineering Technology	Technical	<ol style="list-style-type: none"> 1. Knowledge 2. Application 3. Practical Ability
INFORMATION TECHNOLOGY		
Information Technology	General	<ol style="list-style-type: none"> 1. Theory 2. Productivity Tools 3. Problem Solving and Programming
MODERN LANGUAGES		
French	General	<ol style="list-style-type: none"> 1. Listening 2. Reading 3. Speaking 4. Writing
Spanish	General	<ol style="list-style-type: none"> 1. Listening 2. Reading 3. Speaking 4. Writing

SUBJECTS	PROFICIENCY	PROFILES
Portuguese	General	<ol style="list-style-type: none"> 1. Listening 2. Reading 3. Speaking 4. Writing
SCIENCE AND MATHEMATICS		
Additional Mathematics	General	<ol style="list-style-type: none"> 1. Conceptual Knowledge 2. Algorithmic Knowledge 3. Reasoning
Biology	General	<ol style="list-style-type: none"> 1. Knowledge and Comprehension 2. Use of Knowledge 3. Experimental Skills
Chemistry	General	<ol style="list-style-type: none"> 1. Knowledge and Comprehension 2. Use of Knowledge 3. Experimental skills
Human and Social Biology	General	<ol style="list-style-type: none"> 1. Knowledge and Comprehension 2. Use of Knowledge
Integrated Science	General	<ol style="list-style-type: none"> 1. Knowledge and Comprehension 2. Use of Knowledge 3. Experimental skills
Mathematics	General	<ol style="list-style-type: none"> 1. Knowledge 2. Comprehension 3. Reasoning
Physics	General	<ol style="list-style-type: none"> 1. Knowledge and Comprehension 2. Use of Knowledge 3. Experimental Skills
EXPRESSIVE ARTS		
Visual Arts	General	<ol style="list-style-type: none"> 1. Theory, Process and Practice of Visual Arts 2. Expressive Form 1 3. Expressive Form 2 <p>Where the Expressive Forms are any two of the below options:</p>

SUBJECTS	PROFICIENCY	PROFILES
		Drawing, Painting and Mixed Media, Graphics and Communication Design, Printmaking, Textile Design and Manipulation, Sculpture, Leather Craft, Fibre and Decorative Product Design, Ceramics
Theatre Arts	General	<ol style="list-style-type: none"> 1. Appreciating and Analysing 2. Performing 3. Creating
Music	General	<ol style="list-style-type: none"> 1. Listening and Appraising (LIAP) 2. Performing (PERF) 3. Composing (COMP)
APPLIED SCIENCE		
Physical Education and Sport	General	<ol style="list-style-type: none"> 1. Theory 2. Practical



CARIBBEAN EXAMINATIONS COUNCIL

CARIBBEAN ADVANCED PROFICIENCY CERTIFICATE (CAPE®) SUBJECTS AND MODULES

SUBJECTS	UNITS	MODULES
SCIENCE AND MATHEMATICS		
Agricultural Science	Unit 1	<ol style="list-style-type: none"> 1. The Science and Business of Agriculture 2. Horticulture and Management 3. Postharvest Technology and Innovation
Agricultural Science	Unit 2	<ol style="list-style-type: none"> 1. Agriculture and the Environment 2. Animal Production and Management 3. Livestock Products and Innovation
Applied Mathematics	Unit 1	<ol style="list-style-type: none"> 1. Collecting and Describing Data 2. Managing Uncertainty 3. Analysing and Interpreting Data
Applied Mathematics	Unit 2	<ol style="list-style-type: none"> 1. Discrete Mathematics 2. Probability and Distributions 3. Particle Mechanics
Biology	Unit 1	<ol style="list-style-type: none"> 1. Cell and Molecular Biology 2. Genetics, Variation and Natural Selection 3. Reproductive Biology
Biology	Unit 2	<ol style="list-style-type: none"> 1. Bioenergetics and Conservation 2. Biosystems Maintenance 3. Applications of Biology
Chemistry	Unit 1	<ol style="list-style-type: none"> 1. Fundamentals in Chemistry 2. Kinetics and Equilibria 3. Chemistry of the Elements
Chemistry	Unit 2	<ol style="list-style-type: none"> 1. The Chemistry of Carbon Compounds 2. Analytical Methods and Separation Techniques 3. Industry and the Environment

SUBJECTS	UNITS	MODULES
Environmental Science	Unit 1	<ol style="list-style-type: none"> 1. Fundamental Ecological Principles 2. Human Population and the Environment 3. Sustainable Use of Natural Resources
Environmental Science	Unit 2	<ol style="list-style-type: none"> 1. Agriculture and the Environment 2. Energy and the Environment 3. Pollution of the Environment
Integrated Mathematics	Unit 1	<ol style="list-style-type: none"> 1. Foundation of Mathematics 2. Statistics 3. Calculus
Physics	Unit 1	<ol style="list-style-type: none"> 1. Mechanics 2. Oscillation and Waves 3. Thermal and Mechanical Properties of Matter
Physics	Unit 2	<ol style="list-style-type: none"> 1. Electricity and Magnetism 2. AC Theory and Electronics 3. Atomic and Nuclear Physics
Pure Mathematics	Unit 1	<ol style="list-style-type: none"> 1. Basic Algebra and Functions 2. Trigonometry, Geometry and Vectors 3. Calculus I
Pure Mathematics	Unit 2	<ol style="list-style-type: none"> 1. Complex Numbers and Calculus II 2. Sequences, Series and Approximations 3. Counting, Matrices and Differential Equations
BUSINESS EDUCATION		
Accounting	Unit 1	<ol style="list-style-type: none"> 1. Accounting Theory, Recording and Control Systems 2. Preparation of Financial Statements 3. Financial Reporting and Interpretation
Accounting	Unit 2	<ol style="list-style-type: none"> 1. Costing Principles 2. Costing Systems 3. Planning and Decision Making

SUBJECTS	UNITS	MODULES
Economics	Unit 1	<ol style="list-style-type: none"> 1. Methodology: Demand and Supply 2. Market Structure, Market Failure and Intervention 3. Distribution Theory
Economics	Unit 2	<ol style="list-style-type: none"> 1. Models of Macro-Economy 2. Macroeconomic Problems and Policies 3. Growth, Sustainable Development and Global Relations
Entrepreneurship	Unit 1	<ol style="list-style-type: none"> 1. The Entrepreneurial Mindset 2. The Entrepreneurial Process 3. Creativity and Innovation
Entrepreneurship	Unit 2	<ol style="list-style-type: none"> 1. Essentials of Business Ownership 2. New Venture Planning and Creation 3. Managing and Growing the Venture
Financial Services Studies	Unit 1	<ol style="list-style-type: none"> 1. Introduction to Financial Products and Services 2. Portfolio Management and Investment 3. Governance, Regulations, and Ethics
Financial Services Studies	Unit 2	<ol style="list-style-type: none"> 1. Financial Services Environments 2. Compliance, Legislation and Statutes 3. Financial Reporting
Logistics and Supply Chain Management	Unit 1	<ol style="list-style-type: none"> 1. Logistics and Its Role in the Economy 2. Supply Chain and the Global Economy 3. Customer Service in Shipping and Port Operations
Logistics and Supply Chain Management	Unit 2	<ol style="list-style-type: none"> 1. Commercial Shipping 2. Port Operations 3. Logistics Transforming Economies
Management of Business	Unit 1	<ol style="list-style-type: none"> 1. Business and its Environment 2. The Management of People 3. Business Finance and Accounting
Management of Business	Unit 2	<ol style="list-style-type: none"> 1. Production and Operations Management 2. Fundamentals of Marketing 3. Small Business Management

SUBJECTS	UNITS	MODULES
EXPRESSIVE ARTS		
Art and Design	Unit 1	<ol style="list-style-type: none"> 1. Cultural Studies 2. Two-Dimensional Art and Design 3. Three-Dimensional Art and Design
Art and Design	Unit 2	<ol style="list-style-type: none"> 1. Design 2. Applied Arts 3. Creative Projects
Performing Arts	Unit 1	<ol style="list-style-type: none"> 1. Business Feasibility 2. Business Development and Planning 3. Project Planning for the Arts
Performing Arts	Unit 2 Option A	<ol style="list-style-type: none"> 1. Tools and Theory 2. Process in Practice 3. Production
	Unit 2 Option B	<ol style="list-style-type: none"> 1. History and the Dancing Body 2. Technique and Performance Skills 3. Choreography and Performance
	Unit 2 Option C	<ol style="list-style-type: none"> 1. Caribbean Theatre and the World 2. Forming the Performer 3. The Art of Performance
	Unit 2 Option D	<ol style="list-style-type: none"> 1. Caribbean Music 2. Western European Art Music 3. Jazz
Physical Education and Sport	Unit 1	<ol style="list-style-type: none"> 1. Functional Anatomy and Training Theory 2. Sociological Aspects of Sport 3. Sport Psychology
Physical Education and Sport	Unit 2	<ol style="list-style-type: none"> 1. Biomechanics 2. Sport Management 3. Technology and Innovation

SUBJECTS	UNITS	MODULES
HOME ECONOMICS		
Food and Nutrition	Unit 1	<ol style="list-style-type: none"> 1. Principles of Nutrition and Health 2. Food Selection and Meal Planning 3. Food Preparation and Service
Food and Nutrition	Unit 2	<ol style="list-style-type: none"> 1. Application of Nutritional Science in everyday life 2. Non-communicable Diseases (NCDs) 3. Nutrition throughout the Lifecycle
	Unit 2A	<ol style="list-style-type: none"> 1. Caribbean Food Ways and Food Systems 2. Food Management and Technology 3. Food Preparation and Service
HUMANITIES		
Caribbean Studies	Unit 1	<ol style="list-style-type: none"> 1. Caribbean Society and Culture 2. Issues in Caribbean Development 3. Investigating Issues in the Caribbean
Communication Studies	Unit 1	<ol style="list-style-type: none"> 1. Gathering and Processing Information 2. Language and Community 3. Speaking and Writing
Geography	Unit 1	<ol style="list-style-type: none"> 1. Population and Settlement 2. Hydrological, Fluvial, Coastal and Limestone Environments 3. Natural Events and Hazards
Geography	Unit 2	<ol style="list-style-type: none"> 1. Climate, Vegetation and Soils 2. Economic Activity 3. Development and Disparities in Development
History	Unit 1	<ol style="list-style-type: none"> 1. Indigenous Societies 2. Slave Systems: Character and Dismantlement 3. Freedom in Action
History	Unit 2	<ol style="list-style-type: none"> 1. Atlantic World: Interactions 2. Atlantic Development: Identity and Industry 3. International Relations: Conflict and Liberation

SUBJECTS	UNITS	MODULES
Law	Unit 1	<ol style="list-style-type: none"> 1. Caribbean Legal Systems 2. Principles of Public Law 3. Criminal Law
Law	Unit 2	<ol style="list-style-type: none"> 1. Law of Tort 2. Law of Contract 3. Real Property
Literatures in English	Units 1 and 2	<ol style="list-style-type: none"> 1. Drama 2. Poetry 3. Prose Fiction
Sociology	Unit 1	<ol style="list-style-type: none"> 1. Sociological Concepts, Perspectives and Methods 2. Social Institutions: Family, Religion, Education 3. Social Stratification
Sociology	Unit 2	<ol style="list-style-type: none"> 1. Population and Development 2. Crime and Deviance 3. Caribbean Social Issues: Poverty, Health and Environment
Tourism	Unit 1	<ol style="list-style-type: none"> 1. Concepts and Issues 2. Linkages with Key Sectors 3. Sustainable Tourism
Tourism	Unit 2	<ol style="list-style-type: none"> 1. Product Development 2. Marketing 3. Entrepreneurship
INDUSTRIAL TECHNOLOGY		
Electrical and Electronic Technology	Unit 1	<ol style="list-style-type: none"> 1. Occupational Safety, Health and Environmental Practices 2. Electrical and Electronic Related Studies 3. Introduction to Circuit Technology and Devices

SUBJECTS	UNITS	MODULES
Electrical and Electronic Technology	Unit 2 Option A	1. Communication Engineering 2. Analogue and Digital Electronics 3. Control Systems
	Unit 2 Option B	1. Power Machines and Systems 2. Introduction to Renewable Energy Systems 3. Power Generation Engineering
Building and Mechanical Engineering Drawing	Unit 1 Option A	1. Geometry 1 2. Geometry 2 3. Engineering Drawing
	Unit 1 Option B	1. Geometry 1 2. Geometry 2 3. Building Drawing
Building and Mechanical Engineering Drawing	Unit 2 Option A	1. Mechanics of Machines 2. Engineering Materials & Processes 3. Engineering Design Elements
	Unit 2 Option B	1. Structural Drawings 2. Building Materials and Processes 3. Building Design Elements
Green Engineering	Unit 1	1. Concepts and Issues 2. Theoretical Framework of Green Engineering 3. Green Engineering in Practice
Green Engineering	Unit 2	1. Utilisation of Sustainable Materials and Energy 2. Sustainable Designs 3. Green Engineering Solutions
INFORMATION TECHNOLOGY		
Animation and Game Design	Unit 1	1. Understanding Animation and Game Design 2. Drawing and Layout 3. Story and Character Development
Animation and Game Design	Unit 2	1. Introduction to Interactive Design 2. Game Design and Development 3. Animation for Games

SUBJECTS	UNITS	MODULES
Computer Science	Unit 1	<ol style="list-style-type: none"> 1. Computer Architecture 2. Problem-Solving with Computers 3. Programming
Computer Science	Unit 2	<ol style="list-style-type: none"> 1. Data Structures 2. Software Engineering 3. Operating Systems and Computer Networks
Design and Technology	Unit 1	<ol style="list-style-type: none"> 1. Introduction to Design 2. Design Approaches 3. Rapid Prototyping in Design
Design and Technology	Unit 2	<ol style="list-style-type: none"> 1. Design Technologies 2. Product/Service Development and Marketing 3. Design and Technology Entrepreneurship
Digital Media	Unit 1	<ol style="list-style-type: none"> 1. Understanding Digital Media 2. Digital Media Ecosystem 3. Creative Solution Design
Digital Media	Unit 2	<ol style="list-style-type: none"> 1. Visual and Interactive Design 2. Web and Digital Publishing 3. Mobile App Development
Information Technology	Unit 1	<ol style="list-style-type: none"> 1. Fundamentals of Information Technology 2. Information Systems 3. Information and Problem-Solving
Information Technology	Unit 2	<ol style="list-style-type: none"> 1. Information Management 2. Use of Information Technology Tools 3. Social, Organisational and Personal Issues
MODERN LANGUAGES		
French	Unit 1	<ol style="list-style-type: none"> 1. L'individu, la famille et la vie journalière 2. La société et les affaires sociales 3. L'environnement
French	Unit 2	<ol style="list-style-type: none"> 1. L'actualité 2. La science et la technologie 3. L'industrie et l'économie

SUBJECTS	UNITS	MODULES
Spanish	Unit 1	<ol style="list-style-type: none"> 1. El individuo, la familia y la vida diaria 2. La sociedad y los asuntos sociales 3. El medio ambiente
Spanish	Unit 2	<ol style="list-style-type: none"> 1. Las actualidades 2. La ciencia y la tecnología 3. La industria y los asuntos económicos

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