



CARIBBEAN EXAMINATIONS COUNCIL

**Guidelines for the Submission of
ELECTRONIC SBA**

2022

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Accessing the eSBA System

All Candidates must be assigned to teachers using the **Teacher Assignment** option on the SBA Menu of the Online Registration System (ORS) before SBA samples can be uploaded.

Teachers are required to: -

- Assign the SBA Group Type (Group or Individual)
- Assign an Estimated Rank, Estimated Grade and SBA score to each candidate

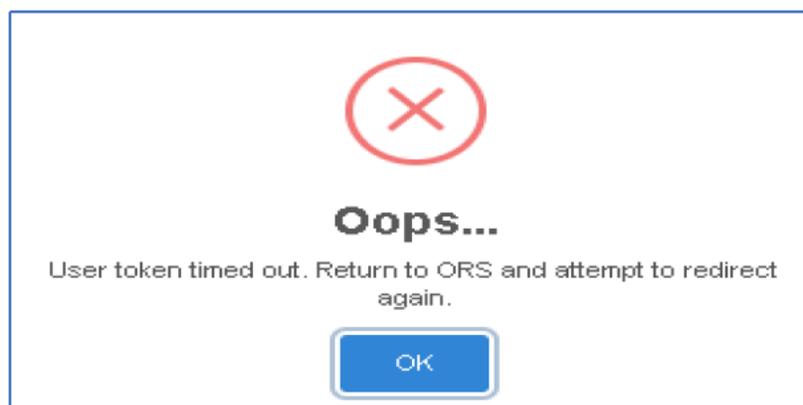
These processes are conducted using the **eSBA** application which is accessed via the Online Registration System (ORS).

Redirecting to eSBA

From the home screen in the ORS, Select **SBA Data Capture** from the SBA drop-down box, as shown below:

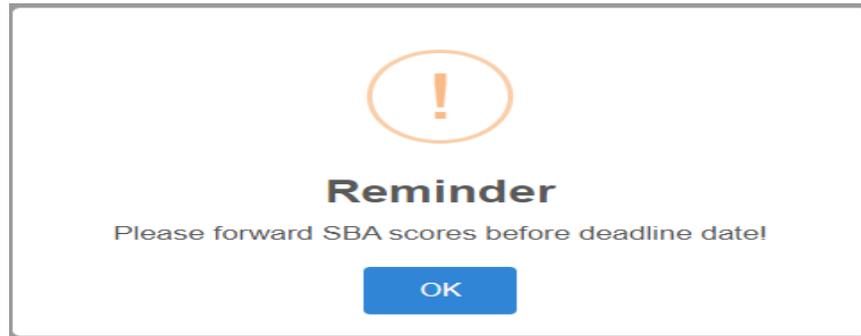


The switch from the ORS to eSBA is time sensitive. Therefore, if the page for the eSBA takes too long to load, the following error message will be displayed:



Click **<OK>** to return to the ORS home screen and attempt the switch again.

When you have been successfully logged in, the following reminder will be displayed.



Click <OK> to continue to the SBA Assignment.

Select the SBA Assignment Type

After successfully accessing the eSBA application, the **Assignment Type Details** Screen will be displayed.

1. Select the centre, teacher, subject and option (if any)
Select either **Group SBA** (if the candidates are working in groups OR if some are working in groups and some are working individually) or **Individual SBA** (if ALL the candidates are working individually)

Assignment Type Details	
Centre	030001 - ALEXANDRA SECONDARY SCHOOL <input type="button" value="v"/>
Teacher	SOBERS, JOHN <input type="button" value="v"/>
Subject	TECHNICAL DRAWING GENERAL <input type="button" value="v"/>
Option	BUILDING DRAWING - TRADITIONAL DRAWING <input type="button" value="v"/>

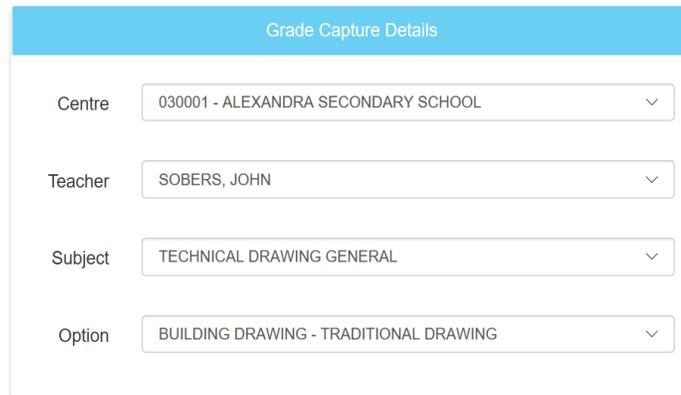
Please select the SBA assignment category for the subject **TECHNICAL DRAWING GENERAL**. If the category is Group all candidates will be required to be in a group consisting of 1 or more candidates. If Individual then you will be redirected to SBA Data Capture.

Group SBA

Individual SBA

Assign Candidates to Groups

If **Group SBA** was selected for **SBA Assignment Type**, the relevant screen will be displayed



Grade Capture Details	
Centre	030001 - ALEXANDRA SECONDARY SCHOOL
Teacher	SOBERS, JOHN
Subject	TECHNICAL DRAWING GENERAL
Option	BUILDING DRAWING - TRADITIONAL DRAWING

No. of Groups: 0

No. of Unassigned Candidates: 14

[Add A Group](#) | [Individually Group Remaining Candidates](#)

The instructions to Add, Edit and Delete a Group are provided below:

Add a Group

- Select the **Add a Group** button
- Use the drop-down box (list of candidates: LAST NAME, FIRST NAME, with the sequence number in brackets) to select the candidates to be assigned to the group being created.
- After all candidates that belong to the group have been selected, click the Save button to save the information for the group.

Note:

- ✓ **The cancel button cancels adding a new group**
- ✓ **If a candidate is selected accidentally while adding a group, select the “x” beside the name to remove the candidate**
- ✓ **Typing a candidate’s name or sequence number will enable filtering of the list of candidates**

Grade Capture Details

Centre

Teacher

Subject

Option

No. of Groups: 0

No. of Unassigned Candidates: 14

1

✕ Best, Miguel (036)
✕ BOURNE, RÉ-SEAN (046)
✕ Broomes, Antonio (066)

✕ BROOMES, ANDRÉ (065)
cart

Carter, Rashawn (086)

Edit a Group

- Select the Edit button (Green button located to the right of the group)

25

- A drop-down list will become available so that additional candidates may be selected.
- **Select the “x” beside the candidate’s name to remove a candidate from the group.**

Grade Capture Details

Centre

Teacher

Subject

Option

No. of Groups: 1

No. of Unassigned Candidates: 9

1

✕ BOURNE, RÉ-SEAN (046)
✕ BROOMES, ANDRÉ (065)
✕ Broomes, Antonio (066)

✕ Best, Miguel (036)
✕ Carter, Rashawn (086)

BOURNE, RÉ-SEAN (046)

BROOMES, ANDRÉ (065)

Broomes, Antonio (066)

Best, Miguel (036)

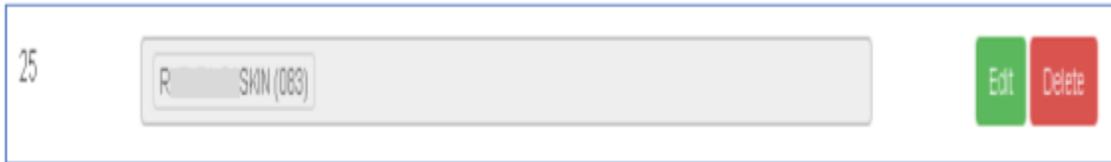
Carter, Rashawn (086)

CAVE, CHÉ (089)

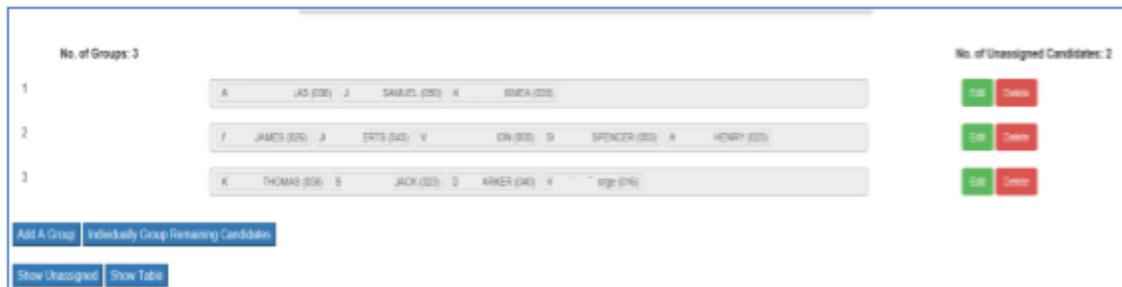
- Click **Save** to keep the changes made
- To cancel the changes made to the group, click the Cancel button

Delete a Group

- To delete a group, click the **Delete** button (red button located to the right of the group).



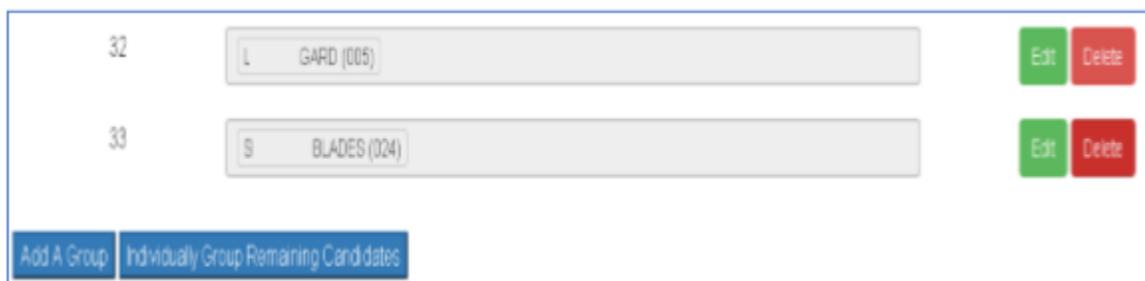
Information on the Number of groups and the number of unassigned candidates is displayed throughout the process (See diagram)



Individually Group Candidates

(The eSBA application permits the submission of individual and group SBA from a class)

- Click the **Individually Group Remaining Candidates** button – When this button is selected, each candidate who is not already assigned to a group, will be assigned to a group where he/she is the only member.



View Unassigned Candidates

- To view candidates that are not yet assigned to a group, click the **Show Unassigned** button.
- The unassigned candidates will be displayed.

Show Unassigned

Show Table

- Click the titled **Hide List** button to hide the list of unassigned candidates.

Hide List	
Sequence Number	Name
016	A [REDACTED] AMY
124	L [REDACTED] FILL

Enter Candidate's Scores

After all candidates have been assigned, the following information must be entered for each candidate:

- Rank
- Estimated Grade
- SBA Scores

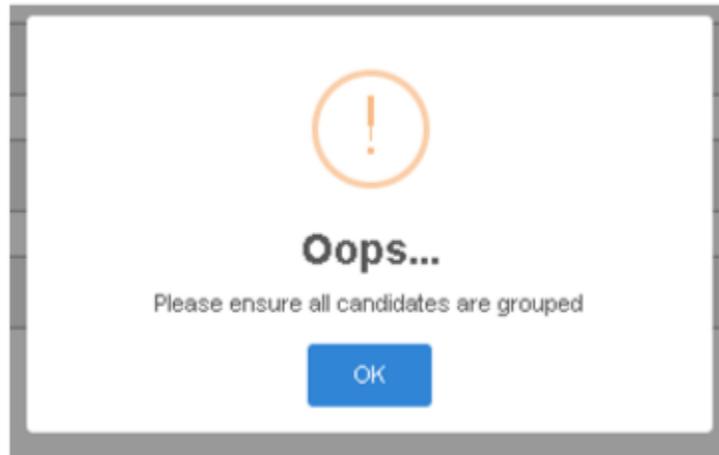
Accessing the Data Capture Screen

- To access the **Data Capture Screen**, click the **Show Table** button.

Show Unassigned **Show Table**

Seq No.	First Name	Last Name	Estimated Rank	Estimated Grade	Group	Profile 2 (50)	Total	No Sba
005	V	ARON	0	N/A	2	0	0	No

NB. Scores may only be keyed after all candidates are assigned. If the assignment process is incomplete, the following error message will be displayed:



Rank Candidates

- Click on the drop-down list in the **Estimated Rank** column and select a rank from the drop-down list.

Seq No.	First Name	Last Name	Estimated Rank
002	AI	ADAMSON	<input type="text" value=""/>
232	S	WILLIAMS	1
162	K	MOORE	2
005	L	AGARD	3
			4
			5
			6

Select an Estimated Grade

To select a candidate's estimated grade, click on the drop-down box in the **Estimated Grade** column select an estimated grade from the drop-down box.

Name	Estimated Rank	Estimated Grade	Group
PN	1	I	22
ORD	2	II	5
S	3	III	19
	4	IV	38
	5	V	2
S	6	VI	12
		UNG	
		N/A	

Enter SBA Scores

- To enter SBA scores for a candidate, select the column corresponding to each Profile and enter the candidate's score for each Profile.
- The maximum score for each Profile is displayed in parenthesis beside the Profile number.
- Only Profiles relevant to the subject will be editable.

Group	Profile 1 (0)	Profile 2 (60)	Profile 3 (30)	Profile 4 (0)
22	0	32	30	0
32	0	35	0	0

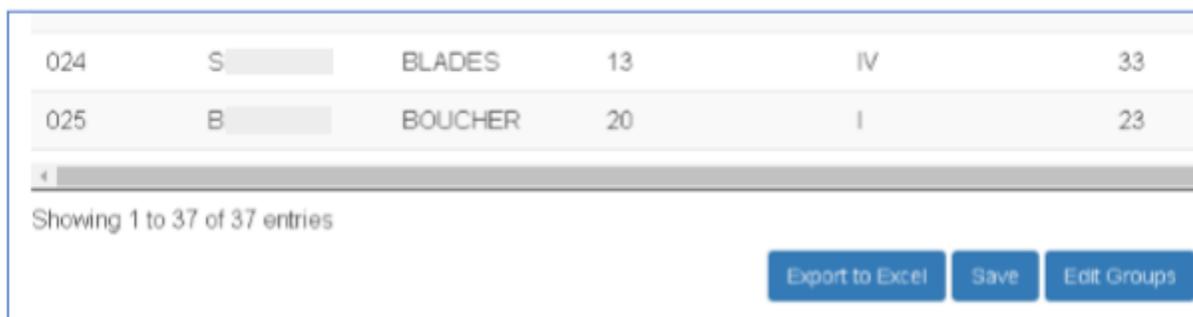
Note:

- For candidates in a group, **when the SBA score is keyed for the first candidate in the group, the same score is automatically assigned to the other members of the group.**
- Additionally, each column heading in the grade table may be used to sort in the relevant column.
- To indicate a candidate did not submit an SBA, select "Yes" in the **NO SBA** column.
- Click the **Save** button to save the changes.

Editing Candidate's Scores Offline

Candidate's scores can be edited offline in an Excel format and uploaded to the eSBA system.

- To edit offline, once the **Data Capture Screen** has been loaded, the **Export to Excel** button can be used to export the file to Excel.



024	S	BLADES	13	IV	33
025	B	BOUCHER	20	I	23

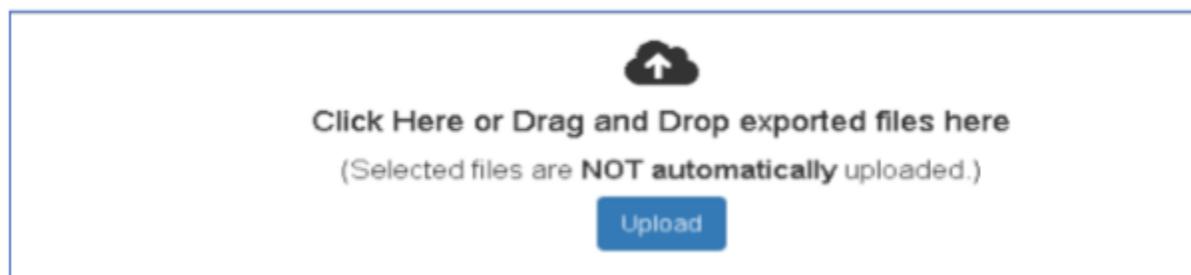
Showing 1 to 37 of 37 entries

Export to Excel Save Edit Groups

- An Excel document which contains the same fields as the Data Capture Screen will be downloaded.

Centre: 200013	TestCode: 01237090											
Sequence Number	First Name	Last Name	Estimated Rank	Estimated Grade	Group	P1 Score	P2 Score	P3 Score	P4 Score	P5 Score	Total	No SBA
005	VERNANCIER	NONE	13	II	5	0	37	0	0	0	37	No
010	ARIANNA	ALSO	8	II	14	0	36	0	0	0	36	No
016	Kermisha	DRET	14	III	13	0	43	0	0	0	43	No
023	ANTHONY	SOLE	10	III	8	0	41	0	0	0	41	No

- After the relevant data has been entered in the Excel sheet, click on the **Upload** button, and select the Excel document or drag and drop the Excel document on the upload section.
- Click the **Upload** button to begin the importation of the file.
- If the data was keyed correctly, the **Data Capture Screen** will be updated.
- If there are any errors in the data, an error or message will be displayed.



Upload of SBA

In the ORS (Online Registration System) the following report can be used to aid in SBA uploads.

SBA – Candidates to Upload

- This report provides the sequence number and name of the candidates to be uploaded
- **Group SBA - The report also provides the candidate number to be used when naming the files uploaded for candidates who completed a Group SBA**

 CARIBBEAN EXAMINATIONS COUNCIL HEADQUARTERS 2019 JUNE CSEC CANDIDATES TO UPLOAD AS OF 04 May 2020					
CENTRE NUMBER: 030001 - ALEXANDRA SECONDARY SCHOOL					
SUBJECT	SEQNO	CANDIDATE NAME		Group No	SAMPLED
CARIBBEAN HISTORY GENERAL	031	GP1-1	ve, Sherrena	1	N
	098	GP2-4	, Rulen	2	Y
	171	GP2-1	, Akiel	2	Y
	100	GP3-4	st, Destinee	3	N
	181	GP3-1	n, Brandon	3	N
	022	GP4-	, Kaniel	4	N
	112	GP4-4	rbatch, Dashawna	4	Y
	092	GP5-C	s, Taj-Jaden	5	Y

File Types

Please view APPENDIX 2 in this document (Pages 25-26) for file naming conventions

If files are loaded individually, the eSBA system will accept files of the same type (e.g. two pdf files) for the same candidate/group **provided that the filenames are different**). **If Files of the same type with identical names are uploaded, the file loaded second, will overwrite the first.**

Supported File Types

CXC will only accept the following file types. File types which do not meet these requirements will NOT be accepted and the affected candidates will be reported **“UNGRADED: NO SBA RECORDS/SAMPLES RECEIVED”**.

Category	Supported types	Limitations
Audio	MP3, M4A	Must not exceed 50 MB
Document	doc, docx, pdf, rtf	Must not exceed 150 pages (A4 or letter-sized page) Viewing the file in “Print Preview” indicates how it will be displayed in the marking tool
Image	JPEG, PNG, JPG	Must not exceed 15 MB
Spreadsheet	XLS, XLSX	Must not exceed 20 MB
Presentation	Ppt, pptx	Must not exceed 20 MB
Video	MP4, M4V	Must not exceed 50 MB

Size

The total size of the files uploaded for a given candidate/group must not exceed the stated size limitations.

ZIP FILES

These files must be one of the supported types and will be accepted for the following subjects ONLY:

CAPE® Animation and Game Design
CAPE® Computer Science
CAPE® Digital Media
CAPE® Information Technology

CSEC® Electronic Document Preparation
and Management
CSEC® Information Technology

Zip files should be saved using the **.zip** extension.

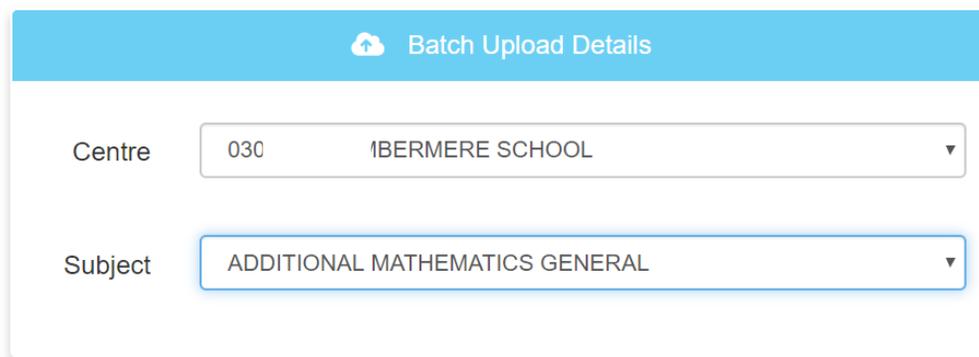
Individual Uploads

To individually upload the SBA assignments for each candidate/group:

- Select UPLOAD from the Main Menu



- Select the relevant Centre and Subject.

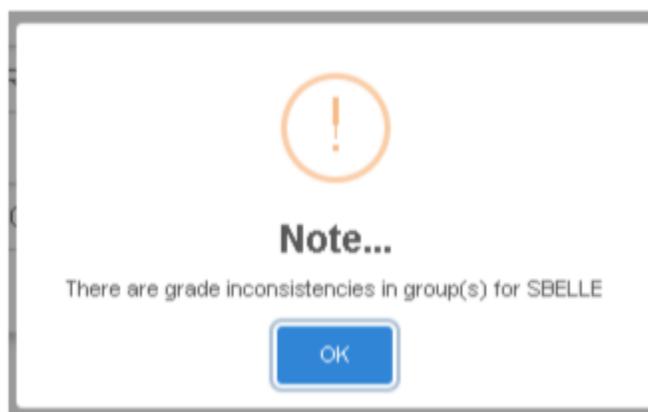
A screenshot of the 'Batch Upload Details' form. The form has a blue header with a cloud icon and the text 'Batch Upload Details'. Below the header, there are two dropdown menus. The first dropdown is labeled 'Centre' and shows '030' and '1BERMERE SCHOOL'. The second dropdown is labeled 'Subject' and shows 'ADDITIONAL MATHEMATICS GENERAL'.

Disclaimer:

When submitting files please ensure that:

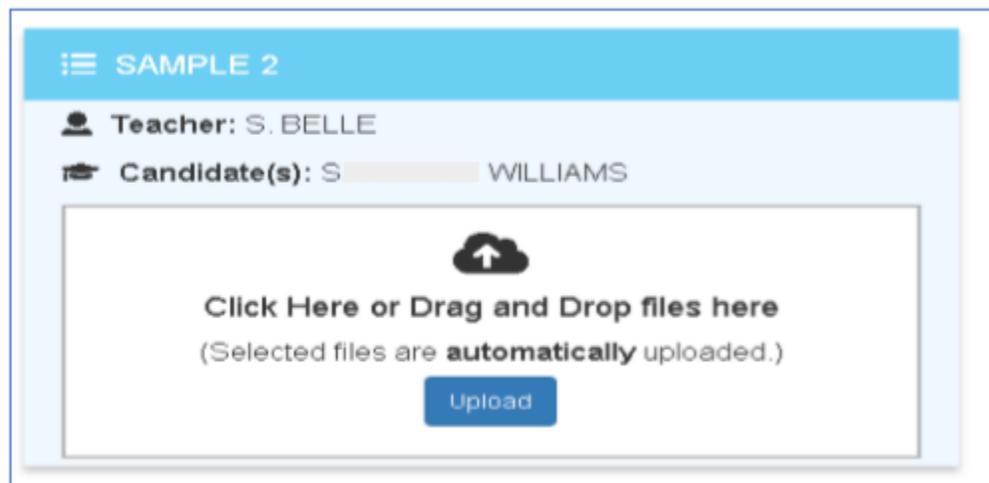
1. The file type selected is accepted by CXC
2. The file type selected matches the file content
3. The work is assigned to the correct candidate or group of candidates
4. The file naming specifications are met; and
5. The submission is virus free

If there are any inconsistencies in the date, for example, conflicting SBA profile scores entered for candidates in the same group, the following error message will be displayed.



If there are no errors, the **Data Upload Screen** will be displayed, as shown below:

- The candidate's name and the name of the relevant teacher is displayed for each sample to be uploaded.
- An **Upload** button and an area where the file may be dropped are also displayed.



To select a file for upload either;

- Click the Upload button and select the relevant file
- OR**
- Drag and drop the file on the specified area.

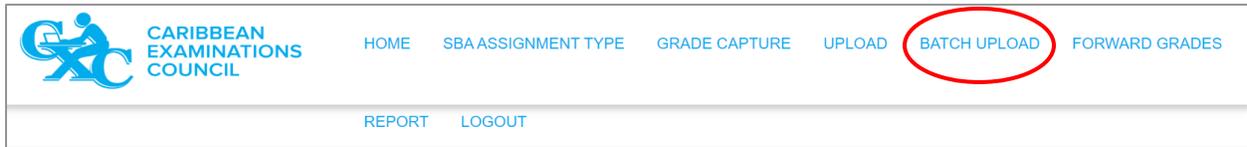


- **Click the upload button to upload the file**

Batch Uploads

To upload the SBA assignments for all candidates:

- Select BATCH UPLOAD from the Main Menu



- Select the relevant Centre and Subject.

The 'Batch Upload Details' form shows the following selections:

- Centre: 0300 BERMERE SCHOOL
- Subject: ADDITIONAL MATHEMATICS GENERAL

If there are no errors, the **Data Batch Upload Screen** will be displayed, as shown below:

The Data Batch Upload Screen displays a table with the following data:

Group Number	First Name	Last Name	Uploaded Files	Teacher
1	ABIGAIL	IBERBATCH		W. ding
3	AMANI	SGOW		W. ding
1	ANDIA	CE		W. ding
1	ANTONIO	ERLEY		W. ding
2	ASHLEY	.LIPS		W. ding
7	CALENA	D		M. rers
5	CHELSEA	MAS		M. rers
8	CHELSIE	:KES		M. rers
2	CHRIS	N		W. ding
5	DONTÉ	RNE		M. rers

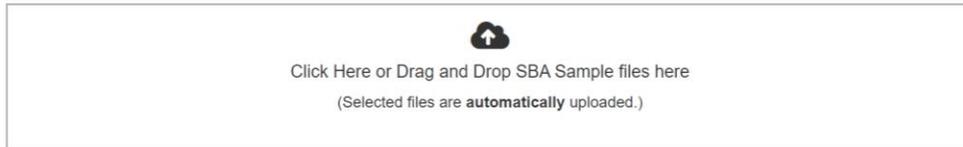
Showing 1 to 10 of 53 entries

Navigation: Previous, 1 (selected), 2, 3, 4, 5, 6, Next

To select files for upload either:

- Click in the file upload space (shown below) and select the relevant file
- OR**
- Drag and drop the files on the specified area

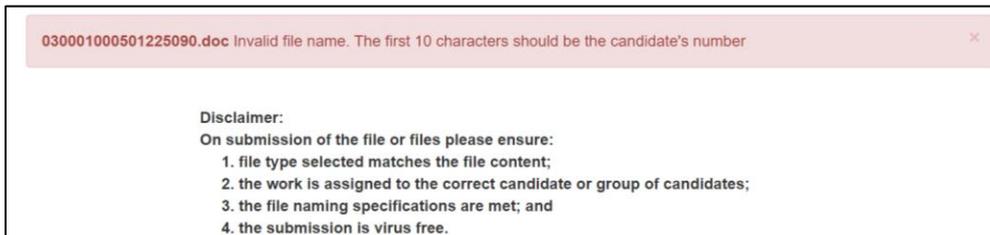
A maximum of 2000 files can be uploaded using the Batch upload option



- The files will be automatically uploaded and appear next to the relevant candidate(s)

Group Number	First Name	Last Name	Uploaded Files	Teacher
1	ALESHA	E-SEMPLE	C - 030001000101239090-1.docx B - 030001000101239090CS.pdf	M. ers
1	JAHLEEL	VNE	C - 030001000101239090-1.docx B - 030001000101239090CS.pdf	M. ers
1	MARIEL	3IN	C - 030001000101239090-1.docx B - 030001000101239090CS.pdf	M. ers
1	QUIANA	OME-WEBSTER	C - 030001000101239090-1.docx B - 030001000101239090CS.pdf	M. ers

- An error message will appear for any files which have not uploaded successfully, indicating the reason(s) the SBA upload was not successful

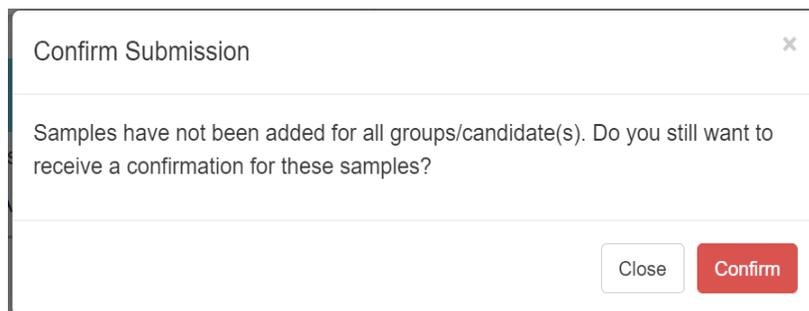


Email Confirmation

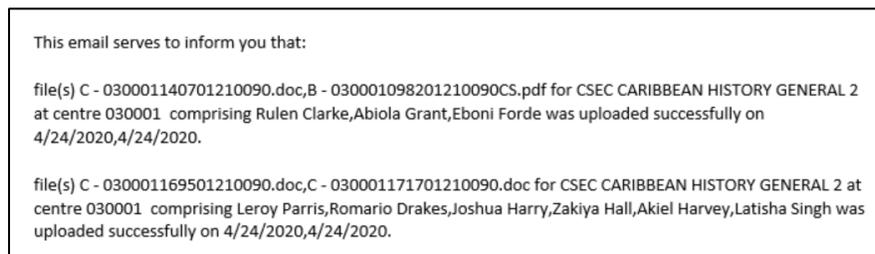
- Click the **Send Email Confirmation** button to receive an email confirmation that the SBAs have been successfully uploaded.



- Samples should be uploaded for all groups/candidates before clicking send Email confirmation or you will receive the message below.



- After you have confirmed that you want to receive a confirmation of samples uploaded, you will receive the following message.
- Retain the email as a record of the submission



Reminder

Teachers/administrators must:

- ensure that the SBAs are correctly labelled;
- ensure that the files are named as required (Appendix 2);
- scan the files, before uploading, to confirm that they are virus-free;
- follow the guidelines for the upload of electronic SBA samples **provided in this document**
- ensure that a cover page is submitted with each SBA. **The cover sheet must be submitted as a separate document;**
- ensure that the correct SBA is uploaded for each candidate/group;
- ensure that all the required documents are submitted. CXC will not issue notification concerning missing documents. Administrators should use the quality assurance reports provided to confirm that all the required data is submitted;
- ensure that the email address provided on the ORS is current so that confirmation emails are received and retain, for the school's records, the receipt received after the SBAs have been uploaded.

SBA Reports

The following reports can also be used to conduct checks on the uploaded SBAs

ORS report: **SBA – Candidates with Files Uploaded**

- This report provides a list of the candidates who have files uploaded

 CARIBBEAN EXAMINATIONS COUNCIL HEADQUARTERS 2019 JUNE CSEC CANDIDATES WITH UPLOADED FILES AS OF 04 May 2020				
CENTRE NUMBER: 030001 - ALEXANDRA SECONDARY SCHOOL				
SUBJECT	SEQNO	CANDIDATE NAME		SAMPLED
CARIBBEAN HISTORY GENERAL	098	GP2-4	, Rulen	Y
	126	GP2-1	, Romario	N
	140	GP2-1	Eboni	N
	157	GP2-4	Abiola	N
	165	GP2-1	'akiya	N
	169	GP2-1	Joshua	N
	171	GP2-1	, Akiel	Y
	247	GP2-1	Leroy	N

ORS report: **SBA – Summary of Candidates Uploaded**

- This report provides the total number of candidates who have files uploaded for each subject

 CARIBBEAN EXAMINATIONS COUNCIL HEADQUARTERS 2019 JUNE CSEC SUMMARY UPLOADED FILES AS OF 04 May 2020	
CENTRE NUMBER: 0300 RA SECONDARY SCHOOL	
SUBJECT	#CANDIDATES
CARIBBEAN HISTORY GENERAL	17

To view reports in the Data Capture Platform:

- Select **Report** from the SBA Menu



Select the report type and the subject, then click the **Generate** button to view the report. Two reports are available in the eSBA data capture platform:

- SBA samples
- SBA sample Uploads



After the report has been selected, click the **Generate** button to obtain the report.

Report Details

Report

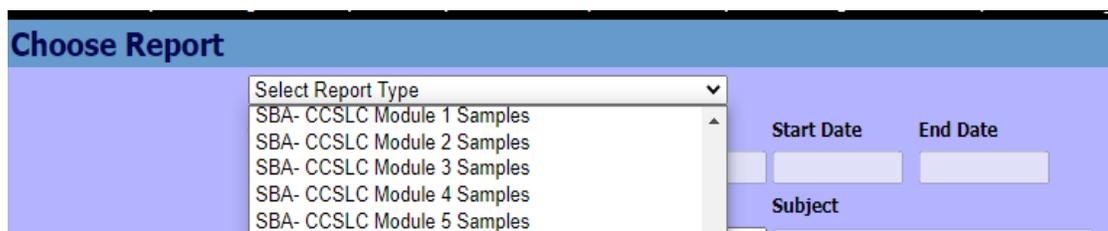
Subject

CCSLC Module Reports

After entering the scores in the data capture platform, select the **Home** option and return to the Online Registration System (ORS) to generate the required sample reports

- Centres should reference the CCSLC circular and generate the ORS (Online Registration System) report: **SBA – CCSLC Module # Samples** for the breakdown by module

SBA – CCSLC Module # Samples – select the module sample report



- This report provides the sequence number and name of the candidates to be uploaded for each module

INSTITUTION		0304	A SECONDARY SCHOOL								
SUBJECT		SOCIAL STUDIES CCSLC									
TEACHER	SEQ NO.	NAME	RANK	GRADE	NO SBA	P1	P2	P3	P4	P5	TOTAL
Jerry	173	ie, Kaniel	25	C	N	017	018	001	010	018	064
Dawn	212	ch, Juelle	1	M	N	014	019	015	018	016	082
Jerry	275	rell, Tonique	13	M	N	015	018	020	019	016	088
#CANDIDATES:		3									

- If a candidate occurs on both required module sample reports, please be guided by the filename guidelines found in *Appendix 2* i.e. The document number for the first SBA file would be “-1” and the document number for the second file uploaded would be “-2”

- The SBA samples report in the **eSBA data capture platform** will provide the full list of candidates for SBA upload.

SBA SAMPLES												
SUBJECT: SOCIAL STUDIES CCSLC												
INSTITUTION: 030001												
TEACHER	CAND #	GROUP #	NAME	ESTIMATED GRADE	ESTIMATED RANK	NO SBA	P1	P2	P3	P4	P5	TOTAL
J Hall	058	8	Michael, Loticia	M	8	N	17	18	16	17	16	84
J Hall	089	13	Aliy, Raheem	C	13	N	16	16	18	18	15	83
S Clarke	128	28	Smith, Zaire	C	28	N	14	14	14	11	14	67
S Clarke	130	29	EWOOD, ARAXIE	C	29	N	14	14	14	13	15	70
J Hall	180	30	Smith, Joshua	C	31	N	14	11	15	14	13	67
J Hall	228	40	Smith, Eija	C	41	N	12	12	8	12	12	56

Total Samples: 6

CCSLC[®]

CCSLC [®] MODERATION CODE	CCSLC [®] SUBJECT
05129090	Digital Literacy
05118090	English
05122090	French
05130090	Integrated Science
05134090	Mathematics
05143090	Social Studies
05164090	Portuguese
05145090	Spanish

CSEC[®]

CSEC [®] MODERATION CODE	CSEC [®] SUBJECT
01254090	Additional Mathematics
01210090	Caribbean History
01216090	Economics
01251090	Electronic Document Preparation and Management (ZIP files permitted)
01218090	English A
01219090	English B
01225090	Geography
01253090	Human and Social Biology
01229090	Information Technology (ZIP files permitted)
01234090	Mathematics
01237090	Office Administration
01252090	Physical Education and Sport
01239090	Principles of Accounts
01240090	Principles of Business
01241090	Religious Education
01243090	Social Studies
01248090	Theatre Arts

CAPE®

CAPE® MODERATION CODE	CAPE® SUBJECT
Unit 1 02101090 Unit 2 02201090	Accounting (Unit 2 – Submit the Module Tests, March Schemes and Candidate Responses)
Unit 1 02102090 Unit 2 02202090	Agricultural Science
Unit 1 02142090 Unit 2 02242090	Animation and Game Design (ZIP files permitted)
Unit 1 02105090 Unit 2 02205090	Applied Mathematics
Unit 1 02111090	Caribbean Studies
Unit 1 02114090	Communication Studies
Unit 1 02115090 Unit 2 02215090	Computer Science (ZIP files permitted)
Unit 1 02159090 Unit 2 02259090	Digital Media (ZIP files permitted)
Unit 1 02116090 Unit 2 02216090	Economics
Unit 1 02160090 Unit 2 02260090	Entrepreneurship
Unit 1 02120090 Unit 2 02220090	Environmental Science
Unit 1 02172090 Unit 2 02272090	Financial Services
Unit 1 02121090 Unit 2 02221090	Food and Nutrition
Unit 1 02122090 Unit 2 02222090	French
Unit 1 02125090 Unit 2 02225090	Geography
Unit 1 02165090 Unit 2 02265090	Green Engineering
Unit 1 02127090 Unit 2 02227090	History
Unit 1 02129090 Unit 2 02229090	Information Technology (ZIP files permitted)
Unit 1 02167090	Integrated Mathematics
Unit 1 02131090 Unit 2 02231090	Law
Unit 1 02132090 Unit 2 02232090	Literatures in English
Unit 1 02166090 Unit 2 02266090	Logistics and Supply Chain Operations
Unit 1 02133090 Unit 2 02233090	Management of Business

CAPE[®] MODERATION CODE	CAPE[®] SUBJECT
Unit 1 02134090 Unit 2 02234090	Pure Mathematics (Units 1 and 2: Submit Candidates' Tests, Mark Schemes, Solutions)
Unit 1 02144090 Unit 2 02244090	Sociology
Unit 1 02145090 Unit 2 02245090	Spanish
Unit 1 02163090 Unit 2 02263090	Tourism

APPENDIX 2

File Names

- Filenames must not include the following characters – “<, >, :, /, \, |, ?, *”
- Filenames must consist of the following:
 - Candidate Number - 10 digits (numeric)
 - SBA Moderation Code - 8 digits (numeric) (Appendix 1)
 - Document number* - “-” + Document number*

*Document Number indicates whether a single SBA file or multiple SBA files are uploaded for a candidate.

Number of SBA Files uploaded for Candidate	Document Number
Single SBA Sample File Uploaded for Candidate	-1
Second SBA Sample File Uploaded for Candidate	-2
Third SBA Sample File Uploaded for Candidate	-3

If a single SBA Sample file is being uploaded for a candidate, the document number would be “-1”. If multiple SBA files are uploaded for a candidate, the document number for the second file uploaded would be “-2” and the document number for the third, “-3” and so on.

For example, if only one file is being uploaded for the Geography SBA sample submitted by Candidate 1000750100, the file name would consist of:

- Candidate Number - 1000750100
- SBA Moderation Code - 01225090
- Document Number - -1

The file name would be: **100075010001225090-1**

Presentation of Samples

Cover Sheets

The cover sheet should be saved as a separate pdf file using the following naming convention

The project/assignment submitted by each candidate/group must include an official Cover Sheet. Cover Sheets are available on the **CXC** website (www.cxc.org). The file name of the cover sheets must be

- Candidate Number - 1000750100
- SBA Moderation Code - 01225090
- Identifier - “CS”

The file name for the Cover Sheet for the candidate would be: **100075010001225090CS**

Submission of Cover Sheets

1. The Cover Sheet is printed, completed by the teacher and scanned, OR
2. **The Cover Sheet is downloaded from the CXC website and completed electronically. These MUST BE PRINTED TO PDF** (e.g. Select the Microsoft Print to pdf option). The Cover Sheet must then be uploaded as a pdf.
3. Cover Sheets must be uploaded as separate documents

Title Page

Each project/assignment must include a Title Page with the following information:

1. Year of the Examination
2. Subject
3. Candidate Number(s)
4. Candidate Name(s)
5. Title of the project (if applicable)
6. Name of the Teacher(s) who supervised the project.

Mark Schemes

If a Mark Scheme is required, Mark Schemes must be uploaded for each candidate.

The file(s) should be named as follows:

- | | | |
|-----------------------|---|---|
| - Candidate Number | - | 1000750100 |
| - SBA Moderation Code | - | 01225090 |
| - Document number* | - | "-" + Document number* of the relevant sample |
| - Identifier | - | "MS" |

Using our example, if a mark scheme is being uploaded for the SBA sample file **100075010001225090-2**, the file name for the Mark Scheme would be **100075010001225090-2MS**.