



CARIBBEAN EXAMINATIONS COUNCIL

**Guidelines for the Submission of
ELECTRONIC SBA**

2025

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Introduction

These ORS Electronic School Based Assessment (SBA) Submission Guidelines are designed to provide instructions to users on how to enter scores and upload files for SBA. The document provides ORS users with step-by-step instructions on the process, from entering and assigning candidates to groups to email confirmation of successfully uploaded SBA files.

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.

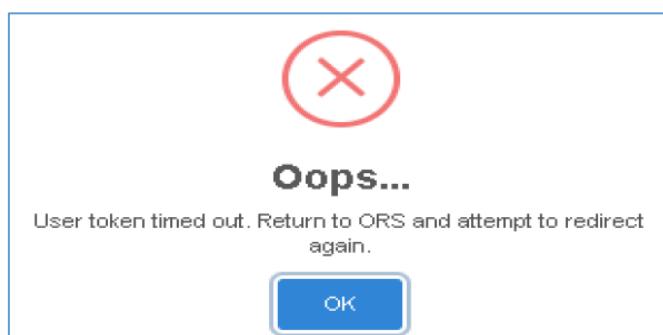
These processes are conducted using the **eSBA** application which is accessed via the ORS.

Redirecting to eSBA

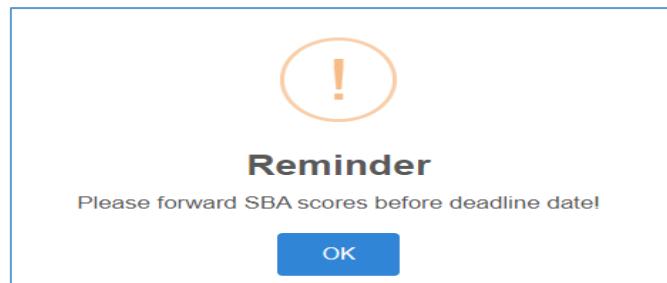
From the home screen in the ORS, Select **SBA Data Capture** from the SBA drop-down box as shown below:



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.

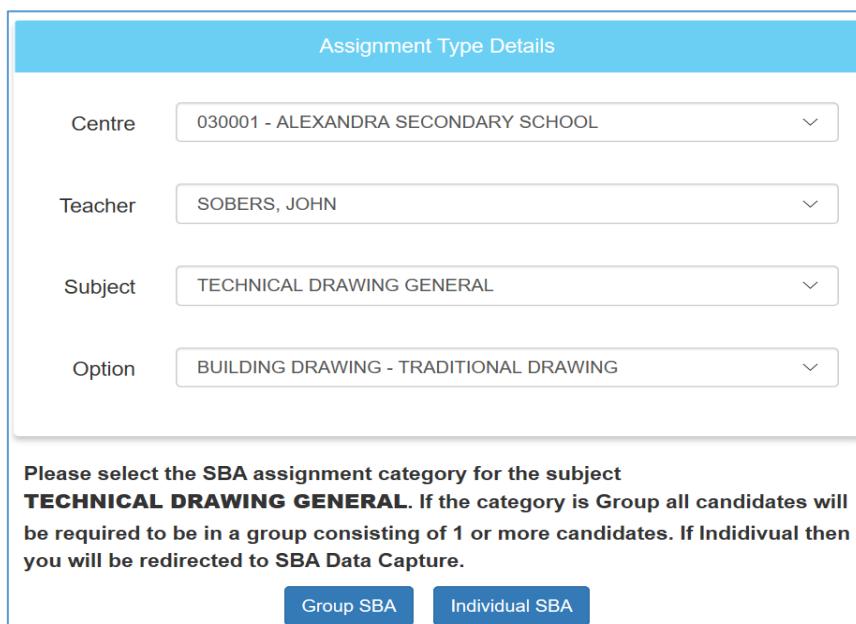


Click <OK> to continue to the SBA Assignment.

Select the SBA Assignment Type

After successfully accessing the eSBA application, the **Assignment Type Details** screen (as shown below) will be displayed.

1. Select the centre, teacher, subject and option (if any).
2. 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).

A screenshot of the "Assignment Type Details" form. The title "Assignment Type Details" is at the top in a blue header. Below are four dropdown menus: "Centre" (030001 - ALEXANDRA SECONDARY SCHOOL), "Teacher" (SOBERS, JOHN), "Subject" (TECHNICAL DRAWING GENERAL), and "Option" (BUILDING DRAWING - TRADITIONAL DRAWING). At the bottom, there is a note: "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." Below the note are two buttons: "Group SBA" and "Individual SBA".

Assign Candidates to Groups

If **Group SBA** is selected for **SBA Assignment Type**, a screen similar to the below 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: 0No. 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

1. Select the **Add a Group** button.
2. 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.
3. After all candidates that belong to the group have been selected, click the **Save** button to save the information for the group.

NB:

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

Grade Capture Details

Centre: 030001 - ALEXANDRA SECONDARY SCHOOL

Teacher: SOBERS, JOHN

Subject: TECHNICAL DRAWING GENERAL

Option: BUILDING DRAWING - TRADITIONAL DRAWING

No. of Groups: 0No. of Unassigned Candidates: 14

1

Best, Miguel (036) BOURNE, RÉ-SEAN (046) Broomes, Antonio (066)
 BROOMES, ANDRÉ (065) Carter, Rashawn (086)

[Save](#)[Cancel](#)

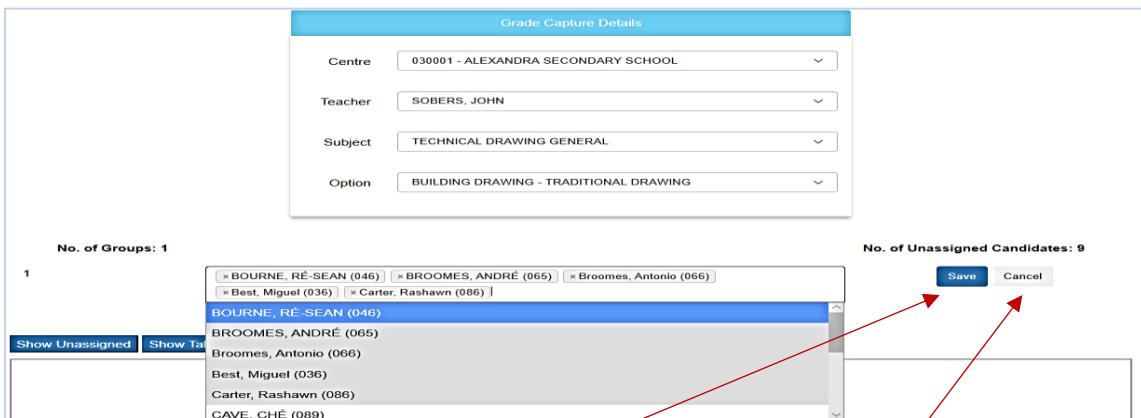
Edit a Group

1. Select the Edit button (green button located to the right of the group).



25 R_SKIN (083) Edit Delete

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



Grade Capture Details

Centre: 030001 - ALEXANDRA SECONDARY SCHOOL

Teacher: SOBERS, JOHN

Subject: TECHNICAL DRAWING GENERAL

Option: BUILDING DRAWING - TRADITIONAL DRAWING

No. of Groups: 1

1 BOURNE, RE-SEAN (046)

No. of Unassigned Candidates: 9

Save Cancel

4. Click **Save** to keep the changes made.
5. 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).



25 R_SKIN (083) Edit Delete

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



No. of Groups: 3

1 ARCH I (016) GAMBL IA (129) HUN fA (169) THOMPSC f (292) Edit Delete

2 DAN (092) GUNNII (154) Edit Delete

10 BOWE (039) Edit Delete

No. of Unassigned Candidates: 35

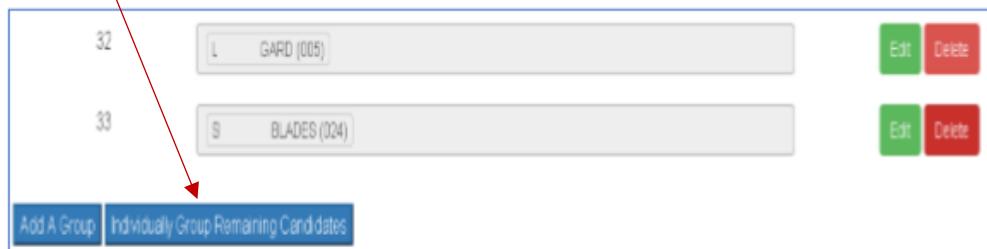
Add A Group Individually Group Remaining Candidates

Show Unassigned Show Table

Individual Grouping of Candidates

The eSBA application also permits the submission of individual SBA from a class. To individually group candidates:

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.



The screenshot shows a list of candidates with their sequence numbers (32 and 33) and names (GARD (005) and BLADES (024)). Each candidate has an 'Edit' and a 'Delete' button. At the bottom of the list are two buttons: 'Add A Group' and 'Individually Group Remaining Candidates', with the second button highlighted by a red arrow.

View Unassigned Candidates

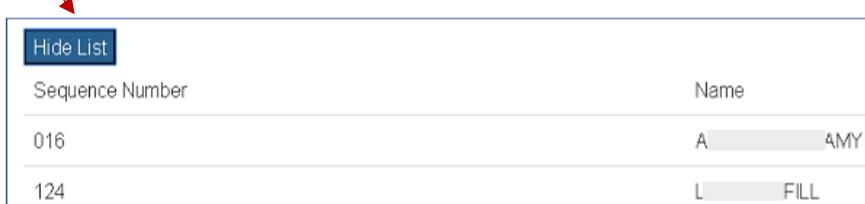
1. To view candidates that are not yet assigned to a group, click the **Show Unassigned** button.



The screenshot shows two buttons: 'Show Unassigned' and 'Show Table'. The 'Show Unassigned' button is highlighted with a red arrow.

2. The unassigned candidates will be displayed.

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



The screenshot shows a table with two rows. The first row has columns for 'Sequence Number' (016) and 'Name' (A MY). The second row has columns for 'Sequence Number' (124) and 'Name' (L FILL). At the top left of the table is a 'Hide List' button, which is highlighted by a red arrow.

Entering Candidates' Scores

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

1. Rank
2. Estimated Grade
3. SBA Scores.

Accessing the Data Capture Screen

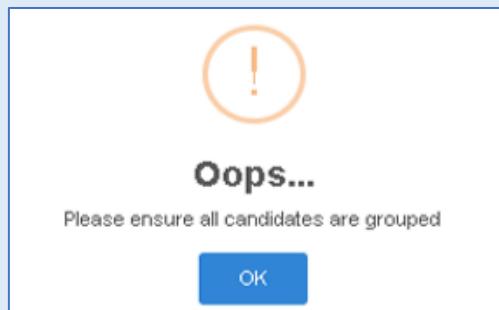
To access the **Data Capture Screen**, click the **Show Table** button.



The screenshot shows a user interface for data capture. At the top, there are two buttons: "Show Unassigned" and "Show Table". The "Show Table" button is highlighted with a red arrow pointing to it. Below the buttons is a table with the following columns: Seq No., First Name, Last Name, Estimated Rank, Grade, Group, (50), Total, and No Sba. The table has one row of data: Seq No. 005, First Name V, Last Name ARON, Estimated Rank 0, Grade N/A, Group 2, (50) 0, Total 0, and No Sba No.

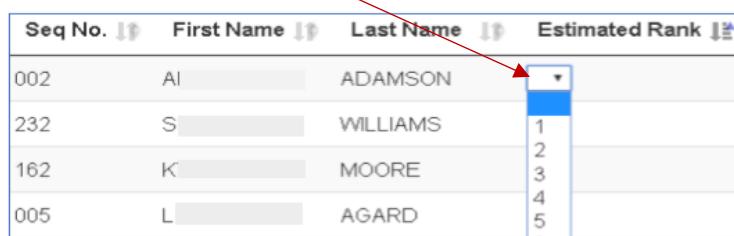
Seq No.	First Name	Last Name	Estimated Rank	Grade	Group	(50)	Total	No Sba
005	V	ARON	0	N/A	2	0	0	No

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



Ranking of Candidates

To rank candidates, click on the drop-down list in the **Estimated Rank** column and select a rank from the list.



The screenshot shows a table with columns: Seq No., First Name, Last Name, and Estimated Rank. The table has four rows of data. A red arrow points to the dropdown menu in the "Estimated Rank" column for the fourth row, which contains the value "005". The dropdown menu is open, showing options 1, 2, 3, 4, 5, and 6.

Seq No.	First Name	Last Name	Estimated Rank
002	AI	ADAMSON	1
232	S	WILLIAMS	2
162	K	MOORE	3
005	L	AGARD	4

Selecting an Estimated Grade

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



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

Entering SBA Scores

1. To enter SBA scores for a candidate, select the column corresponding to each Profile and enter the candidate's score for each Profile.
2. The maximum score for each Profile is displayed in parenthesis beside the Profile number.
3. 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

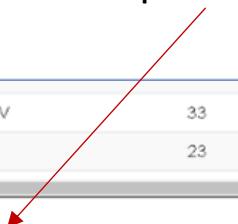
NB:

1. 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.**
2. Additionally, each column heading in the grade table may be used to sort in the relevant column.
3. To indicate a candidate did not submit an SBA, select "Yes" in the **NO SBA** column.
4. Click the **Save** button to save the changes.

Editing Candidates' Scores Offline

Candidates' scores may be edited offline in an Excel format and uploaded to the eSBA system.

1. To edit offline, once the **Data Capture Screen** has been loaded, click the **Export to Excel** button to export the file to Excel.



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

2. An Excel spreadsheet containing the same fields as the Data Capture Screen will be downloaded. See example below.

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

3. After the relevant data has been entered in the Excel spreadsheet, click on the **Upload** button, and select the Excel file OR drag and drop the Excel file into the upload frame.



Click Here or Drag and Drop exported files here
(Selected files are **NOT automatically** uploaded.)

Upload

4. Click the **Upload** button to begin importation of the file.
5. If the data was keyed correctly, the **Data Capture Screen** will be updated.
6. If there are any issues with the data entered, an error message will be displayed. In such cases, correct the errors and attempt to upload again.

Uploading of SBA

The SBA file(s) must be uploaded for **ALL** candidates/groups with SBA scores entered into the ORS. The **CAPE®** and **CSEC®** subjects are listed in Appendix 1.

In the ORS, the “**SBA - Candidates to Upload**” report – which provides the sequence numbers and the names of the candidates to be uploaded – can be used to aid in SBA uploads.

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-Belgrave, Sherrena	1	N
	098	GP2-Clarke, Rulen	2	Y
	171	GP2-Harvey, Akiel	2	Y
	100	GP3-Clement, Destinee	3	N
	181	GP3-Hinkson, Brandon	3	N
	022	GP4-Austin, Kaliel	4	N
	112	GP4-Cumberbatch, Dashawna	4	Y
	092	GP5-Charles, Taj-Jaden	5	Y

Group SBA - The report also provides the candidate number to be used when naming files uploaded for candidates who completed a Group SBA

File Types

The eSBA system will accept files of the same type (e.g., two pdf files) – whether they are loaded individually or in batches – for the same candidate/group **provided that the filenames are different**. (See Appendix 2 for the file naming convention.) However, **if two files of the same type with identical names are uploaded, the most recently loaded file will overwrite the first one**.

Supported File Types

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

- Files must include a file extension
- File name must not include the following characters ,;,"/,\|,?,*
- File names starting with ~ (i.e. temporary files) will fail feed validation

Category	Supported Types	Supported Versions	Limitations
Document	DOCX, DOC, PDF	DOC format: PC – 97 to 2003 Mac – 98 to 2004 DOCX format: PC – 2007 or later Mac – 2008 or later PDF format: v6 or later	A single file must not exceed 200 pages (A4 or letter-sized) and must not include hyperlinks. 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 Audio	MP4, VIDEO/ MPEG (MPEG-4) M4A, MP3		Must not exceed 50 MB and work in all the browsers and platforms.

File Size

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

Zip Files

1. Zip files must be one of the supported types and will be accepted for the following subjects **ONLY**:

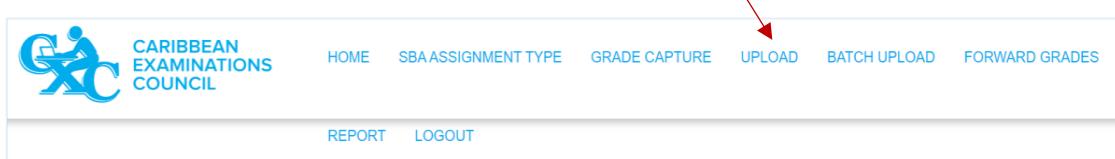
CAPE®	Animation and Game Design
	Computer Science
	Digital Media
	Information Technology
CSEC®	Electronic Document Preparation and Management
	Information Technology

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

Uploading Individual Files

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

1. Select **Upload** from the Main Menu



2. Select the relevant centre and subject.

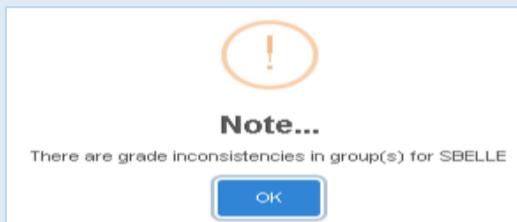
A screenshot of the 'Batch Upload Details' form. It has two dropdown menus: 'Centre' and 'Subject'. Both dropdowns have a small downward arrow indicating they are dropdown menus.

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 or 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:

A screenshot of the Data Upload Screen. At the top, it shows 'SAMPLE 2', 'Teacher: S. BELLE', and 'Candidate(s): S. WILLIAMS'. Below that is a large input field with a cloud icon and the text 'Click Here or Drag and Drop files here'. Underneath it says '(Selected files are automatically uploaded.)'. At the bottom of the input field is a blue 'Upload' button.

3. The candidate's name and the name of the relevant teacher is displayed for each sample to be uploaded.
4. An **Upload** button and drag and drop frame where the file may be dropped are also displayed.
5. 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.

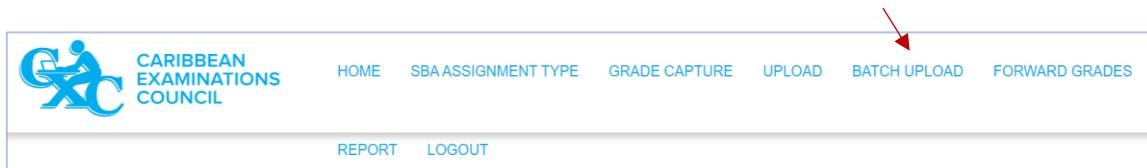


- Click the **Upload** button to upload the file.

Uploading of Batches

A maximum of 2,000 files can be uploaded using the batch upload option. To upload the SBA assignments for all candidates:

1. Select **BATCH UPLOAD** from the Main Menu.



2. Select the relevant centre and subject.

Batch Upload Details	
Centre	COMBERMERE SCHOOL
Subject	ADDITIONAL MATHEMATICS GENERAL

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

Show 10 entries				Search:
Group Number	First Name	Last Name	Uploaded Files	Teacher
1	ABIGAIL	CU	TCH	W. Harrington
3	AMANI	GL		W. Harrington
1	ANDIA	BO		W. Harrington
1	ANTONIO	ATI		W. Harrington
2	ASHLEY	PH		W. Harrington
7	CALENA	BE		M. Mayer
5	CHELSEA	TH		M. Mayer
8	CHELSIE	WE		M. Mayer
2	CHRIS	LIV		W. Harrington
5	DONTÉ	TH		M. Mayer

Showing 1 to 10 of 53 entries

Previous 1 2 3 4 5 6 Next

4. 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.



Click Here or Drag and Drop SBA Sample files here
(Selected files are automatically uploaded.)

5. 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	CAPE	C - 030001000101239090-1.docx (X) B - 030001000101239090CS.pdf (X)	M. Harrington
1	JAHHEEL	BR	C - 030001000101239090-1.docx (X) B - 030001000101239090CS.pdf (X)	M. Harrington
1	MARIEL	CC	C - 030001000101239090-1.docx (X) B - 030001000101239090CS.pdf (X)	M. Harrington
1	QUIANA	WEBSTER	C - 030001000101239090-1.docx (X) B - 030001000101239090CS.pdf (X)	M. Harrington

6. For any files that were not uploaded successfully, the following error message indicating the reason(s) the SBA upload was not successful will appear.

030001000501225090.doc Invalid file name. The first 10 characters should be the candidate's number X

Disclaimer:
On submission of the file or files please ensure:
1. file type selected matches the file content;
2. the work is assigned to the correct candidate or group of candidates;
3. the file naming specifications are met; and
4. the submission is virus free.

Email Confirmation

1. To receive an email confirmation that the SBAs have been successfully uploaded, click the **Send Email Confirmation** button.

Send Email Confirmation

2. Samples should be uploaded for all groups/candidates before clicking **Send Email Confirmation** else the below message will be received.



3. After indicating confirmation of samples uploaded, the following message will be received.

This email serves to inform you that:
file(s) C - 030001140701210090.doc,B - 030001098201210090CS.pdf for CSEC CARIBBEAN HISTORY GENERAL 2 at centre 030001 comprising Rulen Clarke,Abiola Grant,Eboni Forde was uploaded successfully on 4/24/2020,4/24/2020.
file(s) C - 030001169501210090.doc,C - 030001171701210090.doc for CSEC CARIBBEAN HISTORY GENERAL 2 at centre 030001 comprising Leroy Parris,Romario Drakes,Joshua Harry,Zakiya Hall,Akiel Harvey,Latisha Singh was uploaded successfully on 4/24/2020,4/24/2020.

Please ensure that each file contains two documents – 1. SBA file ending in .doc or docx and 2. the Coversheet document ending with CS.pdf, for each SBA uploaded

4. The email should be retained as a record of the submission.

NB:

Teachers/administrators must ensure that:

1. an SBA is uploaded for each candidate/group who completed an SBA;
2. the SBAs are correctly labelled;
3. the files are named as required (see Appendix 2);
4. they scan the files before uploading them to confirm that they are virus-free;
5. they follow the guidelines **provided in this document** for the upload of electronic SBAs;
6. a cover page – **which must be submitted as a separate document** – is submitted with each SBA;
7. the correct SBA is uploaded for each candidate/group;
8. all the required documents are submitted; **CXC®** will **not** issue notification concerning missing documents; administrators should use the quality assurance reports provided in the ORS to confirm that all the required data is submitted;
9. the email address provided in the ORS is current so that confirmation emails can be received and retain, for the school's records, the receipt received after the SBAs have been uploaded.

Moderation

The SBA sampling model will be done at the teacher level for all SBAs. Teacher-level moderation will be applied for both onsite and eSBA.

Mandatory Submission of SBA SCORES AND SBAs

- All SBA SCORES must be submitted electronically via the SBA Data Capture Module of the Online Registration System (ORS). Paper-based submissions will not be accepted.
- All SBAs, except those moderated on-site must be submitted electronically via the SBA Data Capture Module of the Online Registration System (ORS). Paper-based submissions will not be accepted. An SBA must be submitted for each candidate with a SBA score in the ORS, that is all SBAs must be submitted.

SBA Reports

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

- ORS report: **SBA – Candidates with Files Uploaded** – which provides a list of the candidates for whom files have been 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-Clarke, Rulen	Y
	126	GP2-Dral	N
	140	GP2-Fox	N
	157	GP2-Grau	N
	165	GP2-Hall	N
	169	GP2-Han	N
	171	GP2-Han	Y
	247	GP2-Parr	N

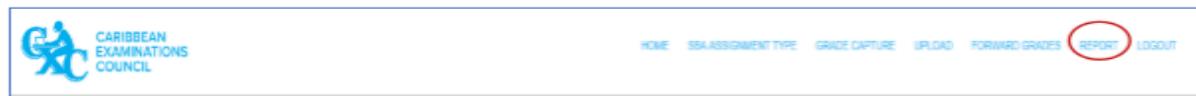
- ORS report: **SBA – Summary of Candidates Uploaded** – which provides the total number of candidates for whom files for each subject have been uploaded.



CARIBBEAN EXAMINATIONS COUNCIL HEADQUARTERS 2019 JUNE CSEC SUMMARY UPLOADED FILES AS OF 04 May 2020	
CENTRE NUMBER: 030001 - ALEXANDRA SECONDARY SCHOOL	
SUBJECT	#CANDIDATES
CARIBBEAN HISTORY GENERAL	17

To view reports on the Data Capture Platform:

1. Select **Report** from the SBA Menu.



The screenshot shows the top navigation bar of the Data Capture Platform. The 'REPORT' option is highlighted with a red oval. Other menu items include HOME, SBA ASSIGNMENT TYPE, GRADE CAPTURE, UPLOAD, FORWARD GRADES, and LOGOUT.

2. Select the report type – either **SBA Samples** or **SBA Sample Uploads** – and the subject from the drop-down lists, then click the **Generate** button to view the report.
3. After the report has been selected, click the **Generate** button to obtain the report.



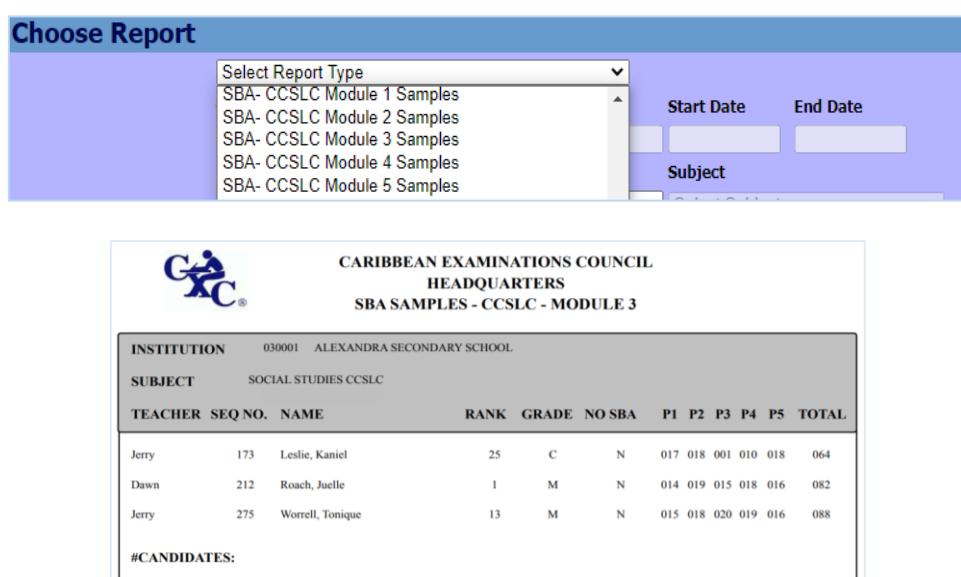
The screenshot shows the 'Report Details' form. The 'Report' dropdown is set to 'SBA Samples'. The 'Subject' dropdown is set to 'INFORMATION TECHNOLOGY GENERAL'. A red arrow points from the 'Generate' button at the bottom right towards the report area.

CCSLC® Module Reports

1. To generate the required samples reports, after entering the scores in the Data Capture Platform, select the **Home** option and return to the ORS .

(Centres should reference the **CCSLC®** circular and generate the ORS report: **SBA – CCSLC Module [#] Samples** – which provides the sequence number and name of the candidates to be uploaded for each module – for the breakdown by module.)

2. Select the desired Module Samples Report from the drop-down list. An example of a report for Module 3 is shown below.



The screenshot shows the 'Choose Report' interface. The 'Select Report Type' dropdown is set to 'SBA- CCSLC Module 1 Samples'. The 'Subject' dropdown is set to 'SOCIAL STUDIES CCSLC'. Below is a table for 'SBA SAMPLES - CCSLC - MODULE 3'.

INSTITUTION	030001	ALEXANDRA SECONDARY SCHOOL									
SUBJECT	SOCIAL STUDIES CCSLC										
TEACHER	SEQ NO.	NAME	RANK	GRADE	NO SBA	P1	P2	P3	P4	P5	TOTAL
Jerry	173	Leslie, Kaniel	25	C	N	017	018	001	010	018	064
Dawn	212	Roach, Juelle	1	M	N	014	019	015	018	016	082
Jerry	275	Worrell, Tonique	13	M	N	015	018	020	019	016	088

3. If the same candidate appears on both required module sample reports, please be guided by the guidelines provided 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”.
4. The SBA Sample report in the Data Capture Platform will provide the full list of candidates for SBA upload. (example below)

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	Car	ael, Loticia	M	8	N	17	18	16	17	16	84		
J Hall	089	13	Der	laheem	C	13	N	16	16	18	18	15	83		
S Clarke	128	28	Grif	aire	C	28	N	14	14	14	11	14	67		
S Clarke	130	29	HAI	OOD, ARAXIE	C	29	N	14	14	14	13	15	70		
J Hall	180	30	Mar	, Joshua	C	31	N	14	11	15	14	13	67		
J Hall	228	40	Se	a	C	41	N	12	12	8	12	12	56		

Total Samples: 6

Frequently Asked Questions

Question	Solution
1. Why are the candidate's name and sequence number not visible in the table of the data capture to allow for the entering of the estimated rank, estimated grade and scores in the ORS?	Check that all registration amendments have been forwarded to the Ministry of Education in your home territory and follow-up with the Ministry/Local Registrar's office to ensure that the amendments have been forwarded to CXC . Once the amendments have been forwarded in the ORS, the candidate should appear in the table to enter the Estimated rank, Estimated grade and SBA score.
2. Why is the list of subjects is not showing in the dropdown box in the Data Capture Platform of the ORS?	When the subject list is empty, the Centre Admin needs to login, select the user and assign subjects to the user who is not seeing the list of subjects.
3. When attempting to upload SBAs, an error message indicating unassigned candidates for the subject is received. How should this be addressed.	<p>(a) Check the ORS report: SBA - Candidates not Entered. Check and confirm that candidates listed on this report for the subject have been assigned and the estimated ranks, estimated grades and scores have been entered.</p> <p>(b) Ensure that the estimated ranks, estimated grades and scores have been entered for all candidates registered for the subject.</p>
4. Why is my email confirmation only showing CS files have been uploaded even though the SBA file has been uploaded as well?	The SBA file might have been overwritten by the CS file. Please re-upload the SBA file and ensure that both files are on the email confirmation before proceeding further

Revised 27 January 2025

LIST OF SUBJECTS BY EXAMINATION**CCSLC®**

Moderation Code	Subject
05129090	Digital Literacy
05118090	English
05122090	French
05130090	Integrated Science
05134090	Mathematics
05143090	Social Studies
05164090	Portuguese
05145090	Spanish

CSEC®

Moderation Code	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®

Moderation Code	Subject
Unit 1 02101090 Unit 2 02201090	Accounting
Unit 1 02102090 Unit 2 02202090	Agricultural Science
Unit 1 02142090 Unit 2 02242090	Animation and Game Design <i>(Zip files permitted)</i>
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 <i>(Zip files permitted)</i>
Unit 1 02159090 Unit 2 02259090	Digital Media <i>(Zip files permitted)</i>
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 <i>(Zip files permitted)</i>
Unit 1 02167090	Integrated Mathematics
Unit 1 02131090 Unit 2 02231090	Law
Unit 1 02132090 Unit 2 02232090	Literatures in English

Moderation Code	Subject
Unit 1 02166090 Unit 2 02266090	Logistics and Supply Chain Operations
Unit 1 02133090 Unit 2 02233090	Management of Business
Unit 1 02134090 Unit 2 02234090	Pure Mathematics <i>(For Units 1 and 2: Submit candidates' tests, mark schemes, solutions)</i>
Unit 1 02144090 Unit 2 02244090	Sociology
Unit 1 02145090 Unit 2 02245090	Spanish
Unit 1 02163090 Unit 2 02263090	Tourism



FILE NAMING CONVENTION

1. Filenames must not include the following characters: “ < > : / \ | ? *
2. Filenames must consist of the following:
 - Candidate Number - 10 digits (numeric)
 - SBA Moderation Code - 8 digits (numeric) (see 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 being 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 therefore be: 100075010001225090-1.

Presentation of Samples

Cover Sheets

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

1. 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).
2. The file name of the cover sheets must consist of the Candidate Number, SBA Moderation Code and Identifier. Using the candidate in the above example, the file name of the cover sheet for the candidate would be 100075010001225090CS which is broken down as follows:
 - Candidate Number - 1000750100
 - SBA Moderation Code - 01225090
 - Identifier - “CS”

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** by selecting the “Microsoft Print to pdf” printer option). The cover sheet must then be uploaded as a pdf.

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 above, 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.

