

Government of the Republic of Trinidad and Tobago

MINISTRY OF EDUCATION

Examinations Section

18 Alexandra Street, St. Clair, Port of Spain, Trinidad and Tobago, W.I.
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MEMORANDUM

TO: Principals of Secondary Schools

FROM: Supervisor of Examinations
Ministry of Education

DATE: 16 January 2013

SUBJECT: **Submission of 2013 CAPE/(O.R.S)S.B.A. FILES & CAPE Samples**

Principals please note the following:

ALL 2013 CAPE DATA FILES are to be submitted online to the Caribbean Examination Council via the (O.R.S.) at the C.X.C website www.cxc.org by **FRIDAY 26th APRIL 2013**.

ALL 2013 CAPE SAMPLES are to be submitted to the Ministry of Education Office, **TRADE ZONE, EL SOCORRO EXT., SAN JUAN**. Schools in the southern area are to submit these samples to the EXAMINATIONS SECTION, VICTORIA EDUCATION DISTRICT OFFICE, SUTTON STREET, SAN FERNANDO. Tobago schools are to be submitted to the TOBAGO EDUCATIONAL DISTRICT OFFICE, DUTCH FORTE PLAZA, MILFORD ROAD, SCARBOROUGH, TOBAGO by **FRIDAY 26th APRIL 2013**.

ADDITIONAL SBA GUIDELINES- NEW

- 1) Principals and Teachers are reminded that **ALL SBA's** except those submitted as part of the selected sample of five (5), must be retained in the Principal's office at the school for inspection, if necessary.
- 2) All SBA's must be labeled to include the following: Candidate's Name, Candidate's Registration Number, Subject, Year and Name of Teacher. The score awarded to the piece must also be clearly noted inside the document.

SUBMISSION OF SBA RECORDS AND SAMPLES

SBA RECORDS

ALL SBA MARKS MUST BE SUBMITTED VIA THE SBA DATA CAPTURE MODULE OF THE ONLINE REGISTRATION SYSTEM (ORS).

- 1) Principals must note that all marks must be submitted online using the O.R.S. System at the C.X.C. website **www.cxc.org** by the deadline date.
- 2) The online application will display all candidates registered for a given subject. The application will only allow the entry of scores for those candidates registered as submitting the **SBA**. For all others e.g Resit, Transfer or Alternate that data entry field will be disabled. All SBA marks, Order of Merit and Estimated Grades, for all candidates for all subjects must be entered before the SBA file is exported under the import/ export menu. Teachers must immediately report to the Principal any errors or omissions noted.
- 3) Principals and Teachers are reminded that in cases where the candidates, SBA scores have NOT been submitted via the ORS for a particular subject, **ALL candidates for that subject** will be reported "Ungraded", even though the sample(s) may have been received.
- 4) Information on all candidates who submitted no assignments should be reported by clicking the NO SBA tab in the ORS system. **Zero scores must not be recorded for these candidates.**
- 5) The deadline for the submission of marks on the ORS system is the **26th April 2013**. Failing to do so a **Late Processing Fee of BDS \$50.00 will be charged for each SBA mark submitted after stipulated deadline date.**

SUBMISSION OF SAMPLES

- 1) All CAPE subjects will be centre- moderated therefore each centre (school) will be required to submit **only one sample**, consisting of the work of a maximum of **FIVE(5)** candidates per subject. The sample will be selected by the ORS system and the SBA sample report will be generated.

You are reminded that:

a) The samples for candidates of each subject must be packaged separately.

Each package must include:

- The completed Moderation of S.B.A. Form with **EACH** Sample. (*Samples without this will not be processed.*)
 - Two copies of the list of candidates selected by the O.R.S System.
- b) The record sheets are **NOT** to be submitted
- c) Ensure that a receipt detailing the records and materials submitted is received when submitting documents.
- d) Submit only the samples selected by the O.R.S system. **No substitutes are to be submitted.**
- e) Submit only **ONE** sample, per subject, per school. **EACH** sample must consist of the work of **FIVE** candidates.

Principals are reminded that if:

Samples are not submitted for a subject, ALL of the candidates registered for SBA at that centre will be reported "Ungraded"

The SBA scores are not to be submitted via the ORS for a subject, ALL of the candidates registered for SBA will be reported "Ungraded" for that subject

The late processing fee of BDS \$250 will be charged for each sample received after the stipulated deadline. No sample will be accepted after 31 July 2013

AMENDMENTS TO CAPE SBA MANUAL

The Principals are reminded that the SBA component in Unit 1 or 2 of Economics, French, Geography, History, Law, Literatures in English, Management of Business, Sociology and Spanish examines skills and attitudes which are cognitively similar across the two Units of the given subject. As a result, candidates who enter for Unit 1 or 2 in different sitting may re-use **ANY** moderated SBA score obtained within the preceding two years. The SBA score may be re-used in either Unit. Or in both Units, irrespective of the Unit in which it was first obtained.

ALL CANDIDATES IN CONTRAVENTION OF THIS REGULATION WILL RECEIVE AN UNGRADED RESULT.

Please note that the CAPE School Based Assessment manual for the Principals may be downloaded from CXC's website, www.cxc.org

1. **CANDIDATES WHO ARE WRITING THE EXAMINATION FOR BOTH UNITS OF ANY OF THE ABOVE MENTIONED NINE SUBJECTS, FOR THE FIRST TIME, AT THE SAME SITTING, MAY OPT TO SUBMIT A SINGLE SBA FOR BOTH UNITS.**
2. **CAPE CANDIDATES MAY RE-USE ANY MODERATED SBA SCORE RECEIVED.**
However, to assist candidates in making decisions about whether or not to re-use a moderated SBA score, the Council will continue to indicate on the preliminary results if a candidate's moderated score is less than 50% in a particular unit. Candidates re-using SBA scores in this way should have been registered as "Re-sit candidates" and should have provided the previous candidate number when registering.

RESIT CANDIDATES

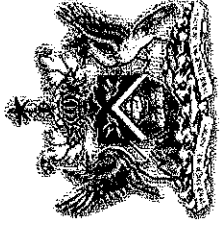
1. **The ORS system will automatically indicate those candidates who are "RESIT/TRANSFER/ALTERNATE" candidates.** Candidates who are repeating the examination and re-using their SBA marks from the previous year, or at most two years, and who have been correctly registered will be recorded as "resit candidates" by the ORS system. Those candidates who are repeating the examination and opt to submit new SBA marks **must be registered as new candidates for the various subjects. The ORS system will automatically register the candidate as submitting the SBA.** Kindly ensure that all teachers clearly understand these requirements.
2. Please note that flyer CAPE Do's and Don'ts highlighting some of the major points pertaining to the CAPE Registration of candidates may be downloaded from the CXC's website www.cxc.org

REQUESTS FOR THE RETURN OF SBA SAMPLE

Teachers should indicate on the SBA label, the samples which are to be returned. All other requests for the return of samples must be received at CXC Headquarters by 28 June 2013. Shipping costs will be indicated subsequently, and requested samples will be returned when the payment is received.



Ms. Joann Bailey-Clarke
Supervisor of Examinations



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MEMORANDUM

TO: Principals of Public and Private Secondary Schools

FROM: Supervisor of Examinations

DATE: 16th January 2013

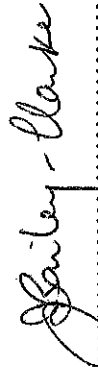
SUBJECT: Submission of 2013 CAPE/ (ORS) S.B.A FILES & CAPE Samples

I refer to my memorandum dated 14th January 2013 on the subject at caption.

Notwithstanding the deadline date therein, I will appreciate in order to avoid Principals having a long wait to submit their documents especially in the last week of the stipulated deadline date. I am proposing the following schedule to alleviate the congestion that occurs during this time:

SCHOOL CENTRE CODES	SUGGESTED DATES FOR SUBMISSION OF MARKS AND SAMPLES
160001 to 160067	Monday 22 nd April 2013
160068 to 160145	Tuesday 23 rd April 2013
160146 to 160199	Wednesday 24 th April 2013
160500 to 160572	Thursday 25 th April 2013
OPEN	Friday 26 th April 2013

I look forward to your cooperation in this matter. If you need any clarification you can contact me at **622-7357** or Mr. Lalloo Hart, CXC Local Registrar at **628-2567**.


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Joann Bailey-Clarke
Supervisor of Examinations



CARIBBEAN EXAMINATIONS COUNCIL

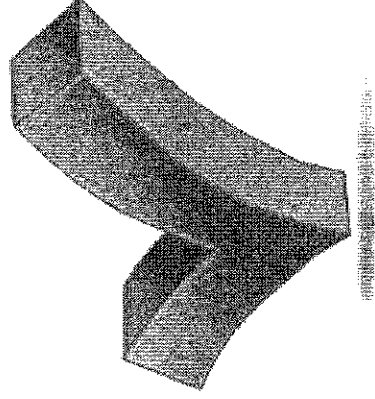
CARIBBEAN ADVANCED PROFICIENCY EXAMINATION (CAPE®)

CAPE® REGISTRATION & SBA DOs and DON'Ts

IMPORTANT INFORMATION FOR PRINCIPALS AND

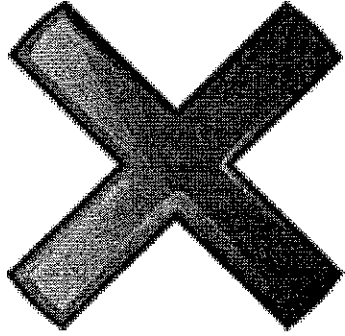
Required Actions

- ✓ Register candidates for SBA when submitting new SBA marks
- ✓ Register candidates for SBA when they are repeating a Unit and submitting new SBA marks
- ✓ Register candidates as Resit when they are reusing the SBA marks from any of the May-June sittings held within the preceding two years
- ✓ Select the **Associate Degree** option when candidates are registering for the seventh (7th) Unit
- ✓ Submit samples and records by stipulated deadline



- ✓ Submit the samples identified by the Online Registration System (ORS). NO SUBSTITUTES WILL BE ACCEPTED
- ✓ Submit all supporting documentation with the samples, for example, moderation sheet, mark schemes, solutions, copy of examination, et_cetera
- ✓ Label clearly and correctly **all** Art & Design work, for example, Candidate No: Piece 1, Piece 2 or Piece 3 by Module and Unit

Avoid Items



- ✗ Do not enter zero (0) for candidates unless that was the mark earned for the SBA
- ✗ Do not enter zero (0) for candidates if no SBA was submitted
- ✗ Do not key SBA marks for candidates who should have been registered as *Resit or Transfer*. If that is done, the ORS would generate a request for samples and the candidates' results would appear as "ungraded" - no sample received
- ✗ Do not change the selection of the sample identified by the ORS
- ✗ DO NOT PACK examination pieces for Art & Design with the SBA pieces
- ✗ Do not submit photographs in lieu of actual work. While photographs are helpful, they DO NOT constitute the actual examination work
- ✗ Do not submit damp batik and tie-dyed pieces

TRANSFER OF SBA MARKS

THERE ARE NINE (9) SUBJECTS FOR WHICH THE SBA MARKS IN UNIT 1 AND UNIT 2 MAY BE TRANSFERRED BETWEEN UNITS:

- ✓ ECONOMICS
- ✓ FRENCH
- ✓ GEOGRAPHY
- ✓ HISTORY
- ✓ LAW
- ✓ LITERATURES IN ENGLISH
- ✓ MANAGEMENT OF BUSINESS
- ✓ SOCIOLOGY
- ✓ SPANISH

GUIDELINES FOR REGISTRATION

The scenarios in the table below are only applicable to the 9 CAPE subjects (listed above) in which the SBA marks are transferrable

Scenario/Case	How to Register	Example
Candidate registering for Units 1 and 2 at the same sitting for the first time – candidate submitting only one SBA	(1) Register for SBA in the Unit for which the SBA is being submitted (2) Register as Transfer in the Unit to which the SBA marks are being transferred	Assuming candidate is submitting the SBA in Sociology Unit 1 and transferring marks achieved to Sociology Unit 2: <u>register candidate as SBA in Unit 1 and as Transfer in Unit 2</u>
Candidate registering for both Units at the same sitting but has registered previously for one of the Units and wishes to reuse the previous SBA marks for both Units	(1) Register as Resit in the Unit which was written previously (2) Register as Transfer in the Unit which will be written for the first time	Assuming candidate submitted SBA for Spanish Unit 1 in 2012 and wants to use the SBA marks for Spanish Units 1 and 2 in 2013: <u>register candidate as Resit in Unit 1 and as Transfer in Unit 2</u>
Candidate registering for one Unit for the first time but has written the other Unit previously	(1) Register as Transfer in the Unit to be written	Assuming candidate submitted SBA for Law Unit 1 in 2012 and wants to use the SBA marks for Law Unit 2 in 2013: <u>register candidate as Transfer for</u> <u>Unit 2</u>
Candidate registering for the same Unit which was written previously – candidate re-using SBA marks from the same Unit	(1) Register as Resit	Assuming candidate submitted SBA for Economics Unit 2 in 2012 and wants to use the SBA marks for Economics Unit 2 in 2013: <u>register candidate as Resit in Unit 2</u>

N.B. If a candidate has not submitted SBA in a particular Unit, the candidate must be registered as Transfer in that Unit, regardless of the number of times the candidate has written that particular Unit within a two-year period.