CCSLC® CSEC® CAPE® ONLINE REGISTRATION SYSTEM (ORS)

SBA, Order of Merit and Practical Examinations Manual for the Centre User

October 2015

TABLE OF CONTENTS

INTRODUCTION

1.	The SBA Manual for the Centre User provides guidance to Teachers and Super Users at the centre who are required to key in, and submit through, the Online Registration System (ORS) SBA marks, estimates of candidates' rank and grades, and marks for practical examinations.

2.	Separate ORS manuals are available for:

(i)	Administrator: Centre and Ministry Users (**CCSLC®**, **CSEC®**, **CAPE®)**
(ii)	Registration: Centre User (**CCSLC®**, **CSEC®**, **CAPE®)**
(iii)	Registration: Ministry User (**CCSLC®**, **CSEC®**, **CAPE®)**
(iv)	Centre User (**CPEA®)**
(v)	Administrator (**CPEA®)**
(vi)	Centre User (RENR)
(vii)	Administrator (RENR)
(viii)	Frequently Asked Questions and Encountered Challenges
(ix)	Administrator and User: Centre and Ministry (**CVQ**).

3.	All Centres whose candidates are registered for the SBA option are required to submit the SBA marks for all subjects through the ORS within the time-frame set by the Ministry. Centres, except those classified as Private, must also submit the estimated grade and ranking (Order of Merit) of each candidate for all subjects through the ORS. Candidates' marks for the Theatre Arts practical examination must be submitted through the ORS as well. Paper-based submissions will not be accepted.

The keying of SBA marks, order of merit and marks for practical examination can only be done by Users assigned in the category of Teacher or Super User.

Acronyms and Definitions

4.	The reader will find the following definitions/acronyms useful when interfacing with the ORS.

i.	**CXC®** – Caribbean Examinations Council

ii.	**CCSLC®** – Caribbean Certificate of Secondary Level Competence

iii.	**CSEC®** – Caribbean Secondary Education Certificate

iv.	**CAPE®** – Caribbean Advanced Proficiency Examination

v. **CVQ** – Caribbean Vocational Qualification

vi. **ORS –** Online Registration System

vii. **SBA –** School Based Assessment

viii. **Alternative Paper** – an examination paper offered to a candidate (registered at a **private** examination Centre) who opts not to submit **SBA** or reuse his/her moderated **SBA** mark achieved at a previous sitting. At the time of registration, the candidate must be registered for the "Alternative" option

ix. **Candidate number** – a 10-digit number assigned to a candidate at each sitting. The number may vary from sitting

x. **Centre number or centre code –** a 6-digit number assigned to each centre. It comprises digits 1 to 6 of the candidate number

xi. **CVQ candidate number** – a 16-digit number assigned to a candidate on first time registration for the CVQ offering

xii. **Former Candidate** - a candidate who was registered for **CSEC**® examinations in 2004 or after, or for any of the other **CXC's** offerings (**CCSLC, CAPE, CVQ**) in 2005 or after

xiii. **Ministry** – the Local Registrar's Office

xiv. **Moderated SBA mark** – the mark awarded by **CXC** after a review process was undertaken of the **SBA** mark/sample submitted by the school or examination Centre. The moderated mark awarded by **CXC** may be higher, lower or the same as the mark awarded by the school (Centre)

xv. **New Candidate** – a candidate who is taking **CXC's** examinations for the first time or was registered for **CSEC**® examinations before 2004 or **CAPE**® examinations before 2005

xvi. **Password –** an anonymous code created by the Administrator or User. It must be used when logging in the ORS. Also, it **MUST** be at least 8 characters in length and include 1 upper case, 1 lower case, 1 digit and 1 special character. Example: JohnDA3$. Here the $ represents the special character. Other special characters include !, @, #, %, &, (, and +. ==The asterisk (*) should not be used as a special character==

xvii. **Private examination Centre** – an examination Centre that is not recognised by the Council as a school or full-time educational institution

xviii. **Private candidate –** a candidate registered at a private centre

xix. **"Re-sit" candidate** – a candidate who is **repeating** a subject (Unit in **CAPE**) **AND is re-using** the moderated **SBA** mark achieved in that subject (Unit) from a previous sitting. At the time of registration, the candidate must be registered for the "Re-sit" option

xx. **Student Portal** – a website (*https://ors.cxc.org/studentportal*) where candidates can view their registration records, individual timetables and examination results

xxi. **UCN** – Unique Candidate Number. It is an eleven digit number: digits 1-4 represent the year in which the UCN was first issued and digits 5-ll are randomly generated numbers

xxii. **User** – any person interfacing with the ORS

xxiii. **USAID** – United States Agency for International Development

xxiv. **USAID Second Chance Programme** – an initiative between USAID and **CXC®** to encourage 'At Risk Youths' to enroll in a programme to gain qualifications at the **CVQ** level or **CCSLC** level

xxv. **User Id** – an identification or name assigned by the ORS when a User is created. The User Id is required when logging in the system.

Online Registration System Application (ORS)

5.   The ORS is a web-based application that operates with browsers Internet Explorer 6 (or later versions) and Mozilla Firefox. **The Google Chrome browser sometimes present challenges when changes are made to the ORS application and its use is not recommended**. It was developed to facilitate the speedy and efficient keying and submission of candidates' registration data, marks for SBA and practical examinations, and queries and reviews.

6.   Candidates' registration data are keyed in the ORS and forwarded by the Centre to **CXC®** via the Ministry. The data files are then loaded by **CXC** into its Examining Processing System (EPS). The processed files are copied back to the ORS and may be accessed through the various reports available in the ORS. There may be some differences between the data keyed in the ORS by the

Centres and the data in the EPS since the data in the latter are unlikely to contain some of the irregularities present in the ORS.

Accessing the ORS

7.   The steps listed below should be followed.

      i.   Connect to Internet

      ii.   Type the URL address: https://ors.cxc.org/

      iii.   Alternatively, the User the can visit **CXC's** website, www.cxc.org , select the *Online Registration and SBA/IA* link and then select the *Launch ORS* link.

Figure 1

8.   Figure 1 will be displayed. The User is required to:

      i.   Enter User Id – to be provided by the Centre Administrator

      ii.   Enter Password – to be provided by the Centre Administrator

       iii.   Select the particular period required from the dropdown arrow

       iv.   Select Login.

9.   The Main Menu screen at Figure 2 below will be presented.

Figure 2

10.   From Figure 2, the User can select from the Menu options: Registration, Generate Sequence Numbers, Import/Export, SBA, Query/Review, Report, Change Password and Logout. Some of the named options carry sub-options from the dropdown arrows – see the table on page 5.

11.   When a User is logging into the system for the first time, the User will be required to change the password assigned. When the password has been changed, the User is automatically logged out and must login again with the new password.

Linkage of Submissions for SBA, Order of Merit and Practical Examinations

12.   The ORS treats as one activity, the submission of marks for SBA and practical examinations, and estimates of candidates' rank and grade. Thus, the ORS will not permit centres to forward the SBA data file to the Ministry unless the:

   i.   SBA marks are keyed for ALL candidates for ALL subjects through the SBA Data Capture facility
  ii.   estimated ranking and grades are keyed for ALL candidates for ALL subjects through the SBA Data Capture facility
 iii.   marks for the **CSEC** Theatre Arts practical examination (Paper 2) and **CAPE** Unit 2 practical examination (Paper 1) are keyed for ALL candidates registered for the subject(s) through the Practical Data Capture facility.

Teacher Assignment

13.   The Teacher Assignment function involves the assignment of teachers to candidates for a particular subject. The Centre Administrator must first create a User account for each teacher then assign the teachers to the subjects they teach. Afterwards, the teachers must be assigned to the candidates they present for examinations. It is recommended that the task of assigning teachers to subjects and to candidates be undertaken at the time candidates are being registered for the various subjects. If this is done at registration, it **would not** be necessary to undertake the Teacher Assignment activity during the SBA phase.

14.   It is necessary for the User keying the SBA marks into the SBA Data Capture module to be assigned to the subject(s). If the Administrator doesn't assign the User to the subjects, the User will not be able to see the candidates when he/she logs into the SBA Data Capture module.
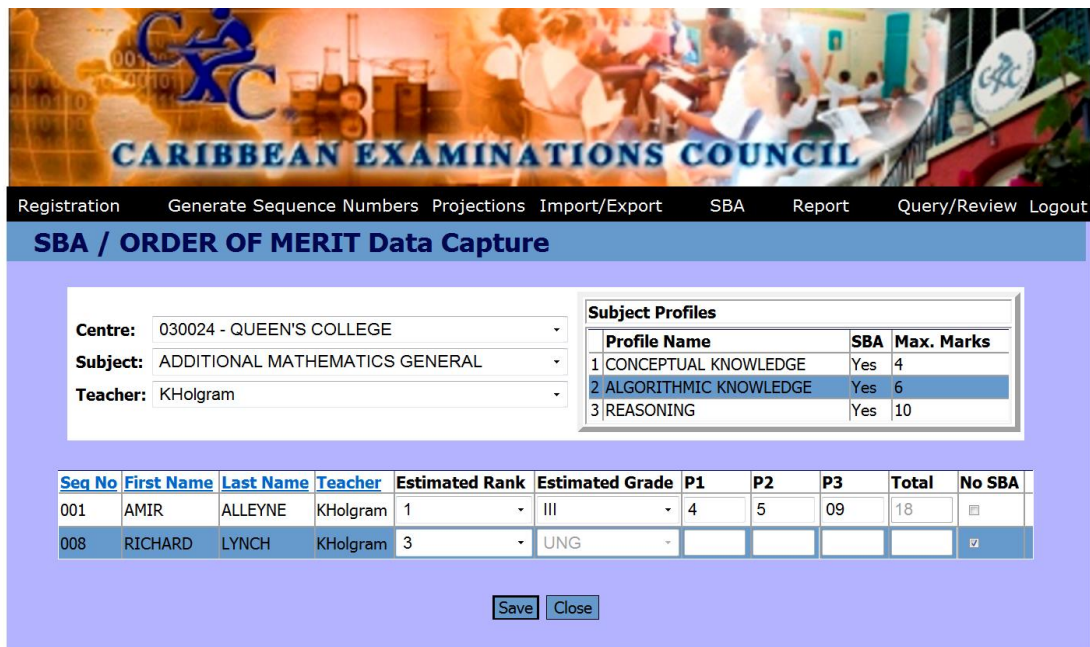
Figure 3

15.   The screen at Figure 3 is generated by selecting the SBA option on the Main Menu screen, then selecting Teacher Assignment from the dropdown arrow. The Centre field is prefilled with the name of the Centre. The User is required to select the name of the Teacher and the relevant subject. Once this is done, the list of candidates available for assignment to the teacher will appear above the Assign and Close tabs as shown in the figure. The candidates tutored by the teacher should be chosen using the Select checkbox(es). If more than one teacher is involved in presenting candidates for the examination, the process must be repeated with each teacher being assigned the appropriate candidates. After the candidates have been chosen, the Assign tab must be selected to complete the process.

SBA Data Capture

The User would be unable to key SBA marks for candidates unless all teachers presenting candidates for examinations are assigned to ALL candidates for ALL subjects. If this activity was not completed at the time of registration, it must be completed through the Teacher Assignment facility during the SBA phase.

Figure 4

16.   Figure 4 shows the screen used for capturing the SBA marks and the estimated rank and grade of the candidates. The User should select the SBA option on the Main Menu screen, then select SBA Data Capture from the dropdown arrow.

17.   The Centre field is prefilled. When the User selects the subject from the Subject field, the Subject Profiles field is populated based on the particular subject. When the User selects the Teacher, the list of candidates assigned to the teacher appears in the table at the bottom of the screen. The User must input the Estimated Rank (the overall position the candidate is likely achieve in the particular subject at the centre), the Estimated Grade (the Grade each candidate is likely to obtain in the subject) and the marks in each of the Profile Names (P1, P2, P3, et cetera) The Total mark field is automatically populated based on the marks in the Profile fields. If the candidate did not submit SBA, the No SBA checkbox must be checked. **0 must NOT be keyed in the Profile fields for candidates who did not submit SBA**. When the No SBA checkbox is checked, UNG (Ungraded) automatically appears in the Estimated Grade field. The system does not allow the User to save marks in the Profile field that are higher than the maximum for the particular profile. The Save button must be selected after the completion of the data input exercise.

18.   The Estimated Rank and Estimated Grade sections must be completed for all subjects including ones without the SBA component. A completed screen for a non-SBA subject would appear similar to that shown in Figure 5.

Figure 5

19.   Private centres are normally exempted from the compulsory completion of the Estimated Rank and Estimated Grade sections.

Practical Data Capture

20.   The screen at Figure 6 is generated by selecting the SBA option on the Main Menu screen, then selecting Practical Data Capture from the dropdown arrow. It is used to capture the candidates' marks for the practical examination for selected subjects. Currently, only the marks for the **CSEC**® Theatre Arts (Paper 2) and **CAPE**® Performing Arts Unit 2 (Paper 1) practical examinations are captured through the ORS.

Figure 6

Before Forwarding SBA File to Ministry

21.   Before the User attempts to forward the SBA data file to the Ministry, the User should generate two reports out of the ORS to ensure that all of the relevant data have been captured. The reports are:

   i.   Candidates Without Scores
   ii.   Candidates Without Rank or Grade

22.   If candidates are found in either of the reports, the SBA data file cannot be forwarded. The candidates' SBA scores, rank or grade must be keyed so that the file could be forwarded.

Forwarding SBA File to Ministry

23.   Figure 7 is generated by selecting the Import/Export option on the Main Menu screen, then selecting Forward SBA from the dropdown arrow. This functionality allows a centre to forward the SBA data to the Ministry. The Ministry is then in a position to forward the SBA data to **CXC**.

Figure 7

24.   When the data file has been forwarded to Ministry, the Ministry Users would be able to view it; when it has been forwarded to **CXC**, the **CXC** Users would be able to view the data.

25.   If the SBA data file was forwarded to Ministry before the **CXC's** official cut-off date, the Centre would not be able to edit. Unlike in the case of registration data, there is no 'Recall' facility. After the official deadline date has passed (post-30 April in case of **CSEC**, and post-31 May in cases of **CAPE** and **CCSLC**), the centre may edit the file and resend it to the Ministry for onward transmission to **CXC**. Changes to the SBA data will incur a fee (per candidate). SBA marks and the marks for practical examinations cannot be amended after the absolute deadline of 31 July. More importantly, SBA marks or samples would not be accepted after the 31 July deadline.

26.   When the Forward SBA button is clicked, the User would be prompted with the question "*You are about to forward the SBA data to the Ministry, Are you sure?*" If 'Yes' is selected, the file would be forwarded to the Ministry.

27.   An Alert is placed on the centre's Main Menu screen informing when the SBA data file was forwarded by the Ministry to **CXC** or if it was rejected by the Ministry.
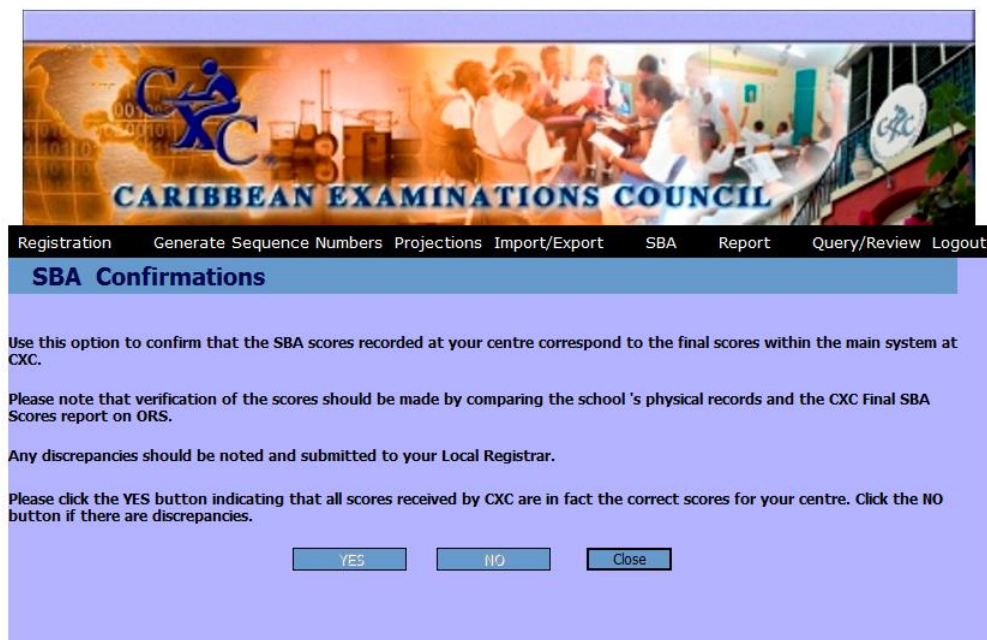
SBA Confirmation

Figure 8

28.   The screen at Figure 8 is generated by selecting the SBA option on the Main Menu screen, then selecting SBA Confirmation from the dropdown arrow.

29.   After the SBA data files have been exported to **CXC**, the files are processed and the data re-posted in the ORS in report form for review by the centres. The User should generate the report '**CXC** Final SBA Scores' and compare the marks in the report with the SBA marks contained in the centre's records (found in the report called 'SBA Scores'). If the marks are the same, the User should select 'Yes'; if there are discrepancies between the marks, the User should select

'No'. Any discrepancies in the marks in the ORS report and those in the centre's records should be brought to the attention of the **CXC** Local Registrar.

Submission of Samples

30.   In order to determine which of the candidates' work should be sent to **CXC** as part of the sample, the User should generate the report in the ORS called 'Subjects for Which to Submit Samples'.

31.   The User is also required to generate the report in the ORS called 'SBA Samples'. This report lists the candidates that comprise the sample group. A copy of the report for each subject should accompany the samples when the samples are being sent to **CXC**.

SBA Declaration Form

32.   Before samples are sent to the Ministry, the User should generate from the ORS the report called SBA Declaration Form/SBA Declaration Form Page 2. The form should be completed by the Principal and sent along with the samples. On the form, the Principal declares that he/she has taken reasonable steps to satisfy himself/herself that the teachers have made a truthful declaration that the SBAs have been carried out and marks assigned in accordance with **CXC's** procedures, and that the samples of work forwarded to **CXC** for moderation have not been prepared and marked specifically for submission.

33.   A copy of the completed SBA Declaration Form should accompany the samples when the samples are being sent to **CXC**.

Electronic Submission of Candidates' SBA Work

34.   With effect from the May-June 2016 CSEC and CAPE sittings, centres will be required to submit electronically the SBA work of candidates in some subject areas. Centres will be provided with a list of subjects and the medium that will be used to upload the electronic files.

REPORTS

Accessing Reports

35.   Figure 9 allows the User to generate reports out of the ORS. It is obtained from the Reports option on the Main Menu screen then selecting Report Selection from the dropdown arrow.

Figure 5

36.   Reports are available in two types of file formats, an Excel spreadsheet and a pdf. Some reports are generated from data keyed directly into the ORS by centres and others are generated from data loaded directly out of **CXC**'s Examining Processing System (EPS). The EPS data (refined) represent data loaded out of the ORS (raw) and 'cleaned up' by **CXC**. The User is given the option to input different parameters (centre code, subject, sequence number, et cetera) to expand or reduce the type of report to be generated.

From time to time, Reports are added to, amended or removed from, the ORS. The User is advised to monitor the Report section for changes.

CXC Final SBA Scores

37.   This report shows the SBA marks awarded by the Centre to the candidates that have been loaded into **CXC's** examinations processing system. The marks are not moderated.

Order of Merit

38.   This report gives the ranking of the candidates in the class and the estimated grade likely to be achieved by each candidate in the various subjects.

Candidates Who did not Submit SBA

39.   This report provides a listing of candidates who did not submit SBA.

Candidates with Zero Scores/Candidates with Late SBA Scores/Candidates with No SBA but have Scores

40.   These reports list the scores received by candidates under the various report heads.

Candidates Without Rank or Grade

41.   This report shows a list of candidates for whom a class ranking or an estimated grade was not provided.

Candidates Without Scores

42.   This report gives a list of candidates for whom SBA marks have not been submitted.

SBA Confirmation

43.   This report should be generated after the User has compared the SBA marks keyed in the ORS (found in the report called 'SBA Scores') with the given in the report called 'CXC Final SBA Scores'.

SBA Declaration Form/SBA Declaration Form Page 2

44.   These reports show the SBA Declaration Form completed by the Principal of the Centre.

SBA Forward Status/SBA Forward Status – CXC to Action/SBA Forward Status – to be Forwarded

45.   These reports show the dates when SBA data-entry began, when and if the data were forwarded to the Ministry and to **CXC**, and whether **CXC** has taken action on the data.

SBA Samples/SBA Samples – Log Book

46.   This report provides the listing of candidates for whom samples have been requested.

SBA Scores/SBA Scores by Total

47.   These reports show the SBA marks submitted by the Centre on behalf of the candidates.

Subjects for which to Submit Samples

48.   This report shows the list of subjects for which SBA samples should be submitted.

CCSLC Module 1 Samples/CCSLC Module 2 Samples/CCSLC Module 4 Samples/ CCSLC Module 5 Samples

These reports give the listing of samples for the various Modules.

END