

GUIDELINES FOR CANDIDATES



**WRITING EXAMINATIONS
OFFERED BY CXC®**

CARIBBEAN EXAMINATIONS COUNCIL

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Table of Contents

PURPOSE	4
DEFINITIONS/ACRONYMS	4
ROLE OF CXC	5
TERRITORIES OFFERING CXC EXAMINATIONS	5
COPYRIGHT	6
COMMUNICATION BETWEEN CXC AND CANDIDATES	6
EXAMINATIONS OFFERINGS.....	6
PREPARATION FOR EXAMINATIONS	6
COMPONENTS OF EXAMINATIONS	7
REGISTERING FOR EXAMINATIONS	8
PERSONAL E-MAIL ACCOUNTS	11
CXC-ASSIGNED E-MAIL ACCOUNTS	11
THE LEARNING HUB	11
UNIQUE CANDIDATE NUMBER.....	11
COMPLETION AND SUBMISSION OF SBA.....	12
THE STUDENT PORTAL	12
ELECTRONIC EXAMINATIONS	12
PUBLISHED DEADLINE DATES	13
FEES FOR EXAMINATIONS.....	13
REFUND OF EXAMINATION FEES.....	13
TIME OF EXAMINATIONS	13
CANDIDATES WHO ARRIVE LATE FOR EXAMINATIONS	14
RESOLVING CLASHES ON CANDIDATES' TIMETABLES	14
IDENTIFICATION OF CANDIDATES	14
DRESS CODE.....	15
EXAMINATION MATERIAL TO BE SUPPLIED BY THE CANDIDATE	15
ANSWER BOOKLETS FOR E-MARKED EXAMINATION PAPERS.....	15
MATERIAL AND EQUIPMENT NOT PERMITTED IN THE EXAMINATION ROOM.....	15
ROUGH WORK FOR E-TEST.....	16
USE OF CALCULATORS	16
USE OF MATHEMATICAL INSTRUMENTS	17
USE OF DICTIONARIES.....	17
USE OF COMPACT DISCMANS	17

USE OF PERSONAL COMPUTERS.....	17
ENTERING THE EXAMINATION ROOM.....	18
LEAVING THE EXAMINATION ROOM WHILE EXAMINATION IS IN PROGRESS	18
CONDUCT DURING THE EXAMINATION.....	18
CONDUCT AT THE END OF THE EXAMINATION.....	19
MISCONDUCT	20
PENALTIES FOR MISCONDUCT	20
CANDIDATES WITH DISABILITIES.....	21
TRANSFER OF CANDIDATES.....	23
CANDIDATES FOR CSEC VISUAL ARTS, CAPE ART AND DESIGN	23
CANDIDATES FOR CAPE FRENCH AND SPANISH	23
ELIGIBILITY FOR RESULTS	23
ISSUE OF PROVISIONAL RESULTS	24
QUERY ON RESULTS	24
GRADING AND AWARDNG SYSTEM	25
ISSUE OF CERTIFICATES/DIPLOMAS/ASSOCIATE DEGREES AND TRANSCRIPTS.....	26
ISSUE OF E-CERTIFICATES.....	27
REPLACEMENT CERTIFICATES/DIPLOMAS/ASSOCIATE DEGREES	27
TRANSCRIPTS.....	27
RETURN OF CANDIDATES' WORK.....	28
DISPOSAL OF CANDIDATES' WORK	28
NEW SUBJECT OFFERING	28

NB. – Notable changes or additions made since the 2019 issue are blocked in green.

Purpose

1. The information provided in this document is intended to provide guidance to candidates who are preparing to write examinations offered by the Caribbean Examinations Council (CXC®). Learners who are planning to register for any of the Council's examinations in the future should also find the document useful.

Definitions/Acronyms

2. For the purposes of this document, the following acronyms/terms have been adopted:

- (i) **Alternative Paper to SBA** – an examination paper offered to a candidate (registered at a **private** examination centre) who opts not to submit an **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. The Alternative Paper at **CSEC** is usually referred to as “Paper 3/2” and that at **CAPE** as “Paper 3/2” (4/2 in the case of the **CAPE** French and Spanish). The Alternative Paper is not offered at **CCSLC** level
- (ii) **CAPE**® - Caribbean Advanced Proficiency Examination
- (iii) **CCSLC**® - Caribbean Certificate of Secondary Level Competence
- (iv) **CPEA**® - Caribbean Primary Exit Assessment
- (v) **CSEC**® - Caribbean Secondary Education Certificate
- (vi) **CXC**® – Caribbean Examinations Council
- (vii) **Candidate number** – a ten-digit number assigned to a candidate at each sitting. If a candidate is registered at more than one centre, the candidate will be assigned a **different candidate number for each centre**. Digits one to six of the candidate number comprise the centre number (code)
- (viii) **Centre number** – a six-digit number assigned to each examination centre
- (ix) **Council** – Caribbean Examinations Council
- (x) **e-Marked Scripts** – candidates’ scripts that were marked electronically
- (xi) **e-Exams (e-Tests)** – examinations that are conducted electronically
- (xii) **External Territories** – territories that are not members of Council
- (xiii) **Local examinations authority** – a Principal, a Head of an Examination Centre, or the Examinations Section in the Ministry of Education (the Overseas Examinations Commission in the case of Jamaica)

- (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) **Participating Territories** – territories that are members of Council
- (xvi) **Private examination centre** – an examination centre that is not recognised by the Council as a school or full-time educational institution
- (xvii) **OEC** – Overseas Examinations Commission in Jamaica
- (xviii) **ORS** – Online Registration System
- (xix) **Regulations** - Regulations for the Conduct of the Council’s Examinations, Definitions, Regulations and Procedures, *Revised September 2008*
- (xx) **“Resit” candidate** – a candidate who is **repeating** a subject or Unit in the case of **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 should be registered for the “Resit” option
- (xxi) **SBA** – School Based Assessment (for **CPEA, CCSLC, CSEC and CAPE**)
- (xxii) **UCN** – Unique Candidate Number

Role of CXC

3. The Caribbean Examinations Council (**CXC**) was established in 1972. The mission of **CXC** is to provide the Region with:

syllabuses of the highest quality; valid and reliable examinations and certificates of international repute for learners of all ages, abilities and interests; services to educational institutions in the development of syllabuses, examinations and examination administration, in the most cost-effective way.

Territories Offering CXC Examinations

4. Candidates from the 16 Participating Territories write examinations offered by **CXC**. The territories are Anguilla, Antigua and Barbuda, Barbados, Belize, The British Virgin Islands, Cayman Islands, Commonwealth of Dominica, Grenada, Guyana, Jamaica, Montserrat, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, and Turks and Caicos Islands.

5. Candidates from four External Territories write examinations offered by **CXC**. The territories are Saba, St Eustatius, St Maarten and Suriname. **Candidates from a fifth External Territory are expected to write examinations in 2021.**

Copyright

6. **CXC holds copyright ownership of all candidates' work, written or practical, produced for examinations.**

Communication between CXC and Candidates

7. **CXC shall not communicate directly with candidates, their parents/guardians or any person acting on their behalf regarding matters such as registration, timetables, SBA, examination results or the issue of certificates. Queries on these matters should be brought to the attention of the Principal in the case of school candidates or to the attention of the Head of the Examination Centre in the case of out-of-school candidates.**

Examinations Offerings

8. **CXC offers the following examinations:**
- (i) **CPEA** - is an assessment of the literacies required by all pupils exiting the primary school system. The core literacies are language, mathematical, scientific and civic;
 - (ii) **CCSLC** - designed to certify the **knowledge, generic competencies, attitudes and values** that all secondary school leavers should have attained. Seven (7) subjects are offered at the June sitting;
 - (iii) **CSEC** – aimed at learners who have reached the end of the secondary education level (16+ age cohort). Thirteen (13) subjects are offered at the January sitting and 35 subjects at the May-June sitting;
 - (iv) **CAPE** – aimed at post-secondary learners entering the world of work and those who wish to continue their further education at the tertiary level (18+ age cohort). Thirty-five (35) subjects (32 subjects carry Units 1 and 2, and three single Unit subjects, Caribbean Studies, Communication Studies and Integrated Mathematics) are offered at the May-June sitting.
9. **A list of the 2020 subject offerings for CCSLC, CSEC and CAPE may be found on CXC's website or by using the URL <https://www.cxc.org/2020-subject-offerings/>.**
10. **National and Professional examinations are also administered by CXC for several regional governments and professional bodies.**

Preparation for Examinations

11. **Candidates should:**
- (i) obtain or have access to the relevant syllabus in order to follow the programme outlined in the syllabus. Electronic copies of syllabuses are available free of cost in the **CXC's** electronic store, <https://cxc-store.com/>;

- (ii) practise responding to questions in **CXC's** past essay-type question papers (usually Paper 02s). Electronic copies of past papers are available in the **CXC's** electronic store, <https://cxc-store.com>;
- (iii) practise responding to questions in **CXC's** past Alternative to **SBA** question papers (Papers 3/2s), if they are private candidates and registered for the Alternative Paper to **SBA**. Electronic copies of past papers are available in the **CXC's** electronic store, <https://cxc-store.com>;
- (iv) visit the FREE online interactive portal for students, www.notesmaster.com, to access additional content on subjects. The content on the portal is presented under discrete headings for **CPEA**, **CCSLC**, **CVQ**, **CSEC** and **CAPE** syllabuses. This was created by educators in the form of Notes, Images, Animations and Video to tap every learning style and assist you in better understanding the subject area.

12. Candidates **must not**:

- (i) practice responding to past **CXC** Multiple Choice question papers (usually Paper 01s);
- (ii) come into contact with “live” **CXC** question papers (examinations not yet administered) either wittingly (intentionally) or unwittingly (unintentionally);
- (iii) candidates found in possession of past **CXC** Multiple Choice question papers or “live” **CXC** question papers are in breach of the Council’s Regulations and subject to the appropriate penalties.

Components of Examinations

13. All **CCSLC** subjects carry an **SBA** component and a Multiple Choice component.

14. All **CSEC** subjects carry a written component. Most of the subjects carry an **SBA** component and a Multiple Choice component. A few subjects carry a practical component external to the **SBA**. French, Portuguese and Spanish carry an oral component.

15. The **CSEC** subjects that do not carry an **SBA** component are French, Human and Social Biology, Portuguese and Spanish.

16. **All** **CSEC** subjects carry a Multiple Choice component except Visual Arts.

17. The **CSEC** subjects that carry a practical component external to the **SBA** or written component are Music (Paper 02), Physical Education and Sport (Paper 02) and Theatre Arts (Paper 02). The Alternative Paper for **CSEC** Biology, Chemistry, Integrated Science and Physics carries a practical component.

18. The **CSEC** subjects that carry the Alternative Paper to **SBA** (for private candidates only) are Additional Mathematics, Biology, Caribbean History, Chemistry, Economics, English A, English B, EDPM, Geography, **Information Technology**, Integrated Science SA, Mathematics,

Office Administration, Physics, Principles of Accounts, Principles of Business, Social Studies and Theatre Arts.

19. All CAPE subjects carry an SBA component and a written component. ALL CAPE subjects carry a Multiple Choice component. A few subjects have a practical component external to the SBA. Communication Studies, French and Spanish carry an aural/oral component.

20. The CAPE subjects that carry a practical component external to the SBA or written component are the Paper 03/2s in Biology, Chemistry and Physics.

21. The CAPE subjects that do not carry the Alternative Paper to SBA option are Agricultural Science, Animation and Game Design, Art and Design, Building and Mechanical Engineering Drawing, Computer Studies, Digital Media, Electrical and Electronic Technology, Food and Nutrition, Performing Arts, and Physical Education and Sport. Private candidates desirous of writing these examinations must complete the SBA requirements. From 2021, Digital Media will have an Alternative Paper to SBA.

22. All CPEA subjects carry an SBA component and a Multiple Choice component.

Registering for Examinations

23. In order to write examinations offered by CXC, candidates must be registered at one of the official examination centres. Prospective candidates should contact the Ministry of Education (OEC in the case of Jamaica) about the names and locations of the examination centres.

24. Candidates are permitted to register at more than one examination centre during any given sitting. Candidates will receive a separate registration number for each centre. On the award of a grade, candidates will receive a certificate from each centre.

25. Candidates should contact a local examinations authority about the deadline dates for registering for examinations. The registration deadline dates published by CXC are normally different from those set by the Ministry of Education in each territory. **Candidates must be guided by the deadline dates given by the Ministry of Education (OEC in the case of Jamaica).**

26. It is recommended that candidates use, at the time of first registration, the names given on their birth certificates. The name used at registration time will appear on the candidate's certificate.

27. The format of the date of birth used by CXC is day, month, year (dd/mm/yyyy).

28. A candidate's registration number consists of 10 digits. Digits 1-6 comprise the centre or school code; digits 7-9 comprise the candidate's sequence number; digit 10 is a check digit which is computer-generated.

29. **Candidates who were registered for CXC's examinations at a previous sitting, must register with the same name format as that provided at the earlier sitting. If a candidate registered as John Marc Brown at one sitting, that is the name he MUST use at all**

subsequent sittings. The candidate must not register as John M Brown, John Brown or any other variation in the name at a subsequent sitting. Candidates who do not follow this directive may be required to pay an Amendment Fee to get their names converged as one name.

30. Candidates who have written **CXC**'s examinations at a previous sitting should provide the person responsible for the keying of the registration data with the candidate number given to them at the earlier sitting. If they have more than one candidate number, then the number from the most recent May-June sitting should be provided. The Unique Candidate Number (**UCN**) is the preferred number that should be provided by candidates who have written examinations at the May-June 2013 **CCSLC**, **CSEC** and **CAPE** sitting or after – see paragraphs 52 and 53.

31. It is necessary for candidates to provide exact details of their previous registration data in order for **CXC** to track their performance over a number of sittings or years. If the performance of a candidate is not linked from one sitting to another, the candidate would not be eligible to:

- (i) carry forward his/her **SBA** marks from one sitting to another;
- (ii) receive a **CCSLC** certificate, a **CSEC** Business Studies certificate, or a **CAPE** Diploma/**CXC**[®] Associate Degree if the examinations were done over more than one sitting.

32. When candidates register for examinations, they should ask the person carrying out the registration to provide them with a printout of the personal and subject details keyed into the registration system. The details can be found in a report called "Subjects Registered" in the **student portal**, <https://ors.cxc.org/studentportal>. Candidates should review the printout to ensure that all details have been entered correctly. Any errors should be brought immediately to the attention of the person responsible for entering the data or the appropriate authority.

33. Candidates must be registered as "Resit" for the particular subject if they are re-using **moderated SBA** marks attained at a previous sitting. When candidates are registered as "Resit", they do not have to submit new **SBA** assignments or marks.

34. For **all CCSLC** subjects, the moderated **SBA** mark achieved, regardless of the level attained by the candidate, may be re-used on two separate occasions immediately following the first sitting. For example, if a candidate achieved a moderated **SBA** mark of 60 per cent in Mathematics at the June 2019 sitting, the candidate would be eligible to register as a "Resit" for that subject at the June 2020 sitting and/or the June 2021 sitting.

35. For **CSEC** subjects with an **SBA** component, the moderated **SBA** mark achieved, regardless of the level, may be re-used at one or all of the sittings within a two-year period following the first sitting. This will come into effect for **SBA** marks submitted from the **May-June 2020 sitting and onwards**. For example, if a candidate achieved a moderated **SBA** mark of 40 per cent in Biology at the May-June 2020 sitting, the candidate would be eligible to register as a "Resit" for that subject at **ALL** the sittings: the January 2021, May-June 2021, January 2022 and May-June 2022.

36. For **all CAPE** subjects, the moderated **SBA** mark achieved, regardless of the level attained by the candidate, may be re-used on two separate occasions immediately following the first sitting. For example, if a candidate achieved an **SBA** moderated mark in Physics Unit 1 at the May-June 2019 sitting, the candidate would be eligible to register as a “Resit” for Physics Unit I at the May-June 2020 sitting and/or the June 2021 sitting. Paragraphs 37-39 present the exceptions for the number of times the moderated **SBA** marks may be re-used.

37. There are seven **CAPE** subjects in which the **SBA** mark achieved in Unit 1 or Unit 2 may be **transferred** between the Units of the same subject. The subjects are Economics, Geography, History, Law, Literatures in English, Management of Business and Sociology. **If candidates complete the SBA in one Unit, they can opt not to complete the SBA in the other Unit.**

38. The re-use of the moderated **SBA** marks in the seven **CAPE** subjects in which the marks are transferrable between Units presents several scenarios. For example, a candidate who registers at the May-June 2019 sitting for Law Units 1 and 2, may opt to complete the:

- (i) **SBA** for both Units 1 and 2; or
- (ii) **SBA** for Unit 1 only and **transfer** the **SBA** mark to Unit 2, or vice versa.

39. If the candidate opted for (i) above, he/she may re-use the **SBA** marks for Unit 1 and Unit 2 to register as a “Resit” at the May-June 2020 sitting and/or May-June 2021 sitting. The candidate may also choose to **transfer** the higher **SBA** mark achieved in one Unit to the other at the May-June 2020 sitting and/or May-June 2021 sitting.

40. If the candidate opted for (ii) above, he/she will be eligible to register as a “Resit” for Unit 1 and as a “Transfer” for Unit 2 at the May-June 2020 sitting. At the May-June 2021 sitting, the candidate will also be eligible to register as a “Resit” for Unit 1 and as a “Transfer” for Unit 2. The **SBA** mark can be re-used up to four separate occasions immediately **following** the first sitting.

41. In order to provide guidance to **CCSLC**, **CSEC** and **CAPE** candidates about their moderated **SBA** marks, a note (#) is placed on the pre-slips issued indicating the subject/Unit(s) in which candidates **did not** achieve 50 per cent or more of the total moderated **SBA** marks. If the # sign is not placed next to a subject, it means that the candidate’s moderated score in that subject/Unit was 50 per cent or more.

42. To be eligible to write the Alternative Paper to **SBA** (Paper 03/2), the candidate must be registered at a private centre. Candidates registered at schools or other full-time educational institutions **are not** eligible to write the Alternative Paper. When candidates register for the Alternative Paper, they **do not have to submit any SBA assignments/marks**. If in doubt, non-school candidates should check a local examinations authority to ascertain whether they are eligible to write the Alternative Paper.

43. Unlike moderated **SBA** marks, marks achieved in the Alternative Paper **cannot** be re-used at a subsequent sitting.

Personal E-mail Accounts

44. Plans are in place that require **ALL** candidates registering for **CCSLC**, **CSEC** and **CAPE** examinations to have a valid e-mail account.

45. The candidate should provide e-mail account to the person or institution that would be responsible for keying the information into the **ORS**. To validate the candidate's e-mail account keyed in the **ORS**, the candidate must respond to a message that will be sent by **CXC**.

CXC-Assigned E-mail Accounts

46. The **ORS** automatically generates an e-mail account for each candidate registered. The candidate's credentials (a username and a password) will be created in the Subject Registered database in the student portal, <https://ors.cxc.org/studentportal>.

47. In order to access the e-mail account, candidates must logon to the URL portal.office.com. Candidates will be required to key their username and then the password.

48. Candidates who do not have a personal e-mail account may use the **CXC** e-mail account to access any correspondence sent by **CXC** to the account. It should be noted that the **CXC**-assigned e-mail accounts are valid at least one year after creation.

The Learning Hub

49. The **CXC** Learning Hub is an e-learning platform that provides learners with a single access point to multiple resources geared towards success in examinations. It supports teaching, learning and assessment of the **CXC** suite of offerings including **CPEA**, **CCSLC**, **CSEC**, **CVQ**, **CAPE** and **CXC-AD**. It includes resources that have been produced by **CXC**, mined from available Open Educational Resources (**OERs**), as well as resources produced by **CXC** external partners.

50. Some of the resources include study guides, interactive syllabuses, specimen papers, exemplars, subject reports, mark schemes and digital toolkits.

51. In order to access the Learning Hub, persons should use the URL <https://learninghub.cxc.org/>. Persons accessing the hub for the first time will be required to have a valid e-mail account and must *Sign Up* on the site in order to access materials.

Unique Candidate Number

52. An 11-digit Unique Candidate Number (**UCN**) is assigned to each candidate who registers for examinations offered by **CXC**. Only one **UCN** will be issued to a candidate for use across ALL levels (**CPEA**, **CCSLC**, **CSEC** and **CAPE**). The **UCN** serves candidates for their lifetime relationship with **CXC** and should be presented when candidates are registering for examinations. The **UCN** will be placed on the candidate's preliminary results slip and certificate.

53. Candidates will be required to use their 10-digit candidate number when taking paper-based examinations or electronic examinations.

Completion and Submission of SBA

54. Candidates are allowed to complete their SBA assignment in groups. The grouping of candidates should be done under the supervision and guidance of the relevant subject teacher.

Candidates' **SBA** marks and samples must be submitted by the school to **CXC** in an electronic format. Candidates should seek the guidance of the relevant subject teacher about the format in which the assignments must be presented for assessment.

The Student Portal

55. Candidates who register for any of the **CCSLC**, **CSEC** and **CAPE** examinations should be given permission by their centre to access the student portal, <https://ors.cxc.org/studentportal>. The portal allows candidates access to their registration details (presented in the form of a Subject Registered Report), timetable and examination results. Centres have the option to block candidates from viewing their examination results.

56. Access to the Subjects Registered Report on the student portal should be available **from 15 November** in the case of the January **CSEC** sitting, **21 January** for the May-June **CSEC** and **CAPE** sittings, and **1 March** for the June **CCSLC** sitting.

57. To access the student portal, candidates require their centre number (six digits), candidate number (ten digits), last name and date of birth. In the case of candidates from Trinidad and Tobago, they may use their Birth Pin number instead of the candidate number for access to the portal. Candidates must also select the relevant examination sitting.

58. The student portal normally remains open to candidates until the end of **September** for the May-June sitting and the end of **April** for the **CSEC** January sitting.

Electronic Examinations

59. **CXC** offers electronic examinations (e-exams or e-tests) at its various offerings including, **CCSLC**, **CSEC** and **CAPE**. E-Exams are available for subjects with the MC component (Paper 01) and essay-type component (Paper 02 and Paper 3/2). Also, candidates will be allowed, under certain conditions, to 'bring their own **devices**' for use in the e-test.

60. A manual called 'A Candidate's Quick Guide to E-Testing' is available on **CXC's** website, <https://www.cxc.org/e-testing-manual/>, to provide guidance to persons who may be interested in taking the e-exams. In addition, there are practice tests available on **CXC's** website, <https://www.cxc.org/demo-etests/>, which seek to get prospective candidates familiar with the e-test platform.

Published Deadline Dates

61. Candidates should exercise caution when observing the various deadline dates published by **CXC** on its website, in the **CXC** Year Planner and in other publications. The deadline dates are normally applicable to the Ministry of Education and/or schools, unless otherwise stated. Candidates are advised to check the relevant local examinations authority to ascertain the deadline dates that should be observed.

Fees for Examinations

62. A list of fees can be found on **CXC**'s website, <https://www.cxc.org/about/examination-fees/>.

63. The Ministry of Education (**OEC** in the case of Jamaica) reserves the right to impose local fees in addition to the fees published by **CXC** in order to cover various administrative costs.

Refund of Examination Fees

64. There are special conditions under which the Council may refund a percentage of the examination fees paid by a candidate who did not write an examination. Candidates should consult a local examinations authority for information on those conditions. One condition for a refund is where a candidate had registered simultaneously at the January and May-June **CSEC** sittings in the same subject(s), and was subsequently successful at the January sitting. In such a case, 90 percent of the candidate's Subject Fee(s) and/or Candidate Fee may be refunded. The request for refund **must** be submitted to the appropriate local examinations authority by 15 March following the release of the January results. Once the refund has been approved by **CXC**, the candidate will be ineligible to write the subject(s) at the May-June sitting.

Time of Examinations

65. Candidates should read their individual timetables carefully so that they would present themselves at the correct time on the day of the examination. **Candidates should read and be familiar with the Notes for Guidance at the back of their timetables.**

66. The candidates' individual timetables for the January **CSEC** sitting are normally issued in the month of November of the year preceding the examinations, those for the May-June **CSEC** and **CAPE** sittings in the month of April in the year of the examinations and those for the June **CCSLC** sitting in the month of May in the year of the examinations. **It is against the Council's Regulations for candidates to write notes on their timetables or deface the timetables.**

67. The usual starting time for examinations in the morning session is 9:00 am and in the afternoon session is 1:00 pm. Examinations may be held outside of these times, if indicated on the candidates' individual timetables or determined by the local examinations authority.

68. Candidates are advised to report for examinations at least 30 minutes prior to the start of the examinations, **unless otherwise advised** by the relevant local examinations authority.

Candidates Who Arrive Late for Examinations

69. Candidates who arrive late (after the start of the examination) may be admitted during the first 30 minutes of an examination session. **Candidates who arrive after the elapsed of the first 30 minutes of an examination, WILL NOT be allowed to take the examination. The candidates will be marked "Absent".**

70. Candidates who arrive after the start of an examination **will not** be allowed extra time to make up for the time lost. The examination must end at the time prescribed on the timetable.

71. A candidate who presents himself/herself for an examination paper which has already taken place **will not** be allowed to write the examination.

Resolving Clashes on Candidates' Timetables

72. The Ministry of Education (**OEC** in the case of Jamaica) in each territory has the authority to resolve timetable clashes. Where two subjects offered by the Council clash on a candidate's timetable, the candidate should immediately consult the Principal or Head of the examination centre at which he/she is registered to ascertain whether the clash can be resolved. If the clash involves a subject of another awarding body, no special provision exists in the Council's Regulations to resolve it. Candidates are advised to consult the master timetables on the website, <https://www.cxc.org/download-timetables/>, to avoid, if possible, registering for subjects that clash on the timetable.

Identification of Candidates

73. The invigilating staff must satisfy themselves as to the identity of EACH candidate.

74. Candidates attending a school or full-time institution **must**:

- (i) present themselves to the examination room in the school's uniform;
- (ii) produce, if requested, the relevant proof of identity such as one issued by a local examinations authority.

75. Candidates attending a private or part-time institution **must** produce the relevant proof of identity such as a passport, national identification card, or a certified photograph issued by a local examinations authority. A candidate **may not** be allowed to write an examination if he/she does not have proof of identity.

76. A female candidate wearing facial attire, whether for religious belief or custom, will be required to reveal her identity to a female member of the invigilating staff. The candidate may request to be taken to a private area or separate room before the attire is removed.

Once the candidate's identity has been established, she will be allowed to replace the attire before commencing the examination.

77. A candidate **must not** impersonate another candidate or allow any person to impersonate him/her in the examination room – see section on Penalties for Misconduct.

Dress Code

78. School candidates should wear their school uniform. Non-school candidates should report for examinations dressed moderately and smartly.

Examination Material to be Supplied by the Candidate

79. Candidates must provide their own pens (**black or dark blue**), pencils (for example, **3B** pencils to answer Multiple Choice questions), erasers, rulers, and where permitted for the specific examination: calculators, dictionaries and geometry sets. Fountain pens and gel pens should not be used especially for examinations where the candidate's script would be marked electronically (e-marked).

80. Candidates should liaise with their Art teachers about the materials that may be taken into the examination room for the **CSEC Visual Arts** and **CAPE Art and Design** examinations.

81. Unless specifically requested, ALL other materials, except those at paragraphs 79 and 80 above, will be supplied to candidates by the invigilating staff.

Answer Booklets for E-Marked Examination Papers

82. Where an examination paper is e-marked, a structured answer booklet will be provided for the candidate's work. The structured answer booklet comes as the question paper and the answer booklet combined.

83. Each answer booklet will have adequate provision for candidates to write their responses with extra space provided at the end of the booklet. Candidates **will not** be provided with single sheets or additional booklets to complete their responses. A new answer booklet would be issued to a candidate only if that booklet was found to be defective. In those instances, the candidate must transfer all the responses to the new booklet.

Material and Equipment NOT Permitted in the Examination Room

84. **MOBILE TELEPHONES**, iPods, MP3/4 players and other electronic devices, whether in the "off" or "on" position.

85. Calculators and dictionaries, **unless specifically stated** that they are permitted for the subject paper.

86. Books, notes, plain paper, bags, boxes of instruments bearing data or any other article bearing data, blotting paper, graph paper or tracing paper. Candidates writing the Alternative Paper to SBA (Paper 03/2) in Law Units 1 and 2 will be permitted to take into the examination room prepared notes on the topic of the year (the topics may be found in the 2015 Law

Syllabus at page 37). Candidates taking the Alternative Paper to SBA (Paper 03/2) in the **CSEC** single sciences are permitted to take into the examination room notebooks and/or any materials relevant to the practical examination. When responding to the appropriate question, candidates may refer to their prepared notes.

87. Unauthorised material and equipment brought into the examination room, **whether the candidate intended to use them or not**, is an offence and subject to the appropriate penalties.

Rough Work for Paper-based Examinations

88. Candidates must write their rough work in the answer booklet in a section provided for the responses or on any of the blank pages at the end of the answer booklet. Rough work for Multiple Choice examinations should be written in the question booklet. See paragraph 89 about candidates' rough work for subject papers that will be done electronically.

Rough Work for e-Test

89. Candidates may be provided with a sheet of plain paper for use as rough work in e-tests. At the end of the examination, candidates must surrender the rough work to a member of the invigilating team before leaving the examination room.

Use of Calculators

90. Once permitted for the specific subject paper, candidates must use only silent non-programmable scientific calculators.

91. Calculators must not be capable of retrieving data stored, performing symbolic mathematical manipulation, integration or differentiation. The calculators must not have the function to communicate with other devices, whether internally or externally. Instruction manuals and external storage media (for example, card, tape, disk, smartcard or plug-in modules) are not permitted in the examination room.

92. Calculators should be battery or solar operated. Calculators requiring the use of an electric supply will not be permitted.

93. Candidates **may not** use pocket organisers, hand-held computers, laptop computers, electronic writing-pads or pen-input devices, calculators with typewriter-like keypads known as QWERTY, calculators with tape, calculators with graphical display, calculators that make noise or talk, **calculators in mobile telephones** or calculators that can connect to the Internet.

94. Candidates will not be permitted to borrow calculators from one another.

95. The use of calculators is permitted in **CCSLC** subjects: Integrated Science and Mathematics.

96. The use of calculators is permitted in the following **CSEC** subjects:

Additional Mathematics, Agricultural Science DA Papers 02 and 03, Agricultural Science SA Paper 02 only, Chemistry, Economics, Geography, Industrial Technology:

Building and Furniture, Industrial Technology: Electrical and Electronic, Industrial Technology: Mechanical Engineering, Integrated Science SA, Mathematics Papers 02 and 3/2, Office Administration Papers 02 and 3/2, Physics, Principles of Accounts, Principles of Business Paper 03/2 only, and Technical Drawing Paper 02 only.

97. The use of calculators is permitted in both Units (unless otherwise stated) of the following **CAPE** subjects:

Accounting, Agricultural Science, Applied Mathematics, Biology, Building and Mechanical Engineering Drawing, Chemistry, Economics, Electrical and Electronic Technology, Environmental Science, Green Engineering, Financial Services Studies, Geography, Integrated Mathematics, Logistics and Supply Chain, Management of Business, Pure Mathematics, Physics, Sociology Paper 01 only, and Tourism Unit 2 Paper 3/2 only.

98. **Prior to the start of the examination sitting, candidates should consult a Mathematics teacher or the Principal/Head of Examination Centre to find out whether the calculators they plan to use are permissible in the examination room.**

Use of Mathematical Instruments

99. The use of mathematical instruments (geometry sets) is permitted in the examinations for **CSEC** Biology (Paper 02 only), Geography, Mathematics (Paper 2 only), Social Studies (Paper 3/2 only) and Technical Drawing. They are also permitted for **CAPE** Applied Mathematics, Building and Mechanical Engineering Drawing, Environmental Science, Geography, Integrated Mathematics and Pure Mathematics.

Use of Dictionaries

100. The use of dictionaries is permitted in the **CAPE** French and Spanish Paper 03. Candidates are also allowed to use one text related to each theme to assist them in answering Section B. Texts that are heavily annotated are not permitted in the examination room, therefore, candidates should seek the assistance of teachers in determining the suitability of their texts for use during the examination.

Use of Compact Discmans

101. The use of Compact Discmans with earphones/headphones is permitted in the **CAPE** French and Spanish Units 1 and 2 Paper 01 examinations. Each candidate will be provided with a compact disc (CD) containing the examination material for his/her individual listening.

Use of Personal Computers

102. Candidates are permitted to use personal computers during the conduct of the **CAPE** French and Spanish Paper 01 examinations. The use of the computers will be limited to the listening and playback of CDs provided by **CXC** for examination purposes. Candidates should check a local examinations authority to obtain the special conditions under which the use of computers would be allowed.

Entering the Examination Room

103. Candidates **must**:

- (i) enter the examination room when advised to do so by the invigilating staff;
- (ii) follow all instructions given by persons invigilating the examination;
- (iii) stop communicating with one another once they enter the examination room. The examination is regarded as in progress when candidates enter the room;
- (iv) sit at the designated seat provided for them.

Leaving the Examination Room while Examination is in Progress

104. A candidate is not allowed to leave the examination room during the first 30 minutes of an examination session unless there are exceptional circumstances. Where a candidate is allowed to leave the examination room temporarily because of a pressing necessity, he/she must be accompanied by a member of the invigilating staff or an attendant.

105. A candidate may be allowed to discontinue work and leave the examination room at any time after the first 30 minutes of an examination session provided that he/she surrenders the question paper and answer booklet. There will be **no re-admittance** to the examination room of the candidate.

Conduct During the Examination

106. Candidates **must**:

- (i) read and follow the instructions on the question paper and those given by the invigilating staff;
- (ii) write on the **front cover** of the answer booklets for essay-type question papers, their name, date of birth, gender, candidate number, centre code, centre name, year of examination, test code and Proficiency/Unit;
- (iii) **sign** the answer sheet provided for Multiple Choice examinations;
- (iv) write their names in **CAPITAL** letters in the designated area on the cover page of the Multiple Choice question booklet;
- (v) indicate to the invigilating staff by raising their hand if the question paper or answer booklet is defective;
- (vi) indicate to the invigilating staff by raising their hand if they are ill or need to go to the washroom.

107. Candidates **must not**:

- (i) engage in dishonest conduct such as cheating or copying the work of other candidates;
- (ii) use any unauthorised means or method to gain an advantageous position over other candidates;
- (iii) leave the examination room without the authorisation of the invigilating staff;
- (iv) give assistance to, or seek assistance from, any candidate in the examination room;
- (v) lend to, or borrow from, any candidate examination materials or equipment;
- (vi) talk to or disturb any candidate while the examination is in progress;
- (vii) use liquid paper (white out) on the Multiple Choice answer sheets;
- (viii) use **pens or light pencils** such as HB, H1 or any other in the H series, to grid responses on the Multiple Choice answer sheets.

Conduct at the End of the Examination

108. Candidates **must**:

- (i) number the questions attempted at the front cover of the answer booklet;
- (ii) ensure that all questions attempted are numbered in the answer booklet;
- (iii) ensure that all relevant details are completed on the answer booklet/answer sheet;
- (iv) tie any loose sheets/rough work to the answer booklet (only applicable to subjects that will not be marked electronically);
- (v) complete the Candidate's Receipt (normally found at the back of the answer booklets) and ensure that it is signed and returned to them (the candidates) by a member of the invigilating staff **on the handover** of the answer booklet or answer sheet;
- (vi) store the Candidate's Receipt in a safe place until the results for each subject have been received and any issues relating to queries or reviews resolved;
- (vii) place the Multiple Choice answer sheet at the front (on the top) of the Multiple Choice question booklet.

109. Candidates **must not**:

- (i) **insert the answer sheet into the Multiple Choice question booklet;**

- (ii) remove from the examination room any Multiple Choice question booklets;
- (iii) copy the Multiple Choice question booklet or parts thereof, or reveal the contents of the question booklet to anyone;
- (iv) remove from the examination room any examination materials including mathematical tables, used or unused answer booklets, et cetera;
- (v) leave the examination room without his/her duly completed Candidate's Receipt;
- (vi) leave the examination room unless instructed by the invigilating staff to do so.

Misconduct

110. Candidates **must not**:

- (i) bring any unauthorised material or devices into the examination room;
- (ii) communicate in any way with other candidates when in the examination room;
- (iii) indulge in any other form of unfair or dishonest practice.

111. Candidates who disobey the Regulations of the Council or otherwise misconduct themselves will be subject to the appropriate penalties.

Penalties for Misconduct

112. A candidate guilty of any misconduct, or unfair or dishonest practice, may have his/her examination papers cancelled, be disqualified and be barred from entry to future examinations offered by the Council. The normal period of debarment of a candidate from examinations is two years.

113. A candidate may appeal any decision of the Final Awards Committee in respect of a disciplinary matter, by giving notice in writing **within 30 days** of being notified of the decision. The notification should be made through the relevant local examinations authority.

114. The penalties for offences committed are given in the table below.

OFFENCE	PENALTY
Possession of mobile telephones or other electronic devices (found on the person during the conduct of an examination), whether in an " off " or " on " position.	Cancellation of the results in the subject.
Repeated possession of mobile telephones or other electronic devices (found on the person in more than one examination at the same sitting).	Disqualification from the sitting.

OFFENCE	PENALTY
Possession with defiance (candidate displays defiance and ignores instructions from Supervisor/Invigilator with respect to the telephone or other electronic device).	Disqualification from the sitting.
Possession and use (candidate uses the telephone or other electronic device during the examination).	Disqualification from the sitting.
Copying from, or collusion with, another candidate(s) in the examination room in one examination paper.	Cancellation of the results in the subject. If the evidence in the script(s) indicates that the candidate(s) copied from was/were party to the copying/collusion, the same penalty is imposed.
Unruly conduct: failure to obey instructions given by the invigilating staff.	Loss of a grade (mark down of grade), depending on the gravity of the offence.
Unruly conduct: conduct in the examination room which interferes with the proper administration of the examination.	Cancellation of the results in the subject.
Removal of CXC confidential material from the examination room.	Cancellation of the results in the subject.
Unwittingly obtaining examination question papers or related material beforehand.	Cancellation of the results in the subject.
Wittingly obtaining examination question papers or related material beforehand.	Disqualification and debarment.
Copying items and taking them from the examination room.	Cancellation of the results in the subject.
Plagiarism, for example, in SBA assignments and artwork.	Cancellation of the results in the subject.
Persistent copying from, or collusion with, another candidate(s): occurring in more than one examination session.	Disqualification (cancellation of results for all subjects).
Persistent unruly conduct: occurring in more than one examination session.	Disqualification (cancellation of results for all subjects).
Taking textbooks, worked answers including artwork and notes related to the examination into the examination room.	Disqualification - cancellation of results for all subjects.
Tampering with scripts after they have been submitted for marking.	Disqualification and debarment.
Conspiring to tamper with scripts after they have been submitted for marking.	Disqualification and debarment.
Impersonation.	Disqualification and debarment.

Candidates with Disabilities

115. Candidates with physical, psychological, or other disabilities may be given, on request, sympathetic consideration with regard to having special arrangements made to allow them to write the examinations. Such request, if not made at the time of the candidates' entry, should be made as soon as it is believed that the candidates' disability may require special accommodation arrangements.

116. Candidates may be given special consideration if they fall into any of the categories below.

- (i) **Reading Accuracy:** they are likely to experience severe difficulty in reading the examination material with sufficient accuracy to avoid making mistakes that will affect the understanding of what they read.
- (ii) **Reading Speed:** their speed of reading is so slow that they lose the sense of what has been read.
- (iii) **Spelling:** their very weak spelling ability creates difficulties which significantly slow their work rate.
- (iv) **Handwriting Speed:** their writing speed may be so slow, that they will be unable to complete the paper without special assistance.
- (v) **Handwriting Legibility:** they may be unable to write legibly even if given additional time to complete the examination.
- (vi) **Sight Problems:** they may be blind or visually impaired.
- (vii) **Illness:** they may be recovering from illness as a result of injuries, surgery, et cetera.
- (viii) **Psychological disorders:** they may be suffering from psychological disorders such as dyslexia and attention deficit disorders.

117. Some of the services made available to candidates with special needs include use of: an Amanuensis, a Reader, an Interpreter for the hearing impaired, a Practical Assistant, and specialised equipment (Word Processor, Braille machine, etcetera) and software (screen reader).

118. Modified question papers in the form of Braille, Enlarged Print and CDs (where text is converted to audio – suited to the visually impaired candidates not familiar with Braille) are also provided to candidates with special needs. There are deadlines established for making requests for these modified question papers.

119. Candidates may be given special consideration due to exceptional circumstances beyond their control, if they have been prevented from sitting a paper(s) for a subject, or if they consider that their performance in any paper(s) has been seriously impaired.

120. On the day of the examination, a candidate whose examination work is affected by adverse circumstances should inform the invigilating staff at the centre before, during or soon as possible after the examination. In appropriate cases, the candidate may be required to provide a medical certificate to the invigilating staff or to the relevant local examinations authority.

Transfer of Candidates

121. Candidates are not allowed, **except in very special cases**, to change the examination centre where their registration took place.

122. Candidates registered at one centre may apply to write their examinations at another centre, either in the same or in another territory. Candidates should seek guidance from the relevant local examinations authority on the correct procedure to follow when requesting a transfer. The deadline dates by which the request for a transfer must be made should also be obtained from a local examinations authority.

123. **Within the same territory:** candidates may seek a transfer from one centre to another within the same territory. Approval of the transfer is at the discretion of Ministry of Education (**OEC** in the case of Jamaica).

124. **From one territory to another:** candidates who are relocating to another territory, whether on a permanent or temporary basis, may seek a transfer or permission to write examinations in the territory. Approval of the transfer is at the discretion of the Ministry of Education (**OEC** in the case of Jamaica) in the territory where the candidates will be relocating.

125. A Transfer Fee (BDS\$27.00) must be paid to complete the transfer. The Transfer Fee should be paid, preferably, in the territory where the original registration took place. If the transfer necessitates the delivery of separate question papers to the centre of transfer, the candidate may be required to meet the delivery charges. The local examinations authority in the territory where the examination will be held reserves the right to impose a fee to cover any administrative costs it may incur.

Candidates for CSEC Visual Arts, CAPE Art and Design

126. The question paper for **CSEC Visual Arts** is given to candidates in mid-April for the examination which normally commences in the first or second week in May.

127. The question papers, not Paper 1, for **CAPE Art and Design** are given to candidates in mid-April for the examinations which normally start in the second or third week in May.

Candidates for CAPE French and Spanish

128. ALL candidates, except those registered as “Resit”, for the **CAPE French and Spanish** examinations, are required to take an oral examination. Candidates, particularly those registered at private examination centres, are advised to consult the relevant local examinations authority about the dates scheduled for the oral examinations.

Eligibility for Results

129. Candidates **MUST** sit **all** papers and, where applicable, meet the **SBA** requirements stipulated in the syllabus in order to receive an award in the subject/Unit.

130. A candidate who is marked “Present” for a session but for whom no script was received for that session will be reported “**Ungraded**” in the subject.

131. A candidate who does not submit **SBA**, notwithstanding completion of the externally assessed components of the examination, will be reported “**Ungraded – SBA component not received**”.

132. There are special conditions under which the Council may award an “Assessed Grade” to a candidate who did not write all the components of an examination. Candidates should consult a local examinations authority to find out those conditions.

Issue of Provisional Results

133. Preliminary examinations results in the form of a Preliminary Results Slip (pre-slip) will be issued to the Ministry of Education (**OEC** in the case of Jamaica) on the scheduled dates.

134. The results will be placed on the student portal on the date published in the **CXC** Year Planner.

135. On receipt of the pre-slips, candidates should review them carefully to ensure that they receive results in **ALL** the subjects written.

136. An enquiry should be made **immediately** to the relevant local examinations authority about results not received or where a grade has not been issued.

Query on Results

137. A candidate who receives a note on his/her pre-slip marked “**Withheld FAC**” or “**Cancelled**” should also receive a letter explaining the reason for the Withheld or Cancelled results. If a letter was not received, the candidate should **immediately** seek clarification from a local examinations authority on the reason for the results being withheld or cancelled.

138. A candidate who receives a note on his/her pre-slip marked “**Withheld Registration**” should **immediately** seek clarification from a local examinations authority on the reason for the results being withheld.

139. Candidates who do not receive results in a subject/Unit must bring the issue **immediately** to the attention of the relevant local examinations authority.

140. **Candidates are usually given a limited period to raise queries concerning their results.** They should consult the relevant local examinations authority about the deadline for the submission of queries. **Queries received outside of the deadline period WILL NOT be processed.**

141. Candidates who receive results but are of the opinion that they should have received a better Grade in the subject/Unit, may request, through the relevant local examinations authority, a review of their script(s). The fees for script reviews are given on **CXC**’s website, <https://www.cxc.org/about/examination-fees/>.

142. **Candidates are usually given a limited period to raise requests for a review of their scripts.** They should consult the relevant local examinations authority about the deadline for

the submission of requests for reviews. **Requests for reviews received outside of the deadline period WILL NOT be processed.**

143. The script review policy is currently under review.

Grading and Awarding System

144. The awards normally made by **CXC** to candidates are given below:

- (i) **CSEC** Subjects – candidates’ performance in each subject will be classified as falling into Grades I-VI with Grade I being the highest level of attainment.
- (ii) **CSEC** Profiles – candidates’ grades will be classified in terms of performance on the profile dimensions associated with the subject. Profiles range from A to F, with A being the highest level of attainment.
- (iii) **CSEC** Business Certificate – awarded for successful completion within a five-year period in a cluster of Business Studies subjects, in addition to English A and Mathematics which are compulsory subjects. Candidates must achieve Grades I-III in at least five subjects.
- (iv) **CAPE** Units - candidates’ performance in each Unit will be classified as falling into Grades I-VII with Grade I being the highest level of attainment.
- (v) **CAPE** Modules – candidates’ grades will be classified in terms of performance on the Modules associated with the subject. Module grades range from A to G with Profile A being the highest level of attainment.
- (vi) **CAPE** Diploma – awarded on the successful completion of six Units, including Caribbean Studies, within a five-year period.
- (vii) **CXC**[®] Associate Degree – awarded for successful completion of eight Units, including Caribbean Studies, Communication Studies and Integrated Mathematics, within a five-year period. See paragraphs 150-156 below.
- (viii) **CCSLC** Certificate – awarded for successful completion within a five-year period of five **CCSLC** subjects with English and Mathematics being compulsory. The **CCSLC** Certificate may also be awarded if the candidate obtains a combination of **CCSLC** subjects including English and Mathematics, and :
 - (a) subjects (Grades I-IV) chosen from **CSEC** Technical and Vocational Education and Training (TVET) and Business Studies programmes or **CSEC** Creative and Expressive Arts programme;
 - (b) subjects in the TVET and other programmes certified by other awarding bodies;
 - (c) subjects in the Caribbean Vocational Qualification (CVQ) Level 1 programme available in the Region;

- (d) subjects in any locally certified enrichment programme which satisfy the criteria set by **CXC**.

145. A single **CCSLC** certificate will be awarded after a candidate achieves a minimum grade of “Competent”. The grading categories are Master, Competent, and Developing Competence with Master being the highest level of attainment.

146. **CXC** also offers Regional Awards to candidates for outstanding performance at the May-June **CSEC** and **CAPE** sittings.

Issue of Certificates/Diplomas/Associate Degrees and Transcripts

147. Certificates/Diplomas/Associate Degrees and Transcripts will be issued to the Ministry of Education (**OEC** in the case of Jamaica) on the published date in the **CXC** Year Planner.

148. The **CSEC** Business Certificate is automatically awarded to each candidate who qualifies for the award.

149. The **CAPE** Diploma is automatically awarded to each candidate who qualifies for the award.

150. The **CXC**® Associate Degree and Transcript are awarded to candidates who register for the Associate Degree programme. Once the candidate has registered for the **10th Unit in the new programme**, the particular Degree option must be chosen by the person keying the registration data on behalf of the candidate.

151. In brief, the **CXC**® Associate Degree is offered in two broad areas, the Arts and the Science. In Arts, there are twelve (12) areas of specialisation and in Science, there are nine (9) area. Full details on the new programme may be found in the Handbook of **CXC**® Associate Degrees on **CXC**'s website or by using the URL, <https://46i48i108maaxssg8uyuvr10-wpengine.netdna-ssl.com/wp-content/uploads/2019/04/CXC-AD-Handbook-Revised-October-2018-Effective-2019.pdf>.

152. The first set of awards in the new programme is expected at the May-June 2021 **CAPE** sitting. Although the areas of specialisation are similar to those in the previous programme, there are some changes that will affect a candidate's eligibility for an award. These include:

- i. ten (10) Units are required instead of eight (8);
- ii. Integrated Mathematics OR any one Unit of Mathematics (Applied or Pure) may be used as one of the General Education (compulsory) Units;
- iii. one (1) Unit must be completed from the Humanities and Fine Arts cognate;
- iv. one (1) Unit must be completed from the Natural, Physical Science and Technology cognate OR from the Social and Behavioural Science cognate.

153. Candidates who started the Associate Degree programme prior to the new programme **will be eligible to qualify for the CXC® Associate Degree under the eight-Unit programme.**

154. Candidates who **do not** indicate at registration time the type of Degree to be awarded, will be required to pay a fee (BDS\$150) if they apply for the award after the **15 March** in the same year in which they become eligible for the award. The fee applicable can be found on **CXC's** website or by using the URL <https://www.cxc.org/about/examination-fees/>.

155. The Transcript is issued to candidates at the same time as the issue of the Associate Degree.

156. Certificates/Diplomas/Associate Degrees not collected by candidates from the school after **two** years may be returned to the appropriate local examinations authority for disposal. Where a certificate/Diploma/Associate Degree has been destroyed by the local examinations authority, a candidate desirous of obtaining a replacement must pay the fee and follow the procedure outlined at paragraphs 158-160 below.

Issue of e-Certificates

157. An e-Certificate is a certificate issued electronically to a candidate using Blockchain technology. **E-Certificates (commonly known as Blockcerts or e-Certs) were piloted to a cross-section of candidates who took examinations at the May-June 2018 CSEC and CAPE sittings and to candidates who took examinations at the January 2019 CSEC sitting. The pilot has been completed and an evaluation of the pilot is being undertaken. Candidates will be informed when the programme will resume.**

Replacement Certificates/Diplomas/Associate Degrees

158. Candidates may request replacement of certificates/Diplomas/Associate Degrees that were lost, misplaced, destroyed or stolen.

159. The procedure for making an application for a Replacement Certificate/Diploma/Associate Degree as well as the application form is given on **CXC's** website, <https://www.cxc.org/my-account/>.

160. After candidates have created an account on the website, the fees for a Replacement Certificate/Diploma/Associate Degree will be calculated.

Transcripts

161. Candidates may request that a transcript be sent to an educational institution, prospective employer or any other institution. The transcript is a confirmation of the performance of a candidate at a particular sitting. Candidates **do not** receive copies of the transcript directly although they receive notification when the statements have been sent to the institution.

162. The procedure for applying for a transcript as well as the application form is given on **CXC's** website, <https://www.cxc.org/my-account/>.

163. After candidates have created an account on the website, the fees for a transcript will be calculated.

Return of Candidates' Work

164. Scripts including production pieces submitted for examination purposes in **CSEC** Visual Arts and **CAPE** Art and Design will **not** be returned to candidates.

165. **SBA** work may be returned to candidates on request. The request should be made through the school (examination centre) or the Examinations Section of the Ministry of Education (**OEC** in the case of Jamaica) in the case of private candidates. Please contact the relevant authority about the deadline for the submission of requests for return of the **SBA**.

Disposal of Candidates' Work

166. All unclaimed, returnable **SBA** work will be disposed by **31 October** in the year of the examination.

New Subject Offering

167. **Digital Literacy will be introduced at the June 2021 CCSLC sitting.**

20 March 2020

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