



Government of the Republic of Trinidad and Tobago

MINISTRY OF EDUCATION

Education Towers, No.5 St. Vincent Street, Port of Spain, Trinidad
www.moe.edu.tt

MEMORANDUM

TO: Principals of Secondary Schools

FROM: Supervisor of Examinations
Ministry of Education

DATE: 24 February 2017

SUBJECT: **CSEC Examinations, May/June 2017: Submission of SBA Scores, Samples and Practical Scores.**

1. SBA SCORES

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

Deadline for the Submission of SBA Scores

- Principals must export the electronic files to the Local Registrar's office by the 13 April 2017; and must notify this office of any problems experienced in the submission of the SBA data.
- **Late SBA scores: Scores submitted after 30 April and before/on 31 July must be submitted via the ORS only. Paper-based submissions will not be accepted.**
- **A Late Processing Fee of BDT\$50.00 will be charged for each SBA score submitted after 30 April 2017. No SBA scores will be accepted after the Absolute Deadline of 31 July 2017.**

Submission of Practical Scores

The scores for **Theatre Arts Paper 021, 022, 023** must be entered/keyed via the Data Capture Module of the ORS.

Reminders

Teachers must be reminded to:

- ensure that the correct SBA score is assigned to each candidate;
- select “No SBA” for candidates who did not submit an SBA. Zeros must not be entered for these candidates;
- submit changes to SBA scores through the ORS; and
- verify the accuracy of the scores keyed into the ORS, especially for the following subjects:

Subjects	Maximum Score	Comment
<ul style="list-style-type: none">• Textiles, Clothing and Fashion• Food, Nutrition and Health• Family and Resource Management	60	The sum of the scores for the three Practical Assignments (20 marks each) must be keyed under Profile 3 (P3)

Order of Merit

In accordance with the Council’s Regulation 12.1, the Order of Merit list for each class must be submitted to CXC. The SBA Data Capture Module of the ORS should be used for the submission of the Order of Merit of candidates.

Principals and teachers should note that the SBA scores, 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 of the ORS. Teachers are asked to note that Rank Order and Estimated Grades must be based on candidates’ overall performance over the period of preparation for the examination and NOT SOLELY on the SBA scores.

Receipts from the Local Registrar’s Office

Principals must ensure that they receive from the Local Registrar’s office, notification that the scores were received by the Local Registrar.

Verification of Data

Principals must remind teachers to verify the data submitted.

2. SBA SAMPLES

Deadline for the Submission of SBA Samples

- All samples, except those moderated on site, must be submitted electronically. Paper-based submissions will not be accepted. Principals must adhere to the deadlines.
- The Late Processing Fee of BDS\$250.00 will be charged for each sample received after the stipulated deadline. No samples will be accepted after the Absolute Deadline of 31 July 2017.

Guidelines for the Selection of Samples

- After the SBA scores have been keyed into the SBA Data Capture Component of the ORS, a list of selected samples will be generated.
- Teachers must submit the samples selected. **Substitutes will not be accepted.**

- Principals and teachers may obtain additional information from the **School Based Assessment Manual for Principals, which is posted on the CXC website (www.cxc.org).**

Submission of Samples – Group Work

- Group work is encouraged.
- The group size is determined by the teacher. (Candidates must be assigned to groups in the ORS.)
- It is expected that all candidates in a group would be assigned the same score.

Submission of Samples - Centre Moderation

ALL subjects will be centre moderated. i.e. only **ONE** sample, **consisting of the work of FIVE candidates/groups**, must be submitted by the school for a given subject, regardless of the number of persons teaching the subject. (If fewer than five candidates are registered for the subject, the work of all candidates must be submitted. If the candidates registered for the subject are assigned to fewer than five groups, the work of all groups must be submitted.)

Submission of Samples - On-Site Moderation

Samples for Agricultural Science, Biology, Chemistry, Integrated Science, Music, Physics, Technical Drawing, Visual Arts and the Industrial Technology subjects must be moderated at the school by the relevant Moderators. Teachers must ensure that the samples are available for assessment by the Moderators.

Samples to be Submitted only if Requested - Random Sampling

- Random sampling will continue to be implemented for **Caribbean History, Principles of Accounts, Principles of Business and Technical Drawing**. The Local Registrar and the relevant Principals will be informed of the centres required to submit samples for these subjects.
- SBA SCORES for these four subjects must be submitted by ALL CENTRES.

- Samples for these subjects should not be submitted unless specifically requested by CXC.

Presentation of Samples

Cover Sheets

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

Title Page

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

- Year of the Examination
- Subject
- Candidate Number(s)
- Candidate Name(s)
- Title of the project (if applicable)
- Name of the Teacher(s) who supervised the project.

Electronic Submission of SBA Samples

File Types

If files are loaded individually, the eSBA system will not accept two files of the same type for the same candidate/group (e.g. two pdf files). The second file will overwrite the first. If the cover sheet and a document are being uploaded for a candidate/group, they must not be identical file types. For example, one should be submitted as a pdf, and the other as a Word document.

Supported Files

Category	Supported types	Limitations
Document	doc, docx, pdf, rtf	Must not exceed 100 pages. Viewing the file in "Print Preview" indicates how it will be displayed in the marking tool
Video	MP4, M4V	Must not exceed 20 MB
Audio	MP3, M4A	Must not exceed 20 MB
Spreadsheet	XLS, XLSX, XLSB	Must not exceed 20 MB
Image	TIFF, JPEG, PNG, JPG	Must not exceed 15 MB

Size

The total size of the files uploaded for a given candidate or group must not exceed 20 MB.

File Name

- Filenames must not include the following characters – >, <, “, :, /, \, |, ?, *
- Filenames must consist of the following:
 - Centre Number - 6 digits (numeric)
 - SBA Test Code - 8 digits (numeric) (See Pages 5,6)
 - Group number - Gp + number assigned in ORS
 - Year of Examination - 2017

For example, the file name for the Geography SBA sample submitted in 2017 by Centre 100075 for Group1 must consist of:

- Centre Number - 100075

- SBA Test Code - 01225031 (See Pages 5,6)
- Group number - Gp1
- Year of Examination - 2017

The file name would therefore be: 10007501225031Gp12017

Reminder

Teachers/administrators must:

- follow the guidelines for the upload of electronic SBA samples (www.cxc.org);
- ensure that a cover page is submitted with each sample;
- ensure that all of the required documents are submitted. **CXC** will not issue notification concerning missing documents;
- ensure that the SBA samples are correctly labelled;
- scan the files, before uploading, to confirm that they are virus-free;
- ensure that the correct SBA sample is uploaded for each candidate/group;
- retain, for the school's records, the receipt received after the sample has been uploaded.

CSEC SBA FILES

The following types of files are recommended when submitting SBA samples for the subjects listed below:

CSEC SBA Test Code	CSEC Subject	SBA	Files To Be Uploaded
01254031	Additional Mathematics	Project	<p>ONE file: pdf or Word, consisting of the Cover Page and the Project</p> <p>TWO files (different types), e.g. File 1: Cover page- pdf File 2: Project – Word</p> <p>OR</p> <p>Zipped folder containing: a. cover page b. three production assignments c. portfolio</p> <p>Zipped folder containing: a. cover page b. word processed file c. spreadsheet file d. database file e. problem solving and programming file</p> <p>Zipped folder containing a. cover page b. critique c. research paper d. audio/video file (if applicable)</p>
01210031	Caribbean History	Research Project	
01216031	Economics	Research Project	
01225031	Geography	Field Study	
01237031	Office Administration	Research Project	
01252030	Physical Education and Sport	Class Project	
01239031	Principles of Accounts	Project	
01240031	Principles of Business	Project	
01241030	Religious Education	Research Paper	
01243031	Social Studies	Research Project	
01251031	Electronic Document Preparation and Management	Three Production Assignments and One Portfolio	
01229030	Information Technology	Project	
01248030	Theatre Arts	1. Critique 2. Research Paper	

DECLARATION FORM

After the SBA scores and samples have been exported, each Principal is required to complete and sign the Principal's Declaration Form. By signing this form, the Principal confirms that:

- he/she has taken reasonable steps to satisfy himself/herself that each teacher has made a truthful declaration that the assessments have been carried out and that the scores have been assigned in accordance with the Council's procedures;
- the samples of work forwarded to the Council for moderation were not prepared and marked specifically for submission; and
- it is understood that a false or misleading declaration, if detected by the Council, could result in the cancellation of the examination results of the candidates.

Forms should be generated from the ORS. Signed forms must be e-mailed to csecmoderation@cx.c.org. A centre's records will not be processed if the completed Principal's Declaration Form is not submitted to the Council by 30 April 2017.

RETENTION OF SBA SAMPLES BY THE CENTRE

SBA projects/assignments, other than those submitted as samples, must be stored in a secure location at the school, and must be available for inspection by persons appointed by CXC.

SBA AUDITS

Officers/representatives of the Council may be inspecting additional samples from various centres, randomly selected, across a range of subjects. Principals and teachers must retain all assignments, projects and assessments of candidates and must produce/submit these when asked to do so.

REGULATIONS GOVERNING THE SUBMISSION OF SBA

Principals are reminded of the following Regulations:

- 2.1.10: Candidates presented by recognized educational institutions must submit within the year of the examination, their SBA assignments as required by the syllabus.
- 13.4.3: Candidates will be reported "UNGRADED: NO SBA RECORDS/SAMPLES RECEIVED" if the required SBA was not submitted by the presenting institution on their behalf or if the Council, having requested samples of the work done by the class, did not receive any from the presenting institution.

We look forward to your cooperation in ensuring the efficient administration of the SBA processing this year.



Mrs Ragendaye Maharaj-Ankatasso
Supervisor of Examinations