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NB. – notable changes or additions made since the 2015 issue are blocked in blue.
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) CXC® – Caribbean Examinations Council;
(ii) Council – Caribbean Examinations Council;
(iii) CCSLC® - Caribbean Certificate of Secondary Level Competence;
(iv) CSEC® - Caribbean Secondary Education Certificate;
(v) CAPE® - Caribbean Advanced Proficiency Examination;
(vi) CPEA® - Caribbean Primary Exit Assessment;
(vii) SBA – School Based Assessment (for CPEA, CCSLC, CSEC and CAPE);
(viii) Participating Territories – territories that are members of Council;
(ix) External Territories – territories that are not members of Council;
(x) ORS – Online Registration System;
(xi) Regulations - Regulations for the Conduct of the Council’s Examinations, Definitions, Regulations and Procedures, Revised September 2008;
(xii) 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);
(xiii) “Resit” 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 “Resit” option;
(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);
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. 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. The Technical Drawing Paper 03/2 is not an Alternative Paper to SBA, it is the Mechanical Engineering Drawing option; the Technical Drawing Building Drawing option is called Paper 03/1.

Private examination centre — an examination centre that is not recognised by the Council as a school or full-time educational institution;

OEC – Overseas Examinations Commission in Jamaica;

UCN – Unique Candidate Number;

e-Earked Scripts – candidates’ scripts that were marked electronically.

e-Exams (e-Tests) – examinations that are conducted electronically.

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 three External Territories write examinations offered by CXC. The territories are: Saba, St Maarten and Suriname.

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 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). 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). 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.

Preparation for Examinations

9. Candidates should:

   (i) obtain or have access to the relevant syllabus so that they could 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](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](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](https://cxc-store.com)

   (iv) visit the FREE online interactive portal for students, [www.notesmaster.com](http://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.

10. 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

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

12. 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.

13. The CSEC subjects that do not carry an SBA component are: French, Human and Social Biology, Portuguese and Spanish. With effect from the May-June 2018 sitting, English A, English B and Mathematics will carry an SBA component.

14. The CSEC subjects that do not carry a Multiple Choice component are: English B, Music, Theatre Arts and Visual Arts.

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

16. The CSEC subjects that carry the Alternative Paper to SBA (for private candidates only) are: Additional Mathematics, Biology, Caribbean History, Chemistry, Economics, EDPM, Geography, Information Technology (January sitting only) Integrated Science SA, Office Administration, Physics, Principles of Accounts, Principles of Business, and Social Studies.

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

18. The CAPE subjects which do not carry a Multiple Choice component are: Art and Design (Unit 2 only), French, Literatures in English, Performing Arts and Spanish.
19. 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.

20. 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.

21. All CPEA subjects carry an SBA component and a Multiple Choice component, except Civic which is not an external examination and does not carry a Multiple Choice component.

Registering for Examinations

22. 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) about the names and locations of the examination centres.

23. Once permitted by the Ministry of Education (OEC) in the territory, school candidates are allowed 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.

24. 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).

25. 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.

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

27. 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.

28. Candidates who have written 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.

29. 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 44 and 45.

30. 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/Associate Degree if the examinations were done over more than one sitting.

31. 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 ORS. 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.

32. 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.

33. For all CCSLC subjects, the moderated SBA mark may be re-used on two separate occasions immediately following the first sitting, however, a candidate must have attained at the first sitting a moderated mark which was at least 50 per cent of the total SBA marks. For example, if a candidate achieved a moderated SBA mark of 50 per cent or more in Mathematics at the June 2016 sitting, the candidate would be eligible to register as a “Resit” for that subject at the June 2017 sitting and/or the June 2018 sitting.

34. For CSEC subjects with an SBA component, the moderated SBA mark may be re-used on one occasion immediately following the first sitting, however, a candidate must have attained at the first sitting a moderated mark which was at least 50 per cent of the total SBA marks. For example, if a candidate achieved a moderated SBA mark of 50 per cent or more in Biology at the May-June 2016 sitting, the candidate would be eligible to register as a “Resit” for that subject at the January 2017 sitting or the May-June 2017 sitting, but not at both sittings.

35. For all CAPE subjects, the moderated SBA mark achieved, regardless of the level, 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 2016 sitting, the candidate would be eligible to register as a “Resit” for Physics Unit I at the May-June 2017 sitting and/or the June 2018 sitting. Paragraphs 37-39 present the exceptions for the number of times the moderated SBA marks may be re-used.
36. 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.**

37. 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 2017 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.

38. 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 2018 sitting and/or May-June 2019 sitting. The candidate may also choose to **transfer** the higher **SBA** mark achieved in one Unit to the other at the May-June 2018 sitting and/or May-June 2019 sitting.

39. If the candidate opted for (b) 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 2017 sitting. At the May-June 2018 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.

40. In order to provide guidance to candidates about their eligibility status to register as “Resit” for **CSEC** and **CCSLC** examinations, a note is placed on the preliminary results slips (pre-slip) issued for the May-June examinations indicating the subjects in which candidates are **not** eligible to “Resit” because they did not achieve 50 per cent or more of the total moderated **SBA** marks. Candidates who do not receive any notes on their pre-slip are eligible to register as “Resit” for the subject(s).

41. In order to provide guidance to **CAPE** candidates about their moderated **SBA** marks, a note is placed on the pre-slip issued for the May-June examinations indicating the Unit(s) in which candidates **did not** achieve 50 per cent or more of the total moderated **SBA** marks.

42. To be eligible to write the Alternative Paper to **SBA** (Paper 03/2 in **CSEC** or 03/2 in **CAPE**), 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.
44. A 11-digit Unique Candidate Number (UCN) was allocated to each candidate who registered at the May-June 2013 CCSLC, CSEC and CAPE sittings. Only one UCN will be issued to each candidate for use across ALL levels (CCSLC, CSEC and CAPE). The UCN serves the candidates for their lifetime relationship with CXC and should be presented when candidates are registering for future examinations. The UCN will be placed on the candidate’s preliminary results slip and certificate.

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

Completion and Submission of SBA

46. 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 assignments 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 should be presented for assessment.

The Student Portal

47. 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.

48. 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.

49. On the Subject Registered Report, candidates are assigned an e-mail address and a password. Through the use of the e-mail account and access to the portal, candidates are able to:

   (i) use the Microsoft Office applications Word, Excel and Access with file storage facilities in the cloud;

   (ii) incorporate their individual timetable entries and other events into a personal calendar;

   (iii) communicate with one another by email;

   (iv) receive broadcast messages from CXC.
To access the student portal, candidates require their centre number (six digits), candidate number (ten digits), last name and date of birth. Candidates must also select the relevant examination sitting.

The student portal normally remains open to candidates until the end of August for the May-June sitting and the end of March for the CSEC January sitting.

**Electronic Examinations**

CXC conducted its first set of electronic examinations (e-exams or e-tests) at the CSEC level when candidates from seven territories took the multiple choice (MC) examination in 12 of the 13 subjects administered at the January 2017 sitting. At the May-June 2017 CCSLC, CSEC and CAPE sittings, all of the subjects with an MC component will also be available electronically. From the January 2018 CSEC sitting, e-exams should be available for subjects with the essay-type component. Also at the January 2018 CSEC sitting, candidates will be allowed, under certain conditions, to ‘bring their own laptops’ for use in the examination room.

Digital Media was offered in the electronic format from its inception at the May-June 2014 CAPE sitting.

A manual called ‘A Candidate’s Quick Guide to E-Testing’ is available on CXC’s website, [https://www.cxc.org/e-testing-manual/](https://www.cxc.org/e-testing-manual/), to provide guidance to persons who may be interested in taking the e-exams. Also, there are practice tests available on CXC’s website, [https://www.cxc.org/demo-ettests/](https://www.cxc.org/demo-ettests/), which seek to get prospective candidates familiar with the e-exams platform.

**Published Deadline Dates**

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**

A list of fees can be found on CXC’s website ([www.cxc.org](http://www.cxc.org)).

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

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 to find out those conditions. One condition for a refund is where a candidate had registered simultaneously at both 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**

59. Candidates should read their individual timetables carefully so that they would present themselves at the correct time on the day of the examination.

60. 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.

61. 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.

62. **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**

63. 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 admitted to the examination. The candidates will be marked “Absent”.

64. 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.

65. 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**

66. The Ministry of Education (OEC) 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 has been registered to ascertain whether the clash could 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 (www.cxc.org) to avoid, if possible, registering for subjects that clash on the timetable.
Identification of Candidates

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

68. 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.

69. 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.

70. 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.

71. A candidate must not impersonate another candidate or allow any person to impersonate him/her in the examination room.

Dress Code

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

Examination Material to be Supplied by the Candidate

73. 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. The use of fountain pens and gel pens is not recommended particularly in examinations where the candidate’s script will be marked electronically (e-marked).

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

75. Unless specifically requested, ALL other materials, except those at 64 and 65 above, will be supplied to candidates by the invigilating staff.
Answer Booklets for E-Marked Examination Papers

76. 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.

77. 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.

78. Candidates must write their rough work in the answer booklet in a section of the space provided for the responses or on any of the blank pages at the end of the answer booklet.

Material and Equipment NOT Permitted in the Examination Room

79. MOBILE TELEPHONES, iPods, MP3/4 players and other electronic devices, whether in the “off” or “on” position.

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

81. 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) for 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). When responding to the appropriate question, candidates may refer to their prepared notes.

82. Rough work should be written in the answer booklets or on single sheets provided by the invigilating staff (for subject papers that will not be e-marked). Rough work for Multiple Choice examinations should be written in the question booklet. See paragraph 78 about candidates’ rough work for subject papers that will be e-marked.

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

Use of Calculators

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

85. 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.

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

87. Candidates **may not** use pocket organisers, hand-held computers, lap-top 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.

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

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


91. The use of calculators is permitted in the following **CAPE** subjects: Accounting Units 1 and 2, Applied Mathematics Units 1 and 2, Biology Units 1 and 2, Building and Mechanical Engineering Drawing Units 1 and 2, Chemistry Units 1 and 2, Economics Units 1 and 2, Electrical and Electronic Technology Units 1 and 2, Environmental Science Units 1 and 2, Financial Services Studies Units 1 and 2, Geography Units 1 and 2, **Integrated Mathematics, Logistics and Supply Chain Units 1 and 2**, Management of Business Units 1 and 2, Pure Mathematics Units 1 and 2, Physics Units 1 and 2, and Sociology Units 1 and 2 Paper 01 only.

92. **Prior to the start of the examination sitting, candidates should consult their 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**

93. The use of mathematical instruments (geometry sets) is permitted in the examinations for **CSEC** Biology (Paper 02 only), Geography, and Mathematics (Paper 2 only). They are also permitted for **CAPE** Applied Mathematics, Environmental Science, Geometrical and Mechanical Engineering Drawing, Geography and Pure Mathematics.

**Use of Dictionaries**

94. 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

95. 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

96. 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

97. 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 once candidates enter the room;

(iv) sit at the designated seat provided for them.

Leaving the Examination Room while Examination is in Progress

98. 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.

99. 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

100. 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. Only the candidate number and question number should be written on supplementary sheets (single sheets, graph paper, et cetera);

(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) start each answer to a question on a new page. Parts of a question, for example, 2(a), 2(b), 2(c), may be written on the same page. If a supplementary sheet is used to complete the answer, it must be fastened with string next to the answer in the answer booklet;

(vi) indicate to the invigilating staff by raising their hand if the question paper or answer booklet is defective or if they need supplementary answer booklets/single sheets;

(vii) indicate to the invigilating staff by raising their hand if they are ill or need to go to the washroom.

101. 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

102. 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 (for 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.

103. 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, nor 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, single sheets, graph paper, tracing paper, 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

104. 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.

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

Penalties for Misconduct

106. 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.

107. 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.

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

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

**Candidates with Disabilities**

109. 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.

110. 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.

111. 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, et cetera) and software (screen reader).

112. 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.

113. 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.

114. 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**

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

116. 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.

117. **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).

118. **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 territory where the candidates will be relocating.

119. A Transfer Fee 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.

Candidates for CSEC Visual Arts, CAPE Art and Design

120. 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.

121. The question papers 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. The Art and Design Unit 1 Paper 1 is handed to candidates in the examination room on the time given on the timetable.

Candidates for CAPE French and Spanish

122. 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

123. 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.

124. 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.

125. 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”.

126. 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

127. Preliminary examinations results in the form of a Preliminary Results Slip (pre-slip) will be issued to the Ministry of Education (OEC) on the date published in the CXC Year Planner (calendar).

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

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

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

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.

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

Candidates are usually given a limited time 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.

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 (www.cxc.org).

Candidates are usually given a limited time 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.

A revised policy relating to the review of candidates’ scripts was introduced at the January 2016 CSEC sitting. Candidates are asked to take a careful look at the revised policy below.

i. The change in the procedure reflects a service in a gradated scale beginning with an administrative review of the candidate’s script. This seeks to ensure that all responses were marked, and that the tally on the scripts is correct.

ii. If this process does not identify any errors, omissions, inconsistencies or unresolved issues, the candidate’s grade will be confirmed as ‘No change’.

iii. Where errors of a computational nature are discovered, these are corrected, and the candidate’s scores amended accordingly. The candidate’s grade may be adjusted upward, downward or remain the same as the original grade.

iv. Where errors of omission, oversight, inconsistency, or unresolved issues in the marking are discovered, the script is sent to a senior examiner(s) to be reviewed, and sections bearing the error or the entire script (if the error is
so extensive) are re-marked. In cases where a re-mark is undertaken, the original mark scheme will be used.

v  If the re-mark results in any change of scores, the candidate’s grade may be adjusted upward or downward. If the remarks accords with the previous scores, the candidate’s grade remains the same.

vi Where a candidate’s grade is improved as a result of a remark, the script Review Fee is refunded.

Grading and Awarding System

138. 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.

(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.

139. A 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.

140. 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**

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

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

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

144. The CXC® Associate Degree and Transcript are awarded to candidates who register for the Associate Degree programme. Once the candidate has registered for the eighth Unit (including Caribbean Studies, Communication Studies and Integrated Mathematics), the particular Degree option must be chosen by the person keying the registration data on behalf of the candidate.

145. In brief, the CXC® Associate Degree offers four Degrees with a total of 18 areas of specialisation. In six of the specialised areas, there are optional subject/Unit choices. Full details on the new programme may be found in the Handbook of CXC® Associate Degrees, Revised 2015, on CXC’s website, www.cxc.org.

146. Candidates who do not indicate at registration time the type of Degree to be awarded, will be required to pay a fee 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 (www.cxc.org).

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

148. Certificates/Diplomas/Associate Degrees not collected by candidates from the school after three 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 should follow the procedure outlined at paragraphs 149-151 below.

**Replacement Certificates/Diplomas/Associate Degrees**

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

150. 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 (www.cxc.org).

151. Fees for a Replacement Certificate/Diploma/Associate Degree can be found on CXC’s website (www.cxc.org).

**Certifying Statements**

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

153. The procedure for applying for a Certifying Statement as well as the application form is given on CXC’s website (www.cxc.org).

154. Fees for a Certifying Statement can be found on CXC’s website (www.cxc.org).

**Disposal of Candidates’ Work**

155. CXC may return examination work (other than a written paper) to a candidate. The request should be made through the school (examination centre) or the Examinations Section of the Ministry of Education (OEC).

156. SBA samples in any of the subjects, if submitted to CXC, may be returned to candidates on request.

157. Production pieces submitted for examination purposes in CSEC Visual Arts, and CAPE Art and Design may be returned to candidates on request. Production pieces selected by CXC as exemplars will not be returned.

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

159. A fee covering the cost of postage/courier service will be charged for all work returned. The fee must be paid before the work is returned.

160. CXC normally disposes of examination scripts three months after the issue of results.
New Subject Offerings

161. Three new subjects will be introduced at the 2017 May-June CAPE sitting: Animation and Game Design, Green Engineering and Financial Services Studies.

162. Portuguese will be offered for the first time at the May-June 2017 CCSLC and CSEC sittings.

Use of CAD for Technical Drawing and BMED from 2018

With effect from the 2018 May-June CSEC and CAPE sittings, only the CAD method will be used in the CSEC Technical Drawing and the CAPE Building and Mechanical Engineering Drawing (BMED) examinations.

7 April 2017