



## CARIBBEAN EXAMINATIONS COUNCIL

## CARIBBEAN ADVANCED PROFICIENCY EXAMINATION®

GUIDELINES FOR SUBMITTING SCHOOL-BASED ASSESSMENT FOR  
ELECTRICAL AND ELECTRONIC TECHNOLOGY  
UNIT 2**A. OVERVIEW**

Each centre is required to submit the School-Based Assessment (SBA) of ONE sample of FIVE candidates who are selected from a ranked list as described at **B** below. It is recommended that ALL subject teachers preparing candidates for the examination collaborate in

- (i) setting the assignments
- (ii) standardizing the marking of the assignments
- (iii) selecting the single sample of assignments to be submitted to the Council.

**B. SELECTION OF THE SCHOOL-BASED ASSESSMENT SAMPLE**

- (i) After the candidates' scores have been entered electronically, the sample of FIVE for the centre will be automatically selected by the e-SBA system.
- (ii) For each Unit, the e-SBA system will select the sample according to the following procedure:  
  
The marks obtained on the assignments will be arranged in descending order, highest to lowest.  
  
The e-SBA system will identify the candidates with the
  - highest mark
  - lowest mark
  - middle mark
  - mark midway between the highest mark and the middle mark
  - and the mark midway between the lowest mark and the middle mark
- (iii) The centre **MUST** submit, by the stipulated deadline, the work of only those candidates the system has selected.
- (iv) Where the number of candidates is less than five, the assignments of ALL candidates must be submitted.
- (v) Since resit candidates are not expected to undertake the SBA, they should not be included in the ranked list and their work should not be submitted.

**C. INFORMATION/DOCUMENTS TO BE SUBMITTED TO CXC**

The centre (team of teachers) must submit to CXC:

- (i) The project reports of the FIVE candidates selected
- (ii) Record of Marks for SBA for ALL candidates at the centre (**Electronically**)
- (iii) Moderation of SBA form

The Local Registrars will stipulate the date by which ALL materials **MUST** be dispatched to their offices to ensure timely submission to CXC.