CPEA®

ONLINE REGISTRATION SYSTEM
Manual for Centre Users

November 2018
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INTRODUCTION

1. The User Manual provides information on the operations of the Online Registration System (ORS) application from the perspective of the end User. There are three main sections in this manual: the Registration Option, Assessment Option and Report Option.

DEFINITIONS

2. For the purposes of this manual, the following definitions/acronyms are given:

   i. **CXC®** – Caribbean Examinations Council
   
   ii. **CPEA®** – Caribbean Primary Exit Assessment
   
   iii. **CCSLC®** – Caribbean Certificate of Secondary Level Competence
   
   iv. **CSEC®** – Caribbean Secondary Education Certificate
   
   v. **CAPE®** – Caribbean Advanced Proficiency Examination
   
   vi. **Candidate number** – a 10-digit number assigned to a candidate at each sitting. The number may vary from sitting.
   
   vii. **SBA** – School Based Assessment
   
   viii. **ORS** – Online Registration System
   
   ix. **Ministry** – the Local Registrar’s Office
   
   x. **Password - MUST** be at least 8 characters in length and include 1 upper case, 1 lower case, 1 digit and 1 special character. Example: JohnDA3$. Here the $ represents the special character. Other special characters include ! @ # % & ( +.
   
   xi. **UCN** – Unique Candidate Number. It is an eleven digit number: digits 1-4 represent the year in which the UCN was first issued and digits 5-11 are randomly generated numbers
USER LOGIN

3. Log on to the Internet and go to https://ors.cxc.org:8491/. The user will be presented with the screen titled Login as shown at Figure 1 below.

![Figure 1 - Login Screen](image)

4. Enter the User Id, Password and select the Period, then click the Login button.

5. After the logon process the Main Menu screen is shown at Figure 2 below.

MAIN MENU SCREEN

![Figure 2 - Main Menu](image)
6. There are six options on the **Main Menu** screen from the user may choose. These are:

   i. **Registration**: provides access to the registration menu.

   ii. **Generate Sequence Numbers**: generates sequence numbers and assigns them to an alphabetically sorted candidate listing.

   iii. **Import/Export**: provides options for the submitting (exporting) and/or receiving (importing) of files.

   iv. **Assessment**: this is used to enter SBA marks.

   v. **Reports**: provides access to the various reports available in the application.

   vi. **Logout**: this enables the user to exit the application.

**REGISTRATION OPTION**

**Registering a New Candidate**

To add a new candidate, select the **Registration** option from the Main Menu screen.

From the Registration dropdown box, select **Add New Candidate**.

![Figure 3 - Registration Selection](image-url)
On selection of the **Add New Candidate** option, the screen at *Figure 4* is shown:

![Add New Candidate Screen](image)

*Figure 4 - Add New Candidate Screen*

Enter information in the corresponding fields as follows:

- **First Name**: enter first name of candidate
- **Middle Name**: enter middle name of candidate, leave blank if not applicable *
- **Last Name**: enter last name of candidate
- **Cell Phone**: enter area code and phone number (eg. 246 4326598) *
- **Address 1**: enter first part of address of candidate
- **Address 2**: enter last part of address of candidate
- **District/Zone**: contains information pertaining to the country’s zone or district details *
- **Religion**: select the religion from the dropdown list *
- **Comment (1-3)**: enter any comments as required *
- **Gender**: select gender from drop down list.
- **Date of Birth**: enter date of birth (format is DD/MM/YYYY).
- **Class**: enter the class name of the candidate, for example, Class 4A *
- **Email**: enter email address of candidate *
- **Parish**: select the parish from the drop-down list.

*Denotes an optional field.*
Select **Save** to save the record.

Select **OK** when prompted that the new candidate has been inserted successfully.

![Image](image.png)

**Figure 5 - Candidate Added successfully**

**Selecting School Choices**

Select the **School Choice** tab as shown at Figure 6 below.

![Image](image.png)

**Figure 6 - Selecting School Choices**
The following screen at Figure 7 is shown.

```
<table>
<thead>
<tr>
<th>Candidate Name</th>
<th>Centre</th>
<th>Sequence No.</th>
<th>Date of Birth</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>IARL, SANDRA</td>
<td>080004</td>
<td>3/1/2001</td>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>
```

**Select a maximum of twelve (12) schools**

- ANGLICAN HIGH SCHOOL
- BEACON HIGH SCHOOL
- BEREAN CHRISTIAN ACADEMY
- BISHOP'S COLLEGE
- BOCA SECONDARY SCHOOL
- Emergency Pack
- GBSS EXTENSION SCHOOL
- GRAND ANSE SOCIAL DEVELOPMENT CENTRE
- GRENADA CHRISTIAN ACADEMY
- GRENADA SEVENTH DAY COMP
- GRENVILLE SECONDARY SCHOOL
- HAPPY HILL SECONDARY SCHOOL
- HARBOUR LIGHT CHRISTIAN ACADEMY
- HER MAJESTY'S PRISON
- HILLSBOROUGH SECONDARY SCHOOL
- HOSANNA CHRISTIAN ACADEMY

*Figure 7 - Listing of School Choice*

**NB:** The maximum number of choices is twelve (12). If more than 12 schools are selected, ONLY the first 12 will be saved.

Select the school choice by clicking on the **Select** checkbox on the left of the screen.

After the selection of the schools is complete, click the **Add Selected School(s)** button at the bottom of the screen. Note that at any time you can go back to the previous screen by selecting the **<<< Back** button.
A listing of the twelve school choices selected is shown at Figure 8 below.

![School Choice Screen](image)

**Figure 8 - School Choice Screen**

Use the \( \uparrow \) arrow to move a school to a higher position in the hierarchy of choices.

**Example:**

*Westerhall Secondary School is the 12\(^{th}\) choice and the user prefers this choice to be the 4\(^{th}\) choice. Click on the \( \uparrow \) arrow beside Westerhall Secondary School until the school is in 4\(^{th}\) position.*

Use the \( \downarrow \) arrow to move a school to a lower level choice.

If the number of schools choices has not exceeded the maximum allowed, the user may add additional choices by selecting the **Add School** button.

Select \( \times \) to delete a school choice.

Select **Close** to exit the screen.

Select OK when prompted that the new candidate has been inserted successfully.
Edit a Candidate

1. Select **Edit Candidate** from the Registration dropdown box as shown in **Figure 9** below.

![Figure 9 - Selecting Edit Candidate Option](image)

To edit a candidate, first search for the candidate by entering **First Name**, **Last Name**, **Date of Birth** or **Gender**, or a combination and select **Search**.

![Figure 10: Query Candidate Screen](image)
The results from a search on a candidate (Tom Hanky), is shown at Figure 10.

Click on the Select button to edit the candidate’s record. The edit candidate screen is presented as shown at Figure 11 below.

![Edit Candidate screen](image)

**Figure 11 - Edit Candidate screen**

Select the appropriate field to edit the candidate’s record.

Select Save to save any changes.

**View Candidate Details**

Select View Candidate Details option from the Registration dropdown box.
A listing of all candidates entered is shown at Figure 12 below.

![Figure 12: View Candidate Details Screen](image)

Click on the **Select** button to view an individual candidate’s record.

The screen at Figure 13 is shown on the selection of candidate (Tom Howell). A listing of the school choices is shown.

1. **Select Close** to exit the screen.

![Figure 13 - View Candidate Details](image)
View Candidate

To view a candidate, select View Candidate from the Registration dropdown box. The screen at Figure 14 is shown.

![View Candidate Screen](image)

**Figure 14 - View Candidate Screen**

To view a candidate’s record, first search for the candidate by entering First Name, Last Name, Date of Birth or Gender, or a combination and select Search.

**GENERATE SEQUENCE NUMBERS OPTIONS**

Select the Generate Sequence Numbers option from the Main Menu screen.

The screen at Figure 15 is shown.

![Generate Sequence Numbers](image)

**Figure 15 - Generate Sequence Numbers**

*23 November 2018* Figures in Manual may differ from those in the actual database
There are three separate boxes from which a selection must be made using the radio buttons to narrow the results returned. The three selection boxes are: Sequencing, Grouping and Gender. If ALL is chosen in the Grouping box, all the candidates from the Centre will be arranged in alphabetical order. If ALL or CLASS is selected in the Grouping box, the Gender box would be disabled.

Re-sequence can only be done before the registration file is forwarded to the Ministry. After the initial export of the registration data to the Ministry, the Re-sequencing button is disabled and only the Append button is available for adding new candidates.

Select the Submit tab to generate the sequence numbers.

Click OK at the ‘generate sequence successfully’ prompt.

When the sequence numbers have been generated, a 10-digit candidate number and an 11-digit UCN number are created. The candidate must be informed that the UNC must be retained for use when registering for other examinations offered by CXC including the CCSSL, CSEC and CAPE.

**IMPORT/EXPORT**

**Forward Registration**

After the records have been successfully sequenced, the requisite data checks should be undertaken.

To forward the registration data to the Ministry, select **Forward Registration** from the Import/Export option on the Main Menu screen as shown at **Figure 16**.
The screen at **Figure 17** is shown.

**Figure 16 - Forwarding Registration**

Select **Forward Registration File** to forward registration data to the Ministry.

**ASSESSMENT OPTION**

The Assessment option is used to enter the marks associated with the work the candidates complete at school. On selecting the Assessment option, the screen at Figure 18 is displayed.
The fields displayed are:

i. **Centre:** displays a list of assigned centres.

ii. **Section:** displays a dropdown list of components for the various subjects. The components are: **Project, Book Report, Writing Portfolio, Can Do Skills, Teacher Test and Pupil Test.** Each of the components may or may not be relevant to a particular subject.

iii. **Sequence Number:** the value displayed here is the sequence number of the candidate. The sequence number of the candidate is assigned on *generation of sequence numbers* and can be used to identify particular candidates and to produce information pertaining to that candidate.

iv. **Language box:** allows the user to enter the marks relevant to the selected component. The system would not allow a higher mark to be keyed than permitted.

v. **Mathematics box:** allows the user to enter the marks relevant to the selected component. The system would not allow a higher mark to be keyed than permitted.
vi. **Science box:** allows the user to enter the marks relevant to the selected component. The system would not allow a higher mark to be keyed than permitted.

vii. **Social Studies box:** allows the user to enter the marks relevant to the selected component. The system would not allow a higher mark to be keyed than permitted.

viii. **General box:** this is an automatically generated figure based on inputs in the subject fields.

**Save:** the Save button is used to store the candidate’s scores.

Select **OK** when the system prompts that the records have been undated as shown at Figure 19 below.

![Figure 19 - Updating SBA Marks](image)

**REPORTS OPTION**

1. On the Main Menu screen, select the **Report** option to view all reports.

2. Select the required report from the **Select Report Type** dropdown box.

3. The list of the reports available is given at Figure 20.

4. The reports may be generated in Excel format or pdf format.
LOGOUT

1. To exit the **Main Menu** window, the user should select the “**Logout**” option. This exits the window and returns the user to the login screen.