CARIBBEAN EXAMINATIONS COUNCIL

Guidelines for the Submission of ELECTRONIC SBA

2020
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Accessing the eSBA System

After candidates are assigned to teachers using the Teacher Assignment option on the SBA Menu of the Online Registration System (ORS), before the SBA samples can be uploaded, teachers must

- Assign the SBA Group Type (Group or Individual); and
- Assign an Estimated Rank, Estimated Grade and a SBA score to each candidate

These processes are conducted using the eSBA application which is accessed via the Online Registration System (ORS).

Redirecting to eSBA

From the home screen in the ORS, Select SBA Data Capture from the SBA drop-down box, as shown below:

The switch from the ORS to eSBA is time sensitive. Therefore if the page for the eSBA takes too long to load, the following error message will be displayed:

Click <OK> to return to the ORS home screen and attempt the switch again.
Select the SBA Assignment Type

After successfully accessing the eSBA application, the Assignment Type Details Screen will be displayed.

1. Select the centre, teacher, subject and option (if any)
2. Select either Group SBA (if the candidates are working in groups OR if some are working in groups and some are working individually) or Individual SBA (if ALL of the candidates are working individually)

Please select the SBA assignment category for the subject TECHNICAL DRAWING GENERAL. If the category is Group all candidates will be required to be in a group consisting of 1 or more candidates. If Individual then you will be redirected to SBA Data Capture.

Group SBA  Individual SBA
Assign Candidates to Groups

If **Group SBA** was selected for **SBA Assignment Type**, the relevant screen will be displayed.

The instructions to Add, Edit and Delete a Group are provided below:

**Add a Group**

- Select the **Add a Group** button
- Use the drop-down box (list of candidates: LAST NAME, FIRST NAME, with the sequence number in brackets) to select the candidates to be assigned to the group being created.
- After all candidates that belong to the group have been selected, click the Save button to save the information for the group.

**Note:**

- The cancel button cancels adding a new group
- If a candidate is selected accidentally while adding a group, select the “x” beside the name to remove the candidate
- Typing a candidate’s name or sequence number will enable filtering of the list of candidates
**Edit a Group**

- Select the Edit button (Green button located to the right of the group)

- A drop-down list will become available so that additional candidates may be selected.
- **Select the “x” beside the candidate name to remove a candidate from the group.**

- **Click Save to keep the changes made**
- **To cancel the changes made to the group, click the Cancel button**
Delete a Group

- To delete a group, click the **Delete** button (red button located to the right of the group).

![Delete button](image)

Information on the Number of groups and the number of unassigned candidates is displayed throughout the process (See diagram)

![Diagram](image)

Individually Group Candidates

(The eSBA application permits the submission of individual and group SBA from a class)

- Click the **Individually Group Remaining Candidates** button – When this button is selected, each candidate who is not already assigned to a group, will be assigned to a group where he/she is the only member.

![Individually Group Candidates](image)
View Unassigned Candidates

- To view candidates that are not yet assigned to a group, click the **Show Unassigned** button.
- The unassigned candidates will be displayed.

- Click the titled **Hide List** button to hide the list of unassigned candidates.

<table>
<thead>
<tr>
<th>Sequence Number</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>016</td>
<td>AMY</td>
</tr>
<tr>
<td>124</td>
<td>FILL</td>
</tr>
</tbody>
</table>

Enter Candidate’s Scores

After all candidates have been assigned, the following information must be entered for each candidate:

- Rank
- Estimated Grade
- SBA Scores
Accessing the Data Capture Screen

- To access the **Data Capture Screen**, click the **Show Table** button.

![Show Unassigned Show Table](image)

NB. Scores may only be keyed after all candidates are assigned. If the assignment process is incomplete, the following error message will be displayed:

![Oops](image)

Rank Candidates

- Click on the drop-down list in the **Estimated Rank** column, and select a rank from the drop-down list.
**Select an Estimated Grade**

To select a candidate’s estimated grade, click on the drop-down box in the **Estimated Grade** column select an estimated grade from the drop-down box.

![Select an Estimated Grade](image)

**Enter SBA Scores**

- To enter SBA scores for a candidate, select the column corresponding to each Profile and enter the candidate’s score for each Profile.
- The maximum score for each Profile is displayed in parenthesis beside the Profile number.
- Only Profiles relevant to the subject will be editable.

![Enter SBA Scores](image)

**Note:**

- For candidates in a group, *when the SBA score is keyed for the first candidate in the group, the same score is automatically assigned to the other members of the group.*
- Additionally, each column heading in the grade table may be used to sort in the relevant column.
- To indicate a candidate did not submit an SBA, select “Yes” in the **NO SBA** column.
- Click the **Save** button to save the changes.
Editing Candidate’s Scores Offline

Candidate’s scores can be edited offline in an Excel format and uploaded to the eSBA system.

- To edit offline, once the Data Capture Screen has been loaded, the Export to Excel button can be used to export the file to Excel.

- An Excel document which contains the same fields as the Data Capture Screen will be downloaded.

<table>
<thead>
<tr>
<th>Centre: 200013</th>
<th>TestCode: 01237090</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sequence Number</td>
<td>First Name</td>
</tr>
<tr>
<td>005</td>
<td>VERNANCIER</td>
</tr>
<tr>
<td>010</td>
<td>ARIANNA</td>
</tr>
<tr>
<td>016</td>
<td>Karmisha</td>
</tr>
<tr>
<td>023</td>
<td>ANTHONY</td>
</tr>
</tbody>
</table>

- After the relevant data has been entered in the Excel sheet, click on the Upload button and select the Excel document or drag and drop the Excel document on the upload section.
- Click the Upload button to begin the importation of the file.
- If the data was keyed correctly, the Data Capture Screen will be updated.
- If there are any errors in the data, an error or message will be displayed.

Submission of Electronic SBA 2020
Upload of SBA

In the ORS (Online Registration System) the following report can be used to aid in SBA uploads.

SBA – Candidates to Upload

- This report provides the sequence number and name of the candidates to be uploaded
- Group SBA - The report also provides the candidate number to be used when naming the files uploaded for candidates who completed a Group SBA
File Types

Please view APPENDIX 2 in this document (Pages 22-23) for file naming conventions

If files are loaded individually, the eSBA system will accept files of the same type (e.g. two pdf files) for the same candidate/group **provided that the filenames are different**. If Files of the same type with identical names are uploaded, the file loaded second, will overwrite the first.

**Supported File Types**

**CXC will only accept the following file types.** File types which do not meet these requirements will NOT be accepted and the affected candidates will be reported “**UNGRADED: NO SBA RECORDS/SAMPLES RECEIVED**”.

<table>
<thead>
<tr>
<th>Category</th>
<th>Supported types</th>
<th>Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio</td>
<td>MP3, M4A</td>
<td>Must not exceed 20 MB</td>
</tr>
</tbody>
</table>
| 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 |
| Image      | TIFF, JPEG, PNG, JPG | Must not exceed 15 MB                                                        |
| Spreadsheet| XLS, XLSX, XLSB  | Must not exceed 20 MB                                                       |
| Presentation| Ppt, pptx      | Must not exceed 20 MB                                                       |
| Video      | MP4, M4V        | Must not exceed 20 MB                                                       |

**Size**

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

**ZIP FILES** – these files must be one of the supported types

Zip files will be accepted for the following subjects ONLY:

- CAPE® Animation and Game Design
- CAPE® Computer Science
- CAPE® Digital Media
- CAPE® Information Technology
- CSEC® Electronic Document Preparation and Management
- CSEC® Information Technology
**Individual Uploads**

To individually upload the SBA assignments for each candidate/group:

- Select UPLOAD from the Main Menu

- Select the relevant Centre and Subject.

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**Disclaimer:**

When submitting files please ensure that:

1. The file type selected is accepted by CXC
2. The file type selected matches the file content
3. The work is assigned to the correct candidate or group of candidates
4. The file naming specifications are met; and
5. The submission is virus free

If there are any inconsistencies in the date, for example, conflicting SBA profile scores entered for candidates in the same group, the following error message will be displayed.
If there are no errors, the **Data Upload Screen** will be displayed, as shown below:

- The candidate name and the name of the relevant teacher is displayed for each sample to be uploaded.
- An **Upload** button and an area where the file may be dropped are also displayed.

To select a file for upload either;

- Click the Upload button and select the relevant file
  **OR**
- Drag and drop the file on the specified area.

- **Click the upload button to upload the file**
**Batch Uploads**

To upload the SBA assignments for all candidates:

- Select BATCH UPLOAD from the Main Menu

If there are no errors, the **Data Batch Upload Screen** will be displayed, as shown below:
To select files for upload either:

- Click in the file upload space (shown below) and select the relevant file
- OR
- Drag and drop the files on the specified area

**A maximum of 2000 files can be uploaded using the Batch upload option**

- The files will be automatically uploaded and appear next to the relevant candidate(s)

<table>
<thead>
<tr>
<th>Group Number</th>
<th>First Name</th>
<th>Last Name</th>
<th>Uploaded Files</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ALESHA</td>
<td>E-SEMPE</td>
<td>C - 030001000101239900-1.docx ✔️&lt;br&gt;B - 030001000101239900CS.pdf ✔️</td>
<td>M.</td>
</tr>
<tr>
<td>1</td>
<td>JAHLEEL</td>
<td>YNE</td>
<td>C - 030001000101239900-1.docx ✔️&lt;br&gt;B - 030001000101239900CS.pdf ✔️</td>
<td>M.</td>
</tr>
<tr>
<td>1</td>
<td>MARIEL</td>
<td>ZIN</td>
<td>C - 030001000101239900-1.docx ✔️&lt;br&gt;B - 030001000101239900CS.pdf ✔️</td>
<td>M.</td>
</tr>
<tr>
<td>1</td>
<td>QUIANA</td>
<td>ME-WEBSTER</td>
<td>C - 030001000101239900-1.docx ✔️&lt;br&gt;B - 030001000101239900CS.pdf ✔️</td>
<td>M.</td>
</tr>
</tbody>
</table>

- An error message will appear for any files which have not uploaded successfully, indicating the reason(s) the SBA upload was not successful

---

**Disclaimer:**
On submission of the file or files please ensure:
1. file type selected matches the file content;
2. the work is assigned to the correct candidate or group of candidates;
3. the file naming specifications are met; and
4. the submission is virus free.
Email Confirmation

- Click the **Send Email Confirmation** button to receive an email confirmation that the SBAs have been successfully uploaded.

![Send Email Confirmation button]

- Retain the email as a record of the submission

```
This email serves to inform you that:

file(s) C - 0300011407012100090.doc,B - 0300010982012100905.pdf for CSEC CARIBBEAN HISTORY GENERAL 2 at centre 030001 comprising Rulen Clarke, Abiola Grant, Eboni Forde was uploaded successfully on 4/24/2020,4/24/2020.

file(s) C - 0300011695012100090.doc,C - 030001171701210090.doc for CSEC CARIBBEAN HISTORY GENERAL 2 at centre 030001 comprising Leroy Parris, Romario Drakes, Joshua Harry, Zakiya Hall, Akiel Harvey, Latisha Singh was uploaded successfully on 4/24/2020,4/24/2020.
```

Reminder

Teachers/administrators must:
- ensure that the SBAs are correctly labelled;
- **ensure that the files are named as required (Appendix 2);**
- scan the files, before uploading, to confirm that they are virus-free;
- follow the guidelines for the upload of electronic SBA samples **provided in this document**
- **ensure that a cover page is submitted with each SBA. The cover sheet must be submitted as a separate document;**
- ensure that the correct SBA is uploaded for each candidate/group;
- ensure that all of the required documents are submitted. CXC will not issue notification concerning missing documents. Administrators should use the quality assurance reports provided to confirm that all of the required data is submitted;
- ensure that the email address provided on the ORS is current so that confirmation emails are received.; and retain, for the school’s records, the receipt received after the SBAs have been uploaded.
The following reports can also be used to conduct checks on the uploaded SBAs

ORS report: SBA – Candidates with Files Uploaded

- This report provides a list of the candidates who have files uploaded

ORS report: SBA – Summary of Candidates Uploaded

- This report provides the total number of candidates who have files uploaded for each subject
To view reports in the Data Capture Platform:

- Select **Report** from the SBA Menu

Select the report type and the subject, then click the **Generate** button to view the report. Two reports are available in the eSBA data capture platform:

- SBA samples
- SBA sample Uploads

After the report has been selected, click the **Generate** button to obtain the report.
APPENDIX 1

CCSLC®

<table>
<thead>
<tr>
<th>CCSLC® MODERATION CODE</th>
<th>CCSLC® SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>05118090</td>
<td>English</td>
</tr>
<tr>
<td>05122090</td>
<td>French</td>
</tr>
<tr>
<td>05130090</td>
<td>Integrated Science</td>
</tr>
<tr>
<td>05134090</td>
<td>Mathematics</td>
</tr>
<tr>
<td>05143090</td>
<td>Social Studies</td>
</tr>
<tr>
<td>05145090</td>
<td>Spanish</td>
</tr>
</tbody>
</table>

CSEC®

<table>
<thead>
<tr>
<th>CSEC® MODERATION CODE</th>
<th>CSEC® SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>01254090</td>
<td>Additional Mathematics</td>
</tr>
<tr>
<td>01210090</td>
<td>Caribbean History</td>
</tr>
<tr>
<td>01216090</td>
<td>Economics</td>
</tr>
<tr>
<td>01251090</td>
<td>Electronic Document Preparation and Management</td>
</tr>
<tr>
<td>01218090</td>
<td>English A/English B</td>
</tr>
<tr>
<td>01225090</td>
<td>Geography</td>
</tr>
<tr>
<td>01229090</td>
<td>Information Technology</td>
</tr>
<tr>
<td>01234090</td>
<td>Mathematics</td>
</tr>
<tr>
<td>01237090</td>
<td>Office Administration</td>
</tr>
<tr>
<td>01252090</td>
<td>Physical Education and Sport</td>
</tr>
<tr>
<td>01239090</td>
<td>Principles of Accounts</td>
</tr>
<tr>
<td>01240090</td>
<td>Principles of Business</td>
</tr>
<tr>
<td>01241090</td>
<td>Religious Education</td>
</tr>
<tr>
<td>01243090</td>
<td>Social Studies</td>
</tr>
<tr>
<td>01248090</td>
<td>Theatre Arts</td>
</tr>
</tbody>
</table>
### CAPE* MODERATION CODE

<table>
<thead>
<tr>
<th>Unit 1</th>
<th>Unit 2</th>
<th>CAPE* SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>02101090</td>
<td>02201090</td>
<td>Accounting</td>
</tr>
<tr>
<td>02102090</td>
<td>02202090</td>
<td>Agricultural Science</td>
</tr>
<tr>
<td>02142090</td>
<td>02242090</td>
<td>Animation and Game Design</td>
</tr>
<tr>
<td>02105090</td>
<td>02205090</td>
<td>Applied Mathematics</td>
</tr>
<tr>
<td>02110900</td>
<td>02210900</td>
<td>Caribbean Studies</td>
</tr>
<tr>
<td>02114090</td>
<td>02214090</td>
<td>Communication Studies</td>
</tr>
<tr>
<td>02115090</td>
<td>02215090</td>
<td>Computer Science</td>
</tr>
<tr>
<td>02159090</td>
<td>02259090</td>
<td>Digital Media</td>
</tr>
<tr>
<td>02116090</td>
<td>02216090</td>
<td>Economics</td>
</tr>
<tr>
<td>02160090</td>
<td>02260090</td>
<td>Entrepreneurship</td>
</tr>
<tr>
<td>02120090</td>
<td>02220090</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>02172090</td>
<td>02272090</td>
<td>Financial Services</td>
</tr>
<tr>
<td>02121090</td>
<td>02221090</td>
<td>Food and Nutrition</td>
</tr>
<tr>
<td>02122090</td>
<td>02222090</td>
<td>French</td>
</tr>
<tr>
<td>02125090</td>
<td>02225090</td>
<td>Geography</td>
</tr>
<tr>
<td>02165090</td>
<td>02265090</td>
<td>Green Engineering</td>
</tr>
<tr>
<td>02127090</td>
<td>02227090</td>
<td>History</td>
</tr>
<tr>
<td>02129090</td>
<td>02229090</td>
<td>Information Technology</td>
</tr>
<tr>
<td>02167090</td>
<td>02226090</td>
<td>Integrated Mathematics</td>
</tr>
<tr>
<td>02131090</td>
<td>02231090</td>
<td>Law</td>
</tr>
<tr>
<td>02132090</td>
<td>02232090</td>
<td>Literatures in English</td>
</tr>
<tr>
<td>02166090</td>
<td>02266090</td>
<td>Logistics and Supply Chain Operations</td>
</tr>
<tr>
<td>02133090</td>
<td>02233090</td>
<td>Management of Business</td>
</tr>
<tr>
<td>02134090</td>
<td>02234090</td>
<td>Pure Mathematics</td>
</tr>
<tr>
<td>02144090</td>
<td>02234090</td>
<td>Sociology</td>
</tr>
<tr>
<td>02145090</td>
<td>02245090</td>
<td>Spanish</td>
</tr>
<tr>
<td>02163090</td>
<td>02263090</td>
<td>Tourism</td>
</tr>
</tbody>
</table>
File Name

- Filenames must not include the following characters – “<,>,/\|?,*”
- Filenames must consist of the following:
  - Candidate Number - 10 digits (numeric)
  - SBA Moderation Code - 8 digits (numeric) (Appendix 1)
  - Document number* - “-“ + Document number*

*Document Number indicates whether a single SBA file or multiple SBA files are uploaded for a candidate.

<table>
<thead>
<tr>
<th>Number of SBA Files uploaded for Candidate</th>
<th>Document Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single SBA Sample File Uploaded for Candidate</td>
<td>-1</td>
</tr>
<tr>
<td>Second SBA Sample File Uploaded for Candidate</td>
<td>-2</td>
</tr>
<tr>
<td>Third SBA Sample File Uploaded for Candidate</td>
<td>-3</td>
</tr>
</tbody>
</table>

If a single SBA Sample file is being uploaded for a candidate, the document number would be “-1”. If multiple SBA files are uploaded for a candidate, the document number for the second file uploaded would be “-2” and the document number for the third, “-3” and so on.

For example, if only one file is being uploaded for the Geography SBA sample submitted by Candidate 1000750100, the file name would consist of:

- Candidate Number - 1000750100
- SBA Moderation Code - 01225090
- Document Number - -1

The file name would be: 100075010001225090-1

Presentation of Samples

Cover Sheets

**The cover sheet should be saved as a separate pdf file using the following naming convention**

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). The file name of the cover sheets must be

- Candidate Number - 1000750100
- SBA Moderation Code - 01225090
- Identifier - “CS”

The file name for the Cover Sheet for the candidate would be: 100075010001225090CS
Submission of Cover Sheets

1. The Cover Sheet is printed, completed by the teacher and scanned; OR
2. The Cover Sheet is downloaded from the CXC website and completed electronically. These MUST BE PRINTED TO PDF (e.g. Select the Microsoft Print to pdf option). The Cover Sheet must then be uploaded as a pdf.

Title Page

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

1. Year of the Examination
2. Subject
3. Candidate Number(s)
4. Candidate Name(s)
5. Title of the project (if applicable)
6. Name of the Teacher(s) who supervised the project.

Mark Schemes

If a Mark Scheme is required, Mark Schemes must be uploaded for each candidate.

The file(s) should be named as follows:

- Candidate Number - 1000750100
- SBA Moderation Code - 01225090
- Document number* - “.” + Document number* of the relevant sample
- Identifier - “MS”

Using our example, if a mark scheme is being uploaded for the SBA sample file 100075010001225090-2, the file name for the Mark Scheme would be 100075010001225090-2MS.