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EXAMINATIONS
COUNCIL

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ONLINE REGISTRATION SYSTEM (ORS)

**Registration Manual for the
Centre User**

December 2020

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INTRODUCTION

1. The Manual for the Centre User provides information on the operations of the Online Registration System (ORS) application from the perspective of the end or Centre User. It is divided into four parts: A, B, C and D. Part A deals with Registration, Part B with Queries and Reviews, Part C with Special Assessment Arrangements, Part D with Reports and, Part E with Change Password and Logout.
2. Separate ORS manuals are available for:
 - (i) Administrator: Centre and Ministry Users (**CCSLC**[®], **CSEC**[®], **CAPE**[®])
 - (ii) Registration: Ministry User (**CCSLC**[®], **CSEC**[®], **CAPE**[®])
 - (iii) Centre User (**CPEA**[®])
 - (iv) Administrator (**CPEA**[®])
 - (v) Centre User (**RENr**)
 - (vi) Administrator (**RENr**)
 - (vii) SBA, Order of Merit and Practical Examinations (**CCSLC**[®], **CSEC**[®], **CAPE**[®])
 - (viii) Frequently Asked Questions and Encountered Challenges
 - (ix) Administrator and User: Centre and Ministry (**CVQ**).
3. Notable changes to the last publication have been blocked in **green**.

Acronyms and Definitions

4. For the purposes of this manual, the following definitions/acronyms are given:
 - i. **CXC**[®] – Caribbean Examinations Council
 - ii. **CCSLC**[®] – Caribbean Certificate of Secondary Level Competence
 - iii. **CSEC**[®] – Caribbean Secondary Education Certificate
 - iv. **CAPE**[®] – Caribbean Advanced Proficiency Examination
 - v. **CVQ** – Caribbean Vocational Qualification
 - vi. **ORS** – Online Registration System
 - vii. **SBA** – School Based Assessment
 - viii. **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

- ix. **Candidate number** – a 10-digit number assigned to a candidate at each sitting. The number may vary from sitting
- x. **Centre number or centre code** – a 6-digit number assigned to each centre. It comprises digits 1 to 6 of the candidate number
- xi. **CVQ candidate number** – a 16-digit number assigned to a candidate on first time registration for the CVQ offering
- xii. **Former candidate** - a candidate who was registered for **CSEC**® examinations in 2005 or after, or for any of the other **CXC**'s offerings (**CCSLC**, **CAPE**, **CVQ**) in 2005 or after
- xiii. **Ministry** – the Local Registrar's Office
- 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)
- xv. **New candidate** – a candidate who is taking **CXC**'s examinations for the first time or was registered for **CSEC**® examinations before 2005 or **CAPE**® examinations before 2005
- xvi. **Password** - a secret code created by the Administrator or User. It must be used when logging in the ORS. It **MUST** be at least eight characters in length and include one upper case, one lower case, one digit and one special character. Example: JohnDA3\$. Here the \$ represents the special character. Other special characters include !, @, #, %, &, (, and +. **The asterisk (*) should not be used as a special character**
- xvii. **Private examination centre** – an examination Centre that is not recognised by the Council as a school or full-time educational institution
- xviii. **Private candidate** – a candidate registered at a private centre
- xix. **"Re-sit" 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 "Re-sit" option
- xx. **Student portal** – a website (<https://ors.cxc.org/studentportal>) where candidates can view their registration records, individual timetables and examination results

- xxi. **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
- xxii. **User** – any person interfacing with the ORS
- xxiii. **USAID** – United States Agency for International Development
- xxiv. **USAID Second Chance Programme** – an initiative between USAID and **CXC**® to encourage ‘At Risk Youths’ to enroll in a programme to gain qualifications at the **CVQ** level or **CCSLC** level
- xxv. **User Id** – an identification or name assigned by the ORS when a User is created. The User Id is required when logging in the system.

Online Registration System Application (ORS)

5. The ORS is a web-based application that operates with browsers Internet Explorer 6 (or later versions) and Mozilla Firefox. **The Google Chrome browser sometimes present challenges when changes are made to the ORS application and its use is not recommended.** It was developed to facilitate the speedy and efficient keying and submission of candidates’ registration data, SBA and Practical marks, and queries and reviews.

6. Candidates’ registration data are keyed in the ORS and forwarded by the Centre to **CXC**® via the Ministry. The data files are then loaded by **CXC** into its Examining Processing System (EPS). The processed files are copied back to the ORS and may be accessed through the various reports available in the ORS. There may be some differences between the data keyed in the ORS by the Centres and the data in the EPS since the data in the latter are unlikely to contain some of the irregularities present in the ORS.

Menu Options/User Privileges

7. The person selected as the Centre Administrator may assign Users into different groups and the group a User is assigned determines the User’s rights or privileges to interface within the Menu and Menu Sub-Options shown in the table below.

Menu Option	Menu Sub-Option	Additions	Edits	View	Teacher	Super User
Registration	Register Candidate	Yes	--	--	--	Yes
Registration	Edit Candidate’s Data	--	Yes	--	--	Yes
Registration	View Candidate’s Data	Yes	Yes	Yes	Yes	Yes
Registration	View Candidate’s Data– List	Yes	Yes	Yes	Yes	Yes
Registration	Batch Entry	--	--	--	Yes	Yes
Registration	Candidate Privileges	--	--	--	Yes	Yes

Menu Option	Menu Sub-Option	Additions	Edits	View	Teacher	Super User
Registration	Projections	--	--	--	--	Yes
Generate Sequence Numbers		--	--	--	--	Yes
Import/Export	Import Personal Data	--	--	--	--	Yes
Import/Export	Export Registration Data	--	--	--	--	Yes
Import/Export	Export Amendment Data	--	--	--	--	Yes
Import/Export	Import SBA Data	--	--	--	--	Yes
Import/Export	Forward SBA	--	--	--	--	Yes
Import/Export	Export Database Fields	--	--	--	--	Yes
Import/Export	Forward Queries/Reviews	--	--	--	--	Yes
SBA	Teacher Assignment	--	--	--	Yes	Yes
SBA	SBA Data Capture	Yes	Yes	--	Yes	Yes
SBA	Practical Data Capture	Yes	Yes	--	Yes	Yes
SBA	SBA Confirmation	--	--	--	--	Yes
Query/Review	Submission of Queries/Reviews	--	--	--	Yes	Yes
SAA	Processing SAA	--	--	--	Yes	Yes
Reports	Reports	Yes	Yes	Yes	Yes	Yes
Change Password		Yes	Yes	Yes	Yes	Yes
Logout		Yes	Yes	Yes	Yes	Yes

8. A User may be assigned into one of the following Groups:
- Additions** - add candidates and SBA/Practical Data Capture;
 - Edits** - edit candidates' records and SBA/Practical Data Capture ;
 - View** - view candidates' records only;
 - Teacher** – undertakes Batch Entry, SBA/Practical Data Capture, Teacher Assignment for SBA, and Queries/Reviews;
 - Super User** - interfaces within all the areas of the ORS except Add/Remove Users and set-up the Local Fees Maintenance Table.

Accessing the ORS

9. The steps listed below should be followed.
- Connect to Internet
 - Type the URL address: <https://ors.cxc.org/>

- iii. Alternatively, the User can visit **CXC's** website, www.cxc.org, scroll to the bottom of the page and under Other CXC Sites, select the *Online Registration System* link.



The screenshot shows the login interface for the Caribbean Examinations Council (CXC) Online Registration System. At the top, there is a banner with the CXC logo and the text "CARIBBEAN EXAMINATIONS COUNCIL". Below the banner is a blue bar with the word "Login". The main area is light blue and contains a login form with three input fields: "Enter User Id", "Enter Password", and "Period" (a dropdown menu). A "Login" button is positioned below the form.

Figure 1

10. Figure 1 will be displayed. The User is required to:
 - i. Enter User Id – to be provided by CXC or the Centre Administrator
 - ii. Enter Password – to be provided by CXC or the Centre Administrator
 - iii. Select the particular period required from the dropdown arrow
 - iv. Select Login.
11. The Main Menu screen at Figure 2 below will be presented.

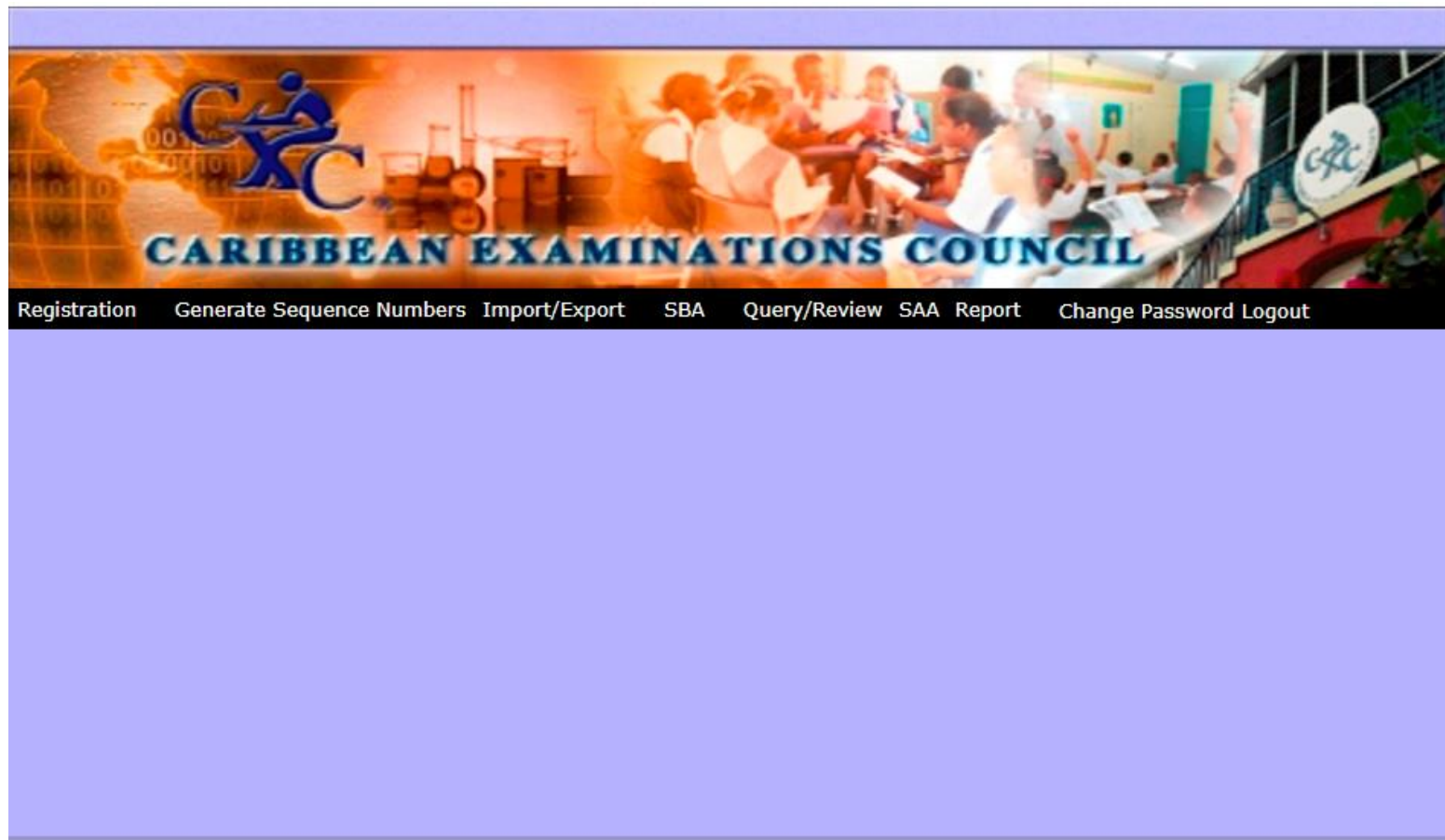


Figure 2

12. From Figure 2, the User can select from the Menu options: Registration, Generate Sequence Numbers, Import/Export, SBA, Query/Review, SAA, Report, Change Password and Logout. Some of the named options carry sub-options from the dropdown arrows – see the table on page 5.

13. When a User is logging into the system for the first time, the User will be required to change the password assigned by the Administrator. When the password has been changed, the User is automatically logged out and must login again with the new password.

PART A: REGISTRATION

Registering Candidates

14. All registration data relating to any of the examinations offered by **CXC** must be keyed in, and submitted through, the ORS within the time frame set by the Ministry.

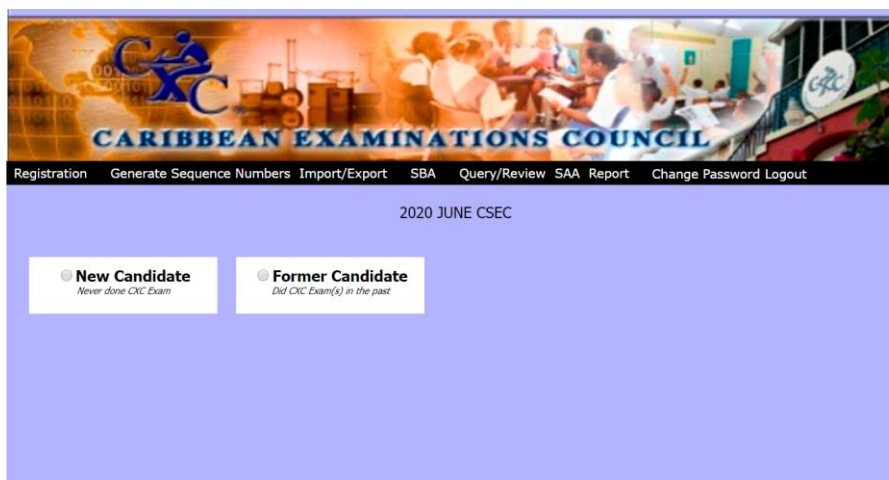


Figure 3

15. The screen at Figure 3 allows the User to register a candidate in the system. To get to this screen, select the Registration option on the Main Menu screen then select Register Candidate from the dropdown arrow.

16. The User is given the option of registering a **New Candidate** or a **Former Candidate**.

Registering a New Candidate

17. When the **New Candidate** radio button at Figure 3 is selected, the screen at Figure 4 appears.

Figure 4

18. When registering a New Candidate, the personal details must first be completed on the Register Candidate screen. **The name used in the ORS for a new candidate should be the same as that given on the candidate's birth certificate.**

- i. **First Name** – the first name of the candidate should be keyed in this field.
- ii. **Middle Name** – the candidate's middle name(s) should be keyed in this field. If the candidate does not have a middle name, the field should be left blank.
- iii. **Last Name** – the last or surname of the candidate MUST be entered in this field.
- iv. **Date of Birth** – the date of birth must be keyed. The format of the date must be entered as Day/Month/Year - two digits for the Day (DD), two digits for the Month (MM) and four digits for the Year (YYYY). There is no minimum or maximum age requirement for writing examinations offered by **CXC**.
- v. **Gender** – this compulsory field must be entered as either Male or Female.

Special Characters and Accents

19. The name fields accept only letters and the special characters such as space (), apostrophe ('), dollar sign (\$), number sign (#), at sign (@), accent (´) and tilde (~) which may form part of some names. If one is using Windows, special characters, including the accent and tilde can be added by copying and pasting the appropriate characters from the Character Map tool. To obtain the Character Map, click on the Start Menu>All Programs>Systems Tools>Character Map or in the Search field next to the Window, input the words character map. The accent characters the system can accept are: É Ñ è ñ é ó ` ´ À Â È Á â à á Ë ë.

20. The screen at Figure 4 when populated looks like that at Figure 5.

2020 JUNE CSEC

☒ **New Candidate**
Never done CXC Exam

☐ **Former Candidate**
Did CXC Exam(s) in the past

Enter the details below:

First Name: KATHLEEN

Middle Name: MONICA

Last Name: ALLEYNE

D.O.B: 19/08/2000 (dd/mm/yyyy)

Gender: Female

OK

Figure 5

21. When **OK** is clicked, the User would be presented with the screen at Figure 6.

2020 JUNE CSEC

CANDIDATE KATHLEEN ALLEYNE of 172001

Unique Candidate#: n/a

Candidate#:

Sequence#:

First Name: KATHLEEN

Middle Name: MONICA

Last Name: ALLEYNE

Gender: Female

D.O.B: 19/08/2000 (dd/mm/yyyy)

Age: 19

Cell Phone#:

Email:

Class:

Comment 1

Comment 2

Comment 3

☒ Preview Result

☒ Preview Registration Details

Save Subject Fees Add Delete Preview Amendment History Close

Figure 6

22. The additional fields that may be completed are given below.
- this field is used to input the Form level (Second, Third, Fourth or Fifth) that the candidate is located at school. The Form field is activated only for candidates at fulltime Centres (schools) registering for **CCSLC** examinations. Although this field is optional, the Form level should be keyed. By allocating candidates to a particular Form level, the User would be able to generate from the ORS the report called 'Register of Candidates by Class'. **This report should be used by the classroom teacher to assist in the verification of the accuracy of candidates' registration data for his/her particular Form.**
 - Class** – this field is used to input the Class name (number) where the candidate is placed at school. The Class field is activated for candidates at fulltime Centres

(schools) registering for **CAPE** and **CSEC** examinations. Although this field is optional, the name or number of the Class should be keyed. By allocating candidates to a particular Class, the User would be able to generate from the ORS the report called 'Register of Candidates by Class'. **This report should be used by the classroom teacher to assist in the verification of the accuracy of candidates' registration data for his/her particular Class.**

- iii. **Comments 1, 2 and 3** – these fields are optional and can be populated by the User with information that may be specific to the candidate/Centre or for any non-definitive use.
- iv. **Cell Number and Email** – the cell number field and the email field are optional for the 2020 registration phase. With effect from the January 2021 CSEC sitting, a valid and active e-mail account will be required by all persons registering for examinations offered by **CXC**. The phone number should include the area code and keyed in the format given in Figure 7. No spaces or dashes should be keyed.
- v. **Preview Results** – this checkbox is checked by default and allows the candidate to view online his/her grade results. See section on Candidate Privileges at paragraphs 85-86.
- vi. **Preview Registration Details** – this checkbox is checked by default and allows candidates to view online their personal and subject details (Subject Registered Report), and individual timetables. See section on Candidate Privileges at paragraph 85.
- vii. **Territory Specific Fields** – certain fields may be created for particular territories, for example, Birth Certificate# for Trinidad and Tobago or SISB Certificate# for Belize. The content of these fields is usually generated using the Export Database Field function of the Import/Export option tab on the Main Menu screen.

23. If some of the additional optional fields are populated, a screen similar to the one at Figure 7 would appear.

2020 JUNE CSEC

CANDIDATE KATHLEEN ALLEYNE of 172001

Unique Candidate#: n/a New ☒

Candidate#: Sequence#:

First Name: KATHLEEN Gender: Female Age: 19
 Middle Name: MONICA D.O.B: 19/08/2000 (dd/mm/yyyy)
 Last Name: ALLEYNE

Cell Phone#: 592 6556666 Class: 5C Mini
 Email: kalleyne@live.com

Comment 1: Candidate eligible for financial assistance
 Comment 2:
 Comment 3:
 Preview Result ☒ Preview Registration Details ☒

Save Subject Fees Add Delete Preview Amendment History Close

Figure 7

24. No entry needs to be made in the Age field: the system automatically inputs the age of the candidate based on inputs keyed in the D.O.B field.
25. The **Previous Period** field and the **Previous Candidate #** field are disabled and do not appear on the screen when a candidate is being registered as a **New** candidate.
26. Before the **Save** button is clicked to save the candidate's records, the buttons for **Subject**, **Fees**, **Add**, **Delete**, **Preview** and **Amendment History** are all grayed out. At this time, the **Unique Candidate #**, **Candidate #** and **Sequence #** have not been assigned.
27. When the **Save** button is selected, the screen at Figure 8 is presented. The previously disabled buttons at Figure 7 are now enabled and the Unique Candidate # is assigned. Each candidate will be assigned a single UCN for his/her lifetime relationship with **CXC**. The use of the UCN helps **CXC** to track a candidate across the various examination sittings, current, from **COSLC** to **CAPE**. The UCN also facilitates the speedy issue of Transcripts and Certifying Statements of Performance. The success of the UCN depends largely on Users selecting the previous record(s) of candidates from one sitting to another and from one level to another.

2020 JUNE CSEC

CANDIDATE KATHLEEN ALLEYNE of 172001

Unique Candidate#: 20200000009 New ✓
 Candidate#: Sequence#:

First Name: KATHLEEN Gender: Female ▾ Age: 19
 Middle Name: MONICA D.O.B: 19/08/2000 (dd/mm/yyyy)
 Last Name: ALLEYNE

Cell Phone#: 592 6556666 Class: 5C Mini
 Email: kalleyne@live.com

Comment 1: Candidate eligible for financial assistance Comment 2: Comment 3:

☒ Preview Result ☒ Preview Registration Details

Save Subject Fees Add Delete Preview Amendment History Close

Figure 8

28. If the User attempts to register a candidate as **New** who has written examinations before, the system would prompt the User when the **Save** button is selected. However, this prompting will only occur if the candidate's personal details (first name, last name, date-of-birth and gender) match those of a candidate(s) in the database. **The ORS does not search in the database on the candidate's middle name.**
29. If the User attempts to register a candidate (Ajani Alleyne) as New but the candidate had been registered for examinations before, a modal box similar to the one at Figure 9 would be presented. The User must decide whether the candidate being registered is one of those listed in the modal box presented. If **Yes**, the appropriate **Select** tab must be chosen. If the User is sure that the candidate being registered is a new candidate, the **New Candidate** tab should be selected. If the User selects the **New Candidate** button, the modal box would be closed and the registration details keyed for the candidate would be saved.

School	Period	Exam	Mth	Candidate #	Last Name	First Name	Middle Name	Date Of Birth	Gender	National ID	Unique Number	Select
030014	2014	CSEC	6	0300140045	ALLEYNE	AJANI	AMIR	19-08-1923	M		20140100413	Select
170002	2015	CSEC	6		ALLEYNE	AJANI	AMIR	19-08-1923	M		20140100413	Select
030014	2015	CAPE	6	0300140029	ALLEYNE	AJANI	AMIR	19-08-1923	M		20140100413	Select
030014	2016	CAPE	6	0300140045	ALLEYNE	AJANI	AMIR	19-08-1923	M		20140100413	Select
170002	2017	CSEC	6	1700020010	ALLEYNE	AJANI	AMIR	19-08-1923	M		20140100413	Select

Figure 9

30. The User should be satisfied that the candidate is not one of those highlighted in the database before selecting the **New Candidate** tab. Selecting the **New Candidate** tab for candidates who have written examinations before is one of the most common errors in the registration process. It is imperative that institutions, especially private centres and those operated by the Local Registrar's office, collect (on the Application/Admission Form) the candidate's registration history, if any, with **CXC**. In this way, the institution would be aware if one of the records presented in the modal box is that of the candidate being registered.

31. The **Save** button saves the data entered into the system and displays a confirmation message – **Candidate data have been saved!**

32. The **Add** button saves the data which were entered then clears the screen allowing the User to add a different candidate into the system.

33. The **Subjects** button displays the candidate's subjects or allows the User to enter subjects for the candidate.

34. The **Fees** button displays the candidate's fees – this topic is addressed later in this manual.

35. The **Delete** button removes a candidate from the system.

36. The **Close** button exits the page or screen.

37. The **Preview** button displays the candidate's Subjects Registered Report.

38. The **Amendment History** button shows all the amendments that were made in the ORS for a candidate after the registration cut-off date. What happens sometimes is that Users print or save the candidate's record from the Subject Registered Report and then make changes afterwards. Any changes made prior to the registration cut-off date will not be reflected in the Amendment History section. Users then present cases of changes being made to the candidate's original registration after the printing or saving of the Subject Registered

Report but prior to the registration cut-off date and contend that the changes were the fault of the ORS because the Amendment History does contain any changes.

Registering a Candidate from a Previous Sitting

39. When a candidate who has written **CXC's** examinations before is being registered, the User must select the **Former Candidate** radio button in Figure 3 above. The screen at Figure 10 appears.

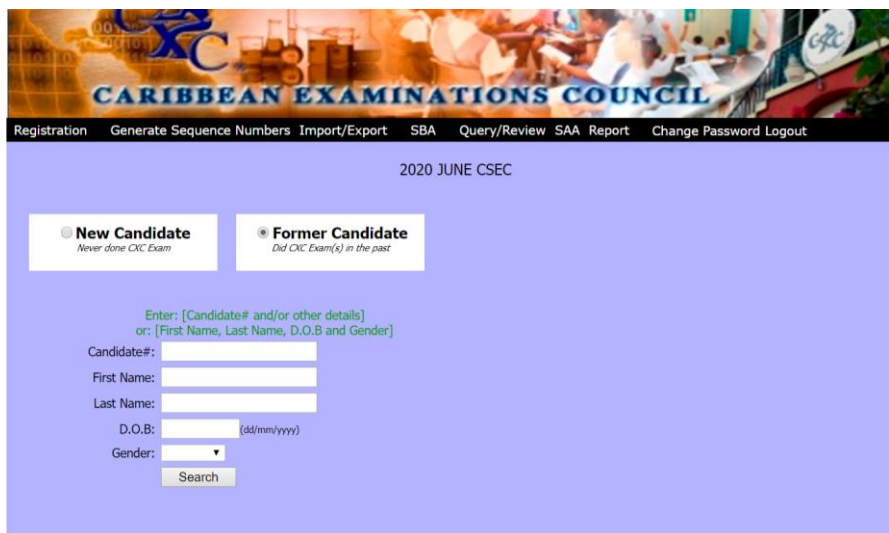


Figure 10

40. The User is given the option for searching for the candidate's past record by using the candidate number, UCN and/or the candidate's personal details. A combination of the candidate number and say the last name can also be used to search for the candidate's past record.

41. One can input in the Candidate # field a:

- i. 10-digit candidate number – this would search for ALL the candidates in the database that were issued with that number over the years
- ii. 11-digit UCN – this would search for the one (only) candidate with that number. **This is the preferred number to use when searching for a candidate's previous record**
- iii. 16-digit **CVQ** number – this would search for the one (only) candidate with this number.

Figure 11

42. In Figure 11, the search is being made on the candidate's candidate number, first name and last name. Once the **Search** button is clicked, the results will be presented as at Figure 12.

School	Period	Exam	Mth	Candidate #	Last Name	First Name	Middle Name	Date Of Birth	Gender	National ID	Unique Number	Select
030014	2014	CSEC	6	0300140045	ALLEYNE	AJANI	AMIR	19-08-1923	M		20140100413	Select
030014	2016	CAPE	6	0300140045	ALLEYNE	AJANI	AMIR	19-08-1923	M		20140100413	Select

Figure 12

43. By adding a combination of candidate number, first name and last name, the search was narrowed down. If the search was on candidate number and last name, the number of candidates presented in the modal box at Figure 12 would have been much larger,

44. If a candidate (New) who has not written examinations before is being registered at more than one examination centre at the same sitting, the candidate's record at the first Centres will appear when the User at the second Centre attempts to register the candidate. The User at the second centre should select the candidate's record from the other Centre and register the candidate as a former candidate. The candidate should not be registered as a 'New' candidate at the second Centre. The 0 should be keyed in the Previous Candidate # field.

45. It is the refusal of Users to select the candidate's previous record from the modal box that creates the most problems in registration. Thus, candidates who have written

examinations **after** the 2005 CSEC and CAPE sittings are erroneously registered as New candidates.

46. The User should decide whether to use the **Select** button to choose a candidate's record from the list or use the **Cancel** button if the User believes that none of the candidates presented match the candidate being registered.

47. If the User chooses the **Select** button from one of the rows, a screen similar to Figure 13 will be presented.

CANDIDATE AJANI ALLEYNE of 172001

Unique Candidate#: 20140100413 New ☐

Candidate#: Sequence#:

First Name: AJANI Gender: Male Age: 96

Middle Name: AMIR D.O.B: 19/08/1923 (dd/mm/yyyy)

Last Name: ALLEYNE

Cell Phone#: Class: Email: Previous Period: 2017 JUNE CSEC Previous Candidate#: 1700020010

Comment 1 Comment 2 Comment 3

☒ Preview Result ☒ Preview Registration Details

Save Subject Fees Add Delete Preview Amendment History Close

Figure 13

48. The candidate's details (first name, last name, date of birth, gender) entered during the search selection would be over-written by the registration data from the database. In addition, the **Candidate #** field would automatically be populated with the data from the previous examination sitting. The database contains data relating to the previous periods for CSEC and CAPE (2005 to the present period). In the case of CXC examinations, the database contains previous data from the first sitting in 2007 to the present.

49. The User can now add or amend data in the respective fields then save the record. **There are three important fields the User should not attempt to change for candidates who have written examinations previously (the name field(s), date of birth and gender) even if the fields contain incorrect data from the past record. Suppose the candidate's correct date of birth at Figure 13 was 23 June 1998 but he was previously registered as 23 June 1923, the incorrect (old) data must be re-used at the time of registration. Even if the User changes the date of birth to the correct one (23 June 1998), the incorrect one would replace the correct one when the candidate's record is loaded at CXC. The reason for this is that CXC wants to have candidates registered from one sitting to another with standardized personal details.** An amendment must be completed in the **ORS** and forwarded to the Ministry **immediately** after the **CXC's** official registration deadline has passed. An e-mail should also be sent to the Ministry to explain why the amendment was done.

50. Sometimes a User may incorrectly register a candidate from a previous period as *New*. During the registration phase (before the official registration deadline has passed) the only way to correct this error is to delete the candidate's record and register the candidate again as a *Former* one. **If a candidate was incorrectly registered as *New*, the User should not remove the tick (✓) in the *New* checkbox and add the candidate's previous period and previous candidate number.** Once a candidate is registered as *New*, a different UCN is created and the candidate is classified by the ORS as a different candidate. Adding a candidate's previous registration details to a new candidate's record would not make the candidate the same as the one who had been registered previously. If the candidate's record has been forwarded to **CXC**, an e-mail should be sent to **CXC** via the Local Registrar's Office requesting that the two candidates' records be converged.

51. The User should also never attempt to change data in the Previous Period field or the Previous Candidate # field.

52. When the **Save** button has been selected, the previously greyed out buttons for **Subject**, **Fees**, **Add**, **Delete**, **Preview**, and **Amendment History** become active.

53. **CXC** integrated its databases: **CCSLC**, **CSEC** and **CAPE**. This means that a candidate who wrote **CCSLC** examinations in 2013 and attempts to register for **CSEC** examinations in 2020, will be presented with the **CCSLC** record. **The User should select the CCSLC record as previous registration data even though the candidate is being registered for CSEC examinations; the same would apply for candidates moving from CSEC to CAPE.** If the User chooses the **Cancel** button, the search criteria could be refined or the candidate registered as a '**New**' candidate by selecting the **New Candidate** tab.

54. When a candidate moves for the first time from one level to another, for example from **CSEC** to **CAPE**, and the previous candidate's record is selected, the **New** checkbox will contain the tick (✓) because the candidate will be regarded as new to the **CAPE** database even though not new to the ORS.

Candidates Enrolling in the USAID Second Chance Programme

55. The User, when enrolling candidates under the USAID Second Chance Programme, will be presented with a screen similar to the one at Figure 4. The enrolling process is similar to registering a candidate **except** that subjects are **NOT** selected for the candidate at the time of enrolment.

56. The **only difference** between the screens at Figure 8 and Figure 14 is that the latter contains nine (9) 'At-Risk' characteristics from which the User **must** choose one or more for each candidate before their records can be saved.

CANDIDATE TANDIKA CASTELLO of 035101

Unique Candidate#: 20140000135
 Candidate#: _____
 Sequence#: _____

First Name: Gender: Age: 25
 Middle Name: D.O.B: (dd/mm/yyyy)
 Last Name:

Cell Phone#: Form:
 Email: Class:

Select the "At Risk Youth Qualifying Characteristics" that are applicable for this candidate

<input type="checkbox"/> Teenage Parents	<input checked="" type="checkbox"/> Seeking life and work skills	<input type="checkbox"/> Limited/No Academic Certification
<input type="checkbox"/> Literacy/Numeracy Gaps	<input checked="" type="checkbox"/> Unemployed	<input type="checkbox"/> Prone to commit violence
<input type="checkbox"/> Has behavioural challenges	<input type="checkbox"/> Been a victim of violence/abuse	<input type="checkbox"/> Has criminal record

Comment 1
 Comment 2
 Comment 3

☒ Preview Result ☒ Preview Registration Details

Copyright© Every application to register for the examination will be deemed to constitute an assignment by the candidates to the Council of the future copyright of all their examination work, practical or written. The Council may, in its absolute discretion decide how and by what means it should dispose of such work including disposal by sale.

Figure 14

Add Candidate's Subjects

Subjects

Select	Subject	Teacher	SBA	Resit	Alt	Repeat	Self-Tutored	Transfer From Unit 1	Transfer From Unit 2	Transfer From Unit 3	Year	Comment1	Comment2
<input type="checkbox"/>	BIOLOGY GENERAL	Select Teacher ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼		
<input type="checkbox"/>	CHEMISTRY GENERAL	Select Teacher ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼		
<input type="checkbox"/>	ENGLISH A GENERAL	Select Teacher ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼		
<input type="checkbox"/>	ENGLISH B GENERAL	Select Teacher ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼		
<input type="checkbox"/>	HUMAN AND SOCIAL BIOLOGY GENERAL	Select Teacher ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼		
<input type="checkbox"/>	INFORMATION TECHNOLOGY GENERAL	Select Teacher ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼		
<input type="checkbox"/>	MATHEMATICS GENERAL	Select Teacher ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼		
<input type="checkbox"/>	OFFICE ADMINISTRATION GENERAL	Select Teacher ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼		
<input type="checkbox"/>	PHYSICS GENERAL	Select Teacher ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼		
<input type="checkbox"/>	PRINCIPLES OF ACCOUNTS GENERAL	Select Teacher ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼		
<input type="checkbox"/>	PRINCIPLES OF BUSINESS GENERAL	Select Teacher ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼		
<input type="checkbox"/>	SOCIAL STUDIES GENERAL	Select Teacher ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼		
<input type="checkbox"/>	SPANISH GENERAL	Select Teacher ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▼		

Figure 15


57. The screen at Figure 15 allows the User to add a subject to a candidate's record. It is generated from the **Subject** button at Figure 14 then by selecting the **Add Subject** button.


58. In adding a subject to the candidate's record at Figure 15, the User is presented with various fields that should be checked as appropriate.


- **Select** – this checkbox must be checked only if the candidate is taking ALL of the subjects, otherwise, choose the checkboxes next to the individual subjects the candidate intends to take.
- **SBA** – this checkbox must be checked for those candidates who will be completing SBA work in the subject.
- **Re-sit** – this checkbox must be selected for those candidates who have chosen to reuse their previously gained moderated SBA marks. This box will be disabled for a NEW candidate.
- **Alternative** – this checkbox is checked for those candidates who are registered at Private centers and have chosen to take the Alternative Paper to SBA (usually referred to as Paper 3/2). This option will be unavailable (disabled) for the fulltime Centres.
- **Repeat** – this checkbox is used to indicate those candidates who have completed the same subjects at the same level at an earlier sitting. Repeat is **not** the same as Re-sit because candidates can be Repeat for non-SBA subjects; Repeat, in other words, has nothing to do with re-use of SBA marks. The Repeat option is only applicable to the January sitting and is required for research purposes.
- **Self-Tutored** – this checkbox is used to indicate those candidates who DID NOT receive tuition or are undertaking self-study for the subject(s). The Repeat option is only applicable to the January sitting and is required for research purposes.
- **Transfer from U1** – this checkbox is used to indicate that
 1. in the case of **CAPE**, the candidate has chosen to transfer the moderated SBA marks from Unit 1 to Unit 2. It will be used when registering candidates for Unit 2. If the candidate is registering for Unit 1 and Unit 2 for the first time and transferring the SBA marks from Unit 1 to Unit 2, the SBA option must first be selected for Unit 1 and the subject saved **BEFORE** the transfer option can be selected for Unit 2. However, if the candidate had been registered for the Unit 1 at an earlier sitting, the Transfer checkbox for Unit 2 can be ticked at any time in the registration process. Transfer of SBA marks from one Unit to another can only be done in seven **CAPE** subjects. The subjects are: Economics, Geography, History, Law, Literatures in English, Management of Business and Sociology
 2. in the case of **CSEC**, the candidate wishes to transfer SBA from English A to English B, or from Economics to POA/POB. It operates similarly to that of **CAPE**.
- **Transfer from U2** – this checkbox is used to indicate that the candidate has chosen to transfer the moderated SBA marks from Unit 2 to Unit 1 in the case of **CAPE**. In the case of **CSEC**, the checkbox is used when candidates are transferring SBA scores from English B to English A, POA to Economics/POB or **Additional Mathematics to**

Mathematics. Candidates will **not** be allowed to transfer SBA marks from **CSEC Mathematics to Additional Mathematics**. The transfer of SBA marks can be done from the current year or from up to two years previously. Candidates registering for the January 2022 **CSEC** sitting will be able to use the SBA marks obtained at the 2020 or 2021 examinations for Resit or Transfer purposes.

- **Transfer from U3** – this checkbox is used to indicate that the candidate has chosen to transfer the moderated SBA marks from POB to Economics or POA. The transfer of SBA marks can be done from the current year or from up to two years previously (effective from the January 2022 **CSEC** sitting).
- **Teacher** – this dropdown box shows the teachers that have candidates assigned (to be assigned) for a particular subject. The User **SHOULD** select the teacher (s) who will be presenting the candidates for the examination so that the report 'Register of Candidates by Subject Teacher' can be generated out of the **ORS** for verification of candidates' registration data. Also, when candidates are assigned to teachers at time of registration, it would not be necessary to undertake the Teacher Assignment process at time of SBA submission.
- **Year** – the Year can only be chosen when the Re-sit or Transfer option is selected. The User should select the appropriate year.
- **Comments** – are optional fields used to store any data required by the Centre or by the Ministry.

59. The  button is used to save the information on the screen and it displays a confirmation message '**Candidate's subject data have been saved!**' After the prompt, the User is returned to the Candidate Subjects screen.

60. The  button is used to first save the data then clear the subject data so that a User could add additional subjects without leaving the screen.

61. The  button exits the Candidate Subjects screen without saving any information.

Subject Options

62. If the selected subject has options, the option drop-down list would display the various options available. The subjects with options are displayed with a + sign to the left of the subject name – see Figure 16. For example, Visual Arts has eight options but allows the selection of only two. The Reflective Journal is compulsory for all Visual Arts candidates and therefore it is automatically selected by the system.

<input type="checkbox"/>	ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT GENERAL	Select Teacher ▼											
<input checked="" type="checkbox"/>	ENGLISH A GENERAL	Select Teacher ▼											
<input type="checkbox"/>	ENGLISH B GENERAL	Select Teacher ▼											
<input type="checkbox"/>	FOOD AND NUTRITION GENERAL	Select Teacher ▼											
<input type="checkbox"/>	FRENCH GENERAL	Select Teacher ▼											
<input type="checkbox"/>	GEOGRAPHY GENERAL	Select Teacher ▼											
<input type="checkbox"/>	HOME ECONOMICS MANAGEMENT GENERAL	Select Teacher ▼											
<input type="checkbox"/>	HUMAN AND SOCIAL BIOLOGY GENERAL	Select Teacher ▼											
<input type="checkbox"/>	INFORMATION TECHNOLOGY GENERAL	Select Teacher ▼											
<input type="checkbox"/>	INTEGRATED SCIENCE GENERAL	Select Teacher ▼											
<input type="checkbox"/>	MATHEMATICS GENERAL	Select Teacher ▼											
<input type="checkbox"/>	MECHANICAL ENGINEERING TECHNOLOGY TECHNICAL	Select Teacher ▼											
<input type="checkbox"/>	MUSIC GENERAL	Select Teacher ▼											
<input type="checkbox"/>	OFFICE ADMINISTRATION GENERAL	Select Teacher ▼											
<input type="checkbox"/>	PHYSICAL EDUCATION AND SPORT GENERAL	Select Teacher ▼											
<input type="checkbox"/>	PHYSICS GENERAL	Select Teacher ▼											
<input type="checkbox"/>	PRINCIPLES OF ACCOUNTS GENERAL	Select Teacher ▼											
<input type="checkbox"/>	PRINCIPLES OF BUSINESS GENERAL	Select Teacher ▼											
<input checked="" type="checkbox"/>	RELIGIOUS EDUCATION GENERAL	Select Teacher ▼											
<input type="checkbox"/>	<div> Select One CHRISTIANITY HINDUISM ISLAM JUDAISM </div>	Select Teacher ▼											
<input type="checkbox"/>	TECHNICAL DRAWING GENERAL	Select Teacher ▼											
<input checked="" type="checkbox"/>	THEATRE ARTS GENERAL	Select Teacher ▼											
<input type="checkbox"/>	VISUAL ARTS GENERAL	Select Teacher ▼											

Add Close

* For all visual Art Work, Details must be provided

Figure 16

63. At the end of assigning subjects to candidates, it is imperative that Users run the report in the ORS called 'Candidates without Subjects'. This must be done before forwarding the registration data to the Ministry.

Edit Candidate's Personal Details



CARIBBEAN EXAMINATIONS COUNCIL

Registration Generate Sequence Numbers Import/Export SBA Query/Review SAA Report Change Password Logout

Querying For Candidates

Period	Centre Code	Form	Class	Sequence No.	New?
2020 JANUARY CS ▼	172001 ▼	▼	▼	▼	All ▼
Previous #	Previous Period	Allow Results?	Allow Registration?		
▼	Select Period ▼	All ▼	All ▼		
First Name	Last Name	Date of Birth (dd/mm/yyyy)	Gender		
▼	▼	▼	All ▼	<input type="button" value="Search"/>	

Figure 17

64. To edit a candidate's personal record, the User must first search for the candidate in the database. This is done by highlighting the Registration option on the Main Menu screen, then selecting Edit Candidate from the dropdown arrow. The User would be presented with the screen at Figure 17. The User can search in any of the opened fields such as **First Name**, **Last Name**, et cetera, for a particular candidate or search on the default **ALL** which brings up all the candidates in the Centre's database. When the **Search** button is activated, a screen giving the list of candidates matching the search criteria would be presented as at Figure 18. The User should select the appropriate candidate from the list.

Figure 18

65. Once the candidate has been selected, a screen similar to Figure 19 is presented. This screen allows the User to edit a candidate's record in the system. All the fields may be edited.

The **Save** button must be selected once the candidate's record has been amended. Remember, the confirmation message '**Candidate data have been saved!**' will be displayed when the **Save** button is selected.

Figure 19

Edit Candidate's Subjects

Candidate Subjects											
Candidate											
Centre	Sequence No.	Candidate Name	Date of Birth	Gender							
172001	0	CLARKE, JOHN	19/08/1923	M							
Candidate's Subjects											
Subject	SBA Resit	Alternative	Repeated	Self-Tutored	Transfer From U1	Transfer From U2	Transfer From U3	Teacher Options	Year		
BIOLOGY GENERAL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Edit Delete	
CHEMISTRY GENERAL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Edit Delete	
ENGLISH A GENERAL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Edit Delete	
PRINCIPLES OF ACCOUNTS GENERAL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Edit Delete	
Add Subject Save Close											

Figure 20

66. The screen at Figure 20 allows the User to Edit or Delete, or Add to a candidate's subjects. It is generated by selecting the Registration option on the Main Menu screen, then selecting **Edit Candidate** from the dropdown arrow. A search for the particular candidate must be made. When found, the **Subjects** button must be selected.

67. At the top of the window, a table titled 'Candidate' is given. The columns shown include Centre No, Sequence No., Candidate Name, Date of Birth and Gender. These fields cannot be edited.

68. Below the Candidate table, a table called Candidate's Subjects is shown. The information in this table cannot be edited unless the **Edit** button is clicked and the User is then redirected to the Edit Candidate Subjects screen.

69. On the Candidate's Subjects screen, there are two buttons that are shown side by side, the **Edit** button and the **Delete** button.

70. The **Edit** button is used to display the **Edit Candidate Subjects** screen.

71. The **Delete** button is used to delete the subject from the list of subjects.

72. The **Add Subject** button is used to display the **Edit Candidate Subjects** screen.

73. The **Save** button is used to save what is on the screen.

74. The **Close** button should exit the screen and return to the Candidate Details screen.

75. **The system allows the User to add only one subject at a time after the registration cutoff date has passed.**

Selecting a CXC® Associate Degree

76. In the ORS **CAPE** database, the Associate Degree drop-down box **will be** disabled until the candidate registers for the **tenth (10)** Unit – see Figure 21 below. The box becomes populated with the list of degrees the candidate may be eligible to receive given the subjects he/she has been registered to take. The User should select the appropriate degree from the list. If the candidate does not wish to receive an Associate Degree, the NONE option should be chosen.

Candidate's Subjects * Transfer Subjects in the same year- when deleting the 1A subject, delete the transfer subject first.

Subject	SBA	Resit	Alternative	Repeated	Self-Tutored	Transfer From U1	Transfer From U2	Transfer From U3	Teacher	Options	Year	
CARIBBEAN STUDIES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUDIKE, RAMONA			Edit Delete
COMMUNICATION STUDIES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUDIKE, RAMONA			Edit Delete
COMPUTER SCIENCE UNIT 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUDIKE, RAMONA			Edit Delete
ECONOMICS UNIT 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUDIKE, RAMONA			Edit Delete
ECONOMICS UNIT 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUDIKE, RAMONA			Edit Delete
FINANCIAL SERVICES STUDIES UNIT 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUDIKE, RAMONA			Edit Delete
FRENCH UNIT 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUDIKE, RAMONA			Edit Delete
INTEGRATED MATHEMATICS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUDIKE, RAMONA			Edit Delete
MANAGEMENT OF BUSINESS UNIT 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUDIKE, RAMONA			Edit Delete
MANAGEMENT OF BUSINESS UNIT 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUDIKE, RAMONA			Edit Delete

Associate Degree
 Select Associate Degree

☐ I authorise Caribbean Examination Council to divulge my examination results to any educational institution that may be interested

Add Subject Save View Amendment History Close

Figure 21

77. The User should ascertain from candidates if they want their examination results released to educational institutions such as the University of the West Indies or the University of Guyana. To authorize the release of the results, the User should check the box at the bottom of the screen at Figure 21. This facility is only available at the **CAPE** sitting.

Querying for Candidates

Registration Generate Sequence Numbers Import/Export SBA Query/Review SAA Report Change Password Logout

Querying Candidates For Viewing

Period: 2020 CAPE Centre Code: 172001 Form: Class: Sequence No.: New?: All

Previous #: Previous Period: Sent to Ministry?: Sent to CXC?: Allow Results?: Allow Registration?:

First Name: Last Name: Date of Birth (dd/mm/yyyy): Gender: Search

School	Form	Class	Seq No	Last Name	First Name	Middle Name	Date Of Birth	Gender	Select
172001				CLARKE	MICHAEL		19/08/1923	M	View
172001				CLARKE	VALERIE		19/08/1923	F	View

Close

Figure 22

78. The screen at Figure 22 allows the User to search for candidates. The screen is reached by selecting the Registration option on the Main Menu screen, then selecting View Candidate. A search must then be made for the candidate(s).

79. This screen is used to perform a search for candidates based on specific input values. The fields on the top section of the table include Period, Centre No, Form, Class, Sequence No., and New.

80. The search may be done on one or all of the fields except the Period and Centre Code. The First Name, Last Name, Date of Birth (if available) and Gender should be entered to make the search results more precise.

81. The result of the search in Figure 22 is a table with the following information: School, Form, Class, Seq. No., Last Name, First Name, Middle Name, Date of Birth and Gender. The View tab must be selected for the particular candidate.

82. The **Search** button is used to carry out the search.

83. The **View** button is used to select the specific candidate from the list shown. It would take the User to the Edit Candidate Details screen.

84. The **Close** button is used to exit the screen without saving any information.

View Candidate Details

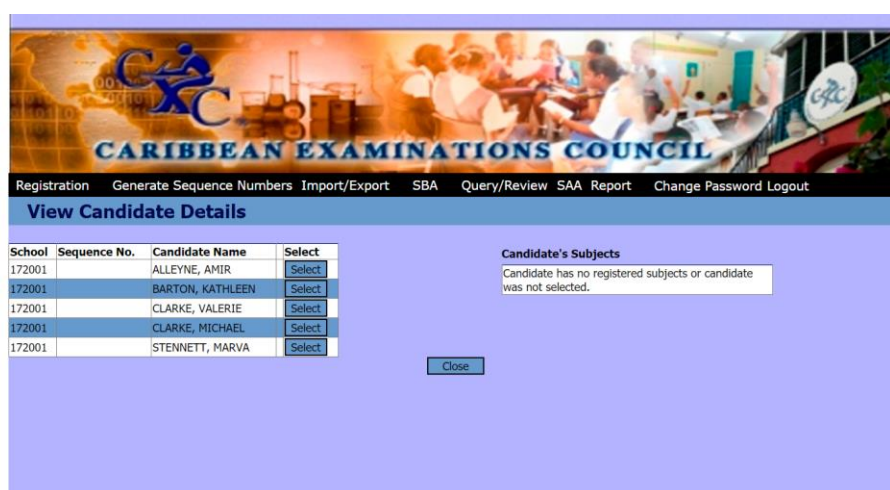


Figure 23

85. When the User selects the View Candidate Details from the Registration dropdown arrow on the Main Menu screen, the screen at Figure 23 appears. It displays the list of candidates on the left and when a particular candidate has been highlighted, the list of subjects will appear in the Candidate's Subjects box on the right hand side. In the case highlighted, sequence nos. have not been generated for, or subjects assigned to, the candidates. By selecting the **Close** button, the User is returned to the Main Menu screen.

Candidate Privileges

86. The ORS is by default configured to allow candidates to view their personal and subject details (Subject Registered Report), timetables and examination results on the online student portal. Candidates should be permitted to view their Subject Registered Reports and individual timetables. The Centre may determine whether to give the candidates access to view their examination results.

87. If a User wants to prevent specific candidates from having access to their results, the User should select the Registration option on the Main Menu screen, then the Candidate Privilege sub-option and uncheck the checkbox for **Allow Results**. Therefore, the practice by some Centres of blocking all of the candidates from viewing their results because they want to prevent certain candidates from having online access to their results is unnecessary. The Preview Results checkbox should be unchecked for specific candidates from the Edit Candidate screen box. The disabling of the checkbox must be done prior to the date the results are issued to the Ministry. The dates for the issue of results to the Ministry are given in the **CXC** Calendar of Events.

Batch Entry

88. The screen at Figure 24 allows the User to add/remove several candidates to/from a subject at one time. Batch Entry can only be done by Users assigned into the Teacher and Super User groups. Before Batch Entry can begin, the candidates' personal details must have been registered in the ORS for the current period. Batch Entry is not available to subjects with options: **CSEC** Religious Education, Technical Drawing, Theatre Arts and Visual Arts, and **CAPE** Performing Arts Unit 2.

Registration Generate Sequence Numbers Import/Export SBA Query/Review Report Change Password Logout

Batch Entry

Subject: Select Subject

Teacher:

Class:

First Name:

Last Name:

Search Reset

Available Candidates

Add Close

* Subjects with options are currently not available on Batch Entry Mode

Select Subject

Registered Candidates

Delete Close

Figure 24

89. The User should select the particular subject for which the candidates will be registered. The name of the Teacher presenting candidates should be selected – if more than one Teacher will be presenting candidates for the same subject, the User will have to repeat the process for each Teacher and group of candidates. When the Teacher has been selected, ALL candidates available for selection will be shown as at Figure 25 below.

The screenshot shows the 'Batch Entry' form with the following details:

- Subject:** CHEMISTRY GENERAL
- Teacher:** sahmadali
- Class:** (empty)
- First Name:** (empty)
- Last Name:** (empty)
- Search/Reset buttons:** Present

Available Candidates Table:

Last Name	First Name	Date Of Birth	Gender	New	SBA All	Resit	Alt	Repeat	Self-Tutored	Transfer From Unit 1	Transfer From Unit 2	Transfer From Unit 3	Year	Comment	Select
ALLEYNE	AMIR	19-08-1923	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
ALLEYNE	KATHLEEN	19-08-2000	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
BOYCE	CHRISTINE	19-08-1923	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Brathwaite	Leeanna	05-09-2002	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Browne	Shania	15-06-2003	F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Registered Candidates: No Candidates Available

Figure 25

90. The User may search for candidates from a particular Class (Form) or may search for individual candidates by First Name and/or Last Name. The User may check the **Select** checkbox to register all candidates for the subject or as at Figure 26, select specific candidates by clicking on the checkboxes in the appropriate rows.

The screenshot shows the 'Batch Entry' form with the following details:

- Subject:** CHEMISTRY GENERAL
- Teacher:** sahmadali
- Class:** (empty)
- First Name:** (empty)
- Last Name:** (empty)
- Search/Reset buttons:** Present

Available Candidates Table:

Last Name	First Name	Date Of Birth	Gender	New	SBA All	Resit	Alt	Repeat	Self-Tutored	Transfer From Unit 1	Transfer From Unit 2	Transfer From Unit 3	Year	Comment	Select
ALLEYNE	AMIR	19-08-1923	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
ALLEYNE	KATHLEEN	19-08-2000	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
BOYCE	CHRISTINE	19-08-1923	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Brathwaite	Leeanna	05-09-2002	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Br...	Shania	15-06-2003	F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Registered Candidates: No Candidates Available

Figure 26

91. The appropriate option, SBA, Re-sit, Alt (Alternative to SBA), Transfer (and Year) must be selected for each subject.

92. The Comment textbox maybe used to input any additional information on the candidate for official use.

93. When the **Add** button is selected, a message appears on the screen informing the User that candidate(s) has been added. A screen similar to the one at Figure 27 will appear.

Batch Entry

Subject: CHEMISTRY GENERAL
 Teacher: sahmadali
 Class:
 First Name:
 Last Name:

Available Candidates

Last Name	First Name	Date Of Birth	Gender	New	SBA All	Resit	Alt	Repeat	Self-Tutored	Transfer from Unit 1	Transfer from Unit 2	Transfer from Unit 3	Year	Comment	Select
BOYCE	CHRISTINE	19-08-1923	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Br...	Shania	15-06-2003	F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

* Subjects with options are currently not available on Batch Entry Mode

CHEMISTRY GENERAL

Registered Candidates

Last Name	First Name	Date Of Birth	Gender	New	SBA All	Resit	Alt	Repeat	Self-Tutored	Transfer from Unit 1	Transfer from Unit 2	Transfer from Unit 3	Year	Comment	Select
ALLEYNE	AMIR	19-08-1923	M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
ALLEYNE	KATHLEEN	19-08-2000	F	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Br...	Leannna	05-09-2002	F	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Figure 27

94. The candidates who were not selected for the subject remain in the Available Candidates modal box whereas the candidates who were selected for the subject appear in the Registered Candidates modal box. At this stage, the User would have the option of adding more candidates from the Available Candidates modal box or deleting candidates from the Registered Candidates modal box.

95. The **Close** button returns the User to the Main Menu screen.

Candidate Fees

96. The Candidate Fees facility will not be operational if the Centre Administrator does not set-up in advance the fee structure table in the ORS. Furthermore, when candidates are added or amendments made, the cost of the entries or amendments would be given as \$0 in the ORS. To avoid this \$0 cost for amendments being shown, the Centre Administrator must set-up the fee structure.

Candidate

Centre	Sequence No.	Candidate Name	Date of Birth	Gender
030034		Monk, Adrian	09/12/1991	M

# Subjects	# Orals	# SBA	# Practicals
3	0	2	0

Fees

	Expected Fees		Fees Paid
Entry	100.00	>>	0.00
Subject	30.00	>>	0.00
Late	0.00	>>	0.00
Options	0.00	>>	0.00
Personal Amendment	0.00	>>	0.00
Subject Amendment	0.00	>>	0.00
Late SBA	0.00	>>	0.00
Local/Admin	0.00	>>	0.00
Orals	0.00	>>	0.00
SBA	0.00	>>	0.00
Practicals	0.00	>>	0.00
Totals	130.00	>>>	0.00

Total Fees Outstanding

130.00

Comment 6

Comment 7



Save

Close

Figure 28

97. The screen at Figure 28 allows the User to maintain the candidate's fee payment record. It is generated from the Registration option on the Main Menu screen then selecting Edit Candidate from the dropdown arrow. A search should be undertaken for the candidate and when found, the **Fees** button should be selected.

98. A table titled 'Candidate' is shown at the top of the screen. The columns shown include Centre No, Sequence No., Candidate Name, Date of Birth, Gender, # Subjects, # Orals, # SBA and # Practicals. The data shown in these fields cannot be edited.

99. The # Subjects shows the number of subjects that the candidate has been registered to take.
100. The # Orals shows the number of registered subjects that has an oral component.
101. The # SBA shows the number of registered subjects that has an SBA component.
102. The # Practicals shows the number of registered subjects that has a practical component.
103. In Figure 28, the Expected Fees column shows the fees expected from the candidate and it is automatically generated from the number of subjects for which a candidate is registered to take. The data in this field cannot be edited by the User. The Fees Paid can be changed manually for each individual option, depending on when payment is made by the candidate. The 'Totals' row at the bottom of the table shows the total Expected Fees and the total Fees Paid.
104. The double arrow buttons in the middle of both columns are used to transfer the full amount from the Expected Fees column to the Fees Paid column. This is only to be used if the Fees Paid is equal to the Expected Fees for the particular row. If the amount being paid is less than the amount owed, the figure should be entered manually. The Fees Paid fields for each line do not accept figures that are higher than the amount owed in that same line. For example, if \$20.00 is the Expected Fees for Orals, the User is unable to input \$25.00 in the Fees Paid text field.
105. The **Total Fees Outstanding** text box is not editable and shows total fees owed by the candidate, that is, total Expected Fees less the total Paid Fees.
106. **Comment 6** and **Comment 7** are optional fields and maybe used to store any data required by the Centre or the Ministry.
107. The  button is used to save the information on the screen and it displays a confirmation message '**fees information has been saved**'. After **OK** is clicked, the User is returned to the Candidate Fees screen.
108. The  button should exit the Candidate Fees screen without saving any information.
109. The Centre Administrator did not set-up fully the fees table shown at Figure 28 – only the Candidate Entry Fee and Subject Entry Fee were set-up. However, Figure 29 shows where all the fees were set-up fully by the Centre Administrator. The fields in the **Expected Fees** column are automatically populated – in the example shown below, the candidate is registered for three subjects with an oral component, and the centre charges \$10 for each subject with an oral. Thus, the **Expected Fees** column is populated with a total of \$30.

Very Late Personal Amendment	0.00	>>	0.00
Subject Amendment	0.00	>>	0.00
Very Late Subject Amendment	0.00	>>	0.00
Local/Admin	170.00	>>	0.00
Orals	30.00	>>	0.00
SBA	300.00	>>	0.00
Practicals	80.00	>>	0.00
Withdrawn Entry	0.00	>>	0.00
Re-Enroll	0.00	>>	0.00
Withdrawn Subject Entry	0.00	>>	0.00
Re-Enroll Subject	0.00	>>	0.00
Query Absents	0.00	>>	0.00
Query Ungraded	0.00	>>	0.00
Reviews	0.00	>>	0.00
Query Withhelds	0.00	>>	0.00
Non-Compliance	0.00	>>	0.00
Late SBA	0.00	>>	0.00
	1857.00	>>>	0.00

Total Fees Outstanding
1857.00

Comment 6 Comment 7

Figure 29

GENERATE SEQUENCE NUMBERS OPTION

110. To generate sequence numbers, the User should select the Generate Sequence Numbers option on the Main Menu screen. Figure 30 below will appear.

Figure 30

111. There are two fields, the Period and the Centre Code that cannot be edited.

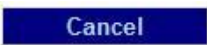
112. There are two separate checkboxes, Sequencing and Grouping, from which a selection must be made. The radio buttons within each box allows the User to narrow the results that will be returned.
113. In the **Sequencing** checkbox, the User has the choice of Append or Re-sequence. The system defaults to Append and it is used to generate sequence numbers for the first time or to generate a sequence number for a candidate(s) who was not included when the original sequence numbers were generated. After the generation of the initial sequence numbers, the Append adds candidates at the bottom of the list.
114. The Re-sequence function is used in cases where the User has already generated sequence numbers and wants to add an additional candidate(s) but in some sort of order, usually alphabetically. Suppose there were three candidates for whom sequence numbers were generated and a fourth candidate, Dianne Foster, had to be added. The ORS might have generated sequence numbers for the first batch as follows: Ramona Brathwaite - 001, Avonda Medford -002 and Paula Stennett – 003. If the Append function is used, Foster will be added with sequence no. 004. If the Re-sequence function is used, Foster will be added with sequence no. 002. The sequence nos. for Medford and Stennett will then be adjusted to 003 and 004, respectively. Re-sequencing normally changes some of the candidate numbers from the original batch.
115. **Before the expiry of the deadline date, files exported to the Ministry can be recalled and re-sequenced but Users are advised to refrain from this practice** because in some cases candidates would have been made aware of their candidate numbers before the initial export of the registration data to the Ministry. The **Append** button should be used after the initial file has been exported to the Ministry. After **CXC's** official deadline has passed, sequence numbers cannot be re-sequenced.
116. In the **Grouping** box, if the **ALL** or **BY CLASS** radio button is selected, the **Gender** box would not be available as in Figure 30. On the other hand, if the **BY GENDER** or **CLASS GENDER** radio button is selected, a box called **Gender** appears on the screen as in Figure 31.



Figure 31

117. Sequence numbers **WILL NOT** be generated for candidates without subjects. **It is imperative that Users run the report in the ORS called 'Candidates without Sequence Numbers' before forwarding the registration data to the Ministry.**

118. The  button is used to generate the sequence numbers.

119. The  button is used to exit the screen without saving any information.

120. Sequence numbers are three digits starting from 001 and running as high as 999. The ORS adds a **check digit** at the end of the three-digit sequence number. **When the sequence numbers have been generated, a 10-digit candidate (registration) number is created.** Thus, the candidate number comprises of the centre code (digits 1 to 6), the sequence number (digits 7 to 9) and the check digit (digit 10).

IMPORT/EXPORT OPTION

Import Personal Data

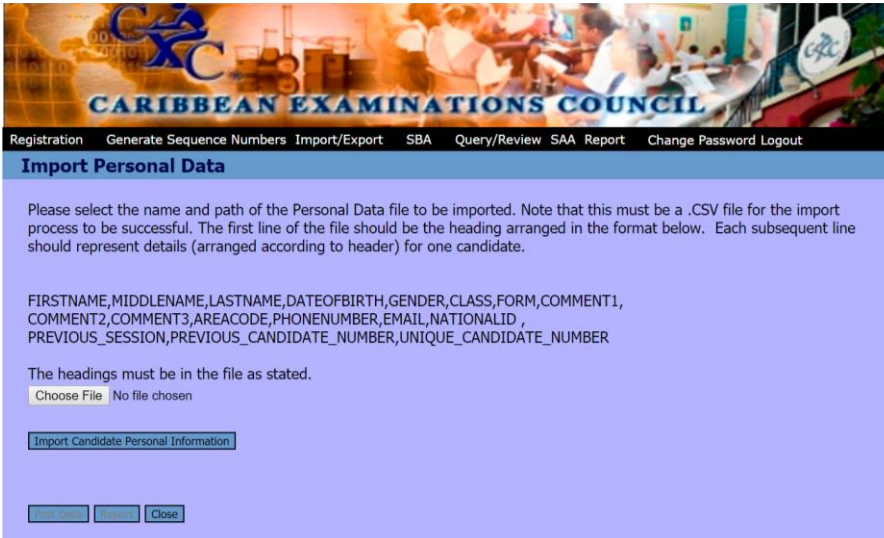


Figure 32

121. The screen at Figure 32 is used to import the personal data of NEW candidates into the ORS database from a file(s) stored elsewhere in the Centre's database. The screen is obtained from the Import/Export option on the Main Menu screen, then selecting Import Personal Data from the dropdown arrow.

122. Before the file can be imported, a spreadsheet must be created to store the candidates' personal data. The file must be in the format of a csv (Comma Separated Values or Comma Delimited) file with a *dot* (.) csv extension name, for example, **5Astudents.csv** . This spreadsheet may be created before the start of the registration phase. **Candidates who have written examinations previously can be included on the spreadsheet.**

123. The file must be created with 17 (26 in the case of the examination centres falling under the USAID/CXC Second Chance Programme – nine columns with the 'At Risk' characteristics must be added to the spreadsheet) columns consisting of:

FIRSTNAME, MIDDLENAME, LASTNAME, DATEOFBIRTH, GENDER, CLASS, FORM, COMMENT1, COMMENT2, COMMENT3, AREACODE, PHONENUMBER, EMAIL, NATIONALID, PREVIOUS_SESSION, PREVIOUS_CANDIDATE_NUMBER, UNIQUE_CANDIDATE_NUMBER

124. The LastName, DateOfBirth and Gender columns are compulsory and must contain data; the other columns may be left blank since they are not compulsory. The format of the date of birth must be DD/MM/YYYY, for example, 19/08/1997 = 19 August 1997. For **CSEC** and **CAPE** registration, the Class column may be used. In the case of **CCSLC** registration, the Form column may be used and the Form must be keyed as Second, Third, Fourth or Fifth.

125. To upload a file, the User should click on the **Browse** button. The name and path of the file should be selected from its location. When the file has been uploaded, a screen similar to Figure 33 would appear. The **Import Candidate Personal Information** button must be selected.

CARIBBEAN EXAMINATIONS COUNCIL

Registration Generate Sequence Numbers Import/Export SBA Query/Review SAA Report Change Password Logout

Import Personal Data

Please select the name and path of the Personal Data file to be imported. Note that this must be a .CSV file for the import process to be successful. The first line of the file should be the heading arranged in the format below. Each subsequent line should represent details (arranged according to header) for one candidate.

FIRSTNAME,MIDDLENAME,LASTNAME,DATEOFBIRTH,GENDER,CLASS,FORM,COMMENT1,COMMENT2,COMMENT3,AREACODE,PHONENUMBER,EMAIL,NATIONALID,PREVIOUS_SESSION,PREVIOUS_CANDIDATE_NUMBER,UNIQUE_CANDIDATE_NUMBER

The headings must be in the file as stated.

Choose File No file chosen

Import Candidate Personal Information

Last Name	First Name	Middle Name	Date Of Birth	Gender	Class
ALEXANDER	TORIA		16/02/2001	FEMALE	3C MINI
ALLEN	JOHN		07/01/2002	MALE	2C MINI
BARRETT	SHEMAR		17/08/2001	MALE	1C MAXI

Post Data Cancel Close

Figure 33

126. Figure 33 shows a list of the names of the candidates who can be selected for importation into the ORS.

127. To import the candidates, the **Import Candidate Personal Information** button should be selected.

128. The **Post Data** button is used to complete the transfer process of the information on the .csv file which was selected. The candidates become available in the ORS to be assigned subjects.

129. The **Cancel** button is used to exit the screen without saving any information.

130. After the registration cut-off date has passed, the User would not be able to use the Import Candidate Personal Information facility.

Forward Registration Files to Ministry

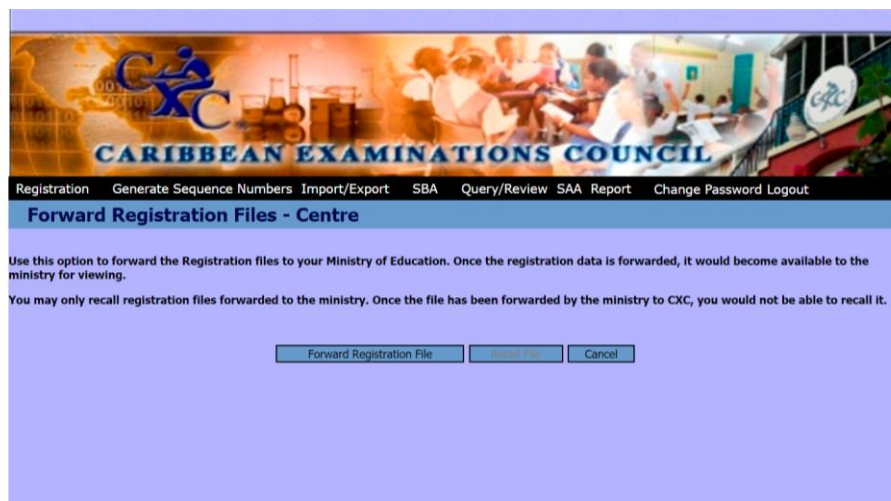


Figure 34

131. The screen at Figure 34 allows the User to Forward Registration Files from the Centre to the Ministry. It is reached when the User selects the Import/Export option on the Main Menu screen then Forward Registration from the dropdown arrow.

132. If the Ministry forwards the file to **CXC** or rejects it, an Alert should appear on the Centre's Main Menu screen notifying the Centre that the file was forwarded to **CXC** or rejected by the Ministry.

133. The **Forward Registration File** button is used to send data files from the Centre and make them available for viewing or for some other action by the Ministry.

134. The **Recall File** button is used by the Centre to recall the data file sent to the Ministry so that it may be edited and resent to the Ministry immediately after the edit has been completed. If the file was not forwarded by the Ministry to **CXC**, the recalled file would be available immediately for editing by the Centre. If the file was forwarded to **CXC** before the Centre recalled it, then the file would not be available immediately for editing. The Centre should contact the Ministry and request that the file be recalled from **CXC**. The recall of files can only be done during the period prior to the official registration cut-off date. After the deadline date has passed, the **Recall File** button is disabled and late entries or amendments must be done using the **Register Candidate** option or **Edit Candidate** option.

135. The **Cancel** button is used to exit the screen without saving any information.

Forward Registration Amendment Files to Ministry

136. When an amendment or late entry has been done after the registration cutoff date, the Forward Amendment facility should be used instead of the Forward Registration. This facility operates similarly to that of Forward Registration and it is reached by selecting the Import/Export option on the Main Menu screen, then selecting Forward Amendments.

137. A common oversight by some centres is their failure to forward late entries and amendments to the Ministry. This usually results in them being charged higher fees when the files are eventually forwarded at a later date because fees are charged at the time of receipt by **CXC** and not at the time the entries are made by the centres. There are some Forward Status Reports in the ORS for late entries and amendments that should be generated regularly to show any files that need to be forwarded to the Ministry by the centre or to **CXC** by the Ministry.

Export Database Fields



Figure 35

138. The purpose of this function is to permit Centres to export data from the ORS into an Excel spreadsheet. Figure 35 is generated from the Import/Export option on the Main Menu screen, then selecting Export Database Fields from the dropdown arrow.

139. The Candidate Subject Option Detail should be selected in the **Choose a Query** dropdown box. The User must select the fields (headings) from the **Available Fields** dropdown box that will appear in the Excel spreadsheet. A single field or multiple fields may be selected at one time to be transferred to the **Selected Fields** box by using the Shift key or Ctrl key. The highlighted fields are transferred to the Selected Fields by clicking the arrow (>). Conversely, any field(s) in the Selected Fields box that is not required may be transferred to the **Available Fields** dropdown box by using the arrow (<) or the **Clear Fields** button.

140. The information required in the spreadsheet may be further refined by using the **Filter Data** button. When the button has been selected, the screen at Figure 36 appears.

Figure 36

141. Once the respective fields have been populated, the **Export Data** button should be selected. When the Excel file has been generated, the User will be given the option to Open, Save or Cancel the file.

PART B: QUERIES AND REVIEWS

Processing Queries and Reviews

142. All queries and reviews relating to examination results must be submitted by examination centres (schools) through the ORS within the time-frame set by the **CXC**. **Paper-based queries and reviews are not accepted by CXC**. The queries and reviews submitted in the ORS by the Centre **by-pass** the Ministry (Local Registrar) and go directly to **CXC**.

143. Only a User carrying the status of Super User or Teacher at the Centre can lodge queries and reviews in the ORS.

144. When the User selects the Query/Review option on the Main Menu screen, the screen at Figure 37 is displayed:

Figure 37

145. The candidate's **First Name**, **Last Name** and **Subject** fields must be completed and the appropriate option chosen from the **Select Query Type/Review** field as in Figure 38. Select either New Batch or the appropriate batch number by clicking on the **Batch No.** dropdown box. The search may be refined by using the candidate's Class, Sequence No. and a particular subject.

Registration Generate Sequence Numbers Import/Export SBA Query/Review SAA Report Change Password Logout

Queries and Reviews

Please select a query type/ review and then select a batch number to add candidates for queries or reviews. Initially, select a new batch under Batch No. to commence the process, then click search. Once a batch is created you may select it to add more candidates to it.

Period: 2020 JUNE CSEC Centre Code: 030028 Class: Sequence No.

First Name: TYR Last Name: DR Subject: SPANISH GENERAL

Select Query Type/Review: Select Query Type/Review Batch No.: Select Batch No. Search

Select Query Type/Review

- Query Absents
- Query Ungraded
- Grade Reviews
- Query Withhelds
- Query SBA

Figure 38

146. When making the query for the first time, the New Batch option must be selected – see Figure 39. When searching for a candidate for whom a query or review was created in the current sitting, the specific Batch No. should be selected.

Please select a query type/ review and then select a batch number to add candidates for queries or reviews. Initially, select a new batch under Batch No. to commence the process, then click search. Once a batch is created you may select it to add more candidates to it.

Period: 2020 JUNE CSEC Centre Code: 030028 Class: Sequence No.

First Name: TYR Last Name: DR Subject: SPANISH GENERAL

Select Query Type/Review: Grade Reviews Batch No.: New Batch Search

Upload supporting documents by clicking on browse and then once the file is located click on upload.

Choose File No file chosen

Upload Cancel

Figure 39

147. When the **Search** button is selected, the screen similar to Figure 40 will be appear.

Please select a query type/ review and then select a batch number to add candidates for queries or reviews. Initially, select a new batch under Batch No. to commence the process, then click search. Once a batch is created you may select it to add more candidates to it.

Period: 2020 JUNE CSEC
 Centre Code: 030028
 Class: 66
 Sequence No.: 66
 First Name: [Redacted]
 Last Name: DRA [Redacted]
 Subject: SPANISH GENERAL
 Select Query Type/Review: Grade Reviews
 Batch No.: New Batch
 Search

Batched Candidates
No Candidates Available

Unassign Save

Available Candidates

Batch Id	Candno	First Name	Last Name	Subject	Grade	Query	Select
	0300280661	KYM [Redacted]	DRA [Redacted]	SPANISH GENERAL	V		<input type="checkbox"/> File

Assign

Upload supporting documents by clicking on browse and then once the file is located click on upload.

Figure 40

148. The **Select** checkbox should be checked, however, if the search was not made on a specific subject and several subjects were displayed for the candidate, the individual checkboxes should be selected if the User wants to submit the query for certain subjects. The **Assign** button should then be selected. When selected, the notice “Successfully Assigned” will appear on the screen. The User should then select the OK button. The screen at Figure 41 will appear; you will notice that a Batch No. has been assigned.

Select Query Type/Review: Grade Reviews
 Batch No.: 11195
 Search

Batched Candidates 1 record(s) found
Forwarded to Ministry: No Forwarded to CXC: No ePayment: No Amount: \$60.00 Paid: No (Local fees may be applicable)

Batch Id	Candno	First Name	Last Name	Subject	Grade	Query	CXC Response	Select
111195	0300280661	KYM [Redacted]	DRA [Redacted]	SPANISH GENERAL	V			<input checked="" type="checkbox"/> File

Unassign Save

Available Candidates
No Candidates Available

Assign

Upload supporting documents by clicking on browse and then once the file is located click on upload.

Choose File No file chosen

Upload Cancel

Figure 41

149. At this point, the nature of the query or review should be placed in the Query field – see Figure 42.

Batched Candidates 1 record(s) found
Forwarded to Ministry: No Forwarded to CXC: No ePayment: No Amount: \$60.00 Paid: No (Local fees may be applicable)

Batch Id	Candno	First Name	Last Name	Subject	Grade/Query	CXC Response	Select
111195	0300280661	KY	DR	SPANISH GENERAL	V	The candidate was expected to have obtained a Grade 3	<input type="checkbox"/>

Unassign Save

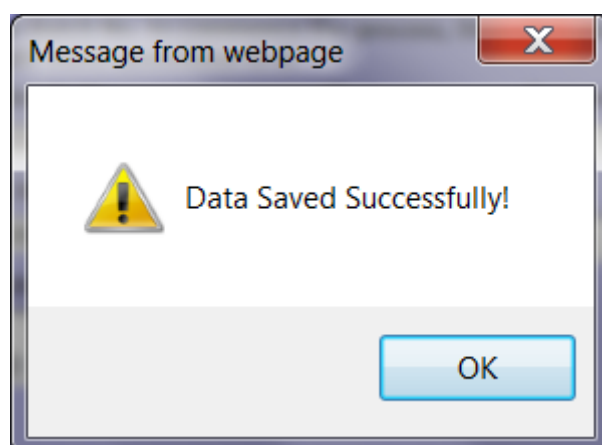
Available Candidates
No Candidates Available
Assign

Upload supporting documents by clicking on browse and then once the file is located click on upload.

Choose File No file chosen
Upload Cancel

Figure 42

150. Click the **Select** checkbox to choose all the subjects or use the checkboxes next to the candidate to choose specific subjects for a candidate. At this stage one can **Unassign** candidates or **Save** the record for submission to **CXC** – see Figure 42. If the **Save** button is selected, the message below will be displayed.



151. Select OK.

152. The User may also want to attach a file to support the claim for the review or query. To do so, the User should **first click on *File* located at the right of the column headed *CXC Responses* at Figure 42**. The User should then scroll down to the bottom of the screen at Figure 42 and double click in the **Choose File** field. Search for the file and attach the file when found. When this has been done, the screen will appear as at Figure 42A.

Select Query Type/Review: DR Batch No.: 11195 Search

Grade Reviews

Batched Candidates 1 record(s) found
Forwarded to Ministry: No Forwarded to CXC: No ePayment: No Amount: \$60.00 Paid: No (Local fees may be applicable)

Batch Id	Candno	First Name	Last Name	Subject	Grade/Query	CXC Response	Select
111195	0300280663	KY	DR	SPANISH GENERAL	V	The candidate was expected to have obtained a Grade 3	File

Unassign Save

Available Candidates
No Candidates Available
Assign

Upload supporting documents by clicking on browse and then once the file is located click on upload.

Choose File DL for KH.docx

Upload Cancel

Figure 42A

153. The file should be uploaded at this stage. When the **Upload** tab is chosen, Figure 43 will appear. The User should select **Save** if the correct file was attached or **Delete** if the incorrect file was chosen.

Assign

Upload supporting documents by clicking on browse and then once the file is located click on upload.

Files	Save	Delete
DL for KH.docx		

Choose File No file chosen

Upload Cancel

Caribbean Examinations Council © 2012 #Users: 652 Current: 422

Figure 43

154. The User may add more candidates to the batch or create a new batch.

Forward Queries and Reviews

155. The User may choose to forward one batch of queries/reviews or several batches at one time. The files must be forwarded to **CXC** within the deadline given. The User should go to the Import/Export menu on the main registration screen and select the Forward Query/Review option. Once the **Forward** tab has been selected, the file will be sent directly to **CXC**.

Status of Queries and Reviews

156. The User can log into the ORS at any time to check the status of queries and reviews submitted. The column, **CXC Response** – see Figure 42, will be populated when **CXC** completes a query/review or raises an issue in connection with a query/review submitted.

PART C: SPECIAL ASSESSMENT ARRANGEMENTS

Searching for a Candidate

157. When the User logs into the ORS, the main menu screen at Figure 44 will appear.

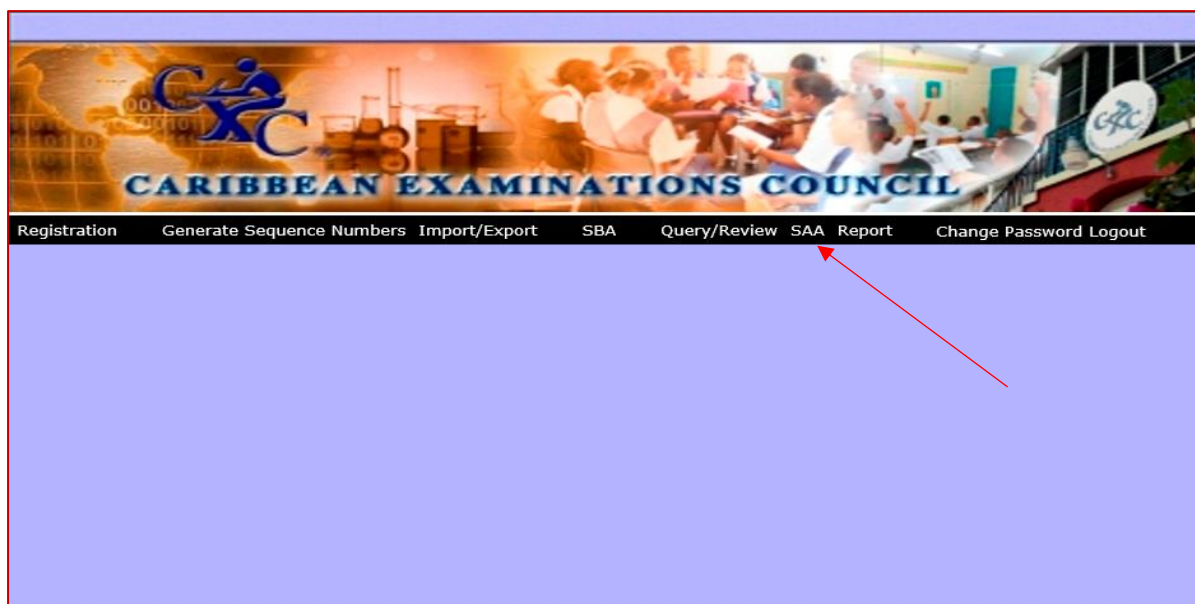


Figure 44

158. When the User clicks on the SAA option, Figure 44 will appear. There are several options to search for a candidate(s). From the **SAA? Dropdown box**, select the appropriate option to search for a candidate:

- **All** (all candidates registered in the centre)
- **Yes** (candidates for whom SAA requests have already been created in the **ORS**)
or
- **No** (candidates for whom SAA requests have not been created in the **ORS**).

159. A search may also be conducted for a single candidate using any one or a combination of First Name, Last Name, Date of Birth or Gender - see Figure 45.

Querying Candidates For Special Arrangements

Period: 2018 JUNE CSEC | Centre Code: 170002 | Form: | Class: | Sequence No.: |

First Name: | Last Name: | Date of Birth (dd/mm/yyyy): | Gender: All | SAA?: All | Sent to Ministry?: All

Figure 45

160. If the **All** option is selected, the entire list of the candidates registered for the centre will appear, as shown below in Figure 46.

161. Select the candidate for whom the request will be submitted by selecting the **Add** tab.

Querying Candidates For Special Arrangements

Period: 2018 JUNE CSEC | Centre Code: 170002 | Form: | Class: | Sequence No.: |

First Name: | Last Name: | Date of Birth (dd/mm/yyyy): | Gender: All | SAA?: All | Sent to Ministry?: All

School	Form	Class	Seq No	Last Name	First Name	Middle Name	Date Of Birth	Gender	
170002				ALLEYNE	ANDREA	CALLENDER	19/08/1923	F	<input type="button" value="Add"/>
170002				BRIDGELAL	ISHA	TATYANN AMELIA	09/01/2001	F	<input type="button" value="Add"/>
170002				FRANK	RODNEY		19/08/1923	M	<input type="button" value="Add"/>
170002				JACKSON	NATHAN	DEVI	13/06/2000	F	<input type="button" value="Add"/>
170002				LASHLEY	CHRISTINE		19/08/1923	M	<input type="button" value="Add"/>
170002				MARCUS	MARCIA		19/08/1923	F	<input type="button" value="Add"/>
170002	5A			Broomes			19/02/1999	F	<input type="button" value="Add"/>
170002	5C Mini			Bailey	Allea		27/06/2000	F	<input type="button" value="Add"/>
170002	5C Mini			Holder	Marva	Avonda	19/08/1923	M	<input type="button" value="Add"/>
170002				Medford	esther	Sandra	19/08/1923	M	<input type="button" value="Add"/>
170002			001	Alleyne	Ajani		06/1998	M	<input type="button" value="Add"/>
170002			002	CASTILLO	SHARMAINE	MAGDALINE	19/08/1923	F	<input type="button" value="Add"/>

Figure 46

Special Assessment Arrangements Granted by the Centre

162. After selecting the **Add** option at para 161, a screen similar to Figure 47 will be shown – the complete screen is not shown in the figure. Select “Yes” or “No” as a response to the question (**Has the candidate been granted special arrangements in school examinations by the centre?**). If “No” is selected, that is, no arrangement was granted by the school, state

the reason(s) in the box below. If the User doesn't make a selection (either Yes or No), the system will not permit the record to be saved later.

APPLICANT'S PERSONAL DETAILS

Centre	Sequence No.	Candidate Name	Date of Birth	Gender
170002		FRANK, RODNEY	19/08/1923	M

SPECIAL ASSESSMENT ARRANGEMENTS GRANTED BY CENTRE

Has the candidate been granted special arrangements in school examinations by the centre?
 If NO, give reasons why special arrangements have not been provided in school examinations before application.

Yes
No

A large text area for providing reasons is shown below the question.

Figure 47

Special Assessment Arrangements Requested

163. The centre must use the codes provided to indicate the type(s) of Special Assessment Arrangements **granted by the Centre** as shown in Figure 48.

SPECIAL ASSESSMENT ARRANGEMENTS REQUESTED BY CENTRE

	A Current Year Code	B Previous Year Code	Requested Code	Status	CXC Response
Subject					

Figure 48

164. The **Current Year Code** drop arrow is used to indicate the type of special arrangement used for the candidate during the current academic year. The selection is done for each subject for which the candidate is requesting special assessment.

165. The **Previous Year Code** drop arrow is used to indicate the type of special arrangement used for the candidate during the previous academic year. The selection is done for each subject for which the candidate is requesting special assessment.

166. The **Requested** indicates the Special Assessment Arrangement(s) being requested for each subject area for which the candidate is registered (**Requested Code**) using the codes provided. You may indicate Code 000 – None, if appropriate for certain subjects – see Figure 49.

Subject	Current Year Code	Previous Year Code	Requested Code	Status	CXC Response
ENGLISH A GENERAL					
ENGLISH B GENERAL					

OTHER COMMENTS

Select Current Code

- 000 - None
- 001 - Reader/ Writer (Amanuensis) assistance and extra time up to 15 minutes in the hour
- 002 - Reader assistance and extra time up to 15 minutes in the hour.
- 003 - Writer (Amanuensis) assistance and extra time up to 15 minutes in the hour
- 004 - Extra time up to 10 minutes in the hour.
- 005 - Signer for the hearing impaired and extra time up to 15 minutes in the hour
- 006 - Braille question papers and extra time up to 20 minutes in the hour
- 007 - Enlarged Print question papers
- 008 - Use of a Computer (Word Processor)
- 009 - Rest periods up to a maximum total of 20 minutes
- 010 - Other
- 011 - Extra time up to 15 minutes in the hour.

Figure 49

167. If Code **010, (Other)** was selected, the User should provide details of the arrangement being requested in the box labelled **"OTHER COMMENTS"** – see Figure 50.

168. You may also use this box to submit any statements supporting/not supporting the application.

Subject	Current Year Code	Previous Year Code	Requested Code	Status	CXC Response
ENGLISH A GENERAL					
ENGLISH B GENERAL					

OTHER COMMENTS

Select Current Code

- 000 - None
- 001 - Reader/ Writer (Amanuensis) assistance and extra time up to 15 minutes
- 002 - Reader assistance and extra time up to 15 minutes in the hour.
- 003 - Writer (Amanuensis) assistance and extra time up to 15 minutes in the ho
- 004 - Extra time up to 10 minutes in the hour.
- 005 - Signer for the hearing impaired and extra time up to 15 minutes in the ho
- 006 - Braille question papers and extra time up to 20 minutes in the hour
- 007 - Enlarged Print question papers
- 008 - Use of a Computer (Word Processor)
- 009 - Rest periods up to a maximum total of 20 minutes
- 010 - Other
- 011 - Extra time up to 15 minutes in the hour.

Figure 50

Attaching Documents

169. The User should choose the particular file(s) as supporting documents to start the uploading process – see Figure 51. To select a file, click in the **Choose File** field.

The screenshot shows a web application interface. At the top, there is a table with columns: Subject, Current Year Code, Previous Year Code, Requested Code, Status, CXC Code, and CXC Response. The 'Subject' row contains 'CHEMISTRY GENERAL', and the 'Current Year Code' row contains '010'. Below the table is a section titled 'OTHER COMMENTS' with a text area containing 'Needs a sound-proof room'. Below that is a section titled 'SUPPORTING DOCUMENTS'. In this section, there is a prompt 'Upload documents by clicking on browse' and a 'Choose File' button. The 'Choose File' button is highlighted with a blue border. Below it is an 'Upload' button. At the bottom right of the 'SUPPORTING DOCUMENTS' section, there are 'Save', 'Delete', and 'Close' buttons.

Figure 51

170. When the window appears, select the file to be uploaded and click <OPEN> as in Figure 52.

171. If more than one file is to be uploaded, please save the files in a zipped file (folder) and upload the zipped file.

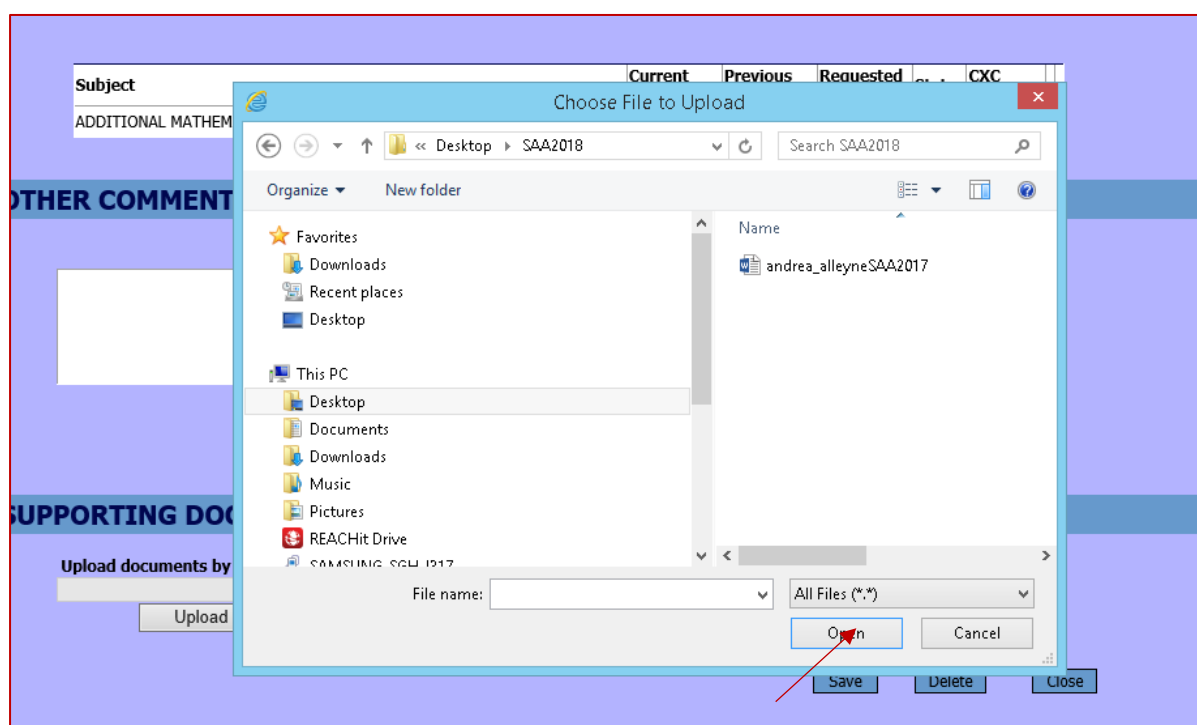


Figure 52

172. When the correct file has been chosen and the **Upload** button selected, a screen similar to the one at Figure 53 will appear.

The screenshot shows a web interface with a light blue background. At the top, there is a section titled "OTHER COMMENTS" in a dark blue header. Below this header is a white text box containing the text: "The candidate's condition appears to be improving but the improvement is unlikely to render the request invalid". Below the comments section is another section titled "SUPPORTING DOCUMENTS" in a dark blue header. Under this header, there is a sub-header "Upload documents by clicking on browse". Below this, there is a file selection area with a "Choose File" button, a text box showing "No file chosen", and an "Upload" button. To the right of the file selection area, there is a text box containing the filename "Barrass Allan Special Assessment.docx", followed by "View" and "Remove" buttons. At the bottom right of the "SUPPORTING DOCUMENTS" section, there are three buttons: "Save", "Delete", and "Close".

Figure 53

173. At this point, the User can **View** the file uploaded by selecting **View**, or remove the file if the incorrect file was selected by clicking on **Remove**. The final step in the process is for the User to select the **Save** button to save the application or the **Delete** button to delete the application. The **Close** button closes the application and returns the User to the Querying Candidates for Special Arrangements screen.

174. If no response was provided to the question referred to at **Figure 47**, the system will not permit the record to be saved. The message below will be displayed (Figure 54). If this message is seen, click <OK> and respond to the question at Figure 47. (Has the candidate been granted special arrangements in school examinations by the centre?)

The screenshot shows a warning message dialog box titled "Message from webpage" with a close button (X) in the top right corner. The dialog box contains a yellow warning triangle icon and the text: "Please indicate if the centre has granted the candidate Special Arrangements." Below the text is an "OK" button. The background shows a registration form with a light blue header and a table with columns for "Candidate Sequence Number", "Candidate Name", and "Date of Birth". The table contains one row with the candidate name "ALLEYNE, ANDREA" and the date of birth "19/08/1923". The form also has a "PERSONAL" section and a "Change Password" button.

Figure 54

175. Before the application for SAA is submitted in the ORS, the User is advised to re-check the details of all applications. A search should be made using the **Yes** option in the **SAA?** Dropdown field at Figure 47. The screen below (Figure 55) will appear with the option to:

- **Edit** (make changes to the application)

- **View** (review the application details).

176. Kindly make all changes and review details before forwarding the application.

Registration Generate Sequence Numbers Import/Export SBA Query/Review SAA Report Change Password Logout

Querying Candidates For Special Arrangements

Period: 2018 JUNE CSEC Centre Code: 170002 Form: Class: Sequence No.:

First Name: Last Name: Date of Birth (dd/mm/yyyy): Gender: All SAA?: Yes Sent to Ministry?: All

School	Form	Class	Seq No	Last Name	First Name	Middle Name	Date Of Birth	Gender		
170002				ALLEYNE	ANDREA	CALLENDER	19/08/1923	F	<input type="button" value="View"/>	<input type="button" value="Edit"/>

Figure 55

Forward Special Assessment Requests

177. The User may choose to forward one request or several at one time. The files must be forwarded to **CXC** within the deadline given. The User should go to the Import/Export menu on the main registration screen and select the Forward Special Requests option. Once the **Forward** tab has been selected, the file will be sent directly to **CXC**.

Status of Special Assessment Requests

178. The User can log into the ORS at any time to check the status of Special Assessment Requests submitted. The column, **CXC Response** – see Figure 51, will be populated when **CXC** completes a request or raises an issue in connection with a request made by the centre.

179. Notes

- The deadline for submission of requests for SAAs, other than for modified papers (Braille, enlarged print, JAWS CDs, et cetera) for the June sitting is **31 January** in the year of the examinations.
- The deadline for submission of requests for SAAs, other than for modified papers for the January sitting is **31 October** in the year prior to the examinations.

- III. Requests for modified papers for the June sitting should be submitted, first by e-mail to CXC by **15 October**, then through the ORS by the date given at I above.
- IV. Requests for modified papers for the January sitting should be submitted, first by e-mail to CXC by **15 September**, then through the ORS by the date given at II above.
- V. Ensure that the supporting documentation, for example, psychologist's report, certificate or letter from the attending doctor, is submitted.
- VI. When a file has been chosen for upload, it must be of a particular format (doc, docx, zip, pdf, jpg or png). Other file formats may not be accepted through the upload facility.

PART D: REPORTS

Accessing Reports

180. Figure 56 allows the User to generate reports out of the ORS. It is obtained from the Reports option on the Main Menu screen then selecting Report Selection from the dropdown arrow.

Figure 56

181. Reports are available in two types of file formats, an Excel spreadsheet and a pdf. Some reports are generated from data keyed directly into the ORS by Centres and others are generated from data loaded directly out of **CXC**'s Examining Processing System (EPS). The EPS data (refined) represent data loaded out of the ORS (raw) and 'cleaned up' by **CXC**. The User is given the option to input different parameters (Centre code, subject, sequence number, et cetera) to expand or reduce the type of report to be generated.

182. From time to time, Reports are added to, amended or removed from, the ORS. The User is advised to monitor the Report section for changes.

AMENDMENTS

Amendment History Detailed/ Amendment History Report by School/Amendment History Report by Territory

183. These reports provide a detailed listing/summary of all amendments made by the Centre for each candidate.

Amendment Forward Status Detailed/Amendment Forward Status Summary/Amendment History Detailed – Forwarded/Amendment History Detailed – Not Forwarded/Amendments – Not Forwarded by Centre

These reports give details on amendments made that have been forwarded or are to be forwarded by the Centre to the Ministry or by the Ministry to **CXC**.

AWARDS

Associate Degrees Not Chosen/Associate Degrees Not Qualified For

184. These reports list the Associate Degrees not chosen by candidates or candidates not qualified for Associate Degrees chosen.

Completed Requests/Paid Requests/Requests/Requests with Responses

185. These reports give the status of requests for awards.

FEES

CXC Billing

186. This report shows the Candidate Entry Fees, Subject Fees, Late Fees and Amendment Fees payable to **CXC** by the Centre. It is generated out of the **CXC**'s EPS and it is the billing that will be sent by **CXC** to the Ministry.

CXC Fees

This report shows the Candidate Entry Fees, Subject Fees, Late Fees and Amendment Fees payable to **CXC** by the Centre. It is generated out of the ORS and may be different to the **CXC** Billing Report.

Local Fees

This report shows a summary of total fees expected from each Centre.

QUALITY CHECKS

Candidates without Sequence Numbers

187. This report shows the candidates for whom sequence numbers have not been assigned. **This report should be generated before the registration data file is forwarded to the Ministry.** Any anomalies must be corrected at this point.

Candidates without Subjects

188. This report lists the candidates who have been registered but have not been assigned any subjects. **This report should be generated before the registration data file is forwarded to the Ministry.** Any anomalies must be corrected at this point.

Candidates with Outstanding Fees

189. This report shows the fees outstanding or payable by candidates.

Candidates without Fees

190. This report shows the candidates for whom fees have not been assigned.

Candidates with Clashing Subjects

191. This report shows the candidates who have more than one subject timetabled within a particular session for the same sitting.

Candidates with Clashing Subjects (Across CSEC and CAPE)

192. This report shows the candidates who are registered at both the **CSEC®** and **CAPE®** sittings and have more than one subject timetabled within the same session.

Possible Duplicate Candidates/Possible Duplicate Candidates in Centre

This report gives a list of candidates whose registration details might be duplicated in the ORS. **This report should be generated before the registration data file is forwarded to the Ministry.** Any anomalies must be corrected at this point.

QUERIES AND REVIEWS

Query – Forward Status

193. This report shows the status of reviews forwarded/not forwarded to **CXC**.

Query – List of Batch

194. This report shows the reviews submitted by each candidate and **CXC**'s response on the outcome of the reviews.

Query – List of Batch by Date

195. This report shows all the reviews requested by date received.

Query – Refund List by Date/Refund List by Territory

196. These reports deal with refund of fees for queries.

Query – Review Subject Listing/Candidates Requesting Reviews

197. These reports provide listing of candidates requesting reviews.

REGISTRATION**Candidates Personal Details by Centre/Candidates Personal Details by Name**

198. These reports show the personal details of all candidates registered at a particular Centre. They are particularly useful for the Local Registrar to post on the website or in a public location so that candidates (especially private) may obtain their Centre number and candidate number in order to gain access to the student portal to view their registration data, timetables and results. The Candidates Personal Details by Centre report lists candidates in candidate number order whereas the Candidates Personal Details by Name report lists candidates in alphabetical order.

Candidate Subjects XLS/Candidate Subjects XLS 11

199. These reports give a listing of candidates and subjects in a spreadsheet format.

Candidate Timetable

200. This report generates the candidates' timetable for the Centre or for individual candidates.

Candidates Registered for more than 7 Subjects

This report lists the candidates by candidate number whose subject count is more than 7.

Centre Forward Status/Centre Forward Status (CXC to Action)/To be Forwarded

201. The Centre Forward Status report shows the date when keying of registration data began, when or if the data files were forwarded to the Ministry and to **CXC**. The Centre Forward Status (**CXC** to Action) report shows the Centres whose data have been forwarded

to **CXC** but have not been loaded in the EPS. The To Be Forwarded report lists the Centres whose registration data files have not been forwarded to the Ministry and/or to **CXC**.

CXC Final Register

202. This report shows all the candidates from a Centre with their personal and subject details. It is generated out of the **CXC**'s EPS.

Final Register ORS/ ORS Final Register by Centre

203. These reports show all the candidates from a Centre with their personal and subject details. They are generated out of the ORS.

Final Register ORS – Late Candidates/ ORS Final Register – Late Entries

204. These reports list in Final Register format all candidates who registered in the ORS after the registration cutoff date.

Late School Entries

205. This report lists the candidates registered late by school.

Option Entries/ Option Entries by School

206. These reports show the options in the various subjects chosen by candidates at a Centre(s).

Register of Candidates by Class

207. This report gives the list of all candidates with personal and subject details assigned to each Class Teacher. It is very useful in the verification of candidates' registration records.

Register of Candidates by Subject Options

208. This report shows the options chosen by candidates in the various subjects at a Centre.

Register of Candidates by Subject Teacher

209. This report gives the list of all candidates with personal and subject details assigned to each Subject Teacher. It is very useful in the verification of candidates' registration records.

School Entries/ Territory Entries/ Territory Entries – By School

210. These reports show the total number of candidate entries from each Centre/territory.

School Entries/ Territory Entries/ Territory Entries – By School

211. These reports show the total number of candidate entries from each Centre/territory.

Subject Entries/ Subject Entries (XLS)/Subject Entries by School/ Subject Entries by Subject/ Territorial Subject Entries

212. These reports give the total number of subject entries from each Centre.

Subject Registered

This report lists the personal and subjects details of each candidate registered at a Centre. **The Subject Registered Report should be printed and given to ALL candidates to review and sign off on the accuracy of the data keyed on their behalf by the Centre.**

Territory Entries

213. This report gives a summary of the number of candidates by territory.

Territory Entries – Gender/Territory Entries - Gender 2/Territory Entries – Subject and Gender

214. These reports give a summary of entries for males and females.

Territory Entries – By School Type/Territory Entries - Subject and School Type

215. The report gives a summary of the number of entries by subject by centre-type (school or part-time).

RESULTS**Broad Sheets**

216. This report gives the examination results of all candidates.

Centre Grade Summary by Subject

217. This report gives a summary of grades by gender. It also shows the number of candidates that was registered for the subject and the number who wrote the examination.

Centre Profile Grade Summary

218. This report gives a summary of the profile by subject.

Pre-slips

219. This report shows the pre-slip of each candidate.

MISCELLANEOUS**2nd Chance – Candidate Entries/2nd Chance - Final Register/2nd Chance – Subject and Candidate Entries/2nd Chance – Subject Entries**

220. These reports show registration data for centres classified as Second Chance Institutions under the **USAID/CXC®** Project.

Allocation of Question Papers to Centres

This report shows the number of candidates at a Centre registered for each subject and the number of question papers allocated to the Centre. The report should be generated and reviewed Centre personnel a few weeks prior to the beginning of examinations to ensure that an adequate number of question papers are allocated to the Centre.

User Listing/ User Listing by Centre

221. These reports list the Users that interface with the ORS at a Centre(s).

General Timetable

222. This report shows the master timetable for the current session.

PART E: CHANGE PASSWORD AND LOGOUT

Change Password

223. This option allows the User to change on his/her current password. When the Change Password option is selected, the screen at Figure 57 will be presented.

*Figure 57*

224. The User is required to input the current password and the new password; then confirm the new password. Once completed, the **Save** button must be selected to activate the new password.

Logout

225. This option, when selected, logs the User out of the ORS and returns to the Login screen as shown at Figure 58.

*Figure 58*

END