



CARIBBEAN EXAMINATIONS COUNCIL

CARIBBEAN ADVANCED PROFICIENCY EXAMINATION®

GUIDELINES FOR SUBMITTING SCHOOL-BASED ASSESSMENT FOR

FINANCIAL SERVICES STUDIES

UNIT 1

A. OVERVIEW

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

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

B. SELECTION OF THE SCHOOL-BASED ASSESSMENT SAMPLE

(i) After the candidates' scores have been entered electronically, the sample of FIVE for the centre will be automatically selected by the e-SBA system.

(ii) For each Unit, the e-SBA system will select the sample according to the following procedure:

The marks obtained on the research projects will be arranged in descending order, highest to lowest.

The e-SBA system will identify the candidates with the

- highest mark
- lowest mark
- middle mark
- mark midway between the highest mark and the middle mark
- and the mark midway between the lowest mark and the middle mark

(iii) The centre **MUST** submit, by the stipulated deadline, the work of only those candidates the system has selected.

(iv) Where the number of candidates is less than five, the research projects of ALL candidates must be submitted.

(v) Since resit candidates are not expected to undertake the SBA, they should not be included in the ranked list and their work should not be submitted.

C. INFORMATION/DOCUMENTS TO BE SUBMITTED TO CXC

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

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

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