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CAPE REGISTRATION FOR THE MAY/JUNE 2019 SITTING

Students, please be advised that CAPE Registration at the Examinations Office of the College will be from Friday, **November 2 to Friday November 9, 2018 at scheduled times (See Section 3).**

➤ SECTION 1 - REGISTRATION PROCESS

- 1) Decide which CAPE Units you would like to write in 2019.
- 2) Check the NOTICE on CAPE 2019 Fees and the charges applicable to your chosen number of units.
- 3) Proceed to any of the following places to make payments: the Inland Revenue Department, District Revenue/Post Offices or the Inland Revenue Sub-Office in the Ministerial Complex. **The last day for payment at the Revenue Offices is Wednesday October 31, 2018.** DOUBLE CHECK your receipts to ensure that your NAME (spelling) AND THE NUMBER OF UNITS are CORRECT before you leave the above mentioned Offices.
- 4) Write all required information legibly at the back of the receipt (***see Section 2***) obtained from the Government Revenue Offices listed in Number 3 above. Read and understand the document named “Transfer of Internal Assessment Marks” published by the Caribbean Examinations Council (CXC). Double check to ensure that you have written all the requested information, especially your Internal Assessment Options. Initial all scratches.
- 5) Proceed to register at the College’s Examinations Office, located in the Learning Resource Centre Building with your College ID card.
- 6) Verify your information on the Registration Form before affixing your signature during registration.
- 7) After registration, please store your Registration Form in a safe place. The form is useful to remind students of the internal assessment option for each registered unit at the time of Internal Assessment (IA) submission.

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N.B: IF AN ORGANISATION IS PAYING FOR YOUR CAPE, PLEASE ENSURE THAT YOU COLLECT THE ORIGINAL RECEIPT FROM THE ORGANISATION AND THEN PROCEED TO REGISTER AT THE EXAMINATIONS OFFICE. PAYMENT OF CAPE FEES DOES NOT MEAN THAT A STUDENT IS REGISTERED FOR EXAMINATIONS.

➤ **SECTION 2 – REQUIRED INFORMATION AT THE BACK OF THE GOVERNMENT OF GRENADA TREASURY RECEIPTS**

All receipts obtained from the Government Revenue Offices must be submitted to the Examinations Office on or before **FRIDAY, NOVEMBER 9, 2018** and should list the following information at the back:

- 1) Full Name of Student (including initial if used)
- 2) Address
- 3) Telephone numbers (including cell phone numbers)
- 4) Date of birth – The month should be written in words eg. 10th August 1990
- 5) Gender
- 6) Subjects, units, SBA option and name of Lecturer -Beside each subject unit include the SBA option and the name of your Lecturer. There are 3 SBA options available to students:
 - i) **IA** (Internal Assessment used synonymously with SBA) – used when an Internal Assessment is been submitted by the student for a particular unit. **IF A STUDENT IS WRITING A CAPE UNIT FOR THE FIRST TIME**, HE SHOULD SELECT THE OPTION OF IA and will therefore be required to submit an IA.
 - ii) **Resit** – applicable in cases when SBA marks from 2017 or 2018 are being **re-used** for a particular unit. All candidates who wrote CAPE in 2017 or 2018 are eligible to register as “Resit” regardless of the SBA marks obtained in the unit.

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iii) **Transfer** – applicable for the transfer of SBA marks between units, where allowed. There are seven (7) subject areas in which the Internal Assessments in Unit 1 and Unit 2 may be transferred between units. They are: Economics, Geography, History, Law, Literatures in English, Management of Business and Sociology.

7) Previous CAPE or CSEC Registration Number -Year 2 students or students repeating Unit 1 should provide their most recent CAPE candidate number. New and Year 1 students who are writing CAPE for the first time should insert their 2018 CSEC candidate numbers.

PENCILS ARE **NOT** TO BE USED AT THE BACK OF RECEIPTS AND ALL SCRATCHES MUST BE INITIALLED BY CANDIDATE. KINDLY ENSURE THAT THE ABOVE INFORMATION IS WRITTEN CORRECTLY ON YOUR RECEIPT TO AVOID INCURRING AMENDMENT FEES.

➤ **SECTION 3 - DATES OF CAPE REGISTRATION IN ALPHABETICAL ORDER BY SURNAMES**

Dates	Time	Alphabetical Order By Last Name
Friday, November 2, 2018	10:00 A.M. – 12:00 NOON	A-F
Monday, November 5, 2018	9:00 A.M. – 12:00 NOON	G-K
Tuesday, November 6, 2018	9:00 A.M. – 12:00 NOON	L-N
Wednesday, November 7, 2018	9:00 A.M. – 12:00 NOON	O-Q
Thursday, November 8, 2018	9:00 A.M. – 12:00 NOON	R-U
Friday November 9, 2018	9:00 A.M. – 12:00 NOON	V-W

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PLEASE SEE DOCUMENT ON CAPE 2019 FEES. ADDITIONAL INFORMATION COULD BE OBTAINED FROM THE EXAMINATIONS OFFICE.

➤ SECTION 4 - GUIDELINES ON REGISTERING FOR C.A.P.E.

Students, you are advised to pay particular attention to these guidelines. Ensure that you understand and assimilate them even if it means you have to read them a couple of times. Too often, students register incorrectly because of a failure to read. At the back of your Government of Grenada Treasury Receipt you must write in your Internal Assessment options. Do you understand when to use IA, Resit or Transfer as your Internal Assessment option? The guidelines below and the “Transfer of Internal Assessment Marks” (available on notice boards) document provide further clarification.

- 1) Candidates who are re-using their 2017 or 2018 Internal Assessments (IA) or School Based Assessment (SBA) scores should write “Re-sit” at the back of the receipt and provide previous CAPE registration number.
- 2) Previous candidates should ensure that the name used at the previous sitting (s) matches exactly the name being used for this current registration.
- 3) Candidates will be required to sign as verifying the information entered in the system for him or her upon registration. Please note that once registration information has been forwarded to the Caribbean Examinations Council (CXC) all amendments by the candidates after will incur a cost (**No changes are allowed for SBA options**).
- 4) *Candidates are requested to check the 2019 CAPE Final Timetable at www.cxc.org for subject clashes. If you are writing both CSEC and CAPE, please check both timetables since it is more difficult to solve a clash between CSEC and CAPE.*

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5) There are seven (7) subject areas for which the Internal Assessments in Unit 1 and Unit 2 may be transferred between units. They are: Economics, Geography, History, Law, Literatures in English, Management of Business and Sociology. Please note that scores are no longer transferable between units for French and Spanish. Candidates registering for the first time for Units 1 & 2 in any of the seven (7) subject areas at the **same** sitting will be permitted to submit only one IA or SBA assignment for either of the units. *For example, an IA could be done for Unit 2 and transferred to Unit 1 or it could be submitted for a Unit 1 and transferred to a Unit 2.* Please note that for all other subjects, the SBA for both units must be completed. **KINDLY REFER TO THE DOCUMENT ON TRANSFER OF INTERNAL ASSESSMENT MARKS PUBLISHED BY THE CARIBBEAN EXAMINATIONS COUNCIL WHICH HAS EXAMPLES AND IS CRITICAL TO YOUR UNDERSTANDING OF INTERNAL ASSESSMENT OPTIONS.** Candidates cannot change their Internal Assessment (IA) options after they have been registered for the Sitting. If a candidate were to register to submit an IA for Management of Business Unit 1, he or she cannot change on his or her own and submit an IA for Unit 2. **The submission of an IA for a wrong Unit will result in a candidate receiving “ungraded” in his or her examinations.**

6) Register for IA when:

- Submitting a new SBA or IA
- Repeating a unit and you wish to submit a new SBA or IA
- You do not wish to re-use previous IA scores because your score may have been below the 50% moderated mark

7) Register for Re-sit when:

- Repeating a unit and the IA scores from 2017 or 2018 Sittings will be used.

8) Register for Transfer when:

- An IA is been transferred from one unit to another. For example, in 2018, a student wrote Law Unit 1 and submitted an IA. In 2019, the student would like to write Law Unit 2 and transfer his IA mark from Law Unit 1 to Law Unit 2. Therefore, he should write “Transfer” beside Law Unit 2.

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CSEC REGISTRATION FOR THE MAY/JUNE 2019 SITTING

Students, please be advised that CSEC Registration at the Examinations Office of the College will be from Friday, **November 2 to Friday, November 9, 2018 at scheduled times below.**

➤ **SECTION 1 - DATES AND TIMES OF CSEC REGISTRATION**

Friday, November 2, 2018 10:00 A.M. – 12:00 NOON

Monday, November 5– Friday, November 9, 2018 9:00 A.M. – 12:00 NOON

➤ **SECTION 2 - REGISTRATION PROCESS**

- 1) Decide which CSEC subjects you would like to write in the May/June 2019 Sitting.
- 2) Check the CSEC 2019 Fees and the amount applicable to you.
- 3) Proceed to any of the following places to make payments: the Inland Revenue Department, District Revenue/Post Offices or the Inland Revenue Sub-Office in the Ministerial Complex. **The last day for payment at the Revenue Offices is Wednesday October 31, 2018.** Double check your receipt to ensure that your name (spelling) and the number of subjects are correct before you leave the Revenue Offices.
- 4) Write all required information legibly at the back of the receipt (see below) obtained from the Government Revenue Offices listed in Number 3 above. Double check to ensure that you have written all the requested information. Initial all scratches.
- 5) Proceed to register at the College's Examinations Office, located in the Learning Resource Centre Building, with your College ID Card.

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- 6) Verify your information on the Registration Form before affixing your signature during registration.
- 7) After registration, please store your Registration Form in a safe place.

➤ **SECTION 3 – REQUIRED INFORMATION AT THE BACK OF THE GOVERNMENT OF GRENADA TREASURY RECEIPTS**

All Government of Grenada Treasury receipts must be submitted to the Examinations Office on or before Friday, November 9, 2018 and should contain the following information at the back:

- 1) Full name of student (including initial if used)
- 2) Address
- 3) Telephone numbers (including cell phone numbers)
- 4) Date of birth
- 5) Gender
- 6) Subjects
- 7) Previous registration number for candidates who have written CSEC Examinations after January 2004.

PENCILS ARE **NOT** TO BE USED AT THE BACK OF RECEIPTS AND ALL SCRATCHES MUST BE INITIALLED BY CANDIDATE. KINDLY ENSURE THAT THE ABOVE INFORMATION IS CORRECT TO AVOID INCURRING AMENDMENT FEES.

PLEASE SEE DOCUMENT ON CSEC 2019 FEES. ADDITIONAL INFORMATION COULD BE OBTAINED FROM THE EXAMINATIONS OFFICE.

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➤ **SECTION 4 - GUIDELINES ON REGISTERING FOR C.S.E.C.**

- 1) Candidates who are re-using their 2017 or 2018 School Based Assessment (SBA) scores should write "Resit" at the back of the CSEC receipt and provide previous registration numbers.
- 2) Previous candidates should ensure that the name used at previous Sitting (s) matches exactly the name being used at the current Sitting. If a candidate's name changed as a result of marriage or deed poll, CXC should be informed by completing the "Change in Name Notification Form" downloaded from CXC's website at www.cxc.org
- 3) Candidates will be required to sign as verifying the information entered in the system for him or her upon registration. Note that once the information has been forwarded to CXC all amendments made after by the candidates will incur a cost.
- 4) Kindly check the 2019 CSEC Final Timetable at www.cxc.org for subject clashes.

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