

HARRISON COLLEGE  
CSEC SCHOOL BASED ASSESSMENT (SBA)  
HANDBOOK



4<sup>th</sup> - 5<sup>th</sup> Year

2020 - 2022

*Mantra*

*I am a Harrisonian  
Excellence in all areas is expected of me  
I walk in the footsteps of those who have gone before me  
And will leave new marks for those who are to follow  
In deo Fides*

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## **INTRODUCTION**

The majority of subjects offered by the Caribbean Examination Council (CXC) include a component referred to as School Based Assessment (SBA). The SBA is worth a significant percentage of the mark obtained by the students. In some subjects, approximately **20% of the final examination mark comes from the SBA. Any student who fails to submit the required SBA for a subject is deemed to have failed that subject.**

Deadlines for the submission of SBA marks are set both by CXC and The Ministry of Education. Teachers, therefore, set deadlines in order to have SBA work corrected and marks recorded as required for submission to the Ministry of Education on time.

Students, therefore, need to follow the guidelines given by teachers in order to have **all their SBAs completed on time**. Waiting until the last minute to start often means sloppy or incomplete SBAs. The SBA is to be the student's own work. Duplication of previous SBAs or other students' work is given zero marks. Students can get advice from their teachers if drafts of projects are submitted well before the final deadline.

## **TIPS FOR WRITING UP THE PROJECT**

The information should be presented in an orderly, logical fashion. All supporting documentation should be included in an appendix to the project and a table of contents (with consistent pagination where applicable) should be included at the beginning of the project. Make sure it is completed well before the deadline. No access to a printer, flash drives not working etc are not good reasons for not submitting on time (always have a good backup plan).

On the outside of the folder the following information should be written:

Year of Examination  
Subject  
Candidate's Registration Number(s)  
Candidate Name(s)  
Title of Project  
Name of Teacher

**An electronic copy of ALL final SBAs must be submitted (*not applicable to Sciences*). A printed copy may also be included at the discretion of the individual teacher.**

**NB: All Science SBAs are moderated internally by CXC personnel.**

## OVERVIEW AND SBA REQUIREMENTS

### **Additional Mathematics (ONLY OFFERED IN 5<sup>TH</sup> YEAR)**

**NB:** This subject is only offered to students who have gained a Grade 1 in Mathematics in 4<sup>th</sup> Year. This SBA comprises a project that requires candidates to demonstrate the practical application of Mathematics in everyday life. This project may require candidates to collect data, or it may be theory based, requiring solutions or proof of a chosen problem. The topic chosen may be from any section or combination of different sections of the syllabus. This SBA will contribute 20% towards the final assessment.

## **Building & Furniture Technology**

Two projects are required, one in the form of a Construction & Joinery practical project, the other in the form of a Portfolio. Both have to be completed in the 5<sup>th</sup> Year. It is absolutely essential that each student maximizes his/her performance in the SBA as it increases the chance of procuring the best possible grade in the overall exam. In all instances, deadlines set by members of staff must be respected and stringently observed.

*The SBAs are due at the end of Term 1, 5<sup>th</sup> year.*

## **Business Studies (Principles of Accounts, Principles of Business and Economics)**

Students will complete the SBA for the specific subject for which they are registered. They will be required to work in groups. ***The report should not exceed 1000 words (not including appendices) and should be type-written in an acceptable font (size 12) and double-spaced.*** Wherever a project exceeds the maximum length by more than 10%, a penalty of 10 percent of the score achieved on the project will be imposed.

Students are required to investigate a topic, issue or problem in a business related area of study using the following scientific method for conducting research:

1. Identify the issue, topic or problem to be investigated.
2. Discuss the background to the issue, topic or problem.
3. State the objective of the investigation.
4. Describe methodology and instruments used to collect data.
5. Present and analyze the data
6. State the conclusions based on the findings
7. Make recommendations (*at least two*) based on the findings
8. Acknowledge sources (*Bibliography*)
9. Include appendices: questionnaire, source documents, diagrams, charts, interview questions & statistical data.

Examples of possible organizations and areas of research include, but are not limited to:

- School's cafeteria and stationery shop
- Snack shop at school events

A student's report should be presented electronically and should comprise the following in the order prescribed below.

- 1) Table of Contents
- 2) Topic, Issue or Problem
- 3) Objective of the Project (The objective should be related to the issue and NOT the SBA)
- 4) Background to OR Overview of the Topic, Issue or Problem
- 5) Methodology (Data collection and instrumentation)
- 6) Presentation and Analysis of Data
- 7) Conclusion
- 8) Recommendations
- 9) Bibliography
- 10) Appendices

### ***Principles of Accounts***

During Term I of the 5<sup>th</sup> year, the students will be sensitised to requirements for the SBA.

***POA SBA submission:  
1<sup>st</sup> Thursday in January (Term II)  
1<sup>st</sup> Thursday in March (Term II)***

### ***Principles of Business***

During Term 3 of the 4<sup>th</sup> year the teacher sensitizes the students regarding the demands of the SBA by going through requirements as stated in the syllabus. Students are exposed to elements of research needed to collect the desired data.

Guidance is offered to students on how to begin the SBA research. The summer vacation may be used to complete collection of data.

The first draft of the research paper or project is prepared during Term I of the 5<sup>th</sup> year. ***This draft of the report is due on the last week in November.***

#### Requirements of project

The project is a research paper. It should be based on issue related to the specific objectives covered in the POB syllabus. The report should be approximately 1000 words. ***Deadline for final submission is 2<sup>nd</sup> week in February of 5<sup>th</sup> Form year.***

***POB SBA submission:  
1<sup>st</sup> draft – Last week in November (Term I)  
Final – 2<sup>nd</sup> week in February (Term II)***

### ***Economics***

In the 4<sup>th</sup> year, emphasis is placed heavily on completion of coursework. The SBA commences in the 5<sup>th</sup> year.

### **English A**

All students will be entered to sit the CSEC Examination in May/June 2020. In preparation, students will follow the Syllabus for English A as outlined by the CXC Syllabus for 2018-2023. Areas of focus will be Summary, Expository Writing, Narrative Writing, Argument (Paper 2), Comprehension and a range of Grammar exercises (Paper 1). Special emphasis will also be placed on improving students' expression by engaging them in exercises which will expand vocabulary, develop and improve sentence structure and improve use of language.

In **Term I of 4<sup>th</sup> Form**, students will complete the School Based Assessment (SBA) which is valued at 21% of their final grade. The SBA component is an addition to the CXC English Syllabus which came on stream in May/June 2018 and must be completed by each student. It will require each student to work as part of a group, and individually. Each student will be required to create a portfolio on an issue/theme/topic/event selected by the students in the group and approved by the teacher, as well as make an oral presentation. The issue/theme/topic/event selected **must allow for meaningful research and presentation.**

## **English B**

This course requires students to indulge in an intense study of the three main genres of writing – Poetry, Prose and Drama – over a two year period. Students will study a selection of twenty (20) poems from A World of Poetry for CXC; one play – Ti-Jean and His Brothers by Derek Walcott or The Tempest by William Shakespeare – and either the novel To Kill A Mockingbird by Harper Lee or a selection of 10 Short Stories from A World of Prose for CXC. Most assessments will require students to produce analytical essays; however, assignments in Unseen Prose, Poetry and Drama will also form a part of the course of study towards the Paper 1 (Multiple Choice) component of the course. Each student will also be required to complete the SBA component mentioned.

**ONLY ONE SBA WILL BE REQUIRED TO COVER BOTH ENGLISH A AND ENGLISH B.**

**NB: Students who fail to achieve Grade 1 at the end of the 4<sup>th</sup> Year will re-sit the English A examination.**

## **Geography**

The SBA which is worth 20% of the final CXC grade consists of one written project based on a field study. The SBA can be completed in 4<sup>th</sup> or 5<sup>th</sup> form. The project should be no more than 1000 words (excluding bibliography, illustrations and appendices). It must be presented in a soft back folder 8½ X 11 inches or A4.

## **History**

This SBA, which is submitted electronically, is a research project presented in the form of an extended essay of 1000 words.

At the end of fourth form, the students are given a number of topics from which one would be selected. Guidelines are given related to the sources of information, structure of the project, the specific conventions and the mark scheme.

**STUDENTS ARE EXPECTED TO START THEIR RESEARCH DURING THE SUMMER HOLIDAY.**

During the course of the first term, the SBA is submitted in sections for guidance and feedback. **This project should be completed by Week 6 of Term 2 (in Fifth form)**

## **Information Technology**

The 4<sup>th</sup> year and Term 1 of the 5<sup>th</sup> year are spent developing the practical skills in Programming, Word Processing, Spreadsheet and Database Management that are needed to complete the SBA.

The SBA is made up usually of an integrated project requiring the use of Word processing, Spreadsheet, Database Management and Programming (from 2020 Web page design). Students are required to make up or collect *individual data* for their SBA. Terms 1 and 2 of the 5<sup>th</sup> year are spent mainly working on the SBA. The SBA is discussed with the students and interim deadlines set by each individual teacher for each of the components. Each component is normally completed separately, but data from one or more components can be required to complete the others. The order in which the SBA is done is determined by the question set. Students need to keep backups of their work as the final deadline will not be extended even if work is lost.

Students need to meet the interim deadlines set by their individual teachers in order for the SBA to be completed on time. Electronic copies of the SBA must be submitted. ***The completed SBA is due Mid-March of Term II in the 5<sup>th</sup> year.***

The SBA is worth 25%.

***Information Technology SBA submission:***

***Mid-March in 5<sup>th</sup> Year (Term II)***

## **Mathematics**

### **RATIONALE**

School Based Assessment (SBA) is an integral part of student assessment in the course covered by this syllabus. It is intended to assist students in acquiring certain knowledge, skills and attitudes that are critical to the subject. The activities for the School Based Assessment are linked to the “Suggested Practical Activities” and should form part of the learning activities to enable the student to achieve the objectives of the syllabus.

During the course of study of the subject, students obtain marks for the competencies they develop and demonstrate in undertaking their SBA assignments. These marks contribute to the final marks and grades that are awarded to students for their performance in the examination.

This SBA comprises a project that requires candidates to demonstrate the practical application of Mathematics in everyday life. This project allows students to probe, describe and explain a mathematical area of interest and communicate the findings using mathematical symbols, language and tools. The topics chosen may be from any section or a combination of different sections of the syllabus. This SBA will contribute 20% towards the final assessment.

**FOR BOTH CSEC MATHEMATICS AND ADDITIONAL MATHEMATICS STUDENTS WILL WORK IN GROUPS AND SUBMIT ONE PROJECT PER GROUP. DRAFTS ARE TO BE SUBMITTED TO THE TEACHER AT THE TIME(S) REQUESTED AND **THE FINAL PROJECT MUST BE SUBMITTED BEFORE MARCH 31.****

***MATH SBA submission:***

***Final Project – Before March 31 (Term II)***

## **Modern Languages**

There is no SBA component for French and Spanish. The practical examination is an oral examination – normally timetabled during the first 2 weeks of Term 3 of the 5th year.

The oral exam is worth 33%, the written paper is 42% and the multiple choice 25% of the overall mark.

## Music

### DESCRIPTION OF SBA ASSIGNMENTS

The SBA (Paper 3) comprises two profiles: (1) Listening and Appraising (LIAP); and, (2) Performing (PERF).

#### 1. Listening and Appraising (LIAP)

Candidates will undertake a project based on ONE of the following activities:

(a) **Musical Performance**: Using a readily available and easily portable electronic recording device, record the music (20–30 minutes in duration) presented in a live performance. Include the rationale for selection of the performance and background data on the performers/performance. Compare and contrast the structural and expressive elements and comment on the socio-cultural significance of the music.

(b) **Musical Advertisements**: Record from radio or television eight musical advertisements. Analyse the structural and expressive elements of the music and comment on its socio-cultural significance with reference to the effectiveness of its appeal.

(c) **Caribbean Performer or Composer**: Investigate the music of a prominent Caribbean performer or composer by interviewing the artiste to gain information on career development, influences, method and mode of performing or composing and achievements. Record works (10–20 minutes in duration) by this performer or composer. Analyse the music in terms of their structural and expressive elements and comment on its socio-cultural significance.

#### 2. Performing (PERF)

Candidates are required to undertake the following activities:

(a) (i) One Solo Performance (PERF) Sing or play one selected solo piece from any musical genre (2–4 minutes). This performance must differ in style, tempo and key from the one performed for the Paper 02 examination; be of sufficient length and challenge to represent the candidates' level of competence (Foundation, Intermediate or Advanced);

(ii) One Scale and Arpeggio

Sing or play one **scale** and arpeggio (major or minor) or present one technical study. The scale and arpeggio should be in the key of the solo piece.

(b) One Ensemble (PERF)

One instrumental or vocal piece performed in a group (ensemble – a minimum of two (2) performers) for 3–5 minutes. The candidate being examined must perform a clear and distinguishable role in the group.

**N.B. Both the LIAP and PERF profiles commence at the beginning of the student's fifth form year. Submission of the final draft for the written research paper is usually mid-February. Assessment for the practical component (PERF) is usually completed before the end of Term 2.**



## Physical Education and Sports

This course comprises Theory and Practical work. The SBA is made up of a tournament organized and run by the students who will each have specific tasks. In addition to the tournament you are required to do practicals in three different sports. All three sports are assessed by the PE teacher and your best sport is assessed by an external examiner.

**The final SBA assignment is due the last Wednesday in February.**

## Sciences (Biology, Chemistry, Physics)

School Based Assessments or SBAs are practicals that assess experimental skills, analysis and interpretation. SBAs are done throughout Fourth form and the first two terms of Fifth form as shown below in the table.

SKILLS	ABBREVIATION	BIOLOGY	CHEMISTRY	PHYSICS
OBSERVATION/RECORDING/REPORTING	<b>ORR</b>	√	√	√
DRAWING	<b>DR</b>	√		
MANIPULATION/MEASUREMENT	<b>M/M</b>	√	√	√
PLANNING/DESIGN	<b>PD</b>	√	√	√
ANALYSIS AND INTERPRETATION	<b>AI</b>	√	√	√

The five practical skills assessed in Science SBAs are described below.

**ORR** – *Make observations, record observations, methods and techniques; present data, drawings or graphs*

**DR** – *Make large, clear, labelled, line representations of specimens.*

**MM** – *Follow a sequence of instructions, setting up and using apparatus, make observations and take measurements with precision and accuracy.*

**PD** – *Develop a hypothesis, plan and design an experiment to test the hypothesis.*

**AI** – *Use experimental data and theoretical knowledge to draw conclusions, explain results.*

## INVESTIGATIVE PROJECT

This will be assessed for PD and Analysis and Interpretation. It will be done in two parts:

Part A - The Proposal (Planning and Design)

Part B -The Implementation – Students will carry out the experiment they have planned and discuss the results. This will be assessed as Analysis and Interpretation.

### How students can optimize their SBA marks

- \* Write up labs as soon as possible after doing them – so they are fresh in their memories.
- \* Always write up labs using the correct format.
- \* Methods should be written in past tense (except for planning and design experiments).
- \* They should underline all subtitles.
- \* All tables and graphs should have a title.
- \* Conclusions should be related to initial aim.
- \* Discussions should include how they came up with their conclusion along with any relevant theory.

### **SBA SUBMISSION FOR EACH SCIENCE**

#### ***Biology***

*All of the Lab books must be submitted by the **2<sup>nd</sup> last week of Term 2** (5<sup>th</sup> Year).*

#### ***Chemistry***

*The deadline for submission of Fifth Form Chemistry SBAs is usually by the **end of February** which is based on all practicals that will be assessed for SBAs being completed by Term I or early Term II (January). However, after that date, we may also do further practicals (not for SBA purposes). In addition, teachers are free to adjust the date (earlier or later) as they deem fit.*

#### ***Physics***

*SBAs are done in class during Lab periods and are completed by the end of the period. ALL practicals/SBAs are to be completed by the **2<sup>nd</sup> last week of the 2<sup>nd</sup> term** (5<sup>th</sup> Year).*

### **Technical Drawing**

One project/portfolio is required for this subject. It must be done in the 5<sup>th</sup> year under the supervision of the teacher. Students are not allowed to do the SBA at home. They must be supervised. This project is due at the **end of Term 1, 5<sup>th</sup> year**. Students are permitted to redo the question should they not reach the required standard. It is crucial that all students abide by the stipulated deadlines in order to provide staff with adequate time to give meaningful feedback.

### **Theatre Arts**

Theatre Arts Along with the final written examination paper during the May/June CSEC examinations, all students will be assessed in three practical and two written SBAs:

#### **PRACTICAL**

Improvisation – In the third term of the fourth form year.

Playmaking or Production Management – In the first term of the fifth form year.

Performance Skills or Set Design – In the second term of the fifth for year

## **SBA**

### **Critique of a performance.**

The critique must:

- Be approximately 700 words in length;
- Include a statement describing the impact and importance of the production;
- Include a style appropriate to theatre criticism.
- Include personal opinion and discussion of significant aspects;
- Include information about the style, design and ideas in the production;
- Include the date, time and venue and any other relevant detail on the production.
- Be viewed in the same academic year as the examination.

***NB: This activity should be completed by the 31st October of the current fifth year.***

### **Research Paper**

The Research Paper must:

- Be approximately 700 in length:
- Include contents page;
- Include bibliography;
- Include one interview;
- (May include photographs, newspaper clippings, and significant objects/words)
- Include evidence of research and selection of resources;
- Include personal reflections and evaluations.

***NB: This activity should be completed by 31st January of the current fifth year***

## **Visual Arts**

The CSEC examination has three components. There are two practical components each related to a different expressive form. The third examination component is a written illustrated reflective journal.

The practical course work involves project work to strengthen skills as well as the production of 10 pieces of work (5 in each of the expressive forms chosen).

The reflective journal is an examination component that is produced over the five terms of the program. At the end of this time it is submitted to CXC for assessment.

The 4<sup>th</sup> form course is very intense. Emphasis is placed on exploration of media and techniques as well as the development of a creative and individual response to design problems and critical analytical skills. This work is the foundation for the production of the SBAs and the reflective journal.

The completion of 5 pieces of work, along with significant progress with the written reflective journal, is a requirement of the 4<sup>th</sup> year.

***Completion of the SBAs and reflective journal is required in the 5<sup>th</sup> year.***

### **CXC Entries**

The entry fee of forty dollars (\$40.00) must be paid by the **3<sup>rd</sup> week of November**. A late registration fee of fifteen dollars (\$15.00) will be charged after the stipulated deadline. For 2020, the deadlines for **4<sup>th</sup> years are November 12 – 19, 2020** whereas deadlines for **5<sup>th</sup> years are November 4 – 11, 2020**. All examination fees must be paid by **November 20, 2020**.

Students writing CXC privately in January should notify the school in writing **before the exam and immediately on receiving results** if they wish to be removed from the June Examination.

Fourth form students writing examinations privately in May-June must notify the school in writing.

### **CXC Syllabuses**

CXC syllabuses are available from the CXC web site. To download and save a copy of a syllabus follow the steps below:

- cxc.org
- Visit Other Websites
- CXC Store

### **Guidelines for Sixth Form**

The following are some general guidelines that apply for the choice of subjects in Sixth form (*see table below for full list of subjects offered at Harrison College*):

- **ALL** students entering Sixth form in September will be pursuing the Caribbean Advanced Proficiency Examination (CAPE). **ALL** students will be required to take CAPE Communication Studies and Caribbean Studies, in addition to their subjects of specialisation.
- Applications for Sixth form are made to the Ministry of Education after CSEC results are received.
- **ALL** students pursuing Mathematics in Sixth form have the option to study Pure Math or Applied Math. The choice is dependent on University/College/Job requirements. Additional Mathematics is a pre-requisite for the study of Pure Math. Both Pure Math & Applied Math Units I and II can be studied simultaneously.

**\*CAPE Subjects Pursued at Harrison College (Subject to Change)**

<b>SUBJECT</b>	<b>CSEC REQUIREMENTS</b>
<b>Art &amp; Design</b>	Art
<b>Accounting</b>	Principles of Accounts
<b>Applied Mathematics</b>	Mathematics; Additional Mathematics is an asset
<b>Biology</b>	Biology AND Chemistry
<b>BMED (Building &amp; Mechanical Engineering Drawing)</b>	Technical Drawing; Physics is an asset
<b>Chemistry</b>	Chemistry AND Mathematics
<b>Computer Science</b>	Mathematics AND Information Technology
<b>Economics</b>	Mathematics; Economics is an asset
<b>Entrepreneurship</b>	English A, Principles of Accounts AND Principles of Business
<b>Environmental Science</b>	Biology AND Chemistry. Geography is an asset.
<b>French</b>	French AND English B
<b>Geography</b>	Geography
<b>History</b>	History; English B is an asset
<b>Literatures in English</b>	English B
<b>Management of Business</b>	Principles of Accounts AND Principles of Business
<b>Physical Education &amp; Sports</b>	Physical Education is an asset
<b>Physics</b>	Physics AND Mathematics
<b>Pure Mathematics</b>	Mathematics; Additional Mathematics is MANDATORY
<b>Sociology</b>	Caribbean History and/or Social Studies; English B is an asset
<b>Spanish</b>	Spanish AND English B
<b>Communication Studies (L6)</b>	Compulsory
<b>Caribbean Studies (U6)</b>	Compulsory

**NB: ALL CSEC SUBJECTS REQUIRED MUST HAVE BEEN ATTAINED AT GRADE I.**

*\*The information for 6<sup>th</sup> year CAPE subjects was derived from the previous SBA booklet 2018 – 2020 as well as the information from the METVT application process. Feel free to check the 6<sup>th</sup> form Prospectus on the PTA website as well as the school's website: [harrisoncollege.edu.bb](http://harrisoncollege.edu.bb)*

## HEADS OF DEPARTMENT

<b>Principal – Ms J. Wade</b>
<b>Deputy Principal (Ag) – Dr. M. Alleyne</b>
Biology – Mrs A. Gamble
<b>Business Studies (IT, POA, POB, Economics) – Ms M. Gibbons</b>
Chemistry – Ms V. Bedford
<b>English A &amp; B; Theatre Arts – Dr. M. Alleyne</b>
Fine Arts – (Music & Visual Arts) - Ms S. Skeete
<b>Geography – Ms G. Forde</b>
History – Mrs J. Greaves
<b>Industrial Technology &amp; Technical Drawing – Mr. O. Maynard</b>
Mathematics – Mr. P. Cadogan
<b>Modern Languages – Mrs S. Harewood</b>
Physical Education & Sports – Mr R. Leacock
<b>Physics – Mr D. Griffith</b>