

**CARIBBEAN EXAMINATIONS COUNCIL  
HEADQUARTERS**

**PHYSICAL EDUCATION AND SPORT  
PAPER 03 (SBA)**

**GUIDELINES FOR CLASS TEACHERS  
ON THE CONDUCT AND ASSESSMENT OF  
THE PROJECT AND PRACTICAL SKILLS**

**Conduct and Assessment of the Project (SBA)**

1. Under the guidance and supervision of the teacher, candidates must undertake the Project in accordance with the guidelines provided on pages 33-35 of the syllabus.
2. The teacher must use the assessment instrument provided on pages 36 and 37 of the syllabus to assess each component of the Project undertaken by EACH candidate.
3. The teacher must enter all candidates' scores on the **Candidate's Record of Marks** which will be supplied by CXC through the Local Registrar.

**Assessment of Practical Skills (SBA)**

4. The teacher must use the assessment instrument provided on pages 38 and 39 of the syllabus, to assess candidates' practical skills in THREE sports selected from at least TWO Sports Options.
5. Enter all candidates' scores on the Candidate's Record of Marks which will be supplied by CXC through the Local Registrar.
6. Insert candidates' names and registration numbers on the form **Physical Education and Sport, Practical Examination (Paper 02), External Examiner's Report.**
7. Ensure that there is an adequate supply of water and or rehydrants and guard against the use of stimulants and prohibited drugs.

**N.B.** The teacher is not allowed to question candidates during or after their presentations.

**Re-Assessment of Portfolios**

The moderation of portfolios marked by teachers shall be undertaken at external centres during the script-marking exercise.

8. Moderators will re-mark the SINGLE sample of FIVE portfolios selected for EACH centre and submitted by the teacher(s) in accordance with the guidelines provided below. The selection of portfolios must be based on candidates' total scores for the SBA component only which comprises the Project AND Practical Skills.
9. Scores for participation during the intramural competition will not be moderated; however, scores for content and organization of the portfolio will be moderated.

### **Selection of Samples**

10. The teacher **MUST** select the sample of **FIVE** portfolios in accordance with the following procedure:
- (a) Arrange students at the centre in descending order on the basis of their **total** scores earned on the SBA component only, that is, the Project AND Practical Skills.
  - (b) Select the portfolio for **ONE** student with each of the following total scores:
    - (i) the maximum or highest score
    - (ii) the minimum or lowest score
    - (iii) the median, that is, the score which is halfway between the maximum and minimum scores
    - (iv) the score which is midway between the maximum score and the median score
    - (v) the score which is midway between the median and the minimum score.
  - (c) Only candidates who attempted **ALL** components of the examination are to be included in the sample.
  - (d) Re-sit candidates are **NOT** to be included in the sample.

### **Documents to be submitted to the Local Registrar**

#### **The teacher(s) must submit:**

- The completed Candidate's Record of Marks for the School-Based Assessment Paper 03 (for use by class teachers only).
- The portfolio for **EACH** student in the sample of **FIVE**.
- The moderation form, FORM PE – 3, with the appropriate details inserted.