Office Administration for CSEC® Examinations

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This new series of textbooks for the Caribbean Examinations Council (CXC) General Proficiency examinations has been developed and written by teachers with many years’ experience of CSEC examinations in Caribbean schools.

A textbook is used in different ways at different times. Readers might be starting a topic from scratch, and need to be led through a logical explanation one step at a time. Students with a working knowledge of a topic might need to clarify a detail, or reinforce their understanding. Or, they may simply need to believe that they do have a good grasp of the material being studied.

In this specially created format (the same for all of the books in the series) the pages are designed to allow study of the text, uninterrupted by anything but essential diagrams. Additional material, including references to unfamiliar technical terms, is placed where it can readily be consulted, in the side column. Examination-style questions are provided for each chapter, and short ‘In-Text Questions’ (with answers) are placed throughout the text, allowing students to check their grasp of the topic as they read.

Teachers throughout the region emphasize that inclusion of school-based assessment (SBA) material is of immense help and value. The CSEC syllabus explains the rationale for the SBA exercise, and explains its expected structure. The structure of the SBA component is explained in the last chapter of the text.