



# ST. VINCENT AND THE GRENADINES COMMUNITY COLLEGE

## OFFICE OF THE REGISTRAR

Villa, P.O. Box 829

Tel: 1 784 457 4503

[registrarsoffice@svgcc.vc](mailto:registrarsoffice@svgcc.vc)



## CXC CAPE 2016 GRADE REVIEW OR QUERY

CAPE students – including 2016 CAPE graduates - of the Division of Arts, Sciences and General Studies of the St. Vincent and the Grenadines Community College who wish to make a query or have their June 2016 CAPE results reviewed are asked to please note the following:

- **COST** per review or query is **BBD\$60.00**. This is payable by bank draft addressed to the Registrar CXC.
- Students will need to present the bank draft to the SVGCC Registry and complete a **SVGCC grade review** form in order for the query to be lodged into the system.
- **DEADLINE:** The **bank draft** along with a cover letter must be forwarded by the student to the following address by **Friday 9th September, 2016:**
  - The Registrar
  - CXC Headquarters
  - Prince Road
  - Pine Plantation Road
  - St. Michael, BB11091
  - Barbados
- The cover letter should include the student's name, candidate number and the subject and unit which is being queried.
- We recommend that the draft be sent via courier - e.g. FedEx, DHL, LIAT Quikpak - to ensure that CXC is in receipt of the draft prior to the deadline stipulated.
- Effective this year, upon completion of a grade review, grades can now be **downgraded**. As such, students can either receive a higher grade, the same grade with the same profile, the same grade with a different profile or a lower grade.

15<sup>th</sup> August, 2016