The Schedule includes course code and title, venue, date and time of each examination.

The timetable will also be published in your my.uwi.edu secure area and on digital signage throughout Campus. Please check venues carefully. Where classes contain large numbers and/or there are candidates from various Faculties persons are seated either by Faculty or according to I.D. numbers. You must sit at the venue assigned in your individualized timetable.

You are asked to recheck the timetable on a daily basis before the respective examination to ensure that there has been no change. [Regulation 83 (i)]

1. TIMETABLE

i) It is the responsibility of each candidate to make sure of the dates and times of the examination(s) for which he/she is registered. (Examination Regulation 83 (i)).

ii) Candidates who are absent from an examination owing to a mis-reading of the time-table shall be liable to the normal penalties for absence from an examination and will have to await the next officially scheduled sitting to take the examination. (Examination Regulation 83 (ii)).

The official timetable will be published on November 06th, 2012.

2. EXAMINATION SCHEDULES

Your examination schedule will be accessible electronically as a means of bringing a more convenient service to you. If you have difficulty accessing the system, assistance will be provided between the hours of 9:00 am – 4:30 pm at The New Student Administration Building. Examination schedules should be checked on a continuous basis as there may be changes to your schedule.

EXAMINATION SCHEDULES MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM

Candidates are asked to carefully check their examination schedules to ensure that courses are correctly recorded.

Any discrepancy should be reported immediately at the respective Faculty Office.

Identification Cards

You are reminded that:

“Candidates shall bring their identification cards to each examination. These must be displayed in a prominent position on their desks.” (Examination Regulation 90(i)).

A candidate who forgets to take his/her U.W.I. I.D Card to the Examination Room should report this to the Chief Invigilator on entering the Room.

“A candidate who has failed to identify himself/herself to the satisfaction of the Chief Invigilator shall be permitted to sit an examination provided that he/she signs an undertaking to produce satisfactory identification within a period prescribed by the Campus Registrar…” (Examination Regulation 90 (ii)). The candidate is expected to report to the Senior Assistant Registrar (Examinations) immediately after the examination. If the candidate fails to report to the Senior Assistant Registrar (Examinations) the examination result/s will be withheld.

Should a student lose his/her I.D. Card, he/she should IMMEDIATELY contact the Admissions Section of the Registry to obtain a replacement.

DISABILITIES – Students with disabilities requiring special examination conditions must register at the ASDLU immediately.

THE UNIVERSITY PROVIDES SPECIAL FACILITIES FOR CANDIDATES WITH DISABILITIES OR ILLNESS, ONLY ON REQUEST, PLEASE CONTACT THE HEAD, ACADEMIC SUPPORT/DISABILITIES LIASION UNIT. (ASDLU)

3. SUBMISSION OF COMPREHENSIVE MEDICAL REPORTS

The attention of all students is drawn to Regulation 20 (i) – (v)

(i) If the performance of a candidate in any part of any examination is likely to have been affected by factors of which the examiners have no knowledge, the candidate may report the circumstances in writing to the Campus Registrar through the Campus Medical Officer. If the candidate decides to report such circumstances, he/she must do so within seven days of that part of the examination, which may have been affected.

(ii) In cases of illness the candidate shall present to the Campus Registrar through the Campus Medical Officer a Comprehensive Medical Report, as proof of illness,
(iii) signed by the University Health Officer or by any other medical practitioner approved for this purpose by the University. The candidate shall send the Medical Report within seven days from the date of that part of the examination in which the performance of the candidate is affected. A Report received after this period will be considered only in exceptional circumstances.

(iv) Where in the opinion of the medical adviser concerned a student is unable to submit a medical report himself/herself, the medical adviser may do so on his/her behalf, within the prescribed time.

(v) The Campus Registrar through the Campus Medical Officer shall pass the information, as communicated in (i), (ii) and (iii) above, to the Chairman of the Board of Examiners to assist the Board in the performance of its duties.

(vi) THE BOARD OF EXAMINERS SHALL NOT TAKE COGNIZANCE OF ILLNESS OR OTHER CIRCUMSTANCES WHICH HAVE NOT BEEN REFERRED TO THEM BY THE CAMPUS REGISTRAR THROUGH THE MEDICAL OFFICER.

MEDICAL REPORTS/LETTERS OF EXCUSE MUST BE SUBMITTED WITHIN SEVEN (7) DAYS OF THE EXAMINATION.

4. LETTERS OF EXCUSE TO BE SUBMITTED TO THE EXAMINATIONS SECTION ONLY

(i) Letters of excuse are tendered when a member of the family has died or was ill and this affected the student in some way.

N.B. (ii) In cases of death, the Death Certificate, a letter from the student’s physician certifying the relationship and the trauma experienced by the student must be submitted to the Examinations Section.

(iii) Students sent abroad by their employer during examinations – a letter must come from their employers.

N.B. (iv) Students, who miss an examination for valid medical or compassionate reasons may be allowed to re-sit the examination without penalty at the next scheduled sitting. (Special examinations are not set for such students).

5. A Comprehensive Medical Report or Letter of Excuse submitted, as an explanation for absence from examinations will not automatically guarantee or entitle the student to a Resit/Special/Substitute Examination.

6. CLASHES

Candidates with examination clashes must report to the Senior Assistant Registrar/Examinations as soon as the Final Timetable has been issued, so that appropriate arrangements can be made for continuous supervision between examinations. This must be done as soon as the timetable has been published.

7. RESULTS (UNDERGRADUATE/CERTIFICATE/DIPLOMA COURSES)

Results will only be published electronically. You can access the system via the internet. The date for official publication of results and issuance of electronic grade slips will be the same.

8. REVIEW OF EXAMINATION RESULTS (EXCLUDING HIGHER DEGREES AND DIPLOMAS)

Requests for review of results must be made within two (2) weeks of publication of official results from January 21st, 2013 to February 01st, 2013. The deadline date will be communicated electronically.

LATE REQUESTS WILL NOT BE ENTERTAINED.

Please read carefully Regulations 141 - 151 (Regulations 2011/2012) Examination Regulations are available on the web.

9. REGULATIONS

All students are reminded that the onus is on the student to acquaint himself/herself with the Faculty Regulations governing Examinations and with the University’s Examination Regulations. Faculty Regulations are available via the web. Extracts from the University’s Examination Regulations are made available to all students via the web. Examination Regulations 97 (i)-(iii), 102 (ii)

Candidates are required to deposit all unauthorized material including bags, briefcases, folders, clipboards, pencil cases, cellular telephones, pagers, OR ANY OTHER ELECTRONIC OR COMMUNICATION DEVICE, alarm watches, earphones, note books and scrap paper at the place provided for this purpose before the start of each examination. Where a candidate fails to comply with anyone of these Regulations a report shall be made to the Campus Registrar who shall report the matter to the Chairman of the Campus Committee on Examinations. (Examination Regulation 97(i)).

CANDIDATES ARE STRONGLY ADVISED NOT TO BRING VALUABLES FOR STORAGE AT DESIGNATED AREAS. THE UWI DOES NOT HOLD ITSELF RESPONSIBLE FOR ITEMS LOST.

Examination Regulation 92

The use of scrap paper is not permitted. All rough work must be done in an answer book or in supplementary answer books which must be submitted to the Chief Invigilator together with the main answer book.

Examination Regulation 93 (i)

Candidates are reminded that pages must not be torn from the answer booklet or supplementary Sheets. Please refer to Regulations 93 (i).

We wish you success in your Examination.

Jesse-Ann George (Ms)
Senior Assistant Registrar
(Examinations)

The Registry
St Augustine
File No: 59/1
2012/11/06