

UNIVERSITY EXAMINATION REGULATIONS 2011/2012

EXTRACT FOR EXTERNAL EXAMINERS

1. (i) In accordance with Statute 47, all students **shall normally spend a minimum of three Academic years** in The University of the West Indies before being eligible for the award of a First Degree.

(ii) **In the case of Associate Degree all students shall normally spend a minimum of one academic year in** The University of the West Indies before being eligible for the award of an Associate Degree.
2. (i) The award of First Degrees, Associate Degrees, Undergraduate Diplomas and Certificates of the University shall be deemed to be made on such date as the Board for Undergraduate Studies on behalf of Senate may approve.

(ii) For the purpose of these regulations the word 'Diplomas' does not include those postgraduate Diplomas which have been assigned by the Senate to the Board for Graduate Studies and Research.
3. After the Board for Undergraduate Studies has, on behalf of the Senate of the University, approved the Pass Lists, a Certificate for each first Degree, Associate Degree, Undergraduate Diploma or Certificate under the Seal of the University shall be issued to the graduand as soon as possible after the award of the degree in accordance with the University award dates 1st February, 1st July and 1st September or forwarded to each successful candidate on written request to the relevant Campus Registrar.
4. The Board for Undergraduate Studies, in the delegated exercise of Senate's powers as the academic authority for the University under Statute 25, makes the following regulations to govern the Grade Point Average system in the University.
5. (i) For purposes of these regulations, the following meanings shall apply, except where the context otherwise requires:

(a) Credit Hours Earned: 'Credit hours earned' means the credits for each course that count toward the degree requirement and for which a passing grade is obtained.

(b) Quality Hours: 'Quality hours' means the credits for each course that is included in the GPA calculation. Quality hours shall be assigned even when a grade of F is obtained in a course. Courses that are not used in the determination of the GPA shall be assigned zero quality hours.

(c) Quality Points: 'Quality points' means the numerical value assigned to the relevant letter grade earned.

(ii) For the purposes of these Regulations:

(a) Level I, II and III Courses: Levels I, II and III courses are courses so designated by the Board for Undergraduate Studies.

(b) Grade Points: Grade points are determined by multiplying the quality hours by the quality points for a course.

(c) Grade Point Average (GPA) Grade Point Average is the average obtained by dividing the total grade points earned by the total quality hours for which the student has registered for any stated period of time, excluding courses taken on a pass/fail basis, audited courses, courses taken for preliminary credit and courses for which the designation I or IP is awarded under GPA Regulation 6(iv).

(d) Weighted/Programme Grade Point Average

Weighted Grade Point Average is the average determined by applying appropriate weights for Levels I, II, and III courses to the grade points and the quality hours used in determining grade point average as set out in GPA Regulation 3(ii)(c).

(e) Credit Hours: The credit values for courses, as well as for projects, laboratory sessions, foreign language classes or other contact hours, shall be determined by the Faculty Board and approved by the Board for Undergraduate Studies.

(iii) Pass/Fail Course Provision

Credit hours earned in courses taken on a Pass-Fail basis shall not be included in calculating grade point averages.

6. (i) The class of degree shall be awarded on the basis of the Weighted GPA as set out in these regulations.

(ii) In determining the Weighted GPA, the weights to be used for each Level I, II and III course shall be as prescribed in Faculty Regulations.

(iii) Except for the purpose of determining the class of degree the term GPA in these regulations shall mean the GPA as defined at GPA Regulation 2(ii) (c).

7. (i) First Degrees awarded by the University, with the exception of the BSc (Engineering), Bachelor of Science (Petroleum Geosciences), the Bachelor of Science (Surveying and Land Information), Bachelor of Sciences (Geomatics), MBBS, DDS, and DVM, shall be classified as follows:

First Class Honours (Weighted GPA 3.60 and above)

Upper Second Class Honours (Weighted GPA 3.00 – 3.59)

Lower Second Class Honours (Weighted GPA 2.00 – 2.99)

Pass (Weighted GPA 1.00 – 1.99)

(ii) First Degrees awarded by the University for the Bachelor of Science (Engineering), Bachelor of Science (Petroleum Geoscience) and Bachelor of Science (Surveying and Land Information) shall be classified as follows:

First Class Honours (Weighted GPA 3.60 and above)

Upper Second Class Honours (Weighted GPA 3.00 – 3.59)

Lower Second Class Honours (Weighted GPA 2.00 – 2.99)

Third Class Honours (Weighted GPA 1.50 – 1.99)

Pass (Weighted GPA 1.00 – 1.49)

(iii) The degrees of Doctor of Veterinary Medicine and Bachelor of Medical Sciences shall be classified as follows:

Distinction GPA 3.70 and above

Honours GPA 3.30 – 3.69

Pass GPA 2.00 – 3.29

(iv) The Degrees of MBBS and DDS shall be classified as follows:

Distinction

Honours

Pass

(v) Associate Degrees shall be classified as follows:

Distinction

Merit

Pass

8. (i) The letter grades for completed courses used in the calculation of GPA shall be the following:

A - four quality points

B - three quality points

C - two quality points

D - one quality point

F - no quality points

(ii) Plus and minus modifiers may be used with letter grades A through D.

(iii) In the determination of GPA, the defined grades with the corresponding quality points shall be:

A+ = 4.3 C+ = 2.3

A = 4.0 C = 2.0

A- = 3.7 C- = 1.7

B+ = 3.3 D+ = 1.3

B = 3.0 D = 1.0

B- = 2.7 F = 0.0

(iv) The following designations may be assigned, but shall not be used in the calculation of Grade Point Average:

AB: Absent - when a student is absent from an examination for acceptable reasons other than medical reasons. No penalty.

AM: Medical submitted for absence from an examination. No penalty.

CR: Credit

EC: Exemption with credit

DB: Debarred

DEF: Deferred

EQ: Examination Query

EX: Exemption

FM: Failed Medical - where failure in an examination is attributed to medical reasons as supported by a certificate from an authorized medical practitioner

I: Incomplete - indicates that the student has made progress in a course but at the end of the semester has not finished the work required to receive a letter grade. An I

designation is not counted in credit hours earned, or quality hours until a letter grade is reported. If neither a letter grade nor notification of an extension of time is received by the Registry from the Office of the Dean, the I designation is replaced by an F letter grade at the end of the first six weeks into the next semester the student is registered.

An extension of time may be granted but shall not normally extend beyond the end of the semester in which the extension is granted. Any remaining I symbol at the end of the period of extension will be deemed an F.

IP: In Progress - when a dissertation, thesis, project, student teaching, practicum, internship, proficiency requirement, or other course intended to last more than one semester is not completed during the semester in which the student is registered. The IP designation must be replaced with an appropriate grade on completion of the course.

NFC: Not for Credit

NP: Not Passed – when a student has failed a course taken on a pass/fail basis.

NR: Not Reported - when a lecturer fails to submit grades by the published deadline, through no fault of the student.

NV: When a student has been permitted to audit a course but has not done so satisfactorily.

P: Pass – a pass obtained in a course taken on a Pass/Fail basis

PC: Preliminary Credits – used for matriculation or academic disciplinary purposes only.

V: Audited – when the course has been taken in accordance with GPA Regulation 13.

(v) The following designations shall be assigned and used in the calculation of the Grade Point Average:

DIS: Disqualified

DO: Pass Oral

EI: Examination Irregularity

F: When a student is absent from an examination without a valid reason

FC: Failed Coursework

FE: Failed examination/passed coursework

FO: Failed Oral

FP: Failed Practical

FT: Failed Theory

FWS: Failed/Supplemental Examination granted

9. Where a course has been repeated, the penalty to be applied for failure, and the grade to be used in the computation of the student's GPA if the course is subsequently passed, shall be as prescribed by the Board for Undergraduate Studies.
10. For the purpose of determining the Weighted GPA failed courses shall be treated as prescribed by the Board for Undergraduate Studies.

EXTERNAL EXAMINERS

60. **EXTERNAL EXAMINERS** shall be appointed by the Board for Undergraduate Studies following receipt of nominations from the relevant Faculty Boards through the Deans. New and continuing appointments of External Examiners shall be recorded by the Board for Undergraduate Studies by the 3rd week of Semester I.
61. No person who is for the time being a teacher, a member of a Faculty Board, Council of the University, University Strategy Committee or a Campus Council shall be an External Examiner, nor shall any former teacher or member of the Faculty Board be appointed an External Examiner until he/she has ceased to be such a teacher, or member of any of the above Boards, Councils or Committees for a period of at least three years.
62. (i) At the time of nomination of External Examiners, their degrees, relevant professional qualifications, University titles and/or current academic appointment shall be stated.
- (ii) Where an External Examiner is being used in programmes common to more than one Campus there shall be prior consultation among the relevant Faculties and the forwarding of a single nomination to the Board for Undergraduate Studies.
- (iii) An External Examiner shall be appointed for any course for not more than three years in the first instance. Such appointment may be extended, provided that no External Examiner may thereby be enabled to hold office for a total period of more than six consecutive years.
63. Each External Examiner shall receive such scripts and coursework exercises covering performance at all grades, chosen on the advice of the Examination Co-ordinator together with:
- (i) The mark-sheet/grade-sheet appropriately signed;
- (ii) The final question paper(s);
- (iii) The relevant marking scheme, solutions and other relevant examination material as may be referred to him/her in accordance with Faculty Regulations and approved by the Board for Undergraduate Studies.
64. Each External Examiner shall return to the Campus Registrar in sealed registered packets all scripts and such other examination exercises as may have been referred to him/her. These should be returned urgently for the attention of the Board of Examiners or for review.
65. An External Examiner should visit the University (and where appropriate all Campuses) if possible during his/her term of office. Requests for visits and recommendations for their allocation shall be made by the Dean on behalf of the Faculty concerned to the Board for Undergraduate Studies.

66. The minimum duties of an External Examiner shall be:
- (i) To review and comment on specific and such other examination material as may be referred to him/her by the University Examiner through the Campus Registrar;
 - (ii) To report to the Campus Registrar on the standard of the examination as a whole;
 - (iii) To perform such other duties as may be required by Faculty Regulations approved by the Board for Undergraduate Studies.
67. (i) Copies of reports from External Examiners shall be sent by the relevant Campus Registrar to the University Registrar, Campus Principals, relevant Deans and Heads of Departments, Chairman, Campus Committee on Examinations and the Chairman, Board for Undergraduate Studies, and the relevant Quality Assurance Unit.
- (ii) Each Faculty shall set up a small committee to study the reports of the University Examiners and the External Examiners and determine what changes, if any, the Faculty ought to make to improve the University's operations. Each Faculty shall make an annual report to the Campus Committee on Examinations and the Chairman Board for Undergraduate Studies on the results of this study and Deans of Faculties shall take steps to ensure that the recommendations are implemented. Each annual report shall indicate what steps have been taken on the previous year's recommendations.