

Conduct of Examinations process for Semester II 2017-2018

All new, continuing and returning students should follow the guidelines for the examination period, April 30 to May 18, 2018 to ensure successful entry into their exams.

BEFORE EXAMS:

- Individual Final Examination Timetables were published to students' secure area.
- Only students who are duly registered and financially cleared will have access to the examination schedule.
- Students with **late registration** must ensure that the course appears on their exam schedule as well as on their unofficial transcript. If the course appears on the exam schedule without an exam date and venue, students should contact the **Examinations Section** immediately.

DURING EXAMS:

- Students are advised to arrive at the examination venue at least 30 minutes before the start of the examination.
- Your valid UWI Identification card must be presented in order to gain entry into the examination venue. Invigilators will scan your ID card to verify that:
 - You are registered for the course
 - You are financially cleared
 - You are at the correct exam venue
 - The person presenting the card matches the photo ID on file.


STUDENTS WILL BE DENIED ENTRY IF:

A VALID UWI ID IS NOT PRESENTED

REGISTRATION FOR THE COURSE CANNOT BE CONFIRMED

FINANCIAL CLEARANCE CANNOT BE CONFIRMED

CHECK AND REGULARISE YOUR STATUS

- If you are attending classes for which you are not registered, the course will not appear on your individualised exam timetable. Coursework assessments and assignments submitted will not be credited with results.
- If you have not yet received financial clearance, please liaise with the Students and Receivables, Bursary to regularise your account. Further information can be obtained by visiting <https://sta.uwi.edu/registration/fees.asp> 
- If you do not have a valid UWI ID card visit the ID Card Office at Centre for Workforce Research and Development Building (opposite HSU) or visit <http://www.sta.uwi.edu/registration/idcards.asp> 