



THE UNIVERSITY OF THE WEST INDIES  
ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES  
OFFICE OF THE CAMPUS REGISTRAR  
STUDENT AFFAIRS (EXAMINATIONS)

TELEPHONE: (1-868) 662-2002 Ext. 82155 FAX: (1-868) 645-8649 E-mail: [exams@sta.uwi.edu](mailto:exams@sta.uwi.edu)

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## MEMORANDUM

**TO:** All Students

**FROM:** Assistant Registrar, Examinations, Office of the Campus Registrar

**DATE:** Tuesday 23 November 2021

**SUBJECT:** Semester I 2021/2022 Conduct of Examinations Process

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### EXAMINATION TIMETABLE & FINANCIAL CLEARANCE

Please be reminded that Semester I 2021/2022 Examinations will be held from **December 6, 2021 to December 21, 2021**.

Your individual Final Examination Timetable was published in your secure area on November 12, 2021 and you will only have access to your exam schedule if you are **duly registered and financially cleared** for your courses.

Use the following link to access the student portal to view your timetable: <https://my.uwi.edu/c/portal/login> or [idp.quicklaunchsso.com](http://idp.quicklaunchsso.com).

Your individualized examination timetable also contains information on your Financial Clearance including the date up to which you are cleared. You are to confirm that you have financial clearance for the entire examination period. **You are urged to review your examination timetable periodically during the examination period to ensure that you have the updated date and time of your assessment and that you are financially cleared to access your examination.**

### FINANCIAL CLEARANCE

If you have not yet received financial clearance, please liaise with **Students and Receivables, Bursary** to determine your financial status and thus, your eligibility to write final examinations. The final date for payment as previously communicated by the Bursary was **November 15, 2021**. Please visit <https://sta.uwi.edu/bursary/service-desk> to access support from Bursary in regard to your financial clearance. Further information regarding your registration can be obtained by visiting <https://sta.uwi.edu/registration/procedure.asp>

### REGISTRATION

Students with late registration must ensure that the course(s) appear on their exam schedule/timetable as well as on their unofficial transcript. If the course appears on your exam schedule without an exam date and venue, please contact the **Examinations Section** immediately. You may contact your Faculty's Conduct of Examinations Staff as follows:

F/Engineering – Prudence Cato at [prudence.cato@sta.uwi.edu](mailto:prudence.cato@sta.uwi.edu)

F/Food and Agriculture – Lynette Dookhran at [lynette.dookhran@sta.uwi.edu](mailto:lynette.dookhran@sta.uwi.edu)

F/Humanities and Education – Prudence Cato at [prudence.cato@sta.uwi.edu](mailto:prudence.cato@sta.uwi.edu)

F/Law – Prudence Cato at [prudence.cato@sta.uwi.edu](mailto:prudence.cato@sta.uwi.edu)

F/Medical Sciences – Andre Greaves at [andre.greaves@sta.uwi.edu](mailto:andre.greaves@sta.uwi.edu)

F/Science and Technology and Arthur Lok Jack Graduate School of Business (ALJGSB) – Lisa Hernandez at [lisa.hernandez@sta.uwi.edu](mailto:lisa.hernandez@sta.uwi.edu)

F/Social Sciences (including ALJGSB UG programme) Lynette Dookhran at [lynette.dookhran@sta.uwi.edu](mailto:lynette.dookhran@sta.uwi.edu)

F/Sport – Prudence Cato at [prudence.cato@sta.uwi.edu](mailto:prudence.cato@sta.uwi.edu)

Candidates who do not see a course appearing on their individual Final Assessment Timetable and for which they have been attending the classes, must contact the Admissions Section, Student Affairs at [admis@sta.uwi.edu](mailto:admis@sta.uwi.edu) and, for postgraduate courses, contact the Postgraduate Office at [Postgrad@sta.uwi.edu](mailto:Postgrad@sta.uwi.edu) at the Office of the Campus Registrar immediately to resolve their registration issues.

Candidates who do not submit Final Assessments due to a mis-reading of the Final Assessment Timetable shall be liable to the penalties for absence from an assessment and will have to await the next officially scheduled sitting to take the assessment.

#### **EXAM ENVIRONMENT**

You are advised that unless otherwise approved, your Final Assessment will be conducted in the EXAM Course Shell in the UWI MyElearning Platform (e.g. EXAM\_ACCT1002).

You must be financially cleared and registered to access the MyElearning Platform. **You are kindly asked to confirm your access to myElearning immediately and report any problems logging on to [myElearning@sta.uwi.edu](mailto:myElearning@sta.uwi.edu).**

Candidates should access the Final Assessment assignments in the myElearning platform at the scheduled date and time of the assignment in accordance with the Final Assessment Timetable. **Candidates who access the Final Assessment late shall not be allowed extra time to complete the assessment.**

Final Assessments must only be submitted to the Dropbox created in the myElearning Examination Course Shell for the Final Assessment submission where applicable. Unless otherwise instructed, Candidates shall only be allowed **one** attempt at submission in this Dropbox. Candidates shall not use the Self Check Turnitin Dropbox to submit their Final Assessment. These submissions will not automatically reach the Examiner.

Assessments will be required to be completed over a prescribed period and the assessment attempted must be your own work. This means that as a Candidate, you must not interact with another person, either face to face, by telephone, utilizing electronic devices capable of sending or receiving messages on the internet inclusive of messaging applications, chat rooms such as Discord, social media, or using websites designed for the purpose of offering unauthorized assistance. This also means not discussing any Final Assessments with associates, friends, relatives, current or past students of this or any other University before the end of the relevant Final Assessment window.

Any queries with respect to technical difficulties or any other matters should be sent to the [ExaminationsHelpDesk@sta.uwi.edu](mailto:ExaminationsHelpDesk@sta.uwi.edu) immediately using your UWI email address only. Please note it is your responsibility to submit accurate and reasonably verifiable information to ensure all evidence is considered in this process.

Acceptance of corrections to wrongly made submissions or submissions made after the deadline is not guaranteed and are subject to investigation by and approval of the Examinations Section.

You are required to familiarize yourself with the [Instructions to Candidates writing Final Assessment in a Virtual Mode for Semester I 2021/2022](#), which are hyperlinked in this memorandum and are also found in your EXAM Course Shells.

Best wishes for success in your examinations.

Assistant Registrar  
Examinations  
St Augustine

(c) Campus Principal  
Deputy Principal  
Deans  
Campus Registrar  
Deputy Campus Registrar  
Guild of Students

NTA/amg