



THE UNIVERSITY OF THE WEST INDIES
ST AUGUSTINE CAMPUS

**INSTRUCTIONS TO CANDIDATES WRITING
FINAL ASSESSMENT IN A VIRTUAL MODE
SEMESTER I, 2021/2022**

As a result of the COVID-19 pandemic and its subsequent impact on our operations, the following instructions to Candidates are hereby submitted for your guidance. These instructions are to be read in conjunction with the University Assessment Regulations for First Degrees and Associate Degrees, Undergraduate Diplomas and Certificates, GPA and Plagiarism Regulations which came into effect from August 1, 2020.

These instructions are a supplement to the referenced regulations.

- 1) Candidates are required to familiarize themselves with the University Assessment Regulations for First Degrees and Associate Degrees, Undergraduate Diplomas and Certificates, GPA and Plagiarism Regulations. These Regulations may be found at https://sta.uwi.edu/resources/documents/exam_reg_gpa.pdf.

EXAMINATION TIMETABLE

- 2) It is the responsibility of each candidate to ascertain the dates and times of the assessment(s) for which he/she is registered. Candidates have been informed of the release/start dates and times of assignments and submission/due dates and times of assignments for Final Assessment by means of the publication of the official Final Assessment Timetable, one month before the start date of Final Assessments for the Semester I and II Sessions. Assessment schedules shall be accessed through your secure area after logging on to <http://mysta.uwi.edu/> or idp.quicklaunchsso.com. The time on the Final Assessment Timetable is posted in Eastern Caribbean Time (local Trinidad and Tobago time). **Candidates are advised to continually check their timetable for possible updates or changes to registration or financial clearance.**
- 3) Candidates who have queries regarding the Final Assessment Timetable shall contact the Examinations Section, Student Affairs, Office of the Campus Registrar by emailing the following Faculty specific Officers:

F/Engineering – Prudence Cato at prudence.cato@sta.uwi.edu

F/Food and Agriculture – Lynette Dookhran at lynette.dookhran@sta.uwi.edu

F/Humanities and Education – Prudence Cato at prudence.cato@sta.uwi.edu

F/Law – Prudence Cato at prudence.cato@sta.uwi.edu

F/Medical Sciences – Andre Greaves at 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

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

F/Sport – Prudence Cato at prudence.cato@sta.uwi.edu

REGISTRATION AND FINANCIAL CLEARANCE

- 4) 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 and, for postgraduate courses, contact the Postgraduate Office at Postgrad@sta.uwi.edu at the Office of the Campus Registrar immediately to resolve their registration issues.

- 5) Candidates who do not receive a note on their individual Final Assessment Timetable indicating Financial Clearance for the period up to December 22, 2021 must contact Student Accounts and Receivables, Bursary immediately to resolve any financial issues using the [Bursary Service Desk](https://sta.uwi.edu/bursary/service-desk) <https://sta.uwi.edu/bursary/service-desk> contact form.

REPORTING MEDICAL ISSUES

- 6) Where the performance of a candidate in any part of any assessment is likely to have been affected by factors of which the Examiners have no knowledge, or where the candidate is absent from the assessment due to such factors, the candidate may report the circumstances in writing to the Campus Registrar. If the candidate decides to report such circumstances, he/she must do so within seven days of that part of the assessment, which may have been affected using Nurse@sta.uwi.edu.
The Medical Certificate/Report form can be accessed from https://sta.uwi.edu/resources/documents/medical_certificate.doc

REPORTING TECHNICAL ISSUES

- 7) Candidates who encounter technical challenges in attempting Final Assessments shall submit a report **immediately** to the Examinations Help Desk **ONLY** at examinationshelpdesk@sta.uwi.edu. Students are to provide as much details as possible and supporting evidence including screenshots and photos.

MIS-READING YOUR FINAL EXAMINATION TIMETABLE

- 8) 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.

ACCESSING YOUR FINAL ASSESSMENT

- 9) Candidates should access the Final Assessment Question Paper in the Learning Management System (myElearning) in an Examination Course Shell (e.g. EXAM_ACCT1000) at the scheduled date and time of the assignment in accordance with the Final Examination Timetable. Candidates who access the Final Assessment late shall not be allowed extra time to complete the assessment.
- 10) Unless otherwise permitted, Candidates are required to access Examination Question Papers in the myElearning Platform **ONLY**. Assessments and any relevant supplementary materials are programmed to become visible on the date and time listed on the Final Assessment Timetable.
- 11) Your Examination Question Paper will not be visible to you before the scheduled release. If you are still unable to view your Examination Question Paper after the date and time on the Final Assessment Timetable, please contact the Examinations Section as detailed in item **3)** above.

ADDRESSING QUERIES ON THE QUESTION PAPER

- 12) Unless otherwise permitted, queries regarding the Examination Question Paper with respect to lack of clarity of a question asked, suspected errors on the Examination Question Paper or lack of clarity relevant to the instructions given to complete the Final Assessment shall be posted on the "Examination Queries Only" forum in the Examination Course Shell in myElearning. Candidates shall **not** email queries related to the Examination Question Paper to the Examiners, Lecturers, Teaching Assistants, Tutors or any other related person.
- 13) Candidates shall monitor the "Examination Queries Only" forum in the Examination Course Shell in myElearning for responses to queries on the Examination Question Paper. Responses shall be posted to the forum between the hours of 8:00 a.m to 7:00 p.m. daily, Monday to Saturday.

SUBMISSION OF YOUR ANSWER SCRIPT

- 14) Candidates shall input their UWI identification number distinctly on each page of their Final Assessment submission. Candidates shall not input their names anywhere on the answer script or in the file name.
- 15) Unless otherwise permitted, Final Assessments must be uploaded in **MS Word format** only.
- 16) Unless otherwise permitted, Candidates are required to submit answer scripts in the myElearning Platform **ONLY**.
- 17) Final Assessments must only be submitted to the Dropbox created in the myElearning Examination Course Shell for the Final Assessment submission. 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.
- 18) Submissions via any unauthorised platforms or modes would not be accepted for marking.
- 19) Candidates shall receive an automated receipt via email indicating successful submission of Final Assessments in myElearning.

Unless otherwise permitted, Final Assessments must be uploaded as Turnitin assignments with the accompanying similarity reports.

Unless otherwise permitted, Final Assessments must be submitted with a Plagiarism Declaration by selecting the appropriate checkbox available in myElearning.

- 20) It is strongly recommended that you make your submission within a suitable window before the deadline, to avoid possible system lags and internet delays. You should also double-check that your submission is complete and accurate before uploading.

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.

EXAMINATION IRREGULARITIES AND ACADEMIC INTEGRITY

- 21) 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.
- 22) Unless otherwise permitted, you must not use unauthorized material to complete the assessment, including unauthorized notes and the internet.
- 23) Candidates are advised that where applicable the times at which Examination Question Papers are downloaded and the related scripts are uploaded will be monitored by the Examinations Section. This is to ensure compliance with the approved parameters of the Final Assessment.
- 24) The Campus Committee on Examinations which has jurisdiction over all matters relating to the conduct of examinations is responsible for investigating matters involving breach of the University Assessment Regulations arising from charges of **cheating** (attempting to benefit oneself by deceit or fraud) or **plagiarism** (unacknowledged use of words, ideas or creations of another **and** includes situations where the student reuses without acknowledgement their own previously written text, ideas or creations when writing any new work).

Examiners are to report such cases to the Campus Committee on Examinations.

STUDENTS WRITING UNDER SPECIAL CONDITIONS

- 25) Candidates who are attempting Final Assessments under special conditions may be permitted as approved by the Chair, Campus Committee on Examinations, to use assistive aids and/or may be granted extra time to complete Final Assessments. Any approved accommodation will be communicated through the Student Life and Development Department.

Assistant Registrar,
Examinations Section,
Student Affairs,
Office of the Campus Registrar
November 22, 2021