



THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD & TOBAGO, WEST INDIES

**OFFICE OF THE CAMPUS REGISTRAR
STUDENT AFFAIRS (EXAMINATIONS)**

Tel: (868) 662-2002 ext. 82155 • Email: exams@sta.uwi.edu

MEMORANDUM

TO: All Students

FROM: Senior Assistant Registrar, Examinations

DATE: Thursday, 04 July 2024

SUBJECT: IMPORTANT NOTICE ON SUMMER SESSION 2023/2024 CONDUCT OF FINAL EXAMINATIONS PROCESS

Notice is hereby given that Final Examinations for Summer Session 2023/2024 will begin on July 15, 2024. The following is important and critical information for your guidance.

EXAMINATION TIMETABLE & FINANCIAL CLEARANCE

Please be advised that Summer Session 2023/2024 Final Examinations will be held in a **Face-to-Face/In-Person Mode** for:

- All other Faculties: July 15-26, 2024
- The Faculty of Medical Sciences: July 15 to August 19, 2024

Your **individual** Final Examination Timetable has been published in the “My Secure Area” within the student portal. You must be **duly registered and financially cleared** to access examinations for your course(s). Use the following link to access the student portal to view your timetable: <https://my.uwi.edu/c/portal/login> or idp.quicklaunchsso.com.

The time on the Final Examination Timetable is posted in Atlantic Standard Time (AST) (GMT-4) (local Trinidad and Tobago time).

Your individual Final Examination Timetable also contains information on your Financial Clearance including the date up to which you have been cleared. You are to confirm that you have financial clearance for the entire examination period. **Candidates are advised to continually check their timetable in the “My Secure Area” for possible updates or changes to registration, dates of the examination or financial clearance.**

If you have not yet received financial clearance, please liaise with **Student Accounts and Receivables, Bursary** to determine your financial status and thus, your eligibility to write final examinations.

Further information can be obtained by visiting <https://sta.uwi.edu/registration/procedure.asp>

Please be reminded that **June 30, 2024**, was the deadline for students registered for the Summer Session to meet their financial obligation to The UWI. This means that any outstanding payments and/or the submission of the relevant documents should have been made via e-Courier on or before that date.

Failure to do so will result in an Accounts Receivable (AR) Hold being placed on your student account. An **AR Hold** negates previously issued financial clearance and restricts access to:

- My eLearning to write or submit online assessments or view posted course content
- The examination venue to write in-person final exams
- Registration for the relevant and future semesters
- The services offered by the Alma Jordan Library
- Obtaining an ID card

STUDENTS ARE ADVISED THAT ENTRY TO EXAMINATION VENUES WILL BE DENIED IF FINANCIAL CLEARANCE CANNOT BE CONFIRMED.

REGISTRATION

If you are attending classes for which you are not registered, your course will not appear on your **individual** Final Examination Timetable. Coursework assessments and other assignments submitted will not be credited with results.

Students with late registration must ensure that the course(s) appear on their **individual** Final Examination 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

F/Food and Agriculture – Lynette Rambhajan at lynette.rambhajan@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 Global School of Business (ALJGSB) (Postgraduate) – Lisa Hernandez at lisa.hernandez@sta.uwi.edu

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

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

STUDENTS ARE ADVISED THAT ENTRY TO EXAMINATION VENUES WILL BE DENIED IF REGISTRATION FOR THE COURSE CANNOT BE CONFIRMED.

UWI IDENTIFICATION CARD AND EXAM ENTRY

You are advised to arrive at your 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.

Candidates shall bring their examination cards (where applicable), and their UWI Student identification cards to each examination. They must display their identification cards and their examination cards (where applicable) in a prominent position on their desks. Candidates shall not normally be allowed to write an examination without a valid UWI Student Identification Card [[Examination Regulations 2020/2021 92\(a\)](#)]

[NB. Examination Cards are not used at the St Augustine Campus]

If you have not yet received your UWI Student ID card, please visit the ID Card Office at the Center for Workforce Research and Development Building. Further information such as steps to complete the process can be found on their website <https://sta.uwi.edu/registration/idcards.asp> .

STUDENTS ARE ADVISED THAT ENTRY TO EXAMINATION VENUES WILL BE DENIED IF VALID UWI ID IS NOT PRESENTED.

EXAMINATION VENUES

The following is a list of Main venues which appear on your individual Final Examination Timetable for Summer Session 2023/2024:

Venue Code	Venue Name
JFK	JFK Auditorium
MD2	Mechanical Design Office
MD3	Main Drawing Office
TLC	Ground Floor, Teaching and Learning Complex
TLD	Textile Lab, Dudley Huggins Building
TCB 2	Temporary Classroom Building at Natural Sciences
TCB 3	Temporary Classroom Building at Chemistry
Room 217/220	School of Education Room 217/220
DHB	Computer Lab, First Floor, Dudley Huggins Building
CFA	Department of Creative and Festival Arts, Gordon Street, St Augustine (next to the Hugh Wooding Law School)
201	Arthur Lok Jack Global School of Business Room 201

A map of the Campus can be found at https://sta.uwi.edu/resources/documents/sta_map.pdf



Senior Assistant Registrar
Examinations
St Augustine

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

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