



**THE UNIVERISTY OF THE WEST INDIES  
OPEN CAMPUS**

**THINGS TO SHOULD KNOW BEFORE  
YOU TAKE AN EXAMINATION**

## INSTRUCTIONS TO CANDIDATES TAKING A WRITTEN EXAMINATION

### IT IS YOUR RESPONSIBILITY TO KNOW THE DATE AND TIME OF YOUR EXAMS

It is the responsibility of each candidate to ascertain the dates and times of the examination(s) for which he/she is registered. Students are advised that in no circumstance should reliance be placed on any oral communication of the Examinations Timetable. **No member of staff is authorised to communicate timetable information to you.**

You are informed of the dates and times of written examinations by means of the Examinations Timetable published on the Official Notice Board at your Site or on the web through the MyOC student portal <http://my.open.uwi.edu>

The Examinations Timetable for Open Campus students is different from the one for students at any of the other campuses.

**Make sure that the Examinations Timetable from which you take your schedule is the Open Campus Examination Timetable. You should also make sure that it is a FINAL TIMETABLE and NOT a DRAFT.**

**Even if you have noted the date of your examination, you should confirm it again one week before the start of the exam period, just to make sure that there are no changes and that you had read the timetable right the first time.**

Candidates who are absent from an examination **owing to a mis-reading of the timetable shall be liable to the normal penalties for absence (i.e. will receive a grade of FA – Failed Absent) from an examination and will have to await the next officially scheduled sitting to take the examination.**

### STEPS TO TAKE BEFORE AN EXAMINATION

1. **Verify that you are registered for the course(s) for the examination(s) you intend to sit.** You should immediately report any discrepancies in your registration to your Site Head or Site Coordinator.
2. **Make sure you have the correct time and location of your examination.** Please familiarize yourself with the campus and know where your examination venue is. **DO NOT** wait until the day of the examination to familiarize yourself with the campus. (This is particularly for students writing exams at Cave Hill, Mona and St. Augustine since there are many examination rooms)
3. **Arrive at your examination location at least fifteen minutes prior to its scheduled start.** Candidates shall be admitted up to half-an-hour after the start of the examination. **Candidates arriving late shall not be allowed extra time.** A candidate arriving more than half-an-hour late **may** be admitted to the examination room but his/her written or practical work will be accepted for marking only if he/she can satisfy the Campus Registrar that

he/she has valid reasons for being late. If students have already left the examination venue you will not be allowed in.

### **WRITING EXAMINATIONS AT ANOTHER SITE OR CAMPUS**

If you are unable to write examinations at your own Site, you must formally make a request to write them at another location. To do this you must write to the Senior Assistant Registrar, Assessment, Awards and Records, Open Campus, **through** your Site Head or Site Coordinator. This should be done at least four (4) weeks prior to the date of the particular examination.

### **ABSENCE FROM EXAMINATIONS**

**When you register at the beginning of the Semester for any course, you are at the same time registering to be examined for that course.** *If you register for a course and do not take the examination you will be recorded as Fail Absent (FA) and the usual penalties of a failure will apply.*

Please note that the *Examination Regulations for First Degrees, Associate Degrees, Diplomas and Certificates* state:

*Any student who, having registered for a course and examination, fails to take the examination shall be deemed to have failed the examination unless the relevant Academic Board shall approve otherwise on the recommendation of the relevant Faculty Board.*

### **ABSENCE FROM EXAMINATIONS AS A RESULT OF ILLNESS**

You must request permission for absence from an examination because of illness; however, you must support your request with a **medical certificate/report** submitted through your Site Head or Site Coordinator to the Senior Assistant Registrar, Assessment, Awards and Records, Open Campus **within seven days from the date of the examination** in which your performance is affected.

### **GUIDELINES FOR THE SUBMISSION OF MEDICAL CERTIFICATES/REPORTS**

In cases of illness the student should present to the Campus Registrar through the Senior Assistant Registrar, Assessment, Awards and Records a medical certificate/report, as proof of illness, signed by the Medical Practitioner. The name of the Medical Practitioner with all contact information must be clearly printed and affixed to the certificate.

The **medical diagnosis** and the **requested period of medical coverage** must also be clearly stated on the form. **Medical certificates which state “Mrs./Miss/Mr. X was unfit for work/school on “x” days or that provide an illness code are NOT valid and will not be accepted. Please bring this to the attention of your doctor.**

The student must submit the attached Medical Certificate Form indicating the examination(s) missed to the Campus Registrar within seven (7) days from the date of the examination. The

form must be fully completed by both the student and the medical practitioner. **Late forms will not be accepted.**

**If you cannot report your special circumstance to the relevant Campus Registrar through the Assistant Registrar, Assessment, Awards and Records, Open Campus, the Board of Examiners shall NOT take cognisance of, nor give consideration to it.**

### **CONDUCT IN THE EXAMINATION ROOM**

1. Candidates are required at all times to comply with the instructions of the Chief Invigilator and/or Assistant Invigilators.
2. Candidates should have their UWI Identification Cards to present to the invigilator.
3. Candidates shall write their identification numbers and not their names using permanent ink, distinctly at the top of the cover of every answer book and/or separate sheet of paper which is handed in. Candidates shall NOT write their names anywhere on the answer book or supplementary book.
4. Unless otherwise permitted, all examinations shall be written in permanent ink preferably blue or black.
5. Candidates are not allowed to carry unauthorized material into the exam room and these include:
  - i. Cellphones
  - ii. Pagers
  - iii. Electronic Devices
  - iv. Programmable Calculators
  - v. Handbags
  - vi. Other personal items
  - vii. Plain paper
  - viii. Written materials (unless otherwise specified)
6. Candidates should only have the materials necessary to write the examination, pens, pencils, rulers, non-programmable calculators etc. Each candidate should have their own supplies; **borrowing from other candidates is not allowed.**
7. Candidates are not allowed to leave the examination room during the **first thirty minutes** or **last fifteen minutes** of an examination except in the case of illness.
8. Students should not deface any examinations material. It is an offense to do so. You should not tear any of the answer booklets or supplementary sheets. Neither should you take any examination material with you from the examination room.

## NOTIFICATION OF EXAMINATION RESULTS

Students are notified of examination results through the MyOC Student Portal at <http://my.open.uwi.edu>

## DISSATISFACTION WITH FINAL EXAMINATION RESULTS

The below extract from the Examination Regulations governing the review of examination results explains:

- (i) A student who is dissatisfied with the results of his/her examination should report his/her dissatisfaction in writing to the Campus Registrar<sup>1</sup>. Such a report must be made, within two weeks of publication of results, and in the case of the Supplemental/Summer School or re-sit examinations within five days of publication of results.
- (ii) The Campus Registrar shall forward the student's request to the Dean of the Faculty concerned.
- (iii) The student may request:
  - (a) to go through his/her **FAILED** script with the Examiner; (utilising an approved electronic teleconferencing system if necessary); and/or
  - (b) to have his/her script(s) re-marked.
- (iv) In carrying out the process of going through examination scripts with students who have **failed** courses, the examiner must disclose the marks/grades.
- (v) The process at (iv) should include failed answers in multiple-choice examinations.

A student who wishes to have his/her script re-marked must **pay a fee of BDS\$125, or the EC\$ equivalent to BDS\$125 or J\$2000 or TT\$375, or US\$62.50** (according to campus/country) to have his/her script re-marked by a new Examiner.

Where re-marking of a script results in a higher mark than that previously recorded, the fee shall be refunded provided that the **increased mark results in a change of grade**.

In the case of the re-marking of a script under Regulations 144, **the mark of the new and independent examiner(s) shall be regarded as the final mark**.

### **How to Apply for a Remark or a Discussion of Your Script**

**To apply for a re-mark or a discussion of an examination, you must complete the specified online application form. The form can be found on the MyOC Student Portal Dashboard under Exams.**

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<sup>1</sup> Through the Senior Assistant Registrar, Assessment, Awards and Records, Open Campus