THE UNIVERISTY OF THE WEST INDIES
OPEN CAMPUS

THINGS TO SHOULD KNOW BEFORE
YOU TAKE AN EXAMINATION

(An excerpt from the Student Handbook 2012-2013)
PART V: EXAMINATIONS

For some courses, in addition to assignments, you might have a mid-semester test and an end of the semester examination at a designated examination centre (for example, an Open Campus Site) in your country. Some courses may have an alternative to the final examination, such as a major project/action research.

Open Campus Examinations

The examinations set for Open Campus students, in most cases, are not the same as those set for students at other campuses for logistical reasons (however, Course Coordinators make sure that standards are not compromised in any way). When attending an examination, you should ensure that the examination paper is the one prescribed for Open Campus students – this will be clearly stated at the top of the examination paper.

All written examinations are scheduled for the morning, afternoon, or evening session and are two or three hours in length. In some exceptional cases, examinations may be scheduled on public holidays.

Open Campus Examinations Timetable

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.

Instructions to Candidates Taking a Written Examination

1. 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.

2. Candidates will be informed of the dates and times of written papers 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 at least one month in advance, or two weeks in the case of Summer or Re-sit Examinations. Any changes in dates after publication shall be brought to the attention of candidates by means of additional notices posted at each Site and on the web. Candidates will not be informed individually of such changes. In no circumstances will any such change be made later than one week prior to the commencement of the series of examinations. You should therefore verify your examinations timetable one week before the examination period. You should also make sure you take the date and time of your examination from a final timetable and not a draft (drafts are subject to change).

3. Candidates who are absent from an examination owing to a mis-reading of the timetable shall be liable to the normal penalties for absence from an examination and will have to await the next officially scheduled sitting to take the examination.

4. Candidates should be at the examination room fifteen minutes before the advertised time of any examination. 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.

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. In the case of students writing examinations at Cave Hill, St. Augustine or Mona campuses, 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.
3. Arrive at your examination location at least fifteen minutes prior to its scheduled start.

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 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. You will be required to pay a fee of US$20 or the equivalent in your local currency for this service.

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 submitted through your Site Head or Site Coordinator to the Assistant Registrar, Assessment, Awards and Records, Open Campus **within seven days from the date of the examination** in which your performance is affected. The medical certificate should give brief details of the nature of the illness without breaching medical ethics. **Consideration for absence cannot be given if the medical certificate you submit does not state the nature of your illness.**

The Examination Regulations for First Degrees, Associate Degrees, Diplomas and Certificates state inter alia that:

(i) **If the performance of a candidate in any part of any examination is likely to have been affected by factors of which the examiners have no knowledge, 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 examination, which may have been affected.

(ii) In cases of illness the candidate shall present to the Campus Registrar1 (or in the case of Open Campus Sites through the Site Head or the Site Coordinator) a medical certificate, as proof of illness, signed by the University Health Officer or by any other medical practitioner approved for this purpose by the University. The candidate shall send the medical certificate to the Campus Registrar within seven days from the date of that part of the examination in which the performance of the candidate is affected. A certificate received after this period will be considered only in exceptional circumstances.

(iii) Where in the opinion of the medical practitioner concerned a student is unable to submit a medical certificate himself/herself, the medical practitioner may do so on his/her behalf, within the prescribed time.

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.

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 Registrar2. 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. For the Open Campus, students may communicate their dissatisfaction in writing through the Site Head or Site Coordinator or TLIs for forwarding to the Assistant Registrar, Assessment, Awards and Records, by the deadline above.

(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.

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1 Through the Assistant Registrar, Assessment, Awards and Records, Open Campus
2 Through the Assistant Registrar, Assessment, Awards and Records, Open Campus
A student who wishes to have his/her script re-marked must pay a fee of BDS$125, or the ECS 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.

**Review of Mid-Semester Examinations and Coursework Results**

The Examination Regulations for First Degrees, Associate Degrees, Diplomas and Certificates state that:

*Re-marking shall NOT apply to coursework which counts for 60% or less of the total assessment of the course and when such coursework consists of more than one piece, none of which individually exceeds 40% of the total assessment provided that where a single piece of coursework counts for more than 40%, re-marking shall be allowed for that piece.*

**Examinations Only**

Students may seek permission from the Director of Academic Programming and Delivery (through the Assistant Registrar, Assessment, Awards and Records) to register to write “Examinations ONLY” in course(s) without attending classes, in the following circumstances:

1. He/she has failed one or two of the final courses needed to complete the degree/certificate/diploma requirements and obtained a mark as prescribed by the respective Faculty Regulations.
2. He/she has obtained a medical excuse, certified by the UWI Medical Officer, for not having attempted an exam.
3. In exceptional circumstances, the Director of Academic Programming and Delivery may grant a student deferral for special assignments overseas for an employer (part-time students only) or by virtue of being selected to represent the country on a national team. In both instances, formal representation will have to be made by the employer/national association.

**NOTE: Examinations Only is marked out of 100%**

With respect to (1.) above, students in the Bachelor of Social Sciences should have gained a mark of 35% or above in the failed course to be considered for examinations only.

If you meet (1.) or (2.) then you can apply for a re-sit of ‘examinations only’ by writing to the Director of Academic Programming and Delivery. Send your letter through your Site Head or Site Coordinator to the Assistant Registrar, Assessment, Awards and Records, Open Campus.

If permission is granted, you will be advised in writing and will need to pay the requisite fee.
**Withholding of Results**

You should note that even if permission is granted to sit an examination where fees are outstanding, results will be suppressed until the outstanding balance is cleared. Certificates and transcripts shall also be withheld under the same circumstances.

**Award of Degrees**

**Grade Point Average System and Marking Scheme**

1. The class of degree to be awarded shall be determined on the basis of a weighted Grade Point Average (GPA) as set out in the Examination Regulations.

2. In determining the Weighted GPA, the weights to be used for each Level I, II and III course shall be as prescribed in the *UWI Examinations Regulations*.

3. Level II and III courses shall have equal weight in the determination of the weighted GPA.

4. Core courses satisfying the requirements of specialization, majors and minors must be taken into account in the determining of the class of degree.

5. A course designated at registration as not for credit (NFC) shall not count in the determination of the weighted GPA.

6. The class of degree shall be determined as indicated in the table:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>PERCENTAGE</th>
<th>POINTS</th>
<th>CLASS OF DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>86 - 100</td>
<td>4.3</td>
<td>First Class Honours</td>
</tr>
<tr>
<td>A</td>
<td>70 - 85</td>
<td>4.0</td>
<td>GPA 3.6 and above</td>
</tr>
<tr>
<td>A-</td>
<td>67 - 69</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>63 – 66</td>
<td>3.3</td>
<td>Upper Second Class Honours</td>
</tr>
<tr>
<td>B</td>
<td>60 - 62</td>
<td>3.0</td>
<td>GPA 3:00 – 3:59</td>
</tr>
<tr>
<td>B-</td>
<td>57 - 59</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>53 – 56</td>
<td>2.3</td>
<td>Lower Second Class Honours</td>
</tr>
<tr>
<td>C</td>
<td>50 - 52</td>
<td>2.0</td>
<td>GPA 2:00 – 2:99</td>
</tr>
<tr>
<td>C-</td>
<td>47 - 49</td>
<td>1.7</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>43 – 46</td>
<td>1.3</td>
<td>Pass</td>
</tr>
<tr>
<td>D</td>
<td>40 - 42</td>
<td>1.0</td>
<td>GPA 1:00 – 1:99</td>
</tr>
<tr>
<td>F</td>
<td>Less than 40</td>
<td>0.0</td>
<td></td>
</tr>
</tbody>
</table>
Students Who Entered the University Prior to 2003-2004

In keeping with a decision ratified by the Board for Undergraduate Studies on May 31, 2005 to introduce the GPA scheme for all students who had entered the University prior to the 2003-2004 academic year, this decision took effect on August 01, 2006.

This means, therefore, that all students will receive a grade point average from Semester I, 2006/2007 irrespective of what year they entered the University. Students who were in the system prior to the establishment of the GPA will also be given a cumulative Grade Point Average which is the average obtained of all the courses that you have satisfactorily completed to date.

Courses that are excluded from the GPA net include courses taken on a pass/fail basis, audited courses, courses taken for preliminary credits and courses for which the designation I (Incomplete), EC (Exemption with credit), EX (Exemption), EQ (Examination Query) and AM (Absent Medical) etc. are assigned.

Whereas the former average would be an indication of your performance over one semester, the cumulative average would represent your level of performance from the day you first entered the programme.

With regards to calculating the class of degree, faculty regulations would define the parameters that must be considered for the determination of the weighted GPA.

Where it could be established that a student, who entered the University previous to the introduction of the GPA Scheme, could be disadvantaged in any way under the GPA system, then that student’s grades would be calculated under the old system.