NOTICE TO STUDENTS TAKING WRITTEN UWI EXAMINATIONS

Please familiarize yourself thoroughly with the Examination Regulations of this University. You should note in particular:

1. 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 Assistant Registrar, Assessment, Awards and Records (through your Site). **If the candidate decides to report such circumstances, he/she must do so within seven (7) days of that part of the examination which may have been affected.**

2. In cases of illness the candidate shall present to the Assistant Registrar, Assessment, Awards and Records (through your Site) a medical certificate as proof of illness, signed by a medical practitioner. **The candidate shall send the medical certificate 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.

3. Where in the opinion of the Medical Practitioner concerned, a student is unable to submit a medical certificate in person, the Medical Practitioner may do so on the student’s behalf, within the prescribed time.

4. You must attend punctually, at the times assigned to the subjects which you are taking. If you arrive more than half an hour late you will be accepted only if you can satisfy the University as to the reasons for your lateness.

5. Candidates shall bring their UWI identification cards to each examination and these shall be displayed in a prominent position on their desks.

6. **You may not bring books or papers of any kind into the examination room** except as specifically permitted by the regulations. If you do so, or you are detected in attempting to obtain, or to give any form of irregular assistance, the circumstances will be reported to the Board of Examiners and you will be liable to be disqualified from this examination and excluded from all future examinations of the University.

7. You must not leave the examination room during the first half hour of the examination or during the last fifteen minutes. Candidates who leave the examination room shall not be re-admitted unless throughout the period of their absence they have been continuously under the supervision of a responsible member of staff.

8. **You may not remove any writing material from the examination room.** All unused material should be left on your desk.

9. You should not engage in any form of communication among yourselves in the examination room while the examination is in progress.

10. **PLEASE OBEY THE INSTRUCTIONS OF YOUR INVIGILATOR IMPLICITLY.**