



# THE UNIVERSITY OF THE WEST INDIES

MONA, JAMAICA, WEST INDIES

## OFFICE OF THE CAMPUS REGISTRAR

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### MEMORANDUM

TO: ALL UNDERGRADUATE & POST GRADUATE STUDENTS

FROM: **CAMPUS REGISTRAR**

DATE: November 18, 2016

RE: **REGULATIONS GOVERNING THE SITTING OF FINAL EXAMINATIONS FOR SEMESTER I 2016-2017**

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All students are asked to note the following regulations governing the sitting of final examinations for Semester I 2016-2017:-

1. The deadline for the addition of courses is **Friday, December 2, 2016**.
2. **Students with outstanding Tuition Fees (excluding the current Semester) WILL NOT BE ALLOWED TO SIT EXAMINATIONS.**
3. Students who clear outstanding tuition balances for previous semesters PRIOR TO any of their examinations WILL be allowed to pay the applicable Late Registration Penalty Fine, add courses for Semester I 2016-2017 and sit **subsequent** examinations. NO consideration will be given to make up any assignments or examinations missed as a result of lack of financial clearance prior to the start of the examination period.
4. **Payment Plans are no longer available.**
5. **Entrance to each examination room will be allowed ONLY to students who are duly registered for the course(s) scheduled for the examination(s) being held there.**
6. Students must ensure that they take their valid UWI ID Cards to Examinations Centres. In the absence of the requisite ID Cards, students will be fined a fee in accordance with the Examinations Regulations.
7. Students are expected to be at the Examination Centre at least half-an-hour prior to the start of the examination to avoid delays in entering the Examination Centre.

8. Students are not allowed to take programmable calculators, cellular telephones or any other electronic device into the Examination Centre.
9. For further details on the examination procedures, students are advised to read the Student Examination Handbook which is available at

<http://www.mona.uwi.edu/exams/sites/default/files/exams/UWI%20HANDBOOK%20FINAL.pdf>

**PLEASE NOTE THE FOLLOWING IMPORTANT POINTS:**

1. ***You are urged to be proactive and to check your registration status prior to the start of the examination period. DO NOT WAIT UNTIL THE MORNING OF AN EXAMINATION TO CHECK IF YOU ARE DULY REGISTERED FOR THE COURSE(S) YOU ARE ABOUT TO SIT. THIS WILL CREATE MAJOR DELAYS IN WRITING YOUR EXAMINATION AND THERE IS NO GUARANTEE THAT YOU WILL GET EXTRA TIME TO COMPLETE THE EXAMINATION.***
2. ***BALANCES SHOULD BE CLEARED WELL IN ADVANCE OF ANY EXAMINATION AND NOT THE DAY BEFORE OR THE MORNING OF AN EXAMINATION. This allows time for the administrative issues to be dealt with – such as enabling the addition of courses.***
3. ***YOU WILL NOT BE ABLE TO VIEW EXAMINATION GRADES OR SELECT COURSES FOR SUBSEQUENT SEMESTERS IF ALL OUTSTANDING FEES (INCLUDING SEMESTER I 2016-2017) ARE NOT CLEARED.***

**FINALIZING STUDENTS ARE BEING REMINDED THAT:**

1. ***Grades for Semester I examinations will NOT be released unless all fees are paid in full.***
2. ***You will NOT be able to access any services of the UWI (Eg. Transcripts, Status Letters, Degree Certificates, etc.) if fees are owing to the University following the completion of final examinations for Semester I.***

***THE CAMPUS URGES ALL STUDENTS TO SETTLE ALL FINANCIAL OBLIGATIONS AS EARLY AS POSSIBLE.***

We wish ALL students every success in their final examinations.

**CAMILLE BELL-HUTCHINSON**

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