



THE UNIVERSITY OF THE WEST INDIES

MONA, JAMAICA, WEST INDIES

OFFICE OF THE CAMPUS REGISTRAR

Administrative Annex, University Place, Kingston 7

Tel: (876) 977-1202 Fax: (876) 970-4471 email: campusregistraroffice@uwimona.edu.jm

MEMORANDUM

TO: ALL UNDERGRADUATE & POST GRADUATE STUDENTS

FROM: **CAMPUS REGISTRAR**

DATE: November 16, 2018

RE: **REGULATIONS GOVERNING THE SITTING OF FINAL EXAMINATIONS FOR SEMESTER I 2018-2019**

All students are asked to note the following regulations governing the sitting of final examinations for Semester I 2018-2019:-

1. The deadline for the addition of courses is **Friday, November 30, 2018**.
2. **In order to sit examinations, new students (admitted August 2018) are required to settle their miscellaneous fees in full and their tuition fees (for at least the FIRST Semester) by November 30, 2018.**
3. **Students who are not finalizing and are not new who have outstanding Fees (excluding the current Semester) must clear their outstanding fees and must also ensure that they are registered for the courses for which they will be sitting examinations.**
4. **Finalizing students must clear ALL outstanding fees (tuition, miscellaneous, residence, etc.) as well as the current semester's fees in order to sit examinations.**
5. Students who clear outstanding tuition balances PRIOR TO any of their examinations will be allowed to pay the applicable Late Registration Penalty Fine, add courses for Semester I 2018-2019 and sit **subsequent** examinations. NO consideration will be given for any make up assignments or assessments/ examinations which were missed as a result of a lack of registration/ financial clearance prior to the start of the examination period.
6. **Please note that Payment Plans are no longer available.**
7. **Entrance to each examination centre will be allowed ONLY to students who are duly registered and who have met their financial obligation as specified in points 2, 3 or 4 above for the course(s) scheduled for the examination(s) being held in that examination centre.**



IMPORTANT INFORMATION FOR THE CONDUCT OF EXAMINATIONS

8. Students must ensure that they take their valid UWI ID Cards to the Examination Centres. In the absence of the requisite ID Cards, students will be fined a fee in accordance with the Examination Regulations.
9. 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 Centre.
10. Students are not allowed to take programmable calculators, cellular telephones or any other electronic device into the Examination Centre.
11. For further details on the University's examination procedures, students are advised to visit the Examinations Section's website at <https://www.mona.uwi.edu/exams/>

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 2018-2019) ARE NOT CLEARED.**

We wish ALL students every success in their final examinations.

CAMILLE BELL-HUTCHINSON

