

NOTICE TO CANDIDATES TAKING UNIVERSITY EXAMINATIONS

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

- 1) All cases of illness during or immediately preceding the examination(s), which are likely to have affected the performance of a candidate, must be reported in writing to the Assistant Registrar – Assessment, Awards, and Records through your Site Coordinator/Head of Global Campus Country Site in accordance with Examination Regulation 21.
- 2) You must attend punctually, at the times assigned to the courses which you are taking. **If you arrive more than thirty (30) minutes late, you will be accepted only if you can satisfy the University as to the reasons for your lateness.**
- 3) **Candidates shall bring their University of the West Indies ID cards to each examination and they should be displayed in a prominent position on their desks.**
- 4) **Candidates must also present their examination card to the Invigilators at each examination. Failure to do so will require the student to obtain a replacement card at a cost of BDS\$25.00.**
- 5) **You may not bring bags, books, or papers of any kind into the examination room** except as specifically permitted by the regulations. If you do so, or if you are detected attempting to obtain, or to give, any form of irregular assistance, the circumstances will be reported to the Board of Examinations and you will be liable to be disqualified from the examination and excluded from all future examinations of the University.
- 6) **No cell phones and/or other electronic devices will be permitted in the examination room.**
- 7) You must not leave the examination room during the first half hour of the examination. 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 are **NOT** permitted to leave the examination room within the last fifteen (15) minutes of the examination.
- 9) You **may not remove any writing material from the examination room.** All scrap paper and unused material should be left on your desk. You are not allowed to tear the scrap paper.
- 10) You should not engage in any form of communication among yourselves in the examination room before the start of the examination or while the examination is in progress.
- 11) You must write your identification number very **DISTINCTLY** at the top of the cover of every answer book or separate sheet of paper which is handed in. You may lose credit for any answer book/ separate sheet of paper **not** distinctly bearing your ID number.
- 12) **Do not write your name anywhere on the answer or supplementary booklets.**
- 13) Candidates must write all examinations in ink, preferably, blue/black ink, unless otherwise specified in the instructions on the examination paper or special permission has been sought and granted.

PLEASE OBEY THE INSTRUCTIONS OF YOUR INVIGILATOR AT ALL TIMES

UWI Global Campus Barbados

Revised: October 2023