



THE UNIVERSITY OF THE WEST INDIES

**ASSESSMENT REGULATIONS  
FOR FIRST DEGREES,  
ASSOCIATE DEGREES,  
UNDERGRADUATE DIPLOMAS  
AND CERTIFICATES  
INCLUDING GPA AND PLAGIARISM REGULATIONS**

WITH EFFECT FROM

**August 1, 2018**





## TABLE OF CONTENTS

<b>PRELIMINARY</b> .....	i
ESTABLISHMENT AND MANDATE OF CAMPUS COMMITTEE ON EXAMINATIONS .....	i
INTERPRETATION.....	i
<b>SECTION I</b> .....	1
AWARD OF FIRST DEGREES, ASSOCIATE DEGREES, UNDERGRADUATE DIPLOMAS AND CERTIFICATES.....	1
AEGROTAT DEGREE, DIPLOMA OR CERTIFICATE .....	1
<b>SECTION II</b> .....	3
GENERAL EXAMINATION REGULATIONS .....	3
SPECIAL ARRANGEMENTS FOR DISABILITIES AND INCAPACITIES...	5
OTHER FACTORS AFFECTING EXAMINATIONS.....	6
<b>SECTION III</b> .....	8
APPOINTMENTS AND QUALIFICATIONS OF EXAMINERS AND EXAMINATION COORDINATORS.....	8
DUTIES AND FUNCTIONS OF EXAMINERS AND ADMINISTRATORS	8
FIRST EXAMINER (PRIMARY INSTRUCTOR) .....	10
SECOND EXAMINER .....	13
UNIVERSITY EXAMINER .....	13
EXTERNAL EXAMINERS .....	15
ASSISTANT EXAMINERS .....	17
INDEPENDENT EXAMINERS .....	18
BOARDS OF EXAMINERS .....	19
<b>SECTION IV</b> .....	21
DECLARATION OF INTEREST .....	21

<b>SECTION V</b> .....	22
CONDUCT OF FINAL EXAMINATIONS .....	22
(A) INSTRUCTIONS TO CANDIDATES TAKING A WRITTEN EXAMINATION .....	22
(B) CHEATING .....	26
(C) DUTIES OF INVIGILATORS AT WRITTEN EXAMINATION .....	27
 <b>SECTION VI</b> .....	 32
ASSESSED COURSEWORK .....	32
 <b>SECTION VII</b> .....	 34
REVIEW OF EXAMINATION RESULTS – RE-MARKINGS AND CONSULTATIONS .....	34
 <b>SECTION VIII</b> .....	 36
LOST EXAMINATION SCRIPTS .....	36
 <b>SECTION IX</b> .....	 38
GENERAL.....	38
 <b>GRADE POINT AVERAGE REGULATIONS</b> .....	 39
 <b>PLAGIARISM REGULATIONS</b> .....	 47
INDIVIDUAL PLAGIARISM DECLARATION.....	52
GROUP PLAGIARISM DECLARATION .....	53

## **PRELIMINARY**

Reference to the Board for Undergraduate Studies in these Regulations is in the delegated exercise of Senate's powers as the academic authority for the University under Statute 25.

## **ESTABLISHMENT AND MANDATE OF CAMPUS COMMITTEE ON EXAMINATIONS**

The Campus Committee on Examinations, being a sub-committee of Academic Board, shall comprise of the following persons/representatives:

- (i) Chair;
- (ii) Deans or their nominees;
- (iii) At least one representative of Academic Board;
- (iv) At least one member nominated by the President of the Guild of Students;
- (v) Secretary: Campus Registrar.

The Campus Committee on Examinations shall have jurisdiction over all matters relating to the conduct of examinations.

## **INTERPRETATION**

'Assessment[s]' also means examination[s] and the two shall be used interchangeably.

## **SECTION I**

### **AWARD OF FIRST DEGREES, ASSOCIATE DEGREES, UNDERGRADUATE DIPLOMAS AND CERTIFICATES**

1.
  - (a) In accordance with Statute 47, all students shall normally spend a minimum of three academic years in The University of the West Indies before being eligible for the award of a First Degree.
  - (b) In the case of Associate Degrees all students shall normally spend a minimum of one academic year at The University of the West Indies before being eligible for the award of an Associate Degree.
2.
  - (a) The award of First Degrees, Associate Degrees, Undergraduate Diplomas and Certificates of the University shall be deemed to be made on such date as the Board for Undergraduate Studies on behalf of the Senate of the University (hereinafter referred to as “the Senate”) may approve.
  - (b) For the purpose of these Regulations the word ‘Diplomas’ does not include those postgraduate Diplomas and Certificates which have been assigned by the Senate to the Board for Graduate Studies and Research.
3. After the Board for Undergraduate Studies has approved, on behalf of the Senate, the Pass Lists, a Certificate under the Seal of the University, for each First Degree, Associate Degree, Undergraduate Diploma or Certificate shall be issued. In accordance with the University’s award dates, certificates shall be issued 1<sup>st</sup> February, 1<sup>st</sup> July and 1<sup>st</sup> September.

### **AEGROTAT DEGREE, DIPLOMA OR CERTIFICATE**

4. A candidate may apply through the Campus Registrar to the Board for Undergraduate Studies for the award of an Aegrotat Degree, Diploma or Certificate where he/she has been absent through illness from part of the assessment in the final year of the degree programme. The number of credits obtained which will entitle the candidate to make such application shall be prescribed in Faculty Regulations (where applicable).

5.
  - (a) All applications must be accompanied by a medical certificate signed by a Campus Medical Officer or by other Medical practitioners approved for this purpose by the University, and shall reach the Campus Registrar not later than thirty days after the end of the relevant semester; and
  - (b) All applications, together with reports from those who have taught the candidate in the courses concerned and a recommendation from the Board of Examiners of his/her Faculty, shall be referred to the relevant Faculty Board for a recommendation through the Dean to the Board for Undergraduate Studies.
6. An *Aegrotat* Degree, Diploma or Certificate shall be awarded without distinction or class.
7. Holders of an *Aegrotat* Degree, Diploma or Certificate shall not be permitted to re-enter for the same Degree, Diploma or Certificate.
8. Holders of an *Aegrotat* Degree may proceed to a higher degree if accepted by the Board for Graduate Studies and Research.
9. Notwithstanding the provisions at Regulations 4 to 8 the University shall not award an *Aegrotat* degree posthumously except in cases where the decision to award such degree was made before the candidate's death, or where the candidate would have met all requirements for the award of the *Aegrotat* degree before his or her death.



## SECTION II

### GENERAL EXAMINATION REGULATIONS

10.
  - (a) The dates of all final written examinations other than Special Examinations shall be as prescribed by the University Registrar;
  - (b) The Examination Timetable in respect of final written examinations shall be published at least one month before the series of examinations begins, or two weeks in the case of Supplemental, Summer Session, re-sit or mid-semester examinations as relevant;
  - (c) Any changes in dates after publication shall be posted on the campus official notice board at each Campus and/or online. Candidates will not be informed individually of such changes. In no circumstance will any such change be made later than one week prior to the commencement of the series of examinations;
  - (d) The dates for submission or conduct of coursework exercises which count towards the final cumulative assessment shall be made available to all candidates by the relevant Faculty or Department at least two weeks in advance of the date(s) on which such exercises should be submitted or conducted.
11. If an examination is in the form of an oral or film presentation, there shall be at least two Examiners including the First Examiner/Primary Instructor in attendance. A Faculty may prescribe Regulations for attendance at oral examinations or film presentations, provided that a minimum of two Examiners are required to attend.
12. Only duly registered students must be admitted to any examination or be permitted to complete any assessments.
13. All registered students are required to attend prescribed lectures, practical classes, tutorials, or clinical instructions. Students with unsatisfactory class attendance or who have failed to submit any assessments set by his/her Examiner, are subject to debarment by the relevant Academic Board, on the recommendation of the relevant Faculty Board, from taking any University examination. Procedures to be used to measure attendance and assessments shall be prescribed by the Faculty.
14. Any student who, having registered for a course, fails to take the examination, shall be deemed to have failed the examination unless the

relevant Academic Board decides otherwise on the recommendation of the relevant Faculty Board.

15. Procedures governing absence from coursework assessments or non-completion of coursework assessments for courses in which students are duly registered shall be as prescribed in Faculty Regulations. (Ref. General Regulations - Leave of Absence and Withdrawal).
16. All assessments as approved by the Faculty Board, or the Campus Committee on Examinations or The Board for Undergraduate Studies as appropriate, shall be conducted by means of any one or more of the following:
  - (a) Written Examinations;
  - (b) Oral Examinations;
  - (c) Practical Examinations;
  - (d) Online Examinations;
  - (e) Coursework (which may include written in-course assessments, demonstrations, practical work, dissertations, essays, projects, studies and other forms of coursework exercise(s)); and
  - (f) Class participation as a component of other assessment.
17.
  - (a) A candidate's name shall not be identified on any written assessment or examination exercise and the candidate shall be identified by means of his or her prescribed university identification number. In the case where an electronic storage device is used, only the candidate's student identification number, but not his/her name shall be written;
  - (b) Where it is intended that an oral examination shall form the whole or part of the assessment, the students must be so advised at the beginning of the Semester by the Head of the Department and or the relevant Examiner (Primary Instructor);
  - (c) In every case the relevant Examiners shall be at liberty to put oral questions to any candidate as prescribed by Faculty Regulations.
18.
  - (a) The place at which a final written examination shall be held will be determined by the Campus Registrar.
  - (b) The place at which assessments other than written final examinations shall be held will be determined by the Head of the Department concerned.

19. All examination results shall be provisional until approved by the Board for Undergraduate Studies on behalf of Senate.
20. Any formal complaint which a candidate may make in connection with his/her final examination must be referred to the Campus Registrar and must not be dealt with by an Examiner.
21. Mark-sheets/grade-sheets once submitted may not be altered except with the express permission of the Faculty Board of Examiners unless the alterations arise from errors in the calculation or omission of marks/grades. The approved procedures and forms shall be observed and used.
22.
  - (a) Where the Examiners decide that calculators (programmable or nonprogrammable) are permitted in examination rooms, the use and type shall be stated in the rubric of the question paper; and
  - (b) Only silent, cordless calculators may be used.
23.
  - (a) Scripts or other materials to be examined must not be sent by mail from a country or place at which an examination is held unless they have been examined by at least one Examiner, or a copy of the materials made, except where, due to extraordinary circumstances, permission has been given by the Campus Registrar to forward by mail.
  - (b) Subsection (a) is not applicable to examination materials from the Open Campus.

## **SPECIAL ARRANGEMENTS FOR DISABILITIES AND INCAPACITIES**

24.
  - (a) A student with a permanent or temporary incapacity or disability may apply to the Campus Registrar for special arrangements to be made to accommodate such incapacity or disability in relation to any examination, including an oral examination and/or course-work. The arrangements desired should be specified and must be accompanied by a Medical Report as proof of such incapacity or disability submitted to the Campus Registrar. The Campus Registrar shall inform the Board of Examiners of the circumstances in which the examination was performed.

- (b) The arrangements for accommodation referenced in 24 (a) above may include permitting the student to defer examinations to another sitting where approved by the Dean.
  - (c) Any amanuensis or secretarial assistance provided to candidates with disabilities shall first be approved by the Campus Registrar. Normally the University will defray the additional cost involved.
25. A candidate with a disability or incapacity which may inhibit the completion of an examination in the normal time may apply to the Campus Registrar for extra time, whether for a mid-semester or final examination, at least four (4) weeks before the scheduled start of the examination period. A Medical Report and a recommendation from the medical practitioner is required to be submitted to the Campus Registrar as proof of such disability and its consequence. Extra time may be granted on the authority of the Chair of the Campus Committee on Examinations after consideration of the relevant medical reports and consultation with the Campus Unit designated to manage disability issues, where applicable.

#### **OTHER FACTORS AFFECTING EXAMINATIONS**

26. A Special Examination, whether written, oral, practical or coursework, may be granted in exceptional circumstances, such as grave or chronic illness, or temporary incapacity, on the authority of the Chair of the Campus Committee on Examinations where recommended by the Dean of the Faculty concerned with the support of the Head of the Department and shall require new registration for the course.
27. A Substitute Examination, without academic penalty, may be permitted by the Chair, Campus Committee on Examinations acting on the recommendation of the Faculty Board. Such examination may be offered where extenuating circumstances beyond the control of the student affected his/her performance and/or attendance during an examination, and shall be held within the current examination period as prescribed by the University Registrar.
28. (a) Where 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, or where the candidate is absent from the examination due to such factors, 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;

- (b) Where the factors referred to in (a) relate to illness the Report to the Campus Registrar must be accompanied by a medical report signed by a Campus Medical Officer, as proof of illness; or, in the case of the Open Campus, by any other medical practitioner approved for that purpose by the Campus Registrar.
- (c) The medical report shall be submitted within seven days from the date of that part of the assessment in which the performance of the candidate is affected. A report received after this period will be considered only in exceptional circumstances;
- (d) Where a student is unable to submit a medical report in person, the Campus Medical Officer or a medical practitioner as the case may be, may do so on the student's behalf within the prescribed time;
- (e) The Campus Registrar shall pass on the information on illness or other factors as communicated in (a) - (d) above, to the Chair of the Board of Examiners to assist the Board in the performance of its duties in finalising the student's examination record by awarding an appropriate final mark, or an appropriate designation in accordance with the Grade Point Average Regulations; and
- (f) The Board of Examiners shall not take cognizance of illness or other circumstances presented as affecting a student's performance at an examination which have not been referred to them by the Campus Registrar.

## **SECTION III**

### **APPOINTMENTS AND QUALIFICATIONS OF EXAMINERS AND EXAMINATION COORDINATORS**

29. All assessments for a First Degree, Associate Degree, Diploma or Certificate, whether taken at one time or in sections, shall be set and graded by the assigned Examiners except where the Board for Undergraduate Studies on behalf of Senate has approved otherwise.
30. For every course on each campus there shall be at least two Examiners: a First Examiner (Primary Instructor) and at least one Second Examiner appointed by the relevant Faculty Board.
31. Examination Coordinators and Examiners shall be appointed by the relevant Faculty Board. These appointments shall be reported annually to the relevant Campus Committee on Examinations and the Board for Undergraduate Studies in the prescribed format by the 30<sup>th</sup> APRIL in the year preceding the relevant academic year.
32.
  - (a) The minimum qualification normally required for a First Examiner (Primary Instructor) is three years' experience as an Examiner of which one year should be as an Examiner at The University of the West Indies;
  - (b) Where a qualified First Examiner (Primary Instructor) cannot be found from among the lecturers of a course, a University Examiner must be appointed who shall approve the question paper and be responsible for the marking of the scripts;
  - (c) The minimum qualification normally required for a Second Examiner is two years' experience as an Examiner of which one year should be as an Examiner at a recognised University.

### **DUTIES AND FUNCTIONS OF EXAMINERS AND ADMINISTRATORS**

33.
  - (a) All Examiners and Administrative Staff involved in the assessment process are required to preserve the integrity of assessment material (question papers, scripts, marks/grades or otherwise) at all stages until official results are published. Information may be disclosed by Examiners only to those colleagues or officials of the University specially appointed to deal with the assessments concerned.

- (b) Examiners must not transmit examination question papers or marksheet/gradesheets by facsimile machines or other means of unencrypted telecommunication, unless approved by the Campus Registrar.
34. The duties of Examiners shall include collaboration between the First and Second Examiner in the following areas: preparation of question papers under Regulation 41, the marking of scripts and other assessments and attendance at, and participation in oral examinations where relevant.
35. Formal consultation between Examiners and the External Examiner(s) shall be conducted through the Campus Registrar.
36. Additional rules on the role and duties of Examiners may be prescribed in Faculty Regulations.
37. In accordance with Article 3(a) of the Charter, the Senate shall consider in what courses or groups of courses it is necessary or desirable to appoint External Examiners and Independent Examiners and, in any case in which the Senate considers it to be necessary or desirable to make such appointments, the Board for Undergraduate Studies on behalf of Senate shall make the appointments on such terms and conditions as it shall think fit.
- 38.
- (a) The minimum duties of an Examination Coordinator shall be to ensure that by the dates prescribed:
- i. The camera-ready copies of the question papers and copies of the assessment guidelines or marking schemes are prepared by the First Examiner (Primary Instructor) and are submitted to the Campus Registrar by the First Examiner (Primary Instructor);
  - ii. Specimens of the final question paper(s) are checked by the First Examiner (Primary Instructor) prior to the examinations as provided for in Regulation 41.
  - iii. The scripts are reviewed by at least two appointed Examiners;
  - iv. The scripts, signed mark-sheet/grade-sheet and other relevant examination material are returned to the Campus Registrar;
  - v. A sample of scripts, assessment guidelines, marking scheme and other materials selected, are forwarded by the First Examiner

(Primary Instructor) through the Campus Registrar to the University Examiner; and

- vi. The External Examiners are briefed, and provided with the relevant marking schemes and methods of assessment.
- (b) In cases where the Examination Coordinator encounters problems in ensuring the smooth running of the examination process, he/she shall notify the Campus Registrar in writing, with a copy to the Dean and to the other person(s) concerned.

### **FIRST EXAMINER (PRIMARY INSTRUCTOR)**

39. The duties of the First Examiner shall include:

- (a) Setting the question paper and assessment guidelines or marking scheme for consultation with the other Examiners;
- (b) Preparing a camera-ready copy of the question paper and a copy of the assessment guidelines or marking scheme. The question paper(s) shall be prepared on such forms as may be prescribed by the University Registrar and shall be signed by the First Examiner (Primary Instructor) and Second Examiner, and where applicable the University Examiner;
- (c) Transmitting, by the prescribed deadline, the approved question papers in the camera-ready form, duly signed, to the relevant Campus Registrar who shall arrange for its reproduction;
- (d) Transmitting, at the same time that the approved question paper is submitted to the Campus Registrar, a copy of the assessment guidelines or marking scheme to the Campus Registrar, who shall retain it confidentially, for use only by approved Examiners of the relevant course;
- (e) Ensuring that all scripts are marked in a timely manner for onward transmission to the Second Examiner within the prescribed deadline;
- (f) Determining the marks, including standardising the marks between different Examiners where appropriate, and preparing the mark-sheet/grade-sheet;
- (g) Forwarding copies of the signed mark-sheet/grade-sheet by the prescribed deadline simultaneously to the Examination Coordinator and the Campus Registrar on completing the assessment of the course;



- (h) Forwarding to the University Examiner through the Campus Registrar (where applicable) immediately on completion of marking, the mark-sheet/grade-sheet appropriately signed; the final question paper(s); the relevant marking schemes; assessment guidelines, a copy of the syllabus and other relevant examination material together with a sample of the scripts and coursework exercises covering performance at all grades, chosen on the advice of the Examination Coordinator; and
  - (i) Attending the Meetings of the respective Faculty Board of Examiners.
40. All examination materials (papers, scripts or otherwise) shall be addressed to the Campus Registrar under confidential cover and submitted to the Examinations Section of the relevant Registry by the First Examiner.
41. The setting of the draft question paper must normally reflect the consensus of all Examiners concerned. The judgement of the First Examiner (Primary Instructor) shall prevail over that of the other Examiners in the paper(s) for which he/she is responsible. A draft question paper shall not be adopted as a final examination paper unless it has been signed by the First Examiner (Primary Instructor) and the Second Examiner. Should there be a difference of opinion between the First Examiner (Primary Instructor) and the Second Examiner, the matter shall be referred to the Examination Co-ordinator (Head of Department and/or Dean).
42. The First Examiner (Primary Instructor) for each question paper on each campus, or an Examiner designated for the purpose by the Examination Coordinator, shall be responsible for checking with the Examinations Section the accuracy of the final question paper and any auxiliary material not later than three days (and five in the case of the Open Campus) before the date of the examination.
- 43.
- (a) Regulations 38, 41 and 44 - 49 shall not apply to that component of a course which consists of assessment by coursework, where that component counts for sixty percent (60%) or less of the final mark;
  - (b) In instances where the coursework component of a course counts for sixty percent (60%) or less of the final mark in that course, the coursework should be examined by at least two Examiners, but without reference to the University Examiner or the External Examiner. The final mark for the coursework shall be determined by the First Examiner (Primary Instructor);

- (c) In instances where the coursework component of a course counts for more than sixty percent (60%) of the final mark in that course, a sample of the coursework shall be reviewed by the University Examiner although the final mark shall be determined by the First Examiner (Primary Instructor).
44. In the marking of scripts the First Examiner (Primary Instructor) shall ensure that the total mark for each question is recorded both at the end of each question and on the cover of the answer book and that the total mark for the examination is recorded in whole numbers.
  45. The First Examiner (Primary Instructor) is responsible for the standard of the assessment and shall, in the discharge of this responsibility, determine the final mark.
  46. The First Examiner (Primary Instructor) is required to enter the examination grades into the Electronic Grade Book and submit the mark-sheet/grade-sheet to the Registry by the prescribed deadline. Where, due to exceptional circumstances, a First Examiner is unable to enter the marks into the Electronic Grade Book as required, the Dean and/or the Head of Department may make arrangements for the Second Examiner or other designated Examiner to enter the marks.
  47. The mark-sheet/grade-sheet must be signed by the First and Second Examiners and where appropriate the Examination Co-ordinator.
  48. Where the First Examiner (Primary Instructor) is the same as the University Examiner, the Second Examiner is required to perform full examining duties. Should there be a difference of opinion between the First Examiner (Primary Instructor) and the Second Examiner, the matter shall be referred to an Independent Examiner.
  49. In the marking of the scripts there shall be consultation between the First Examiner (Primary Instructor) and the other Examiner(s). The judgement of the First Examiner (Primary Instructor) shall prevail over that of the other Examiner(s) in the paper(s) for which he/she is responsible.
  50. It is the duty of the First Examiner (Primary Instructor) at the Campus to be in attendance for the first half-an-hour of each written or practical examination. Where the examination is held in a place where there are no resident Examiners, the First Examiner (Primary Instructor) shall be available for the first half-an hour of that examination to respond to telephone enquiries.

## **SECOND EXAMINER**

51. The duties of the Second Examiner shall include:
  - (a) Reviewing the marking of all scripts paying particular attention to failing and borderline cases and examining the allocation of marks and grades for accuracy.
  - (b) The setting of the draft question paper must normally reflect the consensus of all Examiners concerned. The judgement of the First Examiner (Primary Instructor) shall prevail over that of the other Examiners in the paper(s) for which he/she is responsible. A draft question paper shall not be adopted as a final examination paper unless it has been signed by the First Examiner (Primary Instructor) and the Second Examiner. Should there be a difference of opinion between the First Examiner (Primary Instructor) and the Second Examiner, the matter shall be referred to the Examination Co-ordinator (Head of Department and/or Dean).
52. In the examination of the scripts there shall be consultation between the First Examiner (Primary /Instructor) and the other Examiner(s). The judgement of the First Examiner (Primary /Instructor) shall prevail over that of the other Examiner(s) in the paper(s) for which he/she is responsible.
53. The mark-sheet/grade-sheet must be signed by the First and Second Examiners and where appropriate the Examination Co-ordinator.

## **UNIVERSITY EXAMINER**

54. The University Examiner, wherever possible, should not be named First Examiner.
55. University Examiners shall be appointed by the Board for Undergraduate Studies following receipt of nominations from the relevant Faculty Boards through the Deans by the 30<sup>th</sup> of APRIL of the preceding relevant year. Such appointments shall normally be for periods of three years in the first instance.
56. A University Examiner shall be appointed by the Board for Undergraduate Studies for all Level II and Level III examinations. In making such appointments the Board for Undergraduate Studies shall specify the courses for which each University Examiner is responsible.

57. Where a qualified First Examiner (Primary Instructor) cannot be found from among the lecturers of a course, a University Examiner must be appointed who shall approve the question paper and be responsible for the marking of the scripts.
- 58.
- (a) The minimum qualifications normally required for a University Examiner are:
    - i. Professor or Senior Lecturer with at least one year's experience as an Examiner at The University of the West Indies; or
    - ii. Lecturer with at least five years' experience of which three must be as an Examiner at The University of the West Indies.
  - (b) Where these criteria cannot be satisfied, a special case which should include a full statement of the examining experience of the proposed Examiner must be made to the Board for Undergraduate Studies.
  - (c) The duties of the University Examiner shall include:
    - i. Undertaking an annual review of the standard of each examination after the scripts have been marked;
    - ii. Advising on curriculum matters in the area of study to which he/she is appointed; and
    - iii. Advising on the harmonisation of the course for which he or she is responsible across the University, with particular reference to core content, skills and competencies required.
  - (d) In relation to the annual review of each examination the University Examiner shall receive:
    - i. A sample of the scripts and where relevant, the coursework for each of the courses for which he/she is responsible together with the question paper, mark-sheet/grade-sheet, marking schemes, assessment guidelines and other materials in accordance with Regulation 39 (h);
    - ii. After reviewing the material sent to him/her the University Examiner shall write a report to the Campus Registrar on each course examined. Copies of reports from University Examiners shall be sent by the relevant Campus Registrar to the University Registrar; Campus Principals; relevant Deans and Heads of Departments; Chair, Campus Committee on Examinations; the

Chair, Board for Undergraduate Studies and the relevant Campus Quality Assurance Unit;

- iii. The University Examiner shall forward, through the Campus Registrar, the sample of scripts with the question paper, mark-sheet/grade-sheet, marking schemes, assessment guidelines, etc., to the External Examiner where appropriate; and
  - iv. The University Examiner shall submit his/her report(s) on an annual basis before the end of the following semester.
- (e) Unless Faculty Regulations prescribe otherwise, the number of scripts and coursework exercises submitted to the University Examiner in relation to each course under Regulation 39 (h) shall be 20% or 20, whichever is the greater, subject to a maximum of 50.
- (f) Regulations 38, 41 and 44 - 49 shall not apply to that element in a course which consists of examination by coursework, where that element counts for sixty percent (60%) or less of the final mark:
- i. In instances where the coursework element in a course counts for sixty percent (60%) or less of the final mark in that course, the coursework should be examined by at least two Examiners, but without reference to the University Examiner or the External Examiner. The final mark for the coursework shall be determined by the First Examiner (Primary Instructor); and
  - ii. In instances where the coursework element of a course counts for more than sixty percent (60%) of the final mark in that course, a sample of the coursework shall also be reviewed by the University Examiner under 58 (d)(i) above, although the final mark shall be determined by the First Examiner (Primary Instructor).

## **EXTERNAL EXAMINERS**

61. External Examiners shall be appointed by the Board for Undergraduate Studies following receipt of nominations from the relevant Faculty Boards through the Deans. New and continuing appointments of External Examiners shall be recorded by the Board for Undergraduate Studies by the 3rd week of Semester I.
62. A person who is a lecturer, member of a Faculty Board, Council of the University, University Strategy and Planning Committee or a Campus Council shall not be an External Examiner, nor shall any former lecturer

or member of the Faculty Board be appointed an External Examiner unless he/she has ceased to be such a lecturer or member of any of the above Boards, Councils or Committees for a period of at least three years.

63.

- (a) At the time of nomination of External Examiners, their degrees, relevant professional qualifications, University titles and/or current academic appointment shall be stated;
- (b) Where the services of an External Examiner are being used in programmes common to more than one Campus there shall be prior consultation among the relevant Faculties and a single nomination shall be forwarded to the Board for Undergraduate Studies; and
- (c) An External Examiner shall be appointed for any course for not more than three years in the first instance. Such appointment may be extended, provided that no External Examiner may thereby be enabled to hold office for a total period of more than six consecutive years.

64.

Each External Examiner shall receive such scripts and coursework exercises covering performance at all grades, chosen on the advice of the Examination Coordinator/Examiner together with:

- (a) The mark-sheet/grade-sheet appropriately signed;
- (b) The final question paper(s); and
- (c) The relevant marking schemes or assessment guidelines and other relevant assessment material as may be referred to him/her in accordance with Faculty Regulations and approved by the Board for Undergraduate Studies.

65.

Each External Examiner shall return to the Campus Registrar in a sealed registered package, all scripts and such other examination exercises as may have been referred to him/her. These should be returned urgently for the attention of the Board of Examiners or for review.

66.

An External Examiner should visit the University (and where appropriate all Campuses) if possible during his/her term of office. Requests for visits and recommendations for their allocation shall be made by the Dean on behalf of the Faculty concerned to the Board for Undergraduate Studies.

67. The minimum duties of an External Examiner shall be:
- (a) To review and comment on specific and such other examination material as may be referred to him/her by the University Examiner through the Campus Registrar as appropriate;
  - (b) To report to the Campus Registrar on the standard of the examination as a whole; and
  - (c) To perform such other duties as may be required by Faculty Regulations approved by the Board for Undergraduate Studies.
- 68.
- (a) Copies of reports from External Examiners shall be sent by the relevant Campus Registrar to the University Registrar; Campus Principals; relevant Deans and Heads of Departments; Chair, Campus Committee on Examinations; the Chair, Board for Undergraduate Studies, and the relevant Quality Assurance Unit; and
  - (b) Each Faculty shall set up a small committee to study the reports of the University Examiners and the External Examiners and determine what changes, if any, the Faculty ought to make to improve the University's operations. Each Faculty shall make an annual report to the Campus Committee on Examinations and the Chair, Board for Undergraduate Studies on the results of this study and Deans of Faculties shall take steps to ensure that the recommendations are implemented. Each annual report shall indicate what steps have been taken on the previous year's recommendations.

## **ASSISTANT EXAMINERS**

- 69.
- (a) Assistant Examiners may be appointed by a Faculty Board to assist the Examiners in marking the scripts for a written examination where the course is comprised of 150 students or more;
  - (b) The final mark for any script examined by an Assistant Examiner shall be the responsibility of the First Examiner;
  - (c) The minimum qualification for an Assistant Examiner examining written examination scripts shall be:

- i. for Level 1 courses - a University degree and at least one year's experience at the level of part-time tutor or above at the University; and
- ii. for Levels II & III, a postgraduate university degree in the relevant discipline and at least one year's experience at the level of part-time tutor or above at the University;

70.

- (a) Assistant Examiners under the direct supervision of the relevant Examiner and approved by the Head of Department and Faculty Board, may be permitted to mark the practical coursework component of a course which does not exceed 15% of the maximum mark for the course;
- (b) For the purposes of (a) above, the minimum qualification for an Assistant Examiner shall be as a registered graduate student of The UWI;
- (c) Where an Assistant Examiner is used for the purpose described at (a), the First Examiner shall also sign the mark-sheet/gradesheet.

## **INDEPENDENT EXAMINERS**

71. Independent Examiners shall be named from within or external to the University by the relevant Faculty Board for the purpose of independent re-marking of scripts where necessary. Such appointments should be made at the same time as the appointment of First, Second and University Examiners.

72.

- (a) Where a re-mark is requested, the Campus Registrar shall request the Head of the Department concerned or, in his/her absence the Dean, to select an Independent Examiner from the panel (if not already submitted). Such person shall be appointed by the Chair of the Campus Committee on Examinations, to re-mark the script. The appointment shall be made within one week of the date on which the request is made. Where the Chair of the Campus Committee on Examinations deems it necessary, more than one Examiner may be nominated and appointed. Such recourse shall not normally be used except where a team of Examiners has already been involved in the initial examination of the candidate involved.



- (b) Where the Head of the Department is an Examiner the course to be re-marked, the selection shall be made by the Dean and vice versa. Where both the Dean and the Head of the Department are Examiners of the course to be re-marked, the Chair of the Campus Committee on Examinations shall make the appointment after such consultation, as he/she considers appropriate; and
- (c) The Independent Examiner(s) no later than 10 days after receiving the script(s) shall return the re-marked script(s) and any other examination material with a written report and where applicable, signed mark-sheet/grade-sheet to the Campus Registrar.

## **BOARDS OF EXAMINERS**

73.

- (a) For each Faculty there shall be a Board of Examiners which shall have final supervision of examinations at the Faculty level;
- (b) The Chair of the Board of Examiners shall be the relevant Dean;
- (c) The quorum of each Board of Examiners shall be stated in the relevant Faculty Regulations as approved by the Board for Undergraduate Studies;
- (d) The results obtained by all candidates shall be presented by the Heads/Coordinators to a Board of Examiners of the Faculty;
- (e) Where the same programmes are shared among more than one Campus, there shall be confirmation among the relevant Deans on the award of First Class Honours; and
- (f) The Chair of the relevant Campus Committee on Examinations may attend meetings of Boards of Examiners or Campus Committees of Boards of Examiners in order to advise on the interpretation of Examination Regulations.

74. The Faculty Board shall delegate to the Board of Examiners the responsibility for determining the examination results.

75. Pass Lists for graduating students, issued subject to approval by the Board for Undergraduate Studies, shall be appropriately published by each Campus Registry. Such posting shall be the only official notification of the results.

76. The University Registrar shall forward to the Board for Undergraduate Studies for approval on behalf of Senate, the lists of candidates for the award of Degrees, Diplomas or Certificates, and their results.
- 77.
- (a) All proceedings at meetings of Examiners shall be strictly confidential. Except as provided in (b) and (c) below, examination results and grades shall not be communicated in advance of publication to anyone except the appropriate officers of the University. Copies of examination marks/grades circulated to Boards of Examiners shall be treated as confidential;
  - (b) In respect of coursework, Examiners must inform students in writing, of their marks/grades for individual pieces of coursework. Such information shall be communicated to students within 3 weeks of the assessment or submission; and
  - (c) Examiners must ensure that students receive all marks (for mid-semester examinations, projects, and in-course tests), before the beginning of the examination period.

## SECTION IV

### DECLARATION OF INTEREST

78. All categories of staff are required to submit to the Campus Registrar at the start of the relevant semester, a Declaration of Interest if they have a relative who is a candidate writing an examination in which they are involved. Failure to comply with this regulation will result in the candidate's results being declared null and void and the staff member being reported to the Disciplinary Committee under Ordinance 8 or the relevant Disciplinary Procedures for the other Bargaining Units.
79. Where a member of academic staff has a relative, or offspring of a relative, who is registered in a course taught by him/her, that member shall be debarred from the setting of the examination paper and another Examiner must be appointed to set the paper and examine a sample of the scripts including the script(s) of the relative or offspring of the relative. Such sample should comprise 10% of the total scripts but in no case fewer than five scripts.
80. Where Faculties/Departments have established sub-committees to review examination question papers all participants in that process are also required to declare interest and be excused.
81. Where a member of staff is registered for a course, he/she shall be debarred from all aspects of the assessment process for the relevant course.
82. Where a member of staff other than the Examiner has a relative, or offspring of a relative, registered for a course he/she shall be debarred from all aspects of the assessment process for the relevant course.
83. For the purpose of these Regulations, a relative is a parent, child, grandparent, grandchild, step-parent, step-child, sibling, spouse, fiancé, fiancée or cohabitee of the member of staff.

## SECTION V

### CONDUCT OF FINAL EXAMINATIONS

#### (A) INSTRUCTIONS TO CANDIDATES TAKING A WRITTEN EXAMINATION

84. It is the responsibility of each candidate to ascertain the dates and times of the examination(s) for which he/she is registered.
- 85.
- (a) Candidates will be informed of the dates and times of written papers and practical examinations by means of the publication of the official examinations timetable at each Campus, and all other sites at least one month in advance, or two weeks in the case of Supplemental, Summer Session, Re-sit or Mid- semester examinations. Any changes in dates after publication shall be brought to the attention of candidates by means of additional notices. In no circumstance will any such change be made later than one week prior to the commencement of the series of examinations;
  - (b) Candidates who are absent from an examination owing to a clear 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;
  - (c) Candidates shall collect their examination cards (where applicable) by the stated deadline before the commencement of each series of end-of-semester examinations, Supplemental/Summer School; and
  - (d) Any candidate who fails to comply with subsection (c) shall be liable to pay the equivalent of BDS\$10.00.
86. Candidates should be at the examination room at least thirty minutes before the advertised time of any examination. Candidates may 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 provided that no other candidate has left any of the rooms in which an examination is being held. His/her written or practical work will be accepted for marking at the discretion of the Campus Registrar.

87. While in the Examination Room candidates are required at all times to comply with the instructions of the Chief Invigilator and/or Assistant Invigilators. Failure to comply may result in the candidate being disqualified from the examination. Disorderly behaviour may result in the candidate being expelled from the Examination Room. In such cases the Chief Invigilator shall write a report to the Campus Registrar.
88. Candidates may be permitted by the Chief Invigilator to leave the examination room during the course of an examination provided that half-an-hour has elapsed from the start of the examination.
89. 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 or Invigilator.
- 90.
- (a) Except as specifically permitted by a Faculty Board and stated in the rubric of the question paper **NO** books, paper, printed or written document or pictures or any unauthorised aid or material, including bags, briefcases, folders, clipboards, pencil cases, alarm watches, earphones, notebooks, scrap paper, mobile telephones, pagers or any other electronic or communication device including electronic calculators, hand-held computers or any electronic or communication device capable of wireless access to the Internet may be taken into or be received in an examination room by any candidate.
  - (b) Unless otherwise permitted, all examinations shall be written in permanent ink, preferably blue or black. The University reserves the right not to mark the script for failure to comply.
  - (c) For computer based examinations candidates may be permitted to bring laptops into an examination room as required by the relevant Faculty Board and subject to the necessary security precautions, provided that only silent, wireless laptops are used.
  - (d) Candidates who are writing examinations under special conditions may be permitted as approved by the relevant Chair, Campus Committee on Examinations to use assistive aids in the examination room.
91. Candidates shall write their identification number and not their names using permanent ink, distinctly at the top of the cover of every answer book and/or separate sheet of paper which is handed in. Candidates

shall not write their names anywhere on the answer book or supplementary book.

92.

- (a) Candidates shall bring their examination cards (where applicable), and their UWI Student identification cards to each examination. They must display their identification cards and their examination cards in a prominent position on their desks. Candidates shall not normally be allowed to write an examination without a valid UWI Identification Card;
- (b) A candidate who fails to produce his/her examination card at an examination shall be provided with a substitute card at a cost of BDS\$25.00 or its equivalent (where applicable).

93.

Each candidate shall be required to complete a candidate's receipt bearing his/her number and name. These receipts should be collected by the Chief Invigilator at least half-an-hour after the start of each examination.

94.

The use of scrap paper is not permitted. All rough work must be done in an answer book or in supplementary answer books which must be submitted to the Chief Invigilator together with the main answer book.

95.

- (a) A candidate shall not break, tear, soil or otherwise deface or mutilate any University property provided for his/her use in the examination room.
- (b) A candidate shall not write anything on the Examination Card (where applicable) except the Examination Timetable.
- (c) A candidate shall not remove from the examination room any material supplied other than the question paper, where this is permitted. Multiple choice and true/false question papers and answer sheets shall not be removed.
- (d) Candidates shall not engage in any form of communication in the examination room with other candidates while an examination is in progress.

96.

- (a) Candidates who are permitted to leave before the end of the examination period must not leave scripts and/or other examination materials on their desks, but must hand them in to the Chief Invigilator or an Assistant Invigilator.
- (b) Candidates shall not begin to write until permission is given by the Chief Invigilator at the scheduled hour. There shall be no writing whatsoever prior to that permission except where the Chief Invigilator gives permission ahead of the start of the examination for the candidates to fill in the data required on the cover of the answer book and examination receipts, and any such writing shall be restricted only to that; and
- (c) At the end of the time allocated, all candidates shall stop writing and /or making any amendments when instructed to do so by the Chief Invigilator and shall gather their answer books together in order. They shall not leave their desks until an Invigilator has collected their scripts and/or examination materials.

97.

- (a) An alleged infringement by candidates of the "Instructions to Candidates Taking a Written Examination" (other than Regulations 95 (a) and (d); and 98- 102; which shall be dealt with under Regulation 104), shall be referred by the Campus Registrar to the Chair of the Campus Committee on Examinations who, at his/her discretion, may call a meeting of a Committee comprising the Chair of the Campus Committee on Examinations, the Student Representative on the Campus Committee on Examinations or in his/her absence a student nominated by the President of the Student Society, and at least one other member of the Campus Committee on Examinations. The Committee shall invite the candidate for interview. The Campus Registrar shall be the Secretary to the Committee. A candidate who fails to attend for interview or who does not offer a satisfactory explanation for the alleged infringement of the above "Instructions to Candidates" may be fined an amount not exceeding BDS\$200.00 or its equivalent.
- (b) Where an alleged infringement of Regulations 90 or 92(a) or 95 (a); 96 (b) & (c) has been accepted by the candidate, the Campus Registrar, may at his/her discretion offer the candidate the option of paying a fixed fine of BDS\$100.00, or its equivalent. Where the candidate declines this option, the Campus Registrar shall refer the allegation to the Chair as provided in Regulation 97 (a).

**(B) CHEATING**

98. Cheating is any attempt to benefit oneself or another by deceit or fraud, and shall constitute a major offence under these Regulations;
- 99.
- (a) Candidates are required to deposit all unauthorised material including bags, briefcases, folders, clipboards, pencil cases, notebooks, scrap paper, alarm watches, earphones, mobile telephones, pagers or any other electronic or communication device including electronic calculators, hand-held computers or any electronic or communication device capable of wireless access to the Internet at the place provided for this purpose before the start of each examination. Where a candidate fails to comply with this Regulation a report shall be made to the Campus Registrar who shall report the matter to the Chair of the Campus Committee on Examinations.
  - (b) Any candidate who fails to comply with subsection (a) above may be regarded as attempting to cheat and if so an inquiry shall normally be conducted as provided under Regulation 104.
  - (c) Any candidate who fails to comply with subsection (a) above may be disqualified from the examination or fined a sum not exceeding BDS\$500.00, or its equivalent by a Campus Committee constituted as in Regulation 104.
100. A candidate must not directly or indirectly give assistance to any other candidate, or permit any other candidate to copy from or otherwise use his/her papers.
101. A candidate must not directly or indirectly accept assistance from any other candidate or use any other candidate's papers.
102. Any writing or drawings or other work found with a candidate during an examination other than in his/her answer-book or supplementary answer book may be regarded as an attempt to cheat.
103. If a candidate is suspected by an Invigilator of cheating, receiving assistance or assisting other candidates, he/she shall be warned by the Chief Invigilator that the matter will be reported to the Campus Registrar. The candidate shall be allowed to continue the examination.
- 104.
- (a) Where any candidate is suspected of cheating, or attempting to cheat, the circumstances shall be reported in writing to the Campus Registrar.



The Campus Registrar shall refer the matter to the Chair of the Campus Committee on Examinations. If the Chair determines that the matter has merit, the Committee shall invite the candidate for an interview and shall conduct an investigation. If the candidate is found guilty of cheating or attempting to cheat, the Committee shall disqualify the candidate from the examination in the course concerned, may also disqualify him/her from all examinations taken in that examination session; and may also disqualify him/her from all further examinations of the University, for any period of time, and may impose a fine not exceeding BDS\$500.00, or its equivalent.

- (b) If the candidate fails to attend the scheduled interview and does not offer a satisfactory excuse prior to the hearing, the Committee may hear the case in the candidate's absence.
- (c) When investigating allegations of cheating the quorum of the meeting of the Campus Committee on Examinations shall include the Chair of the Campus Committee on Examinations, at least two (2) other members of the Campus Committee, the student representative on the Campus Committee or, in his/her absence a student nominated by the President of the Student Society, and one experienced member of the Campus Committee from another Campus. In the event that the Chair of the Campus Committee on Examinations is unable to attend, the Campus Principal shall appoint an Acting Chair. The Campus Registrar shall be the Secretary to the Committee.
- (d) Appeals against decisions of the Campus Committee on Examinations must be received by the Campus Registrar within two weeks of the date on which the decision is communicated. Such appeals shall be heard by an Appeal Committee of Senate. The Appeal Committee may uphold or reverse the decision and may vary the penalty in either direction within the limits prescribed in (a) above. The decisions of the Appeal Committee of Senate shall be final.

### **(C) DUTIES OF INVIGILATORS AT WRITTEN EXAMINATION**

105. At each Campus, every examination room shall be under the specific direction of a Chief Invigilator who should be a senior member of academic staff: a Professor, Senior Lecturer or Lecturer of some years standing. Where the above cannot be fulfilled, a Chief Invigilator may be appointed at the discretion of the Registrar in charge of Examinations for that Campus.

106. The ratio of Invigilators to candidates shall be between 1:20 and 1:30, and except in the case of a single candidate the minimum number of Invigilators shall consist of the Chief Invigilator and one Assistant.
107. Invigilators shall be appointed by the Campus Registrar.
108. Having once accepted responsibility to invigilate in a particular examination, no Invigilator shall withdraw his/her services except in a case of emergency. In such emergency, it shall be the responsibility of the Invigilator to inform the Campus Registrar as soon as possible after such emergency arises.
109. The Invigilator(s) shall attend at the examination room at such time as shall be prescribed by the Campus Registrar, but in no case less than one hour before the examination is due to begin.
110. Invigilators who do not arrive on time should explain their lateness to the Chief Invigilator who shall make a report to the Campus Registrar.
111. The Chief Invigilator shall collect the question papers and where necessary the key for the examination room at the Examinations Section of the Registry and in the case of the Open Campus, the Head or Site Coordinator. He/she should check the titles of the question papers against the list of examinations provided by the Examinations Representative and take the question papers to the examination room at least one hour before the examinations are scheduled to begin.
112. It is the duty of each Chief Invigilator to arrange the distribution to candidates of suitable answer books, string and any other material recommended by the Faculty Board concerned for the particular examination.
113. Only those persons officially concerned with the examination may be admitted to the examination room.
114. The Chief Invigilator is expected to see that candidates do not use or have access during the examination to articles, papers, books or aids (other than those permitted by the Faculty Board for the paper). Such material must be deposited by candidates before the start of the examination as prescribed by Regulation 99 (a).
115. The Chief Invigilator shall admit candidates to the examination room in sufficient time so as to allow all candidates to be seated and question papers or other materials to be distributed by the hour fixed for the start of the examinations.

116. Responsibility for the distribution of the question papers shall rest with the Chief Invigilator.
117. When the candidates are seated, the Chief Invigilator shall open the sealed envelope(s) and supervise the distribution of question papers and other approved examination material to each candidate. The Invigilator(s) must, on no account supply copies of the question papers to persons other than the candidates and the Examiners present except on written instructions from the Campus Registrar.
118. Before the start of the examination the Chief Invigilator shall:
- (a) Announce that all unauthorised material brought into the room by any candidate must be deposited at the place provided for this purpose and that any unauthorised material found subsequent to that announcement shall be regarded as evidence of attempting to cheat;
  - (b) Invite candidates to surrender to him/her any unauthorised material still in their possession;
  - (c) Ask candidates to check their question papers to ensure that each has a complete paper; and
  - (d) Announce that any writing found on a candidate's examination card or person other than the time-table shall be regarded as an examination irregularity.
119. Candidates shall not be permitted to communicate with each other during the examination. Any questions or queries should be brought to the Invigilator's attention by them raising their hands.
120. Candidates shall not be permitted to write until permission is given by the Chief Invigilator at the scheduled hour.
121. The Invigilator(s) shall on no account give information to a candidate who asks questions about the contents of a question paper or doubts its accuracy, even though it may appear that there is a printing error. Where the Examiner is not present in accordance with Regulation 50, the Chief Invigilator shall refer any question of this nature to the Campus Registrar.
122. If the Chief Invigilator admits a candidate arriving more than half-an-hour late, he/she shall:
- (a) Make it clear to the candidate that the University reserves the right to refuse to accept work done in that examination; and

- (b) Make a full report in writing to the Campus Registrar stating the time of admission, and any special reasons given by the candidate for his/her lateness.
123. As soon as possible and not later than half-an-hour after the start of the examination, the Chief Invigilator shall normally check the candidates against the list of candidates provided by the Campus Registrar. Absentees shall be noted on the list, which shall be signed and returned to the Campus Registrar at the conclusion of the examination.
- 124.
- (a) Throughout the course of the examination, Invigilators shall maintain constant watchfulness to prevent candidates from availing themselves of unfair assistance, either by consulting books or notes (other than those agreed by the Faculty Board concerned) or by communicating with or copying from another candidate, or by any other means. Invigilators shall ensure that silence is maintained.
- (b) Invigilators shall ensure that no disturbance interferes with the proper conduct of the examination. They shall report any irregularity to the Chief Invigilator who shall report same to the Campus Registrar in writing.
125. The Chief Invigilator shall require candidates who are permitted to leave before the end of the examination period to hand in their scripts directly to him/her before they leave.
126. The Chief Invigilator shall allow for each examination the time specified and no more unless approved by the Campus Registrar.
127. At the conclusion of each period of examination the Invigilator(s) must collect from the desks, the candidates' answer books and whilst collecting the answer books he/she must see that each candidate's number and the title of his/her paper have been inserted upon his/her book. The Invigilator(s) must be careful to see that any supplementary answer books, maps or any other document(s) forming part of the candidate's work are securely tied inside the cover, at the back of the main answer book.
128. If a candidate, having appeared, has nevertheless left no work, a report signed by the Chief Invigilator must be substituted for the answer book and submitted together with the other scripts or other examination materials.
129. The Chief Invigilator must then check the scripts or other examination materials by the list of candidates.

130. The Chief Invigilator must ensure that no script or other examination material has remained uncollected and that no spare question paper or spoiled book is left on the desks.
131. When the Chief Invigilator has collected all the scripts or other examination materials, he/she shall enclose them in numerical order in the envelope(s) or other container(s) provided and shall write on the envelope(s) or other container(s) the total number of the scripts or other examination materials enclosed. He/she shall enclose copies of the question paper with the appropriate scripts or other examination materials and return the remaining copies to the Registry. He/she shall hand the scripts or other examination materials to the Examiner concerned who should attend for this purpose. The Examiner shall acknowledge receipt by signing two copies of the receipt slip where applicable. One copy should be retained by the Examiner and the other returned to the Campus Registrar by the Chief Invigilator.
132. If the Examiner does not appear at the room to collect the examination scripts and other examination materials, the Chief Invigilator must return all examination materials to the Campus Registrar and in the case of the Open Campus Country Sites, to the Head of Site or his/her nominee.
133. The Chief Invigilator shall consult the Campus Registrar in any case of difficulty which may arise in connection with the examination.

## SECTION VI

### ASSESSED COURSEWORK

134. Methods of assessment counting towards the final mark for a course shall be subject to the approval of the relevant Faculty Board.
135. All assessed coursework shall be subject to Regulations governing cheating as prescribed in Regulations 98, 100, 101 and 104.
136. The First Examiner for a course in which coursework is assessed for an examination must advise the students in writing about the coursework requirement by the end of the first week of teaching. Copies of this advice, indicating the dates of the coursework exercises must be appropriately published. The advice must also include information on the nature, amount and weighting of the coursework.
- 137.
- (a) The Faculty/Department shall be responsible for the conduct of all mid-semester/ in-course tests except for the Open Campus.
  - (b) The Head of each Department in which coursework in the form of written test(s) is/ are assessed, shall ensure that the test(s) is/are invigilated. Invigilators appointed by the Head of the Department must be of at least Teaching Assistant grade.
  - (c) The procedure to be adopted when a candidate is absent from a coursework test for certified medical reasons shall be as prescribed in the Faculty Regulations.
138. In respect of coursework, Examiners shall publish marks/grades for individual pieces of coursework. Such information shall be communicated to students within three (3) weeks of the assessment or submission.
- 139.
- (a) Each First Examiner (Primary Instructor) responsible for coursework is required before the end-of-semester final examinations to enter the coursework grades in the electronic grade book (where applicable) and to submit to the relevant Dean a coursework mark-sheet/grade-sheet indicating marks/grades for each component, and the final percent and grade for the coursework; and

- (b) Heads of Department shall monitor the compliance of First Examiners (Primary Instructors) regarding the submission of coursework marks/grades.

140. All coursework shall be written work except as provided below:

- (a) Oral assessments authorised for the examination of certain courses;
- (b) Oral components specifically authorised by the relevant Faculty Board on the following conditions:
  - i. The marks/grades to be allocated to an oral presentation shall not exceed 20% of the coursework;
  - ii. The minimum number of Examiners required to be present shall be two (2);
  - iii. Faculty Regulations shall provide further guidance on the conduct of oral presentations;
- (c) Components assessed by demonstration such as film, artefacts or computer graphics;
- (d) Any other form authorised by the Board for Undergraduate Studies for specific disciplines.

141.

- (a) No coursework project, demonstration, or research paper may be submitted for credit in more than one course;
- (b) A student who fails to comply with subsection (a) shall be denied the credit for the work in one of the courses, which shall be chosen by himself/herself;
- (c) Except where approved by the Board for Undergraduate Studies, the practical coursework component of the total course to which (a) above applies must not exceed a total of fifteen percent (15%) of the possible maximum mark for the course. That total must include both the marks/grades, which may be added, and the maximum which may be subtracted.

## SECTION VII

### REVIEW OF EXAMINATION RESULTS – RE-MARKINGS AND CONSULTATIONS

142. A student who is dissatisfied with the results of his/her examination may apply for a review of his/her results in writing to the Campus Registrar. Such an application must be to the Campus Registrar on the prescribed form within two weeks of publication of results, and in the case of the Supplemental, Summer Session or re-sit examinations within five days of the publication of results. The options available in requesting a review are as follows:
- (a) Only students who have failed an examination may apply for a Consultation with the Examiner of his/her script or
  - (b) Any student may apply for a re-mark of his/her examination. A non-refundable administrative fee of BDS\$130.00 or its equivalent is payable to the Bursary for the re-mark to be processed.
- 143.
- (a) During the consultation the Examiner may disclose the marks/grades;
  - (b) The process of consultation should include failed answers in multiple-choice examinations; and
  - (c) The mark received during the examination shall not be altered as a result of a consultation except where an administrative or computational error has been identified.
144. A student, who has had a consultation, may request to have his/ her script re-marked by an Independent Examiner within two days of the concluded consultation. The nonrefundable administrative fee of BDS\$130.00 or its equivalent is payable to the Bursary for the re-mark to be processed.
- 145.
- (a) Where a re-mark is requested, the Campus Registrar shall request the Head of the Department concerned or, in his/her absence the Dean, to select a new and Independent Examiner from the panel (if not already submitted). Such person shall be appointed by the Chair of the Campus Committee on Examinations, to re-mark the script. The appointment shall be made within one week of the date on which the request is made. Where the Chair of the Campus Committee on Examinations



deems it necessary, more than one Examiner may be nominated and appointed. Such recourse shall not normally be used except where a team of Examiners has already been involved in the initial examination of the candidate involved.

- (b) Where the Head of the Department is the Examiner for the script to be re-marked, the selection shall be made by the Dean and vice versa. Where both the Dean and the Head of the Department are the Examiners, the Chair of the Campus Committee on Examinations shall make the appointment after such consultation, as he/she considers appropriate.
- (c) The Independent Examiner(s) no later than 10 days after receiving the script(s) shall return the re-marked script(s) and any other examination material with a written report and where applicable, signed mark-sheet/grade-sheet to the Campus Registrar.

- 146. In the case of the re-marking of a script under Regulation 142(b) the mark of the Independent Examiner(s) shall be regarded as the final mark.
- 147. Re-marking shall apply to coursework where a single component counts for 40% or more. That component may be re-marked as provided in Regulation 142(b).
- 148. The Campus Registrar shall inform the candidate of the result of the re-mark.
- 149. The results of the re-marking shall also be conveyed by the Campus Registrar to the Chair of the Campus Committee on Examinations, the Chair of the Board of Examiners and the Head of the Department concerned.
- 150. The Chair of the Board of Examiners shall, if necessary, issue an amended Pass list for submission to the Board for Undergraduate Studies.
- 151. The Campus Registrar shall make an annual report to Academic Board and the Board for Undergraduate Studies on cases where scripts have been re-marked.

## SECTION VIII

### LOST EXAMINATION SCRIPTS

152. In cases where it is verified that the candidate has taken an examination and the script/coursework paper is deemed to have been lost prior to the declaration of results the relevant candidate shall be permitted one of the following options:

- (a) Completing a Substitute Examination, the form to be authorised by the Chair of the Campus Committee on Examinations.

**OR**

- (b) Writing the next scheduled examination in the course and abiding by the grade received.

**OR**

- (c) Accepting the recommendation of the relevant Board of Examiners after consultation with the Chair Campus Committee on Examinations and the Campus Registrar, in relation to the result.

**OR**

- (d) The final grade should be an average of the student's overall performance in the relevant course.

153. In cases where a re-mark has been requested and the relevant script cannot be retrieved, after consultation with the candidate, he or she shall be permitted one of the following options:

- (a) The final grade should be an average of the candidate's overall performance in the relevant course.

**OR**

- (b) The candidate should be allowed a re-sit, without penalty.

**OR**

- (c) Accepting the recommendation of the relevant Board of Examiners after consultation with the appropriate persons, in relation to the result.

**OR**

- (d) The candidate should be awarded the minimum pass mark if the original mark was a failing grade which fell within 5 marks of the pass mark/grade.

**OR**

- (e) The candidate should be allowed to take an oral examination.

## SECTION IX

### GENERAL

154. The conduct of examinations in conformity with these Regulations and the decisions of the Senate shall be under the overall administrative control of the University Registrar. However, in an emergency affecting the conduct of an examination, the Campus Registrar shall act in consultation with the Chair of the relevant Campus Committee on Examinations, who shall consult the relevant Dean(s).
155. A Campus Principal is authorised to waive the following Regulations, as set out below:
- (a) Regulation 10 with respect to the requisite one month's notice in relation to an examination;
  - (b) Regulation 136, with respect to the period of notice for coursework exercises.
156. An Examination Regulation may be waived by the Chair, Board for Undergraduate Studies who shall report his/her action to the next meeting of the Board.

\*\*\*\*\*

## GRADE POINT AVERAGE REGULATIONS

Effective August 2014

**Please Note: These Regulations are subject to change and as such all interested parties will be given due notice of any changes.**

1. The Board for Undergraduate Studies in the delegated exercise of Senate's Powers as the academic authority for the University under Statue 25, makes the following Regulations to govern the Grade Point Average system in the University. These Regulations will apply to all new students entering the system from August 2014 to pursue first degrees, associate degrees, diplomas and certificates. These Regulations will also apply to all other students, who entered the system prior to the 2014/2015 academic year, to pursue first degrees, associate degrees, diplomas and certificates except for those students in the Faculty of Engineering. Students in the Faculty of Engineering who entered a programme prior to academic year 2014/15 will be governed by the GPA Regulations dated 2011 until the end of the academic year 2015/16.
2. In order to be eligible for the award of a First Degree or Associate Degree, all students shall have a minimum GPA of 2.00.
3.
  - (a) For purposes of these Regulations, the following meanings shall apply, except where the context otherwise requires:
    - (i) **CREDIT HOURS EARNED**  
'Credit hours earned' means the credits for each course that count toward the degree requirement and for which a passing grade is obtained.
    - (ii) **QUALITY HOURS**  
'Quality hours' means the credits for each course that is included in the GPA calculation. Quality hours shall be assigned even when a grade of F1, F2 or F3 is obtained in a course. Courses that are not counted in the determination of the GPA shall be assigned zero quality hours.
    - (iii) **QUALITY POINTS**  
'Quality points' means the numerical value assigned to the relevant letter grade earned.

(b) For the purposes of these Regulations:

**(i) LEVEL I, II AND III COURSES:**

Levels I, II and III courses are courses so designated by the Board for Undergraduate Studies.

**(ii) GRADE POINTS:**

Grade points are determined by multiplying the quality hours by the quality points for a course.

**(iii) GRADE POINT AVERAGE (GPA)**

Grade Point Average is the average obtained by dividing the total grade points earned by the total quality hours for which the student has registered for any stated period of time, excluding courses taken on a pass/fail basis, audited courses, preliminary courses, not for credit courses and courses for which the designation I or IP is awarded under Regulation 6(iv).

**(iv) WEIGHTED GRADE POINT AVERAGE**

Weighted Grade Point Average is the average determined by applying appropriate weights for Levels I, II, and III courses to the grade points and the quality hours used in determining grade point average as set out at Regulation 3(b)(iii) above.

**(v) CREDIT HOURS**

The credit values for courses, as well as for projects, laboratory sessions, foreign language classes or other contact hours, shall be determined by the respective Faculty Board and approved by the Board for Undergraduate Studies or in the case of the Open Campus, recommended by Academic Board and approved by the Board for Undergraduate Studies.

**(vi) PASS/FAIL COURSE PROVISION**

Credit hours earned in courses taken on a Pass/Fail basis shall not be included in calculating grade point averages.

4.

- (a) The class of degree shall be awarded on the basis of the Weighted GPA as set out in these Regulations.
- (b) In determining the Weighted GPA, the weights to be used for each Level I, II and III course shall be as prescribed in Faculty Regulations.
- (c) Except for the purpose of determining the class of degree the term GPA in these Regulations shall mean the GPA as defined at Regulation 3(b) (iii) above.

5. First Degrees awarded by the University except as stated in sub-clauses (a), (b), (c) or (d) are as follows:

<b>First Class Honours</b>	<b>(Weighted GPA 3.60 and Above)</b>
<b>Upper Second Class Honours</b>	<b>(Weighted GPA 3.00 – 3.59)</b>
<b>Lower Second Class Honours</b>	<b>(Weighted GPA 2.50– 2.99)</b>
<b>Pass</b>	<b>(Weighted GPA 2.00-2.49)</b>

(a) The degree of Bachelor of Medical Sciences shall be classified as follows:

<b>Distinction</b>	<b>GPA 3.70 AND ABOVE</b>
<b>Honours</b>	<b>GPA 3.30 – 3.69</b>
<b>Pass</b>	<b>GPA 2.00 – 3.29</b>

(b) The Degrees of MBBS, DDS and shall be classified as follows:

<b>Distinction</b>
<b>Honours</b>
<b>Pass</b>

(c) Associate Degrees shall be classified as follows:

<b>Distinction</b>
<b>Credit</b>
<b>Pass</b>

(d) Certificates shall be classified as follows:

<b>Pass</b>
-------------

6.

- (a) In the determination of GPA, the defined grades with the corresponding quality points shall be:

Grade	Q/Points	Grade	Q/Points
A+	<b>4.30</b>		
A	<b>4.00</b>	C+	<b>2.30</b>
A-	<b>3.70</b>	C	<b>2.00</b>
B+	<b>3.30</b>	F1	<b>1.70</b>
B	<b>3.00</b>	F2	<b>1.30</b>
B-	<b>2.70</b>	F3	<b>0.00</b>

- (b) The following designations may be assigned, but shall not be used in the calculation of Grade Point Average:

AB: Absent for acceptable reasons other than a medical problem without a penalty and the student is entitled to resit the examination at the next available sitting.

AM: Absent Medical for medical reasons penalty as supported by a certificate from an authorised medical practitioner without a penalty and the student is entitled to resit the examination at the next available sitting.

CR: Credit

DB: Debarred

DEF: Deferred

EC: Exemption with credit

EQ: Examination Query

EX: Exemption

FM: Failed Medical – where failure in an examination is attributed to medical reasons without a penalty as supported by a certificate



from an authorised Medical Practitioner and the student is entitled to re-sit the examination at the next available sitting.

- I: Incomplete - indicates that the student has made progress in a course but at the end of the semester has not finished the work required to receive a letter grade. An I designation is not counted in credit hours earned, or quality hours until a letter grade is reported. If neither a letter grade nor notification of an extension of time is received by the Registry from the Office of Dean, the I designation is replaced by an F3 grade at the end of the first six weeks into the next semester. An extension of time may be granted but shall not normally extend beyond the end of the semester in which the extension is granted. Any remaining I symbol at the end of the period of extension will be deemed an F3.
- IP: In Progress - when a dissertation, thesis, project, student teaching, practicum, internship, proficiency requirement, or other course intended to last more than one semester is not completed during the semester in which the student is registered. The IP designation must be replaced with an appropriate grade on completion of the course.
- LW: Late Withdrawal
- NFC: Not for credit
- NP: Not Passed – when a student has failed a course taken on a pass/fail basis.
- NR: Not Reported – when a lecturer fails to submit grades by the published deadline, through no fault of the student.
- NV: When a student has been permitted to audit a course but has not done so satisfactorily.
- P: Pass – a pass obtained in a course taken on a Pass/Fail basis.
- PC: Preliminary Credits – used for matriculation purposes or the satisfying of prerequisites only.
- V: Audited – when the course has been taken in accordance with Regulation 13

(c) The following designations may be assigned **and shall count** towards the GPA:

CO: Pass Oral

DIS: Disqualified

EI: Examination Irregularity – Candidate disqualified from examination on account of breach of the Regulations.

FA: When a student is absent from an examination without a valid reason.

FC: Failed Coursework – indicates that a candidate has failed to satisfy the Examiner in the coursework component of the course.

FE: Failed Examination – when a candidate has successfully completed the coursework requirement but has failed to satisfy the Examiners in the examination component of the course.

FO: Failed Oral (where an oral examination forms part of the assessment of the course).

FP: Failed Practical

FT: Failed Theory

7. The scheme to be used for conversion of numerical marks to letter grades shall as follows:

<b>GRADE</b>	<b>GPA</b>	<b>MARKS (%)</b>	<b>GRADE</b>	<b>GPA</b>	<b>MARKS (%)</b>
<b>A+</b>		<b>90-100</b>	<b>C+</b>		<b>55-59</b>
<b>A</b>		<b>80-89</b>	<b>C</b>		<b>50-54</b>
<b>A-</b>		<b>75-79</b>	<b>F1</b>		<b>40-49</b>
<b>B+</b>		<b>70-74</b>	<b>F2</b>		<b>30-39</b>
<b>B</b>		<b>65-69</b>	<b>F3</b>		<b>0-29</b>
<b>B-</b>		<b>60-64</b>			

**(Revised 2016-2017)**

8. The courses to be used for the purpose of determining the Weighted GPA for the class of degree to be awarded shall be as prescribed in Faculty Regulations.

9. Where a course has been repeated, the penalty to be applied for failure, and the grade to be used in the computation of the student's GPA if the course is subsequently passed, shall be as prescribed in Faculty Regulations.
  
10.
  - (a) Where credit for a course taken at another institution is requested, it is the student's responsibility to provide all the information needed by the University to enable it to assess the course.
  - (b) Credit hours earned from another institution at the time of admission to the University of the West Indies will not be used in the computation of a grade point average.
  
11.
  - (a) A UWI student who wishes to take academic courses elsewhere and apply those credits toward the UWI degree must obtain approval in advance from the relevant Academic Board on the recommendation of the Board of the Faculty in which he/she is registered.
  - (b) Only the grade equivalent as determined by the Board for Undergraduate Studies of the results achieved and not the marks or grades so earned at another institution shall be used in the computation of such student's GPA.
  
12.
  - (a) Except where otherwise prescribed in Faculty Regulations, a student whose GPA for a given semester is less than 2.00 shall be deemed to be performing unsatisfactorily, and shall be placed on warning. A student on warning whose GPA for the succeeding semester is less than or equal to 1.99, will be required to withdraw. However, a student may be reinstated if his/her GPA improves beyond 1.99 in Semester 2 by credits obtained in Summer Session.
  - (b) Except for the students in the Faculty of Engineering, students who entered a programme prior to the academic year 2014/2015 and who have a GPA of less than 2.00 may be given leave by their Faculty to continue into the academic year 2014/2015;
  - (c) A student on warning shall be counselled by the Dean or a designated faculty advisor. Such a student may, except where otherwise prescribed in Faculty Regulations, be permitted by the Academic Board on the recommendation of Faculty Board to carry a reduced course load.

13.

- (a) A registered student may be permitted to audit a course on the approval of the Dean and the Head of Department.
- (b) Auditing means recorded attendance at the lectures, tutorials and laboratory sessions for a given course without the requirement of sitting the final exam.
- (c) Satisfactory attendance certified by the Head of Department shall be awarded the designation V. In absence of such certification, the designation NV shall be recorded.
- (d) No academic credit may be granted for auditing a course.

### **WITHDRAWALS AND ACADEMIC FORGIVENESS**

- 14. A student who voluntarily withdraws from the University may apply for re-admission. Students thus admitted may in accordance with Faculty Regulations apply to the Dean for credit and exemption from courses previously passed subject to there being no substantive change to the course for which credit and exemption are sought.
- 15. A student who is required to withdraw for reasons of failure to progress as prescribed in the Faculty Regulations, may be re-admitted after re-applying to the University provided that a minimum of one year has elapsed since the date of withdrawal. A student thus admitted may be granted academic forgiveness by the Dean.
  - (a) Where academic forgiveness has been granted, the grades previously obtained prior to withdrawal shall not be used in the computation of the student's GPA.
  - (b) A student may, subject to the Dean's approval, be granted exemption with credit up to a maximum of 30 credits for courses previously passed at Level 1. Notwithstanding, the Board for Undergraduate Studies may, on the recommendation of the Dean, grant exemption with credit for courses previously passed at Level 2 or 3.
- 16. Where there is a conflict between Faculty Regulations and these Regulations, these Regulations shall apply.

**PLAGIARISM REGULATIONS**  
Effective academic year 2011-2012

**Application of these Regulations**

1. These Regulations apply to the presentation of work by a student for evaluation, whether or not for credit, but do not apply to invigilated written examinations.

**Definition of plagiarism**

2. In these Regulations, “plagiarism” means the unacknowledged and unjustified use of the words, ideas or creations of another, including unjustified unacknowledged quotation and unjustified unattributed borrowing;

“Level 1 plagiarism” means plagiarism which does not meet the definition of Level 2 plagiarism;

“Level 2 plagiarism” means plagiarism undertaken with the intention of passing off as original work by the plagiariser work done by another person or persons.

3. What may otherwise meet the definition of plagiarism may be justified for the purposes of Regulation 2 where the particular unacknowledged use of the words, ideas and creations of another is by the standards of the relevant academic discipline a function of part or all of the object of the work for evaluation whether or not for credit, for example:

- (a) The unacknowledged use is required for conformity with presentation standards;
- (b) The task set or undertaken is one of translation of the work of another into a different language or format;
- (c) The task set or undertaken requires producing a result by teamwork for joint credit regardless of the level of individual contribution;
- (d) The task set or undertaken requires extensive adaptation of models within a time period of such brevity as to exclude extensive attribution;
- (e) The task set or undertaken requires the use of an artificial language, such as is the case with computer programming, where the use of unoriginal verbal formulae is essential.

4. It is not a justification under Regulations 2 and 3 for the unacknowledged use of the words, ideas and creations of another that the user enjoys the right of use of those words, ideas and creations as a matter of intellectual property.

### **Other definitions**

5. In these Regulations, “Chair” or means the Chair of the relevant Campus Committee on Examinations; “Examination Regulations” means the Examination and other forms of Assessment Regulations for First Degrees Associate Degrees Diplomas and Certificates of the University; “set of facts” means a fact or combination of facts.

### **Evidence of plagiarism**

6. In order to constitute evidence of plagiarism under these Regulations, there must be identified as a minimum the passage or passages in the student’s work which are considered to have been plagiarised and the passage or passages from which the passages in the student’s work are considered to have been derived.

### **Student certification**

7. When a student submits for examination work under Regulation 1, the student shall sign a statement, in such form as the Campus Registrar may prescribe, that as far as possible the work submitted is free of plagiarism including unattributed quotation or paraphrase of the work of another except where justified under Regulation 3.
8. Quotation or paraphrase is attributed for the purpose of Regulation 7 if the writer has indicated that the work is not the writer’s own, even if the source is not identified.
9. Accurate certification under Regulation 7 is not conclusive as to the absence of plagiarism under these Regulations. Absence of certification does not prohibit the University from proceeding with a charge of plagiarism.

### **Electronic vetting for plagiarism**

10. The Campus Registrar may authorise or direct with the consent of the student that work submitted under Regulation 7 be subjected to electronic scrutiny in order to verify its freedom from plagiarism before being submitted to the Examiners. The results of the electronic scrutiny

shall be submitted to the Dean and the Head of Department as well as to the Examiners, but the results of such electronic scrutiny although capable, where the requirements of Regulation 6 are satisfied, of constituting evidence under these Regulations, are not thereby conclusive of any question as to whether or not plagiarism exists.

11. Where a Dean or Head of Department considers that the procedure under Regulation 10 discloses evidence of plagiarism, the Dean or Head of Department, as the case may be, shall:
  - (a) where the procedure is considered to disclose evidence of Level 2 plagiarism, report the matter to the Campus Registrar under Regulation 15(a); or
  - (b) where the procedure is considered to disclose evidence of Level 1 plagiarism, refer the matter to the Examiners for their consideration as a charge of Level 1 plagiarism under Regulation 12.

#### **Level 1 plagiarism**

12. In work submitted for examination where the Examiner is satisfied that Level 1 plagiarism has been committed, he shall levy a penalty for the Level 1 plagiarism charged in the form of a reduction in the marks which would have otherwise been awarded.

#### **Level 2 plagiarism**

13. Where an Examiner has evidence of Level 2 plagiarism in the material being examined, that Examiner must report it to the Head of Department or the Dean and may at any time provide the Registrar with a copy of that report.
14. Where any other person who in the course of duty sees material being examined that has evidence of Level 2 plagiarism that other person may report it to the Head of Department or the Dean and may at any time report it to the Campus Registrar who shall take such action as may be appropriate.
15. Where a Dean or Head of Department receives a report under Regulation 13, the Dean or Head of Department, as the case may be, shall:

- (a) Where in concurrence with the report's identification of evidence of Level 2 plagiarism, report the matter to the Campus Registrar; or
  - (b) Where not concurring in the identification of evidence of plagiarism, reply to the Examiner declining to proceed further on the Examiner's report; or
  - (c) Where concluding that there is evidence of Level 1 plagiarism, reply to the Examiner indicating that conclusion and proceed as under Regulation 12.
16. Where a report is made to the Campus Registrar under Regulation 15(a) or Regulation 17, the Campus Registrar shall lay a charge and refer the matter to the Campus Committee on Examinations.
17. Where the Campus Registrar receives a report from the Examiner or any other person, the Campus Registrar shall refer the matter to a senior academic to determine evidence to ground a charge of plagiarism and where there is a ground, the Campus Registrar shall proceed as under Regulation 16.
18. Where the matter has been referred to the Campus Committee on Examinations pursuant to Regulation 16, the proceedings under these Regulations prevail, subject to Regulation 19, over any other disciplinary proceedings against the student based on the same facts and, without prejudice to Regulation 24, any other such disciplinary proceedings must be stayed, subject to being reopened.
19. Where other disciplinary proceedings based on the same facts have been completed or have reached the stage of a hearing, whichever comes first, any proceedings under these Regulations based on a charge of Level 2 plagiarism shall be terminated.
20. (a) If the Campus Committee on Examinations is satisfied, after holding a hearing, that the student has committed Level 2 plagiarism, it shall in making a determination on the severity of the penalty take into consideration:
- i. the circumstances of the particular case;
  - ii. the seniority of the student; and
  - iii. whether this is the first or a repeated incidence of Level 2 plagiarism.



(b) Where a recommendation is made to fail the student, the Campus Committee on Examinations shall make that recommendation to the Campus Registrar who shall refer it to the Academic Board for the student to be failed.

21. Academic Board may also, if the Campus Committee on Examinations so recommends after being satisfied that the student has committed Level 2 plagiarism, exclude the student from all further examinations of the University for such period as it may determine.
22. Academic Board may also, if the Campus Committee on Examinations so recommends after being satisfied that the student has committed Level 2 plagiarism, dismiss the candidate from the University.

#### **Clearance on a charge of Level 2 plagiarism**

23. A determination of the Campus Committee on Examinations that Level 2 plagiarism has not been found will be reported to the Campus Registrar who shall refer it to the appropriate authority and notify the student. Where the Committee has not identified Level 2 but has identified Level 1, it shall be reported to the Campus Registrar who shall refer it to the Examiner.

#### **Level 2 plagiarism: Appeal to the Senate**

24. A student may appeal to the Senate from any decision of the Campus Committee on Examinations Regulations 20 and 21 and of Academic Board under Regulation 22.

#### **Delegation by Dean or Head of Department**

25. The Dean or Head of Department, as the case may be, may generally or in a particular instance delegate that officer's functions under these Regulations.

#### **Examiner's conflict of interest disqualification**

26. Any person who has at any time been an Examiner of work in relation which an issue of plagiarism is being considered under these Regulations must withdraw from performing any functions under these Regulations other than those of supervisor and Examiner.

**August 12, 2011**

## INDIVIDUAL PLAGIARISM DECLARATION

This declaration is being made in accordance with the **University Regulations on Plagiarism (First Degrees, Diplomas and Certificate)** and should be attached to all work submitted by a student to be assessed as part of or/the entire requirement of the course, other than work submitted in an invigilated examination.

### Statement

1. I have read the Plagiarism Regulations as set out in the Faculty Handbook and University websites related to the submission of coursework for assessment.
2. I declare that I understand that plagiarism is the use of another's work pretending that it is one's own and that it is a serious academic offence for which the University may impose severe penalties.
3. I declare that the submitted work indicated below is my own work, except where duly acknowledged and referenced.
4. I also declare that this paper has not been previously submitted for credit either in its entirety or in part within the UWI or elsewhere.
5. I understand that I may be required to submit the work in electronic form and accept that the University may check the originality of the work using a computer-based plagiarism detection service.

TITLE OF ASSIGNMENT

COURSE CODE

COURSE TITLE

STUDENT ID

By signing this declaration, you are confirming that the work you are submitting is original and does not contain any plagiarised material.

I confirm that this assignment is my own work, and that the work of other persons has been fully acknowledged.

SIGNATURE

DATE

## **GROUP PLAGIARISM DECLARATION**

When submitting a group assignment for assessment each member of the group will be required to sign the following declaration of ownership which will appear on the coursework submission sheet.

We the undersigned declare that:

1. We have read the Plagiarism Regulations as set out in the Faculty Handbook and University websites related to the submission of coursework for assessment.
2. We understand that plagiarism is the use of another's work pretending that it is one's own and that it is a serious academic offence for which the University may impose severe penalties.
3. The submitted work indicated below is our own work, except where duly acknowledged and referenced.
4. This paper has not been previously submitted for credit either in its entirety or in part within the UWI or elsewhere.
5. We understand that we may be required to submit the work in electronic form and accept that the University may check the originality of the work using a computer-based plagiarism detection service.

**TITLE OF ASSIGNMENT**

**COURSE CODE**

**COURSE TITLE**

---

---

---

By signing this declaration each member of the group is confirming that the work being submitted is original and does not contain any plagiarized material.

We confirm that this assignment is our work, and the work of others has been fully acknowledged.

NAME \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**Additional Accountability Statement where work has been previously submitted**

1. I have set out in an attached statement the details regarding the circumstances under which this paper or parts thereof has been previously submitted.
2. I have received written permission from my Supervisor/Lecturer/Instructor regarding the submission of this paper and I have attached a copy of that written permission to this statement.
3. I hereby declare that the submission of this paper is in keeping with the permission granted.

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Adapted from Faculty of Social Sciences Handbook, 2011-2012

***December 2011***

