



**THE UNIVERSITY
OF THE
WEST INDIES**

EXAMINATION REGULATIONS FOR
**FIRST DEGREES,
ASSOCIATE DEGREES,
DIPLOMAS AND CERTIFICATES**
Including GPA Regulations

2011-2012

ALL PREVIOUS REGULATIONS ARE HEREBY REVOKED

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THE UNIVERSITY OF THE WEST INDIES

EXAMINATION REGULATIONS FOR FIRST DEGREES, ASSOCIATE DEGREES, UNDERGRADUATE DIPLOMAS AND CERTIFICATES

INCLUDING GPA REGULATIONS

With Effect from 2011-2012

(All previous Regulations are hereby revoked)

The Campus Registrar for the purpose of these Regulations includes any Senior Assistant Registrar/Assistant Registrar who may be responsible for Examination matters.

SECTION I

The Award of First Degrees, Associate Degrees, Undergraduate Diplomas and Certificates

1. (i) 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.
- (ii) **In the case of Associate Degree all students shall normally spend a minimum of one academic year in** The University of the West Indies before being eligible for the award of an Associate Degree.
2. (i) 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 Senate may approve.
- (ii) For the purpose of these regulations the word 'Diplomas' does not include those postgraduate Diplomas which have been assigned by the Senate to the Board for Graduate Studies and Research.
3. After the Board for Undergraduate Studies has, on behalf of the Senate of the University, approved the Pass Lists, a Certificate for each first Degree, Associate Degree, Undergraduate Diploma or Certificate under the Seal of the University shall be issued to the graduand as soon as possible after the award of the degree in accordance with the University award dates 1st February, 1st July and 1st September or forwarded to each successful candidate on written request to the relevant Campus Registrar.

4. The Board for Undergraduate Studies, in the delegated exercise of Senate's powers as the academic authority for the University under Statute 25, makes the following regulations to govern the Grade Point Average system in the University.

5. (i) For purposes of these regulations, the following meanings shall apply, except where the context otherwise requires:
 - (a) **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.

 - (b) **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 F is obtained in a course. Courses that are not used in the determination of the GPA shall be assigned zero quality hours.

 - (c) **Quality Points:**
'Quality points' means the numerical value assigned to the relevant letter grade earned.

- (ii) For the purposes of these Regulations:
 - (a) **Level I, II and III Courses:**
Levels I, II and III courses are courses so designated by the Board for Undergraduate Studies.

 - (b) **Grade Points:**
Grade points are determined by multiplying the quality hours by the quality points for a course.

 - (c) **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, courses taken for preliminary credit and courses for which the designation I or IP is awarded under GPA Regulation 6(iv).

(d) Weighted/Programme 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 in GPA Regulation 3(ii)(c).

(e) 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 Faculty Board and approved by the Board for Undergraduate Studies.

(iii) Pass/Fail Course Provision

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

6. (i) The class of degree shall be awarded on the basis of the Weighted GPA as set out in these regulations.

(ii) 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.

(iii) Except for the purpose of determining the class of degree the term GPA in these regulations shall mean the GPA as defined at GPA Regulation 2(ii) (c).

7. (i) First Degrees awarded by the University, with the exception of the BSc (Engineering), Bachelor of Science (Petroleum Geosciences), the Bachelor of Science (Surveying and Land Information), Bachelor of Sciences (Geomatics), MBBS, DDS, and DVM, shall be classified as follows:

First Class Honours	(Weighted GPA 3.60 and above)
Upper Second Class Honours	(Weighted GPA 3.00 – 3.59)
Lower Second Class Honours	(Weighted GPA 2.00 – 2.99)
Pass	(Weighted GPA 1.00 – 1.99)

- (ii) First Degrees awarded by the University for the Bachelor of Science (Engineering), Bachelor of Science (Petroleum Geoscience) and Bachelor of Science (Surveying and Land Information) shall be classified as follows:

First Class Honours	(Weighted GPA 3.60 and above)
Upper Second Class Honours	(Weighted GPA 3.00 – 3.59)
Lower Second Class Honours	(Weighted GPA 2.00 – 2.99)
Third Class Honours	(Weighted GPA 1.50 – 1.99)
Pass	(Weighted GPA 1.00 – 1.49)

- (iii) The degrees of Doctor of Veterinary Medicine and Bachelor of Medical Sciences shall be classified as follows:

Distinction	GPA 3.70 and above
Honours	GPA 3.30 – 3.69
Pass	GPA 2.00 – 3.29

- (iv) The Degrees of MBBS and DDS shall be classified as follows:

Distinction
Honours
Pass

- (v) Associate Degrees shall be classified as follows:

Distinction
Merit
Pass

8. (i) The letter grades for completed courses used in the calculation of GPA shall be the following:

A	-	four quality points
B	-	three quality points
C	-	two quality points
D	-	one quality point
F	-	no quality points

- (ii) Plus and minus modifiers may be used with letter grades A through D.

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

A+	=	4.3	C+	=	2.3
A	=	4.0	C	=	2.0
A-	=	3.7	C-	=	1.7
B+	=	3.3	D+	=	1.3
B	=	3.0	D	=	1.0
B-	=	2.7	F	=	0.0

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

AB: Absent - when a student is absent from an examination for acceptable reasons other than medical reasons. No penalty.

AM: Medical submitted for absence from an examination. No penalty.

CR: Credit

EC: Exemption with credit

DB Debarred

DEF: Deferred

EQ: Examination Query

EX: Exemption

FM: Failed Medical - where failure in an examination is attributed to medical reasons as supported by a certificate from an authorized medical practitioner

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 the Dean, the I designation is replaced by an F letter grade at the end of the first six weeks into the next semester the student is registered.

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 F.

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.

- 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 or academic disciplinary purposes only.
- V: Audited – when the course has been taken in accordance with GPA Regulation 13.

(v) The following designations shall be assigned and used in the calculation of the Grade Point Average:

- DIS: Disqualified
- DO: Pass Oral
- EI: Examination Irregularity
- F: When a student is absent from an examination without a valid reason
- FC: Failed Coursework
- FE: Failed examination/passed coursework
- FO: Failed Oral
- FP: Failed Practical
- FT: Failed Theory
- FWS: Failed/Supplemental Examination granted

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 by the Board for Undergraduate Studies.
10. For the purpose of determining the Weighted GPA failed courses shall be treated as prescribed by the Board for Undergraduate Studies.

AEGROTAT DEGREE, DIPLOMA OR CERTIFICATE

11. Except where Faculty Regulations otherwise provide, 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 examination 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.
12.
 - (i) All applications from or on behalf of candidates 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 from the last course examination which should have been taken by the candidate.
 - (ii) 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.
13. An Aegrotat Degree, Diploma or Certificate shall be awarded without distinction or class.
14. Holders of an Aegrotat Degree, Diploma or Certificate shall not be permitted to reenter for the same Degree, Diploma or Certificate. Holders of an Aegrotat Degree may proceed to a higher degree if accepted by the Board for Graduate Studies and Research.
15. Notwithstanding the provisions at Regulations 11-14, the University shall not award a posthumous aegrotat degree except in cases where the decision to award such degree was made before the candidate's death.

AEGROTAT DEGREE, DIPLOMA OR CERTIFICATE

SECTION II

GENERAL EXAMINATION REGULATIONS

16. (i) The dates of all examinations other than Special Examinations shall be as prescribed by the University Registrar.
- (ii) The Examination Timetable in respect of written examinations shall be published at least one month before the series of examinations begins, or two weeks in the case of Supplemental/ Summer or resit examinations, or mid-semester for Open Campus. Any changes in dates after publication shall be posted on the campus official notice board at each Campus and /or on the web. 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.
- (iii) The dates for submission or conduct of coursework exercises which count towards the final assessment shall be posted on Faculty or Departmental Notice Boards or on the Web, and all other Open Campus sites at which classes are conducted, at least two weeks in advance of the date(s) on which such exercises should be submitted or conducted.
- (iv) A Special Examination (see Reg. 16{v}), whether written, oral or practical or coursework may be held on the authority of the Chairman of the Campus Committee on Examinations acting on the recommendation of the Dean of the Faculty concerned.
- (v) A Special Examination may be granted only in exceptional circumstances such as grave or chronic illness and with the support of the department concerned.
- (vi) A Substitute Examination 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 affect his/her performance and/or attendance at an examination, and shall be held within the dates for examinations prescribed by the University Registrar.

17. No candidate shall be admitted to any examination unless:
- (i) He/she has satisfied all the requirements and passed all the pre-requisite courses/qualifying examinations prescribed in the General and Faculty Regulations,
- OR
- (ii) He/she has been exempted from any such requirements by the relevant Academic Board on the recommendation of the Faculty Board concerned.
18. Any candidate who has been absent from the University for a prolonged period during the teaching of a particular course for any reason other than illness or whose attendance at prescribed lectures, classes, practical classes, tutorials, or clinical instructions has been unsatisfactory or who has failed to submit essays or other exercises set by his/her teachers, may be debarred by the relevant Academic Board, on the recommendation of the relevant Faculty Board, from taking any University examinations. The procedures to be used shall be prescribed in Faculty Regulations.
19. (i) Any student who, having registered for a course and examination, fails to take the examination shall be deemed to have failed the examination unless the relevant Academic Board shall approve otherwise on the recommendation of the relevant Faculty Board.
- (ii) Procedures governing absence from coursework tests or other coursework exercises shall be prescribed in Faculty Regulations. (Ref. General Regulations - Leave of Absence and withdrawal).
20. (i) If the performance of a candidate in any part of any examination is likely to have been affected by factors of which the examiners have no knowledge, the candidate may report the circumstances in writing to the 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.
- (ii) In cases of illness the candidate shall present to the Campus Registrar or in the case of candidates in the Open Campus through the Head, Site Coordinator or TLI a medical certificate, as proof of illness, signed by a Campus Medical Officer or by any other medical practitioner approved for this purpose by the University. The candidate shall send the medical certificate within seven days from the date of that part of the examination in which the performance of the candidate is affected. A certificate received after this period will be considered only in exceptional circumstances.

- (iii) Where in the opinion of the Medical Practitioner concerned, a student is unable to submit a medical certificate in person, the medical practitioner may do so on the student's behalf, within the prescribed time.
 - (iv) The Campus Registrar shall pass on the information, as communicated in (i), (ii) and (iii) above, to the Chairman of the Board of Examiners to assist the Board in the performance of its duties.
 - (v) The Board of Examiners shall not take cognizance of illness or other circumstances, which have not been referred to them by the Campus Registrar.
21. (i) All examinations shall be conducted by means of any one or more of the following:
- (a) Written Examinations
 - (b) Oral Examinations
 - (c) Practical Examinations
 - (d) Coursework (which shall include written incourse tests, practical work, dissertations, essays, projects, studies and other forms of coursework exercise as approved by the Faculty Board, or the Campus Committee on Examinations or Board for Undergraduate Studies as appropriate).
- (iii) Where it is intended that an oral examination shall form the whole or part of an examination, the students should be so advised at the beginning of the Semester by the Head of the Department.
 - (iv) In every case the examiners shall be at liberty to put oral questions to any candidate as prescribed by Faculty Regulations.
 - (v) No oral examination shall be aborted until half-an-hour after the starting time. At each oral examination there shall be at least two Examiners including the First examiner/primary Instructor. The Examiners assigned for duty shall be in attendance during the first half-an-hour, or until the examination is concluded, whichever is the later.
 - (vi) The use of multiple choice, true/false or one-word answer questions in examinations or in coursework, which count for more than 25% of the final mark, shall require the specific approval of the relevant Academic Board.

22. In the case of In-Course Tests, Written and Practical Examinations, every script shall bear the candidate's identification number but not his/her name. 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.
23. The place at which a written examination shall be held shall be determined by the Campus Registrar or in the case of Open Campus by the Head, Site Coordinator or TLI. The place at which other examinations or incourse tests shall be held shall be determined by the Head of the Department concerned.
24. All examination results and Pass Lists shall be provisional until approved by the Board for Undergraduate Studies on behalf of Senate.
25. Any formal complaint which a candidate may make in connection with his/her examination must be referred to the Campus Registrar and must not be dealt with by an examiner.
26.
 - (i) Any student who, for reason of permanent or temporary incapacity desires special arrangements during examinations should apply to the Campus Registrar/Head, Site Coordinators/ TLI. The arrangements desired should be specified and the Campus Registrar may require a Medical Certificate as proof of such incapacity. The Campus Registrar shall inform the Board of Examiners of the circumstances in which the examination was performed. In the case of Open Campus or TLI candidates, the Head, Site Coordinators or TLI shall inform the Campus Registrar.
 - (ii) 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.
27. A candidate with a disability which may inhibit the completion of an examination in the normal time may apply for extra time, whether for a mid-semester or final examination. A Medical Certificate may be required by the Campus Registrar as proof of such disability. Extra time may be granted on the authority of the Chairman of the Campus Committee on Examinations. The quantum of such extra time shall be similarly determined but shall not normally exceed thirty minutes.

28. Mark-sheet/grade-sheet once submitted may not be altered except with the expressed 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.
29. 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 (Primary Instructor).
30. (i) Where the examiners decide that electronic non-programmable calculators may be used in examination rooms, this shall be stated in the rubric of the question paper.
- (ii) The use of programmable calculators is not permitted if so decided by the Examiners and stated in the rubric of the question paper.
- (iii) Only silent, cordless calculators may be used.

SECTION III

EXAMINERS

31. Every examination, written or otherwise, for a Degree, Associate Degree, Diploma or Certificate, whether taken at one time or in sections, shall be set and graded by Examiners except where the Board for Undergraduate Studies on behalf of Senate has approved otherwise.

EXAMINATIONS CO-ORDINATORS

32. Examination Coordinators and all Examiners except University 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 30th APRIL in the year preceding the relevant academic year.
33. The duties of Examiners shall include co-operating with each other in the preparing of question papers under Regulation 38, the marking of scripts and of other examination exercises and attendance at and participation in oral examinations where relevant.
34. (i) The minimum duties of an Examination Coordinator shall be to ensure that, by the dates prescribed:
 - (a) The cameraready copy of the question paper is prepared by the First Examiner (Primary Instructor) and is/are submitted to the Campus Registrar by the First Examiner (Primary Instructor). A specimen of the final question paper(s) is/are checked prior to the examination as provided for in Regulation 39 by the First Examiner (Primary Instructor).
 - (b) The scripts are reviewed by at least two appointed Examiners.
 - (c) The scripts, signed mark-sheet/grade-sheet and other relevant examination material are returned to the Campus Registrar when the First Examiner (Primary Instructor) completes marking.
 - (d) The sample of scripts selected is forwarded by the First Examiner (Primary Instructor) through the Campus Registrar to the University Examiner.

- (e) The External Examiners are properly briefed and provided with the relevant marking schemes and methods of assessment.
 - (ii) 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.
35. For each 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.
36. (i) 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.
- (ii) Where a qualified First Examiner (Primary Instructor) cannot be found from among the teachers of a course, a University Examiner must be appointed who shall approve the question paper and mark the scripts.

37. **THE DUTIES OF THE FIRST EXAMINER (PRIMARY INSTRUCTOR)** shall include:

- (a) Setting the question paper in consultation with the other examiners;
- (b) Preparing a cameraready copy of the question paper. The question paper(s) shall be prepared on such forms as may be prescribed by the University Registrar and which 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 paper in the cameraready form duly signed, to the relevant Campus Registrar who shall arrange for its reproduction.
- (d) Ensuring that all scripts are reviewed by two examiners by the timely transmission of scripts that he/she has marked.

- (e) Determining the marks/grades, including standardizing the marks/grades between different examiners where appropriate, and preparing the mark-sheet/grade-sheet.
 - (f) Forwarding copies of the signed mark-sheet/grade-sheet by the prescribed deadline date simultaneously to the Examination Co-ordinator [See Regulation 34 (c)] and the Campus Registrar on completing the examinations of each course.
 - (g) Forwarding to the University Examiner through the Campus Registrar immediately on completion of marking, mark-sheet/grade-sheet appropriately signed; the final question paper(s); the relevant marking schemes; solutions 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 Co-ordinator.
 - (h) All First examiners are required to attend the Faculties' Boards of Examiners Meetings.
38. The setting of the draft question paper should normally reflect the consensus of all examiners concerned. In the final assessment, 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. No draft question paper shall be adopted as a final examination paper unless it has been signed by the First Examiner (Primary Instructor) and the Second Examiner.
39. The First Examiner (Primary Instructor) for each paper on each campus, or an Examiner designated for the purpose by the Examination Coordinator, shall be responsible for checking the accuracy of the final question paper and any auxiliary material not later than two days before the date of the examination.
40. (i) Regulations 34; 38; 41 - 46 shall not apply to that element in a course which consists of examination by coursework, where that element counts for not more than sixty percent (60%) of the final mark.

- (ii) In instances where the coursework element in a course counts for not more than sixty percent (60%) 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).
 - (iii) 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 56 (iv)(a), although the final mark shall be determined by the First Examiner (Primary Instructor).
41. 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.
 42. The First Examiner (Primary Instructor) is responsible for the standard of the examination and shall, in the discharge of this responsibility, determine the final mark for the paper(s) for which he/she is responsible. The University Examiner, wherever possible, should not be named First Examiner.
 43. The First Examiner (Primary Instructor) is responsible for entering the marks into the Electronic Grade Book and submitting the mark-sheet/grade-sheet to the Registry by the prescribed deadline date.
 44. The mark-sheet/grade-sheet must be signed by the First and Second Examiners and where appropriate the University Examiner.
 45. 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 an Independent Examiner shall be appointed by the Faculty for the approval of Board for Undergraduate Studies.
 46. In the marking of the scripts there shall normally be consultation between the First Examiner (Primary Instructor) and the other Examiner(s). In the final assessment, 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.

47. It is the duty of the appropriate First Examiner (Primary Instructor) at the Campus to be in attendance at the start and during the first half-an-hour of each written/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

48. The minimum qualification normally required for a Second Examiner is three years' experience as an Examiner of which one year should be as an examiner at The University of the West Indies.
49. The duties of the Second Examiner shall include reviewing the marking of all scripts paying particular attention to failing and borderline cases.
50. The setting of the draft question paper should normally reflect the consensus of all examiners concerned. In the final assessment, 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. No draft question paper shall be adopted as a final examination paper unless it has been signed by the First Examiner (Primary Instructor) and the Second Examiner.
51. In the marking of the scripts there shall normally be consultation between the First Examiner (Primary /Instructor) and the other Examiner(s). In the final assessment, 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.
52. The mark-sheet/grade-sheet must be signed by the First and Second Examiners and where appropriate the University Examiner.

UNIVERSITY EXAMINERS

53. 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 30th of APRIL of the preceding relevant year. Such appointments shall normally be for periods of three years in the first instance.

54. A University Examiner shall be appointed by the Board for Undergraduate Studies for all Level II and Level III examinations for each area of study into which the work of the teaching departments may be divided. In making such appointments the Board for Undergraduate Studies shall specify the courses for which each University Examiner is responsible.
55. Where a qualified First Examiner (Primary Instructor) cannot be found from among the teachers of a course, a University Examiner must be appointed who shall approve the question paper and mark the scripts.
56. (i) The minimum qualifications normally required for a University Examiner are:
- (a) Professor or Senior Lecturer with at least one year's experience as an examiner at The University of the West Indies.
 - (b) Lecturer with at least five years' experience of which three must be as an Examiner at The University of the West Indies.
- (ii) 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.
- (iii) The duties of the University Examiner shall include:
- (a) Undertaking a review of the standard of each examination after the scripts have been marked;
 - (b) Acting as a reviewer, advising in this capacity, on curriculum matters in the area of study to which he/she is appointed.
- (iv) In relation to the review of each examination the University Examiner shall receive:
- (a) 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, solutions, etc- see Regulation 37(g).

- (b) 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, Chairman Campus Committee on Examinations, the Chairman, Board for Undergraduate Studies and the relevant Campus Quality Assurance Unit. The University Examiner shall forward, through the Campus Registrar, the sample of scripts with the question paper, mark-sheet/grade-sheet, marking schemes, solutions, etc., to the External Examiner where appropriate.
- (c) The University Examiner shall submit his/her report(s) no later than four (4) weeks after the end of the examination periods for Semesters I and II.

57. Unless Faculty Regulations prescribe otherwise, the number of scripts and coursework exercises submitted to the University Examiner in relation to each course under Regulation 37 (g) shall be 20% or 20, whichever is the greater, subject to a maximum of 50.
58. Regulations 34; 38; 41 - 46 shall not apply to that element in a course which consists of examination by coursework, where that element counts for not more than sixty percent (60%) of the final mark.
- (a) In instances where the coursework element in a course counts for not more than sixty percent (60%) 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).
 - (b) 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 56 (iv)(a) above, although the final mark shall be determined by the First Examiner (Primary Instructor).
59. In accordance with Article 3(a) of the Charter, the Senate shall consider in what courses or group of courses it is necessary or desirable to appoint external and independent examiners and, in any case in which the Senate considers it to be necessary to appoint such examiners, the Board for Undergraduate Studies on behalf of Senate shall make such appointments on such terms and conditions as it shall think fit.

EXTERNAL EXAMINERS

60. **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.
61. No person who is for the time being a teacher, a member of a Faculty Board, Council of the University, University Strategy Committee or a Campus Council shall be an External Examiner, nor shall any former teacher or member of the Faculty Board be appointed an External Examiner until he/she has ceased to be such a teacher, or member of any of the above Boards, Councils or Committees for a period of at least three years.
62. (i) At the time of nomination of External Examiners, their degrees, relevant professional qualifications, University titles and/or current academic appointment shall be stated.
- (ii) Where an External Examiner is being used in programmes common to more than one Campus there shall be prior consultation among the relevant Faculties and the forwarding of a single nomination to the Board for Undergraduate Studies.
- (iii) 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.
63. Each External Examiner shall receive such scripts and coursework exercises covering performance at all grades, chosen on the advice of the Examination Co-ordinator together with:
- (i) The mark-sheet/grade-sheet appropriately signed;
- (ii) The final question paper(s);
- (iii) The relevant marking scheme, solutions and other relevant examination material as may be referred to him/her in accordance with Faculty Regulations and approved by the Board for Undergraduate Studies.

64. Each External Examiner shall return to the Campus Registrar in sealed registered packets 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.
65. 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.
66. The minimum duties of an External Examiner shall be:
- (i) 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;
 - (ii) To report to the Campus Registrar on the standard of the examination as a whole;
 - (iii) To perform such other duties as may be required by Faculty Regulations approved by the Board for Undergraduate Studies.
67. (i) 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, Chairman, Campus Committee on Examinations and the Chairman, Board for Undergraduate Studies, and the relevant Quality Assurance Unit.
- (ii) 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 Chairman 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

68. (i) In exceptional circumstances of large classes (i.e. at least 150 students) at Level I, Assistant Examiners may be appointed by a Faculty Board to assist the Examiners in marking the scripts. The minimum qualification for an Assistant Examiner shall be a University Degree and at least one year's experience at the level of part-time tutor or above in the University.
- (ii) In the case of Levels II & III the minimum qualification shall be a postgraduate degree in the discipline.
69. (i) For the purpose of the practical coursework part of an examination under (ii) below, Examiners for that examination may, with the approval of the Head of the Department and the Faculty Board, delegate, under the supervision of such an Examiner, their marking responsibilities to graduate students approved by the Head of Department and the Faculty Board for the purpose. Such practical coursework, notwithstanding such delegation, shall be deemed to have been marked/graded by an Examiner who shall also sign the mark-sheet/grade-sheet.
- (ii) The practical coursework part of the total course to which (i) 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.

INDEPENDENT EXAMINERS

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

71. (i) Where a remarking 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. Such person shall be appointed by the Chairman of the Campus Committee on Examinations, to remark the script. The appointment shall be made within one week of the date on which the request is made. Where the Chairman 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. (See Regulation 70).
- (ii) Where the Head of the Department is an Examiner, the selection shall be made by the Dean and vice versa. Where both the Dean and the Head of the Department are Examiners, the Chairman of the Campus Committee on Examinations shall make the appointment after such consultation, as he/she considers appropriate.
- (iii). The new examiner(s) no later than 10 days after receiving the script(s) shall return the re-marked script(s) with a written report and where applicable, signed mark-sheet/grade-sheet to the Campus Registrar.
72. (i) 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 (Primary Instructor).
- (ii) In no circumstance shall a script or other completed examination exercise be sent by mail from a country or place at which an examination is held unless it has been marked by at least one Examiner or a copy has been made.
- (iii) Where coursework counts towards the total assessment of a course, such coursework shall not be sent by mail from a country or place at which an examination is held unless it has been marked by at least one Examiner or a copy has been made.

73. (i) All Examiners and Administrative Staff concerned with the examination process are required to preserve the integrity of examination 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 examinations concerned. The First examiner (Primary Instructor) for the course may, after publication of the Official Pass List, disclose the final mark to the student. [Regulation 80].
- (ii) Examiners must not transmit examination question papers or mark-sheet/grade-sheet by facsimile machines or other means of unencrypted telecommunication, without all precautionary measures being taken to ensure confidentiality of the process.
74. Formal consultation between Examiners and the External Examiner(s) shall be conducted through the Campus Registrar.
75. In addition to these Regulations on the role and duties of examiners, all Examiners should consult the relevant Faculty Regulations.

BOARD OF EXAMINERS

76. (i) For each Faculty there shall be a Board of Examiners.
- (ii) The Chairman of a Board of Examiners shall be the relevant Dean.
- (iii) The quorum of each Board of Examiners shall be stated in the relevant Faculty Standing Orders as approved by the Board for Undergraduate Studies on behalf of Senate.
- (iv) The results obtained by all candidates shall be presented by the Heads/Coordinators to a Board of Examiners of the Faculty.
- (v) Where programmes are common to more than one Campus there shall be confirmation among the relevant Deans on the award of First Class Honours.
- (vi) The Chairman 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.

77. The Faculty Board shall delegate to the Board of Examiners the responsibility for determining the examination results.
78. Pass Lists for finalizing students, issued subject to approval by the Board for Undergraduate Studies on behalf of the Senate, shall be appropriately published by each Campus Registry. Such posting shall be the only official notification of the results.
79. 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.
80. (i) All proceedings at meetings of examiners shall be strictly confidential. Except as provided in (ii) and (iii) 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.
- (ii) In respect of coursework, examiners shall 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 test or submission.
- (iii) Examiners should take all steps to ensure that students are aware of all marks (mid-semester examinations, projects, in-course test(s), before the beginning of the examination period.

SECTION IV

DECLARATION OF INTEREST

81. (i) All categories of staff are required to submit at the start of the academic year, or the start of Semester II as appropriate, a declaration of interest to the Campus Registrar if they have a relative 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.
- (ii) Where a member of academic staff has a relative writing examination for 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. Such sample should comprise 10% of the total scripts but in no case fewer than five scripts. 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.
- (iii) Where a member of the Administrative Staff is registered to write any examinations, he/she shall be debarred from all aspects of the examination process.
- (iv) Where a member of the Administrative Staff has a relative writing examination he/she shall be debarred from all aspects of the examinations process in that course.
- (v) For the purpose of these Regulations, a person shall be deemed to be related to the candidate as a parent, child, grandparent, grandchild, step-parent, step-child, sibling, spouse, fiancé, fiancée, or cohabitee, or any offspring of the above.

SECTION V

CONDUCT OF WRITTEN EXAMINATIONS

(A) INSTRUCTIONS TO CANDIDATES TAKING A WRITTEN EXAMINATION

82. It is the responsibility of each candidate to ascertain the dates and times of the examination(s) for which he/she is registered.
83. (i) 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, Resit or Mid-semester examinations in the Open Campus 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. (Regulation 16 [ii])
- (ii) Candidates who are absent from an examination owing to a 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.
- (iii) Candidates shall collect their examination cards (where applicable) by the stated deadline before the commencement of each series of endofsemester examinations, Supplemental/ Summer School.
- (iv) Any candidate who fails to comply with Regulation 83(iii) shall be liable to pay a late fee of BD\$10.00 and J\$200.00.
84. Candidates should be at the examination room fifteen minutes before the advertised time of any examination. Candidates shall 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 but his/her written or practical work will be accepted for marking only if he/she can satisfy the Campus Registrar that he/she has valid reasons for being late.

85. 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.
86. 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. In cases where the examination is being held at Mona and at least one other site, the half-an-hour shall be reckoned from the start of the examination at Mona.
87. Candidates who leave the examination room shall not be readmitted unless throughout the period of their absence they have been continuously under the supervision of a responsible member of staff or Invigilator.
88. (i) Candidates are required to supply themselves with pens, pencils, rulers, erasers, and the usual geometrical instruments.
- (ii) Except as specifically permitted by the Faculty Board and stated in the rubric of the question paper no books, paper, printed or written document or pictures or any unauthorized aid or equipment including cellular telephones, pagers, electronic calculators and hand-held computers OR ANY ELECTRONIC OR COMMUNICATION DEVICES may be taken into or be received in an examination room by any candidate.
- (iii) Unless otherwise permitted, all examinations shall be written in permanent ink, preferably blue or black.
- (iv) (a) Candidates may be required for computer based examinations to bring Laptops into an examination room as permitted by the relevant Faculty Board and subjected to the necessary security precautions.
- (b) Only silent, wireless laptops may be used.
- (v) 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.

89. Candidates shall write their identification numbers 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.
90. (i) 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 be allowed to write an examination without a valid UWI Identification Card.
- (ii) 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 J\$300.00 according to the Campus.
91. 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 not later than half-an-hour after the start of each examination.
92. 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.
93. (i) A candidate shall not break, tear, soil or otherwise deface or mutilate any University property other than the question paper (where applicable) provided for his/her use in the examination room.
- (ii) A candidate shall not write anything on the Examination Card (where these are issued) except the Examination Timetable.
- (iii) A candidate shall not remove from the examination room any material supplied other than the question paper. The prohibition shall apply also to multiple choice and true/false papers and answer sheets.
- (iv) Candidates shall not engage in any form of communication in the examination room with other candidates while an examination is in progress.

94. (i) Candidates who are permitted to leave before the end of the examination period must not leave scripts or other examination exercises on their desks, but must hand them in to the Chief Invigilator or an Assistant Invigilator.
- (ii) 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 any such writing shall be restricted only to that.
- (iii) 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 exercises.
95. (i) Any alleged infringement by candidates of the above "Instructions to Candidates Taking a Written Examination" (other than Regulations 88 (i) 93 (ii) and (iv); 96, 97; 98; 99; 100; which shall be dealt with under Regulation 102), shall be referred by the Campus Registrar to the Chairman of the Campus Committee on Examinations who, at his/her discretion, may call a meeting of a Committee comprising the Chairman 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 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 J\$5000.00 or TT\$600.00 or US\$100.00 in the Open Campus.

- (i) Where an alleged infringement of Regulations 88 or 90(i) or 93 (i); 94 (ii) & (iii)) is in question, the Campus Registrar, may at his/her discretion offer the candidate the option of paying a fixed fine of Bds\$100.00 or J\$2500.00 or TT\$300.00 or US\$50.00 (according to campus), instead of referring the alleged infringement to the Chairman of the Campus Committee on Examinations under Regulation 96(i): provided that where the candidate declines this option, the Campus Registrar shall refer the allegation to the Chairman as provided in Regulation 95(i).

(B) CHEATING

- 96. (i) Cheating shall constitute a major offence under these regulations.
- (ii) Cheating is any attempt to benefit one's self or another by deceit or fraud.
- 97. (i) Candidates are required to deposit all unauthorised material including bags, briefcases, folders, clipboards, pencil cases, cellular telephones, pagers, OR ANY OTHER ELECTRONIC OR COMMUNICATION DEVICE, alarm watches, earphones, notebooks and scrap paper 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 Chairman of the Campus Committee on Examinations.
- (ii) Any candidate who fails to comply with Regulation 97(i) above may be regarded as attempting to cheat and if so an inquiry shall be conducted as provided under Regulation 103.
- (iii) Any candidate who fails to comply with Regulation 97(i) above may be disqualified from the examination or fined a sum not exceeding Bds\$500.00 or J\$7500.00 or TT\$1500.00 or US\$250.00 (according to campus) by a Campus Committee constituted as in Regulation 102 (ii) below.
- 98. 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.
- 99. A candidate must not directly or indirectly accept assistance from any other candidate or use any other candidate's papers.

100. 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 shall be regarded as an attempt to cheat.
101. 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 shall be regarded as an attempt to cheat.
102. (i) If 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 Chairman of the Campus Committee on Examinations. If the Chairman so decides, 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, and 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 J\$7500.00 or TT\$1500.00 or US\$250.00 (according to campus). If the candidate fails to attend and does not offer a satisfactory excuse prior to the hearing, the Committee may hear the case in the candidate's absence.
- (ii) 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 and 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 Chairman of the Campus Committee on Examinations is unable to attend, the Campus Principal shall appoint an Acting Chairman. The Campus Registrar shall be the Secretary to the Committee.

- (iii) Appeals against decisions of the Campus Committee on Examinations shall 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 (i) above. The decisions of the Appeal Committee of Senate shall be final.

(C) DUTIES OF INVIGILATORS AT WRITTEN EXAMINATIONS

103. At each Campus each examination room shall be under the specific direction of a senior member of academic staff: a Professor, Senior Lecturer or Lecturer of some years standing, to be called the Chief Invigilator. Where the criteria cannot be fulfilled, a Chief Invigilator may be appointed at the discretion of the Registrar in charge of Examinations for that Campus.
104. 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.
105. Invigilators shall be appointed by the Campus Registrar.
106. 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 (i.e. the Registrarial Officer approved for the purpose) as soon as possible after such emergency arises.
107. 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.
108. Invigilators who do not arrive on time should explain their lateness to the Chief Invigilator who shall make a report to the Campus Registrar.
109. The Chief Invigilator shall collect the question papers and where necessary the key for the examination room at the Examinations Section of the Registry. 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.

110. 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.
111. No persons other than those officially concerned with the examination may be admitted to the examination room. Examiners may attend at any time during any examination in the course(s) for which they are responsible.
112. 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 97(i).
113. 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 laboratory materials to be distributed by the hour fixed for the start of the examinations.
114. Responsibility for the distribution of the question papers shall rest with the Chief Invigilator.
115. 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.
116. Before the start of the examination the Chief Invigilator shall:
- (i) 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 will be regarded as evidence of attempting to cheat;
 - (ii) Invite candidates to surrender to him/her any unauthorised material still in their possession.
 - (iii) Ask candidates to check their question papers to ensure that each has a complete paper.

- (iv) Announce that any writing found on a candidate's examination card other than the timetable will be regarded as an examination irregularity.
117. Candidates shall not be permitted to write until permission is given by the Chief Invigilator at the scheduled hour.
118. 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 47, the Chief Invigilator shall refer any question of this nature to the Campus Registrar who will ask an examiner in the subject to attend at the examination room.
119. If the Chief Invigilator admits a candidate arriving more than half-an-hour late, he/she shall:
- (i) Make it clear to the candidate that the University reserves the right to refuse to accept work done in that examination;
 - (ii) Make a full report in writing to the Campus Registrar stating the time of admission, whether any candidate had previously left the room, and any special reasons given by the candidate for his/her lateness.
120. As soon as possible and not later than half an hour after the start of the examination, the Chief Invigilator shall 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.
121. (i) 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.
- (ii) 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.

122. 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.
123. The Chief Invigilator shall allow for each examination the time specified and no more.
124. 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, making and initialing any correction which may be necessary. 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.
125. If a candidate, having appeared, has nevertheless left no work, a memorandum signed by the Chief Invigilator must be substituted for the answer book and submitted together with the other scripts or other examination exercises.
126. The Chief Invigilator must then check the answer books or other examination exercise by the list of candidates.
127. The Chief Invigilator must ensure that no answer book or other examination exercise has remained uncollected and that no spare question paper or spoilt book is left on the desks.
128. When the Chief Invigilator has collected all the answer books or other examination exercises, 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 exercises enclosed. He/she shall enclose copies of the question paper with the appropriate scripts or other examination exercises and return the remaining copies to the Registry. He/she shall hand the scripts or other examination exercises to the Examiner concerned who should attend for this purpose. The Examiner shall acknowledge receipt by signing two copies of the receipt slip. One copy should be retained by the Examiner and the other returned to the Campus Registrar by the Chief Invigilator.
129. The Chief Invigilator should consult the Campus Registrar in any case of difficulty which may arise in connection with the examination

SECTION VI

ASSESSED COURSEWORK

130. Methods of assessment counting towards the final mark for a course shall be subject to the approval of the relevant Faculty Board.
131. All assessed coursework shall be subject to regulations governing cheating as prescribed in Regulations 96, 98, 99 and 102.
132. The First Examiner in which coursework is assessed for an examination must advise the students in writing about the coursework requirement:
 - (i) in the case of a course taught in the first semester, before the end of the second week of that semester.
 - (ii) in the case of a course taught in the second semester, before the end of the first week of the semester.
 - (iii) Copies of this advice must be posted on the appropriate notice board and sent to the relevant Dean. The information must include the nature, amount and weighting of the coursework.
133. The dates of coursework exercises shall be posted on Faculty or Departmental notice boards, or web based learning management system at least two weeks in advance of the date(s) on which such exercises should be submitted.
134.
 - (i) The Faculty/Department shall be responsible for the conduct of all mid semester/in-course test except for the Open Campus.
 - (ii) The Head of each Department in which coursework in the form of written test(s) is 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.
 - (iii) The procedure to be adopted when a candidate is absent from a coursework test for certified medical reasons shall be as prescribed in the University/Faculty regulations.

135. In respect of coursework, examiners shall inform students in writing of their marks/grades for individual pieces of coursework. Such information shall be communicated to students within three (3) weeks of the test or submission.
136. (i) Each First Examiner (Primary Instructor) responsible for coursework is required before the endofsemester 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.
- (ii) Heads of Department shall monitor the compliance of First examiners (Primary Instructors) with recording and submitting coursework marks/grades.
137. All coursework shall be written work except as provided below:
- (i) Oral tests authorized for the examination of certain courses in languages and MEDIA AND COMMUNICATION;
- (ii) Oral components specifically authorized by the relevant Campus Committee on Examinations on the following conditions:
- (a) The marks/grades to be allocated to an oral presentation shall not exceed 20% of the coursework;
- (b) The minimum number of examiners required to be present shall be two (2) and there shall also be a Chair.
- (c) Faculty regulations shall provide guidance on the conduct of oral presentations.
- (iii) Special forms authorized by the Board of Undergraduate Studies for specific disciplines such as visual arts and theatre arts.
138. Coursework may be submitted by e-mail subject to the agreement of the lecturer. The procedure for submission of coursework assignments by e-mail shall be as prescribed in the Faculty regulations.

139. (i) For the purpose of the practical coursework part of an examination under (ii) below, Examiners for that examination may, with the approval of the Head of the Department and the Faculty Board, delegate, under the supervision of such an Examiner, their marking responsibilities to graduate students approved by the Head of Department and the Faculty Board for the purpose. Such practical coursework, notwithstanding such delegation, shall be deemed to have been marked/graded by an Examiner who shall also sign the mark-sheet/grade-sheet.
- (ii) The practical coursework part of the total course to which (i) 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.
140. (i) Where a student is set a coursework project/ research paper, in which he/she is offered a choice of topic, he/she shall not choose a topic which entails work which he/she has already submitted or intends to submit in relation to another course. If all of the topics from which he/she must choose entail the use of such work, he/she shall not be treated as having been offered a choice.
- (ii) A student who fails to comply with Regulation 140(i) shall be denied the credit for the work in one of the courses, which shall be chosen by himself/herself.

SECTION VII

REVIEW OF EXAMINATION RESULTS

141. (i) A student who is dissatisfied with the results of his/her examination should report his/her dissatisfaction in writing to the Campus Registrar. Such a report must be made within two weeks of publication of results, and in the case of the Supplemental/Summer School or re-sit examinations within five days of the publication of results. For the Open Campus, students may communicate their dissatisfaction in writing through the Head, Site Coordinator or TLI's for forwarding to the Registrar Examinations, Open Campus by the deadline above.
- (ii) The Campus Registrar shall forward the student's request to the Dean of the Faculty concerned.
- (iii) Only students who have failed a course may request to go through his/her script with the Examiner; (utilizing an approved electronic teleconferencing system if necessary);
- (iv) Students may request to have their scripts remarked.
142. (i) In carrying out the process of going through examination scripts with students who have failed courses, the examiner must disclose the marks/grades.
- (ii) The process at 142(i) should include failed answers in multiple-choice examinations.
143. A student who wishes to have his/her script remarked must **pay a fee of Bds\$125.00 or J\$2000.00 or TT\$375.00, or US\$62.50** (according to campus) **to** have his/her script re-marked by a new Examiner.
144. Where re-marking of a script under Regulation 143 above results in a higher mark than that previously recorded, the fee shall be refunded provided that the increased mark results in a change of grade;

145. (i) Where a remarking 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. Such person shall be appointed by the Chairman of the Campus Committee on Examinations, to remark the script. The appointment shall be made within one week of the date on which the request is made. Where the Chairman 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. (See Regulation 70)
- (ii) Where the Head of the Department is an Examiner, the selection shall be made by the Dean and vice versa. Where both the Dean and the Head of the Department are Examiners, the Chairman of the Campus Committee on Examinations shall make the appointment after such consultation, as he/she considers appropriate.
- (iii) The new examiner(s) no later than 10 days after receiving the script(s) shall return the re-marked script(s) 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 144, the mark of the new and Independent examiner(s) shall be regarded as the final mark.
147. Re-marking shall not apply to coursework which counts for 60% or less of the total assessment of the course and when such coursework consists of more than one piece, none of which individually exceeds 40% of the total assessment provided that where a single piece of coursework counts for more than 40%, re-marking shall be allowed for that piece.
148. The Campus Registrar shall inform the candidate of the result of the remarking.
149. The results of the remarking shall be conveyed by the Campus Registrar to the Chairman of the Campus Committee on Examinations, the Chairman of the Board of Examiners and the Head of the Department concerned.

150. The Chairman 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 remarked.

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:
- (i) Completing a substitute Examination, the form to be authorised by the Chairman of the Campus Committee on Examinations.
OR
 - (ii) Writing the next scheduled examination in the course (e.g. a supplemental or repeat examination), and abiding by the grade obtained therefrom.
OR
 - (iii) Accepting the recommendation of the relevant Board of Examiners after consultation with the appropriate persons, in relation to the result.
153. In cases where a re-mark has been requested and the relevant script cannot be retrieved, the candidate subject to consultation shall be permitted one of the following options:
- (i) The final grade should be an average of the student's overall performance in the relevant course.
OR
 - (ii) The candidate should be allowed a re-sit, without penalty.
OR
 - (iii) Accepting the recommendation of the relevant Board of Examiners after consultation with the appropriate persons, in relation to the result.
OR
 - (iv) The candidate should be awarded the minimum pass mark if the original mark fell within 5 marks of the pass mark/grade.
OR
 - (v) The candidate should be allowed to take an oral examination.

SECTION IX

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 on the advice of the Chairman 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:
REGULATION 37(c): The one month's notice (in respect of a single campus question paper);
REGULATION 132: Authority to reduce the period of notice for coursework exercises.
156. An Examination Regulation may be waived by the Chairman, Board for Undergraduate Studies who shall report his/her action to the next meeting of the Board.

GRADE POINT AVERAGE REGULATIONS

REVISED AUGUST 2011

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 Statute 25, makes the following regulations to govern the Grade Point Average system in the University, effective 2003/2004 academic year for all candidates newly entering a programme. Persons who entered the system prior to 2003/2004 academic year to pursue first degrees will be considered under the GPA scheme effective 2006/2007. All students entering the Faculty of Law in the academic year 2005/2006 and the BMedSci programme in the Faculty of Medical Sciences in the academic year 2006/2007 shall be governed by the GPA Regulations in the calculation of the award of their respective degrees. However, students entering the Faculty of Law prior to 2005/2006 and the Faculty Medical Sciences prior to 2006/2007 will be treated under the old system of classification. A student who entered the University prior to 2003/2004 and changes his/her major subsequent to the introduction of GPA will be considered to be "newly entering a programme.
2. In accordance with Statute 47 and subject to these regulations 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:
 - (i) For purposes of these regulations, the following meanings shall apply, except where the context otherwise requires:
 - (a) **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.
 - (b) **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 F is obtained in a course. Courses that are not used in the determination of the GPA shall be assigned zero quality hours.

- (c) **QUALITY POINTS:**
'Quality points' means the numerical value assigned to the relevant letter grade earned.

- (ii) For the purposes of these Regulations:
 - (a) **LEVEL I, II AND III COURSES:**
Levels I, II and III courses are courses so designated by the Board for Undergraduate Studies.

 - (b) **GRADE POINTS:**
Grade points are determined by multiplying the quality hours by the quality points for a course.

 - (c) **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, courses taken for preliminary credit and courses for which the designation I or IP is awarded under Regulation 6(iv).

 - (d) **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(ii)(c) above.

 - (e) **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.

- (iii) **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. (i) The class of degree shall be awarded on the basis of the Weighted GPA as set out in these regulations.
- (ii) 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.
- (iii) 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(ii)(c) above.

5. (i) First Degrees awarded by the University, with the exception of the BSc (Engineering), The Bachelor of Science (Petroleum Geoscience), the Bachelor of Science (Surveying and Land Information), Bachelor of Science (Geomatics), MBBS, DDS, and DVM, shall be classified as follows:

First Class Honours	(Weighted GPA 3.60 and Above)
Upper Second Class Honours	(Weighted GPA 3.00 – 3.59)
Lower Second Class Honours	(Weighted GPA 2.00 – 2.99)
Pass	(Weighted GPA 1.00 – 1.99)

- (ii) First Degrees awarded by the University for the Bachelor of Science (Engineering), the Bachelor of Science (Petroleum GeoScience) and the Bachelor of Science (Surveying and Land Information), Bachelor of Science (Geomatics) shall be classified as follows:

First Class Honours	(Weighted GPA 3.60 and Above)
Upper Second Class Honours	(Weighted GPA 3.00 – 3.59)
Lower Second Class Honours	(Weighted GPA 2.00 – 2.99)
Third Class Honours	(Weighted GPA 1.50 – 1.99)
Pass	(Weighted GPA 1.00 – 1.49)

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

Distinction	GPA 3.70 AND ABOVE
Honours	GPA 3.30 – 3.69
Pass	GPA 2.00 – 3.29

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

Distinction
Honours
Pass

6. (i) The letter grades for completed courses used in the calculation of GPA shall be the following:

A	-	four quality points
B	-	three quality points
C	-	two quality points
D	-	one quality point
F	-	no quality point

(ii) Plus and minus modifiers may be used with letter grades A through D.

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

A+	=	4.3	C+	=	2.3
A	=	4.0	C	=	2.0
A-	=	3.7	C-	=	1.7
B+	=	3.3	D+	=	1.3
B	=	3.0	D	=	1.0
B-	=	2.7	F	=	0.0

- (iv) 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
 - AM: Absent Medical
 - CR: Credit
 - EC: Exemption with credit
 - EQ: Examination Query
 - EX: Exemption
 - 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 **F** letter 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 **F**.
 - IM: Incomplete Medical
 - 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.
 - NFC: Not for credit
 - NP: Not Passed – when a student has failed a course taken on a pass/fail basis.
 - 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

- (v) The following designations may be assigned and shall count towards the GPA:
- El: 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 be as prescribed in Faculty Regulations as follows:

GRADE	GPA	MARKS %
A+	4.3	86 and Over
A	4.0	70 – 85
A-	3.7	67 – 69
B+	3.3	63 – 66
B	3.0	60 – 62
B-	2.7	57 – 59
C+	2.3	53 – 56
C	2.0	50 – 52
C-	1.7	47 – 49
D+	1.3	43 – 46
D	1.0	40 – 42
F	0.0	0 – 39

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.
 - (i) 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.
 - (ii) 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. The following shall apply to credits earned by a UWI undergraduate from another approved institution:
 - (i) 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.
 - (ii) A student must have obtained a minimum UWI GPA of 3.00 to be approved to take courses as an exchange or study abroad student.
 - (iii) 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 the student's GPA.
12.
 - (i) Except where otherwise prescribed in Faculty Regulations, a student whose GPA for a given semester is less than or equal to 0.75 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 0.75, will be required to withdraw. However, a student may be reinstated if his/her GPA improves beyond 0.75 in Semester 2 by credits obtained in Summer School.

- (ii) For students entering in 2011/2012, except where otherwise prescribed in Faculty Regulations, whose GPA for a given semester is less than or equal to 0.99 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 0.99 will be required to withdraw. However, a student may be reinstated if his/her GPA improves beyond 0.99 in semester 2 by credits obtained in Summer School. **As of 2012/2013 this regulation shall apply to all students.**
 - (iii) 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.
- (i) A registered student may be permitted to audit a course on the approval of the Dean and the Head of Department.
 - (ii) Auditing means recorded attendance at the lectures, tutorials and laboratory sessions for a given course without the requirement of sitting the final exam.
 - (iii) 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.
 - (iv) No academic credit may be granted for auditing a course.
- 14.
- (i) A student who voluntarily withdraws from the University and who applies for re-admission within five (5) years shall be granted exemption and credit for courses previously passed, subject to the time limit for the maintenance of credits stipulated in the relevant Faculty Regulations and subject to the stipulation that the courses previously passed are not determined by the Board of the relevant Faculty to be obsolete.
 - (ii) Where exemption and credit are granted in accordance with (i) above, the grades obtained at previous attempts at such courses, shall be used in the determination of the student's GPA.

15. A student who was required to withdraw for reasons of failure to progress as prescribed in Faculty Regulations may be readmitted, after re-applying to UWI, on the following conditions:
- (i) A minimum of one (1) year must have passed since the date of withdrawal;
 - (ii) All grades previously obtained shall continue to apply for the purpose of determining the student's GPA;
 - (iii) Work done during the period between the student being required to withdraw and being granted readmission may be eligible for credit under Regulation 11.
16. Where there is a conflict between Faculty Regulations and these regulations, these Regulations shall apply.



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