THE UNIVERSITY OF THE WEST INDIES MONA
CAMPUS

INSTRUCTIONS TO CANDIDATES WRITING
FINAL ASSESSMENT IN AN ONLINE/VIRTUAL MODE
SEMESTER II, 2019/2020

1. Candidates are required to familiarize themselves with the 2018/2019 University Assessment Regulations for First Degrees and Associates Degrees, Undergraduate Diplomas and Certificates, GPA and Plagiarism Regulations. These Regulations may be found at https://www.mona.uwi.edu/exams/sites/default/files/exams/assessment_regulations_2018-2019_aug_09.2018.pdf

2. It is the responsibility of each candidate to ascertain the dates and times of the assessment(s) for which he/she is registered. Candidates have been informed of the release/start dates and times of assignments and submission/due dates and times of assignments for Final Assessment by means of the publication of the official Final Assessment. Assessments schedules shall be accessed through the Examinations Section website,

   https://www.mona.uwi.edu/exams/.

3. Candidates who do not submit assignments due to a mis-reading of the Final Assessment Timetable shall be liable to the penalties for absence from an assessment and will have to await the next officially scheduled sitting to take the assessment.

4. Candidates who do not see a course appearing on their individual Final Assessment Timetable and for which they have been attending the classes, must contact the **Examinations Section** at examsupport@uwimona.edu.jm.

5. Students experiencing difficulties when uploading or completing an assignment should contact the Examinations Support team via email to examsupport@uwimona.edu.jm or through the Live Support chat option within the Examinations Only Course Container in OurVLE. Assistance is available between 8:30 am and 4:30 pm, Monday to Friday. Where escalation is required for resolution, the examinations section will liaise with MITS or other Registry technical support teams. All such queries must be sent from a student's UWI email address. The following information must be included:

   a   Student's full name
   b   Student's ID number
   c   Course Code
   d   Details of the examination/assessment (along with name of quiz or assignment)
   e   Specifics of the problem being experienced (include wording of any error messages)
   f   Date and time at which the problem/challenge was experienced
   g   Pertinent information regarding the access modality (e.g. home WiFi or mobile data, device type used – computer, tablet, mobile phone)
   h   Any other information which may help in resolution

6. Candidates should access the Final Assessment assignments on OurVLE at the scheduled date and time of the assignment in accordance with the Final Assessment Timetable. Candidates who access the assignment late shall not be allowed extra time to complete the assignment.

7. Unless otherwise permitted, Candidates are required to access Final Assessment Exams on OurVLE ONLY.

8. Your Examination Only Course container should be visible to you at least 3 days prior to the scheduled examination date. If this is not the case contact the Examinations Support team via email to examsupport@uwimona.edu.jm. The following information must be included:

    a Student's full name

    b Student's ID number

    c Course Code

Your exam itself **will not** be visible to you before the scheduled release. If you are still unable to view your exam *after* the date and time on the Final Assessment Timetable, please contact the **Examinations Section** via email to examsupport@uwimona.edu.jm or through the Live Support chat option within the Examinations Only Course Container in OurVLE.

9. Unless otherwise permitted, queries regarding the Question Paper with respect to lack of clarity of a question asked, suspected errors on the Question Paper or lack of clarity relevant to the instructions given to complete the assignment shall be submitted via email to examsupport@uwimona.edu.jm or through the Live Support chat option within the Examinations Only Course Container in OurVLE. **Candidates shall not email queries related to the Question Paper to the Examiners, Lecturers, Teaching Assistants, Tutors or any other related person.**

10. Candidates should monitor their official UWI student email accounts for responses to queries on the Question Paper. Any updates or information pertinent to all candidates of the examination will be posted by the Examiners to the examination course forum between (but not limited to) **8:30 and 4:30 p.m.** daily, Monday to Friday.

11. Unless otherwise permitted, candidates are required to submit assignments on OurVLE ONLY. **Submissions via any unauthorized platforms or modes will not be accepted for marking**.

12. Unless otherwise permitted, assignments may be uploaded in MS-Word format or as a PDF document.

13. Candidates shall write/type their UWI identification number and **NOT** their names on the cover/front page of each assignment. Candidates shall not write their names anywhere on the assignment.

14. All candidates **MUST** be fully compliant with University Plagiarism Declaration as stated below (depending on the type of assessment involved, consent may be required prior to submission; in other cases automated plagiarism and similarity assessment technologies will be utilised with your submission):

THE UNIVERSITY OF THE WEST INDIES: INDIVIDUAL PLAGIARISM DECLARATION

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

Statement

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

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

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

15. Assessments will be required to be completed over a prescribed period and the assessment attempt must be your own work. This means that as a candidate, you **MUST NOT** interact with another person, either face to face, by telephone or utilizing electronic devices capable of sending or receiving messages on the internet inclusive of messaging applications, chat rooms, social media, or using websites designed for the purpose of offering unauthorized assistance.

This also means not discussing any Final Assessments with associates, friends, relatives, current or past students of this or any other University before the end of the relevant assignment window.

16. Candidates shall receive an automated receipt via email (to their University student email address) indicating successful submission of assignments/online exams on OurVLE. Alternatively, in the case of Turnitin Assignments, candidates may download a digital receipt from within the submission area.

Assistant Registrar,
Examinations Section,
Office of the Campus Registrar,
June 2020