



UNDERGRADUATE STUDENT ADVISORY

Re: FALL 2020 END OF SEMESTER ASSESSMENTS (EOSA)

Dear Students,

We trust that this email finds you safe and well. We also hope that you have adjusted comfortably to **online studies and assessments** thus far, and you are ready to apply the knowledge gained to handle your upcoming End of Semester Assessments.

We have provided information below to guide you throughout your End of Semester Assessment period.

1. The Fall 2020 End of Semester Assessments will take two (2) formats:
 - i) Project type assessments (Due on the date indicated by your lecturer).
 - ii) Timed Assessments (As indicated on the Examinations Schedule).

2. Timed End of Semester Assessments (EOSA) will be done on the Moodle platform during the period **December 10 – 18, 2020**.

3. Ensure that your registration has been completed
 - i) It means then that students may **ONLY** access the exam through the Moodle platform having completed their registration
 - ii) Students who **have not completed** Registration by 12 noon on Tuesday **December 1st, 2020** should immediately make contact with the UCC Student Financial Services.

4. Students will be instructed to upload the completed assessment script to the Moodle platform. **Students must not submit their completed exam script to the lecturer.**

5. If you have challenges with the internet connectivity or the Moodle platform during your assessments, ensure that you proceed as follows:
 - i) Send an email to uconlineofficer@ucc.edu.jm providing evidence of difficulties experienced during your sitting of this assessment. The email **MUST** include the following:
 - Full Name
 - Student ID number
 - Phone number Module Name and Code
 - Screenshots of the error messages where applicable.
 - The completed assessment you have challenges submitting. Include also any other information relating to this assessment you have challenges completing on the Moodle platform.

- ii) If you lose internet connectivity during your assessment, continue working and complete your assessment during the stipulated time for the assessment. If your internet connectivity has not returned at the point of attempting to upload the assessment, please ensure that you make no further changes to the assessment document. As soon as internet connectivity has been restored, you should once again attempt to upload the assessment to the Moodle platform. If you are not able to upload to Moodle at that point, please send the assessment with no further edits to the document, to the email address above as soon as is possible. **We will use the metadata in the file to determine if you have gotten an unfair advantage.**
- iii) If you lose electricity during your assessment try to advise the online team of your challenge as soon as you are able to do so.
- iv) Ensure that all of this is done within **15 minutes** of the end of assessment.

6. It is expected that academic integrity will be practiced by all students sitting final assessments.

You are expected to complete your assessments yourself and without assistance or collusion. If it is discovered that students received or gave assistance, or colluded with any other student or individual or group of people to give any student or group of students advantage, or bring into disrepute the integrity of the assessment process, be it a timed or project based assessment, that person or group of people will be held accountable and sanctioned where appropriate.

7. DO NOT PLAGIARISE. Your scripts' similarity rate will be checked through TurnItIn and a similarity rate of more than 25% will be penalized.

8. If you have not yet completed your registration, kindly call 876-906-3000 to make contact with Ms. Roselyn Vassell rvassell@ucc.edu.jm /ext-3980, Rochelle Spence sfsofficer@ucc.edu.jm / ext-3979, Sudeen Warner-Malcolm swarner-malcolm@ucc.edu.jm / ext-4078 or Natish Palmer npalmer@ucc.edu.jm / ext-3978 (here copied) in Student Financial Services (SFS) to complete the registration process for **Fall 2020.**

****Please see the video on How to do Online Assessments - Video is in the Resource Centre for Student Fall 2020.**

<https://ucconline.ucc.edu.jm/mod/resource/view.php?id=21862>

Support Information:

Student Help Desk Document: <https://ucc.edu.jm/document/help-desk-information>

Moodle Technical Support: ucconlineofficer@ucc.edu.jm

'All the best in your assessments'

Examinations Manager
November 17, 2020