UNIVERSITY OF THE COMMONWEALTH CARIBBEAN
Fostering Leadership & Innovation

UNDERGRADUATE STUDENT ADVISORY

Re: SUMMER 2024 END OF SEMESTER ASSESSMENTS (EOSA)

Dear Students,

We trust that this email will find you safe and well. We also hope that your **learning experiences and assessments** have gone well thus far, and you are prepared to apply the knowledge gained to excel in your upcoming End of Semester Assessments.

Below, we have provided information to guide you throughout your End of Semester Assessment period.

1. The Summer 2024 End of Semester Assessments will take two (2) forms:
   i) Project type assessments which are due on the date indicated by your lecturer.
   ii) Timed Assessments which are scheduled on the Examinations Schedule.

2. Timed End of Semester Assessments (EOSA) will be done on the Moodle platform (**proctored exam – REGISTERED OVERSEAS STUDENTS)** as well as Face to Face (**for students who are locally registered**) during the period from July 30th - August 13th, 2024.

3. **Exams Via Moodle Platform (Registered Overseas Students only)** – Proctored:

   a) **Ensure that your registration has been completed.**
      i) It means then, that students may **ONLY** access the exam through the Moodle platform after **completing their registration as international student(s)**
      ii) Students who **have not completed Registration should immediately contact the UCC Student Financial Services** *(see contact details below).*

   b) Upon completing the exam, students will be instructed to upload the assessment script to the Moodle platform. **Students should not submit their completed exam script by email to the lecturer** or any other email addresses.

4. If you have challenges starting the exam or challenges with the internet connectivity or the Moodle platform during your assessments, ensure that you contact the Online department at ucconline@ucc.edu.jm.

5. If you lose internet connectivity during your assessment, **you WILL then do the following with your completed script.**

   i) Continue working and complete your assessment during the stipulated time. **If your internet connectivity has not been restored when attempting to upload the assessment, please ensure that you make no further changes to the assessment document.** Once internet connectivity is restored, you should once again attempt to submit the assessment on the Moodle platform. If you have challenges uploading your assessment to the assessment portal, please ensure that you proceed to submit the completed script to the "**Late Submission Portal" on the course page.**

NB. You must proceed to submit the completed script to the "**Late Submission Portal** "on the course page on Moodle. **We will use the metadata in the file to determine if you have gotten an unfair advantage.**

ii) If you lose electricity during your assessment, please advise the exam/online team of your challenge **no later than TEN (10 minutes) after the scheduled end of assessment.**

iii) Ensure that all of this is done as soon as possible, sanctions are applicable for submissions **beyond TEN (10) MINUTES** of the end of assessment.

6. **If you continue to experience challenges, proceed as follows:**
   Send an email to ucconline@ucc.edu.jm and Cc examshelpdesk@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 Course code**
   - Screenshots or video of the error messages/issue.

   NB. Do not email the exam paper. **We will use the metadata in the file to determine if you have gotten an unfair advantage.**

7. **Face to Face Exams**

   Ensure that your registration has been completed.

   Students who are registered on Aeorion SMS and are in good financial standing, can access downloading their End of Module Exam Permit for Summer 2024, as of July 29, 2024, on the SMS platform. You should however note the following:

   i) '**Hold restrictions'** have been placed on all students with outstanding installments on their payment plans.
   ii) Students with a 'hold restriction' who attempt to download an Exam Permit to the computer will receive a   message asking them to contact Student Financial Services (SFS) or their Centre Manager immediately. These students will not be able to **download** exam permits.
   iii) The situation will be reviewed once the student makes contact.
   iv) Students who do not make contact **will not** be able to **download** their Examination Permit.
   v) **Examination Permit(s) downloaded before July 29, 2024, will not be valid for the July 30th - August 13th 2024 End of Semester Assessments period.**

8. **Students are required to take the following documents to their exams:**

   a). University of the Commonwealth Caribbean Exam Permit generated from the SMS platform **on or after July 29, 2024.**
   b) Valid University of the Commonwealth Caribbean student ID.

9. It is expected that academic integrity will be practiced by all students during final assessments. You are expected to complete your assessments yourself and without assistance or collusion. If it is discovered that students have received or given assistance, or have colluded with any other student, individual, or group of people to provide an advantage to any student or group of students, or to bring into disrepute the integrity of the assessment process, whether it is a timed or project-based assessment, the student(s) will be held accountable and sanctioned where appropriate.

10. **DO NOT PLAGIARISE. Your scripts' similarity rate will be checked through Turnitin and a similarity rate of more than 25% will be penalized. Your scripts will also be checked for AI-Generated responses.**

**Please see the video on How to do Online Assessments - Video is in the Resource Centre for Students
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
MoodleTechnical Support: ucconline@ucc.edu.jm

'All the best in your assessments'

Examinations Manager
July 19, 2024