UNIVERSITY OF THE COMMONWEALTH CARIBBEAN
Fostering Leadership & Innovation

UNDERGRADUATE STUDENT ADVISORY

Re: SUMMER 2023 END OF SEMESTER ASSESSMENTS (EOSA)

Dear Students,

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

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

1. The Summer 2023 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 – APPROVED STUDENTS ONLY**) as well as Face to Face (**for students who have selected this option**) during the period August 9- 18, 2023.
   COVID 19 / MONKEY POX PROTOCOLS - MASKS / SANITIZING - MUST BE OBSERVED FOR FACE TO FACE EXAMS

3. **Exams Via Moodle Platform** – Proctored:

   a) **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 as international students OR have been approved by the HOD and made the required payment of US$45.00 for doing exam online.**
      ii) Students who **have not completed Registration, should immediately make contact with 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 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 submit the assessment on the Moodle platform. If you have challenges uploading your assessment to the assessment portal, ensure that you proceed to drop the completed script in the **Submission Portal.**

NB. You must proceed to drop the completed script in the **Submission Portal** 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 try to advise the exam/online team of your challenge **no later than half-an-hour (30 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 half an hour** of the end of assessment.

6. **If you continue to experience challenges, proceed as follows:**
   Send an email to uconline@ucc.edu.jm or 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 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 2023, as of July 27, 2023 on SMS. 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 allowed to **download** their Examination Permit and therefore not be permitted access to complete the End of Semester Assessments.
   v) **Examination Permit(s) downloaded before July 27, 2023 will not be valid for the August 9th – 18th 2023 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 **on or after** July 27, 2023.
   b) Valid University of the Commonwealth Caribbean student ID.

   10. 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.

11. **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: ucconlineofficer@ucc.edu.jm

'All the best in your assessments'

Examinations Manager
July 20, 2023

**Please see the video on How to do Online Assessments - Video is in the Resource Centre for Students