

# NOTICE TO STUDENTS

## (WRITING ONLINE FINAL EXAMINATIONS: MAY 11- 22, 2020)

Please be informed that all online final exams for Semester 2 2019/2020 will be conducted on Canvas. You should be aware that only students registered for the course and missed exam (ME) students added to Canvas course shell will be eligible to sit the exams. Students and Instructors should note that all AM exams commence at 9:00 and all PM exams commence at 1:00.

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### *BEFORE THE EXAMINATION*

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Students are responsible for:

- ✓ ensuring that they are registered for the course(s)
- ✓ ensuring that all relevant semester fees have been paid
- ✓ checking the online examination schedule posted on **MyPortal** to ensure that there are no date and time clashes for your scheduled online examinations
- ✓ contacting the Examinations Unit (via email) if there are any clashes/concerns regarding your examination schedule
- ✓ ensuring that you are in possession of a valid UTT student ID card
- ✓ knowing beforehand what resources (example calculator, statistical tables, formula sheet etc.) are permitted/required for the exam and should have these available before the start of the exam
- ✓ determining beforehand how the course (exam) Instructor is to be contacted if there is a question or a concern or in the case of an emergency
- ✓ identifying a relatively quiet, well lit place within your location to write the exam. You may also want to consider the use of earplugs or noise cancelling headphones to allow you to focus for the duration of the exam.

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### *ON THE DAY OF THE EXAMINATION*

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- ✓ You should be at your respective computer at least 15 minutes before the start of the exams to review any posted guidelines/notices and to ensure that you are in place and ready to begin your exam on time. You will not be allowed any extra time once the duration of the exam has elapsed.
- ✓ You should not communicate with anyone by any means during the exam. You are strongly advised to spend your time wisely focusing on your questions and answers as there is a strong likelihood that you will not have the same questions as your classmate's. DO NOT cheat yourself out of valuable time.
- ✓ In the event of a failure of equipment, a sudden illness, or another extenuating circumstance during the examination, a student can contact his/her Instructor or the respective campus exams office via email:
  - Corinth - [examscorinth@utt.edu.tt](mailto:examscorinth@utt.edu.tt)
  - Valsayn - [examsvalsayn@utt.edu.tt](mailto:examsvalsayn@utt.edu.tt)
  - Tobago - [examstobago@utt.edu.tt](mailto:examstobago@utt.edu.tt)
  - O'Meara - [examsomeara@utt.edu.tt](mailto:examsomeara@utt.edu.tt)
  - John Donaldson - [examsgjd@utt.edu.tt](mailto:examsgjd@utt.edu.tt)
  - Maritime - [examsmaritime@utt.edu.tt](mailto:examsmaritime@utt.edu.tt)
  - Academy for the Performing Arts - [examssapa@utt.edu.tt](mailto:examssapa@utt.edu.tt)
  - ECIAF - [examseciaf@utt.edu.tt](mailto:examseciaf@utt.edu.tt)
  - San Fernando - [examssf@utt.edu.tt](mailto:examssf@utt.edu.tt)
  - Point Lisas - [examspointlisas@utt.edu.tt](mailto:examspointlisas@utt.edu.tt)
- ✓ Students must not stop the session, leave the exam page and then attempt to return to it as the system will "time-out" and not allow you to re-enter the exam site.
- ✓ If your online exam is interrupted, you should refresh page to resume the exam
- ✓ DO NOT press the "Submit Quiz" button at the end of the exam until you have attempted all questions. You will NOT be able to return to the exam if you submit prematurely.

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### *ABSENCE FROM AN EXAMINATION*

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Students who were absent for a scheduled exam should contact their respective Exams Unit (via email) to complete the Extenuating Circumstance (EC) form within 5 working day of the exam. The student must also document the circumstances for missing the exam and present supporting documentation to substantiate the claim.

Please be guided accordingly

Examinations Unit  
The University of Trinidad and Tobago (UTT)