

NOTICE TO STUDENTS

SUBMISSION OF SUPPLEMENTAL EXAM REQUEST

Academic Year 2021/2022

- Please be advised that according to the 2021/2022 Academic Calendar, the period for Supplemental Exam for Academic Year 2021/2022 is August 22 – 26, 2022.
- A supplemental exam allows a final year student expecting to complete his/her programme in the current academic year, having failed a course, the opportunity to re-sit an exam. You must have registered for the course, which must have been previously attempted and a grade “F” earned.
- Approval to write a supplemental exam must be granted by a Programme Main Assessment Board (PMAB). If approval is granted, you will be required to pay the fee for the exam, **TT\$ 250.00** to any First Citizens Bank (FCB) Account # 150-1631.
- All supplemental exam request must be completed by doing the following:
 1. Logon to the myportal site
 2. Click on the Student Request Tab
 3. Click on the ‘**Supplemental Exam request**’ link
 4. Follow the instructions to complete and submit the request
- Please be advised that the deadline for submission of supplemental exam request is **Monday July 25, 2022**
- For further information regarding supplemental exams, students are advised to review *Clauses 2.38 and 2.39 Supplemental Examination* of the ***Assessment Regulations for Taught Programmes 2020/2023***.
- The University’s decision is final

Please be guided accordingly

Manager, Examinations Unit