



**STUDENTS' RULES  
AND  
REGULATIONS**

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## **1.0 Preamble**

- 1.1 The Sir Arthur Lewis Community College exists for the pursuit of learning and for the pursuit of excellence as its motto states. In order for it to achieve its purpose, students and staff must be able to work peacefully in an atmosphere which is conducive to freedom of thought and expression, respectful of the rights of others and the acceptance of constituted authority.
- 1.2 The Rules and Regulations for students, which follow, are intended to maintain the conditions necessary for learning and teaching, and to maintain the reputation and standing of the College.
- 1.3 Students who believe that they have been aggrieved must not take the law into their own hands but must report the matter immediately to:

- a) their respective Dean or Co-ordinator OR
- b) the Assistant Registrar (Student Affairs)

Students will be advised about the form of action, informal or formal, that might be taken by the individual and/or the College.

The College will promptly investigate any such complaints and will institute disciplinary proceedings against the offending individual(s) where necessary. Additionally, criminal matters will be dealt with as indicated in Section 12.11 of the Students Rules and Regulations.

- 1.4 Students must familiarize themselves with the Rules and Regulations of the College.
- 1.5 All disciplinary actions will be recorded in the student's official file in the Divisions and Departments, as well as in the Registry.

## **2.0 General**

- 2.1 No students of the College shall:

- a) Disrupt teaching, study, research, administrative work, or prevent any member of the College and its staff from carrying on his/her work, or act in any way likely to cause such disruption or prevention;
- b) Engage in the use of insulting or obscene language, or acts of insolence to members of the College community;
- c) Engage in acts of extortion, bribery, blackmail or harassment against any members of the College Community;
- d) Physically assault any member of the College community. The penalty for physical assault shall be automatic expulsion. Mitigating circumstances will not be ignored, however. The College shall refer all cases of serious physical assault to the police;
- e) Engage in threatening violence to the person of any member of the College Community or his/her property;
- f) Engage in fighting on the College campus or at any event organised by the College or at which the College is formally represented;
- g) Engage in acts of immorality or behaviour likely to be considered as sexual misconduct;
- h) Use the College premises contrary to the Rules and Regulations or act in any way likely to cause such use;
- i) Engage in sexual harassment at the College. Sexual harassment includes any unwanted or inappropriate touching, pulling, calling, physical contact, verbal remarks of a sexually suggestive or derogatory nature, or any such behaviour that can be interpreted as unacceptable by a reasonable person;
- j) Engage in overt sexual involvement such as kissing, petting, fondling and any other such activity whether it be consensual or not;
- k) Use cell-phones or other such communication devices during class or official meetings and gatherings at the College;

- l) Have in his/her possession cell-phones or other such communication devices during College examinations;
- m) Obstruct corridors, stairs, and entrances. In particular, sitting on stairs or in corridors or standing at entrances is strictly forbidden;
- n) Engage in prankish, frolicking behaviour in workshops, laboratories or classrooms. Any action likely to endanger the health, safety and welfare of other students or staff is strictly forbidden;
- o) Engage in any conduct, at or outside of the College, which is, or is likely to be detrimental to the purpose and function of the College or likely to bring the College into disrepute.

## **2.2 ID Card Rules are as follows:**

- a) Students are required to carry valid ID cards at all times while on the College premises.
- b) Students are required to show their ID cards when requested to do so by Management staff, Library staff, Laboratory staff, Security Officers or any other person(s) duly authorized by the College.
- (c) Failure to produce a valid ID card when requested to do so by authorised personnel may result in expulsion from the College premises.
- (d) Students are required immediately to report the loss of ID cards to the Registry and shall pay the necessary fee for such replacement.

## **2.3 Parking and Use of Motor Vehicles**

- a) Students who drive motor vehicles on campus are expected to do so with due care and attention.
- b) Parking or driving is prohibited on grass plots, tree plots, construction areas, or any place that will mar the landscaping of

the campus, create a safety hazard, or interfere with the use of the College facilities.

c) The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered a valid reason for violation of regulations.

d) All traffic and parking regulations must be obeyed at all times.

e) Loud music or loud noise from motor vehicles or from any other source is strictly prohibited on campus, save as otherwise permitted.

f) The College shall not be responsible for loss or damage to motor vehicles or any other private property.

### **3.0 Attendance**

3.1 Students shall be required to attend classes at the hours prescribed by the College and to be regular and punctual in their attendance. In particular:

a) Students shall seek permission to be away from classes on any day or part thereof;

b) Students shall be required to attain the prescribed percentage of attendance in order to qualify for an award representing completion of studies from the College;

c) Students who require leave of absence for periods exceeding five (5) school days at any one time, must apply in writing to the Principal through the Dean/Co-ordinator, as applicable. They shall absent themselves neither before they have received a letter from the Principal approving the request nor for days in excess of the period authorized by the Principal;

d) Students who have been absent from classes for three (3) consecutive weeks without having submitted a medical certificate to the Dean of the Division or Co-ordinator as is

applicable, shall be considered as having withdrawn from the College.

#### **4.0 Maternity**

- 4.1 A full-time student who is pregnant shall notify the College authorities and produce a Medical Certificate stating that the student is fit to pursue normal studies. Such notification must be submitted to the Registrar through the respective Dean or Co-ordinator.
- 4.2 A full-time student who is pregnant during the course of an academic year, is expected to satisfy all requirements governing courses, assignments, examinations and the award of certificates.
- 4.3 Programmes at the College can require significant movement between buildings; participation in laboratory sessions, farm work, and sometimes strenuous activity in technical courses. Pregnant students who choose to pursue normal studies as stated above, therefore, do so at their own risk.

#### **5.0 Dress**

- 5.1 Students are expected to be neatly attired at all times. In addition, they are required to wear the mode of dress or uniform approved by the College for regular class sessions and for occasions specified by the College.
- 5.2 Departure from the prescribed uniform or mode of dress requires the permission of the Dean or Coordinator.
- 5.3 Students are not permitted to wear oversize clothing, tank tops with deep cuts, see-through clothing, navel breakers, and ex-rated prints on campus, . . . or any other article of clothing deemed to be inappropriate or offensive by the College.
- 5.4 Students on clinical practice or other activity requiring uniform or special attire are expected to wear such uniform or items of dress or attire as may be prescribed by the Dean/Co-ordinator of the Division/ Department concerned.

5.5 The College reserves the right to debar from classes, students who do not comply with rules 5.1 to 5.4.

**6.0 Use and Care of College Property and Premises**

6.1 No student of the College shall:

a) Use either the College's logo or the stamp of the College or that of any of its Divisions or Departments without the permission of the Principal.

b) Have access to any key of the College without the authority of the Dean/Co-ordinator of the Division/Department. In particular, under no circumstances must any key of the College be reproduced/duplicated or caused to be reproduced/duplicated by a student, nor should any student use, or have in his/her possession any such duplicate key.

6.2 Every student shall be required to comply with the procedures prescribed from time to time for the cleanliness of the buildings, premises and grounds. In particular, students shall not contribute in anyway to unsanitary or unclean conditions at the College.

6.3 a) Students must not damage or deface or mark any property belonging to the College, or property for which the College has responsibility; or remove without College permission any such property, or act in any way likely to cause damage to, or the defacing of, or the removal of such property.

b) Students shall not move furniture such as chairs, desks, from regular classrooms, offices, or other rooms at the College without the express permission of their Dean or Co-ordinator. In particular, desks, chairs and other furniture must not be moved to balconies and corridors. Any student found sitting on or using such furniture in balconies and or corridors or who is known to be responsible for moving such furniture, to balconies or corridors, shall be liable to disciplinary action including a fine (not exceeding \$50.00) imposed by the College.

6.4 The library is available for use by any registered student of the College on the presentation of the Student's Identification Card.



- 6.5 Students using the Library are required to observe such rules as are approved for the Library, and members of the Library Staff are empowered to require users of the Library to comply with such rules.
- 6.6 In general, however, the Library must at all times be regarded as a quiet place of study and investigation.
- 6.7 Food and beverage consumption is strictly forbidden in the Library area. The use of Walkman, Discman, radios or any other personal sound systems in the Library is strictly forbidden. Students are therefore not allowed to take such equipment into the Library.
- 6.8 Stealing, ripping, mutilating library books or documents, or the wilful damaging of library equipment and materials are very serious offences liable to penalties of suspension or even expulsion in extreme situations; minimally, students shall be required to replace or restore or pay for such documents, equipment or materials.
- 6.9 Computer labs are available for use by any registered student of the College on the presentation of the student's ID card and at such times as stipulated by the staff of the Information Technology Services Unit (ITS).
- 6.10 Students using these labs are required to observe the rules as are approved for the computer labs. Members of the ITS staff are empowered to require users to comply with such rules.
- 6.11 In particular, computer users must:
- a) Use computer resources lawfully and responsibly;
  - b) Not tamper with facilities and avoid any actions that interfere with the normal operations of computers, networks and facilities;
  - c) Refrain strictly, from consuming food and/or beverages of any kind in any computer lab.
- 6.12 In general, students must refrain from consuming food and/or

beverages of any kind in laboratories or in any room or space designated or marked as a no-eating area.

6.13 Every student shall be required upon termination of his/her course or programme to return to the Dean, Co-ordinator or Librarian, as the case may be, any property belonging to the College.

6.14 A student who fails to return any property belonging to the College upon termination of his/her course or programme may be debarred from graduating by the Dean or Co-ordinator of his/her Division or Department.

## **7.0 Gambling, Substances and Weapons**

7.1 No smoking is permitted in any College building and other areas on campus designated from time to time as non-smoking areas.

7.2 No student shall sell or use alcoholic drinks on the College premises. In exceptional cases, where the need to use or sell alcoholic drinks on College premises may arise, application must be made to the Principal. The written permission of the Principal must be obtained before any alcoholic drinks can be sold or consumed on the premises.

7.3 A student shall not, under any circumstances whatsoever, have in his/her possession, or cause to be used, possess, or sell illegal drugs and substances on the College premises. Violation of this rule will result in automatic suspension and possible expulsion.

7.4 Using or possessing firearms, explosives, dangerous chemicals or other weapons is forbidden on the College campus or within any of the College's facilities. Violation of this rule will result in automatic suspension and possible expulsion from the College. Except that the use or possession of a dangerous chemical or chemicals in an authorized place and for use in authorised laboratory research or assignments is not an offence under these rules and regulations.

7.5 A student shall not engage in gambling, or knowingly be part

of a group activity involved in gambling anywhere on the College compound. Violation of the rule will result in automatic suspension and possible expulsion.

- 7.6 Except in organized College situations, playing cards shall not be used at the College. Students found using playing-cards in classrooms, in offices, at the multi-purpose court or pavilion, on the College grounds, or any other areas at the College without authorisation, shall be automatically suspended.

## **8.0 Students' Council**

- 8.1 The Students' Council shall be the representative body for all students at the College and shall represent them on all student-related matters.
- 8.2 Every student upon registration as a full-time student shall automatically become a member of the Students' Council of the College and shall be expected to observe the constitution of the Students' Council.
- 8.3 The Students' Council through its organising body, namely the Executive of the Students' Council, shall apply for permission to use College buildings and premises for meetings or social functions, except in cases where premises have been allocated to the Students' Council.
- 8.4 The Principal reserves the right to withhold or withdraw permission for a meeting or function to be held, or for any visitor(s) to come on the College's premises.

## **9.0 Notice Boards**

- 9.1 Official, lockable Notice Boards shall be available in every Division/Department of the College. Information or instructions posted on these Notice Boards when signed by the Dean/Co-ordinator, or authorized Staff Member shall be considered official and should be acted upon. Tampering with official Notice Boards is a major offence.

## **10.0 Fundraising**

- 10.1 The Executive of the Students' Council, or a Divisional Council, or a class group, or a student club, may organise a fund-raising activity on Campus, only with the express permission of the Principal.
- 10.2 A student or group of students shall not use the name of the College to raise funds for any purpose whatsoever, whether on or outside the College's premises, without the express permission of the Principal.

## **11.0 Academic Matters**

- 11.1 The Principal may refuse to allow any student to renew his attendance as from the beginning of any Semester on grounds of the student's lack of ability or of industry, or his/her unsatisfactory performance in a course, including failure in an examination relating to a course, or failure, without adequate reason to enter for an examination after completing the normal course or for any other good cause.
- 11.2 In cases where a student has been denied attendance under regulation 11.1, he/she may appeal to the Board of Governors against the decision of the Principal, provided that a letter of appeal is submitted to the Registrar within ten (10) days after the date of the letter from the Principal conveying the decision.
- 11.3 Students who have been refused permission to renew their attendance at the College shall be deemed ineligible to write internal or external examinations for which the College is responsible to prepare students.
- 11.4 Students must ensure that they are familiar with the special procedures and requirements for coursework, regular examinations, supplemental examinations, re-sits, attendance and repeats as these apply to the College and to their Division.
- 11.5 The College reserves the right to approve academic programmes and timetables, and to control access to courses, programmes and individual classes.

- 11.6 It is the particular responsibility of students to ensure that the courses which they take are appropriate for their academic programme; involve as far as possible no timetabling conflicts; and collectively satisfy all the requirements of their programme.
- 11.7 Students are informed that Course Outlines could be accessed via the following medium:
- (a) To be placed on DOCSHARE
  - (b) Email to students by Lecturers
  - (c) Uploaded on SONISWEB
  - (d) Uploaded on MOODLE
  - (e) Hard Copy available at the Reprographic Centre for duplication

## **12.0 Examinations**

### **12.1 General Information**

Examinations for regular College programmes are held twice a year at the end of each semester. Students should acquaint themselves with the Examinations Procedures and Policies.

### **12.2 Policies and Procedures**

#### **Introduction**

The Registrar shall have overall administrative control of the conduct of all examinations including external examinations at the Sir Arthur Lewis Community College. However, to ensure the maintenance of standards satisfactory to the College, care must be taken in setting, preparation, administration and correction of scripts in accordance with the decisions of the Academic Board.

### **12.3 1. Methods of Assessment**

- I. The course documents are to indicate the methods and criteria of assessment.
- II. A course may be examined by one or more of the following methods: written examination papers, oral tests, course work, field work or any other method or combination of

methods as stated in the approved Programme curriculum.

III. Each course should only be examined by the methods of assessment stated in the course outline.

#### 12.4 **Credit Units (Definition)**

The basic unit measurement of achievement for all prescribed programmes of study at the College (Certificate, Diploma, and Associate Degree) is Credit hour/Credit.

A credit hour is a unit representing roughly an hour of classroom time per week over a semester. If a student enrolls for a course that has classroom meetings for three (3) hours a week, this would be called a three credit hour course. Upon successful completion of this course, the student would receive three (3) credits towards his/her programme.

In certain courses, two or three hours of laboratory or field work can be deemed to be equivalent to one lecture period. Course descriptions must state precisely the credit value of a given course.

#### 12.5 **Student Work Load**

The normal full-time student load is considered to be 15 credit hours. First semester, first year students in particular, are not normally permitted to carry more than 16 credit hours. Students planning to take more than 18 credit hours must obtain permission from an academic advisor and the Dean of the Division. The College may also limit student course loads or prescribe remedial or preparatory courses to some students.

Normally, a part-time student will offer fewer than 10 credits per semester. For persons working a regular 37 – 40 hour week, 6 – 9 credits is considered a full load.

## 12.6 Grading and GPA System

The following system of grades and accompanying grade points are employed for credit courses:

<u>Grade</u>	<u>Mark</u>	<u>Grade Points</u>
A+	90%- 100%	4.00
A	85%- 89%	3.75
A-	80%- 84%	3.5
B+	75%- 79%	3.25
B	70%- 74%	3.0
B-	65%- 69%	2.75
C+	60%- 64%	2.5
C	55%- 59%	2.25
C-	50%- 54%	2.0
D	40%- 49%	1.0
F	0%- 39%	0.0

R	REFERRAL (student has failed one component of the course)
XM	EXEMPTED (assessed as having passed an equivalent course before)
XR	EXEMPTED (repeated programme, has successfully completed course before)
AP	ABSENT WITH APPROVAL
AW	ABSENT WITHOUT APPROVAL
AU	AUDIT
W	WITHDRAWAL
NG	NO GRADE (course not examined at the end of semester)

## 12.7 Grade Point Average

The Grade Point Average (GPA) is determined by multiplying the semester or credit hours of each course by the number of grade points corresponding to the semester grade for the course. The total of all such points for the period is then divided by the total number of semester or credit hours for that period. This average is computed only on credit courses.

**Example:**

Subject	Credit Hours	Grade Points	(Credit hrs. x Grade Points)
MAT	4	3.5	14.0
HIS	4	3.0	12.0
ENG	3	2.0	6.0
SCI	3	3.5	10.5
PSY	3	3.0	9.0
<b>Total</b>	<b>17</b>		<b>Total: 51.5</b>

**GPA = 51.5/17 = 3.029**

In the Associate Degree, Diploma, and Certificate programmes, the quality of student performance or level of distinction is based on the quality point average for credit courses. In general, the following descriptors for the grades are used:

GRADES		GRADE POINTS
A+	Excellent Work	4.00
A		3.75
A-		3.5
B+	Good Work	3.25
B		3.0
B-		2.75
C+	Satisfactory Work	2.5
C		2.25
C-		2.0
D**	Poor work but passing	1.0
F	Unsatisfactory Work	0.0

\*\* Please note that a “D” grade might not be regarded as a passing grade for some courses.

## 12.8 Examination Timetables

The Examination Timetable for all courses will be prepared by each Division/Department with the exception of Core Courses - (Electives and all Supplementals will be prepared by the Registrar’s Office). Timetables will indicate written, oral and practical examinations and will be displayed on Students’



Notice Boards three weeks before the commencement of examinations. Information on the timetables will include:

- I. Title and Course Code of Examination
- II. Date, Time, Duration and Venue of Examination.

Each Division/Department will prepare an invigilation timetable.

#### 12.9 **Eligibility to Sit Examinations**

- I. Only students in good standing will be eligible to sit all examinations. In good standing includes the following:
  - (a) All fees and debts owed by the student to the College are fully paid or that arrangements for their payment satisfactory to the College have been made;
  - (b) Satisfactory attendance requirements by students, that is, 85% class attendance (or as stipulated by the regulations of the specific course) except in the case of illness;
  - (c) Satisfactory punctuality requirements by the students;
- II. No candidate shall be admitted to any examination unless:
  - (a) He/she presents his/her identification card.
  - (b) He/she has satisfied all the requirements prescribed in his/her programme regulations or he/she has been exempted from any such requirements by the Academic Board on the recommendation of the Division/Department concerned.

#### 12.10 **Attendances and Absences**

- I. If the attendance at, or performance of a candidate in an examination is likely to be affected by factors of which the examiners have no knowledge, the candidate may report the circumstances to the Registrar.
  - (a) If a candidate decides to report on his/her performance,

he/she shall do so orally prior to the examination and in writing within five days of that part of the examination which may have been affected.

- (b) If a candidate decides to report on his/her attendance, he/she shall do so in writing within five (5) days of that part of the examination which may have been affected.

II. In cases of illness, the candidate shall submit to the Registrar a medical certificate signed by a registered medical doctor, as proof of illness. The candidate shall send the medical certificate to the Registrar within five days from the date of that part of the examination in which the performance of the candidate is affected. A certificate received after this period will be considered only in extenuating circumstances.

III. Where a candidate is unable to submit a medical certificate himself/herself, this may be done on his/her behalf, within the prescribed time.

IV. The Registrar will pass the information regarding attendance and performance to the Academic Board.

V. Academic Board shall take cognisance of illness or other circumstances only if they have been referred to the Board by the Registrar.

VI. Candidates whose excuses have been accepted by the Academic Board shall be permitted to write the examination at a time determined by the Academic Board at no cost and shall be awarded the mark received at that examination.

#### 12.11 **Conduct of Examinations**

I. Candidates are to be in the examination room at least ten (10) minutes before the examination. Candidates shall be allowed entry to the examination room up to half an hour after the commencement of the examination. No extra time shall be allowed to candidates who are late.

II. Candidates arriving more than half an hour after the start of an examination shall be regarded as being absent and should refer to Attendances and Absences Regulation (I).

III. Candidates shall bring to the examination, and display on their desks in the Examination Room, their Sir Arthur Lewis Community College ID card.

IV. The Chief Invigilator may grant permission for a candidate to leave the room during the course of the examination, provided that

(a) No candidate is allowed to leave until half an hour has elapsed from the start of the examination;

(b) Any candidate who leaves the room is not re-admitted unless throughout the period of his/her absence he/she is continuously under the supervision of an Invigilator OR a member of staff authorised by the Chief Invigilator.

V. Candidates who cannot take an examination at the scheduled time because of a timetable clash shall inform the Registrar as soon as the clash is discovered, or by the latest, seventy-two hours prior to the start of the examination.

VI. Each Candidate is required to supply him/herself with necessary equipment such as pens, pencils, rulers, erasers and the usual geometrical instruments.

No books, paper, printed or written document, pictures, cell phones, or any unauthorised aid may be taken into or be received in an examination room by any candidate, except as specifically permitted by the Division.

VII. Before the start of each examination, candidates are required to deposit their handbags, briefcases, on a desk provided for that purpose.

VIII. A candidate shall not directly or indirectly give assistance to any other candidate, or permit any other candidate to copy from or otherwise use his/her work, or speak

to anyone other than the invigilator.

IX. A candidate must not directly or indirectly accept assistance from any other candidate or use any other candidate's work. If any candidate is suspected of cheating, receiving assistance or assisting other candidates:

- (a) A note shall be made of the circumstances by the Invigilator or Chief Invigilator.
- (b) The candidate(s) concerned shall be notified immediately by the Invigilator OR Chief Invigilator but allowed to continue with the examination.
- (c) The Chief Invigilator shall submit a written report to the Registrar.
- (d) The Registrar shall refer the matter to the Academic Board.
- (e) The Academic Board shall examine the case and arrive at a decision.

X. Candidates shall write their student numbers (or examination numbers where applicable), not their names, distinctly at the top of every answer paper or separate sheet of paper that is submitted. Except for the question paper (where applicable), candidates may not remove from the examination room or mutilate any paper or other material supplied.

XI. Candidates who are permitted to leave before the end of the examination period must not leave scripts or other examination exercises on their desks, but must hand them to the Invigilator.

XII. During the final fifteen minutes, no candidate shall be allowed to leave the examination room.

XIII. At the end of the time allocated, all remaining candidates shall stop writing when instructed to do so by the Invigilator, and shall gather their answer papers together in order.

Candidates shall not leave their desks until an Invigilator has collected all their scripts or examination exercises.

#### **XIV. Special Arrangements**

- (a) Any student who, for reason of permanent or temporary incapacity, desires special arrangements during examinations should apply to the Registrar through the Head of the Division/Department concerned. The arrangements desired should be specified and the Registrar may require a Medical Certificate as proof of such incapacity. The Registrar shall inform Academic Board of the circumstances under which the examination was performed.
- (b) Any amanuensis or secretarial assistance provided to handicapped or incapacitated students must be approved by the Registrar. No extra time shall normally be allowed for any examination so written.
- (c) In the case of a candidate with physical disabilities, extra time shall be given on the advice of a Specialist.

#### **12.12 Setting and Preparation of Examinations**

I. The Draft examination papers and the marking schemes shall be submitted through the Dean/Co-ordinator to the Examination Panel for review at least six (6) weeks before the commencement of the examination period.

After this review process has been completed, the final form of the papers should then be prepared and kept in sealed, labelled envelopes in a secure cabinet until the date of the examination when they are administered. The Registrar must be sent copies of all examinations to be administered.

II. The confidentiality of draft and final examination papers is the responsibility of the Dean/Co-ordinator and every effort must be made to ensure that such confidentiality is not breached.

III. Supplies required for examination papers should be indicated

by specific names in the instructions of the examination for the particular paper.

### **12.13 The Examination Panel**

An Examination Panel is appointed for each Programme. The Examination Panel will consist of the Head of Department and no fewer than two (2) other persons. The Panel may include someone from a similar discipline from another Division and an External Examiner. The Heads of Department in conjunction with the Dean/Co-ordinator will decide on the composition of the Panel.

The duties of the Examination Panel are to ensure that the papers set for the examinations conform to the syllabuses, are fair to the candidates and maintain the general standard of the examination. Specifically, the Examination Panel shall:

- I. See that the rubric and instructions for the examination are clear.
- II. Ascertain that the papers can be completed by the candidates in the time allotted.
- III. Review each item on the papers to check for clarity, grammar, relevance and any other criteria decided by the Panel.
- IV. Check the marking scheme against the examination paper and, where appropriate, suggest corrections to, or correct solutions or answers.
- V. Exercise special care that alternative papers, sections or questions are of comparable difficulty.
- VI. See that the questions set in the essay or problem paper, in conjunction with any related multiple-choice papers, adequately cover the subject matter of the relevant syllabus as well as various levels.
- VII. See that the marks assigned to a paper as a whole are suitably allocated to sections and questions - the actual allocation of marks will be given on the question paper.

VIII. Comment critically on, and where necessary or appropriate, make suggestions for improving a question paper (including multiple choice items) to meet the objectives and requirements of the syllabus and to request that the persons setting papers modify the question papers appropriately.

IX. Assign a member for any required consultation with Invigilators during the examination period.

X. Meet as soon as possible after the scripts and written projects have been marked to review a representative sample of marked scripts to check adherence to the marking scheme. The panel should then advise markers of any necessary remarking.

XI. Submit to the Dean/Co-ordinator of the Division/Department a final list of marks after any necessary remarking by the markers. This should be done not later than one (1) week after the final date for submission of marked scripts by the markers.

XII. Review the marks, reports and criteria of assessment submitted by the markers in cases where a course is examined by oral tests, course work, practical or field work.

#### **12.14 Roles and Duties of Invigilators**

Invigilators shall be appointed by the Divisions/ Departments. Invigilators are required to acquaint themselves with all Examinations Policies and Procedures prior to the commencement of the Examinations.

There shall be at least two Invigilators for each examination, with one assuming the role of Chief Invigilator. The maximum ratio of candidates to invigilators shall be 35 to 1.

##### **The Chief Invigilator shall:**

I. Collect the question papers and lists of examination panel members for the papers administered from the Dean, Co-ordinator or Registrar. He/she should check the titles of the question papers against the list of examinations provided by

the Dean, Co-ordinator or Registrar and take them to the examination room at least fifteen (15) minutes before the examinations are scheduled to begin.

II. Arrange the distribution of suitable answer sheets and any other examination material to candidates.

III. Ensure that no person than those officially concerned with the examinations is admitted to the examination room. Lecturers may attend only during the first half hour of the examination in the course (s) for which they are responsible.

IV. See that the examinations candidates do not use or have access to articles, papers, books, cell phones or aids other than those permitted by the Division/Department.

V. Open the sealed envelopes after the candidates have been seated, and supervise the distribution of the question paper.

VI. Before the start of the examination:

(a) Ensure that all candidates sign the register against the list provided by the Dean, Co-ordinator or the Registrar.

(b) Announce that all unauthorised material brought into the room by any candidate must be deposited at the place provided for this purpose and that any unauthorised material found subsequent to that announcement will be regarded as evidence of intent to cheat.

(c) Ask candidates to check their question papers to ensure that each has a complete paper.

VII. Not permit candidates to write until they have been given such permission at the scheduled hour.

VIII. As soon as possible and not later than half an hour after the start of the examination, check the candidates against the list of candidates provided by the Dean, Co-ordinator or Registrar. He/she shall record the absentees on the list, which shall be signed by him/her and returned to the Dean, Co-ordinators or Registrar at the conclusion of the examination.



IX. In the case where a candidate, having appeared, has nevertheless left no work; prepare a memorandum which should be signed by him/her and countersigned by the Invigilator and submit it together with the other scripts.

X. After collecting all the scripts, enclose them along with the question paper in the envelope provided for the scripts and hand all to the Dean, Co-ordinator or Registrar.

In addition to the above regulations, the Chief Invigilator should adhere to the following regulations, which pertain to all Invigilators.

**All Invigilators shall:**

I. Attend at the examination room at such time as shall be prescribed by the Division/Department or Registrar, but in no case less than fifteen minutes before the examination is due to begin.

II. On no account give information to a candidate who asks questions about the contents of a question paper or doubts its accuracy, even though it may appear there is a printing error, without first seeking clarification from any member of the Examination Panel that reviewed the examination paper.

III. Maintain silence within the examination room and keep a constant watchfulness to prevent candidates from availing themselves of unfair assistance.

IV. Ensure to the best of his/her ability that no disturbance interferes with the proper conduct of the examination.

V. Report any irregularity to the Chief Invigilator who shall report same to the Dean, Co-ordinator or Registrar in writing.

VI. At the conclusion of each examination, collect the candidates' scripts and while collecting the scripts, ensure that each candidate's number and the title of his/her paper have been inserted on each sheet of the script, making and initialing any correction which may be necessary.

### **12.15 Roles and Duties of Markers**

The roles and duties of markers are to ensure that scripts are marked according to the marking scheme submitted to the Examination Panel.

In particular, they should:

I. Indicate clearly on the marked scripts and written projects the marks allotted to each section of questions which have several parts.

II. Submit the marked scripts and written projects to the Dean/Co-ordinator for onward transmission to the Examination Panel along with a list of marks not later than seventy-two (72) hours after the final examination date.

III. Submit to the Examination Panel in respect of courses assessed by oral tests, course work, field work and practical, a report giving (a) the criteria of assessment, (b) the conditions of assessment, and (c) the marks for the courses assessed by oral tests, course work, field work and practical.

IV. Not enter into any communication with students about their performance in final examination before official pass lists are published by the Registrar. Marked scripts from final examinations should not be shown to students.

### **12.16 Appeals and Review of Examination Results**

I. The Examination Appeals Committee shall be responsible for consideration of all matters relating to grade appeals.

II. The membership of the Appeals Committee shall be:

- (a) The Vice-Principal, Chairperson
- (b) A tutor in the subject area other than the marker and course tutor.
- (c) A student representative from the Executive of the Students' Council
- (d) The Registrar or his/her nominee as Secretary.

III. Applications for review of College examination results and

course grades shall be made on the prescribed form to the Registrar through the Dean/Co-ordinator not later than two (2) weeks after official notification of the examination results or course grades.

IV. Applicants shall support their allegations with detailed reasons in writing.

V. A fee of thirty (\$30.00) dollars shall be charged in respect of each course result on which the applicant requests a review. An application shall not be considered until payment of the fee is made. This fee is non-refundable.

VI. A review by the Examination Appeals Committee shall normally be held not later than three (3) weeks after official notification of results.

VII. The Registrar shall provide the Appeals Committee with the candidate's application for review, the relevant scripts and mark sheets and a list of all the markers for the course concerned.

VIII. The Examination Appeals Committee shall not decide on a remarking of the examination script(s) unless:

(a) The committee, after full consideration of all the circumstances and the available evidence, is satisfied that there are adequate reasons to justify a remarking, or

(b) The script(s) had not been marked, in accordance with the Examination Panel's recommendations

IX. If the Committee requires a remarking of the examination script(s), then the Registrar shall request the Dean/Co-ordinator to nominate a new marker to remark the script.

X. The results of the remarking shall be forwarded from the marker to the Registrar.

XI. The Registrar shall report the results of the appeal to a meeting of the Academic Board, which shall be the final decision.

XII. The Registrar informs the candidate of the Academic Board's decision.

**12.17 Storage and Disposal of Examination Scripts**

Corrected scripts and written projects must be returned to the Dean's/Co-ordinator's office and kept confidentially for one (1) academic year after which they may be disposed of in a manner determined by the Registrar.

**12.18 Plagiarism**

Students are warned that the unauthorised and unacknowledged use of another person's intellectual efforts, ideas and creations under one's own name is regarded as an offence. Any such offence will be referred to a Disciplinary Committee.

The College reserves the right to apply stringent penalties.

**13.0 Dealing with Misconduct (Minor and Major Offences)**

13.1 Any breach of the Rules and Regulations of the College by a student constitutes misconduct and renders the student liable to disciplinary action. Misconduct shall not be excused on the grounds that the offender acted on behalf of, or on the instructions of any other persons or organization or was not aware of these Rules and Regulations.

13.2 Misconduct can be of two types: minor misconduct (sometimes referred to as a minor offence) or major misconduct (sometimes referred to as a major offence). Major misconduct (major offences) may carry penalties of suspension or expulsion.

13.3 Where a complaint is lodged against a student for misconduct, the Dean or Co-ordinator will investigate or cause the matter to be investigated and shall thereafter decide whether the misconduct constitutes a major or minor offence. The investigation of the matter shall include the scheduling of an interview with the student at which the student shall be informed of the complaint against him/her and shall be given

an opportunity to be heard in his/her defence.

- 13.4 In case of an offence, deemed to be a minor offence, the Dean or Co-ordinator shall determine the penalty to be imposed on the student. Such penalties might include, but not be limited to a written apology, restoration, or payment for restoration of College property, or loss of privileges (e.g. in the Library, Science Laboratories, Computer Laboratories).
- 13.5 In the case of a major offence (i.e. an offence requiring possible suspension or expulsion) the Dean or Co-ordinator shall ensure that the complaint is put in writing and that the matter is referred to the Principal for action.
- 13.6 (a) Upon receipt by the Principal of the written complaint, the Principal may investigate the matter further, and if the matter is deemed to be one which might be easily resolved, the Principal may, along with an appropriate team of senior officials, conduct an informal hearing and determine, on the basis of the evidence available, what penalty might be imposed, if any. Such penalties might include but not be limited to a written apology, restoration, or payment for restoration of property, a fine, loss of privileges, or even suspension. The Principal may suspend a student for a period not exceeding ten (10) school days.
- (b) Only the Principal shall have the right to suspend a student.
- (c) If however, the matter is deemed to be a more serious offence, the Principal shall instruct the Registrar to engage a Disciplinary Committee to adjudicate on the matter.
- (d) A Disciplinary Committee shall include a student representative appointed by the Students' Council.
- (e) At the hearing, the student shall be entitled to be advised or represented by an advisor of his/her choice from within or without the College. The advisor may be a lawyer.
- 13.7 The Disciplinary Committee shall report to the Principal and shall recommend the penalty to be imposed, if any.
- 13.8 In every case where an expulsion penalty has been imposed on

a student, the student may appeal to the Board of Governors against the penalty, provided that a letter of appeal is submitted to the Registrar within ten (10) days after the date of the letter from the Principal conveying the decision.

- 13.9 Any student expelled for disciplinary reasons will not be entitled to receive any refunds and will forfeit all fees and deposits.
- 13.10 A student awaiting the outcome of a hearing that could lead to expulsion, may be placed on suspension during the waiting period. The expulsion decision should be finalized before the end of the ten (10) day suspension limit. Other-wise, approval of the Board must be sought to extend the suspension, provided that the delay in arriving at a decision by the Disciplinary Committee is not caused by the student.
- 13.11 The College reserves the right to refer matters of a criminal nature to the police, or to initiate litigation against any student breaking the laws of St. Lucia on campus, in any of the College's facilities, or at any College event.

**13.12 Major misconduct include, but is not limited to:**

- (a) Conduct or action which may be considered a risk or danger to members of staff or other students.
- (b) Gross insubordination.
- (c) Being on the College premises under the influence of alcohol or any prohibited substance.
- (d) Destroying or damaging without lawful excuse, the property of the College.
- (e) Assaulting any member of staff or student, or explicitly or implicitly threatening to do so.
- (f) Possession of alcohol or illegal drugs and substances at the College. The College reserves the right to conduct searches.
- (g) Provoking or instigating a fight, or fighting on College

premises or at any event sponsored by the College.

(h) Use or possession of firearms, explosives, dangerous chemicals or other weapons.

(i) Stealing or unlawful possession of College property or the property of other student or staff.

(j) Removal of College property from the College unless authorized to do so.

(k) Gambling anywhere on the College compound.

(l) Engaging in acts of immorality or behaviour likely to be considered as sexual misconduct.

(m) Possession of any article made or adapted for use for causing injury or intended by the student for such use by him or her or by some other person.

(n) Unauthorised use or tampering with or breaking into College computer facilities.

(o) Sexual harassment of any kind or the deliberate filing of false accusations of sexual harassment.

(p) Tampering with official notice boards.

(q) Involvement in acts of extortion, bribery, blackmail or harassment of any kind.

(r) Persistent breach of College Rules and Regulations.

#### **14.0 Miscellaneous**

14.1 These Rules and Regulations were approved by the Board of Governors and became effective on 2006.

14.2 Copies of library and laboratory rules and special procedures and requirements referred to in Section 6 of this document may be consulted in the office of the Registrar or Dean or Librarian.

**Sir Arthur Lewis Community College  
Morne Fortune  
CASTRIES**

**Telephone: 457-7300  
Facsimile: 452-7901  
Website: [www.salcc.edu.lc](http://www.salcc.edu.lc)**

**Revised Version - February 2014**