



UNIVERSITY OF THE  
COMMONWEALTH  
CARIBBEAN (UCC)

*Fostering Leadership & Innovation*



# Form Purposes & Guidelines for Use

# Documents and Forms

There are several forms that the student will be required to use during their tenure at UCC. This presentation provides an overview of the purpose of these forms which are conveniently located on the Moodle homepage. These forms include the:

1. Alternative Exam Application Form
2. Clash of Exams Form
3. Grade Query Request Form
4. Application for Leave of Absence
5. Official Document Request Form
6. ProctorU Service Request Form
7. Request for Exemption
8. Request for Transfer
9. Re-sit of Examination Form
10. Add/Drop Form

# Alternative Examination Application Form

The alternative exam form is used by students who were unable to sit an **exam** due to:

1. Illness
2. Work obligations
3. The death of a loved one

In the above mentioned circumstances, students are required to submit the form, proof of payment and the following support documents:

1. Doctor's certificate
2. Letter from employer on company's letterhead
3. Death certificate

Where extenuating circumstances arise that affect the student's physical well-being during an examination, the student may be granted permission to sit an alternative exam. However, should the student choose to continue the exam he/she must take full responsibility for the result.

NB: Students must attain at least 50% in the course work as well to be approved for an alternative exam.

To Access the Form, Click Here: [Alternative Exam Application](#)

# Clash of Exams Form

This form is utilised when two or more exams are at the same time on the same day. Though on the same day, exams at different times do not qualify as a clash. In the example below, a student studying Ethics, Sociology and Politics has a clash while another student studying Calculus, Ethics and Digital Marketing does not have a clash.

| Code   | Course            | Date    | Time | Location |
|--------|-------------------|---------|------|----------|
| MTH103 | Calculus I        | March 7 | 2pm  | OCH      |
| ETH201 | Ethics            | March 7 | 10am | OCH      |
| MKT209 | Digital Marketing | March 7 | 6pm  | OCH      |
| SOC100 | Sociology         | March 7 | 10am | OCH      |
| POL100 | Politics          | March 7 | 10am | OCH      |

To Access the Form Click Here: [Clash of Exams Form](#)

# Grade Query Review Form

- The student who fails an end of module exam may apply for his/her script to be re-marked. The student is required to complete the form no later than ten (10) business days after the posting of the grades or within seven (7) days after the review.
- This form only applies to end of module exams.
- Submit completed form to the Programme Coordinator/ Officer or the Campus Manager.

To Access the Form, Click Here: [Grade Query Form](#)

# Application for Leave of Absence

- A student who wishes to be absent from an academic programme for one academic semester but not exceeding two academic semesters must apply for Leave of Absence
- Apply by submitting the Request for Leave of Absence Form to your Campus Manager/ Programme Coordinator for approval. Alternatively, online students can submit this form via email. This should be done prior to the semester that you will be absent.
- The Registry will respond formally to indicate approval of the request.

To Access the Form, Click Here: [Leave of Absence Form](#)

# Official Document Request Form

- All requests for transcripts and status letters must be submitted via the University's Official Document Request (ODR) Form posted on the Moodle homepage.
- Each applicant is required to ensure that the ODR is properly completed and the relevant fee paid. The student is required to pay for the courier charges if the document will not be collected.
- Students collecting documents must present a valid government-issued photo ID. Persons collecting on behalf of a student must have written permission from the student and provide their national ID.
- Preparation Time:
  - + Transcript- 14 business days
  - + Status Letter- 5 business days

To Access the Form, Click Here: [Official Document Request Form](#)

# Online Proctoring Service Form (ProctorU)

- The ProctorU Request form is used by local students who will be travelling overseas during the End of Semester Assessment (EOSA) period. The form and the receipt (\$36USD/exam) should be submitted in the same week that the location survey is done.
- Students who reside overseas are not required to complete this form for their EOSA.

To Access the Form, Click Here: [Online Proctoring Service Form](#)



# Request for Exemption

- An exemption is awarded with full credit where a student has already passed courses in other programmes at UCC or passed courses of similar content at other recognized institutions.
- Applicants are required to have official transcripts or official certification forwarded to the Registrar in order to qualify for exemptions. You may also be required to provide course syllabi and outlines of courses previously pursued.
- Your exemptions are found on your acceptance/exemption letter and your Aeorion profile.

To Access the Form, Click Here: [Request for Exemption](#)

# Request for Transfer

- This form is used to indicate a change in:
  - +Status (eg. Name change)
  - + Campus (eg. From Kingston to Ocho Rios)
  - + Programme (eg. From BSc to Asc)
- Students are advised to apply for transfer into a new programme by the end of their first year. This should be in consultation with your Programme Officer or HOD.
- The completed form should be submitted to the persons mentioned above for approval and the \$500JMD processing fee paid.

Students who do not meet the location survey deadline are required to pay a \$5000JMD transfer fee for their exam to be sent to the new campus.

To Access the Form, Click Here: [Request for Transfer](#)

# Re-sit of Exams Forms

- This form is used by students who:
  - + passed the coursework aspect (70% and over)
  - + marginally failed the EOAS (45%-49%)
- In this case, the student is allowed to pay \$15,000JMD and re-sit the end of semester assessment only.

NB: Students who miss the re-sit will be required to also pay the alternative exam fee

To Access the Form, Click Here: [Re-sit of Exams Form](#)

# Add/Drop Forms

- This form is used to indicate when a course is removed from a student's profile.
- During the **Add/Drop** (late registration) period, students can add and drop courses as often as they wish without penalty.
- As of week three in any given semester, students will be given a *W-withdrawal* or a *WF- withdrawal failure* grade for dropping courses. The student will also be penalised the full sum of the course(s) for dropping courses outside of the designated Add/Drop period. Please see Add/Drop form and policy for further details.

NB: Students are to ensure that the course(s) dropped no longer reflect on their Moodle.

To Access the Form, Click Here: [Add/Drop Form](#)