OFFICE OF THE UNIVERSITY REGISTRAR

NOTICE TO STUDENTS

TO: All Students

FROM: Ms. Keisha Walker, VP Administration and University Registrar

DATE: February 23, 2024

RE: **Semester II 2023-2024 Final Examinations**

This serves to advise that final examinations for Semester II 2023-2024 will begin on Saturday, April 13, 2024, and end on Tuesday, April 30, 2024. The examination timetables for the various faculties are now available on the CMU SRS website.

Final assessments for this semester will take a blended modality as shown below:

  i.   Faculty of Marine and Nautical Studies: Face-to-face written, face-to-face presentation, practical, and project-based assessments.
  ii. Faculty of Shipping and Logistics: Face-to-face written, face-to-face presentation, and project-based assessments.
  iii. Faculty of Engineering and Applied Technology: face-to-face written, face-to-face presentation and project-based assessments.
  iv. Centre for Security, Counter-Terrorism and Non-Proliferation: face-to-face written, face-to-face presentation and project-based assessments.

Students who have examination clashes must download and complete the Examination Clash Form available on the University's SRS website. You can locate this form by clicking on the "Student Information" tab and selecting "Students Timetable". For quick access you may also click on the link, https://cmu.edu.jm/wp-content/uploads/2021/04/Examination-CLASH-Form.docx. Kindly submit the completed form via email to the Examinations Centre at examcentre@cmu.edu.jm. Please do not save the form in PDF format unless it is an editable version. **Examination Clash forms must be submitted on or before Friday, March 15, 2024, by 11:59PM.**

Students requiring exception registration for resit and/ or supplemental examinations must submit applications by March 6, 2024. **Please note that no exception registration (re-sits and/or supplementals) application will be accepted as at 12:00AM on March 7, 2024.** Students who are not registered for the current academic semester are required to obtain academic clearance from their respective faculty to apply for Exception Registration (re-sits and/or supplementals). Students who apply for Exception Registration (XR) will not be able to access the online examination platform (Moodle) or venue unless they have completed the Exception Registration process within the Student Registration System (which includes submission, validation, fee payment (if applicable), confirmation and added to CRU). Students may track the status of their XR requests via the Student Registration System (SRS).

Students requiring assistance with Exception Registration from the Moneague College Campus are asked to contact 876-220-0037 or 876-833-1680.

All registered students (those financially cleared) will be able to access and print their exam cards from Wednesday, March 13, 2024, at 6:00PM. Students who apply for Exception Registration (repeats, resits and/or supplementals) will be able to access and print their Exam cards once the Exception Registration process is complete.

Kindly note, no candidate sitting face-to-face examinations will be permitted in the examinations room without his/her examination card and current CMU identification card.

The Office of the University Registrar is reminding students to read and understand their rights and responsibilities outlined in the CMU Students' Handbook which discusses the Examination Regulations.

Please direct any queries/concerns to the Office of the University Registrar at registry@cmu.edu.jm, or contact your respective faculties or Centre as listed below:

Faculty of Shipping and Logistics   Email: fsl@cmu.edu.jm

Faculty of Engineering and Applied Technology   Email: feat@cmu.edu.jm

Faculty of Marine and Nautical Studies   Email: fmns@cmu.edu.jm

Centre for Security, Counter-Terrorism and Non-Proliferation   Email: csctn@cmu.edu.jm

You may also reach the Assessment Manager by phone at 876-327-2308 or email jdennis@cmu.edu.jm.

Best wishes for your exams.