

OVERVIEW OF CAVE HILL LAW'S SUPPLEMENTAL EXAMINATIONS POLICY

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INTRODUCTION

- In first Semester, 2017-18, the Board of the Faculty of Law, Cave Hill Campus, decided to delegate to the Board of Examiners decisions on applications for supplemental and other examinations.
- The Board of Examiners is made up of all First Examiners in all courses taught in the Faculty of Law. Its proceedings will be kept confidential.
- In today's talk I will:
 1. discuss the **reasons** for the change in supplemental policy by Cave Hill,
 2. introduce the **new policy guidelines** and application form, and
 3. **answer questions** regarding this process.

APPLICABLE REGULATIONS: LAW

- **Regulations of the Cave Hill Faculty of Law (effective August 2015)**
 - Regulation 27 of the *Regulations of the Faculty of Law, UWI, Cave Hill Campus* for full time Law students, and Regulation 30 of the *Regulations* for part time Law students, provide as follows:
 - **“A candidate who fails a course may, with the permission of the Board of the Faculty, be permitted to sit a supplemental examination in that course.”**

APPLICABLE REGULATIONS: ASSESSMENT

- *Assessment Regulations for First Degrees, Associate Degrees, Undergraduate Diplomas and Certificates Including GPA and Plagiarism Regulations (effective 2017-2018):*
 - 26. A **Special Examination**, whether written, oral, practical or coursework, may be granted in exceptional circumstances, such as grave or chronic illness, or temporary incapacity, on the authority of the Chair of the Campus Committee on Examinations where recommended by the Dean of the Faculty concerned with the support of the Head of the Department and shall require new registration for the course.
 - 27. A **Substitute Examination**, without academic penalty, may be permitted by the Chair, Campus Committee on Examinations acting on the recommendation of the Faculty Board. Such examination may be offered where extenuating circumstances beyond the control of the student affected his/her performance and/or attendance during an examination, and shall be held within the current examination period as prescribed by the University Registrar.

WHY? - SCOPE OF PROBLEM

- Five year survey. How many students take supplemental exams?
 - **1664 students took supplemental exams** over the five year period from Summer 2009-to Summer 2013
 - **3152 students were registered in the LLB programmes** at Cave Hill and COB in that period.
 - This works out to **approximately 53% of our students taking supplemental exams.**
 - **Result:** analysis demonstrates that a **large proportion** of our students were failing one or more courses during their LLB degree.
- What the statistics do not show, however, is how the effect of this failure rate was multiplied by supplemental exams.

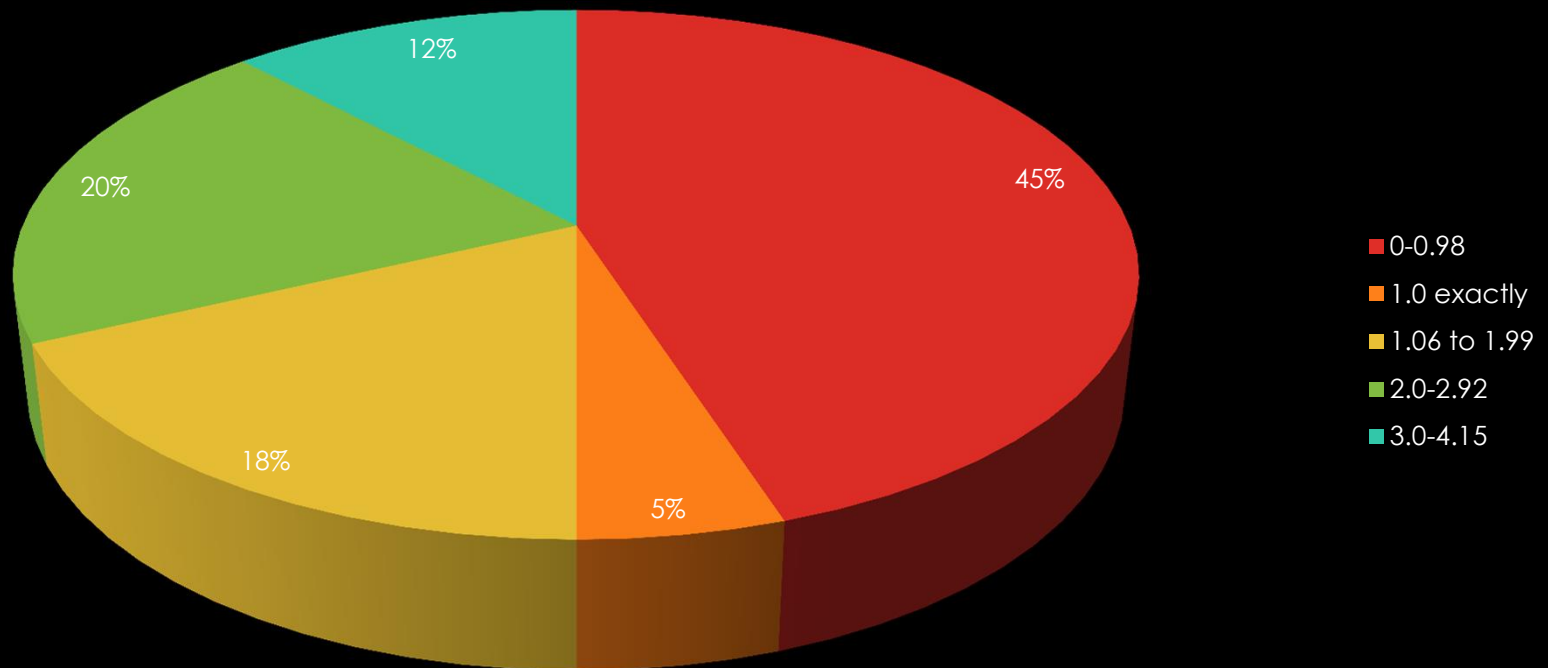
PERFORMANCE IN SUPPLEMENTALS

- Effect of supplementals – of all of the students taking supplemental exams **45%** failed all of their supplemental exams, achieving less than a 1.0 GPA average in their summer sittings.

Category	Semester GPA achieved for supplemental exams for the period 2009 to 2013 (200903-201303)	No of students	Total no students	Percentage of Total
Outright failure first attempt	0-0.98	656	1467	0.45
Outright failure first attempt	1.0 exactly	84	1467	0.06
Outright failure first attempt	1.06 to 1.92	269	1467	0.18
Outright failure first attempt	2.0-2.92	294	1467	0.20
Outright failure first attempt	3.0-4.0	164	1467	0.11
Medical first attempt	0-0.9	93	197	0.47
Medical first attempt	1.0 exactly	4	197	0.02
Medical first attempt	1.08 to 1.99	34	197	0.17
Medical first attempt	2.0-2.92	37	197	0.19
Medical first attempt	3.0-4.15	29	197	0.15

PERFORMANCE IN SUPPLEMENTALS

Semester GPA for supplemental exams 2009-2013: Failed 1st attempt and Medicals



EXAMPLES OF PERFORMANCE AND EFFECT ON GPA

Subject	Course	Title	Grade	GPA Points (per credit)
LAW	2010	Law of Torts II	C	2
LAW	2110	Law of Contract II	B	3
LAW	2210	Real Property I	C	2
LAW	2310	Public International Law I	C+	2.3
LAW	2510	Jurisprudence	C	2
			Term GPA	2.26

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LAW	2510	Jurisprudence	F3	0
			Term GPA	1.86

Notice that **one F3 grade** brings the entire term average **below a "C" average. The Student would now be on WARNING**

EXAMPLES OF PERFORMANCE AND EFFECT ON GPA

- Reaching the Magical 2.0 average. What grades would you need to 'cancel out' (neutralise) a failed grade?

Grade	GPA Points
F1	1.7
C+	2.3
Average (cancels out failure) [25% achieved]	2
F2	1.3
B-	2.7
Average (cancels out failure) [16% achieved]	2

Grade	GPA Points
F3	0
A	4
Average (cancels out failure) [2% achieved]	2

Question: Is **passing** on your second attempt enough to maintain your degree GPA?

SUPPLEMENTALS AND THE UWI GPA

- Results:
 - In order for a student who failed a course at an **F3 level** to achieve a 2.0 GPA average – when the supplemental result is averaged with his or her failure – that student must achieve an A (or 4.0) in the supplemental. In the period under review **only 2%** of all of the students taking supplemental exams achieved that score, or in other words, **98% did not**.
 - Even if we take the best case scenario, with all of the 1664 students taking supplemental exams having achieved the **highest level of failure (F1)**, **only 25% performed well enough** on supplemental exams (an average of 2.3 GPA or above) to end up with a **net passing grade**.

SUPPLEMENTALS AND THE UWI GPA

- Results:
 - In other words, depending upon the calculations, between 75-98% of our students writing supplemental exams would NOT achieve an overall average, when combining failures and supplemental results, of the minimum 2.0 GPA. They would average a 'Fail'.

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SUPPLEMENTAL POLICY

- Faculty Board adopted the following Policy Guideline in relation to supplemental examinations under the *Regulations*:
 - **“The Board of the Examiners, on behalf of Faculty Board, may permit a student to sit a maximum of two supplemental examinations for Part III Law courses offered in the current academic year where the student obtained a mark in the F1 band in each failed course.”**

SUPPLEMENTAL POLICY

- This guideline would generally restrict supplemental exams to cases where:
 1. A student has failed **two courses**,
 2. both in **Level III**, and
 3. both failures being at the **F1 level**. Supplemental examinations are only available for courses failed in the current academic year.
- Note, however, that the policy guideline merely provides guidance to the Board of Examiners. The Board may exercise its discretion to permit examinations in other cases.

SUPPLEMENTAL POLICY

- All requests by a student to write a supplemental examination must be addressed to the Board of Examiners of the Faculty of Law on the prescribed form and submitted by the date indicated on the form, in advance of the Board of Examiners meeting which follows Semester II examinations.

Supplemental Examination Request Form

Faculty of Law, University of the West Indies
Cave Hill Campus

Please complete this form in full and submit it to the Board of Examiners, through the Dean of Law (email: lawdean@cavehill.uwi.edu), no later than **Friday, June 1, 2018, at 1.00 PM.**

Student Name			
UWI ID Number			
Faculty and Degree Programme			
Failed Course Information	Course Code	Course Name	Final Mark (%)

Reasons supporting your request for a supplemental, special or substitute examination:

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REPLACEMENT MECHANISMS

- **Administrative discretion** – the Faculty may grant permission for a student to register in **an additional course** beyond the usual maximum course load, where that student is trailing a course and his or her academic record would support the additional workload;
- **Administrative discretion** – as already permitted in the Law Regulations (see Regulation 16(c)), the Faculty will allow a student to register in up to **two 'out of Faculty' courses in the summer** following the student's third year;
- **Summer registration** – the Faculty will allow students to registration in one or more **Level III Law courses in the summer** if offered by the Faculty of Law (i.e., Washburn Summer Programme).

FINAL POINT

- The Faculty of Law has balanced two important goals:
 - To allow our students to achieve the degree GPA necessary to graduate and succeed - by reducing the availability of supplemental exams
 - To allow our students to graduate as quickly as possible – by allowing supplemental and other exams and by providing mechanisms to expedite progress
- Any questions?

• Thank you