

# TURKS AND CAICOS ISLANDS COMMUNITY COLLEGE

Office of

## Dean of Academic and Student Affairs

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### TO ALL STUDENTS OF TCICC

Dear Students,

In light of the COVID-19 pandemic, TCICC Management and Chairs of Faculties (COFs) have agreed to adopt a **continuous assessment** approach to replace the face-to-face examinations for the Spring Semester, 2020.

As such, please NOTE the following **GUIDELINES** for the **CONTINUOUS ASSESSMENT**

### **WHAT DOES CONTINUOUS ASSESSMENT MEAN?**

This means that lecturers would prepare ongoing assessment pieces for students to cover the units for final examinations. Lecturers should continue to engage students in the teaching and learning process, using the online platform. As such, lecturers would provide monitored assessment for the students throughout the learning process.

Lecturers have the autonomy to decide the number of pieces and the modality to be used. TCICC will require evidence to support that:

- Internal Quality Assurance mechanisms were in place and adhered to, and
- the units/areas assigned for assessment, under examination conditions, were adequately covered.

**Course work Pieces** - This refers to the document that lecturers would give to students with details of the assignment/assessment and will cover specific units.

All coursework pieces administered by lecturers must be submitted to the Dean's Office, on a form to be provided. TCICC will request samples of student scripts for any coursework piece(s) presented.

### **Procedure:**

1. Lecturers will document the Units and Objectives covered.
2. The assessment piece will be peer reviewed and approved by the Chair of Faculty.
3. For the Bachelors' degrees, TCICC will submit all assessment pieces to the CCCJ within the given time and a list of all the Sample Coursework/assessments accompanied by the grade sheets will be requested by the CCCJ.
5. For the Associate degrees, TCICC will conduct a report on the validity of the grades assigned.

**NOTE:**

ALL Students must ensure that they do the following:

1. Ensure all coursework pieces and corresponding due dates are received from lecturers by the specified date.
2. When completing coursework pieces, follow approved standards and APA guidelines for citing and formatting academic papers.
3. Attach the provided Assignment Cover Sheet to all coursework pieces being submitted.

The Dean's office will ensure that Quality Assurance standards are maintained.

**e-Learning:**

- A. Learning should continue to take place using various synchronous (Moodle, Schoology, Office 365, Google Classrooms, Zoom, Skype, Go-To-Meetings, etc.) and asynchronous (WhatsApp, emails, Wikis, etc.) modalities. Lecturers would host at least one synchronous session per week.
- B. Lecturers will continue to submit their E-Learning Reports to COFs on Fridays. Similarly, COFs are expected to submit their reports to the Dean by noon on Monday of the following week along with the individual lecturer reports.

**POLICY FOR ATTENDANCE VIA e-LEARNING**

- a. Attendance registers would be kept for all synchronous sessions.
- b. A student would be labelled **inactive** if he/she did not have any form of online presence during the week and failed to communicate with his/her lecturer during the week
- c. Lecturers would ensure **inactive students** are clearly reflected on the E-Learning Report
- d. Lecturers would document the step/s taken to communicate with the **inactive student**, communicate the reason for the student's inactivity; if one is provided and keep a paper trail of this.
- e. Refer the matter to the Dean who will then intervene with the assistance of the senior management team and each situation will be reviewed.

Considering the nature of COVID-19 and the challenges it brings, the importance for students to engage in the e-learning platform, cannot be over emphasized in regard to continuous assessment.

**COURSES WITH A PRACTICAL COMPONENT, INTERNSHIP/PRACTICUM AND THE REGISTERED NURSE PROGRAMME**

- a) All courses that carry a mandatory practical component as well as internship/practicum courses will be reassessed once permission has been granted for the reopening of the college. COFs are now exploring various options to have these courses offered or the practical exam administered during the Summer Semester or during Fall Semester 2020.
- b) For the Registered Nurse programme, the COF with the assistance of the Dean and the System Administrator will ascertain the best platform to administer the 100 MCQs, which will account for the examination grade for that particular course/s. An examination timetable for those courses will be set by the Dean's office and students notified as soon as possible of the examination date and time.

## **STUDENTS GRADES:**

For Bachelors, TCICC is required to release only a **‘P’** (*representing a passing grade*) or **‘F’** (*representing a failing grade*) to the students’ prior release of the approved grades. The final grade is approved by the CCCJ and as such has the right to adjust their grades. TCICC will be provided with a timeline with which the Final grades would be published.

For Associates, grades shall be awarded in accordance with the weighting provided in ISIMS for each course before COVID 19: i.e. 40/60, 60/40, 50/50 or 100%.

## **TIMELINES:**

The timelines for the submission of coursework pieces and grades shall be as follows:

### **CCCJ:**

April 27, 2020: Release of ALL Course Work Pieces to Students by ALL Lecturers; due dates will be determined by each lecturer.

### **TCICC:**

May 4, 2020 Release of Course Work Pieces to Students by ALL Lecturers. due dates will be determined by each lecturer.

June 26, 2020 Release of Ratified GRADES to Students

As your Dean, I encourage you to keep pressing forward and do not hesitate to communicate any concerns or personal difficulties you are encountering at this time to your lectures or Chair of Faculty.

Stay safe and healthy!



Dr. Mube J. O. Mubenwafor  
Dean of Academic and Student Affairs