

TURKS AND CAICOS ISLANDS COMMUNITY COLLEGE

Office of

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TO ALL STUDENTS OF TCICC

Dear Students,

In light of the COVID-19 pandemic, the health and safety of our staff, students and visitors are very important to us. Therefore, TCICC will continue to respond to the changing world which this pandemic has created.

At the beginning of this Semester, TCICC Management and Chairs of Faculties (COFs) agreed to adopt a **continuous assessment** in place of face-to-face examinations for the Spring Semester, 2021. However, at this time, TCICC will abide by the guidelines provided by the Ministry of Education and will make provisions for returning to face-to-face teaching and learning for all classes that can be accommodated while adhering to the 6 feet social distancing protocol.

Return to Face-To-Face:

Senior Management has directed that effective Tuesday, April 6, 2021 Face-To-Face Classes should resume. There will be few classes that will continue online (and those that will be affected will be informed). In line with this directive to begin the phased return of students to in person learning, students should take note of the following.

CONTINUOUS ASSESSMENT

Course work Pieces - Lecturers will continue to prepare ongoing assessment pieces for students and should have the autonomy to decide the number of pieces and the modality to be used.

For the Associate degrees, TCICC will require evidence to support that:

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

For the Bachelors' degrees, TCICC will submit all assessment pieces to CCCJ within the given time. Lecturers should note that a list of all the Sample Coursework/assessments must be accompanied by the grade sheets which may be requested by the CCCJ at any time.

The assessment pieces should be peer reviewed and approved by the Chair of Faculty.

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

TIMELINES:

The following is the timelines for the remaining part of the Semester:

April 6th (Tuesday)	All Classes Resume
May 3rd – May 5th (Mon – Wed)	Study PERIOD (TCICC)
May 3rd – 14th (Mon – Fri)	CCCJ Final Bachelors' Examinations Period
May 6th – May 14th	Examinations (TCICC)
May 14th (Friday)	End of Semester II

Semester 2 – Assessment Information:

CCCJ Bachelors' Assessment

1. Semester 2 – Mode of Assessment

Final Assessment will be administered on the CCCJ's Moodle Platform. Containers will be created for all CCCJ courses and students will access the assessment on the timetabled date.

2. Semester 2 – Format of Assessment

Examination format will be similar to face-to-face format.

- a. **Format 1- Eg. Meetings and Conventions:**
Section A – 20 MCQs (*20 marks*);
Section B – 3 Essay Type Questions (ETQs)/Structured Responses (*20 marks each*).
- b. For the MCQ items, students will be required to:
 - i. Answer all questions.
 - ii. Complete MCQ section within 40 minutes. A 3-hr. window will be provided, and students may attempt at any time within the 3-hrs. If student attempts the test/quiz with less than 40 minutes remaining, the system will be closed at the scheduled time.
 - iii. Section B **must** be completed with 24- 48hrs of exam activation. All responses should be uploaded to CCCJ's Moodle platform along with its Turnitin Report.
- c. **Format 2 – E.g. Dynamics of Leadership:**
Section A- Case Study/ Compulsory Question (*20 marks*); Section B: 3 ETQs/SRs (*20 marks each*). Students will be required to complete the entire paper within the 24-48 hrs. Students should upload the responses to the Moodle platform along with the Turnitin Report.

- d. **Format 3:** *Mathematics courses and Accounting courses* – 3hrs to complete.

Mathematics: Section A - 40 mins and Section B, 140 mins. The additional 60 mins is to facilitate different upload strategies (students are allowed to take photos of completed hand-written work and upload to the platform), as well as complexities in utilizing a math-type software. Turnitin should NOT be used for these responses.

Accounting Courses: For courses that follow the format of 20 MCQs, this will be treated like the Mathematics courses. For courses with no MCQs, students will have access to entire paper to complete and upload within 3 hrs. Turnitin is not required for these responses.

Semester 2 – Assessment Period

The CCCJ assessment period is scheduled for **2021 May 03 – 14**. A timetable will be prepared for this period to guide the courses being offered for each date and time.

PLANS FOR THE RESUMPTION OF FACE-TO-FACE CLASSES ON APRIL 6, 2021:

GUIDELINES TO FOLLOW:

The TCICC will adhere to the Standard Operating Procedures (SOP) as outlined by the Ministry of Health, Agriculture, Sports and Human Services, which provide guidance when addressing COVID-19 in an educational setting:

- ALL persons dropping off students, should not block the gate entrance in order not to interfere with the processing of persons walking into and driving into or out of the campus.
- All persons seeking to enter the campus must wear a form of face covering. Persons failing to adhere to this guideline will be denied entry.
- Everyone must have his or her temperature taken and have his or her hands sanitized. The Security Officer should conduct temperature checks and ensure all persons sanitize their hands before entering the campus. Persons who object to this procedure will be denied entry.
- Students are expected to be in their departmental uniforms and follow all the rules that govern grooming and presentation.
- In order to maintain a reasonably safe environment, all students who are sick or who display any of the symptoms associated with COVID-19, should remain at home. All students must stay social distanced and wash or sanitize their hands regularly during the day.
- Adhere to the social distancing protocols: There will be markers 6 feet apart and all persons must adhere to all visual reminders to maintain 6-foot separation of individuals in all areas.
- Employees will maintain six feet distance from other employees when possible
- Employees must ensure that a pen is provided solely for those visiting the office. Avoid the sharing of stationery
- Only ONE person will be allowed at a time in the office area.

ACCESSING CLASSROOMS

- A sanitizer dispenser will be mounted on the wall near each entrance.

- Students will sit 6 feet apart in the classroom by sitting in the designated chairs. Markers will be placed on all desks/chairs that should not be used.
- Students and lecturers will sanitize their hands after leaving each class.
- Each lecturer will be equipped with a spray bottle with disinfectant solution for his/her use while on the college grounds.
- Lecturers should maintain a proper log of all students in attendance and the designated time of the class. This log can be the actual attendance register, but the time of each face-to-face class should be properly documented on the register. A copy should be given to the Office Manager/College Secretary (Mondays for the previous week) for record purposes and for possible contract tracing if necessary.

CLEANING AND SANITIZING OF CLASSROOMS

- All classrooms will be cleaned and sanitized daily before 9:00 a.m. Classrooms will be sanitized immediately following each use between the hours of 9:00 am – 5:00 pm. Classrooms that are used after 5:00 p.m. will be cleaned and sanitized the next business day.
- Students should be encouraged to take their personal hygienic and sanitization products, and use in a manner consistent with international protocols that minimize the likelihood of spreading the Coronavirus.

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!

A handwritten signature in black ink, appearing to read "Dr. Mube J. O. Mubenwafor". The signature is stylized and cursive.

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