

**BARBADOS COMMUNITY COLLEGE  
OFFICE OF THE REGISTRAR, EXAMINATIONS  
EXAMINATION INFORMATION FOR ALL STUDENTS, SEMESTER 1,  
2021-2022**

**JANUARY 10-28 EXAMINATIONS**

**Kindly note that additional amendments to the timetable may have to occur on or before Friday, January 7, 2022.**

1. **The Master Copy Examination Timetable for January 10-28, 2022** examinations will be uploaded to the college's official website.
  - b. A copy of the timetable will be emailed to all students with **an active BCC email**. If you have not activated your BCC email, please contact [helpdesk@bcc.edu.bb](mailto:helpdesk@bcc.edu.bb) You will need to forward your name and ID# and make a request to activate your email.
  - c. A copy will also be forward to the Guild Association for upload to the Instagram platform. Therefore, there are multiple ways for students to access the timetable for review.
2. **Course Codes** on the timetable are arranged in **Alphabetical Order** and the times are **Colour Coded**. Kindly note the following:
  - a. Bright Yellow – 9:00 a.m. examinations
  - b. Bright Green – 1:00 p.m. examinations
  - c. Burnt Orange/Brown – 5:00 p.m. examinations
  - d. **White – 10:00 a.m.; 10:30 a.m.; 12:00 Noon; 2:00 p.m.; face to face examinations**
3. **Monday 17, Tuesday 18, and Thursday 20, 2022** examinations are on two pages on the timetable. Pay close attention to where it states **CONTINUED!**
4. **General Education Final Assessments** are separated from the Timed Online Examinations. The schedule can be found after Friday, January 28, 2022, examinations. If an elective cannot be identified, email [june.caddle@bcc.edu.bb](mailto:june.caddle@bcc.edu.bb) Senior Tutor and copy the instructor of the course into the email immediately! You can copy [makeda.hart@bcc.edu.bb](mailto:makeda.hart@bcc.edu.bb) into the email.

5. **Report Any Clashes**\*\* (\*\*two or more examinations scheduled for the same date and time and/or two or more examinations that are one hour or less apart) via email **IMMEDIATELY** to your respective Senior Tutors.
6. **If your major subjects are clashing with a General Education (Gen. Ed.) Subject (e.g., GEED 111), you must email the Senior Tutor in your division AND the Senior Tutor in General Education ([june.caddle@bcc.edu.bb](mailto:june.caddle@bcc.edu.bb)).**
  - b. Copy Assistant Registrar, examinations into emails when reporting clashes: ([makeda.hart@bcc.edu.bb](mailto:makeda.hart@bcc.edu.bb)).

**Sample format for reporting clashes: (please use the format provided)**

- Full name: Jane Doe
  - Id#:000000
  - Division: Health Sciences
  - Course Codes & Names: Core 0000 - Health and Wellness and Tope 0000 - Land and Sea
  - Date and Time of Clash: Monday, December 6, 2021 @ 9:00 a.m.
7. Kindly note that if a clash cannot be resolved by **Thursday, January 6, 2022**, arrangements will be made for the **clash day and/or any other day** communicated by the **Senior Tutor**.
  8. Kindly note the date and time for the **General Education Clash Day** on the timetable.
  9. Report any errors or omissions observed on the timetable immediately to [makeda.hart@bcc.edu.bb](mailto:makeda.hart@bcc.edu.bb)
  10. **COMPUTER DEVICES ARE NOT PROVIDED BY THE COLLEGE!** However, students with technological challenges (**i.e., internet issues, device issues**) are advised to report their issues to the Office of the Registrar, Examinations **IMMEDIATELY**. Email [makeda.hart@bcc.edu](mailto:makeda.hart@bcc.edu) Provide your **Full Name, ID#, Division and the issue**.
    - b. **Computer labs will be made available for students to complete examinations once reported to the Office of Examinations in a timely manner.**

*For examination queries, please contact:*  
*Makeda Hart*  
*Assistant Registrar, Examinations*  
*Tel: (246) 426 2858, Ext 5228*  
**January 4, 2022**