

# UNIVERSITY OF GUYANA ENTRANCE EXAMINATION (UGEE) COMMITTEE

## POLICY DOCUMENT

### PURPOSE OF UGEE

The UGEE is intended to enable a specific set of prospective students an opportunity to write the examination and attain a pass grade to be considered for entry into selective programmes.

Generally persons who have failed to satisfy all the prescribed criteria for admission to selective programmes of study offered, may write the examination and based upon results can be eligible for admission pending approval by the relevant departments. While a pass at the UGEE is indicative of an acceptable level of performance, it does not guarantee admission to any programme of study.

### ELIGIBILITY

The following is the eligibility criteria for persons who can write the UGEE:

- I. Persons who are twenty-six(26) years and older who fall into the Mature Students category and have work experience in the required field of study;
- II. Persons with Certificates and Diplomas from:
  - a. The Burrowes School of Art
  - b. Critchlow Labour College
  - c. Registered nurses
    - i. These registered nurses must be twenty-six (26) years and older; and are those who do not have the relevant CSEC/CXC passes in Mathematics, English Language and Science.

### NATURE OF UGEE

The examination is expected to be a three and a half hours examination with a Paper 1 and Paper 11 component. Paper 1 consists of the composition and comprehension aspect of the examination and is conducted within one and a half hours. The composition aspect is intended to test the candidates' ability to express ideas, clearly, coherently, and logically; whilst the comprehension section which is done in an objective style, is intended to test the candidates' ability to read, understand, and draw logical conclusions.

Paper 11 consists of mainly objective type questions that test four subject areas: Mathematical Reasoning, Spatial Reasoning, General Science and General Knowledge. This paper is conducted in two hours. The questions basically cover questions that test general ability and numeracy. It is also mainly intended to cover a range of knowledge that meets the needs of Faculties.

A half an hour break is suggested to be allocated after the administering of Paper 1.

### VALIDITY OF THE EXAMINATION

A pass grade at the UGEE will be valid for entry into the University of Guyana for a period of two Academic Years or Four Semesters.

A candidate who writes the UGEE in the month of August and receives a pass grade, his/her results will be valid for Semester 1 and Semester 2 of the upcoming Academic year, and Semester 1 and Semester 2 of the Academic year immediately after.

A candidate who writes the UGEE in the month of January and receives a pass grade, his/her results will be valid for Semester 2 of the current Academic year, Semester 1 and 2 of the Academic year immediately after, and only Semester 1 of the Academic year thereafter.

**NB.** A pass grade is considered to be an attainment of 50% and above at the sitting of the examination.

### **COST OF EXAMINATION AND TUTORIALS**

The current cost to write the UGEE by a candidate is \$10,000.

The current cost to be enrolled in tutorial classes is \$8,000.

***Please note that all fees are subject to change.***

### **PURPOSE OF THE UGEE COMMITTEE**

The general purpose of the UGEE Committee is to act on behalf of the Academic Board by identifying sub-committees and individuals to be responsible for the:

- Formulation and implementation of the varied activities associated with the development and production of the test paper;
- Administration of the examination;
- Marking of examination scripts;
- Processing and evaluation of the examination results;
- Evaluation of the entire exercise and the production of a general report of each sitting;
- Presentation of the report to the Academic Board.

### **MEMBERSHIP IN THE UGEE COMMITTEE**

#### **Faculty Representation - Turkeyen Campus**

Each Faculty would be asked to nominate two members to join the UGEE Committee. A permanent representative and an alternate member.

This nomination can be done at the annual Faculty nominations.

#### **Representation – Berbice Campus**

The Berbice Campus would be asked to nominate two members to join the UGEE Committee. A permanent representative and an alternate member.

## **Representation – Institute for Distance and Continuing Education (IDCE)**

IDCE would be asked to nominate two members to join the UGEE Committee. A permanent representative and an alternate member.

## **Registry**

The Assistant Registrar-Examinations shall be the Secretary to the Committee on behalf of the Registrar; and shall be responsible for dealing with all examination matters relating to UGEE candidates

The Assistant Registrar-Admissions shall attend the meeting to deal with the admission and registration matters relating to UGEE candidates.

If the Assistant Registrar-Examinations is unable to attend a meeting the Assistant Registrar-Admissions will function as the Secretary to the Committee on behalf of the Registrar.

## **Quality Assurance - Measurement and Evaluation Specialist**

A Measurement and Evaluation Specialist will serve separately from nomination and may or may not be selected as a Faculty Representative.

### **Measurement and Evaluation Specialist Duties**

- Analysis of examination result per sitting;
- Reporting on examination performance;
- Developing the UGEE Report;
- Attending all statutory meetings;

## **MEETING OF THE UGEE COMMITTEE**

- I. The UGEE Committee shall meet at least once every two months and any time at the behest of the Chairman of the Academic Board.
- II. Meetings must be held before and after the entrance examination period(s).
- III. One half of the membership shall constitute a quorum.

## **CHAIRMANSHIP OF THE UGEE COMMITTEE**

The Registrar shall convene the first meeting, after the annual nominations, the members of the Committee shall elect a Chairman from amongst themselves.

## **DUTIES OF UGEE COMMITTEE MEMBERS**

### **General Committee**

Members of the Committee are expected to:

- Attend all scheduled meetings;
- Report to their respective Faculties/Schools/Departments, positions on decisions taken;
- Participate in the decision making processes to ensure that the examination satisfies University standards;
- Liaise with other staff members of their Faculties/Schools/Departments to generate suitable questions/items for inclusion in the examination papers;
- Assist with the logistical arrangements for the administration of the examination;
- Assist in execution of any other duties and responsibilities with which he/she has competence.

### **Chairman Duties**

The Chairman has the responsibility for:

- General oversight of the Committee and the decisions made;
- Represent the Committee at the Academic Board meeting and any other meeting convened outside of the UGEE Committee;
- Preparation of the budget for the UGEE Committee;
- Signing off of all payment for members of the UGEE Committee and any other expenditure thereof;
- Preparation of final grade sheet/marksheet;
- Presentation of the UGEE Report prepared by the Measurement and Evaluation Specialist to the Academic Board.

## **Secretarial Duties**

The Assistant Registrar-Examinations shall function as the Secretary to the Committee on behalf of the Registrar. Duties shall include:

- Arranging and scheduling all UGEE Committee meetings (meetings to commence at least two months before the examination date);
- Preparation and dissemination of action sheets and meeting minutes;
- Filing of all pertinent documentation for the Committee;
- Preparation of all correspondence (memos, advances etc.) on the Committees behalf;
- Acquiring a copy of and filing of all payment budgets and financial statements;
- Arranging for the purchasing and production of all UGEE booklets, brochures, stationery etc.
- Provide feedback to the Registrar on the deliberations and positions taken by the Committee;
- Create a data bank with all past examination questions.

## **Tutorial Arrangement**

The Assistant Registrar-Examinations/Secretary shall:

- Make arrangements for the development of tutorial schedule in conjunction with Tutorial lecturers;
- Provide useful stationery for the Tutorial lecturers;
- Ensure rooms are made available for Tutorial lecturers to conduct classes;
- Provide to the Tutorial Lecturer a register of all candidate who are eligible to attend classes;
- Collect from Tutorial lecturers a register of all candidates that would have attended the classes.

## **Registration Duties**

The Assistant Registrar-Admissions function on the Committee is to:

- Process applications and take the recommendation from the respective Faculties into consideration (both Campuses);
- Prepare a listing of prospective UGEE candidates' bio-data and eligibility status;
- Register candidates for the examination and assign examination numbers to the candidates;
- Submit the final list of registered candidates to the Examinations Division (Both Campuses) one week before the examination date;
- Provide all candidates with the UGEE registration package (booklet etc.)
- Provide any other assistance from the Division for the smooth management of the exercise.

## **Production of papers and general examination duties**

The Assistant Registrar-Examinations function on the Committee is to:

- Reproduce and package the examination papers for both Campuses;
- Oversee the administration of the examination;
  - Secure the venue for the administration of the examination

- Hire suitable individuals to function as invigilators;
- Implement systems to ensure the integrity of the examination.

**Subject Specialists**

All subject specialists are selected from the pool of Committee members. Subject specialist are expected to:

- Construct items as per specific subject area:
  - English - Composition and Comprehension
  - Mathematics
  - Spatial and General Reasoning
  - General Science
  - General Knowledge
- Prepare a draft of each subject area and present to the Committee for review, revision and finalization;
- Submit the final examination paper for the specific subject area to the Chairman and Assistant Registrar-Examination;
- Serve as script markers.

**Tutorial Lecturers**

- All Subject Specialist are required to conduct tutorial lectures once the Committee decides that tutorials shall be offered;
- Tutorials are to be held two weeks before the examination date;
- Below are the specified hours for each subject area:

SUBJECT AREA	SPECIFIED HOURS
English	4 hours
Mathematics	4 hours
Spatial and General Reasoning	2 hours
General Science	2 hours
General Knowledge	2 hours

**N.B.** – Tutorials are held based upon the decision made by the Committee. Tutorials are held at a cost to the candidates.

**Script Markers**

- Script Markers shall consist of the Subject specialists that would have devised the specific subject areas, the Assistant Registrar-Examinations and the Chairman.
- The Chairman shall automatically be identified as the Chief marker, in the Chairman’s absence another Chief marker can be identified by the Chair to lead the proceedings;
- All examination scripts shall be double-marked to ensure objectivity in the awarding of marks;
- Disputes in the awarding of marks shall be settled by the Chief marker, in collaboration with all the script markers;

- The Chief marker shall tabulate the final marks for each candidate in a general spreadsheet with detailed marks obtained for each section of the examination paper;

### **APPROVAL OF EXAMINATION RESULTS**

- The final tabulated marksheet shall be prepared by the Chairman and submitted to the Registrar, who will then forward it to the Assistant Registrar-Examinations;
- The UGEE Committee will meet as a Board of Examiners to approve the final marksheet;

**NB.** The UGEE Committee convened as a Board of Examiners shall consist of the following members:

- Chairman of the UGEE
- Assistant Registrar Examinations
- Measurement and Evaluation Specialist
- One Faculty Representative from the UGEE Committee

### **IMPORTANT DEADLINES**

The deadlines listed below are important for the successful execution of the UGEE:

<b>PARTICULARS</b>	<b>ASSIGNED PERSONNEL</b>	<b>DEADLINE DATE</b>
Scheduling of UGEE Committee meetings	Assistant Registrar-Examinations	2 months before examination date
Finalisation of Examination Papers	Chairman on behalf of UGEE Committee	1 month before examination date
Final list of registered candidates to write the examination	Assistant Registrar-Admissions	1 week before examination date
Marking of examination scripts	Chairman and Assistant Registrar-Examinations	Three days after the execution of examination date ( inclusive of weekends)
Publishing of final examination grades/marks	Assistant Registrar-Examinations	1 week after examination date

### **ADVERTISING AND PROMOTION**

Advertising and Promotion of the UGEE may take the form of:

- Print media
- Television Broadcast
- Radio Broadcast
- Outreaches
- Social Media

The determination of which type or types of advertising and promotion will be utilized, will be determined by the UGEE Committee in collaboration with the Public Relations Office and the Registry.

## PAYMENT STRUCTURE AND GUIDELINES

Listed below is the payment structure for members of the UGEE Committee and all other Administrative support, under the specific categories:

### General UGEE Member Payment Structure

<b>PARTICULARS</b>	<b>ELIGIBLE PERSONNEL</b>	<b>PAYMENT</b>
Meeting allowance	All UGEE Committee members	\$2500 per meeting
Chief Invigilator allowance (Turkeyen)	Chairman	\$4000
Chief Invigilator allowance (Berbice)	UGBC Representative on UGEE Committee	\$4000
Assistant Chief Invigilator allowance (Turkeyen)	Assistant Registrar-Examinations	\$4000
Subject Specialist Paper creation	Subject Specialist	\$4500
Preparation of Final Examination Paper	Chairman	\$4500
Budget Preparation	Chairman	\$7500
Preparation of Final Grade Sheet	Chairman	\$5000
Script Markers allowance ( all areas except English- Composition)	Subject Specialists, Assistant Registrar-Examinations and Chairman	\$100 x no. of scripts
Script Markers allowance (English- Composition only)	Subject Specialist(s)	\$100 x no. of scripts
Preparation of Report allowance	Monitoring and Evaluation Specialist	\$30,000 for the first 30 scripts. \$400 for every script thereafter



### Administrative Support Payment

<b>PARTICULARS</b>	<b>ELIGIBLE PERSONNEL</b>	<b>PAYMENT</b>
Paper production Supervision	Assistant Registrar-Examinations	\$2000
Paper production	Machine Operator (Registry)	\$6500
Coalition of examination paper	Registry Assistant-Examinations	\$4000
Candidate Information handling/ registration of candidates	Registry Assistants Admissions, Admissions Secretary and Registry Assistant UGBC	\$3000 each
General Communication	Secretary Admissions	\$4000
General Communication	Secretary Examinations	\$4000

### Invigilators Payment

<b>PARTICULARS</b>	<b>ELIGIBLE PERSONNEL</b>	<b>PAYMENT</b>
Invigilators Stipend	2 Invigilators at Turkeyen and 1 Invigilator at UGBC	\$3000 each

**N.B.** - Invigilators stipend will vary in accordance to the current rate being paid to Invigilators by the Examinations Division of the Registry.

### Tutorial Administration Payment

<b>PARTICULARS</b>	<b>ELIGIBLE PERSONNEL</b>	<b>PAYMENT</b>
Tutorial Lecturers allowance	Tutorial Lecturers	\$4000 per session
Coordination of Tutorial Sessions	Assistant Registrar-Examinations	\$5000
Coordination of Tutorial Sessions – Administrative Assistant	Examinations Division Secretary	\$3000

**N.B.** - Fees and payments will be reviewed every two years and will need to be submitted to the Academic Board for approval.

**Document Prepared by:** Office of the Registrar

**Document Reviewed and Endorsed by:** UGEE Committee

**Date:** July 4, 2017

## **ANNEX**

### **Current University of Guyana Entrance Examination Committee Members**

- Mr. Lenandlar Singh – Chairperson/ Faculty of Natural Science, Representative
- Ms. Nickalva Washington – Secretary/ Assistant Registrar Admissions, Registry
- Ms. Claudette Phoenix – Measurement and Evaluation Specialist
- Ms. Denise Simmons – Faculty of Earth and Environmental Sciences, Representative
- Ms. Romona Bennett – Faculty of Education and Humanities, Representative
- Ms. Hazel Simpson - Faculty of Education and Humanities, Representative
- Ms. Pamela Rose - Faculty of Education and Humanities, Representative
- Mr. Gregory Hodge – Faculty of Agriculture and Forestry, Representative
- Mr. Davon Van Veen – Faculty of Health Science, Representative
- Mr. Kadasi Ceres – Faculty of Social Science, Representative
- Mr. Jomo Gill – Faculty of Technology, Representative
- Ms. Jacqueline Murray – UGBC, Representative
- Mrs. Winifred Kippins – IDCE, Representative