



Policy for Health and Safety: COVID-19

REGISTRAR /STUDENT SERVICES

Examinations

- All theoretical examinations will be administered remotely when possible.
- Technical support for these examinations will be provided by the IT Division and the Division of Distance and Continuing Education/Open and Flexible Learning Centre (DCE/OFLC).
- The Head of Division will be responsible for the timetabling, managing and administering all online examinations.
- The Office of the Registrar and the Student Services Division will be responsible for administering the Entrance Examination. The examination will be done remotely.
- In instances where candidates lack the technical resources sit the exams remotely, arrangements will be made to take those exams on campus.
- The following protocols will be implemented during examinations:
 - Rooms will be properly sanitized;
 - Masks must be worn by persons entering the examination room;
 - All persons entering examination rooms must sanitize their hands using the resources provided by the SJPI.
 - The recommended physical distancing protocols will be maintained.
 - Persons preparing and packaging the examination papers must wear masks and gloves
 - Examination packages will be sanitized before collection by the invigilator;
 - Invigilators wear masks and gloves at all times;
 - Scripts will be placed only in the boxes provided by the Student Services Division;
 - Scripts must be returned to the Student Services Division as instructed.
 - Scripts must be allowed to sit for a minimum of 48 hours before being handled.
 - Gloves and masks may be worn as a further precautionary measure when marking scripts.

Interview and Registration Process

- Acceptance forms, medical forms and other pertinent documentation must be emailed to the Student Services Division for processing prior to the interviews.
- Interviews for the intake of students will be conducted on-line conferencing or telephone where possible.

- The Student Services Division will work in collaboration with the Accounts Division to process student payments online.

Document Request and Other Services Provided by the Student Services Division

Request for documentation; including transcripts, replacement certificates and letters will be processed online. Persons seeking to access these services should note that:

- All requests should be emailed to studentservices@sjpi.edu.bb or by using the forms online at www.sjpi.edu.bb
- Payments will be made online only as instructed.
- Forms and letters requested will be emailed to clients in Portable Document Format (PDF).
- When clients cannot be contacted by telephone or email the document requested will be placed in the mail.
- Clients will be informed via email or telephone when a certificate is ready for collection.
- Documents to be collected will be distributed from the reception window in the Main Office only.

Applications from current students

- Application for internal transfers must be made online.
- Applicants will be informed of the status of their application via their SJPI email address.
- Acceptance forms, medical forms and other documentation required must be emailed to the Student Services Division for processing
- All payments will made online as instructed.