

Western Hospitality Institute

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Student Handbook

“Toil for Excellence”

W.H.I.'s Student Pledge

I promise that I will obey the institute's rules and adhere to the discipline as exercised by the Disciplinary Committee, the staff and the student council body. I will try to do all in my power to raise the standard of conduct in academics and in social activities. I promise that I will do everything in my power to uphold the quality of instruction passed on to me in all course areas so that the lecturers may perform at their best so that overall student success can be achieved. I promise that I will never by word or action, try to lower the standard of any other student or make it harder for him/her to maintain their ideals.

President's Remarks

As registered students to this noble institution, the enclosed academic information is to be used as the governing academic principles while studying here at Western Hospitality Institute.

This booklet clearly outlines all the terms and condition that must be observed and serves as a guide that governs your academic and moral rights to the institution.

The information covers both the Associate degree and Bachelors Degree Completion Program. This information will be updated periodically to keep us on the information cutting edge on academic policies. This document clearly outlines the standards and principles that are used to guide the institution and all the stakeholders which includes you our valued students, employers, board members and others into setting goals and standards that will help to shape the institution's future.

We are operating in a global marketplace and as such the quality and integrity of programs rest on the standards that are implemented to ensure that student receives value for money. As the world changes so does the institution, as clearly outlined in this document. The printed policies and guidelines is an indication of our global competitiveness as we serve to keep current and adjust the policies accordingly to develop and advance the academic capabilities of our students.

This is a global institution and so are its programs. In the WHI self study 2006 we received an endorsement from the prestigious Ivy League "Cornel University" that emphatically states that "WHI programs are amongst the

best worldwide”. This is an indication of the quality assurance frame work that the institution has implemented to boost its status as one of the leading hospitality institutions regionally.

This document is considered your passport to the institution while you are here and you are required to read understand and constantly revisit for clarifications where necessary. Excerpts from this handbook along with additional information will be posted on the school’s notice board so it is impetrative for you to read the notice board daily.

Some procedures that the Disciplinary Committee may follow at their discretion are:

Letter of Warning

A letter of warning indicates the student’s more serious disregard of the rules and regulations of the institute. The letter immediately places the student on probation for a minimum of two (2) weeks. While on probation the student will be relieved of normal student privileges. The student will be required to have sessions with the guidance counselor. It may also be issued when a student has been found to cheat in examination or on a test.

Letter of Suspension

A letter of suspension will require that a student leave the institution for a specified time (less than two weeks) and return upon meeting specified conditions of the Disciplinary committee.

Letter of Dismissal

A letter of dismissal indicates that the student be permanently excluded from this institution. This is with the approval of the Disciplinary Committee and President after thorough investigations have been carried out.

A copy of the above letters will be placed on the files of the student and one will be posted in the staff room for attention of the lecturers.

members of staff a representative of the student council and a member of the student body.

3. Persistent absence from classes without permission from the Administration.
4. Persistent deviant behaviour and slothful attitude will lead to suspension/expulsion.
5. If a male student is found in the female bathroom or vice-versa then he/she will be suspended.
6. The possession or use of any weapon capable of inflicting bodily harm/injury upon others will lead to suspension/expulsion.
7. Involvement in, or accessory to all forms of dishonesty including theft, lying, forgery, alteration or misuse of documents, records etc. will lead to suspension/expulsion.
8. Possession of illegal drugs or alcohol will lead to immediate suspension/expulsion.
9. Disorderly, indecent, lewd, obscene or immoral conduct/expression will lead to suspension.
10. Willful damage of the institute's property will lead to suspension or legal actions being brought against the individual.
11. Shouting, raised voices or acts of aggression will lead to suspension.
12. Attack on students or staff members whether physically or verbally is strictly prohibited and will lead to suspension.
13. Any criminal offence will lead to immediate suspension/expulsion.

Philosophy of the Bachelors Degree Program

Western Hospitality Bachelor's of Science Program Philosophy is to effectively accentuate the development of our hospitality and tourism workforce by preparing them for academic and professional careers in Hospitality and Tourism. To achieve this we have consulted with academics, industry partners, stakeholders and the local and international intelligentsia to devise a relevant curriculum that reflects the latest in local, regional and international trends. The unique characteristics of this program are that the educational experiences are a hybrid of local and international faculty and facilities skillfully blended with bilateral experiences from living and studying in two or more countries. Currently the professional development arm of the program is offered in Canada, and the study of French as a second language culminates with the students taking up temporary residences in a French speaking region for e.g. Montreal and Quebec City in Canada, this allows for full immersion in the language and culture of the region. We provide the students with the pertinent employment-ability skills so they may find jobs that suits their interests, personalities and long-term career aspirations that will fast track them from entry level employees into highly skilled, highly productivity workers for management, entrepreneur and leadership positions.

Mission Statement

“To develop and enhance the skills and academic capabilities of students and employees in the Hospitality and Tourism industry by providing them with educational opportunities both locally and overseas.”

History of WHI

Western Hospitality Institute is not the typical traditional academic institution. This institution is the brainchild of the founding president, who thought it possible to bypass the educational bureaucracy of Jamaica. In so doing he decided to create a tertiary institution which would enroll students with and without CXC or “O” levels. Students without CXC passes, but who had high school experience were provided with the necessary classes to bring their Mathematics, English and Sciences up to college level. The American Asset test was used as a form of evaluation upon entry. This test determines the student’s level of competence prior to being assigned into the respective collegiate courses. The students would pursue the first one to two years of college at WHI and through articulation agreements established, would be able to earn an international, recognized and accredited degree without CXC, GCE and O-levels using the Western Hospitality Institute route.

Western Hospitality Institute was established in September 1988, as an important link to Montego Bay and its environs by providing particular skills needed in the Hotel and Tourism Industry. The institution first started as a skill-based institution under the name Western School of Cake Decorating, Pastry Making and International Cuisine (WSCDPM & IC). The institution

Upkeep of Facilities

*All students must see to the conservation of the institute’s facilities and ensure that W.H.I’s property and equipment are not defaced in any way by any student. **Defacing or destruction of property will lead to the individual/s being suspended.** All lights and fans in classrooms must be turned off when not in use. No one must remove electric bulbs unless instructed by a member of staff. In case of any electrical defect, please report the matter immediately to a staff member. No furniture/equipment should be removed unless proper authorisation is given by the Head of School.*

Disciplinary Procedures

Students are advised to note carefully the following special penalties, which will be incurred for breaches of certain regulations.

1. Persistent bad behaviour and poor attitude will result in a student being asked to withdraw even if the student is successful in the academic examinations.
2. Students need to be punctual for classes, lecture series and other functions. This rule, as indeed the others, must be strictly observed at all times. Those who breach the rules and regulations of the institution will be dealt with by the Disciplinary Committee. This committee comprises of

Graduation to Walk

If the graduation ceremony is held within the year that a student have only two courses to complete within the fall of summer semester then based on the student GPA the student may be allowed to walk at graduation.

N.B. Graduation is mandatory for all students. If a student decides not to graduate, he or she has the option of paying 50% of the fee for graduation at the time that he or she should have graduated.

Clubs & Organizations

The institution has clubs, which students can join so as to increase their professional development. These clubs include environment, tourism in action, key club and culinary club.

Community Programmes

WHI has community programmes such as beach cleanups, hospital visitation, visits to golden age homes, and, children's homes as well as hostels. All students are expected to participate as this is a part of the course completion requirements.

at the time offered courses in Cake Decorating, Pastry Making, and International & Creative Cooking. The office was located at 7 St. James Street, 3rd floor and had a secretary who registered students and provided information. The founding president, Cecil Cornwall, was also the lecturer. Practical classes were offered at Montego Bay High School, and the school operated only as an evening institute. The Home Economics lab was rented from Montego Bay High School and the institution served a vast majority of people.

The institution was the only one of its kind in Montego Bay and it served varying interests such as villa cooks, requiring a skill for the work-place, entrepreneurs, upgrading of skills, restaurateurs and those doing it for recreational therapy.

There was a growing need from the community to train persons to do Waitering & Bartending & General Catering. The institution then moved to the Cornwall College cafeteria, located at Orange Street where the facilities were run by W.H.I and the lab used to teach culinary classes. The classrooms were also utilized to teach theory classes and additional teachers were hired to teach the following courses:

- ✚ Bartending & Waitering Skills
- ✚ General Catering Courses

With this new focus the institution then changed its name to Western Catering School (WCS). Articulation agreements were then established with George Brown College – Canada and Hocking College – USA. These agreements assisted students without the necessary CXC or levels to matriculate into these accredited colleges and gain one year exemption from the Diploma and Degree programs respectively.

Since its inception, the Institute has always believed in quality education and training. Our graduates, from the early existence of W.H.I. have become world class restaurateurs, pastry chefs, master cake decorators, caterers, house wives and chefs and have impacted the international market. To meet the growing demands of the constituents we serve (prospective students, faculty members, domestic and international partners, hospitality and tourism employers), and to provide better access to career training as well as education for the working class W.H.I. also began to undertake Outreach Centre programs. Such centers are currently located at:

- The Jamaica Pegasus Hotel – Kingston
- Merrils Hotel – Negril
- Sunset Jamaica Grande Hotel – Ocho Rios

The institution has become a household name not only in Montego Bay but nationally and many of our graduates are doing exceptionally well, locally and internationally. These early trailblazers have left a legacy of excellence culminating in numerous awards nationally and internationally. Western Hospitality Institute is registered by the University Council of Jamaica and currently offers programs in Hotel and Restaurant Management, Food and Beverage Management, Tourism Management and Culinary Chef Management.

Degree Requirements for Graduation (Associate & Bachelors degree completion Program)

Graduation from Program

A degree is awarded after a student has successfully completed all the courses as is required under the Associate and Bachelors Degree completion program. This includes all major, specialized and general education courses as per the required number of credits for graduation.

The student must complete the full Associate of Science Degree and a copy of the Degree and transcript posted on the file and sanctioned by the registrar and sent to the dean for approval. Once this is done then the student may apply for graduation from the program. The student is then required to complete a graduation application form and submit to the registrar.

For the Bachelors degree completion program the student must successfully complete all the required core, major and specialized courses before a student graduate from the program. This also involves the compulsory exit interview which serves to evaluate the student's social graces, along with the following skills: Interviewing, Grammar, Verbal Communication, current Affairs and product Knowledge.

Prestigious Crystal Award

This is based on academic excellence from any student(s) who have a GPA of 3.95 and above. The recipient is awarded an authentic Waterford crystal mounted and engraved and part or full scholarship. Full time students are interviewed for full scholarship and part-time are interviewed for part scholarship.

Chairman's Award

This award is given to any student who goes above and beyond to maintain the integrity of the institution by volunteering to a cause that is deemed of high integrity to the institution. A form of scholarship is usually attached to this award.

Deans Awards

Please note that a Deans certificate is awarded every semester for students who have at least an 80% average for the semester (A -). Upon graduating, a student may be eligible for the President's list. Students selected would have manifested disciplined behaviour as well and should have made positive contributions to the institution over their tenure. Students selected will be awarded a certificate and is normally given a medal.

Goals

Our main goal at W.H.I. is to educate and make training accessible for students and employees in the hospitality/tourism and business industries. Our faculty members work very hard to maintain and uphold the institute's standard and reinforce our motto, "Toil For Excellence". We at W.H.I. work very closely with the tourism sector both locally and overseas in order to be kept abreast of current trends.

Our programmes do not discriminate against the less fortunate in terms of their academic capabilities throughout high school. Even if you are not a graduate of any high school, the institute affords you the opportunity to enhance your career as long as you have a pass in English language at GCE or CXC. If you do not have this pass, an entrance test will be administered to test your ability to read, comprehend and write the English language. We also grant you the opportunity of becoming a successful entrepreneur by equipping you with the necessary skills.

In June 2006 the institution instituted a Bachelors of Science Degree program in Hospitality Management. The aim of this program was to provide educational opportunities for our Associate Degree graduates where-by they could earn an affordable, quality program that would develop the leadership and management skills so that they would be equipped for management level position in their current jobs or leadership positions globally.

Statement on Accreditation

Western Hospitality Institute is the only private registered tertiary hospitality & tourism institution in Jamaica that is registered to the University Council of Jamaica. The institution have the following associate Degree programs accredited, they are:

- ✓ Hotel & Restaurant Management
- ✓ Culinary Chef Management
- ✓ Food & Beverage Management

Our Bachelors of Science Degree Program in Hospitality Management is also accredited.

Academic Policies & Procedures for Undergraduate students

- 1) As an institution of higher learning Western Hospitality Institute is committed to providing an avenue to all qualified matured or secondary graduates despite age, sex, colour, creed, race etc.
- 2) The primary responsibility of WHI is to provide education to persons who are rejected or deemed unworthy by the traditional educational system, by providing them with the necessary educational qualifications to access our Associate and Bachelors degree programs.

At the Bachelors Degree level, assistantship scholarships are very few. The decision is made by the president and most students are bonded to return and serve the institution as junior faculty. There are partial scholarships to other international institutions, but students must maintain an overall GPA of 3.95- 4.0 to access these scholarships. Usually the registrar department makes the recommendations to the president based on the student's GPA and citizenship.

Distinction & Honors

There are a few distinctions that are awarded to students based on academic performance and attitude. They are as follows:

President List

The President and Vice President make the selections based on recommendations from faculty members for the student(s) from each program who displays the right attitude and aptitude based on their academic standings, internship reports and involvement in the college community displaying the highest of academic and leadership qualities. The president must interview each candidate for this position and sanction each candidate.

Hidden Cost

It is of significant importance that you read through all contents and material obtained from WHI so as to ensure full familiarisation of the program and all additional charges.

Scholarships

Scholarships

Western Hospitality Institute is a non-governmental, none subsidized tertiary Hospitality & Tourism Institution. The school is operated by the funds from tuitions and therefore scholarships are very limited. The type of scholarship offered by the institution are graduate and undergraduate assistantship scholarships.

There are a few assistantship scholarships available for the students applying for the Associate Degree, generally referred to as promotional scholarships and are conferred by the scholarship committee.

Interested applicants are encouraged to submit a letter stating their intentions along with a completed assistantship application form and all supporting documents for consideration.

The period in which scholarships may be applied for is March to May of each year. The committee will then review the documents and make a decision on how to award the scholarships.

- 3) In order to meet the demands of the population and the industry, we have offered programs in Culinary Chef Management, Tourism Management, Hotel and Restaurant Management and Food and Beverage Management. The program attracts hospitality aspirants and industry professionals and seeks to equipped them with the necessary required skills and knowledge to launch or improve their academic and professional capabilities.
- 4) Students holding a high passes in the CXC or O-levels examination are given high priority throughout the interview and psychometric process for entry into the Associate Degree those with Honors Degree from the Associate Degree level are given priority for access into the Bachelors degree program providing they have the requisite 2 years of experience in the Hotel industry. All students who have made application to the Bachelors & Associate Degree Program must meet the admission criteria as is outlined by the registrar office. And those who tendered application to Bachelors Degree completion program must also meet the admission requirements as is outlined by the admission / registrar office.
- 5) Students who chose to access the Bachelors Degree completion program, must meet the strictest admission requirement as is

outlined in the admission procedures. Except in the case of scholarship the student are required to meet the minimum admission requirements providing they have met the basic criteria for entry into the program. The same apply for the Associate Degree program.

- 6) WHI from time to time will make exception to the rule and accept a student directly into the Associate Degree Program who may have four CXC passes. It therefore means that the Associate Degree will not be conferred unless the student successfully completes the additional subjects to access the program. Mature students who work in the hotel industry are required to submit a portfolio and successfully complete the Diploma program before they can access the Associate Degree Program. The successful student must have a 80% average to access the Associate degree.

***Classification of Undergraduate Degree Students
(Bachelors Degree completion program)***

Any student who was awarded a WHI Associate Degree and have not been dismissed a or suspended from any of the courses offered by the institution, providing the student have a GPA of 2.80 or higher.

Student Council

1. The Student Council should assist the administration in seeing that the institution's regulations are maintained.
2. The Council should examine cases of breach of discipline and report, through their representative to the Disciplinary Committee.
3. The Student Council will make representations to the Head of School in respect of student complaints or requests for the improvement of the institution.
4. The Student Council should plan field trips and recreational activities for the student body.
5. Represent the student body and the institute at functions locally as requested.
6. The President of the Student Council is in charge of students at all campuses and should have Vice-Presidents elected. He/She should be a good leader and must be able to effectively manage his/her team. This individual should also see to it that the institute's code of conduct is reinforced.

co-operation of all students is required to maintain this environment.

Policy

Every person associated with W.H.I. (employees, students or other) has a right to be free from:

- A sexual harassment as expressed when someone says no or not interested.
- A persistent sexual solicitation.
- A reprisal or threat of reprisal by a person in a position of authority for rejection of a sexual solicitation or advance.
- A sexual solicitation or advance by a student or any other person on campus.

Any student that encounters such contact is requested to put it in writing. Such acts warrant immediate suspension/expulsion depending on the severity of the situation. Very serious offences will be referred to the Jamaica Judicial System.

Lost/Stolen Property

Items found in the building or outside on school compounds should be handed to the administrative office. It is important that your personal property is not left unattended, as W.H.I. will not be held responsible for the loss of personal items. However, all students should note that evidence of stealing either from the institute or from another student will lead to instant dismissal.

Classification of Associate Degree Student

Any student holding a secondary school certificate, and have not been suspended from any institutions.

Degree Candidate

A student must be first enrolled in the Associate Degree and successfully completed such program in order to enroll in the Bachelors Degree program providing that they have met the admission requirements outlined in the student hand book and all administrative documents as is requested by WHI.

Provisional Students

These are students who do not have the necessary requirements to access degree program however; they may be enrolled in non-degree program providing that they meet the requirements of admission within a specified time. (This condition is applied at the Associate degree level.)

Procedures

- a) At the end of each semester the registrar will check student grade for academic compliance and generate a report.
- b) Students are required to maintain a GPA of 2.0 for each subject. If the student falls below the stipulation the student is given a written warning after three warnings the student is temporarily suspended from the program for at least one year.

Classroom Management

On the first day of class each lecturer is expected to establish their classroom covenant that clearly outlines what the lecturer expects of the student and what the student expects of the lecturer.

Both students and lecturer will make compromise where necessary and all sign off on the expectations. This should be used to handle issues as they arise in the classroom in a manner that provides equity and professionalism to all parties involved.

Advising Policy

Our advising policy provides students with personal advice, counseling and coaching with their learning and career development. Attempts are made to recognize every student unique potential, we empower students to gain the knowledge, understanding and experience necessary to make informed decisions regarding their academic and professional career. At Western Hospitality Institute we value the opinions of our students and have an Open Door policy in place. The advisors schedules are posted for the student's perusal. The system encourages open communication, feedback,

expected not to entertain persons on the school compound who are not currently attending the institution. Failure to do adhere may result in suspension or expulsion from the institution.

Health Insurance

Please note that health insurance is not currently in place, however, we are trying our best to ensure that students are covered throughout their time at the institution. Please bear with us as we try to implement this programme.

Smoking & Drinking

No smoking of cigarettes, ganja, crack or no other substance whether legal or illegal should be brought to or smoked on the institution's compounds by any student. Nor should students consume alcohol on school compounds. Failure to adhere will lead to the student being suspended.

Harassment and Discrimination

W.H.I. values the talent and contribution of its students, staff, community, and international partners, and seeks to create a welcoming environment where equality, diversity and safety of all groups are fundamental. Language or activities that are inconsistent with this philosophy violates the institute's policy on the prevention of discrimination and harassment and will not be tolerated. Evidence of this violation may result in the student being expelled from the institute. The

study who then have the opportunity to secure their stay by performing above par.

Social & General Policies

Health & Safety

The institute is not insured; therefore serious accidents will not gain the financial assistance of the institute. A basic first aid kit is maintained and can be found in the institute's Administrative Office. Should a student fall seriously ill while on campus then the institute will send the student to its medical doctor provided the bill does not exceed \$1,000.00. If the bill exceeds this amount then the student will have to bear the additional expense.

Equipment & Materials

Please note that students are expected to take care of the institution's equipment and materials so that you can have them for continued usage. Failure to exercise due care in this area may result in the student being suspended or/and be required to replace the equipment or material.

Security on Campus

Please note that the institution does not have a security guard employed. As such we are all expected to be our brothers' keeper. As such no weapons of any kind as defined by Jamaican law should be brought to school. In addition students are

and discussion about any matter of importance to any student

Course Scheduling

Delivery System

The teaching methodologies employed by the faculty includes delivery systems such as: Internet Based Learning (IBL) Self Directed Learning (SDL) and Traditional Directed Learning (TDL)

Registration

A schedule is posted with the registration dates and time and students are required to register with their advisors based on the programs being offered. Students cannot register in advance for another semester before completing one semester. No student is permitted to register for another student. Students are not considered registered unless tuition or charges for the semester are paid up in full and all other outstanding balances. Such arrangements must be made and cleared by the accounts department. Payment plans are available to students. Late registration attracts a fee.

Registration Systems

The registrar's office is responsible for the disseminating information to all departments and students with regards to schedule of courses. The registrar's uses the orientation process to sensitize

students on the procedures of the institution and this done semester by semester.

Students must attend the orientation process as apart of registration after which they meet with their advisor to schedule classes. Final registration involves the student meeting with the accounts office to schedule the appropriate payments based on the classes selected and payment must be made through the bank and the voucher submitted to accounts for verification.

Once tuition payments are completed and vouchers submitted the students receives clearance from the financial office then returns to registrar and the advisor(s) with a clearance slip form from accounting indicating full registration. The student is then given the schedule classes.

Course Add & Drop

A student may add a course within the first two weeks of the semester and drop the course during the said time. The student must first consult in writing his or her advisor and a meeting is scheduled. The student upon completion of the meeting with the advisor must discuss in full, reasons for adding and dropping the course. If approved the student must complete and add drop form and have it signed of by the advisor and tender to registrar.

Withdrawal & Leave of Absence

All students are required to wear proper attire and be properly dressed for classes. All part-time students should exercise care and discretion in their attire and always remember to be modest when dressing. All full time students are expected to wear uniforms to school, which includes a logoed W.H.I. oxford shirt (gold), along with navy blue straight skirts for females and navy blue tailored made pants for males. All students should remember to wear their school IDs to classes. This includes all evening school students.

All students are expected to bathe themselves properly before coming school, use proper perfume or cologne and be well groomed. Males should not be seen with earrings in theirs nor should their hair be in plaits. A Rastafarian, Muslim etc. are free to have their head covered with appropriate headwear.

Please note that NO slippers, sandals or anything of the kind should be worn to school. Students are expected to wear full shoes (BLACK) only. Female students are expected to wear only one (1) set of earrings and skin tone stocking.

Job Placement Services

Please note that we are not an employment agency. However, from time to time jobs may be posted on the notice board or students may be contacted directly about jobs that are available. We do however; send students on internship and work

5. No files, folders, registries should be deleted from the computers
6. No mass storage device such as CD's, flash drives should be used
7. No playing of games, watching of movies, pornographic material should be done on the computers, they should be used for educational purposes only.

Professional Policies

Attendance & Punctuality

All Students are expected to attend at least 90% of all classes before they are eligible for sitting the examination for the course. In cases of emergency, a letter should be supplied to the lecturer and a copy presented to the registrar's office to be filed. All students should note that tardiness is a sign of indiscipline. As such, any student who is more than 15 minutes late for a class will be marked absent.

Sanitation & Grooming

The importance of safety regulations, sanitation codes and good grooming in the hospitality and business industries cannot be over-emphasised. For persons pursuing the hospitality/tourism programmes we request that you obtain a valid Food Handlers Permit from one of the recognised hospitals/clinic in your vicinity.

A student can withdraw anytime from the course if it is an emergency that is verified by the institution. The student is therefore required to submit in writing reasons for withdrawal and leave of absence; this must be accompanied with the relevant documents and approved by a committee. If the student fails to comply, the student status may be treated as a failed semester and the student may be required to face the full penalty. Students who comply with the terms and conditions of seeking approval to withdraw or leave of absence academic status will reflect an incomplete if granted approval by the institute and prior mid semester grades goes towards the student re-registering and completing the aspects of the courses missing once the leave of absence or withdrawal does not extend past one academic school year.

Credit Limitation

Students are not allowed to register for more than a minimum of 16 credits for the Associate degree and a maximum of 25 credits. The maximum credits must be approved by the student advisor and the registrar that the student is capable of managing the maximum amount of credits. The Bachelors Degree completion program is structured and the courses are fixed based on the fact that the students are doing a specialized program. Therefore each semester the student must take the full amount of 18 – 21 credits per summer semester.

Late Registration

The registration process is to be completed on the last day of Orientation or before the first day of the semester of classes. Students registering late receive a bill from the accounts office indicating a late payment charge.

Acquisition of Credits

Students are allotted credits based on prior learning experiences or credits earned through transcripts.

Credits by Portfolio Assessment

Students who chose to access college level credit through experiential learning, must first access the Prior Learning Assessment (PLA) guidelines. The procedures are as follows:

- 1) Credits are granted based on experiential learning
- 2) Credits cannot be duplicated
- 3) Credits are evaluated based on specific objectives by a senior faculty member and sanctioned by a committee.
- 4) Credits are reflected on the transcript in the same manner as transfer credits from another institution and a fee is usually associated with the transfer of credits and exemptions.
- 5) All credits earned by experiential learning are verified through interviews and authentic

Library Rules

1. No student will be able to sign out more than two books at a time.
2. Students should not bring home books unless they are a member of the library club. For information regarding the library club, please see the Librarian.
3. No bags/folders should be brought in the library.
4. Students should ensure that books are signed out in their names before leaving the library.
5. Absolutely no eating or drinking of any kind should be done in the library.
6. No loud talking or excessive noise should be made in the library.
7. Books should not leave the campus without the permission of the Head of Schools.
8. No student should be found in the library without the presence of the Librarian or another staff member.

Computer Lab Rules

1. No drink or food is allowed within the lab.
2. No excessive talking or music should be played
3. No uploading/downloading of electronic files without the permission of the lab attendant.
4. Students are not allowed to loiter in lab

the last minute. Your document may not be processed on time if you wait for the last minute.

Food Preparation Lab Rules

1. No slippers should be worn to classes.
2. Absolutely to eating during lab sessions.
3. Students should be properly attired for lab classes.
4. No Jewellery should be worn during lab sessions.
5. If equipment and utensils have been signed out to you, you will be held responsible for loss or damage of these equipment/utensils.
6. If you break anything, you will be required to pay for it.
7. No nail polish, false or long fingernails should be worn to the labs.
8. All students should make equipment, menu and a time plan before classes. This should be provided to the lecturer at least two days before.

All students who are required to sit the labs should have the following:

- | | |
|-----------------------------|---------------------|
| ▪ 2 Chef Jackets | 1 Chef Hat |
| ▪ 1 Chef Pants | 1 Knife set |
| ▪ 1 Long sleeve white shirt | 1 Black skirt/pants |
| ▪ 1 Black bow tie | 2 Square aprons |
| ▪ 1 Black shoes | 1 Chef neck tie |

documentation and verification of source documents.

Syllabus

It is the responsibility of each lecturer to present to each student electronically or a hard copy of the course outline / syllabus on the first day of each class. Any such changes to the course outline must be given to the student in writing.

Academic Policies

- No student will be allowed to progress to another semester having more than two (2) resits.
- All students must complete a resit form and pay the relevant amount to be eligible for resits.
- No student will be admitted to classes without payment of relevant fees. Please contact the accounts office for further information.
- Please note that proper uniform consists of a school ID, gold dressing shirt; navy blue

pants for males and navy blue skirt for females. The permitted shoe colour is black.

Females are required to wear skin tone stocking and males are required to wear black or navy blue socks (no white).

- No bright or outrageous hairdo should be worn to class

W.H.I. assumes that all students attending the institute in all programmes are adult learners and have accepted the principles that they share with the institute for creating and maintaining a respectful and productive learning environment. As such, students will maintain a professional image in and out of the classroom. All students should ensure that their cell-phones/beepers are off or are on vibration alert. Students who want to pursue the diploma or associate degree programmes overseas should apply for College at the start of their third quarter.

may formally request exemption from certain courses based on our Prior Learning Assessment system. Please speak to the Head of Schools for further information

Grading System

All grades are calculated based on the following system:

Attendance & Participation	10%
Coursework	50%
Final Examination	40%

Please note that an overall score of 60% is required to pass all courses except communication 70%. In addition, all students are expected to have no lower than a score of 50% for the coursework and final examination. Thus a student will pass a course when all of the following conditions are met:

1. An overall (final) score of 60%
2. At least 50% for coursework
3. At least 50% for exam

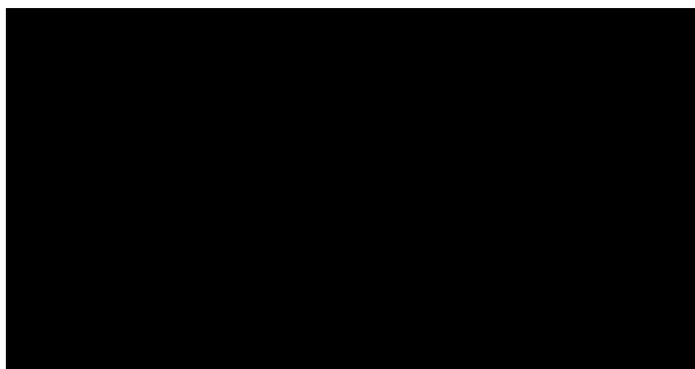
If these conditions are not met the student may have to resit the coursework, exam or both.

Letters & Transcripts

Please note that any such document requested should be requested from the office of the registrar. Please ensure that you ask at least three days in advance for these documents and do not wait until

Grade Point Average (GPA) Calculations

The number of grade point obtained by a student in any course shall be computed by multiplying the number of credits in the course by the grade point equivalence of the grade in the course as specified in the table provided below.



Transfer of Credits

Students who choose to leave another institution to attend WHI should note that credits would only be transferable only after having evaluated your performance. Credits can also be earned for a course if you have or are working in the field through a Prior Learning assessment system (PLA). Please note that we do not charge for credits transferred.

All students who have worked or done training or have academic qualifications in certain subject areas

Academic Appeals

Every student may request a formal review of a grade/s. This should be put in writing and addressed to the Head of School (Chairperson) within five working days along with a fee of \$1,500.00 made payable to the Accountant. In this request, the student must set out adequate justification for his request. This request must be lodged with the President or his designee, along with a copy of the payment receipt from the Institute's Accountant within three weeks of the student's grade having been published by the Institute.

If your grade(s) deserve to be increased by more than 10% then you will be refunded half of the money. If the paper was marked fairly and without gross mistakes or malice then you will not get back any of your deposit.

Campuses

Main Campus

- 674 Half Moon Drive, Coral Gardens, Rose Hall, St. James, Jamaica W.I.

Outreach Campuses

- Sunset Jamaica Grande, Ocho Rios
- Merrills Hotel, Negril, Westmoreland
- Jamaica Pegasus Hotel, Kingston

Admission Requirements

- Certificate programmes – No subjects, however you'll have to sit an asset test in writing and numerical skills (**N.B.** Does not apply for continuing education programmes).
- Diploma programmes – 3 CXC's or GCE's including English Language or 2 years experience in the field of choice. You'll also be required to take an entrance test in Mathematics and English Language.
- Associate Degrees - 5 CXC's or GCE's including English Language or 4 years experience in the field of choice. You'll also

14. Any student breaking one or more of these regulations will be penalised: Your paper will be cancelled and you'll get a zero.

15. Once you have missed an exam or you are more than 30 minutes later to sit an exam, please note that you have automatically forfeited the exam and you will be awarded a zero grade. As such you would be expected to resit the examination.

Assignment Policy

Please note that all students are expected to meet deadlines given for assignments. If you are unable to meet deadlines please communicate to the lecturer in advance. All lecturers have the right to give a zero grade for late assignments. Please note as well that if a lecturer chooses to collect a late assignment, he/she has the right to subtract marks accordingly (normally 10% off for each day late).

Financial Aid

Please note that no financial assistance is available through the Student Loans Bureau (SLB) to students at WHI. However, you can try and access loans through your bank. If you need a letter to assist you please feel free to inform us.

8. *No cellular phones or data banks will be allowed in an exam. All such instruments should be turned off and stacked away in your bags.*
9. *All bags should be left at the front of the classroom. This include handbags, plastic bags etc.*
10. *Students are expected to dress appropriately for all exams. That is modest and reserved (evening school). All day school students should wear their uniforms. All students should wear their name pins.*
11. *No caps, hats, or bandanas should be seen on forehead. All are reminded to groom their hair properly. Failure to do so will not be a valid excuse for wearing the above items.*
12. *Once you are standing after the exam has commenced it is an acknowledgement that you have completed the exam. You will be asked to turn in your paper.*
13. *Any queries about the exam paper etc. should be made to the invigilator. If you need something please inform the invigilator. This should be done in a quiet and calm manner by raising your hand so as not to disturb the other students and thereby gaining the attention of the invigilator.*

be required to take an entrance test in Mathematics and English Language.

- Bachelors Degree – WHI ASc. Degree or Associate Degree/Diploma from a recognized institution with 90 transferable credits.

Re-Admission Policy

The organization does grant time-off from classes during special circumstances. A letter should be presented to the Head of Schools who will give the permission in writing, which will not be in excess of 1 Semester (12 – 15 weeks). If a student takes it upon him/herself to take more than 1 semester off then the student will be fined a sum of half the tuition to continue the programme plus any outstanding tuition or other fees that may have existed. If the student should be out for a year or more then the entire tuition at that time will have to be paid. Absence from the programme for e period of five (5) or more years would result in credits previously earned being revoked.

Registration Requirements

The institution enrolls students three times for the year as follows:

- January
- May
- September

Students can apply to start a programme as long as they apply at least 1 month before the start of the semester. All late applications will result in a fine of \$2,000.00 and all late registration a fine of \$3,500.00. Students can apply for any programme by completing a WHI application form plus additional documents as follows:

- Two recent Passport photographs signed by a JP
- Transcript from high school/last school attended
- 1 Copy of all certificates/diplomas etc.
- 1 Copy CXC or GCE results or other results where applicable

Instructions for Candidates Taking Examinations

Please note the following rules and regulations which applies to all tests and examinations:

- 1. No student is allowed to sit an exam or test after 30 minutes has passed.**
- 2. No student will be allowed to leave the exam before one (1) hour has passed, except in severe circumstances.**
- 3. Your names should be written on all papers as a means of identification. Please note that failure to do so will result in a zero grade being awarded.**
- 4. No eating or drinking should be done once the examination has commenced.**
5. Absolutely no conversing or cheating during the exam.
- 6. No lending or borrowing is allowed during exam. You should provide your own equipment.**
- 7. Students are expected to provide pens, pencils, rulers, erasers, sharpeners, liquid papers or calculators where appropriate.**

the Academic Committee and inform the President of the Institute, the student and the course Lecturer, advising them of the results.

The entire matter shall have been concluded within the space of six weeks, the Institute having received the official notification from the student.

7. Based on the Institute's letter to the student, the Registrar shall make the appropriate adjustment to the student's grade, and shall issue a new grade sheet to the student reflecting the assessment of the External Examiner.

- 1 Recommendation letter from a Minister of Religion or Justice of the Peace
- 1 Bank voucher or deposit slip with relevant payment processing fee payment
- 1 recent copy of applicant's Résumé
- If you have applied for one of our hospitality programmes, 1 copy of your valid food handler's permit is required.
- Completed WHI medical form
- Signed WHI agreement form
- 1 Copy of your birth certificate
- Any other document that you may deem necessary.

All applications must be presented by courier, post or in person at 4 Humber Avenue, Montego Bay St. James or at the front office at the main campus in Rose Hall. The programmes offered are as follows:

School of Hospitality & Tourism

- Hotel & Restaurant Management
- Food & Beverage Management
- Culinary Chef Management
- Tourism Management

Please note that all programmes within the school of hospitality are offered at the certificate, diploma and associate degree levels except for Tourism Management which is only offered at the Diploma and Associate Degree levels.

School of Continuing Studies

- Waitering
- Bartending
- Housekeeping
- Front Office
- General Catering
- Cake Baking & Decorating
- International Cuisine
- Pastry Making

Please note that the above programmes for school of continuing studies are only offered at the certificate level.

Refund Policy

WHI has a no-refund policy with the exception of special circumstances. Such circumstances and the amount refundable will be decided by WHI on an individual basis. Students should be absolutely sure and very serious with regards to studying at WHI before paying the tuition. As a privately operated institution, we cannot afford for a student to take the place of another and then cancel on us. Refund of tuition will only be granted in cases of serious illness, which should be verified by a medical doctor prescribed by us.

However, if the grade remains or is lowered by the independent assessor, the assessor's grade shall be deemed to be the final grade, and the student shall forfeit the cost of the assessment.

4. Upon receipt of the formal request, the President shall advise the Lecturer that he/she has received such a request, and shall then acquire all the relevant documentation/evidence pertinent to the matter, which he or she shall forward to the Examinations Officer with due dispatch.
5. The Examinations Officer, once provided with the appropriate documentation, shall make the necessary arrangements to contract a suitable independent external examiner, and shall manage the process so as to ensure that a response is received from the external assessor within five (5) working days of his having been so commissioned.
6. Once the results of the assessment have been ascertained by the Institute, the Examinations Office shall apprise the Chairmen of both the Examinations Committee, and

The student shall be entitled to an explanation as to how the grade was determined and to examine any tests, papers or other information pertinent to the appeal.

2. If the results of the review are satisfactory to both parties, then the Head of Academic affairs shall submit a request to the relevant Institute authority to modify the grade.

The approved fee shall be the fee determined from time to time by the Institute to be the cost of contracting an independent assessor, external to the Institute, and covering all attendant costs to have the student's work reassessed.

It should be understood that the judgment of this independent assessor shall be deemed to be final, and that in the event that this independent assessor concludes that the mark should be improved, the student shall benefit from the improved grade, and shall be refunded the money paid to cover the re-assessment, and the Institute shall be liable for this cost.

Student Fee Policy

Tuition

All tuition must be paid before students are eligible to start classes. Please speak to the Accountant for further information. Tuition is non-refundable.

Labs

All lab classes must be paid for up front before students are eligible for labs.

Boarding

We do not offer boarding. However, there are private boarding houses in and around the Montego Bay area. We can provide you with a list of persons who may have rooms for boarding. Please contact your head of school for further information.

Late Fees

All late payments will attract a fine as follows:

- ◆ Up to seven (7) days late – 10%
- ◆ 8 days to 15 days late – 20% + Barred from classes
- ◆ 16 days to 30 days – 30% + Barred from classes
- ◆ Over 30 days – Court Action + Barred from classes

All fines are based on the balance owing.

Pre-Enrollment Advisement

Psychological Evaluation

All students are required to do a psychometric evaluation so as to ensure that they are being enrolled in an area they can excel based on their psychological temperament and personality.

Interview Process

All students are required to do an interview after having applied. This will assist the institution in learning more about the student and to allow the students the privilege to tell us what they expect from the institution.

Individual Counseling

Although the institution does not have a resident guidance counselor, we are aware that there may be a need for such services. As such when it becomes necessary for a student to receive counseling a session is set up to assist the student in this area. Please note that this is based on the student's request and is limited to 1 hour per week.

Academic Advisor

Each student is assigned an academic advisor who assist the students in selecting courses each semester and who will provide the necessary guidance to the student as he/she goes through the programme.

9. The results of the investigation will be indicated on the grade sheet/s of the course concerned.
10. Lecturers under no circumstances should call the External Examiner in relation to any examination deficiency.
11. The Examinations Officer will give instructions in respect of time, etc.
12. The External Examiner must be asked to assess the situation and submit to the President of the Institute a written report. The Examinations Officer will respond to queries in the External Examiner's report to the Institute.

Procedure for Contesting A Grade Grade Appeal, Re-Mark Or Script, Etc.,

A student who receives a grade which he believes to be capricious, unfair or erroneous must within five days of receiving that grade initiate the process of contesting the grade in the following manner. A cost is attached to this (see page 19):

1. The student must write to the school Chairperson to have the course for which the disputed grade was received reviewed.

4. The report prepared should be done in duplicate with one copy remaining with the Institute and the other sent along to the External Examiner.
5. The Examinations Officer in conjunction with the External Examiner/s will examine the problem(s) and arrive at a fair conclusion, and where necessary, award marks if this is recommended.
6. No lecturer or any officer in the Institute should make a decision to award marks for a deficient question on any examination paper. Any such decision made will be discarded by the Examinations Officer.
7. The lecturer should mark the deficient question/s and award the marks in the normal way according to the response/s of the candidates. (No marks are to be awarded or subtracted from the candidate's grades simply because the examination question is deficient).
8. After marking the scripts the lecturer is allowed to attach an addendum to the original report if by virtue of the marking process he/she is enlightened by the responses and believes that this is material to the decision-making process.

Matriculation Arrangements

WHI has an open policy whereby students can apply anytime throughout the year for classes. Classes start every January, April, July and September. Upon completion of their programme, students can matriculate as follows:

- Upon completion of WHI management certificate, students can matriculate to the WHI diploma or to a Canadian College to complete the diploma.
- Upon successful completion of the WHI diploma, students can enter the WHI associate degree or matriculate to Hocking College to pursue the associate degree.
- Upon successful completion of WHI associate degree students can matriculate to the Bachelors Degree programme in the USA or into our Joint Bachelors programme in Canada.

Academic Year

An academic year is made up of two (2) distinct semesters of 4 months long. An examination is held at the end of each semester, which seeks to test the student's ability to apply the knowledge, and skills they would have grasped throughout the semester.

Conduct of written examinations:

Ratio

1. The ratio of the invigilators to candidates shall be approximately 1:20

Pre-Examination

2. The invigilators shall attend the examination room at least 30 minutes before the scheduled time of the examination.
3. The invigilator shall collect the question papers from the officer charged with overseeing examination matters. He / she should check the titles of the question papers against the list of examinations scheduled, and take them to the examination room at least 30 minutes before the scheduled time of the examination.
4. No one other than those officially concerned with the examination may be admitted to the examination room at the start of their exam to vet their papers. They should not

is obliged to exercise his supplemental privilege or forget same.

Guidelines For The Treatment Of Examination Papers With Deficiency/ies

Definition of Deficiency:

An error or omission in an examination question that renders the question vague, ambiguous, incomplete or inaccurate.

1. Report all deficiencies to the Examinations Officer or an Administrator of the Institute immediately preferably by telephone (do not attempt to correct the deficiency).
2. Advise candidates to continue to the next question of their choice while the examination centre awaits a decision from the Examinations Officer.
3. In the event the deficiency cannot be rectified in time for the candidate to complete the question in the time allotted, then the invigilator/s with the assistance of the lecturer of the course (if he/she is available) should prepare a report on the problem clearly identifying the examination paper, the centre, the year group programme, date and time of the examination.

Procedure for Dealing with Lost Scripts

In the case where the Institute is sure that examination scripts have been lost, the student/s concerned shall be given the option of either:

- 1 Re-sitting an equivalent examination in the relevant course at no cost to him/them. Where the exam is to be sat at a date far removed from the time when the student underwent instruction, the college would provide instruction free of cost to the student.
- 2 Having a grade assigned for the missing paper which shall be determined by calculating the average mark (i.e. the arithmetic mean) of all the examinations which the student shall have taken during the examination session in which the missing paper was sat.

In all such cases, the Institute shall seek to resolve these matters in the shortest possible time without delay.

In interpreting the expression “*a date far removed from the time when the student underwent instruction*”, it should be noted that such a period would need to exceed the period between the sitting of examinations and the time within which a student

normally leave the room in possession of any examination material.

5. The invigilator should ensure that the examination candidates do not use or have access to articles, papers, books or aids (other than those permitted). Unauthorized material must be deposited by candidates at a place provided by the Institute before the start of the examination. Material thus deposited are left at the candidates own risk.
6. The invigilator shall admit candidates to the examination room in sufficient time so as to allow all candidates to be seated and question papers or laboratory materials to be distributed prior to the time fixed for the start of the examinations. It is suggested that candidates be admitted at least 15 minutes before the start of the exam.
7. Before the start of the examination the supervisor / invigilator shall:
 - Announce that all unauthorized material brought into the room by any candidate must be deposited at

the place provided for this purpose and that any unauthorized or prohibited material such as cell phones found in a candidate's possession subsequent to that announcement will be regarded as evidence of the intent to cheat.

Start of examination:

8. It is the duty of the invigilator to distribute to candidates the required answer books. The invigilator should also ensure that he / she is provided with suitable means of fastening examination scripts together. Responsibility for the distribution of question papers rests with the invigilator.

- Announce that any writing, other than the time table, found on a candidate's examination card or on the candidate's body will be regarded as an examination irregularity.

9. When the candidates are seated the invigilator shall open the sealed envelope/s

3. He shall be required to repeat the entire course, at a time subsequent to this date, in order to acquire the credits for the course concerned.
4. Repeating the course shall be entirely at the student's own cost (i.e. that he shall be required to pay the relevant per credit cost, examination cost, and any other relevant administrative cost) in order to gain re-admission to the aforementioned in a year subsequent to the one in which the infraction was committed.
5. The Institute shall have no obligation to make any special effort in scheduling or otherwise, to accommodate the student if and when he should choose to repeat this course, or a substitute course, should that option be made available by his, or any other institution of learning.
6. Any repeat of this or other similar infraction could lead to the student's being barred from the programme and this information becoming a part of his permanent academic record or transcript.
7. He shall be required to meet with the Guidance Counselor of the Institute for a minimum of two (2) counseling sessions relating to this infraction, prior to his being re-admitted to any courses at the Institute.

- 2 The Officer shall convene a meeting of the Examinations Committee of the Institute at which the matter shall be examined for fairness and the conformity with the regulations governing examinations.

Normally, it is envisaged that the students should be notified of the decision of the Council within two (2) months of the allegation being lodged.

Subsequent Procedure – After Findings

In the event of the Council's finding that the student did commit an infraction amounting to Academic Dishonesty, it shall follow that such candidate shall be notified that:

1. All course-work, examinations, practicals or other work submitted by him for assessment for the course in which the student was found to have cheated, and any grade previously assigned for the aforementioned course shall be rendered void and of no effect.
2. He shall, in consequence not be eligible for any Re-Sit or Supplemental examination for this course, during the academic year in which the evidence of cheating occurred.

and distribute the examination to each candidate. The invigilator must on no account supply copies of the question papers to persons other than the candidates or as provided at item 5 above. The invigilator should then ask candidates to check their question papers to ensure that each has a complete paper.

10. Candidates shall not begin writing the exam until permission is given by the invigilator as the scheduled time.
11. As soon as possible and no later than half an hour after the start of the examination, the invigilator shall check the names of the candidates sitting the exam against the list of names of students expected to take the exam. Absentees should be noted.
12. All students should present their school's (WHI) identification card or National ID (inclusive of picture) along with their WHI examination card. A candidate who fails to produce both these cards will not be permitted to sit the examination, unless

provided with the appropriate written permission from the Institute's Registry.

13. All students are required to sit the appropriate attendance forms / or acceptable receipt.

Exams discrepancies

14. The invigilator/s shall on no account give information to a candidate who asks questions about the contents of a paper. In the event that there are doubts as to the accuracy of the material contained on the examination paper, even though it may appear that there is a printing error, (corrections should be made after consultation with the appropriate Lecturer or the Chief Examiner).

Late entrants

15. If the invigilator admits a candidate arriving more than half an hour late, he or she will:
 - Make it clear to the candidate that the Institute reserves the right to

be delivered to the student. The notice shall also set out:

1. The allegation
2. The date, time and place of the hearing
3. The right of the student to be accompanied by a family member, a friend, or legal counselor.

- 3 At the meeting of the Examination Misconduct Committee the Invigilator or the Coordinator or other personnel shall also be in attendance to provide explanations concerning his observations and conclusions.

- 4 The Institute's Disciplinary Committee, after having heard the evidence, shall make a determination as to whether or not there was sufficient evidence/proof of the occurrence of cheating, by the candidate.

Duration

- 1 A report summarizing the evidence examined (the allegations and explanations, as well as any physical evidence) along with the conclusion of the Examination Misconduct Committee shall be forwarded to the President.

The invigilator may indicate on the student's answer sheet the place where the student had reached in his response to the time of discovery of the alleged infraction, but the student shall be permitted to complete the examination.

For infractions occurring outside the examination, the Education Programme Coordinator shall advise the student of the infraction, and shall complete a report of his observation and conclusion, and shall lodge such a report with the Institute's authority (Academic Dean or Nominee) designated to deal with such matters.

The student shall be invited to respond in writing to the allegations brought by the Invigilator or the Coordinator, as the case may be.

Infractions having legal implications shall be referred to the Principal of the Institution to be dealt within accordance with the Education Act and the Code of Regulations, while all other infractions shall follow the following procedures.

- 2 The Institute shall convene a meeting of its Examination Misconduct Committee to which the student alleged to have committed the offence should be invited to attend. Notice, in writing of at least seven days shall

refuse work done in that examination.

- Make a full report in writing to WHI stating the time of admission, whether any candidate had previously left the room, any special reasons given by the candidate for his / her lateness.

16. In the event that the chief invigilator, having weighed the circumstances of the student determines that he can be permitted to enter and be given additional time report should be made to WHI justifying such a course of action. Normally, no additional time will be allowed any student who is permitted to begin an exam after the effective starting time.

17. As soon as possible and no later than half an hour after the start of the examination, the invigilator shall check the names of the students expected to take the examination. Absentees shall be noted.

Standard of Vigilance

18. Throughout the course of the examination, the invigilator shall maintain constant watchfulness to prevent candidates from availing themselves of unfair assistance, either by consulting books or notes or by communication with or copying from another candidate, or by other means. Invigilators shall ensure that silence is maintained.

Exam Duration

19. The invigilator shall allow for each examination the time specified and no more.
20. Candidates who are permitted to leave before the end of the examination period shall hand in their scripts directly to the invigilator before they leave and sign appropriate attendance list / register.

End of Examination

21. At the end of the examination the invigilator should remind the candidates to ensure that all the relevant information has been placed on the cover sheet.
22. At the end of the examination the invigilator / s must collect at the desk, the candidates answer books. Candidates should sign attendance register.

How to Deal With Infractions Committed During Examinations

- 1 For infractions committed during examinations, the Invigilator shall advise the student of the infraction, and shall complete a report of his observations and conclusions, and shall lodge such a report of his observations with the Academic Dean or nominee (Chairperson of the Examinations Misconduct Committee) designated to deal with such matters.

It would, normally, be expected that the Invigilator's report would be written immediately after the examination in question.