

Protocols for Hosting Professional Examinations

The Mico University College may host examinations on behalf of and for external institutions.

What The Mico will provide

The Mico will provide

1. Secure storage of the examination paper(s) prior to it being administered, as well as, the scripts, on collection
2. A reasonable space, with adequate seating, temperatures, lighting, ventilation, which will be free from disturbances, in which the examination will be conducted
3. Sight of a clock, so that the candidate(s) will be aware of the time.
4. Competent invigilator(s) as necessary.

Usual start times

The start times for examinations are usually at 9:00 a.m. and at 1:00 p.m.

Information required from the external institution

Information to be provided by the external institution

<u>Contact Information</u>	
Name of Institution	
Address of Institution	
Contact Name	
Contact e-mail	
Contact Numbers	
<u>Examination Details</u>	
Name of Course being examined	
Number of candidates sitting the examination	
Preferred start time:	
Duration of the examination	
Any instructions to the candidate(s)	
Details of where the candidate(s) scripts should be sent on completing the examination	

Contact Information for The Mico

The person named as follows, shall be the contact person for The Mico University College

<u>Contact Information</u>	
Contact Name	Ms. Jacqueline Taylor, Asst. Registrar, Examinations
Contact e-mail	
Contact Numbers	
Name of Institution	The Mico University College
Address of Institution	1A Marescaux Road, Kingston 5, Jamaica West Indies.

Costs

The Costs include:

- J\$8,000.00 for courier service to return the script and any other required document
- J\$2,500.00 per hour for administrative costs including invigilator services.