

UWC Trinidad and Tobago

Selection Policy for Nominations for Admission to UWC

PURPOSE

The UWC Trinidad and Tobago national committee's policy and procedures for selecting nominees for admissions to UWC are designed to identify 16 / 17 year-old citizens / permanent residents of Trinidad and Tobago who:

- have an open mind, curiosity about the world, with a developed sense of the issues surrounding a global citizen, capable of not only tolerating difference, but also appreciating its importance and richness.
- are able to represent our country in a dignified and integral way, and who are ambassadors of our identity and all that it means to be a Trinidadian and Tobagonian.
- are active and critical in their environment with a high degree of analysis, conscience, sensitivity, and commitment.
- display talent inside and outside the classroom, capable of integrating and transmitting knowledge and skills so as to turn themselves into living tools for peace, justice, international understanding, and cooperation.

MINIMUM ELIGIBILITY CRITERIA

Individuals meeting the following criteria are eligible to apply:

- citizens or permanent residents of Trinidad and Tobago for no less than 3 years,
- currently studying for CSEC (or equivalent) or in at least your 5th year of high school,
- not older than 17 years on July 1st, in the year for which they are applying for entry.

Exceptions: Applications from students who meet the above-mentioned age criteria, but who are only in their 4th year of high school, may be considered at the discretion of the Selection Officer if their academic performance and school recommendations suggest that they will be able to meet the challenges of the IB curriculum. Such applicants will be advised that the selection committee's ability to nominate them for a place will be dependent on whether the schools offering places are willing to accept students who would have spent less than 5 years in high school at the time of entry.

Applications from older students with documented evidence of delayed / disrupted schooling due to circumstances beyond their control (e.g. significant learning disabilities, serious medical problems, wars, natural disasters) may be considered at

the discretion of the Selection Officer. Younger students who are in at least their 5th year of high school may also be considered at the discretion of the Selection Officer.

Such applicants will be advised that the selection committee's ability to nominate them for a place will be dependent on whether the schools offering places to the National Committee are able to accept students who are older / younger than normal. The committee will pay special attention to the emotional maturity of students who are younger than normal.

THE ROLE OF THE SELECTION OFFICER

The Selection Officer is appointed by the CEO. The selection officer is responsible for:

1. convening and chairing the selection committee;
2. preliminary screening of applicants to identify those who meet the minimum eligibility criteria;
3. communicating with applicants (and their parents/guardians) throughout the application and selection procedures;
4. organising selection day (i.e. select date, identify and invite selection committee members, invite shortlisted applicants, prepare materials).

THE SELECTION COMMITTEE:

The selection committee is responsible for identifying the individuals most deserving of UWC places based on the criteria set forth by UWC international. **The selection committee is convened and chaired by the Selection Officer.**

Composition of the Selection Committee

The committee shall comprise the Selection Officer and normally no less than 4 other individuals all of whom endorse and support the values and mission of the UWC. The committee shall include:

- at least three UWC committee members and / or alumni;
- at least one (and preferably two) individuals who are not members of the UWC-TT national committee and who are prominent and respected members of society with experience in education / working with young people.

In comprising the selection committee, the selection officer should seek to ensure diversity and balanced representation in terms of gender, race, religion and age.

Relatives of applicants will be excluded from membership of the selection committee.

For the purpose of these policies, a person shall be deemed to be related to the applicant as a parent, child, grandparent, grandchild, step-parent, step-child, sibling, spouse, fiancé, fiancée, or cohabitee, or any offspring of the above.

Declaration of interests:

Committee members must declare potential conflicts of interest regarding their relationships with applicants. The committee recognizes that as Trinidad and Tobago is a small country it is sometimes difficult to convene committees where members have no other direct or indirect relationships with applicants. The nature of declared relationships will therefore be considered by the Chair, who may seek advice from other committee members, in deciding whether the member should be excluded from all or part of the selection day activities.

SELECTION PROCEDURE

The UWC-TT selection procedure shall adhere to the the criteria for selection of candidates set forth by UWC international. UWC-TT national committee do not discriminate positively or negatively against selecting relatives of UWC students or alumni. The financial situation of a student's family is only considered once the potential nominees have been selected.

Before Selection Day

1. The Selection Officer, in consultation with the CEO, decides on the date for the selection day and deadlines for submission of applications.
2. If necessary, the Selection Officer invites national committee members to submit names of potential selection committee members (with justifications for their inclusion).
3. The Selection Officer invites individuals to serve on the committee and provides them with relevant information on UWC policies and procedures.
4. The Selection Officer screens applications, shortlists those who will be invited to selection day and communicates results of shortlisting to the applicants and their parents/guardians, notifying those who have been shortlisted of the date for selection day. All applicants who meet the minimum eligibility criteria will usually be invited to selection day, except when the number is too high. In these circumstances the Selection Officer, in consultation with at least two other members of the selection committee, will rank applicants based on the information on their application forms and decide on a cut-off.
5. The Selection Officer will convene a pre-selection day meeting at which members of the selection committee will:
 - i. be familiarized with the applications, selection day schedule, selection criteria and procedures;
 - ii. agree on the points awarded for academic achievement (based on student transcripts / report cards / stated grades);
 - iii. declare any conflicts of interest.
6. Applicants with missing recommendations or documentation to support their stated grades (i.e. school transcripts / official report cards) will be advised to

bring their documents on selection day (in a sealed stamped envelope in the case of transcripts/ recommendations).

On Selection Day

1. Applicants will normally participate in group activities, essay writing and at least one round of individual interviews by a panel (normally 3 – 5 interviewers)
2. Applicant's performance will be rated by individual committee members using the UWC-TT selection rubric which gives equal weighting to academic achievement/potential and the UWC criteria.
3. Essays will be marked blind (ideally by at least two individuals).

Ranking of applicants based on selection day activities, information on application forms and school transcripts.

The selection committee will meet after the applicants have completed their selection day activities.

1. Marks awarded to each applicants by the individual assessors will be compared and discussed, and a final mark (for each of the activities) will be agreed by consensus.
2. The final (consensus) marks for each activity will be tallied and applicants will be ranked according to their total marks.
3. Only the highest ranking students who the committee deems suitable UWC candidates will be nominated. The committee is not obliged to nominate students for all of the UWC places available in a given year.
4. If a nominee cannot accept a nomination the next highest ranked applicant (who has been deemed a suitable UWC candidate by the committee) may be nominated.
5. Where there are more suitable nominees than places available, the selection committee may identify candidates to submit through the UWC clearing procedure.
6. The Selection Officer will write to potential nominees informing them that the committee would like to nominate them and asking them to submit:
 - i. A completed "College Preference Form" indicating their order of preference for the places on offer (listing only those places that they are prepared to be nominated for).
 - ii. A financial assessment form with supporting documentation. These will be handled confidentially and viewed by the Selection Officer and CEO only. Information provided will be used at the discretion of the Selection Officer and CEO to determine the **relative financial need (rFN)** of each candidate, where:

rFN for a given individual (i) = I_{\max} / I_i

I (net household income per capita) = (total household income – total household expenditure) / no. of individual who are dependent on that income.

I_{\max} = I of the individual highest with the highest net household income per capita.

I_i = I of the individual under consideration

In calculating **rFN** the information provided by the potential nominees will be weighed based on the supporting documentation, the nature of the expenses and other information provided.

To maintain confidentiality only the calculated relative financial need will be shared with other committee members. *Candidates who choose not to submit a financial assessment form will be assumed to be able to pay full fees.*

7. The Selection Officer will match the potential nominees with the college places on offer based on (in order of priority) (i) selection day ranking, (ii) financial need (taking into consideration rFN and the amount the family indicates that they are able to contribute), (iii) college preference.
8. The suggested placements and justification will be presented to the selection committee members for majority approval.

Nomination procedure

Having identified potential nominees and matched them to college places, the selection officer will ask applicants and their parents/guardians to confirm whether they accept the nominations. The Selection Officer should advise the families that the Colleges reserve the right to accept or reject nominations and that the college makes the final decisions about the level of financial assistance that will be offered (if any). The Selection Officer will then submit the nominations to the colleges as prescribed by UWC international.