



EXAMINATIONS QUALITY STANDARDS GUIDELINES PROCEDURE

GLUK/AR-E/QMS/001-C

Authorization

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- 1.1.1. in the academic syllabi.
- 1.1.2. **Pre-requisite course** is a course which must be successfully completed before one can register in a subsequent course.
- 1.1.3. **Elective course** is a course which may not necessarily be central to the discipline of study and which the student selects according to his/her interest subject to prior approval of the department.
- 1.1.4. **Prescribed courses** include core, required, prerequisite or elective course as specified in the academic programmes.
- 1.1.5. **A common course** is an elective e course which must be taken collectively by all the students across faculties.
- 1.1.6. **A resit/ supplementary** constitutes a failed course which a candidate must retake during the regular examination time. A resit will normally be done not later than the subsequent year of study.

1.2.Exemptions.

- 1.2.1. Senate may grant a Faculty/School exemption from any of the requirement of these rules and regulations.
- 1.2.2. Senate, on the recommendation of Faculty Board may grant any student(s) exemption from any of the requirements of these rules and regulations.

2. GENERAL RULES.

- 2.1.Faculty Examination Regulations shall be presented through the Faculty Boards and Deans Committee for approval by Senate.
- 2.2.Unless approved by Senate, all units shall be examined within the semester in which they are taken.
- 2.3.A candidate shall be required to register for University Examinations at least four weeks before the start of semester examinations.
- 2.4.A candidate shall not be allowed to sit for a University Examination for the unit, if he/she fails to register within the first three weeks of opening.
- 2.5.To be eligible to sit for a University Examination, a candidate should normally have taken all the continuous Assessments.
- 2.6.The final mark for any one unit shall normally be made up of marks obtained from Continuous Assessments and the end of semester examinations.
- 2.7.Unless senate decide otherwise, Continuous Assessments shall normally constitute 30% of the final marks and end of semester examinations 70%.
- 2.8.Faculties/Departments shall be required to indicate Core, Common, and Elective units for approval by Senate.
- 2.9.Faculties/Departments shall be required to spell out the distribution of Continuous Assessment (CAT) marks for approval by Senate.

3. GRADING SYSTEM AND OTHER REQUIREMENTS.

3.1. Grading system.

- 3.1.1. The performance of candidates in University Examinations shall normally be determined by grades from both continuous assessments and end of semester examinations.
- 3.1.2. Unless otherwise approved by Senate, each unit shall be graded out of maximum of 100 marks.
- 3.1.3. The final mark for each unit shall be rounded off to the nearest whole number.
- 3.1.4. Unless otherwise approved by Senate, the pass mark for all units shall be 45%.
- 3.1.5. A candidate who fails one or more units amounting up to and including 25% of 42 units for the academic year may proceed to the next year of study and resit the failed units when they are next offered.
- 3.1.6. A candidate who fails more than 25% of the total number of 42 units shall repeat the failed units before proceeding to the subsequent year of study. Such candidates shall be required to pay and register for the failed units when they are next offered.
- 3.1.7. Continuous assessments marks shall count towards resit examination unless otherwise approved by senate.
- 3.1.8. A maximum of 8 years is allowed for a degree programme 6 years for a Diploma programme and 3 years for a certificate programme
- 3.1.9. A candidate must pass all prescribed units before he/she graduates.
- 3.1.10. Unless otherwise specified by senate, the Examination grading system shall be as follows:

PERCENTAGE MARKS			GRADES	REMARKS
75	-	100	A	Excellent
65	-	74	B	Good
55	-	64	C	Average
45	-	54	D	Pass
44 and below			E	Fail

3.2. Transfers.

- 3.2.1. A candidate who has been recommended to proceed to the subsequent year of study may be allowed by Senate to transfer to the programme of his/her choice provided he/she meets the entry requirements of that programme.
- 3.2.2. A candidate who has failed more than 25% of the total units may be allowed by Senate to transfer to a programme of his/her choice provided he/she meets the entry requirements of the programme.
- 3.2.3. A candidate who is approved in 3.2.1 above and 3.2.2 above may be given credit transfer(s) for the passed courses in the new programme of his/her choice.

4. EXAMINATION RESULTS.

- 4.1. Unless Senate decides otherwise, examination results shall be considered first by Departmental Boards of Examiners and then by the Faculty Boards of Examiners at the end of each academic year. The Departmental Boards of examiners shall normally consider the results after they have been moderated by External Examiners.
- 4.2. Heads of Department shall forward results to relevant Faculty Boards of Examiners after Departmental Board Examiners.
- 4.3. All examination results are confidential until the Faculty Boards of Examiners consider them, and are not official until approved by Senate.
- 4.4. Deans, after a meeting of the Faculty Board of examiners shall release provisional Examination results to candidates indicating pass and fail candidates. The results will be posted on Notice Boards.
- 4.5. After a meeting of Faculty Board of Examiners, the Dean shall forward the provisional results to Senate for final decision and approval.
- 4.6. The Dean shall forward the details of the official results to the Deputy Vice Chancellor; Academic Affairs after Senate has approved the results.
- 4.7. Official results shall be released to candidates by the Deputy Vice-Chancellor, Academic Affairs soon after the approval by Senate.
- 4.8. The onus of obtaining the examination results is the responsibility of the candidate.

5. TRANSCRIPTS

- 5.1. The results for candidates shall be released in transcript form indication letter grading in accordance with the grading system and classification approved by Senate.
- 5.2. Additional transcripts will be issued at a fee decided by the senate per copy.
- 5.3. A candidate shall be allowed to retain a fail mark in an optional/elective unit if the units are not required for graduation.

6. CLASSIFICATION OF DEGREES.

- 6.1. For the purpose of degree classification, all marks for 42 units/courses in the last three years shall be considered unless otherwise approved by Senate.
- 6.2. For the purpose of the degree classification, the final percentage mark shall be calculated by summing the percentage mark for each considered course multiplied by the number of units in the course divided by the total number of units.
- 6.3. Subject to exemptions by Senate, degree shall be classified into First Class Honours, Second Class Honours (Upper Division), Second Class Honours (Lower Division) and pass. The Degree shall be graded as follows.

	Percentage marks
First Class Honours	75 - 100

Second Class Honours (Upper Division)	65	-	74
Second Class Honours (Lower Division)	55	-	64
Pass	45	-	54

7. REGULATIONS FOR CONDUCT OF EXAMINATIONS.

7.1. Continuous assessment.

- 7.1.1. Departments shall maintain a record of marks of Continuous Assessments; assignments, and question papers.
- 7.1.2. The records shall be made available to the External Examiners.
- 7.1.3. There shall be a minimum of two Continuous Assessment per course per semester.
- 7.1.4. Continuous assessments should be spread evenly throughout the semester and the last one at least two weeks before the beginning of the semester examinations.
- 7.1.5. The results of the Continuous Assessments should be submitted to the Head of Department before the beginning of the semester examinations.

7.2. Examination Co-ordinators

- 7.2.1. There shall be departmental examination co-ordinator appointed by Heads of Department.
- 7.2.2. There shall be Faculty Examination/Timetable Co-ordinator appointed by the Dean. The Faculty Examination/Time-table co-ordinator shall work under the direction of the Dean in all matters related to the University Examinations within the faculty.

7.3. Examination Time-tables.

- 7.3.1. Each Faculty shall set up a Faculty Timetabling Committee, comprised of Departmental Examination/Time-table co-ordinators. The Faculty Timetabling Committee shall prepare a draft examination timetable.
- 7.3.2. There shall be University Timetabling committee drawing its membership from Faculty Timetabling committees. The committee shall be chaired by the Assistant Registrar Timetable and Curriculum, supervised by Deputy Vice-Chancellor, Academic Affairs.
- 7.3.3. That harmonized Academic Examinations Time-table shall be presented to the Senate two weeks before examinations.

7.4. Registration for Examinations.

- 7.4.1. All candidates for examinations shall be required to register for each paper they intend to sit for and pay the required fees and University dues, at least four weeks before the beginning of the University Examinations. No candidate shall be allowed to sit for the examination if he/she has not completed payment of fees.
- 7.4.2. A candidate shall not be allowed to sit for a paper for which he/she has not registered.
- 7.4.3. The Deputy Vice-Chancellor, Academic Affairs/ Registrar Academics shall publish a list of candidates registered for examinations, at least two weeks before the beginning of the examinations and shall issue each candidate with an examination card. The lists should be made available to Heads of Department accordingly.

- 7.4.4. Chief Invigilators must ensure that they have registration lists for candidates registered for each paper in the room in which the examination is being taken.

7.5.Setting and Moderation of Examinations.

- 7.5.1. Examination papers, including marking schemes where applicable, shall be set within the first month of each semester by the lecturer responsible for the course who shall also be the Internal Examiner for the course.
- 7.5.2. Special examination papers shall be set simultaneously with the regular University Examination papers.
- 7.5.3. Examination papers shall be internally moderated by the Department Moderation Committee(s) before being sent to External Examiners.
- 7.5.4. The Heads of Department shall ensure that the comments on Examination papers from External Examiners are discussed by the Departmental Moderation Committee(s)
- 7.5.5. The moderated examination papers shall be sent to the Deputy Vice-Chancellor, Academic Affairs for processing and safe keeping five weeks before the start of the semester examinations.
- 7.5.6. The Heads of Departments shall ensure that the typed examination question papers are proof-read by appropriate internal examiners before reproduction and sealing.
- 7.5.7. External Examiners shall be provided with a copy of the examination question papers together with detailed marking schemes (where applicable), course outlines and other relevant information to enable them moderate the examination papers.

7.6.Appointment and functions of External Examiners.

- 7.6.1. Appointments.
- 7.6.2. An External Examiner is normally a renowned academician at the level of Senior Lecturer or above.
- 7.6.3. Senate shall appoint External Examiners on the recommendation of Faculty Boards.
- 7.6.4. External Examiners shall be appointed within the first month of the first semester, and shall be invited to moderate examinations at the end of each semester unless otherwise approved by Senate.
- 7.6.5. If the current External Examiners are being invited for the last time, departments shall start searching for new External Examiners to ensure their appointment within the first month of the following academic year.
- 7.6.6. External Examiners shall not have taught the subject to the candidates to be examined either as full time or part-time staff members of the University during the last four years.
- 7.6.7. External Examiners shall normally be appointed continually for not more than four academic years renewable annually.

7.7.Functions.

- 7.7.1. To assist the external examiner in his/her assignment, Heads of Department shall give the scripts together with course outlines, copies of the examination question papers, final marking schemes where applicable and mark sheets to the External Examiner, the External examiner shall also receive from the Heads of Department records of Continuous Assessments and projects.
- 7.7.2. The External Examiner shall provide general overview of candidate's performance.
- 7.7.3. The External Examiner shall be expected to review extreme cases i.e. candidates who are failing, candidates who are passing/exceptionally/and candidates who are on borderlines.
- 7.7.4. The external External Examiner shall indicate alternative marks where there are disagreements with the marks awarded by the Internal Examiners. The Departmental Board of Examiners shall agree on the final mark.
- 7.7.5. External Examiners shall submit a written report to Senate (through the Vice-Chancellor) on the conditions in which teaching/learning was done and the general standard of examination papers and the candidate's performance in them, structure and choice of the curriculum, marking schemes and any other related examination matters before they leave the University. External Examiners shall send copies of the report to the Heads of Departments and the Dean of the Faculty/school.

7.8.Functions of Internal Examiners.

- 7.8.1. An Internal Examiner is normally an academic member of staff, at the level of a lecturer or above who has taught the course he/she is examining internal examiners shall be approved by Senate.
- 7.8.2. Internal Examiners shall mark every script. To ensure consistency in marking, Internal Examiners shall be required to have a proper marking scheme.
- 7.8.3. The Head of Department, as the Chief Internal Examiner, shall ensure standardization of marking between Internal Examiners.
- 7.8.4. The internal Examiner for any particular examination paper shall normally be one of the invigilators.
- 7.8.5. In cases where the Internal Examiner is unable to present at the start of the examination, he/she shall inform the Head of Department who shall then nominate a replacement from the Department concerned.
- 7.8.6. Internal Examiners shall certify the total number of scripts received from the record of candidates who have taken the examination.
- 7.8.7. An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place shall consult the Head of Department. If the Head of Department considers that an examination irregularity has occurred, he shall make a full report to the Deputy Vice-Chancellor, Academic Affairs through the Dean in accordance with Article 7.13 of these regulations.

- 7.8.8. After marking has been done, all the relevant examination mark-sheets shall be accurately completed, checked and signed by the Internal Examiner, the Head of Department, the Dean and the External Examiner(s)
- 7.8.9. Internal Examiners and External Examiners shall not divulge marks to candidate. All documents tabled during Departmental and Faculty Board of Examiners Meetings shall be reclaimed from members of the Board at the end of Meeting.

7.9. Processing of Examination results.

- 7.9.1. All Internal Examiners shall normally be required to submit results, scripts, projects and other assessment materials and records to the Head of Department within two weeks after the end of the examination.
- 7.9.2. A meeting of the Departmental Board of Examiners shall consider the results and make recommendations to the relevant Faculty Board of Examiners. The Faculty Board of Examiners shall consider the results and make their recommendations to Senate. The External Examiners will be expected to attend the Departmental Board of Examiner's Meeting to present their reports.
- 7.9.3. All examination results shall be presented to Senate only after the Faculty Board of Examiners meeting.
- 7.9.4. Senate may accept, reject, vary or modify results from the Faculty Board of Examiners.
- 7.9.5. No Department or Faculty has the authority to alter Examination Marks/Results once these have been approved by Senate.

7.10. Processing of External Examiner's Reports.

- 7.10.1. Departments shall discuss the External Examiner's report within one month of receiving it.
- 7.10.2. Departments' response to the External Examiner's report shall be sent to the Dean of Faculty with copies to the Vice-Chancellor, Academic Affairs.
- 7.10.3. The Deans of Faculties shall call Special Board meetings to discuss consolidated external examiners reports and departmental responses, within two weeks after receiving reports from Heads of Department.
- 7.10.4. The Vice-Chancellor shall call a Special Senate Meeting to consider consolidated University External Examiner's and Faculty and Departmental reports within two weeks of receiving the last External Examiners' reports.

7.11. Invigilation and Conduct of Examination.

- 7.11.1. Instructions to candidates and Invigilators shall be published annually by the Deputy Vice-Chancellor, Academic Affairs, setting out details of procedures to be followed in the conduct of Examinations. (See Appendix I)
- 7.11.2. Invigilators who are normally academic members of staff shall be appointed and briefed by the Head of Department who is the chief Internal Examiner.

- 7.11.3. Names of all invigilators for various examination papers and Exam Time-tables shall be sent to the Deputy Vice-Chancellor, Academic Affairs one month before the start of the Examinations.
- 7.11.4. At least two invigilators shall be allocated to each examination room. At least one must be in the Examination room at all times.
- 7.11.5. The Deputy Vice-Chancellor, Academic Affairs, shall appoint one of the Chief Invigilators to co-ordinate invigilation in each examination room where several examinations are taking place.
- 7.11.6. Invigilators, under the direction of the Chief Invigilator, shall be responsible for the Security and laying out of the examination papers and for such other duties specified in the instructions to invigilators.
- 7.11.7. The Deputy Vice-Chancellor, Academic Affairs shall ensure the uniformity in colour and appropriate stamping of examination answer booklets.
- 7.11.8. The Chief Invigilator shall collect all examination papers and related materials from the Deputy Vice-Chancellor, Academic Affairs, at least, half an hour before the start of all respective examinations.
- 7.11.9. The Chief Invigilator shall ensure that all examinations start and end on time.
- 7.11.10. The Chief Invigilator shall ensure that all the unused examination booklets and other examination materials are returned not later than 24 hours after the examination.

7.12. Irregularities in University Examinations.

In this context, irregularities include:

- 7.12.1. Carrying unauthorized material into an examination room.
- 7.12.2. Attempting to copy or making reference to the unauthorized material in the examination room.
- 7.12.3. Reading another candidate's answer scripts.
- 7.12.4. Permitting any other candidate to copy from or use one's scripts.
- 7.12.5. Obtaining or endeavoring to obtain assistance from any other candidate directly or indirectly or endeavoring to give assistance to any other candidate except through the invigilator(s).
- 7.12.6. Destroying of evidence pertaining to the irregularity.
- 7.12.7. Disrupting the conduct of examinations.
- 7.12.8. Committing a breach of any other examination rules or regulations which may be communicated to the candidates from time to time by the invigilators.
- 7.12.9. Any other action that may be construed to constitute breach of examination regulations.

7.13. Procedure for Dealing with Irregularities.

- 7.13.1. Prior to the beginning of each examination, Invigilators shall draw to the attention of candidates the seriousness of irregularities in examination.
- 7.13.2. When an invigilator suspects a candidate to have committed an irregularity (ies) in an examination, the invigilator, after consulting and confirming with other invigilators,

shall inform the candidate that a report will be made to the Deputy Vice-Chancellor, Academic Affairs.

7.13.3. The Invigilator shall whenever possible confiscate the material that is being used for irregularity, but the candidate shall be permitted to finish the paper.

7.13.4. At the end of the examination the candidate shall be asked to make a written statement to be submitted to the Deputy Vice-Chancellor, Academic Affairs by the Chief Invigilator. In the event that a student refuses to write a statement, this shall be considered as contempt of Senate.

7.13.5. The Chief Invigilator and the Head of Department shall make a full report of the incident to the Deputy Vice-Chancellor, Academic Affairs through the Dean immediately after the examination.

7.13.6. The Chief Invigilator's report and the candidate's statement shall be considered by the investigating committee of the Senate.

7.13.7. The investigating committee shall normally be composed of the following or their representative:

(a) Four Members of the Senate (one of whom shall be the chairman).

(b) Dean of the Faculty where the candidate is registered.

(c) Head of the Department giving the course.

(d) Dean of students and Registrar Academic Affairs (Secretary)

7.13.8. The investigating committee should meet within two weeks after end of examination of the reported case and shall make a report to the Special meeting of Senate convened to consider the results of the examination.

7.13.9. If the evidence establishes that a candidate committed an irregularity such a candidate shall normally be expelled from the University forthwith.

The word 'normally' referred to in clause (7.13.9) above is limited to being interpreted as being:

a) Expulsion.

b) Suspension and cancellation of examination, or results of the candidate.

c) Issuance of a final stern letter of warning.

7.14. **Leakage of Examination.**

7.14.1. **Definition.**

Any act which results in a candidate or a person having unauthorized access to, or knowledge of examination questions or of any materials related to the examinations, before the scheduled date and time of the examination shall amount to leakage of examinations.

7.14.2. **Procedure to be followed where leakage of examination is suspected:**

7.14.2.1. Any person suspecting leakage shall immediately report to the Deputy Vice-Chancellor, Academic Affairs.

7.14.2.2. An investigating committee shall be set up Senate to investigate circumstances surrounding the suspected leakage of examinations. The committee shall be

constituted as in Clause 7.13.7 above, provided that the committee co-opts any other member deemed to be useful to the investigations. The Deputy Vice-Chancellor Academic Affairs may be powers conferred by Senate appoint such a committee to carry out an investigation provided it is ratified by Senate as soon as possible.

7.14.2.3. The investigating committee shall make a report of their findings to the Senate within 2 (two) weeks.

7.14.2.4. Where leakage has been established, Senate shall cancel/withdraw the examination and order a fresh examination to be set and administered.

7.14.2.5. Senate shall take appropriate disciplinary action against those found to be responsible for the leakage.

7.15. Loss of Scripts.

7.15.1. Loss of scripts shall apply to situations in which scripts, which have been certified as having been handed in by the candidates at the end of an examination paper, are misplaced or found to be missing at the time of processing the examinations.

7.15.2. The Chief Internal Examiner in the affected examination shall report cases of loss of scripts to the Deputy Vice-Chancellor, Academic Affairs through the Dean immediately.

7.15.3. The relevant Senate Investigating Committee as in 7.13.7 shall investigate such loss of scripts and report to Senate.

7.15.4. Following the report of the investigating committee, Senate shall decide how to determine assessment of candidates whose marks are missing as a result of lost scripts and to determine the nature of action to be taken against those found to be responsible for the loss of scripts.

7.16. Disposal of Scripts.

7.16.1. The Deputy Vice-Chancellor, Academic Affairs shall be the custodian of examination scripts.

7.16.2. Examination scripts shall not be disposed of prior to the passing of normally (3) three years after the candidate leaves the University.

7.16.3. In the case of appealed results, scripts should not be disposed of prior to the passage of three years after the candidate has left the University.

7.17. Non – Compliance of Examination Regulations.

Council Disciplinary committee shall take disciplinary action against any person who does not comply with these regulations.

7.18. SECURITY OF THE UNIVERSITY EXAMINATION PROCESS

The University Examination's process starts with draft questions prepared by Internal Examiners and terminates with the publication of results approved by Senate. The entire process presupposes responsibility, integrity and confidentiality on the part of all University Personnel involved. Specific provisions of these Rules and Regulations draw attention to these standards of conduct and institute that disciplinary action shall be

taken against any person(s) found, upon investigation, to have either deliberately or unwittingly, neglected these standards in the performance of their Examination duties. In addition, a number of practical measures (e.g. the destruction of all copies of draft examination papers except the moderated one which goes for typing) should be taken.

APPENDIX I

INSTRUCTIONS TO CANDIDATES AND INVIGILATORS.

1. Candidates will be admitted into the examination room ten minutes before the examination starts. Questions and papers will be placed upside down on the desks before they enter the examination room. Candidates must not turn over the question papers.
2. Candidates should acquaint themselves with the instructions on the front page of the answer books.
3. Candidates should ensure that they write their registration numbers, course titles and the paper number on the answer books including the continuation sheets.
4. No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination. If a candidate is excluded from the examination room under this regulation he/she should in his/her own interest report to Academic Registrar's office.
5. However, if a candidate arrives before the first half hour has passé, the invigilator may use his discretion in extending the time limit for the candidate provided no candidate has already left the room.
6. No candidate will be permitted to leave the examination room until thirty minutes have expired from the start of the examination. In addition, candidate will not be allowed to leave the examination room during the last ten minutes except in cases of emergency in order to avoid disturbing other candidates who are completing their papers.
7. Candidates without University Identity Cards will not be allowed to sit for the examinations. Each candidate is therefore required to carry with him/her into the examination room, his/her University Identity Card for each paper he/she is taking.
8. Except when prevented by illness or other sufficient cause, a candidate who fails to present himself/herself for examination will be deemed to have failed in that part of the examination. If, for any reason a candidate is unable to attend an examination he/she should report the circumstances to the Academic Registrar's office at the earliest possible moment. Misreading of the examination timetable will not be regarded as sufficient cause' for missing an examination.
9. To assist the Invigilators in taking the roll for those present and absent from examination, the University Identity Cards should be conspicuously placed on the desks.
10. No books, bags, notes, rough papers and any other paraphernalia should be taken by candidates into the examination rooms. Candidates are not allowed to bring their own log

tables and calculators in the examination room unless there is an express provision otherwise in the case of a particular paper. Any unauthorized materials should be handed over to the Chief Invigilator before examination start.

11. Invigilators shall have power to confiscate any unauthorized material on aid brought into the examination room, and expel from the examination room any candidate who creates a disturbance in the examination room.
12. Smoking is not allowed in the examination room.
13. At the end of the examination, and on the instruction from the Chief Invigilator, candidates must stop writing and assemble their scripts. The scripts should be left on the desks, unless instructed otherwise.

References

- GLUK Charter, 2012
- GLUK Quality Manual
- GLUK Statutes 2013
- GLUK Acts 2012
- GLUK Exam Procedures 2016