



EXAMINATIONS POLICY MANUAL

GLUK/AR-E/QMS-M/001

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| Created by: | MR.EVANS MUAMBU WATERA (ASSISTAND REGISTRAR EXAMINATIONS) |
| Issue by | MR.GORDON OTILA(QUALITY ASSURANCE MANAGER) |
| Authorized by | PROF.STEPHEN OKEYO(DEPUTY VICE CHANCELLOR ACADEMIC AFFAIRS) DR.PHILIP ROTICH (REGISTRAR ACADEMIC AFFAIRS) |
| Approved by | PROF.ATIENO AMADI NDEDE(VICE CHANCELLOR) |
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Vision

The Great Lakes University of Kisumu (GLUK) is established as a centre of excellence bridging academics with community and institutional based development.

Mission

The Mission of GLUK is to develop effective and concerned managers or leaders with a vision for the transformation of situations in the African context.

Philosophy of the University

GLUK believes that all people and communities have capacities and are fully engaged in individual, collective and collaborative actions to solve their own problems

CORE QUALITY VALUES

1. Productivity
2. Professionalism
3. Excellence
4. Accountability
5. Transparency
6. Equity
7. Integrity
8. Academic freedom
9. Social Responsibility
10. Innovation

GLUK EXAMINATION POLICY MANUAL 2017-2022

The GLUK Examinations Policy Manual 2017-2022 provides guidance to GLUK staff and students on matters concerning examinations. It contains the most up-to-date information on the following;

- a) Examination Policy
- b) Examination Procedures
- c) Examination Guidelines: Rules and Regulations.

Students and staff are responsible for knowing and familiarizing themselves with the contents of the Quality Assurance Policy, Examinations Policy, Examination Procedures & Examination Guidelines: Rules & Regulations as published in this manual.

Staff and students should read this manual carefully and in case of need for clarification or interpretation, the Registrar AA, should be consulted through the following address;

Registrar, AA
Great Lakes University of Kisumu
P.O BOX 2224
KISUMU

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Definition of Terms

The following definitions are specific to GLUK Examinations Policy, Examination Rules and Regulations and Examination Procedures and Guidelines.

| Word/Term | Definition |
|---------------------------------|---|
| Academic Programme | The design of learning content, which is multi-dimensional and includes intentions, structure of content, delivery modes, academic resources and assessment modes. |
| Academic Year | A period of teaching and examinations organized in either two or three semesters. |
| Assessment | <ol style="list-style-type: none">1. A process to determine a student's achievement of expected learning outcomes and may include a range of written and oral methods and practice or demonstration.2. An exercise to be completed by a student to provide a basis for an official record of achievement or certification of competence in a course or programme. <p>Examples of assessment include, but are not limited to, final examinations, tests, quizzes, reviews, take-home examinations, assignments, essays, laboratory reports, theses, demonstrations, performances, tutorial presentation, seminars, class participation, practicums, attachments, projects, clinical placements and work experience.</p> |
| Cheating | An act or an attempted act of deceit to gain or facilitate academic credit. |
| Common University Course | A University-wide prescribed course for all students in the university at a specific level and shall be used for classification purposes. |
| Compensation | A practice of awarding a pass mark in respect of a failed course by reason of a candidate having passed other related courses offered in the same curriculum or programmes of study at the same level. |
| Core course | A course which is central to a discipline of study which must be taken by all students in a given programme and shall be used for classification. |
| Course | Part of a programme described in an approved curriculum and normally taught and assessed over a semester/trimester. A course may comprise one or more units of study. |
| Credit hour | Equivalent to a minimum of 14 instructional hours. |
| Elective course | A course that a student may choose, according to interest, subject to approval by the relevant department and shall be taken into account for purposes of classification. |
| End-course Examination | The final examination in a semester/trimester. |

| Word/Term | Definition |
|-------------------------------|---|
| Examination | Any assessment, written, oral or observed, that is taken into account in evaluating the final results in a course or programme. Examinations include in-course and end-of-course. |
| Examination Centre | A designated venue where an examination is held. |
| Examination Moderation | A control process that evaluates the quality, content, standard and level of testing of an assessment. |
| Examination Session | Time/period within which an examination is held. |
| Examiner | Academic staff responsible for assessment of a course. |
| Examination Supervisor | A person who conducts examination, guides candidates and ensures all relevant Policies, Procedures and Guidelines, Rules and Regulations are followed. |
| Failure | Inability to attain the requisite pass mark or where a candidate does not sit for a registered examination without authorization. |
| Final Examination | A regular assessment scheduled within an official examination period and which serves as the end evaluation of student performance in a course. |
| In-course Examination | Assessment administered during the semester before the Final Examination. |
| Instructional Hour | Is equivalent to: <ul style="list-style-type: none"> i. One (1) contact hour in a lecture-design session ii. Two (2) contact hours in a tutorial/ seminar-designed session iii. Three (3) contact hours in a laboratory –designed session or practicum session iv. Five (5) contact hours in a farm or similar practice |
| Invigilator | A person charged with the responsibility for the distribution, supervision and collection of examination papers and materials. |
| Leakage | A situation where a candidate or a person has unauthorized access to or knowledge of examination questions or materials related to an examination prior to scheduled date and time of the examination. |
| Misconduct | Behaviour that is unacceptable, disorderly or otherwise disruptive to the examination process. |
| Optional Course | A course chosen according to interest which is not necessarily central to a discipline of study and which is subject to approval by relevant department and shall not be used for classification. |
| Pass | Attainment of the minimum grade/mark. |

| Word/Term | Definition |
|----------------------------------|--|
| Plagiarism | The willful and deliberate disregard for good academic practice in respect of using another person's intellectual material(s) and knowledge without acknowledgement. |
| Pre-requisite Course | A course which must be taken and completed successfully before one can register for a given course. |
| Prescribed Course | A course which is designated as core. |
| Repeat Course Internally | Opportunity granted to a student to study a course again and sit for an examination after failing more than 25% of courses examined in an academic year. A student repeating a course internally shall NOT proceed to the next level of study. |
| Repeat Course Externally | Opportunity granted to a student to study a course again and sit for an examination after failing a supplementary examination. A student repeating a course externally shall NOT proceed to the next level of study. |
| Required Course | A course which is supportive of or beneficial to a discipline and shall be used for classification. |
| Semester | A period of study of normally 16 weeks or such a period as may be determined by Senate. |
| Semester Load | Normally between 7 and 9 courses, unless otherwise approved by Senate. |
| Special Circumstance | A situation which is an exception to the general rule, and which is beyond a candidate's control, and is not reasonably foreseeable and which prevents them from sitting an examination. |
| Special Examination | Alternative final written assessment usually granted to a student on the basis of an application for consideration occasioned by special circumstances. |
| Supplementary Examination | An examination granted to a student who has failed a course on first attempt. |
| Trimester | A period of study of normally 15 weeks or such a period as may be determined by Senate. |
| Unit | Same as instructional hour. |

Abbreviations and Acronyms

| | | |
|-----------------|---|---|
| AA | - | Academic Affairs |
| CUE | - | Commission for University Education |
| DVC(AA) | - | Deputy Vice Chancellor (Academic Affairs) |
| DVC(PAF) | - | Deputy Vice Chancellor (Planning, Administration & Finance) |
| GLUK | - | Great Lakes University of Kisumu |
| VC | - | Vice Chancellor |

CHAPTER ONE

EXAMINATIONS POLICY

1.1 Preamble

Great Lakes University of Kisumu Policy documents processes of design, delivery, administration and management of examinations is intended to ensure that assessment procedures and practices within the University's programs and courses facilitate the achievement of specified learning outcomes. The Policy is integral to both the quality of the learning experience and the integrity of the assessment process and plays a central role in helping GLUK ensure that examinations are fair, valid, reliable, efficient, consistent and ethical.

The Examinations Policy outlines the principles and values that form the basis of GLUK approach to Guidelines and Procedures, and Rules and Regulations that shall apply to all GLUK examinations.

1.2 Purpose

The purpose of the GLUK Examinations Policy is to ensure equitable processes of planning and management of examinations in a manner which would support the University's commitment to academic integrity. The Policy outlines the required conduct of students and staff undertaking examinations at GLUK, and directs them to University rules, standards, codes, policies, guidelines, procedures and other requirements which specify acceptable and unacceptable conduct before, during and after examinations.

More specifically, the purpose of this policy is to ensure that:

- i. The planning, administration and management of university examinations and external assessment processes are conducted in the best interest of GLUK;
- ii. All examinations and external assessment processes are conducted in line with regulatory and accreditation body requirements;
- iii. All those involved in GLUK examinations and external assessment processes are familiar with their roles and responsibilities.

1.3 Policy Statement on Examinations

GLUK Examinations are designed to play an important role in focusing learning and teaching efforts on intended academic and intellectual outcomes and the development of desired and required graduate capabilities. The examinations promote active student engagement in learning and enable a student to develop his/her knowledge, skills and capabilities in meaningful disciplinary, professional and personal contexts.

Assessment practices at GLUK include providing constructive and timely feedback that has value for the student in justifying assessment grades given, identifying the strengths and weaknesses in his/her performance, and guiding their learning with a view to improving his/her performance.

1.4 Policy Principles

The purpose of assessment at GLUK is to enable students to demonstrate achievement of the outcome(s) of courses and programmes. Student performance in the assessment of courses contributing to their programme of study is the major source of evidence used by Senate in determining progression and recommendation for awards of the University.

The following principles shall underpin all GLUK examinations:

- i) Examinations shall be valid in relation to their form, quantity, level, content and learning outcomes;
- ii) Examinations serve to promote student learning by their nature and the provision of appropriate guidance and feedback on performance;
- iii) The Registrar AA shall ensure that Examinations policy, procedures and processes are explicit and made clear to all students, staff, and external examiners;
- iv) Examination management will be reliable, consistent, fair and inclusive;
- v) The Examinations Policy, Examinations Procedures and Guidelines, and Examinations Rules and Regulations will be subject to regular monitoring and review;
- vi) Students, Staff and Management of GLUK and external examiners shall be bound by the current Examination Procedures and Guidelines, and Examination Rules and Regulations in use;
- vii) The University reserves the right to amend the current Examination Procedures and Guidelines and Examination Rules and Regulations as it deems necessary.

1.5 Responsibilities

1. The University

It is the responsibility of Great Lakes University of Kisumu, guided by this policy, to:

- i) Ensure proper planning, organization and administration of examinations;
- ii) Assess a student fairly;
- iii) Satisfy itself that proper invigilation of examinations is undertaken;
- iv) Ensure that the results of students' assessments are timely processed and published as far as they relate to progression or awards of the University;
- v) Investigate any allegation of examination malpractice and act appropriately on the findings;
- vi) Consider appeals on examination decisions.

2. Students

It is the responsibility of GLUK students to:

- i. Read, understand and adhere to Examinations Procedures and Guidelines and Examination Rules and Regulations;

- ii. Participate in the learning activities specified for each course and programme for which they are registered;
- iii. Attend all examinations as required;
- iv. Undertake examinations in an honest manner.

1.6 Quality Assurance

The GLUK Senate affirms the University's commitment to maintain the highest standard of academic integrity in the examination process as an assurance of quality education. The Procedures and Guidelines, and the Rules and Regulations attached to this Policy are designed to safeguard the academic integrity of GLUK examinations and shall inform the efficient administration and effective management of examinations. Senate shall comply with relevant policies, guidelines and procedures in ensuring they are applied consistently with fairness and impartiality.

The University supports the promotion of the values of honesty, trust, fairness, respect and responsibility in all its academic endeavors. Students and staff of GLUK are expected to conduct themselves in a manner that reflects these values, to ensure the protection of the University's reputation and standards for current and future students and staff.

1.7 Scope

This Policy applies to examinations in all academic programs and courses of GLUK and has implications for:

- i. Students at all levels of study;
- ii. Academic staff of the University, and
- iii. Other associated or contracted entities by the University with responsibility for designing, administering and making decisions relating to examinations, by or on behalf of the University.

1.8 Legal and Policy Framework

This Examinations Policy is anchored in the following documents:

1. Internal to GLUK

- i. GLUK Statutes
- ii. GLUK regulations governing the conduct and discipline of students
- iii. GLUK Examinations Procedures and Guidelines
- iv. GLUK Examination Rules and Regulations
- v. GLUK School of Graduate Studies Guidelines
- vi. GLUK Quality Manual
- vii. GLUK Quality Policy Statement

2. External to GLUK

- a. Constitution of Kenya
- b. Universities Act (2012)
- c. Commission for University Education (CUE) Guidelines and Standards
- d. Universities Code of Conduct
- e. Statutory/Regulatory Bodies requirements

1.9 Implementation

Responsibility for monitoring the implementation of this Examination Policy and its associated Procedures and Guidelines, and Examination Rules and Regulations is vested in the GLUK Senate. Senate shall have the overall authority in all matters concerning and affecting examinations. These include the setting, moderation, conduct and marking of examinations as well as the declaration of examination results.

Responsibility for implementation of specific aspects of this Examination Policy is integral to the roles of the:

- i. The Vice Chancellor
- ii. Deputy Vice Chancellor
- iii. Registrars
- iv. Directors and Deans

- v. Academic Leaders
- vi. Head of Departments
- vii. Faculty Members
- viii. Technical staff
- ix. Academic Coordinators
- x. Project and dissertation supervisors
- xi. External Associates
- xii. Students

Specific details of the responsibilities of the individuals in each of these roles are set out in the Examinations Procedures and Guidelines (examination Rules and Regulations) associated with this policy.

1.10 Support and Advice

Support and advice on the implementation of this policy can be obtained from:

- i. The Office of the Deputy Vice Chancellor, Academic Affairs
- ii. Directors of Campuses

- iii. Registrar, Academic Affairs
- iv. Faculties and Schools
- v. Departments and Institutes

1.11 Review

This policy shall be due for review as determined by Senate but not more than five years from the effective date.

CHAPTER 2: EXAMINATION PROCEDURES AND GUIDELINES

2.1 PREAMBLE:

These Procedures and Guidelines are made under the Great Lakes University of Kisumu (GLUK) Examinations Policy and apply to all examinations taken by students at all levels. Senate shall have the overall authority in all matters concerning and affecting examinations. These include setting, moderation, conduct, marking, grading and declaration of examination results as well as the classification of awards.

All matters concerning University Examinations shall be supervised by the Registrar AA, under the direction of the Deputy Vice-Chancellor (AA) and Senate, subject to GLUK Statutes and any other statutory and regulatory requirements.

Exceptions to the provisions of these Examination Procedures and guidelines may be granted only for academic reasons and only as recommended by the Faculty/School/Centre of the program offering the course and approved by Senate.

2.2 PURPOSE

These Procedures and Guidelines are designed to maintain the academic integrity of GLUK examinations in accordance with the University Examinations Policy. These are the standard operating Procedures and Guidelines to ensure that examination processes are conducted with utmost care and attention. Multiple levels of checks are built into the administration of examinations.

2.3 UNIVERSITY EXAMINATIONS

University Examinations shall be held in all courses to assess the work done by students. They serve different pedagogical needs and are integral parts of the instructional program. All examinations serve primarily to assess a student's understanding of the subject matter. Depending on when it is administered, an examination plays either a formative or summative role. Generally, a summative examination for many courses constitutes a significant percentage of the final grade.

TYPES OF UNIVERSITY EXAMINATIONS

University Examinations take different forms and include in-course/coursework assessments; end-of-course/written final examinations; Special Examinations; and Supplementary Examinations.

2.4.1. In-Course Examination

In-course examination is also known as coursework. It is an assessment done during the duration of a course to evaluate learner outcome and achievement, the mark for which shall contribute to the overall course mark. Coursework assessments include tests, practicals, seminars, demonstrations, performances, attachment, discussions, field work and observation.

2.4.2. End-Course Examination

End course examination is also known as final examination. A regular assessment scheduled within an official examination period and which serves as the end evaluation of student performance in a course.

2.4.3. Special Examination

This is a deferred examination. It is an alternative end-course examination granted to a student based on special circumstances such as medical, compassionate, religious or political grounds or as may be determined by Senate from time to time.

2.4.4. Supplementary Examination

This is an examination granted on academic grounds to a student who has failed the course in a first attempt.

2.5 SETTING AND MODERATION OF UNIVERSITY EXAMINATIONS

2.5.1. Final examination content shall be structured and assessed in a manner such that it is consistent with the level of testing of material by identifying it as requiring ‘Recall’, ‘Application’, and/or ‘Synthesis’. As much as possible, the different levels shall be tested and should fit in the allocated time. Although it can be appropriate to recycle past questions, those from recent years should not be re-used as they stand.

2.5.2 Final examinations shall be moderated by both internal and external examiners who are not involved in delivering the content. Coursework examinations shall be set by the lecturer in-charge.

2.5.3 The structure of examination papers shall follow a standard rubric/pattern as specified by Senate. Variation may be allowed for exceptional reasons, on the authorization of the Chairman of Senate, or their appointee.

A. In-Course Examination, Projects and Dissertations

1. Topics for in-course examination, projects and dissertations shall be selected having regard to the criteria for setting written examination questions indicated above;
2. Those setting in-course examinations, projects, dissertations, written examinations and other assessments shall ensure that requirements are clear and do not lend themselves to plagiarism, which is an examination offense;
3. Students shall be given adequate advice on citation and referencing so as to resist and avoid plagiarism.

B. Written Final Examination Papers

1. Course coordinators shall be responsible, under the authority of their respective Chairpersons of Department, for preparing written examination papers, and where necessary, in consultation with those involved with the delivery of a course;
 - i. While questions should relate to the course content actually delivered, they may include material not actually taught, provided that students have been told

explicitly that a particular subject would form part of the course aims and learning outcomes and that students would be expected to undertake self-directed learning on such material;

ii. Questions related to self-directed learning should not be more than 25% of the total weight of the examination;

iii. In finalizing the draft examination paper, a Course Lecturer shall ensure that:-

- (a) The same question has not been assessed previously during the semester;
- (b) Great caution is exercised when informing students about a written examination and Information given shall be sufficiently broad so as not to give students an unfair advantage In completing the examination;
- (c) Any information given to students in regard to the structure and/or content of an examination is in writing and made available to all students (preferably in the Course Outline at the beginning of the Course);
- (d) The actual examination paper complies with the above information provided to students;
- (e) All assessments, including written examinations relate to the learning outcomes for a course, which shall be indicated in the Course Outline given to all students at the start of the Course;
- (f) Course Outlines and Programme Handbooks (every Faculty/School/Centre/Department shall develop a Programme handbook) contain all relevant information for candidates in regard to assessments, including the deadlines for submission of in-course assignments and the consequences and penalties for late or non-submission of work for assessment;
- (g) The examination constitutes adequate coverage of course content;
- (h) There is no overlap/repetition in material being assessed where more than one examination is set for a particular course;
- (i) Questions are designed to allow students to demonstrate independent critical thinking and understanding of the course content, analysis and judgment, and not just rote learning;
- (j) The examination indicates the weighting that will be apportioned to each question/component/section;
- (k) Number of examination questions is five (5) and Candidates shall answer three (3) of the questions set. Question one (1) shall normally be compulsory and comprehensive with more weight than the rest; except in special circumstances approved by Senate;
- (l) In all cases, the final examination is worth a minimum of 70% of the student's evaluation/final grade.

C. Internal Moderation of Examinations

1. A meeting of departmental board of examiners shall be held after examinations have been set to moderate the examinations, and a copy of the Minutes submitted to the respective Dean of Faculty/ School/ Center before submission of examination for external moderation.
2. It is the responsibility of the Departmental Board of Examiners to confirm that in their opinion the examination:
 - i. Is a fair, balanced and appropriate assessment of the course/programme;
 - ii. Contains only material that is technically correct (within the limitations imposed by the level of the examination);
 - iii. Is grammatically correct and worded in a way that will be unambiguous to candidates;
 - iv. Conforms to guidelines for typing and standardization of GLUK examinations;
 - v. Is free from typographical errors;
 - vi. Contains the correct number of questions, with the correct number of marks, and is described by an accurate rubric;
 - vii. Contains a complete set of marking criteria.

D. External Moderation of Final Examination Papers

- 1 All final examination papers shall be moderated and approved / disapproved by an External Examiner.
- 2 External Examiners shall normally be senior and qualified and experienced academics whose nomination shall be approved by a Departmental Board of Examiners and appointed by Senate.
3. Upon induction by the Chairperson of Department, the External Examiner shall serve as a moderator. They confirm the standard of the examination set and make changes to the structure and/or content of the examination, and agreeing or revising, as appropriate, the marks being recommended by the internal examiners.
4. To enable an External Examiner ascertain whether the draft questions are fair and appropriate in relation to the course aims and learning outcomes, the following documents shall be provided:
 - i. A Course Outline;
 - ii. A model answer;
 - iii. Marking Guide and mark allocation
5. Where valid substantial changes have been proposed by the External Examiner to be incorporated into an examination, the Internal Examiner has to incorporate them, before the Chairperson of Department ratifies the final version.

6. The decision of the External Examiner in moderating examination set shall not be final. Where, after appropriate discussion, the Department disagrees as to the recommendations made, the Department may retain its original question(s).
7. Where a department makes additional substantial changes to the paper, it must be returned to the External Examiner for final approval.
8. In exceptional and unavoidable circumstances where a final paper is set and cannot be taken to an External Examiner, and with the authority of Senate, a senior member of the Faculty who is qualified in the discipline may moderate the examination paper. Provided he/she did not teach the course.

2.6 PROCESSING OF EXAMINATION PAPERS

- 2.6.1. Staff involved in processing examination papers shall be responsible for ensuring proper handling and storage so that no unauthorized access to electronic or hard copies occur.
- 2.6.2. Draft and final versions of examination papers shall be held securely and confidentially at all times
- 2.6.3. Only staff with direct involvement in the development, approval and administration of examinations shall have access to the examination papers. All staff involved in the processing of examinations shall be vetted and take an oath of secrecy and ensure maximum security
- 2.6.4. Staff in the Examination Office shall be guided by Code of Conduct and Ethics
- 2.6.5. Where security has been breached, and the examination leaked, an alternative examination shall be administered
- 2.6.6. Staff in breach of handling and storage of examinations shall be charged with misconduct
- 2.6.7. Internal Examiners shall provide camera-ready completed examination papers, ready for administration, typed in the appropriate format with title/rubric page, and good quality diagrams, where necessary, to the Chief Internal Examiner four (4) weeks after commencement of the semester/trimester for internal moderation
- 2.6.8. The Chief Internal Examiner shall ensure examinations are internally moderated within one (1) week after receipt of the draft examinations
- 2.6.9. After internal moderation, the Chief Internal Examiner shall immediately submit the draft examination papers to the external examiner for moderation within a period of three (3) weeks
- 2.6.10. After external moderation the Chief Internal Examiner shall convene a departmental meeting within one (1) week to consider the external examiners comments/report
- 2.6.11. The Chairperson of Department is responsible for preserving confidentiality and security in all examinations prepared in their department;

- 2.6.12. The Chairperson of Department is responsible for compiling the examination papers, and dispatching them to the Office of Registrar, AA two (2) weeks before beginning of the examination session;
- 2.6.13. Once an examination has been approved, the Chairperson shall keep a paper trail related to the examination for auditing and quality assurance purposes
- 2.6.14. Printing, packaging and labeling of examination papers is the responsibility of the Registrar (AA)
- 2.6.15. The Registrar (AA) shall be responsible for maintaining security and confidentiality during the duplication, packaging, labeling, storage and dispatch of examination papers
- 2.6.16. A copy of all formal examination question papers done shall be sent to the Library by the Examinations Office within one (1) week after the official examination period ends, and the Library shall bind all submitted papers according to programme/courses within one (1) week of receipt.

2.7 SCHEDULING OF EXAMINATIONS

- 2.7.1. The scheduling of final examinations during the Senate approved examination period is the responsibility of the Office of the Registrar (AA) in liaison with the University Examinations and Timetabling Director. No tests or any other form of examination may be held during the official examination period other than those scheduled by the Office of the Registrar, (AA)
- 2.7.2. The office of the Registrar, (AA) shall be responsible for establishing a university examination schedule clearly indicating the course, location, venue (room or hall) and time. The time and location for examinations shall be determined by the Registrar (AA) office based upon departmental requests submitted to the University Examinations and Timetabling Director not later than six (6) weeks before commencement of examinations;
- 2.7.3. The venue assigned for a final examination shall be of sufficient capacity to allow for appropriate seating and monitoring of students sitting the examination in order to discourage cheating;
- 2.7.4. Normally, final examinations shall be scheduled during two (2) hour time-slots for undergraduate and three (3) hour time slots for postgraduate. However, individual Faculties/Schools/Centers may with justification and authority from Senate determine other duration which shall not be less than two (2) hours nor more than three (3) hours
- 2.7.5. No student shall sit more than two (2) examinations in one (1) day and there should not be any schedule clashes for students registered courses. A draft timetable will be sent to Faculties/Schools/Centres and Departments four (4) weeks prior to each examination period
- 2.7.6. Any student with an examination timetable conflict (two or more examinations scheduled at the same time, and/or in different locations and/or venues) must file a formal request for a

conflict examination during the first week of the draft schedule (See Appendix 1). The request must be filed through the Departmental examinations/timetabling coordinator and ascertained by the Chairperson of Department, to the University Examinations and Timetabling Director.

- 2.7.7. Every effort shall be made to establish a final examination timetable that is free of conflicts. Invariably, some conflicts may arise. Conflicts should be identified as soon as possible but not beyond one (1) week to allow maximum resolution time
- 2.7.8. The University Examinations and Timetabling Director shall rework the schedule and release the final examination timetable at least two (2) weeks before commencement of examinations. No changes shall be allowed after the release of the final timetable
- 2.7.9. The Registrar AA shall ensure publication of final examination timetable, two (2) weeks before the commencement of the examination period, on the University website and notice boards so as to be accessed by students and staff.
- 2.7.10. Faculties/Schools/Centres shall make appropriate announcements to make students aware of the final examination location and time
- 2.7.11. Misreading or misinterpretation of the timetable shall not be accepted as an excuse for failing to attend an examination. The student shall be deemed to have failed the examination.
- 2.7.12. Examinations shall normally be held on five (5) days a week, from Monday to Friday between 9.00 am and 5.00 pm and shall normally be scheduled for three (3) sessions for undergraduate and two (2) sessions for postgraduate a day, unless otherwise approved by Senate.

2.8 Faculty Responsibilities

- 2.8.1. Academic staff have the overall responsibility for all examinations given in their courses and are expected, unless otherwise, to be present on site during the duration of their examination
- 2.8.2. The Internal Examiner or an authorized representative who should be able to deal with substantial issues relating to the examination, shall be available when examination papers are being handed out, and shall collect or make adequate arrangements for the collection of scripts from all venues after the examination
- 2.8.3. The Internal Examiner or an authorized representative shall be accessible throughout the duration of the examination.
- 2.8.4. The Internal Examiner shall ensure the examination has been thoroughly proofread for clarity, level of difficulty, and length of time required.
- 2.8.5. The Invigilator shall:
 - i. Check the venue to make sure it is fit for the examination.
 - ii. Remind students of the ground rules for the examination.
 - iii. Provide the requisite number of answer booklets and copies of the examination paper.

2.9 Admission to Examinations

- 2.9.1. Candidates shall arrive at least 30 minutes before the start of an examination.
- 2.9.2. Candidates shall only enter the examination room on the instructions of the invigilator.
- 2.9.3. Candidates shall sit according to their registration numbers.
- 2.9.4. The chief invigilator, or their appointees, shall direct the admission, seating and identification of students and the signing of the examination attendance register
- 2.9.5. Students shall present their valid student photo identification cards for admission at all examinations
- 2.9.6. If a student fails to present their student identification card, they shall produce it within 24 hours to the relevant Invigilator. If the student fails to do so, his/her results for that examination shall be cancelled.
- 2.9.7. A candidate shall display identification documents conspicuously on the examination desk for the duration of the examination
- 2.9.8. Candidates must not carry to the examination venue any unauthorized material, including but not limited to, books, mobile phones and notes. All items shall be left out at the owner's risk; Failure to leave items as directed by the invigilator shall be taken as an act of attempted cheating
- 2.9.9. A candidate who arrives at the examination venue within 30 minutes of the examination having started will be permitted to sit the examination. However, they shall not be granted Any additional time and shall be required to finish the examination at the original Scheduled time.
- 2.9.10. If a candidate is taken ill during an examination, he/she shall inform the invigilator immediately so that necessary action can be taken to help them and to ensure that the details are recorded. However, it should be noted that when a candidate decides to enter an examination venue, they have declared themselves fit to sit
- 2.9.11. A candidate may not leave the examination venue within the first 60 minutes of the commencement time of the examination, or within the final 30 minutes of the examination
- 2.9.12. A student who wishes to leave the examination room and be readmitted must obtain prior approval from an examination invigilator, who may require that the student be accompanied by an invigilator during the full period of absence
- 2.9.13. Candidates shall check their personal details and sign the Examination Attendance Register
- 2.9.14. A clear warning will be given 15 minutes before the end of the examination and a final signal at the end, when all writing must cease. Candidates shall remain seated until all booklets and materials have been collected by examination invigilators
- 2.9.15. Answer booklets shall not be removed from the examination venue and remain the property of the University

- 2.9.16. Candidates shall fill in the information required on the cover of the booklet, or the examination paper and/or answer sheet, as appropriate. If more than one booklet or examination paper and/or answer sheet is used the same information must be completed on each booklet, examination paper and/or answer sheet
- 2.9.17. A candidate should record his / her student number (but not his / her name) on the examination booklet in order to aid anonymity
- 2.9.18. The answer to each question should begin on a separate page and the number of the question being answered should be written at the right hand top of each page. Failure to observe this shall lead to loss of 5% of the total mark on the question
- 2.9.19. A student who does not answer any questions shall submit a blank booklet with personal details on the cover completed

2.9B. Invigilation of Examinations

- 2.9.1B. All final examinations shall be conducted by a Chief Invigilator designated by the Department or Faculty/School/Centre offering the examination
- 2.9.2B Chairpersons of Department shall be responsible for appointing the required number of invigilators from their Department. Such staff will act as Main Invigilators and Invigilators. Additional Assistant Invigilators may be recruited by the Registrar's (AA) Office.
- 2.9.3B There shall be a minimum of two (2) invigilators in an examination venue. However, the recommended ratio shall be one (1) invigilator for every fifty (50) students
- 2.9.4B. The Chief Invigilator shall ensure that other invigilators at that session and students are aware of and observe the rules that govern student and invigilator behaviour during examinations
- 2.9.5B. The Chief Invigilator shall oversee general conduct of the examination according to approved schedules
- 2.9.6B. The Chief Invigilator or their assistants shall make any necessary announcements prior, during or at the end of the examination and direct the distribution and collection of examination question sheets and answer booklets
- 2.9.7B. Every member of the academic staff shall be required to undertake invigilation duties as specified by his or her Chairperson of Department. The Chairperson shall have the ultimate accountability for the examination
- 2.9.8B. The invigilators shall announce any materials or aids that students are allowed to have on their desk or have access to during an examination
- 2.9.9B. The official start and end time of examination shall be determined and announced by the invigilators
- 2.9.10B. all invigilators shall exercise constant vigilance for any instance of suspected cheating

2.9.11B. Chief Invigilators or their appointees shall collect examination papers from the Examinations Office at least 60 minutes prior to the start of the examination. Other invigilators shall report to the examination venue at least 30 minutes before the examination is due to commence

2.9.12B. Chief Invigilators shall complete a report form on the conduct of each examination for Submission to the Examinations Office (See Appendix 2)

2.9.13B. Chief invigilators shall report any irregularity to the Registrar AA in writing immediately after the examination session

2.9.14B. At the end of the examination, the invigilator shall ensure that all used and unused examination booklets are accounted for and delivered to the designated office

2.10 Disruption/Interruptions of an Examination

2.10.1 If a final examination is disrupted for any reason, the examination may be:

- a) Continued with an adjustment made up to the length of the disruption;
- b) Considered completed, with the examination scripts marked;
- c) Abandoned and rescheduled

2.10.2. The invigilator shall make announcements and procedures to be followed in the event an examination is interrupted/disrupted as a result of an emergency and/or any other cause that cannot allow successful conduct of an examination

2.10.3. The invigilator, in consultation with the Chairperson of Department, the Dean and the Registrar (AA), shall determine the course of action to be taken in case of disruption/interruption

2.10.4. A candidate shall follow instructions provided by the invigilator to ensure the safety of all concerned.

2.10.5. In the event of an examination having to be abandoned, students may be required to sit the examination again at a date and time that may be outside the formal examination period. The examination may, depending on the circumstances, be a different paper.

2.10.6. If a student is unable to attend a rescheduled examination for one that had been abandoned, they will be offered a special examination.

2.11 Marking Examinations

2.11.1. All assessments for courses leading to a GLUK award shall involve both one or more internal examiners and one or more independent external examiners

2.11.2. Marking shall end four (4) weeks after the end of the examination period

A. Internal Examiners

- 2.11.3 Internal Examiners for each examination shall be the persons who taught the Course. However, Senate on the recommendation of the Chairperson of Department may also permit others without that status to mark examinations where both are satisfied that the person concerned is sufficiently experienced to be a competent examiner in the course
- 2.11.4 All members of academic staff shall be internal examiners in the courses in their Department
- 2.11.5 A marker shall annotate each page of a final examination script to indicate that it has been marked
- 2.11.6 A Department/Faculty/School/Centre shall ensure that any individual acting as an internal examiner who is not an academic staff of the University is fully briefed and has relevant experience and sufficient knowledge of their subject area to assess students' knowledge and skills
- 2.11.7 Departments shall conduct the assessment of students in a manner that is appropriate to individual disciplines and to the methods of assessment employed
- 2.11.8 All Departments shall have approved marking criteria in pursuit of assessment practices that are fair, consistent, valid and reliable
- 2.11.9 A satisfactory set of marking criteria is such that someone other than the setter can mark a student's answers fairly; examiners in future years can see what was required as an answer to that question; and the external examiners can confirm the cognitive level required by the assessment
- 2.11.10 The Internal Examiner shall forward the record of marks, marked scripts, marking criteria, and the examination attendance sheet to the chairperson of department within one (1) week after the end of marking period
- 2.11.11 Departments shall have a policy on the internal moderation of marks. Among issues to be considered include, but are not limited to:
- i. Additional marking of borderlines, firsts and fails;
 - ii. Additional marking where there is significant disparity between the different elements of assessment for an individual student;
 - iii. Additional marking where there is significant disparity between marks assigned by two or more examiners.
- 2.11.12 Faculties/Schools/Centres and Departments shall undertake routinely an analysis of marking and marking trends to facilitate comparisons and provide evidence of standards.
This will be audited by the Quality Assurance Directorate

B. External Examiners

- 2.11.13 the chairperson of department shall forward the record of marks, marked scripts, marking criteria, and the examination attendance sheet to the External Examiner for moderation
- 2.11.14 All examinations in all courses shall be externally examined. An exception to this requirement can only be approved by Senate
- 2.11.15 External Examiners shall be considered in advance by the Faculty Board acting on authority delegated before Senate approves
- 2.11.16 an external examiner is ordinarily somebody who is external to the University and has no current or recent affiliation to the University
- 2.11.17 an external examiner is appointed for each course, or where appropriate, a group of courses, and shall be appointed for a period of not more than four (4) consecutive years, but may be reappointed after a break as determined by Senate
- 2.11.18 in rare cases where it can be shown that no suitably qualified person external to the University can be found to examine a particular course, Senate may approve the appointment of a person as an external examiner to the department concerned. Such a person should not have taught the students the course under examination
- 2.11.19 Instructions to External Examiners shall be approved by Senate
- 2.11.20 An External Examiner has the right to see all written examination scripts However, where the number of scripts is large, the External Examiner may see a sample of scripts from the full range of the examination bands. The guiding principle for selection of scripts is that External Examiner should have enough evidence to determine that internal marking and classifications are of an appropriate standard and are consistent
- 2.11.21 In view of the fact that an External Examiner approves overall course marks, they have a right to request any item of in-course examination (e.g. CAT questions, number and totals)
- 2.11.22 All External Examiners are required, as part of their duty, to present a confidential report on the quality of the curriculum of the Department, as far as they can judge from the estimations of the undergraduate and postgraduate students in the Department. These

mandatory, confidential reports are to be sent to the VC in the first instance, who forwards them, with a brief commentary, to the DVC, AA, who reviews and sends a summary report to the relevant Chairperson of Department

- 2.11.23 Within one (1) week after external moderation, the chairperson of department shall make three (3) copies of each mark sheet. A copy shall be sent to the relevant Dean/Director, serviced department, and a copy be retained at the department
- 2.12 Examiners' Meetings and Approval of Results**
- 2.12.1 The University shall hold Examination Boards at three levels: Department, Faculty, and Senate. The meetings shall approve the outcomes of assessments
- 2.12.2 Board of Examiners' Meetings shall be convened by the respective Heads of Academic Units to ensure that examination papers and results are submitted and approved by the set deadlines
- 2.12.3 It is the responsibility of Heads of those academic Units to decide how many Examiners' Meetings they need to convene to approve examination papers and results
- 2.12.4 Those attending the Board of Examiners' meetings shall be obliged to declare any personal interest, conflict, involvement or relationship with a student whose results are being assessed
- 2.12.5 It is the responsibility of the Convener to ensure that an appropriate record is kept of the procedures and decisions of each Board of Examiners' Meeting
- 2.12.6 Minutes of the Board of Examiners' Meetings shall include the following minimum set of information:
- i. Full title of Examination meeting
 - ii. Date and location of meeting
 - iii. Those present followed by those who have submitted apologies
 - iv. List of programmes and/or courses being discussed
 - v. Explanation of calculations to be used in determining marks
 - vi. Candidates with special circumstances possibly affecting their performance
 - vii. List of results
 - viii. The use of personal information should be avoided as much as possible
 - ix. Students shall be referred to by registration numbers
 - x. All decisions shall be attributed to all Examiners
 - xi. Dissenting views shall be allowed and recorded
- 2.12.7 Heads of Academic Units are responsible for ensuring that robust and reliable systems are in place for the computation, checking and recording of assessment decisions, and for providing relevant information in time whenever required.

A. Departmental Board of Examiners Meeting

- 2.12.8 There shall be a departmental Board of examiners meeting immediately after external examination
- 2.12.9 Where an Internal Examiners' meeting is not held after external examination, the Chairperson of Department and Internal Examiner, with the authority of Senate, shall approve the marks for an individual course
- 2.12.10 In the unusual event of an irreconcilable disagreement between an internal examiner and the Board of examiners, the advice of the External Examiner shall be sought
- 2.12.11 The meeting between the External Examiner and the Internal examiners shall receive oral and/or written comments from the External Examiner(s) in regard to:
 - i. The appropriateness of the assessment procedures and the standards attained by candidates;
 - ii. The appropriateness of the curricula, and
 - iii. The structure and content of existing programmes of study, as part of a systematic reflection on the provision and appropriateness of these programmes.

B. Faculty Board of Examiners Meeting

- 2.12.12 Shall oversee the assessment of students, to decide for each student on progression on a programme and to make recommendations to Senate on the award, and category of award, to be conferred upon individual students
- 2.12.13 Shall determine whether failure to achieve the outcomes of a course can be compensated
- 2.12.14 Shall recommend to Senate whether to allow a candidate to progress to the next level of study
- 2.12.15 Shall recommend to Senate whether a candidate shall be excluded from the University on academic grounds
- 2.12.16 Shall recommend to Senate for discussion and approval of conferment and, as appropriate, classification of an award
- 2.12.17 Shall finalize the marks to be awarded for all courses/programmes
- 2.12.18 Shall identify candidates for the award of any prizes
- 2.12.19 Only a properly constituted Faculty Board of Examiners with two thirds membership shall be authorized to recommend conferment on a student of an academic award of GLUK
- 2.12.20 Results approved by the Faculty Board of Examiners may be issued to students as
Provisional until Senate discusses and approves the results

2.13 Submission of Results

- 2.13.1 Faculties/Schools/Centres shall be informed by Senate of the deadlines for the latest submission of results to the Registrar, Academic Affairs
- 2.13.2 Faculties/Schools/Centres shall process results within two (2) weeks following confirmation by the Examiners
- 2.13.3 The signatures of the Internal and External examiners, Chairperson of Department, and Dean of Faculty/School/Centre, must be appended to the list of results as evidence that the marks and results are agreed and approved and that processes have been carried out in accordance with the conventions of the University. Normally, no result will be published unless they bear the signatures. However, in exceptional circumstances and with reasonable cause, Senate may decide to approve results that do not bear one of the signatures
- 2.13.4 If a mark is amended after it has been submitted to the Registrar AA for reasons other than on appeal, it is the responsibility of the relevant Dean/Director to submit this in writing with the Internal Examiner(s) signature to Registrar AA for amendment of the student's Record.
- 2.13.5 Results to Senate shall be presented as provided for in the Examination Rubrics

2.14 Re-assessment

- 2.14.1 After the release of examination results, a student may request a re-assessment to the Department. This review will verify whether the examination script has been marked completely and that all marks (including coursework) have been correctly transmitted to the Board of Examiners. The review will not involve marking an examination script a second time
- 2.14.2 In order to maintain consistency of assessment, the University will allow remarking where the student is not satisfied with the departmental review.
- 2.14.3 A student must formally apply for remarking to the Registrar, AA, through their respective Chairperson of Department and Deans/Directors of Faculties/Schools/Centres (See Appendix 3)
- 2.14.4 A charge determined by Senate shall be imposed to deter frivolous requests to review examination results
- 2.14.5 In addition, Senate reserves the right to review current students' results at any time and make revisions to these results. These reviews may arise from audit on past semesters' results or routine checks and reviews conducted during the semester

2.15 Special Examination

- 2.15.1 Any examination other than the regular or Supplementary examination will be treated as Special Examination.

- 2.15.2 Special Examination may be offered only with the permission of the Dean/Director of the Faculty/school/center in which a student is registered, in consultation with the Course Lecturer and Department Chairperson
- 2.15.3 Permission to write a Special Examination may be given on the basis of compassionate or medical grounds with appropriate supporting documents
- 2.15.4 A Special Examination must be taken and passed before proceeding to the subsequent academic year
- 2.15.5 To accommodate unusual circumstances, an examination date before the end of an academic year /semester may be arranged at the time and permission is first given by the Dean/Director of the Faculty/School/Center. The Dean/Director will consult the course Lecturer and Department Chairperson and, if a later date is arranged, will communicate this to Registrar, Academic Affairs
- 2.15.6 If a student fails to write a scheduled Special Examination, permission to write another Special Examination shall be granted only with the permission of the Dean/Director in exceptional circumstances and with appropriate supporting documents. In such a case, the date of this Special Examination normally will be the scheduled date for the final examination the next time the course is offered
- 2.15.7 Requests for special examinations shall be submitted to the Registrar AA, with supporting documentation. Requests for special examinations shall only be considered if a student is in good academic standing in the course and has met one or more of the following criteria:
- i. A student was ill and unable to be present or to adequately prepare for the examination (this must be substantiated by a medical certificate);
 - ii. A personal or family tragedy prevented a student from being present or from adequately preparing for the examination.
- 2.15.8 If the request for a special examination is granted, the student shall contact the Office of the Registrar, Academic Affairs, to make arrangements for the writing of the examination. An examination fee per paper shall be determined by Senate.

2.16 Supplementary Examinations, Repeat course and Repeat year

- 2.16.1 Any candidate who fails up to and including 25% in the first attempt of the courses offered in an academic year shall sit supplementary examinations in the courses failed
- 2.16.2 The privilege of a Supplementary Examination is offered only to students registered in courses other than those with projects
- 2.16.3 A student will apply for Supplementary Examination to the Dean/Director of their Faculty/School/Center through their respective Chairpersons upon payment of such fee as shall be determined by Senate

- 2.16.4 A student passing a Supplementary Examination will receive a mark of 40% or 50% as the case may be to be used for a graduating average
- 2.16.5 Any candidate who fails a Supplementary examination shall repeat the course(s) externally, and shall only proceed to the subsequent year after passing repeat course(s)
- 2.16.6 Any candidate who fails more than 25% in the first attempt of the courses offered in an academic year shall repeat the courses failed internally, and shall only proceed to the subsequent year after passing the failed courses

2.17 Compensation

- 2.17.1 The power of compensation shall be vested in the Faculty/ School/Center Board of Examiners
- 2.17.2 The purpose of compensation is to allow the Faculty/ School/Center Board of Examiners to assign a mark to a student who has not attained sufficient credit to be eligible for either progression or recommendation for the conferment of a final award
- 2.17.3 A Board of Examiner can exercise the power of compensation at its discretion and having due regard to the standard of the award and the learning outcomes of the programme
- 2.17.4 The Board of Examiners may award credit in compensation to a student in failed units due to strength of overall performance at a level
- 2.17.5 Compensation shall be in related courses at a particular study level only
- 2.17.6 Compensation can only be awarded if the student has a weighted average mark of 50% at the level being considered
- 2.17.7 A candidate will qualify for compensation when they score at least 37% (or 47% for medical courses) and with a weighted average mark of at least 50% in all courses in the academic year under consideration, and may be assisted to attain the pass mark by subtracting either six (6), four (4) or two (2) marks from a related course, which when divided by two and added to the marks of the failed course (s) raises it to the pass mark
- 2.17.8 The limit applicable to compensation for all undergraduate courses shall not be in more than one (1) course per semester. Graduate students are not eligible for compensation
- 2.17.9 Where a Board of Examiners awards credit in compensation, the transcript will show the pass mark, annotated as a "Compensated Pass"

2.18 Students with Disabilities

- 2.18.1 A person with disability is one who has an impairment which has a substantial, long term and adverse impact upon their ability to carry out day-to-day activities which include assessment

- 2.18.2 A student with proven and recognized disability may be eligible for alternative examination arrangements if they have a significant impairment, permanent or temporary, which may prevent them from performing to capacity in an examination conducted under standard conditions
- 2.18.3 The University will reasonably accommodate the needs of students with disabilities. Students must register with the University Disability Unit to benefit from such provisions
- 2.18.4 The University Disability Unit, in consultation with the Registrar AA, will see to it that reasonable adjustments are made to ensure that an impaired student is able to undertake assessments without being placed at a substantial disadvantage in comparison to non-impaired students by virtue of their condition
- 2.18.5 The exact nature of any reasonable adjustments extended to a student with impairment shall be determined by specific needs of each student, in consultation with their academic Department,
and may involve adjustments to:
- i) Process of assessments such as additional time, assessment in separate venue, alternative examination formats, and assistive technology;
 - ii) Nature of all assessments.
- 2.18.6 It is the responsibility of the impaired student to notify the University Disability Unit of their condition and need in a timely fashion to ensure that the appropriate adjustment can be considered prior to an examination
- 2.18.7 Where sufficient notice is given at the time of examination registration and appropriate evidence has been provided, the University will cater for students with impairment or other special needs to ensure fairness and equality of opportunity for all students
- 2.18.8 During invigilation, alternative examination arrangements may be made for students with long or short term medical conditions, specific learning difficulties or disabilities, subject to the overall requirement that academic standards must be maintained

2.19 Grading of Examinations

- 2.19.1 The grading system for all Schools, Faculties and Centers except for the medical sciences shall be:

Undergraduate/Diplomas/Certificate:

| Percentage Marks | Grade |
|-------------------------|--------------|
|-------------------------|--------------|

| | |
|--------------|----------|
| 70 and above | A |
| 60 – 69 | B |
| 50 – 59 | C |
| 40 – 49 | D |
| Below 40 | E - Fail |

2.19.2 Grading for the medical sciences and graduate studies shall be

| Percentage Marks | Grade |
|------------------|----------|
| 75 and above | A |
| 65 – 74 | B |
| 50 - 64 | C |
| Below 50 | E - Fail |

2.19.3 All examination grades shall be carefully scrutinized by Department and Faculty/Schools/Centers Boards of Examiners before they are submitted to Senate for approval

2.19.4 The grades for individual courses shall be examined and compared at the Department level, and the grades across Departments shall be deliberated by the Faculty Board of Examiners. Further scrutiny will be conducted by Senate to ensure that there is consistency of assessment across Faculties/Schools/Centers

2.19.5 The final grade a student receives may be subjected to moderation by Board of Examiners at all levels so as to prevent grade inflation or deflation and thus help achieve consistency in assessment across courses and programmes

2.20 Classification of Awards

2.20.1 GLUK shall classify Awards according to the Commission for University Education (CUE) Guidelines (2014)

2.20.2 Averages involving decimals shall be rounded off to the nearest whole number. The following formula shall be used for the purposes of calculating the final mark for classification

$$\text{Fin Per} = \Sigma(\% \text{ Max} * \text{Units}) / \text{Total Number of Units.}$$

A. Undergraduate degrees (except for Medical Sciences)

- 70% - 100% First Class
- 60 – 69% Upper Second Class
- 50 – 59% Lower Second Class
- 40 – 49% Pass

B. Postgraduate diploma

- 70 and above – Distinction
- 60-69 Credit
- 50-59 Pass

C. Postgraduate degrees and Medical Sciences

The degree shall not be classified. A candidate who satisfies the Board of Examiners shall be conferred degree of GLUK in the respective discipline of study

D. Certificate and diploma programmes

| Percentage Marks | Performance |
|------------------|-------------|
| 70 – 100 | Distinction |
| 60 - 69 | Credit 1 |
| 50 - 59 | Credit II |
| 40 - 49 | Pass |

2.21 Feedback to Students

- 2.21.1 Course, Programme or Faculty/School/Centre Handbooks, as appropriate, should indicate the arrangements for the provision of feedback to students in regard to different forms of assessment
- 2.21.2 Examiners are expected to provide timely feedback to students on all in-course examination. In any case, students should know their in-course examination marks before commencement of end of course examinations
- 2.21.3 The University will not routinely return written end of course examination scripts to students. However, students can expect to receive feedback on their performance in all written examinations including the final examination. Faculty/Schools/Centers shall release provisional results immediately after approval by Faculty/Schools/Centers board of examiners
- 2.21.4 The Constitution of Kenya (2010) gives a person the right to request access to personal data held relating to them. This could include examination scripts and any written comments made by examiners on student assessments. Examiners should be aware that their written comments on candidates' written examination scripts may be provided to students who make a formal application for disclosure of their personal data. A student's examination details shall be released only on advice from the University Legal Office

2.22 Graduation and Award of Certificates

- 2.22.1 Students who successfully complete a programme of study must make an application to the Registrar, Academic Affairs in order for their award to be conferred. Details of when, and how, to apply to attend ceremonies will be made available by the Registrar, Academic Affairs
- 2.22.2 Students who qualify for the award of a Certificate of GLUK shall fill an application form (See Appendix 4)
- 2.22.3 Those eligible to graduate will not be permitted to graduate if they are in debt to the University
- 2.22.4 Degrees are conferred on behalf of the Senate at Graduation Ceremonies. Exact dates will be publicized by the Registrar, Academic Affairs. Candidates not wishing, or unable, to graduate in person and may apply to graduate in absentia
- 2.22.5 The certificate awarded at Graduation Ceremonies should be ready for collection not later than one month from the date of graduation
- 2.22.6 An award may be conferred posthumously to a deceased student who was registered at the time of death, and had sufficient assessable work available at the time of death to enable the Board of Examiners to recommend an award
- 2.22.7 In all cases where a Board of Examiners recommends the conferment of an award posthumously, the reasons for doing so shall be explained

2.22.8 A recommendation shall often be made by the Boards of Examiners to Senate but must always be a result of appropriate consultation

2.22.9 The certificate shall bear the name of the student as provided on admission to the University

2.23 Academic Appeals

2.23.1 Academic Appeals refer to all appeals against decisions made by Boards of Examiners

2.23.2 A student who feels aggrieved over a formal academic assessment and/or its consequences is recommended in the first place to seek an interview with the Chairperson of Department

2.23.3 A student who wishes to appeal must submit their case in writing to the Academic Registrar within 10 working days of the publication of the decisions. Exceptionally, if a student is unable to submit the case within this time limit, the student must state why it was not possible to submit the appeal any earlier than it was submitted

2.23.4 An academic appeal must be dated and signed by the student

2.23.5 Grounds for academic appeal include but are not limited to the following:

- i. Material and significant administrative error in the information received and considered;
- ii. Assessments not conducted in accordance with the approved examination rules and regulations;

2.23.6 In every case, the appellant has the responsibility to provide evidence to support their case

2.23.7 The Registrar, Academic Affairs shall present the appeal to Senate for consideration and determination

2.23.8. The result of the Senate review, together with any consequences, will be conveyed within one week, by the Registrar, AA to the student

2.24 Transcripts

2.24.1 A transcript listing all courses which a student has taken and their associated marks will be included and issued to deserving students

2.24.2 A transcript shall be issued to a deserving student at the end of an academic year

2.24.3 A transcript will indicate the Academic Year in which a course has been assessed, its credit value, and the definition of the score bands

2.25 Disposal and Retention of Examination Material

2.25.1 Final examinations completed during the official examination period are the property of GLUK
The University will store completed examinations in case of a student academic appeal

2.25.2 In all cases, but not for a period exceeding five (5) years after graduation, final examinations are to be archived

- 2.25.3 While the University may dispose of assessed work after five (5) years, it shall retain a sample of work that has been awarded marks in each examination for internal quality monitoring and evaluation
- 2.25.4 Completed final examination scripts will be disposed of via confidential waste

Appendix 1: Examination Timetable Conflicts Resolution Form

GLUK-EXA-001

GREAT LAKES UNIVERSITY OF KISUMU
EXAMINATIONS OFFICE
EXAMINATION TIMETABLE CONFLICTS RESOLUTION FORM

Name: **Registration Number:**
Academic Year: **Semester:** **Telephone No:**

Please indicate the courses conflicting in the exams timetable in the spaces provided below;

| S/NO | Course Code | Course Title | Exam Venue |
|------|-------------|--------------|------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

Chairperson of Department

Name:..... Signature & Stamp..... Date:.....

Dean of Faculty

Name:..... Signature & Stamp..... Date:.....

Director Examination and Timetabling

Signature:..... Date:.....

Registrar (AA)

Signature:..... Date:.....

NOTE: This form must be filled before the final examination timetable is released

**GREAT LAKES UNIVERSITY OF KISUMU
EXAMINATIONS OFFICE
EXAMINATION MISCONDUCT FORM**

Name of the invigilator: **Telephone No:**.....

Academic Year: **Semester:** **Date of invigilation:**

Name of student involved in exam misconduct:

Student Registration no:

Please indicate below the examination(s) concerned;

| S/NO | Course Code | Course Title | Exam Venue |
|------|-------------|--------------|------------|
| 1. | | | |
| 2. | | | |

Please provide a brief explanation of the exams misconduct

.....

Main Invigilator

Name:..... Signature Date:.....

Witness

Name:..... Signature Date:.....

Chief invigilator

Name:..... Signature Date:.....

Note: This form should be submitted with the following supporting documents / items

- i. Students' statement
- ii. Statement by the witness
- iii. The evidence / exhibit of the misconduct

GREAT LAKES UNIVERSITY OF KISUMU

EXAMINATIONS OFFICE

APPLICATION FOR REMARKING

Registration Number: Name: Date:.....

Academic Year: Semester: Telephone No:.....

Please indicate below the course codes and titles of examinations for which remarking is requested

| S/NO. | Course Code | Course Title |
|-------|-------------|--------------|
| 1 | | |
| 2 | | |
| 3 | | |

Reasons for appeal for remarking

.....
.....
.....

Chairperson of Department

Comments

.....
.....

Name:..... Signature & Stamp: Date:.....

Dean of Faculty

Comments

.....
.....

Name: Signature & Stamp:..... Date:.....

Registrar (AA)

Signature:.....

Date:.....

NOTE: - Request for remarking must be done within a month after senate confirming the results
- A candidate who requests for a remark shall pay a non-refundable fee of ksh. 1000 per paper

GREAT LAKES UNIVERSITY OF KISUMU

REGISTRAR ACADEMIC AFFAIRS

GRADUATION AND CERTIFICATE AWARD FORM

I (Name of student)Registration number:..... do confirm that the above order of name is the correct one and will attend/not attend the forthcoming GLUK graduation ceremony.

Students signature..... Tel no..... ID No.....

Dean of Faculty

Name:..... Signature Date:.....

Registrar (AA)

Name:..... Signature Date:.....

NOTE: *The order of name(s) should be as used on admissions to the University.*

GREAT LAKES UNIVERSITY OF KISUMU
EXAMINATION OFFICE
EXAMINATION ATTENDANCE REGISTER FORM

FACULTY/SCHOOL: _____ DATE: _____

COURSE CODE & TITLE: _____

DATE: _____ TIME: _____ ROOM: _____

Use the space below to indicate the registration number and name (s) of candidate (s) PRESENT

| S. No | Reg. No. | Name | SEX | Booklet S/No. | Signature |
|-------|----------|------|-----|---------------|-----------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| 14. | | | | | |
| 15. | | | | | |
| 16. | | | | | |
| 17. | | | | | |
| 18. | | | | | |
| 19. | | | | | |
| 20. | | | | | |
| 21. | | | | | |

Usual Number in class: _____ Number Present: _____

Name of Invigilator: _____ Signature: _____

**GREAT LAKES UNIVERSITY OF KISUMU
EXAMINATIONS' OFFICE**

ALLEGATION OF EXAMINATION OFFENCE FORM

Name of the Student..... Registration No:.....

Academic year..... Semester

Programme:.....

Course code:.....Course Title.....

Charge:.....

.....

Decision:.....

.....

.....

.....

.....

.....

.....

Registrar (AA)

(Indicate whether the appeal has been approved or rejected)

.....

.....

Name:..... Sign & Stamp:..... Date:

GREAT LAKES UNIVERSITY OF KISUMU

UNIVERSITY EXAMINATIONS

EXAMINATION DISPATCH/ISSUE FORM

Please fill out this form before collecting your examination paper(s)

NAME OF INVIGILATOR:

FACULTY/SCHOOL.....

DEPARTMENT.....

Indicate the Examination Paper(s) collected in the space provided below:-

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____

SIGNATURE: _____ **DATE:** _____ **TIME:** _____

**GREAT LAKES UNIVERSITY OF KISUMU
EXAMINATIONS OFFICE
EXAMINATION EXTENUATING CIRCUMSTANCES FORM**

Name: **Registration Number:**
Academic Year: **Semester:** **Telephone No.:**.....

Please indicate the course codes and titles of the exams deferred in the spaces provided below;

| S/NO. | Course Code | Course Title |
|-------|-------------|--------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |

Reasons/circumstances for deferment of examination (*Please attach the necessary supporting documents*)

- Illness
- Family Emergency
- Insufficient study time
- Others (if other, please provide details)

.....

Chairperson of Department

Name:..... Signature & Stamp: Date:.....

Dean of Students

Name:..... Signature & Stamp:..... Date:.....

Dean of Faculty

Name:..... Signature & Stamp:..... Date:.....

Registrar (AA)

Name:..... Signature & Stamp:..... Date:

**GREAT LAKES UNIVERSITY OF KISUMU
EXAMINATIONS OFFICE**

CLEARANCE SHEET

NAME OF LECTURER: _____

COURSE CODE & TITLE:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

FESS/SOBE/FS/SCAI: _____

Has been cleared from the Examination Office after handing in all the required documents
(Course outline Question paper, Marking Guide/Scheme and Copy of Marksheet) respectively.

Examination Officer: _____

Signature: _____

Date: _____

GREAT LAKES UNIVERSITY OF KISUMU
EXAMINATIONS OFFICE
APPLICATION FOR SPECIAL EXAMINATION(S) FORM

NAME: REG. NO: Phone No:

PLEASE tick where applicable

YEAR OF STUDY: 1st 2nd 3rd 4th SEMESTER: 1st 2nd

REASON FOR THE REQUEST (Attach the supporting documents)

- Financial – Indicate the amount:
- Medical
- Any other

| S. No. | Course Code | Course Title |
|--------|-------------|--------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |

STUDENT'S SIGNATURE: DATE:
.....

FOR OFFICIAL USE ONLY

Approval (If the reason is fully supported with documents)

1. *Chairperson of Department*

Name: Sign/Stamp: Date:

2. *Dean of Faculty/School*

Name: Sign/Stamp: Date:

3. *Registrar(AA)*

Name: Sign/Stamp: Date:

**GREAT LAKES UNIVERSITY OF KISUMU
EXAMINATIONS OFFICE**

EXAMINATION REGISTRATION FORM (SUPPLEMENTARY)

NAME: **Registration Number:**

Academic Year: **Semester:** **Telephone No:**

Please indicate the course codes and titles of the exams requested in the spaces provided below;

| S/NO | Course Code | Course Title |
|-------------|--------------------|---------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

Amount paid: Kshs..... (in words)
(Kindly attach copie(s) of receipts(s) for payment)

Student’s Signature: **Date:**

Chairperson of Department

Name: Signature & Stamp Date:

Dean of Faculty

Name: Signature & Stamp Date:

Registrar (AA)

Signature: Date:

Note: Fees charged:- Undergraduate - Kshs. 2000/=
 Diploma - Kshs. 2000/=
 Postgraduate - Kshs. 3000/=

CHAPTER 3: EXAMINATION RULES AND REGULATIONS

3.0 Preamble

The Great Lakes University of Kisumu (GLUK) Examination Rules and Regulations define, amongst other things, the matters, the requirements, the time, and the procedure and process of examinations. The Examination Rules and Regulations have been formulated with a view to putting into place a credible and efficient system for the conduct of examinations.

Examinations are an important part of university experience and GLUK takes this process seriously. The University determines when, where and how examinations take place and students must attend examinations as required. Candidates for University examinations must read, and will be assumed to have read, these rules and regulations which apply to all examinations conducted by the University. Staff members are required to familiarize themselves with these rules and regulations to enable them to carry out their duties and responsibilities effectively.

These Examination Rules and Regulations may be amended from time to time by Senate as deemed necessary.

3.1 Purpose

GLUK Examination Rules and Regulations exist in order to ensure that assessment sessions provide an opportunity for students to demonstrate what they have learned in their courses. The Rules and Regulations cover different aspects of the evaluation process, and are to ensure the smooth and orderly exercise as well as to safeguard the security and integrity of all examinations.

A person who commits a breach of any item contained in these Rules and Regulations shall be guilty of a breach of academic integrity or misconduct for the purposes of the GLUK Examinations Policy. Nothing in these Rules and Regulations, or any action taken under them, shall deprive the University of any other action or right it may have in the circumstances, nor prevent the University from taking any other action.

3.2 Assessment Requirements

- 3.2.1 All students must attend end of semester examinations, and/or any other examinations for which they are registered during their course/programme.

- 3.2.2 All students must also hand in required coursework assignments. If a student has Extenuating circumstances they believe may affect their performance in assessed coursework or examinations, or causes them to miss an examination, they should fill in the GLUK Extenuating Circumstances Form' (See Appendix 1).
- 3.2.3 A student who, with sufficient cause, misses an assessment will have their circumstances taken into account by the course lecturer and Department. If the student is offered an alternative assessment, the timing and form of this evaluation will be at the discretion of the respective student's Department and Faculty/School/Centre in consultation with the course lecturer and subject to the approval of Senate.
- 3.2.4 A student will be regarded as missing an assessment with sufficient cause if the student can prove with circumstantial evidence that it would be unreasonable to expect the student to have attempted the assessment. Senate will determine, on the basis of recommendations made by Departments and Faculties/Schools/Centres, and on evidence submitted by the student, whether or not sufficient cause existed to warrant opportunity for an assessment.
- 3.2.5 If a student has registered for a course but fails to take the examination for which they are eligible to sit without sufficient cause, the student shall be deemed to have failed the course.
- 3.2.6 A student who fails to submit in-course assignment(s) without sufficient cause shall not be allowed to sit final examinations.
- 3.2.7 All students are required to be present for scheduled examinations unless authorized otherwise.
- 3.2.8 Examinations will be conducted during the allocated times shown in the Examination Timetable. Examinations will normally start at 9.00 am and end at 5.00 pm from Monday to Friday. Senate may, with justifiable cause, vary these times and days.
- 3.2.9 It is candidates' responsibility to ensure that they know the correct course, date, time and location of all their examinations.
- 3.2.10 Students must be prepared to identify themselves through the presentation of a relevant

GLUK photo-identification card or any other legally recognized identity document.

- 3.2.11 Missing an examination may affect a student's progression to the next year of study, their eligibility for a degree, or the classification of a degree.
- 3.2.12 Examination offences are extremely serious. The University takes a serious view of cheating. All students are expected to take note of the written examination instructions issued to them as well as the announcements made during examinations.
- 3.2.13 A candidate who is suspected of cheating in examinations is liable to disciplinary action including, but not limited to, cancellation of results, suspension or expulsion from the university.
- 3.2.14 All materials and/or devices which are found to violate any examination rules and regulations will be confiscated.
- 3.2.15 A student will not be allowed into an examination room if the student is in dept to the University.
- 3.2.16 A student shall not commit a breach of academic integrity or misconduct during the course of an examination. A person, whether a student or not, shall not do anything intended to assist a student sitting for an examination to commit a breach of academic integrity.
- 3.2.17 GLUK operates a zero tolerance policy in relation to cheating in examinations.

3.3 Powers of the Invigilator

- 3.3.1 Students sitting an examination must obey instructions given by an examination invigilator for the proper conduct of an examination.
- 3.3.2 Invigilators will be present at all examinations and are responsible for their proper conduct.
- 3.3.3 On the authority of Senate, invigilators will ensure strict adherence to all examination rules and regulations. It is an offence to disregard a legitimate instruction given by an invigilator. Candidates violating such instructions will be liable to disciplinary action.
- 3.3.4 Examinations will start and finish on the instruction of the invigilator. Students shall not open examination papers or start writing until instructed to do so.
- 3.3.5 A student shall comply with all instructions set forth on the examination booklet and/or the examination paper, and with any examination notice displayed in the examination room, and with any instruction given by an invigilator.
- 3.3.6 An invigilator may require that any candidate in the examination room show by such means as the invigilator may specify and as are appropriate to the circumstances, that they do not possess any

unauthorized material, or that they are not committing, or attempting to commit, a breach of any policy, procedures and rules relating to the conduct of examinations.

3.3.7 The invigilator shall confiscate any unauthorized material brought into the examination room. The confiscated material, together with a statement of the circumstances from both the invigilator and the student, shall be handed to the Chairperson of Department who will forward to the Registrar, Academic Affairs to be used during disciplinary proceedings for examination irregularity.

3.3.8 The invigilator shall question any person, student or not, on matters related to the person's behavior in the examination room.

3.3.9 An invigilator shall require any person, whether a student or not, to leave the examination room if their behavior is such as to disturb or distract students sitting an examination.

3.3.10 Any person present in an examination room shall comply with any requirements of an invigilator and answer any question(s) asked.

3.3.11 The invigilator shall have, and exercise, such other powers as are necessary for the proper and efficient conduct of an examination.

3.4 Admission in Examinations

3.4.1 Only authorized persons shall enter an examination venue.

3.4.2 Only the following people may enter or remain in an examination room during and for purposes of an examination:

- i. Students registered and have met all course requirements;
- ii. Examination invigilators;
- iii. Members of academic staff;
- iv. Security officer(s) authorised by the University;
- v. Other persons authorised by the Registrar, Academic Affairs.

3.4.3 The examination venue will be open for admission 30 minutes before the time scheduled for the commencement of the examination.

- 3.4.4 All students are expected to be at the designated venue at least thirty (30) minutes before the commencement of the examination. Misreading the examination timetable will not be accepted as a reason qualifying one for a special examination.
- 3.4.5 Students are responsible for arriving on time for scheduled examinations.
- 3.4.6 Students shall be required to present a valid GLUK photo identification card or other acceptable form of photo identification to be allowed to enter the examination venue. Where the identification provided is not clear, additional forms of identity verification may be requested.
- 3.4.7 A student who fails to produce an identification card on request may be refused admission to the examination room.
- 3.4.8 A student who fails to present student identification card, but is admitted into the examination room, shall be required to produce it within 24 hours to the relevant Invigilator. If the student fails to do so, his/her results for that examination shall be cancelled.
- 3.4.9 A students who arrives late for any written examination paper but before thirty (30) minutes have elapsed from the start of the examination shall be permitted to sit the paper, but such student shall not be allowed any extra time, whatever the reason for lateness.
- 3.4.10 A student who arrives after thirty (30) minutes have elapsed shall not be permitted to sit the examination.
- 3.4.11 Unless authorized by the invigilator, no reference materials or electronic devices shall be allowed in the examination venue. Unauthorized materials include, but are not limited to:
- i) Books;
 - ii) Class-notes or reference sheets;
 - iii) Unauthorized electronic or communication devices that include, but not limited to cell phones, laptops, tablets, kindles, palm pilots or pagers.
- 3.4.12 Students having and/or using electronic devices other than those authorized and approved by the course lecturer during an examination will be considered to have committed an act of examination misconduct.
- 3.4.13 All personal belongings and any unauthorized material must be kept as directed by the invigilator at a designated area outside the examination venue.

3.4.14 The University will not be responsible for any loss of personal belongings in or outside the examination venue.

3.5 Candidates Conduct in Examinations

3.5.1 Candidates will check the correctness of their registration details and sign the attendance register for the examination.

3.5.2 Candidates sitting an examination must not give or attempt to give any form of assistance to any other candidate, unless the same is expressly approved by the invigilator.

3.5.3 No candidate shall accept any assistance from another candidate during an examination, unless such assistance has been expressly approved by the examination invigilator.

3.5.4 A candidate who permits another candidate to read, copy from or use their examination question or answer paper, unless expressly approved by the examination invigilator shall be committing an academic misconduct.

3.5.5 During an examination, candidates shall be permitted to have access to only those materials or aids specifically approved by the course lecturer for use in that examination paper and sitting.

3.5.6 Where regulations permit a student to bring their own texts into the examination venue, the texts must be completely un-annotated.

3.5.7 If students are allowed to use electronic calculators in an examination, they must be compact, hand-held, and quiet in operation.

3.5.8 Devices with internet connection shall not be permitted in the examination venue.

3.5.9 Bringing unauthorized material and the use or attempted use of the same in an examination constitutes cheating and shall result in disciplinary action being taken against a candidate.

3.5.10 Candidates are not permitted to wear attire that compromises examination integrity, except where exemption applies for religious and/or health reasons, during examinations. Invigilators will request that students remove any clothing such as hats/caps, coats, sweaters and such type

and to place it in the area reserved for storage of personal items for the duration of the examination.

- 3.5.11 Food and drink are not permitted in the examination venue with the exception of water which, if required, should be in a clear plastic bottle with no label.
- 3.5.12 Any student who causes a disturbance in an examination room will be reprimanded by an invigilator. If the conduct persists the student may be required to withdraw from the examination room and a report of examination misconduct made to the Registrar, Academic Affairs.
- 3.5.13 Students may not speak or communicate by any means, manner or device with anyone other than an invigilator for the duration of the examination, including during any temporary disruption of the examination.
- 3.5.14 Students should read the instructions on the question paper and follow them carefully.
- 3.5.15 Students should conspicuously display their identification document(s) for the marking of attendance and verification of identity during the examination.
- 3.5.16 All examinations scripts are anonymous and no student should write their name on the answer booklet. They should write only their admission number, correctly and legibly, in the space provided on the cover of each answer booklet. Providing incorrect/illegible registration number or not writing a number could risk an answer booklet being considered void.
- 3.5.17 Students must provide all other required details on the answer booklet.
- 3.5.18 Draft work must be written in the answer booklets or on other examination stationery provided in the examination room by the University. A student shall not carry any paper to the examination venue for draft work.
- 3.5.19 A student who becomes ill during an examination must submit all examination materials to the invigilator and request their examination to be cancelled. If this information is not passed to the invigilator and a request is not made, the unfinished script will still be marked and graded.
- 3.5.20 It is the responsibility of every student to ensure that all their answer booklets are firmly secured.

3.6 Student Exit from Examinations

- 3.6.1 No student shall be permitted to leave the examination venue until one hour has elapsed from the beginning of the examination. A student who leaves the examination room during the first one hour will not have their final examination graded.

- 3.6.2 A student will not be allowed to leave the examination room during the last 30 minutes of the scheduled examination.
- 3.6.3 Outside of the above times (in 8.1 & 8.2), a student who wishes to leave the room should raise their hand to attract the attention of the invigilator. Students may leave an examination room only if granted permission to do so by an invigilator.
- a. A student permitted to leave the room will be escorted by an invigilator. Any student who leaves the room without an invigilator's permission will be deemed to have withdrawn from the examination and will not be allowed to return. The Invigilator will provide a report to the Registrar, Academic Affairs, in such cases.
 - b. No answer booklet or part of an answer booklet, whether used or not, may be removed from the examination venue.
 - c. At the end of an examination, all candidates must stop writing, remain seated quietly. Throughout for invigilators to properly account for all answer scripts to be collected and counted. Students must remain in their seats until all examination materials are collected and the Examination Invigilator has given permission to leave.
- 3.6.4 A student wishing to leave an examination venue early must inform the invigilator and must remain in their seat until their script has been collected. They must leave the examination venue quietly with minimum disturbance both inside and immediately outside the examination venue.
- 3.6.5 Candidates are responsible for ensuring that their answer scripts are submitted at the end of the examination. If a candidate is present for an examination and does not submit their answer script, they will be deemed to have sat for and failed the examination concerned.
- 3.6.6 Students must ensure that they take all their personal belongings with them when they leave at the end of an examination.
- 3.6.7 In the event of an emergency evacuation, students must follow the invigilator's instructions at all times.

3.7 Examination Misconduct

- 3.7.1 Any act that violates the GLUK Examinations Policy, GLUK Guidelines and Procedures, and these Rules and Regulations shall constitute examination misconduct.
- 3.7.2 Examination misconduct shall include, but not limited to:

- 3.7.3 Writing on examination question papers.
- 3.7.4 Unauthorized absence from the examination venue.
- 3.7.5 Having Unauthorized material in an examination venue
- 3.7.6 Copying, reading or writing from written walls, toilets, tables, desks, parts of the body, or any other material.
- 3.7.7 Reading answer scripts belonging to another candidate
- 3.7.8 Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination.
- 3.7.9 Obtaining assistance from another candidate/non-candidate, and/ or giving assistance to another candidate, directly or indirectly in answering an examination paper.
- 3.7.10 Permitting another candidate to copy from or make use of one's papers.
- 3.7.11 Presenting for examination the works of another person (s) without acknowledgement and with intent to deceive.
- 3.7.12 Destroying evidence which may be used as proof of an examination irregularity.
- 3.7.13 Threatening/intimidating invigilators, and obstructing the invigilator from carrying out his/her duties or behaving in a manner likely to disrupt the examination process or cause a breach of the peace.
- 3.7.14 Causing actual bodily harm to the invigilators, those assisting in the invigilation or fellow candidates sitting for the examination.
- 3.7.15 Refusing to write a statement after being asked to do so by the invigilator.
- 3.7.16 Committing a subsequent offence after serving a suspension for three (3) Academic Years.

- 3.7.17 Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time.
- 3.7.18 Impersonating or attempting to impersonate another candidate or being impersonated knowingly
- 3.7.19 Forgery of examination documents
- 3.7.20 Bribery so as to compromise examination credibility
- 3.7.21 Possessing, while in the examination venue any device that permits communication with others or receive communication from others
- 3.7.22 Unauthorized and undeclared acquisition of examination papers prior to an examination, whether or not that examination is to be sat by the student concerned (leakage)

3.8 Procedure for Handling Examination Misconduct

- 3.8.1 Any allegation of examination misconduct should be raised initially by the invigilator to the candidate involved.
- 3.8.2 If the invigilator is convinced that misconduct has been committed by a student, they shall document that and forward the concern to the Registrar, Academic Affairs through their relevant Chairpersons of departments.
- 3.8.3 The student must be made aware of the allegation against them and of any evidence to be considered.
- 3.8.4 A student shall be required to write and sign a statement about the examination misconduct.
- 3.8.5 If the invigilator believes that misconduct has been committed and should be dealt with as an examination irregularity, they shall submit a signed and dated 'Allegation of Examination Offence' (see Appendix 8) statement in writing to the Academic Registrar, through their relevant Chairperson.
- 3.8.6 The invigilator must set out clearly the name of the student and registration number against whom the allegation is made, the nature and full details of the offense alleged and all the supporting evidence to be presented.
- 3.8.7 Any misconduct shall be reported to Senate for action by the Registrar, Academic Affairs within one (1) week after the examination period ends.
- 3.8.8 A Senate Student Examinations Misconduct and Disciplinary Committee shall be constituted and seize of the matter and institute proceedings within two (2) weeks after Senate deliberations and recommendations.
- 3.8.9 The Senate Student Examination Misconduct and Disciplinary Committee shall comprise the following:
 - i) An Associate Professor who is a member of Senate or Professor as Chair;
 - ii) Dean of the relevant Faculty/School/Centre;
 - iii) Chairperson of relevant Department;
 - iv) Two members of Senate;
 - v) Registrar, Academic Affairs;
 - vi) Legal officer;

vii) Any other co-opted member

(Either gender must be represented on the Committee).

3.8.10 The Registrar, Academic Affairs, shall within a week of Senate's decision give formal notice of impending disciplinary action relating to misconduct to each student named. The formal notice shall consist of:

- i) A copy of the allegation of examination misconduct;
- ii) The date, time and venue of the inquiry;
- iii) Details of where help and advice may be sought;

3.8.11 The formal notice shall be deemed to have been received by the student if a copy of the document is sent by email, posted on notice board, university website and recorded delivery to the student's last known contact address.

3.8.12 If the student is unable to attend they can submit a written statement of the case to the Registrar, Academic Affairs which will be considered at the disciplinary meeting.

3.8.13 If a student fails to attend the disciplinary hearing without good reason, the University panel shall proceed in his/her absence.

3.8.14 The Committee will determine its findings in relation to the evidence they have seen and heard on the balance of probabilities except where the offence is such that the student may be excluded, temporarily or permanently, where the Committee needs to be convinced beyond reasonable doubt that the allegation is proven. The Disciplinary Committee shall take account of any mitigation by the student when fixing the penalty.

3.8.15 As soon as possible after the determination of the allegation, the Registrar, Academic Affairs shall issue the Decision Notice that shall consist of the following:

- i) A summary of the major points made during the Disciplinary Inquiry;
- ii) A concise rationale of its findings;
- iii) A concise statement of the Disciplinary Committee's findings in relation to the
- iv) Allegation of Misconduct;
- v) In case a student is responsible for misconduct, the penalty to be applied;
- vi) An explanation of the student's right of appeal.

3.8.16 A student shall have the right of appeal against the findings of the Disciplinary Committee and/or against the penalty imposed.

- 3.8.17 An appeal should be lodged by the submission of a signed and dated statement from the student to the Vice Chancellor within ten working days of the date of issue of the written decision from the Senate Student Examination Misconduct and Disciplinary Committee.
- 3.8.18 The Vice Chancellor will within three days of receipt of a student appeal, constitute an Appeals Committee to consider the appeal together with documents considered by the original hearing. Members of the Appeals Committee should not have had previous involvement with the matter.
- 3.8.19 The Appeals Committee shall consist of:
- i) A University Professor as Chair;
 - ii) A senior Faculty Representative;
 - iii) A member nominated by the Academic Staff Union;
 - iv) A student nominated by the Student Council;
 - v) The Registrar AA or their Nominee
- 3.8.20 The Appeals Committee shall within three (3) days after constitution by the VC, convene, consider and determine the student's appeal. The Committee can uphold, amend or rescind the decision of the original hearing and shall report its decision to Senate for consideration and ratification.
- 3.8.21 The decision of Senate after the Appeals Committee shall be final. Within two days of Senate ratification, the student shall be informed of the Appeals Committee decision in writing together with the reasons for the decision.
- 3.8.22 Senate shall name and shame students who engage in academic misconduct by publishing and publicizing a list of all those found guilty.

3.9 Penalties for Examination Misconduct

- 3.9.1 GLUK Senate takes serious view of any breach of the Examinations Rules and Regulations and Examinations Procedures and Guidelines as they apply both to in-course and final assessment and shall impose such a penalty as it deems fit.
- 3.9.2 Having considered the evidence presented at the Disciplinary meeting, the Senate Committee shall determine the allegation. If the allegation is proven, the Committee will then fix an

appropriate penalty from the list below guided by the table of 'Examination Irregularities and Respective Penalties'.

- a. Warning letter to the candidate
- b. Cancellation of either in-course or end course examination results or both;
- c. Cancellation of results for the whole semester;
- d. Cancellation of the results for the whole academic year;
- e. Suspension from the University for One (1) year;
- f. Suspension from the University for Two (2) years;
- g. Suspension from the University for Three (3) years;
- h. Expulsion from the university;
- i. Reduction of the mark originally awarded;
- j. Institution of criminal charges;
- k. Any combination of the penalties defined above

Examination Irregularities and Respective Penalties

| S/NO | IRREGULARITY | PENALTY |
|------|--|---|
| 1. | Writing on examination question papers. | Warning letter to the candidate. |
| 2. | Unauthorized absence from the examination venue. | Warning letter to the candidate |
| 3. | Having Unauthorized material in an examination venue | Cancellation of examination results in the course & suspension for one (1) Academic Year |
| 4. | Copying, reading or writing from written walls, toilets, tables, desks, parts of the body, or any other material. | <ul style="list-style-type: none"> • Cancellation of examination results in the course • Suspension of the candidate from the University for one (1) Academic Year. |
| 5. | Reading answer scripts belonging to another candidate | <ul style="list-style-type: none"> • Cancellation of examination results in the course • Suspension of the candidate from the University for one (1) Academic Year |
| 6. | Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination. | <ul style="list-style-type: none"> • Cancellation of examination results in the course • Suspension of the candidate from the University for one (1) Academic Year. |
| 7. | Possessing, while in the examination venue any device that permits communication with others or receive communication from others | <ul style="list-style-type: none"> • Cancellation of examination results in the course. • Suspension of the candidate from the University for one (1) Academic Year |
| 8. | Obtaining assistance from another candidate/non-candidate, and/ or giving assistance to another candidate, directly or indirectly in answering an examination paper. | <ul style="list-style-type: none"> • Cancellation of examination results for that course • Suspension of the candidate from the University for two (2) Academic Years. |
| 9. | Permitting another candidate to copy from or make use of one's papers. | <ul style="list-style-type: none"> • Cancellation of examination results for that course. • Suspension of the candidate from the University for two (2) Academic Years. |

| S/NO | IRREGULARITY | PENALTY |
|------|--|--|
| 10. | Presenting for examination the works of another person (s) without acknowledgement and with intent to deceive. | <ul style="list-style-type: none"> • Cancellation of examination results for that course • Suspension of the candidate from the University for two (2) Academic Years. |
| 11. | Destroying evidence which may be used as proof of an examination irregularity. | <ul style="list-style-type: none"> • Cancellation of examination results for that course • Suspension of the candidate from the University for two (2) Academic Years. |
| 12. | Threatening invigilators, and obstructing the invigilator from carrying out his/her duties or behaving in a manner likely to disrupt the examination process or cause a breach of the peace. | <ul style="list-style-type: none"> • Cancellation of examination results for that course • Suspension of the candidate from the University for two (2) Academic Years. |
| 13. | Causing actual bodily harm to the invigilators, those assisting in the invigilation or fellow candidates sitting for the examination. | <ul style="list-style-type: none"> • Cancellation of examination results for that course • Suspension of the candidate from the University for three (3) Academic Years. |
| 14. | Refusing to write a statement after being asked to do so by the invigilator. | <ul style="list-style-type: none"> • Cancellation of examination results for that course • Suspension of the candidate from the University for three (3) Academic Years. |
| 15. | Impersonating or attempting to impersonate another candidate or being impersonated knowingly | <ul style="list-style-type: none"> • Cancellation of examination results in the course • Suspension of the candidate from the University for two (2) Academic Years |
| 16. | Forgery of examination documents | <ul style="list-style-type: none"> • Cancellation of examination results for that course • Suspension of the candidate from the University for three (3) Academic Years. |
| 17. | Bribery so as to compromise examination credibility | <ul style="list-style-type: none"> • Cancellation of examination results in the course • Suspension of the candidate from the University for three (3) Academic Years. |
| 18. | Unauthorized and undeclared acquisition of examination papers prior to an examination, whether or not that examination is to be sat by the student | <ul style="list-style-type: none"> • Cancellation of examination results in the course • Suspension of the candidate from the University for three (3) Academic Years |

| S/NO | IRREGULARITY | PENALTY |
|------|--|---|
| | concerned (leakage) | |
| 19. | Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time. | <ul style="list-style-type: none"> • Warning letter • Cancellation of results • Suspension for between one (1) & three (3) Academic Years. |
| 20. | Committing a subsequent examination irregularity | <ul style="list-style-type: none"> • Expulsion from the University |