

A: REGULATIONS FOR UNIVERSITY EXAMINATIONS

9.0 EXAMINATIONS

- 9.1 Examinations shall include continuous assessments tests, **quizzes**, assignments, seminar presentations, practical and oral tests and end of semester examinations including oral examinations where applicable.
- 9.2 There shall be written university examinations at the end of each semester for each course taught. There shall also be practical and/or oral examinations where applicable.
- 9.3 There shall be probation examinations before the beginning of the academic year for the failed core and elective courses which are required for a candidate to attain minimum credits (12 for each semester and 24 for each academic unit).

10.0 ELIGIBILITY FOR EXAMINATIONS

- 10.1 No candidate shall be eligible for any examination in any subject unless the Instructor and the Head of Department have satisfied themselves that the candidate has undertaken the course by attendance. Records of attendance in each lecture/seminar/practical shall be maintained by the instructor for one academic unit.
- 10.2 A candidate shall only be allowed to sit for scheduled University examination(s) if he/she would have attended 80% of attendance of the course through lectures, seminars

and tutorials; but for practical sessions, a candidate must attain 100% attendance rate. A candidate who fails to attain at least 80% and 100% attendance rates for lectures/seminars and practicals respectively shall be required to retake the whole course when next offered.

10.3 A candidate shall be required to attend all sessions of Field Practical Training (FPT) and if a candidate misses any session without the permission of the Dean or Director or Head of Department or his appointee (i.e. FPT supervisor) shall be discontinued from studies. In case of permission of being absent from FPT is granted, the candidate shall be required to complete the training session using own resources.

11.0 ABSENCE FROM EXAMINATION

11.1 A candidate who absents oneself from an end of semester examination including probation examination(s) without compelling reasons shall be deemed to have absconded from examinations and shall be discontinued from studies.

11.2 A candidate who absents oneself from any continuous assessment test or fails to submit assignment(s) given as part of the coursework without compelling reasons shall be considered to have attempted such examinations or assignment(s) and shall be awarded a zero mark.

11.3 A candidate who fails to submit an assignment on time without compelling reasons may be penalized according to a penalty marking system pre-indicated in the course outline by instructor.

11.4 A candidate who fails to sit for a continuous assessment test(s) or submit (an) assignment(s) because of compelling reasons shall be required to complete the same before attempting the end of semester examination(s) of the respective course. Such a candidate shall be responsible for initiating a request for the continuous assessment test or assignment.

11.5 A candidate allowed to be absent from the end of semester examination (s) shall carry forward the examination(s) as incomplete and shall have to sit for the respective examination(s) during the subsequent probation examination session.

11.6 Permission for postponement of end of semester examination(s) shall be granted by the Dean/Director after consultation with the Head of Department, Dean of Students and, where applicable, the Resident Medical Officer.

11.7 Postponement of course assessment tests shall be granted by the course instructor and reported to the Head of Department/Dean of Faculty/Director of Institute/Directorate/Centre.

11.8 Request for postponement of end of semester examination(s) or course work assessment tests shall be made by submitting duly completed prescribed forms with a cover letter (*Form No. III*).

14.0 EXAMINATION IRREGULARITIES

- 14.1 All cases of Examination irregularities shall be reported to and handled by the office of the DVC (Academic).**
- 14.2 There shall be an Examination Irregularities Committee (EIC) appointed by the Deputy Vice Chancellor (Academic) which will handle and advise the DVC (Academic) on reported cases of examination irregularities.**
- 14.3 Candidates are not allowed to enter examination venues without the approval/permission of the invigilator(s). A candidate found to have done so shall be reported to the DVC (Academic) and the fate of such a candidate may include being barred from sitting for the examination.**
- 14.4 All candidates are required to be present within the examination premises 30 minutes before the scheduled time of the examinations.**
- 14.5 No candidate shall be admitted to the examination room 30 minutes after the commencement of the examinations.**
- 14.6 A candidate reporting late (more than 30 minutes after the start of examination) shall be barred from sitting for the examination and his/her case reported to the DVC (Academic).**
- 14.7 A candidate who is barred from sitting for the scheduled end of semester/probation examination for reporting late shall, upon the Senate being satisfied with justifying reasons, be allowed to sit for the examination during the subsequent probation examination period.**
- 14.8 In the case of continuous assessment test a candidate barred from sitting for a test for reporting more than thirty minutes after the start of the test for compelling reasons, may be allowed to do the missed test before the end of the semester. In the case where the candidate reporting late for a test had no compelling reason(s), such a candidate shall be considered to have attempted and failed the examination (hence awarded zero mark).**

- 14.9** A candidate must carry both the identity and examination number cards which must be shown to the invigilator(s) before entering the examination room. A candidate failing to show the two cards shall not be allowed to sit for the examination and the case shall immediately be reported to the DVC (Academic). Such a candidate shall be considered to have attempted and failed the respective examination (hence awarded zero mark).
- 14.10** A candidate must present oneself to the Invigilator(s) and for examination in a manner in which he/she can be identified and matched up with the identity and examination number cards. A candidate failing to present oneself in a manner that allows his/her identity to be determined shall not be allowed to sit for the scheduled examination and the case shall then be reported to the DVC (Academic). Such a candidate shall be considered to have attempted and failed the respective examination(s) (hence awarded zero mark).
- 14.11** No candidate shall be allowed to enter an examination venue while wearing a cap, hat, sweater, pullover, jacket or overcoat. However, under special circumstances, such as medical grounds, and upon request, the DVC (Academic) can grant permission for a candidate to use put on such attire during the examination(s). A candidate found with such attire during examinations shall be required to surrender the piece(s) of garments and the case reported to the DVC for investigation by EIC. However, a candidate shall be allowed to continue with the examination and subsequent examinations during the period of investigation.
- 14.12** No candidate shall be allowed to enter examination venue with unauthorized materials. In this regulation, unauthorized materials include cell phones, handbags, purses, books, written and other form of papers or materials as determined and notified from time to time by the University.
- 14.13** A candidate is not permitted to enter examination venue with any inscriptions on any body part or clothing that can be construed as an aid to answering examination questions.
- 14.14** A candidate found in possession of unauthorized materials shall be required to surrender the material(s) to the invigilator(s) and will be allowed to proceed with the examination and the case reported to the DVC (Academic).
- 14.15** A candidate who carries any type of unauthorized material(s) into examination premises and requests to surrender such materials to the Invigilators on his/her own accord before examination papers are distributed to candidates, shall be allowed to sit for examination after formally surrendering the items. Such a candidate shall be served with a written warning by the DVC (Academic) following the recommendations of the Examination Irregularities Committee. A candidate who will be found to have committed such an offence twice shall be discontinued from studies.
- 14.16** A candidate who carries unauthorized material(s) into examination premises and declares to possess them after question papers have been distributed during the examination, shall be deemed to have possessed unauthorized materials. Such a candidate shall be required to surrender the item(s) to the invigilator and thereafter

allowed to proceed with the examination and other subsequent examinations during the period of investigation of the case by the Examination Irregularities Committee.

- 14.17 No candidate shall be allowed to communicate with fellow candidates after entering the examination venue. Communication shall only be between the Invigilators and the candidates. A candidate found to be communicating with fellow candidates in any form shall be deemed to have committed examination irregularity and the case shall be reported to the DVC for investigation by the EIC. The candidate however will be allowed to continue with examinations during the period of investigation.
- 14.18 A candidate who causes disturbances or any form of chaos during the examination shall be evicted from the examination room immediately and may be prohibited by the DVC (Academic) from sitting for subsequent examinations. The fate of such a candidate shall be determined by the DVC (Academic) upon investigation by the EIC.
- 14.19 Candidates shall not be allowed to borrow materials of any kind including calculators, rulers, statistical tables, pencils and pens among candidates during examinations. A candidate found to be involved in the act of borrowing or exchanging material(s) of any form during the examinations shall be deemed to have contravened university examination regulation and hence shall be required to surrender them to the Invigilator(s). Cases of such candidates shall be reported to the DVC (Academic) for investigation. Such a candidate shall however be allowed to continue with examinations during the period of investigation.
- 14.20 Save for medical, physiological or other justifiable reasons intimated before the start of examination, no candidate will be allowed to chew anything while in the examination venue. A candidate found to be doing so and refuses to produce exhibit of the material being chewed will be guilty of attempting to destroy evidence of possession of unauthorized materials while in the examination venue and his/her case shall be reported to the DVC (Academic) for investigation by EIC.
- 14.21 A candidate who starts to write before the official start of the examination as declared by the Invigilator(s) as well as one who continues to write after the official end of the examination shall be reported to the Examination Officer. Such a candidate shall be served with a letter of warning by the Examinations Officer. A candidate found to have committed a similar offence and who had been served with a letter of warning before shall be discontinued from studies.
- 14.22 No candidate shall be allowed to go out of the examination room within 30 minutes after the commencement of the examination or leave the room within the last 30 minutes into the end of the said examinations. Permission to go out temporarily during the examination shall only be provided under special circumstances by the Invigilator.
- 14.23 In some examinations, the rubric may indicate that the question paper shall be collected together with the answer book. In such cases no candidate will be allowed to go out of the examination room with an examination paper. Candidates who do not submit the question paper shall be deemed to have contravened a University Examination regulation and a valid penalty (such as non-marking of the answer book) as spelt out on the rubric shall apply.

- 14.24** No candidate will be allowed to go out of the examination room with a used or unused answer book. Possession of used or unused SUA examination answer book(s) shall be deemed to be commission of examination irregularity. Possession of these materials by other unauthorized people who are not students shall be dealt with in accordance with the law and SUA work regulations.
- 14.25** Bodily search of a candidate suspected of carrying unauthorized materials shall be done by member(s) of staff of the same sex.
- 14.26** Candidates have the responsibility of reporting any alleged examination irregularities to the DVC (Academic) for investigation by the EIC.
- 14.27** All cases of examination irregularities requiring investigations shall be handled by EIC that will advise the Senate Undergraduate Studies Committee (SUGSC) which will in turn advise Senate accordingly.
- 14.28** The EIC shall investigate all cases of examination irregularities as directed by the DVC (Academic) upon receiving reports from invigilator(s).
- 14.29** The EIC, upon being tasked to investigate a case of examination irregularity, shall have the powers to summon candidates and members of staff as it deems necessary.
- 14.30** In general, any candidate who will be proven to have cheated in any examination shall be discontinued from studies.
- 14.31** All cases of examination irregularities shall be concluded within three months of being reported to the Deputy Vice Chancellor (Academic).