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# **COMMON RULES AND REGULATIONS FOR UNIVERSITY EXAMINATIONS**

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**PREFACE**

This document stipulates Rules and Regulations for University Examinations. They govern the students, lecturers and administrators on how the examinations are conducted. They are meant to be observed and adhered to strictly to enhance a uniform and standardized way of examining Rongo University students. The University shall maintain consistency and quality assurance on all the processes of Examinations.

The Rules and Regulations are therefore expected to promote professionalism, accuracy, integrity, as well as to enhance efficiency and uphold moral and professional ethics. It is envisaged that when these rules are implemented, they will:

- (i) Promote equality, social justice and foster honesty and dedication to improve results.
- (ii) Under the general direction of Senate and the supervision of the Deputy Vice-Chancellor Academic & Students Affairs (ASA), help in decentralization of the examinations processes to Colleges and Campuses.
- (iii) Portray uniform practices in conduct of the examinations.
- (iv) Enhance the process of release of results, production of transcripts and
- (v) Ensure examinations will be similar in face and content validity.

It is in this way that **ALL** stakeholders will be confident of our products because of the process, conduct and standardization of our instruments. We are also stating that the grading should result in uniform production of the same calibre of students. It is therefore our desire that both students and staff read and familiarize themselves with the rules because “*Ignorance of the Law*” will not constitute a defence for any party.

If for any reason circumstances arise that are not covered by these regulations, the Senate shall give direction accordingly.

**Signature:** .....

**Date:** .....

**PROF. SAMUEL GUDU**

**VICE-CHANCELLOR**

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## **ABBREVIATIONS AND ACRONYMS**

<b>ASA:</b>	Academic and Student Affairs
<b>CATs:</b>	Continuous assessment tests
<b>CUE:</b>	Commission for University Education
<b>DVC:</b>	Deputy Vice-Chancellor
<b>HoD:</b>	Head of Department
<b>ID:</b>	Identity Card
<b>KShs.:</b>	Kenya Shillings

## DEFINITIONS

For the purpose of these Regulations:

- (i) **University Examinations** are all those examinations, assessments or evaluations that are considered in determining whether or not a candidate shall proceed to the following year of study or qualifies to graduate.
- (ii) **Regular University Examinations** are those examinations held at the end of each Semester or end of each Academic year or as may be determined by Senate.
- (iii) **Special Examinations** are those examinations, which, after approval by Senate, are administered to candidates who did not sit regular examinations for a special reason.
- (iv) **Supplementary Examinations** are those examinations, which, after approval by Senate, are administered to candidates who have failed up to 25% of the course units.
- (v) **A Continuous Assessment Test** is any form of evaluation, such as tests, graded practical, projects and assignments, during a semester/term and count towards University Examinations.
- (vi) The **academic calendar** shall be determined by Senate for any academic year and shall be divided into one of the following modes as spelt out by CUE:
  - a) Semesters, which comprise two (2) equal divisions/terms of between 15-17 weeks in an academic year;
  - b) Trimesters, which comprises three (3) equal divisions/terms of between 13-15 weeks in an academic year; or
  - c) Quarters, which comprises four (4) equal divisions/terms of between 9-12 weeks in an academic year.
- (vii) **A Course** is the smallest unit in which a student can receive an assessment normally taught over a semester, and may comprise one or more units of study.
- (viii) **Compensation** – is a procedure that may be applied when a student who has failed an examination in a course with at least 37% (or 47% for medical courses) and with a weighted average mark of 50% and above in all course units for the academic year is assisted to attain to the pass mark of 40% or 50% by subtracting either 6, 4, or 2 marks from a related course that when halved and added to the marks of the failed course brings it to the pass mark.
- (ix) **A Unit of Study** is a one-hour lecture per week per semester or two hours of tutorials/seminars per week per semester or three hours of practical per week per semester.
- (x) **A Semester Load** is normally between 21 and 24 units, unless otherwise approved by Senate.
- (xi) **A Prescribed Course** is a course which may be designated as core, required, pre-requisite or elective, as specified in a given curriculum as approved by Senate.
- (xii) **A Core Course** is a course, which is central to the discipline of study which must be taken by all candidates in a given programme.
- (xiii) **A Required Course** is a course which is supportive of or beneficial to a discipline.

- (xiv) **A Pre-requisite Course** is a course which must be taken and completed successfully before one can register for a given related course.
- (xv) **An Elective Course** is a course that a student may choose, according to interest, subject to approval by the relevant department, and shall be taken into account for the purpose of Degree Classification.
- (xvi) **An Optional Course** is a course which a student may choose according to interest, subject to approval by the relevant departments but which may not necessarily be central to a discipline of study and shall not be used for Degree Classification.
- (xvii) **Repeating a Course Internally** applies to those candidates who are allowed to proceed to the next year of study having failed supplementary examinations.
- (xviii) **Repeating a Course in its Entirety** means having failed supplementary examinations in one or two core or required courses, a candidate is allowed to proceed to the next year of study and attend classes to sit for the examinations in the failed courses.
- (xix) **Repeating a Course Externally** applies to a candidate who having repeated a course internally, fails again in the same course; such a candidate will be required to repeat examinations at the next sitting without attending classes.
- (xx) **A Leakage** is any act, which results in a candidate, or a person having unauthorized access to, or knowledge of examination questions or of any materials related to the examination, before the scheduled date and time of the examination.
- (xxi) **Discontinue to show cause** is to show why one should not be de-registered from the University.
- (xxii) **Principal Internal Examiner** is the Dean of the School.
- (xxiii) **Chief Internal Examiner** is the Head of Department.
- (xxiv) **Examiner(s)** are persons appointed to set examinations, mark or give such opinion on examinations or performance of candidates in examinations.
- (xxv) **Bona fide** student is one who is registered for the semester and has signed the nominal roll.
- (xxvi) **Provisional results** shall consist of names with pass list, supplementary list (including list of course units) and special list (including list of course).
- (xxvii) **Invigilator** is a teaching member of staff of the University who has been a signed to supervise an examination.
- (xxviii) **Examination Auditor** is a person who goes into an examination room to verify the conduct of an examination.

## **SECTION 1: PREAMBLE**

### **1.1 CHARTER AND STATUTES**

All matters concerning University Examinations shall be conducted under the general control of the Senate as per section XXVII of the Statute of Rongo University Statutes, 2016.

### **1.2 SCOPE**

The rules shall apply to all University examinations.

### **1.3 OVERALL AUTHORITY**

The Senate shall have the overall authority in all matters concerning and affecting examinations as per *Statutes*, which include the setting, moderation, conduct and marking of examinations as well as the declaration of examination results.

### **1.4 UNIVERSITY EXAMINATION PROCESS**

The entire University Examination Process presupposes responsibility, integrity and confidentiality on the part of all University personnel involved. It starts with the drafting of question papers prepared by Internal Examiners and terminates with the Publication of results approved by Senate.

Examination processing shall be as follows:

- (i) Setting and internal moderation of Examinations shall be carried out at the Department.
- (ii) Typing shall be done at a designated examination room under the office of the Head of Department by the Internal Examiner (lecturer).
- (iii) External Examiners shall moderate question papers. External Examiners' comments, if any, shall be incorporated in the question paper by the Head of Department.
- (iv) The Head of Department, being the Chief Internal Examiner, shall submit the moderated papers to designated University Examination Centre for further processing and safe custody.
- (v) The Dean of School, being Principal Internal Examiner, shall ensure that the above processes are strictly adhered to.
- (vi) Members of staff who are Rongo University students are prohibited from handling all examinations relevant to their programme of study.
- (vii) Non-academic Rongo University Staff are prohibited from handling all examinations except those appointed to work in the examination office
- (viii) All copies of draft examination papers except the moderated ones, which go for typing, must be destroyed by shredding/burning by HoD.
- (ix) All examinations dispatched from one campus to another must be accompanied by an authorised officer who will hand over to another authorised officer at the receiving examination centre.
- (x) Adequate security must be provided during transportation of examinations to other centres.

- (xi) The examinations office shall facilitate transport of examinations to other campuses.

## **SECTION 2: NATURE OF UNIVERSITY EXAMINATIONS**

### **2.1 REGISTRATION FOR COURSES AND EXAMINATIONS**

- 2.1.1 Registration of courses for which a student shall take examinations shall be done at the end of each semester preceding the semester in which the courses shall be taken except first year first semester students.
- 2.1.2 The Deans shall upload all courses to be done in the next semester on to the University website at the middle of the preceding semester.
- 2.1.3 The department shall provide a list of courses to be offered in each semester.
- 2.1.4 A student who fails to register for courses at the prescribed time, not exceeding the 20% rule period, shall have a penalty imposed on him/her in form of a fine charged at Ksh 200.00 per course registered. After the 20% rule period there shall be no registration of courses.
- 2.1.5 A student shall be required to register for such number of courses that give a total number of units of between 42 units and a maximum of 48 units per academic year to qualify to be graded for purposes of award of degrees, unless otherwise approved by Senate.
- 2.1.6 A student must pass all courses registered for, irrespective of whether they are core, elective or optional to qualify for award of a certificate to be served with official transcripts.
- 2.1.7 (i) Students shall be eligible to register for examinations provided they have complied with the course requirements: paid requisite amount of fees, complied with 20% rule on class attendance and have done the requisite number of CATs in the courses registered.
- (ii) Examination cards shall be released by the Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA) or officer responsible for such a function at least three (3) weeks before the beginning of the examinations.
- (iii) Each candidate shall be issued with an examination card by the Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA) or officer responsible for such a function two (2) weeks before the beginning of examinations.
- (iv) A student ID or a clearance certificate in case Student ID is lost and examination card will be required before one is allowed to sit for examinations. In addition, invigilators will be served by the Head of Department with lists of bona fide candidates and labelled cards which they will use to designate randomly the desk/table where each bona fide student will be sitting for an examination.
- (v) Invigilators must have in the examination room, lists of candidates registered for each paper, provided by the Head of Departments.
- (vi) Candidates who sit examinations which they have not registered for shall have their examinations cancelled.
- (vii) No candidate shall sit for examinations unless He/she has satisfied all the requirements as listed from (i) to (vi) above.



## 2.2 UNIVERSITY EXAMINATIONS

The University Examinations shall be conducted by means of any one or combination of the following:

- (i) Written Examinations
- (ii) Oral Examinations
- (iii) Practical Examinations

## 2.3 EXAMINATION TIMETABLES

Examination timetable shall be ready the eighth week of the semester.

## 2.4 CONTINUOUS ASSESSMENT TESTS (CATs)

There shall be a minimum of two Continuous Assessment Tests (CATs) per course per semester.

- (i) The scheduling and administration of Continuous Assessment Tests shall <sup>[11]</sup><sub>[SEP]</sub> normally be spaced as follows:
  - (a) 1<sup>st</sup>CAT – 4<sup>th</sup> to 6<sup>th</sup> week of a Semester
  - (b) 2<sup>nd</sup>CAT – 8<sup>th</sup> to 10<sup>th</sup> week of a Semester
- (ii) The results of the Continuous Assessment Tests shall normally be given to students and submitted to the Heads of Department as follows:
  - (a) 1<sup>st</sup>CAT by 8<sup>th</sup> Week of a Semester
  - (b) 2<sup>nd</sup> CAT by 11<sup>th</sup> Week of a Semester
- (iii) The **Head of Department** shall ensure that Continuous Assessments Tests are set and administered as scheduled in (ii) above and keep a record of CATs, sample assignments and question papers.
- (iv) Continuous Assessment Tests shall normally constitute 30% or 40% at the end of semester examination and 70% or 60% of the final marks awarded to a candidate in a course, unless Senate decides otherwise.
- (v) A candidate must have attempted the required number of Continuous Assessment Tests on a given course to be eligible to sit for University Examination in that course or in circumstances beyond the candidates control make up CAT(s) can be arranged with individual lecturers
- (vi) The records for Continuous Assessment Tests marks shall be made available to the External Examiners together with the final examinations.

## **2.5 REGULAR UNIVERSITY EXAMINATIONS**

- (i) The lecturer(s) responsible for a course, who shall also be the Internal Examiner(s) for the course, shall set questions for both the regular and supplementary University Examinations and prepare marking schemes, within the first five (5) weeks of each semester or otherwise as approved by Senate.
- (ii) Departmental Boards of Examiners shall moderate examination papers internally before the papers are sent to external examiners.
- (iii) Regular University Examinations shall also include Special and supplementary examinations.
- (iv) A copy of the question paper(s), detailed marking scheme(s), titles of reference books used, detailed curricula and other relevant information shall be sent to external examiners to facilitate the moderation of examinations.
- (v) The Heads of Department shall ensure that comments on examination papers from External examiners are discussed at Departmental Boards of Examiners and incorporated into the question papers by the internal examiners.
- (vi) Moderated and typed examination papers shall be sent to the Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA) for reproduction and safe keeping five (5) weeks before the start of the regular examinations.
- (vii) The reproduction, collating, stapling, packing, issuing and dispatching of examinations shall be conducted in the Examinations office at Main Campus (Kitere) or at any other examination centre as may be approved by Senate.
- (viii) Examination Officers at the approved examination centres shall be equipped with the necessary facilities such as computers, photocopiers, fax machines, scanners, cabinets and stationery, for safe custody, reproduction, collating, packing, sealing, and dispatching of examinations.
- (ix) That examination office shall be manned by properly, trained, qualified and vetted personnel who shall be required to take an oath of secrecy.

## **2.6 SUPPLEMENTARY EXAMINATIONS**

- (i) Candidates who are required to sit supplementary examinations shall pay an examination fee of Kshs. 400 per paper.
- (ii) Supplementary Examinations shall normally be held once in any one academic year unless otherwise approved by Senate.
- (iii) Supplementary Examinations shall normally be held at least two weeks before the start of the following academic year.
- (iv) Continuous Assessment Tests marks shall not count towards Supplementary Examinations

unless otherwise approved by Senate.

- (v) The final mark for a pass in a supplementary examination shall be 40% for under graduate and 50% for post-graduate unless otherwise approved by the Senate. A mark for a supplementary examination shall be indicated with an asterisk (\*) in the transcript.
- (vi) A candidate who fails a supplementary examination in ONE Core or Required course may be allowed to proceed to the following year of study and repeat the course internally provided that a weighted average of 50% (unless otherwise approved by Senate) or more in prescribed courses is attained. If the candidate fails the same courses in the subsequent year, the candidate shall repeat the course externally.
- (vii) A candidate who fails again after repeating the course externally shall be discontinued.
- (viii) A candidate who fails a supplementary examination in TWO Core or Required courses may be allowed to repeat the courses internally provided that a weighted average of 45% (unless otherwise approved by Senate) or more in a prescribed course is attained,
- (ix) A candidate who does not meet the criteria stated in (vii) and (viii) above shall repeat the year of study.
- (x) A candidate who fails in a pre-requisite course shall not normally be allowed to proceed to the following year of study if the subsequent course is core or required.
- (xi) A candidate who fails in a supplementary examination in an optional or elective course shall be allowed to proceed to the following year of study but shall be required to take a different course instead and sit an examination in it.
- (xii) A candidate who fails Supplementary Examinations in the final year of study shall be allowed to sit again for supplementary examination(s) in the courses affected. The candidate shall be required to sit for the examination(s) in the course(s) failed, during the following time scheduled for such examinations. A candidate who subsequently fails after sitting for a supplementary examination in a course a second time shall be discontinued.

## **2.7 SPECIAL EXAMINATIONS**

- (i) Special examinations shall normally be held once in any one academic year unless otherwise approved by Senate.
- (ii) No Special Examinations shall be administered to candidates except under the following circumstances:
  - a) For medical reasons, as certified by the University Medical Officer and approved by the Senate
  - b) For compassionate reasons, based on events such as bereavement within the candidate's immediate family, which occur prior to and/or during the examination period verified by the Dean of Students who shall communicate the respective school Deans.
- (iii) The decision on whether or not special examinations shall be administered shall be taken by Senate after recommendations from School Boards.

- (iv) Special and Supplementary Examinations shall normally be held simultaneously, and shall be of the same standard as Regular Examinations.
- (v) Continuous Assessment Tests marks shall count towards the grading of Special Examinations.

### **SECTION 3: CONDUCT OF EXAMINATIONS**

#### **3.1 GENERAL RULES**

- (i) University Examinations shall take precedence over external or any other examinations.
- (ii) A candidate who has missed 20% or more of the required course attendance in a given course shall not be allowed to sit University Examinations.
- (iii) University Examinations shall normally be conducted from Monday to Friday, and on any other day approved by Senate.
- (iv) Candidates, who will not sit University Examinations on scheduled dates on religious grounds, are required to inform the Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA) and the Dean of the School in writing, as soon as the examination Time Table is released.
- (v) All courses shall be examined within the semester in which they are taken, unless approved by Senate.
- (vi) Examination Regulations specific to Schools shall be presented to Senate for approval through the Committee of Deans.
- (vii) All Schools shall be required to define core, required, pre-requisite and elective courses as approved by Senate.
- (viii) To proceed to the following year of study, a candidate must take at least 42 prescribed course units unless otherwise approved by the Senate.
- (ix) A candidate who fails one or more courses amounting up to and including 25% of prescribed course units for the year, shall be required to sit Supplementary Examinations.
- (x) A candidate who fails in more than 25% and in up to and including 50% of the total number of prescribed course units shall repeat the year.
- (xi) A candidate who fails in more than 50% of the total number of prescribed units in an academic year shall be discontinued.
- (xii) A candidate who fails to turn up for an examination shall be deemed to have failed that examination and shall be required to show cause why he or she should not be discontinued.

### 3.2 EXAMINATION/TIME-TABLE COORDINATORS

- (i) There shall be Departmental Examination and Timetabling coordinators who are nominated by the H.O.D and appointed by the Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA), who shall be at the level of lecturer and above.
- (ii) There shall be a School Examination and Timetabling coordinator who are nominated by the Dean and appointed by the Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA), to deal with all matters related to the University Examinations Timetables within the School, who shall be at the level of lecturer and above.
- (iii) There shall be a University Examination and Timetabling Committee, drawing its membership from School Examination and Timetabling Coordinators. The committee shall be chaired by the Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA).
- (iv) Final examination timetables shall be circulated and posted on the notice boards and the University websites in all campuses at least four (4) weeks before examinations begin.
- (v) Any changes in dates after circulation shall be brought to the attention of HoDs and candidates by means of additional notices posted on the notice boards at each campus and must be authorized by the Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA).

### SECTION 4: EXAMINERS

For each school, there shall be School Board of Examiners and Departmental Board of Examiners, consisting of internal and external examiners.

#### 4.1 DEFINITION OF ROLES

- (i) Principal Internal Examiner shall be the **Dean of the School** who shall chair the School Board of Examiners.
- (ii) Chief Internal Examiner shall be the **Head of Department**, who shall chair the Departmental Board of Examiners.
- (iii) Internal Examiner shall be a member of the academic staff at the level of lecturer or above as per the CUE regulations, who has taught the course to be examined, unless otherwise approved by the Senate.
- (iv) An External Examiner shall be a renowned academician at the level of Senior Lecturer and above.

## 4.2 DUTIES OF INTERNAL EXAMINERS AND INVIGILATION

### 4.2.1 INTERNAL EXAMINERS

- (i) The Principal Internal Examiner shall chair the School Board of Examiners and ensures that departments have complied with regulations in all examination processes in the School.
- (ii) The Chief Internal Examiner shall chair the Departmental Board of Examiners and ensure standardization, consistency, and compliance of all examination processes and regulations in the Department.
- (iii) Internal Examiners shall certify, the total number of scripts received based on the attendance list of the candidates who have taken the examinations and submit one copy to the Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA) and a copy shall be retained in the Department.
- (iv) Internal Examiners shall mark every script, based on a detailed and well-structured marking scheme, to ensure consistency in marking.
- (v) Internal Examiners shall after marking all the scripts, enter Continuous Assessment Tests and regular examination marks on the individual mark- sheets and submit to the Chief Internal Examiner within two weeks from the last day of semester examinations.
- (vi) All the examination individual mark sheets shall be accurately completed, checked and signed by the Internal Examiner, the Head of Department, the External Examiner(s) and the Dean of the school.
- (vii) The Internal Examiner for any particular examination paper shall be the Chief Invigilator during examinations.
- (viii) If the Internal Examiner is unable to be present at the start of an examination, he or she shall inform the **Head of Department** in writing, who shall then nominate a replacement from the department concerned.
- (ix) Internal or External Examiners shall not divulge marks to candidates. All documents tabled during the Departmental and School Board of Examiners meetings shall be reclaimed from members of the Board at the end of a meeting.

### 4.2.2 INVIGILATION OF EXAMINATIONS

- (i) The Chief Invigilator is the Course Lecturer
- (ii) The Chief Invigilator shall circulate the instructions to candidates, before the start of regular University examination, setting out details of procedures to be followed in the conduct of examinations as detailed in section 12 of this document.
- (iii) Invigilators, who are normally members of the full time and part time academic staff, shall be appointed and briefed by the Head of Department.
- (iv) The names of all invigilators and the examination timetables shall be sent to the Dean and

a copy to the Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA) one month before the start of examinations.

- (v) Subject to a minimum of two invigilators per room for candidates not exceeding 50, the number of invigilators to candidates after this number shall be in the ratio of 1:50. In appointing invigilators, care should be taken to ensure gender representation is upheld and that at any one time while the examination is in progress, there is at least one invigilator in the examination room.
- (vi) All invigilators shall, under the direction of the Chief Invigilator, be responsible for the distribution, monitoring, collection and security of examination papers, and for such other duties assigned to them by the Head of Department.
- (vii) The course lecturer shall collect all examination papers and related materials from the Examinations Centre(s), at least half an hour before the start of an examination.
- (viii) Security shall be provided during the examinations.
- (ix) The Invigilators shall ensure that examinations start and end on time.
- (x) Invigilators who fail to invigilate examinations and those who disappear before examinations are concluded, shall face disciplinary action.

### **4.3. EXTERNAL EXAMINERS**

#### **a. Appointment**

- (i) Senate shall appoint External Examiners on the recommendation of Departmental and School Boards.
- (ii) The External Examiner shall be appointed one month before the beginning of every academic year and shall be invited to moderate examinations at the end of every academic year unless otherwise approved by the Senate.
- (iii) The External Examiner shall not have taught, either as a full or part time lecturer of the University, the subject(s) to be examined, during the previous four years or as approved preceding their appointment as an External Examiner.
- (iv) The External Examiner shall normally be appointed for not more than four academic years unless otherwise approved by Senate.

#### **b. Duties of External Examiners**

- (i) The External Examiner shall be provided with examination answer scripts, examination and continuous assessment question papers, marking schemes and individual mark sheets by the Head of Department on arrival and shall be required to familiarize himself/herself with the documents.
- (ii) The External Examiner shall evaluate the structure and choice of examination questions, the adequacy and coverage of the curriculum, marking schemes and any other related examination matters.

- (iii) The External Examiner shall review cases of candidates who have failed, those who have passed exceptionally well, and cases of candidates whose performance may be considered as borderline.
- (iv) Where there are differences in scores between the marks allocated to candidates by the External Examiner on the one hand, and marks allocated by the Internal Examiner on the other, the Departmental Board or School Board of Examiners shall agree on the award of the final mark in the presence of the external examiner.
- (v) The External examiner shall submit to Senate, through the Vice-Chancellor, a written report on the conditions in which teaching and learning were conducted and the general standard of examination papers and the performance of candidates.
- (vi) The External Examiners shall attend the Departmental Board or School Board of Examiners' meetings to present their reports that shall be discussed and adopted.
- (vii) Departments shall discuss the External Examiner's report(s) after the School Board of Examiners meeting.
- (viii) The responses by Departments to the External Examiner's reports shall be sent to the respective Deans of Schools with copies to the Vice-Chancellor and the Deputy Vice-Chancellor - Academic & Students Affairs (DVC-ASA).
- (ix) *The School shall have a Special Board meeting to discuss the consolidated External examiners' reports and the responses of Departments to them, within two weeks of receiving the reports from the Heads of Department*
- (x) *There shall be a Special Senate meeting to consider the consolidated reports from External Examiners and responses from Schools at the end of every academic year.*

## **SECTION 5: EXAMINATION RESULTS**

### **5.1 PROCESSING OF EXAMINATION RESULTS**

- (i) All Internal Examiners shall submit results, scripts, projects and other assessment materials and records to the Head of Department within **two (2) weeks** after the end of an examination. The Head of Department shall maintain accurate records of student's performance and account for each candidate who has done an examination, including providing marks for each and every examination of a course done by a candidate. The Head of Department shall invite External Examiner (s) in the 4<sup>th</sup> week after the end of the second semester examinations for moderation of examinations.
- (ii) At the end of external examination, a Departmental Board of Examiners meeting shall be convened to give an opportunity to the external examiner to table his/her report and discuss issues related to the examinations with the departmental.
- (iii) The Head of Department shall generate consolidated mark sheet per program which shall be discussed and approved by the departmental board of examiners.
- (iv) Approved examination results at the department shall be forwarded to the dean for consideration for approval by the school board of examiners.



- (v) All examination results shall be confidential until they have been considered by the School Boards of Examiners, and shall be provisional until approved by Senate.
- (vi) Any lecturer or officer who fails to adhere to the set examination almanac shall face disciplinary action.
- (vii) Senate may accept, reject, vary or modify provisional examination results presented to it by the School Boards of Examiners.
- (viii) Once these results have been approved by Senate, no Department, School, any individual or agent, apart from Senate, shall have the authority to alter examination marks or results.
- (ix) After the School Board of Examiners, The Dean shall forward provisional results to Senate for final consideration and approval in the 7<sup>th</sup> week after the end of the examinations.

## 5.2 RELEASE OF EXAMINATION RESULTS

- (i) The Dean shall release provisional examination results indicating pass lists, supplementary and special examinations to all candidates, **within 2 weeks** after they have been considered and approved by *School board of examiners*.
- (ii) The Dean shall before the start of the following academic year formally inform students of their status, that is, those proceeding to the next year of study, re-sitting examinations, repeating the year of study and those to be discontinued.
- (iii) The Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA) shall issue provisional transcripts to bona fide students **four (4) weeks** after receiving consolidated mark-sheets from Deans, depicting percentage marks and letter grading, in accordance with the grading system and classification approved by Senate.
- (iv) Provisional Transcripts shall be released on request at the end of an academic year and after application.
- (v) Official Transcripts shall be released at the end of a programme or on transferring to another course on request.
- (vi) In the event of any correction or any amendment on the entry or computation of marks assigned to a candidate being detected after the release of results, the Dean of the School shall present such a request for consideration and approval by Senate.

## 5.3 GRADING SYSTEM

- (i) The performance of candidates in University Examinations shall be determined by grades from both Continuous Assessment Tests, and Regular University Examinations, unless otherwise approved by Senate.
- (ii) Each course shall be marked out of a maximum of 100 marks, unless otherwise approved by Senate.

(iii) The final mark for each course shall be rounded off to the nearest whole number.

### 5.3.1 Grading for Undergraduate

- (i) The pass mark for all courses shall be 40% for undergraduate and 50% for Medicine/Nursing unless otherwise approved by Senate.
- (ii) A candidate must pass in all the prescribed courses before they are awarded degrees.
- (iii) The examination grading system shall be as follows, unless otherwise specified by the Senate.

Under graduate & others			Medicine/Nursing		
Percentage Marks	Grade	Performance	Percentage Marks	Grade	Performance
70-100	A	Excellent	75-100	A	Distinction
60-69	B	Good	65-74	B	Credit
50-59	C	Average	50-64	C	Pass
40-49	D	Pass	49 and Below	E	Fail
39 and Below	E	Fail			

### 5.3.2 Post-Graduate Diploma Grading

<u>Percentage Marks</u>	<u>Letter Grade</u>
75 - 100	A Distinction
65 - 74	B Credit
50 - 64	C Pass
Below 50	D Fail

### 5.3.3 Masters' degree Grading System

<u>Percentage Marks</u>	<u>Letter Grade</u>
75 - 100	A Distinction
65 - 74	B Credit
50 - 64	C Pass
Below 50	D Fail

### 5.3.4 Ph.D. Grading System

<u>Percentage</u>	<u>Letter Grade</u>
75 - 100	A Distinction
65 - 74	B Credit
50 - 64	C Pass
Below 50	D Fail

## 5.4 COMPENSATION WITHIN THE UNIVERSITY GRADING SYSTEM

- (i) Compensation shall be possible, but not compulsory, for Regular Examinations.
- (ii) Compensation shall be considered by School Board of Examiners when results are being processed at the end of every academic year.
- (iii) Undergraduate candidates who score 37, 38 or 39 marks for programmes with a pass mark of 40%) may be compensated to obtain the minimum pass mark of 40%. Compensation must be transacted between closely related courses only.
- (iv) A candidate must obtain at least a weighted average of 50% for all courses including the mark obtained in the failed paper, in the academic year's courses, to qualify for compensation.
- (v) Marks for compensation shall be obtained by subtracting marks from a subject with a close correlation with the subject being compensated. Compensation shall be in the ratio of compensated mark to compensating mark of 1:2 marks to be effected once.
- (vi) No candidate shall receive compensation for more than one course per semester.

## 5.5 CLASSIFICATION OF DEGREES

- 5.5.1 All marks obtained in the prescribed courses in each year of study shall be considered for the purpose of degree classification, unless otherwise approved by Senate.
- 5.5.2 In classifying a degree, the final percentage mark for the entire study period shall be calculated by summing the percentage mark for each course, multiplied by the number of units in that course, divided by the total number of units.

$$\text{Final Percentage} = \frac{\sum \% \text{ Marks} \times \text{Units}}{(\text{Total Units})}$$

- 5.5.3 In working out the final percentage aggregate mark, the following shall be considered:
  - (i) In using the formula above to calculate the final percentage aggregate for the entire study period all prescribed courses for the student for all academic years are used.
  - (ii) The percentage mark for each course shall be multiplied by the number of units for the course to get a product. The products for all prescribed courses shall be summed up and divided by the total number of units for the entire study period and rounded off once to the nearest whole number to get the final percentage aggregate.
  - (iii) In cases where a candidate has done more courses or units than the number prescribed for the programme in an academic year, only **core** courses and the best performed elective courses that together add to the number of prescribed course units required for that year of study shall be considered in the calculation of final percentage aggregate
  - (iv) Optional courses are not included in the calculation of the final percentage aggregate.
  - (v) Variations to the use of the formula: The final percentage aggregate is calculated differently with respect to engineering programmes. The steps followed in the calculations

are as follows:

The percentage mark for each year is computed separately using the formula in 5.5(ii).

*Variations to this formula shall be approved by the Senate as need arises.*

- (vi) Undergraduate Degrees shall be classified into **First Class Honours, Second Class Honours (Upper Division), Second Class Honours (Lower Division) and Pass**, except those approved by Senate.

<b>Class</b>	<b>Percentage Marks</b>
First Class Honours	70-100%
Second Class Honours (Upper Division)	60-69%
Second Class Honours (Lower Division)	50-59%
Pass	40-49%

- (vii) A candidate who repeats any year of study on academic grounds shall **not** qualify for an **Honours** degree.
- (viii) Candidates taking medical courses such as medicine and surgery, nursing and dental surgery have their final percentage aggregate calculated using the formula in 5.5.2 but are not classified and all the programmes shall have a pass mark aggregate of 50%.

## **5.6 Appeals for Reassessment of Examination Results**

- (i) After the release of provisional results by the Dean, a candidate may appeal within a period of three (3) weeks for remarking to the Dean, and a copy to the Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA) giving reasons.
- (ii) A candidate who requests for a remark shall pay a non-refundable fee of One Thousand Kenya shillings (Kshs.1000), per paper, or such other amounts as may be determined by Senate.
- (iii) The Dean shall propose an independent examiner in consultation with the **Head of Department** to mark the script(s) and forward the name to the Chairman of Senate for consideration.
- (iv) The Chairman of Senate, upon receiving a request for remarking from the Dean, shall appoint or reject the proposed examiner to mark the script(s) and report to the Senate. If the Chairman of Senate rejects the internal examiner proposed by the Dean, he/she shall inform the Dean with reasons and request him to nominate another examiner.
- (v) An Independent Examiner, as appointed by Senate, refers to an Internal or an External Examiner, who has not taught or examined the candidate in the particular course.
- (vi) The independent examiner appointed by the Chairman of Senate on behalf of Senate shall release the marks within **two (2) weeks** and submit the results to the Dean.
- (vii) The score obtained on remarking a script shall be the accepted provisional mark, which shall be forwarded to Senate for approval.

## **SECTION 6: TRANSFER OF STUDENTS TO OTHER ACADEMIC PROGRAMMES**

- (i) Candidates who have passed in first year of study may be allowed by Senate to transfer only once, to other programme(s) of their choice in the second year of study, provided that they meet the entry requirements for that or those programmes. Such candidates may be given credit transfer from passes obtained in previous courses to courses to be taken in the new programmes.
- (ii) Candidates who have failed in their first year of study may be allowed by Senate to transfer to a programme or programmes of their choice only once, provided they meet the entry requirements for that or those programme(s) but they shall not be given credit transfers.
- (iii) Candidates in the second and subsequent years, who have failed and have been discontinued in one programme, may be allowed by the Senate to transfer to another or other programmes of their choice, provided that they meet the entry requirements for the said programmes. Credit transfers shall be given where appropriate.

## **SECTION 7: IRREGULARITIES IN UNIVERSITY EXAMINATIONS**

### **7.1 EXAMINATION IRREGULARITIES SHALL INCLUDE:**

- (i) Having unauthorized material and/or taking into examination rooms, written materials on clothes, handkerchiefs, hats, petticoats, caps, underside of shirts, Jackets/overcoats, clipboards, writings on adjacent walls, desks, tables, bags, electronic devices, such as mini computers, Ipads, calculators (programmable), cell phones, pagers, etc.
- (ii) Any writing or drawings or other work found with or on a candidate during an examination other than in his/her answer-book or supplementary answer book shall be regarded as an attempt to cheat.
- (iii) Reading answer scripts belonging to another candidate.
- (iv) Copying from or making references to unauthorized material(s) in the examination room.
- (v) Obtaining assistance from another candidate/non-candidate, and/or giving assistance to another candidate, directly or indirectly in answering an examination paper.
- (vi) Destroying evidence which may be used as proof of an examination irregularity.
- (vii) Carrying examination scripts/answer sheets, one's/or another candidate's, out of the examination room.
- (viii) Writing on examination question papers.
- (ix) Permitting another candidate to copy from or make use of one's papers.
- (x) Presenting for examination the works of another person or persons without acknowledgement and with intent to deceive.
- (xi) Attempting to copy from or make reference to unauthorized material in the examination

- room.
- (xii) Any attempt to copy, read or write from written walls, toilets, tables, desks, parts of the body, or any other material.
  - (xiii) 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.
  - (xiv) Causing actual bodily harm to the invigilators, those assisting in the invigilation or fellow candidates sitting for the examinations.
  - (xv) Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time by the invigilators.
  - (xvi) Behaving in a manner likely to suggest that the candidate is getting assistance from another candidate.
  - (xvii) Writing a candidate's name on the answer booklet.
  - (xviii) Sitting an examination without payment of requisite fees.
  - (xix) Sitting a final examination where one has not done the required CATs.
  - (xx) Presenting one-self in an examination for which he/she is not duly registered.
  - (xxi) Plucking or mutilating examination booklets.
  - (xxii) Purporting to be having information on examination questions whether real or otherwise and disseminating the same to other candidates.
  - (xxiii) Failing to appear before the disciplinary committee when summoned to do so, or failure to write a statement when instructed to do so by the invigilator.
  - (xxiv) Failure to hand-in answer booklet to the invigilator.
  - (xxv) Providing favours to lecturers or other sources in return for examination material or awards.
  - (xxvi) Lecturers providing favours to students for examination material (s) or awards.
  - (xxvii) Coming to the examination room, thirty (30) minutes after the start or exiting thirty (30) minutes to the end of the examination duration.
  - (xxviii) Smoking or taking illicit drugs and substances in the examination room
  - (xxix) Giving false information in examination(s).

## **7.2 PROCEDURES IN DEALING WITH EXAMINATIONS IRREGULARITIES**

- (i) Invigilators shall, before each examination, inform candidates of the seriousness with which examination irregularities shall be treated.

- (ii) When an invigilator suspects that a candidate has committed an examination irregularity, other invigilators shall be consulted and the candidate shall be informed that a report shall be submitted to the Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA)
- (iii) The Invigilator shall, if possible, confiscate the material that is suspected, but the candidate shall be allowed to complete writing the examination.
- (iv) The candidate shall, at the end of the examination paper, be asked to make a written statement to be submitted to the Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA) by the Main Invigilator.
- (v) The Main Invigilator and the **Head of Department** shall make a full report on the incident to the Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA) through the Dean, immediately after the examination.
- (vi) The Chief Invigilator's report and the candidate's statement shall be considered by a Standing Committee of Senate on Examinations Irregularities.
- (vii) An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place, shall consult the **Head of Department**. If the **Head of Department** determines that an examination irregularity has occurred, a full report shall be made to the Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA), copied to the Chairman of the Senate through, the Dean.
- (viii) The Chair of Senate may appoint committees to investigate alleged examination irregularities cases.

### **7.3 COMMITTEE OF SENATE ON EXAMINATION IRREGULARITIES**

- (a) A student who is alleged to have committed an examination irregularity shall pay mandatory fee of Ksh. 2000/- before she /or he can be heard by the Committee on Examination Irregularities.
- (b) A student who is alleged to have committed an examination irregularity shall be heard and given the opportunity to call witnesses and to cross-examine witnesses who have testified against him/her.
- (c) Witnesses may also be allowed to testify in camera if there is need
- (d) Those giving evidence shall not be members of the Committee.
- (e) In the event that the Committee is unable to reach a verdict by consensus, a vote shall be taken and if a tie is registered during voting, the chairman shall take a vote to unlock the tie.
- (f) The decision of the Committee shall be communicated to the student within 5 working days from the date of the verdict and a report made to Senate to note and ratify.

## 7.4 CLASSIFICATION OF EXAMINATION IRREGULARITIES AND PENALTIES

GROUP	EXAMINATION IRREGULARITIES	PENALTIES
1.	<ul style="list-style-type: none"> <li>i. Writing on the question paper unless otherwise specified by the instructions.</li> <li>ii. Writing the names of the candidate on the answer booklet.</li> <li>iii. Continuing writing even after the invigilator has announced the expiry of time allocated for the examination.</li> <li>iv. Plucking or mutilating examination script. Leaving exam room within 30 minutes to the end.</li> </ul>	Issuance of a warning letter to the candidate.
2.	Coming to examination after 30 minutes from the start of exam	Exclusion from examination for that duration.
3.	Sitting final examination in a course where one has not done CATs	Cancellation of the examination results for the course
4.	<ul style="list-style-type: none"> <li>i. Being found in the examination room in possession of the prohibited items stated in section 12 (vi) of this document.</li> <li>ii. Disobeying instructions from the invigilator(s) or regulation which may be communicated to the candidates from time to time.</li> <li>iii. Having unauthorized material in an examination room written on paper or other materials.</li> <li>iv. Having unauthorized material in an examination room in electronic devices such as mini computers, calculators and cell phones or any other device.</li> <li>v. Reading or attempting to read answer scripts belonging to another candidate.</li> </ul>	Cancellation of the examination results for the course and suspension of the candidate for one (1) academic year.
5.	Sitting an examination(s) without meeting the 20% rule of class attendance	Cancellation of the examination results for the course (s).
6.	<ul style="list-style-type: none"> <li>i. Forging an examination card.</li> <li>ii. Using a forged card to sit an examination.</li> <li>iii. Sitting an examination when not authorized.</li> </ul>	Cancellation of the examination results for the semester and suspension of the candidate for one (1)



	<ul style="list-style-type: none"> <li>iv. Using an invalid card to sit an examination.</li> <li>v. Giving your examination card to another student to sit an examination.</li> </ul>	academic year.
7.	<ul style="list-style-type: none"> <li>i. Copying from, or attempting to copy from, or making references to unauthorized material(s) in the examination room.</li> <li>ii. Permitting another candidate to copy from or make use of one's papers to answer questions.</li> <li>iii. Copying from the examination papers of another candidate.</li> <li>iv. Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination room.</li> </ul>	Cancellation of the examination results for the course and suspension of the candidate for a period of two (2) academic years.
8.	<ul style="list-style-type: none"> <li>i. Obtaining or attempting to obtain assistance from another candidate, student or person, and/or giving or attempting to give assistance to another candidate or student (impersonation), directly in answering an examination paper.</li> <li>ii. Accessing a question paper or questions of an examination before the date and time scheduled for the examination.</li> <li>iii. Possessing a written or unwritten examination script, other than the one issued officially by an invigilator in the examination room.</li> <li>iv. Presenting for marking an examination answer script whose answers were written elsewhere other than in the examination venue at the time when the particular examination paper was scheduled to be done.</li> <li>v. Destroying evidence which may be used as proof of an examination irregularity.</li> <li>vi. Threatening invigilators, examination auditors and/or obstructing them from carrying out their duties.</li> </ul>	Cancellation of all examination results and expulsion of the candidate from the University.

	<ul style="list-style-type: none"> <li>vii. Assaulting the invigilator, examination auditors or causing them actual bodily harm. Presenting for examination the works of another person or persons without acknowledgement and with intent to deceive. Sitting for examinations at a time when one is on suspension or has been expelled from the University.</li> <li>viii. Committing a subsequent irregularity after being warned or suspended and re- admitted.</li> <li>ix. Any evidence of cheating in an examination that may be detected during marking.</li> </ul>	
9.	<ul style="list-style-type: none"> <li>i. Students who have ignored to write a statement concerning an alleged examination irregularity within two working days from the day the examinations was done.</li> <li>ii. Failing to appear before the Committee on Examination Irregularities when one has been summoned to do so after a suspected examination irregularity.</li> </ul>	The student shall be expelled to show cause.
10.	<ul style="list-style-type: none"> <li>i. Failure to sit an examination without authority.</li> <li>ii. Failure to take a course on offer without authority.</li> <li>iii. Absconding lectures.</li> <li>iv. Obstructing or preventing other students from taking an examination.</li> </ul>	The student shall be discontinued to show cause.
11.	Smoking or taking illicit drugs and substances in the examination room.	<ul style="list-style-type: none"> <li>i. Expulsion from the examination room.</li> <li>ii. Cancellation of the examination results for the candidate(s) involved.</li> <li>iii. To re-sit the examination as a supplementary examination when next offered.</li> </ul>

		iv. Issuance of warning letter to the candidate.
12.	Any emerging evidence of cheating, falsification of examination results, or committing any of the offences above after the student has graduated.	Withdrawal or cancellation of the degree/diploma/certificate conferred on or awarded to the candidate upon establishing that cheating or falsification of results did indeed occur.

**Note:** If the imposter is not a student of Rongo University, the University shall be at liberty to file a criminal charge on the impersonator in a court of law against the person.

### 7.5 APPEALS

- (i) Students who may be aggrieved with the decision of the committee on examination irregularity may appeal to the chair of Senate.
- (ii) Any appeal shall be made in writing within **14 days** of the decision of the Committee on Examination Irregularities.
- (iii) The Chair of Senate may appoint Examination Irregularities Appeals Committee to hear the appeals.
- (iv) The Examination Irregularities Appeals Committee shall only consider the grounds of appeal presented by the student and there shall be no fresh hearing or presentation of new evidence during the hearing of the appeal.
- (v) The Examination Irregularities Appeals Committee may make any of the following decisions: confirm the earlier decision of the Committee on Examination Irregularities, amend, vary or arrive at a new ruling on the case.
- (vi) The Examination Irregularities Appeals Committee shall report its findings to Senate for consideration within one month of hearing the appeal and the outcome communicated to the student by the Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA) within **5 working days** after Senate consideration.
- (vii) No other appeal shall be entertained after Senate has considered the report of the Examination Irregularities Appeals Committee and pronounced its verdict.

### SECTION 8: LEAKAGE OF EXAMINATIONS

- (i) Any person, who suspects that a leakage has taken place, may immediately report to the Head of Department, Dean of respective School and the Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA) or any other office.
- (ii) All reports on leakage of examinations shall be reported to the Chair of Senate.
- (iii) The Chair of Senate may have the matter investigated, and have a report tabled at Senate for appropriate action.

- (iv) If established that a leakage occurred, Senate shall nullify the examination and order a fresh examination to be set and administered.

## **SECTION 9: EXAMINATION SCRIPTS, ACADEMIC TRANSCRIPTS AND ACADEMIC CERTIFICATES**

### **9.1 LOSS OF EXAMINATION SCRIPTS**

- (i) Loss of scripts shall apply to situations in which scripts, which have been certified as having been handed in by the candidates at the end of an examination paper, are misplaced or found to be missing at the time of processing the results.
- (ii) The Head of Department shall report cases of loss of answer scripts to the Chair of Senate with copies to the Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA), through the Dean of the School.
- (iii) The Chair of Senate may have the matter investigated, and have a report tabled at Senate for appropriate action.

### **9.2 COLLECTION OF CERTIFICATES**

- (i) Certificates shall be collected by the successful candidate after meeting all clearance requirements. Additionally, the candidate shall be required to produce original copies of previous certificates or other documents that act as proof that the person concerned qualified to join the University to pursue the particular programme for which the certificate is being collected. If it is established that a graduate used falsified documents to pursue University programmes, any degree or certificate obtained as a result shall be cancelled by the Senate and appropriate disciplinary and/or legal action taken against those found to be involved with the malpractice.
- (ii) Certificates may be collected through proxy with written authority letter from the successful candidate upon meeting all the clearance requirements. Additionally, the proxy shall provide an original and copy of identification card (ID)/passport of the owner of the certificate and a copy of his/her ID and original copies of relevant certificates.
- (iii) Certificates reported to have errors shall be recalled by the University, rectified and correct ones issued.
- (iv) Certificates not collected within two years after graduation shall attract an annual storage fee of Ksh 1000.00 per annum.

### **9.3 LOSS OF ACADEMIC TRANSCRIPTS & REQUEST FOR ADDITIONAL TRANSCRIPTS**

In the event of loss of original transcripts or request for additional original transcripts by candidates, replacements or extra transcripts, may be issued at a fee of Kshs. 500 (Five Hundred Kenya Shillings) per copy.

### **9.4 LOSS OF ACADEMIC CERTIFICATES**

Certificates may be replaced under proof of satisfactory evidence warranting such replacement.

## **9.5 CERTIFICATION OF COPIES OF ACADEMIC TESTIMONIALS**

The first two copies of a transcript or certificate shall be certified at no cost to the successful candidate. Thereafter, all other copies shall be certified at a fee of Kenya shillings One hundred (Ksh. 100) per copy.

## **SECTION 10: DISPOSAL OF SCRIPTS**

- (i) The Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA) shall be the custodian of examination answer scripts.
- (ii) The Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA) shall dispose of the examination answer scripts **seven (7) years** after the candidate has left the University.
- (iii) Results and scripts, which involve appeals or court litigation, shall not be disposed of until the matter is finally determined.
- (iv) Rules governing confidentiality of information shall apply in the disposal of scripts.

## **SECTION 11: EXEMPTIONS**

- (i) Senate may, at its discretion, grant a School or an Institute, exemption from any of the requirements of these rules and regulations upon request.
- (ii) Senate may, on the recommendation (s) of a School Board, grant any candidate(s), exemption from any of the requirements of these Rules and Regulations.

## **SECTION 12: INSTRUCTIONS TO CANDIDATES AND INVIGILATORS CONCERNING WRITTEN EXAMINATIONS**

- (i) Candidates shall be allowed into the examination room **five (5) minutes** before the start of the examination. Question papers shall be placed upside-down on the desks before candidates enter the examination room. Candidates must not turn the question paper over until they are instructed.
- (ii) A candidate who arrives within the **first 30 minutes** of the start of the examination may be allowed into the examination room, provided no other candidate has left the room. Such a candidate will have **no extension of time** to compensate for the lateness.
- (iii) No Candidate shall leave the examination room **30 minutes** before the end of an examination.
- (iv) No candidate shall enter the examination room after **30 minutes** from the start of the examination. A candidate who is excluded from the examination under this regulation should report to the Chief Internal Examiner.
- (v) Examination registration cards should be conspicuously displayed. Candidates who do not have examination cards shall not be allowed to sit the examination.

- (vi) Books, bags, briefcases, folders, clipboards, pencil cases, cellular telephones, pagers, alarm watches, earphones, notebooks or any other such materials that may hinder transparency, or that are likely to raise suspicion should not be carried into an examination room. Log books and calculators should not be brought into the examination room, unless there is a provision to the contrary for a particular paper. All unauthorized materials should be handed over to Main Invigilator before the start of an examination.
- (vii) Invigilators shall have power to confiscate any unauthorized material(s) brought into the examination room. They shall have the power to expel from the examination room, any candidate who creates disturbance and breaches the peace and quiet of the examination room. Candidates should acquaint themselves with the instructions on the front page of the answer books.
- (viii) Candidates should write their registration numbers, course codes, course titles and paper numbers, on each answer booklets and on continuation sheets.
- (ix) Candidates are not allowed to communicate with each other, either verbally or through other means, during an examination without the permission of the invigilator. Candidates are not allowed, in their course and assignments, to reproduce the works of another person or other persons without acknowledgment, and with intent to deceive. This amounts to plagiarism, a serious offence which will lead to disciplinary action being taken against such a candidate.
- (x) Smoking, drunkenness, drug abuse or reckless behaviour is forbidden in an examination room.
- (xi) Candidates must stop writing and assemble their scripts at the end of the examination, on the instructions of the Invigilator. Candidates should leave the scripts on the desk, unless otherwise instructed.
- (xii) Candidates are not allowed to remove answer books or sheets from the examination room.
- (xiii) A candidate who is unable to sit an examination should report the circumstances to the Dean of Students immediately who should immediately communicate to the Dean of the School.
- (xiv) Misreading the examination timetable is not a sufficient cause for failing to sit an examination.

### **SECTION 13: NON-COMPLIANCE WITH EXAMINATION RULES AND REGULATIONS**

Senate shall take appropriate action against any person who does not comply with any of these Rules and Regulations.