

# RONGO UNIVERSITY

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## COMMON RULES AND REGULATIONS FOR UNIVERSITY EXAMINATIONS

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## FOREWORD

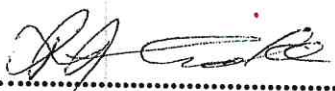
*The Rongo University Rules and Regulations for University Examinations are to guide students, lecturers, examiners and administrators on how the examinations are conducted. They shall be observed and adhered to strictly to enhance a uniform and standardized way of examining Rongo University students.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

*Observation of the Rules and Regulations shall form part of the foundation for professionalism, consistency, 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.

Senate shall give direction, as appropriate, if, for any reason, circumstances arise that are not covered by these regulations.

Signature:   
DR. RACHAEL MASAKE  
CHAIRPERSON OF COUNCIL

Date: 15-07-2023



## ABBREVIATIONS AND ACRONYMS

CATs	Continuous Assessment Tests
CUE	Commission for University Education
DVC	Deputy Vice-Chancellor
HoD	Head of Department
ID	Identity Card
Ksh	Kenya Shillings



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## DEFINITIONS

For the purpose of these Regulations:

- (i) **University Examinations** - all the academic 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** - the examinations held at the end of each Semester or end of each Academic year or as may be determined by Senate.
- (iii) **Special Examinations** - the examinations, which, after approval by Senate, are administered to candidates who did not sit regular examinations for a special reason.
- (iv) **Supplementary Examinations** - the examinations, which, after approval by Senate, are administered to candidates who have failed up to 25% of the course units.
- (v) **Continuous Assessment Test** - formative examination comprising any form of evaluation, such as tests, graded practicals, projects and assignments, during a semester/term and count towards University Examinations.
- (vi) The **academic calendar** - a period of study to be determined by Senate to form an academic year and shall comprise any of the following formats:
  - a) Semesters, which comprise two (2) equal divisions of between 15-16 weeks;
  - b) Trimesters, which comprises three (3) equal divisions of between 13-15 weeks; or
  - c) Quarters, which comprises four (4) equal divisions of between 9-12 weeks.
- (vii) **Course** - the smallest sub-division of an academic programme in which a student can receive an assessment and may comprise one or more units of study (credits).
- (viii) **Compensation** - the upgrading of a failed course to the pass mark of 40% (or 50%) for a candidate who attains at least 37% (or 47%) in the course; and with a weighted average mark of 50% and above in all courses for the academic year; provided that the upgrading will be effected 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** - course loading equivalent to one-hour lecture per week per semester, two hours of tutorials/seminars per week per semester, three hours of





practical session per week, or 5 hours of field or industrial attachment per week per semester/quarter/trimester.

- (x) **A Semester Load** - academic allocation of courses as specified in a given curriculum as approved by Senate.
- (xi) **A Prescribed Course** is a course which may be designated as core, required or pre-requisite, as specified in a given curriculum as approved by Senate.
- (xii) **A Core Course** is a course, which is essential to the academic programme and must be taken by all students in that programme.
- (xiii) **A Required Course** is a course which is needed for a programme and must be taken by all the students in the programme.
- (xiv) **A Pre-requisite Course** is a course which must be taken and completed successfully before one can register for a given related course at a higher level.
- (xv) **An Elective Course** is a course that a student may select, according to interest, subject approval by the relevant Department, and shall contribute to degree classification.
- (xvi) **An Optional Course** is a course which a student may select according to interest, subject to approval by the relevant departments, provided that it is not essential to the programme and shall not be used for Degree Classification.
- (xvii) **Retaking a course** - resitting the course by attending all the lectures, and sitting all the CATs and examinations in a failed course in which a candidate had failed in a lower class.
- (xviii) **Leakage** - unauthorized access to, or knowledge of examination questions or of any materials related to an examination, before the scheduled date and time of the examination.
- (xix) **Discontinue to show cause** - suspending a student from studies to allow for satisfactory explanation on why one should not be de-registered from the University.
- (xx) **Principal Internal Examiner** is the Dean of the School.
- (xxi) **Chief Internal Examiner** is the Head of Department.
- (xxii) **Examiner(s)** are persons appointed to set examinations, mark or give such opinion on examinations or performance of candidates in examinations.
- (xxiii) **Bona fide** student is one who has paid prescribed fees and levies, registered for





the semester and courses.

- (xxiv) **Provisional results** shall consist of names with pass list, supplementary list (including a list of courses) and a special list (including a list of courses).
- (xxv) **Result slip** shall refer to a printout of Senate-approved semester examination results.
- (xxvi) **Chief invigilator** is the person who has overall supervisory authority in an examination venue or venues for the same examination
- (xxvii) **Invigilator** is the person assigned to co-supervise and ensure proper conduct of examination under a Chief Invigilator
- (xxviii) **Examination Auditor** is a person who is authorized to go into an examination room to verify the conduct of an examination.



## SECTION 1: PREAMBLE

### 1.1 CHARTER AND STATUTES

The examination Regulations are made under the provisions of Clause 15 (3)(c) of Rongo University Charter, 2016, and Section XXVII of Rongo University Statutes, 2016. All matters concerning University Examinations shall be conducted under the general control of the Senate.

### 1.2 SCOPE

The Rules shall apply to all University examinations, all persons setting, handling, supervising or grading and taking examinations, and all designated offices and venues in which the examinations are stored, administered or processed.

### 1.3 OVERALL AUTHORITY

The Senate shall have the overall authority in all matters concerning and affecting examinations; including, but not limited to, the setting, moderation, administration, marking and grading of examinations, the approval and declaration of examination results, classification of graduands, graduation lists *and any other matter related to examination*.

### 1.4 UNIVERSITY EXAMINATION PROCESS

The entire University examination process requires responsibility, integrity and confidentiality on the part of all University personnel involved. It starts with the drafting of examination papers prepared by Internal Examiners and terminates with the publication/release 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) The Department shall ensure that all examinations test across the cognitive levels.
- (iii) *All undergraduate examinations including Bachelors, Diploma and certificate shall consume 2hours per examination paper while postgraduate examinations shall last for three hours per examination paper .*
- (iv) *The University shall run three examination sessions per day for undergraduate examinations and two examination sessions per day for postgraduate examinations.*
- (v) *All undergraduate University examinations shall run within the indicated time slots:*
  - a. 8.30am – 10.30am
  - b. 11.30am – 1.30pm
  - c. 2.30pm – 4.30pm
- (vi) *Postgraduate examinations shall run from 9.00am – 12.00noon and 2.00pm- 5.00pm.*



- (vii) Typing shall be done at a designated examination room under the office of the Head of Department by the Internal Examiner (lecturer).
- (viii) External Examiners shall moderate question papers; and their recommendations shall be incorporated in the question paper by the Head of Department.
- (ix) The Head of Department, being the Chief Examiner, shall submit the moderated papers to designated University Examination Officer for further processing and safe custody.
- (x) The Dean of School, being Principal Internal Examiner, shall ensure that the above processes are strictly adhered to.
- (xi) Members of staff who are Rongo University students are prohibited from handling all examinations relevant to their programme of study.
- (xii) Non-academic Rongo University Staff are prohibited from handling all examinations except those appointed to work in the examination office
- (xiii) All copies of draft examination papers except the moderated ones, which go for typing, must be destroyed *by the Head of Department*.
- (xiv) 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.
- (xv) Adequate security must be provided during transportation of examinations to other centres.
- (xvi) Adequate security must be provided in and around examination venues.
- (xvii) The Registrar, Academic Affairs shall facilitate transport of examinations to other venues and enable access to online examinations, whichever is applicable.
- (xiv) *Internal examiners shall mark and grade the examinations within four weeks after the end of the examination session, and upload the results onto the ERP, with signed printed copies submitted to the Head of Department.*
- (xv) *The Head of Department shall have the examination results externally and internally moderated, and submit them to the Dean of the School within one month after externalization.*
- (xvi) *The Dean of the School shall have the examination results discussed within two months of the end of the examination session, and submit the results to Chairperson of Senate for approval.*





## SECTION 2: NATURE OF UNIVERSITY EXAMINATIONS

### REGISTRATION FOR COURSES AND PREPARATION FOR EXAMINATIONS

- 2.1.1 Registration for courses for which a student shall take examinations shall be done within three (3) weeks of commencement of each semester.
- 2.1.2 The department shall *provide a list* of courses to be offered in each semester.
- 2.1.3 The HoDs shall upload all courses to be done in the next semester on to the University website in the middle of the preceding semester.
- 2.1.4 A student who fails to register for courses at the prescribed time, shall defer the semester and shall only proceed to the next year of study on successful completion of the Academic year in question.
- 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 and a maximum of 48 per academic year or instructional hours as described in the programme curriculum 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.
- 2.1.7
  - (i) Students shall be eligible *to sit* 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) A student must have a valid Examination card and Student *identity* card.
  - (iii) Examination cards shall be released by the Office of the Deputy Vice-Chancellor, Academic and Student Affairs (DVC-ASA) or made available for downloading online at least one (1) week 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.*
  - (v) *All candidates taking online examinations will be required to log in with their credentials as may be advised from time to time.*
  - (vi) Invigilators must have in the examination room, lists of candidates registered for each paper.
  - (vii) *No candidate will sit an examination in a course they did not register.*

### 2.1 UNIVERSITY EXAMINATIONS

2.2.1 The University Examinations shall be conducted either *physically or virtually* and through one or a combination of the following:

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





2.2.2 *The modes of examinations shall include the following:*

- i. *Sit in Examinations*
- ii. *Take Away examinations*

2.2.3 *Examination Format may include:*

- i. *Objective questions*
- ii. *Short essay questions*
- iii. *Long essay questions*

## 2.3 EXAMINATION TIMETABLES

Examination timetables shall be ready by 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 be as indicated below:
  - 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 (CATs) shall be given back to students and submitted to HoDs *before the administration of the main examination.*
- (iii) The Head of Department shall ensure that CATs are set and administered on schedule and keep records of CATs, assignments and question papers.
- (iv) A candidate must have taken the required number of CATs on a given course to be eligible to sit University Examination in that course or in circumstances beyond the candidates control make up CAT(s) can be arranged with individual lecturers.
- (v) The CAT marks shall be made available to the External Examiners together with the final examination marks in a consolidated mark sheet.
- (vi) *CAT marks shall contribute 30% for undergraduate or 40% for postgraduate to the final examination marks awarded to a candidate in a course, unless Senate approves otherwise.*



## 2.5 REGULAR UNIVERSITY EXAMINATIONS

- (i) *Regular University Examinations shall be administered at the end of each semester.*
- (ii) *The lecturer(s) responsible for a course, shall be the Internal Examiner(s) for the course, and shall set questions for both the regular. Supplementary and Special University examinations and prepare marking schemes, within the first five (5) weeks of each semester, or as approved by Senate.*
- (iii) *Departmental Boards of Examiners shall moderate examination papers internally before they are submitted to external examiners for moderation.*
- (iv) *A copy of the examination paper(s) and course outline shall be submitted 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 incorporated into the question papers by the internal examiners.*
- (vi) *The internal examiner shall submit the externally moderated examination paper to the Head of Department*
- (vii) *The Head of Department shall submit the Moderated and typed examination papers to the Examination Office for reproduction and safe keeping five (5) weeks before the start of the regular examinations.*
- (viii) *The reproduction, collating, stapling, packing, issuing and dispatching of regular examinations shall be conducted in the Examinations Office or any other examination centre as may be approved by Senate.*

## 2.6 SUPPLEMENTARY EXAMINATIONS

- (i) *Undergraduate, Diploma and Certificate candidate(s) who fails one (1) or more courses amounting to and including 25% of prescribed course units for the year shall sit supplementary examinations.*
- (ii) *Supplementary examination for post-graduate students shall be governed by the Rules and Regulations Governing Graduate Studies.*
- (iii) *Candidates who are required to sit for Supplementary examinations shall pay an examination fee of KES. 1500 per paper, before being allowed to sit the examination.*
- (iv) *Supplementary Examinations shall be held once in any one academic year, unless*





otherwise approved by Senate.

- (v) Continuous Assessment Tests marks shall not count towards supplementary examinations unless otherwise approved by Senate.
- (vi) The final mark for a pass in a supplementary examination shall be 40% for undergraduate and 50% for post-graduate, unless otherwise approved by the Senate, *and such mark shall bear an asterisk (\*) in all marks sheets., including the transcripts.*
- (vii) *A continuing student who fails supplementary examination(s) may be allowed to proceed to the next year of study but take a second supplementary of the failed course when next offered so long as he/she meets the conditions set in (2.6i) above. A student who fails the second supplementary shall be required to retake the course(s) when next offered by taking lectures and sitting for both the CATs and end of semester examinations in the failed courses.*
- (viii) A continuing student who fails *supplementary examination* in a pre-requisite course shall normally not be allowed to proceed to the following year of study if the subsequent course builds on the failed course.

## 2.7 REPEAT

### 2.7.1 Repeating the Year

- i. *An undergraduate, Diploma and Certificate candidate who fails in more than 25% and up to 50% of the total number of prescribed units in an academic year, shall repeat the year.*
- ii. *An undergraduate, Diploma and Certificate student will be allowed to repeat the year only once; a postgraduate student shall not repeat the year.*
- iii. *A candidate who fails repeated course(s) shall repeat year in which the failed course(s) is(are) offered;*
- iv. *Examination results for the repeated year will be marked out of a maximum of 100% while summing up the marks for both the CATs and regular examinations, and such mark shall bear double asterisk (\*\*) in all marks sheets., including the transcripts.*
- v. *A candidate repeating a year of study may sit supplementary examinations in the manner provided under section 2.6.*

## 2.8 SPECIAL EXAMINATIONS

- (i) Special examinations shall be held once in any one academic year unless otherwise approved by Senate.
- (ii) Candidates sitting for Special examinations shall be required to pay Special



examination processing fee of KES. 2000/= before *being allowed to sit the examination.*

(iii) No Special Examinations shall be administered to candidates except under the following circumstances:

- a) For medical reasons, verified by the University clinic 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 to the respective school Deans.
- c) For financial reasons which shall be supported by the current verified student's fee statement.

(iv) Special and Supplementary Examinations shall normally be held simultaneously and shall be of the same standard as Regular Examinations.

(v) Continuous Assessment Test marks shall count towards the grading of Special Examinations.

## **2.9. DISCONTINUATION**

- (i) *An undergraduate candidate who fails in more than 50% of the total number of prescribed units in an academic year shall be discontinued;*
- (ii) *Discontinuation for graduate students on academic grounds shall be as provided for in Rules and Regulations Governing Graduate Studies.*
- (iii) *A candidate who fails to sit for an examination without authority shall be discontinued to show cause*
- (iv) *A candidate who fails supplementary examinations in a repeated year shall be discontinued on academic grounds.*
- (v) *A candidate who has been discontinued may be allowed by Senate to transfer to a programme of their choice only once, provided they meet the entry requirements for that programme.*





## SECTION 3: CONDUCT OF EXAMINATIONS

### 3.1 GENERAL RULES

- (i) University Examinations shall take precedence over external or any other examinations, *and may be conducted in face-to-face or online setting.*
- (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, *unless otherwise approved by Senate.*
- (iv) Candidates, who *cannot* sit University Examinations on scheduled dates, are required to *seek approval* from the Registrar, Academic Affairs, the Dean of the School and Heads of Department 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 *all* prescribed course units *as stated in the curriculum* unless otherwise approved by the Senate.
- (ix) A candidate who fails one or more courses amounting up to 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 up to 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 course units in an academic year shall be discontinued *on academic grounds.*
- (xii) A candidate who fails to turn up for an examination *without written explanation* shall be *discontinued* to show cause.



## **3.2 RULES FOR VIRTUAL EXAMINATIONS**

### **3.2.1 Before start of the examination**

- i. *The examination environment must be quiet, tranquil, well-lit and adequately ventilated.*
- ii. *The candidate will require a computer which must be fitted with a webcam and good internet connectivity.*
- iii. *Unauthorized persons will not be allowed in the examination venue. Impersonation and/or outsourcing individuals to attempt the examination on behalf of a candidate is a breach of examination rules and regulations.*
- iv. *The examination desk shall have the computer for timed online examinations and no other equipment or access materials unless specified in the particular examination instructions.*
- v. *Only the examination browser window shall be open during examination. There shall be no other computers or similar devices running concurrently during the timed online examination.*

### **3.2.2 During the Examination the candidate shall:**

- i. *View the computer screen to confirm his/her identity at all times.*
- ii. *Not take screen shots.*
- iii. *Not be allowed to continue with the said examination if their screen is inactive for ten (10) minutes and shall be considered to have deferred the specific examination.*
- iv. *Submit their responses for the examination to be valid.*
- v. *Face disciplinary action for any examination irregularities committed.*

### **3.2.3 During the Examination the Invigilator shall:**

- i. *Confirm the identity of the candidates;*
- ii. *Continuously monitor the candidates' activities on the screen*
- iii. *Provide technical support to the candidate during the examination.*
- iv. *Note any abnormal activities during the examination*
- v. *Prepare and submit reports of the examination session to the Head of Department and the Examination Office.*



**3.2.4 After the Examination the Chief invigilator shall:**

- i. Confirm receipt of the students' online examinations submissions by downloading and printing system generated report of the submission.
- ii. Mark and process the examination as provided for in Section 5 of the Rules and Regulations.

**3.3 EXAMINATION/TIME-TABLE COORDINATORS**

- (i) There shall be Departmental Examination coordinators who shall be appointed by the Vice Chancellor, whose responsibilities shall be:
  - a. To receive marked examination scripts from the examiners
  - b. Organise and deliver the marked examination scripts to the external examiners
- (ii) There shall be School Timetabling coordinators who are nominated by the Dean and appointed by the Vice Chancellor and whose responsibilities shall be:
  - a. Chair the School Timetabling Committee
  - b. Represent the School in the University Timetabling Committee
  - c. Extract the School's Teaching and Examination timetable from the University timetable
- (iii) There shall be a University Examination and Timetabling Committee, drawing its membership from School Timetabling Coordinators and the Registrar, Academic Affairs, whose responsibilities shall be:
  - a. Identify teaching and examination venues
  - b. Determine the sitting capacities of the venues
  - c. Develop the University Teaching and Examination timetables

*The committee shall be chaired by the Chairperson, timetabling.*
- (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 and schedules 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 a School Board of Examiners and Departmental Boards 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.

An External Examiner shall be a renowned academician at the level of Senior Lecturer and above *who 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 preceding their appointment as an External Examiner.*

### 4.2 DUTIES OF INTERNAL EXAMINERS AND INVIGILATION

#### I. 4.2.1 INTERNAL EXAMINERS

- (i) Principal Internal Examiner shall chair the School Board of Examiners and ensure that departments have complied with regulations in all examination processes in the School, *make amendments recommended by Departmental Board of Examiners, submit and present results at Senate.*
- (ii) 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, *submit documents required by external examiner, effect recommendations made by external examiner, submit results to the Dean of School.*
- (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 *Examinations Office* and the original 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.





- (vi) The Internal Examiner shall enter the marks in (i) in the *ERP*, print out the mark-sheet sign and submit to the Chief Internal Examiner within four weeks from the last day of semester examinations.
- (vii) 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.
- (viii) The Internal Examiner for any particular examination paper shall be the Chief Invigilator during examinations. 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.
- (ix) Internal or External Examiners shall not divulge marks to candidates. All documents tabled during the Departmental and School Board of Examiners meetings and at Senate shall be reclaimed from members at the end of a meeting.

#### II. 4.2.2 ADMINISTRATION OF EXAMINATIONS

- i) Invigilators are expected to pick examination papers for invigilation 1 hour before the beginning of an examination.
- ii) Invigilators should draw the attention of the candidates to the key provisions of examination regulations.
- iii) No candidate should sit an examination without a valid examination card and student registration card.
- iv) Invigilators shall exercise constant vigilance in all examinations to prevent instances of cheating.
- v) Examination attendance sheets and incident reports should be returned to the Examination Office on the day of the examination and copies filed with the Head of department.
- vi) All unused examination scripts must be returned to the Examination Office.
- vii) An invigilator who suspects an examination irregularity will require the candidate to write a statement after the end of the examination.
- viii) All cases of exam irregularities must be reported to the Head of Department.
- ix) The candidates' statements must accompany all reports of examination irregularities.
- x) Where a student declines to write a statement on request by the invigilator, the incident should still be reported and a note on refusal included.

#### III. 4.2.3 INVIGILATION OF EXAMINATIONS

- (i) The Chief Invigilator shall be the Course Lecturer.
- (ii) The Chief Invigilator shall draw candidates' attention to instructions, before the start



of all University examinations, 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 briefed on examination management 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) Invigilators shall ensure that examinations start and end on time.
- (x) Invigilators who fail to invigilate examinations and those who do not successfully complete the invigilation before examinations are concluded, shall face disciplinary action.
- (xi) Part time lecturers who fail to invigilate their papers for the full session of the examination shall not be paid for the invigilation.

### **4.3. EXTERNAL EXAMINERS**

#### **a. Appointment**

- (i) Senate shall appoint External Examiners on the recommendation of School Board, *for a period of four academic years.*
- (ii) The External Examiner shall not be appointed for more than four academic years *concurrently* unless otherwise approved by Senate, *provided that an external examiner shall not serve continuously for more than eight years.*





- (iii) The External Examiner shall be invited to moderate examinations at the end of every semester unless otherwise approved by the Senate.
- (iv) The External Examiner shall not have taught in the University, the subject(s) to be examined, during the previous four years preceding their appointment as an External Examiner.

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

- (i) *The External Examiner will familiarize himself/herself with the examination answer scripts, examination question papers, marking schemes and individual mark sheets provided by the Head of Department.*
- (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) The External Examiners shall attend *and present their findings at the Departmental or School Board of Examiners meetings where their reports shall be discussed and adopted.*
- (v) 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 or School Board of Examiners shall agree on the award of the final mark in the presence of the external examiner.
- (vi) The External examiner shall submit to 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.
- (vii) *The Departmental Board of Examiners shall discuss, and make recommendations on 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 submitted 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 Board of Examiners 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 *four (4) weeks* after the end of an examination.
- (ii) 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.
- (iii) The Deputy Vice-Chancellor, Academic & Student Affairs shall invite External Examiner(s) *or cause the examinations results to be delivered to external examiners* in the 5<sup>th</sup> week after the end of *the semester* examinations for moderation of *the examination results*.
- (iv) 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.
- (v) The Head of Department shall generate consolidated mark sheet per program which shall be discussed and approved by the departmental board of examiners.
- (vi) Approved examination results at the department shall be forwarded to the Dean for consideration and approval by the School board of examiners.
- (vii) 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.
- (viii) Any lecturer or officer who fails to adhere to the set examination almanac shall face disciplinary action.
- (ix) Senate may approve or reject provisional examination results presented to it by the School Boards of Examiners.
- (x) 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.

(xi) 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 final examination results shall be approved by the Senate before being released to students by the Dean of School.*
- (ii) *Semester one results shall remain provisional till they are combined with semester two results; and shall only indicate pass/fail/special against the individual courses.*
- (iii) *The final results for the year shall comprise of semester one and semester two results with appropriate recommendations/ remarks for the year.*
- (iv) 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.
- (v) The Deputy Vice-Chancellor, Academic & Students Affairs (DVC-ASA) shall issue transcripts to bona fide students **four (4) weeks** after approval of the final results by Senate, depicting percentage marks and letter grading, in accordance with the grading system and classification approved by Senate.
- (vi) Provisional Transcripts shall be *downloaded and printed online* or released on request at the end of an academic year and after application.
- (vii) Official Transcripts shall be issued from the Office of the Deputy Vice-Chancellor, Academic and Students Affairs on request at the end of a programme or on transferring to another course or institution.
- (viii) 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.

#### **IV. 5.3.1 Grading for Undergraduate**

- (i) The pass mark for all courses shall be 40% for undergraduate, diploma, and certificate programmes unless otherwise approved by Senate.
- (ii) For Medicine, Clinical related courses and Nursing 50% and above is Pass, 49 and below is Fail unless otherwise approved by Senate.
- (iii) The CAT marks shall account for 30% and end of semester Examinations shall account for 70% of the marks unless otherwise approved by Senate.
- (iv) A candidate must pass in all the prescribed courses before they are awarded diploma, certificates or conferred degrees
- (v) The examination grading system shall be as follows, unless otherwise specified by the Senate.

<b>Undergraduate, Diploma and Certificates</b>		
<b>Percentage Marks</b>	<b>Grade</b>	<b>Performance</b>
70-100	A	Excellent
60-69	B	Good
50-59	C	Average
40-49	D	Pass
39 and Below	E	Fail

#### **5.3.2 Post-Graduate Diploma Grading**

5.3.2.1 The CAT marks shall account for 40% and examination 60% of the final marks.

<u>Percentage Marks</u>	<u>Letter Grade</u>	<u>Performance</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>	<u>Performance</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>	<u>Performance</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 mean upgrading to a minimum pass mark of 40% for undergraduate or 50% for medicine.
- (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 a minimum of 37 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 course, 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) Compensation shall be carried out at the School Board of Examiners level.



- (vii) No candidate shall receive compensation for more than one course per semester.

## 5.5 CLASSIFICATION OF DEGREES, DIPLOMAS AND CERTIFICATES

5.5.1 The School Examination Boards will carry out Degree and Diploma classifications, where applicable and recommend to Senate. 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 shall be considered.
- (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) While it is mandatory to pass all courses undertaken, optional courses shall not be included in the calculation of the final percentage aggregate. Audited courses will not be included in the calculation of final percentage marks.
- (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 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.

Class	Percentage Marks
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%.
- (ix) Diploma and certificate courses shall be classified as shown in the table below:

Class	Percentage Marks
Distinction	70-100%
Credit	60-69%
Pass	40-59%
Fail	Below 40

## 5.6 APPEALS FOR REASSESSMENT OF EXAMINATION RESULTS

- (i) After release of results a candidate may appeal within a period of three (3) weeks for remarking to the Dean, with 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 Two Thousand five hundred Kenya shillings (Ksh. 2,500), per paper, or such other amounts as shall be approved by Senate from time to time.
- (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.
- (v) 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.
- (vi) An Independent Examiner, refers to an Internal or an External Examiner in the said discipline, who has not taught or examined the candidate in the particular course.
- (vii) The independent examiner appointed by the Chairman of Senate on behalf of Senate shall within **two (2) weeks** submit the results to the Dean.
- (viii) The score obtained on remarking a script shall be the accepted provisional mark, which shall be forwarded to Senate for approval.

## **5.7 GRADUATION**

*Candidates in final year of study must fulfil stipulated requirements for them to graduate.*

- (i) *They must have cleared their fees and not have any examination irregularity or general discipline issues.*
- (ii) *There will be deadlines to the generation of the graduation lists and candidates who are not on the lists shall be considered in the next graduation.*
- (iii) *They must have complied with other provisions to become eligible to graduate*

### **5.7.1 Graduation Lists from School Board of Examiners**

- (i) *The School Board of Examiners shall generate graduation lists from Senate approved classifications.*

### **5.7.2 Submission of Graduation Lists to Senate**

- (i) *The School Board of Examiners shall submit their graduation lists to Senate for consideration and approval.*

### **5.7.3 Submission of Senate Approved Graduation Lists to the Graduation Lists Sub-Committee**

- (i) *The Senate Secretariat shall submit the Senate approved graduation lists to the Graduation Lists Sub-Committee of the Graduation and Ceremonies Committee.*
- (ii) *The graduation committee shall determine the graduation dates.*
- (iv) *Further processing of the graduation lists shall include:*
  - i) *Validation of clearance of fees*



- ii) *Checking whether the student has disciplinary issues*

#### **5.7.4 Submission of Graduation Lists to the University Council**

- (i) *The final graduation lists shall be submitted to the University Council 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 common or equivalent courses provided those courses are also a part of 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. Provided those courses are common to both programmes.

### **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 and pagers.
- (iv) Any examination related 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.
- (v) Reading answer scripts belonging to another candidate.
- (vi) Deliberately making answer sheets available to another candidate.





- (vii) Copying from or making references to unauthorized material(s) in the examination room.
- (viii) Obtaining assistance from another candidate/non-candidate, and/or giving assistance to another candidate, directly or indirectly in answering examination question (s).
- (ix) Destroying evidence which may be used as proof of an examination irregularity.
- (x) Carrying examination scripts/answer sheets, one's/or another candidate's, out of the examination room.
- (xi) Writing on examination question papers.
- (xii) Permitting another candidate to copy from or make use of one's papers.
- (xiii) Presenting for examination the works of another person or persons without acknowledgement and with intent to deceive.
- (xiv) Attempting to copy from or make reference to unauthorized material in the examination room.
- (xv) Any attempt to copy, read or write from written walls, toilets, tables, desks, parts of the body, or any other material.
- (xvi) 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.
- (xvii) Causing actual bodily harm to the invigilators, those assisting in the invigilation or fellow candidates sitting for the examinations.
- (xviii) Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time by the invigilators.
- (xix) Behaving in a manner likely to suggest that the candidate is getting assistance from another candidate.
- (xx) Writing a candidate's name on the answer booklet.
- (xxi) Sitting an examination without payment of requisite fees.
- (xxii) Sitting a final examination where one has not done the required CATs.
- (xxiii) Presenting one-self in an examination for which he/she is not duly registered.





- (xxiv) Plucking or mutilating examination booklets.
- (xxv) Purporting to be having information on examination questions whether real or otherwise and disseminating the same to other candidates.
- (xxvi) 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. Failure to hand-in answer booklet (s) to the invigilator.
- (xxvii) Candidates accepting favours from staff for examination material or awards.
- (xxviii) Lecturers providing favours to students for examination material (s) or awards.
- (xxix) Coming to the examination room, thirty (30) minutes after the start or exiting thirty (30) minutes before the end of the examination duration.
- (xxx) Smoking or taking illicit drugs and substances in the examination venue or coming to an examination venue under their influence.
- (xxxi) Giving false information in examination situations.
- (xxxii) Failing to appear before the disciplinary committee when summoned to do so, or failure to write a statement when instructed to do so by an invigilator.

## **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 Chief Invigilator.
- (v) The Chief Invigilator shall make a full report on the incident to the Deputy Vice Chancellor - Academic & Students Affairs (DVC-ASA) through the HoD , immediately after the examination.



- (vi) The Chief Invigilator's report and the candidate's statement shall be considered by an Ad Hoc 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) All alleged cases of examination irregularities shall be reported to the Deputy Vice Chancellor- Academic Affairs (DVC-ASA) for consolidation and submission to the Senate Committee on Examination irregularities.
- (ix) All details of examination irregularity cases shall be captured in the Incident Form.
- (x) 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.

The Chair of Senate shall appoint committees to investigate alleged examination irregularities cases on a need basis

### 7.3 DURATION OF DEALING WITH EXAMINATION IRREGULARITIES

All examination irregularity cases shall be handled within a period of one *month from receipt of the examination irregularity report*.

### 7.4 COMMITTEE OF SENATE ON EXAMINATION IRREGULARITIES

- (a) A student who is alleged to have committed an examination irregularity shall pay mandatory fee of Kshs. 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 tabled at Senate for approval before it is communicated to the student.
- (g) The decision of Senate shall be communicated to the student and copied to the affected student's parents, sponsors or guardian within 5 days.
- (h) Any appeal shall be made in writing within **14 days** of the date of the letter informing them of the decision.

#### 7.4 CLASSIFICATION OF EXAMINATION IRREGULARITIES AND PENALTIES

GROUP	EXAMINATION IRREGULARITIES	PENALTIES
1.	i. Writing on the question paper unless otherwise specified by the instructions. ii. Writing the names, telephone numbers and email addresses of candidate on an answer booklet. iii. Continuing writing even after the invigilator has announced the expiry of time allocated for the examination. iv. Plucking or mutilating examination script. v. Leaving exam room within 30 minutes to the end.	Issuance of a warning letter to the candidate.
2.	Coming to examination after 30 minutes from the start of exam	Exclusion from the particular examination.
3.	Sitting final examination in a course where one has not done CATs	Cancellation of the examination results for the course
4.	i. Being found in the examination room in possession of the prohibited items stated in section 12 (vi) of this document. ii. Disobeying instructions from the invigilator(s) or regulation which may be communicated to the candidates from time to time. iii. Having unauthorized material in an examination room written on paper or other materials. iv. Having unauthorized material in an examination room in electronic devices such as mini	Cancellation of the examination results for the course and suspension of the candidate for one (1) academic year.





	<p>computers, calculators and cell phones or any other device.</p> <p>v. Reading or attempting to read answer scripts belonging to another candidate.</p> <p>vi. 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 directly in answering an examination paper.</p>	
5.	Sitting an examination(s) without meeting the 20% rule of class attendance	Cancellation of the examination results for the course (s) sat.
6.	<p>i. Forging an examination card.</p> <p>ii. Using a forged card to sit an examination.</p> <p>iii. Sitting an examination when not authorized.</p> <p>iv. Using an invalid card to sit an examination.</p> <p>v.</p>	Cancellation of the examination results for the affected examination (s) and suspension of the candidate for one (1) academic year.
7.	i. Giving examination card to another student to sit an examination.	Suspension of the candidate for one (1) academic year
8.	i. <i>Giving verbal or written false information in examination situations or before any committee.</i>	<i>Suspension of the candidate for one (1) academic year</i>
9.	<p>i. Copying from, or attempting to copy from, or making references to unauthorized material(s) in the examination room.</p> <p>ii. Permitting another candidate to copy from or make use of one's papers to answer questions.</p> <p>iii. Copying from the examination papers of another candidate.</p> <p>iv. Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination room.</p> <p>v. Accessing a question paper or questions of an examination before the date and time scheduled for the examination.</p> <p>vi. Committing a subsequent irregularity after being warned or suspended and re- admitted.</p> <p>vii. Any evidence of cheating in an examination that may be detected during marking.</p> <p>viii. Destroying evidence which may be</p>	Cancellation of the examination results for the course and suspension of the candidate for a period of two (2) academic years.



	used as proof of an examination irregularity. ix. Possessing a written or unwritten examination script, other than the one issued officially by an invigilator in the examination room.	
10.	<i>A student who obtains or causes leakage of an examination</i>	<i>Cancellation of the examination results for the course and suspension of the candidate for a period of three (3) academic years.</i>
11.	<ul style="list-style-type: none"> <li>i. 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>ii. Sitting for examinations at a time when one is on suspension from the University.</li> <li>iii. Presenting for examination the works of another person or persons without acknowledgement and with intent to deceive.</li> </ul>	<i>Cancellation of the examination results for the course and suspension of the candidate for a period of three (3) academic years.</i>
12.	i. <i>Assaulting of an invigilator or examination auditors or causing them actual bodily harm.</i>	<i>Suspension of the candidate for a period of four (4) academic years.</i>
	ii. <i>Threatening invigilators, examination auditors and/or obstructing them from carrying out their duties and using abusive language.</i>	<i>Suspension of the candidate for a period of two (2) academic years</i>
13.	<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.
14.	<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.





15.	Smoking or taking illicit drugs and substances in the examination room.	i. Expulsion from the examination room and Cancellation of the specific examination result for the candidate(s) involved. ii. Issuance of a warning letter to the candidate
16.	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 and the candidate be allowed to re-sit the examination.

**Note:** If the impersonator is not a student of Rongo University, the University shall be at liberty to report to the Police.

## 7.5 APPEALS

- (i) There shall be a Standing Examination Appeals Committee appointed by the Chair of Senate to hear appeals. The membership shall be as follows:
  - a. Chairman - Chair of Senate or Nominee
  - b. Members - 3 members of Senate, the Dean of the School, Dean of Students, the **Registrar** (Academic Affairs) as the Secretariat; **Legal Officer and Chief Security Officer** shall be in attendance.
- (ii) Students who may be aggrieved with the decision of the committee on examination irregularity may appeal to the chair of Senate.
- (iii) A student appealing against the decision of the disciplinary committee on examination irregularity, shall pay mandatory non-refundable fee of Ksh. 5000/- before she /or he can be heard by the Appeals Committee.
- (iv) *Any appeal shall be made in writing within 30 days of the date of the letter informing them of the decision.*
- (v) The 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.

- (vi) The Appeals Committee may make any of the following decisions: confirm the earlier decision of the first Committee, amend, vary or arrive at a new ruling on the case.
- (vii) The Appeals Committee shall report its findings to Senate for consideration within one month of hearing the appeal and the outcome communicated to the student and copied to the affected student's parents, sponsors or guardian within **5 working days** after Senate consideration.
- (viii) No other appeal shall be entertained after Senate has considered the report of the 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).
- (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 in the malpractice.
- (ii) Certificates may be collected through proxy with written authority 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.
- (iii) Certificates determined to have errors shall be recalled by the University, rectified and correct ones issued bearing the same serial number.
- (iv) Certificates not collected one year after graduation shall attract storage charges of Ksh 2,500.00 per year or any part thereof.

### **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 Ksh. 1,000.00 per academic year.



#### **9.4 LOSS OF ACADEMIC CERTIFICATES AND REPLACEMENT**

(i) Certificates shall be replaced through loss by the graduate or correction of names in the certificate occasioned by mistakes of the graduate will happen at a cost of Ksh. 25,000/= or as approved by the University Council from time to time, under proof of satisfactory evidence warranting such replacement. Such replacements shall bear the word 'duplicate' endorsed therein and the serial number shall be maintained.

(ii) Replacement of certificates can only be done once for any graduate of the University.

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

The first copy of a transcript or certificate shall be certified by the Registrar, Academic Affairs at no cost to the successful candidate. Thereafter, all other copies shall be certified at a fee of Ksh two hundred and fifty (Ksh 250/=) per copy for academic transcripts and five hundred shillings (500/=) per copy for certificates.

### **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 an 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 should acquaint themselves with the instructions on the front page of the answer books.
- (ii) Candidates shall be allowed into the examination room **fifteen (15) minutes** before the start of the examination.
- (iii) Candidates shall not start or reading examination Questions before the invigilator instructs them to start the examination. Candidates must not turn the question paper over until they are instructed.
- (iv) 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.
- (v) No Candidate shall leave the examination venue within **30 minutes** to the end of an examination.
- (vi) 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.
- (vii) Examination registration cards should be conspicuously displayed.
- (viii) Candidates who do not have examination cards and student IDs or other University issued identification documents shall not be allowed to sit examinations.
- (ix) 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.
- (x) Log books and calculators should not be brought into the examination room, unless there is a provision to the contrary for a particular paper.
- (xi) Invigilators shall have power to confiscate any unauthorized material(s) brought into the examination room.
- (xii) Invigilators 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.



- (xiii) Candidates should write their registration numbers, course codes, course titles and paper numbers, on each answer booklets and on continuation sheets.
- (xiv) In addition, the candidate shall write his/her registration number on every page used in the booklet.
- (xv) 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.
- (xvi) Smoking, drunkenness, drug abuse or reckless behaviour is forbidden in an examination room.
- (xvii) 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.
- (xviii) Candidates are not allowed to remove answer books or sheets from the examination room.
- (xix) A candidate who is unable to sit an examination should report the circumstances to the Head of Department or Dean of School or Dean of Students.
- (xx) 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.

### **SECTION 14: AMENDMENT TO THE REGULATIONS**

Amendments and review of these regulations may be carried out by Senate from time to time as it may be necessary.



