



MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY

EXAMINATION REGULATIONS, POLICIES AND GUIDELINES

Approved By

Commencement Date

University Council

Legal, Rules and Privileges Committee

Finance Committee of Council

Students' Disciplinary and Welfare Committee

Senate

Date

August 1, 2023

December 16, 2022

December 8, 2022

November 11, 2022

October 28, 2022

September 30, 2022

Citation and Application

1. Citation

The regulations in Part One of this document shall be referred to as the “*Mbarara University of Science and Technology Examination Regulations*” and PART TWO as the “*Mbarara University of Science and Technology Examination Malpractices and Irregularities Regulations.*” The regulations in Part Three shall be referred to as “*Mbarara University of Science and Technology Staff Examination Management Policy.*” Part Four shall be referred to as “*Mbarara University of Science and Technology Retention and Disposal of Examination Scripts*”

Application

These regulations, policies and guidelines shall;

- i. apply to all students and staff all stakeholders of MUST.
- ii. not exclude the application and enforcement of the laws of Uganda in relation to any matter concerning a student or group of students.
- iii. not exclude the application of any rules and regulations as may be from time to time.
- iv. be available to all stakeholders through the University website and such other platforms.
- v. apply to every student admitted to the University at all times whether within or outside the university premises.
- vi. apply to staff of the University at all times whether within or outside the university premises.

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EXAMINATION REGULATIONS

Commencement Date	August 1, 2023
University Council	December 16, 2022
Legal, Rules and Privileges Committee	December 8, 2022
Finance Committee of Council	November 11, 2022
Students' Disciplinary and Welfare Committee	October 28, 2022
Senate	September 30, 2022
Examinations Irregularities Committee	August 10, 2022
Ad-hoc Policy Committee	March 10, 2022

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Abbreviations and Acronyms

ABS	Absent with Approval
AUD	Audited Course Only
CAT	Credit Accumulation and Transfer
CGPA	Cumulative Grade Point Average
CP	Condoned Pass
CUs	Credit Units
DRGT	Directorate of Research and Graduate Training
EMT	Examinations Monitoring Team
FAST	Faculty of Applied Science and Technology
FCI	Faculty of Computing and Informatics
FIS	Faculty of Interdisciplinary Studies
FOM	Faculty of Medicine
FOS	Faculty of Science
GP	Grade Point
GPA	Grade Point Average
GV	Grade Value
HOD	Head of Department
I	Incomplete
MUST	Mbarara University of Science and Technology
NCHE	National Council for Higher Education
RI	Result Obtained after Improving Grades
RR	Result Obtained after Retaking
RS	Result Obtained after Supplementary Examinations
SE	Special Examinations
TC	Transferred Credit
UOTIA	Universities and Other Tertiary Institutions Act, 2001 (as amended)
VC	Vice Chancellor
W	Withdrawn from Course

Approval

This policy has been approved on the **16th** day of **December** the year **2022**

Signed



.....
Professor Celestino Obua
VICE CHANCELLOR



For

.....
Dr. Warren Naamara
CHAIRPERSON, MUST COUNCIL

Definition of terms

- **Candidate:** A bonafide student of Mbarara University of Science and Technology (MUST).
- **Examination:** A formal test of a person's knowledge or proficiency in a subject or skill.
- **Forgery:** The making of a false document with intent to defraud or deceive as defined in Section 342 of the Penal Code Act.
- **Giraffing:** The practice of peeping and copying from the scripts of other candidates in an examination environment.
- **Impersonation:** The state where a student sits for an examination / test / coursework(s) for another student, thereby act as if to be the real or original student.
- **Invigilator:** A person whose job is to observe people taking an exam in order to check that they do not cheat.
- **Lecturer:** A person who gives lectures, especially as an occupation at a University or College of higher education.
- **Monitor:** A person appointed by the Faculty or Academic registrar's office to ensure that examinations are conducted in accordance to the approved examinations rules and regulations.
- **Potentially dangerous weapon** includes, but are not limited to, pangas, machetes, daggers, switch blades, spears, swords, bows & arrows, brass knuckles and any incendiary device. This definition also includes imitations of potentially dangerous weapons such as real or fake guns.
- **Progressive assessment:** The evidence of the student's learning is being collected throughout the whole semester.
- **Aegrotat award:** An award, without classification, that may be made if a student is prevented from completing their studies and/or assessments by illness, death, or other cause accepted by the Senate.
- **Plagiarism:** The practice of taking someone else's work or ideas and passing them off as one's own.
- **Pre-requisite:** A condition (either a course or classification), which must be satisfied prior to enrolling for the course or programme in question.
- **Condoned pass:** A pass given to an undergraduate student who has scored marks below the pass mark.

PART ONE: EXAMINATION REGULATIONS

1.0 The Semester System

The Semester System at Mbarara University of Science and Technology (MUST) shall be defined as the arrangement where each academic year is divided into two main parts, each part being called a Semester. The academic year also has a third part which is referred to as Recess Term.

1.1 Academic Periods

1.1.1 Academic year

The academic year at MUST shall consist of two (2) semesters and one (1) recess term.

1.1.2 Semester

The length of each semester shall be seventeen (17) weeks in which fifteen (15) weeks shall be used for teaching and progressive assessments. The last two (2) weeks of each semester are for examinations.

1.1.3 Recess Term

The Recess Term shall consist of ten (10) weeks.

1.2 Academic Programme

An academic programme is a set of courses (core, electives and pre-requisites), which are offered within a defined time-frame in order to qualify for an award of a Degree/Diploma/Certificate.

1.3 Courses

A course is a unit of work in a particular field or area of study, normally covering a semester to completion and attracts credit(s) towards the fulfillment of the requirements leading to the award of Degrees, Diplomas or Certificates. Courses shall be arranged according to the following categories:

1.3.1 Core Courses

A core course shall be a course which is essential to a programme and gives a programme its unique characteristic features. The core courses **MUST** be offered and passed by a student registered for the programme in which the courses are offered.

1.3.2 Elective Courses

An elective course shall be a course offered in order to broaden an academic programme or to allow for specialization.

1.3.2.1 Group of Elective Courses

A student shall select elective(s) from a group of courses offered in the curriculum and they must pass the elective(s).

1.3.2.2 Substitution for a failed Elective(s)

Another elective course may substitute a failed elective course.

1.3.2.3 Number of Elective Courses

The number of elective courses each student shall be required to register for in every academic programme shall be clearly stated in the curriculum so as to guide the students during selection of such courses from a set.

1.3.2.4 Ceiling for Elective Courses

The curriculum shall specify a ceiling for the number of undergraduate students who will be allowed to register for particular elective courses.

1.3.3 Pre-requisite

A Pre-requisite is a condition (either a course or classification), which must be satisfied prior to enrolling for the course or programme in question.

1.3.3.1 Pre-requisite Course

A Pre-requisite course shall be a course offered in preparation or prior to the commencement of a higher-level course in the same area of study. The curriculum for each programme specifies the prerequisite courses.

1.3.4 Audited Course

An Audited course shall be a course taken by a student for which a credit is not awarded.

1.3.4.1 Conversion of Audited courses

An Audited course cannot be converted to a regular course.

1.3.4.2 Audited Courses on the Transcript

An Audited course shall be indicated on the transcript; however, it shall not carry a credit.

1.4 Course Content and Duration

1.4.1 Course Content

The level of content of a particular course has to match the credit units allocated to the course as specified in the particular curriculum.

1.4.2 Credit Unit

A Credit Unit (CU) is a measure used to reflect the relative weight of a course.

1.4.3 Contact Hours

A contact hour is equivalent to one (1) hour of lecture or two (2) hours of practical sessions, tutorials, junior clerkship, senior clerkship and fieldwork.

1.4.4 Course Size

- a) All courses shall have at least three (3) Credit Units and at most five (5) Credit Units.
- b) A course that has a practical component shall have a minimum of four (4) credit units and a maximum of five (5) credit units.
- c) A course without a practical component shall have a minimum of three (3) Credit Units and a maximum of four (4) Credit Units.

1.4.4.1 Smallest Course size

The smallest course shall be three (3) credit units. A three (3) credit unit course is a course that is taught for three (3) contact hours per week or a course that takes forty-five (45) contact hours per semester.

1.4.4.2 Largest Course size

The largest course shall have five (5) credit units. A five (5) credit unit course is a course that is taught for five (5) contact hours per week or a course that takes seventy-five (75) contact hours per semester.

1.4.5 Major

A Major shall be a set of courses in a field or area in which students are encouraged to explore the field or area in a considerable depth.

1.4.6 Minor

A Minor is a set of courses in a field or area that is of lesser importance than the major.

1.5 Academic Programmes

The Degree/Diploma/Certificate awards are attained by offering programmes as described below:

1.5.1 Structure of Academic Programmes

The structure of each academic programme shall clearly indicate the core, elective and pre-requisite courses, credit units and graduation load therein.

1.5.2 Specialization in Academic Programmes

An academic programme may allow some degree of specialization. A programme specialization shall consist of a set of courses combined from both major and minor areas.

1.5.3 Academic Programme Load

Academic programme load shall be total credit units offered for an award.

1.5.4 Semester Load

A semester load refers to the minimum credit units a student is required to take in a semester.

The curriculum for each programme shall specify the minimum credit units for each semester and the maximum credit units for each semester in accordance with the provisions set by the National Council for Higher Education.

The course(s) to be retaken and those to be audited shall fit within the maximum semester load of every student.

1.5.5 Normal Semester Load

The normal semester load is defined as the quotient of one sixth (for 3 year programmes), one eighth (for 4 year programmes) and one tenth (for 5 year programmes) of the total number of credit units required for the award of a degree for which a student has registered. The normal semester load for undergraduate academic programme shall not be below fifteen **(15) credit units** for Diploma and twenty **(20) credit units** for Degree.

1.5.6 Maximum Semester Load

The maximum semester load for academic programmes shall cater for all courses prescribed for a semester, including retakes and audited courses. It is the maximum credit units a student can take in a semester. It shall not exceed **forty (40) credit units** so as to cater for students who have courses to retake or audit.

1.5.7 Graduation Programme Load

Each curriculum shall specify the total number of credit units required to constitute graduation load, for the award of Degrees/Diplomas/Certificates offered in the Faculty or Institute in accordance with National Council for Higher Education (NCHE) guidelines.

See table below showing types of awards in higher education institutions.

Table 1 Standard Type of Award

	Classification criteria	Certificate	Diploma	Advanced Diploma	Bachelor Degree	Postgraduate Diploma	Masters Degree	PhD	Post Doc Award
1	Minimum years spent in University	1	2	1	3	1	1-2	3	3/4
2	Number of credit hours	45	45	80	120	45	120	240	120
3	Internship and / or requirement for practical's	Y	Y	Y	Y	Y	Y	Y	Y
4	Term / Semester Paper or Research	Y	Y	Research paper	Major term papers	Research paper			
5	Dissertation / thesis required						Y	Y	Research report

(Source: Quality assurance framework for universities and the licensing process for higher education institutions 2014)

1.6 Maximum Durations for Programmes

Students registered for programmes offered at Mbarara University of Science and Technology shall complete their programmes of study within the maximum specified programme durations.

1.6.1 One Year Programme

The maximum period a student can spend on a one (1) year programme is four (4) semesters.

1.6.2 Two Year Programme

The maximum period a student can spend on a two year programme is six (6) semesters.

1.6.3 Three Year Programme

The maximum period a student can spend on a three year programme is ten (10) semesters.

1.6.4 Four Year Programme

The maximum period a student can spend on a four year programme is twelve (12) semesters.

1.6.5 Five Year Programme

The maximum period a student can spend on a five (5) year programme is fourteen (14) semesters.

1.7 Course Identification System

Courses shall be identified by a combination of letters and numbers codes.

1.7.1 The Letter Codes

The letter codes shall indicate the field, or area within a subject in which the course is offered. (See annexure for current letter codes per Faculty/Institute)

1.7.2 The Number Codes

The set of number codes shall indicate the level, semester, and the serial number of the course.

1.7.3 Interpretation of Number Codes

The first set of four digits (e.g. written as 2202) shall denote the following information:

1.7.3.1 The first digit

The first digit shall denote the level or the year in which the course is offered. Therefore, 1 for 1st year, 2 for 2nd year, 3 for 3rd year, 4 for 4th year, 5 for 5th year, 6 for Postgraduate Diploma, 7 for Masters and 10th for PhD.

1.7.3.2 The second digit

The second digit shall denote the semester during which the course is offered. Therefore, 1 for 1st semester, 2 for 2nd semester and 3 for 3rd semester/recess.

1.7.3.3 The last two digits

The last two digits shall be used to distinguish the courses in a programme.

2.0 Examination and Assessment

This section describes the examination regulations, assessment criteria, grading, and degree classification.

2.1 Assessment

Each candidate shall be assessed through coursework and examinations.

2.2 Coursework

Coursework shall consist of continuous assessment through tests and assignments.

2.2.1 Coursework Components

In each course, the coursework shall consist of a minimum of either two (2) tests or one (1) test and one (1) assignment/take-home test. One of the tests must be done in mid-semester. Course work assessment must cover at least 75% of the course.

2.2.2 Contribution from coursework to the total mark

Coursework shall constitute a maximum of 40% of the total mark in each course.

2.2.3 Administration of coursework

Tests and assignments shall be administered throughout the first twelve weeks of the semester.

2.2.4 Coursework scripts

Marked coursework scripts shall be returned to the students by individual examiners at least two weeks to the commencement of the examination period.

2.2.5 Publication of Coursework Marks

The coursework marks shall be published by individual examiners to students at least two weeks to the commencement of examinations.

2.3 Attendance of Class

The minimum class attendance in each course shall be constituted **by attending 80%** of lectures, tutorials, and practical sessions as recorded by the individual examiners.

2.3.1 Qualification to sit University Examinations

A candidate shall qualify to sit university examinations if:

- a) They have attended at least 80% of lectures, tutorials, and practical sessions.
- b) If s/he has done course work, tests as stipulated in section 2.2.1
- c) Paid the University dues as stipulated in the **Fees Policy**.

2.4 University Examinations

University examinations shall be administered at the end of each semester and exceptions shall be approved in advance by the Faculty Dean or Institute Director in consultation with the Academic Registrar.

2.4.1 Examinations Period

All the courses offered for gaining credit shall be examined during the last two weeks of the semester in which the courses are offered.

2.4.2 Examinations Timetable Committee

The Academic Registrar shall a Central Timetabling Committee, coordinated by the Academic Registrar.

2.4.3 Examination Timetable

University Examinations shall be administered according to an examination timetable drafted by the Central Timetabling Committee and approved by the Academic Registrar. Any exceptions shall be approved by the Faculty Dean or Institute Director in consultation with the Academic Registrar.

2.4.4 Publication of Examination Timetables

The Central Timetable Committee shall design examination timetables and publish them at least four (4) weeks before the examination period.

2.4.5 Reporting Time for Examinations

Candidates shall report to the examination room thirty (30) minutes before the commencement of examinations.

2.4.6 Examination Venues

Examination venues shall be opened thirty (30) minutes before the commencement of examinations. A candidate who reports thirty (30) minutes after commencement of a particular examination shall not be allowed to sit for that particular examination.

2.4.7 Pass Mark

The pass mark shall be:

- a) 50% corresponding to a grade value (GV) of 2.0 and a grade letter of “D” for under graduate course(s).
- b) 60% corresponding to a grade value (GV) of 3.0 and a grade letter of “C” for postgraduate course(s).

2.4.8 Examination contribution to the total marks

University examinations shall constitute a maximum of 60% of the total mark in each course.

2.4.9 Contravention of Examination Regulations

The *Examination Malpractice and Irregularities Regulations* shall apply to any candidate who contravenes the Examination Regulations.

2.4.10 Absence from University Examinations

A candidate who seeks permission to be absent from particular university examination(s) shall be taken as **ABSENT** from the course(s) in which the examinations are not sat.

Those who qualify to sit University examination as spelt out in 2.3.1:

- a) Shall be **allowed to proceed** to the subsequent year of study.

- b) Will be required to sit the examination(s) when they are **next offered within the subsequent academic year.**
- c) Shall not be required to redo the course work.
- d) Shall not exceed maximum semester load.
- e) Candidate(s) will be required to **Stay Put (3.1.2.2)** if next semester load of the subsequent academic year exceeds maximum semester load as stipulated in **section 1.5.6.**

2.4.10.1 Qualification for Absence from University Examinations

A candidate shall:

- a) Apply for permission to be absent from University Examination(s) indicating evidence before seven (7) days from the time of the examination (s).
- b) Address the application to the Academic Registrar through Faculty Dean and Head of Department. The Faculty Dean and Head of department shall guide and recommend point of action to the Academic Registrar before approval is made.

2.4.11 Abscondment from University Examinations

Abscondment shall be when a candidate **without authorized permission** misses a particular university examination(s).

The candidate shall:

- a) Not be allowed to proceed to the subsequent Semester.
- b) Be required to repeat the entire Semester.
- c) Be discontinued from the programme if s/he absconds from 50% of University examination(s) offered in an academic year.

2.4.12 Special Examinations

A special examination(s) is any examination that is offered outside the scheduled University examination(s).

Any candidate who is **absent** from the university examination(s) on grounds of sickness, child birth or loss of a parent/spouse/biological child during the examination period:

- a) Shall apply for **special examination(s)** indicating evidence that made him/her miss the examination(s) within seven (7) days from the time the examination was administered.
- b) Shall address the letter for special examination(s) to the Academic Registrar through the Lecturer in-charge, Head of Department, Dean/Director of the Faculty/Institute and the Dean of Students.

- c) The Dean of Students shall carry out investigations within seven (7) working days and provide a report together with the student's application letter to the Academic Registrar.
- d) A student who misses examinations for non-payment of tuition/fees, religious or political affiliations shall not be considered for special examination(s).
- e) The special examination(s) shall be offered in the first two weeks of the subsequent semester.

2.4.13 Computation of Results

Where a candidate was absent or absconded from University examination(s):

- a) The Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) shall not be calculated.
- b) The mark obtained after sitting the course(s) in which the candidate was absent or absconded shall be recorded as it is.
- c) The failed the examination(s) shall be retaken in the subsequent academic year by taking classes, course works and examinations.

2.5 Examination Results

2.5.1 Submission of Examination Marks

Examiners shall submit examination questions, marking guides, marked scripts, marks, and signed attendance lists (duly endorsed by the supervisors/invigilators) to the Head of Department within three (3) weeks from the time the examination is administered.

The examiner MUST enter and submit the marks in the Information Management System within the five weeks.

2.5.2 Department Committee

There shall be a Department Committee chaired by the Head of Department. Its membership shall be composed of academic staff in the department.

2.5.3 Faculty Board of Examiners

There shall be a Faculty Board of Examiners constituted and approved by the University Senate. Its membership shall be composed of academic staff in the Faculty and such external examiners as may be present. It shall be chaired by the Faculty Dean and the Secretary shall be the Faculty Administrator.

2.5.4 Approval of Examinations Results

Examination Results shall be approved as follows;

- a) **Approval by the Department Committee.** The Head of Department shall convene a departmental meeting to;

- i. Consider coursework and examinations results.
 - ii. Compile class mark sheets by accounting for all registered students.
 - iii. Ensure that results are entered in the Academic Information Management system.
 - iv. Submit results together with minutes of the Departmental Committee meeting to the Faculty Board of Examinations for vetting.
- b) **Approval by the Faculty Board of Examiners.** The Faculty Board of Examiners shall vet and approve the examinations results as follows;
- i. To receive signed and stamped hard copy results together with minutes of the Departmental Committee meeting.
 - ii. Ensure that results are entered in the Academic Information Management system.
 - iii. Compile class mark sheets and graded results by accounting for all registered students.
 - iv. Generate performance statistics and summary reports.
 - v. Prepare Examination Report.

At this stage, the results shall be considered provisional until the University Senate approves and confirms them. Faculties shall publish the Provisional Examination Results as soon as the meeting of Faculty Board of Examiners is complete.

- c) **Approval by the University Senate.** Results approved by the Faculty Board of Examiners shall be presented to the University Senate by the Deputy Vice Chancellor through the Examination Committee of Senate for confirmation and Approval. The Results submitted to Senate shall be received a week prior to Senate meeting by the Academic Registrar signed by the Dean of Faculty accompanied by minutes of the Faculty Board of Examiners.

2.5.5 Publication Avenues

The publication of examination results shall be by displaying them on the Information Management System's student portal.

Table 2 Summary of Results Management

Step 1	Examiners mark and submit results within three (3) weeks including entering marks in the Information Management System.
Step 2	Department Committee approves results at the Department.
Step 3	Faculty Board of Examiners vets and approves at the Faculty.
Step 4	Examination Committee of Senate vets and approves results.
Step 5	Senate approves results.
Step 6	Academic Registrar publish results.

2.6 Failed Examinations and Retakes

Students who fail to score the pass mark in **Section 2.4.7** shall retake the course(s) in the subsequent academic year.

2.6.1 Qualification to Retake a course

The following shall apply: The candidate(s):

- a) who have failed courses offered in an academic year **shall be allowed to proceed to the subsequent** year of study, provided the total credit units shall not exceed the maximum semester load of the subsequent semester of the academic year.
- b) Will be required **to retake the failed course(s)** when it is **next** offered by taking classes, course works and examinations.
- c) Will be required to **Stay Put (3.1.2.2)** if the next semester load of the subsequent academic year exceeds the maximum semester load.
- d) Mark(s) obtained after retaking a course(s) shall be recorded as it is; however, it shall be indicated on the transcript as mark obtained after retaking.
- e) **MUST REGISTER** for the **RETAKE** course(s) within three (3) weeks after the start of the Semester.

2.6.2 Retaking Courses in Clinical courses

A candidate who fails clinical courses shall be required to re-clerk and sit for examination(s) in the failed clinical courses.

The following shall apply;

- a) If a candidate fails **UP TO 15% of the clinical courses** during the academic year s/he shall repeat clerkship in the failed clinical courses during the subsequent Recess Term provided there are no other conflicting courses to be taken during that time.
- b) A candidate who fails **MORE THAN 15% of the clinical course** during any given academic year shall not be allowed to proceed to the next academic year but shall repeat the failed courses.

2.6.3 Cost for Retaking an Examination

Students shall pay a specified unit cost for the retake.

The following shall apply;

- a) Students who proceed to the next year of study with retake course(s) shall be required to pay a specified unit cost but not pay additional functional fees.
- b) Students who do not proceed due to failed courses shall be required to pay a specified unit cost for each retake plus functional fees.

- c) Government sponsored students who fail examinations shall meet their own costs of retaking the failed course(s). While retaking, s/he shall be billed as a private student.

2.6.4 Condoned Pass

A condoned pass is pass given to an undergraduate student who has scored marks below the pass mark.

A final year candidate in a non-clinical discipline may be granted a CONDONED PASS.

The following shall apply;

- a) If a candidate scores between 46-49.9
- b) If a candidate fails only one course.
- c) The Faculty Board of examiners may grant a condoned pass at its discretion and recommend to Senate for approval.
- d) The grade shall appear on the transcript as a Condoned Pass.

2.7 Improving grades

A candidate who may wish to improve his /her grades in a course(s) already done, may be permitted to repeat a course(s) or a semester.

2.7.1 Qualification for improving grades

The following shall apply;

- a) Candidate shall not have any outstanding retake(s) and tuition fees balance.
- b) Apply to the Academic Registrar through the Faculty Dean, Head of Department and the lecturer in charge.
- c) At application, the candidate shall forfeit the previous grade.
- d) The candidate will be required to repeat the course(s) when next offered in the subsequent academic year, provided the total credit units shall not exceed the maximum semester load of the subsequent semester.
- e) The mark obtained after re-sitting a course(s), will be final regardless of whether it is lower or the same as the first grade.
- f) The mark obtained will be approved by following the approval processes in **Section 2.5.3**.
- g) The grade shall be indicated on the Transcript as RI Result obtained after improving grades.

2.7.2 Cost for improving grades

Candidate(s) shall pay a specified unit cost for improving the grade.

The following shall apply;

- a) Candidate(s) who wish to improve a grade for a course(s) shall be required to pay a unit cost equivalent to retake fees and will not pay additional functional fees.
- b) Candidate(s) who wish to improve grades for an entire semester shall be required to pay tuition fees and functional fees in case of semester 1 in an academic year.
- c) Government sponsored candidates who wish to improve grades for a course(s) or semester shall meet their own costs while repeating.

2.8 Re-marking of examinations

A student who is dissatisfied with a grade obtained, for any reasons, in a particular examination(s) may apply for examination re-marking.

2.8.1 Qualification for re-marking of examination

The following are qualifications for re-marking of examination(s);

- a) A candidate shall apply to the Academic Registrar through Faculty Dean and Head of Department for the re-marking of the examination script in which the course was offered and provide justifiable reason(s).
- b) The application shall be made not later than two weeks after the release of the examination results approved by Senate.
- c) If the request is approved, an examiner other than the one who initially marked the script, shall be appointed by the Faculty Dean with a recommendation from the Department, to re-mark the script.
- d) A candidate shall be required to pay a specified unit cost for remarking each examination script.
- e) The grade awarded after the remarking of the examination script, will be final regardless of whether it is lower than, the same as or higher than the first grade.
- f) The grade will be approved by following the approval processes in **Section 2.5.3**.
- g) The Academic Registrar will communicate the final grade to the student.
- h) The candidate shall not request for more than one re-marking opportunities for each course.

3.0 Progression, Grades and Classification of Awards

3.1 Progression

Progression is the academic progress of a candidate in the programme she or he studied over a period of time.

3.1.1 Normal progression

Normal progression shall occur when a candidate has passed the assessments in all the course(s) she or he had registered for in a particular semester with a mark(s) corresponding to Grade Point (GP) of at least 2.0.

3.1.1.1 Vice Chancellors list

A list showing excellent performance of candidates.

Candidates who attain a Grade Point Average (GPA) of at least 4.40 shall be enlisted on the Vice Chancellor's list.

3.1.1.2 Dean's list

Candidates who attain a GPA ranging from 3.60 to 4.39 shall be enlisted on the Dean's list.

3.1.2 Unfulfilled Credit

A candidate shall be deemed to have unfulfilled credit(s) if s/he does not have a pass mark in registered course(s).

3.1.2.1 Probation Progress

A candidate with unfulfilled credit(s) even though progressing to the subsequent year of study, shall be put on probation progress pending successful completion of the unfulfilled credit(s).

3.1.2.2 Stay-put

- a) Stay-put is when a candidate is not allowed to proceed to the subsequent academic year.
- b) A candidate shall be required to stay-put when the subsequent semester load exceeds the maximum semester load (40 credit units).

3.2 Discontinuation

A candidate shall be discontinued from his/her studies at the University if:

- a) S/he fails more than 75% of the courses offered during the academic year.
- b) S/he absconds more than 50% of the university examination(s) offered during the academic year.
- c) S/he spends the maximum duration allowed on the programme.

3.3 Grading

Each course shall be graded out of a maximum of 100 marks and assigned a letter grade and grade value as follows:

Table 3 Letter grades and grade values

MARKS (%)	LETTER GRADE	GRADE POINT
80 – 100	A	5.0
75 – 79.9	B+	4.5
70 – 74.9	B	4.0
65 – 69.9	C+	3.5
60 – 64.9	C	3.0
55 – 59.9	D+	2.5

50 – 54.9	D	2.0
0 – 49.9	F	Not Graded

3.3.1 Abbreviations Describing Grades

The following letter grades shall be used when appropriate:

W	=	Withdrawn from Course
I	=	Incomplete
AUD	=	Audited Course only
ABS	=	Absent with approval
TC	=	Transferred credit
RR	=	Result obtained after retaking
RS	=	Result obtained after supplementary examinations
SE	=	Special examinations
GP	=	Grade Point
GPA	=	Grade Point Average
CGPA	=	Cumulative Grade Point Average
CP	=	Condoned Pass
RI	=	Result obtained after improving grades

3.3.2 Grade point average

The GPA shall be calculated through three steps as shown below:

- Calculate the course grade point or weighted score of the course achieved by multiplying (Grade Point of the Course) by (Number of Credit Units for the Course).
- Obtain the Grade Point Total by adding all the Grade Points (or weighted scores) for each Course taken.
- Obtain the Grade Point Average (GPA) by dividing the (Grade Point Total or total weighted score) by the (Total Number of Credit Units).

The following examples illustrate the computation of GPA. Suppose a student obtained the following grades in a given semester.

Table 4 Procedure for calculating GPA

COURSE NAME	GRADES		CREDIT UNIT	GRADE POINT
	LETTER GRADE	GRADE VALUE		
Mathematical Physics	A	5.0	3	15.0
Classical Mechanics	D+	2.5	3	7.5
Elements of Mathematics	B+	4.5	2	9.0
Linear Algebra	C	3.0	3	9.0

History of Education	D	2.0	2	4.0
Totals			13	44.5
	GPA = $44.5 \div 13 = 3.42$ for a semester			

$GPA = 44.5 \div 13 = 3.42$ for a semester

Note: Maintaining two decimal places increases precision of GPA

3.4.3 Cumulative grade point average (CGPA)

The CGPA is the Cumulative Grade Point Average obtained by a student up to that point, and is obtained as follows:

- Multiply the Grade Point of a Course by the Number of Credit Units for the Course to obtain the Course Grade Point achieved or weighted score of the course.
- Add all the Grade Point (or weighted scores) for each Course **TAKEN UP TO THAT TIME** = Grade Point Total.
- Divide the Grade Point Total or total weighted score by the Total Number of Credit Units **TAKEN UP TO THAT TIME** to obtain Cumulative Grade Point Average (CGPA).

Note: Do not just add the GPA for the first and second semesters and divide by two. This method sometimes gives incorrect results.

3.4.4 Rules and Regulations governing the computation of CGPA

- For purposes of accuracy, the CGPA shall be maintained to 2 decimal places till the final year results and shall then be corrected by truncation to one decimal point for degree classification.
- Raw marks shall also be maintained at two decimal places.
- In case a candidate repeats a semester, his/her GPA for the previous attempt shall be disregarded.
- A GPA shall be computed at the end of each semester examinations. It shall not be computed if there are missing marks or if a candidate has to retake a paper.
- Credit Accumulation and Transfer (CAT). The following shall apply;
 - A student transferring all his/her credits from another institution shall be allowed to transfer **NOT MORE THAN 40%** of the credits accumulated from the previous institution. And they shall be included in the GPA calculations at **MUST**.
 - MUST** students who take courses from other accredited institutions, shall transfer those credits and they shall be included in GPA as long as this was on a university arrangement

3.5 Grievances and Appeals

3.5.1 Award of Marks

Course examiners retain primary responsibility for awarding marks. The Examiner's judgment remains final unless compelling evidence shows discrimination, differential treatment or procedural irregularities.

3.5.2 Reporting Grievances

It is the obligation of the aggrieved student(s) to report the grievance first to the Head of Department, who will request the Examiner concerned to resolve the matter.

3.5.3 Unresolved Cases

In case the examiner fails to resolve the matter, the Head of Department (HoD) shall forward the case to Faculty/Institute Examinations Board.

3.5.4 Appeal to Senate

If the Faculty/Institute fails to resolve the matter, the student shall channel his/her appeal to the Vice Chancellor through the Academic Registrar before it is reported formally to Senate.

3.5.5 Mode of Appeal

Grade appeals shall be submitted in writing not later than the two (2) weeks from the release of the End of Semester Examination results after Senate.

3.6 Classification of Awards

The Degrees, Diplomas, and Certificates shall be classified according to the following rules in accordance with the provisions by the National Council for Higher Education:

3.6.1 Degree Classification

Table 5 Classification of Degrees

CLASS	CGPA
First Class	4.40 – 5.00
Second Class (Upper Division)	3.60 – 4.39
Second Class (Lower Division)	2.80 – 3.59
Third Class (Pass)	2.00 – 2.79

3.6.2 Diploma and Certificate Classification

Table 6 Classification of Diplomas and Certificates

CLASS	CGPA
Class I (Distinction)	4.40 – 5.00
Class II (Credit)	2.80 – 4.39

Class III (Pass)	2.00 – 2.79
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3.6. 3 Aegrotat award

The Faculty/Institute Board of Examiners may include the name(s) of any candidate(s) for the Aegrotat award among the list of those eligible for graduation. Aegrotat degree shall be awarded to a candidate(s) if all the following conditions have been fulfilled:

- a) The candidate has taken and passed at least 75% of the required courses in her or his final year of the study programme.
- b) The candidate's grades in the courses s/he has taken are such as to show that she or he was very likely to pass if she or he had completed the programme.
- c) She or he is prevented by her/his health condition, as certified by an approved team of specialist medical practitioners, from taking the remaining courses.
- d) She or he has applied to the Faculty Board of Examiners for the Aegrotat award.
- e) She or he has not applied for his/her candidature to be postponed.
- f) The Faculty Board of Examiners at its discretion, recommends the candidate(s) for the Aegrotat award to the Deans Committee.
- g) The decision of the Deans Committee shall be forwarded to Senate for final approval.
- h) The Aegrotat Degree shall be awarded without Honors'.
- i) She or he is not registered for programmes offered in Faculty of Medicine

PART TWO: EXAMINATION MALPRACTICES AND IRREGULARITIES REGULATIONS

4.0 Introduction

These regulations cover offences committed by candidates during their course work and examinations. They also include the hearing of the offences and the appeals process.

Basing on the increase of examinations malpractices cases over years, and the changing trends, it was important for the University to review the exiting examination regulations and come up with detailed and standalone Examination Malpractice and Irregularities rules for proper handling of examinations irregularities that are committed by candidates.

4.1 Examination Malpractice

Examination Malpractice is a deliberate wrong doing that is contrary to official examination rules and is purposed to place a candidate at an unfair advantage or disadvantage.

5.0 Malpractice in Coursework

5.1 Malpractice related to Coursework / Assignments

It shall be an offence for a candidate to:

- a) Submit coursework not prepared by him/herself.
- b) Plagiarize the work of any other person.
- c) Ask or pay for any coursework from another person.
- d) Fabricate or change marks awarded on a coursework script.
- e) Students who sign on behalf of others who have not attended.

5.1.1 Penalty

Any candidate found guilty of involvement in any malpractice related to coursework as set out in *Section 5.1* shall be liable to:

- a) Cautioning or
- b) Caution and Cancellation of his/her coursework or
- c) Cancellation of his/her coursework and suspension from his/her studies for a period not exceeding one academic year, or
- d) Cancellation of his/her coursework and discontinuation from the University or
- e) Where the entire material has been lifted from another source or with only slight alterations the candidate shall be discontinued from the University.

6.0 Malpractice in Examinations

6.1 Malpractice in the Examination Room

It shall be an offence for a candidate to:

- a) Sit or attempt to sit an examination without valid documentation (e.g. examination permit).
- b) Enter the examination room half an hour after it has started as per **Section 2.4.5 of the Academic Regulations** without a justified reason.
- c) Leave the examination room earlier than half an hour after the examination has started except in emergencies or with permission from the Invigilator.
- d) Communicate with any other candidate once the examination has started.
- e) Engage in disruptive behavior for example, shouting, assaulting anyone, using abusive or threatening language, destruction of university property or property of another candidate.
- f) Walk in or out of the examination room with any answer booklet whether used or not.
- g) Neglect, omit or in any other way fail to follow lawful instructions or orders issued by the Invigilator.
- h) Physically assault an Invigilator or any University Staff Member involved in the conduct of the examination, or use unruly behavior or abusive language.
- i) Share materials in the examination room deemed to be malpractice. For example, Calculators, Mathematical sets, rulers, pens among others.

6.1.1 Penalty

Any candidate found guilty of contravening **Section 6.1** shall be liable to:

- a) Cautioning, or
- b) Caution and Cancellation of the relevant examination or
- c) Cancellation of the relevant examination and suspension from the University for a period not exceeding two academic years or
- d) Cancellation of the relevant examination and discontinuation from the University or
- e) A candidate who damages University property shall pay a fine commensurate to the property damaged or
- f) Any candidate found guilty of physically assaulting an Invigilator or University Staff Member shall be discontinued from the university and legal actions may be taken against this candidate.

6.2 Entering the Examination Room with Unauthorized Materials

It shall be an offence for a student to **enter** the **examination room** with unauthorized material.

Unauthorized material includes but are not limited to:

- a) handbags and purses,
- b) clipboards,

- c) communication equipment (e.g., laptops, cellphones, I-pads/mini-tablets, smart watches),
- d) papers written on or not,
- e) handkerchiefs written on,
- f) examination permits/ registration cards, bank slips written on,
- g) lighters, matches, food, drinks,
- h) information written on any part of the body,
- i) firearms,
- j) anything that will be deemed to be unauthorised.

6.2.1 Penalty

Any candidate found guilty of entering the examination room with unauthorized material as defined in *Section 6.2* shall be liable to:

- a) Cautioning, or
- b) Caution and Cancellation of the relevant examination, or
- c) Cancellation of the relevant examination and suspension from the University for a period not exceeding two years, or
- d) Cancellation of the relevant examination(s) and discontinuation from the University.
- e) Any candidate found guilty of entering the examination room with unauthorized material on second conviction shall be discontinued from the University.

6.3 Entering an Examination Room with Forged Documents

It shall be an offence for a candidate to forge an identity card, registration card, examination permit or authorization letter, logbooks among others.

6.3.1 Penalty

Any candidate found guilty of *Section 6.3* shall be discontinued from the University and shall be referred to the Police.

6.4 Possessions of Firearms during the Examination

It shall be an offence for a candidate involved in an examination to:

- a) Carry any firearm or potentially dangerous weapon to any place near the examination room.
- b) Use a firearm or any potentially dangerous weapon with the purpose to intimidate, threaten or otherwise deter investigations into any examination irregularity.

6.4.1 Penalty

Any candidate found guilty of *Section 6.4* shall be discontinued from the University.

6.5 Copying and Giraffing

It shall be an offence for a candidate to peep and copy from the scripts of other candidates during examinations.

6.5.1 Penalty

Any student found guilty of copying from another shall be liable to:

- a) Cancellation of the relevant examination or
- b) Cancellation and suspension from the University for a period not exceeding two academic years, or
- c) Cancellation of the relevant examinations and discontinuation from the University.

6.6 Prior Knowledge of the Examination Questions

A candidate may have prior knowledge of the examination in two ways:

- a) Leaking of Examination questions
- b) Having access to the leaked questions

6.6.1 Leaking of Examination questions.

- a) It shall be an offence for a candidate to fraudulently access or attempt to access examination questions before the examination is due.
- b) It shall also be an offence to leak the questions to other students or use them alone.

6.6.2 Having access to the leaked questions

It shall be an offence for a candidate to have prior knowledge of the leaked examination questions by any means whether on phone, social media or verbally.

6.6.3 Penalty

- a) A candidate found guilty of *Section 6.6.1* shall be discontinued from the University.
- b) Any candidate found guilty of *Section 6.6.2* shall be liable to:
 - i. Cancellation of the relevant examination and suspension from the University for a period not exceeding two academic years or,
 - ii. Cancellation of the relevant examinations, and discontinuation from the University.
 - iii. If a candidate confesses with proof that they got the examination from a staff member, the staff member shall be referred to the relevant Committee.
 - iv. A candidate who willingly reports a leakage of an examination may be exonerated.
- c) Cases where the entire class is found guilty, the following shall apply;
 - i. Caution and cancellation of the respective results for all the students.
 - ii. Set another paper for the group/class.

6.7 Impersonation

It shall be an offence for a candidate to impersonate another or to willingly accept to be impersonated.

6.7.1 Penalty

Any candidate found guilty of *Section 6.7* shall be liable to:

- a) Cancellation of the relevant examination and suspension from the University for a period not exceeding two academic years or
- b) Cancellation of the relevant examination, and discontinuation from the University.
- c) If the impersonator is not a student, s/he shall be reported to the Police.
- d) If the impersonator is a University staff, s/he shall be referred to the relevant disciplinary body of the University.

6.8 Misrepresentation / Omission of Registration Number or Examination Number

It shall be an offence for a candidate to write another candidate's registration number / examinations number / students' number on his / her answer sheet or avoiding to write one's registration number on their answer sheet.

6.8.1 Penalty

Any student found guilty of committing the offence in *Section 6.8* shall be liable to:

- a) Cautioning, or
- b) Caution and Cancellation of the relevant examination, or
- c) Cancellation of the relevant examination and suspension from the University for a period not exceeding two academic years, or
- d) Cancellation of the relevant examination(s), and discontinuation from the University.

6.9 Moving out of the Examination Room with an Answer Booklet/Sheet/Script.

It shall be an offence for a candidate to move out of the examination room with an answer booklet/sheet/script.

6.9.1 Penalty

Any candidate found guilty of *Section 6.9* shall be liable to

- a) Cautioning or
- b) Caution and Cancellation of the relevant examination, or
- c) Cancellation of the relevant examination and suspension from the University for a period not exceeding two academic years,

6.10 Possession of Answer Booklets outside the Examination Room

It shall be an offence to be in possession of answer booklet(s) outside the examination room.

6.10.1 Penalty

Any candidate found guilty of *Section 6.10* shall be liable to

- a) Cautioning or
- b) Caution and suspended for a period not exceeding one academic year.

7.0 Malpractice Outside the University Setting

It shall be an offence for any candidate to commit an examination malpractice during school practice, Industrial Training, in the Community, on the wards among other places.

7.1 Penalty

Any candidate found guilty of *Section 7.0* shall be liable to

- a) Cautioning or
- b) Caution and Cancellation of the relevant examination, or
- c) Cancellation of the relevant examination and suspension from the University for a period not exceeding two academic years,

8.0 General Penalty

- a) A Government-sponsored candidate found guilty of breaching any of the sections above shall;
 - i. Forfeit the Government sponsorship in the event of discontinuation.
 - ii. Be required to pay for the extra years on the programme in the event of suspension.
- b) Any candidate discontinued from the university shall not be re-admitted to any programme at the university.
- c) Any candidate / person who disrupts examinations will be referred to the relevant Committee for disciplinary actions.
- d) On conclusion of the malpractice case, the confiscated unauthorized material shall:
 - i. If the candidate has been found guilty, be kept on the student's confidential file permanently if it is a paper or handkerchief.
 - ii. Be returned to the candidate after the conclusion of the case if it is a phone, iPad, mini-tablet or microcomputer of any form.

9.0 Guidelines on Reporting a Candidate suspected of Malpractice

- a) When a candidate is suspected to be engaging in examination malpractices, s/he should be handled immediately.
- b) In the handling of a suspect, the following should be considered:

- i. A suspect should be handled in an appropriate manner by the Invigilator to ensure that their privacy and bodily integrity is not violated. Body searches should be done in the presence of another person.
- ii. The unauthorised materials should be taken away as soon as they are found and kept as exhibits.
- iii. Identity of the suspect and possible witnesses should be recorded immediately. In case students do not witness, another invigilator shall witness.
- iv. A suspect should be allowed to proceed with the examination since s/he is presumed to be innocent until proved guilty.
- v. Cases should be disposed off immediately.

10.0 Handling Examination Malpractice Cases

Three stages shall be followed to conclude the cases of examination malpractice. These are:

- a) The pre-hearing stage
- b) The hearing stage
- c) The post hearing stage

10.1 Pre - Hearing

The following procedure shall be followed when a candidate is suspected to be indulging in examination malpractice.

- a) A Staff Member who suspects a candidate of engaging in examination malpractice shall:
 - i. Approach the candidate, verify and remove the unauthorized materials being used for malpractice
 - ii. Request for witness if any. (These may be other candidates near the candidate or another Staff Member around)
 - iii. Ask the suspected candidate to acknowledge the offence. In case the candidate does not allow to acknowledge the offence, the Member of Staff shall make a report to that effect.
 - iv. Allow the candidate to continue writing the examination unless, the candidate gets violent. In case the candidate gets violent, s/he shall be asked to leave the examination room.
 - v. Make a formal written report to the Academic Registrar (AR), through the Dean of the Faculty and Head of Department respectively. The report should be accompanied by the materials the candidate used for malpractice.

- b) On receipt of the malpractice report from the Dean of Faculty, the office of the AR shall:
- i. Inform the candidate in writing about the allegation not later than ten (10) days of receipt of the report from the Dean of Faculty.
 - ii. Avail a copy of the examination malpractice regulations to the candidate.
 - iii. Ask the candidate to make a formal defense to the allegations in writing.
 - iv. Invite the candidate in writing or by whatever expedient method to appear before the Committee to defend himself/herself.
 - v. Give the candidate at least five days' notice of the date of appearing before the Examinations Irregularities Committee to enable him/her time to prepare his/her defense.
- c) A candidate who fails or refuses or omits to appear after being informed at least two times shall be given a penalty commensurate with the offence s/he has committed.
- d) A candidate suspected to have been involved in examination malpractice ***shall not be registered*** until such as time that the case is disposed of. If the student is a finalist, they cannot graduate.

10.2 Hearing

- a) The Examination Irregularities Committee shall be as stipulated by Senate. It shall be composed of the following: Deputy Vice Chancellor in charge of Academic Affairs (DVCAA), Dean of Students, Faculty Representatives, Chairperson of Quality Assurance, Head of Security, and Students' guild representative. The AR shall be the secretariat to this Committee and the Legal officer shall be an ex official.
- b) Quorum shall be a half of the membership.
- c) A candidate shall appear in person before the Committee and identify himself/herself as the subject of the proceedings.
- d) The Member of Staff/Invigilator concerned should also be present.
- e) The Chairperson shall:
 - i. Formally read the allegation to the candidate.
 - ii. Explain the procedure.
 - iii. Inform the candidate of the section of the regulations s/he is alleged to have breached.
 - iv. Inform the candidate of the possible penalties.
- f) The candidate shall formally respond to such allegations/ charges.
- g) If the candidate responds in the affirmative, a plea of guilt shall be recorded by the Chairperson.

- i. On a plea of not guilty, the Member of Staff/Invigilator reporting the malpractice shall present the facts constituting the malpractice to the Committee in the presence of the candidate.
- ii. Where the candidate is alleged to have been found with unauthorized materials, the materials shall be brought before the Committee and the Member of Staff making the report shall state formally in the presence of the candidate that materials are the ones the candidate was found in possession of.
- iii. The candidate shall be given an opportunity to respond to allegations of fact. S/he may agree / disagree with them and s/he has a right to cross-examine the person making the report.
- iv. The candidate shall present his/her defense to the Committee in the presence of the Member of Staff who made the report who also has a right of cross-examination.
- v. The candidate may call someone to accompany him / her for moral support.
- vi. The Committee shall then deliberate in the absence of the candidate and the Member of Staff/Invigilator/ Monitor making the report.
- vii. The Committee shall decide on a penalty and give reasons for each decision.
- viii. The Examinations Irregularities Committee shall recommend its decision to Senate for consideration.

h) Rules of Natural Justice

In the handling of examination irregularities and malpractices, the Examinations Irregularities Committee shall consider the following principles of natural justice:

- i. Fair and equal treatment of all candidates,
 - ii. The opportunity to enter a plea of guilty or not guilty,
 - iii. Fair hearing accorded to all candidates,
 - iv. Right of candidates to appear and to defend themselves unless the candidate refuses to appear before the Committee as stipulated in **Section 10.1 (c)**.
 - v. A Member of Staff who found the candidate shall not sit in judgment of their own cause.
 - vi. Consistency in punishments depending on facts of each case.
 - vii. Access to all evidence against the candidate.
- i) Mitigating and Aggravating Factors When Determining the Appropriate Punishment

Where the regulation provides a range of punishments, the Committee may consider the following mitigating and aggravating factors in determining the appropriate punishment.

Mitigating Factors

- i. Remorse on the part of the candidate.
- ii. Truthfulness
- iii. Lack of substantial benefit from the malpractice
- iv. Plea of guilty therefore not wasting the Committee's time.
- v. First time offender

Aggravating Factors.

- i. Substantial benefit from the malpractice.
- ii. General misconduct.
- iii. Denials of obvious cases, where evidence is overwhelming.
- iv. Second offender.
- v. Attempts to deface or destroy or hide evidence.
- vi. Influence peddling.
- vii. Proven evidence of intentional refusal to respond to summons

10.3 Post-Hearing

- a) The Examination Irregularities Committee deliberations, decisions and recommendations should be recorded and signed by the Chairperson and Secretary and a copy forwarded to the Senate.
- b) The Senate shall be informed of the final decision made by the Examination Irregularities Committee.
- c) The Academic Registrar shall inform the candidate of the Examination Irregularities Committee decision.
- d) The candidate shall be informed of their right to appeal and the procedure to follow.
- e) The candidate may appeal.

11.0 Offences Relating to the Conduct of Irregularities Hearing

It shall be an offence for a candidate accused of an irregularity to:

- a) Interfere with the conduct of investigations at any stage.
- b) Intimidate members of the Committee or other members of the University Staff or witnesses in the irregularity matter.
- c) Destroy evidence relating to an alleged irregularity.
- d) Forge or utter false documents in relation to an alleged irregularity.

- e) Bribe or attempt to bribe a University Official witness or any other person in relation to an alleged irregularity.
- f) Harass or procure others to harass on his /her behalf a University official, witnesses or any other person in relation to an irregularity by making constant telephone calls, visits, etc.

11.1 Penalty

A candidate found guilty of interference with the conduct of an irregularity hearing as defined in *Section 11.0* shall be liable to:

- a) Cancellation of the relevant examinations, or
- b) Cancellation of the relevant examinations and suspension from the University for a period not exceeding one academic year, or
- c) Cancellation of the relevant examinations and discontinuation from the University.

12.0 Appeals on Decisions made on Examination Malpractice

The candidate shall have the right to appeal

12.1 Grounds for Appeals

Candidates shall appeal against the Senate decision to the Appeals Committee.

- a) Suspension of a candidate as a result of indulgence in examination malpractice.
- b) Discontinuation of a candidate based on examination malpractice.
- c) When a candidate has reason to believe that one or more of the invigilators/supervisors/Head of Department / Monitor was prejudiced or biased.
- d) That in reaching its decision, the Committee was unaware of factors beyond the student not to attend a hearing of the Committee.
- e) A candidate who pleaded guilty to an offence shall have a right of appeal only with respect to the penalty.

12.2 Grounds on which the University will not consider an appeal

Those based on a candidate refusing to attend Committee meetings after at least two invitations as stipulated in *Section 10.1(c)*.

12.3 Procedures for Appeals

- a) A candidate interested in submitting an appeal shall do so within 14 calendar days of formal publication or otherwise receiving notification of the results.
- b) The appeal should be addressed to the Chairman of Senate
- c) The Appeals shall be in writing, with the specific grounds on which it is being made.

- d) The grounds of appeal shall be in accordance with those stipulated in *Section 12.1* other than that the appeals will be dismissed and no further action will be taken.
- e) The Secretary to the Committee will then notify the candidate of the date when his/her appeal will be considered not later than 15 days after receiving the appeal.
- f) The Appeals Committee shall hear the appeal expeditiously. The candidate appealing shall be notified in writing of the date when the appeal will be heard and should be given an opportunity to appear before the Appeals Committee and be heard.
- g) At hearing of the appeal, the candidate shall have an opportunity to be heard and the Examinations Irregularities Committee shall have a right to respond to the student's presentation.
- h) Where additional witnesses are called, they will be subject to cross-examination by the representative of the Examinations Irregularities Committee.
- i) The Appeals Committee will then deliberate in the absence of the candidate and the Examinations Irregularities Committee representative.
- j) The Appeals Committee may confirm, vary or set aside the decision of the Examinations Irregularities Committee.
- k) The Appeals Committee will have a justification for whatever decision they have made.

12.4 Composition of the Appeals Committee

- a) The Appeals Committee shall be composed of members who will not have been directly involved in the University's original decision.
- b) It will include student members except the students' representatives who will have been part of the examinations irregularities Committee.

12.5 Code of Practice

- (a) A candidate applying, will be given adequate notice of the date, time and venue for the meeting and also be invited to attend.
- (b) The appellant is entitled to be accompanied by a person of his/her choosing during the hearing.
- (c) The appellant shall be informed in writing of the result of the appeal within 15 days of the meeting.
- (d) Staff shall not sit in judgment of their own cause.

13.0 Committees responsible for handling Examinations Malpractice Cases

a) University Council

The University Council shall be responsible for approving the Examinations Malpractice and Irregularities Regulations.

b) Senate

i. Senate shall be informed of the decision made by the Examinations Irregularities Committee.

ii. Senate shall appoint an Adhoc Appeals Committee.

iii. Senate shall through the Adhoc Appeals Committee receive, hear the appeals and make the final judgment.

c) Appeals Committee

i. The Appeals Committee shall be appointed by Senate comprising of staff not on the Examinations Irregularities Committee.

ii. The Adhoc Appeals Committee shall comprise of five members with the Academic Registrar as secretariat.

d) The Examinations Irregularities Committee

The Examinations Irregularities Committee shall receive and consider examination malpractice cases and make the final decision, except for Secretariat who is the prosecutor.

-END-

PART THREE: STAFF EXAMINATION MANAGEMENT POLICY

University Council	December 16, 2022
Legal, Rules and Privileges Committee	December 8, 2022
Finance Committee of Council	November 11, 2022
Students' Disciplinary and Welfare Committee	October 28, 2022
Senate	September 30, 2022
Examinations Committee	June 13, 2022
Ad-hoc Policy Committee	March 10, 2022

List of Abbreviations and Acronyms

EMT: Examinations Monitoring Team

FAST: Faculty of Applied Science and Technology

FCI: Faculty of Computing and Informatics

FIS: Faculty of Interdisciplinary Studies

FOM: Faculty of Medicine

FOS: Faculty of Science

HoD: Head of Department

MUST: Mbarara University of Science and Technology

UOTIA: Universities and Other Tertiary Institutions Act, 2001 (as amended)

Definition of Terms

- **Examination:** A formal test of a student's knowledge or proficiency in a subject or skill. That is Oral, written, practical, take-home among others.
- **Examiner:** A person who sets and / or marks examinations to test people's knowledge and proficiency
- **Examination paper:** A set of printed questions / essays used as a test of proficiency or knowledge.
- **Examination moderation:** This is the process of validating examination papers for accuracy, compliancy with the syllabus coverage and proper marks allocation.
- **Examinations moderator:** The internal examiners validating examination papers.
- **Lecturer:** A person who gives lectures, especially as an occupation at a University or College of higher education.
- **Internal examiner:** A person who is a member of the University academic staff / laboratory technicians (including persons who hold honorary appointments in the University) other than the supervisor(s).
- **External examiner:** A person, external to the University, who is involved with teaching at the University. A former member of the University who has resigned from the University and joined another institution may thus be eligible to be appointed as external examiner, provided that this former member is not involved with any teaching, supervision, research project or other activities related to the dissertation or its subject area.

1.0 Introduction

1.1 Background

The conduct of examinations and declaration of results is a key process of a University. It is of paramount importance that the examinations are conducted with utmost precision, fairness and objectivity to gain stakeholder credibility. In order to achieve this, all rules and procedures relating to the conduct of examinations should be well defined.

In accordance to the Quality Assurance Framework for Universities and the Licensing Process for Higher Education Institutions (2014), Sec.2.7(c) “each institution shall put in place quality assurance mechanisms in the examinations. Such mechanisms shall include the vetting of papers, proper conduct of examinations and expeditious marking of examinations by both internal and external examiners” (p. 9).

1.2 Policy Objectives

The objectives of the Examination Policy for staff are:

- a) To define the principles that MUST will follow in managing and administering all University examinations.
- b) To define the roles and responsibilities of key stake holders in the examination management process
- c) To set out procedures for setting, moderation, administration, marking of University examinations and release of results.

1.3 Legal Framework

The Examination Management Guidelines for staff is in compliance with the following Laws, Policies, Regulations and Guidelines.

- a) The Universities and Other Tertiary Institutions Act (UOTIA, 2001 (as amended)
- b) Quality Assurance Framework and Licensing Processes (2014) of the Uganda National Council for Higher Education.
- c) MUST Examination Regulations for students
- d) MUST Postgraduate Handbook
- e) MUST Human Resources Manual
- f) Any other relevant policies of the University and Laws of Uganda

1.4 Interpretation and Administration

1.4.1 Interpretation

The University Senate will be the final authority in definition, interpretation, application of this policy.

1.4.2 Administration

- a) The University Council shall approval this policy on recommendation of the, University Senate.
- b) The Vice Chancellor shall oversee the implementation of this policy.
- c) The Deputy Vice Chancellor (Academic Affairs) shall assist the Vice Chancellor in implementing the policy.
- d) The Academic Registrar will assist the Deputy Vice Chancellor Academic Affairs in the administration of this policy.
- e) The Deans of Faculty be responsible for the day-to-day administration of this policy at the Faculty.
- f) The Heads of Department will be responsible for the day-to-day administration of this policy at the Department.
- g) The policy will be subject to review by the University Council with advice of the University Senate.

1.5 Scope of the Examination policy for Staff

The policy shall cover all aspects of management and administration of undergraduate and postgraduate examinations of the University.

2.0 Setting and Moderation of Examinations

2.1 Setting Examinations

Individual lecturers/internal examiners shall be responsible for setting examination papers in the courses they teach.

The lecturer/internal examiner shall submit the examination paper/s, course outline and the marking guide to the Head of Department (HoD) for moderation by the end of the 11th week of the University Semester.

2.2 Moderation of Examinations

- a) The moderation exercise is for the purpose of carefully examining the examination papers for any irregularities, errors, spelling mistakes, pattern, syllabus coverage, distribution of marks or any other lapse and providing necessary corrections.
- b) The moderation exercise shall be coordinated by Head of Department (HoD).
- c) The moderation exercise shall be carried out in the 12th week of the University Semester.
- d) There shall be at least two (2) examination paper moderators, one of whom must be the internal examiner appointed by the HoD.
- e) After moderation, the internal examiner shall re-present the moderated examination paper to the HoD who shall ascertain that the corrections have been effected.

- f) The final copy of the moderated examination paper for each of the examination shall be submitted to the HoD by the 14th week of the University Semester.

3.0 Responsibilities of the different stakeholders in the Examination process.

3.1 Internal Examiner.

The internal examiner shall;

- a) Ensure confidentiality of the examination paper(s) set and submitted by him/ her.
- b) Set the examination as per the department standards containing questions covering a wide range of content of the course for which they are set as guided by the quality assurance framework.
- c) Ensure that the examination paper(s) set carry;
 - i. the correct name of the subject,
 - ii. title and code of the paper,
 - iii. applicable instructions,
 - iv. duration of the paper,
 - v. the maximum marks allocated to each question (where applicable),
 - vi. maximum marks for the full paper.

If the examination paper is common to one or more courses, it shall be clearly indicated.

- d) Provide a standard face page with instructions for the guidance of candidates.
- e) Ensure that the questions are fairly distributed over the whole syllabus of study and not concentrated on any one or a few units/ portions.
- f) Indicate in the instructions the permissible use of mathematical, physical tables, charts, data or hand books which are allowed to be used by the student.
- g) Provide clear instructions in case of sections which should be answered in different answer-booklets.
- h) Provide clear instructions on the number of questions to be answered in each section.
- i) Mark all questions and subdivisions clearly.
- j) Not delegate the task of setting the examination partially or entirely to anyone.
- k) Submit the marking guide together with the examination to the HoD for moderation by the specified dates.
- l) Abide by the final timetable as published by the Academic Registrar.
- m) Arrive at the exam venue at least 30 minutes to the start of the examination
- n) Be the main/chief invigilator for his/her examination during administering the examinations.

- o) Shall inform the HoD of his/her inability to invigilate the examination in writing and prior to the examination.
- p) Shall provide a course file after the examination has been done. The course file shall contain the following:
 - i. Course outline,
 - ii. Examination paper,
 - iii. Marking guide,
 - iv. Examination attendance list,
 - v. Mark sheet,
 - vi. Answer booklets
 - vii. Any other relevant information.

3.2 Head of Department (HoD)

The HoD shall:

- a) Receive the examination papers from the respective internal examiners and store them securely while maintaining full confidentiality warranted of an examination system.
- b) Keep record of all examination papers received.
- c) Ensure that all the examination papers for the semester are moderated.
- d) Ensure that s/he keeps a documented record of examination moderation.
- e) Supervise the printing of the moderated examinations in a classified zone with restricted entry. The printing process shall NOT leave any trail which may eventually result in the leakage of full or part of the examination paper.
- f) Ensure that all the examination papers are sealed, packed and handed over to the Dean of Faculty for storage.
- g) Ensure that any sealed envelope handed over to the Dean of Faculty for storage is signed for.

3.3 Deans of Faculties

The Deans of Faculties shall:

- a) Oversee the entire examination process ensuring that all respective regulations are adhered to.
- b) Keep custody of the sealed examination papers.
- c) Ensure that the sealed envelopes containing examinations are arranged according to the timetable and kept under strict secrecy and vigil.

- d) Ensure that the storage cabinet in which the sealed envelopes with examination papers are kept are locked.
- e) Ensure that relevant sealed envelopes containing the examination papers are taken out of the storage cabinet in accordance with the examination timetable.
- f) Be responsible for issuing the sealed examination envelopes and the examination materials.
- g) Oversee the Faculty Examination Committees in order to ensure proper running of the examination process.

3.4 Faculty Administrators

The faculty administrator shall:

- a) Ensure that all logistics for the examinations are available.
- b) Ensure that the examination timetable is published and all courses including retakes are catered for by closely working with the Central Timetable Committee.
- c) Ensure that the examinations venues are set, clean with ample furniture and lighting.
- d) Ensure that examination venues are opened on time and locked during the examination season.
- e) Ensure that there are attendance sheets for each examination.
- f) Attend to any other roles that the Dean may assign to the administrator

4.0 Administration of Examinations

4.1 Examinations Venue

The faculty administrator shall ensure that the examination venues are adequately prepared with the following in place.

- i. Clean room.
- ii. Proper.
- iii. Enough furniture.
- iv. Logistics for transporting the examination materials.
- v. Invigilation rotas.

4.2 Examinations Materials

- a) The Dean of the Faculty shall oversee the distribution of the examinations materials on the scheduled dates of examinations.
- b) The internal examiner shall collect the following from the Dean of Faculty at least one hour before the said examination:
 - i. Examinations papers
 - ii. Answer booklets
 - iii. Examination attendance forms
 - iv. Invigilation forms

- c) The internal examiner shall ensure that all used and unused examination scripts are collected and submitted to the Dean of the faculty.
- d) The internal examiner shall sign the Examinations Collection Register.
- e) In event that an examination paper is not collected on time, the Dean of Faculty shall ask another lecturer to pick the examination material and administer the said examinations. The Dean of Faculty shall then document that incident for action.

4.3 During the Examinations

The internal examiner shall

- a) Ensure that only eligible candidates undertake the examination.
- b) Ensure that candidates undertake the examinations within the stipulated time.
- c) Ensure that candidates sign the Examination Attendance Form during the examination.

In the event that a peculiar incident is noted during the examination administration, the incident is recorded in the Examination Incident Form and reported to the Dean of Faculty.

Examinations Rules and Regulations shall apply where appropriate.

Invigilators will have a ratio of one invigilator to 50 candidates.

4.4 After the Examination

Upon completion of a particular examination the internal examiner shall

- a) Collect the examination answer scripts from the candidates.
- b) Submit the following to the Dean of Faculty:
 - i. Examination Answer Scripts
 - ii. Unused answer booklets
 - iii. Examination Incident Form/Record,
 - iv. Examinations Attendance Forms/Record to the Faculty Administrator
- c) Sign an Examination Script Collection and Return Register upon return of the documents listed in *section 4.4* above.

5.0 Marking of Examination Scripts

- a) At the stipulated time of marking, the Internal Examiner shall pick the examination answer booklet from the Dean of Faculty.
- b) The internal examiner shall mark from within the gazetted University premises and shall not take the scripts outside the University.
- c) The internal examiner shall mark the examinations as per the examination schedule and submit the following documents to the Head of Department:
 - i. Examination papers

- ii. Marking Schemes/guides
 - iii. Examination scripts/ Answer booklets
 - iv. Course Outline
 - v. Attendance list,
 - vi. Mark sheet
- d) The internal examiner shall submit the Mark Sheet and answer scripts showing provisional Course Work and final Examinations marks to the Head of Department.
- e) Upon receipt of the documents indicated in 5 (c), the HoD shall validate the documents and update the departmental Examinations Results Submission Register.

6.0 Submission of Examinations Results

6.1 Submission of Examination Marks

- a) Examiners shall submit examination questions, marking guides, marked scripts, marks, and signed attendance lists (duly endorsed by the supervisors/invigilators) to the Head of Department within three (3) weeks from the time the examination is administered.
- b) The examiner **MUST** enter and submit the marks in the Information Management System within the five weeks.

6.2 Department Examinations Committee

There shall be a Department Committee chaired by the Head of Department. Its membership shall be composed of internal examiners.

6.3 Faculty Board of Examiners

There shall be a Faculty Board of Examiners constituted and approved by the University Senate. Its membership shall be composed of internal examiners and such external examiners as may be present. It shall be chaired by the Faculty Dean and the Secretary shall be the Faculty Administrator.

6.4 Approval of Examinations Results

Examination Results shall be approved as follows;

d) Approval by the Department Committee.

The Head of Department shall convene a departmental meeting to;

- v. Consider coursework and examinations results.
- vi. Compile class mark sheets by accounting for all registered students.
- vii. Ensure that results are entered in the Academic Information Management system.

- viii. Submit results together with minutes of the Departmental Committee meeting to the Faculty Board of Examinations for vetting.

e) Approval by the Faculty Board of Examiners.

The Faculty Board of Examiners shall vet and approve the examinations results as follows;

- vi. To receive signed and stamped hard copy results together with minutes of the Departmental Committee meeting.
- vii. Ensure that results are entered in the Academic Information Management system.
- viii. Compile class mark sheets and graded results by accounting for all registered students.
- ix. Generate performance statistics and summary reports.
- x. Prepare Examination Report.

At this stage, the results shall be considered provisional until the University Senate approves and confirms them. Faculties shall publish the Provisional Examination Results as soon as the meeting of Faculty Board of Examiners is complete.

f) Approval by the University Senate.

Results approved by the Faculty Board of Examiners shall be presented to the University Senate by the Deputy Vice Chancellor through the Examination Committee of Senate for confirmation and Approval. The Results submitted to Senate shall be received a week prior to Senate meeting by the Academic Registrar signed by the Dean of Faculty accompanied by minutes of the Faculty Board of Examiners.

6.5 Publication Avenues

The publication of examination results shall be by displaying them on the Notice Boards and the Information Management System.

7.0 External Examiners

7.1 Appointment of External Examiners

- a) The department recommends an external examiner to the Dean of the Faculty.
- b) The Dean of the Faculty informs the AR of the recommendation from the department.
- c) The Academic Registrar shall submit the recommended name(s) to the Vice Chancellor who will appoint qualified person(s) on behalf of Senate for first time appointment.

- d) Once the VC has appointed an external examiner on behalf of senate, the AR invites the external examiners whenever needed in consultation with the faculty.
- e) The appointment of the External Examiners for Postgraduate Programmes, this policy shall apply in conjunction with *Section 13.2 Appointment of Examiners for Thesis/Dissertation* of the Postgraduate Handbook.

7.2 Responsibilities of the External Examiner

The external examiner shall report to Senate through the Academic Registrar and the Faculty Dean, on the following:

- i. Standard of Examination.
- ii. Standard of marking by the Internal Examiner.
- iii. Standard of coursework where examined.
- iv. Students' performance.
- v. Any other comments.

8.0 Examination Monitoring Team (EMT)

The EMT shall be set up by the Academic Registrar and shall:

- a) Report to examination room 30 minutes before examinations start, walk through the venue and make sure no papers are in the room.
- b) Check students' eligibility.
- c) Introduce themselves to the chief invigilator and request him/her to allow them check the students. They should have a MUST Identity Card and tag showing they are on the Exam Monitoring Team
- d) Check the students before they enter the examination room and should check for the following;
 - i. Students' Identity Card and Examination Card.
 - ii. Check that student do not have any unauthorised material
 - iii. Ensure that students who are not eligible are not be allowed into the examination room.
- e) Be required to invigilate the examinations for the entire period all through
- f) Sign the attendance sheet for every examination invigilated
- g) Ensure that students are not involved in any examinations malpractice. If a student is found contravening any examination rules and regulations, the internal examiner shall be alerted who will take immediate action in reference to the examinations regulations.
- h) Write a report about the entire exercise which report shall be compiled for Senate.

8.1 Contravention of Examination Guidelines by Staff

In case this policy are contravened; the contravention of Examination Regulations by staff and offence schedule together with the Human Resource Manual shall apply.

9.0 Monitoring and Evaluation Process

The AR will be responsible for monitoring the policy implementation and report to Senate.

- a) Monitoring process
 - i. Regular and periodic stakeholders review meetings
 - ii. Annual institutional performance review meetings
- b) Evaluation shall be conducted after every two years.

10.0 Monitoring and Evaluation

This policy shall be reviewed at least every five years or as and when necessary to ensure adequacy and relevance.

11.0 Communication of the Policy

The policy shall be put on the website and all MUST communication avenues.

12.0 Funding

Funding for this policy shall be incorporated in the budgetary provisions for each financial year by allocation of funds from the university budget.

Appendices

Appendix A: Examinations Processing Timelines

Activity/Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	Responsible Individual
Examination Setting																		internal examiner
Hand in Examination for Moderation																		internal examiner Head Department
Moderation Process																		Moderators
Corrections and Final Setting																		internal examiner
Examination Processing																		Faculty Administrator
Sitting Examination																		Invigilators EMT

Appendix B: Examination Moderation Submission Register



MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY OFFICE OF THE ACADEMIC REGISTRAR

Department:

.....

Academic Year: Semester:

Date	Course Code	Course Name	Course Instructor	Signature

Appendix C: Examinations Submission Register



MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY OFFICE OF THE ACADEMIC REGISTRAR

Department:

.....

Academic Year: Semester:

Date	Course Code	Course Name	Course Instructor	Signature

Appendix D: Examination Attendance Register



MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY OFFICE OF THE ACADEMIC REGISTRAR

Room Number:Date:Academic year:

Semester:

Course Code:Course Name:

.....

Examiner:

.....

No.	Registration Number	Student Name	Student's Number	Answer booklet serial Nos	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Appendix E: Mark Sheet



MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY OFFICE OF THE ACADEMIC REGISTRAR

No.	Registration Number	Student Name	Student's Number	Course work marks	Final exam mark	Total
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Appendix F: Exam Incident Report



MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY OFFICE OF THE ACADEMIC REGISTRAR

Invigilator's Details	
Record name of Invigilators involved in, or witness to the incident	
Student's Details	
Student Name	
Registration Number (Verify from Student's Identity Card)	

Examination Details			
Date		Exam start and Finish Time	
Time of Incident (as recorded on script)			
Exam Venue			
Exam Title			
Exam Code			

Evidence. <u>ALL</u> Confiscated item(s) must be brought to registry with this report			
If a student has written on their body, photograph, (If appropriate) & email evidence to Registry			
Items confiscated from the student			
Dictionary:	<input type="checkbox"/>	Smart Watch:	<input type="checkbox"/>
Phone:	<input type="checkbox"/>	Pencil	<input type="checkbox"/>
Case :	<input type="checkbox"/>		<input type="checkbox"/>
Calculator:		Calculator Cover:	<input type="checkbox"/>
Note(s):	<input type="checkbox"/>	Masking	<input type="checkbox"/>
Tape:			
Other Prohibited Items (Specify below):			

Non prohibited item(s) involved (Detail overleaf):

.....

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*** Phones / Smart watches confiscated must be kept with the office of the Academic Registrar and presented as evidence during the Examinations Irregularities Committee meeting.**

The following details should be included in the “incident report” section overleaf

DO NOT WRITE IN THIS SECTION- Detail Incident over leaf

What happened? (Detail overleaf)

What was the candidate observed doing? How was the student behaving?

Were other students involved? (Complete a separate Examination Incident Report (EIR) to record individual involvement)

Communication(Detail overleaf)

Record what you said to the student and what the student said to you.

Incident Report

This account should be factual and concise. (Speculations and opinions must be avoided)

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Signature of the invigilator:

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.....

Counter Signed by second invigilator: (If applicable)

.....
.....

Date:

.....
...

Appendix G:

People Involved

- a) internal examiners
- b) Heads of Department
- c) Faculty Administrators
- d) Examinations Monitoring team
- e) Faculty Dean
- f) Academic Registrar's office

Committees Involved

- a) Examinations committees
- b) Department committees
- c) Faculty committee
- d) Senate committee of Exams. (Sub Senate)
- e) Senate

Documents Involved

- a) Moderation Submission Register
- b) Examinations Submission Register
- c) Examination Incident Form
- d) Examination Attendance Register
- e) Invigilation Register
- f) Examination Scripts Collection and Return Register.
- g) Examinations Results Submission Register.
- h) Mark Sheet

Appendix H: Contravention of Examination Regulations By Staff And Offence Schedule

This Policy shall be read together with the University Quality Assurance Policy, Human resource Management Manual and the staff code of conduct. The offences highlighted below should be considered an addendum to the Offence Classification Schedule in the Human Resource Management Manual.

Offence	Essential Elements	Classification				
			1 st Offence	2 nd Offence	3 rd Offence	4 th Offence
Failure to show up to Teach Students to 80% of Scheduled Lectures according to the Timetable						
Leaking the Tests or Examinations to Student (s)						
Failure to Give Tests or Course Work as Stipulated in the University Examination Regulations <i>Section 2.2.1</i>						
Failure to return Students Coursework Transcripts as Stipulated in the University Examination Regulations <i>Section 2.2.4</i>						
Failure to report to the Examination Room at least 30 Minutes before Commencement of the Examination as Stipulated in the University Examination Regulations <i>Section 2.4.6</i>						
Failure to Set an Examination						
Failure for to Submit the Course File						
Failure to follow the timetable						

If the invigilator allows unauthorized students to undertake the exam						
If the lecturer Submits wrong marks						

END

PART FOUR: RETENTION AND DISPOSAL OF EXAMINATION SCRIPTS POLICY

University Council	December 16, 2022
Legal, Rules and Privileges Committee	December 8, 2022
Finance Committee of Council	November 11, 2022
Students' Disciplinary and Welfare Committee	October 28, 2022
Senate	September 30, 2022
Ad-hoc Policy Committee	September 14, 2022

1.0 Introduction

Since its inception in 1989, Mbarara University of Science and Technology (MUST) has never disposed of its examination scripts. Because of that, the University has run out of space to store examination scripts as old as 30 years. MUST is cognizant of the fact that examination scripts are property of the Government of Uganda, hence the need to dispose of them in line with Government disposal procedures.

The policy on retention and disposal of examination scripts will cater for the inadequate space for storage of examination scripts in the academic units. It will also alleviate chances of future litigation should the examination scripts be stored or destroyed without a policy in place.

2.0 Scope

This policy covers the following areas;

- a. Purchase of examination scripts
- b. Storage of examination scripts
- c. Distribution of examination scripts
- d. Re-storage of used examination scripts
- e. Disposal of examination scripts

3.0 Purchase of Examination Scripts

The examination scripts are property of the Government of Uganda and are purchased by the Academic Registrar following the University procurement process.

4.0 Distribution of Examination Scripts

- a. The Academic Registrar receives unused examination scripts from the University Stores.
- b. The Academic Registrar keeps them in the Department Strong Room until the examination period.
- c. The Academic Registrar distributes them at examination time to the Deans of the Faculty.
- d. The Deans of Faculty issue them to lecturers for examinations.
- e. The offices of the Deans of Faculty collect unused examination scripts and return them to the office of the Academic Registrar.

5.0 Re-Storage of Used Examination Scripts

- a. The *Examination Regulations* allows for appeals from students concerning their marks not later than the second week of the next regular semester. Thus, used examination scripts can be retained for at **least seven (7) years** after the examination.
- b. The Dean of Faculty shall be responsible for retaining the used examination scripts for a period of at **least seven (7) years**.
- c. The used examination scripts shall be stored in the Faculty Strong Room. Labeled clearly in A3 envelopes and placed in sacks/ boxes/containers.

6.0 Disposal of Examination Scripts

- a. The Dean of the Faculty shall pass on the used examination scripts after **seven (7) years** to the Academic Registrar.
- b. The Academic Registrar shall dispose the used examination scripts in line with the Public Procurement and Disposal of Public Assets (PPDA) Act 2003 disposal procedures.
- c. In order to save the environment, the examination scripts may be availed to a service provider for recycling as long as it does not contradict the PPDA act.
- d. No examination script will be destroyed if it is a matter before Court. However, if after **seven (7) years** no complaint has been raised the scripts shall be destroyed as per *section 6.0 b*.

7.0 Procedure for accessing the used examination scripts

Any Service Providers interested in recycling used examination scripts shall contact the Academic Registrar who shall follow the PPDA Act disposal procedures. In the event of the disposal of the scripts, the identities of the students will be hidden for privacy purposes.

8.0 Implementation Framework

- a. The University Council will be responsible for approval of the policy
- b. The Vice-Chancellor will oversee the implementation of the policy
- c. The Academic Registrar will assist the Deputy Vice-Chancellor (Academic Affairs) in
implementing the policy
- d. The Deans, Heads of Department, Administrators, staff and students will comply with the

provisions of the policy.

9.0 Monitoring and Evaluation

This policy shall be reviewed at least every five years or as and when necessary to ensure adequacy and relevance.

10.0 Communication of the Policy

The policy shall be put on the website and all MUST communication avenues.

11.0 Funding

Funding for this policy shall be incorporated in the budgetary provisions for each financial year by allocation of funds from the university budget.

-END-

