

## End of Semester Examination: What You Need to Know

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**This is a summary of useful information for exam candidates in May 2020 End of Semester Examinations. Please read it carefully and save it for reference.**

### **Exam Timetables**

Your exam timetable is published and available at <http://intranet.utamu.ac.ug/index.php/time-table/exams>. It shows the date, start time, and location of each of your exams. There is no separate exam timetable for online students. Online students will sit the exam at the same time as on-campus students. Please check your timetable carefully. If you have any queries about your timetable, please contact the Academic registrar ([ar@utamu.ac.ug](mailto:ar@utamu.ac.ug)) immediately for solutions.

Please print or save a copy of your timetable for reference.

### **Examination Registration**

All students (day, evening, block release and distance students) are required to register for examinations. To register for an examination, please use the UTAMU online portal located at <http://utamu.ac.ug/register-exam>. On registration, you will receive a confirmation email that you have successfully registered for the exam(s).

If you are unable to register for examinations due to technical difficulties, please send an email to [emuyanja@utamu.ac.ug](mailto:emuyanja@utamu.ac.ug) before the registration deadline. Make sure that you register all the courses you took during the semester including electives. You will not be permitted to sit examinations that you have not registered for through the registration portal during the registration period.

Examination clearance and attendance will be based on the data obtained from the registration portal.

### **ONLY CLEARED STUDENTS WILL BE ALLOWED TO SIT FOR EXAMINATIONS**

### **Payment of Fees**

Full payment of fees is not necessary at the time of registering for examination as finance will use the list to clear candidates for exam. Please take note of the following General Terms and Conditions:

- a) All fee payments are made at our designated Banks (Equity Bank and Centenary Bank).  
**Cash payments at the finance office or to any University officer is NOT allowed.**
- b) All students who have paid 90-100% of all required fees (tuition and function fees) will be automatically cleared to sit examinations by the finance office.
- c) Students with fee balances will be handled on case by case basis as follows;
  - i) Continuing students who have paid **at least 60%** of the semester's required fees and having a clean payment record can apply to the Director Finance and

Administration with an acceptable payment plan to be cleared for exams. The payment plan may include submission of post-dated cheques.

- ii) Continuing students who are **yet to remit any fees or paid less than 60%** of the required semester fees and wish to sit for exams must first of all pay functional fees for the semester before making an application to the Director Finance and Administration with an acceptable payment plan before he/she is cleared. Payment plan may include submission of post-dated cheques.
- d) Conditions (3 i-ii above) do NOT apply to finalists and students with fees arrears from previous semesters. Finalists should clear their fees 100% and those with arrears from previous semesters must clear their previous semesters before their application is considered.
- e) Any student who is not able to meet the above condition (a-d above) should apply to the Academic Registrar for a dead semester to be eligible to sit for exams when next available.

### ■ Attendance at exams

Attendance at exams is compulsory. Students who are absent will receive a mark of zero for the exam unless it is agreed that there is good reason for the absence on the basis of an extenuating circumstance supported by appropriate evidence (e.g. a medical certificate).

### ■ Detailed instructions for exam candidates

#### a) Before the exam starts

- i) Written or online papers will be held at the venue and time shown on the exam timetable, published at the UTAMU intranet portal. **If your name does not appear on the attendance list for a paper that you believe you registered for and have evidence of clearing the required fees, you should ask to see the Academic Registrar before you are permitted to enter the exam hall. You will then be allocated a seat if the problem is sorted.**
- ii) You will be admitted to the exam room at least 15 minutes before the start of each exam and will find the question paper, answer books and any other special requirements waiting for you on your desk. **You may read the question paper once you have sat down before the exam starts, but you may not write anything until the scheduled time for the paper to begin.** You will be given five minutes at the end of each paper to check that you have filled in the front of each answer book correctly.
- iii) Online exams are auto-timed. The system will allow you access to the exam at time of the exam and will log you out at the end. If you log in late, you will NOT be granted extra time.
- iv) You must bring your University Examination or Clearance Card each time you appear for exam. You must display the card on your desk as a means of identification. If you do not have your Exam or clearance Card, you should bring a University Identity Card or passport or driver's licence instead.
- v) You must bring your own Mathematical sets or drawing instruments as appropriate. Statistical and certain other specialist tables will be provided by the University where required. You must not bring any other books or papers to the exam room except where specified by the Examiners.

- vi) You should consult your Department/School for information about the use of calculators and dictionaries in exams.
- vii) You must not wear outdoor coats during the exam. Coats and jackets must be left at the front of the room, along with any bags.
- viii) **You must not have a mobile phone or smart watch on your person during an exam, even if it is switched off. You may be asked to turn out your pockets if you visit the toilet during an exam.**
- ix) You are advised not to bring valuables to exams and to keep money and keys on your person. The University cannot accept any liability for loss or damage to any property in exam centres, howsoever caused.
- x) **You must not have a pencil case or other container in the vicinity of your exam desk, unless the pencil case or container is transparent.**
- xi) Check your pockets before you sit down – if you leave your phone in them, even by accident, you will face academic misconduct procedures.
- xii) If you cannot attend an exam through illness you must notify the Academic Registrar *wherever possible before the paper(s) take place.*

**b) During the exam**

- i) If you need to speak to an invigilator for any reason, you should raise your hand and wait for an invigilator to come to your desk.
- ii) If you wish to leave the room before the end of the exam, whether temporarily to use the toilet or permanently, you must ask the invigilator for permission.
- iii) **It is essential that you write the course/exam paper code and registration number** on the cover of each answer book used. You should also sign against your name in the attendance list. You will find instructions on the cover of each answer booklet.
- iv) Please write answers in ink, not pencil. You may only use pencil for graphs and diagrams.
- v) Use both sides of the paper in writing answers. The answer to each question should start at the top of a fresh page. All rough work should be done in the answer book and should be crossed through before the end of the exam. You may use the inside front and back cover to do rough work if you wish.
- vi) If you have any queries about the material provided or about possible errors in your question paper, please consult the invigilator immediately.
- vii) No candidate will be permitted to enter the exam room after 30 minutes from the beginning of any exam, and no candidate will be permitted to leave until 30 minutes has elapsed.
- viii) If you are caught with a mobile phone or smart watch anywhere in the exam hall (including the toilets) it will be considered cheating. If you enter the exam room with a phone or smart watch, please switch it off and leave it with the invigilator at the front of the room. Remember to cancel any alarms that may ring even if the phone or watch is switched off.
- ix) The University reserves the right to confiscate from examination candidates mobile phones, smart watches and other items that are not permitted within the examination hall. Confiscated items will not normally be returned until the end of the examination period.

### c) Cheating or Examination Malpractice

- i) Cheating, which is the attempt to gain an advantage for oneself or another by deceit, and other misconduct, are breaches of discipline under the University's Regulations for Conduct and are punishable by a range of sanctions.
- ii) Cheating in assessed coursework (for example, dissertations, long essays or projects) and open or closed book examinations includes, but is not restricted to:
  - 1) **Plagiarism:** For the purposes of these regulations, plagiarism is defined as the fraudulent representation of another's work as one's own. This applies whatever the source of the material (for example, a published source, the web, or the work of another student), whether the material is copied word for word or paraphrased, and whatever the extent of the material used. Wilful and deliberate disregard for good academic practice in respect of attribution of material will be construed as plagiarism. Taking a copy of another student's work without his or her permission (whether or not this work is subsequently plagiarised).
  - 2) **Reproduction of work assessed elsewhere:** Unless otherwise stated, it is not permissible for a piece of work submitted for assessment to include substantial sections which are drawn from another piece of work submitted for a qualification, whether of this University or another awarding body. Any material in an assignment which has been drawn from another piece of work submitted for a qualification should be clearly indicated with a reference to the assessment and qualification for which the material was previously submitted.
  - 3) **Falsifying data, evidence, or experimental results.**
  - 4) **Collusion:** acting with another student with the intention to deceive.
  - 5) **Academic misconduct in written examinations (including in-class tests and end of semester examinations) include, but are not restricted to**
    - Taking into the examination hall, or possessing while in the examination hall, any books, memoranda, notes or other similar material (including material held electronically) except that students are permitted to deposit such material in an area designated by the invigilator prior to the start of the examination.
    - Taking into the examination hall or possessing while in the examination hall any device which permits communication with others or receipt of communication from others or receipt of information.
    - Copying from, consulting or otherwise making use of another candidate's script; or attempting to copy from, consult or otherwise make use of another candidate's script; Improperly aiding or attempting to aid another candidate, or improperly obtaining or attempting to obtain aid from any person.
    - Consulting or attempting to consult, any books, memoranda, notes or any other similar material (including material held electronically) while present in the examination hall during the period of the examination.
    - Impersonating or attempting to impersonate another candidate or being knowingly impersonated.

### **Please note:**

For the purposes of these regulations, 'examination hall' includes the examination room, the toilets and any other areas to which candidates have access during the examination.

#### **d) Other academic misconduct in written examinations**

- i) Candidates are not allowed under any circumstances to talk to each other or to behave in a manner likely to disturb or distract other candidates during an examination.
- ii) Candidates are not permitted to smoke in the exam room. Candidates are not permitted to eat in the exam room and are permitted to drink still water only, except where a specific alternative arrangement has been agreed in respect of eating and/or drinking in the exam room, which would normally be on the grounds of health or wellbeing.
- iii) Candidates are not permitted to have a pencil case or other container in the vicinity of their examination desk, unless the pencil case or container is transparent.
- iv) It is forbidden to remove an examination script or a part of an examination script from the examination room.
- v) Candidates are not allowed to leave the examination before it has finished without the permission of the invigilator or to leave the examination room temporarily for any purpose without the permission of the invigilator.
- vi) Invigilators are authorised to instruct candidates who are talking or behaving in a disruptive manner to leave the room. Invigilators will report candidates whose conduct appears to constitute cheating.
- vii) It is an offence to disregard a legitimate instruction given by an invigilator. Candidates failing to comply with such instructions will be liable to disciplinary action.
- viii) It is an offence of academic misconduct to submit false or misleading evidence in support of an extenuating circumstances form.
- ix) It is an offence of academic misconduct not to disclose information, when asked, in respect of prior knowledge, competence or experience which is relevant to a module for which the student has applied or registered.

#### **e) Penalties**

It must be emphasised that the most serious view is taken within the University of cheating and other academic misconduct, whether in written examinations, in-class tests or coursework. Any such case will be treated as a disciplinary matter and will be referred to the Academic Registrar or the School Dean who may impose a penalty or refer the matter to the Senate Standing Committee on Examinations and Examination Malpractice which has the power to impose more severe penalties including expulsion from the University.

#### **f) Witnessing cheating**

If you see another candidate doing something that they shouldn't, and you want to tell somebody about it, please alert an invigilator. You can also ask to speak to the Chief Invigilator at the end of the exam. You won't be required to give your name if you don't want to.

## Finalist Debtors

No recommendation of a result will be published or disclosed to a candidate or submitted to the Senate for candidates in their final year who have a tuition debt outstanding to the University. Candidates who are in debt to the University will therefore not be able to graduate in person or in absence until after the debt has been cleared.

## Know the rules!

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- Every year, we catch students breaking the rules.
- Ignorance is no excuse: if you are caught breaking the rules for whatever reason, it will be considered **CHEATING** and you will face academic misconduct procedures.
- Mobile phones are a particular problem in exams. If you have one in your pocket during an exam - even if it is switched off - you will be breaking the rules and risk receiving a mark of zero for the exam. Please check your pockets before you sit down and leave it at the front of the room with the invigilator.

## Important Contacts

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If you have any queries relating to the arrangements for exams and other related matters, please contact the Academic Registrar ([ar@utam.ac.ug](mailto:ar@utam.ac.ug)), PR ([ashaba@utam.ac.ug](mailto:ashaba@utam.ac.ug)), eLearning Officer ([mobed@utam.ac.ug](mailto:mobed@utam.ac.ug)) and the Director Finance & Administration ([massumpta@utam.ac.ug](mailto:massumpta@utam.ac.ug).)