



THE REVISED EXAMINATION POLICY

APPROVED BY THE COUNCIL AT ITS 34TH MEETING HELD ON 27TH JULY 2023

A handwritten signature in blue ink, appearing to read "M. A. Bwalya", is written over a horizontal dotted line.

Chairperson, University Council

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Secretary, University council

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1.0 GUIDELINES FOR OPERATIONS OF THE TRIMESTER/CREDIT UNIT SYSTEM

Academic Year

The academic year comprises of two (2) semesters and Recess (Community engagement) also referred to as internship. The academic programmes shall be designed per semester/community engagement per Academic Year for example; semester one semester two and (where applicable) community engagement for year one etc.

Length of a semester

The length of a semester shall be 17 weeks with which two weeks are for examinations. The duration of Community engagement shall be for four months.

Academic Programmes

- Each academic programme shall be defined by courses.
- An academic programme shall be composed of prescribed courses that shall be registered for by a student for him/her to qualify for the award of a degree/diploma/certificate.
- The structure of a programme shall clearly show the core, Elective and pre-requisite Courses.
- A course is unit of work in a field/area of study normally extending through one semester the completion of which normally carries credit towards the fulfilment of the requirements of certain Degree, Diplomas, or certificate.

Size of a Course

- The smallest Course shall be 2credit units
- A course that has a practical component within it shall have a maximum of 5 credit units.
- A course that has no practical component within it shall have a maximum of 4 credit units.

Contact hours

A contact hour shall be equivalent to one (1) hour of lecture or two (2) hours of Tutorial/Practical or four (4) hours of internship/field.

Credit or Credit Unit

A credit or credit unit is the measure used to reflect the relative weight of a given courses towards the fulfilment of appropriate Degree, Diploma, Certificate, or other programmes required. One Credit unit shall be one contact hour per week per semester or a series of fifteen (15) contact hours.

Categorising Courses

- i. Courses shall be categorized as Core, Elective, Pre-requisite or audited.
- ii. Not all the courses in an academic year shall be made core
- iii. The courses for the first-year studies shall be pre-requisites or introductory courses.
- iv. All the courses having the same content shall have the same names, codes, and credit units.

- v. Only the academic units/departments that have the mandate to teach courses shall be the ones to coordinate/teach such courses wherever they are taught/offered.
- vi. The level of content of a course must match the credit units allocated to that course
- vii. The number of elective courses that each student shall be required to register for in every academic programme shall always be stated to guide the students when they are choosing them from a set of elective courses.
- viii. Students should be encouraged to register for audited courses as well.
- ix. The elective courses for Postgraduate students shall be specialized or broad-based and shall be offered in any semester.
- x. The course content of postgraduate Academic programmes must match the higher level of the study required of postgraduate students.

A core Course

A core course shall be a course which is essential to an academic programme and gives the academic programmes its unique features. Everyone offering that Academic programme must pass that course unit.

Elective course

An elective course shall be a course offered to broaden an academic programme or to allow for specialisation. It is chosen from a given group of courses largely at the convenience of the student. Another Elective Course may be substituted for a failed Elective course.

Audited Course

An audited course shall be a course offered by a student for which a credit/credit unit shall not be awarded.

Pre-requisite courses

Pre-requisite is a condition (either course or classification), which must be satisfied prior to enrolling for the course in question. A pre-requisite course, therefore, shall be a course offered in preparation for a higher-level course in the same area of study.

Major

A major shall be a set of courses in a field/area of specialization in which each student is encouraged to explore the field/area in considerable depth. The set of courses for a major shall constitute not less than two thirds of the programme load.

Minor

A minor shall be a set of courses in a field/area of less importance than the major. A minor shall, constitute not more than a third of the programme load.

Specialization in an academic programme.

Some academic programmes allow some degree of specialization within a programme. A programme specialization shall be a set of courses combined from both a major and a minor area.

Academic programme load

Academic programme load shall be a set of courses registered for/offered by a student for the award of a certain Degree/Diploma/Certificate. It has both core and elective courses.

Semester Load

Semester load shall be a total number of courses for an Academic Programme offered in a Semester. The courses to be retaken and those to be audited shall be within the maximum Semester Load of every student.

Normal Semester Load for Undergraduate Academic Programmes.

The normal semester Load for the undergraduate programmes shall be Sixteen (16) credit units to Twenty-one (21) Credit units.

Maximum Semester Load for undergraduate Academic programmes shall be Twenty Eight (28) Credit units so as to cater for students who have courses to retake or those who would be able to complete the requirements for their respective academic awards in less than the stipulated time minimum duration.

Semester load for the postgraduate academic programmes

The semester Load for the postgraduate academic programmes shall range from eight (8) Credit units to Sixteen (16) Credit Units.

Maximum Period on Programme

The maximum period allowed for students to stay on the programme for purposes of allowing them opportunity to retake failed or and missed courses is as follows:

- Programmes of 4 years are 7 years
- Programmes of 3 years are 6 years
- Programmes of 2 years are 5 years
- Programmes of 1 year are 4 years

2.0 EXAMINATION AND AWARDS

The purpose of this policy is to ensure that students' assessment is conducted in an orderly, consistent and transparent manner and that academic awards are rightfully given.

2.1 Qualifying for an Award

- i. For all programmes leading to the academic awards of the University, there shall be examinations as a mode of assessment. These examinations shall be normally conducted at the end of every semester. PhD candidates may however be examined based on the scholarly contributions through writing of semester papers which are worth publication in internationally refereed journals.

- ii. Every examination for a Degree, whether taken at one time or in sections, shall be examined by:
 - (i) One Internal Examiner, or where possible, two or more in each course, and
 - (ii) One External Examiner, one or more in each course.

2.2 Assessment

- i. Continuous Assessment consists of Tests, Assignments, term papers, Field attachments, self-studies, practical work, research seminars etc which are conducted throughout the programmes and contribute a given percentage to the final assessment mark.
- ii. The coursework (progressive/Continuous assessment) component shall consist of at least one (1) Test and one (1) Homework/Take-Home Assignment or two (2) tests.
- iii. A student is required to do two (2) Tests and at least one (1) Take-Home assignment and the best two of the three (3) shall be considered.
- iv. Each course shall be assessed in two (2) parts as follows:
- v. **Graduate programmes:** The coursework (progressive/Continuous assessment) shall contribute 40% of the total marks. The University final examinations shall contribute a maximum of 60% of the total marks. **The pass mark is 60%.** A student is expected to attend at least 80% of Lectures to qualify to sit for examinations. Students who fail or with no continuous assessment results shall not be allowed to sit for end of semester examinations.
- vi. **Undergraduate programmes:** The coursework (progressive/Continuous assessment) shall contribute 30% of the total marks. The University final examinations shall contribute a maximum of 70% of the total marks. **The pass mark is 50%.** You are expected to attend at least 80% of Lectures to qualify to sit for examinations. Students who fail or with no continuous assessment results shall not be allowed to sit for end of semester examinations.
- vii. The pass mark for ALL UTAMU examinations for the Masters and PhD degrees shall be 60% and 50% for undergraduate degrees, diplomas and foundational certificate programme respectively with effect from the date when this policy becomes operational.
- viii. A student who qualifies to sit for the final examination is a registered student that has made full payment of all the University dues and has attended all the required courses of study as well as submitted all coursework assignments/tests or other modes of assessment.
- ix. Candidates registered for the coursework and dissertation programme shall sit for course examinations following assessment procedures approved by the department/School and Senate.
- x. Unless stipulated otherwise, the General University Examination Policy shall be used to guide the conduct of examination of all courses.
- xi. A combination of any of the following assessment strategies may be used in coursework: in-class questions, tests, take-home written assignments, individual/group presentations,

portfolio, project work, cases, computer-based assessment, direct observation, reflective journals/learning logs/diaries, mini-practical's, poster sessions, field work/project work reports, position and seminar papers, Library researches; attendance and active participation.

xii.

Grading of Marks

The overall Marks a candidate obtains in each course he/she offered shall be graded out of the maximum of one hundred (100%) marks and assigned appropriate Letter Grades and Grade points as follows:

Grading System

The grading shall be done on a scale of 1 – 5. The overall marks a student obtains in each course unit offered shall be graded out of 100% and assigned letter grades and points as follows:

a) Graduate programmes

Marks	Letter Grade	Grade Point	Interpretation
90-100	A+	5	Exceptional
80-89	A	5	Excellent
75-79	B+	4.5	Very Good
70-74	B	4	Good
65-69	C+	3.5	Fairly Good
60-64	C	3	Pass
55-59	D+	2.5	Marginal Fail
50-54	D	2	Fail
0-50	E	1.5	Fail

The pass mark is 60%.

b) Undergraduate programmes

Marks	Letter Grade	Grade Point
80-100	A	5.0
75-79	B+	4.5
70-74	B	4.0

65-69	C+	3.5
60-64	C	3.0
55-59	D+	2.5
50-54	D	2.0
0-49	F	0

The pass mark is 50%.

Description of the Grading

- a) **A+ Exceptional:** Thorough knowledge of concepts and/or techniques and exceptional skill or great originality in the use of concepts/techniques in satisfying the requirements of an Assignment or Course.
- b) **A Excellent:** Thorough knowledge of concepts and/or techniques together with a high degree of skill and/or some elements of originality in satisfying the requirements of an Assignment or Course.
- d) **B Good:** Good level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an Assignment or Course.
- e) **C+ Fairly Good:** Acceptable level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an Assignment or Course.
- f) **C Fair:** Acceptable level of knowledge of concepts and/or techniques together with some skill in using them to satisfy the requirements of an Assignment or Course.
- g) **D+ Pass:** Slightly better than minimum knowledge of required concepts and/or techniques together with some ability to use them in satisfying the requirements of an Assignment or Course.
- h) **D Marginal Pass:** Minimum knowledge of concepts and/or techniques needed to satisfy the requirements of an Assignment of Course.
- i) **E Marginal Fail:** No sufficient knowledge of concepts and/or techniques needed to satisfy the requirements of an assignment.
- j) **F Fail:** Poor or lack of understanding of knowledge of concepts or techniques.

Retakes (re-sitting failed examination)

- i. A student shall retake a course or courses when next offered again to obtain at least the Pass Mark if he/she had failed during the first assessment in the course or Courses.
- ii. A student who has failed to obtain at least the Pass Mark during the Second Assessment in the same Course or Courses he/she has retaken shall receive a warning.
- iii. A student may retake a Course or Courses when next offered again to improve his/her Pass Grade(s) if the Pass Grade(s) got at the first Assessment in the Course or Courses were low. A student who fails to attain higher marks after retaking to improve, the examination results of the first sitting are considered/recorded on the transcript and should not be recorded as Retake.
- iv. Where a student misses to sit examinations for justified reasons; the grades obtained after sitting examination shall not be recorded as a retake because the candidate is sitting the examinations for the first attempt.
- v. While retaking a Course or Courses, a student shall:
 - (a) Attend all the prescribed lectures/ tutorials/Practicals/Fieldwork in the Course or Courses;
 - (b) Satisfy all the requirements for the Coursework Component in the Course or Courses; and
 - (c) Sit for the University Examinations in the Course or Courses.
- vi. A student shall not be allowed to accumulate more than five (5) Retake Courses at a time.
- vii. Students are required to register for retakes course(s) first before registering for new courses offered in that semester and the retake courses should fit into the approved normal semester load to avoid timetable clash.
- viii. Students can retake a poorly passed course unit and shall be required to pay the same fee as a retaker who failed to attain a pass mark.
- ix. A final year student whose final Examination Results has already been classified by the relevant School Board and has qualified for the Award of a Degree/Diploma/Certificate, shall not be permitted to change marks/retake any Course or Courses.

- x. When a student has retaken a course the better of the two Grades, he/she has obtained in that Courses shall be used in the computation of his/her cumulative Grade Average (CGPA).
- xi. Whenever a Course or Courses has/have been retaken, it shall not be indicated in the Academic Transcript.
- xii. Students who have a course(s) to retake and these Course(s) fall beyond the period of their Academic Programmes (as indicated in section 1) shall pay tuition fees for any Course/Courses to be retaken, a formula shall be applied to calculate the fees per course unit they are undertaking. Besides, such students also pay all the functional fees for the semesters they are understating the courses in.

Normal Progress

Normal Progress shall occur when a student has passed the Assessments in all the Courses, he/she had registered for in a Semester and not when he/she has passed the Assessments in the Core Courses only.

Probationary Progress

A student who has obtained the Cumulative Grade Point Average (CGPA) of less than 2.0 shall be placed on Probation. Such a student shall be allowed to progress to the next Semester/Academic Year but shall still retake the Course(s) he/she had failed she/he can obtain at least the Pass Mark in the Course(s).

Certificate of Due Performance

A student who does not have coursework marks shall be denied Certificate of Due Performance and will not be allowed to sit the final University Examinations. He/she will be advised to do the course when next offered and shall attend lectures, do tests and course works/assignments and final examinations. Students shall be required to have the minimum of coursework component i.e. 2 tests or a test and coursework depending on the nature of the course unit and its assessment. ***A student/s who will not have done any test but has Coursework/assignments only shall not qualify for the certificate of due performance.***

Lecturers shall return the tests/coursework scripts back to students after marking and shall display their results at least two weeks before the beginning of the final examination.

Deferred examination

- i. Students who need a deferred exam must state justifiable reason(s) such as sickness or loss of a parent/guardian and submit their application to their respective Deans. The application and supporting documentation pertaining to the absence must be presented as soon as the student is able, having regard to the circumstances underlying the absence but not later than the beginning of the semester in which the examination is scheduled. Where the cause is incapacitating illness, a student must present a Hospital Medical report. In other cases, including severe domestic affliction, adequate documentation must be provided to substantiate the reason for an absence
- ii. In case the application for deferred examination has been approved, the Department responsible for the course shall make arrangements for the approved deferred exam.
- iii. The grades obtained from a deferred examination shall not be categorized as retake because the assessment(s) is for the first time.
- iv. A deferred exam shall not be approved if a student has not been in regular attendance where attendance and/or participation are required, and/or excluding the final exam has completed less than half of the assigned work.
- v. A Student with two or more deferred exams outstanding from a previous semester may be required to reduce the number of courses in which they are registered to accommodate deferred courses from previous semester(s) in their semester load. Deferred examination shall be included in a Student's maximum semester load.
- vi. A Student shall be required to pay for deferred examination and payment of shall normally be made at the beginning of the semester.

Conceded Pass

a. Definition of Conceded Pass

A "Conceded Pass" is a pass granted for a course unit for a final year candidate who has failed an assessment for that course unit but the mark is within five marks to a pass mark for instance (from 45-49 or 55 -59) for undergraduate and postgraduate students respectively. The pass is conceded on the basis that the student's overall performance in other courses for the programme has been sufficiently strong to counter the deficient percentage in that particular course.

b. Circumstances Potentially Warranting a Conceded Pass.

The personal circumstances of a student must be taken into account. The student's performance in the course could have been adversely affected by his/her personal

circumstances. The circumstances for approval of a Conceded Pass may include but not limited to:

- i. Student illness or medical condition.
- ii. Family issues (family injury or illness, bereavement etc).
- iii. Commitments to participate in national sport or other activities that warrant favourable consideration.
- iv. Commitments to assist with community service activities.
- v. Unavoidable and unexpected work commitments (e.g. relocation).
- vi. Awarding conceded passes does not compromise the requirements for accreditation of that programme by a professional body

c. Responsibility and Procedure

- i. The Conceded Passes are granted at the discretion of the School Board. Students are not automatically entitled to the Conceded Passes and may not request for them.
- ii. The School Board shall during the time of consideration of examination results, identify and grant students eligible for Conceded Passes. A Student will then be formally informed that he/she has been offered a Conceded Pass.

d. Eligibility for a Conceded Pass

A conceded pass shall be granted under the following conditions:

- i. A candidate on Undergraduate Programme shall be eligible for a Conceded pass if the final mark in a Course is in the range of 45 – 49% inclusive and the Cumulative Grade Point Average (CGPA) for the student will be at least 2.0.
- ii. A candidate on Graduate Programme shall be eligible for a Conceded pass if the final mark in a Course is in the range of 55 – 59% inclusive and the Cumulative Grade Point Average (CGPA) for the student will be at least 3.0.
- ii. A Conceded Pass may only be awarded if a student has attempted the paper, at least three times. The better of the grades earned will be used for awarding a Conceded pass.
- iii. A Conceded pass shall be discretionary and the School Boards shall take into account the following:
 - a. The results a student has scored each time he/she has attempted the paper.
 - b. A student's overall Academic record.
 - c. Comments from his/her lecturers, e.g. on their class attendance, participation
 - d. Whether the course is required for professional accreditation; or it is necessary for a student to demonstrate professional competence as part of its assessment requirements

- iv. A Conceded Pass shall be granted to a whole course, not to a particular piece of assessment.
- v. Candidates granted Conceded pass shall earn a credit on the basis of Conceded Pass “CP”
- vi. Only candidates in their final year of studies shall be eligible for Conceded pass.
- vii. In both undergraduate and postgraduate programmes, the number of conceded passes will be restricted to only one course.
- vii. In case a Candidate who does not qualify for conceded pass as stipulated above the existing provision in the semester regulations will guide as the case may be.
- viii. A conceded may not be granted to an elective but instead such a student should be guided to change to another elective she/he may pass or do better.

e. Recording a Conceded Pass on the Academic Transcript

A granted Conceded Pass will be recorded on the student’s academic Transcript by indicating the true percentage /grade achieved, and “CP” as the grading code.

2.3 Discontinuation

- i) When a student accumulates four consecutive probations based on CGPA he/she shall be discontinued.
- ii) A student who has failed to obtain at least the Pass Mark during the fifth Assessment in the same Course or Courses he/she had retaken shall be discontinued from his/her studies at the University.
- iii) A student who has overstayed on the Academic Programme by more than the maximum duration shall be discontinued from his/her studies at the University.

2.4 Change of Course/ Academic Programme

A student may be permitted to change course(s) in an Academic Programme in order to substitute the Course(s) failed. The Substitute Course(s) should be within the specified Course (s) for that Academic Programme and these should be under the category of Electives.

Change of Academic Programme

A student may be permitted to change from one Academic Programme to another on condition that:

- i) He/she had satisfied the admission requirements for the Academic Programme applied for.
- ii) He/she should not have been attending lectures/tutorials and other academic activities of the Academic Programme he/she would want to change from for more than one-half of the duration of the programme.
- iii) He/she had not been previously dismissed on disciplinary grounds from the University.

Re-admission after being discontinued due to weak academic performance

- a. A student who has been discontinued from studies because of weak academic performance may be permitted to re-apply to another Programme and compete with other applicants for re-admission into first year.
- b. A student who applies and gains re-admission after being discontinued due to weak academic performance will not be permitted to transfer Credits earned from previous Academic Programmes.
- c. A student who was discontinued or dismissed from his/her studies because of external irregularities will not be considered for re-admission.

2.5 Assessment of a Thesis/Dissertation

- i. A candidate for a higher degree that shall be required to submit a thesis embodying the results of his special study research.
- ii. At least six months before the thesis is to be presented, a candidate shall give notice in writing to the academic Registrar of the University, submitting at the same time the proposed title and an outline of the plan and general scope of the work.
- iii. The Senate shall appoint for each thesis at least two examiners one of whom shall be an examiner external to the university.
- iv. Every Thesis must be submitted in Triplicate and must be accompanied by a declaration on the part of the candidate satisfactory to the senate stating that the Thesis has not been submitted for a degree in any other University.
- v. A Thesis submitted for the degree must be satisfactory as regards form and literacy presentation and be worthy of publication, it must also include a full bibliography of the material, whether published or otherwise, and used in its preparations.
- vi. No thesis shall be accepted which does not make a distinct contribution to the knowledge or understanding of the subject and afford evidence of originality.

- vii. A candidate will be required by the Senate, to present him/herself for a viva voce examination.
- viii. Applications to re-submit a thesis which has been rejected will not be entertained, but the Senate may, on the advice of the examiners, invite a candidate to resubmit a thesis in a revised or extended form.

Format for Graduate Thesis or Dissertation.

The examiner's report shall be compiled using the following general format where applicable:

1.1 Background

This section must assess the historical, theoretical, conceptual and contextual background, objectives, rationale and clarity and precision of presentation also needs to be assessed. (Maximum 5 scores).

1.2 Problem statement

Does the candidate clearly state the nature of the problem and its magnitude or extent? How concise is it? Is there reference to the issues detected in the background that either needs practical or theoretical sense?

1.3 Research methods

Indicate whether the candidate has used an appropriate approach to investigate the subject and has not neglected other methods which could have yielded better results. Assess for adequacy and relevancy of data collected and appropriateness of tools and instruments including data analytical procedures/techniques. Assess the appropriateness of hypothesis, questions, and the relevant assumptions. (Maximum score 20).

1.4 Results

Evaluate for the adequacy of data analysis, effectiveness of results presentations, accuracy, transparency, contributions from the study (maximum score 15)

1.5 Discussions

Does the candidate discuss his/her findings and relates them to other researched work? Does the writer show honesty and transparency in discussing limitations (Maximum score 10)

1.6 Conclusions.

Does the conclusion emerge from candidates own work? Does the study stimulate further inquiry or scholarship? (Maximum score 5).

1.7 Recommendations

Does the recommendation emerge from candidate's own work? Does the study stimulate further inquiry or scholarship? (Maximum Score 5)

1.8 Originality of contribution

Please state clearly whether the thesis makes any original contribution to the existing fund of knowledge. For a PhD/doctoral degree, the contribution must be significant worthy of for example 3-5 papers if the subject is scientific. To qualify for a doctorate, there should be strong evidence that the subject is thoroughly understood with some original thinking (maximum score 15)

1.9 Literature Citation

Has the candidate made use of available and relevant literature? Does this adequately describe the background, and is he/she abreast of the current literature? Has candidate exercised due diligence in scholarly bibliographic write up? (Maximum score 10).

1.10 Overall presentation final write-up.

Indicate whether the candidate has presented the data in a logical flow and concise manner for example with cross references to other sections, and with specific objectives following through appropriate methods leading to the results and discussion of each objective thus ensuring that conclusions can be logically drawn from the information gathered. Is the abstract informative or not, does the presentation provide the flavour of scholarly and professional output (maximum score 10).

1.11 Corrections and revisions

Indicate exactly what corrections are necessary or whether the thesis need to be revised. Occasionally theses require extensive corrections or revision. If this is the case, please set out the corrections and paragraphs affected. Whether minor corrections are required. Please indicate them (in ink on the thesis or report)

1.12 Final Evaluation.

Please state frankly without ambiguity whether the Thesis;

- a. It is worthy of the degree award in the present form;
- b. Is worthy of the degree award after effecting minor corrections indicated in a session 1.11 to the satisfaction of the internal examiner.
- c. Must be revised according to your suggestions in section 1.11 and submitted for re-examination.
- d. Is not worthy of the award.

Thesis/dissertations grading

Thesis/dissertation shall be graded as follows;

- a. Excellent (80% and above);
- b. Very good (70%-79%)
- c. Good but with in a category of 1.12 b (60%-69%)
- d. Marginal fail but can be revised (category 1.12c (55-59%)
- e. Failure (less than 50%).

Resubmission and re-examination of Thesis/dissertations

- a. A master's candidate of category 1.13e will be permitted to resubmit Thesis/dissertations once
- b. A thesis/dissertation recommended for rewriting and re-examination by any of the examiners will be given a second chance. A resubmission that fails a second time will be rejected.
- c. A thesis/dissertation which requires corrections should not be categorized as a retake, but a thesis/dissertation submitted for re-examination shall be categorized as a retake.

Viva Voce (marked out of 100%)

- a. Only candidates whose two examiners' reports (1 internal and 1 external and has an average grading of good (60-100%) should be made to proceed for oral examination (viva voce)
- b. Only candidates whose External examiners' report of at least 60% and above should be made to proceed for oral examination (viva voce)
- c. An oral examination is compulsory for master and a public defence for PhD.
- d. A panel of examiners shall identify areas to be covered during the oral examination and type of questions to be discussed in his examination and shall be based on the knowledge of subject matter and or on the research which has been conducted.

Procedure of the VIVA VOCE examination

- a. All candidates registered for master's and doctoral degree must be subject to viva voce examination in order to assess the candidate in depth knowledge of his/her registered work.
- b. With the exception for masters the viva voce process is a public defence for PhD candidates whereby the university community, other than the viva-voce panel may ask questions
- c. The viva-voce panel will comprise of three (3) members

The following procedure is followed:

- i. Notice of viva voce examination shall be given by the Dean to all panel members including copies of the thesis of examination (two weeks in advance for them to read and make comments)
- ii. The Dean shall be the chairperson of the panel (unless stated otherwise and will be responsible for convening the viva.
- iii. The chair guides the process of the examination
- iv. The viva voce panel consists of 3 members including the convener, the opponent and the public shall form a quorum.
- v. The supervisor shall attend the viva voce but shall not contribute in anyway/assess the student's work.
- vi. A doctoral candidate shall be accorded adequate time to present his/her work followed by discussions. An exhaustive face to face intellectual disclosure and engagement between the opponent or discussant and candidate is followed by the general questions and discussions by the other members of the panel and the public.
- vii. This may run for about 3 hours of more for PhD and not more than 1 hour for masters.
- viii. Audio-visual facilities are availed to the candidates by departments (where necessary)
- ix. The assessment follows a laid down criterion where panellists evaluate the presentation, project/thesis/dissertation and the response to their question and give a percentage mark.
- x. Candidates are finally assessed on a 10-point system and a pass is equal to 5 points (50%).
- xi. The panel shall evaluate the candidate's presentation, the quality of the thesis/dissertation as well as the candidate's response to questions. The assessment then follows in private by the panellist, in accordance with a laid down procedure. The panel shall report back to the meeting to provide a verdict.
- xii. Except for resubmission cases, candidates are expected to make corrections within a period of one month, failure to comply without due explanations, the candidate will not graduate on time.
- xiii. In case of failure, a candidate may be advised the work or to discontinue from the degree programme.
- xiv. If a candidate is assessed and found to be at the borderline, the panel takes a decision and makes an appropriate recommendation.
- xv. In case of revision/corrections being required, one of the internal examiners should be satisfied to the completeness of the exercise.
- xvi. There will be a secretary for defense (viva-voce) meeting who will capture all points to be given to the candidate to correct his/her work.

- xvii. Assessment forms must be filled, and the recommendation of the panel members be given, the assessment forms must be signed by all panellist that attended viva voce session.
- xviii. Issues to be addressed by the candidate should be separated as:
 - Internal examiner
 - External examiner
 - Viva voce panel

And sent to the candidate at once to improve on his work

Award of marks: $\left(\frac{\text{Internal} + \text{External} + \text{Average of Panelists}}{3} \right)$

Submission of Examiners' Reports

Examiners reports shall be sent directly to the Dean of the School, not later than 3 weeks

Submission of Thesis/dissertation for examination

- i. A candidate is not allowed to formally start on research or project work unless he/she has passed the taught course units.
- ii. A candidate submits a research or project proposal to the School Dean before the end of the second semester and begins the research component during the second year of study after coursework.
- iii. Masters and PhD candidates must be ready to submit their reports, dissertations/Theses by the end of their second and 3rd year respectively.
- iv. A candidate intending to submit his/her thesis/dissertation/project report must give one month written notice of the submission for a masters degree or three months written notice for the doctoral degree to the Dean and must be endorsed by the supervisor and copied to the respective school.
- v. When the candidate's thesis/dissertation is ready for submission, he/she should submit 3 spiral bound copies with the authority of the supervisors direct to the supervisor and the school Dean.
- vi. A thesis/dissertation shall be submitted in triplicate after the due notice to the university Academic Registrar and if the degree is awarded each copy shall remain in the custody of the university.
- vii. A thesis/dissertation must be type written or printed on good quality paper. The type must be double spaced and on one side of the paper only.
- viii. Copies must be clear. There should be a two-inch margin on the left hand and a one-inch margin on the right side of the paper. Typing should begin about one inch from the

margin and there should be a one-inch margin at the bottom of the page. Pages should be numbered consecutively, and the number should appear just below the centre of the upper margin.

- ix. Special techniques in presentation may be necessary in scientific programmes. Students must consult their supervisors on this matter.
- x. The front bracket title page must be systematically arranged as follows:
 - Title of thesis/dissertation in capitals
 - full name of candidate
 - Then (A thesis/dissertation) submitted in a partial fulfilment of the requirements for the award (name of a degree) of UTAMU. This statement should appear in the middle of the page.
 - The year
 - The second page of the thesis/dissertation (and the 3rd if necessary), should contain a table of content with page numbers.
 - The summary of the contents of the Thesis not exceeding 1000 words should follow beginning on a new page.
 - Tables, texts, figures, diagrams and plates would be numbered in separate sequences and should be cited by the number in the text. Each table, text, figure, diagram and plate, should have a full caption.
 - Text figures and diagrams should in general be reproduced by photographic or similar means.
 - There should be a one-inch margin around all text figures, diagrams, and plates.
 - Literature must be cited by author and date or by a number in the text, and a list of references must appear at the end of the thesis. Departments may vary in the way they should like literature cited and students should consult their supervisors.
 - Each copy of thesis/dissertation is to be bound in black. Advice might be sought from the university library on this matter. The spine of the Thesis/dissertation should be embossed in Gold with the student name and the initials of the candidate, the degree for which the Thesis/dissertation is being submitted and the year and the writing should read from the bottom to the top of the spine.
- xi. Students should consult their supervisors if they require any advice on any matter concerning the form of a thesis/dissertation not covered by these regulations.
- xii. Every thesis/dissertation submitted for a higher degree must be accompanied by a declaration to a satisfaction of the University Senate stating that it has not been submitted for a degree in any university.
- xiii. The School can produce the SOP for submission of dissertations/thesis to add in the procedure laid down here

Award of Degree

A letter of award of degrees is processed by the graduate school only when a candidate has made corrections on the report/thesis/dissertation as recommended by the viva voce panel and a letter from the examiner who was entrusted by the viva voce panel oversee the corrections. The report/thesis/dissertation that is acceptable, is bound with a hard-black cover and must be presented to the Graduate school. The examiner writes to the Dean, graduate school indicating that she/he is satisfied with the corrections through the dean. The viva voce examination report made available to the school of postgraduate school before the award letter is prepared.

Only those candidates who have received or have their award letters in preparation are eligible for inclusion in the book of graduating students and to attend the graduation ceremony

3.0 GENERAL ACADEMIC/EXAMINATIONS REGULATIONS.

University examinations are conducted by the Academic Registrar during specified periods. These rules set out the procedures for such examinations and include procedural obligations of students sitting such an examination and staff who are involved in the management of the process.

3.1 Coursework Assessments

- i. That coursework assessments must be planned, and students have to be informed formally about them at the beginning of each semester. Such information shall be contained in the Almanac of each academic unit. The Registry unit shall send an e-mail to every student at the beginning of each semester and a week before exams informing them about the University's examination regulations and procedures.
- ii. The script/results for the last set of coursework assignments in a semester, shall be availed to the respective students and displayed two (2) weeks before the commencement of the end of Semester university examinations, at the latest.
- iii. The plan for the coursework assessments shall be indicated clearly i.e. the modes of the assessments; its durations as well as maximum marks to be awarded in the assessment.
- iv. The coursework (progressive/continuous assessment) shall not contribute less than 30% or more than 40% of the total marks in each course for undergraduate and postgraduate respectively.

- v. The coursework (progressive/continuous assessment) component shall consist of at least one (1) test and one (1) homework or two tests per course. There (3) tests/homework shall be given and the best two (2) shall be considered.
- vi. The tools for coursework assessments shall comprise the following: -
- vii. Oral examination where applicable only).
- viii. Long answer essay -type Tests done within the lecturer room/hall for a duration of forty (40) to fifty (50) minutes.
- ix. Take-away essay-type questions which would involve the use of library facilities and some investigations work and completed within periods ranging from three (3) to fourteen (14) days.
- x. Project work involving field laboratory work/practicals should be conducted for not less than two (2) months.
- xi. All the assignments duly marked shall be returned to students in reasonable time not later than two weeks before the commencement of the university examinations.
- xii. Heads of departments shall monitor the level of compliance with the requirements of coursework assessments for the various academic programmes
- xiii. Every student shall be required to sign a register as she/he hands in coursework/assignment to the respective lecturer/professor to keep a record of all those who have done and handed in coursework.
- xiv. A student who fails to meet the deadline set for handing in the assignment without justifiable cause shall receive a score of zero or fail grade in that assignment.
- xv. A student who doesn't not have coursework marks shall be denied the certificate of due performance and will not be allowed to sit for the university examinations.

3.2 End of Semester Assessments/Final examinations.

- i. The end of semester assessments should be preceded with proper study of both the syllabus and the associated study objectives.
- ii. That syllabus contents and learning objectives should be synchronised to ensure that the examination questions set in a course were balanced.
- iii. Examiners are required to preserve the secrecy of examination papers at all stages until the paper has been done by the candidates. The content must not be disclosed to any person other than those colleagues or officials of the University specially appointed to deal with papers.
- iv. That in order to ease the setting of both progressive and end of semester assessment, each internal examiner should develop an assessment questions bank.

- v. A combination of measurement tools shall be used when setting examination questions for a particular course. For example, the examination questions for a course may be set compromising of the following elements:
- vi. Twenty multiple -choice items (equivalent to one essay question) to measure knowledge drawn from all the areas of the syllabus.
- vii. Five compulsory short answers questions (equivalent to one essay question) to measure understanding.
- viii. For essay type-type question (of which at least two have to be answered) to ensure analytical and higher-order intellectual abilities and problem-solving approach.
- ix. That the time allocated to a particular examination shall be proportional to the weight of the course.
- x. That timetabling for examination shall be centralized in an Academic Registrar's office.

3.3 Timetables for the University

Timetables for the university examination are posted on student's noticeboards both physical and online platform. Misreading or misinterpretation of the timetable will not be accepted as an excuse or justifiable cause for failing to attend an examination. Students are advised to copy and keep a hard copy of the timetable to avoid such errors.

3.4 Examination Setting and Processing

- i. All University examinations questions shall be set by members of academic staff who taught the course unit (s) or such other persons appointed by the relevant Dean of School/Departmental Head. The choice of questions that will be included in the final examination paper shall be done (may consult the course owner) by the committee that shall moderate the exams.
- ii. Each Dean of School shall appoint an examination moderation committee (s) chaired by the Dean, with the School Registrar as the secretary.
- iii. The Academic Registrar shall oversee all examinations processing activities including typesetting, printing/photocopying, packing and sealing.
- iv. Where there is adequate evidence that an examination leaked, before, during or after the examination is done; the examinations committee shall make a decision that may include nullifying the examination and requiring that the candidates re-sit the examinations.
- v. Disclosing or deliberately leaking examinations by any person is a breach of professional ethics, undermines the integrity and reputation of the University examination and the culprits shall face disciplinary action as per the established University regulations.

3.5 Conduct and Invigilation of Examinations

A. Physical Examinations

- i. Each Dean and head of department shall ensure that invigilation and supervision of any examination is effectively and professionally done.
- ii. Overall supervision and invigilation of examinations of the University shall be done by the Examinations Coordinator on behalf of the Academic Registrar.
- iii. Each Dean of School shall appoint a member(s) of academic staff to invigilate a particular examination at the time of announcing the examination timetable, including the course unit lecturer.
- iv. Lecturers of respective course units shall automatically be appointed as heads of the invigilation teams for their examinations.
- v. The examinations coordinator shall determine the appropriate number of invigilators per examination room. The general guideline is that there shall be an invigilator in each examination room with up to thirty (30) candidates and at least two invigilators in a room with over 40 candidates.
- vi. Every candidate shall sign an attendance sheet as she/he hands in her/her test/examination script sat for.
- vii. Invigilators shall ensure the examination scripts for all candidates who have sat for examinations in the room(s) where they have been invigilating are collected after each candidate has signed to hand in his/her examination script.
- viii. Each examination paper shall be under the specific direction of senior members of the academic staff nominated by the Head of Department/Dean
- ix. Invigilators shall obtain from their departments lists showing the names of candidates taking the papers to be invigilated.
- x. Invigilators shall be present in the examination room at least 30 minutes before the commencement of examination after collecting examination papers from the examination officers.
- xi. Invigilators must ensure that one answer book is provided for each candidate unless the rubric on the question papers require otherwise.
- xii. This answer book should be filled before any additional paper is provided.
- xiii. Invigilators shall admit candidates to the examination room ten minutes before the commencement of the examination and they shall ensure that they take places assigned to them.
- xiv. Handbags, books, and other similar articles must be deposited with the invigilator before the candidate take up his/her place except where books are permitted.

- xv. During these 10m minutes the senior invigilator shall:
- Make an announcement to the effect that candidates should satisfy themselves that they are in the possession of the correct paper.
 - Call for attention for any rubric at the head of the paper which require attention.
 - Announce that where there is practicable, both sides of the paper must be used.
 - The invigilator shall then tell candidates when they may begin writing the examination.
- xvi. In the case of a candidate whose name is not included in the list but who presents himself for the examination the invigilator should:
- Ask the candidate to state the precise title of the question paper she/he is to take.
 - Ask Candidate if he/she has ensured that he/she would not be in another examination room. If the candidate is right, he/she should be admitted to a spare place and allowed to begin the paper.
 - Shall report the name of the candidate and particulars to the examination officer/coordinator through the invigilators report form.
- xvii. Invigilators shall not admit candidates to the examination room after half an hour from the commencement of the examination and should not permit them to leave the room until 30 minutes have expired. Late candidates shall not be allowed extra time.
- xviii. Normally no candidate shall be admitted after the expiry of half an hour from the beginning of examination period. A candidate may nevertheless be admitted at any time on the following conditions:
- The invigilator shall make it clear to the candidates that the university reserves the right to refuse acceptance of the script.
 - The invigilator shall make a full report in writing to the registrar stating: The time of admission; whether any candidate had previously left the room
 - Any special reason given by the candidate for the lateness.
- xix. Invigilators shall on no account give information to candidate who asks questions about the contents of the question paper or doubts its accuracy. Any question of this nature should be referred immediately to the examiner in the subject to clarify the point to all candidates.
- xx. At the commencement of the examination invigilators shall check the names of the candidates against the copy of the list to ascertain who is present and absent and to confirm that every candidate is where he/she should be so that no candidate attempts the wrong paper.
- xxi. At the end of the first half-hour the word ABSENT shall be written on the list.
- xxii. The appropriate names and the total numbers present and absent shall be entered in the space at the foot of the list.

- xxiii. Invigilators then shall collect the blank answer books from all the vacant places. Spare question papers should be returned to the examination officer.
- xxiv. During the examination the invigilator shall ensure that candidates are provided with any additional requirements (e. g supplementary sheets, log tables etc). Candidates may be left to do rough work on the left-hand pages of the scripts on the understanding that this is crossed out t the end of the examination.
- xxv. No candidate shall be permitted to leave his place during the examination except to leave the examination room.
- xxvi. A candidate who contravenes the regulation and instructions governing the examination, especially by the unfair practices such as copying from or communicating with other candidates shall be reported immediately to the Dean's office for further action by the Schools examinations committee which should be immediately after the examination session to take the appropriate action
- xxvii. The candidate shall be informed that she/he has contravened the regulations and that he/she has been reported but shall not be prevented from continuing his paper. A written report must be sent to the academic registrar including full details of the contravention.
- xxviii. Invigilators shall not permit candidates to leave their places before the scripts are collected. Candidates who wish to leave the examination room before the end of examination shall hand in their scripts to the invigilator before leaving the examination room no candidate shall leave the examination room during the last 10 minutes allocated for the examination except in the case of emergency.
- xxix. At the end of the examination period, invigilators shall instruct the candidates to stop writing and shall then collect the scripts in the order of the list.
- xxx. When all scripts have been collected the candidates may leave the examination room.
- xxxi. Wherever separate answer books have been used for different parts if the paper, they must be collected in seperate piles and candidates should be warned at the outset not to tie separate sections together.
- xxxii. Invigilators shall hand in scripts (arranged in the order of the lists) to the chief internal examiner who shall sign for them on the invigilators form. Invigilators shall be responsible in all cases of loss, damage etc. for their scripts until they are checked and accepted as correct by the internal examiner.
- xxxiii. Invigilator must ensure that no answer books have remained uncollected and no spare question paper or spoiled answer book is left on the desk.
- xxxiv. The attention of the invigilators is drawn to the fact that smoking is not allowed in the examination room and that this applies to the invigilators as well as candidates.

- xxxv. Internal examiners or the nominees are required to attend in the examination rooms at the commencement of each period to assist the invigilators. Instructions which the examiners (or their deputies) may wish to be given should be announced by the invigilators.
- xxxvi. Cases of illness should be reported to the Dean/academic registrar as soon as possible.
- xxxvii. Invigilators shall have the power to confiscate any unauthorised book, manuscript, or any other aid brought into the examination room and to expel from the examination room any candidate who creates disturbance.
- xxxviii. Upon completion of each examination, invigilators shall write an examination invigilation report and submit it to the examinations coordinator who shall compile an examination invigilation report to the Academic Registrar.

B. Online Examinations

1. Rationale and Principle

The University will ensure that all parties involved have an online examination experience that is transparent, fair, trustworthy, secure, convenient, and up to high standards.

2. Scope

This applies to all online exams administered by the Uganda Technology and Management University

3. Definitions

- Online Exam is a web-based testing system where the exam/test is conducted online to measure the knowledge and skill levels of the exam takers. Online exams include oral examinations such as defense and viva voce, written examinations such as long or short essay questions, and objective response examinations such as multiple choice and true or false questions.
- Candidates are the exam/test takers. Online examination candidates are exam/test takers who carry out their tests via a World Web connection.

4. Policy

4.1 Rules and Code of Conduct

- a) Standard examination regulations and codes of conduct will apply to the online examination rules and code of conduct unless explicitly stated otherwise in this policy document.
- b) Online exams can be administered synchronously or asynchronously. Synchronous exams are session-based exams in which candidates must be present in a specific virtual space and may not leave unless for a break or exam submission. Asynchronous exams are take-home exams in which candidates are not required to be present in a specific virtual space while taking the exam.
- c) Candidates who encounter technical difficulties or other irregularities during the examination session will be handled on a case-by-case basis.
- d) Candidates who have a complaint about any aspect of their online exam experience may address it with the Head of the Department of Examinations coordinator.

4.2 Eligibility for online examinations

Eligibility for online examination is limited to the following candidates:

- a. International students accepted into the distance learning program
- b. Non-Intenational students who have evidence of being outside Uganda during the examination.
- c. Any other special case(s) approved by the Academic Registrar on the recommendation of the Dean(s) of the school(s) on case by case basis.

Note that

Students who have health or safety concerns that may prevent them from physically sitting for an examination are not eligible for online to sit for online examinations. They shall do the missed examination when next offered.

4.3 Preparation for online examination

- a) Online Exams shall be administered through the university e-learning system (<http://elearning.utamu.ac.ug>). Exams shall be uploaded into the university e-learning system, 2 days before the scheduled examination date.
- b) A video Conferencing session, using Zoom or otherwise, shall be set up to monitor the examination process.
- c) Exam instructions are to be emailed to candidates before the day on which the examination will take place, this is to enable students to prepare the laptops/computers for online examination or to know the location/links of the virtual rooms.

- d) Candidates are fully responsible for the technical equipment and set-up they need for an online exam. This includes a good internet connection, a fast computer, all the necessary programs, enough battery life, a video camera, etc. Technical issues related to a basic functioning hardware/software setup are not the responsibility of UTAMU.
- e) Candidates shall be required to install and activate a safe exam browser on their computer/laptops and any other software/tools need to complete the exam (for example, Microsoft Office, adobe, etc.)

4.4 Online examination timetable

- Candidates shall be fully responsible for correctly interpreting and noting the timetable of their online exams. They are expected to check their timetables regularly to note if there has been any changes in the timetable.
- Online exam timetables shall be set so that no candidate would have two online exams scheduled clashing.

4.5 Admission to the online exam

- a. The virtual room, (e.g., zoom/big blue meeting) where the online exam is taking place shall be open 30 minutes before the examination starts.
- b. Students shall be available online fully logged into the virtual room and the e-learning platform at least 15 mins before the start of the examination.
- c. Candidates shall be required to start up their proctoring program before the examination starts. A proctoring program needs to be the same for all candidates taking an exam at a time. A proctoring program implemented by UTAMU needs to have the following features at least:
 - Identity authentication
 - Secure exam browser
 - Session recording
- d. Where necessary, candidates will be required to be always ready during the exam for invigilators to ask them for a 360 environmental scan.
- e. Unless instructed otherwise, candidates' microphones will be required to be always turned on during the exam.
- f. Candidates are required to present their university (picture) identification card to verify their identity before starting the exam.

4.6 During the online examination

- a. Candidates shall be required to always have their faces in full view of the camera during the online exam.
- b. Candidates shall be required to keep the microphones open during the online exam
- c. Communication of candidates with anyone other than the invigilator presenting online, or the module instructor present online is strictly prohibited during the online examination.
- d. The examination session shall be recorded for invigilation purposes. The video will be used to monitor, review, and inspect the examination session and as an evidentiary record for potential disputes between candidates and invigilators.
- e. Candidates shall not always leave their desk space during the examination session unless:
 - for a break period, as instructed.
 - they wish to submit their exam.
- f. Depending on the type and nature of the examination, candidates shall be required to complete their answers using a program like Microsoft Office and upload the files or answer directly on the e-learning system where the examination is taking place.

4.7 Submission of the online examination

- a. Depending on the exam itself, submission may be:
 - i. Multiple submissions at any time – for example uploading completed word or excel files.
 - ii. Once at the end of the exam – for example a set button with a ‘Finish Exam’ prompt.
 - iii. Multiple submissions at the end of the exam.
- a. Once the online examination set time is up, the system shall lock and automatically submit all that the candidate has completed.
- b. Examinations shall be submitted unto the E-learning platform, examinations submitted to any staff emails shall not be considered at all.

Electronic Calculators

- i. The use of authorized, silent, cordless nonprogrammable calculators is allowed in exams only if the question paper permits it. Such calculators may contain simple memory functions for the use in the course of calculation.
- ii. Candidates shall seek for the approval for the use of their calculator prior to the examinations by the invigilator who will identify the approved calculators

- iii. It is the responsibility of the candidate to bring the calculator to the exam room and to ensure that it is working well. In all cases, calculators must be silent.
- iv. The use of any other calculator or electronic device capable of carrying out the retrieval of stored numerical or textual information is strictly forbidden.
- v. This restriction does not apply to “open book” exams. Failure to comply with these regulations may result in confiscation of your non-approved calculator or in the extreme cases, facing the examination irregularities committee.

Accommodation of the religious Creed

- i. Uganda Technology and Management University is a secular institution. It is the official policy of the university that all days in a week are considered working days. Staff and students are expected to conduct or attend lectures and examinations at the scheduled day and time.
- ii. Requests to accommodate a students’ religious creed by scheduling tests and examination at alternative times may not be entertained.
- iii. Students who miss examinations or tests based on the religious Creed should inform their respective deans as soon as the timetable is published preferably two weeks before examination so as to avoid being categorized as absent without justifiable cause.

Alternative arrangements-Students with a disability

- i. Disabled students may require an alternative examination arrangement which accommodate their disability, which may include the provision of a scribe, reader, separate supervision, extended time, medication access, or the use of assisted technology.
- ii. Students who require alternative exam arrangements need to register with their Dean’s office who will assess their needs and liaise with the Academic Registrar’s office. Considerable preparation is required for the provision of this accommodation, so the assessment of the alternative exam arrangements needs to take place at the beginning of each session.
- iii. The invigilators have the discretion to grant disabled students more time, but the time granted should not exceed 30 minutes from the end of examination period.

3.5 Academic Misconduct.

UTAMU regards the academic misconduct as a very serious matter. Misconduct in examinations include but not limited to the following:

- a. Cheating:** is defined as any illegitimate behaviour designed to deceive those setting, administering, and marking the assessment. Cheating in the university assessment is a very serious academic offence which may lead ultimately to expulsion from the university.

Cheating can take one of a number of forms, including:

- i. Taking into an examination venue, or processing whilst in the room, any books, notes or other materials which has not been authorized.
- ii. Writing notes on yourself or having notes on your person.
- iii. Having notes written on your identity documents or authorized examination material eg. Logarithm table.
- iv. Accessing information stored or written in an electronic equipment.
- v. Obtaining the examination paper ahead of its authorized release
- vi. Copying from another student in an examination
- vii. Aiding or attempting to aid another candidate or obtaining or attempting to obtain from another candidate.
- viii. Passing yourself off as another;
- ix. Such repeated behaviour as may in the view of the invigilator prejudice the performance of other candidates.

b. Collusion: i.e. the representation of another's work or ideas as one's own without appropriate acknowledgment or referencing, where the owner of the work knows of the situation and both work towards the deceit of a before, during or after an examination or other assessment so as to either obtain or offer to others an unfair advantage in that examination or assessment.

c. plagiarism: the act of presenting another's work or ideas as one's own without appropriate acknowledgement or referencing. There are three main types of plagiarism which could occur within all modes of assessment including examinations:

- i. Direct copying of text from a book, article fellow student's essay, handout, thesis, web page or other source without proper acknowledgement.
- ii. Claiming individual ideas derived from a book, article etc. as one's own and incorporating them as one's work without acknowledging the source of these ideas.
- iii. Overly depending on the work of one or more others without proper acknowledgement of the source, by constructing an essay, project etc. by extracting large sections of the text

from another source, and merely linking these two together with a few of one's sentences. Schools may extend these definitions for specific subject areas and provide students with examples as appropriate. The correct referencing system for making quotations explicit and acknowledging sources shall be available through personal tutors or supervisors, specific tutorial sessions and handbooks.

- iv. Contravention of the above regulations will be treated under the procedures for handling cases of suspected cheating in the university assessment which can be found on the university examination and irregularities rules.
- v. For online examination or presentations, a student is considered to have plagiarized if the plagiarism detecting software rates the work at 40% and above.

3.6 Illness during the examinations

- i. If one feels ill during an examination, he/she should inform an invigilator immediately.
- ii. Identification during examination: Students must produce their student identification card or examination permit. Where the identification provided is not clear additional forms of identity verification may be requested.
- iii. A student wearing clothes that obscures their face may be asked to remove the clothing for identification purposes in private and before the examination supervisor of the same gender.
- iv. A student who fails to comply with a request above, may be refused admission to the examination room.

3.7 Marking Scheme/Guide

- i. Each question paper set shall be accompanied by a clear marking guide and submitted together at the same.
- ii. All the examination papers shall be moderated by departmental examination committee and external examiners.

3.8 Marking of the examination.

a. Internal Examiners

- i. Every examination for a degree or diploma of the university whether taken at one time or in sections, shall be conducted by internal examiners, one or where possible two in each course/subject and external examiners, one or more in each course/subject. The Head of department/Dean shall be the chief internal examiner. The marking must be within two weeks of the students sitting the examinations and they must be marked from a designated University marking centre.

- ii. Only persons at the level of Lecturer should be the internal examiners
- iii. Promising postgraduate students may serve as Tutorial Assistants and Assistant internal examiners under the proper supervision of the respective course Lecturer/Professors, for some remuneration.
- iv. Where the staff in an academic is sufficient to form a team of examiners, Promising postgraduate students be utilized for the undergraduate examinations.
- v. Computer-based marking of examination questions shall be one of the methods of marking scripts where appropriate.
- vi. Examination marking centres shall be created to ensure that marking is completed on schedule and that scripts are not lost or misplaced.
- vii. A lecturer/professor who delays to complete marking, compiling and/or submitting the marks of the candidates for whom she/he received scripts for marking shall have his/her case reported/referred to appointments board for appropriate disciplinary action to be taken.
- viii. Any anomaly/irregularity or any matter raising a reasonable suspicion noted in the course of marking shall be reported in writing to the examinations' coordinator without undue delay.
- ix. After marking the University examination(s) the internal examiner shall prepare a summary report on candidates' performance, fill in an examination mark sheet, indicate changes made on the marking scheme and submit them together with the marked scripts to the examinations coordinator, who shall forward the same to the Academic Registrar after compiling all examination results from all internal examiners.
- x. Where there is a loss or destruction of an examination script or script(s), the University shall call the affected candidate(s) who shall be required to re-sit the examination either on a special arrangement or at the next sitting of an examination in the same subject.
- xi. It is a serious case of negligence and misconduct for any person to carelessly destroy, damage, lose or misplace examination script(s) during the examination handling process. Any person who commits such negligence or misconduct shall be subjected to disciplinary proceedings and punished in accordance with the relevant University rules

b. External Marking

- i. At the end of each academic year, examination scripts shall be externally moderated.
- ii. An external examiner shall be a competent academician in the respective discipline appointed by the Dean of School.
- iii. Where the mark difference between the internal and external examiner exceeds 20% in a given question or 25% in total marks the external examiner shall highlight, in a written

report, reasons for the variation. Senate will take appropriate action depending on issues raised by the external examiner.

3.9 Roles of the Heads of Departments:

The Heads of departments are responsible for (as per the date set in the assessment calendar):

- i. Completion of marking and internal moderation
- ii. Providing the Departmental/School Registrar/administrator with marks for each element of assessment for each candidate registered for the unit by the date specified.

3.10 Roles of the Dean:

The Dean is responsible for:

- i. Creating examination strong room and marking centres which offer examination security.
- ii. To ensure all unit's marks are entered in the SMIS by the respective Lecturers/professors for the courses they taught by the set deadline.
- iii. Making all the practical arrangements for meetings including external examiners related arrangements and facilitation where applicable.
- iv. Notifying any other relevant offices of changes in the provisional marks made at the subject area board.
- v. Supervising all the examination processes in the school and ensuring that examination results are submitted to the Academic Registrar immediately after the school boards after the end of a particular examination period and by the deadline as may be set by the office of the academic registrar.

The Office of the Academic Registrar should provide:

Coordination and monitoring of all examination process to ensure the achievement of the evaluation programme and declaration of results and their safe custody and report to senate accordingly.

The issuing of the academic transcripts and certificates

Serving as a secretariat to the Senate.

3.11 Compilation of marks and analysis

- i. All internal examiners have to ensure that all candidates whose examination numbers indicated that they had sat for a particular examinations, had their scripts marked and that the examination numbers of the absentee candidates are properly recorded and also that the scaling of marks or standardizing them (where necessary) would have been done already.

- ii. The office of the Academic Registrar shall circulate all the lists of registered students for every course to all the relevant Deans and heads of departments.
- iii. The lecturer/professors shall be availed the records of registered students for the courses they teach to guide in compilation of marks.
- iv. The marking of the examination scripts shall be completed within two (2) weeks from the date of the last examination, once the marking exercise is completed, the compiling of each course be embarked on immediately.
- v. The compilation of all marks within a particular department/School shall be completed within the two weeks mentioned above. Members of support staff shall not be involved in compilation of marks.
- vi. All issues pertaining to incomplete/missing marks be investigated quickly and adequate explanations about such cases be given before the examination results would be submitted to relevant departments for analysis.
- vii. The marks which have been compiled by the departments shall be submitted to the offices of the respective Deans by certain agreed deadline for approval before they are entered in Students Management Information System (SMIS)
- viii. A lecturer/professor will be mandated to input students marks in SMIS for the course (s) he/she taught/graded and shall be held accountable for the data/marks omissions and commissions and the general integrity and accuracy of the record entered in SMIS.
- ix. A lecturer/professor shall generate and print a record of student marks entered in SMIS, sign and date it and submit such records to their respective Departmental/School Registrar's for custody
- x. The Marks entered in SMIS must match those on hard copy submitted to the School Registrar's
- xi. The Departmental/School Registrars shall not be held responsible for the data errors, omissions and commissions in the record submitted to them.
- xii. The Departmental/School Registrars shall then file these records in an appropriate manner as per the established filing system in the Office of the Academic Registrar.
- xiii. The relevant School boards shall consider students results, make decisions accordingly and recommend the results to Senate for approval.
- xiv. All examination results shall be presented and submitted in a format only approved by senate.

3.12 Publication of students' Examination Results

Departments/Schools shall display examination results soon after their respective boards as provisional as they await Senate for the approved final results. the Examination Results shall be arranged and published in a manner as prescribed by Senate

3.13 Approval of Examination Results.

- i. Examination results shall be approved per semester.
- ii. It is UTAMU Senate that has powers to approve all the University examination results from all the departments/schools. The schools are required to submit to Senate the examination results accompanied by the extract minutes of their Board meeting.
- iii. The examination results shall be submitted in both electronic and signed hardcopies in all departments/Schools and also to Senate.
- iv. Once the examination results are approved, Departments/schools display them as final results.
- v. Schools shall submit examination results to senate using the approved format.

3.14 The School Board

- i. There shall be for each School, a School Board comprising all course unit/academic department heads and chaired by the School Dean, with the School Registrar as secretary.
- ii. The School Board shall deliberate on the examination results and make appropriate recommendations to Senate.
- iii. The School Board shall pass and declare provisional examination results pending approval by Senate.
- iv. Once examination results are approved and passed by Senate, they shall be released to the students immediately by the Academic Registrar.
- v. Each School shall prepare the following documents to be discussed during the meetings of the School Board and Senate:
 - A memorandum of examination results of the candidates in the programmes within the department showing the number of candidates who passed per grade, declared to re-take, deregistered, discontinued, postponed studies and overall examination results;
 - A spreadsheet showing the raw marks of each candidate against each subject attempted during the semester and end of the semester examination;
 - External examiners' comments and recommendations on each examination paper where the examination results significantly differ (Refer to 5.13 – iii above);
- vi. Comments and suggestions by the School Board, School Deans, and the examinations coordinator on the examinations results; and
- vii. Any other document that might be relevant for the purpose of the meeting.

3.15 Graduation

Each School Board shall specify the quantity and composition of their Programme Load Requirements for the Award of the Degree/Diploma/Certificate. The composition shall include both Core and Elective Courses.

Earning of Credits in a Course

- i. Each student shall earn Credits for all the Courses specified in the Programme Load for Graduation.
- ii. A Credit shall be earned when a student has obtained at least the undergraduate Programmes Pass Mark in each Course he/she had been assessed in. In other words, NO Credit shall be earned in a Course in which a student has failed the Assessment.

Classification

For purposes of the classification of Degrees, Diplomas and Certificates (where applicable) the Cumulative Grade Point Average (CGPA) for the various Classes shall be as indicated below:

a. Bachelors & Postgraduate Diploma

Class	CGPA
First Class	4.40 - 5.00
Second Class – Upper Division	3.60 - 4.39
Second Class - Lower Division	2.80 - 3.59
Pass	2.0 - 2.79

b. Undergraduate 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

c. Classification of master's and Doctoral

Masters and PhD programmes are not classified. However, postgraduate diplomas and certificates (where applicable) are classified. The cumulative grade point average (CGPA) for the various classes shall be as indicated above.

The School, upon its satisfaction that the standard required under relevant regulations for the award of a Degree, Diploma, Certificate or other award, as the case may be, has been attained by a candidate in University examinations applicable to him/her, may recommend to the Senate through the relevant Board of School, that such Degree, Diploma, Certificate or other award be conferred upon or granted to such successful candidate.

3.16 Award and Calculation of the Cumulative Grade Point Average (CGPA)

An award shall be given to candidate who has passed all the core courses of the programme and attained the minimum graduation load. The class of the award will be determined by the cumulative grade point average of the grades attained by the candidate.

The Cumulative Grade Point Average at a given time shall be obtained by:

- (a) Multiplying the grade point obtained in each Course by the Credit Units assigned to the Course to arrive at the Weighted Score for the Course.
- (b) Adding together the Weighted Scores for all the Courses taken up to that time.
- (c) Dividing the Total Weighted Score by the total number of Credit Units taken up to that time.

The Cumulative Grade Point average shall be computed as;

$$\frac{\sum_{i=1}^n (GP_i \times CU_i)}{\sum_{i=1}^n CU_i}$$

Where GP_i is the Grade Point attained from course C_i and CU_i are the credit units of course C_i .

3.17 Examination Appeals

- i. Any student dissatisfied with results shall write, through the Dean of the respective school, to senate. A fee determined by the University Senate and approved by the University Council shall be charged for each examination appeal.
- ii. Candidates shall make the requests in writing and should clearly specify the grounds upon which the appeal is being made including, but not limited to the following: a) Miscomputation of marks, b) Bias on the part of the Lecturer, c) Marks generally out of step with one's overall performance.
- iii. All examinations appeals shall be channelled through the School Deans, discussed in the School Board and recommendations made to Senate for the final decision.
- iv. All continuous assessment complaints shall be handled at departmental and School level before commencement of the University examinations.
- v. Examination appeals shall be submitted to the appropriate University authorities within two weeks from the date of the official release of the results by or under the authority of Senate.
- vi. Appeals shall be lodged and registered using the appropriate forms (Complaint Form) in the register maintained by the Academic Registrar.
- vii. The school shall submit all marked examination scripts and marking guides whose candidates have appealed together with copies of filled appeal forms to the School Board which shall discuss and make recommendations to Senate.
- viii. The School Dean shall immediately inform the applicant, in writing of the School Board recommendations to be forthwith forwarded to the next Senate meeting for ratification.
- ix. If a candidate decides to withdraw his/her appeals before the Committee considers it; such withdrawal should be done in writing.
- x. Remarking of Dissertations will be handled separately in case there is an appeal by the candidate but in any case, an independent reviewer and a panel will be constituted by the School Dean/HOD to make recommendations for consideration by the Board.

3.18 Adulteration and Forgery of Results and Academic Documents

- i. Changing of marks and forgery of results and academic documents through any means and in any form by a student, a University official, lecturer or any other third party is a serious offense. Once discovered and confirmed, Management and Senate shall determine an appropriate punishment to the culprits including but not limited to:
 - Criminal Charges
 - Suspension of the student
 - Dismissal of the student

- Cancellation of Results and recall of Transcripts and Certificates already awarded
- One or more of the above
- Other administrative disciplinary actions as per other relevant University policies.

4.0 RULES ON EXAMINATION MALPRACTICES AND IRREGULARITIES

Rule 1: Malpractices in Relation to Coursework

It shall be an offence for a student/candidate to avail to another student/candidate his/her prepared coursework with a view to assisting the latter to do his/her coursework or to negligently expose his/her coursework to another candidate to use.

Penalty

Any student/candidate found guilty of the offence under Rule. 1 above shall be liable to:

- i) Caution and Cancellation of his/her coursework, or
- ii) Caution and Cancellation of his/her coursework and suspension from his/her studies for a period not exceeding one academic year.

Rule 2: Fraud in Relation to Coursework

It shall be an offence for a student/candidate to: (a) Submit coursework not prepared by him/her. (b) Substantially plagiarise the work of any other person. (c) Solicit/purchase any coursework from any other person. (d) Falsify/alter marks awarded on a coursework script.

Penalty

Any student/candidate found guilty of involvement in fraudulent conduct related to coursework as set out in Rule. 2 above shall be liable to:

- i) Caution and Cancellation of his/her coursework, or
- ii) Cancellation of his/her coursework and suspension from his/her studies for a period not exceeding one academic year, or
- iii) Cancellation of his/her coursework and dismissal from the University.

Rule 3: Malpractices in the Conduct of Examinations

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

- (a) Sit or attempt to sit the examination without valid documentation.
- (b) Enter the examination hall/room later than half an hour after the examination/test has commenced.
- (c) Leave the examination hall/room earlier than half an hour after the examination has commenced except in emergencies with the express permission of the Invigilator.
- (d) Carry out a conversation or any other communication with another student/candidate once the examination has commenced.
- (e) Indulge in any disruptive conduct including, but not limited to, shouting, assault of another student/candidate, using abusive and /or threatening language, destruction of university property or the property of another student/candidate.
- (f) Take out of the examination room/hall answer booklet(s), used or unused.
- (g) Neglect, omit or in any other way fail to follow lawful instructions or orders issued by the Invigilator.
- (h) Physically assault or insult an Invigilator or any University Official involved in the conduct of the examination.

Penalty

Any student/candidate found guilty of contravening Rule 3 above, shall be liable

to: (i) Caution and Cancellation of the relevant examination, or

ii) Cancellation of the relevant examination and suspension from the University for a period not exceeding two years, or

iii) Cancellation of the relevant examination and dismissal from the University.

iv) A student/candidate who contravenes Rule 3(e) shall be liable to a fine as well as any penalty specified above.

(v) A Government-sponsored student/candidate found guilty of contravening Rule 3. above, may have the Government sponsorship cancelled besides any other punishment taking into account the gravity of the offence except in cases where the student/candidate is dismissed from the University.

(vi) Any student/candidate found guilty of contravening Rule 3(h) above by physically assaulting an Invigilator or a University Official shall be dismissed from the University.

Rule 4: Cheating in an Examination

It shall be an offence for any student/candidate involved in an examination to:

- (a) Take into the examination room/hall, in person or by agent, unauthorized materials including, but not limited to, plain papers, condensed/summarized notes, books, and handkerchiefs on which information is written or information written on any part of the body, recording apparatus, mobile phones or any unauthorized electronic equipment.
- (b) Copy from any other candidate/student.
- (c) Involve oneself in plagiarism, that is:
 - (i) Pass off the words or ideas of someone else as his/her own without proper acknowledgement or crediting the original source.
 - (ii) Replicate one's own work which one has presented elsewhere for assessment.
- (d) Aid and/ or abet another candidate/student to copy from a script/ book of another person.
- (e) Exchange answers with another candidate/student in or outside the examination room.
- (f) Collaborate with another candidate/student in the examination room to use telephone discussions and share material including calculators and other electronic equipment.

Penalty

Any student/candidate found guilty of cheating in examinations as defined above shall be liable to:

- i) Caution and Cancellation of the relevant examination, or
- ii) Cancellation of the relevant examination and suspension from the University for a period not exceeding two years, or
- iii) Cancellation of the relevant examinations and dismissal from the University.
- (iv) A Government-sponsored student/candidate found guilty of contravening Rule 4 above, may have the Government sponsorship cancelled besides any other punishment except in cases where the student/candidate is dismissed from the University.
- (v) Any student/candidate found guilty of cheating in examinations on second conviction shall be dismissed from the University.

(vi) On conclusion of the malpractice case, the confiscated unauthorized material shall be destroyed within ninety (90) days from the date of the letter communicating the decision.

Plagiarism

(vii) Where several paragraphs or ideas have been plagiarized the student shall be warned and awarded a grade "D" for the submitted work.

(viii) On a second charge of the offence of plagiarism as defined in (a) above, the examination shall be cancelled and the student awarded a grade "F" for the submitted work.

(ix) On a third and subsequent time of the offence of plagiarism as defined in (a) above, the student shall be suspended for a year.

(x) Where the entire material has been lifted from another source verbatim or with only slight alterations the student shall be dismissed from the University.

Rule 5: Fraud in Examinations and Examination Results

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

Section (a) Import into the examination hall/room, in person or by an agent, a pre-prepared answer script/booklet;

Section (b) Substitute an answer script/booklet prepared outside the examination room/hall for the one already submitted to the Invigilator/Examiner;

Section (c) Falsify or altering marks awarded on an examination script/book; after course work; Viva voce/Public defense or after the School board meeting; testimonial, field work report or to procure someone to alter marks awarded on an examination script/book or course work or assessment record;

Section (d) Impersonate another student/candidate;

Section (e) Procure or induce another person to sit for him/her;

Section (f) Utter false documents in relation to eligibility to sit University examinations, including but not limited to; examination permit, financial statement, bank slip and registration card;

Section (g) Sit or attempt to sit an examination without authority;

Section (h) Deliver to the examiner's office or residence an examination script/booklet outside the scheduled time for delivery without due authority;

Section (i) fraudulently receive examination papers/questions which have been illegally procured or made available;

Section (j) Fraudulently access or attempt to access examination questions before the examination is due;

Section (k) Pay or induce another person to illegally procure or make available examination questions/papers.

Section (l) Pay or procure a member of staff or non-member of staff to alter examination results

Section (m) Student(s) writing false information on the answer booklet with
Intention to hide his/her identity.

Section (n) Student(s) smuggling/attempting to smuggle examination booklet out of the examination venue having signed the register and later claiming that his/her marks are missing.

Section (o) Student(s) unlawfully retrieving examination materials from University custody for purposes of falsifying results/marks.

Penalty for Rule No. 5

Any student/candidate found guilty of fraudulent conduct as defined above 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 dismissal from the University;
- (iv) If a member of staff is procured to alter examination results, he/she should be handed over to the Disciplinary Committee;
- (v) If the person procured is not a member of staff, he/she should be handed over to police.

Rule 6 Offences Relating to the Conduct of Irregularities Hearing

It shall be an offence for any student/candidate whether or not he /she has been accused of an irregularity to:

- a) Interfere with the conduct of investigations into the matter or the hearing of an irregularity by the Academic Programmes and Appeals Committee.
- (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.

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.

Penalty

Any student/candidate found guilty of interference with the conduct of an irregularity hearing as defined in Rule 6 above shall be liable to:

- i) Cancellation of the relevant examinations, or
- ii) Cancellation of the relevant examinations and suspension from the University for a period not exceeding one academic year, or
- iii) Cancellation of the relevant examinations and dismissal from the University.

Rule 6 A Possessions of Firearms during the examination period

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

- (a) Bring within the precincts of the examination room any firearm or potentially dangerous weapon.
- (b) Use a firearm or any potentially dangerous weapon with the purpose to intimidate, threaten or otherwise deter investigations into any examination irregularity.

Penalty

Any student found guilty of the offence defined in Rule 6A(a) shall be liable to:

- i) Caution and cancellation of the relevant examination, or
- ii) Cancellation of the relevant examination and suspension for a period not exceeding two years, or

iii) Cancellation of the relevant examination and dismissal from the University.

NOTE: The term “**potentially lethal weapon**” for purposes of Rule 6A includes, but is 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 fake guns.

Rule 6 B General rule for possession of firearms

It shall be an offence for any student to:

- a) Be in possession of firearms or other potentially lethal weapons on university property and the university student hostels.
- b) Use a firearm or any potentially lethal weapon on university property and the university student hostels. Appear on university property or the university student hostels wearing a law enforcement security uniform.

Penalty

- i. Caution, or
- ii. Suspension for a period not exceeding two academic years, or
- iii. Dismissal from the University without prejudice to any action that may be pursued in a court of law.

Rule 7 Mitigating and Aggravating Factors When Determining the Appropriate

Punishment

Where the Rule provides a range of punishments, the Committee may take into account the following mitigating and aggravating factors in determining the appropriate punishment.

(a) Mitigating Factors.

- Remorse on the part of the student/candidate.
- Truthfulness
- Lack of substantial benefit from the malpractice
- Student/candidate first offender
- Plea of guilty therefore not wasting the Committee’s time.

(b) Aggravating Factors.

- Substantial benefit from the malpractice.
- Lack of credibility.
- General misconduct.
- Frivolous and vexatious denials.
- Allegations of misconduct on the part of university staff which are subsequently proved to be false.
- Second conviction.

Rule 8: Procedure for Hearing of Malpractice Cases.

(i) Guidelines on Apprehension of a Suspect

1. When a student/candidate is suspected to be engaging in examination malpractices, he/she should be apprehended immediately. In the apprehension of a suspect, the following should be taken into account:
 - a. A suspect should be handled in the appropriate manner to ensure that the privacy and bodily integrity of a person is not violated. Body searches should be done in the presence of another person.
 - b. The materials should be taken away as soon as they are found and kept as exhibits.
 - c. Identity of the suspect and possible witnesses should be recorded immediately.
 - d. A suspect should be allowed to proceed with the examination since he/she is presumed to be innocent until proved guilty.

(ii) Rules of Natural Justice

2. In the handling of examination irregularities and malpractices, the school Committee shall take into account the following principles of natural justice:
 - (a) Fair and equal treatment of all students/candidates,
 - (b) The opportunity to enter a plea of guilty or not guilty,
 - (c) Fair hearing accorded to all students/candidates,
 - (d) Right of students/candidates to appear and to defend themselves, e. Staff not to sit in judgment of their own case, and Consistency in punishments.

(iii) Pre- Hearing

3. The Member of Staff who alleges that a student/candidate was involved in a malpractice shall make a formal written report to the Chairperson of the School Committee. Any materials allegedly found on the student/candidate should be given to the Chairperson for safe custody.
4. The Chairperson of the Committee shall inform the student/candidate in writing of the allegation. A copy of the Rules shall be availed to the student/candidate with the letter of the Chairperson
5. The student/candidate shall be allowed to make a formal defence to the allegations in writing addressed to the Chairperson of the Committee.
6. The student/candidate shall then be invited in writing or by whatever expedient method to appear before the Committee to defend himself/herself.
7. The student/candidate shall be given adequate notice of the date of appearing before the School Committee to enable him/her time to prepare his/her defence.
8. (a) A student/candidate who fails or refuses or omits to appear after being summoned three times shall be suspended indefinitely from the University his/her appearance before the Committee.
(b) The suspension shall remain in place until the Chairperson of the Committee notifies the Academic Registrar that the student/candidate has appeared and the allegations.
(c) A student/candidate alleged to have been involved in examination malpractice shall be registered until such a time that the case has been disposed of.

(iv) Hearing

9. The School Examinations Committee shall appoint the Appeals and Examinations Irregularities Committee. The Academic Programmes and Appeals Committee shall be constituted by the Chairperson and 5 members. The membership of the Committee shall be drawn from the Deans and Chairs of Departments in each School. Quorum of the Committee shall be 3 members present.

(Note: (a) The membership and quorum should be determined in such a way as to ensure that members do not sit in judgement of their own cases.

(b) The school board should determine the membership of the School irregularities Committee.

- 10 The student/candidate shall appear in person before the Committee and identify himself/herself as the subject of the proceedings. The Member of Staff /Invigilator concerned should also be present.
11. The Committee shall formally charge the student/candidate. The student/candidate shall be informed by the prosecutor of the allegations against him/her and the Rule in the Rules on Examination Malpractices and Irregularities he/she is alleged to have breached. In addition, he/she shall be informed of the possible punishments.
12. The student/candidate shall formally respond to such allegations.
13. When the student/candidate responds in the affirmative, a plea of guilty shall be recorded by the prosecutor.
 - (a) On a plea of guilty, the Member of Staff/Invigilator reporting the malpractice shall present the facts constituting the malpractice to the Committee in the presence of the student/candidate.
 - (b) Where the student/candidate is alleged to have been found with unauthorised 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 student/candidate whether they are the materials he/she is alleged to have found in the possession of the student/candidate.
 - (c) The student/candidate shall be given an opportunity to respond to allegations of fact.

He/she may disagree with them and he/she has a right to cross-examine the person making the report.
 - (d) Where the student/candidate responds to the allegations of facts and the Committee is of the considered opinion that in substance he/she is pleading not guilty, it shall direct that a plea of not guilty be substituted for the plea of guilty.

NB: Where the student/candidate admits the offence with an explanation or makes a plea that is vague the Committee should record a plea of not guilty.
 - (e) The student/candidate shall be allowed to plead mitigating factors, which the Committee should take into account in prescribing punishment.
 - (f) The Committee shall then deliberate in the absence of the student/candidate and the Member of Staff/Invigilator making the report.

- (g) A decision shall be made with regard to the punishment and reasons should be assigned for such a decision.
 - (h) The report shall be forwarded to the School Examinations Committee for information for any other decisions apart from dismissal. Where, on the face of the record, the School Examinations Committee realises that the School/Institute Committee erred in its decisions, the School Examinations Committee has a right to review the decision.
14. On a plea of not guilty by the student/candidate, the Member of Staff/Invigilator making the report shall present the facts to the Committee with the guidance of the prosecutor in the presence of the student/candidate who has a right of cross-examination.
- (a) The Member of Staff/Invigilator reporting the malpractice shall present the facts constituting the malpractice to the Committee in the presence of the student/candidate.
 - (b) Where the student/candidate is alleged to have been found with unauthorised 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 student/candidate whether they are the materials he/she is alleged to have found in the possession of the student/candidate.
 - (c) The student/candidate shall be given an opportunity to respond to allegations of fact.

He/she may disagree with them and he/she has a right to cross-examine the person making the report.
15. The prosecutor may call witnesses whose presence he/she considers important for the just and fair disposal of the case.
16. The student/candidate shall present his/her defence to the Committee in the presence of the Member of Staff who made the report who also has a right of cross-examination.
17. The student/candidate may call witnesses to substantiate his/her defence.
- v) Nature of Evidence General**
18. (a) The Committee may admit oral and material evidence, which may be direct or circumstantial.

(**Note:** direct evidence is the account of the eyewitnesses or the original documents while circumstantial evidence is that which is inferred from the circumstances of the case e.g. the student/candidate running away when approached by an Invigilator.)

- (b) The Committee may not admit hearsay evidence unless there is independent evidence that lends it credence.

(**Note:** hearsay evidence is indirect in the sense that it is given by a person who was not an eye witness e.g. where a witness reports what was told to her/him by another person or photocopies of documents produced where the original is not produced with no adequate explanation as to why. Such evidence should only be accepted where there is other direct evidence which supports the hearsay.)

19. After the close of the evidence and before a decision is made, the student/candidate shall be given an opportunity to present to the Committee mitigating factors.

vi) Post-Hearing

20. The School Committee shall deliberate on the matter preferably on the same day as the hearing.
21. The School Committee shall make findings of fact with respect to the evidence and make a decision based on those facts. The School Committee must assign reasons for each decision.
22. The proceedings, School Committee deliberations and the decision/ recommendation should be recorded, and a signed record should be forwarded to the School Examinations Committee for information for decisions other than dismissal.
23. The student/candidate shall be officially informed of such decision and availed a copy of the decision as well as the record of the proceedings.
24. The student/candidate shall be informed of his/her right of appeal and the procedure to be followed.
25. Where the School Committee recommends dismissal of a student/candidate, the decision must be confirmed by the School Academic Board and then the student/candidate shall be officially informed of the final decision.
26. A student/candidate who has been recommended for suspension/discontinuation/dismissal **ceases** to be a bona fide student and shall not be accorded any services. He/she shall not be a **provisional student**; however, he/she has

recourse to appeal to the School Academic Programmes and Appeals Committee provided he/she lodges his/her appeal after leaving the School/Institute on receipt of the communication.

vii) Appeal Procedures

27. A student/candidate who is dissatisfied with the decision of a School Committee may appeal to the Academic Programmes and Appeals Committee within 30 days from the date of the letter communicating the decision. An Appeal shall only be accepted when the concerned student is no longer at the School/Institute.
28. The appeal shall be in writing addressed to the School Dean stating clearly the grounds of appeal. The School Dean shall acknowledge in writing to the student/candidate receipt of the appeal.
29. A student/candidate who pleaded guilty to an offence before the School/Institute Committee shall have a right of appeal only with respect to the penalty.
30. The Academic Programmes and Appeals Committee shall hear the appeal expeditiously. The student/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 Academic Programmes and Appeals Committee and be heard.
31. The School Registrar shall officially notify the School/Institute Committee that made the decision in the first instance of the date of hearing of the appeal. The School/Institute Committee shall have a right of representation.
32. At the hearing of the appeal, the student/candidate shall have an opportunity to be heard and the School/Institute Committee shall have a right to respond to the student/candidate's presentation
33. The Academic Programmes and Appeals Committee shall have power on cause being shown to allow the student/candidate present additional evidence before it.
34. Where additional witnesses are called, they will be subject to cross-examination by the representative of the School/Institute Committee. The School/School/Institute Committee may also adduce additional evidence, which may be responded to by the student/candidate.
35. The Academic Programmes and Appeals Committee will then deliberate in the absence of the student/candidate and School/Institute Committee representative preferably on the date of hearing.

36. The Academic Programmes and Appeals Committee may confirm, vary or set aside the decision of the School/Institute Committee.
37. The Academic Programmes and Appeals Committee shall take into account the rules of natural justice set out in Rule 8(ii) 2 of these Rules.
38. A student/candidate who is dissatisfied with the decision of the School Appeals and Examination Irregularities Committee may appeal to the higher and final Senate Academic Policies and Appeals Committee within 30 days from the date of the letter communicating the decision. The decision of Academic Policies and Appeals Committee shall be final.

4.1 Policy on Academic Appeals

1. Precepts and General Principles

- a) Students will have full opportunity to raise individually or collectively matters of proper concern to them without fear of disadvantage and in the knowledge that privacy and confidentiality will be respected.
- b) The rights of staff members and students should be taken into account and protected when handling appeals. That there should be policy on protection of information/data regarding appeals.
- c) The Academic Appeals procedure form a part of the institution's overall framework for quality assurance. There are structures to handle students appeals at every School/Institute. There should be staff student's liaison system/official at every School/school/institute. The Dean of students, the health services, academic units should be part of the academic support system for appeals.
- d) The University will ensure that its procedures are fair and that the decisions made are reasonable and have regard to any applicable law.
- e) The University will address student complaints and appeals in a timely manner, using simple and transparent procedures. Informal resolution should be an option at all stages of the complaints procedure which should operate, in the first instance at the level at which the matter arose.
- f) Information on complaints and appeals procedures will be published, accurate, complete, clearly presented, readily accessible and issued to students and staff.
- g) Sources of impartial help, advice, guidance, and support will be advertised widely within the university.

- h) The complaints and appeals procedures should identify the persons or bodies from whom authoritative guidance may be sought on the applicability and operation of the procedures.
- i) Those responding to investigating or adjudicating upon complaints or appeals must do so impartially and must not act in any matter in which they have a material interest or in which any potential conflict of interest might arise.
- j) A complaint or appellant should be entitled to be accompanied at all stages of the complaints or appeals process by a person of his/her choosing.
- k) The documentation should indicate what further internal procedures, if any, are open to a student dissatisfied with the response to a complaint or outcome of an appeal.
- l) The University will ensure that where a complaint or appeal is upheld appropriate remedial action is implemented.
- m) The University will have in place effective arrangements for the regular monitoring, evaluation, and review of complaints and appeals.
- n) That academic appeals system should be viewed as mediating arbitration, monitoring process which should go beyond handling the current examination malpractice.
- o) The University will keep their monitoring, evaluation and review arrangements under scrutiny, taking into account good practice. That there should be tools or instruments for collecting complaints from students.

4.1.1 Scope of the Academic Appeals and Complaints System

That the mechanism to handle appeals be categorised as follows; a) Staff - Student relations

- b) Teaching, supervision and delivery
- c) Assessment
- d) Procedures of appeals/complaints
- e) Protection of due process
- f) Sanctions
- g) Rewards
- h) Monitoring

If a student has reason to believe that an academic decision reached by the University is incorrect one has in some way been based on incorrect or partial information, a student has a right

to appeal against that decision without fear of reprisal or victimization. The university to deal with an academic appeal seriously, impartially, within in a reasonable timescale and as appropriate, in confidence.

Academic Appeals

The University's general Regulations prescribe two sorts of circumstances in which, or good reason, you may appeal against an academic decision of the University.

- (a) Those in which the University suspends or terminates your registration on the recommendation of your school Board. This may result from examination failure or because a student's academic progress is considered unsatisfactory (e.g. failure to attend classes or to submit work for assessment).
- (b) Those in which the university awards what a student believes is incorrect class or category of degree or other qualification or decides that a student may have not fully satisfied the academic and/or professional requirements for an award.

4.1.2 Grounds for Appeal

These are the grounds on which the University will consider an appeal against an academic decision

- (a) That in reaching its decision the university was unaware of factors which had affected your performance (e.g. family or personal circumstances or ill health), which for valid reasons you had been unable to know earlier.
 - (b) That there had been mathematical or procedural error in recording or calculating the marks on which a decision was based.
 - (c) That there had been irregularities or administrative errors in the conduct of an examination or other form(s) of assessment of such a nature as to cause reasonable about the examiner's decision.
 - (d) That you have reason to believe that one or more of the examiners was prejudice or biased.
- The University will not consider appeals on grounds other than the above, particularly;

- (a) Those made against the academic judgment, properly exercised, or duly appointed examiners, including external examiners.
- (b) Those made mischievously or frivolously without justifiable ground.
- (c) Those made on the basis of alleged insufficiencies in teaching or supervision or the provision of materials or equipment.
- (d) Those based on ill-health or other circumstances which could and should have been reported to the school at the time of their occurrence
- (e) Where the general regulations preclude appeals in circumstances in which a student has been allowed to be addressed or to re-present a dissertation or thesis.

4.1.3 Procedures for Appeals

- a) If a student decides to submit an appeal against an academic decision of the university, he/she should do so within 30 days of formal publication or otherwise receiving notification of the results.
- b) The appeal should be addressed to the Chairperson, Academic Programmes and Appeals Committee, setting out in writing the specific grounds on which the appeal is being made. The committee will treat any personal information which is received in the course of dealing with students appeal as confidential. Such information will be kept, used and shared where necessary and appropriate with other members of university staff, only for the purposes of investigating and determining the outcome of your appeal.
- c) If you require advice on whether you have proper grounds for an appeal or if you need help to present the grounds of the appeal, you can seek assistance from the students guild or the office of the Academic University.
- d) In the first instance, the Academic programmes and Appeals Committee will normally refer your appeal to the head of the academic unit (the Dean) for comment and for any further information required to enable it to be considered. On receiving the School/Institute response, the committee Chair will consult where appropriate with the Academic Registrar to establish whether there are grounds for appeal.
- e) If it is decided that the ground for appeal do not accord with those prescribed in the general regulations, the committee chair will inform the student that decision and the reasons in writing usually within 15 working days of receiving the initial appeal. The appeal will be dismissed, and no further action will be taken.
- f) If it is decided that the grounds for appeal do accord with those prescribed in the general regulations, the Committee chair will take one of the following courses of action, depending on the grounds of the appeal;
 - In the case of an appeal involving a mathematical or procedural error in calculating your eligibility for an award, he/she will ordinarily consult with the chair school Board, If an error is found then the examiner's decision will be amended if appropriate, including the pre-classification of an award.
 - In the case of an appeal involving irregularities in the assessment process, circumstances which had not been known at the time a decision was made or allegations of bias, the matter is referred to Committee for consideration.

- i) A student who is dissatisfied with the decision of the school, may appeal to Academic Programmes and Appeals Committee within 30 days from the date of the letter communicating the decision.
- j) The appeal shall be in writing addressed to the Academic Registrar and copied to the Academic Programmes and Appeals Committee stating clearly the grounds of appeal. The Academic Registrar shall acknowledge in writing to the student and Chairperson of School Committee receipt of the appeal.
- k) A student who pleaded guilty to an offence before the School Committee shall have a right of appeal only with respect to the penalty.
- l) The Senate Appeals Committee shall hear the appeal expeditiously. The student 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 Senate Appeals Committee and be heard.
- m) The Academic Registrar shall officially notify the School Committee that made the decision in the first instance of the date of hearing of the appeal. The School Committee shall have a right of representation.
- n) At the hearing of the appeal, the student shall have an opportunity to be heard and the School Committee shall have a right to respond to the student's presentation.
- o) The Senate Appeals Committee shall have power on cause being shown to allow the student present additional evidence before it.
- p) Where additional witnesses are called, they will be subject to cross-examination by the representative of the School Committee. The School Committee may also adduce additional evidence, which may be responded to by the student.
- q) The Academic programmes and Appeals Committee will then deliberate in the absence of the student and School Committee representative preferably on the date of hearing.
- r) The Senate Appeals Committee may confirm, vary or set aside the decision of the School Appeals and Examinations Irregularities Committee.
- s) The Academic programmes and Appeals Committee shall take into account the rules of natural justice.

4.1.4 Code of Practice

- a) A student appealing and other parties involved in the appeal, have access, prior to the meeting of the committee, relevant papers, including written commentaries on the appeal and responses to the appeal.
- b) A student applying will be given adequate notice of the date, time and venue for the meeting and also be invited to attend.
- c) The appellant is entitled to be accompanied by "a friend" of his/her choosing during the hearing.

- d) The appellant shall be informed in writing of the result of the appeal within 10 working days of the meeting. In case of delay due to need for further investigation notification should be given.
- e) Staff not to sit in judgment of their own cause

5.0 ROLES AND RESPONSIBILITIES FOR EXTERNAL EXAMINERS

5.1 The principle roles of external examiners

- a) To verify that standards are appropriate for of each unit of study and to provide independent impartial comment on standards set and student achievement of those standards. The capacity to fulfill this is based on knowledge of standards set and achieved in other higher education institutions, of subject benchmark statements and where applicable of the expectations of Professional and Statutory Bodies or co-awarding bodies.
- b) To verify that the process of deciding assessment outcomes for individual students is fair, fairly operated, and in line with the University's regulations

5.2 The specific roles and responsibilities

1. Make judgments independent of the internal examiners
2. Have powers to recommend to the School/School Board the adjustment of marks for individual or all students examined
3. Have access to the assessed parts of the programme (student scripts and coursework)
4. Determine the method and extent of sampling of students' work to scrutinize
5. May recommend to the School/School Board for the remarking of a student's script
6. Select students for and determine to nature of VIVA VOCE
7. Check cases of suspected cheating
8. Endorse mark and pass lists before they are published

5.3 Nominations and Appointments

5.3.1 Eligibility and Qualities of External Examiner

- i) The external examiner should be an Academic Professor or Senior Lecturer or practicing professional at the rank of consultant or the equivalent.
- ii) A former member of the teaching staff of the University will not be eligible for appointment until a period of three years has elapsed

- iii) An external examiner will not be appointed from a department in which a member of staff of the relevant department at UTAMU is serving as an external examiner or teaching.
- iv) An external examiner should have enough recent examining experience, including external examining experience, to assure the School/School Board and Senate of his/her competence in assessment and understanding of academic standards in a broad higher education context.
- v) The external examiner should be a critical friend so as to offer constructive comments, criticism and suggestions for enhancement in the area of assessment practice.

5.3.2 Process of Nomination and Appointment

The head of relevant department through informal contacts establishes willingness and availability of nominee to serve as external examiner and solicits for his/her Curriculum Vitae.

- a) The academic members of the department study the Curriculum Vitae to satisfy themselves that the nominee has the necessary expertise, experience and seniority to serve as external examiner.
- b) External examiners for Undergraduate Programmes are appointed by the University Senate or the Deputy Vice-Chancellor (Academic Affairs) on the recommendation of the respective School Board.
- c) External examiners for Graduate Programmes are appointed by the Board of Graduate studies or the Deputy Vice-Chancellor (Academic Affairs) on the recommendation of the respective School Board.
- d) External examiners should be appointed for a period of three years with a possible **one-year extension**. This will permit arrangements to be made well in advance and avoid delays and last-minute rash.
- e) Thereafter the same external examiner cannot be re-appointed until a period of one year has elapsed.

Status of External Examiners

External examiners will be Ex-Officio members of the relevant Examiners' Boards.

5.3.3 Information to be availed to the external examiners upon Appointment

The host department shall send to the newly appointed external examiner the following information:

- i. Programme and course aim, objectives, and syllabuses

- ii. Copies of past examination papers
- iii. Methods of assessment/Marking Scheme
- iv. Ways in which marks of individual parts of the examination are aggregated, averaged to produce the final result
- v. The method by which the pass mark (cut-off point) at and above which students are pronounced passed and below which they are declared to have failed. The two alternatives are:
 - a. **Absolute or Criterion Reference Test** where the pass mark is set and students scoring below that, fail regardless of the number.
 - b. **Relative or Norm Reference Test** method where the pass mark can vary depending on students' performance.
- vi. Proposed dates of departmental and School/School examiners' board meetings
- vii. The external examiner should be given a face to face briefing
- viii. The route by which external examiners can raise matters that are important and of a sensitive nature is by making a confidential report to the Deputy Vice Chancellor (Academic Affairs)

5.3.4 Facilitating and Hosting

The following should be done to facilitate and streamline the work of External Examiners:

- a) Air ticket and in country transportation arrangements should be made well in advance.
- b) The external examiners should be met by University support staff whose role is to collect and deliver External Examiners to their prearranged accommodation.
- c) Per Diem or out of pocket allowance shall be paid to External Examiners on arrival.
- d) Any refunds for transit expenses should be processed in a timely fashion and paid to External Examiners before they depart for home.
- e) External Examiners should be given the scripts to look at upon arrival at their accommodation.
- f) Payment of examiners' fees is authorized once the reports are received.

5.4 Moderation of Examination Papers

The external examiner should review, moderate and approve all examination papers. Therefore:

- a) Draft examination papers shall be sent to the external examiners well in advance allowing enough time for them to propose any modifications they feel necessary.

- b) Draft examination papers shall be sent with marking schemes or model answers.
- c) External examiners may be invited to propose one or more questions to be included in the examination papers.
- d) Dissertations where appropriate shall be sent to the External Examiner at least a month in advance.
- e) Care must be taken to safeguard the examination against leakage and dissertations against loss by sending them through sealed courier or other secure means.
- f) Departments shall always carry out internal moderation of examination questions. Moderators are asked to comment on: the appropriateness of the paper for the level of the Course, coverage of the syllabus or course content by the questions, wording of questions, typographical and grammatical errors, Consistency of presentation, Accuracy of rubrics, including length of examination, texts permitted ,Format of question paper (correct sections etc)
 ,Weighting of questions, Clear indications to students of the marks obtainable for each question Clarity of wording of questions, Appropriateness of formulation of questions ,Non-repetition of questions, i.e. that these questions have not been part of previous papers, Discriminating questions, Appropriateness of demands of the examination paper – *can it be completed in the time available?* Relationship of paper to teaching undertaken on the module,

Access to written scripts and coursework that contribute to the final assessment

External examiners will be given unfettered access to the following:

- i. All marked examination scripts
- ii. All evaluated coursework materials

Participation in Oral Examinations

External examiners are required to participate in oral and examination as follows:

- a) Where only a proportion of students are subjected to oral examination, the criteria for selection of those students should be agreed upon with the external examiner in advance.
- b) Be involved in the selection of content of the examination, in the marking and making final judgments'
- c) The external examiner will be allowed to meet with the students examined to assess their opinion on the conduct of the examination process should the need be.

Participation in School Board Meetings

Aware that most of the courses in the first semester are prerequisites for most of the academic Programmes, external examiners shall be invited during the second semester examination season and the following will apply:

- i. He/she will attend the school Board meetings at which final examination results are reviewed and approved before they are published.
- ii. With regard to the conduct of the School Board meeting a formal minute must be kept noting the following:
 - a. Members present
 - b. The final decisions taken
 - c. In specific cases the extent to which medical and other extenuating circumstances were taken into account
 - d. Any general comments made by internal and external examiners

5.5 External Examiners' Reports

External Examiners must annually make a report on the student assessment process to relevant Deans with a copy to the respective Departments.

The report must include answers which to some extent will act as indicators as to whether the students received the knowledge, skills, values expected to be provided by the respective courses. The external examiner's report should be well defined and the structure of the report should include the following:

- i. The Curriculum Design and its relevance
- ii. Comparability of the program with those offered in other institutions of Higher Education internationally.
- iii. Variability in the assessment process
- iv. Academic standards of awards
- v. Academic standards of student achievement.

In that respect the external examiner's report will include answers to the following questions:

- a) Were the structure, content and methods of assessment used appropriate and adequate?
- b) How satisfactory was the administration of the examination process?
- c) Was the assessment process appropriate to the course (or subject); **the level of students (1st, 2nd or 3rd year or postgraduate)**; and competencies of interest?
- d) Were the examinations sufficiently comprehensive with regard to the programme or course being examined?

- e) Were the materials and facilities used for practical examinations appropriate and adequate? The Academic Registrar will submit the report to the Quality Assurance Committee for consideration and action.
- f) Was the external examiner given adequate access to examination scripts of all borderline candidates and coursework for forming a reasonable opinion?
- g) Was the internal marking appropriate, fair and consistent?
- h) Was the Examiners' Board meeting conducted in an impartial and fair manner?
- i) Was the programme structure, content and objectives well defined and appropriate to the subject matter and the level at which it was taught?
- j) Was the quality of teaching and methods used, as revealed by the examination, effective and appropriate?
- k) Was the general standard of performance of the students satisfactory and comparable to similar institutions?
- l) Was the failure rate acceptable or too high?
- m) Was the distribution of honours comparable to other institutions

The External Examiners' reports must:

- a) On completion of the exercise, the external examiner should submit his/her report directly to the Academic Registrar and copied to Deans plus to the respective Departments. The Academic Registrar will submit the report to the Quality Assurance Committee for consideration and action.
- b) The Quality Assurance Unit should ensure that the respective Schools and Departments attend to the concerns/suggestions of the External Examiners.

It is important to note that External examiners' reports are part of the University's annual quality assurance audit system.

Other Roles of External Examiners

External Examiners may be consulted on possible review of existing Programmes and the process of external examination for purposes of improving the assessment process.

5.6 Termination of Appointments

The appointment of an external examiner may be terminated by the School Board if the Board judges that the responsibilities of the appointment have not been or cannot be fulfilled in the manner or to the standard which the University requires. Reasons for termination may include, but not limited to:

- i. failure to provide reports on the assessment process required by the University;
- ii. in the case of an examiner appointed to an Award and Progression

- Examination Board, inability to attend two successive such boards;
- iii. A change in the external examiner's circumstances which brings about potential conflicts of interest which might jeopardize objectivity.
- iv. persistent refusal to work within the University's academic regulations;
- v. conduct which in the case of an employee of the University would be the subject of disciplinary action;
 - a) When circumstances arise which are considered as possible grounds for termination of an external examiner's contract, the Dean will notify the Academic Registrar of the relevant details. The Academic Registrar will write formally to the examiner to inform him/her that the termination is being considered and to offer the opportunity for the examiner to explain the circumstances and request that the termination is not effected.
 - b) The Chair of the School Board, acting on behalf of the School Board, will take the final decision regarding the termination; the external examiner will be notified in writing of this decision. The Chair will inform the School Board of the circumstances of the case and of its outcome.

6.0 POLICY ON REMARKING STUDENTS' ACADEMIC WORK

- i. Guidelines for handling students who are dissatisfied with their marks are as follows:
- ii. A candidate wishing to make any appeal against his/her examination results shall do so within 30 days from the date of publication of the final results.
- iii. All appeals for re-marking shall be addressed to the chairperson of the Faculty/ School Examinations Committee and a copy given to the Lecturer concerned.
- iv. Candidates shall make their requests in writing clearly specifying the grounds upon which the appeal is being made including, but not limited to the following:
 - a) Miscomputation of Marks
 - b) Bias on the part of the Lecturer
 - c) Marks generally out of step with one's over-all performance.
- v. The School Examinations committee shall communicate its decisions to the affected student within a period of 14 days of its deliberations.
- vi. From the time the decision to remark is made by the School Examinations committee, remarking shall be completed within two weeks and the new mark awarded shall be approved by the Dean of behalf of the Schools Board of Studies.
- vii. Any appeal for the remark of exams, nullifies the marks initially awarded to the student. This implies that the marks of the remark will be taken as the final mark. If the previous marks

showed that the student had passed and the remark marks show that the student has failed, the remark marks will be upheld.

- viii. Remarking should not be given to the same person/lecturer who did the initial marking
- ix. The person remarking may ask for the marking guide of the initial marking person/lecturer
- x. If a candidate decides to withdraw his/her appeal before it is considered by the Committee, such withdrawal shall be done in writing.
- xi. A fee determined by the University Senate and approved by the University Council shall be charged for each examination remarking per paper.

2.23 Policy on disposing off examination scripts

Due to lack of space for storing large volumes of scripts, the following measures of handling examination scripts shall be followed:

- i. The Academic Units shall store/retain all assessment examination scripts of students for a period of 20 years with effect from the end of the semester of a particular assessment. This retention shall allow the University to address any complaints or appeals and also to use the scripts for Quality Assurance purposes.
- ii. It is the responsibility of the Academic Registrar to ensure that Examination Scripts are disposed off in a secure and appropriate manner at the end of the defined period (**Fifteen years from the semester of a particular assessment**).

7.0 TRANSFER OF CREDITS

a. Purpose

The purpose is to provide guidelines for the transfer of credit units for Undergraduates and Graduate Students who wish to transfer from other recognized Universities or equivalent institutions of higher learning to Uganda Technology and Management University (UTAMU). In general, UTAMU accepts credits earned at higher institutions of learning fully accredited by the Uganda National Council for Higher Education or a body/ministry responsible for Higher Education for all foreign institutions, provided such credits are earned through higher institutions-level course

suitable to the student's degree program. This policy spells out requirements and the procedure followed to apply and assess applications.

b. Requirements

- i. A student must satisfy the admission requirement for the academic program(s) applied for.
- ii. The higher institution of learning from which credits are being transferred must be fully accredited by the National Council for Higher Education (NCHE) for Universities in Uganda or recognized by the body/Ministry responsible for Higher Education for all foreign institutions.
- iii. UTAMU will allow course credit transfer for only students whose Cumulative Grade Point Average (CGPA) is 3.0 and above for Ugandan higher educational institutions or equivalent for foreign higher education institutions.
- iv. UTAMU will allow course credit transfer for only students whose Degree/Diploma class is at least 2nd Class Lower/Credit II from a recognized institution /Ugandan higher educational institutions or equivalent for foreign higher education institutions
- v. Each course is considered for transfer of credits individually. UTAMU will consider only courses that have a minimum grade of "C" or 60% for postgraduate and 50% for undergraduate applicants. No block transfer of credit based upon grade averages will be accepted.
- vi. The maximum of credits should not exceed 40% of the minimum graduation load of the academic programme applied for.
- vii. Applicants holding Higher National Diplomas from recognized institutions can be admitted to second year with a provision to take some courses from the first year that the School Academic Board will have identified and deemed mandatory.
- viii. For applicants who have already done Master's degrees at Uganda Technology and Management University they can be allowed to transfer to the Doctor of Philosophy Degree and in case of PhD by course work and research they shall be exempted for those courses which they are deemed to have completed and passed. However, the exemption will not apply to the compulsory courses at Doctoral level which must be done by all candidates on PhD by coursework and research.

c. Procedure

- i. Interested Students are supposed to complete and submit a Request to Transfer Credit Evaluation form.

- ii. Students will need to attach their Certified transcript from the institution attended to the request form to support their application. The transcript must indicate the academic status, the courses offered/taken, the credit units completed, and the grades obtained in each course.
- iii. Students requesting for credit transfer will also need to attach the curriculum for the program from which credits they wish to transfer were earned.
- iv. Once the form is received by the UTAMU admission office, the evaluation for credit transfer will start and the student will be contacted if any additional information is required.
- v. During the transfer of credit evaluation process, applicants may be invited for a pre-entry exam covering the major knowledge areas of the programme and level applied for. To qualify for admission, the student must score 60% and above for postgraduate and 50% and above for undergraduate applicants.
- vi. The transfer of credit evaluation process will take approximately 4 weeks from the time the request is submitted at UTAMU. Therefore, students who aim to join a particular intake should take into consideration this duration so that it does not impact on their anticipated enrolment.
- vii. Once the evaluation process is complete, students will be notified in person about the results through the contacts provided.
- viii. UTAMU reserves the right to accept, reject or make any recommendation about the credit transfer request.

d. Cost

An administrative fee shall be charged to the student who has requested for the credit transfer evaluation process. The fee will vary depending on the number of courses to be evaluated and this fee will change from time to time depending on the circumstances.

e. Guidelines for Transfer of Credit Units

- i. A student permitted to change his/her Programme may be allowed to transfer the Credits from the previous Academic Programme to the new Academic Programme, provided that the Credits being transferred are relevant to the new Academic Programme.
- ii. Guidelines for the transfer of Credit Units for Undergraduates and Graduate Students who apply to transfer from other recognized Universities or equivalent Institute of Higher Learning to Uganda Technology and Management University (UTAMU). Students should have the following requirements;

- iii. Must satisfy the admission requirement for the academic programme (s) applied for.
- iv. Must obtain and submit an official academic Transcript (s) Certificate from a recognized University/institution of Higher learning in which he/she was previously enrolled indicating his/her academic status, the courses offered/taken, the credit units completed and the grades obtained in each course.
- v. Must have obtained the equivalent of Cumulative Grade Point Average of at least 3.0
- vi. Will be permitted to transfer to Uganda Technology and Management University (UTAMU) Credits earned, but the maximum of Credits should not exceed 60% of the minimum graduation load of the academic programme applied for.
- vii. If permitted to transfer she/he should not be allowed to transfer the equivalent of credit units in a course in which she/he obtained a Grade point which was lower than 2.0
- viii. An application must be accompanied by recommendations from the Institution or Authority she/he is transferring from.

8.0 QUALITY ASSURANCE MECHANISMS

- i. To ensure quality in the conduct of examinations at UTAMU, an examination's committee shall be formed. This committee shall monitor learners' assessments - both continuous and end of semester. The committee shall comprise of heads of courses/academic departments chaired by the Deans of the respective schools who shall report to the Academic Registrar. This committee shall also report to the committee of senate handling examinations matters which finally reports to the University Senate.
- ii. Examination questions shall be moderated at least two weeks before the sitting for the examinations. The lecturers shall be required to submit marking guides together with examination paper.

Signed this 27th Day of 2023 by:



Chairperson, University Council



Secretary, University Council