

6.25.2. All lecturers or instructors must conduct two tests and at least two other assessments (quizzes, lab work, project work, assignments, etc.).

6.25.3. All CA scores must be made known to the students not later than one week before the start of the end of semester examinations.

6.25.4. Records of CAs must be kept in a safe, accurate and comprehensive manner.

6.25.5. The recommended weights of CA are from 30 to 50 percent. This implies that the examinations weight will conversely vary from 70 to 50 percent i.e. CA/Exam ratio will be 30/70 to 50/50. Some modules are wholly assessed by CA only as may be determined by the cognate Departmental Board.

6.25.6. The Departmental Boards shall provide oversight over compliance with continuous assessment instruments and delegate to the Lecturer teaching the course, implementation and handling of queries relating to continuous assessment.

6.26. Examinations

6.26.1. Timetable

Examinations shall be held only during the period designated through a timetable published by the Examinations Office, Registry Services in line with the University Almanac.

6.26.2. Invigilation

6.26.2.1. Invigilation and associated within-room examination administration is the responsibility of the Departmental Boards.

6.26.2.2. Preparation of the Examination centres is the responsibility of Registry Services.

6.26.2.3. Examination invigilators are responsible for overseeing the conduct of candidates in an examination. Invigilators ensure that the exam begins on time and that students have the correct equipment/material in order to complete the exam. Proper invigilation can be quite effective at preventing examination misconduct, chiefly being cheating. It is important that invigilators know what is expected of them to ensure that all candidates are assessed on the basis of a level playground.

6.26.2.4. The Head of Department shall be responsible for the appointment of invigilators.

6.26.2.5. Invigilators shall normally be the members of academic staff in the respective department.

6.26.2.5.1. In the case where a Department has fewer members of academic staff to meet the required invigilator candidate ratio, the Head of Department shall request additional invigilators from other Departments through the Dean.

6.26.2.6. For each examination room, there will be one Chief Invigilator and at least one other invigilator for a maximum of 30 candidates. One further invigilator will normally be appointed for each additional 30 candidates thereafter.

The ratio of invigilator candidate shall be 1:30.

6.26.2.7.The Chief Invigilator's responsibility is mainly to receive the examination question paper, supervise the invigilators and sign for receipt of examination scripts at the end of the examination.

6.26.2.8.The responsibilities of the invigilators are:

6.26.2.8.1.The Invigilator is responsible for collecting the examination pack, containing all examination materials being, the examination paper, attendance slips and clocks/watches, from the examination office at most 45 minutes before the start of the examination.

6.26.2.8.2.The Invigilator should ensure that where there is a clock, it should be displaying the right time and visible to all candidates.

6.26.2.8.3.All invigilators MUST be present in the examination room at least 30 minutes before the start of the examination.

6.26.2.8.4.The required number of answer books, the question papers, and any other required examination material should be laid out on each desk before candidates are allowed to enter the room.

6.26.2.8.5.Any announcements to Students MUST always be read out prior to the commencement of each examination.

6.26.2.8.6.The examiner should be present during the examination time to address any queries raised by candidates, but should not attempt to interpret the examination questions for candidates.

6.26.2.8.7.Any response to a query should be announced to all the candidates or noted on the board where necessary.

6.26.2.8.8.Reading time (where allocated, normally 10 minutes) is additional to the total time for an examination. Candidates MUST NOT commence writing in the answer books during reading time.

6.26.2.8.9.The invigilator(s) must be vigilant at all times ensuring that they cover the whole room.

6.26.2.8.10.If there are more than one Invigilators in a room, Invigilators must ensure that they do not stand on one side of the room and also move around as frequently as possible.

6.26.2.8.11.Invigilators are not supposed to:

6.26.2.8.11.1. Listen to music (using headsets) while invigilating,

6.26.2.8.11.2. Read novels, textbooks or notes while invigilating,

6.26.2.8.11.3. Answer or make phone calls while carrying out the invigilation process, or

6.26.2.8.11.4. Carry out other activities that will distract them from the task at hand.

6.26.2.8.11.5. Bring and work on their laptop during an examination.

6.26.2.8.11.6. Invigilators must avoid conversations in the examination room with other invigilators,unless absolutely necessary.

6.26.2.8.12.A student who raises up their hand should be attended to promptly without causing any disturbances.

6.26.2.8.13.The invigilator must ensure that the examination room is quiet and calm.

6.26.2.8.14.If a candidate needs to use the bathroom, s/he must be escorted by an Invigilator of the same gender to and from the bathroom. Ensuring that the candidate does not communicate with anyone.

6.26.2.8.15.Invigilators need to keep an eye on any candidate with suspicious behaviour during the exam.

6.26.2.8.16.If a candidate falls ill during the examinations, the candidate must inform the Invigilator and be accompanied to the campus clinic. A report to the Director of Registry Services should be made and appropriate action taken in consultation with the Chief Invigilator. If the candidate is able to continue with the examinations, the candidate will be allowed into the room but no extra time will be given.

6.26.2.8.17.At the end of the examination the Invigilator(s) should count the number of answer books collected and complete and hand over to the Chief Invigilator to sign the Chief Invigilator's Report.

6.26.2.8.18.The examiner who is the Chief Invigilator should report back to the Examinations Office the exam report, examination scripts and examination materials and make sure that, examiner s/he completes and signs the relevant section of the Invigilation Report.

6.26.2.8.19.The Examiner shall be expected to collect the answer books directly from the examination room not later than one (1) day after the end of the examination.

6.26.2.8.20.All other examination materials left over should then be or returned to the examinations office by the Chief Invigilator.

6.26.3. Conduct during the Examinations

6.26.3.1.Candidates are expected to be at the examinations halls at least thirty (30) minutes before the examinations start.

6.26.3.2.The Invigilator will inform candidates when to enter the room.

6.26.3.3.The Invigilator shall inspect candidates' identity cards as they enter the examinations hall. Candidates must not impersonate someone nor allow someone to impersonate them.

6.26.3.4.No candidate will be allowed into the examinations hall without a valid student ID card. Candidates without ID cards should visit the Accounts Office and pay for a new ID card, and get a replacement before they are allowed into the examinations hall.

6.26.3.5.The ID card must be displayed on the desk where it is visible to the Invigilator at all times during the examinations.

6.26.3.6.Candidates should have in their possession proof of registration for the module whose examination they are to sit for. Invigilators will inspect these to ensure that only registered candidates will sit for the examinations

6.26.3.7.Candidates are expected to sit at their pre-determined seats as indicated in the seating plan or they will be ushered to a seat by the Invigilator. They should not rearrange the order of the seats.

6.26.3.8.As soon as candidates enter the examinations room, they are expected to remain silent and get directions from the Invigilator only. Any other form of communication is prohibited.

6.26.3.9.No candidate shall leave the examinations room during the first sixty minutes of the examination. Candidates leaving the examinations room for the washrooms shall be accompanied by either an Invigilator or a Security personnel.

6.26.3.10.No candidate shall be allowed into the examinations room sixty minutes after the starting time. Candidates who arrive late, within the first sixty minutes shall be allowed into the examinations room and will not be given any extra time.

6.26.3.11.Candidates must complete the examinations attendance form which will be inspected by the Invigilator for completeness before the start of the examinations.

6.26.3.12.Candidates must also sign the attendance sheet which will be circulated during the examinations. Invigilators are mandated to demand the Student ID card and inspect it for comparison with the information written on the attendance form, the attendance sheet and the physical person presenting it.

6.26.3.13.Candidates are allowed ten minutes to read through the question paper before they can start answering the questions. It is an offence for a candidate to start answering the questions before the Invigilator says so.

6.26.3.14.The Invigilator will start the examinations and may indicate the time by writing the starting and finishing times on the white board.

6.26.3.15.Clocks which are visible to all candidates will be mounted on the walls.

6.26.3.16.Candidates must bring their own pencils, pens (blue or black), erasers and rulers.

6.26.3.17.Candidates must remain silent during the examinations period and can only communicate with the Invigilator if necessary. Candidates should raise up their hands to draw the attention of the Invigilator. They should not undertake any action that will disturb other candidates.

6.26.3.18.No candidate will be allowed to leave the examinations room fifteen minutes before the end of the examinations. Candidates who leave the examinations room after the lapse of the first sixty minutes and before the last fifteen minutes must ensure that they submit all the examinations materials to the Invigilator before they leave.

6.26.3.19.Candidates will not leave with any used or unused, examinations material including pieces of paper supplied for rough work. The Invigilator is mandated to emphasize and enforce this.

6.26.3.20.Candidates must not remove any examinations material (used or unused) from the examinations room.

6.26.3.21.Candidates must stop writing the examination as soon as the Invigilator announces that the time has lapsed.

6.26.3.22.Candidates who wish to lodge a complaint about the administration of an examination can do so by writing to the Director of Registry Services within 48 hours after the administration of the examinations.

6.26.3.23.If a candidate feels ill during the examinations, the candidate must inform the Invigilator and be accompanied to the campus clinic. A report to the Director of Registry Services should be WRITTEN/ COMPILED and appropriate action taken in consultation with the Faculty officials. If the candidate is able to continue with the examinations, the candidate will be allowed into the room but no extra time will be given.

6.26.3.24.Candidates who obtain final marks from 40% to 49% will normally be allowed to sit for supplementary examinations. Candidates should consult Officials from Registry Services for more information about supplementary examinations.

6.26.4. Materials prohibited into Examinations Halls

6.26.4.1. Books, notes or any material containing information pertaining to the examinations. The Invigilator may search any material brought into the examinations hall.

6.26.4.2. All mobile phones, web-accessible electronic devices and audio devices including head phones. Only non-programmable calculators approved by the academic Department and without covers can be brought into an examinations hall.

6.26.4.3.Clothes not worn; caps and hats.

6.26.4.4. Food and drinks except water in a clear or transparent bottle (without any sticker)

6.26.4.5. Pencil cases or stationery cases.

6.26.5. Absence from Examination

6.26.5.1. If a candidate fails to write an examination; except on medical or other legitimate grounds, he/she shall be considered as having failed the examination. The following shall not be accepted as reasons for being absent from an examination:

6.26.5.2. Not reading the timetable correctly.

6.26.5.3. Forgetting the date or time of the examination.

6.26.5.4. Not able to locate the venue of the examination.

6.26.5.5. Over-sleeping.

6.26.5.6. Inability to find means of transport to the examination hall.

6.26.5.7. Breakdown of taxi, car, bus or other means of transport to the examination hall.

6.26.5.8. Sickness of a parent, guardian, spouse or sibling.

6.26.5.9. Rain or inclement weather.

6.26.5.10.In the case of absence from examination due to ill-health, the candidate or someone acting on their behalf must submit a relevant medical certificate which must be received within five (5) working days after the day of the examination. In the case of absence due to other legitimate reasons, the candidate or someone acting on his/her behalf must submit to the Director of Registry Services a written explanation of the absence and evidence of the cause, where possible.

6.26.6. Special Examinations

- 6.26.6.1.** A student who has not been able to attempt or complete the original final examination by reason of illness or any other reason deemed sufficient by the Senate, may, on application, be granted permission to sit a special examination.
- 6.26.6.2.** An application for a special examination shall be made in writing to the Examinations Office, Registry Services and attaching all relevant documentation within five (5) working days of the date of the examination concerned. It is the responsibility of the student to ascertain whether or not the special examination has been granted.
- 6.26.6.3.** If an application for a special examination is approved, the examination result, if any, from the original examination shall be regarded as null and void. If such an application is not approved the original examination result shall stand.
- 6.26.6.4.** Supplementary Examinations shall not apply to special examinations.
- 6.26.6.5.** A student who does not meet the Duly Performance requirements is not eligible for special examinations.

6.26.7. Supplementary Examinations

- 6.26.7.1.** Subject to the General University regulations and the relevant Faculty rules as approved by Senate, a student who scores higher than or equal to 40% but less than 50%, shall be eligible for a supplementary examination.
- 6.26.7.2.** Under exceptional circumstances and with the permission of Senate, a student who has failed a module with a mark less than 40% may be awarded a supplementary examination.

6.26.7.3. Supplementary examinations shall not be awarded for any continuously assessed components of modules.

6.26.7.4. The final mark after supplementary exam shall be computed by using the previous CA component. Any final mark above 50% shall be truncated to a maximum of 50%.

6.26.7.5. If the final mark after supplementary exam is lower than the original final mark then the original mark shall stand.

6.26.7.6. Students who have failed modules with marks between 30% and 40%, and who, if they had passed all modules would have been able to graduate in that semester, shall be permitted to apply to write supplementary examinations in those modules. Such supplementary examinations will be granted on application to the Faculty Officer, provided the application is made to the Faculty Office at least two (2) working days before the supplementary exam to be written and the conditions above are met.

6.26.8. Examination Offences

6.26.8.1. Examination offences or misconduct shall be understood to mean any attempt on the part of a candidate to gain an unfair advantage in examinations.

6.26.8.2. The process outlining the steps that shall be taken in the case of students found to have breached the appropriate conduct in the examination is outlined below:

6.26.8.2.1. Examination offences or misconduct shall be understood to mean any attempt on the part of a candidate to gain an unfair advantage in examinations.

6.26.8.2.2.2. Where an Invigilator or Examiner suspects that a student may have committed (or is in the process of committing) an offence during an examination session, s/he should

6.26.8.2.2.1. Where possible call another invigilator to bear witness

6.26.8.2.2.2. Confiscate any unauthorized material/device in the possession of the candidate

6.26.8.2.2.3. Allow the candidate to continue with the examination

6.26.8.2.2.4. Write a detailed report outlining the offence to the Chief Invigilator

6.26.8.2.3. The Chief Invigilator shall consider the report and if in the considered view of the Examiner, the offence warrants sanction, recommend that the case proceed and submit the report to the Manager, Examinations.

6.26.8.2.4. The Manager, Examinations shall write a standard letter outlining the allegation, explaining the part of the regulation that the student is alleged to have breached and requesting her/him to confirm in writing on a standard form within 2 working days, whether:

6.26.8.2.4.1. S/he accepts the charge of examination misconduct as laid against her/him and understands that the case will be considered by the Examinations Misconduct Committee. The candidate may, should s/he wish to, submit evidence in mitigation. The submission should be in the form of a written statement submitted within 2 days of

confirmation of the charge, for consideration by the Committee. Should correspondence not be received from the candidate by the stipulated deadline, it will be assumed that s/he has accepted the allegation made and the case will be forwarded to the Committee.

6.26.8.2.4.2. S/he wishes to contest the allegation and appear before the Examinations Misconduct Committee. The student will be required to indicate whether s/he will be calling any witnesses and provide the identity of the witnesses. It is the responsibility of the student to ensure attendance of their own witnesses at the hearing.

6.26.8.2.5. In case where an allegation of an examination offence has been discovered after the end of examination session, such as during the marking of the scripts, the allegation should be brought to the attention of the Examiner, who would have been the Chief Invigilator. The Examiner shall provide a detailed report outlining the alleged offense and submit it to the Manager, Examinations.

6.26.8.2.6. The Manager, Examinations shall write a standard letter outlining the allegation, explaining the part of the regulation(s) that the student is alleged to have breached and send the letter to the student's address recorded in their registration details and also contact the student via email and telephone where possible.

6.26.8.2.7. Should the student not reply for whatever reason, it will be assumed that the student opts not to contest the alleged breach in which case the Manager, Examinations will table the case before the Chairperson, Examinations Misconduct Committee.

6.26.8.2.8. Should a student indicate a wish to contest the allegation, the Manager, Examinations shall convene the Examinations Misconduct Committee for purposes of adjudicating the case.

6.26.8.3. Where the student wishes not to contest the allegation and accepts the charge of misconduct, the Manager, Examinations will provide the report of the allegation, any letter in mitigation by the student, if any, and submit the letters to the Chairperson, Examinations Misconduct Committee. The Chairperson will impose the relevant penalty. Where the Chairperson is in doubt, s/he shall circulate to all members the draft penalty for their consideration and consent.

6.26.8.4. Where the student contests the allegation, the Manager, Examinations who is the Secretary to the Examinations Misconduct Committee shall cause the Committee to convene and write to the student informing s/he of the date, time and venue of the hearing.

6.26.8.5. The Secretary shall collect all the necessary evidence to be presented before the Committee, call the witnesses for the University, if necessary.

6.26.8.6. The case shall be heard and if guilt is established, the Committee shall impose a penalty as per the Schedule of Penalties in 6.26.9.

6.26.8.7. The Secretary shall communicate the decision of the Committee within 5 days of the hearing.

6.26.8.8. The Schedule of Offences and Penalties outlined in 6.26.9 shall guide the Examination Misconduct Committee.

6.26.8.9. The Student shall have the right to appeal.

6.26.8.10. The student shall notify the Director, Registry Services with 5 days of the verdict if there are extenuating circumstances which if brought to light may have a difference in the outcome on the case.

6.26.8.11. A student wishing to appeal should submit an Adverse Finding of Misconduct Appeals Form and any supporting evidence they wish considered to the Director, Registry Services.

6.26.8.12. The Appeals panel shall not hear representation, but review the facts and the proceedings of the case.

6.26.8.12.1. The appeal panel will consider the appeal and elect to Set aside the Penalty

6.26.8.12.2. Confirm the penalty

6.26.8.12.3. Reduce or increase the penalty

6.26.9. Penalties

The following constitutes a list of examinations offenses and the penalty to be imposed to students against each offense.

6.26.9.1. Leaking Examination questions/mass cheating

Penalty- Cancellation of examination for the papers (Courses) affected, dismissal of offenders involved and possibly prosecution

6.26.9.2.Possession of foreign materials such as notes, textbooks, mobile phones, communication devices or prepared material or any other printed or handwritten material related to the examination and likely to be used during the examination or any of the prohibited materials.

Penalty- Cancellation of the candidate's particular paper(s), (answer Script) and awarding a zero mark to the candidate in that course.

6.26.9.3.Irregular activities inside or outside the Examination Hall. For example, tearing part of the Question/Answer booklet, taking Question paper/Answer booklet outside the Examination Hall during examination, writing before commencement of work is officially announced, looking over the candidate's shoulders in order to cheat, persistently disturbing other candidate(s) or distracting their attention, writing after the examination has ended.

Penalty- Cancellation of candidate's paper (answer script) and awarding a zero mark to the candidate in that examination

6.26.9.4.Collusion: receiving or giving assistance in any manner with another person(s).

Penalty- Cancellation of candidate(s) paper(s) (answer script) and rustication for two semesters.

6.26.9.5.Impersonation: writing the examination for another student or allowing another person to write the examination for him/her.

Penalty- Dismissal from the University and prosecution of candidates involved

6.26.9.6.Verbal assault on Invigilator inside or outside the Examination Hall

Penalty- Cancellation of candidate's paper and awarding a zero mark and rustication for two semesters.

6.26.9.7.Physical assault of Invigilator inside or outside the Examination Hall

Penalty- Dismissal from the University and prosecution of offender

6.26.9.8.Copying from prepared notes or from a fellow student's or ANOTHER STUDENT'S script during examination or destroying materials suspected as evidence

Penalty- Cancellation of candidate's paper and awarding a zero mark

6.26.9.9.Fabrication of data

Penalty- Cancellation of candidate's results and written warning to the Candidate.

6.26.9.10.PLAGIARISM

Penalty- Cancellation of candidate's long essay/project/thesis and awarding a zero mark

6.27. Grading System

6.27.1. Overall performance in a course shall be assessed on a percentage scale, a letter grade and a grade point as follows:

Marks %	Letter Grade	Grade Point
90-100	A+	5.0
85-89.9	A	4.9
80-84.9	A-	4.7
75-79.9	B+	4.5
70-74.9	B	4.0
65-69.9	B-	3.5
60-64.9	C+	3.0
55-59.9	C	2.5
50-54.9	C-	2.0
45-49.9	D+	1.5
40-44.9	D	1.0
35-39.9	D-	0.5
0-34.9	E	0.0