

BUGEMA UNIVERSITY
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UGANDA



EXAMINATION POLICY AND
REGULATIONS
(Revised Version)

Bugema University Examinations Council
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EXAMINATION POLICY AND REGULATIONS

Preamble

Examinations or tests can be defined as an attempt to measure a person's knowledge, intelligence or other characteristics in a systematic way (World Book Encyclopedia, 1993). Together with other things, examinations are aimed to:

- Discover the learning ability of a student,
- Show how well a student has learned in a particular subject,
- Make someone to choose the right vocation, and
- Help an individual to understand his/her personality.

There are several types of tests, but the one common in learning process is “test of learning ability”. This consists of a standard set of tasks or questions. It enables a student to demonstrate the skills learned throughout the individual's life, both in school and outside the school. It does not measure how bright a student is, but his/her ability to solve certain kinds of problems typically involved in school work. For that reason, examinations must be reliable and should be taken as an important task. Examinations, for that case, should be guided by rules and regulations of which every student is expected to observe so as to make them (examinations) reliable in order to maintain the reputation of Bugema University.

The aim of this document is to streamline the examination business and provide guidelines to students, lecturers, and all other workers involved (directly or indirectly) in the conducting of examinations in Bugema University.

End of Semester Examination Period

Examinations are normally held at the end of each semester (or session in case of in-service program). Students should make sure that all financial obligations are met so as to avoid embarrassments during the time of examinations. An examination pass should be acquired a week before the commencing of the examination session.

Examination Preparation and Safety

Submission, Moderation and Typing of Examinations

- All University final examinations shall be treated with maximum security and confidentiality. The examinations must be handled by a person who has been security vented as honest and conscious of upholding strict confidentiality.
- For that reason, typing, photocopying and packing of examinations should be done in the Examinations Office or any other authorized area with no traffic thoroughfare.
- If the lecturers must type their own examinations, they must make sure that they do so with maximum security; and should not give them to the secretaries.
- The typed examinations will then be submitted to the Heads of Departments (**not to secretaries**) for moderation. The examinations will be moderated in respective Schools/Departments.
- Moderated examinations shall be submitted to and received by the Examinations Office 15 working days before the beginning of the first examination session.

- The list of moderated examinations should be sent to the DVC's office one week before the commencing of examinations. ***No examination shall be offered unless it bears the Head of Department's stamp indicating that it was moderated!***
- The lecturers must make sure that they communicate the correct number of students they expect to sit for the paper

Storage of Examinations

- Well-packed, labeled and sealed examinations shall be kept in a well-secured room.

Students' Requirements

Important: Every student is obliged to read this document thoroughly and adhere to all rules and regulations stipulated therein for their breach may lead to student's forfeiting his/her examination grade and endangering his/her academic endeavor in Bugema University.

Attendance at examinations

Attendance at examination is compulsory. Student who is absent will receive an F grade for the examination unless there is a genuine reason for the absence substantiated with documentary evidence (e.g. a medical certificate, permission from the Dean of Student or statement of account showing that the student has a balance). In such a case, one shall fill a form to request for an "incomplete grade" obtained from the Registrar's Office. Special examinations to clear the "Incomplete grade" shall be given two weeks after beginning of the following semester. Failure to clear the "I" grade on stipulated time will lead to an F grade of which the student will be required re-register for the course when it is next offered to clear it.

A candidate is obliged to sign an attendance list which will be passed on during the examination by the Invigilator. This is very helpful in case of misplacement of the paper.

Examination Pass and ID

- An examination pass should be acquired a week earlier to the examination date. Any candidate failing to attend at examination due to failure to get the examination pass will be aware an F grade in that particular examination unless he/she petitions for an incomplete grade.
- Both the clearance form from the Business office and examination pass from the Registrar's office should be stapled together. The pass must bear the stamp of both the Business' and Registrar's office.
- The examination pass and the current ID must be presented to the invigilator in each examination session.
- In case of missing or delayed ID, a request to be allowed to take examinations minus the ID must be sought from the Registrar's office.
- It is the responsibility of the candidate to make sure that his/her pass is duly signed in each session. No examination pass shall be signed out of the examination room.

- The examination pass duly signed by respective invigilators shall be kept by the student securely for future reference. There are some circumstances where a student may need to use it.

Medical and Other Attenuating Circumstances

In case of illness or other difficulties, the Examination Council may arrange for the examination to be taken in the University Health Center or in a special room. However, such request must be made at least two hours before the commencing of the examination. A student seeking for such arrangement should also inform the particular instructor responsible for the course.

Conduct of Examinations

- The examinee is required in the examination premises 15 minutes before the indicated time for commencement of the examination.
- The student is strongly advised to read from the notice board provided around examination premises for any instruction and/or locating the room for the paper he/she is to do.
- Examinee shall not be allowed to the examination room 30 minutes after the examination commences.
- Examinee is not allowed to leave the examination room for any reason once the examination commences. However, one may be allowed to leave the examination room after 30 minutes from the commencement of the examination on account of finishing the examination early.
- Caps, jackets and other suspicious clothes should not be put on in the examination room.
- Every candidate is expected to have his/her own ruler, pencil, eraser, and calculator. No borrowing (of anything) will be allowed in the examination room.
- No materials other than that what are used to write the examination is permitted in the examination room or around the entrance of the room.

Academic and Examination Malpractices

Examination malpractice is a serious matter. It can be explained as any action taken by an individual or group of individuals in contravention to rules and regulations guiding and governing the conduct of examinations. The contravention could include any illicit approach to any examination for the purpose of placing a candidate or group of candidates more at advantage over other. It involves any irregular behavior exhibited by candidates or anybody charged with the conduct of examinations in or outside the examination room; before, during or after examination exercise. The student should avoid any examination malpractices, which might jeopardize his/her future. Here are some malpractices, which students should avoid:

Category A: *Cheating in assessed coursework (for example, dissertations, long essays or projects and open book examinations)* include:

- *Plagiarism.* Plagiarism is the fraudulent representation of another's work as one's own. This applies whatever the source of the material (for example, a published source, the web, or the work of another student), whether the material copied word for word or paraphrased, and whatever

the extent of the material used. (A course on Introduction to Writing Skills gives guidance on how to reference your sources).

- Falsifying data, evidence, or experimental results.
- Providing assistance to another student in an act of plagiarism or falsification.

Category B: *Cheating in examination includes:*

- Taking into the examination the room, or possessing while in that room, any book, memoranda, notes or other similar material (including material held electronically) except such as may have been supplied by the invigilator and authorized by the examiners/lecturers;
- Taking into the examination room any form of material written in any way such as piece of paper, clothes, undershirts, inner lining, blouses, brassier, handkerchiefs, arms, thighs, to mention a few;
- Taking into the examination room cheat notes stocked in calculators, mathematical sets, rulers, stockings, brassier, or pants;
- Copying from, consulting or making use of another candidate's script; or attempting to copy from, consult or make use of another candidate's script;
- Improperly aiding or attempting to aid another candidate, or improperly obtaining or attempting to obtain aid from any person;
- Consulting or attempting to impersonate another candidate or being impersonated;
- Putting down name on attendance list, but failing to submit the answer script and goes out with it as his/her property, and later claim right to some marks which were lost by examination officials;
- Transferring to another student notes/answer booklet or collecting such paper from other candidate (i.e. exchange of question papers and examination booklets).

❖ The instructor must communicate to the Chief Invigilator in advanced in case of an open book examination(s).

Category C: *Other misconduct in examination includes:*

- Talking or behaving in a manner likely to disturb or distract other students.
- Smoking, chewing gum, eating or drinking anything (other than plain water).
- Bringing a mobile phone into the examination room.
- Removing examination scripts or other materials from the examination room.
- Removing / tearing pages from the examination room.
- Writing **anything** on the question paper, except where instructed by the examiner.
- Leaving the examination room without the permission of the invigilator.
- Coming to examination room while drunk.

All of the above types of misconduct (and any other that may apply as the list is not exhaustive) will be treated as disciplinary matter, and the invigilator shall instruct the student falls culprit of such to leave the room; and will report in writing immediately the student(s) who misbehave(s). In addition, disciplinary action shall be imposed on the individual(s) as will be decided by the Examination Council and approved by the Senate.

Punishments for Examination Malpractice

There is no case of examination malpractice or misconduct that will go without reprimand. The following shall apply for the following malpractice:

Malpractice

Punishment

Cheating of any form (Category B)	<ul style="list-style-type: none">• Losing all examinations that the student has not yet done at the time of the offense;• Suspension from the University for a period of one year.
Cheating and destroying or trying to destroy evidence	<ul style="list-style-type: none">• Losing all examinations that the student has not yet done at the time of the offense;• Suspension from the University for a period of two years.
Misbehaving and confronting or fighting the Invigilator	<ul style="list-style-type: none">• Losing all examinations that the student has not yet done at the time of the offense;• Suspension from the University for a period of three to five years.
Breach of regulations (carrying phones, writing of question papers and any other form of Category C malpractice)	<ul style="list-style-type: none">• Losing the examination in progress and/or the subsequent ones.
Plagiarism and failure to complete or submit assignments in time	<ul style="list-style-type: none">• An “F” grade• Reprimand letter from the responsible Department/School

NOTE: In any of the cases above the student does not qualify for either retake/supplementary or special examination(s).

Submission of Coursework

Coursework should be submitted by the due date in accordance with the arrangements specified by the lecturer who has set the work. If a student fails to submit the work by the specified date, a penalty will be applied, unless that student has been granted an extension to the date for submission.

A student may request in advance for an extension to the date of submission of the coursework but should submit the request in good time. If an extension is granted and the work is submitted by the revised deadline, no penalty will be applied. Extensions will only be granted for good reasons.

A grade awarded for delayed work cannot be reviewed by change of grade, supplementary or special examination.

Student's Appeals

If a student wishes to appeal against a result which has been assigned by the Examiner(s), he/she should consult the Examination Office, which will communicate the problem to the appropriate immediate level. However, if the candidate will request for the remarking of the paper, he/she shall be expected to meet the “remarking fee” as will be stipulated in the current academic bulletin.

Guidelines to the Invigilators/Examiners

Invigilation of an examination is part of the lecturer's work, whether a permanent, adjunct or part-time. However, the Examination Council may arrange for the supervision of the end of semester examinations in which case the responsible lecturer will be expected to avail him/herself in case of corrections or problems arising on the questions. The following, therefore, should be observed for the smooth running of the examination:

- It is mandatory for a lecturer to be available wherever his/her examination is done as per schedule.
- Every lecturer is obliged to consult in advance the Examination Office to ascertain the time of his/her examination(s).
- Invigilator(s) is/are requested to be in the examination room 30 minutes before the indicated time for examination.
- The invigilator is advised to put his/her phone in silence mode to avoid disturbances in the examination room.
- An invigilator is expected to create a conducive and friendly environment in the examination room in order to give relief to examination stressed students.
- It is the duty of the invigilator to allow students to enter the examination room, and in good order. No student without the examination pass and the valid ID shall be allowed to enter the examination room.
- The invigilators are expected to begin every examination session with a prayer and on time.
- Invigilators are not expected to read newspapers, mark examinations, or do anything that will distract attention from watching what is going on in the examination room.
- Under normal circumstance, two invigilators shall be assigned a room where they will supervise the whole session.
- Invigilators must stay in the room all the time of the examination. In case of any reason that may make the invigilator to move, he/she should arrange for a substitute before stepping out of the room.
- The invigilator is supposed to sign on the examinee's examination pass, and bid the examinee to sign on the attendance list. No pass shall be signed out of the examination room.
- The invigilator shall receive the script from the student at the end of the session, and place it in the appropriate envelope, then he/she must check against the student's name to acknowledge receipt of the script.
- The invigilator should check the room thoroughly before leaving in case some script might have fallen. He/she should also clear the room of any paper for the next session.
- Duly signed envelopes containing scripts shall be returned to the Examination Office, registered in the returned scripts ledger book.

- Any irregularity in the examination room the invigilator is responsible for must be reported to the Chief Invigilator of that day.

The Chief Invigilator

The Chief Invigilator is a person entrusted with the responsibility to coordinate an examination session, and to whom all other invigilator shall be answerable. Such a person shall be appointed by the Examination Council for each of the scheduled examination session. His/her responsibilities shall include:

- To verify the examination to be done on the day assigned to her/him. It is advisable that the verification be done the day before.
- To pick the examinations from the Examinations Office 30 minutes before the examination time and pass them to the invigilators.
- To make sure that the examination room is free of any materials which a student may use to cheat on the examination.
- To ensure that all the rules and regulations are followed as stipulated in this document.
- To encourage the examiner/invigilator to patrol the section of the examination room under his/her jurisdiction to ensure that no examination malpractice take place.
- To facilitate prayer at the beginning of the examination session.
- To report to the Examinations Office any incident or irregularity that may take place that is worth reporting.
- To carry out any other duty related to the work of invigilation.
- To coordinate and keep the record of all the invigilators of that particular session.
- To ensure that all the scripts, unused booklets and any other used or unused examination material are returned to the Examinations Office.

Examination Malpractices for the Lecturers, Typists, Secretaries and Invigilators

- An invigilator who refuses/fails to turn up for invigilation.
- An invigilator who sits while examination is going on.
- An invigilator who reads something else like newspapers, a book, etc while examination is going and fails to note what is going on into the examination room.
- An invigilator who leaves the examination room when the examination is still in progress.
- An invigilator who catches an examination cheat and fails to report to the appropriate authority.
- A lecturer who carelessly handle and lose student(s) examination or coursework scripts.
- A lecturer who fails to mark and submit the examination results to the appropriate office in time.
- A lecturer who is 'bought' in any way to alter the grades.
- A lecturer who fails to mark the examination and coursework scripts and awarding marks by guesswork.
- A lecturer, typist or secretary helping to leak examination questions.