

**BUGEMA UNIVERSITY**  
P.O. BOX 6529,  
KAMPALA UGANDA



**EXAMINATION POLICY**  
**2015 - 2019**

## **MISSION**

To offer an excellent and distinctive holistic Christian education designed to prepare our students through training, research, scholarship for productive lives useful to God and to society with uncompromising integrity, honesty and loyalty

## **VISION**

Bugema Envision offering excellence in service

## **CORE QUALITY VALUES**

1. Excellence
2. Professionalism
3. Innovativeness
4. Integrity
5. Dynamism
6. Team work
7. Transparency
8. Accountability
9. Equality

## **BU Examinations Policy 2015-2019**

The BU Examinations policy 2015-2019 provides guidance to BU staff and students on matters concerning examinations. It contains the most up-to-date information on the following;

- I.Examinations Procedures & Guidelines
- II.Examinations Rules & Regulations

Students and staff are responsible for familiarizing themselves with the contents of the Examinations Policy, and in case of need for clarification or interpretation, the examination council, should be consulted through the following address;

The Examination Council chairman  
Bugema University  
P.O BOX 6529 KAMPALA  
Tel:  
Email:

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## Definition of Terms

The following definitions are specific to BU Examinations Policy.

**Academic Programme:** The design of learning content, which is multi-dimensional and includes intentions, structure of content, delivery modes, academic resources and assessment modes.

**Academic Year:** A study period organized in either two or three semesters.

**Assessment:** 1. A process of determining a student's achievement of expected learning outcomes and may include a range of written and oral methods and practice or demonstration.

2. An exercise to be completed by a student to provide a basis for an official record of achievement or certification of competence in a course or programme.

Examples of assessment include, but are not limited to, final examinations, tests, quizzes, reviews, take-home examinations, assignments, essays, laboratory reports, theses, demonstrations, performances, tutorial presentation, seminars, class participation, field practicums (Apprenticeship), attachments, projects, ministerial placements and work experience.

**Cheating:** An act or an attempted act of deceit to gain or facilitate academic credit

**Common University Course:** A University-wide prescribed course for all students in the university at a specific level and shall be used for classification purposes.

**Compensation:** A practice of awarding a pass mark in respect of a failed course by reason of a candidate having passed other related courses offered in the same curriculum or programmes of study at the same level.

**Core course:** A course which is central to a discipline of study which must be taken by all students in a given programme and shall be used for classification.

Course Part of a programme described in an approved curriculum and normally taught and assessed over a semester/trimester. A course may comprise one or more units of study.

**Credit hour:** Equivalent to a minimum of 30 instructional hours.

**Elective course:** A course that a student may choose, according to interest, subject to approval by the relevant department and shall be taken into account for purposes classification.

**End-course Examination:** The final examination in a semester/trimester.

**Examination:** Any assessment, written, oral or observed, that is taken into account in evaluating the final results in a course or programme. Examinations include in- course and end-of-course.

**Examination Centre:** A designated venue where an examination is held.

**Examination Moderation:** A control process that evaluates the quality, content, standard and level of testing of an assessment.

**Examination Session:** Time/period within which an examination is held.

**Examiner:** Academic staff responsible for assessment of a course.

**Examination Supervisor:** A person who conducts examination, guides candidates and ensures all relevant Policies, Procedures and Guidelines, Rules and Regulations are followed.

**Failure:** Inability to attain the requisite pass mark or where a candidate does not sit for a registered examination without authorization.

**Final Examination:** A regular assessment scheduled within an official examination period and which serves as the end evaluation of student performance in a course.

**In-course Examination:** Assessment administered during the semester before the Final Examination.

**Instructional Hour:** Is equivalent to:

1. One (1) contact hour in a lecture-design session

2. Two (2) contact hours in a tutorial/ seminar-designed session
3. Three (3) contact hours in a laboratory – designed session or practicum session
4. Five (5) contact hours in a farm or similar practice

**Invigilator:** A person charged with the responsibility for the distribution, supervision and collection of examination papers and materials.

**Leakage:** A situation where a candidate or a person has unauthorized access to or knowledge of examination questions or materials related to an examination prior to scheduled date and time of the examination.

**Misconduct:** Behaviour that is unacceptable, disorderly or otherwise disruptive to the examination process.

**Optional Course:** A course chosen according to interest which is not necessarily central to a discipline of study and which is subject to approval by relevant department and shall not be used for classification.

**Pass:** Attainment of the minimum grade/mark.

**Plagiarism:** The willful and deliberate disregard for good academic practice in respect of using another person's intellectual material(s) and knowledge without acknowledgement (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 and research methods gives guidance on how to reference your sources).

**Pre-requisite Course:** A course which must be taken and completed successfully before one can register for a given course.

**Prescribed Course:** A course which is designated as core.

**Repeat Course Internally/Supplementary Examination:** Opportunity granted to a student to study a course again and sit for an examination after failing more than 25% of courses examined in an academic year.

**Repeat Course Externally:** Opportunity granted to a student to study a course again and sit for an examination after failing a supplementary examination.

**Required Course:** A course which is supportive of or beneficial to a discipline and shall be used for classification.

**Semester:** A period of study of normally 16 weeks or such a period as may be determined by Senate.

**One Semester:** As used in this policy, refers to the semester in which the student/candidate commits the offence in question

**Semester Load:** Normally between 6 and 7 courses, unless otherwise approved by Senate.

**Special Circumstance:** A situation which is an exception to the general rule, and which is beyond a candidate's control, and is not reasonably foreseeable and which prevents them

**Special Examination:** Alternative final written assessment usually granted to a student on the basis of an application for consideration occasioned by special circumstances.

**Supplementary Examination:** An examination granted to a student who has failed a course on first attempt.

**Unit:** Same as instructional hour.

## **Abbreviations and Acronyms**

DVC- A:	Deputy Vice Chancellor Academics.
DVC – F:	Deputy Vice Chancellor Finance.
VC:	Vice Chancellor
BU:	Bugema University
QA:	Quality Assurance
SAC:	Students Advisory Committee
NCHE	National Council of Higher Education

# **CHAPTER ONE**

## **EXAMINATION POLICY**

### ***Preamble***

The BU Examinations Policy documents processes of design, delivery, administration and management of examinations and is intended to ensure that assessment procedures and practices within the University's programs and courses facilitate the achievement of specified learning outcomes.

The Policy is integral to both the quality of the learning experience and the integrity of the assessment process and plays a central role in helping BU ensure that examinations are fair, valid, reliable, efficient, consistent and ethical.

The Examinations Policy outlines the principles and values that form the basis of BU approach to Guidelines and Procedures, and Rules and Regulations that shall apply to all BU examinations.

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 PURPOSE**

The aim of this document is:

1. 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.
2. To ensure equitable processes of planning and management of examinations in a manner which would support the University's commitment to academic integrity
3. To outline the required conduct of students and staff undertaking examinations at BU, and direct them to University rules, standards, codes, policies, guidelines, procedures and other requirements which specify acceptable and unacceptable conduct before, during and after examinations.

More specifically, the purpose of this policy is to ensure that:

1. The planning, administration and management of university examinations and external assessment processes are conducted in the best interest of BU;
2. All examinations and external assessment processes are conducted in line with regulatory and accreditation body requirements;
3. All those involved in BU examinations and external assessment processes are familiar with their roles and responsibilities.

## **Policy Statement**

BU Examinations are designed to play an important role in focusing learning and teaching efforts on intended academic and intellectual outcomes and the development of desired and required graduate capabilities. The examinations promote active

student engagement in learning and enable student to develop his/her knowledge, skills and capabilities in meaningful disciplinary, professional and personal contexts.

Assessment practices at BU include providing constructive and timely feedback that has value for the student in justifying assessment grades given, identifying the strengths and weaknesses in his/her performance, and guiding their learning with a view to improving his/her performance.

## **POLICY PRINCIPLES**

The purpose of assessment at BU is to enable students to demonstrate achievement of the outcome(s) of courses and programmes. Student performance in the assessment of courses contributing to their programme of study is the major source of evidence used by Senate in determining progression and recommendation for awards of the University.

The following principles shall underpin all BU examinations:

1. Examinations shall be valid in relation to their form, quantity, level, content and learning outcomes;
2. Examinations serve to promote student learning by their nature and the provision of appropriate guidance and feedback on performance;
3. The examination Council shall ensure that Examinations policy, procedures and processes are explicit and made clear to all students, staff, and external examiners;
4. Examination management shall be reliable, consistent, fair and inclusive;
5. The Examinations Policy, Procedures, Guidelines, Rules and Regulations shall be subject to regular monitoring and review;
6. Students, Staff and Management of BU and external examiners shall be bound by the current Examination Procedures, Guidelines, Rules and Regulations in use;

7. The University reserves the right to amend the above as it deems necessary.

## **THE ROLES**

### **The University**

It is the responsibility of BU, guided by this policy, to:

1. Ensure proper planning, organization and administration of examinations;
2. Assess a student fairly;
3. Satisfy itself that proper invigilation of examinations is undertaken;
4. Ensure that the students' examination results are timely processed and published
5. Investigate any allegation of examination malpractice and act appropriately on the findings;
6. Consider appeals on examination council decisions.

### **Students**

It is the responsibility of BU students to:

1. Read, understand and adhere to Examinations Procedures, Guidelines, Rules and Regulations;
2. Participate in the learning activities specified for each course and programme for which they are registered;
3. Attend all examinations as required;
4. Undertake examinations in an honest manner.

### **Quality Assurance**

The BU Senate affirms the University's commitment to maintain the highest standard of academic integrity in the examination process as an assurance of quality education. The Procedures and Guidelines, Rules and Regulations attached to this Policy are designed to safeguard the academic integrity of BU examinations and shall inform the efficient administration and effective management of examinations. Senate shall comply with relevant policies, guidelines and procedures in ensuring they are applied consistently with fairness and impartiality.

The University supports the promotion of the values of honesty, trust, fairness, respect and responsibility in all its academic endeavours. Students and staff of BU are expected to conduct themselves in a manner that reflects these values, to ensure the protection of the University's reputation and standards for current and future students and staff.

### **Scope**

This Policy applies to examinations in all academic programs and courses of BU and has implications for:

1. Students at all levels of study;
2. Academic staff of the University, and
3. Other associated or contracted entities by the University with responsibility for designing, administering and making decisions relating to examinations, by or on behalf of the University.

### **Legal and Policy Framework**

This Examinations Policy is anchored in the following documents:

#### **Internal to BU**

1. BU charter
2. BU SAC
3. BU Staff Manual
4. BU Bulletin
5. BU Quality Assurance Manual
6. BU research Policy

#### **External to BU**

1. The Seventh Day Adventist Church Adventist Accreditation Association (AAA)
2. Constitution of Uganda 1995
3. Statutory/Regulatory Bodies requirements
  - a. National Council for Higher education (NCHE)
  - b. Inter- University Council of East Africa (IUCEA)
  - c. International Board of Education (IBE)

## **Implementation**

Responsibility for monitoring the implementation of this Examination Policy and its associated Procedures, Guidelines, Examination Rules and Regulations is vested in the Senate. Senate shall have the overall authority in all matters concerning and affecting examinations. These include the setting, moderation, conduct and marking of examinations as well as the declaration of examination results.

Responsibility for implementation of specific aspects of this Examination Policy is integral to the roles of the:

1. The Vice Chancellor
2. Deputy Vice Chancellors
3. Campus directors/Center directors
4. Registrars
5. Deans and HOD's of schools/departments
6. Lecturers
7. Technical staff
8. Coordinators
9. Project and dissertation supervisors
10. External Associates
11. Students

## **Support and Advice**

Support and advice on the implementation of this policy can be obtained from:

1. The Office of the Deputy Vice Chancellor, Academic Affairs
2. Directors of Campuses/centers
3. Academic Registrar,
4. Departments and Institutes

## **Review**

This policy shall be due for review as determined by Senate but not more than five years from the effective date.

### ***End of Semester Examination Period***

Final examinations shall be held at the end of each semester (or session in case of in-service/holiday 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 at least 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 vetted 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 thorough fare.
- 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 shall 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 shall be sent to the DVC academic office one week before the commencing of examinations. ***No examination shall be offered unless it bears the Head of Department's stamp and signature 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 and the duration the paper is supposed to be sat.

- The lecturer/instructors name and phone contacts shall be included on the cover page of the examination

### **Storage of Examinations**

- The final examination will be given in hard copy format to the respective H.O. D and a soft copy will also be submitted to the H.O. D as directed by the H.O. D
- The H.O. D will then stamp and sign as the true moderated paper and thereafter submit the hard copies to the examination office for: -
  - Storage in a well secure room provided by the university
  - Making of more copies enough for the students (Xeroxing)
  - Packaging and sealing on well labeled official Bugema University Examination envelopes.
  - It is only the chief examiner to pick the examinations scheduled for that session, and take it to the examination halls

### **Disposal and Retention of Examination Material**

- Final examinations completed during the official examination period are the property of BU.
- The University will store completed examinations in case of a student academic appeal
- In all cases, but not for a period exceeding five (5) years after graduation, final examinations are to be archived
- While the University may dispose of assessed work after five (5) years, it shall retain a sample of work that has been awarded marks in each examination for internal quality monitoring and evaluation
- Completed final examination scripts will be disposed of via confidential waste

## **Time and venue for University examinations**

All university final, special and supplementary examinations shall be offered in stipulated room(s) and time. No such examinations will be given on private arrangement.

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 the student's forfeiting his/her examination grade and endangering his/her academic endeavor in Bugema University.***

## **Sitting for examinations**

A student who is absent in an examination will receive an F grade unless there is a genuine reason for the absence substantiated with documentary evidence (e.g. a medical certificate, permission from the Dean of students or a statement of account showing that the student has a balance). That is to say: all students from the Main campus must produce evidence from Bugema University clinic. Other campuses will also stipulate their clinics. Students who lose beloved ones or get accidents of some sort must see it reported to the Dean of students. In the above cases one shall fill a form obtained from the Registrar's office to request for an 'Incomplete grade'. Special examinations to clear the incomplete grade shall be given two weeks after the beginning of the following semester. Failing to clear the 'I' grade within the stipulated time will lead to an F grade. The student will be required to re-register for the when it is offered to clear the grade. ***Only students with incomplete form duly filled at the time of the missed examination(s) shall be allowed to take the special examination(s).***

Every candidate that sits an examination 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.

### ***Retake/Supplementary***

Students who got dissatisfied with an F grade previously can request for a retake or supplementary examination. This shall be offered along with special examination(s). However, the maximum grade that can be obtained through such an examination is C (plain). Students are advised to monitor their continuous assessment so as to clear any failed course in good time so as to avoid future embarrassment.

### **Examination Pass and ID**

- An examination pass should be acquired a week prior to the examination date. Any student failing to sit for an examination due to failure to get an examination pass will be awarded an F grade in that particular examination unless s/he 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 valid ID must be presented to the invigilator in each examination session.
- If a student loses/misplaces an examination pass, s/he must report immediately to the Registrar's office for a new one
- In case of missing 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 examinee 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 should be kept securely by the student for future reference. There are some circumstances where a student may need to use it.

## **Health 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 a 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.

If a student falls sick during the examination and it is found that s/he is unable to finish writing it, special consideration shall be given at the discretion of the examination council

## ***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 enter 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) shall be allowed in the examination room.

- No materials other than the ones used to write the examination are permitted in the examination room or around the entrance of the room.

## **CHAPTER TWO**

### **ACADEMIC AND EXAMINATION MALPRACTICES**

#### **Preamble**

The BU Examination Rules and Regulations define, amongst other things, matters, requirements, time, procedure and process of examinations. The Examination Rules and Regulations have been formulated with a view to putting into place a credible and efficient system for the conduct of examinations.

Examinations are an important part of university experience and BU takes this process seriously. The University determines when, where and how examinations take place and students must attend examinations as required. Candidates for University examinations must read, and shall be assumed to have read, these rules and regulations which apply to all examinations conducted by the University. Staff and faculty members are required to familiarize themselves with these rules and regulations to enable them to carry out their duties and responsibilities effectively.

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.

#### **PURPOSE**

BU Examination Rules and Regulations exist in order to ensure that assessment sessions provide an opportunity for

students to demonstrate what they have learned in their courses. The Rules and Regulations cover different aspects of the evaluation process, and are to ensure the smooth and orderly exercise as well as to safeguard the security and integrity of all examinations.

A person who breaches of any item contained in these Rules and Regulations shall be guilty of a breach of academic integrity or misconduct for the purposes of the BU Examinations Policy. Any action taken under these Rules and Regulations shall not deprive the University of any action or right it may have in the circumstances, nor prevent the University from taking any other action.

### **Assessment Requirements**

1. All students shall be required to attend end of semester/session examinations, and/or any other examinations for which they are registered during their course/programme.
2. All students shall be required to hand in coursework and assignments.
3. In cases of extenuating circumstances, students shall fill in the 'BU Incomplete Form' (*See Appendix 1*).
4. A student who, with sufficient cause, misses an assessment shall have his/her circumstance(s) taken into account by the course lecturer and Department. If the student is offered an alternative assessment, the timing and form of this evaluation shall be at the discretion of the respective student's Department in consultation with the course lecturer.
5. A student shall be regarded as missing an assessment with sufficient cause if the student can prove with circumstantial evidence that it would be unreasonable to expect the student to have attempted the assessment. Department shall determine, on the basis of recommendations made and on evidence submitted by

the student, whether or not sufficient cause existed to warrant opportunity for an assessment.

6. If a student has registered for a course but fails to take the examination for which they are eligible to sit without sufficient cause, the student shall be deemed to have failed the course.
7. All students shall be required to be present for scheduled examinations unless authorized otherwise.
8. Examinations shall be conducted during the allocated times shown in the Examination Timetable. Examinations shall normally start at 9.00 am and end at 5.00 pm from Monday to Thursday. Examination council may, with justifiable cause, vary these times and days.
9. It is candidates' responsibility to ensure that they know the correct course, date, time and location of all their examinations.
10. Students shall present themselves with a relevant BU photo-identification card or any other legally recognized identity document.
11. Missing an examination may affect a student's progression to the next level of study, their eligibility for a degree, or the classification of a degree.
12. Examination offences are extremely serious. The University takes a serious view of cheating. All students are expected to take note of the written examination instructions issued to them as well as the announcements made during examinations. A candidate who is suspected of cheating in examinations shall be liable to disciplinary action including, but not limited to, cancellation of results, suspension or expulsion from the university.
13. All materials and/or devices which are found to violate any examination rules and regulations shall be confiscated.

14. It shall be an offence for a student to attempt to sit for final examination without clearance from the business office.
15. It shall be an offence for a student to have misconduct during the course of an examination. A person, whether a student or not, shall not do anything intended to assist a student sitting for an examination to commit a breach of academic integrity.
16. BU operates a zero tolerance policy in relation to cheating in examinations.

### **Powers of invigilators**

1. Students sitting an examination must obey instructions given by an examination invigilator for the proper conduct of an examination.
2. Invigilators shall be present at all examinations and are responsible for their proper conduct.
3. On the authority of Senate, invigilators shall ensure strict adherence to all examination rules and regulations. It is an offence to disregard a legitimate instruction given by an invigilator. Candidates violating such instructions shall be liable to disciplinary action.
4. Examinations shall start and finish on the instruction of the invigilator. A Student shall not open examination papers or start writing until instructed to do so.
5. It shall be an offence for a student to have disregard for the instructions set forth on the examination booklet and/or the examination paper, and with any examination notice displayed in the examination room, and with any instruction given by an invigilator.
6. An invigilator shall ensure that candidate do not possess any unauthorized material as stipulated in the examination policy.

7. The invigilator shall confiscate any unauthorized material brought into the examination room. The confiscated material, together with a statement of the circumstances from both the invigilator and the student, shall be handed over to the examination office
8. The invigilator shall question an unauthorized person, on matters related to the person's behavior in the examination room.
9. Candidate present in an examination room shall comply with all requirements of the examination and answer any question(s) asked.
10. The invigilator shall exercise, such other powers as are necessary for the proper and efficient conduct of an examination

### **Admission of exams**

1. Only the following people may enter or remain in an examination room during and for purposes of an examination:
  - a. Students registered and have met all course requirements;
  - b. Examination invigilators;
  - c. Members of academic staff;
  - d. Security officer(s) authorized by the University;
  - e. Other persons authorized by examination council.
2. The examination venue shall be open for admission 15 minutes before the time scheduled for the commencement of the examination.
3. All students shall be expected to be at the designated venue at least fifteen (15) minutes before the commencement of the examination. Misreading the examination timetable shall not be accepted as a reason qualifying one for a special examination.
4. A student who fails to produce an identification card on request shall be refused admission to the examination room.

5. Unless authorized by the examiner, no reference materials or electronic devices shall be allowed in the examination venue. Unauthorized materials include, but are not limited to:
  - a. Books;
  - b. Class-notes or reference sheets;
  - c. Unauthorized electronic or communication devices that include, but not limited to cell phones, laptops, tablets, kindles, palm pilots or pagers.
6. Students having and/or using electronic devices other than those authorized and approved by the course lecturer during an examination shall be considered to have breached examination rules.
7. All personal belongings and any unauthorized material shall be kept as directed by the invigilator at a designated area outside the examination venue.
8. The University shall not be responsible for any loss of personal belongings in or outside the examination venue.

### **Candidates conduct in the examination room**

1. Candidate shall check the correctness of their registration details and sign the attendance register for the examination.
2. A candidate sitting an examination must not give or attempt to give any form of assistance to another candidate, unless the same is expressly approved by the invigilator.
3. No candidate shall accept any assistance from another candidate during an examination, unless such assistance has been expressly approved by the examination invigilator.
4. A candidate who permits another candidate to read, copy from or use their examination question or answer paper shall be committing an academic misconduct.

5. During an examination, candidates shall be permitted to have access to only those materials or aids specifically approved by the course lecturer for use in that examination paper and sitting.
6. Where regulations permit a student to bring their own text books into the examination venue, the text books must be completely un-annotated.
7. If a student is allowed to use electronic calculators in an examination, they shall be compact, hand-held, and quiet in operation.
8. Devices with internet connection shall not be permitted in the examination venue.
9. Bringing unauthorized material and the use or attempted use of the same in an examination constitutes cheating and shall result in disciplinary action.
10. Food and drink are not permitted in the examination venue with the exception of water which, if required, should be in a clear plastic bottle with no label.
11. Any student who causes a disturbance in an examination room shall be reprimanded by an invigilator. If the conduct persists the student may be required to withdraw from the examination room and a report of examination misconduct made to the examination council
12. Students shall not speak or communicate by any means, manner or device with anyone other than an invigilator for the duration of the examination, including during any temporary disruption of the examination.
13. Students shall read the instructions on the question paper and follow them carefully. Student shall conspicuously display their identification document(s) for the marking of attendance and verification of identity during the examination.
14. Student shall provide all other required details on the answer booklet. He/she shall write only their examination/admission number, correctly and legibly, in

the space provided on the cover of each answer booklet. Providing incorrect/illegible registration number or not writing a number could risk an answer booklet being considered void.

15. Draft work must be written in the answer booklets or on other examination stationery provided in the examination room by the University. A student shall not carry any paper to the examination venue for draft work.
16. It is the responsibility of every student to ensure that all their answer booklets are firmly secured.

### **Student Exit from Examination Room**

A student who wishes to leave the room shall request permission from the invigilator.

A student permitted to leave the room shall be escorted by an invigilator. Any student who leaves the room without an invigilator's permission shall be deemed to have withdrawn from the examination and shall not be allowed to return. The Invigilator shall provide a report to the examination council, in such cases.

No answer booklet or part of an answer booklet, whether used or not, may be removed from the examination venue.

At the end of an examination, all candidates shall stop writing, remain seated quietly. Throughout for invigilators to properly account for all answer scripts to be collected and counted. Students shall remain seated until all examination materials are collected and the Examination Invigilator has given permission to leave.

Candidates shall be responsible for ensuring that their answer scripts are submitted at the end of the examination. If a candidate is present for an examination and does not submit the answer script, he/she shall be considered have sat and failed the examination concerned.

In the event of an emergency evacuation, students shall follow the invigilator's instructions at all times.

## **Examination Misconduct**

Examination Misconduct will be defined as any act that violates the BU Guidelines and Procedures, Rules and Regulations as stipulated in the examination policy.

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) includes:***

- Plagiarism.
- Falsifying data, evidence, or experimental results both in coursework and research projects/thesis.
- Providing assistance to another student in an act of plagiarism or falsification.

Coursework shall 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, unless that student has been granted an extension by the instructor

A grade awarded after a delayed coursework cannot be reviewed by change of grade, re –submission of the coursework, supplementary or special examination.

**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 on a piece of paper, clothes, undershirts, inner lining, blouses, handkerchiefs, arms, thighs, and notes stocked in

calculators, mathematical sets, rulers, stockings, brassier, or pants to mention but a few

- Copying from, consulting or making use of another candidate's script; or attempting to do so
- Aiding or attempting to aid another candidate, or attempting to do so from another. (i.e. exchange of question papers and examination booklets).
- Attempting to impersonate another candidate or being impersonated;
- Putting down name on attendance list, but failing to submit the answer script and going out with it as his/her property, and later claim right to some marks which were lost by examination officials;
- Recording different examination numbers on the examination booklet and later claim right to some marks.
- Copying, reading or writing from written walls, toilets, tables, desks, parts of the body, or any other material.
- Unauthorized and undeclared acquisition of examination papers prior to an examination, whether or not that examination is to be sat by the student concerned (leakage)
- Reading answer scripts belonging to another candidate.
- Possession of examination answer booklets

NOTE: In case of open book examination the instructor must communicate to the examination office and Chief Invigilator in advance and if possible the instructor should be around on the day and time the examination is being done

**Category C: *Other Misconduct in Examination includes:***

- Unauthorized absence from the examination venue.
- Talking or behaving in a manner likely to disturb or distract other students.
- Smoking, chewing gum, eating or drinking anything (other than plain water in a transparent, unlabeled bottle).

- Bringing a mobile phone (on or off), jackets, caps, bags, computers and others into the examination room.
- Removing / tearing examination booklet pages
- Writing *anything* on the question paper, except where instructed by the examiner.
- Leaving the examination room without the permission of the invigilator.
- Coming into the examination room while drunk or untidy.
- Coming into the examination room after thirty (30) minutes.
- Abusing, disrespecting and fighting the invigilators.
- Destroying evidence which may be used as proof of an examination irregularity.
- Threatening/intimidating invigilators, and obstructing the invigilator from carrying out his/her duties or behaving in a manner likely to disrupt the examination process or cause a breach of the peace.
- Refusing to write a statement after being asked to do so by the invigilator.
- Committing a subsequent offence after serving a suspension
- Forgery of examination documents
- Bribery so as to compromise examination credibility

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. In addition, disciplinary action shall be imposed on the individual(s) as will be decided by the Examination Council and approved by the Senate/students Advisory Committee -SAC.

### **Procedure for Handling Examination Misconduct**

1. Any allegation of examination misconduct shall be raised initially by the invigilator to the candidate involved
2. The invigilator shall forward the concern to the examination council.

3. The student shall be made aware of the allegation and any evidence to be considered
4. A student shall be required to write and sign a statement about the examination in the misconduct 'Examination Malpractice Form' (see Appendix 2)
5. Any misconduct shall be reported to Senate for action by the Examination Council within one (1) week after the examination period ends.
6. Disciplinary Committee shall be constituted to seize the matter and institute proceedings within two (2) weeks after Senate deliberations and recommendations.
7. The Disciplinary Committee shall comprise the following:
  - a. The Examination Council Chairperson
  - b. Dean of the relevant Faculty/School/Centre;
  - c. Chairperson of relevant Department;
  - d. SAC members
  - e. Registrar,
  - f. Guild Education Minister
  - g. Legal officer;
  - h. Any other coopted member (Either gender shall be represented on the Committee).
8. The Registrar shall within a week of Senate's decision give formal notice of impending disciplinary action relating to misconduct to the concerned student. The formal notice shall consist of:
  - a. A copy of the allegation of examination misconduct;
  - b. The date, time and venue of the inquiry;
  - c. Details of where help and advice may be sought;
9. The formal notice shall be deemed to have been received by the student if a copy of the document is sent by email, posted on notice board, university website and recorded delivery to the student's last known contact address.
10. If the student is unable to attend the hearing he/she shall submit a written statement of the case to the

examination council which will be considered at the disciplinary meeting.

11. The Committee shall decide the case based on findings in relation to the evidence on the balance of probabilities. The Disciplinary Committee shall take into account any mitigation by the student when deciding the penalty.
12. The registrar shall thereafter issue the decision. Notice that shall consist of the following:
  - a. A summary of the major points made during the Disciplinary Inquiry;
  - b. A concise rationale of its findings
  - c. A concise statement of the Disciplinary Committee's findings in relation to the allegation of Misconduct;
  - d. In case a student is responsible for misconduct, the penalty to be applied;
  - e. An explanation of the student's right of appeal.

## **Students Appeals**

### **A. Remarking**

Policy on remarking students' work Guidelines for handling students who are dissatisfied with their marks are as follows:

1. 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.
2. All appeals for re-marking shall be addressed to the chairperson of the Faculty/Institute/School Examinations Committee and a copy given to the Lecturer concerned.
3. 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:
  - i. Miscomputation of Marks
  - ii. Bias on the part of the Lecturer
  - iii. Marks generally out of step with one's over-all performance.

4. The Faculty/Institute/School Examinations committee shall communicate its decisions to the affected student within a period of 14 days of its deliberations.
5. From the time the decision to remark is made by the Faculty/Institute/School Examinations committee, remarking shall be completed within two weeks and the new mark awarded shall be approved by the Dean on behalf of the Faculty/Institute/Schools Board of Studies.
6. If a candidate decides to withdraw his/her appeal before it is considered by the Committee, such withdrawal shall be done in writing.

## **B. Examination Misconduct/malpractices**

1. A student shall have the right of appeal against the findings of the Disciplinary Committee and/or against the penalty imposed.
2. An appeal shall be lodged by the submission of a signed and dated statement from the student to the DVC Academics within ten working days from the date of issue.
3. The DVC Academics shall within three days of receipt of a student's appeal, constitute an Appeals Committee to consider the appeal together with documents considered by the original hearing. Members of the Appeals Committee should not have had previous involvement with the matter.
4. The Appeals Committee shall be the university administrative board
5. The Appeals Committee shall within three (3) days after constitution by the DVC-A, convene, consider and determine the student's appeal. The Committee can uphold, amend or rescind the decision of the original hearing and shall report its decision to Senate for consideration.
6. The decision of Senate after the Appeals Committee shall be final. Within two days of Senate decision, the student shall be informed.
7. Senate shall post the names of concerned students on notice boards.

## **Penalties for Examination Misconduct**

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

### **Category A**

1. The work is disqualified and no marks awarded

### **Category B**

1. The student shall be discontinued and the examination paper withdrawn
2. Students shall lose all the subsequent examinations of the semester
3. The student shall be suspended for not less than one semester

### **Category C**

1. The student shall be discontinued and the examination paper withdrawn
2. Students shall lose all the subsequent examinations of the semester
3. The student shall be suspended for not less than one semester

**NOTE: In any of the cases category B and C the student does not qualify for either retake/supplementary or special examination(s), and the individual is therefore awarded an 'F Grade'**

## **CHAPTER THREE**

### **GUIDELINES TO THE INVIGILATORS/EXAMINERS**

The Examination Council shall arrange for the supervision of the end of semester examinations and in case of corrections or problems arising on the questions, the responsible lecturer shall be expected to avail him/herself. 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.
- 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.
- 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 on time with a prayer.
- Invigilators are not expected to read newspapers, mark examinations, or do anything that shall distract attention from watching what is going on in the examination room.
- Invigilators shall not read the examination question papers
- Under normal circumstance, two invigilators shall be assigned in a room where they shall 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 shall check against the student's name to acknowledge receipt of the script.
- The invigilator shall check the room thoroughly before leaving in case some script might have fallen. He/she shall also clear the room of any paper for the next session.
- Duly signed envelopes containing scripts shall be returned to the Examination Office and registered.
- Invigilator shall report any irregularity in the examination room to the Chief Invigilator.

### ***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. He/she shall:

- Verify the examination to be done on the day assigned to her/him. It is advisable that the verification be done the day before.
- Pick the examinations from the Examinations Office 30 minutes before the examination time and pass them to the invigilators.
- Make sure that the examination room is free of any materials which a student may use to cheat on the examination.
- Ensure that all the rules and regulations are followed as stipulated in this document.
- Ensure that invigilators patrol the section of the examination room under his/her jurisdiction to ensure that no examination malpractice takes place.
- Ensure that examination session begins with prayer.
- Report to the Examinations Office any incident or irregularity that may take place that is worth reporting.

- Carry out any other duty related to the work of invigilation.
- Coordinate and keep the record of all the invigilators of that particular session.
- 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 in 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 handles and loses 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 awards marks by guesswork.
- A lecturer, typist or secretary helping to leak examination questions
- A lecturer/invigilator who helps a student to sit an examination without registering

## **Rules Concerning Examination Malpractices**

### **1. Offences Committed by Members of Staff**

#### **(A) Examination Leakage RULE 1, that:-**

- I. It shall be an offence for any person to engage in the leakage of information about examinations.
  - II. For the avoidance of doubt, examination information includes:-
    - (a) Selective dissemination of information on examination or regular assistance to some students.
    - (b) Release of examination questions prior to the examination scheduled date and time.
    - (c) Negligence in ensuring that the examination materials are secure.
- (iii) A person who engages in the leakage of information on examination shall be liable to:
- a) Be reprimanded or warned that to reprimand or warn a member of staff, the matter shall be discussed first by the Examinations Committee, then the Senate. After the approval of the Senate, the Secretariat would accordingly write a letter of reprimand or warn to the affected staff. or
  - b) Be recommended to the Appointments Board for appropriate disciplinary action.

#### **(B). Negligent Invigilation RULE 2, that:-**

- (i) It shall be an offence for an invigilator to conduct him/herself in a negligent, careless or irresponsible way in the execution of his/her duties, which is likely to encourage students to engage in examination malpractices.
- (ii) Negligent invigilation includes:-
  - (a) Reading materials such as Newspapers in the examination, which distracts the invigilator from his/her duties.
  - (b) Abandoning the examination room without making arrangements for an acceptable alternative invigilator.
  - (c) Reporting late for invigilation.
  - (d) Failure to report examination malpractice promptly.

(e) Lack of vigilance in executing his/her duties as an invigilator including failure to actively monitor the examinations room and candidates, and failure to secure the candidate's signature in regard to proof and right of attendance.

(iii) A person who is negligent in carrying out his/her duties, as an Invigilator shall-be:-

(a) Reprimanded or warned or

(b) In the event of failure to report an examination malpractice, shall be recommended to the Appointments Board for appropriate disciplinary action.

**(C) Refusal to Invigilate: RULE 3, that:-**

(i) It shall be an offence for an authorized member of staff to refuse to invigilate following due instructions.

(ii) A member of staff who refuses to invigilate shall be:-

(a) Reprimanded or warned or

(b) After being warned for three times, shall appear before the Appointments Board for appropriate disciplinary action.

**(D) Accountability by Internal Examiners RULE 4, that:-**

(i) It shall be an offence by an Examiner: -

(a) To fail to account for students/candidates' answer scripts received by him/her.

(b) To lose coursework scripts and/or marks received by him/her.

(c) To intentionally omit to record course work on the Final Mark Sheet.

(d) To evaluate an examination answer to the prejudice of the candidate.

(e) To transfer his/her responsibility as an Examiner to an unauthorized or unqualified person.

(ii) An Examiner who fails to account for results as herein defined shall be liable to:-

a) Be reprimanded or warned or

- b) After being warned for three times he/she shall appear before the Appointments Board for appropriate disciplinary action.
- c) Bear any cost arising from negligence in a suit brought by the student/candidate.

**(E) Fraud in the Examination Process RULE 5, that:-**

- (i) It shall be an offence by an Examiner to:-
  - (a) Intentionally alter/falsify or in any way change the students'/candidate's marks in order to punish or favour the affected student/candidate.
  - (b) Threaten or deliberately fail a student/candidate.
  - (c) Substitute an answer book/answer script prepared outside the scheduled period for a particular examination for the one used during the examination period.
  - (d) Fraudulently accept any examination or course work script outside the scheduled period.
  - (e) Fraudulently conduct an examination/test outside the official scheduled period.
- (iii) Any Examiner who engages in fraudulent conduct as defined herein shall be liable to: -
  - (a) Be reprimanded/warned or
  - (c) After being warned for three times he/she shall appear before the appointments Board for appropriate disciplinary action.

**Policy on Retention and Disposition of Examination Scripts**

Due to lack of space for storing large volumes of scripts, the Senate has decided on the following measures in handling examination scripts:

- i. The Academic Units shall store/retain all assessment examination scripts of students for a period of five 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 each Dean/Director to ensure that Examination Scripts are disposed off in a secure and appropriate manner at the end of the defined period (five years from the semester of a particular assessment).
- iii. Academic Units shall ensure prompt return of course work scripts/assignments/ class tests at least not later than two weeks before beginning of the semester final examinations to enable students to know their progress and/or learn from past mistakes.