



Bugema University Online Exams Policies, rules and regulations

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INTRODUCTION

The BU ODeL Examinations policy 2020 – 2024 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;

MISSION

To offer an excellent and distinctive holistic Christian education designed to prepare our students through training, research, and 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

1. Requirements

Bugema University courses include exams as part of their assessment. Occasionally, these exams may be required to take place in an online environment. This document sets out the policies and procedures for Bugema University online exams.

Supporting documents: Guide to Completing Online Exams

To sit the online exam, you shall require:

- A laptop computer or a PC with a camera and microphone
- An internet connection capable of transmitting an audio and video feed

If you are unable to transmit a video feed (i.e., if you do not have a sufficiently fast internet connection or access to a webcam), you must inform the E-Learning Director (e-learning@bugemauniv.ac.ug) in writing at least 7 days prior to the exam date.

- Photographic ID (e.g., Bugema University student card)

- You must have an examination number, that you shall only get after 100% payment of the fee for the semester

2. Exam format

Bugema University online exams are hosted on the Moodle platform. There are various kinds of exams: multiple choices, essay-based or a blend. Your instructor shall explain the format of your exam to you in detail prior to the exam date.

Exam invigilation

As with physical exams, online exams are invigilated to ensure that the exams are conducted correctly, and to identify any potential cases of inappropriate behavior.

Online exams are invigilated by means of the camera and microphone on your laptop and device. A remote invigilator shall monitor the camera and microphone activity of students for the duration of the exam and is also on hand to address any potential queries or questions.

If you have contacted the E-Learning Director to report that you are unable to transmit a video feed, you shall still be required to use a microphone for the duration of the exam. Please note that only those who have given prior notice shall be permitted to sit the exam without a webcam. If you did not provide such notice and are unable to provide a video feed on the day of the exam, you will not be permitted to sit the exam.

Before the exam

At least 7 days prior to the exam date, you will receive the Bugema University Guide to Completing Online Exams. You will also be given access to a test exam page containing sample multiple choice and essay-based exams, as well as a link to a remote invigilation space (identical to the online lecture space used for distance lectures).

Please take the time to read the guide and familiarise yourself with the exam page and sample exams. Please also ensure that your microphone and webcam are working—see the Guide to Completing Online Exams for detailed instructions on completing this. If you are experiencing technical difficulties, please contact Director (e-learning@bugemauniv.ac.ug) as soon as possible.

15 minutes prior to the start of the exam, you will be required to log into Moodle and access the exam page. Here you will find:

- A link to the exam
- A link to a remote invigilation space

During the exam

Students who log on more than 30 minutes after the beginning of the exam will not be permitted to sit the exam. Students who begin the exam late will not be awarded additional time.

During the early stages of the exam, the invigilator will ask you to show your photographic ID to verify your identity. If you have forgotten your ID, you will be required to provide some identifying information to the invigilator, including your full name, date of birth, address and

phone number. This information will be used solely for the purposes of confirming your identity and will not be retained following the examination.

If at any point you require the assistance of the invigilator, please use the microphone on your device to communicate, or type your query into the chat system in your private invigilation room, and the invigilator will respond as soon as possible. Please note that the invigilator may be dealing with another student query at the time and may not be able to immediately respond to your query. Please allow a reasonable amount of time for the invigilator to respond.

In the event of any incident occurring that may affect the outcome of your examination (e.g., if you fall ill during your examination, or your internet connection is interrupted), please communicate this to the invigilator as soon as possible either through your private invigilation room or by Telephone. If you are unable to continue your exam, the invigilator will end your exam attempt and will make a report of the circumstances surrounding your interrupted exam. Following this, the Bugema University E-Learning Director will contact you to discuss the situation and decide the best course of action.

If, during the exam, you feel that there are circumstances beyond your control that are affecting your performance in the exam, or that the exam is not being conducted correctly, please bring this to the attention of the invigilator as soon as possible. The invigilator will make detailed note of your concerns and, if possible, address these as far as is practicable.

You are free to submit your exam at any time. If you wish to finish your exam early, please let the invigilator know that you are doing so. Once the invigilator has confirmed that your exam has been submitted, you shall then be able to turn off your camera and microphone. After this point, you shall no longer be able to re-join the exam. Please do not turn off your camera and microphone before the invigilator has checked your exam.

The invigilator shall alert you when there is 30 minutes remaining in your exam. Note that the exam shall automatically close after the end time. The invigilator is not able to grant extensions or amend the end time.

Post exam – appeals

After the exam, if you feel that the exam was not conducted correctly, please follow the following procedures.

Stage 1 – Review Assessment

A learner wishing to make a challenge regarding an exam or assignment must do so within 5 working days following the assessment date and can submit to the Director (e-learning@bugemauniv.ac.ug). The Results Approval Panel shall investigate the matter and inform the learner of their decision within 4 weeks of receipt of the submission.

Stage 2 – Appeal of Panel decision

If the learner does not agree with the outcome of the review, they have the right to take the process to Stage 2, which involves an independent investigation into the case. Candidates must request an appeal in writing to the Director (e-learning@bugemauniv.ac.ug) within two weeks

of receiving the review outcome. There is a fee, which would be refunded if the appeal were successful.

Stage 2 appeals does not re-investigate the circumstances of the original review but will only consider if the appellant can show that Bugema University (or other relevant awarding body) did not apply procedures consistently during the original investigation, or that procedures were not followed properly and fairly. The Academic Board shall investigate the matter and inform the learner of their decision within 4 weeks of the receipt of the submission

3. Authorized Materials

Learners must remain within the exam site at all times. Authorized materials will be made available in the exam. Attempting to access external websites and/or course materials in the course site is never permitted and will invalidate the exam, resulting in sanctions according to the University's Academic Standards Policy and the instructor being notified of the infraction.

Learners may not use notes, calculators, or other materials unless otherwise stated in their course site. Any unpermitted materials (including smart devices, such as cell phones and smart watches) must be stored away from the testing area. All electronic devices must also be turned off.

Random security checks may be conducted at any point during the exam. Learners must comply with all security checks; time lost during these security checks cannot be made up.

4. Exam rules and regulations

Please carefully read the following list of rules and regulations regarding Bugema University online exams.

- The exam should be sat in a well-lit, quiet and private location.
- The following items should be removed from the exam workspace prior to the start of the exam:
 - Computers or laptops not being used during the exam
 - Mobile phones
 - Tablets
 - Smart devices
 - Calculators
 - Notes or papers
 - Books and newspapers
 - Any other object that may contain writing (e.g., food products with labels)
- All programs, applications and websites must be closed except for the web browser used to access the LMS.
- Your face and ears must be visible at all times. Clothing that obstructs the view of the face and ears—such as hoods, hats, headbands, etc.—are not permitted.
- You must be seated at a desk or table that is clear of all unauthorized materials.
- You must keep your gaze centered on the screen. Frequently glancing away from the screen is considered cheating.

- Exams must be completed alone in a quiet, private location, with no distractions. Turn off your phone, TV, and music. Your testing environment must remain secure throughout the exam. No other individuals may remain in or enter the testing area for the duration of the exam.
- There should only be three webpages open in this browser: the webpage containing the online exam, the remote invigilation space, and the private room in which you are sharing your audio and video feed.
- Other individuals should not enter the room for the duration of the exam.
- Please do not wear hats, sunglasses or headphones.
- You are allowed a bottle of water or similar during the exam, but the label must be removed. No other foods may be consumed.
- If you require a hearing aid, please inform the Examination Council at least 24 hours prior to the exam starting time.
- In general, toilet breaks are not permitted during the exam. If you think that you may require a toilet break during the exam, please contact the Examination council at least 24 hours prior to the start of the exam.
- If you require assistance during the exam, please use the microphone to communicate to the exam invigilator.
- If an invigilator suspects that you have more programs and/or webpages open on your device, they may request you to share your screen in the remote invigilation space and will provide instructions for doing this.
- If an invigilator suspects that you have notes and/or other materials in your exam workspace, they may request you to move your camera to reveal any area in the workspace.
- In cases where an invigilator suspects that cheating or any other act of impropriety may be occurring, they reserve the right to begin recording your audio and video feed. These recordings will be accessible only by the Bugema University Examinations council Board and will be used only for the purposes of determining if an act of impropriety has taken place during an exam. They will not be retained for longer than 30 days after the exam date.
- If an act of impropriety has been deemed to take place, Bugema University reserves the right to apply the disciplinary policy outlined below.

5. 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 or possessing while in examination, any book, memoranda, notes or other similar material (including material held electronically) except such as may have been authorized
- Taking into the examination 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 device; or attempting to do so
- Aiding or attempting to aid another candidate, or attempting to do so from another. (i.e. having someone in the room to help you while doing your exam).
- Attempting to impersonate another candidate or being impersonated;
- 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)

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 indicate that you are being helped.
- 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 venue
- Leaving the examination venue without the permission of the invigilator.
- Coming into the examination venue while untidy.
- Coming into the examination venue after thirty (30) minutes.
- Putting off your camera, by using the profile picture or behaving in a manner likely to disrupt the examination process or cause a breach of the peace.
- Forgery of examination details
- 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.

6. Disciplinary policy

The University shall apply fair and strict procedures in dealing with incidents of alleged cheating. Bugema University considers the acts of cheating, fabrication, and falsification as academic impropriety. The University defines the offence of cheating as:

Acting dishonestly in any way, whether before, during or after an assessment to either obtain or offer to others, an unfair advantage in an assessment.

If you are found to have undertaken a deliberate act of cheating, falsification or fabrication, or to have otherwise acted in a way deemed inappropriate and contrary to responsible academic practice, then Bugema University reserves the right to end your examination, withhold your completed examination from correction, or retract any grades already assigned to the examination in question and, where appropriate, remove you from your course.

The following is the Disciplinary Process

ACTIONS

1. The Examination Council shall contact the learner(s) to inform him/her/them that an act of impropriety is alleged and that the Institute Disciplinary Policy will be invoked
2. A Disciplinary Committee shall be formed which shall invite the learner(s) concerned to furnish a written response to the allegation of impropriety.
3. All documentation shall be sent directly to the Examination council.
4. The learner is invited to attend the disciplinary hearing and may be accompanied by a member of the student body, who shall act as a witness to the hearing.
5. The decision of the disciplinary committee shall be made and issued to all parties within two working days of a review of all the material.

PENALTIES

Any of the penalties from the list below may be recommended should the allegation or suspicion of impropriety be upheld or admitted by the learner concerned. The Disciplinary Committee shall impose penalties on a case-by-case basis, taking account of the full circumstances of the offence. When considering a penalty, the Disciplinary Committee shall consider:

- The circumstances of the impropriety
- The credit level attaching to the affected module(s)
- The history in the institute of the learner(s) concerned

Any of the below penalties may be imposed, either separately or in combination, where appropriate.

1. A reprimand (a verbal or written warning).
2. A zero mark for the exam with provision for a repeat attempt/resubmission. Repeat/resubmission will be considered as a second attempt.

3. A zero mark for the exam with no opportunity to repeat/resubmit in the current academic year. In these circumstances, learners are not allowed carry fail modules/units into the subsequent stage
4. Suspension from the programme
5. Expulsion from Bugema University. An expulsion judgement will be referred to the Administrative Board for approval by the Disciplinary committee
6. A student found guilty of copying the examination shall not be allowed to sit for special exam or supplementary examination but he/she shall be required to enroll for the course again and study

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 year

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|’

APPEALS PROCESS

The decision of the Disciplinary Committee may be appealed to the Administrative Board within two weeks from the date of issue of the decision. Any of the learner(s), reporting member(s) of the academic staff, invigilator, involved in the case may lodge an appeal. The standard procedure for an appeal to the Administrative Board apply as outlined in the Students Handbook. All parties involved shall receive a report from the Administrative Board Appeals Subcommittee on the outcome of the appeals process. This shall include the final ruling and any penalty imposed.

7. Repeat Assessment (exam)

If you wish to repeat an exam, a request may be lodged with the Academic Board. A fee applies for standard repeats. This includes the exam re-enrolment fee and the exam centre fee. Requests for repeat assessments should be made as early as possible following the original exam.