



MACHAKOS UNIVERSITY

ISO 9001:2015 Certified

EXAMINATION PROCEDURES AND POLICY GUIDELINES

JUNE, 2018

(2nd Edition 2018)



OPERATIONAL DEFINITION OF TERMS

Academic Year.	A period normally consisting of two Semesters and may include a third semester to cater for practical attachments, teaching practice and other field courses
Consolidated Mark Sheet:	A document containing names of all candidates in a class who sat examinations and the marks attained in each unit taken in an Academic Year.
Examination Paper:	A document containing examination questions and instructions which is prepared by the lecturer for the University Examination paper.
Examination Period:	The period at the end of each Semester during which final examinations are standardly scheduled.
Examination Script	The paperwork containing a student's responses to an examination.
External Examiner:	A distinguished the level of Senior Lecturer and above and has been recommended for approval by the University Senate through the School Board of Examiners to moderate end Semester or end year examinations
Ordinary Examinations	Examinations that are sat at the end of the semester or academic year.
Semester	Is a period of study of normally not less than 15 weeks or such a period as may be determined by the Senate for any Academic Year.
Special Examinations	Examinations authorized by Senate to be sat by candidates who, for good/acceptable cause, such as sickness, bereavement, might have missed to take the ordinary examinations
Supplementary Examinations	Examinations authorized by Senate to be sat by candidates who fail to satisfy the examiners in the Ordinary exams



LIST OF ACRONYMNS

APF – Administration, Planning and Finance

ASA – Academic and Student Affairs

CAT - Continuous Assessment Tests

COD – Chairman of Department

DBE – Departmental Board of Examiners

DVC – Deputy Vice Chancellor

ICT – Information and Communication Technology

ISO – International Organisation for Standardisation

SBE – School Board of Examiners

UBE – University Board of Examiners

VC – Vice-Chancellor



FUNDAMENTAL STATEMENTS

VISION STATEMENT

A preferred University of excellence in scholarship and service delivery

MISSION STATEMENT

Provide scholarly education through training, research and innovation for industrial and socio-economic transformation of our communities

PHILOSOPHY STATEMENT

Education for industrial and economic transformation

QUALITY POLICY STATEMENT

Machakos University aspires to be a model Institution of higher learning committed to providing competitive and professional programmes. The University is committed to providing high level manpower through quality training, research, consultancy and community service. These shall be attained through customer satisfaction, good corporate governance, integrity and professionalism, creativity and responsibility, teamwork and adaption to change.

In order to realize this commitment, the University shall comply with all applicable requirements through the implementation of an effective quality management systems based on ISO 9001:2008.

The University's Management shall through ISO team ensure the establishment of quality objectives at departmental level. Annually, the Heads of Departments shall review the established quality objectives.

The University's Top Management shall ensure annual review of this policy for continuing suitability.



CORE VALUES

- Integrity** – To honestly deliver on our promises to our stakeholders
- Accountability** – To always be accountable in the assigned duties
- Professionalism** – To be committed to high standards of training and service delivery
- Inclusivity** – Respect for diversity
- Creativity** – Determination to continually improve
- Teamwork** – To actively work together to achieve common goals
- Equity** – To strive to be an equal University where meritocracy is practiced in all areas



FOREWORD

Conducting examinations is one of the autonomous core functions of Machakos University in its endeavor to fulfill its stated philosophy of providing transformative leadership in Teaching, Research, Innovation and Industrial Technology transfer for wealth creation. University examinations are key pillars in the realization of this mission and a critical exercise which presupposes professionalism, confidentiality, integrity, honesty, dedication and teamwork. It is pertinent to evaluate the learning outcomes from the teaching learning process, the values, attitudes and skills acquired and valued as essential both for personal and national development. The strategy through which this is determined is known as examination. Examination results are essential tools for making value judgment on individuals, relating to their performance from questions, statements or tasks given, with the objective of assessing how much of a desired trait, skill or knowledge the individual has mastered.

The main goals of the examination policy are to ensure that the: planning and management of examinations is implemented efficiently and in the best interest of candidates; operation of an efficient examination system has clear guidelines for all relevant staff; candidate's results from the examinations are reliable, trustworthy and meet the expectations of the stakeholders. The key pillars in this policy document are pegged on; Examinations Management Team; Course and Examination Registrations; Setting and Moderation of Examinations; Handling Examination Materials; Examination Timetables and Schedules; Invigilation and Managing Invigilators of Examinations; the Candidates; Marking and Release of Examination Results and finally Qualifications and Certificates.

SIGNED:.....

DATE:.....

PROF. LUCY IRUNGU Ph.D

VICE-CHANCELLOR, MACHAKOS UNIVERSITY

SIGNED:.....

DATE:.....

DR. MECHAH CHARLES MOTURI

COUNCIL CHAIRMAN, MACHAKOS UNIVERSITY



PREFACE

As examination irregularities and malpractices cloud integrity of certificates at all levels of education the world over, there is an urgent need for Machakos University in its budding years to embrace newer methods of monitoring examination irregularities and malpractices so as to ensure credibility of academic certificates from the institution. This endeavour is due to the fact that examinations occupy a central position in the society where the drive for excellence is being trampled down through the loss of moral principles and values. The policies and regulations for administering examinations are grossly being trampled down by all stakeholders in charge of examinations which have put questions on the validity and reliability of examination and certification processes. Formulation and implementation of examination management policies and handling of matters related to security of examinations in our institution and the society at large are critical in determining the quality of education. Proper management of examinations is one way of assuring the public that those who go through our institution have passed the test of the principles of integrity, transparency, efficiency, confidentiality and teamwork; these principles are the essential ingredients of building a reputable organization.

Management of examinations is an element in education that should be looked into deeply having known the role of examination in the society. That is the essence of this policy document. Talking about the examination policy and security issues, we are all aware of the manner in which examination malpractices have sunk deep into the socio-economic foundations of our society. Redemptive strategies must be put in place to salvage not only the value of examinations system in our society but also to restore the image of certificates issued by academic institutions.

The challenges of implementing examinations policies and security issues are numerous for example, the need for responsible academic staff and examination administrators, conducive environment for conducting examinations, creating in the students the value of responsibility and good study habits. This policy and management document identifies key practices for credible examinations management and security matters to ensure that the students commit



to the desirable code of examination conduct grounded on dignity, professionalism and respect for excellence. It is the poor management of examinations that has brought in what can be termed examination malpractice, offences or irregularities. Let us demonstrate that at Machakos University we can share the aspirations of leading Universities which strive to ensure that the students, on graduation will: ***EARN THEIR DEGREE WITH HONESTY.***

BACKGROUND

The examinations policy, underpinned on the Constitution of Kenya 2010; Universities Act 2012, 2016, University Regulations, Machakos University Charter and Statutes, is guided by the Vision, Mission, Core values and Philosophy of the University. It forms the basis for the regulations, guidelines, procedures and activities for management of examinations at the Machakos University.

CONTEXT

Student assessment is an important component of the process of teaching and learning in the University. The outcomes of assessment profoundly impact the students career progression. It is therefore important for the assessment to be carried out professionally in a transparent, objective and fair manner, and takes into account the relevance of the examination process. Assessments also provides valuable information for the University about the efficiency and effectiveness of teaching and learning; and learner support.

RATIONALE

Machakos University uses a variety of tests and examinations to determine progression of students until they finally satisfy the Board of Examiners and Senate for conferment of degrees and award of Diplomas. The examination process has many activities which vary from one program to another. In Machakos University, there is need for policy that provides a uniform framework for ensuring consistency in the conduct of examination, to sustain uniformity and consistency.

OBJECTIVES

The objectives of this Policy are to ensure the following in the examination process:

1. Good governance practise
2. Integrity and ethical standards
3. Consistency and uniformity
4. Alignment of examination with mission core values, philosophy; respective curriculum and programme
5. Quality of graduates is maintained.



POLICY STATEMENT AND SCOPE

POLICY STATEMENT

The University is committed to upholding the integrity and seriousness of the examination process through consistent, objective, fair, relevant examination that conform with established standards, professional ethics and acknowledged evaluation norms

SCOPE

This Policy applies to all activities in the examination process, all types of examination, at all levels of study, units, students and staff of Machakos University involved in the management of examinations.

The activities include, but are not limited to the following:

1. Preparation and moderation of examination questions
2. Processing of examination papers
3. Administration and invigilation of examinations
4. Marking, Scoring and grading
5. Reporting and release of results
6. Preservation of examination records.
7. Graduation certification



TABLE OF CONTENTS

LIST OF ACRONYMS.....	ii
FUNDAMENTAL STATEMENTS.....	iii
CORE VALUES.....	iv
FOREWORD.....	v
PREFACE.....	vi
BACKGROUND.....	vi
CONTEXT.....	vi
RATIONALE.....	vi
OBJECTIVES.....	vi
POLICY STATEMENT.....	vii
SCOPE.....	vii
1.0 INTRODUCTION.....	1
1.1 BOARD OF EXAMINERS.....	1
1.2 UNIVERSITY EXAMINATIONS.....	1
1.3 EXAMINATION GRADING.....	3
1.4 INCOMPLETE.....	3
1.5 PRACTICUM, ATTACHMENT AND TEACHING PRACTICE.....	3
1.6 UNIVERSITY EXAMINATIONS MANAGEMENT.....	3
2.0 EXAMINATION PROCEDURES AND GUIDELINES.....	4
2.1 SETTING EXAMINATIONS AT THE DEPARTMENTS.....	4
2.2 EXAMINATION MODERATION.....	4
2.3 PROCESSING OF EXAMINATIONS.....	5
2.4 APPOINTMENT OF INVIGILATORS.....	5
2.5 TIMETABLING.....	5
2.6 COLLECTION OF EXAMINATION PAPERS AND ANSWER BOOKLETS.....	5
2.7 INVIGILATION OF EXAMS.....	6
2.8 MARKING OF EXAMINATIONS.....	7
2.9 PROCESSING OF EXAMINATION RESULTS.....	7
2.9.1 MODERATION OF MARKING.....	7
2.9.2 EXAMINATION PROCESSING AT DEPARTMENTAL LEVEL.....	7
2.9.3 EXAMINATION PROCESSING AT SCHOOL LEVEL.....	8



2.9.4	EXAMINATION PROCESSING BY UNIVERSITY BOARD OF EXAMINERS	8
2.9.5	RELEASE OF EXAMINATION RESULTS	9
2.9.6	APPEAL FOR REMARK	9
2.9.7	SUPPLEMENTARY EXAMINATIONS	9
2.9.8	PROGRESSION TO THE NEXT LEVEL.....	10
2.9.9	SPECIAL EXAMINATIONS.....	10
3.0	EXAMINATION IRREGULARITIES	10
3.1	IRREGULARITIES.....	10
3.2	DETECTION OF EXAMINATION IRREGULARITY	11
3.3	STUDENT DISCIPLINARY COMMITTEE	12
3.4	PENALTIES ON EXAMINATION MALPRACTICE.....	12
3.5	APPEAL ON PENALTIES ARISING FROM EXAMINATION IRREGULARITIES.....	13
4.0	APPENDICES	15
1.	CUR 009.....	16
2.	CUR 010.....	17
3.	CUR 015.....	18
4.	CUR 014.....	19
5.	CUR 016.....	21
5.0	IMPLEMENTATION.....	22
6.0	MONITORING	22
7.0	EVALUATION.....	22
8.0	REVIEW OF THE POLICY.....	22
9.0	PROCESS CHARTS FOR THE EXAMINATIONS POLICY.....	23





1.0 INTRODUCTION

Examination administration and processing is one of the most important and sensitive activity in the University. This is the process which authenticates Certificates, Diplomas, Degrees and any other qualification awarded or conferred to Graduands by the University. Due to this importance, comprehensive and clear procedures and policy guidelines on the examination processing are necessary to ensure security of examination materials and efficiency of management. To achieve this, examination office should be purposely designed and headed by a senior officer at the rank of Deputy Registrar in charge of Examinations and Timetabling. Considering the University Quality Statement, the policy is guided by the philosophy *Earn Your Degree with Honesty*.

1.1 Board of examiners

- a) There shall be a University Board of Examiners (UBE) for the University which shall be chaired by the Vice-Chancellor (VC).
- b) There shall be a Board of Examiners for each College, Campus, School, Institute and Department which shall consist of all internal and external examiners appointed by the Senate.
- c) The Principal of each College, the Dean of each School, the Director of each Campus or Institute or the Chairman of each teaching Department shall be the Chairman of the respective Board of Examiners.
- d) The Departmental Board of Examiners (DBE) shall receive and moderate draft examinations question papers internally before forwarding to external examiners for moderation and thereafter submit to the Registrar (Academic and Student Affairs) for further processing.
- e) The Board of Examiners of the Department, School, Institute, Campus and College shall receive, process, consider and moderate examination results and make recommendations to the School, Institute, Campus, College and Senate, respectively for approval.
- f) The quorum of a Board of Examiners shall be the nearest whole number above half of the members of the Board.

1.2 University Examinations

- a) All units shall be examined at the end of the semester in which they are taken. Only those students who are duly registered with the University, School/Department will be allowed to sit for the examinations.



- b) Each student must attend at least 3/4 of the lectures for a unit in a semester, to be allowed to sit for examination in that unit.
- c) End of semester examinations shall consist of Continuous Assessment Tests (CATs), assignments, practical (where applicable) which shall contribute 30% (undergraduate), 40% (post-graduate) and University examinations which shall contribute 70% (undergraduate), 60% (post-graduate).
- d) CAT marks may be greater than 30% in some Schools/ Departments.
- e) CATs are compulsory, failure to sit for a CAT shall lead to a fail in the unit.
- f) Where a course is solely of practical work, it may be examined wholly by Continuous Assessment and or practical assessment.
- g) The pass mark for Certificate, Diploma and Undergraduate and except in specified and uniquely acceptable programmes, shall be 40%.The pass mark for Post-graduate shall be 50%

1.3 Examination Grading

Each unit in under-graduate programmes shall be marked out of 100%. The marks shall be translated into literal grades as follows:

Undergraduate

- A 70 and above
- B 60-69
- C 50-59
- D 40-49
- E 0-39

Each unit in Postgraduate programmes shall be marked out of 100%. The marks shall be translated into literal grades as follows:

Post-graduate

- A 70 and above
- B 60-69
- C 50-59
- Fail 0-49



1.4 Incomplete

Letter (I) representing incomplete grade and is used at the end of the semester only and is not used during the withdrawal period.

It is assigned to a student who; because of reasons acceptable to the senate, is unable to sit the final examination.

Class attendance without doing examinations, CATs and organized practicals shall not be a requirement to complete the course.

The grade (I) will be considered a fail if the work is not made up by the next relevant examination sitting.

1.5 Practicum, Attachment and Teaching Practice

- a) Practicum, Attachment and Teaching Practice are a must for students taking Certificate/ Diploma and Degree programmes where they are requisite.
- b) While away on these courses, Machakos University students are expected to conduct themselves in a manner befitting the good image and name of the University.
- c) Sufficient evidence of misconduct shall lead to appropriate disciplinary measures to be taken.
- d) The full fee for the semester in which they are taken must be paid prior to proceeding to the same.
- e) The above activities stand as examinations on their own, and hence shall be managed by the concerned with the diligence needed in an examination.

1.6 University examinations management

- a) Examinations shall be conducted under the rules and regulations set out by the Senate.
- b) Unless the Senate otherwise determines, there shall be internal and external examiners of the University appointed by the Senate.
- c) The internal examiners shall prepare examination papers assigned to them.
- d) The external examiners shall moderate the examination papers and evaluate the examinations.
- e) External examiners shall be appointed from outside the University for such periods and on such terms as the Council on the recommendation of the Senate may from time to time determine.



- f) There shall be ordinary University examinations, special examinations and supplementary examinations to be held under such conditions as the Senate may prescribe.
- g) In case of re-examination of a candidate who has failed in the ordinary University examinations, or who is sitting special examinations, an internal examiner who has not taught the course being examined shall act as an external examiner.
- h) Every candidate for a University examination shall have paid in FULL all fees to the University and in respect of such examination and such other fees as the Council shall prescribe from time to time.
- i) All ordinary Examinations shall normally be held at the end of each semester in which the courses have been taught.

2 EXAMINATION PROCEDURES AND GUIDELINES

2.1 Setting Examinations at the Department

- a) The Deputy Registrar, in charge of Examinations and Timetabling will write a memo to the Chairpersons of teaching departments requesting them to ensure that the examination papers are set and submitted to the University Examinations Section within specified deadline as per the approved Semester dates.
- b) The Chairpersons of Departments mobilizes the lecturers to set and submit typed examination papers to the Chairperson of Department as guided by semester dates.
- c) Each examiner will set the main paper and a supplementary paper complete with respective marking schemes.
- d) The examiner must submit along with question papers the course outline.
- e) The Chairperson takes responsibility for any examinations submitted late.

2.2 Examination Moderation

- a) Upon receipt of draft examination papers, the Departmental Examination Coordinator convenes the examinations moderation meetings chaired by the Chairperson of Department to vet the examinations in-line with expected examination quality standards.
- b) Lecturers receive comments on their examination drafts and make necessary corrections/improvements.
- c) Lecturers submit final examinations drafts to the Chairperson of the Department, through the Departmental Examinations Coordinator who records the moderated drafts in the examination receipt register.
- d) The final examination draft is submitted to the external examination moderator before submission to the office of Deputy Registrar Examinations and Timetabling where applicable.



- e) Records of submitted examinations are kept as guided by the units on offer during the semester in question.

2.3 Processing of Examinations

- a) The Chairperson of Department or Departmental Examinations Coordinator submits in person all moderated examinations to the University Examinations Office.
- b) Upon submission, the Chairman of Department or the Departmental Examination Coordinator is issued with a receiving receipt where he/she records all the submitted examination papers. Form CUR 009 is used for this purpose.
- c) The University Examinations Office ensures that all examinations are formatted in the designated format and printed.
- d) The University examinations office invites lecturers to proof read their examinations and confirms the number of candidates expected to sit for the examination. (see Form CUR 010)

2.4 Appointment of Invigilators

- a) The Chairperson of Department appoints invigilators for all examinations in the department for the semester in question at a ratio 1:50 (i.e. staff: students) respectively. The unit lecturer is the lead invigilator in his/her unit and his/her presence in the invigilation is mandatory.
- b) Where a Department has a shortage of teaching staff, approval is sought from DVC (Academic and Student Affairs) who in liaison with other Chairpersons of Departments to arrange expeditiously to get staff from other Departments for invigilation.
- c) Due to the unique and sensitive invigilation demands, gender issues must be considered in the appointment of invigilators

2.5 Timetabling

- a) The Examination office in liaison with School Timetabling Coordinators shall prepare the Examinations Timetable
- b) The Timetable shall be ready a month before commencement of exams and shall be communicated to all invigilators.

2.6 Collection of Examination papers and answer booklets

- a) The examination office shall include in each examination papers' envelope the list of bona-fide students for each paper, the list must include among other details: the student's name and admission number.
- b) The Unit lecturer collects the examination papers for the day from the university examination office.



- c) Invigilators shall collect examination papers, answer booklets and other documentation from the Examination office at least one (1) hour before the start of the examination.
- d) The invigilator shall record examination papers and booklets in the Examination Collection Form.
- e) The Examination package shall include the Date, Time and venue for the paper.

2.7 Invigilation of exams

- a) The Examinations Office shall ensure that the examination rooms are clean and arranged one (1) hour before the start of an examination.
- b) There shall be an invigilator to student ratio of 1:50 and a minimum of two invigilators per room regardless of the numbers of the candidates.
- c) Before the start of the examination, the invigilators shall place both question papers and answer booklets according to the seating plan (1 meter apart).
- d) Invigilators shall ensure that only bona-fide candidates sit for the examination by checking students' identification cards both National & student and examination card.
- e) Invigilation guidelines shall be read to students before the examination commences.
- f) During the examination, students will sign the attendance form (CUR 015) as the examination proceeds.
- g) Upon completion of the examination, invigilators shall collect all answer booklets from individual students before they are allowed to vacate the venues.
- h) Details of the number of scripts, students and examination irregularities shall be recorded on prescribed forms; Invigilation Report form CUR 014 and Examination incident form CUR 016 and handed in to the Departmental Exam Coordinator for further action.
- i) The Invigilator shall reconcile the number of collected scripts to the number of candidates that sat the examination.
- j) At the end of the examination, the Invigilator shall surrender all official invigilation documents to the Departmental Examinations Coordinator.
- k) The Chairman of Department and Examinations Coordinator shall document reasons for any papers not accounted for and send the report to the Registrar (Academic and Student Affairs)
- l) Any invigilator who fails to collect and administer an examination will have to explain to the COD in writing giving reasons within a day. The COD shall report to the Dean of the School any invigilator who fails to administer an examination who in turn shall report the same to the Registrar-ASA



2.8 Marking of Examinations

- a) Departmental Examination Coordinator shall hand over the answer booklets to the person or persons responsible for marking.
- b) During the handing over the Departmental Examination Coordinator shall ensure that examiners collect the scripts and sign for the same. This should be done very clearly. The number of scripts and date of collection must be indicated. see form (CUR 017)
- c) Examiners are given up to thirty (30) working days after end of examination period to mark the examinations.
- d) Upon completion of marking, the examiners return the answer booklets to the Chairman of Department/Examination Coordinator on signature as guided by the form (CUR 017).
- e) Internal examiners who will not have entered marks or not accounted for all students will have their names forwarded to their Dean and then DVC (Academic and Student Affairs) for relevant action.

2.9 Processing of Examination Results

2.9.1 Moderation of Marking.

- a) Upon completion of the marking exercise, the Registrar (ASA) at the end of the academic year will invite a team of External Examiners for each department and school to audit the marking and provide feedback to Departments and University Management as required.
- b) The moderated marks are keyed into the ICT system by the unit lecturers.
- c) The Head, ICT Section ensures that the students do not access their results before approval by the University Board of Examiners.

2.9.2 Examination processing at Departmental Level

- a) Upon receipt of all marked scripts (together with individual mark sheets, question papers and marking schemes), the COD shall convene a Departmental Board for moderation of the results as per the calendar of events.
- b) Upon moderation, the COD shall invite the External Examiner as per the calendar of events.
- c) The External Examiner shall moderate the scripts and submit a moderation report to the appointing authority with a copy to the COD.
- d) The unit Lecturer shall post the moderated marks in the Student management system.
- e) Upon completion of posting of marks, the Departmental Examination Coordinator shall extract consolidated mark sheet for each programme and forward such to the Dean of School through the COD.



2.9.3 Examination processing at School Level

- a) The Dean of School shall prepare consolidated mark sheets after ensuring that all the students' marks are entered in the system.
- b) The Dean shall convene the school Examination Board meeting to receive, moderate and audit marks from Departments.
- c) The School Board of Examiners (SBE) should be held as per schedule of examination processing in Semester Dates in every Academic year.
- d) The Dean of School shall send a list of all students with marks not entered in the system and the names of responsible lecturers to the Deputy Vice Chancellor (Academic and Student Affairs) after the School Board of Examiners.
- e) No Dean of School shall present results to the University Board of Examiners without a full report of results for all the students who were examined.
- f) The results from Schools shall consist of the following;
 - Pass
 - Fail
 - Discontinuation
 - Supplementary
 - Academic Warning
 - Incomplete
 - Non-entered results of specific units with acceptable reasons
 - Classification / Award
- g) The Dean of school, Chairperson of Department and School Examinations Coordinator shall prepare Senate captions in readiness for the University Board of Examiners.

2.9.4 Examination processing by University Board of Examiners

- a) The Deputy Vice-Chancellor (Academic and Student Affairs) with the approval of the Chairman of the Senate shall convene the University Board of Examiners.
- b) This shall be held as per the schedule of semester dates in every academic year.
- c) All schools shall give full account of all examined candidates in the previous semester or session.
- d) No School examination results will be tabled or accepted without full account of passes, fails, incompletes, supplementary, academic warning and discontinuation for all candidates examined.
- e) Reasons given by the School for non-entered results should be acceptable to the Senate during the University Board of Examiners e.g. students who illegally sat for the examinations.



- f) List of classifications and awards from the School shall also account for all applicants for graduation (s).
- g) Recommendations from Schools shall be officially considered and approved.

2.9.5 Release of Examination results

- a) The Deputy Vice-Chancellor (Academic and Student Affairs) shall authorize the release of the final results to the students.
- b) Students shall access their results through the student portal.

2.9.6 Appeal for remark

- a) A student who feels dissatisfied with the result in any unit/units may apply for remarking of the Unit/units to the Deputy Vice-Chancellor (ASA) through Chairperson of the Department and the Dean of School within one month after release of the results.
- b) All appeals for remarks shall attract a fee charged per unit and the appeal complaint should be accompanied by evidence of payment of the same.
- c) Remarking shall be done by an independent examiner who will be given the course outline, the original question paper and the marking scheme.
- d) The remarked script shall be handed over to the Dean of School who will invite the Chairperson of the Department /Departmental Coordinator and verification of the remarked script.
- e) The Dean of School shall convey the report of remarking to the Deputy Vice Chancellor (ASA) within one week after the remarking report is presented.

2.9.7 Supplementary Examinations

- a) Supplementary examinations shall be organized after the results of the academic year are released at the end of the academic year.
- b) A student who fails any unit taken in an academic year shall sit for a supplementary examination in the failed units.
- c) Supplementary examinations shall have a ceiling mark of 40%-grade D with an asterisk (D*).
- d) Every unit taken as a supplementary will attract a fee subject to review from time to time.
- e) A student who fails a supplementary examination will be allowed to repeat the unit/units once.
- f) When repeating a failed unit/units, the student will be expected to maintain the required load. If by repeating the units the number of allowed hours is exceeded, priority shall be given to the repeated unit.
- g) A student who wishes to repeat a unit/units while his/her group is out of session shall be permitted on condition that:



- i. The unit is being offered to other students.
- ii. The student registers for that session.
- iii. A student repeating a unit shall be required to pay for the unit repeated.
- iv. Failed units when repeated shall be graded as those of normal examination units.
- v. A student who fails a repeated unit/units and who fails more than 50% of the units taken shall be discontinued.

2.9.8 Progression to the next level

A student will only be allowed to progress to the next level after passing all the mandatory units taken in the Academic Year

2.9.9 Special Examination/s

A student, who attends all lectures and completes course work but due to unavoidable circumstances, acceptable to the Senate, is unable to sit for examination shall on a written request, be allowed to take a special examination.

3 EXAMINATION IRREGULARITIES

3.1 IRREGULARITIES

The following constitute examination irregularities:

- a) Passing or receiving verbal, written or electronic communication (relevant to the examination) to or from other candidates or any other source during the examination.
- b) Unauthorized possession of used or unused examination answer booklets outside of the examination room.
- c) Possessing any unauthorized written material relevant to the examination in the examination room.
- d) Copying from other candidates' booklets or from other sources (e.g. body parts or clothing)
- e) Possession of any notes recorded on paper, parts of the body or clothing.
- f) Possession and/or use of a mobile phone whether in silent mode or switched off, i-pads, electronic note book or any unauthorized electronic gadget(s) or source (including programmable calculators) inside the examination room.
- g) Plagiarism, i.e. falsely accessing another person's work and appending one's name and signature claiming it to be one's own. This includes but not limited to copying other candidate(s) written, published or unpublished material.
- h) Disrupting the administration of examinations.
- i) Destroying or refusal to hand over/hiding evidence pertaining to an examination irregularity.



- j) Failure to write one's registration number or deliberately writing the wrong registration number on the answer booklet.
- k) Presenting oneself for an examination in a unit in which one is not registered for.
- l) Claiming for marks in a unit one knows he/she did not register for and/or sit for the examination.
- m) Writing on the examination question paper will be considered as an attempt to cheat in an examination.
- n) Reading from other candidate's answer scripts or question paper.
- o) Permitting any other candidate to read or copy from one's examination scripts.
- p) Impersonation of other candidates or being impersonated during examination.
- q) Deliberate failure or refusal to hand in the examination script at the end of the examination.
- r) Assaulting and/or disobeying the invigilator during the examinations.
- s) Involvement in and/or influencing tampering with examination data.
- t) Forgery of examination entry documents e.g the examination card, identity card and fee statement.

3.2 Detection of Examination Irregularities

3.2.1 On detecting an irregularity, the Invigilator shall:

- a) Confiscate the item in possession of the student considered to be evidence of an irregularity.
- b) Call for assistance from the other invigilator/s in the same room or make an urgent call to the Examination Coordinator/Examination Office/ Chairperson of the Department/Security or from any member of academic staff for assistance.
- c) The invigilator shall clearly Record and explain the irregularity and the student shall sign the Incident Form (CUR 016) confirming the irregularity. In case the student refuses to sign, the invigilator shall record in the Examination Incidence Form. The invigilator shall sign the Incident Form and take it to the Registrar ASA as evidence and for custody.
- d) Allow the student to finish the paper in which the alleged malpractice is detected.
- e) Immediately the examination period ends, the student shall be suspended pending appearance before the Student Disciplinary Committee.



3.3 Student Disciplinary Committee

- a) There shall be a Student Disciplinary Committee to be tasked with student disciplinary cases including examination malpractices at the University.
- b) The recommendations from the Student disciplinary committee shall be forwarded to the Senate as soon as practically possible.
- c) The membership of the Student Disciplinary Committee shall be as follows;
 - i. Deputy Vice-Chancellor (Academic and Student Affairs) as Chairman
 - i. Registrar (Academic and Student Affairs) as Secretary
 - ii. Dean of Students
 - iii. Two Senate Representatives
 - iv. Two student organization representatives (Chairman and Academic and ICT Secretary)- for non-academic offences
 - v. Dean of the relevant School
 - vi. Chairman of the relevant Department
 - vii. Any other person co-opted by the Committee

In Attendance

- viii. Chief Legal Officer
- ix. Students Counselor

3.4 Penalties on Examination Malpractices

1. Upon appearance before the Student Disciplinary Committee and being found guilty of an examination irregularity and after approval by Senate, the student shall be penalized as per the irregularity committed as shown in the table below.

S/No.	Irregularity	Penalty
a)	Passing or receiving verbal, written or electronic communication (relevant to the examination) to or from other candidates or any other source during the examination.	Suspension for 2-3 years.
b)	Unauthorized possession of used or unused examination answers booklets outside of the examination room.	Expulsion.
c)	Possessing any unauthorized written material relevant to the examination in the examination room.	Expulsion.
d)	Copying from other candidates' booklets or from other sources (e.g. body parts or clothing)	Expulsion.
e)	Possession of any notes recorded on paper, parts of the body or clothing.	Expulsion.



f)	Possession and/or use of a mobile phone whether in silent mode or switched off, i-pads, electronic note book or any unauthorized electronic device(s) or source (including programmable calculators) inside the examination room.	Expulsion.
g)	Failure/Refusal to return examination answer booklets with written answers after the examination.	Expulsion.
h)	Plagiarism, i.e. falsely accessing another person's work and appending one's name and signature claiming it to be one's own. This includes but not limited to copying other candidate(s) written, published or unpublished material.	Suspension for 1-2 years.
i)	Disrupting the administration of examinations.	Suspension for 1 year.
j)	Destroying or refusal to hand over/hiding evidence pertaining to examination irregularity.	Expulsion.
k)	Failure to write one's registration number or deliberately writing the wrong registration number on the answer booklet.	Suspension for 1 year.
l)	Presenting oneself for an examination in a unit in which one is not registered for.	Suspension for 1 year.
m)	Claiming for marks in a unit one knows he/she did not register for and/or sit for the examination.	Suspension for 3 years.
n)	Writing on the examination question paper	A written warning
o)	Reading from other candidate's answers scripts or question paper.	Suspension for 1 year.
p)	Permitting any other candidate to read or copy for one's examination scripts.	Expulsion.
q)	Impersonation of other candidates or being impersonated during examination.	Expulsion
r)	Deliberate failure or refusal to hand in the examination script at the end of the examination.	Expulsion.
s)	Assaulting and/or refusal to hand in the examination script at the end of the examination.	Expulsion.
t)	Involvement in and/or influencing tampering with examination data.	Expulsion.
u)	Forgery of examination entry documents.	Suspension for 1



		year.
v)	Using another student's documents to sit for an examination.	Suspension for 1 year.

2. A repeat offender of an examination irregularity will be expelled from the University without further notice.

3.5 Appeal on penalties arising from examination irregularities

- a) Any student who is suspended or expelled due to involvement in an examination irregularity may appeal in writing to the Vice Chancellor against the decision and such appeals shall attract a fee.
- b) The student shall appeal within 14 days after the date of the letter.
- c) Upon receiving the appeal, the Vice-Chancellor shall appoint an Ad-hoc Student Disciplinary Review Committee to listen to the grounds for appeal and determine the case.
- d) The Student shall be given a hearing on the appeal



4 APPENDICES

1. Appointment letter/Terms of reference
2. Committee Findings on Examinations malpractices
3. Conclusions and Recommendations of the Committee
4. Submitted Examination form CUR 009
5. Proof reading of examinations CUR 010
6. Examination Attendance Register CUR 015
7. Examination Invigilation Report CUR 014
8. Examination Incidence form CUR 016





MACHAKOS UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENTS AFFAIRS)

This is to acknowledge receipt of the examination(s) listed below from the department of _____

SUBMITTED EXAMINATION FORM

S/NO	CODE	TITLE OF THE EXAMINATION PAPER	NO. OF STUDENTS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Examination(s) forwarded by :(Name)_____ (Sign)_____

Chairman/Examination Coordinator (Tick appropriate)

Received by (Name)_____

Signature: _____ Date: _____





MACHAKOS UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENTS AFFAIRS)

REQUEST FOR PROOF-READING OF EXAMINATIONS DRAFTS

FROM: Registrar (Academic and Students Affairs)

DATE:

.....

TO: Chairman, Department of

This is to inform you that the under listed _____ Examinations are ready for proofreading. Please ensure that members of staff come with the attached identification note duly signed and stamped for them to be allowed to do the proofreading.

S/No	UNIT CODE	S/No.	UNIT CODE	S/No.	UNIT CODE
1		16		31	
2		17		32	
3		18		33	
4		19		34	
5		20		35	
6		21		36	
7		22		37	
8		23		38	
9		24		39	
10		25		40	
11		26		41	
12		27		42	
13		28		43	
14		29		44	
15		30		45	

Proofread by Name..... Sign..... Date:

FOR: Registrar (Academic and Students Affairs)



FORM NO. CUR 015



MACHAKOS UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENTS AFFAIRS)

EXAMINATION ATTENDANCE REGISTER

SCHOOL OF _____ DEPARTMENT OF _____

DEGREE/DIPLOMA/CERTIFICATE IN _____

SUBJECT _____ DATE _____

S/N	STUDENT NAME	BOOKLET NO.	REGISTRATION NUMBER	SIGNATURE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

INVIGILATOR'S 1. NAME _____ SIGN _____

INVIGILATOR'S 2. NAME _____ SIGN _____





MACHAKOS UNIVERSITY
OFFICE OF THE REGISTRAR (ACADEMIC AND STUDENTS AFFAIRS)

Date: _____

EXAMINATION INVIGILATION REPORT

SCHOOL OF _____ DEPARTMENT OF _____

COURSE: _____ LEVEL _____

SUBJECT: _____

INVIGILATORS (1) _____

EXAMINATION COMMENCED AT: _____

EXAMINATION ENDED AT: _____

CANDIDATES WHO ATTEMPTED: _____

CANDIDATES REGISTERED: _____

NAMES OF ABSENT CANDIDATES: _____

REASONS: _____

REMARKS (1) EXAMINATION ROOM _____

(2) SITTING ARRANGEMENTS _____

(3) ANY COLLUSIONS DETECTED _____



(4)CANDIDATES WITH RELEVANT MATERIAL DETECTED

COMMENTS: _____

APPROVED BY COD _____

NB: This form to be accompanied by a list of the candidates and their signatures. It must be used during the Departmental Award Meetings



1. Name of the invigilator 1

Designation.....

Signature:..... Date:.....

Time:.....

2. Name of the invigilator 2

Designation.....

Signature:..... Date:.....

Time:.....

Exam coordinator/supervisor's comment:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Name:..... Signature.....

Date.....

The rubber stamp

Please attach:

- 1. Exhibit (if any)
- 2. Candidate's statement.

5.0 IMPLEMENTATION

To be implemented in the Start of 2018-2019 academic year

6.0 MONITORING AND EVALUATION

All the concerned parties will strictly monitor the policy to see to it that it is fully implemented and adhered to.

7.0 EVALUATION

The policy will be evaluated periodically with a view to revising some sections of the policy or the entire bpolicy as need may arise

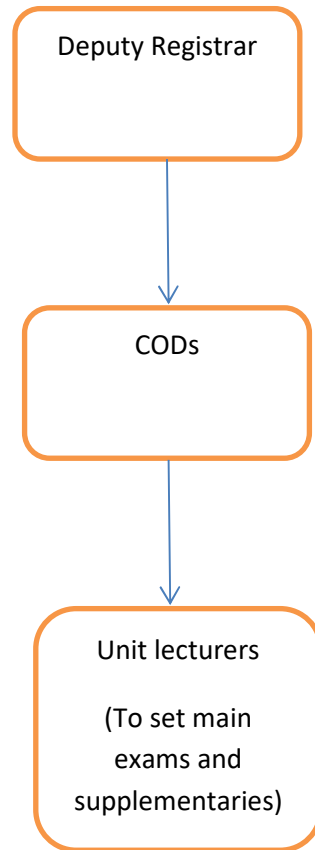
8.0 REVIEW OF THE POLICY

The policy shall be reviewed after a four-year cycle

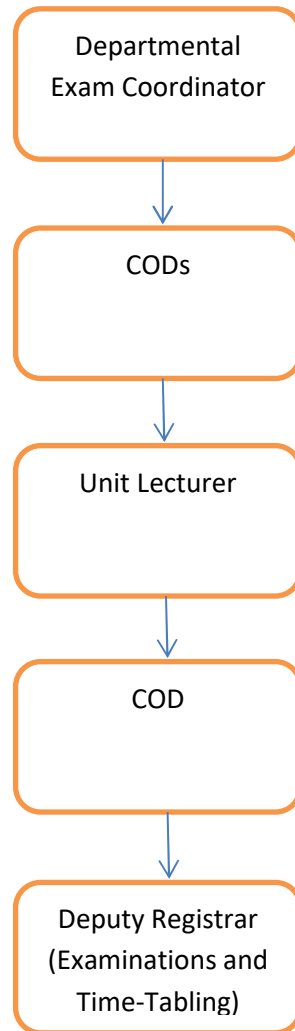


9.0 PROCESS CHARTS FOR THE EXAMINATIONS POLICY

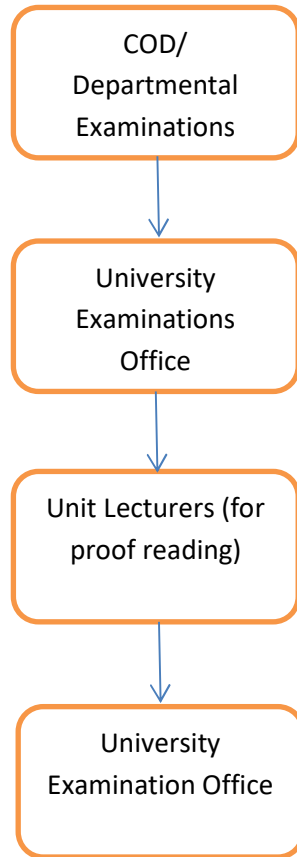
Setting Examinations at the Department



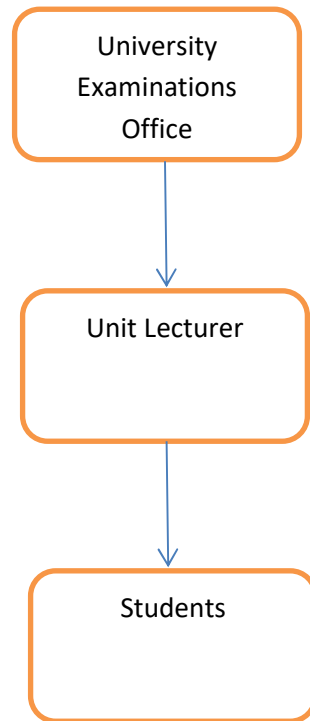
Examination moderation



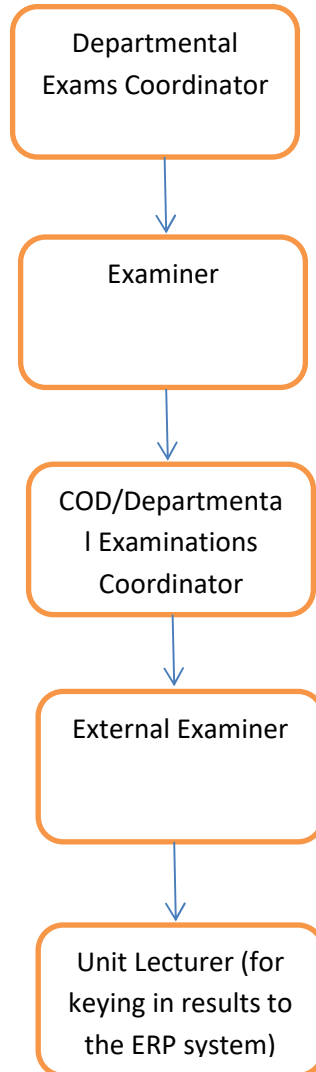
Processing of Examination



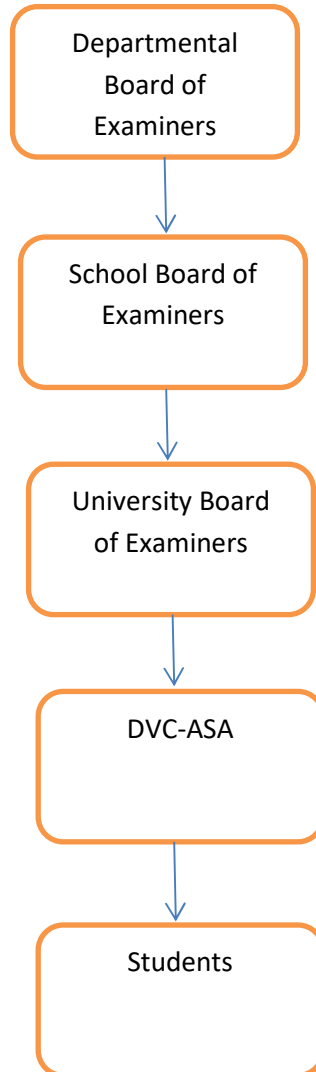
Collection of Examination Papers



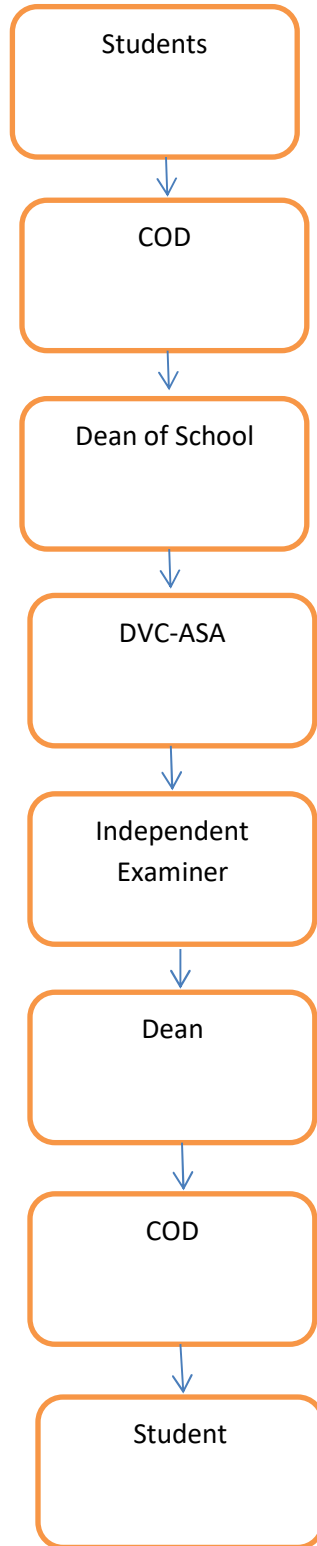
Marking of Exams/moderation of marking



Examination Processing



Appeal for remark



Detection of Examination Irregularities

Confiscation of
item from the
student



Clearly recording
the incident form



Taken to Registrar-
ASA as evidence



Suspension of the
student