
ST. AUGUSTINE INTERNATIONAL UNIVERSITY



ACADEMIC REGULATION AND PROCEDURES COVERING THE CONDUCT OF EXAMINATIONS

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PART ONE

REQUIREMENTS FOR CONDUCTING UNIVERSITY EXAMINATIONS

1.0 Introduction

Now, as never before, universities the world over, are paying increased attention to the extent to which the degree certificates, which they award, can be relied upon as accurate representations of students' experiences and achievements. Questions are being asked about what universities are doing to ensure that their processes are free from corruption, fraud and cheating. Thus, in order to protect the value and relevance of university credentials, as well as to fulfill their educational missions, university leaders are looking for ways in which to improve the climate of integrity on their campuses.

Universities have seen several incidents where their academic credibility was called into question. It is common knowledge that a good number of students in universities, particularly in the Third World including Uganda, cheat during examinations either by copying other people's work and passing it off as their own or paying someone to sit examination for them. It is generally agreed among university administrators in East Africa, for example, that non-attendance of lectures by a large majority of students, lack of preparedness for examinations, peer influence, pressure from work place, and students' lack of confidence are the main factors contributing to cheating in examinations in universities in the region.

And, for ambitious university, such as St Augustine International University (SAIU), which strive for the highest standards that are necessary to produce appropriately skilled graduates that employers want, it is imperative, not only to reinvigorate the existing mechanisms for quality assurance for examinations, but also to adopt new ones, so as to ensure that its examination processes are safeguarded from corruption, fraud, and cheating. For only, then, can it hope to improve the climate of integrity within its borders and to maintain academic integrity as a tool to bolster its education rankings.

Indeed, in today's world where the academic integrity of most universities has been put into question, it is essential for SAIU to adopt the best practices and strategies to create an awareness, prevention, and detection of academic misconduct so that whenever it raises its ugly head, it can be nipped in the bud! This is not an easy task, however. It is an arduous

one. But, with a concerted approach and talented workforce, SAIU is well positioned to fend off the examination malpractices such as corruption, fraud, and cheating with reinvigorated mechanisms for quality assurance in examination and new strategies to prevent and detect academic misconduct thus ensuring the integrity of its academic awards. However, this is not the sole purpose for SAIU to aspire to the highest standard of transparency in the conduct of examinations.

In today's world of rampant examination fraud in institutions of higher education worldwide, the only way universities, like SAIU, can safe guard the integrity of its academic awards is through transparency in the conduct of its examination. University examinations are organized and conducted by Departments and Schools and Colleges on behalf of the office of the Deputy Vice Chancellor for Academic Affairs, during specific periods.

The purpose of the rules and procedures described in this document is to maintain coordinated, consistent examination practices across St Augustine International University and ensure a fair treatment of all students taking them.

1.2 University Examinations

The statutory regulations that governs the conduction of examinations were issued by the NCHE in 2005 as part of the 'Statutory Instruments', 2005 No. 85. Section 25 (1) of the 'Statutory Instruments', 2005, No. 85, states that students of any curriculum shall be assessed on the basis of the following:

- a) Coursework administered throughout the academic year or section of the academic year by way of tutorials, essays, tests, laboratory exercises or other mode acceptable to a university or tertiary institutions; and
- b) Written examinations administered at intervals consistent with the mode of organization of the academic year in a university or tertiary institution

1.3 General Principles on Eligibility to Sit for University Examinations

- a) Students are required, on admission, to register with the appropriate Department, College/School/faculty, Academic Affairs and Student Affairs by signing the official registration forms.
- b) Continuing students must renew their registration and pay the prescribed fee in the designated University Bank Accounts every semester.

- c) All students must comply with the course requirements for fees and attendance of 75% or more of the required course attendances.
- d) Done the required number of Course Assessment Tests (CATs) before the commencement of the end of semester or term or trimester examinations.

1.4 Examination Types

The University Examinations shall be of the following types:

- (a) **Closed Examinations:** In closed examinations, candidates shall not be allowed to bring into the examination room any notes or other supporting material except instruments, such as calculators and drawing instruments, specified in the rubric on the first page of the question paper.
- (b) **Open Examination:** In open examination, candidates shall be allowed to bring any materials, including their own notes into the examination room.
 - i. Open examinations shall not normally be done/held in the same room as closed or restricted examinations.
 - ii. The words 'Open examination' or 'Open book' shall appear in the rubric on the first page of the question paper.
- (c) **Prepared Examinations:** In prepared examinations, candidates shall be issued with a case study or similar material in advance of the examination, which they shall be allowed to bring into the examination room/hall for purposes of working out an unseen question paper.
- (d) **Practical or Clinical Examinations:** Candidates shall be required to demonstrate practical skills under time-constrained conditions.

1.5 Notification to Students

- (a) The office of the Deputy Vice Chancellor for Academic Affairs (DVC AA) through the Academic Registrar shall normally publish a detailed examination timetable at least three weeks before the date of the examination. This may be subject to subsequent minor amendments. The examination timetable shall be published on notice boards and/or the University web site.
- (b) Each examination shall be scheduled only once in any examination period.
- (c) Modules taught in the evening shall normally be examined in the day. Any variation to this pattern shall be approved by the College or School and agreed by the DVC

AA's office and shall normally be communicated to students through the Head of Department before the commencement of the relevant semester.

- (d) It shall be a student's responsibility to inform himself or herself of the due time and place for each examination, and to present himself or herself for examination at the appropriate time.

1.5 Production of Examination Question Papers

- (a) The Head of Department as the Chief Internal Examiner shall be responsible for ensuring that staffs have been nominated to undertake all the activities that lie within the College or School's responsibilities.

(b) He or she shall:

- i. Approve arrangements for the drafting of examination question papers.
- ii. Nominate members of staff to be responsible for setting the question papers.
- iii. Identify the internal examiners responsible for internal moderation, marking and verification of the completed scripts
- iv. Ensure that relevant internal examiners, who are not invigilating the examination, shall be available at the start of each examination.

- (c) The Principal or Dean of College or School or Faculty shall notify the DVC AA of the names of staff with responsibilities for the various activities at the start of each semester.

- (d) External examiners shall be consulted on examination questions except those for Certificate and Diploma programmes.

- (e) External examiners shall receive examination questions as well as assessment criteria, marking schemes and/or specimen answers as prepared by the internal examiner(s).

- (f) Two separate question paper shall be produced for each examination for a particular course unit or module.

- (g) An examination paper for use during the recess semester/retake period shall be set at the same time as the end of semester examination question paper.

1.6 Content of Question Paper

- (a) Questions, which have formed part of assessed coursework, may not be set in an

examination.

- (b) Staff setting question papers must take care to provide an appropriate variety of questions over several successive papers, and where possible avoid repetition of identical questions even over a period of several years.
- (c) Staff should also take care when using material that may be subject to copyright legislation, including appropriate referencing of source material.

1.7 Standard-Format of First Page

- (a) The standard-format of first page for question papers must be used for all examination question papers.
- (b) Date and start time may be left blank when the paper is provided to the DVC AA's office prior to the publication of the relevant period examination timetable, but all other sections shall be completed.
- (c) Care shall be taken to specify the correct type of examination (see 1.4 above), especially where the type is other than 'closed, and any materials supplied or permitted in the examination must be clearly specified.
- (d) The duration of the examination is required. Reading time shall not be specified separately from the overall time allowed to students.
- (e) Clear instructions shall be provided as to the number of questions to be attempted by candidates, and whether the candidate has a free choice, or is required to answer some compulsory questions or to select from certain sections
- (f) The maximum marks available for each question or part question shall be clearly indicated.

1.8 Elements of University Examinations

1.8.1 Coursework Assessments

The Coursework (Continuous Assessments) contribute shall contribute 40% of the total marks in each course. Undoubtedly, this makes Coursework a vital component in the race for the attainment of a diploma or degree certificate. It is absolutely important that Coursework questions should be of the highest standard. Accordingly, it is advisable that young lecturers in their first and second year of teaching at university level should set

Coursework questions in consultation with their Heads of Department. This will minimize the possibility of setting mediocre questions.

- (a) The Coursework component of examination shall consist of at least (2) tests per course per semester or other mode acceptable to Senate.
- (b) Coursework assessments have to be planned in advance and students have to be informed formally in writing about them at the beginning of each semester by individual lecturers/professors. The information provided here shall include the modes of assessment; when each assignment will be conducted; the duration of each assignment; maximum marks to be awarded in the assignment.
- (c) It is essential that Coursework Assessments be marked with meticulous care so that the marks awarded can be relied upon as accurate representation of students' experiences and achievements.
- (d) Every student shall be required to write his/her full name and to sign against it in a register as he/she hands in his/her Coursework Assignment to the respective lecturer/professor so as to keep a record of all those who have handed in their Coursework. The lecturer/professor shall make a copy of the register available to the relevant Head of Department for record keeping. In addition, he/she shall also submit a brief Report on each student who may not have done the Coursework Assignment to the relevant Head of Department.
- (e) Coursework Assignment, with the exception of the last set of Coursework Assignment in a Semester, shall be marked within 2 to 3 weeks from the date the Assignment was done and the marked Assignment shall be returned to the respective students without delay.
- (f) Every lecturer/professor shall announce the marks for the last set of Coursework Assignment in a Semester to the respective students and shall display the marks on the College/School Notice Boards at least two (2) weeks before the commencement of the End-of-Semester University Examinations. A lecturer/professor who fails to meet this requirement shall be reported to the Appointments and Promotions Committee for disciplinary action.

1.8.2 End of Semester or Module Examinations

1.8.2.1 Setting Examination Questions

- (a) The End-of-Semester examination should be preceded by a thorough study of the syllabus and the associated study objectives and attributes so as to ensure that the examination questions set in a particular course/paper are balanced and that cover the entire syllabus.
- (b) In order to ensure that, if an examination paper is cancelled for some reason at the last minute an alternative paper can be set without delay, each Internal Examiner shall be required to set and submit to the Head of Department for moderation enough questions for two Papers in respect of each course he/she teaches and each examination paper shall be accompanied by a marking guide/scheme.
- (c) Each Head of Department or a Departmental Examination Committee shall moderate all examination papers taught in his/her Department in consultation with individual Internal Examiners before they are moderated by External Examiners.
- (d) Each External Examiner shall moderate and approve all Examination Papers of the courses in his/her area of competence and as such the draft examination Papers together with the corresponding marking scheme/guide shall be sent to him/her well in advance to allow him/her enough time to propose changes in the questions which he/she may feel are necessary.
- (e) Arrangements for the drafting and approval of examination papers must allow sufficient time for the external examiners to perform their consultative role.
- (f) Draft examination papers shall be typed, internally moderated and submitted to the appropriate external examiner not later than the specified date by the DVC AA's office. Once external examiners have commented on the draft questions, the final version of the examination paper shall be submitted to the DVC AA's office not later than the specified date.
- (g) The DVC AA's office shall be responsible for reproducing examination papers.

- (h) The relevant Department shall be responsible for the production of other written materials to be provided for students in addition to question papers - e.g. lists of critical formulae, mathematical or other tables. Such materials shall be mentioned in the rubric of the question paper, and provided to the Academic Registry so that they can be included in the package for the examination.
- (i) The package of question papers shall be stored securely in a room inaccessible to students.
- (j) One copy of the question paper shall be kept securely in a separate location in the event of fire, etc.
- (k) The DVC AA's office shall provide examination answer booklets or, where applicable, answer booklet cover sheets for all examinations other than computer-based examinations and practical exams not requiring documented answers.

1.8.2.2 Arrangements for Written Examinations

- (a) The DVC AA shall have the overall responsibility to oversee the co-ordination of examinations within the University; to interpret examination rules and regulations governing the conduct of examinations; and to specifying the conditions under which examinations shall be conducted.
- (b) The arrangements for written examinations besides practical/Clinical examinations shall be in accordance with the procedures detailed below. However, the DVC AA may alter an examination procedure especially if it is made a requirement by an external examining body.
 - i. Academic bodies such as Schools, Colleges and Faculties shall have discretionary powers to make their own arrangements for conducting practical, clinical and viva voce examinations provided such arrangements adhere to the principles and spirit of these regulations.

- ii. The Principal of a College or the dean of a Faculty or School shall be responsible for the practical, clinical or viva voce examinations conducted within his/her College or School.
- iii. However, all practical, clinical and viva voce examinations and other time consuming assessments taking place in Colleges, Schools or Faculties shall be reported to the DVC AA's office so that they may be included in the examination timetable published to students on the notice boards or website.

1.8.2.3 Physical Arrangements for Examinations

(a) The DVC AA's office shall be responsible for the physical arrangements for University examinations. The said arrangements include the following;

- i. To prepare examination timetables in consultation with Principals and Deans. Examination timetables shall be posted on student notice boards and the University websites three weeks before the commencement of the examinations so that students can have ample time to acquaint themselves with the timetables;
- ii. To reserve adequate examination rooms;
- iii. To ensure that candidates are allocated desks in a random order in examination rooms;
- iv. To provide information and materials to invigilators in each examination room/hall.

(b) Examination Rooms

- i. Examinations of different durations may take place in the same room/hall in order to fully utilize space and invigilators. However, open book examinations shall be held separately from closed and restricted examinations.
- ii. Where examinations of different durations are done in the same room/hall, the examinations shall start at the same time and the Chief invigilator shall ensure that any changeover is handled meticulously so as to cause minimal disruption.

- iii. Candidates shall sit at individual examination desks with adequate area at the front of the examination room and at the rear of the room, for use by the invigilators.
- iv. Each examination room shall have a whiteboard or similar equipment so that any relevant information can be displayed to candidates throughout the examination.
- v. Where two or more examination groups are doing examinations in the same room, a seating plan shall be provided, showing the area of the room, which is allocated, to each group.

1.9 Examination Invigilation

1.9.1 Appointment of Invigilators

- (a) In consultation with the relevant Principal or Dean, the Head of Department (HOD) shall nominate academic staff to invigilate examinations in his/her department.
- (b) The invigilation of each Examination Paper shall be under the direction of a Chief Invigilator who shall be appointed by the Head of Department from among members of academic staff at the rank of lecturer or above.
- (c) Normally, staff involved in teaching a particular course unit or module shall invigilate the relevant examination.
- (d) The DVC AA's office shall provide adequate number of invigilators to cover any shortfall from the central pool of invigilators.

1.9.2 Role of Invigilators

- (a) Each Principal, Dean, and Head of Department shall ensure that the invigilation of any University Examination Paper conducted in his/her respective College, School or Department is properly carried out.
- (b) Invigilators shall be responsible for the smooth running of the examinations in their charge, and for ensuring that the regulations and procedures covering the conduct of examinations are observed.

- (c) The Chief Invigilator shall be assisted by other invigilators nominated by the HOD who shall also determine their number. Like the Chief Invigilator the Invigilators shall be selected from members of academic staff at the rank of lecturer or above.
- (d) The Chief Invigilator or his/her assistant drawn from the Invigilators selected to assist him/her in the invigilation exercise, shall collect examination materials/papers including a list/lists of candidates' names who are authorized to sit the Examination Paper to be invigilated, from the Departmental Examination Officer/Chief Internal Examiner.
- (e) The Chief Invigilator and other Invigilators shall be in the examination Room/Hall at least thirty minutes before the commencement of the examination.
- (f) Every candidate shall write his/her name on an attendance list or sign against his/her name on a pre-prepared attendance list as he/she enters the Examination Room/Hall.
- (g) The Chief Invigilator or his/her assistant shall admit candidates into the Examination Room/Hall thirty (30) minutes before the commencement of the Examination and shall ensure that they sit in the places assigned to them. However, the Chief Invigilator or his/her assistant may alter the sitting arrangement in the course of the examination either for individuals or for all the candidates if he/she deems it necessary in the interest of transparency.
- (h) After the candidates have taken their seats and have been able to glance through the Examination Paper, the Chief Invigilator or his/her Assistant shall ask them to make sure that the Examination Paper which they have been given is the very one which they are billed to do at the time and, that they understand the instructions on the top of the Examination Paper. And, if no serious issues are raised the Chief Invigilator or his/her Assistant shall announce the commencement of the Examination.
- (i) After the commencement of the Examination the Invigilators shall embark on the task of checking each candidate's identity to establish, whether or not, the candidates are bone fides by crosschecking each candidate's name on his/her student identity card (ID) with the name on the list of candidates obtained from the Departmental Examinations Officer/Chief Internal Examiner. It will also

confirm who is present and who is absent as well as establishing whether or not there was any candidate doing the wrong paper.

- (j) In the course of the Examination any incident of examination misconduct, which may occur in the Examination Room/Hall shall be reported to the Chief Invigilator or his/her Assistant for action.
- (k) It shall be an act of indiscipline for an Invigilator or Invigilators of a University Examination Paper(s) to read a newspaper/newspapers or similar material or work on a computer or do anything else in the Room/Hall where the Examination is taking place, which may detract him/her from the invigilation of the Examination or disturb the candidates in a significant way.
- (l) There shall be a minimum of two invigilators in each examination room, and normally at least one invigilator for every 30 students overall. At least one invigilator shall be present in the examination room at all times when an examination is in progress.
- (m) At the end of the Examination the Invigilators shall ensure that the scripts of all the candidates who have sat the Examination Paper in the Room/Hall where they were invigilating are collected.
- (n) At the end of the Examination the Invigilators shall collect the scripts of all the candidates who have taken the Examination that they have invigilated, **either** after each candidate has signed to hand in his/her Script, **or** by asking the candidates to make their way in single file out of the Examination Room/Hall through one doorway and each candidate to hand over his/her Script to an Invigilator stationed at the door-step as he/she leaves the Examination Room/Hall.
- (o) The Invigilators shall count the Candidates' Scripts to establish whether or not they tally with the number of candidates who may have signed the attendance register and thereafter to bound them in bundles say of fifty (50) or one hundred (100) Scripts and to take them together with Examination materials to the Departmental Examinations Officer.
- (p) The Chief Invigilator shall write and submit a comprehensive Report to the Head of Department on the conduct of the Examination Paper he/she has invigilated.

PART TWO

PROCEDURES COVERING THE CONDUCT OF UNIVERSITY EXAMINATIONS

2.1 Conduct of University Examinations

2.1.1 Before the Start of Examination

- (a) The Chief Invigilator shall collect the materials required for the examination from the **Central Examination Room** (CER) and begin to lay out the materials in the examination room at least 30 minutes before the examination is due to commence. The materials shall include not only the question papers and blank answer books and supplementary answer books, but also attendance slips, any mathematical or other tables required, and staple pins (for students to clip together the various sections of their scripts).
- (b) The Chief invigilator shall ensure that each answer booklet is attached with a **registration slip** and bears the stamp of the CER.
- (c) The invigilators shall ensure that all preparations for the examination are concluded before students are permitted to enter the examination room.
- (d) Under no circumstances shall students be permitted in any room, which has already been prepared for an examination, in the absence of an invigilator.
- (e) Candidates shall be admitted to the examination room at least 30 minutes before the scheduled start of the examination to allow them to find their seats and to check that they have all necessary writing aids, calculators or drawing instruments necessary for the examination. It is the responsibility of each student to ensure that he or she brings all such necessary equipment to the examination room.
- (f) When an examination has larger number of candidates, they should be admitted into the examination hall an hour before the commencement of the examination and; where more than one examinations are scheduled to be done in the same room, /hall earlier, and where there is more than one examination scheduled in the room, candidates shall be admitted in their separate groups.
- (g) Candidates shall not bring valuable items into the examination room and, if they do so it will be at their own risk and the University shall not accept responsibility for any loss or damage of such property.

- (h) Candidates shall not be allowed to bring mobile phones or any other electronic devices into the examination room/hall.
- (i) During the course of the examination, candidates shall not be allowed to be in possession of any book, manuscript, dictionary, calculator or other extraneous aid or materials that is not specifically permitted in the rubric of the examination paper.
- (j) Every candidate shall display his or her ID card on his or her examination desk during the exam.
- (k) A candidate who fails to display his or her ID card on demand shall not be allowed to proceed with the examination.

2.1.2 The Start of the Examination

- (a) Before the examination starts, the Chief Invigilator shall remind the candidates of the following:
 - i. That they are now subject to the procedures covering the conduct of University examinations and that they should not communicate with any other candidate;
 - ii. To check and make sure that they have the correct examination paper, and to peruse the rubric at the top of the examination paper;
 - iii. To comply with the instructions on the front page of the answer booklet;
 - iv. To complete and sign the **attendance slip attached to the answer booklet** and to ensure that their student number is clearly written on this slip and NOT on their answer booklet; where answer books are provided;
 - v. Not to write their registration or name on the answer booklet;
 - vi. To use only the official stationery provided;
 - vii. That, if they wish to gain the attention of an invigilator, to remain seated and to raise their hand;
 - viii. That, they may only leave the examination room/hall with the permission of the invigilator;
 - ix. Not to have in their possession any unauthorized materials or paper;
- (b) The internal examiner(s) responsible for teaching the course of the examination paper shall be available in the examination room for the first 30 minutes of the

examination in the event of any question on the examination paper.

(c) Clarification of any questions shall be limited to the following:

- i. Confirmation that there is no misprint, and that, the paper should read as it stands, or
- ii. Notification that there is a misprint: in this case the revised version shall be immediately announced to the candidates, and shall also be written at the front of the examination room.
- iii. Under no circumstances shall an invigilator or an internal examiner, attempt to elucidate or interpret the examination questions. Where a candidate believes that, there is an error or ambiguity in an examination question, he/she shall be advised to note his/her interpretation at the beginning of the answer.

(d) Candidates who arrives 30 minutes after the commencement of the examination shall be allowed to do the examination but he/she shall not be given extra time at the end of the examination. However, a candidate who is late for an examination for over 30 minutes shall not be allowed to sit for the examination.

2.1.3 During the Examination

(a) Invigilators shall concentrate on invigilation to the exclusion of all other tasks. During the examination, they shall regularly and unobtrusively move their vantage point within the room.

(b) Invigilators shall ensure that silence is maintained, that students do not communicate with each other, or use any unauthorized materials, manuscripts or other aids not permitted in the rubric of the question paper, and that no stationery other than the official answer booklets is used.

(c) If an invigilator observes a candidate apparently contravening examination rules/regulations, he or she shall immediately inform the Chief Invigilator. The candidate shall be informed that the incident will be reported and he/she will be investigated in accordance with the examination regulations.

(d) The invigilator shall endorse the answer booklet with his or her initials, the date and time of the incident, and a brief description of the circumstances.

- (e) The candidate shall be allowed to continue with the examination but using a new answer booklet.
- (f) Any unauthorized material (s) pertaining to the incident shall be removed and retained until after the investigation of the incident are complete. The chief invigilator shall make a written full report on all the circumstances to the DVC AA's office immediately at the end of the examination. The Chief Invigilator shall, in addition, note the circumstances on the Chief Invigilator report form.
- (g) Shortly after the beginning of the examination, candidates shall be asked to sign the collect attendance list, which the invigilator shall immediately collect.
- (h) During the examination candidates shall not communicate with any person other than an invigilator.
- (i) Any candidate who causes a disturbance in an examination room/hall shall be required to leave the room, and shall be reported to the DVC AA's office for disciplinary action.
- (j) Candidates shall not leave the examination room without the permission of an invigilator. Candidates shall not smoke or eat in an examination room/hall but may drink, as long as the drink is clearly visible and does not require accessing a bag or coat.
- (k) The invigilators shall make every effort to ensure that candidate's requirements for new answer booklet are met as quickly as possible.
- (l) A candidate who requires to leave the examination room/hall during the course of the examination with the intention to return, shall be accompanied by an invigilator or other authorized person. However, during the last 30 minutes of an examination, no candidate shall be allowed to leave the examination room/hall whether or not he/she wishes to return.
- (m) If a candidate falls ill, or a similar emergency occurs during an examination, the Chief Invigilator shall take the necessary measures to get the candidate to the University clinic or hospital and to provide full details to the DVC AA's office.
- (n) Interruption to examinations:
 - i. Where an examination is impacted by an unexpected interruption (for example, a power failure, computer/software malfunction, earthquake, bomb

- threat, fire alarm etc.) the invigilator will implement appropriate action.
- ii. Minor disruptions to an examination (for a period of 15 minutes or less) shall be accommodated by the provision of an equivalent period of additional time added to the end of the allocated examination time.
 - iii. The Chief invigilator shall determine the appropriate course of action to be taken in the event of a significant disruption to an examination. A significant disruption may include repeated minor disruptions in the same examination session.
 - iv. In the event of an evacuation of an examination venue, the DVC AA or his/her nominee will determine which of the following outcomes will apply:
 1. The examination may be declared void and a new examination date is scheduled;
 2. Candidates' examination scripts may be marked and an adjusted examination result determined;
 3. An alternative assessment item may be set with a suitable due date for submission;

2.1.4 The End of the Examination

- (a) When examination ends, the invigilators shall instruct candidates to stop writing and to remain seated until all the scripts have been collected.
- (b) Each candidate is responsible for ensuring that:
 - i. All his/her answer booklet and supplementary answer booklets are firmly tied together and are attached with the registration slip which has his/her registration or examination number;
 - ii. All answers are clearly labeled with the number of the question;
 - iii. All completed answer booklets are handed over to the invigilator and
 - iv. Any script or part thereof not handed in at the end of the examination shall not be accepted as part of the examination.
- (c) When the invigilators have collected the scripts, checking that each student has written his/her number on the attendance slip, and that all sections of the script are securely fastened together, they shall dismiss the students from the examination

room/hall.

- (d) Invigilators shall affix the departmental or College, School or Faculty stamp on each answer booklet
- (e) Candidates shall not be permitted to take any examination stationary, used or unused, out of the examination room/hall except the examination question paper.
- (f) The answer booklets, both used and unused shall be delivered by hand to the **in charge of examinations** in the central examination room by the Chief invigilator of each examination paper who shall sign a clearance form.
- (g) Before leaving the examination room, invigilators shall take particular care to ensure that no examination material, used or unused has been left behind.

2.1.5 Post Examination

- (a) The Central Examination Room shall code each answer booklet by assigning a specific code on the registration slip and the answer booklet.
- (b) The registration slip, which has the candidate's registration details shall be detached from the answer booklet and kept in safe custody by the in charge of examinations in the central examination.
- (c) The answer booklets shall be secured against intruders until they are requested for marking by the internal examiner.

2.2 Marking of University Examinations

- (a) Just like marking Coursework assignments; or Setting Examination Questions; or invigilating University Examinations, marking University Examinations is a statutory duty, which should be done with punctilious attention.
- (b) The Head of Department shall be the Chief Internal Examiner.
- (c) The Marking shall be done in the Central Examination Room to ensure that it is completed on time and that candidates' scripts are not lost or misplaced.
- (d) However, the Academic Registrar may grant permission **in writing** to an Internal Examiner(s) permission to mark the scripts assigned to him/her in some other place, other than the Central Examination Room, provided that he/she is assured of the safety of the candidates' scripts.

- (e) The marking of University Examinations shall be for the duration of three weeks from the date the Examination session ended and once the marking exercise comes to an end the compiling of marks for each degree programme shall start at once.
- (f) An Internal Examiner who fails to complete marking and to submit the marks of the candidates whose scripts were given to him/her to mark before the expiry of the three (3) weeks deadline, shall have his/her case referred to the Appointments and Promotions Committee for appropriate disciplinary action.
- (g) An Internal Examiner who loses a candidate's script or candidates' scripts that were given to him/her to mark shall have his/her case referred to the Appointments and Promotions Committee for appropriate disciplinary action.
- (h) Each Department shall set its own marking deadline so that Internal Examiners within the Department can complete the marking exercise in good time for the External Examiners to visit the Department and complete their assignments before the expiry of the three weeks marking deadline set by the University.
- (i) Each University Examination Paper shall be accompanied by a marking guide/scheme.
- (j) Every University Examination for a Degree or Diploma shall be marked by both Internal and External Examiners to ensure transparency in the marking.
- (k) Students may appeal to the College/School Academic Board and then to the Senate for lack of transparency in the conduct of Examination, poor assessment or unfair treatment. However, Senate's decision shall be final in all academic complaints.
- (l) Each Internal Examiner shall mark the answer booklets and submit Examination results to the respective Chief Internal Examiner in both electronic and signed copies.
- (m) The Internal Examiner shall decode the answer booklets with the help of the Central Examination Room. He Records the marks in the 'Examination Marks Record Sheet'.
- (n) The Marks are entered into the Examination Programme. The Internal Examiner signed the generated candidates results after comparing it with his/her original copy of the 'Examination Marks Record Sheet'.

- (o) The candidates' names shall be listed on the 'Examination Marks Record Sheet' in ascending order by candidates' Registration/Examination number and by entering each candidates' Examination marks, question per question, the total Examination marks; and the Coursework marks.
- (p) Each Internal Examiner shall arrange the scripts he/she has marked for each course in ascending order by candidates' Registration/Examination number and shall bind them in bundles of, say fifty (50) or a hundred (100) scripts, and shall hand them over to the Administrator of the Central Examination Room. This will enable the External Examiner(s) to choose the scripts, which he/she may wish to scrutinize, and after he/she has completed the exercise to return the scripts to their previous positions in the bundle.

2.3 Processing Examination Results

- (a) The Chief Internal Examiners shall give External Examiners face-to-face briefing on arrival.
- (b) Since most courses, which are taught during the first semester, are prerequisites for the courses taught in the second semester, External Examiners shall be invited during the second semester Examination session only.
- (c) External Examiners shall be given unfettered access to marked scripts and evaluated Coursework assignments, which contribute to the final assessment.
- (d) External Examiners shall be given marked scripts; marking guides/schemes for each Paper he/she is expected to scrutinize; hard copies of the Examination results in the form of 'Examination Marks Record Sheets'; and a sample of evaluated Coursework assignments.
- (e) External Examiners shall attend the Departmental Board of Examiners' meeting as Ex-Officio members. The meeting shall determine whether a candidate has successfully completed or failed an Examination on the basis of the pass mark (cut-off point) in accordance with 'Absolute/Criterion Reference Test'. This is where the pass mark is set and students who score below it fail regardless of the number.
- (f) At the end of the Board of Examiners' meeting it may convert itself into a regular Departmental meeting so that the External Examiner(s) can talk freely on such

issues as the quality of teaching and the methods used; the general standard of the students' performance; and the methods of assessment that were used in the Examinations.

- (g) If the External Examiner is not able to attend the Departmental Board of Examiners' meeting, he/she shall leave a brief Report outlining his/her impressions of how the course was taught, the organization of the Examination; the standard of marking; and the standard of the Examination Papers with the Chief Internal Examiner so that he/she can present it to the Board of Examiners' meeting.
- (h) Where the External Examiner is of the view that the internal marking was not fair or consistent he/she may recommend to the Departmental Board of Examiners to have the affected script(s) remarked by a more experienced Internal Examiner(s); or the adjustment of marks for individuals or all candidates examined in a particular Examination Paper.
- (i) The duration of the External Examiners' work shall be two days from the date of their arrival at the University.
- (j) Each Chief Internal Examiner or his/her nominee shall collect the marked scripts and the signed 'Examination Marks Record Sheets' from the External Examiner(s) visiting his/her Department after the latter has completed his/her work; and shall submit the marked scripts to the Administrator of the Central Examination Room while the 'Examination Marks Record Sheets' shall be returned to the Department.
- (k) The Chief Internal Examiner shall convene and chair a Departmental Board of Examiners' meeting, which shall determine whether a candidate has successfully completed or failed the Examination on the basis of the pass mark. Because at this juncture it will not be feasible to classify the examination results since the marks will not have been weighted.
- (l) The Departmental Board of Examiners' meeting shall be open to academic staff in the Department at the rank of assistant lecturer and above and External Examiners who shall attend as Ex-Officio members. However, a Servicing Department, which houses service courses on behalf of other Departments, shall invite one representative from each of such Departments to attend its Board of Examiners' meeting as Ex-Officio members.

- (m) The Departmental Board of Examiners' meeting may recommend that another examiner should remark a script or scripts of an entire Paper, if it is of the view that the internal marking was not fair or consistent.
- (n) Contentious issues pertaining to Examination results or the conduct of the Examination process, which may arise during the Departmental Board of Examiners' meeting, but which the meeting may not be able to resolve, shall be tabled for debate at the College/School Board of Examiners' meeting at which Examination results shall be reviewed and approved, for consideration and action.
- (o) At the end of the Departmental Board of Examiners' meeting **the Chairperson and all members** present in the meeting shall sign copies of the 'Examination Results Sheets' of each Paper for record keeping.
- (p) The Chief Internal Examiner or his/her nominee shall verify the marks, which were reviewed and approved by the Departmental Board of Examiners' meeting with those entered into the University Examination System in the Central Examination Room.
- (q) Each Chief Internal Examiner in consultation with the Departmental Examination Committee shall verify the graded/classified Examination Results and, if there are no discrepancies between the marks in these results and the marks in the results which were approved by the Departmental Board of Examiners' meeting, they will be submitted to the Principal/Dean of the relevant College/School in both electronic and signed hard copy.
- (r) Each Principal/Dean shall convene and Chair a College/School Board of Examiners' meeting at which Examination results from all Departments in the College/School shall be reviewed and approved before they are presented to Senate for final approval.
- (s) The membership of the College/School Board of Examiners shall consist of the following members: College Principals/School Dean (Chairman); College/School Administrator (Secretary); academic staff in the College/School at the rank of lecturer or above.
- (t) Academic issues pertaining to Examination results, which cannot be resolved by College/School Boards of Examiners, shall be referred to Senate Examinations

Committee for advice. The Committee shall give its opinion without delay to give Principals and Deans ample time within which to finalize the Examination results schedules of their College/Schools to present to Senate.

- (u) Only candidates with complete marks and correct course combinations shall be recommended to Senate for academic awards. College/School Board of Examiners and the Senate Examinations Committee shall deal with cases of incomplete results.

PART THREE

THE ROLE OF EXTERNAL EXAMINERS

- (a) An External Examiner should be an academic at the rank of Senior Lecturer or Professor and, if a practicing professional, at the rank of consultant.
- (b) External Examiners should have vast understanding of academic standards in a broad context and enough recent examining experience including external examining experience from reputable universities.
- (c) The Senate or the Deputy Vice Chancellor, Academic Affairs, shall appoint external Examiners for undergraduate programmes on the recommendation of the respective College/School Academic Board.
- (d) External Examiners shall be appointed for three (3) years and shall be eligible for one-year extension.
- (e) External Examiner's terms and conditions of service shall be spelt out in his/her letter of appointment.
- (f) A former academic staff of SAIU shall not be eligible for appointment as an External Examiner in the University until a period of three (3) years has elapsed.
- (g) External Examiners shall evaluate the standards set by the University and the level of achievement of these standards by students. It is imperative, therefore, that External Examiners should be well acquainted with academic standards set and achieved by reputable universities in Africa and elsewhere.
- (h) External Examiners shall assess, whether or not, there is consistency in the formats of Examinations, transparency in their conduct and rigor when using the relevant marking schemes/guides.
- (i) An External Examiner should be a sympathetic critic of the University who offers constructive criticisms and suggestions for general improvement of standards particularly in the area of assessment practice.
- (j) The host Department shall send the following information and materials to a newly appointed External Examiner:
 - i. Programmes, course aims and objectives; and syllabuses;
 - ii. Copies of past examination papers;

- iii. Ways in which marks of individual parts of the examination are aggregated and averaged to produce the final result;
 - iv. Up to date Curriculum vitae of each academic staff in the host Department; and
 - v. Proposed dates of the examination session.
- (k) The host Department shall facilitate the work of the External Examiner by ensuring that:
- i. An air ticket is made available well in advance;
 - ii. External Examiners are met at the Airport by University support staff whose role will be to collect and take the External Examiners to their prearranged accommodation or to meet External Examiners who may have travelled by road at their prearranged accommodation to introduce them to the hotel management;
 - iii. A per diem allowance is paid to each External Examiner on arrival; and
 - iv. Refund for transit expenses including money to purchase fuel for those who may have travelled by car is processed promptly and paid to External Examiners before they depart for home.
- (l) The External Examiners' honorarium shall be processed and authorized for payment once the reports are received.
- (m) The most efficacious way for an External Examiner, to raise matters that are important and of a sensitive nature is to write a confidential report to the Deputy Vice Chancellor, Academic Affairs.
- (n) After the visit each External Examiner shall write a comprehensive report addressed to the DVC, Academic Affairs, and copied to the respective College/School and Departments, on his/her impressions of the following:
- i. Whether or not the students received the knowledge, skills, values and attributes expected to be provided by the respective programmes;
 - ii. The curriculum design and its relevance;
 - iii. Comparability of the courses with those offered in other institutions of higher education in Africa and elsewhere; and
 - iv. Academic standards of student achievement.

(o) From the External Examiners' reports the University should be able to learn whether or not:

- i. The methods of assessment that were used in the Examinations were appropriate and adequate;
- ii. The administration of the Examination process was satisfactory;
- iii. The examinations were sufficiently comprehensive with regard to the course that was examined;
- iv. The internal marking was appropriate, fair and consistent;
- v. The quality of teaching and the methods used as shown in the Examination were effective and appropriate; and
- vi. The general standard of the students' performance was satisfactory comparable to the students' performance in similar institutions.

(p) The Deputy Vice Chancellor, Academic Affairs, shall table the External Examiners' Reports for debate at the meeting of the Senate Examinations Committee/Senate Academic Policy Committee to seek its views on the criticisms and recommendations for improving the University performance contained in the Reports. And, after the Committee's deliberations, the Deputy Vice Chancellor, Academic Affairs, will report its recommendations and suggestions to Senate for consideration and action.

PART FOUR

EXAMINATION RULES, REGULATIONS AND MALPRATICES

4.1 Nominees

Unless the context indicates otherwise, under these regulations a University officer or the chairman of a board of examiners may act through his or her properly appointed nominee.

4.1 Conduct of formal examinations

4.1.1 Attendance

Failure to attend an examination without reasonable cause may result in the award of no marks for that examination. It is the responsibility of the student to be aware of the details of the examination timetable. If a student fails to attend as the result of illness, he or she should obtain a medical certificate from a qualified medical practitioner as soon as reasonably practicable, and submit it forthwith to the Academic Registrar through the chairman of the board of examiners and copied to the appropriate faculty office.

4.1.2 Entering the examination room

Candidates may not normally enter the examination room to sit a written examination nor undertake the written examination in any other location after it has been in progress for more than thirty minutes.

4.1.3 Leaving the examination room

No candidate may leave the examination room within thirty minutes of the beginning of the examination, save in exceptional circumstances, and with the permission of the invigilator. In order to avoid disturbing other candidates, candidates may not leave the examination room during the last thirty minutes of the examination, save in exceptional circumstances, and with the permission of the invigilator. If a student leaves an examination because of illness, he or she should obtain a medical certificate from a qualified medical practitioner as soon as reasonably practicable, and submit it forthwith to the to the Academic Registrar through chairman of the board of examiners and copied to the appropriate faculty office.

4.1.4 Supervised Absence

No candidate may leave and return to the examination room during an examination unless supervised by an invigilator while absent.

4.1.5 Communication During the Examination

Unless an invigilator has given permission otherwise, during the course of the examination a candidate may communicate with no other person but the invigilator.

4.1.6 Permitted Items and Texts

- (a) A candidate may take to his or her desk only those items and texts that are permitted for the examination he or she is sitting. It is the responsibility of the student's faculty or school or college to provide guidance to students about items, for example calculators, they may take into examinations and the responsibility of the student to establish which items and texts are permitted. Such guidance should be provided in a format and location easily in the instruction page of the examination question paper and should indicate to students the circumstances in which it is likely they will be granted permission and the types of materials they may be allowed to use.
- (b) All bags, mobile phones, personal organisers and similar electronic devices must not be taken to the examination desk, but must be deposited elsewhere, as instructed by the invigilator.

4.1.7 Distracting Behaviour

- (a) Candidates may not smoke or eat during an examination, nor behave in any way which is distracting to other candidates.
- (b) A candidate who ignores a request from an invigilator not to behave disruptively may be required to leave the examination room and candidate recommend. The candidate's examination scripts will be submitted as they were at the time when the candidate was required to leave. The invigilator will annotate the scripts with the time at which the candidate left, and submit a report to the Academic registrar and a copy to the chairman of the board of examiners.

4.1.8 Examination Scripts

- (a) It is the responsibility of the candidate to ensure that all his or her scripts are appropriately marked with an identifying name and number.
- (b) No candidate may remove an examination script from the examination room.
- (c) No candidate may remove any other examination materials without permission.

4.2 Malpractices and Irregularities

Cheating in an examination (either during continuous assessment or end of semester examination) will be dealt with as a disciplinary offence under these regulations. In particular, it is a disciplinary offence for a candidate to:

- (a) Smuggle an unauthorized material (including any written or printed material that is generally or specifically prohibited, pre-written examination answer booklet, cellular or mobile phones, radios, radio cassette player, computers, soft and alcoholic beverages and any other material as may be specified from time to time by the chief examiner) into the examination room.
- (b) Copy answers from any source including the scripts of another candidate in the examination room.
- (c) Dishonestly receive help from another person during the examination.
- (d) Dishonestly give help to another person during the examination.
- (e) Discuss with another candidate in an examination room.
- (f) Have prior knowledge of the examination questions.
- (g) Impersonate or attempting to take the place of a valid candidate.
- (h) Exhibit improper behaviour, e.g. noise making, disobeying supervisors, or behaviour tantamount to disruption of peace in and around the examination room.
- (i) Substitute of answer scripts or booklets.
- (j) Be involved in time-related regulation, such as starting before time, going beyond the stipulated time.
- (k) Tear answer booklets into loose sheets, or folding scripts in any way.
- (l) Write on the examination question paper, or going out with the examination question paper.

- (m) Change the examination marks awarded on the answer booklet and claim for correction of marks.
- (n) Take more than five minutes in a toilet.
- (o) Found in possession of forged documents, e.g. examination cards, answers booklets, ledger or receipt and other related documents in the examination room/hall.
- (p) Be involved in plagiarism. Plagiarism can take a number of forms including:
1. **Complete Plagiarism:** that all of the work has been copied from that of another person (whether published or not) without attribution, or the presentation of another's work as if it were his/her own. This includes copying text from a website without acknowledgement.
 2. **Partial Plagiarism:** the summarizing of another person's work by simply changing a few words in the assignments, without referencing. This includes copying text from a website without referencing.
 3. **Failure to reference:** the inclusion of several sentences or more from another person's work, which have not been referenced in accordance with the University's conventions on academic referencing and citation. This may be intentional or unintentional, for example as the result of poor referencing/study skills.
 4. **Self-Plagiarism or Duplication:** copying work that was originally completed and submitted by the student and resubmitted for another purpose, without acknowledgement of this, unless resubmission is permitted.
 5. **Collusion:** this is where a student undertakes work with others, without acknowledgement, e.g. submits as entirely his/her own work, work completed in collaboration with another person, or colludes with another student to submit work which is intended to be submitted as that other student's own unaided work, or knowingly permits another student to copy all or part of his/her own work and to submit it as that student's own work.
 6. **Falsifying Data:** Falsifying data is where the student presents data in reports, projects, dissertations and so forth based on work which the student claims to have carried out but which he/she has invented or obtained by unfair means.

- (q) Possession of firearms and dressed in uniform (such as army fatigue) on campus premises is prohibited. It is recommended that, such materials be deposited with the nearest police station before the student enter the university campus.
- (r) Act dishonestly in any way, whether before, during or after the examination, so as to obtain an unfair advantage in the examination.
- (s) Act dishonestly in any way, whether before, during or after the examination, so as to assist another candidate to obtain an unfair advantage in the examination.

PART FIVE

PROCEDURE FOR DEALING WITH EXAMINATION IRREGULARITIES

- (a) At the beginning of any examination, invigilators shall draw the attention of candidates to the rules and regulations of the examinations.
- (b) Should a candidate be suspected of cheating during the examination, the invigilator will confiscate any unauthorised material, indicate on the candidate's script that it has been confiscated due to suspected cheating, and remove the script.
- (c) The candidate will then be given further examination answer booklet and permitted to complete the examination.
- (d) The invigilator will seek an explanation from the candidate at the end of the examination in completing the examination malpractice incident form, and submit an incident report to the Academic registrar who shall;
 - i. notify the chairman of the school board of examiners from the student's home college or school/faculty.
 - ii. Chairperson of the Senate Examination Malpractice Committee (SEMC).
- (e) The SEMC shall carry out a preliminary review of the evidence and arrive at an allegation as soon as possible.
- (f) The SEMC shall either after preliminary investigation:
 - i. Dismiss the allegation; or
 - ii. Carry out a detailed investigation by way of disciplinary hearing; or
 - iii. In cases where the evidence already available clearly warrants it, proceed directly to a disciplinary hearing in accordance with the regulations herein described.
- (g) If the SEMC believes that the student(s) should be suspended whilst the procedure is carried out, the SEMC shall make such a recommendation to the University Senate and the provisions of regulation herein described shall apply.
- (h) The Vice-Chancellor or his/her nominee may suspend the student from the University during investigation of the alleged offence, if it is deemed that such suspension or enforced intermission in accordance with the regulation is in the best

interests of the University, its staff or students, or of the student concerned, or is necessary to ensure an effective investigation.

5.1 Disciplinary Hearing

- a) If the SEMC decides that a hearing should be held, he/she will notify the AR and together they will make arrangements for the hearing.
- b) The AR has responsibility for ensuring that the student is notified in writing at least five working days before a hearing takes place.
- c) That letter shall include and confirm:
 - i. A statement of the allegation(s) to be considered and the purpose of the hearing.
 - ii. Details of the date, time and place of the hearing and those who will be present.
 - iii. That the student may bring a written statement of their perception of the events to the interview.
 - iv. A statement to the effect that witnesses may be called in support of the allegation and that the student has the right to call witnesses on his/her behalf.
- d) Following the completion of the disciplinary hearing, the SEMC may decide to Recommend to the University Senate:
 - i. Dismiss the allegation; or
 - ii. Impose one or more of the fixed penalties as described below.

5.2 Penalties for Breaches of Examination Rules and Regulations

- (a) The penalty for cheating or plagiarism shall be determined according to the seriousness of the offence and will take into account the stage of study. Thus where cheating or plagiarism in early stages may be considered within the context of developing appropriate scholarly behavior, the same in later stages will attract the more severe penalties. The student's previous record should also be taken into account.

(b) In the case where cheating or plagiarism has been established, the SEMC will consider the application of penalties and determine the penalty to be applied and make appropriate recommendations to the University Senate.

(c) The penalties (in any combination) that may be recommended to Senate following SEMC deliberations in relation to proven breaches of the University Regulations are as follows:

- i. Absolutely discharged, which means that although the student may be technically guilty of the misconduct alleged, no blame should be attached to his or her actions.
- ii. Cautioned, which means that no immediate punishment is imposed, but if the student is found guilty of misconduct on a subsequent occasion in the following twelve months, or some other specified period, he or she will then be dealt with for both offences
- iii. The student is warned and a record of the warning will remain on the student's file for a period to be determined by the university Senate.
- iv. The element(s) of assessment is given a mark of zero and is failed. The student may have the opportunity to re-sit the element(s) of assessment if the overall course mark meets the threshold for retake or the student is denied the opportunity to retake the element(s) of assessment and the course is failed.
- v. Award the student a lower class of degree or other academic award than that which he or she would otherwise have been awarded.
- vi. The student is suspended either for a semester or an academic year, or until specified conditions have been met. A student who is suspended ceases to be a member of the University for the duration of the suspension and is prohibited from entering University premises, and from participating in University activities.
- vii. The student is expelled from the University. This means that the student ceases to be a member of the University, and loses all rights and privileges of membership.

- (d) In case of expulsion from the University, the letter of expulsion shall be signed by the Vice Chancellor, while in the other cases they will be signed by the DVC, AA.
- (e) A student who is not satisfied with the decision of the Senate reserves the right to appeal to the university council within fourteen days from the receipt of the letter.

NOTE: The University shall reserve the right, based upon the particular facts and circumstances, to render any punishment it deems necessary. By listing these possible disciplinary actions, the University, in no way, implies that some or all of these will be utilized in a specific situation or prior to suspension and/or expulsion.

5.3 Appeals

5.3.1 Right to Appeal Against a Finding of Guilt

- a) A student may appeal against a finding of guilt.
- b) The appeal must be made to the Chair, University Council within fourteen days of the conclusion of the proceedings.
- c) The student must set out in writing the grounds on which the appeal is based.
- d) A Committee of Council maybe constituted to hear the appeal.

5.3.2 Nature of Appeal Against a Finding of Guilt

- a) There will be no entitlement to a rehearing of the case, which will be allowed only in exceptional circumstances.
- b) The committee hearing the appeal may overturn the finding of guilt where they consider it just to do so.
- c) In particular, a finding may be overturned in the light of new evidence; or where it is considered that the original hearing was not conducted fairly; or where the finding of guilt was unreasonable in the light of the findings of fact. The student may present the appeal in writing.

5.3.3 Right to Appeal Against Imposition of Penalty

- a) A student may appeal against a penalty imposed following a finding of guilt.
- b) The appeal must be made to the Chair, University Senate within fourteen days of the conclusion of the proceedings.

- c) The student must set out in writing the grounds on which the appeal is based.
- d) A Committee of Senate will hear the appeal.

5.4.4 Nature of Appeal Against Imposition of Penalty

Those hearing an appeal against penalty may impose a lesser or greater penalty, having considered whether the original penalty imposed was fair and reasonable in the light of all the circumstances of the case, and the student's means and general personal circumstances.