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Undergraduate Examinations Policy

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UNIVERSITY OF KABIANGA
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UNDERGRADUATE EXAMINATIONS POLICY

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TABLE OF CONTENTS

ABBREVIATIONS.....	4
CAT: CONTINUOUS ASSESSMENT TEST.....	4
DEFINITIONS OF TERMS.....	5
EXECUTIVE SUMMARY.....	8
1.0 PREAMBLE.....	9
1.1 THE UNIVERSITY VISION.....	9
1.3 THE UNIVERSITY PHILOSOPHY.....	9
1.4 THE UNIVERSITY CORE VALUES.....	9
1.5 UNIVERSITY ORGANIZATIONAL STRUCTURE.....	10
1.5.1 THE CHANCELLOR.....	10
1.5.2 THE COUNCIL.....	10
1.5.3 THE UNIVERSITY MANAGEMENT BOARD.....	11
1.5.4 SENATE.....	11
1.5.5 SCHOOLS, INSTITUTES, DIRECTORATES, CENTERS AND DEPARTMENTAL BOARDS.....	11
1.6 FUNCTIONS OF THE UNIVERSITY.....	11
1.7 SCOPE.....	12
1.8 UNIVERSITY QUALITY POLICY STATEMENT.....	12
2.0 THE POLICY.....	12
2.1 SCOPE.....	12
2.2 UNIVERSITY QUALITY POLICY STATEMENT.....	12
2.3 ACT AND STATUTES.....	13
2.4 OVERALL AUTHORITY.....	13
2.5 UNIVERSITY EXAMINATION PROCESS.....	13
3.0 NATURE OF UNIVERSITY EXAMINATION.....	14
6.0 EXAMINERS.....	22
6.2 DUTIES OF INTERNAL EXAMINERS.....	23
6.3 INVIGILATION OF EXAMINATIONS.....	24
6.4 INVIGILATION PRINCIPLES.....	25
6.5 EXTERNAL EXAMINERS.....	26
6.5.1 Appointment.....	26
6.5.2 Duties of External Examiners.....	26
7.0 EXAMINATION RESULTS.....	27
7.1 PROCESSING OF EXAMINATION RESULTS.....	27
7.2 RELEASE OF EXAMINATION RESULTS.....	29
7.3 GRADING SYSTEM.....	29
7.4 COMPENSATION WITHIN THE UNIVERSITY GRADING SYSTEM.....	30
7.5 CLASSIFICATION OF DEGREES.....	31
7.5.1 Variations to use of the Formula.....	31

7.5.2	<i>Appeals for Reassessment of Examination Results</i>	32
8.0	TRANSFER OF STUDENTS TO OTHER ACADEMIC PROGRAMMES	33
9.0	IRREGULARITIES IN UNIVERSITY EXAMINATIONS	34
9.1	EXAMINATION IRREGULARITIES SHALL INCLUDE:	34
9.2	PROCEDURE IN DEALING WITH EXAMINATION IRREGULARITIES	35
9.3	STANDING COMMITTEE OF SENATE ON EXAMINATION IRREGULARITIES	36
9.4	EXAMINATION IRREGULARITIES BE CLASSIFIED AS FOLLOWS:	37
9.5	DISCIPLINARY ACTION	39
9.6	APPEALS	40
10.0	LEAKAGE OF EXAMINATIONS	41
11.0	EXAMINATION SCRIPTS, ACADEMIC TRANSCRIPTS AND ACADEMIC CERTIFICATES	41
11.1	LOSS OF EXAMINATION SCRIPTS	41
11.2	COLLECTION OF CERTIFICATES	42
11.3	LOSS OF ACADEMIC TRANSCRIPTS AND REQUEST FOR ADDITIONAL TRANSCRIPTS	42
11.4	LOSS OF ACADEMIC CERTIFICATES	43
11.5	CERTIFICATION OF COPIES OF ACADEMIC TESTIMONALS	43
12.0	DISPOSAL OF SCRIPTS	43
13.0	EXEMPTIONS	43
14.0	INSTRUCTIONS TO CANDIDATES AND INVIGILATORS CONCERNING WRITTEN EXAMINATIONS	43
15.0	GRADUATION CEREMONY	45
15.1	PREPARATION OF CONVOCATION LIST	45
15.2	HIRE OF ACADEMIC DRESS	46
15.3	THE CONVOCATION	46
15.4	REHEARSAL	46
15.5	GRADUATION DAY	46
16.0	AMENDMENT OF THE POLICY	47
	This policy shall be revised after every three (3) years and/or when need arises	47

ABBREVIATIONS

CAT: Continuous Assessment Test

CIE: Chief Internal Examiner

DVC: Deputy Vice -Chancellor

EE; External Examiner

IE: Internal Examiner

PIE: Principal Internal Examiner

VC: Vice - Chancellor

DEFINITIONS OF TERMS

For the purpose of these Regulations:

University Examinations	Are all those examination assessment or evaluations that are considered in determining whether or not a candidate shall proceed to the following year of study or qualifies to graduate.
Regular University Examination	Are those examination held at the end of each Semester or end of each Academic year or as may be determine by Senate.
Special Examinations	Are those examinations which, after approval by Senate are administered to candidates who did not sit regular examinations for a special reason.
Supplementary Examinations	Are those examinations which, after approval by Senate, are administered to candidates who have failed up to 25% of the course units.
A Continuous Assessment Tests	Is any form of evaluation, such as tests, graded practicals, project and assignments, during a semester/term and count towards University examination.
A Semester	Is a period of study of normally not less than 16 weeks or such a period as may be determined by Senate for any academic year.
An Academic Year	Shall normally consist of two semesters and may include a third semester to cater for practical attachments, teaching practice and other field courses as may be determined by Senate.

A Course	Is the semester unit in which a student can receive as assessment normally taught over a semester, and may comprise one or more units of study
Compensation	Is a procedure that may be applied when a student who has failed an examination in a course with at least 37% (or 50% for medical courses) and with a weighted average mark of 50% and above in all courses units for the academic year is assisted to attain to the pass marks of 40% or 50% by subtracting either 6, 4, or 2 marks for a related course that when halved and added to the marks of the failed course brings it to the pass mark.
A Unit of Study	Is a one-hour lecture per week per semester or two hours of tutorials/seminars per week per semester or three hours of practical per week per semester.
A Semester Load	Is normally between 21 and 24 units, unless otherwise approved by Senate.
A Prescribed Courses	Are courses which may be designated as core, required, pre-requisite or elective, as specified in a given curriculum as approved by Senate.
A Core Course	Is a course, which is central to the discipline of study which must be taken by all candidates in a given programme.
Required Course	Is a course which is supportive of or beneficial to a discipline.
A Pre-requisite Courses	Is a course which must be taken and completed successfully before one, can register for a given course.

An Elective Course	Is a course which a student may choose, according to interest, subject to approval by the relevant department, and shall be taken into account for purpose of Degree Classification.
An Optional Course	Is a course which a student may choose subject to approval by the relevant departments but which may not necessarily be central to a discipline of study and shall not be used for Degree Classification.
Repeating a Course internally	Applies to those candidates who are allowed to proceed to the next year of study having failed supplementary examinations.
Repeating a Course in its Entirety	Means having failed supplementary examinations in one or two core or required courses a candidate is allowed to proceed to the next year of study and attend classes and to sit for the examinations in the failed courses.
Repeating a Course Externally	Applies to those candidates who have repeated courses internally; fail again in the same courses, such a candidate will be required to repeat examinations at the next sitting without attending classes.
A Leakage	Is any act, which results in a candidate, or a person having unauthorized access to, or knowledge of examination questions or of any materials related to the examination, before the scheduled date and time of the examination.
Discontinue to show cause	Is to show why one should not be deregistered from the University.

EXECUTIVE SUMMARY

This Policy contains Rules and Regulations for Undergraduate Examinations. They govern the students, lecturers and administrators on how the examinations are conducted. They are meant to be observed and adhered to strictly to enhance a uniform and standardized way of examining University of Kabianga students. It is to be appreciated that as more campuses are opened' there is need to maintain consistency and quality assurance on all the processes of examinations.

The Rules and Regulations are therefore expected to promote professionalism, accuracy, and integrity, as well as enhance efficiency and uphold moral and professional ethics. It is envisaged that implementation of these rules will;

- (i) Promote equality, social justice and foster honesty and dedication so as to improve results.
- (ii) Under the general direction of Senate and the supervision of the Deputy Vice - Chancellor Academic and Student Affairs, help in decentralization of the examination processes to Colleges and Campuses.
- (iii) Assure uniform practices in conduct of the examinations
- (iv) Harmonize the process of release of results, production of transcripts and
- (v) Ensure examination will be similar in face and content validity.

In this way, **ALL** stakeholders will be confident of our products because of the the process, conduct and standardization of our instruments. The mode of grading should result in uniform production of the same caliber of students. It is therefore expect that both students and staff will read and familiarize themselves with these rules and regulations.

Senate will give guidance accordingly in circumstances arising that are not covered by these rules and regulations provided in this policy.

Signed.....Date:.....

Vice - Chancellor

1.0 PREAMBLE

University of Kabianga (UoK), was awarded a Charter on 1st March 2013 with a view of creating more learning opportunities. It was initially established as a Campus of Moi University. The Campus was officially decreed by His Excellency the third President of the Republic of Kenya, Hon. Mwai Kibaki at Kabianga High School grounds on the 10th of May, 2007. The facility was officially handed over to Moi University by the Ministry of Agriculture on 8th November, 2007. The University Campus was elevated to a Constituent College of Moi University by Kabianga Order 2009, through the Legal Notice No 77 in the Kenya Gazette Supplement No. 36 of 29th May, 2009. On 1st March 2013, the University College was awarded a Charter by the third President of the Republic of Kenya, His Excellency President Mwai Kibaki making it a fully fledged University.

The University of Kabianga is situated in what was formerly Kabianga Agricultural Training Centre which has a long history dating back to 1925. Between 1925 and 1959, the facility was Kabianga Agricultural Centre. Thereafter in 1959 it transformed into Kabianga Agricultural Training Centre managed by the Ministry of Agriculture to provide short courses, workshops/seminars, and exhibition and extension services to the farming community, in the South Rift Region of Kenya.

1.1 The University Vision

To be a leading University in scientific innovation for the betterment of humanity

1.2 The University Mission

The Mission of University of Kabianga is to create, preserve and transfer knowledge and Technology through quality and entrepreneurial education, research, extension and partnership with government, industry and non-state actors whilst ensuring a sustainable environment.

1.3 THE UNIVERSITY PHILOSOPHY

To foster intellectual development, excellence, creativity and innovation, academic freedom, equity, integrity, peace and sustainability through relentless search for truth

1.4 THE UNIVERSITY CORE VALUES

- a) Promoting and defending intellectual and academic freedom, scholarship, innovation and relentless search for truth.
- b) Fostering teamwork, collaboration, creativity and innovation, effective communication, tolerance and a culture of peace.
- c) Valuing excellence, quality and service, openness, consultation, efficiency and effectiveness.
- d) Recognizing competence, meritocracy, exemplary leadership, equality, integrity and national patriotism.
- e) Continually improving services in order to remain competitive and relevant.

1.5 UNIVERSITY ORGANIZATIONAL STRUCTURE

University of Kabianga is a corporate organization established by the **Universities Act (2012)** and it has various bodies for its effective management. These include:-

- a) Chancellor
- b) Council
- c) The University Management Board
- d) The Senate
- e) Schools, Institutes, Directorates, Centers and Departmental Boards

The roles, functions and membership of these Boards are stipulated in the Order and in the Statutes.

1.5.1 THE CHANCELLOR

Chancellor is titular head of University of Kabianga.

1.5.2 THE COUNCIL

The Council is the governing body of the University through which it can act, administer property and funds, and receive monies, plant and equipment materials, gifts and grants for its use. The Council is also responsible for the welfare of staff and students and can enter into association with other universities and institutions within Kenya or otherwise as it may deem necessary and appropriate.

The other function of the Council is to appoint staff and conduct disciplinary action against staff and students in consultation with relevant University organs.

1.5.3 THE UNIVERSITY MANAGEMENT BOARD

The management Board is responsible for implementing Council and Senate decisions. It is also responsible in providing directives and guidelines to the University's subsystems for the enhancement of the efficient running of the University.

1.5.4 SENATE

The **Senate** is the body responsible for academic matters in the University and the final authority on all such matters.

1.5.5 SCHOOLS, INSTITUTES, DIRECTORATES, CENTERS AND DEPARTMENTAL BOARDS

The Schools and Departmental Boards play a major role in academic and administrative functions of the University. The functions of these Boards are clearly stipulated in the University Charter and Statutes and they assist the Deans and Heads of Department in the Management of their respective Schools and Departments respectively.

1.6 FUNCTIONS OF THE UNIVERSITY

- (i) To provide University education aimed at producing mature, competent and conscientious graduates with appropriate skills, ability and desire to contribute to the well being and development of the people of Kenya, East African region and the global community, in accordance with the national philosophy of mutual social responsibility and international conventions.
- (ii) To provide education for national service, community outreach and development which reflect the national cultural heritage.
- (iii) To develop and transmit knowledge and skills through research and training at undergraduate and postgraduate.
- (iv) To preserve, produce, process, transmit and disseminate knowledge and stimulate the intellectual life and cultural development of Kenya.

- (v) To conduct examinations for, and to grant degrees, diplomas and other awards of the university
- (vi) To determine who may teach, what may be taught and how it may be taught in the university.
- (vii) To play an effective role in the development and expansion of opportunities of Kenyans wishing to continue with their education.
- (viii) To address emerging issues of national, regional and global importance.

1.8 UNIVERSITY QUALITY POLICY STATEMENT

University of Kabianga is committed to providing high quality training, research and extension services that meet customer requirements and endeavor to exceed their expectations.

In pursuit of this commitment, the university shall comply with all applicable requirements and continually improve on its effectiveness by implementing a QMS based on ISO 9001:2008 standard.

The University top management shall on annual basis review this policy and established quality objectives for continuing suitability.

2.0 THE POLICY

2.1 SCOPE

These rules and regulations shall apply to all UoK undergraduate examinations.

2.2 UNIVERSITY QUALITY POLICY STATEMENT

University of Kabianga is committed to providing high quality training, research and extension services that meet customer requirements and endeavor to exceed their expectations.

In pursuit of this commitment, the university shall comply with all applicable requirements and continually improve on its effectiveness by implementing a QMS based on ISO 9001:2008 standard.

The University top management shall on annual basis, review this policy and established quality objectives for continuing suitability.

2.3 ACT AND STATUTES

All matters concerning University Examinations shall be supervised by the Deputy Vice- Chancellor Academic and Student Affairs (DVC A&SA) under the general direction of the Senate subject to the University of Kabianga Act and Statutes as per Statute (xxviii).

2.4 OVERALL AUTHORITY

The Senate shall have the overall authority in all matters concerning and affecting examination as per Statute (xviii) 5 (c), which include the setting, moderation, conduct and marking of examinations as well as the declaration of examination results.

2.5 UNIVERSITY EXAMINATION PROCESS

The entire University Examination Process presupposes responsibility, integrity and confidentiality on the part of all university personnel involved. It starts with the drafting of questions papers prepared by Internal Examiners and terminates with the publications of results approved by Senate

Examination processing shall be as follows:

- (i) Setting and internal moderation Examinations shall be carried out at the Department
- (ii) Typing shall be done at a designated examination room under the office of the respective Dean of school by the Internal Examiner(lecturer)
- (iii) External Examiners shall moderate question papers. External examiners' comments, if any, shall be incorporated in the question paper by the Head of Department.
- (iv) Head of Department, being the principal Internal Examiner, shall submit the moderated papers to designated University Examination Centre for further processing and safe custody.
- (v) The Dean of School, being Chief Internal Examiner, shall ensure that the above process is strictly adhered to.
- (vi) Members of staff who are University of Kabianga students are prohibited from handling examinations relevant to their programme of study.
- (vii) All copies of draft examination papers except the moderated ones, which go for typing, must be destroyed by shredding.

- (viii) All examination dispatched from one campus to another must be accompanied by a responsible officer who will hand over to another responsible officer at the receiving examination centre.
- (ix) Adequate security must be provided during transportation of examination to other centres.
- (x) The examinations office shall facilitate transport of examinations to satellite campuses.

3.0 NATURE OF UNIVERSITY EXAMINATION

3.1 REGISTRATION FOR COURSES AND EXAMINATION

- 3.1.1** Registration of courses for which a student shall take examinations shall be done at the end of each semester preceding the semester in which the courses shall be taken.
- 3.1.2** A student shall register for courses at the prescribed time not exceeding the 20% rule period. After the 20% rule period there shall be no registration of courses.
- 3.1.3** Student shall be required to register for such number of courses that give a unit total of between 42 units and maximum of 48 units per academic year to qualify to be graded for purposes of award of degrees unless otherwise approved by Senate.
- 3.1.4** A student must pass all courses registered for, irrespective of whether they are core, elective or optional to qualify for award of a certificate or to be serviced with official transcripts.
- 3.1.5** The examination timetable shall be prepared two months before the start of examination
- 3.1.6** Students shall be eligible to register for examinations provided they have complied with the course requirements: paying requisite fees, complying with 20% rule on class attendance and doing the requisite number of CATs in the courses registered
- 3.1.7** Candidates shall be required to register for University Examinations within the 20% rule period. Deans shall be responsible for preparing a list of bona fide students to sit for examinations
- 3.1.8** The School/Institute's Administrator shall ensure that they collect the examination cards from the Examination Officer upon production of a full list of candidates as indicated in the examination timetable.

- 3.1.9** All students shall ensure that they obtain examination cards from their School/Institute in order to be allowed to sit for the examinations.
- 3.1.10** Each candidate shall be issued with an examination card at least seven (7) days before the beginning of the examinations.
- 3.1.11** A clearance certificate and examination card will be required before one is allowed to sit for examinations. In addition, invigilators will be served by the Dean with lists of bona fide candidates and labeled cards which they will use to designate randomly the desk/table where each bona fide student will be sitting for an examination.
- 3.1.12** Invigilators must have, in the examination room, lists of candidates registered for each paper, provided by the Dean of school.
- 3.1.13** Candidates who sit examinations which they have not registered for shall have their examinations cancelled.
- 3.1.14** No candidate shall be registered for examination unless:
- (a) He/she satisfied all the requirements as per 3.1.6 above.
 - (b) He/she has been exempted from any such requirements by Senate on the recommendation of the School Board concerned

3.2 UNIVERSITY EXAMINATIONS

The University Examinations shall be conducted by means of any one or combination of the following:

- (i) Written Examinations
- (ii) Oral Examinations
- (iii) Practical Examinations
- (iv) Projects
- (v) Industrial/Professional Attachment
- (vi) Fieldwork

3.3 CONTINUOUS ASSESSMENT TESTS (CATs)

- (i) There shall be a minimum of two Continuous Assessment Tests per course per semester.
- (ii) The scheduling and administration of Continuous Assessment Tests shall normally be spaced as follows:

1st CAT – 4th to 6th week of the Semester

2nd CAT – 8th to 10th week of semester

- (iii) The results of the Continuous Assessment Tests shall normally be given to students and submitted to the Heads of Department as follows:

1st CAT by 8th week of the Semester

2nd CAT by 11th week of the Semester

- (iv) The Head of Department shall ensure that Continuous Assessment Tests are set and administered as scheduled in (ii) above and keep a record of CAT's samples assignments and questions papers.
- (v) Continuous Assessment Tests shall normally constitute 30% or 40% and end of semester examination, 70% or 60% of the final marks awarded to a candidate in a course, unless Senate decides otherwise.

(vi) A candidate must have attempted the required number of Continuous Assessment Tests on a given course to be eligible to sit for University Examination in that course.

- (vii) The records for Continuous Assessment Tests shall normally be made available to the External Examiners.

3.4 REGULAR UNIVERSITY EXAMINATIONS

- (i) The lecturer(s) responsible for a course, who shall also be the Internal Examiner(s) for the course, shall set questions for both the regular and supplementary University Examinations and prepare marking schemes, within the first four (4) weeks of each semester or otherwise as approved by Senate.
- (ii) The internal Examiner shall set an examination paper that is balanced and in which;
- The syllabus is adequately covered.
 - The questions are of comparably difficult especially in cases where candidates make a choice.
 - All the three domains of learning (Cognitive, Psychomotor and Affective) should be considered where applicable
 - All the questions are relevant and appropriate for the level.
 - The questions can be answered within the time allowed for the paper.

- The marking scheme tallies with the question paper and the weighting of each question is fair.
- (iii) Departmental Boards of Examiners shall moderate examination papers internally before the papers are sent to external examiners
 - (iv) The Head of Department or Director of School/Institute shall organize for internal moderation in which a panel of subject experts is constituted to review the items set by the internal examiner. Moderation is done to ensure that all the questions are valid and acceptable.
 - (v) The Head of Department or Director of School/Institute shall send the approved internally moderated paper to the external examiners for moderation.
Once the Head of Department, who is also the Chief Internal Examiner, receives the comments from the External Examiners, appropriate amendments and corrections are made before the examination is sent to examination office for typing.
 - (vi) Regular University Examinations shall also include Special and supplementary examinations.
 - (vii) A copy of the question paper(s), detailed marking scheme(s) titles of reference books used, detailed curricula and other relevant information shall be sent to external examiners to facilitate the moderation of examinations.
 - (viii) The Heads of Department shall ensure that comments on examination papers from External examiners are discussed at Departmental Boards of Examiners and incorporated into the question papers by the internal examiners.
 - (ix) Moderated and typed examination papers shall be sent to the Deputy Vice - Chancellor, Academic and Student Affairs for reproduction and safe keeping at least two (2) weeks before the start of the regular examinations.
 - (x) The reproduction, collating, stapling, packaging, issuing and dispatching of examinations shall be conducted in the Examinations office at Main Campus and at any other examination centre as may be approved by Senate.

3.4.1 Handling of Examination Papers in the Examination Section

- (i) The Head of Department or Director of School/Institute shall submit the moderated examination papers to the examination office for typing, photocopying and packaging.
- (ii) **The examination papers shall be submitted with a forwarding note** from the Head of Department or Director of School/Institute.
- (iii) The Examination Office shall organize for the typing of all the examination papers. Once typing is complete, the Head of Department or Director of Institute or School shall organize for the **Proof reading of the examination papers fourteen (14) days** before the examination date by informing the subject lecturer to come and proofread in the examination office.
- (iv) The lecturer shall come with a written note from the Head of Department or Director of School/Institute authorizing him/her to proofread their paper. The note must be addressed to the Deputy Registrar Examinations.
- (v) During the proofreading stage, the subject lecturer shall fill the proofreading form. The content of the form is to ensure that the lecturer has captured all the corrections made in the final draft paper:
 - Total number of candidates sitting for the paper
 - Course code and title
 - Lecturer's contacts.
- (vi) The corrected and proof read paper is given to the Examination Secretary to insert the relevant corrections
- (vii) Once the examination paper is ready, it is recorded in the printing and packaging of Examinations register/form. The register/form contains the records of:
 - All the papers to be photocopied,
 - The number of papers
 - The course code and title

- The date of examinations
 - The date when the photocopying was done.
- (viii) The photocopying room shall be restricted to authorized persons only. The Machine operator shall organize for the photocopying of the examination papers under the supervision of the Examination Officer. Once all the papers have been photocopied, collated and packed, they are recorded in the Examination Register. The Examination Officer ensures that the examination papers are kept in safe custody in the examination office waiting for the day of collection by the Chief Invigilator as per the examination time table.
- (ix) That examination centre shall be manned by qualified and vetted personnel who shall be required to take an oath of secrecy.

3.5 SUPPLEMENTARY EXAMINATIONS

- (i) Candidates who are required to sit supplementary examinations shall pay an examination fee as may be determined by the Senate from time to time.
- (ii) Supplementary Examinations shall normally be held once in any one academic year unless otherwise approved by Senate.
- (iii) Supplementary Examinations shall normally be held at least two weeks before the start of the following academic year.
- (iv) Continuous Assessment Tests marks shall not count towards supplementary Examinations unless otherwise approved by Senate.
- (v) The final mark for a pass in a supplementary examination shall be 40% unless otherwise approved by the Senate. A mark for a supplementary examination shall be indicated with an Asterisk (*) in the transcript.
- (vi) A candidate who fails a supplementary examination in ONE Core or Required course May be allowed to proceed to the following year of study and repeat the course internally provided that a weighted average of 50% (unless otherwise approved by Senate) or more in prescribed courses is attained. If the candidate fails the same courses in the subsequent year, the candidate shall repeat the course externally.
- (vii) A candidate who fails again after repeating the course externally shall be discontinued.

- (viii) A candidate who fails a supplementary examination in TWO Core or Required courses may be allowed to repeat the courses internally provided that a weighted average of 45% (unless otherwise approved by Senate) or more in a prescribed course is attained.
- (ix) A candidate who does not meet the criteria stated in (vii) and (viii) above shall repeat the year of study.
- (x) A candidate who fails a pre-requisite course shall not normally be allowed to proceed to the following year of study if the subsequent course is core or required.
- (xi) A candidate who fails in a supplementary examination in an optional or elective course shall be allowed to proceed to the following year of study but shall be required to take different courses instead and sit an examination in it.
- (xii) A candidate who fails Supplementary Examinations in the final year of study shall be allowed to sit again for supplementary examination(s) in the courses affected./ The candidate shall be required to sit for the examinations(s) in the courses(s) failed, during the following time scheduled for such examinations. A candidate who subsequently fails after sitting for a supplementary examination in a course a second time shall be discontinued.

3.6 SPECIAL EXAMINATIONS

- (i) Special examinations shall normally be held once in any one academic year unless otherwise approved by Senate.
- (ii) No Special Examinations shall be administered to candidates except under the following circumstances:
 - For medical reasons as certified by the University Medical Officer and approved by the Senate
 - For compassionate reasons, based on events such as bereavement with the candidate's immediate family as indicated in the personal students records which occur prior or and/or during the examination period verified by the Dean of Students and approved by the Senate
- (iii) The decision on whether or not special examination shall be administered shall be taken by Senate after recommendations by School Boards.

- (iv) Special and Supplementary examinations shall normally be held simultaneously, and shall be of the same standard as Regular Examinations.
- (v) Continuous Assessment Tests marks shall count towards the grading of special Examinations.

4.0 CONDUCT OF EXAMINATIONS

4.1 GENERAL RULES

- (i) University Examinations shall take precedence over external and any other examinations.
- (ii) A candidate who has missed 20% or more of the required courses attendance in a given course shall not be allowed to sit University Examinations.
- (iii) University Examinations shall normally be conducted from Monday to Friday, and on any other day approved by Senate.
- (iv) Candidates, who will not sit University Examinations on scheduled dates on religious grounds, are required to inform the Deputy Vice - Chancellor, Academic and Student Affairs and the Dean of the School in Writing, as soon as the examination Timetable is released.
- (v) All courses shall be examined in the semester in which they are taken, unless approved by Senate.
- (vi) Examination Regulations specific to Schools shall be presented to Senate for approval through the Committee of Deans.
- (vii) All schools shall be required to define core, required, pre-requisite and elective courses as approved by Senate.
- (viii) To proceed to the following year of study, a candidate must take and pass in at least 42 prescribed course units unless otherwise approved by the Senate.
- (ix) A candidate, who fails one or more courses amounting up to and including 25% of prescribed course units for the year, shall be required to sit Supplementary Examinations.
- (x) A candidate who fails in more than 25% and in up to and including 50% of the total number of prescribed course units shall repeat the year.

- (xi) A candidate who fails in more than 50% of the total number of prescribed units in an academic year shall be discontinued.
- (xii) A candidate who fails to turn up for an examination shall be deemed to have failed that examination and shall be required to show cause why he or she should not be discontinued.

4.2 EXAMINATION/COURSE REGISTRATION

At the beginning of each semester, students shall register for courses/examinations at their respective Schools / Institutes. The students shall be required to complete their registration by the third (3rd) week of each semester.

5.0 SCHOOLS EXAMINATION/TIME-TABLE COORDINATORS

- (i) There shall be a school Examination/Timetable coordinator appointed by the Dean to deal with all matters related to University Examinations and Timetables within the school, who shall be at the level of lecturer and above.
- (ii) There shall be a University Timetabling Committee, drawing its membership from school Examination/Timetabling coordinators. The committee shall be chaired by the Deputy Vice - Chancellor (A&SA). The secretary of the Committee shall be Registrar (A&SA)
- (iii) Final examination time-tables shall be circulated and posted on the notice boards in all campuses at least four (4) weeks before examination begin.
- (iv) Any changes in dates after circulation shall be brought to the attention of candidates by means of additional notices posted on the notice boards at each campus and must be authorized by the chairman of the Examinations and Time-Tabling Committee.

6.0 EXAMINERS

For each school, there shall be School Board of Examiners and Departmental Board of Examiners, consisting of internal and external examiners.

6.1 DEFINITION OF ROLES

- (i) **Chief Internal Examiner** shall be the Dean of the School who shall chair the School Board of Examiners.
- (ii) **Principal Internal Examiner** shall be the Head of Department, who shall chair the Departmental Board of Examiners.
- (iii) **Internal Examiner** shall be a member of the academic staff at the level of lecturer or above, who has taught the course to be examined, unless otherwise approved by Senate.
- (iv) An External Examiner shall be a renowned academician at the level of Senior lecturer or above.

6.2 DUTIES OF INTERNAL EXAMINERS

- (i) Chief Internal Examiners shall chair the school Board of Examiners and ensure standardization, consistency and compliance of regulations in all examination processes in the school.
- (ii) The Principal Internal Examiner shall chair the Departmental Board of Examiners and ensure Standardization, consistency, and compliance of all examination processes and regulation in the Department.
- (iii) There shall be centralized designated rooms for marking examinations
- (iv) Internal Examiners shall mark every script, based on a detailed and well structured marking scheme, to ensure consistency in marking.
- (v) Internal Examiners shall after marking all the scripts, enter Continuous Assessment Tests and regular examination marks on the individual mark sheets and submit to the principal Internal Examiner by six weeks from the last day of semester examinations.
- (vi) The Internal Examiner for any particular examination paper shall be the main invigilator during examinations.
- (vii) If the Internal Examiner is unable to be present at the start of an examination, he or she shall inform the Head of Department, who shall then nominate a replacement from the department concerned.
- (viii) Internal Examiners shall certify, the total number of scripts received based on the attendance list of the candidates who have taken the examinations and submit one copy to the

Deputy Vice-Chancellor, Academic and Student Affairs and a copy shall be retained in the Department.

(ix) All the examination individual mark sheets shall be accurately completed, checked and signed by the Internal Examiner, the Head of Department, and the Dean of the school and the External Examiner(s).

(x) Internal or External Examiners shall not divulge marks to candidates. All documents tabled during the Departmental and school Board of Examiners meetings shall be reclaimed from members of the Board at the end of a meeting.

(xi) Designated storage space for marked examination scripts shall be provided.

6.3 INVIGILATION OF EXAMINATIONS

- (i) The Chief Internal Examiner shall circulate the instructions to candidates, before the start of regular University examinations, setting out details of procedures to be followed in the conduct of examinations as detailed in section 12 of this document.
- (ii) Invigilators, who are normally members of the full time and part time members of the academic staff, shall be appointed and briefed by the Head of Department.
- (iii) The names of all invigilators and the examination timetables shall be sent to the Dean and a copy to the Deputy Vice - Chancellor, Academic and Student Affairs one month before the start of examinations.
- (iv) Subject to a minimum of two invigilators per room for candidates not exceeding 50, the number of invigilators to candidates after this number shall be in the ratio of 1:50. In appointing invigilators, gender representation should be upheld and that at any one time while the examination is in progress, there is at least one invigilator in the examination room.
- (v) All invigilators shall, under the direction of the Chief Invigilator, be responsible for the distribution, monitoring, collection and security of examination papers, and for such other duties assigned to them by the Head of Department.

- (vi) The course lecturer shall collect all examination papers and related materials from the examination centre(s), at least an hour before the start of an examination.
- (vii) Security shall be provided during examinations.
- (viii) The invigilators shall ensure that examination start and end on time.
- (ix) Invigilators who fail to invigilate examinations and those who disappear before examinations are concluded shall face disciplinary action.

6.4 INVIGILATION PRINCIPLES

- (i) Invigilator shall not allow candidates to enter examination room after half an hour from the start of the examination, but may exercise discretion for candidates with good reasons for lateness and report such cases to the University Examinations officer immediately after the examination.
- (ii) Invigilators shall not allow candidates to leave the room until after thirty minutes have passed after the start of the examination.
- (iii) At the end of the first half hour, Invigilators shall check the registration number supported by examination Card and University Identity Cards of the candidates present for the examination. This shall be done by ticking () in the list containing the examination number and names of candidates.
- (iv) **All candidates shall display their Examination Cards and University Identity Cards on the desks so as to enable Invigilators to undertake this exercise.**
- (v) No candidate shall be permitted to leave the examination room except in an emergency case.
- (vi) Candidates who wish to leave the examination room before the end of the examination time shall hand in their scripts to the Invigilator before leaving the room.
- (vii) Invigilators should have the power to confiscate any unauthorized book, manuscript, or any other aid brought in to the examination room

- (viii) Invigilators shall have the power to expel from the examination room any candidate who creates a disturbance. Cases of this nature should, however, be reported to the Head of Department or Director of School/Institute immediately after the examination.

6.5 EXTERNAL EXAMINERS

6.5.1 Appointment

- (i) Senate shall appoint External Examiners on the recommendation of Department and School Boards.
- (ii) External Examiners shall be appointed one month before beginning of every academic year and shall be invited to moderate examinations at the end of every academic year unless otherwise approved by the Senate.
- (iii) Nomination of External Examiner for the first time shall be accompanied by their Curriculum Vitae.
- (iv) External examiners shall not have taught, either as full or part time lecturers of the university, the subject(s) to be examined, during the previous four years or as approved preceding their appointment as External Examiners.
- (v) External Examiners shall normally be appointed for a period of three years renewable unless otherwise approved by Senate.
- (vi) The approval of nomination shall be communicated to the External Examiner with copies to the relevant principal, Dean/Director, Head of Department and finance Officer.

6.5.2 Duties of External Examiners

- (i) The External Examiners shall be provided with examination answer scripts, examination and continuous assessment question papers, marking schemes and individual mark sheets by the Head of Department on arrival and shall be required to familiarize himself/herself with the documents.
- (ii) They shall evaluate the structure and choice of examination questions, the adequacy and coverage of the curriculum, marking schemes and any other related examination matters.

- (iii) The External Examiners shall review cases of candidates who have failed, those who have passed exceptionally well, and cases of candidates whose performance may be considered as borderline.
- (iv) Where there are differences in scores between the marks allocated to candidates by the External Examiners on one hand, and marks allocated by internal examiner on the other hand, the Departmental Board or School Board of Examiners shall agree on the award of the final mark in the presence of external examiner.
- (v) External examiners shall submit to Senate, through the Vice - Chancellor, a written report on the conditions in which teaching and learning were conducted and the general standard of examination papers and the performance of candidates.
- (vi) The External Examiners shall attend the Departmental Board or School Board of Examiners' meetings to present their reports that shall be discussed and adopted.
- (vii) Departments shall discuss the External Examiners' report(s) after the School Board of examiners meeting.
- (viii) The responses by Departments to the External Examiners' reports shall be sent to the respective Deans of Schools and copies sent to the Vice - Chancellor and the Deputy Vice - Chancellor, Academic and Student Affairs.
- (ix) The Deans of Schools shall call Special Board meetings to discuss the consolidated External Examiners' reports and the responses of Departments to them, within two weeks of receiving the reports from Heads of Department.
- (x) The Vice - Chancellor shall call a special Senate meeting to consider the consolidated reports from External Examiners and responses from schools at the end of every academic year.

7.0 EXAMINATION RESULTS

7.1 PROCESSING OF EXAMINATION RESULTS

- (i) All Internal Examiners shall submit results, scripts, projects and other assessment materials and records to the Heads of Department within four (4) weeks after the end of an examination. Heads of Department shall maintain accurate records of students' performance and account for each candidates who has done an

examination, including providing marks for each and every examination of a course done by a candidate.

- (ii) Heads of Department shall cause Departmental Board of Examiners meeting to be held or where applicable the Dean shall convene a school Board of Examiners meeting to consider all examination results within the 7th week after the end of the second semester examinations in readiness of the external examiner.
- (iii) External Examiners shall consider examination results from departments at the end of the 7th week after the end of second semester or at the end of the academic year examinations.

At the end of External Examination, a Departmental Board of Examiners meeting shall be convened to give an opportunity to the external examiner to table his or her report and discuss issues related to the examination with the departmental or school board members.

- (iv) All examination results shall be confidential until they have been considered by the School Boards of Examiners, and shall be provisional until approved by Senate.
- (v) The Deans shall forward provisional results to Senate for final consideration and approval in the ninth (9) week after the end of the examinations.
- (vi) Any lecturer or officer who fails to adhere to set examination almanac shall face disciplinary action.
- (vii) Senate may accept, reject, vary or modify provisional examination results presented to it by the school Board of Examiners.
- (viii) Once these results have been approved by Senate, no Department, school, any individual or agent apart from Senate shall have the authority to alter examination marks or results.
- (ix) Once results have been approved by Senate, they should be released at the end of every academic year.

7.2 RELEASE OF EXAMINATION RESULTS

- (i) Internal examiners shall mark scripts on a semester basis and release examination results to the Head of Department within a period of 4 weeks after the end of the examinations.
- (ii) Deans shall release provisional examination results to all candidates, in form of provisional transcripts within 4 weeks after the results have been considered by the School Boards of Examiners.
- (iii) Deans shall before the start of the next academic year formally inform students of their status, that is, those proceeding to the next year of study, re-sitting examinations, repeating the year of study and those on discontinuation.
- (iv) The Deans shall forward the Consolidated Mark Sheets to the Deputy Vice - Chancellor, Academic and Student Affairs two (2) weeks after all examination have been approved by Senate and all the entries accurately completed, checked and signed by the Dean.
- (v) The Deputy Vice - Chancellor, Academic and Student Affairs shall issue official transcripts to students two (2) weeks after receiving consolidated mark sheets from Deans, depicting percentage marks and letter grading, in accordance with the grading system and classification approved by Senate.

7.3 GRADING SYSTEM

- (i) The performance of candidates in University Examinations shall be determined by grades from both Continuous Assessment Tests, and Regular University Examinations, unless otherwise approved by Senate.
- (ii) Each course shall be marked out of a maximum of 100 marks, unless otherwise approved by Senate.
- (iii) The final mark for each course shall be rounded off to the nearest whole number.
- (iv) The pass mark for all courses shall be 40% unless otherwise approved by Senate.

- (v) A candidate must pass in all the prescribed courses before they are awarded degrees.
- (vi) The examination grading system shall be as follows, unless otherwise specified by the Senate.

Table 1: Grading of the Results.

Percentage Marks	Grade	Performance
70-100	A	Excellent
60-69	B	Good
50-59	C	Average
40-49	D	Pass
39 and Below	E	Fail

7.4 COMPENSATION WITHIN THE UNIVERSITY GRADING SYSTEM

- (i) Compensation shall be possible, but not compulsory, for Regular Examinations.
- (ii) Compensation shall be considered by School Board of Examiners when results are being processed at the end of every academic year.
- (iii) Candidates who score 37, 38, or 39 (or 47, 48 and 49 marks for programmes with a pass mark of 50%) may be compensated to obtain minimum pass mark of 40% or 50%. Compensation must be transacted between closely related courses only.
- (iv) A candidate must obtain at least a weighted average of 50% for all courses including the mark obtained in the failed paper, in the academic year's courses, to qualify for compensation.
- (v) No candidate shall receive compensation for more than one course per semester.
- (vi) Marks for compensation shall be obtained by subtracting marks from a subject with a close correlation with the subject being compensated. Compensation shall be in the ratio of compensated mark to compensating mark of 1:2 marks to be effected once

7.5 CLASSIFICATION OF DEGREES

- (i) All marks obtained in the prescribed courses in each year of study shall be considered for the purpose of degree classification, unless otherwise approved by the Senate.
- (ii) In classifying a degree, the final percentage mark for the entire study period shall be calculated by summing the percentage mark for each course, multiplied by the number of units in that course, divided by the total number of units.

$$\text{Final Percentage} = \frac{\sum (\% \text{ Marks} \times \text{Units})}{(\text{Total Units})}$$

- (iii) In the working out the final percentage aggregate mark, the following shall be considered:
 - In using the formula above to calculate the final percentage aggregate for the entire study period all prescribed courses for the student for all academic years are used.
- (iv) The percentage mark for each course shall be multiplied by the number of units for the course to get a product. The products for all prescribed courses shall be summed up and divided by the total number of units for the entire study period and given to the nearest two (2) decimal places.
- (v) In cases where a candidate has done more courses or units than the number prescribed for the programme in an academic year, only score courses and the best performed elective courses that together add to the number of prescribed course units required for that year of study are considered in the calculation of final percentage aggregate.
- (vi) Optional courses are not included in the calculation of the final percentage aggregate.

7.5.1 Variations to use of the Formula

- (i) The final percentage aggregate is calculated differently with respect to engineering programmes. The steps followed in the calculations are as follows:
 - The percentage mark for each year is computed separately using the formula in 7.5 above.

- The final percentage mark for engineering programmes is calculated by first working out a proportion of the final percentage mark for each year to contribute to the final year aggregate, which is (5%) for first year, (20%) for second year and (25%) each for third to fifth years and finally summing up the outcome.
- (ii) Undergraduate Degrees shall be classified into first Class Honours, Second Class Honours (Upper Division), Second Class Honours (Lower Division), Second Class (Lower Division) and Pass, except those approved by Senate.

Table 2: Degree Classification Guide

Class	Percentage Marks
First Class Honours	70-100%
Second Class Honours (Upper Division)	60-69%
Second Class Honours (Lower Division)	50- 59%
Pass	40-49%

- (iii) A candidate who repeats any year of study on academic grounds shall not qualify for an honours degree.
- (iv) Candidates taking medical courses such as medicine and surgery, nursing and dental surgery have their final percentage aggregate calculated using the formula in 5.5 (ii) but are not classified and all the programmes shall have a pass mark aggregate of 50%.

7.5.2 Appeals for Reassessment of Examination Results

- (i) After the release of provisional results by the Dean, a candidate may appeal within a period of three (3) weeks for remarking to the Dean, and a copy to the Deputy Vice - Chancellor, Academic and Student Affairs giving reasons.
- (ii) A candidate who requests for a remark shall pay a non-refundable fee of One Thousand Kenya shillings (Kshs.1000), per paper, or such other amounts as may be determined by Senate.

- (iii) The Dean shall propose an independent examiner in consultation with the Head of Department to mark the script(s) and forward the name to the Chairman of Senate for consideration.
- (iv) The Chairman of Senate, upon receiving a request for remarking from the Dean, shall appoint or reject the proposed examiner to mark the script(s) and report to the Senate. If the Chairman of Senate rejects the internal examiner proposed by the Dean, he/she shall inform the Dean so with reasons and request him to nominate another examiner.
- (v) An Independent Examiner, as appointed by Senate, refers to an Internal or an External Examiner, who has not taught or examined the candidate in the particular course.
- (vi) The independent examiner appointed by the Chairman of Senate on behalf of Senate shall release the marks within two (2) weeks and report to the School Board.
- (vii) The score obtained on remarking a script shall be the accepted as provisional mark, which shall be forwarded to Senate for approval.

8.0 TRANSFER OF STUDENTS TO OTHER ACADEMIC PROGRAMMES

- (i) Candidates who have passed in first year of study may be allowed by Senate to transfer only once, to other programme(s) of their choice in the second year of study, provided that they meet the entry requirements for that or those programmes.
Such candidates may be given credit transfer from passes obtained in previous courses to be taken in the new programmes
- (ii) Candidates who have failed in their first year of study may be allowed by Senate to transfer to a programme or programmes of their choice only once, provided they meet the entry requirements for that or those programme(s) but they shall not be given credit transfers.
- (iii) Candidates in the second and subsequent years, who have failed and have been discontinued in one programme, may be allowed by the Senate to transfer to another or other programmes of their choice, provided that they meet the entry requirements for the said programmes. Credit transfers shall be given where appropriate.

9.0 IRREGULARITIES IN UNIVERSITY EXAMINATIONS

9.1 EXAMINATION IRREGULARITIES SHALL INCLUDE:

- (i) Having unauthorized material and/or taking into examination rooms, written materials on clothes, handkerchiefs, hats, petticoats ,caps, underside of shirts, jackets/overcoats, clipboards, writing on adjacent walls, desks, tables, bags, electronic devices, such as mini computers, calculators ,cell phones, pagers etc.
- (ii) Any writing or drawing or other work found with or on a candidate during an examination other than in his /her answer-book or supplementary answer book shall be regarded as an attempt to cheat.
- (iii) Reading answer scripts belonging to another candidate.
- (iv) Copying from or making references to unauthorized material(s) in examination room.
- (v) Obtaining assistance from another candidate/non-candidate, and /or giving assistance to another candidate, directly or indirectly in answering an examination paper.
- (vi) Destroying evidence which may be used as proof of an examination irregularity.
- (vii) Carrying examination scripts/answer sheets, one's/or another candidate's out of examination room.
- (viii) Writing on examination question papers.
- (ix) Permitting another candidate to copy from or make use of one's papers.
- (x) Presenting for examination the works of another person or persons without acknowledgement and with intent to deceive.
- (xi) Attempting to copy from or make reference to unauthorized material in the examination room.

- (xii) Any attempt to copy, read or write from written walls, toilets, tables, desks, parts of the body, or any other material.
- (xiii) Threatening invigilators, and obstructing the invigilators from carrying out his/her duties or behaving in a manner likely to disrupt the examination process or cause a breach of the peace.
- (xiv) Causing actual bodily harm to the invigilators, those assisting in the invigilation or fellow candidates sitting for the examinations. The University shall provide security during examinations.
- (xv) Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time by invigilators.

9.2 PROCEDURE IN DEALING WITH EXAMINATION IRREGULARITIES

- (i) Invigilators shall, before each examination, inform candidates of the seriousness with which Examination irregularities shall be treated.
- (ii) When an invigilator suspects that a candidate has committed an examination irregularity, other invigilators shall be consulted and the candidate shall be informed that a report shall be consulted and the candidate shall be informed that a report shall be submitted to the Deputy Vice - Chancellor, Academic and Student Affairs.
- (iii) The Invigilator shall, if possible, confiscate the material that is suspected, but the candidate shall be allowed to complete writing the examination.
- (iv) The candidate shall, at the end of the examination paper, be asked to make written statements to be submitted to the Deputy Vice - Chancellor, Academic and Student Affairs by the Main Invigilator.
- (v) The Main Invigilator and the Head of Department shall make a full report on the incident to the Deputy Vice - Chancellor, Academic and Student Affairs through the Dean, immediately after the examination.

- (vi) The Chief Invigilator's report and the candidate's statement shall be considered by a Standing Committee of Senate on Examinations Irregularities.
- (vii) An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place, shall consult the Head of Department. If the Head of department considers that an examination irregularity has occurred, a full report shall be made to the Chairman of the Standing Committee and the Deputy Vice - Chancellor, Academic and Student Affairs, through the Dean.

9.3 STANDING COMMITTEE OF SENATE ON EXAMINATION IRREGULARITIES

- (i) The Standing Committee shall be composed of:
 - The Deputy Vice - Chancellor (A&SA) - Chairman
 - Three members of Senate appointed by Vice - Chancellor.
 - The Dean of the school in which the candidate is registered.
 - The Dean of Students or representative.
 - Legal Officer
 - Registrar – Academic & Student Affairs – Secretary
- (ii) A student who is alleged to have committed an examination irregularity shall be heard and given the opportunity to call witnesses and to cross-examine witnesses who have testified against him/her.
- (iii) Those giving evidences shall not be members of the committee.
- (iv) The committee shall meet, investigate, give a student a chance to be heard, and make a report within one month after the end of each semester.
- (v) In the event that the committee is unable to reach a verdict by consensus, a vote shall be taken by the three members of the Senate, the Dean of the school, and the Dean of students. If a tie is registered during voting, the chairman shall take a vote to unlock the tie.

- (vi) The decision of the committee shall be communicated to the student within 5 working days from the date of the verdict and a report made to Senate to ratify.
- (vii) The Senate representatives to the committee shall serve for a period of two years, renewable once.

9.4 EXAMINATION IRREGULARITIES BE CLASSIFIED AS FOLLOWS:

Group I

- (i) Being found in the examination room in possession of prohibited items stated in section 12(6) of this document.
- (ii) Writing on the question paper.
- (iii) Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time by the invigilators.

Group II

- i. Having unauthorized material in an examination room written on paper or other materials.
- ii. Having unauthorized material in an examination room in electronic devices.
- iii. Reading or attempting to read answer scripts belonging to another candidate.
- iv. Forging an examination card and obtaining an examination card illegally and using it to sit an examination.
- v. Sitting an examination when not authorized.

Group III

- i. Copying or attempting to copy from, or making reference to unauthorized material(s) in the examination room.
- ii. Permitting another candidate to copy from or make use of one's papers to answer questions.
- iii. Copying from examination papers of another candidate.

Group IV

- i. Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination room.
- ii. Obtaining or attempting to obtain assistance from another candidate, student or person (impersonation), directly in answering an examination paper. If the imposter is not a student of University of Kabianga, the University shall be at liberty to file a criminal charge of impersonation in a court of law against the person.
- iii. Accessing a question paper or questions of an examination before the date and time scheduled for the examinations.
- iv. Possessing a written or unwritten examination script, other than the one issued officially by an invigilator in the examination room.
- v. Presenting for marking an examination answer script whose answers were written elsewhere other than in the examination venue at the time when the particular examination paper was scheduled to be done.
- vi. Destroying evidence which may be used as proof of an examination irregularity.
- vii. Threatening invigilators, and obstructing the invigilator from carrying out his/her duties and assaulting the invigilator or causing him/her actual bodily harm.
- viii. Presenting for examination the works of another person or persons without acknowledgement and with intent to deceive.
- ix. Sitting for examinations at a time when one is on suspension or has been expelled to show cause.
- x. Committing a subsequent irregularity after being warned or suspended and re-admitted.
- xi. Failing to appear before the Senate standing committee on Examination irregularities when one has been summoned to do so after a suspected examination irregularity. In this case, the candidate shall be expelled to show cause.

- xii. Any evidence of cheating in an examination that may be detected during marking.

Group V

- (i) Any emerging evidence of cheating, falsification of examination results, or committing any of the offences in group I-IV above after the student has graduated.

9.5 DISCIPLINARY ACTION

If it is evidently established that a candidate has committed an examination irregularity, disciplinary action shall be taken immediately. Although an attempt has been made to match an examination irregularity with a disciplinary action(s) by making them fall in the same group, disciplinary action may include either one or a combination of the following:

Group I

- (i) Issuance of a Warning letter to the candidate
- (ii) Cancellation of examination results in the affected course and issuance of a warning letter.

Group II

- (i) Cancellation of examination results for the course and suspension of the candidate for one (1) academic year.

Group III

- (i) Cancellation of examination results for the course and suspension of the candidate for a period of two (2) academic years.

Group IV

- (i) Cancellation of all examination results and expulsion of the candidate from the university.

Group V

- (i) Withdrawal or cancellation of the degree /diploma/certificate conferred on or awarded to the candidate upon establishing that cheating or falsification of results did indeed occur.

9.6 APPEALS

- (i) There shall be a standing Examination Irregularities Appeals Board appointed by Senate to hear examination irregularity exam cases whose membership shall be as follows:
- Chairman of Senate or Nominee as Chair
 - Three (3) members of Senate;
 - The Dean of students,
 - The Deputy Vice - Chancellor, Academic and Student Affairs as the secretariat and legal officer shall be in attendance.
- (ii) Any appeal shall be made in writing within 14 days of the decision of the standing committee on examination irregularities to the Chairman of Senate who shall then cause a meeting of the committee to be convened within 14 days after receiving such a request.
- (iii) The Deputy Vice - Chancellor, Academic and Student Affairs shall invite the student who has appealed to appear before the standing committee on Examination Irregularities.
- (iv) The Standing Examination Irregularities Appeals Board shall only consider the grounds of appeal presented by the student. There shall be no fresh hearing or presentation of new evidence during the hearing of the appeal.
- (v) The Standing Examination Irregularities Appeals Board may make any of the following decisions: confirm the earlier decision of the Standing Committee amend, vary or arrive at a new ruling on the case.
- (vi) The Standing Examination Irregularities Appeals Board shall report its findings to Senate for consideration within one month of hearing the appeal and the outcome

communicated to the student by the Deputy Vice - Chancellor, Academic and Student Affairs with 5 working days after Senate consideration.

- (vii) No other appeal shall be entertained after Senate has considered the report the Standing Examination Irregularities Appeals Board and pronounced its verdict.

10.0 LEAKAGE OF EXAMINATIONS

- (i) Any person, who suspects that a leakage has taken place, shall immediately report to the Dean of respective school and the Deputy Vice - Chancellor, Academic and Student Affairs.
- (ii) If established that a leakage occurred, the Deputy Vice - Chancellor, Academic and Student Affairs shall nullify the examination and order a fresh examination to be set and administered.
- (iii) The Standing Committee of Senate on Examination Irregularities shall investigate the suspected leakage. The Committee shall be constituted as specified in Section 7.3.
- (iv) The Standing Committee of Senate on Examination Irregularities shall make recommendations to Senate, based on their findings, including referring persons involved for disciplinary action within one month from the time of reporting the leakage.

11.0 EXAMINATION SCRIPTS, ACADEMIC TRANSCRIPTS AND ACADEMIC CERTIFICATES

11.1 LOSS OF EXAMINATION SCRIPTS

- (i) Lost of scripts shall apply to situation in which scripts, which have been certified as having been handed in by the candidates at the end of an examination paper, are misplaced or found to be missing at the time of processing the results.
- (ii) The Principal Internal Examiner shall report cases of lost of answer scripts to the Deputy Vice - Chancellor, Academic and Student Affairs, through the Dean of school.
- (iii) The Standing Committee of Senate shall investigate the loss of an answer script and report its findings to Senate.

- (iv) Senate shall consider the report and make recommendations
- (v) If the Examiner is found culpable he/she will be referred for disciplinary action as per the terms and conditions of service and the Employment Act.
- (vi) The affected students will upon approval by Senate be given an opportunity to re-sit the examination when next offered.
- (vii) All Examiners are to mark scripts within the University to prevent misplacement or loss of scripts.

11.2 COLLECTION OF CERTIFICATES

- (i) Certificates shall be collected by the successful candidate after meeting all clearance requirements. Additionally, the candidate shall be required to produce original copies of previous certificates or other documents that act as proof that the person concerned qualified to join the University to pursue the particular programme for which the certificate is being collected. If it is established that a graduate used falsified documents to pursue University programme, any degree or certificate obtained as a result shall be cancelled by the Senate and appropriate disciplinary and/or legal action taken against those found to be involved with the malpractice.
- (ii) Certificates may be collected through proxy with written authority letter from the successful candidate upon meeting all the clearance requirements. Additionally, the proxy shall provide an original and copy of identification card (ID) passport of the owner of the certificate and a copy of his/her ID and original copies of relevant certificates.
- (iii) Once a certificate has been collected it shall not be accepted back for rectification or for any changes to be made.
- (iv) Certificates not collected with two years after graduation shall attract an annual storage fee of Kshs.1000 per annum or such amount as may be determined by Senate from time to time.

11.3 LOSS OF ACADEMIC TRANSCRIPTS AND REQUEST FOR ADDITIONAL TRANSCRIPTS

In the event of loss of original transcripts or request for additional original transcripts by candidates, replacements or extra transcripts may be issued at a fee to be determined by the University Senate from time to time.

11.4 LOSS OF ACADEMIC CERTIFICATES

Under no circumstance shall the University replace certificates.

11.5 CERTIFICATION OF COPIES OF ACADEMIC TESTIMONALS

Copies of transcripts or certificates shall be certified at no cost to the successful candidate by an authorized person.

12.0 DISPOSAL OF SCRIPTS

- (i) The Deputy Vice - Chancellor, Academic and Student Affairs shall be the custodian of examination answer scripts.
- (ii) The Deputy Vice - Chancellor, Academic and Student Affairs shall dispose off the examination answer scripts 7 years after the candidate has left the University.
- (iii) Results and scripts, which involve appeals or court litigation, shall not be disposed off until the matter is finally determined.
- (iv) Rules governing confidentiality of information shall apply in the disposal of scripts.

13.0 EXEMPTIONS

- (i) Senate may, at its discretion, grant a School or an Institute, exemption from any of the requirements of these rules and regulations upon request.
- (ii) Senate may, on the recommendation(s) of a School Board grant any candidate(s) exemption from any of the requirements of these Rules and Regulations.

14.0 INSTRUCTIONS TO CANDIDATES AND INVIGILATORS CONCERNING WRITTEN EXAMINATIONS

- (i) Candidates shall be allowed into the examination room five minutes before the start of the examination. Question papers shall be placed upside-down on the desks before candidates

enter the examination room. Candidates must not turn the question paper over until they are instructed.

- (ii) A candidate who arrives within the first half hour of the start of the examination may be allowed into the examination room, provided no other candidate has left the room. Such a candidate shall leave the examination room 30 minutes before the end of an examination.
- (iii) No Candidate shall leave the examination room 30 minutes before the end of an examination
- (iv) No candidate shall enter the examination room after thirty minutes from the start of the examination. A candidate who is excluded from the examination under this regulation should report to the chief Internal Examiner
- (v) Examination registration cards should be conspicuously displayed. Candidates who do not have examination cards shall not be allowed to sit the examination.
- (vi) Books, bags, briefcase, folders, clipboards, pencils cases, cellular telephones pagers, alarm watches, earphones, notebooks or any other such materials that may hinder transparency or that are likely to raise suspicion should not be carried into an examination room. Log books and calculators should not be brought into the examination room, unless there is provision to the contrary for a particular paper. All unauthorized materials should be handled over to Main Invigilator before the start of an examination.
- (vii) Invigilators shall have power to confiscate any unauthorized material(s) brought into the examination room. They should have the power to expel from the examination room, any candidate who create disturbance and breathes the peace and quiet of the examination room.
- (viii) Candidates should acquaint themselves with the instructions on the front page of answer books.
- (ix) Candidates should write their registration numbers, course codes, course titles and paper number, on each answer booklets and on continuation sheets.
- (x) Candidates are not allowed to communicate with each other, either verbally or through other means, during an examination without the permission of the invigilator.

- (xi) Candidates are not allowed, in their course assignment to reproduce the works of another person, other persons without acknowledgment, and with intent to deceive. This amounts to plagiarism, a serious offence which will lead to disciplinary action being taken against such a candidate.
- (xii) Smoking is forbidden in an examination room.
- (xiii) Candidates must stop writing and assemble their scripts at the end of the examination on the instructions of the Main Invigilator. Candidates should leave the scripts on the desk, unless otherwise instructed.
- (xiv) Candidates are not allowed to remove answer books or sheets from the examination room.
- (xv) A candidate who is unable to sit an examination should report the circumstances to the Dean of Students immediately.
- (xvi) Misreading the examination timetable is not a sufficient cause for failing to sit an examination

NB: Candidates without examination and University identity cards authorizing them to sit for examination will not be allowed to sit for the examinations. Senate shall take appropriate action against any person who does not comply with any of these Rules and Regulations

15.0 GRADUATION CEREMONY

15.1 PREPARATION OF CONVOCATION LIST

The list of students whose names have been approved by Senate from different Schools/Institutes for the conferment of degree and award of diplomas shall be forwarded to the Deputy Registrar Examinations to compile the final list. Once the list is ready, it is forwarded to the Registrar – planning for preparation of graduation booklet.

The Faculty/School/Institute administrators are called upon to proof read the draft to ensure that all the graduands' names are correctly spelt out and have been inserted in their relevant degree/diploma

places. When all the proofreading is done, the Registrar Planning organizes for the production of the graduation booklet. These booklets are issued to graduands on graduation day.

15.2 HIRE OF ACADEMIC DRESS

The academic dress is regalia which must be worn by all graduands who are attending a University of Kabianga graduation ceremony. This consists of the gown, hood and cap (motor board). The gown for undergraduate and postgraduate is black, while the caps differ in shape.

All the graduands who intend to attend the graduation ceremony must pay for hire of academic dress from their respective colleges.

15.3 THE CONVOCATION

Graduation ceremonies are held at the university pavilion. It is only those students who have satisfied the board of examiners of various schools/colleges/institutes for conferment of degrees and award of diplomas who are recommended to Senate for graduation. Each graduand must clear all liabilities due to the university and present him/her to the respective University/college registrars for final clearance. All graduands are required to pay a compulsory graduation/ convocation fee of Ksh. 1000/=

15.4 REHEARSAL

The University conducts a rehearsal for all graduands one day prior to the graduation ceremony. During the rehearsal, all graduands must be formally dressed and in full academic attire. Seats for all the graduands are arranged, labeled and reserved by respective schools. While hiring the academic dress, each graduand will receive two invitation cards for two guests

15.5 GRADUATION DAY

- (i) On graduation day all graduands are required to be seated by the specified time.
- (ii) No person shall be allowed into or out of the graduation pavilion when the ceremony is in progress until the end of the ceremony.

- (iii) Movement and photography by graduands and guests are prohibited during the ceremony.
- (iv) Each graduand must stand when the respective Dean/director reads his/her name.
- (v) The Chancellor of the University of Kabianga performs the conferment of degrees and award of diplomas

16.0 AMENDMENT OF THE POLICY

This policy shall be revised after every three (3) years and/or when need arises.