



**KILIMANJARO CHRISTIAN MEDICAL UNIVERSITY COLLEGE**  
*(A Constituent College of Tumaini University Makumira)*

**EXAMINATION GUIDLINE AND PROCEDURES**

**MAY, 2023**

**KILIMANJARO CHRISTIAN MEDICAL UNIVERSITY COLLEGE**  
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## **PREFACE**

World over, incidents of examination irregularities and other malpractices have become a common phenomenon. This problem leads to lack of trust and integrity of qualifications and therefore degree certificates throughout the Colleges or University education. Given the adverse consequences of a higher education institution, which is not trusted by the public, The Kilimanjaro Christian Medical University College (KCMUCo) has to put in place mechanisms which shall monitor assessments and examinations. The mechanisms aim to control and get rid of examination malpractices and irregularities and ensure the credibility of academic qualifications from the College. KCMUCo is aware of the fact that assessment and examinations are critical as drivers of excellence, but this can be watered down through the loss accountability, professionalism, moral principles and values. All stakeholders administering and managing assessments and examinations need to be guided and follow policies and regulations to guard against loss of institutional reputation and credibility of its awards and graduates. This call for development and implementation examination and assessment measures in terms of policies for handling issues related to examinations' security. Through proper management and handling of examinations, KCMUCo will assure the stakeholders and the public at large that students graduating from the College have fulfilled the requirements of the principles of integrity, transparency, efficiency, confidentiality, and professionalism required for any reputable institution. That is what the KCMUCo examinations Policy is all about.

Managing examinations and the required security, through the implementation of examination policies, may face challenges related to the need to have responsible faculty and examination officers, an environment which allows efficient management of examinations, and inculcating the value of responsibility and sound study habits in the students' community. This Policy identifies key strategies for credible examinations handling as well as security concerns to make sure the students are committed to the acceptable code conduct, dignity, professionalism and respect for excellence with regard to examinations.

Signed by ..... Date:

## **1.0 BACKGROUND AND CONTEXT**

### **1.1 BACKGROUND**

The KCMUCo examinations guideline is guided by the Universities Act NO. 5 of 2005 and its Regulations of 2013, the University College Charter and Rules of 2010. The Guideline is further driven by the Vision, Mission, and Core Values of the University College. Thus, the Guideline provides the basis for the regulations, guidelines, procedures and activities for the management of examinations at KCMUCo.

Assessment of students is a prerequisite component of the process of teaching and learning in any educational institution. The outcomes of assessment and examinations profoundly impact the students' career progression. For the relevance of the examination process, it is therefore vital to carry it out in a transparent, objective, fair and professional manner. This is also important because valuable information on the efficiency and effectiveness of teaching is provided to the College through examinations.

### **1.2 PURPOSE**

The Kilimanjaro Christian Medical University College uses a variety of tests, assessments and examinations to determine the how students are progressing until at the end satisfy Examiners the examination Committees, the College academic Committee and the University Senate to confer degrees or Diplomas. The different programs and varied examinations processes at the College, therefore, require a Policy that provides a harmonized and uniform framework to ensure consistency in the handling and management of examination.

### **1.3 OBJECTIVES**

The objectives of the KCMUCo Examinations Guideline are to;

1. ensure Good governance practices in examination
2. strengthen academic integrity, confidentiality and responsibility during assessment process.
3. ensure quality, Consistency and uniformity of the University college examinations.
4. safeguard the credibility of University college examinations.
5. ensure that the examination process are in line with regulatory minimum standards, guidelines and International community where applicable.

## **2.0 KCMUCo VISION, MISSION, AND CORE VALUES**

### **2.1 Vision**

A transformative Christian Centre of excellence providing evidence-based training, research, and service training in health with sustainable resource.

### **2.2 Mission**

To provide an enabling environment for innovative and quality teaching, research and services response to national and global needs.

### **2.3 Core values**

In achieving its Vision and fulfilling its Mission, KCMUCo shall be guided by the following core values:

- (i) Love,
- (ii) Mercy,
- (iii) Compassion,
- (iv) Integrity,
- (v) Transparency,
- (vi) Diversity,
- (vii) Creativity,
- (viii) Innovation,
- (ix) Excellence,
- (x) Accountability.

## **DEFINITION OF TERMS**

In this Guideline, unless context requires otherwise:

*“Continuous Assessment Tests”* is any form of evaluation made during the course of the academic year such as tests, graded practicals, projects and assignments.

*“Special Examinations”* means those which after approval by the College Academic Board and the Senate, are administered to candidates who fail to sit for regular examinations for reason acceptable to the College Academic Committee and the Senate.

*“Supplementary examinations”* means those examinations which, subject to approval by the College Academic Committee and the Senate, are administered to candidates who fail to obtain a pass during the first seating in the specified number of units during the academic year.

*“University Examination (UE)s”* means all those examinations, assessments or evaluations that are considered in determining whether or not a student shall proceed to the following year of study in the College or qualifies to graduate.

*“Mid and End of Semester Examinations”* means Examinations offered at the middle of a semester and at the end of a semester.

*“University College”* means the Kilimanjaro Christian Medical University College

## **ACRONYMS**

<b>CATs</b>	Continuous Assessment Tests
<b>CAC</b>	College Academic Committee
<b>DPAA</b>	Deputy Provost for Academic Affairs
<b>GPA</b>	Grade Point Average
<b>NACTVET</b>	The National Council for Technical Education
<b>TCU</b>	The Tanzania Commission for Universities
<b>UE</b>	University Examination
<b>MSE</b>	Mid-Semester Examination

## **SCOPE**

This guideline shall apply for certificate, diploma, undergraduate and postgraduate programmes as deemed appropriate. The procedures apply to both academic staff, students, administrators and ICT personnel and include all activities related to assessment at the University College including examination schedules, assessments, disposal and awarding of certificates. The guideline covers the whole process of assessment / examination from course registration to graduation.

## **GUIDELINE STATEMENT**

The University conducts Final Examinations to:

1. moderate and validate the student's continuous assessment performance;
2. assess the extent to which the student has achieved learning outcomes being assessed
3. satisfy the requirements of relevant external bodies e.g. professional associations, who stipulate that a certain component of particular courses must be assessed under specific examination conditions.



4. Final Examinations must be a valid component of a unit's assessment regime, fitting the purpose of testing the student's achievement of relevant unit learning outcomes

## PRINCIPLES

### i) Examination Management

In the development, administration, processing and utilization of examinations results, KCMUCo shall be guided by the following principles;

- a) **Systematic**: the university shall conduct systematic, data-based examinations that produce credible (demonstrably evidence-based, reliable and valid) results obtained through methodologies that are consistent with the aims of the examination.
- b) **Competence**: examiners shall display appropriate combination of competencies, such that varied and appropriate expertise shall be available for the examination process. Examiners must work within their scope of capability.
- c) **Integrity and Honesty**: examiners shall ensure the honesty and integrity of the entire examination process. A key element of this principle is freedom from bias in examination as underscored by three principles of (i) impartiality, (ii) independence, and (iii) transparency.
- d) **Independence**: there shall be independence of judgment such that examination results are not influenced or pressured by any party, and avoidance of conflict of interest, such that the examiner does not have a stake in a particular result.
- e) **Impartiality**: examinations findings shall be a fair and thorough assessment of strengths and weaknesses of a candidate.
- f) **Transparency**: the students shall be made aware of the reason for the examination, the criteria by which examination occurs and the purposes to which the findings will be applied.
- g) **Respect for Candidates**: Examiners shall respect the security, dignity and self-worth the candidates, and other stakeholders with whom they interact.

### ii) Responsibility and Authority

- a) The Deputy Provost for Academic Affairs (DPAA) is responsible for the administration of university college examinations.
- b) All matters concerning University College Examination shall be supervised by the Deputy Provost Academic Affairs under the general direction of the Provost.
- c) The College Academic Committee shall have authority in all matters affecting examinations, including the setting, conduct, marking, deliberation and declaration of results at Constituent College level.

- d) The University Senate shall have overall authority in all matters affecting examinations at the university level and the Senate decision in examination matters shall be final.
- e) Conduction of university college examinations (mid and end of semester examinations) shall be supervised by invigilators drawn from the academic staff, appointed by the respective faculties and directorate(s).
- f) All modalities of CATs and clinical practical examinations are set and supervised by subject teachers and program coordinators.
- g) All staff involved in the conduct or handling of examination shall be sworn in by the Government state attorney or Magistrate or Judge.

## **2.0 Type and Format of the Assessments/Examinations**

- (i) The University examination process starts from course registration, attendance of course work, setting and administration of Continuous Assessment Tests (CATs) and finally setting and administration of mid and end of semester examinations.
- (ii) Continuous assessments (CATs), which shall also be part of Formative Assessment (FA), as approved by the Senate may vary depending on the nature of the course.
- (iii) The end of semester, audit year or programme examination, or any examination which allows progression to a higher level or an award shall be known as Summative Assessment (SA).
- (iv) All written examinations (to be done on paper or online) and practical examinations shall be processed through the examinations' office under the supervision of the Examination Officer and the DPAA.

## **3.0 STUDENT ELIGIBILITY FOR EXAMINATIONS**

- i. A student shall not be allowed to take University examinations before completing at least 80% of class attendance and have completed all course work requirements. Subject teachers shall be responsible to monitor student's attendance. A class attendance register shall be kept for this purpose.
- ii. Students must not have missed more than 10 consecutive days of class
- iii. Under extenuating circumstances, DPAA in consultation with the Dean of Students, the respective Faculty Dean and Course Instructor, may waive the attendance requirements.
- iv. A student shall not be allowed to sit for the university college examinations if has not paid fee payable to the university college unless, by approval of the Provost/DPA in extenuating circumstances.
- v. Student must have attempted the required number of Continuous Assessment Tests (CATs) on the course being examined before sitting for the end of semester examinations.

#### 4.0 APPOINTMENT OF EXTERNAL EXAMINERS

- i. An External Examiner is normally a re-known academician in a University at the level of a Senior Lecturer or above possessing at least a Master's Degree in the field of his qualification.
- ii. Senate shall appoint External Examiners on the recommendation of the College Academic Board, upon presentation of Curriculum Vitae by the External Examiner.
- iii. External Examiners shall be approved by the College Academic Board in consultation with Senate.
- iv. If the current External Examiners are being invited for the last time, departments and Faculties shall start searching for new External Examiners to ensure their appointment within the first month of the following academic year.
- v. External Examiners shall not have taught the subject to the students to be examined either as full time or part-time staff members of the University.
- vi. External Examiners can be appointed for three years consecutively followed by a recess of three years and possible re-appointment.

#### **Functions of external examiners will include;**

- (a) To Examine the Quality of Examination Papers
- (b) To read and grade Research Papers/Dissertations/Theses
- (c) Attend Examiners Committee Meeting at Faculty/Directorate level
- (d) Review the course content and curriculum
- (e) Present a report on the examination to the Deputy Provost for Academic Affairs for presentation to the Faculty Committees.
- (f) To visit the Library/ Laboratory and give their advice regarding the Library Holdings/Laboratory Equipment in respect of the concerned program.
- (g) To grade Oral Defense (viva voce)

#### 5.0 EXAMINATION PROCEDURES

##### **5.1 Setting of the examinations:**

- (i) Setting examinations is the responsibility of the subject or course academic staff (internal examiner) with guidance from the Head of department or course coordinator.
- (ii) The questions shall reflect the content of the curriculum taught (road map).
- (iii) The questions set for Examination shall be submitted to the Head of Department three (3) weeks before examination date for moderation.

## **5.2 Moderation of examination**

All examinations shall be moderated by an internal or external faculty before being submitted to the examination office.

- i. The moderated examinations shall be returned to the respective academic staff/internal examiner to accommodate moderation inputs ready for examination processing.
- ii. The final examination, after moderation and correction, will be submitted to the examinations' office for preparation and processing, seven (7) days before the date of examinations.

moderation process (internal and external) shall include the following *prior to the examination*:

(a) Verify that the assessment assignments (i.e. the examination questions and/or other assignments) are constructively aligned with the learning outcomes.

(b) Verify that the assessment assignments conform to the required standard.

(c) Communicate suggestions for improving the assessment assignments to the assessor in writing on a reporting format provided by the College.

Supplementary and Special Examination papers shall be set simultaneously with the Regular University Examination papers.

## **5.3 Processing examination in the examinations' office**

- (i) The Examinations Officer/DPAA shall first make sure the submitted examination is following the university college examination format before typing of the examination paper. The accepted university format shall be prepared and shared to all academic staff.
- (ii) All the examinations submitted in the examination office shall be accompanied with the moderation reports (internal and external) as well as marking scheme.
- (iii) The subject or course teacher/internal examiner/head of department/moderation team shall proofread typed examination paper to ensure that it is accurate, has no mistakes, and that, it is legible.
- (iv) The examination scripts will then be kept under lock in the examinations' office for safe keeping until the day of examinations.

## **5.4 Appointment of invigilators**

- (i) Invigilators who are normally academic members of staff shall be appointed and briefed by the Head of Department who is the Chief Internal Examiner.

- (ii) The internal Examiner for any particular examination paper shall normally be one of the invigilators.
- (iii) Names of invigilators for various examination time-tables shall be sent to the Deputy Provost for Academic Affairs one month before the start of the examinations.
- (iv) At least three invigilators shall be allocated to each examination room and at least one must be in the examination room throughout examination time.
- (v) The Deputy Provost for Academic Affairs shall appoint one of the Senior Invigilators to co-ordinate invigilation in each examination room where several examinations are taking place.

### **5.5 Examination Timetable**

- (i) The examination timetable shall be prepared by the faculties and directorates, with the cooperation of the program coordinators/subject teachers, and approved by the Dean / Director, and endorsed by university college Examinations officer / DPAA.
- (ii) The timetable shall indicate the date, the time, the subject, the subject teacher, examination venue and list of invigilators for each examinable subject.
- (iii) The final draft of the timetable shall be submitted at the examination's office four (4) weeks before the start of examinations.
- (iv) The timetable should be accessible by the students and teachers, including the department and university college notice boards.

### **5.6 Collection of examination papers and answer books**

#### **i. From the examination office;**

The Chief invigilator/Chief examiner shall collect the examination papers from the examination office 30 minutes before the start of the examination. He / She should make sure to sign the corresponding counter book in the examination office

#### **ii. From examination Rooms**

The Chief Invigilator / Invigilators shall collect all examination scripts (used and unused) from the examination venue(s) and return them to the examination office at the end of examination. He / She should sign the corresponding counter book in the examination office on submission of the scripts.

## 5.7 Regulations for Online Examinations

The following regulations should be observed by the students:

- i. To adhere at all times to the University Examination Rules and Regulations and the guidelines for Online Examination. If you are found to be in breach of the regulations and guidelines, you may become liable to disciplinary action which could result in your suspension or Expulsion from the university.
- ii. To register and cleared the University fee before sitting for the exams
- iii. To comply in all respects with all instructions issued before, during and at the submission of an exam.
- iv. To desist from gaining unfair advantage in the exam (whether by breaching an exam regulation or otherwise).
- v. Any examination malpractice will be subjected to special scrutiny in the event of detection.
- vi. To familiarize with the examination timetable and confirm the date, time for the online exam and open-book assessment.
- vii. Examinations will be available on the dates and time indicated in the timetables and will not be accessible once the time has elapsed.
- viii. The timed online examination must be completed in one sitting, unless indicated otherwise as it deem fit by the invigilator or examination officer or subject teacher or DPAA.
- ix. Communication with anyone during examination is NOT allowed by any means. In the event that the candidate faces technical challenges, communication will be allowed to seek ICT support available in the venue during examination. Where it has been determined that the candidate has intentionally unplugged the System / Peripherals / Network etc., time will not be extended and the exam will be terminated at the original time.
- x. The candidate should not open or use any programs such as Instant Messaging, chat rooms, email, etc. or “Web Surfing” while taking the exam.
- xi. The Candidate must face the computer screen during the examination to confirm his/her identity at all times, also avoid suspicion of collusion.
- xii. The Candidate should not take screenshots during the Examination.
- xiii. It's required to save progress of each response during exam and confirm submission after completion of online exam by clicking “Submit” button.

## **5.8 Conduction of Examinations and Invigilation**

- (i) Candidates shall make sure that they have been issued with Examination Numbers before examinations begin.
- (ii) The students shall be required to be at the examination venue thirty (30) minutes before the examination commences.
- (iii) The Residents / Students shall come to the examination venue with their identity cards and a document indicating that they have paid fees from the office of the Bursar.
- (iv) All invigilators and the ICT team responsible for examination process shall be vetted only once by the external legal officers/state attorney prior the start of examinations
- (v) The Chief invigilator for each examination session shall be required to keep a copy of each examination done, attendance list of all candidates who did the examination and any other reports related to the conduction of the examination.
- (vi) The chief invigilator shall then be required to submit to DPAA's/ Examinations office a copy of the examination paper done, the attendance list of candidates who did the examination and any other report related to the conduction of the examination.
- (vii) The DPAA shall appoint one of the Senior Invigilators to co-ordinate invigilation in each examination room where several examinations are taking place.
- (viii) Residents/Students shall be required to sign up on an official examination attendance list at the end of each examination session.
- (ix) The chief invigilator will also sign the attendance list signed by the Residents/students who have completed the examination.
- (x) The subject teacher shall be available in examination room during the conduct of his examination along with the invigilator for clarification to students in case of any queries.

## **5.9 Duration of Examinations**

- (i) The normal duration of examination is one to three hours including reading time. Students may use reading time to compose themselves, read the examination paper, take notes and commence planning their answers, or they may begin writing their examination answers.
- (ii) Examinations of three hours are only permitted where:
  - (a) required for professional accreditation of a course or unit; or
  - (b) an academic case has been presented in the unit approval documentation justifying that this examination duration is essential to fully test whether a student has achieved the learning outcomes.

- (c) Prior approval has been given in accordance with the curricular.
- (d) Duration of the regular written inter-semester / assessment tests can be one to three hours depending to hours taught. Up to 8 hours of teaching, 1-hour paper; 16 hours of teaching, 2-hours paper and more than 16 hours of teaching, 3 -hours paper.

#### **5.10 Marking and Grading of examinations**

- (i) The Head of Department, as the chief Internal Examiner, shall ensure standardization of marking between internal Examiners.
- (ii) After marking all the scripts, Internal Examiners shall enter Continuous assessment and the end of the year examination marks on the individual course mark sheets.
- (iii) All Internal Examiners are required to submit results, scripts, projects and assessment materials and records to the head of departments at least 24 hours before viva voce examinations are conducted.
- (iv) Staff members failing to meet the set examination deadlines without good cause, shall be subjected to disciplinary action according to prevailing regulations.
- (v) The Head of Department shall give the scripts together with copies of the question papers, final marking schemes and mark-sheets to the External Examiner on arrival.
- (vi) Records of continuous assessments and projects shall be kept by the Head of department and be made available to the External Examiners and be submitted to examination office after CAC approval
- (vii) The External Examiner shall normally be expected to review and examine extreme cases.
- (viii) On completion of the examination, External examiner shall verify, by means of a sample, that the examination was fair and reasonable:
  - (a) The stratification is done on the grounds of the summative marks obtained by the students in their assessment examinations, among other things, by taking samples of examinations that have obtained the highest and lowest scores, as well as the assessment examinations that lie on the boundary of a pass mark or a distinction
  - (b) The size of the sample depends on the number of assessment examinations marked per assessment assignment and the type of assessment assignment moderated.



- (c) As a guideline it is suggested that in the case of <20 student's assessment examinations, half of the assessment examination be moderated in full by marking the examinations according to the marking scheme (not only checking the marks), while the other half be moderated through a cursory check. In cases where there are  $\geq 20$  students, a selection of at least ten assessment products is recommended, with a cursory check of a further 20% of the assessment examinations.
- (d) The above guideline may be adapted if the relevant faculty board is of the opinion that the nature of the assessment assignment and the size of the sample are sufficient to ensure the quality of the moderation on the marking work done.
- (e) Verify the reliability of the system in terms of which marks are calculated and recorded.
- (f) Report on the moderation process and make written recommendations to the College using a reporting format provided by the University College.

## **5.11 Processing of Examination Results**

### **5.11.1 Processing by Departments**

- (i) A meeting of the Department examination committee shall consider the result and make recommendations to the Faculty examination committee
- (ii) The External Examiners will be expected to attend the Departmental examinations committees meeting.
- (iii) The External Examiner shall provide a general overview of performance.
- (iv) The final mark in any subject shall be derived from continuous assessments and the end of semester examinations.
- (v) Unless otherwise approved by Senate, each course shall be graded out of a maximum of 100 marks.
- (vi) After the Departmental examinations committees meeting, all the relevant examination mark sheets shall be accurately completed, checked and signed by the Internal Examiner, the Head of Department, the Dean/director (where applicable) and the External Examiner(s).

### **5.11.2 Processing of results by faculties / directorates committee of examiners**

- (i) A meeting of Faculty examiners committee shall be convened to consider the results and recommendations from the departmental Committee of Examiners, and to make recommendations to the University College Examiners

Committee and thereafter to the College Academic committee which shall send its recommendation to the Senate.

- (ii) The External Examiners will be expected to attend the Faculty Examiners Committee when applicable.
- (iii) All documents tabled during the Faculty examiners Committee meeting shall be reclaimed from members of the Committee at the end of the meeting.
- (iv) Members of the Faculty of Examiners shall not divulge marks or any of the Committee's deliberations to any student and unauthorized persons.
- (v) The Faculty Examiners Committee shall forward the provisional results and recommendations to the College Examination Committee meeting and finally to the College Academic Committee for final decision and to Senate for approval.

#### **5.11.3 Processing of results by the College Academic Committee.**

- (i) All examination results shall be presented to College Academic Committee after the Faculty Committees of examiners meeting and College Examination committee meeting.
- (ii) College Academic Committee may accept, reject, vary or modify results and / or recommendations from the Faculty Committee of Examiners
- (iii) All examination results are not official until approved by the College Academic Committee or Senate.
- (iv) No department or Faculty has the authority to alter examination marks/results once these have been approved by the Academic Committee and the Senate

#### **5.11.4. Processing by the Senate**

- (i) Colleges Academic Committees Reports on examinations shall be submitted to the Senate.
- (ii) The Senate shall direct or recommend to the College Academic Committee on the general conduct of examinations in the Colleges.
- (iii) The Senate shall lay down general policies on involvement of external examiners and conduct of examinations in the Constituent Colleges.
- (iv) The regulations/procedures in moderation of examinations in the Colleges shall be approved by the Senate.

#### **5.11.5. Release of Examination Results**

- (i) Final results of all students in every final examination shall be subject to review by the Faculty Examination committee, College Academic Committee and University Senate.
- (ii) Disclosure of the examination results shall be made by the College Academic Committee not later than four (4) weeks after the end of the examinations.
- (iii) The results shall be published, showing only the student examination number (for identification) and the letter grade obtained in the examination.

#### **5.11.6. Appealing Procedures**

- (i) Only appeals for unfair marking, wrongful computation of marks or grades shall be entertained.
- (ii) The appeal must be lodged within seven (7) calendar days (weekend inclusive) from the date of release of the results.
- (iii) The appeal shall be accompanied by a non-refundable fee of TZS 20,000/= for undergraduates and TZS 30,000/= for postgraduates with respect to Tanzanian students, and twenty-five dollars (USD 25) for foreign students.
- (iv) DPAA shall appoint an investigation committee to make the necessary investigation and report to the College Academic Committee (CAC). The CAC will deliberate and come up with decision. This process should not take more than 30 days
- (v) The CAC report will be submitted to the SCACA/Senate for final verdict.

#### **5.11.7 Supplementary examinations**

- (i) A supplementary examination is one which is taken by a student after he/she fails regular or special examinations.
- (ii) A student shall be allowed to sit for a supplementary examination only if he/she has failed in less than 50% of the prescribed examination.
- (iii) The supplementary examination must be taken only in the failed subjects
- (iv) Supplementary examinations shall be conducted at a convenient time determined by the Academic Committee within the relevant academic year.
- (v) The pass mark for supplementary examination is a "C for undergraduate and B for postgraduate irrespective of the score.

- (vi) A supplementary examination paper fee of TZS 20,000 must be paid for each supplementary examination paper provided to a student.

#### **5.11.8 Special Examinations**

- (i) A special examination is one, which is taken at a time other than the regular examination period due to extenuating circumstances.
- (ii) A student may, in extenuating circumstance, be allowed to postpone sitting for an examination, provided he or she reports the matter in writing, before the examination starts to DPAA through the Dean of Students and the Dean of the respective Faculty/Directorate. Such a report shall be accompanied by authentic supporting documents.
- (iii) With the exception of emergency cases such requests must be submitted to the office of DPAA at least 48 hours before a given examination is due to start and the matter shall be sent to the Chairman of the College Academic Committee.
- (iv) A student shall be deemed eligible for special examinations after receiving a letter of authorization to take special examinations from the Chairman of the College Academic Committee.
- (v) Special examinations shall be conducted at such time, coincident with supplementary examinations.
- (vi) When a student is allowed to sit for a special examination, he/ she shall be considered to be attempting the examination for the first time and shall be accorded all of the rights provided for in the examination regulations.
- (vii) Special examinations shall not be availed to students who have absented themselves from regular examinations without written permission.
- (viii) Since the Senate has the final say in academic matters, special examination decisions shall be ENDORSED by the Senate.

#### **5.11.9 Disposal of used examination answer books / scripts**

- (i) Unless otherwise retained by the University Library for archival purposes, all used examination answer books/scripts shall be destroyed after the expiry of thirteen (13) months following final decision of Senate on the examination concerned.
- (ii) Mode of disposal of the old scripts will be by shredding and the shreds disposed of by incineration or selling to a company for recycling under strict supervision

- (iii) Examination results in electronic form shall be stored for 10 years in the Learning and Examination Management System platform current in use and backed accordingly.
- (iv) Heads of Departments concerned shall, with respect to examination answer books/scripts falling under their departments:
  - a. Create and maintain adequate records of actions and transactions affecting examination answer books/scripts to ensure that those records are properly maintained while waiting for any appeal or final disposal;
  - b. Initiate the disposal procedures of those examination answer books/scripts for which there is no further need;
  - c. Initiate immediate disposal of used examination answer books/scripts that have been stored by their departments for more than 13 months following the College Academic Committee decision;
  - d. Identify and safeguard those examination answer books/scripts which are of enduring value and which shall be preserved as archives and made available to the Library for research and public consultation;
  - e. Assist the College Librarian in selecting examination answer research report, thesis and manuscripts designated for archiving purposes;
  - f. Designate a place or room as storage area for examination answer books/scripts awaiting appeals or final disposal;
  - g. Store and retain course assignments for at least thirteen (13) months after completion of an examination concerned so that students are furnished with reasonable opportunity to obtain access;
  - h. Witness and keep close control over final disposal of examination answer books/scripts to ensure the confidential nature of contents of answer books/scripts remain inviolate.
  - i. Pending final disposal, Heads of Departments shall ensure all information contained in examination answer books/scripts remain inviolate and is protected from misuse or abuse:
  - j. Respective Faculties, Directorates or Academic Institutes Committees/Boards shall be responsible for prescribing under their special regulations clear guidelines for returning to the students graded

courses, assignments, course essays, semester papers and timed essays.

- k. Unless otherwise retained for archival purposes, Departments shall also initiate the final disposal of such other examination scripts as essays, objective question papers, laboratory works, models, studio papers or drawings that have been in retention or storage for the previous thirteen (13) months.
- l. DPAA shall prepare a disposal and storage budget and designate the cartons of various sizes or descriptions, which shall be used by Heads of Departments for thirteen (13) months storage of examination answer books/scripts pending final disposal.
- m. The cartons prescribed under sub-paragraph (L) above shall be so marked or labelled as to facilitate identification of the course, examination date, date of College Academic Committee decision, course coordinator and date when final disposal shall be due.
- n. The College Library shall keep; maintain in any format including electronic, all answer books/scripts selected by Departments and sent to the Library for archival purposes, where necessary.
- o. The DPAA shall select and announce at the end of each academic year the best available practice in disposing of the examination answer books/scripts due for disposal, as a reminder to Faculties/Institutes/Directorates and Departments.
- p. Depending on pertaining circumstances as privacy of information contained, cost involved and environmental considerations, DPAA may with respect to any batch due for disposal, direct:
  - i. The disposal by shredding and then disposed of shreds by either burning or selling to companies for re-cycling; or
  - ii. Used examination papers shall be entirely burnt to completion.
- q. DPAA on recommendation of the Dean (s) shall be the principal executive officer responsible to order final disposal of any batch of examination answer books/scripts.
- r. Heads of Departments shall witness final disposal of itemized examination answer books/scripts.

- s. After disposal of the scripts there shall be a written report from the Head of Department describing the method and process used for disposal.
- t. The report from the Heads of Departments shall be forwarded to DPAA through respective Deans.
- u. The disposal of examination answer books/scripts shall also include all copies of appropriate mark sheets and list of students who sat for the examination in question.

## 6.0 GRADING SYSTEMS

### A. DIPLOMA GRADING SCORES

<b>Percentage range</b>	80-100%	65-79%	50-64%	40-49%	0-39%
<b>Letter grade</b>	A	B	C	D	E
<b>Grade Points</b>	4.0– 5.0	3.0 -3.9	2.0 – 2.9	1.0 – 1.9	0.0 -0.9
<b>Possible compliment</b>	Excellent (Distinction)	Good (Credit)	Satisfactory (Pass)	Fail	Fail

### B. DIPLOMA AND CERTIFICATES CLASSIFICATION

Diploma			Certificates		
GPA Range	Grade	Class	GPA Range	Grade	Class
4.0 -5.0	A	First (Distinction)	4.0 -5.0	A	First (Distinction)
3.0 – 3.9	B	Second class (Credit)	3.0 – 3.9	B	Second class (Credit)
2.0 -2.9	C	Pass	2.0 -2.9	C	Pass

### C. GRADING SCORES UNDERGRADUATE PROGRAMS

<b>Percentage range</b>	75-100%	70-74%	60-69%	50-59%	40-49%	0-39%
<b>Letter grade</b>	A	B+	B	C	D	E
<b>Grade Points</b>	4.4 - 5.0	4.0-4.3	3.0-3.9	2.0-2.9	1.0-1.9	0.0-0.9
<b>Remarks</b>	Excellent (Distinction)	Very Good (Merit)	Good (Credit)	Pass	Fail	Fail

### D. UNDERGRADUATE DEGREES CLASSIFICATION (BASED ON CUMMULATIVE GPA)

<b>Undergraduate – UQF level 6,7 &amp; 8</b>	<b>Class of Award</b>
4.4 - 5.0	First class
3.5 - 4.3	Upper Second class
2.7 - 3.4	Lower second
2.0 - 2.6	Pass

### E. GRADING SCORES FOR POSTGRADUATE PROGRAMS

Percentage range	75-100%	70-74%	60-69%	50-59%	40-49%	0-39%
Letter grade	A	B+	B	C	D	E
Grade Points	4.5-5.0	4.0-4.4	3.0-3.9	2.0-2.9	1.0-1.9	0-0.9
Remarks	Excellent (Merit)	Very Good (Credit)	Good (Pass)	Fail	Fail	Fail



## F. POSTGRADUATE DEGREE CLASSIFICATION

Postgraduate degrees, with the exception of doctorate degrees, will be classified into the following awards using the five-point grading system

CLASS	GRADE	GRADE POINT RANGE
First	A	4.5 – 5.0
Second	B+	4.0 – 4.4
Pass	B	3.0 – 3.9

- (i) **Award of First class:** In order to qualify for first class, a candidate should be required to achieve a minimum GPA of 4.5.
- (ii) **Award of second class:** In order to qualify for Second class, a candidate should be required to achieve a minimum GPA of 4.0.
- (iii) **Award of Pass:** In order to qualify for a Pass, a candidate shall be required to achieve a minimum GPA of 3.0.
- (iv) The Semester Grade score shall be rounded to one decimal place.
- (v) The Final Grade score shall be truncated to one decimal place

## 7.0 EXAMINATION IRREGULARITIES

### 7.1 Irregularities in Conduction of Examinations

Inappropriate conduct by a student concerning examinations impairs academic integrity and will subject the offending student to suspension. Such examination irregularities can include, but are not limited to:

- (i) No unauthorized material for example purses, electronic equipment such as cell phones, iPod and pagers shall be allowed into examination premises.
- (ii) Reading other candidate's answer scripts.
- (iii) Attempting to copy or making reference to the unauthorized materials in the examination room.
- (iv) Communicating with other students, either verbally or through other means, during the examination without permission from the invigilator.
- (v) Permitting another candidate to copy from someone's paper.
- (vi) Impersonation or endeavoring to obtain assistance from any other candidate directly or indirectly or endeavoring to give assistance to any other student.

- (vii) Removing examination answer books/sheet from examination room.
- (viii) Starting to attempt the examination before being authorized to do so.
- (ix) Continuing the examination after being ordered to stop.
- (x) Borrowing of materials such as calculators, rulers, correcting fluid and pens among students during examinations.
- (xi) Destroying or attempting to destroy evidence relating to any suspected irregularity.
- (xii) Failing to comply with any other examination rules, regulations, or directions given by an invigilator.
- (xiii) Plagiarism and Reproducing the works of another person or persons in course work assignments without acknowledgement and with intent to deceive.
- (xiv) Absconding examinations.

## **7.2 Procedures for dealing with irregularities**

- (i) Prior to the beginning of each examination, invigilators shall draw to the attention of candidates the seriousness of irregularities in examinations.
- (ii) If an invigilator suspects a student of examination irregularities the following steps shall be taken:
  - (a) The student shall be approached immediately.
  - (b) Any unauthorized material in the possession of the students, as well as his/her answer book and examination question paper shall be confiscated.
  - (c) Ensure that the incidence is witnessed by another person to verify the matter
  - (d) The invigilator shall report in writing to the Deputy Provost for Academic Affairs within 24 hours;
  - (e) The Deputy Provost for Academic Affairs shall require the student to submit a written statement concerning the incidence within 24 hours after receiving the invigilator's report
  - (f) The Deputy Provost for Academic Affairs shall set up an investigation committee which should complete the investigation within two weeks.
  - (g) The investigation committee shall submit the report to the Deputy Provost for Academic Affairs, who shall in turn table the matter before the Academic Committee.

- (h) The Academic Committee shall take appropriate action, and if need be make appropriate recommendations to Senate.
- (i) While the matter is under investigation, the candidate may attempt other papers
- (j) An internal examiner, who in the course of marking examination scripts or research or assignment papers suspects that an academic irregularity has taken place, shall report in writing the matter to the Deputy Provost for Academic Affairs, through the respective Faculty Dean.
- (k) The Deputy Provost for Academic Affairs will follow the procedures g to k above.

### **7.3 Leakage of Examination**

- (i) **Definition:** Any act which results in a candidate or candidates having access to, or knowledge of examination questions or of any unauthorized materials related to the examinations, before the scheduled date and time of the examination shall amount to leakage of examinations.

#### **(ii) Procedures for dealing with leakage of Examinations**

- (a) Any person suspecting leakage of a test or examination shall immediately report to the Deputy Provost for Academic Affairs.
- (b) Where there are strong indications that an examination leakage has taken place, the Deputy Provost for Academic Affairs, in consultation with the Provost shall cancel/ withdraw the examination and order a fresh examination to be set and administered.
- (c) The Deputy Provost for Academic Affairs shall set up a committee to investigate the circumstances surrounding the suspected leakage.
- (d) Then investigating committee shall submit its findings to the Deputy Provost for Academic Affairs, who shall in turn table them before the Academic Committee and if necessary, the Senate.
- (e) The Academic Committee shall then take appropriate action, and if need be making appropriate recommendation to the Senate.
- (f) Where it is established that an examination leakage has taken place appropriate disciplinary action shall be taken against those found responsible for the leakage.

### **7.4 Penalties on Examination Irregularities**

If it is established that the student committed an examination irregularity, he or she shall be expelled from the University forthwith.

### **7.5 Appeal on Penalties Arising from Examination Irregularities**

- (i) Any student who is suspended or expelled due to involvement in an examination irregularity may appeal in writing to the Provost against the decision and such appeals shall attract a fee.
- (ii) The student shall appeal within 14 days after the date of the letter.
- (iii) Upon receiving the appeal, the Provost shall appoint an Ad-hoc Student Disciplinary Review Committee as prescribed in the Charter and Rules 2010, to listen to the grounds for appeal and determine the case.
- (iv) The Student shall be given a hearing on the appeal, and determination made accordingly.
- (v) The decision of the appeal committee is final.

### **8.0 REVIEW OF THE POLICY**

This Policy shall be reviewed every after three (3) years

### **9.0 APPROVAL OF THE CHARTER**

**APPROVED** by the Senate in its 91<sup>st</sup> Meeting held on 23<sup>rd</sup> day of May, 2023.