



TOM MBOYA UNIVERSITY COLLEGE

OFFICE OF THE REGISTRAR – ACADEMIC & STUDENT AFFAIRS

COMMON RULES AND REGULATIONS FOR UNDERGRADUATE EXAMINATIONS

1.0 PREAMBLE:

1.1 Act and Statutes.

Subject to the Act and the Statutes, all matters concerning University Examinations shall be supervised by the Deputy Vice-Chancellor, Academic Affairs under the general direction of Senate

1.2 Overall Authority

Senate shall have the overall authority in all matters concerning and affecting examinations, including the setting, moderating, conducting, marking, processing and declaration of results. Senate decision in all these matters shall be final.

1.3 Definitions

For the purpose of these Regulations:

1.3.1 **A semester** is a period of study of normally 15 (sixteen) weeks or any period as may be determined by Senate.

1.3.2 **A trimester** is a period of study of normally 13 (thirteen) weeks or any period as may be determined by Senate.

1.3.3 **A Quarter** is a period of study of normally 9 (nine) weeks or any period as may be determined by Senate.

1.3.4 **Academic year** means a period of teaching and examination organised in a full year in two semesters, or three trimesters or four quarters;

1.3.5 An **Instructional hour** (IH) is one (1) hour of lecture or two (2) hours of tutorials or three (3) hours of practical or Five (5) hours in farm or similar practice.

1.3.6 **A unit** is that part of a subject described by a coherent syllabus and taught over a period of 42 Instructional hours.

- 1.3.7 **A course** is that part of a subject described by a coherent syllabus and taught normally over a period of a semester, a trimester or a quarter. It is designated as one or more units.
Industrial Attachment and Teaching Practice shall be considered as courses
- 1.3.8 A **course credit** (often **credit hour** or just **credit**) is a unit that gives weight to the value, level or time requirements of an academic course. A credit is equivalent to 14 instructional hours.
- 1.3.9 **A student load** is the number of credits attempted by a student in a semester or trimester or quarter. Student loads outside the range of 21 to 32 per semester or 14 to 16 per trimester or 10 to 12 per quarter must be approved by Senate.
- 1.3.9 **University Examinations** are all those examinations, assessments or evaluations that are considered in determining whether or not a student shall proceed to the following year of study or qualifies to graduate.
- 1.3.10 **Regular University Examination** is a scheduled examination held at the end of each semester or as determined by Senate.
- 1.3.11 A **Resit** is a course whose Regular Examination has been taken, and failed.
- 1.3.12 **Resit Examination** is an examination for resits
- 1.3.12.1 A candidate who has up to three (3) resits cumulatively may proceed to the next year of study and take the Resit Examinations in the affected Courses when next offered.
- 1.3.12.2 A candidate who has four (4) or more resits cumulatively shall not proceed to the subsequent year of study until the candidate takes resit examinations, while out of the University, and reduce resits to three or less.
- 1.3.12.3 The charges for resit examinations be Kshs. 1000 per resit, the normal Course examination fee.
- 1.3.12.4 After the normal minimum four year study period, a resit may be carried over for a maximum of four years, beyond which a student shall be de-registered.
- 1.3.13 **Supplementary Examination** is an examination of a resit resulting from the immediate final year Regular Examination.
- 1.3.13.1 A Supplementary Examination must be taken within six(6) months after sitting a Regular Examination.
- 1.3.13.2 A candidate who accumulates in excess of three (3) resits shall not be legible for a supplementary examination.
- 1.3.13.4 The charges for supplementary examinations shall be be Kshs. 1000 per resit the normal Course examination fee.

1.3.14 **Continuous Assessment** is any form of evaluation made during the course of the semester such as tests, graded practicals, projects and other assignments.

1.3.15 **A Core Course** is a mandatory Course described within a programme of study.

1.3.16 **A required Course** is a mandatory Course for a programme of study described elsewhere.

1.3.17 **Pre-requisite Course** is a Course which must be successfully completed before one can register in a subsequent one.

1.3.18 **Elective Course** is an optional Course described within a programme of study.

1.3.19 **Prescribed Courses** include core, required, prerequisite or elective Course as specified in the programme of study.

1.3.20 **A Common Course** is a fundamental Course of a given discipline taken by students outside that discipline.

1.4 Exemptions

1.4.1 Senate may grant a School /Institute exemption from any of the requirements of these rules and regulations.

1.4.2 Senate, on the recommendation of the School /School /Institute/ Boards may grant any student(s) exemption from any of the requirements of these rules and regulations.

2.0 GENERAL RULES

2.1 A candidate must attend 80% of lectures before being allowed to sit for examinations.

2.2 School/Institute Examination Regulations shall be presented through their respective Boards and Deans Committee for approval by Senate.

2.3 Unless approved by Senate, all Courses shall be examined within the semester in which they are taken.

2.4 A candidate shall be required to register for Regular Examinations at least four weeks before the start of semester examinations.

2.5 A candidate may not be allowed to sit for Regular Examinations, if he/she fails to register for courses within the first three weeks of the semester.

2.6 To be eligible to sit for Regular Examinations, a candidate should normally have taken all the Continuous Assessments in the respective courses.

2.7 The final mark for any one Course shall normally be made up of marks obtained from Continuous Assessments and the Regular Examinations.

2.8 Unless Senate decides otherwise, Continuous Assessments shall normally constitute 30% of the final marks while end of Regular examinations shall constitute 70%.

- 2.9 Faculties/School/Institute/Departments shall be required to indicate Core, Required, Pre-requisite and Elective Courses for Senate approval.
- 2.10 Faculties/Schools/Institutes shall be required to spell out the distribution of Continuous Assessment (CAT) marks for approval by Senate.

3.0 GRADING SYSTEM AND OTHER REQUIREMENTS

3.1 Grading system

- 3.1.1 The performance of candidates in University Examinations shall normally be determined by grades based on both Continuous Assessments and Regular Examinations.
- 3.1.2 Unless otherwise approved by Senate, each Course shall be graded out of a maximum of 100 marks.
- 3.1.3 The final mark for each Course shall be rounded up to the nearest whole number.
- 3.1.4 Unless otherwise approved by Senate, the pass mark for all Courses shall be 40%.
- 3.1.5 A candidate shall be allowed to resit a failed Course twice after which he/she shall be required to retake the course by paying and registering for the failed Course.
- 3.1.6 Marks obtained at the Resit examination shall *replace* the marks obtained at the Regular Examination. The new marks and Continuous Assessment marks shall make up the score in the course unless otherwise approved by Senate.
- 3.1.7 A maximum of 8 years of study is allowed for a Bachelor’s degree. A candidate who fails to qualify for the award of the degree after the allowed 8 years shall normally be de-registered.
- 3.1.8 A candidate must pass all prescribed Courses before he/she graduates.
- 3.1.9 Unless otherwise specified by Senate, the Examination grading system shall be as follows:

PERCENTAGE	MARKS GRADES	REMARKS
70 - 100	A	Excellent
60 - 69	B	Good
50 - 59	C	Average
40 - 49	D	Pass
39 and below	E	Fail

3.2 Transfers

- 3.2.1 A candidate who has been recommended to proceed to the subsequent year of study may be allowed by Senate to transfer to the programme of study of his/her choice provided he/she meets the entry requirements of that programme of study.
- 3.2.2 A candidate who has failed more than 60% of the course may be allowed by Senate to transfer to a programme of study of his/her choice provided he/she meets the entry requirements of that programme of study.
- 3.2.3 A candidate who is approved in 3.2.1 and 3.2.2 above may be given credit transfer(s) for the passed Courses in the new programme of study of his/her choice.

4.0 EXAMINATIONS RESULTS

- 4.1 Unless Senate decides otherwise, examination results shall be considered first by departmental/ Programme Boards of Examiners and then by the School/Institute Boards of Examiners at the end of each semester. The Departmental/Programme Boards of Examiners shall normally consider the results after they have been moderated by External Examiners.
- 4.2 Chairpersons/Coordinators of Departments/Programmes shall forward results to relevant School/Institute Boards of Examiners after Departmental/ Programme Board of Examiners' meetings.
- 4.3 All Examination Results are confidential until the School/Institute Boards of Examiners consider them, and are not official until approved by Senate.
- 4.4 Deans/Directors after a meeting of the School/Institute Board of Examiners shall release provisional Examination results to candidates indicating pass and fail. The results will be posted on Notice Boards within three months after the semester examinations.
- 4.5 After a meeting of School/Institute Board of Examiners, the Dean/Director shall forward the provisional results Deans' Committee for recommendation to Senate for final decision and approval.
- 4.6 Official results shall be released to the candidates by the Deputy Vice-Chancellor, Academic Affairs soon after approval by Senate.
- 4.7 The onus of obtaining the examination results is the responsibility of the candidate.

5.0 TRANSCRIPTS

- 5.1 The results for candidates shall be presented in transcript form indicating letter grading in accordance with the grading system and classification approved by Senate.
- 5.2 Deans/Directors of Schools/Institute shall release provisional transcripts after the results are approved by their respective School/Institute Boards of Examiners.

- 5.3 Official transcripts shall be issued by the Academic Registrar at the end of the programme as approved by Senate.
- 5.4 Additional transcripts will be issued at a fee of **one hundred shillings (KShs.100)** per copy per academic year of study. This amount may be reviewed by Senate from time to time.
- 5.5 A candidate shall be allowed to retain a fail mark in an optional/elective Course if the Courses are not required for graduation.

6.0 CLASSIFICATION OF DEGREES

- 6.1 Level one Courses must all be passed by the candidate but shall be excluded from the computation of the final average.
- 6.2 The *conditional best 14* Courses per year shall be determined as follows. All core Courses, followed by required Courses and finally the personal best electives. All core and required Courses shall be used if they exceed 14 Courses.
- 6.3. For the higher levels, the conditional best 14 Courses per year shall be used in computing the final average unless otherwise approved by Senate.
- 6.4 The final average mark shall be obtained from the conditional best 14 Courses taken at year two (2) to the final year as follows

$$\text{Final Average mark} = \frac{\sum X_i w_i}{\sum w_i}$$

where *i* is the index of conditional best 14 courses, *X_i* is the score of the *i*th course and *w_i* is the corresponding credit factor (CF).

6.4 Subject to exemptions by Senate, degrees shall be classified into First Class Honours, Second Class Honours (Upper Division), Second Class Honours (Lower Division) and Pass. The Degree shall be graded as follows.

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

Marks for degree classification shall not be rounded off to the nearest whole number.

7.0 GRADUATION

- 7.1 A candidate shall qualify for the award of a degree only after taking a minimum of 42 Courses (including all core and required Courses) each year of study and passing all of them.
- 7.2 A candidate who retains a failed mark in an optional/elective Course as in 5.5 may qualify for the award of a degree provided he/she satisfies the other requirement in 7.1.

8.0 REGULATIONS FOR CONDUCT OF EXAMINATIONS

8.1 Continuous Assessment

- 8.1.1 CAT marks should be availed to the students prior to sitting their final examinations.
- 8.1.2 Departments/Schools/Institutes/ shall maintain a record of marks of Continuous Assessments, assignments, and question papers.
- 8.1.3 The records shall be made available to the External Examiners.
- 8.1.4 There shall be a minimum of two Continuous Assessments per course per semester.
- 8.1.5 Continuous Assessments should be spread evenly throughout the semester and the last one at least two weeks before the beginning of the Semester Examinations.
- 8.1.6 The results of the Continuous Assessments should be submitted to the Head of Department/Director of School /Institute before the beginning of the Semester Examinations.

8.2 Examination/Timetable Co-ordinators

- 8.2.1 There shall be Departmental/Programme Examination Co-ordinators appointed by Deputy Vice-Chancellor, Academic Affairs on recommendation of Chairpersons of Departments/Directors of Schools/ Institutes.
- 8.2.2 There shall be School/Institute/Centre Examination/Timetable Co-ordinator appointed by the Dean/Director. The School/Centre/Institute Examination/Time-table Co-ordinator shall work under the direction of the Dean/Director on all matters related to the University Examinations within the School/Institute.

8.3 Examination Time-tables

- 8.3.1 Each School/Institute shall set up a Timetabling Committee, comprised of Departmental/Programme Examination/Time-table Co-ordinators. The Timetabling Committee shall prepare a draft examination timetable.
- 8.3.2 There shall be a University Timetabling committee drawing its membership from School/Institute Timetabling committees. The committee shall be chaired by the Deputy Vice-Chancellor, Academic Affairs.
- 8.3.3 The harmonized Academic Examinations Time-table shall be presented to the Senate for approval before the beginning of examinations.

8.4 Registration for Examinations

- 8.4.1 All candidates for examinations shall be required to register for each paper they intend to sit for and pay the required fees and the University dues, at least four weeks before the beginning of the Regular Examinations.
No candidate shall be allowed to sit for a paper for which she/he has not completed payment of fees.

- 8.4.2 A candidate shall not be allowed to sit for a paper for which he/she has not registered.
- 8.4.3 The Deputy Vice-Chancellor Academic Affairs shall prepare a list of candidates registered for examinations at least two weeks before the beginning of the examinations and shall issue each candidate with an examination card.
The lists should be made available to the chairpersons of Department/Director of Schools/Institutes accordingly.
- 8.4.4 Chief Invigilators must ensure that they have registration lists for candidates registered for each paper in the room in which the examination is being taken.

8.5 Setting and Moderation of Examinations

- 8.5.1 Examination papers, including marking schemes where applicable, shall be set within the **first month of each semester** by the Lecturer responsible for the course who shall also be the Internal Examiner for the Course.
- 8.5.2 Examination papers shall be internally moderated by the Departmental/Programme Moderation Committee(s) before being sent to External Examiners.
- 8.5.3 The Chairpersons of Departments/Programme Coordinators shall ensure that comments on examination papers from External Examiners are discussed by the Departmental/Programme Moderation Committee(s)
- 8.5.4 The moderated examination papers shall be sent to the Deputy Vice-Chancellor, Academic Affairs for processing and safe keeping **five weeks** before the start of the Semester Examination.
- 8.5.5 The Chairpersons of Departments/Programme Coordinators/Directors of Schools/Institutes shall ensure that typed examination question papers are proof-read by appropriate Internal Examiners before reproduction and sealing.
- 8.5.6 External Examiners shall be provided with a copy of the examination question papers together with detailed marking schemes, course outlines and other relevant information to enable them moderate the examination papers.

8.6 Appointment of External Examiners

- 8.6.1 An External Examiner is normally a renowned academician at the level of a Senior Lecturer and above.
- 8.6.2 Senate shall appoint External Examiners on the recommendation of School/Institute Boards and Deans Committee.
- 8.6.3 External Examiners shall normally be appointed within the first month of the first semester unless otherwise approved by Senate.
- 8.6.4 If the current External Examiners are being invited for the last time, Department/School/Institutes shall start searching for new External Examiners to ensure their appointment within the first month of the following academic year.

- 8.6.5 External Examiners shall not have taught the subject to the candidates to be examined either as full time or part-time staff members of the University during the previous four years.
- 8.6.6 External Examiners shall normally be appointed continually for not more than four academic years, renewable annually.

8.7 Functions of External Examiners

- 8.7.1 All External Examiners will carry out the moderation exercise at designated venues approved by the University Senate.
- 8.7.2 The External Examiner shall provide a general overview of candidates' performance.
- 8.7.3 The External Examiner shall be expected to review extreme cases, i.e. candidates who are failing, candidates who are passing exceptionally and candidates who are on borderlines.
- 8.7.4 The External Examiner shall indicate alternative marks where there are disagreements with the marks awarded by the Internal Examiners. The Departmental/Programme Boards of Examiners shall agree on the final mark.
- 8.7.5 The External Examiners will be expected to attend the Departmental/Programme Board of Examiners' Meeting to present their reports.
- 8.7.6 The External Examiners shall submit written reports to Senate the Vice-Chancellor and give copies to the Deans/Directors of School and the Chairmen/Chairpersons of Departments on the conditions in which teaching/learning was done and the general standard of examination papers and the candidates' performance in them, structure and choice of the curriculum, marking schemes and any other related examination matters before they leave the University. External Examiners shall send copies of the report to the Chairpersons of Departments/Programme Co-ordinators and the Dean of the School/Director of School/Institute.

8.8 Processing of External Examiner's Reports

- 8.8.1 Departments/Programmes Examination Boards shall discuss the External Examiner's report within one month of receiving it.
- 8.8.2 Departmental /Programmes' response to the External Examiner's report shall be sent to the Dean/Director of School /Institute with copies to the Vice-Chancellor and the Deputy Vice-Chancellor, Academic Affairs.
- 8.8.3 The Deans/Directors of Faculties/Schools /Institutes shall call Special Board meetings to discuss consolidated External Examiners reports and Departmental/Programme responses, within two weeks after receiving reports from Chairpersons of Department/Programme Co-ordinators.
- 8.8.4 The Vice-Chancellor shall call a Special Senate Meeting to consider Consolidated University External Examiners' and School/Institute and Departmental/Programme reports within two weeks of receiving the last External Examiners' reports.

8.9 Functions of Internal Examiners

- 8.9.1 An Internal Examiner is normally an academic member of staff, at the level of a Lecturer and above who has taught the course he/she is examining.
- 8.9.2 Internal Examiners shall mark every script following a proper marking scheme.
- 8.9.3 After marking all the scripts, Internal Examiners shall enter Continuous Assessment marks and end of Semester Examination marks on the individual mark sheets and School Consolidated Mark Sheets.
- 8.9.4 The Internal Examiner for any particular examination paper shall normally be one of the invigilators.
- 8.9.5 In cases where the Internal Examiner is unable to be present at the start of the examination, he/she shall inform the Chairperson of Department/ Programme Co-ordinator or Director of School /Institute who shall then nominate a replacement from the Department / School /Institute concerned.
- 8.9.6 Internal Examiners shall certify the total number of scripts received from the Record of candidates who have taken the examination.
- 8.9.7 An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place shall consult the Chairperson of Department/Programme Co-ordinator. If the Chairperson of Department/ Programme Co-ordinator considers that an examination irregularity has occurred, he/she shall make a full report to the Deputy Vice-Chancellor, Academic Affairs through the Dean/Director in accordance with Article 8.13 of these regulations.
- 8.9.8 After marking has been done, all the relevant examination mark-sheets shall be accurately completed, checked and signed by the Internal Examiner, the Chairperson of department/Programme Co-ordinator, the Dean/Director and the External Examiner(s).
- 8.9.9 Internal Examiners and External Examiners shall not divulge marks to candidates. All documents tabled during Departmental/Programme and School/Institute Board of Examiners Meetings shall be reclaimed from members of the Board at the end of the meeting.

8.10 Processing of Examination Results

- 8.10.1 All Internal Examiners shall normally be required to submit results, scripts, projects and other assessment materials and records to the Chairperson of Departments/Programme Co-ordinators within two weeks after the end of the examination.
- 8.10.2 A meeting of the Departmental/Programme Board of Examiners shall consider the results and make recommendations to the relevant School/Institute Board of Examiners. The School/Centre/Institute Board of Examiners shall consider the results and make their recommendations to Senate.

8.10.3 All examination results shall be presented to Senate only after the School/Institute Board of Examiners meeting.

8.10.4 Senate may accept, reject, vary or modify results from the School/Institute Board of Examiners.

8.10.5 No Department/Programme or School/Institute have the authority to alter Examination Marks/Results once these have been approved by Senate.

8.11 Invigilation and Conduct of Examination

8.11.1 Instructions to candidates and Invigilators shall be published annually by the Deputy Vice-Chancellor, Academic Affairs, setting out details of procedures to be followed in the conduct of Examinations. (See Appendix)

8.11.2 Invigilators who are normally academic members of staff shall be appointed and briefed by the Chairperson of Department/Programme Co-ordinator who is the Chief Internal Examiner.

8.11.3 Names of all invigilators for various examination papers and Examination Time-tables shall be sent to the Deputy Vice-Chancellor, Academic Affairs one month before the start of the Examinations.

8.11.4 At least two invigilators shall be allocated to each examination room. At least one must be in the Examination room at all times.

8.11.5 The Deputy Vice-Chancellor, Academic Affairs, shall appoint one of the Chief Invigilators to co-ordinate invigilation in each examination room where several examinations are taking place.

8.11.6 Invigilators, under the direction of the Chief Invigilator, shall be responsible for the Security and laying out of the examination papers and for such other duties specified in the instructions to invigilators.

8.11.7 The Deputy Vice-Chancellor, Academic Affairs shall ensure the uniformity in colour and appropriate stamping of examination answer booklets.

8.11.8 The Chief invigilator shall collect all examination papers and related materials from the Deputy Vice-Chancellor, Academic Affairs, at least, half an hour before the start of all respective examinations.

8.11.9 The Chief invigilator shall ensure that all examinations start and end on time.

8.11.10 The Chief Invigilator shall ensure that all the unused examination booklets and other examination materials are returned to the Registrar, Academic Affairs normally not later than 24 hours after the examination.

8.12 Irregularities in University Examinations

In this context, irregularities include:

8.12.1 Being in possession of unauthorized material in an examination room.

8. 12.2 Attempting to copy or making reference to the unauthorized material in the examination room.
- 8.12.3 Reading another candidate's answer scripts
- 8.12.4 Permitting any other candidate to copy from or use one's scripts
- 8.12.5 Obtaining or endeavouring to obtain assistance from any other candidate directly or indirectly or endeavouring to give assistance to any other candidate except through the invigilator(s).
- 8.12.6 Destroying evidence pertaining to the irregularity.
- 8.12.7 Disrupting the conduct of examinations.
- 8.12.8 Committing a breach of any other examination rules or regulations which may be communicated to the candidates from time to time by the invigilators.
- 8.12.9 Any other action that may be construed to constitute breach of examination regulations including use of mobile hand sets.

8.13 Procedure for Dealing with Irregularities

- 8.13.1 Prior to the beginning of each examination, Invigilators shall draw to the attention of candidates the seriousness of irregularities in examination.
8. 13.2 When an Invigilator suspects a candidate to have committed an irregularity in an examination, the Invigilator, after consulting and confirming with other Invigilators, shall inform the candidate that a report will be made to the Deputy Vice-Chancellor, Academic Affairs.
8. 13.3 The Invigilator shall, whenever possible, confiscate the material that is being used for irregularity, but the candidate shall be permitted to finish the paper.
8. 13.4 At the end of the examination the candidate shall be asked to make a written statement to be submitted to the Deputy Vice-Chancellor, Academic Affairs by the Chief Invigilator. In the event that a student refuses to write a statement, this shall be considered as contempt of Senate.
8. 13.5 The Invigilator and the Chairperson of Department/Programme Co-ordinator shall make a full report of the incident to the Deputy Vice-Chancellor, Academic Affairs through the Dean/Director of School/Institute immediately after the examination.
8. 13.6 The Invigilator's report and the candidate's statement shall be considered by the investigating committee appointed by the Deputy Vice-Chancellor, Academic Affairs.
8. 12.7 The Investigating Committee shall normally be composed of the following or their representative:
- Four Members of the Senate (one of whom shall be the Chairperson).

- Dean of School/Director of School /Institute where the candidate is registered.
- Director, SWS
- Chairperson of the Department/Programme Co-ordinator giving the course.
- Dean of Students
- Registrar Academic Affairs – (Secretary)

8. 13.8 The Investigating Committee should meet within two weeks after end of examinations of the reported case and shall make a report to the Special meeting of Senate convened to consider the results of the examination.

8. 13.9 If the evidence establishes that a candidate committed an irregularity, such a candidate shall be liable to any one or a combination of the following penalties:
 -Expulsion
 -Suspension and cancellation of examination results of the candidate. -Issuance of a final stern warning letter.

8.14 Leakage of Examination

8.14.1 Definition

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 examinations, before the scheduled date and time of the examination shall amount to leakage of examinations.

8. 14.2 Procedure to be followed where leakage of examination is suspected

8. 14.2.1 Any person suspecting leakage shall immediately report to the Deputy Vice-Chancellor, Academic Affairs.

8. 14.2.2 An Investigating Committee shall be set up by Senate to investigate circumstances surrounding the suspected leakage of examinations. The committee shall be constituted as in Clause 8.13.7 above, provided that the committee co-opts any other member deemed to be useful to the investigations.

8.14.2.3 The Deputy Vice-Chancellor, Academic Affairs may, by powers conferred by Senate appoint such a committee to carry out an investigation provided it is ratified by Senate As soon as possible.

8. 14.2.4 The Investigating Committee shall make a report of their findings to Senate within two (2) weeks.

8. 14.2.5 Where leakage has been established, Senate shall cancel/withdraw the examination and order a fresh examination to be set and administered.

8. 14.2.6 Senate shall take appropriate disciplinary action against those found to be responsible for the leakage.

8.15 Loss of Scripts

- 8.15.1 Loss of scripts shall apply to situations 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 examinations.
8. 15.2 The Chief Internal Examiner in the affected examination shall report cases of loss of scripts to the Deputy Vice-Chancellor, Academic Affairs through the Dean /Director of School/Institute immediately.
8. 15.3 The relevant Senate Investigating Committee constituted as in 8.13.7 shall investigate such loss of scripts and report to Senate.
8. 15.4 Following the report of the investigating committee, Senate shall decide how to determine assessment of candidates whose marks are missing as a result of lost scripts and to determine the nature of action to be taken against those found to be responsible for the loss of the scripts.

8.16 Disposal of Scripts

- 8.16.1 The Deputy Vice-Chancellor, Academic Affairs shall be the custodian of examination scripts.
8. 16.2 Examination scripts shall not be disposed of prior to the passing of normally four (4) years after the candidate completes the programme.

8.17 Non-Compliance of Examination Regulations

Council Disciplinary committee shall take disciplinary action against any person who does not comply with these regulations.

8.18 SECURITY OF THE UNIVERSITY EXAMINATIONS' PROCESS

The University Examinations' process starts with draft questions prepared by Internal Examiners and terminates with the publication of results approved by Senate. The entire process presupposes responsibility, integrity and confidentiality on the part of all University Personnel involved. Specific provisions of these Rules and Regulations draw attention to these standards of conduct and institute that disciplinary action shall be taken against any person(s) found, upon investigation, to have either deliberately or unwittingly, neglected these standards in the performance of their Examination duties. In addition, a number of practical measures (e.g. the destruction of all copies of draft examination papers except the moderated one which goes for typing) should be taken.

APPENDIX

INSTRUCTIONS TO CANDIDATES AND INVIGILATORS

1. Candidates will be admitted into the examination room ten minutes before the examination starts. Questions and papers will be placed upside down on the desks before they enter the examination room. Candidates must not turn over the question papers.
2. Candidates are not allowed to write on examination question papers.
3. Candidates should acquaint themselves with the instructions on the front page of the answer books.
4. Candidates should ensure that they write their registration numbers, course titles and the course code on the answer books including the continuation sheets.
5. No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination. If a candidate is excluded from the examination room under this Regulation he/she should in his/her own interest report to Academic Registrar's office.
6. However, if a candidate arrives before the first half hour has passed, the invigilator may use his/her discretion in extending the time limit for the candidate provided no candidate has already left the room.
7. No candidate will be permitted to leave the examination room until thirty minutes have expired from the start of the examination. In addition, candidates will not be allowed to leave the examination room during the last ten minutes except in cases of emergency in order to avoid disturbing other candidates who are completing their papers.
8. Candidates without University Identification and Examination Cards will not be allowed to sit for the examinations. Each candidate is therefore required to carry with him/her into the examination room, his/her University Identification and Examination Card for each paper he/she is taking.
9. Except when prevented by illness or other sufficient cause, a candidate who fails to present himself/herself for examination will be deemed to have failed in that part of the examination. If, for any reason a candidate is unable to attend an examination he/she should report the circumstances to the Academic Registrar's Office at the earliest possible moment. Misreading of the examination timetable will not be regarded as 'sufficient cause' for missing an examination.
10. To assist the Invigilators in taking the roll for those present and absent from examination, the University Identification and Examination Cards should be conspicuously placed on the desks.
11. No books, bags, notes, rough papers and any other paraphernalia should be taken by candidates into the examination rooms. Candidates are not allowed to bring their own log tables and calculators in the examination rooms unless there is an express provision otherwise in the case of a particular paper. Any unauthorized materials should be handed over to the Chief Invigilator before examinations start.
12. Invigilators shall have power to confiscate any unauthorized material on aid brought into the examination room, and expel from the examination room any candidate who creates a disturbance in the examination room.
13. Eating, Drinking and Smoking is not allowed in the examination room.

14. At the end of the examination, and on the instruction from the Chief Invigilator, candidates must stop writing and assemble their scripts. The scripts should be handed over at designated points.
15. Candidates must not enter the examination rooms with mobile phones
16. All students are advised to dress decently during examinations