CATHOLIC UNIVERSITY OF MBEYA

(CUoM)

EXAMINATION REGULATIONS AND GUIDELINES FOR UNDERGRADUATE STUDIES

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Examination Regulations and Guidelines for Undergraduate Studies

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These guidelines for regulating the Conduct of Examinations have been extracted from CUoM Academic Regulations for Undergraduate Studies as provided in the Prospectus and Students' By–Laws.

Preamble

These guidelines regulate the conduct of examinations at the Catholic University of Mbeya (CUoM). The Examination Regulations have been extracted from the CUoM Prospectus and from Students' By-Laws. Other provisions may be amended from time to time after their approval by the Senate.

1. Conduct of Examinations

1.1 The University examinations shall be conducted under the control of the office of the Deputy Vice Chancellor for Academic Affairs (DVCAA) or such other officer of the University as may be appointed.

1.2 The DVCAA shall have powers to issue such instructions, notes or guidelines to candidates, invigilators and examiners of University examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.

1.3 The instruction notes or guidelines issued by the DVCAA, under regulation 1.2, shall form part of and be as binding as these Regulations.

2. Registration for Examinations

2.1 There shall be no special registration of candidates for examinations. Registration and payment to the University of all required or prescribed fees by a student for a course of study shall be deemed as adequate registration for the requisite examinations in the particular course of study.

2.2 A registered student who has paid the prescribed University fee shall be issued with the CUoM Identity Card and Examination Card, and shall be eligible to sit for University Examinations subject to fulfilment of other conditions.

3. Postponement of Studies and University Examinations

3.1 A Student will not be allowed to postpone studies after commencement of a semester except under special circumstances.

3.2 A student shall NOT apply for postponement of studies after the 12th week of studies from the beginning of the semester. Otherwise, the student shall be required to postpone Semester University Examinations.

3.3 Only a registered student shall be allowed to apply for postponement of University examination(s) in that respective semester. A student shall submit her/his application to the DVCAA and must be within the student's candidature.

3.4 Only a student who has received a formal communication on the Senate decision by the DVCAA shall have secured permission for postponement of studies or postponement of examination(s).

3.5 A registered student shall be allowed to postpone studies on the following grounds:

(i). Approved sickness and medical emergencies supported by a medical report from recognised health facilities,

(ii). Financial constraints, or

(iii). Any other reason(s) recognized or authorized by the University, e.g. death of a close relative or serious social problems.

3.6 A registered student shall be allowed to postpone examinations on the following grounds:

(i). Approved sickness and medical emergencies supported by a medical report from recognised health facilities,

(ii). Any other reason(s) recognized or authorized by the University, e.g. death of a close relative or serious social problems.

3.7 A student who has been allowed to postpone studies during the first semester will be automatically considered to have postponed the entire academic year of study and, therefore, shall REPEAT the year of study. In contrast, those who postpone the second semester will resume studies in the subsequent second semester.

3.8 A student who has been granted permission to postpone examination(s) shall be required to sit for subsequent Special Examination(s) when next offered, as shall be determined by the Senate during that particular academic year.

3.9 A student who will not appear to sit for any postponed University examination(s) at the time of Special Examinations without a valid reason(s) will be considered to have absconded such examination(s).

3.10 Failure to comply with terms of postponement of studies or postponement of examination shall result in discontinuation from studies.

4. Time for Examinations

4.1 Subject to the University Almanac, continuous assessment shall be administered by the course instructor or coordinator as the case may be, provided that all course

assessments shall be carried out in time to allow results to be known to candidates one week before the start of Semester University Examinations.

4.2 Dates for Semester University Examinations, Special and Supplementary University Examinations shall be shown in the University Almanac and/or published on the Notice Board, Social Media or CUoM Website.

4.3 Candidates shall be responsible for consulting the examination timetable. Examinations shall take place any day of the week (Monday to Saturday) as scheduled in the timetable.

5. Eligibility for Examinations

5.1 A student must have been duly registered for the programme he/she is enrolled in. This is usually done within the first two weeks of every semester or as may be directed by the DVCAA. A student who fails to register within the first two weeks shall be requested to defer his or her studies or pay a penalty fee(s) as shall be determined by relevant authorities of the University.

5.2 A candidate shall be allowed to sit for any Semester University Examination(s) if she/he has registered, paid all prescribed fees on time to the University and fulfilled the coursework assessment. If a candidate sits for an examination without paying the required fees, or without fulfilling the coursework assessment, her/his results in that examination shall be nullified.

5.3 A candidate shall sit for Semester University Examination in a given course(s) if she/he has attended at least 75% of the scheduled course(s) delivery. A candidate who fails to achieve the 75% attendance rate shall be required to retake the course when next offered before being allowed to sit for the respective examination.

5.4 The candidate shall sit for all the coursework assessments prescribed in a particular course. If a candidate fails to sit for ANY continuous assessment tests in a particular course, she/he shall not be allowed to sit for the Semester University Examination in that particular course and shall repeat the course when next offered.

5.5 A candidate who absents herself/himself from any coursework-related assessment(s) other than tests, the missed component(s) will be awarded a zero mark and her/his coursework shall be computed accordingly.

5.6 A candidate shall sit for Special University Examination only on acceptable grounds for missing the first sitting and after being permitted by the DVCAA.

5.7 A candidate shall sit for Supplementary University Examination(s) in the failed course(s). The maximum grade awarded in the Supplementary University Examination shall be the minimum passing 'C' grade.

5.8 Any student who, for any reason whatsoever, fails to sign the tuition fee payment disbursed by the HESLB to the University shall not be allowed to sit for Semester University Examinations.

6. Students' Attendance at University Examinations

All candidates shall be required to appear in the University examination at the scheduled time.

6.1 Absence from Examinations

(i). Any candidate who is unable to appear in the Semester University Examinations shall report in writing before the commencement of the respective examination(s) to the DVCAA through the relevant Head of Department and Dean of Faculty, giving sufficient reasons for not being able to sit for the University examination(s).

(ii). The candidate must have prior written approval from the DVCAA through the relevant Head of Department indicating that he/she has been allowed to postpone the said Semester University examination(s).

(iii). A candidate who fails to appear for a scheduled Semester University Examination without a valid reason shall be deemed to have absconded and shall be discontinued from studies. When a valid reason is admitted, a written permission from the office of the DVCAA will be issued to the affected student allowing him/her to sit at the time of the next Special/Supplementary University Examinations.

6.2 Falling sick immediately before or during an Examination

(i). If a candidate falls sick immediately before or during the time of a scheduled examination and is medically unable to proceed (i.e. as certified by the University Medical Officer/First Aid Office), he/she will be advised to postpone the examination.

(ii). Any student who is sick and nevertheless decides to take an examination takes it at his/her own risk and must abide by the results of the examination.

6.3 Reporting Late for Examinations

(i). A candidate who, for a valid reason(s), reports for a University Examination after 30 minutes and appeals in writing to take the examination, shall not be allowed to sit for that particular examination, but may be allowed to sit for a Special University Examination.

(ii). All cases of late arrivals for examinations shall be reported in writing by the chief invigilator to the DVCAA.

7. Specific Examination Regulations for Candidates

7.1 A candidate shall have a sole and personal responsibility to ensure that he/she has thoroughly inspected himself/herself and does not have ANY unauthorised material before entering the examination room and again before the commencement of the examination. Failure to comply with this requirement shall not be raised as a defence against examination irregularities.

7.2 Candidates are not allowed to enter the examination room/venue with unauthorised materials such as paper with written materials, book, handbag, mobile phone, smart watch, and other digital or smart devices. The department may instruct otherwise regarding the use of authorised materials required for a particular examination.

7.3 Candidates shall be at the examination venue 45 minutes, start being admitted by invigilators into the examination room at least 30 minutes, and shall be seated in the examination room 15 minutes before the start time of the examination. No student shall be allowed into the examination room after 30 minutes.

7.4 Candidates shall be responsible for consulting the examination timetable for any changes.

7.5 All candidates shall be required to observe silence in the examination room.

7.6 Students' Identity card and Examination card should be clearly displayed at all times during the time of examination.

7.7 All candidates shall sign the Attendance Form at the beginning and end of every examination.

7.8 Writing an incorrect Examination number on the answer booklet is an irregularity, and the results of such examination shall be nullified.

7.9 Candidates should NOT start to attempt/write the examination before being authorized to do so by the invigilator.

7.10 Candidates should NOT continue to attempt/write the examination after being ordered to stop by the invigilator.

7.11 Candidates shall not be allowed to borrow from one another any item in the examination room during the examinations.

7.12 No food or drink shall be allowed into the examination room.

7.13 Invigilators are mandated to specify or change the sitting arrangement in the examination room; or to require inspection of a candidate; or to seize any unauthorised material brought into the examination room. Further, invigilators are mandated to oust from the examination room any candidate who creates a disturbance, and report the incident to the DVCAA.

7.14 In case of alleged cheating, the candidate and one or more invigilators shall be required to sign an Examination Incident Form which, together with other signed exhibits, as the case may be. The candidate's examination answer sheet or booklet shall be submitted to the DVCAA through the respective head of department and the Dean of the faculty.

7.15 A candidate caught contravening the Examination Regulations shall not be allowed to continue with the examination for which he/she is sitting and also shall be barred from all other examinations for which he/she is scheduled.

7.16 Cheating or entering with unauthorised material or being caught with unauthorised material contravenes the University Examination Regulations and Guidelines, and leads to discontinuation from studies.

7.17 Unless for medical reasons, no candidate will be allowed to leave the examination room until one (1) hour has elapsed after commencement of the university examination, and no candidate will be allowed to leave the examination room during the last 30 minutes before the end of the university examination.

7.18 A candidate wishing to answer a call of nature may, by permission of the invigilator and upon filling the exit form, leave the examination room for a reasonable period of time (e.g. an average of not more than five (5) minutes).

7.19 A candidate who walks out of an examination in protest shall be disqualified from that particular examination. Such an act constitutes an irregularity.

7.20 At the end of the examination time, and on instruction from the invigilator, candidates must stop writing and assemble their script, which they should personally submit to the invigilator. They shall remain seated until all are allowed by the invigilator to leave.

7.21 Candidates are not allowed to take out of the examination room question paper, booklet/script or any examination materials.

7.22 Students must understand that the ultimate responsibility for taking the Special/Supplementary University Examinations precisely at the time when they are scheduled rests with the student.

8. Guidance for Invigilators

8.1. Before the Examination

(i). Invigilators should personally receive from the course instructor sealed envelopes containing question papers and any other material prescribed in the rubrics at least 1 hour before the commencement of the examination. This should be done in the examination room or as may be directed by the DVCAA.

(ii). Invigilators shall be present in the examination room 1 hour (60 minutes) before the commencement of the examination.

(iii). Invigilators should inspect and admit candidates to the examination room at least 30 minutes before the commencement of the examination and ensure that **ALL** candidates are seated 15 minutes before the start time of the examination.

(iv). Students' identity cards should be visibly displayed at all times. Candidates without a valid University Identity and/or Examination Card shall not be allowed to enter the examination room.

(v). Before commencement of the examination, the invigilator should inform the students when they may begin writing.

(vi). In the unlikely event that there is a disruption or disturbance in the examination room, invigilators should handle the situation amicably to avoid commotion and further inconveniences to candidates. The matter should be reported to the DVCAA expeditiously.

8.2. During the Examination

(i). Invigilators should NOT admit candidates to the examination room after 30 minutes have elapsed from the commencement of the examination and should not permit candidates to leave the examination room until one hour has expired.

(ii). By the end of 30 minutes from the commencement of the examination, the invigilators should have a written list on the Examination Attendance sheet of the names and identities of all the candidates present.

(iii). Invigilators should ensure that only one answer booklet is provided for each candidate. An extra answer sheet may be given on special request by the candidate.

(iv). Invigilators shall report in writing immediately after the examination to the DVCAA, through the Head of Department and Dean of Faculty, any candidate who contravenes the examination regulations;

(v). In case of an alleged examination irregularity, the Invigilator shall require the candidate to sign an Examination Incident Form and any other materials pertinent to the incident to confirm that they are his/hers. The Invigilator also shall sign and submit to the DVCAA through the Head of Department and the Dean of Faculty the Examination Incident Form, together with the candidate's examination booklet and all pertinent materials.

(vi). The processing of an alleged case of cheating or other irregularity shall be carried out as expeditiously as possible.

8.3. At the End of Examination

(i). Invigilators shall tell the candidates to stop writing and assemble their examination answer booklets/scripts.

(ii). Invigilators shall not permit the candidates to leave their places before their answer booklets/scripts have been collected.

(iii). Candidates shall sign the Examination Attendance Form (Sheet) when submitting or turning in their answer booklets/scripts.

(iv). The Invigilator shall enter the number of candidates' answer booklets/scripts collected and/or received on the Attendance Form (Sheet) and sign it.

9. Withholding of Examination Results

The Senate may, where a candidate has failed to fulfil a fundamental contractual or legal obligation with the University, or a breach of the same, e.g. not paying fees or outstanding dues, or where there is dishonesty or fraud, bar him or her from doing examinations or withhold examination results until he or she discharges the obligation or is exonerated from the wrong.

10. Assessment Regulations

The University shall evaluate each student using:

(a) Formative Assessment: This will be through the coursework and will be examined through continuous assessment – tests, assignments, presentations, quizzes, etc. The formative assessment (Coursework) will constitute 40% of the final marks.

(b) Summative Assessment: This will be the final examination taken at the end of each semester, and it will account for 60% of the final marks.

The following are additional requirements that a student must be aware of about the types of assessments offered by the University:

(i). At the end of each semester, the students' grades in each course will be compiled (Coursework and Semester University Examination), and a grade will be allocated.

(ii). The pass mark for each course (Coursework and Semester University Examination) shall be 40 marks, which is a "C" grade.

(iii). A student who does not meet this pass mark shall be required to sit for a Supplementary University Examination. A Supplementary University Examination shall be marked out of 100, and the pass mark awarded shall be a "C" grade. In the case of a Supplementary University Examination, the marks attained for the coursework shall not be computed in the final marks.

11. Publication of Results

11.1 The DVCAA is responsible for the publication to students of all module results and all decisions on student continuation and the conferment of a CUoM award. No other member of staff is authorized to release such results or decisions, unless the Senate has agreed otherwise.

11.2 The DVCAA may, after the Faculty Board meeting, publish the examination results provisionally subject to confirmation of the results by the University Senate upon the recommendation of the Faculty Board.

11.3 The publication of examination results and decisions on student continuation and the conferment of CUoM award is normally made electronically to students individually via Data Management System (DMS) and/or CUoM website.

11.4 In certain circumstances it may be necessary to communicate results and/or decisions either by letter to individual students and/or on an official University noticeboard.

11.5 No results or decisions are published until the full cycle of the CUoM assessment process has been completed. Results and/or decisions are published only after they have been approved by the CUoM Senate Meeting.

11.6 The DVCAA (or nominee) shall publish to students during each teaching/learning period a final date by which the results and decisions related to that period will be communicated to students.

11.7 Students are entitled to receive feedback from the course instructor on assessed work when it is returned to them. Such feedback clearly states that the mark awarded for the assignment is provisional and is subject to internal and external moderation and that the final mark for an item of assessment and the overall module result is published by the DVCAA (or nominee) only after they have been approved by the Senate.

12. Grounds for Proceeding to Subsequent Academic Year of Study

12.1 A student shall proceed in the subsequent academic year of study after attaining an annual GPA of 2.0 or above with a minimum total of 120 course credits.

12.2 A student who fails a Supplementary University Examination(s) in any course but attains a GPA of 2.0 or above, he/she shall be required to carry over the failed course(s) in the subsequent academic year when next offered and shall be required to fulfil all the requirements of the course.

12.3 A student who attains an annual GPA of 1.8 or above but below 2.0 after sitting for Supplementary University Examination shall be required to repeat a year of study for the failed course(s) when next offered.

13. Grounds for Discontinuation

13.1 If the student's annual GPA is below 1.8 in the first sitting or after sitting for Special/Supplementary University Examination of the academic year, the student shall be discontinued from studies.

13.2 A candidate who absents her/himself from any scheduled University Examination(s) without any valid reason and/or approval by the office of the DVCAA shall be deemed to have absconded from the respective examination, and shall be discontinued from studies.

13.3 A candidate found guilty of examination irregularity shall be expelled from studies.

14. Examination Irregularities and Penalties

14.1 Subject to other provisions of these regulations, an examination irregularity shall comprise but not be limited to the following conduct: Cheating, Possession of Unauthorized materials, Disruptive behaviour, Unauthorized absence from the examination, leaving without permission, any form or kind of dishonesty, or not abiding by any other specific regulation, and any conduct prohibited under this part of the regulations.

14.2 Candidates found in the examination room/venue with unauthorised materials such as paper, book, handbag, mobile phone, smart watch and other digital or smart devices shall be deemed guilty of examination irregularity.

14.3 A candidate found communicating or borrowing or giving/providing any item, tools/equipment to another candidate in the examination room or attempting to do so shall be deemed guilty of examination irregularity.

14.4 A candidate found showing misconduct or misbehaving or refusing to obey a lawful order from the Invigilator or any member of the supervisory staff shall be deemed guilty of examination irregularities.

14.5 A candidate found passing/receiving a copy of question paper or answer book or a part thereof or a solution of a question paper, during the university examination session shall be deemed guilty of university examination irregularities.

14.6 A candidate found attempting to copy from another candidate's work or permitting another candidate to do so shall be deemed guilty of examination irregularities.

14.7 A candidate at default shall not be taken to have committed any Examination irregularity, only on the circumstance of being caught doing any of the prohibited conduct, unless and until the committee has deliberated on his/her matter and established his/her liability or innocence.

15. Proceedings of Examination Irregularities

All cases of alleged examination irregularities shall be reported to DVCAA and sent to the Examination Irregularity Committee (or its delegated committee), which shall have powers to summon the student(s) and any witness as it may deem necessary and make recommendations to Senate for decision.

15.1 Heads of Departments (HoDs) are required to file and present or report any reported examination irregularity to the Dean of the respective Faculty, who shall hand over the report to the DVCAA within seven days after the last date of the scheduled end of University Examinations.

15.2 The DVCAA will then forward the report and evidence if any to the Corporate Counsel (Legal Officer) with recommendations within seven days after receiving the report.

15.3 The Corporate Counsel (Legal Officer) shall prepare a summary of charges against each candidate and summon to appear before the Examination Irregularity Committee within ten days after receiving the report from the DVCAA.

15.4 The Corporate Counsel (Legal Officer) shall summon the candidate in writing to appear before the Examination Irregularity Committee in person on a date, time and venue to present their oral defence.

15.5 A candidate failing to appear at the scheduled hearing, he/she will be issued with the final summons to appear and present his/her oral defence. Failure to appear in the second summons, the Committee shall proceed with the hearing in the candidate's absence based on the evidence available.

15.6 The Examination Irregularity Committee shall forward recommendations to the Senate for decisions.

15.7 The Senate may empower the chairman to endorse or overrule the decision of the Examination Irregularity Committee as the case may be and communicate his decision to the members.

15.8 Students shall be informed in writing of the decision of the Senate within two weeks after its regular Senate meeting or the recommendations from the Examination Irregularity Committee have been forwarded to the chairman of the Senate.

16. Complaints and Appeals

It shall be a mandatory condition that any complaint on an Examination irregularity shall only be submitted to the Examination Committee with regard to the establishment of prima facie evidence of the commission of the conduct.

16.1 A candidate is allowed to submit her/his complaint(s) of Coursework Assessments results or decision to the Head of Department within 7 working days

after the release of the coursework results or when the decision was communicated to the affected student.

16.2 A student who is not satisfied with his/her Semester University Examination results or decision shall appeal in writing to the Chairperson of the University Senate through the Office of the DVCAA. The Appeal will be accepted after the student has paid the prescribed appeal fee.

16.3 The appeal by the student should be submitted within fourteen (14) days from the day the University Examination results were released, or a decision was communicated to the affected student.

16.4 In case of University Examinations, the Senate decision shall be final except where well-authenticated claim for unfair marking or disregard for examination regulations is raised by the affected student. In such a case, the Senate shall investigate the matter, and its findings and observations shall be discussed for final approval.

16.5 A student who, for valid reasons, is dissatisfied with the grade awarded in a particular University Examination may submit a written appeal to the Chairperson of the University Senate through the Office of the DVCAA. Upon approval by the Chairperson of the University Senate, the Head of Department, in consultation with the Dean of the Faculty, shall appoint an examiner other than the one who initially marked the examination to remark the script. The grade awarded after remarking shall be final, and no further appeal shall be permitted. The final grade shall be communicated to the student by the Head of Department.

16.6 No appeal whatsoever on the conduct of any University Examination or the marking of the script thereof shall be entertained unless such an appeal is lodged with the appropriate University authorities within 14 days of the date of release of the University Examination results.

17. CUoM Academic Activities

17.1 CUoM academic activities shall be carried out from Monday to Saturday without prejudice to regulation 17.4 below.

17.2 The DVCAA shall have the power to suspend academic activities on any day of the week as the case may be and prescribe a day on which the activities shall resume. The DVCAA shall make a public announcement to that effect to both students and staff.

17.3 Public Holidays which fall on CUoM working days shall be observed subject to prior arrangements or agreements between the lecturer and students where there shall be any academic activity to be conducted.

17.4 Where any academic activity has been planned on a Public Holiday, it shall be communicated to students and the Head of Departments in writing within a minimum of two days prior to the said activity.

17.5 Examinations shall take place on any day of the week (Monday to Saturday) as scheduled in the timetable of that particular examination.