



Lira University

Examination Policy

2016 (Amended 2022)

FOREWORD:

Running of examinations is one of the core functions of the Department of the Academic Registrar. Examination results provide feedback to Students, Management and other Stakeholders on the quality of teaching-learning process in the University. This feedback guides Management in making appropriate decisions to improve the teaching-learning process. It is therefore important that the process of Examination is free of error, falsification, bias and irregularity that would result in false feedback to Stakeholders.

The University provides the best possible quality of Teaching and Research Mentorship from Highly Qualified and Experienced Academic Staff. For that matter Security, Accuracy and Quality of Examinations are taken seriously by the Department to help the University realise its dream to remain a Global “Beacon” of Excellence in the world of Academia.

The University Awards of Degrees, Diplomas and Certificates of Lira University after Performing the following; Setting Examinations, Moderation of items, Production of Examination Questions, Maintaining Security of Examinations, Marking Examinations, Disciplining offenders of Examination Rules and Regulations, Registration for Students to take Examinations, Administration of Examinations, Constitution of Examination Malpractices and Irregularities Committee when required are all taken into account.



Prof. Dr. Jasper Watson Ogwai-Okeng

VICE CHANCELLOR/CHAIRPERSON SENATE

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1.0.INTRODUCTION

Running of examinations is one of the core functions of the Department of the Academic Registrar. Examination results provide feedback to Students; Management and other Stakeholder on the quality of teaching-learning process in the University. This feedback guides Management in making appropriate decisions to improve the teaching-learning process. It is therefore important that the process of Examination is free of error, falsification, bias and irregularity that would result in false feedback to Stakeholders. For that matter Security, Accuracy and Quality of Examinations are taken seriously by the Department to help the University realise its dream to remain a global “Beacon” of Excellence in the world of Academia.

The Department therefore pledges to have an elaborate system to:-

- i) Prepare candidate for all Examinations under certified and experienced Lecturers and Professors.
- ii) Administer Examinations which are up to International Standards.
- iii) Select appropriate Invigilators who in turn are under the watchful eyes of the Deans of Faculties to ensure good quality work.
- iv) Ensure the security and accuracy of examinations
- v) Mark the examinations with due honesty and objectivity.
- vi) Select qualified Examiners and External Examiners to grade the Examinations.
- vii) Submit the results to Quality Assurance, Time Tables and Examinations Committee (QATEC) for verification before the Senate approves them.

In case of Irregularity, the QATEC investigates the anomaly and advises Senate accordingly. For QATEC to do a good job, we have produced the Examinations Guidelines and Regulations to ease the work. The

Examinations Regulations cover aspects of Examination which include among other things; penalty for anyone who contravenes the provisions of the Examinations Guidelines and Regulations as spelt out in this booklet.

2.0. AWARDS OF DEGREE, DIPLOMAS AND CERTIFICATES OF LIRA UNIVERSITY

- (1) All students shall complete the minimum graduation programme load as specified in the different programmes before being eligible for the award.
- (2) All students pursuing programmes for the award of PhD shall satisfactorily complete a minimum of three academic years before being eligible for the award of the PhD. The student shall be allowed to spend a maximum of five years excluding the period of withdrawal if they are on full time.
- (3) All students pursuing programmes for award of Master Degree shall satisfactorily complete a minimum of two academic years and three academic years for medical courses before being eligible for the award of the master degree. The students shall be allowed to spend a maximum of three years excluding the periods of withdrawal. Medical programmes (3 years) for Masters.
- (4) All students pursuing programmes for the award of Postgraduate Diploma shall satisfactorily complete one academic year before being eligible for the award of the Postgraduate Diploma. The students shall be allowed to spend a maximum of two years excluding the periods of withdrawal.
- (5) All students pursuing undergraduate programmes for the award of Degree shall complete the number of years as spelt out in the programme before being eligible for the award of the Degree. The student shall be allowed to spend a maximum of five years for a three-year programme and seven years for a five- or four-year programme excluding the periods of withdrawal.

- (6) All students pursuing programmes for the award of undergraduate Diploma shall satisfactorily complete two academic years before being eligible for the award of Diploma. The student shall be allowed to spend a maximum of four years for a two-year programme excluding the periods of withdrawal.
- (7) After the University Senate has approved the examination results, a Degree/Diploma/Certificate shall be conferred upon those who satisfied the requirements for the award as per the existing law.
- (8) The academic award given by Lira University shall be classified as per the existing regulations as follows:
- a) Graded Degree
 - i) First Class Honours
 - ii) Second Class with Honours (Upper Division)
 - iii) Second Class with Honours (Lower Division)
 - iv) Pass
 - b) Bachelor of Medicine, Bachelor of Surgery and other biomedical sciences shall not be classified.
 - c) Graduate Degrees shall not be classified
 - d) Postgraduate Diplomas shall be classified as follow:
 - i) First
 - ii) Second
 - iii) Third
 - e) The **CGPA** range for graded Degrees and Diplomas shall be as per the existing regulations.

2.1 Internal Examiners.

- i. There shall be at least one Internal Examiner for every course.
- ii. Every academic staff who has taught the course shall be an Internal Examiner for that course.

- iii. Where an Academic Staff is not in position to examine a course, the Board of the Faculty, Institute, College, School or other academic body shall on the recommendation of the Department Board appoint another academic staff of the University who is qualified in the course as Internal Examiner.
- iv. An Internal Examiner shall not withhold, delay, fail to supervise, lose or cancel a students' mark without lawful order

2.2 The External Examiners for Undergraduate Programmes

- (i) There shall be at least one External Examiner for each programme offered in the University.
- (ii) An External Examiner shall not be a serving academic staff of Lira University.
- (iii) A person who has left teaching at the University for a period of at least three years shall be eligible for appointment as External Examiner.
- (iv) An External Examiner shall be a person who has taught in a recognized University for a period of not less than five years and has attained the rank of a Senior Lecturer and above.
- (v) An External Examiner shall be nominated by the Faculty, Institute, and College, School or other academic body on the recommendation of the Department and the name and curriculum Vitae submitted to the Academic Registrar to forward it to Senate for approval.
- (vi) The Academic Registrar shall appoint the External Examiners on behalf of Senate.
- (vii) An External Examiner shall be appointed for a period of three years renewable once.
- (viii) An External Examiner shall not withhold, delay, and fail to supervise, lose or cancel a student's mark without lawful orders.

2.3 The Duties of the External Examiners for undergraduate programmes.

- (i) To moderate the setting and marking of examinations for the undergraduate courses in the Department.

- (ii) To assess the overall performance of student in the Department and identify areas for improvement of the courses.
- (iii) To hold discussions with the staff of the Department and the Dean in the Department on the courses for examination.
- (iv) To prepare and submit a written report to the Academic Registrar of Lira University. The report should cover the assessment of the following: -
 - Programme/Course Structure
 - Standard of marking by Internal Examiner(s)
 - Standard of coursework
 - Students' performance
 - Any other relevant comments he/she might wish to make.

3.0. INTERNAL EXAMINERS FOR THESES AND DISSERTATIONS. (I.E)

- (i) There shall be two Internal Examiners for each dissertation for Masters or thesis for a Doctoral Degree.
- (ii) The Dean of Faculty, Director of Institute or head of Academic Body, shall on the recommendation of their Board submit the names of proposed Internal Examiners to the Director of Institute of Research Graduate Studies and Staff Development for approval by the Board and Senate.
- (iii) The Academic Registrar shall write letters appointing the Internal Examiner for Thesis and Dissertations after approval by Senate.
- (iv) The Internal Examiner shall have academic qualifications as per existing law.
- (v) Internal examiners shall submit their reports in the approved formats to the Director of Research and Graduate Studies.

3.1 External Examiners for Theses and Dissertation.

- (i) There shall be one External Examiner for each Thesis/Dissertation
- (ii) An External Examiner shall be a person who:
 - Has taught in a recognized University for a minimum of five years.

- Has attained the position of a Senior Lecturer and above.
 - Holds a PhD degree from a recognized University.
- iii) The Dean of Faculty, Head of an academic department shall on the recommendation of their Board, submit the names and Curriculum Vitae of the proposed External Examiners to the Academic Registrar for approval by Senate.
- (iv) The Director Institute of Research and Graduate Studies shall write letters appointing the External Examiners for Thesis and Dissertations after approval by Senate.

4.0 SETTING EXAMINATIONS.

1. Every Internal Examiner who teaches a course shall set examination questions in the course he/she has taught.
2. The content of the examination set shall not be disclosed to students or to any other unauthorized person.
3. The Internal Examiner shall prepare and submit the Marking Guide for each question set to the Head of Department together with the Examination Questions two weeks in advance of the scheduled date of the particular examination paper.

4.1. MODERATION OF EXAMINATIONS

1. All examinations shall be moderated before they are finally produced.
2. The Dean of Faculty or Head of Academic body in consultation, with the Head of Department shall arrange for the moderation of examinations by all Internal Examiners.
3. Examinations may be moderated by External Examiners duly appointed by the University.
4. External Examiners shall work independently and submit their examinations report to the Dean or Head of Academic body for custody.

5. Where the moderators find that the examinations are not acceptable, they shall modify them.

4.2 PRODUCTION OF EXAMINATION QUESTIONS

1. The Internal Examiners shall be responsible for proof reading the moderated examination questions.
2. Dean or Head of an Academic Department shall be responsible for printing, packing, sealing and custody of examinations, Production of Examinations shall be centralized in the Faculty or other academic body.

4.3 SECURITY OF EXAMINATIONS

1. Deans and Heads of an Academic Department shall ensure the safety and security of the examinations.
2. No person shall engage in leakage of examinations.
3. Where there is evidence of leakage of an examination before sitting for it, a new examination shall be set and administered.
4. Where evidence of leakage is discovered after the examination has been written, the results of all the students who wrote the Examination shall be cancelled and the students shall be required to do another examination.
5. No person shall access the examination after it has been packed and sealed prior to the date and time scheduled for the particular examination.
6. Examination answer booklets shall not be used for any other purpose except by the students for answering examination questions in the examination room.
7. Examination answer scripts shall be kept under custody by the Deans of Faculties or Head of Academic department.
8. Marked examination answer scripts shall be kept in the archive for a period of not less than five years after graduation

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4.4 MARKING EXAMINATIONS

1. Every Internal Examiner who teaches a course shall mark the examination scripts for the examinations.
2. External Examiners shall examine all semester examination at least once in an Academic Year.
3. Where there has been no External Examiner, all examinations shall be marked by at least two Internal Examiners including an internal moderator who is a senior member of staff.
4. All Internal Examiners shall be expected to declare to the Head of Department any examination where he/she may have a personal interest.
5. The Dean of Faculty/Director of Institute shall ensure that examination scripts of the students in the Faculty/Institute are marked.
6. An Internal examiner shall award marks on merit without discrimination on the basis of tribe, sex, gender, region or Country of origin, disability, race, payment of money or other forms of reward, nepotism or any other form of discrimination.
7. An External Examiner shall serve as a moderator and Adviser. Where there is any disagreement with the view of an Internal Examiner concerning the examination that is set or the marks to be given, the views of the External Examiner shall prevail.
8. A member of staff or any official of the University shall not deliberately alter
Mark designed to inflate or deflate a candidate's original mark
inconsideration for favour.
9. A person who forges or fraudulently without lawful orders alters or in, any other way tampers with, the scores of a candidate commits an offence call marking malpractice.

10. A person who forges or fraudulently without lawful order alters or in, any other way tampers with, the scores of a candidate duly approved by Senate commits an offence of Examination Malpractice.
11. It shall be an offence for a staff or any other official of the University to withhold, lose or cancel a student's mark without lawful orders.
12. A student who loses his or her mark due to the negligence or fault of the staff or any other official of the University shall be awarded an average mark in the relevant test, course work or examination.

4.5. PENALTY:-

A University member of staff that violates rules on setting examinations, moderation of Examinations, production of examinations, Security of Examinations and marking Examinations shall on conviction basing on the gravity of the offence be liable to :-

- (i) Caution and reprimand;
- (ii) Suspension for not more than two academic years or
- (iii) Interdiction
- (iv) Dismissal from the University.

4.6. REGISTRATION FOR SITTING EXAMINATIONS

4.6.1 Regular Examinations.

- (a) There shall be regular examinations written at the end of each semester or recess term and no candidate shall be permitted to write the examinations unless: -
 - (i) He/she is a registered student of the University.
 - (ii) He/she has paid all the tuition and functional fees for a particular semester.
 - (iii) He/she has attended a least 75% of the lecturers during the particular semester.
 - (iv) He/she has been exempted from any such requirements by Senate on the recommendation of the Faculty Board.

- (b) A student who is admitted to do regular examination shall be issued with a regular examination card by the office of the Academic Registrar not later than the 14th week of the semester and the 8th week of the recess term.
- (c) A student who fails to do coursework for reason deemed by Senate to be unsatisfactory shall not be allowed to sit for regular examinations.
- (d) Regular examinations shall be conducted from the 16th week of the Semester and from the 9th week of the recess term or as shall be decided by Senate.
- (e) The timetable for regular examination shall be prepared by the Faculty and submitted to the Academic Registrar for approval by Senate.

4.6.2. Retake Examinations

- (a) A student shall register for retake(s) within thirty days from the beginning of the semester.
- b) A student approved for retake examinations shall be issued with a retake card duly signed by the Academic Registrar.
- c) A student doing retake shall pay a retake fee approved by Council.
- d) A student who has a retake shall do it when the course is next offered.
- e) No retake examination shall be postponed except with permission from Senate.
- f) A student doing retake shall be required to do all the coursework as the course work for the previous year shall not be considered.
- g) A student doing retake(s) shall attend 75% of lecture in the particular course(s) being retaken.
- h) A student doing retake(s) in a clinical year shall attend at least 75% of clinical ward teachings.

4.6.3. Special Examinations.

- (a) Senate may authorize Special examinations to be administered to a student who:

- i) Misses the regular Semester Examinations on valid medical/health reasons verified by a qualified medical officer.
- ii) Go into labour during examinations
- iii) Travell on official mission authorised by the University Management.
- iv) loose a close relative during examination ie, Father, Mother, Child, Brother and Sister.

(b) Special Examinations shall not be administered to students who:

- i. Abscond from sitting the regular semester examinations.
- ii. Fail to sit the regular semester examinations due to late payment of tuition for the semester.
- iii. Travel out of the University at the time of sitting the Semester Examinations without official permission from the University.
- iv. Fail to sit as a result of misreading the examination timetable.

(c) A student who meets the requirements in (a) above and wishes do special examination shall apply to the Academic Registrar through the Head of Department and Dean/Director of the respective Faculty/Institute/School/College.

(d) *The application for special examination shall be determined by Quality Assurance Time Table and Examination Committee (QATEC) on behalf of the Senate and reported to Senate. (Amended 2012).*

5.0 CONDUCT OF EXAMINATIONS

5.1. Entry into Examination Room.

- (a) Candidate shall be properly checked before they enter the Examination room.
- (b) A candidate shall be permitted to the Examination room at least twenty minutes before the time the examination is due to begin.

- (c) Candidates shall be required to equip themselves with the necessary items for doing examination like; pens, rulers, erasers blotting papers and geometrical instruments as they enter the examination room.
- (d) Candidates shall enter the examination rooms with valid Registration, Examination and Identity cards.
- (e) Except for open-book examinations, no candidate shall be permitted into the examination room with books.
- (f) No candidate shall be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination.
- (g) Candidate(s) who enter late into the examination room shall not be allowed extra time.

5.2 Conduct in the Examination Room.

- (a) A candidate shall not:
 - i. Smuggle into the examination room, in person or by agent, unauthorized material including plain papers, envelopes, notes, books, handkerchiefs on which information is written, information written on any part of the body, recording apparatus, mobile phones and any other unauthorized materials.
 - ii. Copy from any other candidate.
 - iii. Exchange answers with another candidate or student in or outside the examination room.
 - iv. Collaborate with either another candidate or student in or outside the examination room to use telephone discussions and share materials including calculators and other electronic equipment.
 - v. Communicate in the examination room by interpreting or attempting to interpret the question for another student or otherwise.
 - vi. Have external assistance given by invigilators.
 - vii. Have prior knowledge of examination questions.

- viii. Sit or attempt to sit the examination without valid documentation or using forged documentation.
- ix. Impersonate another student.
- x. Procure or induce another person to sit for him or her.
- xi. Substitute examination answer scripts prepared in advance
- xii. Collude with another person to cheat examinations.
- xiii. Write or copy from summary points jotted behind the examination cards, Registration cards or any other identification documents.
- xiv. Use an overcoat, jacket, wrapper or headscarf to hide unauthorized materials that may contain information for cheating examinations.
- xv. Abscond from sitting an examination.

5.3 A student sitting examination shall not:

- i. Indulge in any disruptive conduct including, but not limited to, shouting, assault of another student/candidate, using abusive and or threatening language.
- ii. Destroy University property or the property of another Student/candidate.
- iii. Neglect, omit or in any other way fail to follow lawful instructions or orders issued by the Invigilator.
- iv. Physically assault or insult an Invigilator or any University Official involved in the conduct of the examination.

5.4 When in the Examination Room:

- i) A candidate shall remain seated until his or her examination scripts have been collected by the Invigilator.
- ii) A student involved in examination malpractice shall sign an incident form provided by the invigilator while in the examination room and thereafter record statement in relation to the allegation raised.
- iii) At least two other students shall sign the incident form as witnesses in case a student is involved in examination malpractice. The witnesses shall record

their statement in relation to the allegations brought against the alleged person involved in the examination malpractice and irregularities.

v) A student or candidate involved in an examination shall not:

(a) Take out of the examination room/hall booklet(s), used or unused.

(b) Leave the examination room until the last thirty minutes towards the end of examination except in emergencies.

(c) Leave the examination room without permission.

(d) Leave examination room before handing his/her scripts to the Invigilator.

(e) Leave examination room before signing the attendance list provided by the Invigilator.

vi. A person who contravenes any of the above rules shall have committed an Examination Malpractice.

5.5 Penalty:

- i. A student who contravenes any of the provisions in clause 5.2 shall be discontinued from the University forthwith. **(Amended 2022).**
- ii. A person found impersonating shall be arrested and handed over to the police for prosecution, in addition to being discontinued from the University if he/she is a student.
- iii. A person hiring an impersonator shall be arrested and handed over to the police, and if he/she is a student he/she shall be discontinued from the University.
- iv. A student who contravenes rule 5.3 (i) shall have his/her results cancelled and shall be suspended from the university for a period of one academic year.
- v. A student/candidate who contravenes rule 5(3) (ii) shall pay a fine that shall be determined by Senate in addition to cancellation of his/her results for that particular examination and suspension from the University for a period of one academic year

- vi. A student who contravenes the provisions of 5(3) (iii) shall have his/her results for that particular paper cancelled and a last and final warning issued to him/her.
- vii. A student who contravenes the provisions of 5 (3) (iv) shall be liable to dismissal from the University in case of physical assault and suspension from the University for a period of one academic year in case of abuse.
- viii. A student who absconds from doing examination shall be discontinued from the University until he/she shows cause as to why he/she should not be discontinued.
- ix. A student who takes out of examination room used or unused answer booklets shall have his/her results for that paper cancelled.
- x. A student who leaves the examination room without permission of the invigilator shall have his/her results for that particular examination cancelled.

6.0 APPOINTMENT OF INVIGILATORS

1. The Faculty Dean or Head of Department shall nominate an Academic staff to be an Invigilator for appointment by the Academic Registrar.

6.1. ROLE OF THE INVIGILATOR IN THE CONDUCT OF EXAMINATION

- (1) There shall be at least one invigilator for every examination conducted.
- (2) An invigilator shall collect:
 - i. The question papers in sealed envelope(s) and answer booklets from the Dean, thirty (30) minutes before the time set for the examination.
 - ii. The list of candidates due to sit for the particular examination and examination's incident forms from the Dean as he/she picks the sealed question papers.
- (3) An invigilator shall collect enough examination materials required for a particular examination from the Dean of faculty.
- (4) An Invigilator shall be in the examination room with the **sealed question**

papers, answer booklets, list of candidates and examination **incident form** twenty-five (25) minutes before examination commences.

- (5) An Invigilator shall inspect the examination room to ensure that there are enough Seats for the candidates, seats are properly spaced, the examination room is clean and windows open. He/she shall ensure that the room is properly set for examination.
- (6) An Invigilator shall usher in candidates twenty (20) minutes before examination commences and ensure that each candidate admitted is duly registered and has examination card or permission document to sit for the examination.
- (7) An Invigilator shall check each candidate properly before entry into the Examination room and ensure that students do not enter with handbags, communication Equipment, bags, books and any other unauthorized materials.
- (8) An Invigilator shall not admit a candidate to the examination room after thirty minutes from commencement of the examination.
- (9) An Invigilator shall not allow extra time to a student who has come late into the examination room.
- (10) An invigilator shall not allow anybody whose name does not appear in the candidate list or an unauthorized person to enter the Examination room.
- (11) An Invigilator shall distribute the answer booklets, and any other Examination materials required for the examination e.g. Diskettes, graph Papers, maps to the student in the examination room.
- (12) An Invigilator shall instruct the candidates to read the instructions on the answer booklets carefully and fill in the relevant information.
- (13) An Invigilator shall open the envelope containing examination question papers in front of candidates to assure them that the question papers were sealed and then distribute the question papers.
- (14) An Invigilator shall provide ONE answer booklet to each candidate at a

- time and shall provide additional answer booklet only when it is required.
- (15) When every candidate has received the question paper, an Invigilator shall instruct them to begin the examination. He/she shall record the time when an examination starts and ends on the writing board.
 - (16) An Invigilator shall not allow candidates to write examinations outside the designated examination room.
 - (17) An Invigilator shall stay in the examination room and oversee the examination throughout the examination period. He/she shall move round quietly to observe what candidates are doing.
 - (18) An Invigilator shall not read newspapers, mark examinations, knit, converse with colleague, smoke, listen to the radio, make or answer phone calls, communicate on social media and take tea or soda inside or outside the examination room and shall not carry on any other activity that may be disruptive. He/she shall pay full attention to the candidates at all times.
 - (19) An Invigilator shall not abandon the examination venue. He/she shall make proper arrangements for an acceptable alternative Invigilator if he/she is away.
 - (20) An Invigilator shall ensure that every candidate who submits the examination scripts sign the attendance list while still in the examination room.
 - (21) An Invigilator shall maintain a quiet conducive condition for the examination in and around the examination room.
 - (22) An invigilator shall ensure that a candidate who violates examination regulation(s) signs the incidence report and records a statement in relation to the examination malpractice committed.
 - (23) An Invigilator shall fill in the incidence report properly and submit it together with the examination scripts to the Dean of Faculty or Director of Institute.
 - (24) An invigilator shall record and report all incidences during examination.

- (25) An Invigilator shall systematically collect examination scripts of each candidate at the end of the examination and ensure that the number of scripts tally with the number of candidates who have signed the attendance list. He/she shall ensure that candidates remain seated while the scripts are being collected.
- (26) An Invigilator shall not allow candidates to bring their scripts and walk out before the end of the examination.
- (27) An Invigilator shall seal the examination scripts in the envelopes in the presence of candidates' representative.
- (28) An invigilator shall leave the examination room after all the candidates have left.
- (29) An invigilator shall submit examination scripts to Dean or Head of department on the examination invigilated by him.
- (30) An Invigilator shall make a written report to the Dean or Head of department on the examination invigilated by him.

6.2. PENALTY.

- (1) An authorized member of staff who is negligent in carrying out his/her duties as an Invigilator or who refuses to invigilate or engages in fraudulent conduct in examination shall face disciplinary action.

7.0. CONTINUOUS ASSESSMENT.

- (1) A percentage of marks approved by Senate for each programme shall be allotted to continuous assessment of work done by candidates during each semester.
- (2) All continuous assessment assignment shall be completed and assessed and returned at least one week before commencement of all the examinations.
- (3) Continuous assessment shall be permitted only if its nature and content is clearly laid down, approved by the appropriate Faculty Board and

Communicated to the students at the outset of the course.

- (4) It shall be left to the discretion of the Faculty Board to waive continuous assessment mark, if during the course of any one Semester, there are special unavoidable circumstances which makes it impossible to obtain a valid assessment of the progress of students.
- (5) A student shall not avail to another student or negligently expose his or her coursework with a view of assisting another student to do his or her coursework.
- (6) A student shall not submit coursework not prepared by him or her.
- (7) A student shall not substantially plagiarize the work of another person.
- (8) A student shall not solicit or purchase any coursework from another person.
- (9) A student shall not falsify or alter marks awarded on a coursework script.

7.1. Penalty:

- i. A student who contravenes rule on coursework shall be warned and have his/her coursework results cancelled.
- ii. A student who violates rules of coursework for the second time shall be suspended from the University for a period not exceeding one academic year.
- iii. A student who violates rules on coursework for the third time shall be discontinued from the University.

7.2. EXAMINATION PROCESSING.

1. The examination results from the lecturers are submitted to the Head of Department (HOD) for compilation and it is discussed in a departmental meeting in the agreed format.
2. The approved results from the Departments are presented to the Dean and discussed, approved in a Faculty Board meeting.

3. The results approved by the Faculty Board shall be displayed on the students' notice board as provisional results before they are presented to Quality Assurance, Timetable and Examination Committee (QATEC)
4. The Dean/ Director shall submit the examination results together with the minutes of the Faculty Board to the Academic Registrar for eventual forwarding to Quality Assurance, Timetable and Examination Committee (**QATEC**) meeting for discussion and approval.
5. The results approved by **QATEC** are then presented to Senate for final approval.

8.0 CONSTITUTION OF EXAMINATION MALPRACTICES AND IRREGULARITIES COMMITTEE

1. The Constitution of members of Examination Malpractice and Irregularities Committee shall be determined by Senate.
2. The Quorum for the meeting shall be 2/3 of the membership of EMIC

8.1. CONDUCT OF IRREGULARITIES HEARING.

1. Irregularities hearing shall be the mandate of Examination Malpractices and Irregularities Committee (**EMIC**) of the university.
2. A student accused of any Examination Malpractice shall not: -
 - a) Interfere with the conduct of investigations into the matter or the hearing of an irregularity by Examination Malpractice and Irregularities Committee (**EMIC**).
 - b) Intimidate members of the Examinations Malpractices and Irregularities Committee or other members of the University Staff or witnesses in the irregularity matter.
 - c) Destroy evidence relating to alleged irregularity.
 - d) Forge or utter false documentations in relation to an alleged irregularity.
 - e) Bribe or attempt to bribe a University Official, witness or any other person in relation to an alleged irregularity.

- f) Harass or solicit others to harass on his/her behalf a University official, witnesses or any other person in relation to an irregularity by making constant telephone calls, visits or any form of lobbying.
- 3. Examination Malpractices and Irregularities committee shall take into account the following principles of natural justice.
 - a. Fair and equal treatment of all students/candidates,
 - b. The opportunity to enter a plea of guilty or not guilty,
 - c. Fair hearing accorded to all students/candidates,
 - d. Right of students/candidates to appear and to defend themselves.
 - e. Staff not to sit in judgment of their own case, and
 - f. Consistency in punishments.
- 4. Examinations Malpractices and Irregularities Committee shall admit oral and material evidence which may be direct or circumstantial.
- 5. Direct evidence shall be the account of the eyewitnesses or the original documents while circumstantial evidence shall be that which is inferred from the circumstances of the case e.g. the student or candidate running away when approached by an Invigilator.
- 6. Examination Malpractice and Irregularities Committee shall not admit hearsay unless there is independent evidence that lends it credence.

8.2. Penalty.

- A student/candidate found guilty of interference with the conduct of an irregularity hearing shall be liable to either;
- i. Warning and cancellation of the relevant examinations, or
 - ii. Cancellation of the relevant examination and discontinuation from the University.

8.3. HEARING OF MALPRACTICE CASE

- (1) The Invigilator shall report to the Dean cases of Examination Malpractice.

- (2) The Dean shall present to the Board of Faculty cases of examination malpractice.
- (3) The Dean shall submit a written report on the student(s) involved in Examination Malpractice and Irregularities to the Academic Registrar.
- (4) The Academic Registrar shall forward a written report on the students Involved in Examination Malpractice to the Examination Malpractice and Irregularities Committee.
- (5) The Chairperson of EMIC shall invite the student accused of Examination Malpractice and Irregularities to appear before the Committee for hearing.
- (6) The student/candidate shall appear in person to the Committee and Identify himself/herself as the subject of the proceedings.
- (7) The Committee shall read the accusation made on the person in his/her presence.
- 8) Where the student/candidate is alleged to have been found with unauthorized materials the Dean shall present to the meeting such materials as evidence of fact.
- 9) The student or candidate shall formally respond to such allegations before the Committee.
- 10) The Examination Malpractice and Irregularities Committee shall make appropriate recommendation after deliberating on the student in his/her absence.
- 11) The recommendation of EMIC shall be presented to QATEC or appropriate decision and recommendations to Senate.
- 12) The decision of Senate shall be communicated to the student by the Academic Registrar.

8.4. CONSIDERING THE APPROPRIATE PUNISHMENT.

The Malpractice and Irregularities Committee shall take into account the following mitigating and aggravating factors in considering the appropriate level of punishment.

8.4.1 Mitigating Factors

- (a) Remorse on the part of the student/candidate
- (b) Truthfulness
- (c) The person committing the offence for the first time
- (d) Plea of guilty therefore not wasting the Committee's time.

8.4.2 Aggravating factors

- (a) Substantial benefit from the Malpractice
- (b) Dishonesty and lying
- (c) General misconduct
- (d) Frivolous and vexatious denials
- (e) Aggressiveness.
- (f) Using abusive language.
- (g) Allegations of misconduct on the part of University staff which are subsequently proved to be false.
- (h) Refusing to sign the incidence form

8.5. Appeal Cases.

1. All appeals against examination results shall be lodged with the Academic Registrar.
2. An appeal against discontinuation of a student shall be lodged within one month, by the affected student effective from the date of receiving the discontinuation letter from the Academic Registrar on approval of results by Senate.
3. Appeal for re-marking of any coursework or examination shall be lodged in writing within one month after declaration of results approved by Senate.

4. Re-marking of such examination(s) shall be done upon payment of a fee by the student.
5. The fee for re-marking of examination(s) shall be determined by the University from time to time.
6. Re-marking of any such examination(s) shall be done by an External Examiner and not the original Internal Examiner and the marks awarded shall be final.
7. Appeals against the class of the degree, diploma or certificate shall be lodged with the Academic Registrar in writing within one month effective from the date of declaration of results.
8. The Academic Registrar shall acknowledge in writing to the student the receipt of the appeal.
9. The Academic Registrar shall notify the student in writing of the date when the appeal against discontinuation will be heard.
10. Senate or its special committee shall hear the appeal of the student and make appropriate decision.
11. The student shall be notified of the decision taken on the appeal by the Academic Registrar.

9.0. Miscellaneous Provision. (Amended 2022).

9.1. The Chairperson of the Senate may give authorisation or determine any matter under this regulation in circumstances where the Senate or the Committee responsible cannot sit to determine such matter and report to the Senate in the next sitting.

9.2. The Chairperson may in exercising the authorisation in 9.1 above direct any other Committee of the Senate to determine the matter and report to Senate in the next sitting.

10.0. Start Date

The start date will correspond to the date of approval by Council.

Date of approval by Council:30th of June 2022.....

Signature:



(Augustine Oyang-Atubo)

SECRETARY UNIVERSITY COUNCIL

Signature:



(Prof. Joel Okullo Odom)

CHAIRPERSON UNIVERSITY COUNCIL