



MAASAI MARA UNIVERSITY

EXAMINATIONS POLICY

Policy No.	MMU/RAA/P04
Version	01
Principal Responsibility	Registrar Academic Affairs
Effective Date	15 th January, 2018

Policy Approval

This policy shall be known as the Examinations Policy of Maasai Mara University (herein after referred to as “the Policy”) which shall take effect on the date of approval by the University Council.

In exercise of the powers conferred by Statute 17 (2d) of Maasai Mara University, section 35(1) (a) (iii) of the Universities Act No. 42 of 2012 and section 19 of the Charter for Maasai Mara University 2013, Maasai Mara University Council affirms that this Policy has been made in accordance with all relevant legislations.

Dated the day of2018

Dr. Samuel Agonda Ochola, PhD

Chairman of Council

P.O. Box 861-20500 Narok, Kenya

Telephone: +254 - 205131400

Email: chaircouncil@mmarau.ac.ke

Website: www.mmarau.ac.ke

© copyright Maasai Mara University 2018

Foreword

Conducting examinations is part and parcel of University undertakings in its endeavor to fulfill its stated objectives of providing quality university education. University examinations are key pillars in the realization of this mission and a critical exercise which presupposes responsibility, confidentiality, integrity, honesty and dedication

This policy documents the processes of design, delivery, administration and management of examinations and is intended to ensure that assessment procedures and practices within the University's programmes and courses facilitate the achievement of specified learning outcomes. The Policy is integral to both the quality of the learning experience and the integrity of the assessment process and plays a central role in helping to ensure that examinations are fair, valid, reliable, efficient, consistent and ethical.

The policy helps in keeping sanctity of certificates awarded to graduands by ensuring that only merit reigns.

Prof. Mary K. Walingo, PhD, MKNAS, EBS

Vice – Chancellor

Definition of Terms

For this Policy and Regulations:

“Academic year” shall normally consist of two semesters and may include a third semester to cater for practical attachment, teaching practice and other field courses as may be determined by Senate.

“Common course” is a course which must be taken collectively by all students within Faculty/School/Institute/University. University common courses shall be discernible from their codes, usually ending with 00, 01 or 02.

“Continuous Assessment Test” is any form of evaluation such as tests, graded practicals, projects and assignments during a semester and Count towards University Examinations.

“Core course” is a course which is central to the discipline of study which must be taken by all candidates in a programme.

“Course” is the smallest unit in which a student can receive an assessment normally taught over a semester and may comprise one or more credit hours of study.

“Credit hour” is equivalent to thirteen contact hours of lectures.

“Discontinue to show cause” is to show why one should not be de-registered from the University.

“Elective course” is a course which a student may choose, according to interest, subject to approval by the relevant department, and shall be taken into account for the purpose of Degree Classification.

“Leakage” is any act, which results in a candidate, or a person having unauthorized access to or knowledge of examination questions or of any materials related to the examination, before the scheduled date and time of the examination.

“Optional Course” is a course which a student may choose according to interest, subject to approval by the relevant departments but which may not necessarily be central to a discipline of study and shall not be used for Degree Classification.

“Pre-requisite course” is a course which must be taken and completed successfully before one can register for a given course.

“Prescribed Course” is a course which may be designated as core, required, pre-requisite or elective, as specified in a given curriculum as approved by Senate.

“Regular University Examinations” are those scheduled examinations held at the end of each semester or as determined by Senate

“Required course” is a course which is supportive of or beneficial to a discipline/programme as stipulated in the academic syllabi

“Resits” are those examinations which, after approval by Senate, are administered to candidates who have failed. They must be taken when next offered during regular examination time.

“Retake” are those examinations which, after approval by Senate, are administered to candidates who have failed but a student must register, attend classes and sit exams for the failed course(s) when next offered during regular examination time.

“Semester” is a period of study of normally not less than 15 weeks or such a period as may be determined by Senate for any academic year.

“Semester load” is normally between 21 and 27 credit hours unless otherwise approved by Senate. Industrial Attachment and Teaching Practice shall be considered to constitute a number of prescribed credit hours.

“Special examinations” are those examinations which, after approval by senate, are administered to candidates who did not sit the regular examinations. Special examinations will be taken when next offered.

“The University” The term is used in this policy to denote Maasai Mara University.

“University Examinations” are all those examinations, assessments or evaluation that are considered in determining whether a student shall proceed to the following year of study or qualify to graduate.

Table of Contents

Policy Approval	i
Foreword	ii
Definition of Terms	iii
Table of Contents	v
Acronyms and Abbreviations	vii
1. Introduction	1
1.1 Vision, Mission and Core Values	1
2. Purpose	2
3. Policy Statement	2
4. Policy Objectives	2
5. Scope of the Policy	3
6. Examinations	3
6.1 Examination Dates	3
6.2 Examination Timetable	3
6.3 Examination Period	3
6.4 Retake, Resit and Special Examinations	4
6.5 Deferment of Examinations	4
6.6 Examination Sessions	4
7. Preparation of Examination Papers	4
8. Examination Special Requirements	5
9. Dispatch of Examinations to External Examination centres	5
10. Examination Answer Booklet	5
11. Collection of Answer Scripts by Unit Lecturers at the Exam Venue	5
12. Examination Venues	6
13. Variation of Examination Venue	6
14. Examination candidates with Special Needs	6

15. Conduct and Rules at the Examination Venues	6
17. Reading time and lateness for examinations.....	7
18. Examination Attendance Register.....	7
19. Submission of Examination Results	7
20. Recording of Examination Results	8
21. Student Exam Scripts.....	8
22. Examination invigilation.....	8
23. Examination Malpractice	9
25. Student Appeals	9
26. Implementation	9
27. Review of the Policy	9

Acronyms and Abbreviations

VC	-	Vice-Chancellor
DVC	-	Deputy Vice-Chancellor
A & SA	-	Academic and Students' Affairs
AF & P	-	Administration, Finance and Planning
CAT	-	Continuous Assessment Test
SASO	-	Student Academic Services Officer
PGD	-	Postgraduate Diploma
BPS	-	Board of Postgraduate Studies

1. Introduction

Maasai Mara University is a successor of the then Narok University College which was established as a University College of Moi University in 2008. The university is located within Narok County. It attained full University status following the enactment of the University's Act, 2012 and the award of the charter on 12th February 2013 from which it draws its mandate. The University now operates five Schools namely: School of Science and Information Sciences, School of Education, School of Business and Economics, School of Tourism and Natural Resource Management and the School of Arts and Social Sciences.

The examination policy is developed to ensure that all examinations for Maasai Mara University are processed as per the set guidelines to uphold confidentiality and consistency across all departments. The policy therefore takes into account the recommended course loading for students during registration, the setting and moderation of draft examination questions, the printing and packaging of examination question papers, invigilation, examination irregularities, disciplinary actions, marking, moderation of results, processing of results, grading, release of results, appeals for re-assessment, classification of degrees, collection of certificates, leakage, loss of scripts/academic transcripts/certificates, disposal of scripts and certification of copies of academic testimonials.

1.1 Vision, Mission and Core Values

Vision

To be a world class university committed to academic excellence for development

Mission

To provide Quality University education through innovative teaching, research and consultancy services for development

Core Values

Excellence

Team Work

Professionalism

Equity and Social Justice

Creativity and Innovativeness

Transparency and Accountability

2. Purpose

The purpose of the examinations Policy is to guide:

- i. the planning and management of exams to ensure it is conducted efficiently and in the best interest of candidates
- ii. the operation of the examination system with clear guidelines for the concerned staff to run the examinations efficiently

3. Policy Statement

This Policy has been developed to ensure consistency in handling the university examinations that include setting of examinations, moderation, invigilation, processing and declaration of results. It also prescribes ways of dealing with examination malpractices and the attendant penalties.

The rules and regulations governing Undergraduate and Postgraduate Examinations are part of this examinations policy. Examinations are generally designed to establish the extent to which the learning outcomes have been achieved. In this regard they are an indirect measure of how effective teaching has taken place. Thus, in order that examinations serve what they are intended for, the process of its administration must be clear and well understood. Assessment practices at the University are documented to provide footprints that are necessary to justify the grades that a student earns.

4. Policy Objectives

The objectives of this Policy are to:

- i. Provide guidelines for the proper conduct of University Examinations
- ii. Ensure that the planning, administration and management of University Examinations and external assessments are conducted in a transparent manner.
- iii. Ensure that University Examinations and external assessments are conducted in accordance with requirements of the regulatory and accreditation bodies

- iv. Enable the officers involved in examinations and external assessments know their roles and responsibilities.

5. Scope of the Policy

This Policy applies to examinations in all academic programs and courses of Maasai Mara University and applies to:

- i. Students at all levels of study
- ii. Academic staff of the University, and
- iii. Other associated or contracted entities by the University with responsibility for designing, administering and making decisions relating to examinations on behalf of the University.

6. Examinations

6.1 Examination Dates

- (i) Formally scheduled examination dates shall be stated on the University Calendar of every Academic year.
- (ii) Where applicable, two sit-in Continuous Assessment tests (CATs) shall be offered by the tenth (10th) week of the semester when the courses are taught or at such a time as determined by senate. The rules and regulations for examinations shall specify the weeks when the first and the second CATs are held.

6.2 Examination Timetable

The University Timetable Committee shall be responsible for both Teaching and Examination timetables.

6.3 Examination Period

- i. Students shall be allowed at least one week of revision time to study for end-semester examinations.
- ii. In each semester, there shall be an official end-semester examination period of at least ten (10) days or such a period as determined by senate. Unless authorized by senate, no classroom teaching shall take place during the examination period.

6.4 Retake, Resit and Special Examinations

Where applicable end-semester examinations shall be designated as either Retake, Resit or Special examinations on a student case by case basis determined by senate.

6.5 Deferment of Examinations

- i. Examinations may be deferred in exceptional circumstances. The circumstances include examination leakage, natural disasters, security threats or any other condition that senate may consider adverse as not to allow examinations to be continued.
- ii. In deciding to defer the examination the University will ensure that the interest of the students as candidates for the examinations is protected.
- iii. The Vice-Chancellor or in his/her absence the Registrar, Academic Affairs shall exercise the authority for deferment of University-wide examinations. Deans of schools have the authority to defer examinations in their respective sections.
- iv. A candidate may also defer examinations by filling deferment forms. Such deferments must be approved by authorized officers of the University.

6.6 Examination Sessions

- i. Examinations shall be held at the University or any other approved examination centre between Monday to Friday of the examination period. The times shall normally be between 8.30am and 5.30pm.
- ii. Senate shall have the power to vary the day or time of examinations.

7. Preparation of Examination Papers

- i. The Unit/course Lecturer or other academic staff appointed by the Chief internal examiner (Chair of Department) shall ensure that a question paper and a full solution model is prepared according to the academic QMS procedures and rules and regulations governing University examinations.
- ii. Electronic version of the question paper shall be pass-word protected. The full solution model for the paper must also be pass-word protected and saved in a backup device.
- iii. Examination question paper and their model solution shall be peer reviewed (moderated) both internally and externally. The department shall ensure this is done.

- iv. Both question paper and model solutions shall be sent to the external examiner for moderation in tamperproof envelope clearly addressed to the intended recipient.
- v. Only the moderated question papers shall be submitted to the University examinations office for processing as guided by the QMS academic procedures. Solution models should be kept by the COD or his appointee (Departmental Examinations officer)

8. Examination Special Requirements

Departmental Examinations officers shall notify the University Examinations office of any special requirements in a unit/course e.g. graph papers or a student with special needs that may need transcription of the question paper in a mode recommended to such candidates. The notification should be done through a letter at least one (1) month before the due date of the examination.

9. Dispatch of Examinations to External Examination centres

- i. The responsibility for the safety and integrity of the examination papers at the external examination Centre lies with the respective Heads of such centers.
- ii. The University shall second a staff to such external examination centres as a chief invigilator. Such a staff shall accompany the examination material to the centres.
- iii. The external examination center shall facilitate such a staff through the University before the date of the examination.

10. Examination Answer Booklet

- i. Unless otherwise stated, all students are to write their answers in the approved answer booklet provided at the examination rooms.
- ii. Answer booklets shall be serialized and may vary in colour on some examination days.

11. Collection of Answer Scripts by Unit Lecturers at the Exam Venue

- i. Invigilators shall collect student answer scripts at the examination venue immediately after the completion of the examination. They shall sign the incident form available to the chief invigilator.
- ii. Invigilators shall ensure answer scripts are tallied before they leave the examination room.
- iii. Unused answer booklets shall be returned to the University examinations office together with examination attendance list.

- iv. Candidates shall remain seated until after the invigilator(s) has collected the scripts or as shall be directed by the invigilator(s) how collection of scripts shall be done.

12. Examination Venues

- i. Examination venues shall be specified and prepared by the Directorate of Examinations considering the number of candidates and other logistical requirements.
- ii. Examination venue may be located outside the University with permission of the University senate.
- iii. It is the responsibility of the heads of external examination centers to notify their students of the examination venue.

13. Variation of Examination Venue

- i. In exceptional circumstances a student may be allowed to sit for an examination at a venue other than that scheduled for his/her examination.
- ii. Application shall be made in writing to the Registrar Academic Affairs, through the respective chair of department and dean of school for such a venue to be considered for an examination. The application must give compelling reasons for such an application.

14. Examination candidates with Special Needs

The University shall provide necessary aid to accommodate students with disabilities or chronic medical conditions. Such students must notify their respective Chairs of departments of their special needs.

15. Conduct and Rules at the Examination Venues

- i. Candidates shall conduct themselves with decorum to allow examinations be conducted with diligence in the best interest of the University and the students.
- ii. The conduct of the examinations shall be as provided for in the Rules and Regulations governing the conduct of Examination.

16. Entry/Exit into/from the Examination Room

- i. Candidates shall produce valid University Student identification (ID) and examination card to be allowed into the examination room

- ii. The ID card shall be prominently displayed on the student's desk during the entire period of the examination.
- iii. No candidate shall be allowed to leave the examination room within one hour from the start of the examination.
- iv. No candidate shall leave the examination room in the last 15 minutes to the end of examinations.

17. Reading time and lateness for examinations

- i. Candidates may be allowed time to read the examination paper prior to the commencement of writing the exam, but shall not be allowed to start writing until permitted by the Chief invigilator
- ii. Candidates who are late may be permitted into an examination room if they arrive within thirty minutes from the start of the examination. Such candidates shall not be compensated for the lost time due to lateness.
- iii. Candidates who arrive after thirty minutes from the start of examination shall not be allowed to sit the examination.

18. Examination Attendance Register

- i. All candidates sitting a given examination shall sign examination attendance register indicating name, admission number, examination card number and telephone contact where applicable.
- ii. No candidate shall sign the attendance register on behalf of another

19. Submission of Examination Results

- i. Submission of examination results shall be governed by the academic procedures specified in the academic procedures of the QMS document, and the rules & regulations governing examinations.
- ii. Lecturers shall submit signed CATs and individual Examination marksheets, both CATs and end-semester examinations attendance list to the departmental examinations officer
- iii. Any gaps in mark entries against a student name shall be accompanied with explanatory notes giving reason(s) for the gap(s).

- iv. After examination results have been moderated by the external examiner, both CAT and individual examination marksheets shall bear three signatures: that of the lecturer, COD and External Examiner.

20. Recording of Examination Results

- i. Every lecturer is responsible for entering of both CAT and Examination marks in the electronic database under the supervision of departmental examination officers
- ii. Students are responsible for printing their provisional results from the students' portal and having it signed by the dean of the school.
- iii. The students' Academic Services Officer (SASO) shall be responsible for any issues affecting access to provisional results by students

21. Student Exam Scripts

- i. There shall be an examination register at the department to keep trail of the movements of examination scripts
- ii. Records of Examination scripts shall be maintained for at least four years
- iii. Examination scripts shall be kept in safe custody for a period of at least seven years from the date of the examination.

22. Examination invigilation

- i. Invigilation of Examinations shall be conducted in accordance with the Rules and Regulations for University examinations
- ii. The ratio of invigilator to students shall be utmost 1:50
- iii. There shall be a chief invigilator who shall be the leader of invigilators in an examination room.
- iv. Invigilators shall normally be restricted to members of teaching staff
- v. In exceptional cases the University may engage administrative staff of grade 8 and above to assist with invigilation duties. Prior written permission should be sought from the Registrar Academic Affairs for such staff to be allowed to invigilate.
- vi. Invigilators may exercise powers that are reasonably necessary to ensure proper and efficient conduct of examinations

23. Examination Malpractice

- i. Examinations malpractice shall be governed by the rules and regulations for University examinations, code of conduct and terms of service for staff.
- ii. Where cheating has been detected in an examination room, the answer booklet shall be confiscated and a fresh one issued to the student.
- iii. No student shall be stopped from completing the examinations unless there is evidence of a security threat to the invigilator or other candidates sitting the paper.
- iv. Evidence of examination malpractice shall be preserved and handed over to the chief invigilator who shall process it as per the rules cited in .

24. Breach of the Examination Policy

Breach of the Examination Policy by anybody shall be reported by the person whose attention is brought to the breach. Failure to report may be regarded as a disciplinary offence if the person is a staff or a student of the University.

25. Student Appeals

The rules and regulations governing University examinations shall apply to all student appeals

26. Implementation

Implementation of this policy shall be vested in the office of the Registrar Academic Affairs

27. Review of the Policy

This policy shall be reviewed from time to time. The University reserves the right to amend the policy and its associated regulations as it deems necessary.