

# Maasai Mara University



## **RULES & REGULATIONS GOVERNING UNIVERSITY EXAMINATIONS**

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## **MAASAI MARA UNIVERSITY**

### **RULES & REGULATIONS GOVERNING UNIVERSITY EXAMINATIONS**

Policy No.	<b>MMU/RAA/R01</b>
Version	02
Principal Responsibility	Registrar Academic Affairs
Effective Date	2020/2021 Academic Year

## Approval of Regulations

This Regulations shall be known as the Rules & Regulations Governing University Examinations of Maasai Mara University (herein after referred to as “the Regulations”) 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 these Regulations Governing University Examinations have been made in accordance with all relevant legislations.

Dated the ..... day of .....2021

Signed: .....

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## **Foreword**

In a society, institution or organization, standards for achieving customer requirements are agreed upon and generally documented to ensure reproducibility of results to achieve desired output. Examination is a process and a key plank of any institution of learning intended to measure achievement of learning outcomes set out in a curriculum. Teaching precedes examinations and takes place in a predetermined manner set out in the rules and regulations governing the same, to avoid haphazardness and unpredictability of the outcomes. Therefore, regulations govern events before and after the examinations to secure the process from practices that may influence the integrity of the outcomes in an undesirable manner. Familiarity with the rules and regulations is therefore mandatory for both students and staff to ensure reliability of the examination process for the mutual benefit of both parties.

The Maasai Mara University Rules and Regulations governing Examinations is an integral part of the broader Examinations Policy that guides examination processes at the University and in institutions that offer the University's examinations. The rules and regulations cover among others, the following issues: teaching, types of examinations that are offered by the University, setting and moderation of examination question papers, examination irregularities and corresponding disciplinary measures, invigilation and conduct of examinations. Also, guidelines on handling of examination results and issuance of transcripts and certificates are provided to students. Similarly, academic staff are guided on what is expected from teaching, like timelines for the administration of Continuous Assessment Tests (CATs) are indicated and the importance of recording class attendance.

**Prof. Kitche Magak**  
**Ag. Vice – Chancellor**



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## 1.1 OVERALL AUTHORITY

The Senate shall have the overall authority in all matters concerning and affecting examinations, including the setting, moderation, conduct and marking of examinations as well as the declaration of examination results.

Senate decision in all these matters shall be final.

## 1.2 DEFINITIONS OF TERMS

**“The University”** means 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.

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

**Pass:** A candidate is considered to have passed examinations offered in an academic year if he/she sat the examinations and passed in all the prescribed courses offered in the academic year.

**Fail:** A candidate is considered to have failed if he/she has not passed in **all** prescribed courses offered in an academic year.

A **“Special Examination”** is an examination which, upon approval by Senate, is administered to a candidate who did not sit for the regular examination. Special examinations will be taken when next offered except for final year courses that will be offered separately at a period determined by Senate.

**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.

A **“Retake”** is an examination which, after approval by Senate, is administered to a candidate who has failed more than four courses. The candidate must register, attend classes and sit examinations for the failed courses when next offered during regular examination time.

**“Supplementary Examination”** is an examination for final year courses which, after approval by Senate, is administered to final year students who have failed. The courses are offered separately from the regular examinations during a period determined by Senate.

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

**“A 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.

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

**“A 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.

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

**“A 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.

**“A 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.

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

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

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

**“An 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.

**“An 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.

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

**“A 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.

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

**“Invigilator”** Is a person responsible for the conduct of an examination session

**“Chief Invigilator”** Is the lecturer who taught the course, or the person assigned the role of a leader of invigilators responsible for the conduct of an examination session.

**“Chief Internal examiner”** shall be the dean of the school

**“Principal Internal Examiner”** shall be the Chairperson of an Academic Department (COD).

## **2. UNIVERSITY EXAMINATION PROCESS**

The entire University Examination process presupposes responsibility, integrity and confidentiality on the part of all University personnel involved. It starts with the drafting of question papers prepared by Internal Examiners and terminates with the Publication of results approved by Senate.

### **Examination processing shall be as follows:**

- (i) Setting and internal moderation of Examinations shall be carried out at the Department
- (ii) External Examiners shall moderate questions papers. External Examiners’ comments, if any shall be incorporated in the question paper by individual lecturers coordinated by examination officer and supervised by Chairperson of Department.
- (iii) The departmental examinations officer through the Chairperson of Department, (Principal Internal Examiner), shall submit the moderated papers to designated University Examination Centre for further processing and safe custody.
- (iv) The Dean of School, being Chief Internal Examiner, shall ensure that the above process is strictly adhered to.
- (v) Members of staff who are Maasai Mara University students are prohibited from handling examinations relevant to their programme of study.
- (vi) All copies of draft examination papers marked for disposal must be destroyed by shredding.
- (vii) All examinations dispatched from one campus to another must be accompanied by a responsible officer at the receiving examination centre.
- (viii) Adequate security must be provided during transportation of examination to other centers.
- (ix) The University examinations office shall facilitate transport of examinations to satellite campuses and collaborating centers.



### 3. ELIGIBILITY FOR UNIVERSITY EXAMINATIONS

#### Registration for Courses and Examinations

- 3.1.1 Registration of courses for which a student shall sit examinations at the end of the semester must be done two weeks before the start of the semester. A student shall be allowed to go to class after paying at least 60% of the prescribed fees for the semester, and allowed to do examinations after clearing all the fees (zero balance) at least five weeks to the start of the examinations.
- 3.1.2. Any student who for whatever reason is unable to comply with the zero-balance fee rule before exams shall be required to defer the examinations and sit for Special examinations. Deferment is done by filling examination deferment forms at the offices of respective Chairs of Departments and attaching a print-out of the fee balance.
- 3.1.3 A student who fails to register for courses at the prescribed time as in 3.1.1 above shall register upon payment of Ksh. 1000 late registration fee within one week of the start of the semester or else defer studies until when such courses are next offered.
- 3.1.4 A student shall be required to register for such number of courses that give a total credit hour of between 42 and a maximum of 54 credit hours per academic year unless otherwise approved by Senate.
- 3.1.5 A student must pass all courses registered for, irrespective of whether they are core, elective or optional to qualify for award of a certificate or to be served with official transcripts.
- 3.1.6 The examinations timetable shall be prepared at least one month to the start of examinations. Teaching timetable shall be prepared one month to the beginning of a semester.
- 3.1.7 (i) Students shall be eligible to register for examinations provided they have complied with the course requirements: paying requisite amount of fees, complying with 80% rule on class attendance and doing the requisite number of CATs in the courses taken.
- (ii) Candidates shall be required to register for University Examinations at least five (5) weeks before the start of the examinations. **Deans shall be responsible for preparing a list of bonafide students to sit for examinations.**

- (iii) A list of candidates registered for examinations shall be released by the Registrar, Academic Affairs or officer responsible for such a function at least two (2) weeks before the beginning of the examinations
- (iv) Eligibility for an examination shall be established before one is allowed to sit for examinations. Examination attendance list will be provided by the office of the Registrar Academic Affairs.
- (vi) Invigilators must have in the examination room, list of candidates registered for each paper, provided by the Registrar Academic Affairs.
- (vii) Candidates who sit examinations which they have not registered for shall have their examinations cancelled.
- (viii) Falsification of class attendance list will be treated as impersonation and will attract suspension for one academic year.
- (ix) All Continuous Assessments must be submitted when due, otherwise a mark of zero shall be entered.
- (x) All regulations regarding the conduct of examinations shall apply to conduct of CATs.
- (xi) No candidate shall be registered for examinations unless:
  - (a) He/She has satisfied all the requirements as per **3.1.6 (i)** above,  
OR
  - (b) He/She has been exempted from any such requirements by Senate on the recommendation of the School Board concerned.

## 4. UNIVERSITY EXAMINATIONS

The University Examinations shall be conducted by means of any one or combination of the following:

- (i) Written Examinations
- (ii) Oral Examinations
- (iii) Practical Examinations

### Continuous Assessment Tests (CATs)

- (i) There shall be a minimum of two (2) Continuous Assessment Tests (CAT) per course per semester.

- (ii) The scheduling and administration of Continuous Assessment Tests shall *normally* be spaced as follows:
  - 1<sup>st</sup> CAT - 4<sup>th</sup> to 6<sup>th</sup> week of a Semester
  - 2<sup>nd</sup> CAT - 8<sup>th</sup> to 10<sup>th</sup> week of a Semester
- (iii) Continuous Assessment Tests shall take the form of sit-in examinations, practical, field work, oral presentations, technical field studies and reports, laboratory exercises, group discussions and reporting, among others as deemed fit by the course instructor. The course instructor is encouraged to use a combination of at least one mode of examining CATS.
- (iv) The results of the Continuous Assessment Tests shall normally be availed to students at least 1 week prior to sitting their end-of-semester examinations
- (v) **Departments** shall ensure that Continuous Assessment Tests are set and administered as scheduled in (ii) above and keep a record of CATs, assignments and question papers.
- (vi) The weighting of Continuous Assessment Tests and end of semester examinations shall be as stipulated in the individual curriculum for each programme.
- (vii) A candidate must have sat the required number of Continuous Assessment Tests on a given course to be eligible to sit for University Examination in that course.
- (viii) A Student doing RESIT/SUPPLEMENTARY examination, shall normally not sit for a CAT for the course. Resit/Supplementary examination shall have a maximum score of 40%. The candidates doing a RETAKE shall be expected to do both CAT and end of semester exams during the semester of RETAKE.
- (ix) The records for Continuous Assessment Tests shall normally be made available to the External Examiners alongside the end of semester examinations.
- (x) Each school shall formulate guidelines to govern the conduct and assessment of undergraduate student projects. A copy of the guideline shall be availed to the office of the Registrar Academic Affairs. Results of student project shall be due within the academic year the project is done.
- (xi) Non-submission of final year project report by the deadline shall be regarded as a fail and a mark of zero awarded to the candidate.

## 5. REGULAR UNIVERSITY EXAMINATIONS

- (i) The Lecturer(s) responsible for a course, who shall also be the Internal Examiner (s) for the course, shall set the examination question paper and prepare the marking Scheme within the first four (4) weeks of the semester or otherwise as approved by Senate.
- (ii) Departmental Boards of Examiners shall moderate examination question papers internally before they are sent to external examiners.
- (iii) Regular University Examinations shall also be designated as SPECIAL, RETAKE and/or RESIT examinations. Examination booklets shall be designed to take this into account.
- (iv) Where a student has official documented reasons for missing examinations, they shall be allowed to do special examinations during regular examination period when the course is next offered except for final year courses that shall be offered separately. However, they SHALL be required to indicate in the answer booklet that the examination is SPECIAL. Examination booklets shall be designed to take this into account.
- (v) A copy of the question (s), marking schemes (s) titles of reference books used, detailed curricula and other relevant information shall be sent to external examiners to facilitate moderation of examinations.
- (vi) The Heads of Departments shall ensure that comments on examination papers from external examiners are discussed at Departmental Examiners Board and incorporated into the question papers by the internal examiners.
- (vii) Moderated and typed examination papers shall be sent to the Registrar Academic Affairs Office for reproduction and safe keeping five (5) weeks before the start of Regular examinations.
- (viii) The reproduction, collating, stapling, packing, issuing and dispatching of examination shall be conducted in the Examinations Office at Main Campus or at any other examination centre as may be approved by Senate.
- (ix) The examination centers shall be manned by qualified personnel.

### 5.1 Circumstances under which resits are taken

- 5.1.1 A resit is administered to a candidate who has failed up to **four (4)** of the prescribed courses in one academic year.

- 5.1.2 A candidate who fails up to **four (4)** of the prescribed courses in one academic year may proceed to the next year of study and resit the failed courses in that year. However, the rules of prerequisites, maximum allowable load per semester and other course requirements as prescribed in the curriculum must be obeyed.
- 5.1.3 A resit examination in any failed course must be cleared not later than the subsequent year of study.
- 5.1.4 The charges for resit examination shall be **Kshs. 1000** per course OR as determined from time to time by Senate
- 5.1.4 After the normal minimum of eight-semester study period, a resit can only be carried over for a maximum of four academic years, after which a student is deregistered.
- 5.1.5 A candidate shall be allowed to resit a failed course twice after which he /she shall be required to retake the course by paying and registering for the failed course as indicated in **clause 5.2.3**

## **5.2 Circumstances under which retakes are taken**

- 5.2.1 A retake examination in any failed course must be cleared not later than the subsequent year of study.
- 5.2.2 A candidate who fails more than four courses in one academic year shall not proceed to the subsequent year of study before passing all the failed courses by retake.
- 5.2.3 The charges for retake examination shall be **Kshs. 3,500** per course OR as determined from time to time by Senate.
- 5.2.4 CAT marks shall Not count towards the grading of Resits

## **5.3 Special Examinations**

- 5.3.1 Special exams shall normally be taken when next offered except for final year courses which shall be offered one (1) month after release of the results or at a period determined by the Senate.
- 5.3.2 No special exams shall be administered to a candidate except under the following circumstances:
- (i) medical reasons
  - (ii) compassionate reasons
  - (iii) lack of fees to take examinations when due



5.3.3 The decision on whether special exams shall be administered shall be taken by Senate after recommendation by a School Board

5.3.4 Results for Special/Resit/Retake Examinations shall be processed and approved in accordance with Rules and Regulations Governing Regular University Examinations.

5.3.5 CAT marks shall count towards the grading of special examinations.

#### **5.4 Supplementary Examinations**

5.4.1 A Supplementary examination is offered to a student who has failed up to four (4) of the prescribed courses in the final year of study.

5.4.2 Supplementary examinations shall be offered one (1) month after release of the results or at a period determined by the Senate.

5.4.3 The charges for Supplementary examination shall be Kshs. 1000 per course OR as determined from time to time by Senate.

5.4.4 A candidate who fails a Supplementary examination shall be allowed to Resit the failed course once more after which he /she shall be required to retake the course by paying and registering for the failed course as indicated in **clause 5.2.3**

5.4.5 CAT marks shall Not count towards the grading of Supplementary examinations

### **6. CONDUCT OF EXAMINATIONS**

#### **6.1 General Rules**

- i. University Examinations shall take precedence over external or any other examinations
- ii. A candidate who has missed 20% or more of the required course attendance in a given course shall not be allowed to sit for University Examinations and shall be required to retake the course.
- iii. University Examinations shall normally be conducted from Monday to Friday, and on any other day approved by Senate.
- iv. Examinations shall be administered in designated rooms within the University main campus, satellite campuses or learning centers. Examinations may also be taken online upon approval by Senate.
- v. Candidates who may not sit University Examinations on scheduled dates on grounds approved by senate, shall seek permission immediately the examination timetable is

released by filling examination deferment forms signed by the following officers; chair of relevant department and Dean of the School. A copy of the form shall be submitted to the office of the Registrar Academic Affairs.

- vi. All courses shall be examined within the semester in which they are taken, unless otherwise approved by Senate.
- vii. All Schools shall be required to define in their curricula: core, required, pre-requisite and elective courses as approved by Senate. These should be strictly followed in administration of examinations.
- viii. A candidate who fails to turn up for an examination without approval shall be deemed to have failed that examination and shall be required to RESIT, take a SUPPLEMENTARY examination or RETAKE the said examinations subject to applicable clauses **5.1, 5.2 or 5.4**.
- ix. Marks for Industrial Attachment shall be submitted within two weeks from the end of attachment period.
- x. A student who misses industrial attachment will take it when next offered unless by prior permission of senate

## **7. EXAMINATION/TIMETABLE COORDINATORS**

- (i) There shall be Departmental Examination coordinators recommended by the Heads of Department and appointed by the Deputy Vice Chancellor (Administration, Finance and planning).
- (ii) There shall be a Student Academic Services Officer (SASO) recommended by the Dean of the school, and appointed by the Deputy Vice Chancellor (Administration, Finance and planning) to deal with all matters relating to student industrial placement/teaching practice, Career counseling, School University Examinations and any other related academic service provision to students.
- (iii) There shall be a University Timetabling Committee, drawing its membership from School Timetabling Coordinators. The committee shall be chaired by the officer in charge of timetabling
- (iv) Final examination time tables shall be circulated and posted on notice boards of all campuses at least four (4) weeks before examinations begin.
- (v) Any changes in the timetable after circulation shall be brought to the attention of

candidates by means of additional notices communicated appropriately at each campus and must be authorized by the Chairperson of the Time-Tabling Committee who will then notify the University examinations officer.

## **8. EXAMINERS**

For each School, there shall be School Board of Examiners and Departmental Board of Examiners, that may consist of external examiners.

### **8.1 Definition Of Roles**

- (i) Chief Internal Examiner shall be the Dean of the School who shall chair the School Board of Examiners.
- (ii) Principal Internal Examiner shall be the Chairperson of Department, who shall chair the Departmental Board of Examiners.
- (iii) Internal Examiner shall be a member of the academic staff at the level of tutorial fellow and above, who has taught the course to be examined, unless otherwise approved by Senate.

### **8.2 Duties of Internal Examiner**

- (i) Chief Internal Examiner shall chair the School Board of Examiners and ensure standardization, consistency and compliance with regulations in all examination processes in the School.
- (ii) The Principal Internal Examiner shall chair the Departmental Board of Examiners and ensure standardization, consistency, and compliance with all examination processes and regulations in the Department.
- (iii) Internal Examiners shall mark every script based on a detailed and well-structured marking scheme, to ensure consistency in marking.
- (iv) Internal Examiner shall after marking all the scripts, enter Continuous Assessment Tests and the end of semester examination marks on the individual mark-sheets and submit to the Principal Internal Examiner by the sixth week from the last day of semester exams.
- (v) The Internal Examiner for any particular examination paper shall be the main invigilator during examinations.

- (vi) If the Internal Examiner would be unavailable for invigilation, he/she shall inform the Chairperson of Department to nominate a replacement from the department.
- (vii) Internal Examiners shall certify that the total number of scripts received match the number of students in the examination attendance list.
- (viii) An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place, shall consult the Head of Department. If the Chairperson of Department considers that an examination irregularity has occurred, a full report shall be made through the Dean of the relevant school, to the Chairperson of the Standing Committee on examination irregularity, and the Deputy Vice-Chancellor, A & SA.
- (ix) All the examination individual mark sheets shall be accurately completed, checked and signed by the internal Examiner, the Chairperson of Department, the External Examiner (s).
- (x) Internal or External Examiners shall not divulge marks to candidates. All documents tabled during Departmental and School Board of Examiners Meetings shall be reclaimed from members of the Board at the end of the Meeting.

### **8.3 Invigilation And Conduct Of Examinations**

- (i) The Principal Internal Examiner shall circulate the instructions to candidates, before the start of regular University examinations, setting out details of procedures to be followed in the conduct of examinations as detailed in section 12 of this document.
- (ii) Invigilators who are normally academic members of staff shall be appointed and briefed by the Chairperson of Department who is the Principal Internal Examiner
- (iii) The names of all invigilators and examination time-tables shall be sent to the Dean and a copy to the Registrar, Academic Affairs one month before the start of the Examinations.
- (iv) Subject to a minimum of two invigilators per room for candidates not exceeding 50, the number of invigilators to candidates after the first 50 candidates shall be in the ratio of 1:50. In appointing invigilators, care should be taken to ensure gender representation is upheld and that at any one time while the examination is in progress, there is at least one invigilator in the examination room.
- (v) All invigilators shall, under the direction of the Chief Invigilator, be responsible for the distribution, monitoring, collection and security of examination papers, and for such other duties as may be assigned to them by the Chairperson of Department.

- (vi) The **Course lecturer** shall collect all examination papers and related materials from the Examination Centre(s), at least half an hour before the start of the examination.
- (vii) The Registrar, Academic Affairs shall ensure the uniformity in colour and appropriate serialization of examination answer booklets.
- (viii) The Invigilator shall ensure that all examinations start and end on time.
- (ix) Invigilator who fail to invigilate examinations **and those who disappear before examinations are concluded** shall face disciplinary action.
- (x) The Chief Invigilator shall ensure that all unused examination booklets and other examination materials are returned to the Examination Office normally not later than 24 hours after the examination.

### 8.3 External Examiners

#### *a Appointment*

- (i) An External Examiner shall be a renowned academician specialized in the field they are appointed, at the level of Senior Lecturer and above.
- (ii) External examiners shall be appointed per program. The Senate shall appoint External Examiners on the recommendation of Departmental and School Boards
- (iii) External Examiners shall be invited to moderate examinations at the end of each academic year unless otherwise approved by Senate.
- (iv) External Examiners should not have taught the subject(s) to be examined on either full time or part time basis during the previous four years.
- (v) External Examiners shall normally be appointed for a non-renewable term of four (4) years.

#### *b Duties of External Examiners*

- (i) The External Examiner shall be provided with examination answer scripts, examination and continuous assessment question papers, marking scheme and individual mark sheets by the Chairperson of Department.
- (ii) The External Examiner shall be expected to review extreme cases i.e. candidates who are failing, those who are passing exceptionally well and cases of candidates whose performance may be considered as borderline
- (iii) In cases where a course is assessed by more than one internal examiner the difference between two scores awarded by internal examiners should not exceed 10%. Where the difference is more than 10%, the Departmental Board of Examiners shall agree on the award of the final mark with the advice of the external examiner where necessary.



- (iv) External Examiners shall submit written reports to the Senate, through the Vice Chancellor, on their observations on the general standard of examination papers and performance of candidates.
- (v) The External Examiners shall attend Departmental Board or **School Board** of Examiners' meetings to present their reports.

### **Processing of External Examiner's Reports**

- (i) Departments shall discuss the External Examiners' report(s) within one month of receiving it and prepare a response.
- (ii) The responses by Departments to the External Examiners' reports shall be sent, through respective deans, to director quality assurance for consolidation and presentation to a subsequent senate meeting.
- (iii) The Deans of Schools shall call Special Board meetings to discuss External Examiners' report and responses of Departments, within two weeks of receiving the reports from the Heads of Department.

## **9. EXAMINATION RESULTS**

### **9.1 Processing Of Examination Results**

- (i) All Internal Examiners shall submit results, scripts, projects and other assessment materials and records to the Heads of Departments within six (6) weeks after the end of the examination. Heads of Department shall maintain accurate records of students' performance and account for each and every examination of a course done by a candidate.
- (ii) Chairperson of Department shall call Departmental Board of Examiners to consider all examination results by the 7<sup>th</sup> week from the last examination date.
- (iii) Deans of Schools shall call School Board of Examiners to consider all examination results by the 8<sup>th</sup> week from the last examination date.
- (iv) External Examiners shall consider examination results from departments at the end of the eighth (8<sup>th</sup>) week after the end of second semester or at the end of academic year examinations. At the end of external examinations, a Departmental Board of Examiners or School Board of Examiners meeting shall be convened to give an opportunity to the external examiner to table his/her report and discuss issues related to the examination with the departmental or school board members.

- (v) All examination results shall be confidential until they have been considered by the School Board of Examiners and shall be provisional until approved by Senate.
- (vi) The Deans shall forward provisional examination results to Senate for final consideration and approval in the ninth (9<sup>th</sup>) week after the end of the examinations.
- (vii) **Any lecturer or officer who fails to adhere to the set examination almanac shall face disciplinary action.**
- (viii) Senate may accept, reject, vary or modify examination results presented to it by the School Board of Examiners.
- (ix) Once these results have been approved by Senate, no Department, School, any individual or agent apart from Senate shall have the authority to alter examination marks or results.
- (x) The onus of obtaining the examination results is the responsibility of the candidate

## **9.2 Release Of Examination Results**

- (i) Internal examiners shall mark scripts on a semester basis and submit examination results to the Chairperson of Department within a period of four (4) weeks after the end of the examinations.
- (ii) Deans shall release provisional results to all candidates, in form of provisional transcripts within four **(4) weeks** after the results have been considered by the School Boards of Examiners.
- (iii) All transcripts shall only show letter grades, but not marks scored by the candidate.
- (iv) The Registrar Academic Affairs shall, before the start of the next academic year, formally inform students of their status. This entails those proceeding to the next year of study, re-sitting examinations, or retaking the year of study.
- (v) The Deans shall forward the Consolidated Mark Sheets to the Registrar Academic Affairs two (2) weeks after all examinations have been approved by Senate and all the entries accurately completed, checked and signed by the Dean.
- (vi) The Registrar, academic Affairs shall issue official transcripts to students every academic year depicting letter grading, in accordance with the grading system approved by Senate.

## **9.3 Grading System And Other Requirements**

### **9.3.1 Grading System**

- (i) The performance of candidates in University Examinations shall normally be determined by letter grades from both Continuous Assessment Tests, and end of semester examinations.

- (ii) Each course shall be marked out of a maximum of 100 marks, unless otherwise approved by Senate
- (iii) The **final mark** for each unit shall be rounded off to the nearest whole number.
- (iv) The pass mark for all courses shall be 40% unless otherwise approved by Senate.
- (v) A candidate must pass in all prescribed courses before they are awarded degrees
- (vi) The examination grading system shall be as follows, unless otherwise specified by the Senate

<b>Percentage Marks</b>	<b>Grade</b>	<b>Performance</b>
70 – 100	A	Excellent
60 -69	B	Good
50 -59	C	Average
40 – 49	D	Pass
39 and Below	E	Fail

#### **9.4 Compensation Within The University Grading System**

- (i) Compensation shall be possible, but not compulsory, for Regular Examinations.
- (ii) Compensation shall be considered by School Board of Examiners when results are being processed at the end of every academic year. For courses serviced by other schools, the relevant host schools (where the student belongs) shall be required to apply the compensation rule where applicable to all courses done by their students.
- (iii) Candidates who score 37, 38 or 39 marks (**or 47, 48 and 49 marks in case of medical courses**) may be compensated to obtain the minimum pass mark of 40% or 50%. Compensation must be transacted between closely related courses only.
- (iv) No candidate shall receive compensation for more than one course per semester.
- (v) Marks for compensation shall be obtained by subtracting marks from a subject with a close correlation with the subject being compensated. Compensation shall be in the ratio of compensated marks to compensating mark of 1:2 marks to be effected once.

#### **9.5 Classification Of Degrees**

- (i) All marks obtained in the prescribed courses in each year of study shall be considered for the purpose of degree classification, unless otherwise approved by Senate.

- (ii) In classifying a degree, the final percentage mark for the entire study period shall be calculated by summing the percentage mark for each course, multiplied by the number of credit hours in that course, divided by the total number of credit hours for the programme.

$$Finalpercentage = \frac{(\sum \%Marks \times Credithours)}{(TotalCredithours)}$$

- (iii) In working out the final percentage aggregate mark, the following shall be considered:

- (i) In using the formula above to calculate the final percentage aggregate for the entire study period all prescribed courses for the student for all academic years are used.
- (ii) The percentage mark for each course shall be multiplied by the number of credit hours for the course to get a product. The products for all prescribed courses shall be summed up and divided by the total number of credit hours for the entire study period and rounded off once to the nearest whole number to get the final percentage aggregate.
- (iii) In cases where a candidate has done more courses or credit hours than the number prescribed for the programme in an academic year, only core courses and the best performed and approved elective courses that together add to the number of prescribed course units required for that year of study are considered in the calculation of final percentage aggregate.
- (iv) Optional courses are not included in the calculation of the final percentage aggregate.
- (v) *Variation to the use of the formula*

The final percentage aggregate is calculated differently with respect to engineering programmes. The steps followed in the calculation are as follows:

- The percentage mark for each year is computed separately using the formula in 9.5 (ii).
- (vi) The final percentage mark for engineering programmes is calculated by first working out a proportion of the final percentage mark for each year to contribute to the final year aggregate, which is, (10%) for first year, (15%) for second year and (25%) each for subsequent years and finally summing up the outcome.
  - (vii) Undergraduate Degrees shall be classified into First Class Honours, Second Class Honours (Upper Division). Second Class Honours (Lower Division) and Pass, except those approved by Senate.

<b>Class</b>	<b>Percentage Marks</b>
First Class Honours	70 – 100%
Second Class Honours (Upper Division)	60 – 69%
Second Class Honours (Lower Division)	50 – 59%
Pass	40 – 49%

- (viii) Candidates taking medical courses such as Nursing and Animal Health & Production shall have their final percentage aggregate calculated using the formula in 9.5 (ii) but are not classified.

#### **9.6 Appeals For Reassessment Of Examination Results.**

- (i) After the release of provisional results by the Dean, a candidate may appeal to the Dean within a period of three weeks for remarking, and a copy to the Registrar Academic Affairs giving reasons.
- (ii) A candidate who requests for a remark shall pay a non-refundable fee of One Thousand Kenya Shillings (Ksh.1000), per paper, or such other amounts as may be determined by Senate.
- (iii) The Dean shall propose an independent examiner to mark the script (s) and forward the name to the Chairperson of Senate for consideration.
- (iv) The Chairperson of Senate, upon receiving a request for remarking from the Dean, shall appoint or reject the proposed examiner to mark the script (s) and report to Senate. If the Chairperson of Senate rejects the internal examiner proposed by the Dean, he/she shall inform the Dean so with reasons and request him to nominate another examiner.
- (v) An independent Examiner, as appointed by Senate, refers to an Internal or an External Examiner, Who has not taught or examined the candidate in the Particular course.
- (vi) The independent examiner appointed by the Chairperson of Senate on behalf of Senate shall release the marks within two (2) weeks and report to the School Board.



- (vii) The score obtained on remarking a script shall be the accepted provisional mark, which shall be forwarded to Senate for approval.

## **10. TRANSFER OF STUDENTS TO OTHER ACADEMIC PROGRAMMES**

- (i) Candidates who have passed in the first year of study may be allowed by Senate to transfer only once, to other programme (s) of their choice in the second year of study, provided that they meet the entry requirements for that or those programmes. Such candidates may be given credit transfer from passes obtained in previous courses to be taken in the new programmes.
- (ii) Candidates who have failed in their first year of study may be allowed by Senate to transfer to a programme or programmes of their choice only once, provided they meet the entry requirements for that or those programmes (s) but they shall be given credit transfer for the courses they have passed in.
- (iii) Candidates in the second and subsequent years of study, who have failed and may wish to change to another programme, may be allowed by Senate to transfer to another programmes of their choice, if they meet the entry requirements for the said programme(s). Credit transfer shall be given where appropriate.

## **11. EXAMINATION IRREGULARITIES**

### **11.1 Procedure For Reporting Examination Irregularities**

- (i) Prior to the beginning of each examination, the invigilators shall draw to the attention of candidates the seriousness with which examination shall be treated.
- (ii) When an invigilator suspects a candidate to have committed an irregularity, other invigilators shall be consulted, and the candidate shall be informed that a report shall be submitted to the Registrar, Academic Affairs.
- (iii) The invigilator shall, if possible, confiscate the material that is suspected, but the candidate shall be allowed to complete writing the examination.
- (iv) The candidate shall, at the end of the examination paper, be asked to make a written statement to be submitted to the Registrar, Academic Affairs by the

Main Invigilator. In the event that a student refuses to write a statement, this shall be considered as contempt of Senate.

- (v) The Main Invigilator and the Chairperson of Department shall make a full report of the incident to the Registrar, Academic Affairs through the Dean immediately after the examination
- (vi) The Chief Invigilator's report and the candidate's statement shall be considered by the Standing Committee of Senate on Examination Irregularities.

### **11.2. Standing Committee Of Senate On Examination Irregularities**

The Standing Committee shall normally be composed of the following or their representative:

- (i) The Deputy Vice - Chancellor in charge of Academics or his representative as Chairperson.
- (ii) The Registrar, Academic Affairs, who is the Secretary to the Committee or his/her representative.
- (iii) Three members of Senate appointed by the Vice Chancellor
- (iv) The Dean of the School in which the candidate is registered
- (v) The Dean of Students
- (vi) Any other person co-opted by the committee (in attendance)

#### **In Attendance**

- (vii) The Legal Officer
- (viii) Deputy Registrar, Academic Affairs
- (a) A student who is alleged to have committed an examination irregularity **shall** be heard and given the opportunity to call witnesses and to cross-examine witnesses who have testified against him/her.
- (b) Those giving evidence shall not be members of the Committee.
- (c) The Committee shall meet, investigate, give a student a chance to be heard, and make a report within one month after the end of each semester.
- (d) If the Committee is unable to reach a verdict by consensus, a vote shall be taken by substantive members except the chair who shall have a casting vote.
- (e) The decision of the Committee shall be communicated to the student within 5 working **days from the date of the verdict** and a report made to Senate to note.
- (f) The **Senate representative to the Committee** shall serve for a period of two years, renewable once.

### **11.3. Classification Of Examination Irregularities (charge case)**

#### **Group 1**

- (i) Being found in the examination room in possession of the prohibited items stated in section 20(vi) of this document
- (ii) Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time by the invigilators.
- (iii) Candidates who sit examinations with fee arrears without authorization.

#### **Group II**

- (i) Having unauthorized material in an examination room written on paper or other materials.
- (ii) Having unauthorized material in an examination room in electronic device such as mini computers, calculators and cell phones.
- (iii) Reading or attempting to read answer scripts belonging to another candidate.
- (iv) Possessing an unwritten examination script, other than the one issued officially by an invigilator in the examination room.
- (v) A candidate who repeats the offence stated in Group I (iii).

#### **Group III**

- (i) Copying from, or attempting to copy from, or making references to unauthorized material (s) in the examination room.
- (ii) Permitting another candidate to copy from or make use of one's papers to answer questions.
- (iii) Copying from the examination papers of another candidate.

#### **Group IV**

- (i) Carrying examination script/answer sheets, one's/or another candidate's out of the examination room.
- (ii) Obtaining or attempting to obtain assistance from another candidate, and/or giving or attempting to give assistance to another candidate (impersonation), directly in answering an examination paper. If the imposter is not a student of Maasai Mara University, the University shall be at liberty to file a criminal charge of impersonation in a court of law against the person.
- (iii) Destroying evidence which may be used as proof of an examination irregularity.
- (iv) Threatening an invigilator(s), and obstructing the invigilator from carrying out

his/her duties and assaulting the invigilator or causing him or her actual bodily harm.

- (v) Presenting for examination the works of another person or persons without acknowledgement and with intent to deceive.
- (vi) Sitting for examinations at a time when one is on suspension or has been expelled to show cause.
- (vii) Committing a subsequent irregularity after being warned or suspended and re-admitted.
- (viii) Failing to appear before the Standing Committee on Examination Irregularities when one has been summoned to do so after a suspected examination irregularity. In this case, the candidate shall be expelled to show cause.
- (ix) Any evidence of cheating in an examination that may be detected during marking.

**Group V**

- (i) Using forged document(s) to sit an examination or sitting an examination when not authorized.
- (ii) Accessing a question paper or questions of an examination before the date and time scheduled for the examination.
- (iii) Presenting for marking an examination answer script whose answers were written elsewhere other than in the examination venue at the time when the examination paper was scheduled to be done.

**Group Vi**

Any emerging evidence of cheating, falsification of examination results, or committing any of the offences in group I-V above after the student has graduated.

**11.4. Disciplinary Action**

If it is evidently established that a candidate has committed an examination irregularity, disciplinary action shall be taken immediately. Although an attempt has been made to match an examination irregularity with a disciplinary action (s) by making them fall in the same group, disciplinary action may include either one or a combination of the following:

**Group I** either of the following verdicts shall apply:

- (i) Issuance of a stern warning letter to the candidate
- (ii) Cancellation of examination results in the affected course and issuance of a stern warning letter

**Group II** Cancellation of the examination results for the course and suspension of the candidate for one (1) academic year.

**Group III** - Cancellation of the examination results for the course and suspension of the candidate for a period of two (2) academic years

**Group IV** – (i) Cancellation of all examination results and expulsion of the candidate from the University.

**OR**

(ii) Cancellation of all examination results for the academic year and suspension of the candidate from the University for three (3) academic years.

**Group V:** Refer the case to student disciplinary committee

**Group VI** - Withdrawal or cancellation of the degree/diploma/certificate conferred on or awarded to the candidate upon establishing that cheating or falsification of results did indeed occur.

### **11.5. Appeal**

- (i) There shall be a Standing Examination Irregularities Appeals Board appointed by Senate to hear examination irregularity appeal cases whose membership shall be as follows:
  - Chairperson - Chairperson of Senate or Nominee
  - Members - 5 members of Senate appointed by the Vice Chancellor
    - The Registrar Academic Affairs as Secretary
    - Legal Officer shall be in attendance.
- (ii) Any appeal shall be made in writing within fourteen (14) days of the decision of the Standing Committee on Examination Irregularities to the Chairperson of Senate who shall then cause a meeting of the Committee to be convened within fourteen (14) days after receiving such a request.
- (iii) The Registrar, Academic Affairs shall invite the student who has appealed to appear before the Appeals Board of Examination Irregularities.
- (iv) The Standing Examination Irregularities Appeals Board shall only consider the grounds of appeal presented by the student. There shall be no fresh hearing or presentation of new evidence during the hearing of the appeal
- (v) The standing Examination Irregularities Appeals Board may make any of the following decisions: confirm the earlier decision of the Standing Committee, amend, vary or arrive at a new ruling on the case.



- (vi) The Standing Examination Irregularities Appeals board shall report its findings to Senate for consideration within one month of hearing the appeal and the outcome communicated to the student by the Registrar, Academic Affairs within five (5) working days after Senate consideration.
- (vii) No other appeal shall be entertained after Senate has considered the report of the Standing Examination Irregularities Appeals Board and pronounced its verdict.

## **12. LEAKAGE OF EXAMINATIONS**

- (i) Any act which results in a candidate or a person having unauthorized access to, or knowledge of examination questions or of any materials related to the examinations, before the scheduled date and time of the examination shall amount to leakage of examinations.
- (ii) Any person, who suspects that a leakage has taken place, shall immediately report to the Dean of respective school and the Deputy Vice-Chancellor, A & SA, and the Registrar Academic Affairs.
- (iii) If established that a leakage occurred, the Registrar, Academic Affairs shall nullify the examination and order a fresh examination to be set and administered.
- (iv) The Standing Committee of Senate on Examination Irregularities shall investigate the suspected leakage. The Committee shall be constituted as specified in Section 12
- (v) The Standing Committee of Senate on Examination Irregularities shall make recommendations to Senate, based on their findings, including referring persons involved for disciplinary action within one month from the time of reporting the Leakage.

## **13. EXAMINATION SCRIPTS, ACADEMIC TRANSCRIPTS, ACADEMIC CERTIFICATES AND GRADUATION**

### **13.1 Loss Of Examination Scripts**

- (i) Loss of scripts shall apply to situations in which scripts, which have been certified as having been handed in by the candidates at the end of an examination paper, are misplaced or found to be missing at the time of processing the result.
- (ii) Marking of examination scripts shall normally be done within the University precincts.

- (iii) The Principal Internal Examiner shall report cases of loss of answer scripts to the Registrar, Academic Affairs through the Dean of School.
- (iv) The Standing Committee of Senate on examination irregularities shall investigate such loss of answer scripts and report its findings to Senate.
- (v) Senate shall determine, based on the report, assessment of candidates whose marks are missing and the cause of action to be taken against those found to be responsible for the loss of answer scripts.

### **13.2 Collection Of Certificates**

- (i) Certificates shall be collected personally by the successful candidates after meeting all clearance requirements. Additionally, the candidate shall be required to produce original copies of previous certificates or other documents that act as proof that the person concerned qualified to join the University to pursue the programme for which the certificate is being collected. If it is established that a graduate used falsified documents to pursue a University programme, any degree or certificate obtained as a result shall be cancelled by the Senate and appropriate disciplinary and/or legal action taken against those found to be involved with the malpractice.
- (ii) Once a certificate has been collected it shall not be accepted back for rectification or for any changes to be made
- (iii) Certificates not collected within one year after graduation shall attract annual storage fee of Ksh. 10,000.00 per annum or such amount as may be determined by Senate from time to time.

### **13.3 Loss Of Academic Transcripts**

- (i) In the event of loss of original transcripts or request for additional original transcripts by candidates, replacements or extra transcripts may be issued at a fee of Two Hundred Kenya Shillings (Ksh. 200) per copy, or at such other amount (s) as may be determined by Senate from time to time.

### **13.4 Loss Of Academic Certificates**

Under no circumstance shall the University replace a lost certificate.

### **13.5 Graduation**

- (i) After completing final year of study, students must apply to be considered for graduation by filling “intent to graduate forms” available at the office of the Dean of School.
- (ii) Prospective graduands who have complied with the requirement in 13.5(i) above must clear any fee arrears two months before the graduation date.

- (iii) Prospective graduands shall provide the correct spelling of their names and specify the order in which the name should appear in the certificate. Any corrections sought with respect to the spelling or order of name after a certificate has been printed shall be charged a fee of five thousand (Kshs. 5000) shillings.

### **13.6 Certification Of Copies Of Academic Testimonials**

The first two copies of a transcript or certificate shall be certified at no cost to the successful candidate. Thereafter, all other copies shall be certified at a fee of Kenya shillings one hundred (Kshs. 100/-) per copy or such fee as shall be determined from time to time by Senate.

## **14. DISPOSAL OF SCRIPTS**

- (i) The Registrar, Academic Affairs shall be the custodian of examination scripts.
- (ii) The Registrar, Academic Affairs shall dispose of examination scripts four (4) years after a candidate has left the University.
- (iii) Results and scripts, which involve appeals or court litigation, shall not be disposed off until the matter is finally determined.
- (iv) Rules governing confidentiality of information shall apply in the disposal of scripts.

## **15. EXEMPTIONS**

- (i) Senate may, at its discretion, grant a School or an Institute, exemption from any of the requirements of these rules and regulations upon request.
- (ii) Senate may, on the recommendation(s) of a School Board, grant any candidate(s), exemption from any of the requirements of these Rules and Regulations if it is convinced the implications of such exemptions and its ripple effect would not affect the University adversely.

## **16. INSTRUCTIONS TO CANDIDATES AND INVIGILATORS CONCERNING WRITTEN EXAMINATIONS**

- (i) Candidates shall be admitted into the examination room ten (10) minutes before the start of the examination. Question papers will be placed upside down on the desks before they enter the examination room. Candidates must not turn over the question paper until they are instructed to do so.
- (ii) A candidate who arrives within the first half hour of the start of the examination may be allowed into the examination room provided no other candidate has left the room. Such a candidate will have no extension of time to compensate for the lateness.
- (iii) No candidate shall leave the examination room Thirty (30) minutes before the end of an examination.
- (iv) No candidate shall enter the examination room after thirty (30) minutes from the start of the examination. A candidate who is excluded from the examination under this Regulation should report to the Chief Internal Examiner (Dean of the School).
- (v) Student Identification cards should be conspicuously displayed. Candidates who do not have Identification cards shall not be allowed to sit examinations.
- (vi) Books, bags, notes, rough papers, folders, clipboards, pencil cases, cellular telephones, pagers, alarm watches, earphones, notebooks or any such material that may hinder transparency, or that are likely to raise suspicion should not be brought into the examination room. Log books and calculators should be brought into the examination, unless there is a provision to the contrary for a particular examination paper. All unauthorized materials should be handed over to the Chief Invigilator before the start of any examination.
- (vii) Invigilators shall have power to confiscate any unauthorized material(s) brought into the examination room and expel from the examination room any candidate who creates a disturbance and breaches the peace of an examination.
- (viii) Candidates should acquaint themselves with the instructions on the front page of the answer books.

- (ix) Candidates should write their registration numbers, course codes, course titles and paper numbers on each answer book. Each sheet of an answer book should indicate question numbers attempted
- (x) Candidates are not allowed to communicate with each other, either verbally or through other means, during an examination without permission of the Invigilator.
- (xi) Candidates are not allowed, in their course and assignments, to reproduce the works of another person, other persons without acknowledgement, and with intent to deceive. This amounts to plagiarism, a serious offence which will lead to disciplinary action being taken against such a candidate.
- (xii) Eating, Drinking and Smoking is forbidden in an examination room.
- (xiii) Candidates must stop writing and assemble their scripts at the end of the examination, on the instruction of the Chief Invigilator and hand in their scripts as instructed by the invigilator.
- (xiv) Candidates are not allowed to remove answer books or sheets from the examination room.
- (xv) A candidate who is unable to sit an examination should report the circumstances to the Dean/COD of the relevant school immediately.
- (xvi) Misreading of the examination timetable is not sufficient cause for failing to sit an examination.

## **17. NON-COMPLIANCE WITH EXAMINATION RULES AND REGULATIONS**

Senate shall take appropriate action against any person who does not comply with any of these Regulations.

## APPENDIX

### DECLARATION

I,

.....  
.....  
.....

ID NO: .....

Declare that I have read the rules and regulations governing Maasai Mara University examinations and conduct and understood their content and meaning, and undertaken to abide by them.

Signed: .....

Date: .....

School admitted to: .....

Registration NO: .....



# MAASAI MARA UNIVERSITY

Eng'eno e puaan (Knowledge for prosperity)



## CONTACT US

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