

EXAMINATIONS POLICY





TROPICS COLLEGE OF BUSINESS AND MANAGEMENT

EXAMINATION POLICY

MAY, 2022

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APPROVAL

This Examinations Policy was written and approved by the proposed Governing Council of Tropics College of Business and Management.

Policy Title: TCBM Examinations Policy.

Policy Theme: Ensuring honesty and integrity to achieve fairness, efficiency and accuracy in the Management of Examinations.

Policy contact: The Academic Registrar.

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Signed:



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Principal



Dr. David John Ndegwah, PhD

Chairperson Governing Council

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LIST OF ABBREVIATIONS/ACRONYMS

ICT: Information and Communication Technology

TCBM: Tropics College of Business and Management, Iganga

NCHE: National Council for Higher Education

HOD: Head of Department

1.0 Background

Tropics College of Business and Management is a private tertiary institution seeking a provisional license to establish and operate a private tertiary institution in Uganda. The founders are re-known academicians and prosperous business managers with a strong passion for delivering quality education services. The Directors; Dr.Otieno Charles Alphonse is a senior lecturer who has taught in various Universities in Uganda and Kenya. Christine Deborah Logose is a prosperous business lady.

In a spun of five years since 2016, the institution has developed and established, the basic infrastructure, administrative structures and Education facilities suitable for operating a tertiary institution

1.1 Motto

Our motto is “Aim and pursue”

1.2 Vision.

To be a centre for professional development to address the changing global demands.

1.3 Mission

To mould competent, innovative and honest professionals who are self-reliant and readily acceptable in the job market.

1.4 Objectives

The objectives for which Tropics College of Business And Management is established are: -

- (a) To equitably expand access to higher education to the rural community.
- (b) To produce highly and practically skilled human resource for service to society.
- (c) To strengthen and expand business and management studies.
- (d) To initiate and promote innovations in education and use of technology.
- (e) To promote better understanding of the basic principles and methodology along with practical knowledge and skills of business and management.

- (f) To equip graduates with the analytical tools to solve pertinent issues in business and management.
- (g) To aim at ensuring an increased number of learners from rural areas and ensure that the learners receive equitable and quality education through providing experienced and highly trained professionals to secure effective support of the training needs.

1.5 Core values.

1.5.1 Compassion; exhibit concern for others

1.5.2 Diversity; value and respect for each person's uniqueness.

1.5.3 Excellence; set and meet high standards.

1.5.4 Integrity; cultivate an environment for fairness and honesty

1.5.5 Stewardship; hold ourselves accountable for the efficient and effective use of resources entrusted to us

1.6 Focus areas.

- ❖ Effective administration and management
- ❖ Infrastructural Development
- ❖ Human resource Development
- ❖ Finance generation and management
- ❖ Quality assurance in academics and ICT skills
- ❖ Improved research and Library services
- ❖ Students' welfare.

1.7 Physical Location

Tropics College of Business and Management, Iganga is located in Busei South, Nakalama sub-county, Iganga District along Iganga-Malaba High way two kilometres from Iganga town and one kilometre off the highway on the right.

2.0 Students' examination regulations

2.1 Students' registration for the examination

No candidates will be admitted to any examination unless:

- i. They are registered students of the College with a valid Registration Card and Examination Card.
- ii. They have satisfactorily attended the course, and done the course work. Course work marked papers shall be submitted to the Head of the Department two weeks before the end of the semester and course work marks shall be put on the notice board a week before the beginning of the examinations.
- iii. They have been exempted from any such requirements by the Principal on the recommendation of the department concerned.

Any candidate who has been absent from the College for a prolonged period during the semester for any reason whose attendance at prescribed lectures, classes, practical classes, seminars, tutorials or clinical instructions has been unsatisfactory, or has failed to submit essays, exercises, tests or examinations set by lecturers, may be denied the Certificate of Due Performance and may be barred by Registrar on the recommendations of the department, from sitting any College examination. Certificates of attendance shall be issued by individual lecturers through their heads to the Academic Registrar, two weeks before the end of a semester.

2.2 Venue and period of Exams

The College examinations shall be administered at the end of each semester and exceptions shall be approved in advance by the Dean of Students in consultation with the Academic Registrar.

2.2.1. Examinations Period

All the courses offered for gaining credit shall be examined during the last two weeks of the semester in which the courses are offered.

2.2.2 Examinations Timetable Committee

The Office of the Academic Registrar shall institute a Central Timetabling Committee, coordinated by the Academic Registrar's Department.

2.2.3 Examination Timetable:

The College Examinations shall be administered according to an examination timetable prepared by the Central Timetabling Committee and approved by the Academic Registrar. Any exceptions shall be approved by the Dean of students in consultation with the Academic Registrar.

2.2.4 Publication of Examination Timetables:

The Central Timetable Committee shall design examination timetables and publish them at least four (4) weeks before the examination period.

- The timetable is displayed on the notice boards as your personalized timetable, which gives you allocation of date, time and examination room.
- A lot of reasonable care is made for the examination sessions not to clash, there might be incidences where this happens due to limited time/Examination rooms. When the first draft of the timetable is published, you might find clashes in your timetable whereby you are supposed to appear in more than one examination at the same time or the list examinations is wrong or missing,
- Attention of the Academic Registrar is drawn about such a problem as soon as possible.

2.2.5 Reporting Time for Examinations:

Candidates shall report to the examination room thirty (30) minutes before the commencement of examinations.

2.2.6 Examination Venues:

Examination venues shall be opened thirty (30) minutes before the commencement of examinations. A candidate who reports thirty (30) minutes after commencement of a particular examination shall not be allowed to sit for that particular examination.

3.0 The College examination management team:

The College will form a management team that comprises of exam moderators, invigilators and examination scouts. All these persons will be of unquestionable integrity appointed to oversee the conduct of examinations.

3.1. Examination moderation:

Following guide lines from NCHE and to ensure that quality and standard of examination is not compromised, the examination committees will be formed; these committees may be composed of two members from each department to make four members that will represent the board. However, the dean will be the fifth person as chairperson

The committee's roles will be as follows:

- i) Moderate all questions of the examination paper set by the departmental lectures, paying particular attention to clarity and mechanics of language and spellings.

- ii) Moderate the marking guide /indicative marking criteria. This will include moderating the outline model answers for essay-type or open-ended question and the allocation of marks for each part/section or step.
- iii) Moderate the general instructions on the front cover of the Question Paper, including module name, code, time-allocation and any other instructions.
- iv) Ensure that special tables, formulae and other technical documents accompanying the Question Paper are available as per the Examiner's setting.
- v) Edit and suggest improvements to the questions.
- vi) Ensure that there is a balance between the time allocated for the paper, the complexity or level of difficulty of the questions and marks allocated.
- vii) Check and suggest improvements to the model answers or outline model answers and marking guide/indicative marking criteria to dovetail with intended answers.
- viii) Ensure that a final exam paper is generated that is submitted to registrar's office for multiplication by the Chairperson.

3.2 Invigilation of Examinations.

The College academic staff that will undertake the course units will be taken as invigilators of their course units and their mandate / roles will be as stipulated below.

- (i) To sign and receive the examination material from the registrar's office in adequate time before the beginning of exams.
- (ii) To report to the examination room half an hour before the commencement of the exam.
- (iii) Ensure that No reading Material is inside and outside the Examination Hall. Any material found within the vicinity will be confiscated pending Disciplinary Action.
- (iv) To inspect the candidate at the entrance to the examination
- (v) Distribute answer scripts and ensure that each candidate fills the cover page correctly and in full
- (vi) Be vigilant for any examinations malpractices and report such cases to the HOD, Dean of students, Registrar's office or higher authority.
- (vii) Make the candidates leave the examinations room only when they have completed the exam and signed the attendance list and, in any case, not earlier than half an hour before the end time.

(viii) Return the scripts in secure binding with at least copies of question papers and attendance

3.3 Examination Scout:

A Scout is:

- A person of unquestionable integrity appointed to oversee the conduct of examinations.
- A person who is conversant with the Examination regulations.
- A person that does not allow any examination malpractice.
- Ensures that the examination environment is conducive i.e. No reading material is inside and outside the examination room.
- Ensures that the invigilators are present and are performing their duties.
- Ensures that examination requirements are delivered before the commencement of exams.
- Ensures that all candidates have cleared their dues by inspection and verification of Exam card

4.0 Examination results

4.1 Grading system

4.1.1 Grading of courses:

Each course unit shall be graded according to the computed marks obtained from both the continuous assessment and examination. The grade of Diploma awarded to a student shall be according to the grade point and Cumulated Grade Point Average (CGPA) scored.

Each course shall be graded out of a maximum of 100 marks and assigned appropriate letter grades and grade point average as follows:

A: 5, B+: 4.5, B: 4, C+: 3.5, C: 3, D+: 2.5, D: 2, F: 0.

4.1.2 Grade Point (GP)

The final marks for a Course shall be converted into Grade Points (GP) as follows:

Table 1: Table showing the grading system

Marks	80-100	75-79	70-74	65-69	60-64	55-59	50-54	0-49
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Alpha Grade	A	B+	B	C+	C	D+	D	F
Grade Point (GP)	5.0	4.5	4.0	3.5	3.0	2.5	2.0	0

The pass mark for any course unit is 50% equivalent to GP of 2.0 and the course pass grade is 2.0.

4.1.3 Weighted Grade Point (WGP)

The GP scored for each course shall be weighted by multiplying the GP by the credit unit for the course. The WGP will determine if the student qualifies for normal progress. (Please see details in the paragraph on progression). It will also be used for determining the grade of Diploma awarded to the candidate.

4.1.4 Computation of Grade Point Average (GPA)

The Grade Point Average (GPA) shall be calculated using the following formula:

$$GPA = \frac{\sum_{i=1}^n (PG_i \times CU_i)}{\sum_{i=1}^n CU_i}$$

Where PG_i the Grade Point is score in course ; CU_i is the number of Credit Units of course i ; and n is the number of courses taken in that semester or recess term. CGPA is calculated using a formula similar to the one above, but is the number of course taken from the beginning of the program up to the time when the CGPA is being computed

4.1.5 Cumulative Weighted Grade Point Average (CWGPA)

The Cumulative Weighted Grade Point Average (CWGPA) shall be computed as follows:

- Compute the WGP for each of the courses taught during the year.
- Add together all the WGP's obtained as in (a) above for all the courses taken during that year.
- Divide the total obtained in (b) above by the total number of credit units taken during one year to get the CWGPA for the year.
- The CWGPA for the whole course is obtained by simple average of the CWGPA for year 1 and year 2.

4.1.6 Classification of Diploma

The Diploma shall be classified based on the Cumulative Grade Point Average (CGPA) as follows:

Table 2: Classification of Diploma based on the Cumulative Grade Point Average

Class	CGPA
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Class I (Distinction)	4.40-5.00
Class II (Credit)	2.80-4.39
Class III (Pass)	2.00-2.79

4.2 Submission of Examination Marks

Examiners shall submit examination questions, marking guides, marked scripts, marks, and signed attendance lists (duly endorsed by the supervisors/invigilators) to the Head of Department within three weeks from the time the examination is administered. Noncompliance to this policy shall be reported in writing to the Academic Registrar.

4.2 Board of Examiners and Department Committee

4.2.2 Academic Board of Examiners

There shall be Academic Board of Examiners constituted and approved by the Academic Registrar. Its membership shall be composed of internal examiners and such external examiners as may be present. It shall be chaired by the Dean of students and the Secretary shall be the College secretary

4.2.3 Department Committee

There shall be a Department Committee chaired by the Head of Department. Its membership shall be composed of internal examiners.

4.2.4 Approval of Examinations Results

Examination Results shall be approved as follows;

4.2.5 Approval by the Department Committee

The Head of Department shall convene a departmental meeting to consider course work and examinations results before forwarding them to the Faculty Examinations Board for vetting. Submission of marks shall include minutes of the Department meeting.

4.3. Approval by the Academic Board of Examiners

The Academic Board of Examiners shall vet and approve the examinations results. At this stage, the results shall be considered provisional until the College Academic Board approves and confirms them by signing.

4.3.1 Publication of Provisional Examinations Results

Head of department shall publish the provisional examination results as soon as the meeting of Academic Board of Examiners at the department is complete.

4.3.2 Publication Avenues

The publication of examination results shall be by displaying them on Notice Boards, TCBM website and the Information Management System.

4.4. Grievances and Appeals on Results:

4.4.1. Award of Marks

Course examiners retain primary responsibility for awarding marks. The Examiner's judgment remains final unless compelling evidence shows discrimination, differential treatment or procedural irregularities.

4.4.2. Reporting Grievances

It is the obligation of the aggrieved student(s) to report the grievance first to the Head of Department, who will request the Examiner concerned to resolve the matter.

4.4.3. Unresolved Cases

In case the examiner fails to resolve the matter, the HOD shall forward the case to Academic Registrar's Examinations Board.

4.4.4. Mode of Appeal

Grade appeals shall be submitted in writing not later than the second week of the next regular semester

5.0 Deferred Examination

It is essential that you let us know what happened if you miss an examination.

(i) A student who provides credible reason for failure to complete coursework assessment or to attend an examination based on above may be permitted to "sit" his/her deferred examination or course work assignment when the course(s) is being offered again.

(ii) A student who needs to defer an examination should submit application to his/her respective Heads of Department. The application and supporting documentation pertaining the absence may be presented as soon as the student is able, having regard to the circumstances underlying the absence but not later than the beginning of the semester in which the examination is scheduled, in

case where the medical Statement Form is provided. In other cases, including severe domestic affliction, adequate documentation may be provided to substantiate the reason for an absence.

(iii) In the case of an approved application for deferred final examination, the Academic Registrar will inform the Head of Department responsible for the course of the approved deferred examination. The Department will then notify the Lecturer concerned.

(iv) A deferred examination will not be approved if a student has not been in regular attendance in a course, where attendance means having completed less than half of the assigned work.

(v) Deferred examination shall be included in a student's maximum semester load. A student with two or more deferred examinations outstanding from a previous semester may be required to reduce the number of courses in which they are registered in order to accommodate deferred courses from previous semester(s)

(vi) The grades obtained from a deferred examination shall not be categorized as retake because the assessment (s) is for the first time.

(vii) A student shall be required to pay appropriate fee for deferred examination and payment shall normally be made at the beginning of the semester.

5.1. Holy Days during the Examination Period

- TCBM is a secular institution. It is the official policy of the Tertiary Institution that all days in a week are considered working days. Staff and students are expected to conduct or attend lectures and examinations at scheduled times and days.
- Requests to accommodate a student's religious creed by scheduling tests or examinations at alternatives may not be entertained.
- Students who miss examinations or tests based on religious creed, should inform their respective Heads of Departments as soon as the timetable is published preferably two weeks before examinations so as to avoid being categorized as being absent without justifiable cause and a course grade of ABS shall be assigned to that course(s).
- You are therefore urged to respond to the academic work in the Department even if it takes place on the respective days of worship.

5.2 Doubting Exam Marks

Every year there may be complaints from students who believe that their mark for one or more examination papers is too low. Departments must perform lots of checks and the chances of a mark

being significantly in error are tinny. The most common reasons are because the question has not been answered in sufficient depth or some of the required points in the answer have been missed. Answers are sometimes self-contradictory or illegible or the main point of the question has been missed.

5.3 Complaints about Examination Marks

The decision of the examiners regarding passes, fails and degree classification are taken with extreme care and attention, with one of the primary considerations being fairness to all students. Once those decisions are made, the opportunities to change them are very limited; in particular, students do not have the right to have their papers remarked (simply because the published mark does not match their expectation. Only if we are presented with prima facie evidence that a student has been treated unfairly will we even consider a change of decision.

Should you feel that the department has not treated you fairly, every student has the right to use the College examinations appeal procedure. Candidates shall make their requests in writing clearly specifying the grounds upon which the appeal is being made including, but not limited to the following;

- (i) That there exists or existed circumstances affecting the student's performance of which the examiners had not been made aware when their decision was taken;
- (ii) That there were procedural irregularities in the examination process;
- (iii) That there is evidenced of prejudice or bias or inadequate assessment on the part of one or more of the examiners.

Note:

- (a) That disagreement with the academic judgment of the examiners is not a ground for appeal.
- (b) That the mark which the candidate gets after remarking is the final mark.

5.4 Forgery

Cases of impersonation, falsification of documents or giving false/incomplete information whenever discovered either at registration or afterwards, will lead to automatic cancellation of

admission, dismissal from the College, revocation of awards where applicable and prosecution in Uganda's Courts of Law.

6.0 Examination Malpractices & Irregularities

Students are strongly warned against any form of examination malpractices/irregularities. It shall be an offence for a student/candidate to get involved in examination malpractices. Any student/candidate found guilty of the offence shall be dismissed from the College.

Students are advised to familiar themselves with all examination regulations, rules and guidelines especially those regarding examination malpractices/irregularities.

6.1 Academic Misconduct

Freshers are strongly warned against any of examinations malpractices/irregularities. It shall be an offence for a student/candidate to get involved in examination malpractices. Misconduct includes but not limited to the following actions:

6.2 Cheating

This is defined as any illegitimate behavior designed to deceive those setting administering and marking the assessment. Cheating in a College is a very serious academic offence, which may lead ultimately to expulsion from the College. Cheating can take one of a number of forms, including:

- (i) Taking into the exam venue, or possessing whilst in that room, may be books, notes or other material which has/have not been authorized.
- (ii) Writing notes on yourself or having notes on you person.
- (iii) Having notes written on your identity documents or authorized examination materials e.g. logarithm table.
- (iv) Accessing information stored or written on electronic equipment.
- (v) Copying from another student in an examination.
- (vi) Aiding or attempting to aid another candidate, or obtaining or attempting to obtain aid from another candidate.
- (vii) Passing yourself off as another.
- (viii) Such repeated behaviors as may in the view of the invigilator prejudice the performance of other candidates.
- (ix) The use of unauthorized books, notes, electronic aids or other materials in an examination.

(x) Obtaining an examination paper ahead of its authorized release

6.3 Collusion

That is the representation of another's work or ideas as one's own without appropriate acknowledgement or referencing, where the owner of the work knows of the situation and both work towards the deceit of a third party (while in plagiarism the owner of the work does not knowingly allow the use of his/her work).

6.4 Acting Dishonestly

In any way including fabrication of data, whether before, during or after an examination or other assessment so as to either obtain or offer to others an unfair advantage in that examination or assessments.

6.5 Plagiarism

This is the act of representing another's work or ideas as one's own without appropriate acknowledgement or referencing. There are three main types of plagiarism which could occur within all modes of assessment (including examinations):

- Direct copying of text from a book, article, fellow student's essay, handout, thesis, web page or other sources without proper acknowledgement.
- Claiming individual ideas derived from a book, article, etc. as one's own, and incorporating them into one's work without acknowledging the source of these ideas.
- Overly depending on the work of one or more other without proper acknowledgement of the source, by constructing an essay, project etc. by extracting large sections of the text from another source, and merely linking these together with a few of one's own sentences. (Departments may extend these definitions for specific subject areas and provide students with examples as appropriate). The correct referencing system for making quotations explicit and acknowledging sources shall be available through personal tutors or supervisors, specific tutorial sessions and handbooks).
- Contravention of the above regulations will be treated under the procedures for handling cases of suspected cheating, including plagiarism, in University assessment. Any student/candidate found guilty of the offence shall be dismissed or suspended from the College.

7.0 College examination regulations:

Below are instructions to candidates during the examination period as approved by the College Academic Committee

1. Candidates will be informed of the dates and times of examinations by means of the time table and notices published at least 3 weeks before the dates of commencements of examinations
2. It is the responsibility of each candidate to take note of the dates, times and venue of the examination (s) for which he/she is registered.
3. Should there be a change in the time-table for an examination after it is published; the change will normally be brought to the attention of the candidates by means of additional notices. Candidates will not be informed individually of time-table change.
4. Candidates shall be checked thoroughly before they enter the examination venues.
5. Only fully paid up and registered students shall be allowed to sit the University examinations.
6. Candidates will be admitted to the examinations room **fifteen minutes before the time the examination is due to begin**. During these fifteen minutes, the invigilators will:-

(i) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of answer books and the correct examination paper.

(ii) Write their registration numbers and names on the answer books and questions papers and sign on them.

(iii) Call attention to any rubric at the head of the paper which seems to require attention

(iv) Make any other related announcement (s).

7. Candidates are required to supply themselves with pens, pencils, rulers, racers, blotting papers, non-programmable simple calculators and the usual geometrical instruments.

8. Except for open-book examinations, no books, communication equipment's, bags or attached cases should be taken by candidates into the Examination room. Candidates are not allowed to use their own logarithmic tables, and statistical tables.

9. Invigilators shall have the authority to confiscate any unauthorized book, manuscript, or any other aid materials brought into the examination room. The invigilators shall also expel from the examination venue any candidate who creates disturbances that may disrupt the smooth running of the examination. Invigilators shall report any such incidence to the Head of Examination

Scouting who in turn shall report the matter to the Academic Registrar for action. Students should also submit written statements to the Academic Registrar. In case of a candidate suspected of giving or obtaining unauthorized assistance or attempting to do so, the Academic Registrar shall report the matter to Senate committee for disciplinary action.

10. No candidate will be permitted to enter the examination room after the lapse of **thirty minutes** from the commencement of the examination, and no candidate will be permitted to leave the examination room until thirty minutes have expired. Late candidates will not be allowed extra time. No candidates shall leave the examination room during the last ten minutes of the time allocated for the examination except in case of emergency.

11. At the end of the examination period, and on instructions from the Invigilator, candidates should stop writing and assemble their scripts, dully signed before being collected by the invigilator.

12. Candidates shall write their student numbers and names distinctly in the spaces provided in the answer books and at the top of every sheet of question paper. They shall also sign on the answer books in the space provided.

13. Invigilators shall not permit candidates to leave the examination room before their answer books have been collected. Candidates who wish to leave the examination shall hand their answer books to the Invigilator before leaving the examination room. Candidates who are permitted to leave before the end of the examination period should **not** leave their scripts on their desks, but hand them to the Invigilator dully signed.

14. Candidates shall be expected to sign an attendance register for each examination done.

15. The use of scrap papers is not permitted. All rough work should be done in the answer books and crossed out neatly through.

16. At the end of the allotted time, all candidates shall stop writing when instructed to do so by the Invigilator and shall gather their answer books together in order. They shall not leave their desks until the Invigilator has collected their answer books.

17. Candidates should report directly to the invigilator any person suspected to be indulging in examination malpractice.

The following are some examples of examination malpractice/irregularity:

- (i) Smuggling of unauthorized materials in any form into the examination room.
- (ii) Copying from one another

- (iii) External assistance
- (iv) Prior knowledge of examination questions
- (v) Impersonation
- (vi) Substitution of examination answers scripts.
- (vii) Collusion
- (viii) Communicating to other candidates while in the examination room without permission from the Invigilator.
- (ix) Any other conduct that may be deemed irregular.

Contravention of the regulation and instructions governing the College examination will lead to disqualification and cancellation of results of the candidate (s). Outright examination malpractices such as smuggling of unauthorized materials, external assistance, prior knowledge of questions, impersonation of scripts and collusion, when proved shall lead to dismissal from the College disgracefully.

8.0. Rules on malpractices/irregularities during examinations, assignments and tests.

Below are rules governing malpractices / irregularities during the course of study of candidates as approved by the senate committee.

8.1. Rule 1: Malpractice during Assignment and Tests

It shall be an offence for a student/candidate to avail to another student/candidate his/her prepared coursework or to negligently expose his/her coursework to another candidate to use.

8.1.1. Penalty:

Any student/candidate found guilty of the offence under Rule 1 above shall be liable to:

- i) Cancellation of his/her coursework/Tests and suspension from his/her studies for a period not exceeding one academic year.

8.2. Rule 2: Fraud during Coursework/Test

It shall be an offence for a student/candidate to:

- (a) Submit coursework not prepared by him/her
- (b) To plagiarize the work of any other person
- (c) Solicit/purchase any coursework from any other person.
- (d) Falsify/alter marks awarded on a coursework/test/script.

8.2.1. Penalty

Any student/candidate found guilty of involvement in fraudulent conduct related to coursework as set out in Rule 2 above shall be liable to:

- (i) Cancellation of his/her coursework and suspension from his/her studies for a period not exceeding one academic year, or
- (ii) Cancellation of his/her coursework and dismissal from the College.

8.3. Rule 3: Malpractices in the Conduct of Examinations

It shall be an offence for a student/candidate involved in an examination test to:

- (a) Sit or attempt to sit the examination without valid documentation
- (b) Enter the examination room later than half an hour after the examination/test has commenced.
- (c) Leave the examination room earlier than half an hour after the examination has commenced, except in emergencies with the express permission of the Invigilator.
- (d) Carry out a conversation or any other communication with another student/candidate once the examination has commenced.
- (e) Indulge in any disruptive conduct including, but not limited to, shouting, assault of another student/candidate, using abusive and/or threatening language, destruction of College property or the property of another student/candidates.
- (f) Take out of the examination room answer booklet (s), used or unused.
- (g) Neglect, omit or in any other way fail to follow lawful instructions or orders issued by the Invigilator.
- (h) Physically assault or insult an Invigilator or any College Official involved in the conduct of the examination/test
- (i) Any other conduct that may constitute an offence

8.3.1. Penalty

Any student/candidate found guilty of contravening Rule 3 above, shall be liable to:

- (a) Cancellation of the relevant examination/test and suspension from the College for a period not exceeding two years, or
- (b) Cancellation of the relevant examination and dismissal from the College or
- (c) A student/candidate who contravenes Rule 3 (f) shall be liable to a fine as well as any penalty specified above.

(d) Any student/candidates found guilty of contravening Rule 3 (h) above by physically assaulting an Invigilator or a College Official shall be dismissed from the College and prosecuted in courts of law.

8.4. Rule 4: Cheating in an Examination

It shall be an offence for any student/candidate involved in an examination to:

- (a) Take into the examination room, in person or by agent, unauthorized materials including, but not limited to, plain papers, condensed/summarized notes, books and handkerchiefs on which information is written or information written on any part of the body, recording apparatus, mobile phones or any unauthorized electronic equipment.
- (b) Copy from any other candidates/student
- (c) To plagiarize any other candidate/student
- (d) Aid and/or abet another candidate/student to copy from a script/book of another person
- (e) Exchange answers with another candidate/student in or outside the examination room.
- (f) Collaborate with another candidate/student in the examination room to use telephone discussions and share material including calculators and other electronic equipment.

8.4.1. Penalty

Any student/candidate found guilty of cheating in examinations as defined above shall liable to:

- (i) Cancellation of the relevant examination and suspension from the College for a period not exceeding two years, or
- (ii) Cancellation of the relevant examinations and dismissal from the College.
- (iii) Any student/candidate found guilty of cheating in examinations on second conviction shall be dismissed from the College.

8.5. Rule 5: Fraud in Examinations

It shall be an offence for a student/candidate involved in an examination to:

- (a) Import into the examination room, in person or by agent, a prepared answer scripts/booklet.
- (b) Substitute an answer script/booklet prepared outside the examination room for the one already submitted to the Invigilator/Examiner.
- (c) Falsify or alter marks awarded on an examination script/book.
- (d) Impersonate another student/candidate.

- (e) Procure or induce another person to sit for him/her
- (f) Utter false documents in relation to eligibility to sit College examinations.
- (g) Sit or attempt to sit an examination without authority.
- (h) Deliver to the Examiner's office or residence an examination script/booklet outside the scheduled time for delivery without due authority.
- (i) Fraudulently receive examination papers/questions which have been illegally procured or made available.
- (j) Fraudulently excess or attempt to access examination questions before the examination is due.
- (k) Pay or induce another person to illegally procure or make available examination questions/papers.

8.5.1. Penalty

Any student/candidates found guilty of fraudulent conduct as defined under Rule 5 above shall be liable to:

- i) Cancellation of the relevant examination and suspension from the College for a period not exceeding two academic years, or
- ii) Cancellation of the relevant examinations and dismissal from the College.

8.6. Rule 6: Offences Relating to the Conduct of Irregularities Hearing

It shall be an offence for any student/candidate whether or not he/she has been accused of an irregularity to:

- (a) Interfere with the conduct of investigations into the matter or the hearing of an irregularity by the Department and Irregularities Committee
- (b) Intimidate members of the Committee or other members of the College Staff or witnesses in the irregularity matter.
- (c) Destroy evidence relating to an alleged irregularity
- (d) Forge or utter false documents in relation to an alleged irregularity.
- (e) Bribe or attempt to bribe a College Official witness or any other person in relation to an irregularity by making constant telephone calls, visits, etc.

8.6.1. Penalty

Any student/candidate found guilty of offences relating to conduct of irregularities hearing as defined under Rule 6 above, shall be liable to:

- (i) Cancellation of the relevant examination and suspension from the College for a period not exceeding two years, or
- (ii) Cancellation of the relevant examinations and dismissal from the College.

8.7. Rule 7: Mitigating and Aggravating Factors when Determining the Appropriate

Punishment where the rule provides a range of punishments, the committee may take into account the following mitigating and aggravating factors in determining the appropriate punishment.

(a) Mitigating Factors

- Remorse on the part of the student/candidate
- Truthfulness
- Lack of substantial benefit from the malpractice.
- Student/candidate first offender
- Plea of guilt therefore not wasting the Committee's time

(b) Aggravating Factors

- Substantial benefit from the malpractice
- Lack of credibility
- General misconduct
- Frivolous and vexatious denials
- Allegations of misconduct on the part of the College staff which are subsequently proved to be false
- Second conviction

8.8. Rule 8: Procedure for Hearing Malpractice Cases

8.8.1. Guideline on Apprehension of a Suspect

(1) When a student/candidate is suspected to be engaging in examination malpractices, he/she should be apprehended immediately. In the apprehension of a suspect, the following should be taken into account.

- (a) A suspect should be handled in the appropriate manner to ensure that the privacy and bodily integrity of a person is not violated. Body searches should be done in the presence of another person. The person conducting the search shall be of the same sex with the suspect.
- (b) The materials should be taken away as soon as they are found and kept as exhibits.
- (c) Identity of the suspect and possible witness should be recorded immediately.
- (d) A student found with unauthorized material shall be stopped from continuing with that particular paper.

8.8.2. Rules of Natural Justice

- (2) In the handling of examination irregularities and malpractice, the Academic 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 cause, and
 - (f) Consistency in punishments.
 - (g) Speedy trial

8.8.3. Pre-Hearing

- (3) The member of staff who alleges that a student/candidate was involved in a malpractice shall make a formal written report to the Chairperson of Disciplinary Committee of Senate. Any materials allegedly found on the student/candidate should be given to the Chairperson for safe custody.
- (4) The Chairperson of the Committee shall inform the student/Candidate in writing of the allegation. A copy of the Rules shall be availed to the student/candidate with the letter of **the** Chairperson.
- (5) The student/candidate shall be allowed to make a formal defense to the allegations in writing addressed to the Chairperson of the Committee.
- (6) The student/candidate shall then be invited in Writing or by whatever expedient method to appear before the Committee to defend himself/herself.

(7) The student/candidate shall be given adequate notice of the date of appearing before the Academic Committee to enable him/her time to prepare his/her defense.

(a) A student/candidate who fails or refuses or omits to appear after being effectively summoned three times shall be suspended indefinitely from the College pending his/her appearance before the Committee.

(b) The suspension shall remain in place until the Chairperson of the Committee formally notifies the Academic Registrar that the student/candidates have appeared and answer the allegation.

8.8.4. Hearing

(8) The Committee shall be properly constituted by Principle under the guidance of the Chairperson. The members of the Committee shall be drawn from the Principle, Academic Registrar and Heads of Departments. Quorum of the Committee shall be five members present.

Note:

(a) The membership and quorum should determine in such a way as to ensure that members do not sit in judgment of their own cases.

(b) The Principle committee should determine the Membership of the Department.

(10) The student/candidate shall appear before the Committee and identify himself/herself as the subject of the proceedings. The Member of Staff/Invigilator concerned should also be present

(11) The Committee shall formally charge the Student/candidate. The student/candidate shall be formed by the prosecutor of the allegations against him/her and the Rule in the Rules on Examination Malpractice and Irregularities he/she is alleged to have breached. In addition, he/she shall be informed of the possible punishments.

(12) The student/candidate shall formally respond to such allegations. When the student/candidate responds in the affirmative, a plea of guilty shall be entered by the Prosecutor.

(a) On a plea of guilty, the Member of Staff/Invigilator reporting the malpractice shall present the facts constituting the malpractice to the Committee in the presence of the student/candidate.

(b) Where the student/candidate is alleged to have found with unauthorized materials, the materials shall be brought before the Committee and the Member of Staff making the report shall state formally in the presence of the student/candidate whether they are the material he/she is alleged to have found in the possession of the student/candidate.

(c) The student/candidate shall be given an opportunity to respond to allegations of fact. He/she may disagree with them and he/she has a right to cross-examine the person making the report.

(d) Where the student/candidates responds to the allegations of facts and the Committee is of the considered opinion that in substance, he/she is pleading not guilty, it shall direct that a plea of not guilty be substituted for the plea of guilty.

(Note): Where the student/candidates admits the offence with an explanation or makes a plea that is vague, the Committee should record a plea of not guilty).

(e) The student/candidate shall be allowed to plead mitigating factors, which the Committee should take into account in prescribing punishment.

(f) The Committee shall then deliberate in the absence of the student/candidate and the Member of staff/Invigilator making the report.

(g) A decision shall be made with regard to the punishment and reasons shall be assigned for such a decision.

(h) The report shall be forwarded to the College Council for information for any other decisions apart from dismissal. Where, on the face of the record, the College Council realizes that the Principle committee erred in its decisions; the Council has a right to review the decision.

(13) On a plea of not guilty by the student/candidate, the Member of Staff/Invigilator making the report shall present the facts to the Committee with the guidance of the prosecutor in the presence of the student/candidates who has a right of cross-examination.

(a) The Member of Staff/Invigilator reporting the malpractice shall present the facts constituting the malpractice to the Committee in the presence of the student/candidate.

(b) Where the student/candidate is alleged to have been found with unauthorized materials, the materials shall be brought before the Committee and the Member of Staff making the report shall state formally in the presence of the student/candidate whether they are the materials he/she is alleged to have found in the possession of the student/candidate.

(c) The student/candidate shall be given an opportunity to respond to allegation of fact. He/she may disagree with them and he/she has a right to cross-examine the person making the report.

(14) The Prosecutor may call witnesses whose presence he/she considers important for the just and fair disposal of the case

(15) The student/candidate shall present his/her defense to the Committee in the presence of the Member of Staff who made the report who also has a right of cross-examination.

(16) The student/candidate may call witnesses to substantiate his/her defense.

8.8.5. Nature of Evidence General

(17) a) The Committee may admit oral and material evidence, which may be directed, primary, secondary or circumstantial.

(Note: Direct evidence is the account of the eye witnesses. Primary refers to original documents and secondary, certified photocopies while circumstantial evidence is that which is inferred from the circumstances of the case e.g. the student/candidate running away when approached by an Invigilator).

(b) The Committee shall not admit hearsay evidence unless there is independent evidence that leads it credence.

(Note: Hearsay evidence is heard from a person who was not an eye witness e.g. where a witness reports what was told to him/her by another person. Such evidence should only be accepted where there is other corroborative evidence which supports the hearsay.

(18) After the close of the evidence and before a decision is made, the student/candidate shall be given an opportunity to present to the Committee mitigating factors.

8.8.6. Post-Hearing

(19) The Committee shall deliberate on the matter preferably on the same day as the hearing.

(20) The Committee shall make findings of fact with respect to the evidence and make a decision based on those facts. The Committee TCBM assign reasons for each decision.

(21) The proceedings, Committee deliberations and the decision/recommendation should be recorded and a signed record should be forwarded to the Council Committee for information for decisions other than dismissal.

(22) The student/candidate shall be officially informed of such decision and availed a copy of the decision as well as the record of the proceedings.

(23) The student/candidate shall be informed of his/her right of appeal and the procedure to be followed.

(24) Where the Committee recommends dismissal of a student/candidate, the Council Committee TCBM shall confirm the decision and officially inform the student/candidate of the final decision.

9.0 Policy on appeal procedures on examination malpractices:

9.1. General principles

(25) A student/candidate who is dissatisfied with the decision of a committee may appeal to the College Council within 30 days from the date of the letter communicating the decision.

(26) The appeal shall be in writing addressed to the Principal and copied to the Principal committee stating clearly the ground of appeal.

The Principal shall acknowledge in writing to the student/candidate and Chairperson of the Committee receipt of the appeal.

(27) A student/candidate who pleaded guilty to an offence before the Principal committee shall have a right of appeal only with respect to the penalty.

(28) The College Council shall hear the appeal expeditiously. The student/candidate appealing shall be notified in writing of the date when the appeal will be heard and should be given an opportunity to appear before the Council and be heard.

(29) The Principal shall notify the Committee that made the decision in the first instance of the date of hearing of the appeal. The Committee shall have a right of representation.

(30) At the hearing of the appeal, the student/candidate shall have an opportunity to be heard and the Committee shall have a right to respond to the student/candidate's presentation.

(31) The College Council shall have power on cause being shown to allow the student/candidate present additional evidence before it on appeal. Where additional witnesses are called, they will be subjected to cross examination by the representative of the Committee. The Committee may also adduce additional evidence, which may be responded to by the student/candidate.

(32) The College Council will then deliberate in the absence of the student/candidate and Senate Committee representative preferably on the date of hearing.

(33) The College Council may confirm, vary or set aside the decision of the committee.

10.0. Conclusion:

Examinations occupy a very strategic position in our lives today. Lecturers and Administrators rely on them for a comprehensive evaluation of their students and clients. To decide whether or not a student merits being promoted to another class, a series of achievement tests that will eventually culminate in a well-founded decision has to be given. Since examinations occupy such a central position in our educational settings, management of examinations should not be taken

lightly. Every effort must be made to properly harness every resource (both human and material) needed in order to achieve the objective(s) of examinations in the College system. Management of examinations should start with creating in the students, sense of responsibility from day one and also teaching them proper study skills and helping the lecturers and the managers of examinations and all stakeholders to develop mature personality. When these are imbibed, management of examination will become very easy right from the setter, moderator, the examination scout, invigilators and the students will no longer struggle to abide by the principles governing examinations.