



TOM MBOYA UNIVERSITY COLLEGE

OFFICE OF THE REGISTRAR – ACADEMIC & STUDENT AFFAIRS

COMMON RULES AND REGULATIONS FOR UNDERGRADUATE, DIPLOMA AND CERTIFICATE EXAMINATIONS

1.0 PREAMBLE:

1.1 Act and Statutes.

Subject to the Act and the Statutes, all matters concerning University College Examinations shall be supervised by the Deputy Principal, Academic and Student Affairs under the general direction of Senate.

1.2 Overall Authority

Senate shall have the overall authority in all matters concerning and affecting examinations, including the setting, moderating, conducting, marking, processing and declaration of results. Senate decision in all these matters shall be final.

1.3 Definitions

For the purpose of these Regulations:

1.3.1 **University College Examinations** are all those examinations, assessments or evaluations that are considered in determining whether or not a student shall proceed to the following year of study or qualifies to graduate.

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

1.3.3 **A resit** constitutes a failed course, which a candidate must retake during the regular examination time.

1.3.3.1 A resit examination in any failed unit must be cleared not later than the subsequent year of study.

1.3.3.2 A candidate who fails up to three (3) units in one academic year may proceed to the next year of study and resit the failed units in that year.

1.3.3.3 A candidate who fails in four (4) or more units in one academic year shall not proceed to the subsequent year of study before passing all the failed units while out of the University.

1.3.3.4 A resit examination shall be charged Kshs. 1000 per unit.

1.3.3.5 After the normal minimum four year study period, a resit should be carried over for a maximum of four years, failing which a student should be deregistered.

1.3.4 **Continuous Assessment** is any form of evaluation made during the course of the semester such as tests, graded practical, projects and other assignments.



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- 1.3.5 **A semester** is a period of study of normally 16 (sixteen) weeks or any period as may be determined by Senate for any current academic year.
- 1.3.6 **An academic year** shall normally consist of two semesters.
- 1.3.7 **A course** is that part of a subject described by a coherent syllabus and taught normally over a period of a semester. It is designated as one or more units of study.
- 1.3.8 **A unit** is that part of a subject described by a coherent syllabus and taught normally over a period of a semester. It is designated to be covered in a total of 42 contact hours within the semester, where a contact hour is one (1) hour of lecture or two (2) hours of tutorials or three (3) hours of practical.
- 1.3.9 **A semester** load is normally between 7 and 8 units unless otherwise approved by Senate. Industrial Attachment and Teaching Practice shall be considered to constitute a number of prescribed units.
- 1.3.10 **A School** comprises specified teaching Departments /Programmes.
- 1.3.11 **Core unit** is a unit which is central to the discipline of study.
- 1.3.12 **Required unit** is a unit which is supportive or beneficial to a discipline/programme as stipulated in the academic syllabi.
- 1.3.13 **Pre-requisite unit** is a unit which must be successfully completed before one can register in a subsequent one.
- 1.3.14 **Elective unit** is a unit which may not necessarily be central to the discipline of study and which a student selects according to their interest subject to prior approval by the department.
- 1.3.15 **Prescribed units** include core, required, prerequisite or elective unit as specified in the academic programmes.
- 1.3.16 **A Common unit** is a unit which must be taken by all students within a School.

1.4 Exemptions

- 1.4.1 Senate may grant a School exemption from any of the requirements of these rules and regulations.
- 1.4.2 Senate, on the recommendation of the School /Institute/ Boards may grant any student(s) exemption from any of the requirements of these rules and regulations.

2.0 GENERAL RULES

- 2.1 A candidate must attend 80% of lectures before being allowed to sit for examinations.



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- 2.2 School Examination Regulations shall be presented to Senate for approval through respective School Boards, Deans Committee and the University College Academic Board.
- 2.3 Unless approved by Senate, all units shall be examined within the semester in which they are taken.
- 2.4 A candidate shall be required to register for University College Examinations at least four weeks before the start of semester examinations.
- 2.5 A candidate may not be allowed to sit for University College Examinations, if they fail to register for courses within the first three weeks of the semester.
- 2.6 To be eligible to sit for University College Examinations, a candidate should normally have taken all the Continuous Assessments in the respective courses.
- 2.7 The final mark for any one unit shall normally be made up of marks obtained from Continuous Assessments and the end of semester Examinations.
- 2.8 Unless otherwise decided by Senate, Continuous Assessments shall constitute 30% of final marks while end of semester examinations shall constitute 70%.
- 2.9 School/Departments shall be required to indicate Core, Required, Pre-requisite and Elective units for approval by Senate.
- 2.10 Schools shall be required to spell out the distribution of Continuous Assessment (CAT) marks for approval by Senate.

3.0 GRADING SYSTEM AND OTHER REQUIREMENTS

3.1 Grading system

- 3.1.1 The performance of candidates in University College Examinations shall normally be determined by grades based on both Continuous Assessments and end of Semester examinations.
- 3.1.2 Unless otherwise approved by Senate, each unit shall be graded out of a maximum of 100 marks.
- 3.1.3 The final mark for each unit shall be rounded off to the nearest whole number.
- 3.1.4. Unless otherwise approved by Senate, the pass mark for all units shall be 40%.
- 3.1.5 A candidate shall be allowed to resit a failed unit twice after which they shall be required to retake the course by paying and registering for the failed unit.
- 3.1.6 Continuous Assessment marks shall count towards resit examinations unless otherwise approved by Senate.



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- 3.1.7 A maximum of 8 years of study is allowed for a regular Bachelor's degree. A candidate who fails to qualify for the award of the degree after the allowed 8 years shall normally be deregistered.
- 3.1.8 A candidate must pass all prescribed units before they graduate.
- 3.1.9 Unless otherwise specified by Senate, the Examination grading system shall be as follows:

PERCENTAGE MARKS	GRADES	REMARKS
70 - 100	A	Excellent
60 - 69	B	Good
50 - 59	C	Average
40 - 49	D	Pass
39 and below	E	Fail

3.2 Transfers

- 3.2.1 A candidate who has been recommended to proceed to the subsequent year of study may be allowed by Senate to transfer to a programme of their choice provided they meet the entry requirements of that programme.
- 3.2.2 A candidate who has failed more than 60% of the course may be allowed by Senate to transfer to a programme of their choice provided they meet the entry requirements of that programme.
- 3.2.3 A candidate who is approved in 3.2.1 and 3.2.2 above may be given credit transfer(s) in relevant units in the new programme.

4.0 EXAMINATIONS RESULTS

- 4.1 Unless Senate decides otherwise, examination results shall be considered first by Departmental/ Programme Boards of Examiners followed by Faculty/ School Boards of Examiners at the end of each semester. The Departmental/Programme Boards of Examiners shall consider the results after they have been moderated by External Examiners.
- 4.2 Chairpersons/Coordinators of Departments/ Programmes shall forward results to relevant School Boards of Examiners after Departmental/ Programme Board of Examiners' meetings.
- 4.3 All Examination Results are confidential until the School Boards of Examiners consider them, and are not official until approved by Senate.
- 4.4 Deans/Directors shall release provisional Examination results to candidates indicating pass or fail after a meeting of the School Board of Examiners. The results shall be posted on Notice Boards within three months after the semester examinations.



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- 4.5 Deans/Directors shall forward the provisional results discussed at the School Boards to the Deans' Committee for recommendation to Senate for final decision and approval.
- 4.6 Official results shall be released to the candidates by the Deputy Principal, Academic and Student Affairs soon after approval by Senate.
- 4.7 The onus of obtaining the examination results is the responsibility of the candidate.

5.0 TRANSCRIPTS

- 5.1 The results for candidates shall be presented in transcript form indicating letter grading in accordance with the grading system and classification approved by Senate.
- 5.2 Deans/Directors of Schools/Institute shall release provisional transcripts after the results are approved by their respective Faculty/School Boards of Examiners.
- 5.3 Official transcripts shall be issued by the Registrar Academic and Students Affairs at the end of the programme as approved by Senate.
- 5.4 Additional transcripts will be issued at a fee of **five hundred shillings (KShs. 500)** per copy per academic year of study. This amount may be reviewed by Senate from time to time.
- 5.5 A candidate shall be allowed to retain a fail mark in an optional/elective unit if the units are not required for graduation.

6.0 CLASSIFICATION OF DEGREES

- 6.1 For the purpose of degree classification, all marks for 42 units in the last three years shall be considered unless otherwise approved by Senate.
- 6.2 All core units shall be given first consideration, followed by required units and the best electives to get the total of forty two (42) units required for classification of the degree.
- 6.3 The final percentage mark shall be the average of all marks scored in the 42 considered units.

Final Percentage = (%marks scored in 42 considered units, including all core, required plus the best electives) ÷ units 42

- 6.4 Subject to exemptions by Senate, degrees shall be classified into First Class Honors, Second Class Honors (Upper Division), Second Class Honors (Lower Division) and Pass. The Degree shall be graded as follows.

	Percentage marks
First Class Honors	70 - 100



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Second Class Honors (Upper Division)	60	-	69
Second Class Honors (Lower Division)	50	-	59
Pass	40	-	49

Marks for degree classification shall not be rounded off to the nearest whole number.

7.0 GRADUATION

- 7.1 A candidate shall qualify for the award of a degree only after passing a minimum of 42 units (including all core and required units) in each year of study.
- 7.2 A candidate who retains a failed mark in an optional/elective unit as in 5.5 may qualify for the award of a degree provided they satisfy the requirement in 7.1.

8.0 REGULATIONS FOR CONDUCT OF EXAMINATIONS

8.1 Continuous Assessment

- 8.1.1 CAT marks should be availed to the students prior to sitting their final examinations.
- 8.1.2 Departments/Schools/ shall maintain a record of marks of Continuous Assessment Tests, assignments, and question papers.
- 8.1.3 The records shall be made available to the External Examiners.
- 8.1.4 There shall be a minimum of two Continuous Assessment Tests per course per semester.
- 8.1.5 Continuous Assessments shall be spread evenly throughout the semester and the last one at least two weeks before the beginning of the Semester Examinations.
- 8.1.6 The results of the Continuous Assessments shall be submitted to the Head of Department/Director of School /Institute before the beginning of the Semester Examinations.

8.2 Examination/Timetable Coordinators

- 8.2.1 There shall be Departmental/Programme Examination Coordinators appointed by Deputy Principal, Academic and Student Affairs on recommendation of Chairpersons of Departments/Directors of Schools/ Institutes.
- 8.2.2 There shall be School/Centre Examination/Timetable Coordinator appointed by the Dean/Director. The School/Centre/Institute Examination/Time-table Coordinator shall work under the direction of the Dean/Director on all matters related to the University College Examinations within the School.



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8.3 Examination Time-tables

- 8.3.1 Each School shall set up a Timetabling Committee, comprised of Departmental/Programme Examination/Time-table Coordinators. The Timetabling Committee shall prepare a draft examination timetable.
- 8.3.2 There shall be a University Timetabling committee drawing its membership from School Timetabling committees. The committee shall be chaired by the Deputy Principal, Academic and Student Affairs.
- 8.3.3 The harmonized Examinations Time-table shall be presented to the Senate for approval before the beginning of examinations.

8.4 Registration for Examinations

- 8.4.1 All candidates for examinations shall be required to register for each paper they intend to sit for and pay the required fees and the University College dues, at least four weeks before the beginning of the University College Examinations.
No candidate shall be allowed to sit for a paper for which they have not completed payment of fees.
- 8.4.2 A candidate shall not be allowed to sit for a paper for which they have not registered.
- 8.4.3 The Deputy Vice-Chancellor Academic and Students Affairs shall prepare a list of candidates registered for examinations at least two weeks before the beginning of the examinations and shall issue each candidate with an examination card.
The lists shall be made available to the chairpersons of Department/Director of Schools accordingly.
- 8.4.4 Chief Invigilators must ensure that they have registration lists for candidates registered for each paper in the room in which the examination is being taken.

8.5 Setting and Moderation of Examinations

- 8.5.1 Examination papers, including marking schemes where applicable, shall be set within the **first month of each semester** by the Lecturer responsible for the course who shall also be the Internal Examiner for the unit.
- 8.5.2 Examination papers shall be internally moderated by the Departmental/Programme Moderation Committee(s) before being sent to External Examiners.
- 8.5.3 The Chairpersons of Departments/Programme Coordinators shall ensure that comments on examination papers from External Examiners are discussed by the Departmental/Programme Moderation Committee(s)
- 8.5.4 The moderated examination papers shall be sent to the Deputy Principal, Academic and Student Affairs for processing and safe keeping **five weeks** before the start of the Semester Examination.



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- 8.5.5 The Chairpersons of Departments/Programme Coordinators/Directors of Schools shall ensure that typed examination question papers are proof-read by appropriate Internal Examiners before reproduction and sealing.
- 8.5.6 External Examiners shall be provided with a copy of the examination question papers together with detailed marking schemes, course outlines and other relevant information to enable them moderate the examination papers.

8.6 Appointment of External Examiners

- 8.6.1 An External Examiner is normally a renowned academician at the level of a Senior Lecturer and above.
- 8.6.2 Senate shall appoint External Examiners on the recommendation of School Boards and Deans Committee.
- 8.6.3 External Examiners shall normally be appointed within the first month of the first semester unless otherwise approved by Senate.
- 8.6.4 If the current External Examiners are being invited for the last time, Department/Schools shall start searching for new External Examiners to ensure their appointment within the first month of the following academic year.
- 8.6.5 External Examiners shall not have taught the subject to the candidates to be examined either as full time or part-time staff members of the University College during the previous four years.
- 8.6.6 External Examiners shall normally be appointed continually for not more than four academic years, renewable annually.

8.7 Functions of External Examiners

- 8.7.1 All External Examiners shall carry out the moderation exercise at designated venues approved by the Senate.
- 8.7.2 The External Examiner shall provide a general overview of candidates' performance.
- 8.7.3 The External Examiner shall be expected to review extreme cases, i.e. candidates who are failing, candidates who are passing exceptionally and candidates who are on borderlines.
- 8.7.4 The External Examiner shall indicate alternative marks where there are disagreements with the marks awarded by the Internal Examiners. The Departmental/Programme Boards of Examiners shall agree on the final mark.
- 8.7.5 The External Examiners will be expected to attend the Departmental/Programme Board of Examiners' Meeting to present their reports.



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- 8.7.6 The External Examiners shall submit written reports to Senate and the Vice-Chancellor and give copies to the Deans/Directors of Faculty/School and the Chairmen/Chairpersons of Departments on the conditions in which teaching/learning was done and the general standard of examination papers and the candidates' performance in them, structure and choice of the curriculum, marking schemes and any other related examination matters before they leave the University. External Examiners shall send copies of the report to the Chairpersons of Departments/Programme Coordinators and the Dean of School.

8.8 Processing of External Examiner's Reports

- 8.8.1 Departments/Programmes Examination Boards shall discuss the External Examiner's report within one month of receiving it.
- 8.8.2 Departmental/Programmes response to the External Examiner's report shall be sent to the Dean/Director of School /Institute with copies to the Principal and the Deputy Principal, Academic and Student Affairs.
- 8.8.3 The Deans/Directors of Schools /Institutes shall call Special Board meetings to discuss consolidated External Examiners reports and Departmental/Programme responses, within two weeks after receiving reports from Chairpersons of Department/Programme Coordinators.
- 8.8.4 The Principal shall call a Special Academic Board Meeting to consider Consolidated University College External Examiners' and School and Departmental/Programme reports within two weeks of receiving the last External Examiners' reports.

8.9 Functions of Internal Examiners

- 8.9.1 An Internal Examiner is an academic staff, at the level of a Lecturer and above who has taught the course being examined.
- 8.9.2 Internal Examiners shall mark every script following a proper marking scheme.
- 8.9.3 After marking all the scripts, Internal Examiners shall enter Continuous Assessment marks and end of Semester Examination marks on the individual mark sheets and School Consolidated Mark Sheets.
- 8.9.4 The Internal Examiner for any particular examination paper shall normally be one of the invigilators.
- 8.9.5 In cases where the Internal Examiner is unable to be present at the start of the examination, they shall inform the Chairperson of Department/ Programme Coordinator or Director of School /Institute who shall then nominate a replacement from the Department / School /Institute concerned.
- 8.9.6 Internal Examiners shall certify the total number of scripts received from the record of candidates who have taken the examination.



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- 8.9.7 An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place shall consult the Chairperson of Department/ Programme Coordinator. If the Chairperson of Department/ Programme Coordinator considers that an examination irregularity has occurred, they shall make a full report to the Deputy Principal, Academic and Student Affairs through the Dean/Director in accordance with Article 8.13 of these regulations.
- 8.9.8 After marking has been done, all the relevant examination mark-sheets shall be accurately completed, checked and signed by the Internal Examiner, the Chairperson of department/ Programme Coordinator, the Dean/Director and the External Examiner(s).
- 8.9.9 Internal Examiners and External Examiners shall not divulge marks to candidates. All documents tabled during Departmental/Programme and Faculty/School/ Institute Board of Examiners meetings shall be reclaimed from members of the Board at the end of the meeting.

8.10 Processing of Examination Results

- 8.10.1 All Internal Examiners shall normally be required to submit results, scripts, projects and other assessment materials and records to the Chairperson of Departments/Programme Co-coordinators within two weeks after the end of the examination.
- 8.10.2 A meeting of the Departmental/Programme Board of Examiners shall consider the results and make recommendations to the relevant School Board of Examiners. The School/Centre/Institute Board of Examiners shall consider the results and make their recommendations to Senate.
- 8.10.3 All examination results shall be presented to Senate only after the School /Institute Board of Examiners meeting.
- 8.10.4 Senate may accept, reject, vary or modify results from the School /Institute Board of Examiners.
- 8.10.5 No Department/Programme or School have the authority to alter Examination Marks/Results once these have been approved by Senate.

8.11 Invigilation and Conduct of Examination

- 8.11.1 Instructions to candidates and Invigilators shall be published annually by the Deputy Principal, Academic and Student Affairs, setting out details of procedures to be followed in the conduct of Examinations. (See Appendix)
- 8.11.2 Invigilators who are normally academic members of staff shall be appointed and briefed by the Chairperson of Department/Programme Co-coordinator who is the Chief Internal Examiner.
- 8.11.3 Names of all invigilators for various examination papers and Examination Time-tables shall be sent to the Deputy Principal, Academic and Student Affairs one month before the start of the Examinations.



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- 8.11.4 At least two invigilators shall be allocated to each examination room. At least one must be in the Examination room at all times.
- 8.11.5 The Deputy Principal, Academic and Student Affairs, shall appoint one of the Chief Invigilators to coordinate invigilation in each examination room where several examinations are taking place.
- 8.11.6 Invigilators, under the direction of the Chief Invigilator, shall be responsible for the Security and laying out of the examination papers and for such other duties specified in the instructions to invigilators.
- 8.11.7 The Deputy Principal, Academic and Student Affairs shall ensure the uniformity in color and appropriate stamping of examination answer booklets.
- 8.11.8 The Chief invigilator shall collect all examination papers and related materials from the Deputy Principal, Academic and Student Affairs, at least, half an hour before the start of all respective examinations.
- 8.11.9 The Chief invigilator shall ensure that all examinations start and end on time.
- 8.11.10 The Chief Invigilator shall ensure that all the unused examination booklets and other examination materials are returned to the Registrar, Academic and Students Affairs normally not later than 24 hours after the examination.

8.12 Irregularities in University College Examinations

In this context, irregularities include:

- 8.12.1 Being in possession of unauthorized material in an examination room.
- 8.12.2 Attempting to copy or making reference to the unauthorized material in the examination room.
- 8.12.3 Reading another candidate's answer scripts
- 8.12.4 Permitting any other candidate to copy from or use one's scripts
- 8.12.5 Obtaining or endeavoring to obtain assistance from another candidate directly or indirectly or endeavoring to give assistance to another candidate except through the invigilator(s).
- 8.12.6 Destroying evidence pertaining to the irregularity.
- 8.12.7 Disrupting the conduct of examinations.
- 8.12.8 Committing a breach of any other examination rules or regulations which may be communicated to the candidates from time to time by the invigilators.
- 8.12.9 Any other action that may be construed to constitute a breach of examination regulations including use of mobile handsets.



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8.13 Procedure for Dealing with Irregularities

- 8.13.1 Prior to the beginning of each examination, Invigilators shall draw to the attention of candidates the seriousness of irregularities in examination.
- 8.13.2 When an Invigilator suspects a candidate to have committed an irregularity in an examination, the Invigilator, after consulting and confirming with other Invigilators, shall inform the candidate that a report will be made to the Deputy Principal, Academic and Student Affairs.
- 8.13.3 The Invigilator shall, whenever possible, confiscate the material that is being used for irregularity, but the candidate shall be permitted to finish the paper.
- 8.13.4 At the end of the examination the candidate shall be asked to make a written statement to be submitted to the Deputy Principal, Academic and Student Affairs by the Chief Invigilator. In the event that a student refuses to write a statement, this shall be considered as contempt of Senate.
- 8.13.5 The Invigilator and the Chairperson of Department/Programme Coordinator shall make a full report of the incident to the Deputy Principal, Academic and Student Affairs through the Dean/ Director of Faculty/School immediately after the examination.
- 8.13.6 The Invigilator's report and the candidate's statement shall be considered by the investigating committee appointed by the Deputy Principal, Academic and Student Affairs.
- 8.13.7 The Investigating Committee shall be composed of the following or their representatives:
- Four Members of the Senate (one of whom shall be the Chairperson).
 - Dean/Director of School /Institute where the candidate is registered.
 - Director, SA
 - Chairperson of the Department/Programme Coordinator giving the course.
 - Dean of Students
 - Registrar Academic and Students Affairs – (Secretary)
- 8.13.8 The Investigating Committee shall meet within two weeks after end of examinations of the reported case and make a report to the Special meeting of Senate convened to consider the results of the examination.
- 8.13.9 If the evidence establishes that a candidate committed an irregularity, such a candidate shall be liable to any one or a combination of the following penalties:
- Expulsion
 - Suspension
 - Cancellation of examination results



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- Issuance of a final stern warning letter

8.14 Leakage of Examination

8.14.1 Definition

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.

8. 14.2 Procedure to be followed where leakage of examination is suspected

- 8. 14.2.1 Any person suspecting leakage shall immediately report to the Deputy Principal, Academic and Student Affairs.
- 8. 14.2.2 An Investigating Committee shall be set up by Senate to investigate circumstances surrounding the suspected leakage of examinations. The committee shall be constituted as in Clause 8.13.7 above, provided that the committee co-opts any other member deemed to be useful to the investigations.
- 8.14.2.3 The Deputy Principal, Academic and Student Affairs may, by powers conferred by Senate appoint such a committee to carry out an investigation provided it is ratified by Senate as soon as possible.
- 8. 14.2.4 The Investigating Committee shall make a report of their findings to Senate within two (2) weeks.
- 8. 14.2.5 Where leakage has been established, Senate shall cancel/withdraw the examination and order a fresh examination to be set and administered.
- 8. 14.2.6 Senate shall take appropriate disciplinary action against those found to be responsible for the leakage.

8.15 Loss of Scripts

- 8.15.1 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 examinations.
- 8. 15.2 The Chief Internal Examiner in the affected examination shall report cases of loss of scripts to the Deputy Principal, Academic and Student Affairs through the Dean /Director of School immediately.
- 8. 15.3 The relevant Senate Investigating Committee constituted as in 8.13.7 shall investigate such loss of scripts and report to Senate.



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8. 15.4 Following the report of the investigating committee, Senate shall decide how to determine assessment of candidates whose marks are missing as a result of lost scripts and to determine the nature of action to be taken against those found to be responsible for the loss of the scripts.

8.16 Disposal of Scripts

8.16.1 The Deputy Principal, Academic and Student Affairs shall be the custodian of examination scripts.

8. 16.2 Examination scripts shall not be disposed of before a lapse of four (4) years after the candidate completes the programme.

8.17 Non-Compliance of Examination Regulations

Council Disciplinary committee shall take disciplinary action against any person who does not comply with these regulations.

8.18 SECURITY OF THE UNIVERSITY COLLEGE EXAMINATIONS' PROCESS

The University College Examinations' process starts with draft questions prepared by Internal Examiners and terminates with the publication of results approved by Senate. The entire process presupposes responsibility, integrity and confidentiality on the part of all University Personnel involved. Specific provisions of these Rules and Regulations draw attention to the standards of conduct and recommend disciplinary action against any person(s) found, upon investigation, to have either deliberately or inadvertently, neglected their duties. In addition, a number of practical measures (e.g. the destruction of all copies of draft examination papers except the moderated one which goes for typing) shall be taken.

APPENDIX

INSTRUCTIONS TO CANDIDATES AND INVIGILATORS

1. Candidates will be admitted into the examination room ten minutes before the examination starts. Questions and papers will be placed upside down on the desks before they enter the examination room. Candidates must not turn over the question papers.
2. Candidates are not allowed to write on examination question papers.
3. Candidates should acquaint themselves with the instructions on the front page of the answer books.
4. Candidates should ensure that they write their registration numbers, course titles and the course code on all answer books used.



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5. No candidate shall enter the examination room thirty minutes after commencement of the examination. A candidate excluded from the examination room under this Regulation shall be required to report to the office of the Registrar Academic and Student Affairs.
6. However, if a candidate arrives before the first thirty minutes elapse, the invigilator may use their discretion to extend the time limit for the candidate provided no candidate has already left the room.
7. No candidate shall leave the examination room before the first thirty minutes elapse. In addition, candidates shall not leave the examination room during the last ten minutes except in emergency.
8. Candidates without University Identification and Examination Cards shall not be allowed to sit for examinations. All candidates must present and conspicuously display their University Identification Cards and Examination Cards during each examination paper.
9. Except when prevented by illness or other sufficient cause, candidates who fail to present themselves for examinations shall be deemed to have failed in that examination. If, for any reason a candidate is unable to attend an examination they should report the circumstances to the Office of the Registrar's Academic and Student Affairs at the earliest possible opportunity. Misreading of the examination timetable will not be regarded as 'sufficient cause' for missing an examination.
10. To assist the Invigilators in taking the roll for those present and absent from examination, the University College Identification and Examination Cards shall be conspicuously placed on the desks.
11. No books, bags, notes, rough papers or any other paraphernalia shall be carried into the examination rooms. Candidates are not allowed to bring their own log tables and calculators in the examination rooms unless there is an express provision otherwise in the case of a particular paper. Any unauthorized materials should be handed over to the Chief Invigilator before examinations start.
12. Invigilators shall have power to confiscate any unauthorized material or aid brought into the examination room, and expel from the examination room any candidate who creates a disturbance during the examination.
13. Eating, Drinking and Smoking is not allowed in the examination room.
14. At the end of the examination, and on the instruction from the Chief Invigilator, candidates must stop writing and assemble their scripts. The scripts should be handed over at designated points.
15. Candidates must not enter the examination rooms with mobile phones
16. All students are advised to dress decently during examinations