

MUSOMA UTALII COLLEGE – TABORA

MUC- EXAMINATION POLICY

Approved by the College Advisory Board on 20th December 2014

Implementation Date: 1st January 2015

Reviewed: 7th July 2016

Responsible office: Academic Master

1 Introduction

These guidelines for regulating Conduct of the Examination have been extracted from MUC's quality control and assurance Policy Examination Regulations as provided in the Prospectus and other relevant legal documents.

2 Conduct of Examination

2.1 Musoma Utalii College examinations shall be conducted under the College Academic Master

2.2 The Academic Master shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of College examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.

3 General Regulation

3.1 Form of Examinations

The form of examinations shall include written examinations.

3.2 Time of Examinations

College Examinations shall be conducted at the end of every semester in accordance with the College regulations. Students must bring their examinations cards and identity cards with them to the examinations room.

3.3 Eligibility for Examinations

- I. No candidate shall be allowed to sit for an examination in any subject if he/she has not completed the requirements of the course by attendance or otherwise as specified by MUC Examination Policy. If such a candidate enters the examination room and sit for final examination in a given subject, his/her results shall be nullified.
- II. A student getting below 20 out of 40 (Bad Fail) in Continuous Assessment should repeat the course

3.4 Absence from Examinations

A candidate who intentionally does fail to appear for a scheduled examination without a valid reasons shall be penalized for doing special examination and paying 10000/= Tsh per each subject.

3.5 Reporting late for Examinations

- I. A candidate who, for a valid reason, reports late for an examination and begs in writing to take the examination may, subject to the discretion of the invigilator, be allowed to do the examination at his/her own risk. If such a candidate fails in that examination, he/she may be allowed to do supplementary examination at an appropriate time to be arranged by the academic master of the college
- II. A candidate who without a valid reasons reports late for an examination (more than 30 minutes) shall be regarded as having technical supplementary in that examination but will be allowed to sit for a supplementary examination.
- III. All cases of late arrivals for examinations shall be reported in writing by the invigilator to the Academic Master demonstrated in the NACTE form 18 (Invigilator's report to supervisor).

3.6 Date of Examinations

Examinations in all departments shall be held at a time to be determined by the College Advisory board with incorporation to the College Academic Master, which shall normally be during the last week(s) of a semester, and/or last month of the academic year.

3.7 Bad Fail in an Examination (Technical Supplementary)

A Bad Fail (a mark below 30/60) in an examination stand in its own right as the students grade. The accumulation of continuous assessment done during the semester shall not be counted in this case

3.8 Supplementary Examination

- I. Candidates who are permitted to take a supplementary examination will be re-examined in the designated subjects at a time to be determined by the Academic Master. A Pass in a supplementary shall be recorded as a minimum passing grade of C. The coursework shall not be computed in the final supplementary examination shall be allowed to carry over that subject once.
- II. A candidate who fails to do his/her Supplementary/Special examination in the current academic year and carry over he/she will repeat the class and pays $\frac{1}{4}$ of the college fee for that academic year

3.9 Repeating the year

No candidate will be allowed to repeat any one-year of study more than once

3.10 Examiners

The college examinations shall be invigilated by both internal and external examiners. Both examiners will be appointed by the College's Academic Master in consultation with the college Principle

3.11 Guidance for Invigilators/examiners

Heads of Departments shall be responsible for ensuring that examinations are prepared and conducted in a strictly confidential manner

3.12 Before the Examinations

- I. Invigilators should personally collect from the Examination Office sealed envelopes containing question papers and any other material prescribed in the rubrics at least thirty minutes before the examination.
- II. Invigilators shall be present in the examination room at least thirty minutes before the commencement of the examination.
- III. Invigilators should admit candidates to the examination room at least twenty minutes before the commencement of the examination and ensure that students take the right places.
- IV. Invigilator should Make an announcement to the effect that unauthorized materials are not allowed in the examination room

3.13 During the Examinations

- I. Invigilators should not admit candidates to the examination room after thirty minutes have elapsed from the commencement of the examination and should not permit candidates to leave the examination room until one-hour has expired.
- II. By the end of thirty minutes from the commencement of the examination, the Invigilators should have a written list on the Examination Attendance Sheet of the names of all the candidates present as Demonstrated in NACTE form 17.
- III. Invigilator should fill all the forms given to him by the supervisor

- IV. Invigilators should ensure that only one answer-book is provided for each candidate
- V. Candidates may be permitted to do rough work in the examination booklet on the understanding that rough work is crossed out.
- VI. Invigilators shall report immediately after the examination to the Academic Master any candidate who contravenes the Examination Regulations and Instructions, especially by unfair practices
- VII. The processing of an alleged case of cheating or other irregularity shall be carried out as expeditiously as possible

3.14 At the End of Examination

- I. Invigilators shall tell the candidates to stop writing and assemble their examination scripts.
- II. Invigilators shall not permit the candidates to leave their places before their scripts have been collected.
- III. Invigilators shall enter the number of candidates' scripts collected and/or received on the Attendance Sheet and sign it.
- IV. Invigilator shall ask one of the Candidate to fill Security declaration form

4 Examination Irregularities

All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination lead to discontinuation from studies, All cases of alleged examination irregularities shall be reported to Academic Master and sent to the Examination Committee which shall have power to summon the student(s) and member(s) of staff of the College, as it deems necessary and make decisions, subject to confirmation by the college Advisory Board

4.1 No unauthorized material shall be allowed into the examination room

- 1. Candidates **shall** have tutorial, take home assignments, and tests marks to make up the coursework.
- 2. Candidates **shall** be allowed to sit for examinations only after payment of **all** fees.
- 3. Candidates **shall** be allowed to sit for examinations only if he/she has done coursework and obtains 30 out of 60 marks.
- 4. Every candidate **shall** make sure that he/she is issued with an examination number before the beginning of the examinations.
- 5. Each candidate **shall** be responsible for noting any changes taking place in the examination Timetable.
- 6. The candidates **shall** be at the examination room 30 minutes before starting the examination.
- 7. No candidate **shall** enter an examination room before identification and permission to enter.
- 8. No candidate **shall** be allowed to enter the examination room 30 minutes after the starting time.
- 9. No candidate **shall** be allowed to leave the examination room 10 minutes before the ending of examination session.

10. No candidate **shall** be allowed to leave the examination room temporarily (e.g. to toilet) without an escort when the examinations are in progress.
11. All candidates **shall** be required to sign the attendance register.
12. Candidates **shall** be required to observe any general instructions that may be given by an invigilator and to note carefully any instructions that appear at the head of the examination paper, such as those indicating the number of questions to be attempted.
13. Examinations **shall** be held on the dates shown on the timetable and all papers shall be sat on the time specified. Any changes shall be communicated to students.
14. The duration of the question papers, shall be the time shown on the paper **shall** have to be followed where contradictions arise.
15. No candidate **shall** be allowed to bring unauthorized material into the examination room. In this regulation;
16. No candidate **shall** be allowed to borrow examination tools/materials such as pens, calculator, correction fluid, rubber, ruler, etc. from another candidate during the examination. **Borrowing from others is interpreted as cheating and is therefore NOT allowed.** Where borrowing is necessary, the candidate **shall** strictly communicate with the invigilator.
17. Leaving the examination room to look at pre-hidden notes is a breach of examination rules and regulations.
18. Before leaving the examination room, every candidate shall make sure that the top cover of the answer book is filled properly.

5 Cancellation of the examination session

An examination session refers to a single time slot of examinations. In the case of cancellation of a single examination session, the examination will be rescheduled for an alternate date in a place to be established and identified at the time the examination schedule is published. The College will provide students with the means to obtain timely information concerning rescheduled examinations with notices on College Notice board

6 Marking of the Examinations

- I. The course instructor shall be responsible for marking their respective examinations
- II. The marking of the examination shall be under the office of college Academic Master
- III. The marking of the examination shall be supervised by both internal and external supervisors
- IV. All the Final examination papers shall be marked at the college premises
- V. After the marking of the exam the Quality assurance unit and external moderator will be responsible for moderating the marked scripts before they will be presented to the academic committee

7 Releasing of the result

After the marking and moderating of the examination the examination committee shall evaluate the examination results before they will be sent to the college Advisory board to approve the result in order to be published

The College academic Master with incorporation to the examination office after the Examination Committee Meeting, publish the examination results to be accessed by the students

8 Examination appeal

Students have the right to appeal any action or decision that may affect the ultimate evaluation of their performance in a course or program. Academic appeals are limited to matters affecting evaluation or decisions on Admission; the appeals form is available from the academic Office.

- I. Well-grounded appeals supported with substantive and documented evidence against any academic decision or recommendation shall first be lodged with the appellant's head of department, who shall forward it to Academic Master. The appeal by the student should be submitted within seven (7) days from the day the results were posted or a decision was communicated to the affected student.
- II. A student who is dissatisfied with a grade obtained in a particular examination may apply for remarking of the examination paper to the Head of the Department in which the course was offered.
- III. The application should be made not less than one week after the release of the examinations through filling the examination appeal form
- IV. No appeal whatsoever pertaining to the conduct of any College examinations and the marking of the scripts therefore shall be entertained unless such an appeal is lodged with the appropriate College authorities within seven days of the date of publication of the results by or under the authority of the Advisory board
- V. All appeals regarding semester examinations should be accompanied by a fee of ten thousand shilling (Tsh.10,000/=)

Am hereby certify that this document will be used to guide the conduct of the examinations at Musoma Utalii College – Tabora

College's Advisory Board Chairman

College's Academic Master

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