KUMI UNIVERSITY

EXAMINATIONS POLICY 2024 - 2029

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Official Approval

Confirmed on this day ……6th……..of ……February…… 2025……..

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His Lordship Justice Ajiji Alex Mackay
Chairperson
Kumi University Council

Signed on this day……7th……of ……February…… 20…25……

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Prof. Jong-In Hong
Vice Chancellor,
Kumi University

A Word from Chairman of University Council

Kumi University was established to address the socioeconomic challenges that were posed by war, cattle rustling and insurgency in the Teso sub region. I am happy that the University has surpassed numerous challenges including the COVID 19 pandemic and is in a position to acquire a Charter status.

The University Council is fully committed to provision of good quality, credible education and services as a world class higher education institution in Uganda and the region. We fully support the Government of Uganda's international commitments such as the United Nations (UN) Agenda 2030 on Sustainable Development Goals (SDGs), especially goal # 4 to *"ensure inclusive and equitable quality education and promote lifelong learning opportunities for all"*. Uganda is also a signatory to the African Union's declaration for provision of quality education as a requisite for achievement of the Africa Vision 2063.

Uganda's vision 2040 commits government to provide education as a human right. The privatization and liberalization policies have widened access to quality education by enlisting the participation of private actors like Kumi University. Good quality, accessible and affordable education has also been consistently underscored by the National Development Plans (NDPs, I - IV). The University remains compliant with the regulatory functions of the NCHE as well as the 2008 Education Act for the delivery of a high level quality and affordable education service, and; guidelines for professional and ethical conduct of our personnel.

As a Christian founded, private Higher Education Institution, Kumi University seeks to contribute to these national aspirations and yet remain relevant to the needs of local communities in the Teso sub region. These policies are a welcome step for ensuring that admissions, teaching and learning processes, assessments, research, and stakeholder engagements are well aligned with the NCHE regulations, standards and guidelines. The University Council remains committed to providing all the support required to facilitate professional best practices in the University.

For God and my Country

His Lordship Ajiji Alex Mackay
Chairman, Kumi University Council

Forward from the Vice Chancellor

Kumi University (KUMU) has been running a Semester System since 1999. The Bachelor of theology programme was the first programs at KUMU to be run on the Semester System. On 14th December, 2004, KUMU was granted a Provisional Licence by National Council of Higher Education (NCHE) and it adopted the Semester System for other undergraduate programs and as a result the academic calendar for Semester one was shifted to commence in the month of August every year.

The programmes are divided into a number of courses. Each course is assigned a particular credit unit and a student works toward achieving the program graduation load by accumulating credits. Students should be mindful of the duration of each programme and should endeavor to complete the programme within its duration. A student who is not able to complete the programme on time is allowed extra time to allow for completion.

The Universities and Other Tertiary Institutions Act 2001 as amended, Sec 45 (2e) empowers Senate to make regulations regarding the standard of proficiency to be attained in each examination for a degree, diploma, certificate or any other award by the University. In this regard, KUMU has in place, quality assurance mechanisms to ensure the proper administration of university examinations. These mechanisms are stipulated in this examination regulations booklet. The examination regulations should be read by both staff and students. Students should familiarize themselves with these regulations and may seek clarification and guidance from their respective Deans / Head of Departments or the Academic Registrar. The interpretation of these regulations rests with Senate. These regulations shall be read in conjunction with University Rules which apply to all student members of the University.

I am grateful to the Heads of Departments and Faculty Deans for the excellent work they have done in putting together these examination regulations as well as other semester rules which have been endorsed by Senate.

Prof. Jong-In Hong
Vice Chancellor

1.0 Background

Kumi University is a private Christian based institution of learning which is found in East Africa and was licensed by the National Council for Higher Education (NCHE).Its origin dates back to 1996 with the establishment of Africa Leaders Training Institute (ALTI) by the Korea Food for the Hungry International (KFHI) a Korean based Non – Governmental Organization (NGO). In 1999, ALTI was transformed into Kumi University. KUMU foundation was however approved by Ugandan Government in 2004 with the issuance of operational document No. 66491. During the same year (2004), the University acquired a operational license from the National Council for Higher Education (NCHE) License number UI.PL…002 NCHE.

1.1 Physical Location

KUMU is located in the scenic country side of TESO's spectacular inselburgs, next to the famous Old Stone Age Site Nyero Rock Paintings in Kumi District in the Eastern Part of Uganda.

1.2 Mandate of the University

The mandate of the university is stated in section 24(2) of the universities and other Tertiary institutions Act, 2001 as amended in 2006 which defines the mandate of the universities as;

1. The provision of higher education, promotion of research and advancement of learning
2. Dissemination of knowledge and giving opportunities of acquiring higher education to all persons including persons with disabilities wishing to do so regardless of race, political opinions, colour or sex.
3. The provision of accessible physical facilities to users of the university.

1.3 Examination Management:

Examinations occupy a strategic position in our lives and society today. In a situation where the moral principles, rules and regulations for conducting examinations are truncated by either the lecturer or the learner, the validity and reliability of the examination and certification are at risk. The management of examination is something that should be looked into deeply having known the role of examination in our lives. That is the essence of this manual. Talking about the

ethical issues, we are all aware of the manner/way in which examination malpractice has eaten deep into the lives of our society. Some measures really have to be taken to normalize the examination system in our society. The challenges of examination management are numerous for example, having responsible teachers/examiners, conducive atmosphere for conduction of the examinations, creating in the students, sense of responsibility and good study habit. This manual provides guidance in the management of examinations and categorically wrong handling of examinations that has brought in what some may term examination malpractice or offences or irregularities. I therefore urge all stake holders involved in the Examination activities to read this manual carefully if we are to achieve the objectives of the university examining body.

1.4 Importance of Examinations

The following are the importance of examination(s):

(i) It inculcates the spirit of hard work and the zeal to study in the candidates.

(ii) It affords the authorities the opportunity to ascertain whether or not knowledge has been successfully imparted.

(iii) Makes candidates active participants in teaching and learning process.

(iv) A teaching method's viability is obtained through examinations

(v) Learning problems and other difficulties encountered by students can be discovered through examination.

(vi) Helps in the identification of students with special skills for placement purposes.

(vii) Examination is a source of data and information for administrative decisions.

(viii) Examination ensures effectiveness on the part of teachers and students in the educational system.

(ix) Examination result is useful in the selection of candidates for employment or educational advancement (placement).

(x) Examination serves as a means of control by the government.

(xi) Examination serves as a means of officially documenting of academic and other capabilities of students.

(xii) Examination results can be used for research purposes.

(xiii) Examination results could also be used for guidance and counselling purposes.

2.0 UNIVERSITY REGULATIONS:

The rules and regulations pertaining to admission, registration and examination operating at Kumi University shall govern the operation of all the academic programs.

2.1 ADMISSION REQUIREMENTS

2.1.1 Admission to the First Year

Admission to the programmes shall be done in accordance with Kumi University regulations.

A candidate shall be eligible for admission to the various programme such as Certificate, Diploma and Degree on meeting the following requirements:

2.1.2 Entry:

There will be two types of entry i.e. Direct and Certificate or Diploma entry scheme.

(a) The Uganda Certificate of Education ("O" Level) or its equivalent, with at least five Passes.

(b) The Uganda Advance Certificate of Education ("A" Level) with at least a Principal Pass in the relevant subjects of the program.

OR

(c) The Uganda certificate of education ("O" Level) or its equivalent with at least five passes in the relevant subjects.
(d) A credit Certificate Pass from a recognized training Institution.

OR

(e) The Uganda Advance Certificate of Education ("A" Level) with at least a principal pass and two subsidiaries in the relevant subjects of the program.
(f) A credit Diploma Pass from a recognized training Institution.

OR

(g) The Uganda Advanced Certificate of Education ("A" Level) with at least two principal passes in the relevant subjects of the programme.

2.1.3. Admission to Other Years

A student who has passed with a credit certificate or diploma from a recognized institution or has passed all the courses taught in the 1st level may join the second year and spend only one academic year for that Diploma programme and for two or more for the Degree programme respectively.

3.0. CURRICULUM

3.1. Structure of the Programme

3.1.1. Programmes

The Degree/Diploma/Certificate awards are attained by offering programmes as documented in the Curriculum.

3.1.2. Structure of Academic Programmes

The structure of each academic programme shall clearly indicate the core, elective and pre-requisite courses, credit units and graduation load therein.

3.1.3. Graduation programme load

Each Curriculum accredited shall specify the total number of credit units required to constitute graduation load, for the awards of Degrees/Diplomas/Certificates offered in the Faculty in accordance with National Council for Higher Education (NCHE) guidelines

3.1.4. Maximum Durations for Programmes

Students registered for programmes offered at KUMU shall complete their programmes of study within the maximum specified programme durations.

3.1.5. One year programme

The maximum period a student can spend on a one (1) year programme is four (4) semesters. 3.1.6 **Two year programme**

The maximum period a student can spend on a two year programme is six (6) semesters.

3.1.7. Three year programme

The maximum period a student can spend on a three year programme is ten (10) semesters.

3.1.8 Four year programme

The maximum period a student can spend on a four year programme is twelve (12) semesters.

3.2 Semesters

The programme shall be run on a semester system where the academic year shall be composed of two (2) semesters.

The whole Course shall take a total of 4,6 and 8 semesters respectively. A semester shall be 17 weeks with 15 weeks being for learning and two weeks for examinations.

3.2.1 Course Units:

The course content is divided into topics each of which is designed to cover an aspect of the training. Each course has a code and the credit unit attached to the course indicating its weighting.

3.2.2 Instruction

Instruction shall be by courses quantified in credit units.

a) A credit unit shall be equivalent to a series of fifteen (15) contact hours or one contact hour per week per semester.
b) A contact hour shall be equivalent to one hour of lecture/tutorial or two hours of practical/field work or five hours of field attachment.
c) No course shall carry less than two credit units and more than five credit units.
d) Pre-requisite Course.
   A pre-requisite course is that which must have been taught before the course for which it is a pre-requisite. A student must pass a pre-requisite course before he/she is allowed to study the course for which it is a prerequisite. A student shall, for example, not be allowed to progress to start studying a course if he/she has failed the pre-requisite course. The prerequisite for each course is indicated where this is applicable.

3.2.3 Semester Course Load

The semester course load a student is allowed to take is a minimum of 15 Credit Units and a maximum of 25-28 Credit Units.

3.2.4. Duration of the Course

The Course shall vary according to the programme either Certificate, Diploma or Degree and it may be a full time / weekend / in-service undertaking and shall last a total of four (4), six (6) or eight (8) semesters equivalent to two (2), three (3) or four (4) academic years and may take a maximum of four (4), six (6), or eight (8) academic years.

3.2.5. Course Identification System

Courses shall be identified by a combination of letters and number codes.

3.2.5.1 The letter codes

The letter codes shall indicate the field, or area within a subject in which the course is offered. (See annexure for letter codes Bachelor's Degree in Agriculture for Year one Semester 1)

Course Code	**Course Name**	**LH**	**PH**	**CH**	**CU**
BAG 1101	Applied Mathematics	30	30	45	3
BAG 1102	Agriculture and Climate Change	30	30	45	3
BAG 1103	Agricultural Botany and Plant Physiology	30	30	45	3
BAG 1104	Introduction to Soil Science	30	30	45	3
BAG 1105	Anatomy and Physiology of Farm Animals	30	30	45	3
BAG 1106	Introduction to micro-Economics	30	30	45	3
BAG 1107	Computer Applications	30	30	45	3
BAG 1108	Gender in Agricultural Development	30	30	45	3
BAG 1109	Old Testament	30	30	45	3
	Total	**270**	**270**	**405**	**27**

3.2.5.2. **The number codes**

The set of number codes shall indicate the level, semester, and the serial number of the course.

3.2.6 **Interpretation of number codes**

The first set of four digits (e.g. written as 1102) shall denote the following information:

3.2.6.1 The first digit

The first digit shall denote the level or the year in which the course is offered. Therefore, 1 for 1st year, 2 for 2nd year, 3 for 3rd year and 4 for 4th year.

3.2.6.2 **The second digit**

The second digit shall denote the semester during which the course is offered. Therefore, 1 for 1st semester and 2 for 2nd semester.

3.2.6.3. The last two digits

The last two digits shall be used to distinguish the courses in a programme.

Each Course Units is given a three letter code which describes the area of agriculture to which the course units belongs. The prefix "BAG" stands for Agriculture. Numerical digits defined as follows;

First digit = Year of study

Second digit= Semester of academic year of study

Third and fourth = digits of the course starting with zero one (01) for the course number

3.2.7.Field Practicals and Attachment

3.2.7.1 **Field Practicals**

In order to ensure adequate practical training, each student shall be required to choose a practical project where he or she carries out from within the University farm during the recess of an academic year.

3.2.7.2 Field Attachment

Students shall be attached to organizations in and outside the University for 8 weeks during recess term of year one and year two for Diploma and Bachelor where they can put theories learnt in class into real practical skills.

The faculty and the department responsible shall design guidelines for evaluation of the students during that period.

3.2.7.3. **Special Research Project**

Each student will be required to write a research proposal and carryout a scientific research on a topic related to their field of study and produce a research report.

3.2.8. Attendance of lectures:

(a) All students are required to attend at least 75% of all prescribed classes (including lectures, practical classes, demonstrations, and Field Trips).
(b) Students are urged without fail, to make themselves available for academic work from the very beginning of the semester.
(c) A student whose attendance in class or whose academic work in the opinion of the Department, remains unsatisfactory after repeated warnings, may be excluded from examinations.

3.2.9. Venue and period of Exams

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

3.2.9.1. 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.

3.2.9.2. **Examinations Timetable Committee:**

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

3.2.9.3. **Examination Timetable:**

University 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 Faculty Dean in consultation with the Academic Registrar.

3.2.9.4. **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 goes up on the notice boards at 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.

3.2.9.5. Reporting **Time for Examinations:**

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

3.2.9.6. 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.

4.0. THE UNIVERSITY EXAMINATION MANAGEMENT TEAM:

The university has a management team that comprises of exam moderators, invigilators and examination scouts. All these persons are of unquestionable integrity appointed to oversee the conduct of examinations.

4.1. Examination Moderation:

Following guide lines from NCHE and to ensure that quality and standard of examination is not compromised faculty examination committees are formed, These committees may be composed of two members from each department to make four members that will represent the faculty. 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.

4.2. Invigilation of Examinations.

The university academic staff that 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, Faculty Dean, 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 list to the registrar's office and finally register.

(ix) No invigilator will accept any chit to the exam room as resolved by the Senate Committee. It was agreed that only the Examination Permission Card will be used for identification in the examination room.

4.2.1. Examination Scout:

According to the University Senate 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 cards.

4.2.2. Sitting Examinations

(a) Only registered students may be permitted to sit University examinations.

(b) A student who does not pay all the required University fees may not be permitted to sit the University examinations.

(c) The examination results of any student who has sat the examinations without being registered may be nullified. Students are strongly warned against this

5.0. BOARD OF EXAMINERS:

There shall be a Board of Examiners composed of Internal and External Examiners approved by National Council of Higher Education (NCHE) on the recommendation of the University Senate Committee of Kumi University.

5.1. Assessment and Evaluation:

Each student shall be assessed through:

- Continuous Assessment
- Written Examination
- Practical Examination
- Field Attachment

5.1.1 Continuous Assessment:

i) Continuous assessment shall be in form of:
   - Tests
   - Assignments
   - Practical's
   - Oral

ii) A minimum of two (2) of these methods of assessment including practical's shall be used to compute the final continuous assessment mark.

iii) Continuous assessment shall vary according to the programme for the Department of Agriculture it will carry 40% of total marks for the course.

iv) There shall be a test or an assignment after every course. The number of tests or assignments for each course shall be proportional to the total the credit units assigned to the course.

v) A test shall comprise questions with straight forward short answers and must not take more than one hour duration.

vi) Assignment shall be designed to cause a student to do broad study on the topics covered during the period being assessed.

vii) Practical and Oral assessments are on the spot assessments of students' performance in a given skill or set of skills.

5.1.2. Written Examinations

There shall be one theory written examination and one practical examination for science courses. The examination is done at the end of the semester during which the course is taught.

Examinations shall be done during the last two weeks of the semester and shall be subject to moderation by Faculty Examination Committee or External Examiner.

5.1.3. Computation of Final Marks for Assessment

Each examination, test or assignment shall be marked out of 100 but the marks scored in the examination test or assignment shall be computed and reduced as if it was marked out of 30 for continuous assessment or 70 in the case of final examination.

The final score for the course shall therefore be computed as in the example below,

E.g. For a student who scores 55% in the continuous assessment and 70% in the examinations for BAG 3201course, the final mark for course shall be computed as follows:

(i) Continuous Assessment: $\frac{55}{100} \times 30 = 16.5\%$

(ii) Examinations: $\frac{70}{100} \times 70 = 49\%$

(iii) Final score course BASS3201: = 16.5 + 49 = 65.5%

Assessment criteria for all courses have been specified after the description of the courses.

5.1.4. Administration of coursework

Tests and assignments shall be administered throughout the first twelve weeks of the semester.

5.1.4.1. Coursework scripts

Marked coursework scripts shall be returned to the students by individual examiners at least two weeks to the commencement of the examination period.

5.1.4.2. **Publication of Coursework Marks**

The coursework marks shall be published by individual examiners to students at least two weeks to the commencement of examinations.

5.1.4.3. Certificate of Due Performance

A Certificate of Due Performance shall be issued to students who satisfy all the coursework requirements, and have achieved the minimum class attendance in each course offered in a semester.

5.1.4.4. Class attendance.

The minimum class attendance in each course shall be constituted **by attending at least 75%** of lectures, tutorials, and practical sessions as recorded by the individual examiners.

5.1.4.5. **Certificate of Due Performance as a qualification to sit University Examinations**

The Certificate of Due Performance shall qualify a candidate(s) to sit for University examinations unless there are other genuine circumstances that impede the candidate(s) from taking these examinations(s). Deans shall recommend to the

Academic Registrar students who do not merit a Certificate of Due Performance 2 weeks before the End of semester examinations

A candidate who does not have course work marks or does not obtain at least 40% of the course work mark for a course(s) shall be denied a Certificate of Due Performance and therefore shall not qualify to sit the said examinations.

5.1.4.6. Contents of Certificate of Due Performance

The Certificate of Due Performance shall contain all the courses in which candidates have satisfied the minimum requirements as provided above.

6.0. COURSE CONTENT AND DURATION

6.1. Course Content

The level of content of a particular course has to match the credit units allocated to the course.

6.2 Credit Unit

A Credit Unit (CU) is a measure used to reflect the relative weight of a course.

6.3 Contact Hours

A contact hour is equivalent to one (1) hour of lecture or two (2) hours of practical sessions, tutorials, junior, senior clerkship and fieldwork.

6.4. Course Size

All courses shall have at least two (2) credit units and at most five (5) credit units. A course that has a practical component shall have a minimum of three (3) credit units and a maximum of five (5) credit units and a course without a practical component shall have a minimum of two (2) credit units and a maximum of four (4) credit units

6.4.1. Smallest Course size

The smallest course shall be two (2) credit units. A two (2) credit unit course is a course that is taught for two contact hours per week or a course that takes thirty (30) contact hours per semester.

6.4.2. **Largest Course size**

The largest course shall have five (5) credit units. A five (5) credit unit course is a course that is taught for five contact hours per week or a course that takes seventy five (75) contact hours per semester.

7.0. GRADING OF PROGRAMMES:

7.1. 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 degree 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.

7.2. **Grade Point (GP)**

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

Marks	80-100	75-79	70-74	65-69	60-64	55-59	50-54	0-49
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.

7.2.1. 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.

7.2.2. 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 i; 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 n is the number of course taken from the beginning of the program up to the time when the CGPA is being computed

7.2.3. Cumulative Weighted Grade Point Average (CWGPA)

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

a) Compute the WGP for each of the courses taught during the year.
b) Add together all the WGPs obtained as in (a) above for all the courses taken during that year.
c) 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.
d) The CWGPA for the whole course is obtained by simple average of the CWGPA for year 1 and year 2.

8.0. **DEGREE CLASSIFICATION**

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

Class	**CGPA Range**
First Class	4.40-5.00
Second Class (Upper division)	3.60-4.39
Second Class (Lower division)	2.80-3.59
Third Class (Pass)	2.00-2.79

9.0. **EXAMINATION RESULTS**

9.1. **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.

9.2. **Board of Examiners and Department Committee**

9.2.1. **Faculty Board of Examiners**

There shall be a Faculty Board of Examiners constituted and approved by the University Senate. Its membership shall be composed of internal examiners and such external examiners as may be present. It shall be chaired by the Faculty Dean and the Secretary shall be the Faculty Administrator.

9.2.2. **Department Committee**

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

9.3. **Approval of Examinations Results**

Examination Results shall be approved as follows;

9.3.1. **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.

9.3.2. Approval by the Faculty Board of Examiners

The Faculty Board of Examiners shall vet and approve the examinations results. At this stage, the results shall be considered provisional until the University Senate approves and confirms them.

9.3.3. Approval by the University Senate.

Results approved by the Faculty Board of Examiners shall be presented to the University Senate for confirmation and Approval. The Results submitted to Senate shall be received by the office of the Academic Registrar signed by the Dean of Faculty accompanied by minutes of the Faculty Board.

9.4. Publication of Provisional Examinations Results

Faculties shall publish the provisional examination results as soon as the meeting of Faculty Board of Examiners is complete.

9.4.1. Publication Avenues

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

9.5. Grievances and Appeals on Results:

9.5.1. 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.

9.5.2. 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.

9.5.3. Unresolved Cases

In case the examiner fails to resolve the matter, the HOD shall forward the case to Faculty Examinations Board.

9.5.4. Appeal to Senate

If the Faculty fails to resolve the matter, the student shall channel his/her appeal through the HOD, Faculty Dean, and Academic Registrar to Vice Chancellor before it is reported formally to Senate.

9.5.5. Mode of Appeal

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

10.0. ABBREVIATIONS DESCRIBING GRADES

The following letter grades shall be used when appropriate:

W	=	Withdrawn from Course
I	=	Incomplete
ABS	=	Absent with approval
TC	=	Transferred credit
RR	=	Result obtained after retaking
RS	=	Result obtained after special examinations
GP	=	Grade Point
GPA	=	Grade Point Average
CGPA	=	Cumulative Grade Point Average

10.1. Promotion:

A candidate must pass all the units in the manner spelt out. The Faculty Board may recommend to Senate to withhold permission to proceed to the next stage.

10.2. **Progression**

Progression of a student shall be regarded as Normal, Probationary or Discontinuation.

10.3. Normal progress

A student shall be put on Normal Progress (NP) if she/he passes all the specified courses in that particular semester with at least 2.0 grade points.

10.4. Probationary Progress (PP)

A student who fails to obtain a GP of 2.0 in any course but obtains a CWGPA of 2.0 or more shall be allowed to proceed to the next level. However, such a student must retake the course(s) he/she has failed

10.5. Discontinuation

When a student accumulates three consecutive probations based on the Cumulative Grade Point Average (CGPA) of less than two (2), he/she shall be discontinued.

(i) A student who has failed to obtain at least the Pass Mark (50%) during the Third Assessment in the same Course or courses he/she had retaken, shall be discontinued from his/her studies at the University.

(ii) A student who has overstayed in an Academic programme by more than two thirds ($^{2}/_{3}$) of the programme duration without valid justification shall be discontinued from his/her studies at the University.

(iii) Absconding from any form of assessment (i.e. test, coursework, assignment or final exam) in a semester without a justifiable reason.

(iv) A student who engages in examination malpractice.

10.6. Retaking a Course:

10.6.1 While retaking a course (s), a student shall:

(a) Attend at least 75% of the prescribed lectures/tutorials / practical's/fieldwork in the course(s)

(b) Satisfy all the requirements for the coursework components in the course or courses and

(c) Sit for the University examinations in the course(s).

(d) A student shall not be allowed to accumulate more than five (5 retake courses at a time. Students are required to register for retake course(s) first before registering for new courses offered in that semester and the retake courses should fit into the approved normal load to avoid timetable clashes.

(e) A final year student whose final examination results have already been classified by the relevant Department and has qualified for the award of a diploma / Certificate, shall not be permitted to retake any course(s)

(f) When a student has retaken a course, the better of the two grades he/she has obtained in that course shall be used in the computation of his/her Cumulative Grade Average (CGPA). Whenever a course (s) has/ have been retaken, the academic transcript shall indicate so accordingly.

(g) Students who have a course (s) to retake and these course(s) fall beyond the set normal semester load for their academic programs shall pay tuition fees for any course(s) to be retaken.

(h) Besides, such students also pay the re-examination fees per course retaken as well as the registration fees

10.6.2. Retake fees for an Examination:

Students shall pay a specified unit cost for the retake.

The following shall apply;

a) Students who proceed to the next academic year with retake courses shall be required to pay a specified unit cost but not pay additional functional fees.

b) Students who do not proceed due to failed courses shall be required to pay a specified unit cost for each retake plus functional fees.

10.7. Supplementary Examinations

a) The candidate who obtains 39-48 in any paper in the final year shall sit for a supplementary examination in that paper.

b) A final year student who fails a supplementary examination shall repeat the failed course(s) upon payment of the required fees.

10.8. Special Examinations

A student shall be eligible to sit special examinations under the following conditions:

a) For medical reasons as certified by the University Medical Officer and approved by Senate.

b) For compassionate reasons, based on events such as bereavement within the candidate's immediate family, which occur prior to and/or during the examination period, verified by the Dean of Students and approved by Senate.
c) As a result of other circumstance(s) beyond the candidate's control such as delivery, abduction, sickness which should be verified by recognized authorities.

10.9. Staying Put / Repeating a Year

(i) When a student obtains a CWGPA of less than 2.0 but more than 1.0 he/she shall be required to repeat the year.
(ii) A student who fails more than two (2) course(s) in a given semester and more than four (4) in an academic year shall be required to repeat the year.
(iii) When a student obtains GP zero in at least 25% but not up to 40% of the courses taken during the year he/she will be required to repeat the year.
(iv) A student shall be allowed only one repeat year.

10.10. Sickness during Examination or Revision Period

- If you are ill (or anything similarly catastrophic happens), this can obviously make a big difference to your performance, whether or not you manage to attend all your exams. It is essential that you let us know as soon as possible.

- Students who fall ill during the academic year and have cause to believe that their illness is of such gravity that it might affect their performance in the subsequent examinations, **KUMU at the material time of their illness furnish the relevant Heads, Dean of students and the Academic Registrar's offices with written reports of their illness from the University clinic**. You should get a University Medical Personnel note, and contact us while you are still ill if possible, as we need to get some idea of how badly you are affected

- Medical reports which are secured after failure in examinations and without previous records of the illness referred to in the relevant Department and academic Register's office shall not be accepted as valid ground for review of the failure in the examinations of the students concerned.

10.11. Absence from Examination

(i) If the Board of a Department is satisfied that a student has no justifiable reason for having been absent from a particular examination, such a student shall receive a Fail (F) grade for the course (s) he/she had not sat the examination in. The course(s) in which the fail (F) grade was/were awarded shall also count in the calculation of the CGPA.

(ii) If the Board of a Department is satisfied that a student was absent from coursework assessment and/or a final examination due to justifiable reasons(s) such as sickness or loss of a parent/guardian, then a course grade of ABS shall be assigned to that course(s).

10.12. 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 (ii) above may be permitted to "sit" he 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.

10.13. Holy Days during the Examination Period

- KUMU is a Christian 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, unless permission is granted by Faculty Deans together with their respective Heads of Departments then the candidate will be allowed to sit the paper when it is next offered without payments for the paper.
- 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.

10.14. Doubling 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.

10.15. 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 University 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.

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11.0. 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 University, revocation of awards where applicable and prosecution in Uganda's Courts of Law.

11.1. 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 University.

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

11.2. Examination Results

Normally, eight weeks after the end of the semester final examinations session, examination results are published. The results for each semester are published on the notice board. If you still do not know your results a week after they were published, you can contact the Heads of Department to get them.

11.3. Academic Misconduct

Fresher's 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:

11.3.1. Cheating is defined as any illegitimate behavior designed to deceive those setting, administering and marking the assessment. Cheating in a University is a very serious academic offence, which may lead ultimately to expulsion from the University. 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

11.3.2. Collusion: i.e. 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.

11.3.3. 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.

11.3.4. Plagiarism 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 University.

12.0. UNIVERSITY EXAMINATION REGULATIONS:

Below are instructions to candidates during the examination period as approved by the university senate 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.

Note:

Contravention of the regulation and instructions governing the University 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 University disgracefully.

13.0. 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.

13.1. 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.

13.1.1. 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.

13.2. 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.

13.2.1. 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 university.

13.3. 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 University 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 University Official involved in the conduct of the examination/test

(i) Any other conduct that may constitute an offence

13.3.1. 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 University for a period not exceeding two years, or
(b) Cancellation of the relevant examination and dismissal from the University 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 University Official shall be dismissed from the University and prosecuted in courts of law.

13.4. 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.

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

13.5. 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 University 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.

13.5.1. 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 University for a period not exceeding two academic years, or
ii) Cancellation of the relevant examinations and dismissal from the University.

13.6. 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 University 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 University Official witness or any other person in relation to an irregularity by making constant telephone calls, visits, etc.

13.6.1. 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 University for a period no exceeding two years, or
(ii) Cancellation of the relevant examinations and dismissal from the University.

13.7. 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 University staff which re subsequently proved to be false
- Second conviction

13.8. Rule 8: Procedure for Hearing Malpractice Cases

13.8.1. 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 .

13.8.2. Rules of Natural Justice

(2) In the handling of examination irregularities and malpractice, the Senate 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

13.8.3. 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 University 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.

13.8.4. Hearing

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

(9) 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 Senate 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 University Council for information for any other decisions apart from dismissal. Where, on the face of the record, the University Council realizes that the Senate 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.

13.8.5. 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.

13.8.6. 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 KUMU 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 KUMU confirm the decision and officially inform the student/candidate of the final decision.

13.9. POLICY ON APPEAL PROCEDURES ON EXAMINATION MALPRACTICES:

13.9.1. General Principles

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

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

The Vice Chancellor 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 Senate committee shall have a right of appeal only with respect to the penalty.

(28) The University 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 Vice Chancellor shall notify the Senate Committee that made the decision in the first instance of the date of hearing of the appeal. The Senate 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 Senate Committee shall have a right to respond to the student/candidate's presentation.

(31) The University 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 Senate Committee. The Senate Committee may also adduce additional evidence, which may be responded to by the student/candidate.

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

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

14.0. 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 University 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.

Policy Review

This policy shall undergo a review every three years or sooner if necessary, to ensure its relevance and effectiveness. Specific circumstances that may trigger a review include:

1. **Conflict with other policies:** Ensuring alignment and consistency within the University's regulatory framework.
2. **Need for amendments:** Addressing changes that enhance service delivery or adapt to evolving institutional needs.
3. **Other identified reasons:** As determined by the University Administration or the Public Relations and Communications Committee to better serve the institution's goals.

Regular reviews will ensure the policy remains robust, responsive, and reflective of KUMU's mission and aspirations.