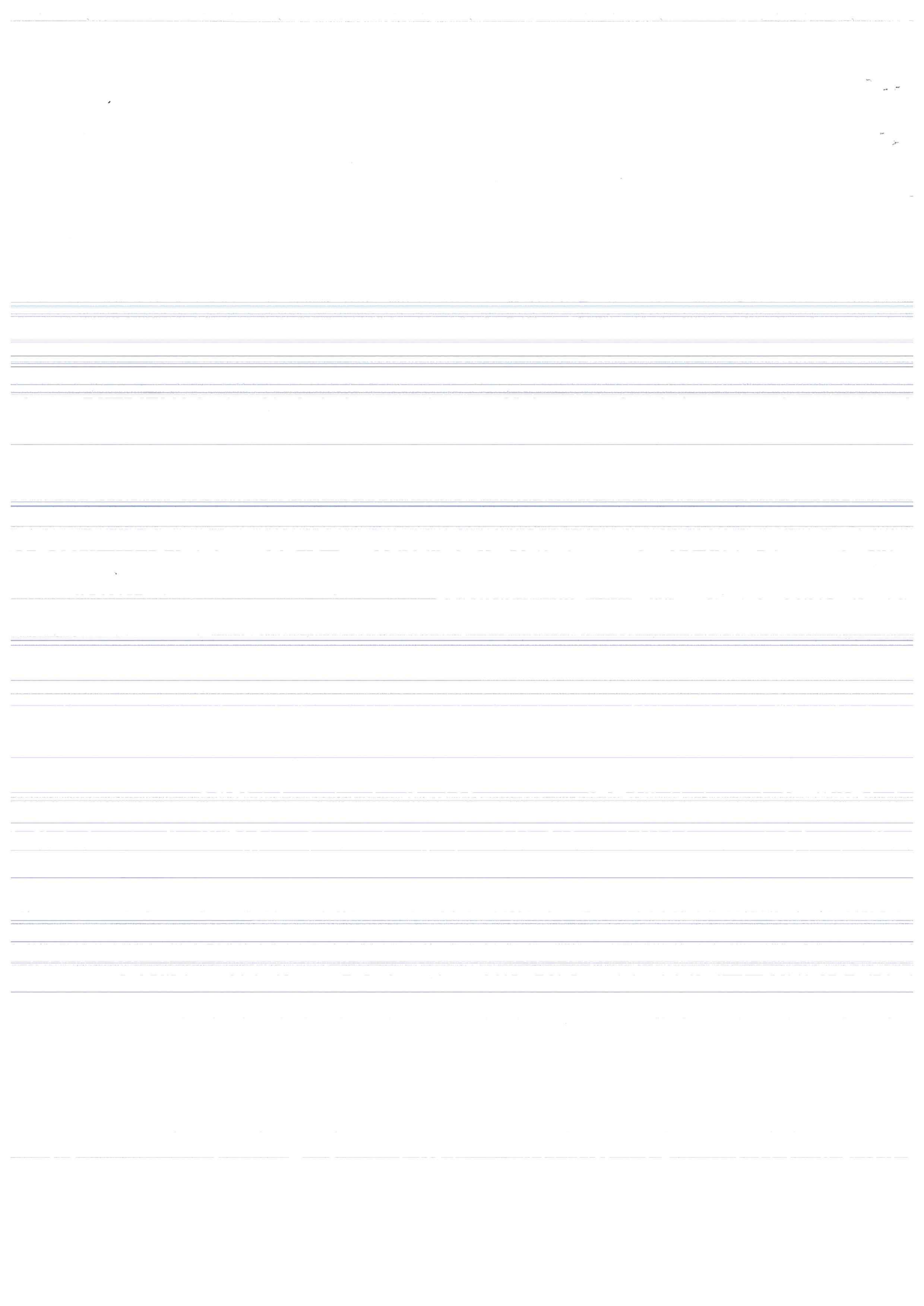




# **MASENO UNIVERSITY EXAMINATIONS POLICY**

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**2018**



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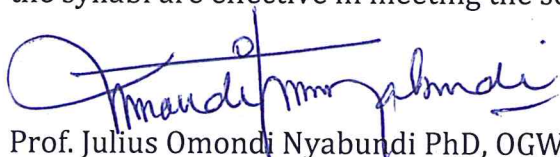
## **FOREWORD**

This policy manual shall enhance quality in the processes of examination and the certification of students. All staff with responsibilities in the examination are urged to uphold virtues such as confidentiality, honesty, and truthfulness in their day-to-day duties to ensure the policy manual adds value to education and training at Maseno University.

Conducting examinations is part and parcel of University undertakings in its endeavor to fulfill its stated objectives of providing quality university education. University examinations are key pillars in the realization of this mission and a critical exercise which presupposes responsibility, confidentiality, integrity, honesty and dedication.

In order to help students plan their time and study optimally for examinations, this document lays out in some detail the regulations and procedures governing end-of-semester examinations. Internal examiners should provide notification of the various in-semester examinations such as continuous assessment tests (CATs) in the course outline. It will be the responsibility of the student to give his or her Internal Examiner, sufficient notice and to work with the Internal Examiner to re-schedule examinations if this is needed.

Maseno University assures quality in the testing and examination of its students. The examination processes ensure that students' progression is objectively determined until they finally satisfy the Board of Examiners and Senate for the conferment of degrees and award of Diplomas and Certificates. The examinations are also used to evaluate whether the syllabi are effective in meeting the set objectives.



Prof. Julius Omondi Nyabundi PhD, OGW

**VICE- CHANCELLOR**

**APPROVAL AND COMMENCEMENT**

The policy shall be known as Maseno University Examination Policy herein after also referred to as Policy No ACA/PO/ 009 and shall take effect on approval by Council.

In exercise of the powers conferred by section 23(1) and section 35(1)(a)(iii) of the Universities Act, Section 19(2)(q) of the Charter for Maseno University 2013 and Schedule I (1.2) (q) of the Maseno University Statutes, Maseno University Council certifies that this policy has been made in accordance with all relevant legislations.

Dated the 12<sup>th</sup> day of October 2018

Signed Abdullah Said Date 12/10/2018

Prof. Abdullah Naji Said  
**CHAIRMAN, MASENO UNIVERSITY COUNCIL**

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## **UNIVERSITY VISION AND MISSION**

### **Vision**

The University of Excellence in Discovery and Dissemination of Knowledge

### **Mission**

To discover, harness, apply, disseminate and preserve knowledge for good of humanity

## **CORE VALUES OF THE UNIVERSITY**

- **Relevance**  
The University is committed to ensuring relevance in its programs and activities
- **Excellence**  
Excellence shall be targeted in outputs of the university
- **Equity**  
The University shall ensure that there is equity in all the opportunities within its jurisdiction
- **Quality**  
All outputs and processes of the University shall ensure that quality is maintained
- **Integrity**  
The University shall ensure integrity in all its undertaking

## **QUALITY POLICY**

Maseno University is committed to quality through teaching, research and development, providing timely services to foster and develop academic excellence in basic and applied research at all levels of study by training practice oriented manpower, who can contribute effectively to social, intellectual and academic development.

The University is internally engaged with its employees, to continually improve its services, products, processes, methods, and work environment to ensure each customer is receiving the highest quality service or product at the committed cost and on time. It is committed to quality through teaching, research and development; providing on time services to foster and develop academic excellence in basic and applied research at all levels of study by training practice oriented manpower, who can contribute effectively to social, intellectual and academic development in the community, nation and community of nations. The University is committed to communicating exhaustively with its customers, and internally with its employees, to continually improve its services, products, processes, methods, and work environment to ensure each customer is receiving highest quality service or product at committed cost and on time.

In order to realize this commitment, the University Management will monitor and review its quality performance from time to time through implementation of an effective quality management system based on ISO 9001:2008 standard.



## **1.0 PREAMBLE**

Examination is a mechanisms used to gauge whether students are following the academic programmes. Consequently, the product of the programme is substantially determined by the quality of the examination. To ensure that the public and private sectors get appropriate labour force, the examination process must be well structured and properly managed in order to properly identify students who have accomplished the expected learning outcomes. It is against this background that Maseno University has developed this policy to guide the examination process.

Examinations are designed to test the understanding of the concepts in the examined subject matter. These enable students to demonstrate achievement of the outcome(s) of the subject matter. Student performance in the assessment of course units contributing to their programme of study is the major source of evidence used by Boards of Examiners in determining progression and recommendation for awards of the degrees and diplomas. This policy is anchored in the common rules and regulations of examinations.

Senate may grant a School /Institute exemption from any of the requirements of these rules and regulations. 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 LIST OF ABBREVIATIONS**

- ASA** - Academic and Student Affairs
- CUE** - Commission for University Education
- DVC (ASA)** - Deputy Vice Chancellor Academic and Student Affairs
- MSU** - Maseno University
- VC** - Vice Chancellor



### 3.0 DEFINITION OF TERMS

- Syllabus:** An outline and summary or list of the main topics to be covered in a particular course or programme of study at the MSU.
- External Examiner:** A distinguished scholar external to the University from the rank of Senior Lecturer and above who has been nominated by a Department, Institute, or School and approved by the Senate to moderate University ordinary examinations.
- Internal Examiner:** An Internal Examiner is normally an academic member of staff, at the level of a Lecturer and above who has taught the course he/she is examining
- Board of Examiners:** The body of examiners, including external examiners, who are appointed to conduct a University Examination but does not include assessors.
- Senate:** A body responsible for academic matters in the University and the final authority on all such matters. It is the organ for control of academic quality and quality assurance.
- Special examinations:** offered to candidates with approved mitigating circumstances that prevented them from sitting when the ordinary examination was administered.
- Supplementary examinations:** normally offered to candidates who fail the ordinary examination. A candidate who fails in more than 50% of the units shall be discontinued
- Resit:** constitutes a failed course which a candidate must take when next offered
- Retake:** a candidate who resits a failed course twice shall be required to retake the course by registering and paying for the failed unit.
- Repeat:** a candidate who sits examinations for the first time and fails in between 25% and 50% of the total Units in the academic year
- Discontinuation:** a candidate who sits examinations for the first time and fails in more than 50% of the total Units in the year

**University 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.

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

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

**Student with Disability:** a person who has been diagnosed by an appropriate professional as having a mental impairment, physical impairment, neurological impairment, learning disorder, or sensory impairment which may be permanent or temporary and is likely to significantly interfere with educational pursuits

**Disability:** a physical, sensory, mental or other impairment such as visual, hearing, learning incapacity which impacts adversely on one's social, economic or environmental participation in daily activities

**Discrimination:** a distinction, exclusion or restriction on the basis of a disability which has the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise, on an equal basis with others, of all human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field; it includes both a denial of amenities and a use of derogatory words, gestures or caricatures

#### **4.0 SITUATIONAL ANALYSIS**

MSU has rules and regulations to guide the examination process. It was realized that there was a gap since the existing rules and regulations for examinations only applied to undergraduate and postgraduate students.

With the introduction of new programmes like Medicine, Nursing and Pharmacy there was need to have one policy which encompasses all programmes in the University.

The challenge was that the grading for certificates and diploma programmes were left at the preserve of the various schools. This therefore necessitated the University to come up with a policy which would provide guidance on grading for other programmes and in the long run have a standardized grading system all in one document.

#### **5.0 SCOPE OF THE POLICY**

This Policy applies to the conduct of examinations at Maseno University Examinations.

#### **6.0 OBJECTIVES OF THE POLICY**

The primacy of assessment and examination is to:

- i Improve student learning.
- ii Measure the effectiveness of the prescribed curriculum in meeting the established student learning outcomes of their individual programme.
- iii Identify necessary changes to achieve optimum success

#### **7.0 GUIDING PRINCIPLES**

The following principles shall underpin all MSU examinations:

- i Examinations shall be valid in relation to their form, quantity, level, content and learning outcomes;
- ii Examinations serve to promote student learning by their nature and the provision of appropriate guidance and feedback on performance;



- iii The Registrar ASA shall ensure that Examinations policy, procedures and processes are explicit and made clear to all students, staff, and external examiners;
- iv Examination management will be reliable, consistent, fair and inclusive;

## 8.0 GENERAL RULES

### 8.1 Regulation for Conduct of Examinations

- i. The duration of studies shall normally be follows:
  - PhD - three (3) years
  - Masters - two (2) years
  - Bachelors - four (4) years except Bachelor of Medicine and Surgery which takes six years
  - Diploma - two (2) years and
  - Certificate - one (1) year
- ii. The University shall administer examinations every semester for the award and conferment of certificates, diplomas and degrees.
- iii. Students sitting for University examinations shall have cleared all their fees.
- iv. Only students who have attended at least or equivalent of 2/3 of lectures shall be eligible for end-of-semester examinations.
- v. Continuous Assessment Tests (CATs) shall be administered within the semester, before end-of-semester examinations.
- vi. The University shall prepare and release examinations timetable at least four (4) weeks before the beginning of examinations.
- vii. Departments shall set and moderates examination within the first six (6) weeks of each semester.
- viii. University examinations shall be secured from any possible manipulation or leakage.
- ix. All invigilators and candidates shall abide by the invigilation and examinations regulations.
- x. Each Internal-examiner shall mark all examination scripts and record marks in the standard prescribed format within eight (8) weeks of end-of-semester examinations.
- xi. Examination results shall be internally moderated within four (4) weeks of the end of marking.
- xii. All Units shall be examined during the semester in which they are taken.
- xiii. Assessment of postgraduate thesis/project shall be carried out in accordance with the Rules and Regulation for Postgraduate Studies.

- xiv. Each course examined shall be marked out of 100 marks, and the pass marks shall be 40 marks for certificate, Diploma and Undergraduate courses, and 50 marks for post graduate courses unless stated otherwise. The pass marks for both Undergraduate and Postgraduate courses in the School of Medicine and School of Nursing shall be 50%.

## **8.2 Students with Disabilities**

A student with proven and recognized disability may be eligible for alternative examination arrangements if they have a significant impairment, permanent or temporary, which may prevent them from performing to capacity in an examination conducted under standard conditions

All Students must register with the Department of Special Needs Education to benefit from such provisions

The Secretary to University Disability Committee, in consultation with the Registrar AA, will see to it that reasonable adjustments are made to ensure that an impaired student is able to undertake assessments without being placed at a substantial disadvantage in comparison to non-impaired students by virtue of their condition

The intervention may involve adjustments to:

- i. Process of assessments such as additional time, assessment in separate venue alternative examination formats, alternative examination mode and assistive technology;
- ii. Cater for students with impairment or other special needs to ensure fairness and equality of opportunity for all students
- iii. Alternative examination arrangements may be made for students with long or short term medical conditions, specific learning difficulties or disabilities, subject to the overall requirement that academic standards must be maintained
- iv. Transcribing all the examinations for the visual impaired to braille and modification of examination questions (preserving content while eliminating superfluous words)

## **9.0 IMPLEMENTATION FRAME WORK**

### **9.1 Responsibilities**



Subject to the Act and the Statutes, all matters concerning University Examinations shall be supervised by the Deputy Vice-Chancellor, Academic and Students Affairs under the general direction of Senate.

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

Responsibility for implementation of specific aspects of this Examination Policy is integral to the roles of the:

- i. The Vice Chancellor
- ii. Deputy Vice Chancellor
- iii. Registrar, ASA
- iv. Deans and Directors of Faculties/Schools/Centres
- v. Chairpersons of Departments
- vi. Internal Examiners
- vii. Examination /Timetabling/Programme Coordinators
- viii. Project and dissertation Supervisors
- ix. External Examiners
- x. Students

### **9.1.1 The University**

It is the responsibility of Maseno University, guided by this policy, to:

- i) Ensure proper planning, organization and administration of examinations;
- ii) Assess a student fairly;
- iii) Satisfy itself that proper invigilation of examinations is undertaken;
- iv) Ensure that the results of students' assessments are timely processed and published as far as they relate to progression or awards of the University;
- v) Investigate any allegation of examination malpractice and act appropriately on the findings;
- vi) Consider appeals on examination decisions.



### **9.1.2 Internal Examiners**

- i. Internal/ Examiners shall mark every script following a proper marking scheme.
- ii. 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.
- iii. The Internal Examiner for any particular examination paper shall normally be one of the invigilators.
- iv. In cases where the Internal Examiner is unable to be present at the start of the examination, he/she shall inform the Chairperson of Department/ Programme Co-ordinator or Director of School /Institute who shall then nominate a replacement from the Department / School /Institute concerned.

### **9.1.3 External Examiners**

- i. All External Examiners will carry out the moderation exercise at designated venues approved by the University Senate.
- ii. The External Examiner shall provide a general overview of candidates' performance.
- iii. 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.
- iv. 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.
- v. The External Examiners will be expected to attend the Departmental/Programme Board of Examiners' Meeting to present their reports.

### **9.1.4 Students**

It is the responsibility of MSU students to:

- i. Read, understand and adhere to Examinations Procedures and Guidelines and Examination Rules and Regulations;
- ii. Participate in the learning activities specified for each course and programme for which they are registered;
- iii. Attend all examinations as required;

- iv. Undertake examinations in an honest manner.

## **10.0 REGULATIONS FOR CONDUCT OF EXAMINATIONS**

### **10.1 Types of Examinations**

There are two categories of examinations: continuous assessment tests (CATs) and regular University examinations. Examinations take different forms and include in-course/coursework assessments; end-of-course/written final examinations; Resit, Retake, Special Examinations; Supplementary Examinations, practical, project, essay, and/or formal test. The examination administered at the end of a course unit is referred to as regular University examination.

Unless otherwise stated, all course units taken in a given semester/Term shall be examined through regular University examinations at the end of that semester.

Course units that spread over two/three semesters/Terms shall be examined at the end of the second semester through regular university examinations.

### **10.2 Setting and Moderation**

- i. There shall be Internal and External Examiners of the University who shall prepare examinations and examine students in papers assigned to them by the School or Institute.
- ii. The Internal Examiner must set an examination that is standard and in which;
  - (a) The syllabus is adequately covered;
  - (b) The questions are comparably challenging especially in cases where candidates make a choice;
  - (c) All different mental abilities of knowledge, comprehension application, analysis, synthesis and evaluation have been tested;
  - (d) All the questions are relevant and appropriate for the level;
  - (e) The questions can be answered within the time allowed for the paper;
  - (f) The marking scheme tallies with the question paper and the weighting of each question paper and the weighting of each question is fair.



- iii. Examination papers, including marking schemes shall be set within the first month of each semester as per the examination processing schedule
- iv. Each School/Department shall have Examination Coordinator/s appointed by the Vice Chancellor upon recommendation of the Deans of Schools.

### **10.3 Processing and Declaration of Examination Results**

#### **10.3.1 Marking**

- i. Internal marking of examinations shall be done by the internal examiner who is the course lecturer.
- ii. The Internal Examiner should start marking immediately the examination ends and submits the results, marked scripts, projects and other assessment materials and records to the chairpersons/Dean of departments/Schools within two weeks after the end of the examination as per the Examination Processing Schedule
- iii. The Chairpersons/ Deans of Departments/Schools shall forward marked scripts, marking schemes, question papers and other assessment materials to External Examiners who shall be invited by the Director, Quality Assurance in conjunction with the Registrar, Academic Affairs to come for moderation.
- iv. The External Examiners shall moderate the examination results and file their reports to the Vice-Chancellor.
- v. The External Examiners shall brief the Members of the Departments/ Schools on their findings.

#### **10.3.2 Processing of Results**

- i. Unless the Senate decides otherwise, examination results shall be considered first by Departmental/ Programme Boards of Examiners and then by the School/Institute Boards of Examiners at the end of each Semester.
- ii. The Departmental/Programme Boards of Examiners shall normally consider the results after they have been moderated by External Examiners.
- iii. Chairpersons/Coordinators of Departments/Programme shall forward results to relevant School/Institute Boards of Examiners after Departmental Programme Board of Examiners meetings.
- iv. After a meeting of School/Institute Board of Examiners, the Dean/Director shall forward the provisional results to Senate for final decision and approval.
- v. Deans/Directors, after approval of results by the Senate, shall release provisional Examination results to candidates indicating pass or fail. The results will be posted on Notice Boards.

- vi. Official results shall be released to the candidates by the Deputy Vice Chancellor (Academic & Student Affairs), soon after the approval by Senate.
- vii. All Examination Results are confidential until the School/Institute Boards of Examiners consider them, and are not official until approved by Senate.
- viii. It is the responsibility of each individual student to check his/her results

#### **11.0 APPEAL FOR RE-ASSESSMENT**

- i. A candidate may appeal for remarking upon satisfying all University regulation.
- ii. The award of a degree, diploma or certificate shall be rescinded by the University upon detection of academic malpractice which would have otherwise disqualified the candidate from graduation.
- iii. The University shall offer alternative assessment to candidates whose scripts are lost.
- iv. The University shall normally dispose of examinations scripts four (4) years after graduation of the candidates.

#### **12.0 TRANSCRIPTS**

The results for candidates shall be presented in transcript form indicating letter grading in accordance with the grading system and classification approved by Senate.

- i. Deans/Directors of Schools/Institute shall release provisional transcripts after the results are approved by their respective Faculty/School/Institute Boards of Examiners.
- ii. Official transcripts shall be issued by the Registrar Academic and Students Affairs at the end of the programme as approved by Senate.

#### **13.0 PROGRESSION**

A candidate shall be allowed to proceed to the next year of study so long as He/She passes all the courses for the previous year  
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.

#### **14.0 Grading System (Cross reference to rules and regulation for examination)**

Unless otherwise specified by the Senate, the Examination grading System shall be as shown below:

#### 14.1. Undergraduate/Diplomas/Certificate:

Percentage Marks	Grade
70 and above	A
60 - 69	B
50 - 59	C
40 - 49	D
Below 40	E (Fail)

#### 1.4.2 Medical Sciences

Grading for Medicine, Nursing and Pharmacy Undergraduate studies shall be as follows;

Percentage Marks	Grade
75 - 100	A
65 - 74	B
50 - 64	C
Below 50	D (Fail)

#### 14.3 PhD, Masters and Postgraduate Diploma

Grading shall be as follows;

Percentage Marks	Grade
70 and above	A
60 - 69	B
50 - 59	C
Below 50	D Fail

#### 15.0 CLASSIFICATION AND AWARDS

Degrees shall be classified as follows:

Percentage Marks	Performance
------------------	-------------



70% and above	First Class
60% - 69%	Second Class Upper
50% - 59%	Second Class Lower
40% - 49%	Pass
Below 40 %	Fail

### 15.1 Undergraduate in Medical Sciences

Undergraduate degrees in Medicine, Nursing and Pharmacy shall not be classified.

### 15.2 Postgraduate programmes

The Postgraduate degrees and diplomas are graded as a **PASS**  
**Or FAIL.**

### 15.3 Diploma and Certificate programmes

Classification will be as follows;

Percentage Marks	Performance
70% - 100%	Distinction
60% - 69%	Credit
50% - 59%	Pass
Below 40 %	Fail

## 16.0 GRADUATION

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.

Students who successfully complete a programme of study must make an application to the Registrar, Academic Affairs in order for their award to be conferred. Details of when, and how to apply to attend ceremonies will be made available by the Registrar, Academic Affairs

## 17.0 STRATEGIC FOCUS/INTERVENTION

- i. MSU examinations are designed to play an important role in focusing learning and teaching efforts on intended academic and intellectual



outcomes and the development of desired and required graduate capabilities. The examinations promote active student engagement in learning and enable student to develop his/her knowledge, skills and capabilities in meaningful disciplinary, professional and personal contexts.

- ii. All curricula shall have learning outcomes and the examination are administered in order to measure the effectiveness of the prescribed curriculum in meeting the established student learning goals and objectives.
- iii. During curricula review the stakeholders and students shall be required to identify necessary changes to be effected on the reviewed curricula in order to achieve optimum success.

#### **18.0 MONITORING AND EVALUATION**

Responsibility for monitoring the implementation of this Examination Policy is vested in the MSU Senate. Senate shall have the overall authority in all matters concerning and affecting examinations. These include the setting, moderation, conduct and marking of examinations as well as the declaration of examination results.

#### **19.0 REVIEW**

The University reserves the right to amend the current Examination Policy as it deems necessary determined by Senate.

#### **20.0 RELATED LEGISLATION AND DOCUMENTS**

The policy should be read alongside the under mentioned:

- i. University Standards and Guidelines (2014)
- ii. Teaching and Learning Policy (2018)
- iii. University Regulations 2014
- iv. Common Rules and Regulations for examinations (2003)
- v. Rules and Regulations Governing conduct of Students
- vi. Human Resource Manual (2017)
- vii. Academic Integrity Policy (2018)

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