



# JOSIAH KIBIRA UNIVERSITY COLLEGE OF TUMAINI UNIVERSITY MAKUMIRA

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## 1 REGULATIONS GOVERNING EXAMINATIONS

### 1.1 PREAMBLE

1 Subject to University Regulations, all matters concerning University Examinations shall be supervised by the Deans of Faculties under the supervision of the Deputy Provost for Academic Affairs and the general directions of the Provost.

2 The University Senate shall have authority in all matters affecting examinations, including the setting, conduct, marking and publishing of results and its decision in all examination matters shall be final.

3 Exemptions:

1 The Senate may grant the Faculty exemption from any of the requirements of these regulations.

2 The Senate may grant any student(s) exemption from any of the requirements of these regulations.

### 1.2 DEFINITIONS

For the purposes of these Regulations:

1 "The University Senate" is the supreme academic organ at the University level.

2 "University Examinations" are all those examinations, assessments or evaluations that are considered in determining whether a student shall proceed to the following year of study in the University or qualifies to graduate.

3 "Regular University Examinations" are those scheduled examinations at the end of each semester or academic year or as determined by the Academic Committee/Senate.

4 "Special Examinations" are those which after approval by the Academic Committee/Senate, are administered to candidates who fail to sit for regular examinations for reason acceptable to the Academic Committee/Senate.

5 "Supplementary examinations" are those examinations, which, subject to approval by the Academic Committee/Senate, are administered to candidates who fail to obtain a pass in specific subjects during any semester.

6 "Continuous Assessment" is any form of evaluation made during the course of the academic year such as tests, graded Practice, projects and assignments.

7 "An academic year" shall normally be composed of two semesters.

8 "A course" is that part of a subject described by a coherent syllabus and taught over a specified period.

9 "A course" is designated as one or more units of study.

10 "A unit of study" will depend on the requirements of the particular course concerned.

### 1.3 GENERAL RULES

1 Guidelines for University examinations shall be presented through the Faculty Board for consideration by Academic Committee and approval by Senate.

2 Unless the Senate directs otherwise all courses shall be examined within the year in which they are taken.

3 Academic Integrity The academic community of Josiah Kibira University believes that one of the goals of a Christian Institution of higher education is to strengthen academic integrity and responsibility among its members. To this end, the University emphasizes the importance of sound judgment and personal sense of responsibility in each student. All members of the academic community are expected to respect the highest standards of academic integrity. Academic dishonesty

is a serious offence at Josiah Kibira University College because it undermines the bonds of trust and personal responsibility between and among students and faculty, weakens the credibility of the academic enterprise and defrauds those who believe in the value of integrity of the degree or diploma. A student or staff member who commits an act of academic dishonesty shall face disciplinary action.

#### 4 Eligibility for Examination

1 A student must report for course registration four (4) days prior to the beginning of teaching. There shall be no registration after two weeks from the beginning of teaching unless otherwise approved by the Academic Committee/Senate.

2 No candidate shall be allowed to sit for the examination if he/she has not completed payment of fees and other charges.

3 Registration for courses as indicated in (1) above is a pre-requisite for registration to sit for examinations.

4 No candidate shall be allowed to sit for a paper for which he/she has not registered.

5 A student shall not be allowed to sit for a University Examination in a course if he/she has missed 25% or more of the scheduled semester class periods for each course and has not completed Continuous Assessment requirements.

5 The Continuous Assessment is graded as part of coursework and counts for (usually) 40% of the total Course Grade. To be eligible to sit for a University Examination, a student must have scored 50% or above of the Continuous Assessment grade.

6 The Faculty Dean shall publish a list of candidates registered for examinations, at least, two weeks before the beginning of the examinations and shall issue each eligible candidate with an examination number. The list shall be made available to Heads of Departments who act as Senior Invigilators and to the DPAA accordingly.

7 Senior Invigilators must ensure that they have registration lists for candidates registered for each paper in the room in which the examination is being taken.

### 1.4 SPECIAL EXAMINATIONS

A special examination is one, which is taken at a time other than the regular examination period as the result of extenuating circumstances. See also Section 7.2 (4).

1 In extenuating circumstances, a student may be allowed to post-pone sitting for an examination, provided he or she reports the matter in writing at least forty-eight hours before the examination to the Dean of Faculty and copied to the DPAA and the Dean of Students. Such a report shall be accompanied by supporting documents. The permission shall be given by the Dean of Faculty in writing and copied to the DPAA.

2 When a student is allowed to sit for a special examination, he/she shall be considered to be attempting the examination for the first time, and shall be accorded all of the rights provided for in the examination regulations but she/he will be charged a fee.

3 Special examinations shall be conducted at such time, coincident with supplementary examinations.

4 A student shall be deemed eligible for special examinations after receiving a letter of authorization to take special examinations from the Dean of Faculty. A fee of Tshs 30,000 will be charged for each individual examination. Special examinations shall not be available to students who have absented themselves from regular examinations without written permission.

### 1.5 SUPPLEMENTARY EXAMINATIONS

A supplementary examination is one, which is taken by a student after he/she fails a paper in a regular or in a special examination. (See also 7.2 (5)).

1 A student shall be allowed to sit for a supplementary examination only if he/she has failed in less than 50% of the prescribed examination papers. The supplementary examination must be taken only in the failed paper(s) (see section 7.13 of this document).

2 A supplementary examination paper fee of Tshs 10,000 must be paid for each supplementary examination paper provided to a student. The fee must be paid in advance to the finance department to cover the University's expenses of providing a supplementary examination.

3 A student who passes the supplementary examination shall be awarded a course grade of 50%. Continuous Assessment marks are not counted for Supplementary course grade.

4 Supplementary examinations shall be conducted at a convenient time determined by the Academic Committee/Senate within the concerned academic year.

## **1.6 APPOINTMENT OF EXTERNAL EXAMINERS**

1 An External Examiner is normally a re-known academician in a University at the level of a Senior Lecturer or above possessing at least a PhD Degree in the field of his qualification.

2 Academic Committee/Senate shall appoint External Examiners on the recommendation of the Faculty Board, upon presentation of Curriculum Vitae by the External Examiner.

3 External Examiners shall be approved by the Senate.

4 If the current External Examiners are being invited for the last time, departments and Faculties shall start searching for new External Examiners to ensure their appointment within the first month of the following academic year.

5 External Examiners shall not have taught the subject to the students to be examined either as full time or part-time staff members of the University during the last four years.

6 External Examiners can be appointed for three years consecutively followed by a recess of three years and a possible re-appointment.

7 For older programmes, a bi-annual schedule for External Examiners shall be an option.

8 For the new programmes, the annual schedule for External Examiners shall be continued.

## **1.7 REGULATIONS FOR CONDUCT OF EXAMINATIONS**

### **1.7.1 Continuous Assessment**

1 The minimum number of Continuous Assessments per subject, per semester or per year shall depend on specific requirements of the course concerned.

2 Continuous Assessments should be spread evenly throughout the teaching period for the subject content, and the last one at least two weeks before the end of Semester or year examinations.

3 Continuous assessments shall include all in-course assessments and those assessment tests conducted at the end of each course.

4 Departments shall maintain a record of marks of Continuous assessments, sample assignments and question papers.

5 The records shall be made available to the external examiners.

### **1.7.2 Invigilation and Conduct of Examinations**

1 Invigilators who are normally academic members of staff shall be appointed and briefed by the Head of Department who is the Chief Internal Examiner.

2 The internal Examiner for any particular examination paper shall normally be one of the invigilators.

3 Names of invigilators for various examination timetables shall be sent to the Faculty Dean and the DPAA by the Heads of Departments one month before the start of the examinations.

4 At least two invigilators shall be allocated to each examination room and at least one must be in the examination room at any one time.

5 The Faculty Dean shall appoint one of the Senior Invigilators to co-ordinate invigilation in each examination room where several examinations are taking place simultaneously.

6 Instructions to candidates and invigilators shall be published annually by the DPAA, setting out details of procedures to be followed in the conduct of examinations (see Appendix I for an example).

7 The Senior Invigilator shall collect all examination papers and related materials from the Dean's Office, at least half an hour before the start of all respective examinations.

8 The Senior Invigilator shall ensure that all examinations start and end on time.

9 The Invigilators, under the direction of the Senior Invigilator shall be responsible for the security and laying out of the examination papers and for such other duties as may be specified in the instructions to invigilators.

10 Invigilators shall remain in the examination room throughout the examination.

11 In case where the Invigilator is unable to be present at the start of the examination, he/she shall inform the Head of Department who shall then nominate a replacement from the Department concerned.

12 Internal Examiners shall certify the total number of scripts received from the record of candidates who have taken the examination.

13 There shall be an examination report sheet, in which the students shall sign upon receipt and submission of the scripts.

### **1.7.3 Modes of Examinations**

Examinations in the Faculty will be conducted in a combination of any of the following modes, depending on the specific requirements of the course, year of study and in accordance with the Examination schedule

- 1 Written Examination
- 2 Viva Voce (Oral) Examination
- 3 Practical Examination
- 4 Clinical Examination

### **1.7.4 Irregularities in University Examination**

Inappropriate conduct by a student concerning semester University Examinations impairs academic integrity, and will subject the offending student to expulsion. Such examination irregularities can include, but are not limited to:

- 1 Carrying unauthorised material into an examination room
- 2 Reading other candidate's answer scripts
- 3 Attempting to copy or using unauthorized materials in the examination room
- 4 Communicating with other students, either verbally or through other means, during the examination without permission from the invigilator
- 5 Permitting another candidate to copy from one's own paper.
- 6 Obtaining or endeavouring to obtain assistance from any other candidate directly or indirectly or endeavouring to give assistance to any other student
- 7 Removing examination answer books/sheet from examination room
- 8 Starting to attempt the examination before being authorised to do so
- 9 Continuing to do/answer the examination after being ordered to stop.
- 10 Failing to comply with any other examination rules, regulations, or directions given by an invigilator
- 11 Destroying or attempting to destroy evidence relating to any suspected irregularity
- 12 Reproducing the works of another person or persons in continuous coursework or assignments without acknowledgement and with intent to deceive
- 13 Absconding examinations
- 14 Bringing in unauthorized materials (for example purses, electronic equipment such as cell phones and pagers etc.) into the examination premises
- 15 Borrowing of materials such as calculators, rulers, correcting fluid and pens among students during examinations.

### **1.7.5 Procedure for dealing with irregularities**

Prior to the beginning of each examination, invigilators shall draw to the attention of candidates the seriousness of irregularities in examinations.

If an invigilator suspects a student of examination irregularities the following steps shall be taken:

- 1 The student shall be approached immediately.
- 2 Any unauthorized material in the possession of the student, as well as his/her answer book and examination question paper shall be confiscated and ensured that the incidence is witnessed by another person to verify the matter and the student shall not be allowed to continue with the examination; but may be allowed to attempt other papers.
- 3 The invigilator shall report in writing to the Faculty Dean and provide a copy to the DPAA within 16 hours.
- 4 The Faculty Dean shall require in writing the student to submit a written statement concerning the incidence within 16 hours. The student shall submit his/her statement to the Faculty Dean also copied to the DPAA.
- 5 The DPAA shall set up an investigation committee, which should complete the investigation within

two weeks after which the investigation committee shall submit the report to the DPAA, who shall in turn table the matter before the Academic Committee and University Senate. The Academic Committee / Senate shall then take appropriate action. If it is established that the student committed an examination irregularity, he or she shall be expelled from the University forthwith.

6 An internal examiner, who in the course of marking examination scripts or research or assignment papers suspects that an academic irregularity has taken place, shall report the matter in writing to the DPAA through the respective Dean of Faculty

7 DPAA shall set up an investigation committee, which should complete the investigation within two weeks after installation of the committee upon which the investigation committee shall submit the report to the DPAA, who shall in turn table the matter before the University Academic Committee/Senate for appropriate action. If it is established that the student committed an examination irregularity, he or she shall be suspended from the University forthwith for not less than a year and when re-admitted conditions stated under section 14.0 below will be observed.

## **1.8 LEAKAGE OF EXAMINATION**

### **1.8.1 Definition**

Any act which results in a candidate or candidates having access to, or knowledge of examination questions or of any unauthorized materials related to the examinations, before the scheduled date and time of the examination shall amount to leakage of examinations.

### **7.8.2 Procedure for dealing with leakage of Examinations**

1 Any person suspecting leakage of a test or examination shall immediately report to the Deputy Provost for Academic Affairs.

2 Where there are strong indications that an examination leakage has taken place, the Deputy Provost for Academic Affairs, in consultation with the Provost shall cancel/withdraw the examination and order a fresh examination to be set and administered.

3 Deputy Provost for Academic Affairs shall set up a committee to investigate the circumstances surrounding the suspected leakage. Then investigating committee shall submit its findings to the Deputy Provost for Academic Affairs, who shall in turn table them before the Academic Committee/Senate. Where it is established that an examination leakage has taken place, appropriate disciplinary action shall be taken by the Academic Committee / University Senate against those found responsible for the leakage.

## **1.9 SETTING AND MODERATION OF EXAMINATIONS**

1 An Internal Examiner is normally an academic member of staff at the level of a Lecturer or above who has taught the course being examined.

2 Supplementary and Special Examination papers shall be set simultaneously with the regular University Examination papers.

3 Examination papers shall be internally moderated by the Faculty/ Departmental Moderation Committee and External Examiners shall be involved after the examination.

4 The moderated and sealed examination paper shall be sent to the Dean of Faculty for safekeeping before the start of the examinations.

5 Strict precautions shall be taken to ensure that there are no examination leakages.

## **1.10 FUNCTIONS OF INTERNAL AND EXTERNAL EXAMINERS**

1 The Internal examiner shall be required to have a proper marking scheme.

2 The Head of Department, as the chief Internal Examiner, shall ensure that the standard marks curves are retained by the Internal Examiners of his/her Department during the marking process.

3 After marking all the scripts, Internal Examiners shall enter Continuous Assessment and the end of the semester/year University Examination marks on the individual course mark sheets.

4 All Internal Examiners are required to submit results, scripts, projects and assessment materials and records to the Head of Departments at least 24 hours before viva voce examinations are conducted.

5 Staff members failing to meet the set examination deadlines without good cause, shall be subjected to disciplinary action according to prevailing regulations.

6 The Head of Department shall give the scripts together with copies of the question papers, final marking schemes and mark-sheets to the External Examiner on arrival. Records of Continuous Assessments and projects shall be kept by the Heads of Departments and be made available to the External Examiners.

7 **The External Examiner** shall normally be expected to review extreme cases by sampling and marking the scripts to ensure consistency in marking. The external examination thus include the following measures:

- 1 To examine the quality of Examination Papers.
- 2 To sample, read and grade Research Papers/ Dissertations/Theses.
- 3 Attend Examiners Board Meeting.
- 4 Review the course content and curriculum.
- 5 To visit the Library/ Laboratory and give their advice regarding the Library Holdings, Laboratory Equipment in respect of the concerned programme.
- 6 To grade Oral Defence (viva voce).
- 7 The External Examiner shall provide a general overview of performance. Present a report on the examination to the Deputy Provost for Academic Affairs, which in turn will be presented to the Faculty Boards and the Academic Committee/ Senate for further discussion and decisions.

### **1.11 PROCESSING OF EXAMINATION RESULTS**

#### **1.11.1 By Departments**

- 1 A meeting of the Department Board of Examiners shall consider the results and make recommendations to the Faculty Board of Examiners.
- 2 The External Examiners will be expected to attend the Departmental Board of Examiners' meeting.
- 3 The final mark in any subject shall be derived from Continuous Assessments and the end of semester/year University Examinations.
- 4 Unless the Senate decides otherwise, each course shall be graded out of a maximum of 100% marks.
- 5 Continuous Assessments as approved by the Academic Committee/Senate shall vary depending on the nature of the course.
- 6 The pass mark as approved by the Senate shall vary depending on the nature of the course in question.
- 7 After the Departmental Board of examiners meeting, all the relevant examination mark sheets shall be accurately completed, checked and signed by the Internal Examiner, the Head of Department, the Dean (where applicable) and the External Examiner(s).
- 8 All documents tabled during Departmental Boards of Examiners Meeting shall be reclaimed from members of the Board at the end of the Meeting.
- 9 Internal Examiners and External Examiners shall not divulge marks to students.
- 10 All examination results are confidential until the Faculty Boards of Examiners consider them.
- 11 A meeting of Faculty Board of Examiners shall be convened to consider the results and recommendations from the departmental Boards of Examiners and to make recommendations to the Academic Committee/Senate.

#### **1.11.2 By Faculty Board of Examiners**

- 1 The External Examiners will be expected to attend the Faculty Board of Examiners.
- 2 All documents tabled during the Faculty Board of Examiners meeting shall be reclaimed from members of the Board at the end of the meeting.
- 3 Members of the Faculty Board of Examiners shall not divulge marks or any of the Board's deliberations to any student and unauthorised persons.
- 4 The Faculty Board of Examiners shall forward the Faculty results and recommendations to the Academic Committee/Senate for approval.
- 5 Viva voce results will also be submitted to the Academic Committee before they are announced.

#### **1.11.3 By College Academic Committee**

- 1 The Faculty Board of Examiners shall forward the details of the official results to the Deputy Provost for Academic Affairs.
- 2 All examination results shall be presented to the College Academic Committee after the Faculty Boards of Examiners meeting. All examination results are not official until approved by the College Academic Committee and finally by the TUMA Senate.
- 3 College Academic Committee may accept, reject, vary or modify results and/or recommendations from the Faculty Board of Examiners.

4 Official provisional examination results shall be communicated to the students by the Deputy Provost for Academic Affairs soon after the approval by the Academic Committee. Disclosure of the examination results shall be made by the College Academic Committee not later than four weeks after the end of the examinations. Official final results shall be posted to the College website soon after the approval by the TUMA Senate. The results shall be published, showing only the students examination number (for identification) and the letter grade calculated as per percentage examination results obtained in all examinations (see section 7.1.2).

5 No department or Faculty has the authority to alter examination marks/results once these have been approved by the Academic Committee and the Senate.

6 The results for pass candidates shall be released in transcript form indicating percentage marks as well as letter grading in accordance to the grading system shown below in section 10.0 (g).

7 Lost transcripts will be replaced at a fee to be determined by the TUMA Senate from time to time.

8 The duty of obtaining examination results is the responsibility of the student.

#### **1.11.4 The Senate**

1 All the Constituent College Academic Committee Reports on examinations shall be submitted to the TUMA Senate.

2 The Senate shall direct or recommend to the College Academic Committee on the general conduct of examinations in the Colleges.

3 The Senate shall lay down general policies on involvement of external examiners and conduct of examinations in the Constituent Colleges.

4 The regulations/procedures in moderation of examinations in the Colleges shall be approved by the Senate.

#### **1.12 INCOMPLETE WORK**

1 Students who do not complete the required study load and the assigned work by the end of the semester shall be barred by the Head of the Department from sitting for semester University Examinations.

2 Where a student who has been barred from examination however sits for such a paper, his or her paper shall be null and void.

3 By the 16th week of every semester, each instructor or lecturer shall present to his or her students their respective Continuous Assessment grades. A student who finds that the declared grades do not match with the scores on his/her assignment/test examination workbook should report to the respective course instructor within the allowed period specified by the instructor. The course instructor shall then submit the student grades to the Head of Department.

4 After examining the grades document, the Head of Department shall report cases of incomplete work to the Dean of Faculty who will in turn report the same to the DPAA.

5 Students are required to register when appearing for tests/ examinations, when submitting assignment workbooks, as well as when receiving marked assignment workbooks.

6 A student who did not sit for the University Examination because of incomplete Continuous Assessment or mere absence shall have failed this particular course and shall have to repeat the course when next offered.

#### **1.13 CONTINUATION AND DISCONTINUATION OF STUDIES**

1 A student passing in all prescribed first and second semester courses shall proceed to the subsequent year of study or graduate.

2 A student who fails in less than 50% of the prescribed courses shall be allowed to sit for supplementary examinations in the failed courses.

3 A student who fails in 50% or more of the prescribed courses in either semester shall be discontinued from studies in either semester.

4 A student who fails to attain an overall GPA of 2.0 for either Semester 1 or Semester 2 shall be discontinued forthwith.

5 A student who scores an E grade on any course shall repeat that course when next offered.

6 A student who scores a GPA of 2.0 or higher but fails Supplementary Examinations will be allowed to proceed to the next year of study. Such student will repeat failed courses during that academic year

and sit for the examinations when they are scheduled. Repeating a course shall include repeating the Continuous Assessment coursework.

7 Students passing Supplementary examinations will be awarded a “C” grade in those courses.

8 Students passing repeated courses will be awarded a “C” grade in those courses.

9 A student may also be discontinued from studies for failure to attend scheduled examinations unless caused by reported, accepted and ap-proved unavoidable extenuating circumstance.

10 In addition to the reasons for discontinuation from studies given in sections (3), (4) and (9) above a student may be discontinued from studies also due to the following reasons:

1 Committing examination/academic irregularities

2 Committing disciplinary offences as described in the JoKUCo Students’ by-laws

3 Absconding from studies

4 Absconding from tests, examinations, Practical Training or Teaching Practice

5 If a student postpones studies on basis of a written request ap-proved by the University, s/he will have to resume studies as from the beginning of the interrupted semester.

#### **1.14 POSTPONEMENT OF EXAMINATION / STUDIES**

1 In extenuating circumstances, applied for in writing and approved by the DPAA, a student may postpone examinations/studies.

2 The student shall report the matter in writing, as soon as is practical, to the Dean of Faculty copied to the Dean of Students. Such a report shall be accompanied by supporting documents. The Dean of Faculty shall report the matter to DPAA in writing.

3 No student shall postpone examinations without written permission from the relevant authority.

4 A student may be allowed to postpone studies for a reason, which in the opinion of the Academic Committee/Senate is strong enough to prevent one from pursuing studies effectively. Such postponement shall be for a semester or an academic year as the case may be. The maximum period for a student to postpone studies shall be two academic years unless the Senate decides otherwise.

5 A student may also be allowed to postpone examinations/studies for failure to pay student fees, deposits and other charges.

6 A student may be allowed to postpone examinations/studies on grounds of ill health provided the postponement has been recommended by a competent medical practitioner and approved by the University. with the exception of emergency cases such requests must be submitted in writing to the office of the Dean of Faculty at least 48 hours before a given examination is due to start. The Dean of Faculty shall report the matter to the DPAA in writing.

7 Re-admission for a student who was previously dismissed on the ground of ill health is subject to a recommendation by a competent medical practitioner and approval by the University. Where practical, such a student shall be allowed to continue with his or her studies from the point at which he or she was when taken ill.

#### **1.15 RE-ADMISSION AFTER DISCONTINUATION**

Students who have been discontinued from a programme on grounds other than disciplinary offences may be readmitted to any programme subject to having fulfilled the following requirements:

1 At least one year has passed since their dismissal.

2 Re-admission for a student who was previously dismissed for failing scheduled examinations is subject to providing evidence of extra-mural studies to improve his/her academic standing.

3 Re-admission of a student who was previously discontinued for failing to pay fees, deposit and other charges is subject to the student paying all the unpaid fees, deposit or other charges. Where practical, such a student shall continue with his or her studies from the point at which he or she was when discontinued for failing to pay the fees, deposits or other charges

#### **1.16 GENERAL EXAMINATION REGULATIONS**

University Examinations are controlled by the Deputy Provost for Academic Affairs, and are scheduled during the last two weeks of each semester. University examinations account for 60%(or less in some courses)of the final course grade. These examinations are supervised by invigilators drawn from the academic staff, appointed by the Heads of Departments and submitted to the Deputy Provost for Academic Affairs through the Faculty Deans.



### **1.16.1 Instructions to Students**

- 1 Candidates shall acquaint themselves with the instruction on the front page of the answer books.
- 2 Candidates shall ensure that they write their examination numbers, titles and the paper number on the answer books, including the continuation sheets.
- 3 No student shall be permitted to enter the examination room after the lapse of 30 minutes from the commencement of the examination.
- 4 No student will be allowed to leave the examination room to go to toilets during the first or last 30 minutes, except in cases of absolute emergency. Between these times, students may leave the room and be escorted to known common toilets. Students shall however sign out on leaving the examination room, and sign in when they re-enter the examination room.
- 5 Students without University Identity Cards (ID) and examination numbers authorising them to sit for the examination will not be allowed to sit for the examinations.
- 6 At all times during the examination, the ID and the examination numbers should be conspicuously placed on the desks.
- 7 No books, bags, notes, rough papers and any other paraphernalia should be taken by the candidates into the examination room. Students shall not be allowed to bring their own log tables and calculators, pagers, cell phones, laptops, tablets or other electronic devices in the examination room unless there is an express provision authorizing them to do so in relation to a particular paper.
- 8 Invigilators shall have power to confiscate any unauthorised materials or aid brought into the examination room and to expel from the examination room any student who creates any disturbance in the examination room.
- 9 Drunken student/students shall not be allowed to enter into the examination room.
- 10 At the end of the examination, and on the instructions from the senior invigilator, candidates shall be required to stop writing and assemble their scripts. The student shall hand in his/her scripts to the invigilator and sign to that effect.

### **1.16.2 Release of Examination Results**

Final results of all students, in every final University Examination, shall be subject to review by the Department Board of Examiners, the Faculty Board of Examiners, the College Academic Committee and the University Senate. Disclosure of the Semester I University Examinations results shall be made by the Academic Committee/Senate not later than four weeks after the end of the examinations. The results for Semester II University Examinations shall be disclosed latest four weeks after the Supplementary Examinations for Semester I and II have been sat. The results shall be published, showing only the student examination number (for identification) and the letter grade obtained in the examination.

### **1.16.3 Appeal by Students for Failure in Examination**

- 1 Any appeal by students for unfair marking in examinations should be addressed to the Deputy Provost for Academics, Research and Consultancy within **14** calendar days (weekend inclusive) from the date of re-releasing the results.
- 2 Only appeals for Unfair Marking shall be entertained.
- 3 The Investigation Committee of the Academic Committee (appointed by the Provost) shall make the necessary investigation and report to the Academic Committee.
- 4 The Academic Committee shall deliberate on the issue and reach a decision, which shall be communicated to the appealing student. If the student is not satisfied may still appeal to TUMA Senate
- 5 The SCACA shall make the necessary investigation and report to TUMA Senate. The Senate shall deliberate on the issue upon receiving the report and make the decision. In academic matters, the TUMA Senate decision is final.

### **1.16.4 Supplementary Examinations**

- 1 Supplementary examination shall be supervised by an Internal Invigilator. The Invigilator could be someone within the University or an outsider who did not teach the class.
- 2 The Pass Mark for supplementary Examination for Undergraduate and Postgraduate Studies is a 50% irrespective of the score.

3 Regulations governing Repeat of examinations or supplementary examinations will be applicable to the University as approved by the Senate.