



MZU UNIVERSITY

REGULATIONS ON THE CONTROL AND CONDUCT OF EXAMINATIONS AND PRESENTATION OF ACADEMIC WORK

1. PRE-EXAMINATION ADMINISTRATION

Departments which have adequate human and material resources shall handle all pre-examination procedures and where a department is unable to do so, then the Vice-Chancellor or his appointee will handle all pre-examination procedures.

2. PREPARATION FOR EXAMINATIONS

2.1 Examiners

The examiners of the University shall be the following: academic staff of the University, adjunct staff as appointed by Heads of Department and external examiners.

2.2 External Examiners

2.2.1 At least one External Examiner shall normally be appointed in each course or group of courses studied by candidates for diplomas and degrees of the University.

2.2.2 An External Examiner must be a duly qualified person who is not engaged in teaching in the University and appointed in line with prevailing institutional guidelines.

2.2.3 External examiners shall be appointed by Senate on the recommendation of an appropriate committee.

2.2.4 External Examiners shall not normally act for more than three consecutive years.

- 2.2.5 A former member of staff may not normally be appointed as an External Examiner until at least three years have elapsed since leaving this University's appointment.
- 2.2.6 Details of the External Examiner shall be those discussed and arranged between the Examiner and the relevant subject Head, subject to any rules or guidance as may be laid down from time to time by Senate.
- 2.2.7 Each External Examiner shall submit a short-written report to the Vice-Chancellor on completion of his/her examining in which he/she shall comment on the general standard of the examination and on the performance of the candidates.

2.3 Examination Timetables

- 2.3.1 The Registrar shall be responsible for drawing up the time table.
- 2.3.2 Examination timetables should be published not later than two weeks prior to the commencement of the end of semester examinations.

2.4 Formative Assessments

- 2.4.1 All formative assessments will be completed three weeks before the end of the teaching period.
- 2.4.2 Results of all formative assessments should be communicated to students before they take their end of semester examinations

2.5 Registration for Examinations

- 2.5.1 All candidates will be required to register for end of semester examinations not later than four weeks before the beginning of the examinations.
- 2.5.2 Only candidates who will have cleared their financial and other obligations with the University will be allowed to register for end of semester examinations.
- 2.5.3 During registration for end of semester examinations, ODeL students will be required to indicate the centre where they will take examinations from.
- 2.5.4 The list of all registered candidates will be published not later than two weeks before the beginning of the examinations.

- 2.5.5 The University Registrar's office will be responsible for the allocation of examination numbers to eligible candidates and for informing the candidates accordingly, not later than two weeks before the first examination.
- 2.5.6 Only students who have registered for examinations and have completed all formative assessments will be allowed to take examinations.

2.6 Special Arrangements on Religious Grounds

- 2.6.1 Special arrangements may be made by the Registrar to accommodate candidates who seek to have an examination date changed on religious grounds.

2.7 Candidates with Special Needs

- 2.7.1 All examinations for candidates with special needs shall be prepared and administered in line with guidelines provided by the Registrar.
- 2.7.2 The Registrar will provide all relevant academic departments with a list of candidates with special needs and courses taken.

2.8 Setting of Examination Papers

- 2.8.1 The Registrar's office will communicate timelines for setting of examinations through the Heads of Department at the beginning of the semester.
- 2.8.2 Question papers must be submitted by the Internal Examiners to Heads of Department by the due date to allow for internal and external moderation. Marking schemes should also be provided as prescribed by the Department.
- 2.8.3 All examination titles must be distinguishable from each other.
- 2.8.4 The Heads of Department shall ensure that all question papers are moderated. A report on the moderation process shall be submitted to the Dean who shall further submit it to senate.
- 2.8.5 All moderated question papers shall be photocopied by the Head of Department and submitted to the registrar's office in approved packaging. No electronic submissions will be permitted.

2.9 Orientation of Heads and Deans

- 2.9.1 All heads of departments and deans of faculties will be required to attend an annual orientation of examinations rules and regulations.

3. ADMINISTRATION OF EXAMINATIONS

3.1 Invigilation

- 3.1.1 The registrar's office will be responsible for drawing up a list of invigilators and chief invigilators for each examination. These will normally be academic staff. Postgraduate students may also be appointed.
- 3.1.2 All new invigilators are required to attend an orientation by the Examinations Office before undertaking invigilation duties. Where there are changes to the regulations, returning invigilators may be required to attend a briefing session before being allocated further invigilation duties.
- 3.1.3 There should be a minimum of two invigilators per examination session of up to 100 students. Additional invigilators may be engaged for numbers greater than 100.
- 3.1.4 Each invigilation team will be led by a Chief Invigilator who will coordinate and oversee the invigilation process.
- 3.1.5 Internal Examiners must be present in the first 30 minutes of each examination paper for which they are responsible. Every internal examiner (or their representative) will confirm their attendance by signing on an appropriate section of the Chief Invigilator's form. In cases where an examination is taken at a different Centre, internal examiners should register their presence virtually with the Chief Invigilator.
- 3.1.6 An invigilator who defaults in his/her invigilation duties shall be guilty of professional misconduct.

3.2 Conduct of Examinations

Initial Responsibility of Invigilators

- 3.2.1 The Chief Invigilator is responsible for collecting question papers from the Registrar's office and taking them to the examinations venue not later than 20 minutes before the start of examination. He/she will open the envelope and arrange for the distribution of the papers to the desks by the invigilators.

- 3.2.2 All other invigilators should report to the examinations venue at least 30 minutes before the start of the examinations.
- 3.2.3 The invigilators will distribute answer books/sheets and any other approved items to each desk.
- 3.2.4 If for any reason an examination cannot start punctually, the Chief Invigilator shall note the actual time when it begins and ensure that the correct time is allowed for the paper. This should be reflected in the Chief Invigilator's report form.
- 3.2.5 Each invigilator will be supplied with:
- i. duplicate lists of candidates who have entered for each examination under his/her charge.
 - ii. lists of candidates showing sitting plan.
- 3.2.6 Invigilators will check that each candidate is in the proper seat and will strike out and write absent beside the names of any candidates who are absent. The top copy of these lists must be given to the Registrar and the others must be placed in the envelopes with the scripts.
- 3.2.7 Care shall be taken to ensure as far as possible, that when two or more examinations are being held in one examination hall at any one session, the starting time of these examinations shall coincide.

Candidates Entry to the Examination Hall

- 3.2.8 All candidates should have identity cards when entering examination rooms.
- 3.2.9 Candidates must be punctual for the examination at the times stated in the examination time table and should arrive at the examination hall 10 minutes before the start of the examination.
- 3.2.10 Candidates will be admitted into the examination hall by the invigilator before the start of the examination.
- 3.2.11 Students can only be admitted to the venue when the Chief Invigilator is satisfied that the venue is set up correctly and all invigilators have been

briefed regarding any special requirements (e.g. use of specific reference materials, calculators not allowed etc.)

- 3.2.12 Once the students start to enter the venue it is the role of the invigilator to make sure that all students follow correct examination practice and that no regulations are broken.
- 3.2.13 Each candidate entering the examination hall is required to occupy the seat allotted him/her.
- 3.2.14 No candidate will be permitted to enter the examination hall after half-an-hour from the start of the examination, provided that the Chief invigilator may dispense with this rule in any case where he/she is satisfied that the candidate had no opportunity of communicating with another candidate who had already left the hall.
- 3.2.15 No candidate (except diabetic students) will be allowed to bring any food, drink (with the exception of water) or sweets to the examination venue.
- 3.2.16 Candidates are not allowed to have personal belongings next to their desks. Any personal belongings must be left in the designated area.

Absence or Leaving Examination Hall

- 3.2.17 In the case of failure to sit an examination, without due cause, the candidate shall be regarded as having missed the examination and an examination mark of zero will be awarded.
- 3.2.18 Any candidate who is unable to attend an examination on account of illness, or other necessary cause, must send a message to the Registrar, and must obtain an appropriate certificate testifying to the candidate's inability to write an examination.
- 3.2.19 No candidate will be allowed to leave the examination hall in the first 30 minutes from the start of the examination or the last 30 minutes of an examination except in cases of illness or other necessity.
- 3.2.20 Candidates who need to leave an examination venue during an examination and return to the examination venue later, must obtain permission from an invigilator.

- 3.2.21 The Chief Invigilator will report to the Registrar the name of any candidate who leaves early on account of illness, and the time of leaving (for transmission to the examiners).

3.3 Other Examinations

The administration of practical, laboratory, open-book, take-home and oral examinations shall be the responsibility of the Internal Examiners in the Departments concerned.

3.4 Adherence to Examination Time Limits

- 3.4.1 Candidates shall be warned of the time by the Chief Invigilator, including 30 minutes and 10 minutes before the end of the examination. Each examination hall must have a clock placed where it can be easily seen by all candidates.

- 3.4.2 All candidates must stop writing at the end of the examination.

3.5 Candidates Handling of Examination Papers and Supplementary Materials

- 3.5.1 Apart from the normal writing materials, candidates would be allowed to take into the examination room only such materials as specified on the examination paper, and candidates should be notified before the examination of any such materials.

- 3.5.2 Candidates will be provided with rough paper where necessary.

- 3.5.3 All answers must be written in the distributed answer books, to which must be fastened any supplementary answer books/sheets.

- 3.5.4 Candidates must leave all answers, rough work, question papers and unused paper on their desks.

- 3.5.5 No borrowing of materials will be allowed in the examination hall. Candidates are expected to bring their own materials. These may include erasers, rulers, pencils and calculators.

- 3.5.6 Every candidate will sign an attendance sheet confirming that they wrote the examinations.

3.6 Delivery of the Completed Examination Scripts and Spare Examination Papers

- 3.6.1 The invigilation should balance the number of completed examination scripts with the number of students registered for each examination. Any

imbalances should be resolved as before delivering scripts to the Examinations Office. In cases where this is not resolved, a report should be filed with the Examinations Office.

3.6.2 The Chief Invigilator will be responsible for delivering scripts and signed attendance sheets to the Registrar and the appropriate Internal Examiners will collect them and sign for them as evidence that they have been received.

3.6.3 Question papers and copies of signed attendance sheets will be given to the appropriate Heads of Department.

3.6.4 The Head of Department will send two copies of each question paper to the University Librarian and University Registrar.

3.7 Preservation of Examination Scripts

3.7.1 Examination Scripts should be preserved for at least two years by respective Heads of Department.

4. Misconduct of Candidates in Examinations

4.1 When a candidate is found cheating in an examination the Chief Invigilator shall confiscate or impound any evidence, get another invigilator to witness the alleged cheating and advise the candidate that until a final decision is made, he/she is free to continue writing the examination if he/she so wishes.

4.2 Cheating in tests and examinations takes several forms, for example; writing from hidden notes, books etc, communicating with fellow candidates, peeping or attempting to copy from fellow candidates' work etc.

These practices of dishonesty are viewed seriously because candidates who successfully indulge in them gain unfair advantage over others and because they confound and invalidate the grading system.

4.3 The Chief Invigilator shall write a report on the matter and submit it to the Vice-Chancellor within 24 hours together with the script in question.

4.4 The examination scripts related to the examination paper in which the candidate is alleged to have cheated shall not be marked before a decision is made.

4.5 Where an allegation of cheating is made after an examination has already been written then all the evidence shall be obtained in writing signed by the witness to the alleged cheating. The evidence together with a written report shall be sent to the Vice-Chancellor as soon as is practicable.

5. Disciplinary Action

- 5.1 There shall be a Senate Academic Disciplinary Committee which shall be chaired by the Deputy Vice-Chancellor or his appointee. Other members shall be the Deans and the Heads of Department concerned.
- 5.2 When alleged cheating has been reported to the Vice-Chancellor, he/she shall refer the case to the Committee which shall report back its findings to the Vice-Chancellor.
- 5.3 The suspect shall be invited to present his side of the case to the Committee. The suspect may opt to present himself/herself in person or submit a report. Persons who witnessed the alleged cheating may be present as witnesses.
- 5.4 The Vice-Chancellor shall consider the report made to him by the Committee. If he/she is satisfied with that the candidate is guilty beyond reasonable doubt, he/she shall have the power to impose a penalty on the candidate including the power to suspend or dismiss him/her.
- 5.5 A candidate who is aggrieved by the decision of the Vice-Chancellor shall have the right to appeal to a committee to be appointed by Senate.

6. Examinations Assessment Procedures

- 6.1 Examinations assessments procedures in the University shall be as follows:
- 6.1.1 Grades shall be considered by a Departmental meeting chaired by the Head of Department which shall pass them on to
- 6.1.2 Faculty Assessments Committee meeting chaired by the Dean which shall pass them on to
- 6.1.3 Senate Assessments Committee chaired by the Vice-Chancellor.

7. Announcement of Examinations Results

- 7.1 The University Registrar's office shall be the only office responsible for announcing examinations results as approved by senate.

8. Appeals

- 8.1 Any aggrieved candidate has the right to approach the standing Appeals Committee. (Ref. Students Handbook)

9. PRESENTATION OF ACADEMIC WORK

As students engage in the academic work which will require them to search for information from various sources it becomes necessary that the information obtained is acknowledged accordingly. Where this requirement is not fulfilled a student may be accused of academic dishonesty.

The following are guidelines on the matter of academic dishonesty:

9.1 Plagiarism

Plagiarism is defined as the deliberate use of any outside source without proper acknowledgement. “Outside Source” in this respect means any work published or unpublished, by any person other than the student. Plagiarism also means paraphrasing from such sources. This is not permitted because it is a misrepresentation of the material as the student’s original citations, footnotes or quotations of other people’s work. In other words students must clearly show which ideas are their own and those which are other people’s.

9.2 Unreported collaboration on Written Assignments

If collaboration is allowed for any assignment, this fact ought to be communicated to all the students in advance of the assignment.

Any collaboration must be fully acknowledged and the extent of collaboration explained in a footnote. For example if Peter Soya and Fezi Lasi collaborate over accounting problems 1,2 and 3 Peter Soya should state in a footnote “I collaborated on this work with Fezi Lasi . She worked on problems 1 and 2 and I worked on 3”. If collaboration is not allowed, the individuals should do their own work.

9.3 False Data Submitted for Practical or Work or False Citation

Under this act of dishonesty, a student may create imaginary data for which no work was done or “improve” data in order that the results of the study are in keeping with the expected outcome or in the case of false citation, a student may deliberately attribute to a source from which the material in question was never, in fact obtained.

Data-faking is a serious matter because it is deceptive and obscures the discovery of scientific truth. Scientists working in isolation must be able to trust each other’s integrity, and this means that obtained data must never be “cooked” in order to satisfy a particular hypothesis.

9.4 Theft of Another Student’s Paper

“Theft” shall be construed to mean any unauthorized use of another student’s paper even removal from the owner or its normal location. This category is really an extension of plagiarism, only much worse than it because it may deprive the righteous student of a deserved grade in the favor of the “thief”.

9.5 Any other form of academic dishonesty will incur a penalty by Senate.

10. Violations

All the above practices constitute academic dishonesty and are viewed seriously by the University since they are violations of University standards. The jurisdiction over violation of the regulations cited above will rest with Senate who will consider recommendations from the Faculty.

11. Seriousness of Offence

Academic fraud is always considered a serious matter, and will be considered especially serious if:

11.1 The student has submitted a paper prepared by another person or agency.

11.2 The student has brought and consulted notes during a test or an examination without authority.

11.3 The student has a record of previous conviction of academic theft.

12. Penalty

The penalties for academic fraud will range from deducting marks to permanent dismissal from the University. Each case will be considered on its merit, but in the case of cheating in the examinations, expulsion from the University will be mandatory. In this context “examinations” will be taken to include all final examinations, sessional and any other examinations taken during the year.