

KIBABII UNIVERSITY



EXAMINATIONS HANDBOOK

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KIBU EXAMINATIONS HANDBOOK

Area of validity:	Authorized by: Prof. Isaac IparaOdeo Vice Chancellor	Sign: 	Date: 5 TH JUNE 2018
KIBU	Approved by: Prof. Shem Aywa Management Representative	Sign: 	Date: 5 TH JUNE 2018

VISION

To be a global and dynamic University of excellence in Science, Technology and Innovation.

MISSION

To achieve excellence in generation, transmission and enhancement of new knowledge in Science, Technology and Innovation through quality Teaching, Research, Training, Scholarship, Consultancy and Outreach programmes.

CORE VALUES

Kibabii University is anchored on six (6) Core Values whose acronym is **EASIIA**.

To operationalize the core values, *“KIBU aspires to produce scholars who embody Excellence, Accountability and Transparency, Social responsibility, Innovation, and are of Integrity while utilizing their Academic freedom in performing their duties”*.

The six (6) core values are:

- i) **Excellence;**
- ii) **Accountability and Transparency;**
- iii) **Social responsibility;**
- iv) **Innovation;**
- v) **Integrity; and**
- vi) **Academic freedom**

FOREWORD

This Examination Handbook contains the University Policy, Procedures, Guidelines and Rules and Regulations for Examinations. They guide the students, lecturers and administrators on how to conduct University examinations. They are meant to be observed and adhered to strictly to enhance a uniform and standardized way of examining of Kibabii University students. It is appreciated that as the University grows there is need to maintain consistency and quality assurance on all processes of Examinations.

The Examination Handbook is therefore expected to promote professionalism, meritocracy and integrity, as well as to enhance efficiency and uphold moral and professional ethics. It is in this way that ALL stakeholders will be confident of our products because the processes, conduct and assessment of examinations is standardized, leading to a grading that should result in uniform production of the same caliber of students.

It is therefore our desire that both students and staff read and familiarize themselves with the Handbook.

Prof. Isaac Ipara Odeo
VICE-CHANCELLOR

ACKNOWLEDGEMENT

This is to acknowledge the enormous contribution made by stakeholders in the review of the Examination Handbook. Our gratitude goes to University Management Board for offering a conducive environment for the development of this Handbook and for their spirited efforts towards a successful review of the Handbook. We appreciate the effort made by the Division of Academic and Student Affairs and specifically to the Senate and the Deans Committee for their input in the various stages of process of review of the Handbook.

KIBU Examinations Handbook

The KIBU Examinations Handbook provides guidance to KIBU staff and students on matters concerning examinations. It contains the most up-to-date information on the following;

- i) Examinations Policy
- ii) Examinations Procedures & Guidelines
- iii) Examinations Rules & Regulations

Students and staff are responsible for knowing and familiarizing themselves with the contents of this handbook.

Staff and students should read this handbook carefully and in case of need for clarification or interpretation, the Registrar (AA), should be consulted through the following address;

Registrar (Academic Affairs),
Kibabii University,
P.O BOX 1699-50200,
BUNGOMA.
Mobile: 0708085934
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Definition of Terms

The following definitions are specific to Kibabii University Examinations Policy, Examination Rules and Regulations and Examination Procedures and Guidelines.

Academic Programme	The design of learning content, which is multi-dimensional and includes intentions, structure of content, delivery modes, academic resources and assessment modes.
Academic Year	A period of teaching and examinations organized in either two or three semesters.
Assessment	<ol style="list-style-type: none">1. A process to determine a student's achievement of expected learning outcomes and may include a range of written and oral methods and practice or demonstration.2. An exercise to be completed by a student to provide a basis for an official record of achievement or certification of competence in a course or programme. <p>Examples of assessment include, but are not limited to, final examinations, tests, quizzes, reviews, take-home examinations, assignments, essays, laboratory reports, theses, demonstrations, performances, tutorial presentations, seminars, class participation, practicums, attachments, projects, clinical placements and work experience.</p>
Cheating	An act or an attempted act of deceit to gain or facilitate academic credit.
Common University Course	A University-wide prescribed course for all students in the university at a specific level and shall be used for classification purposes.
Continuous Assessment Test	Is any form of evaluation, such as tests, practical work, projects and assignments, administered during a semester/trimester and contributes towards the overall course mark.
Core course	A course which is central to a discipline of study which must be taken by all students in a given programme and shall be used for classification.
Course	Part of a programme described in an approved curriculum and normally taught and assessed over a semester/trimester. A course may comprise one or more units of study.
Credit hour	Equivalent to a minimum of 14 instructional hours.
Discontinuation	Under these Rules and Regulations discontinuation or a student is discontinued on academic grounds for either failing an examination in a course

that is repeated internally, or for subsequently failing in a supplementary examination in a course that is repeated.

Elective course	A course that a student may choose, according to interest, subject to approval by the relevant department and shall be taken into account for purposes classification.
Examination	Any assessment, written, oral or observed, that is taken into account in evaluating the final results in a course or programme. Examinations include Continuous Assessment Tests and end-of-course final Regular examination.
Examination Moderation	A control process that evaluates the quality, content, standard and level of testing of an assessment.
Examination Session	Time/period within which an examination is held.
Examination Venue	A designated place where an examination is scheduled and held.
Examiner	Academic staff responsible for assessment of a course.
Extenuating Circumstances	Unexpected or unforeseeable situations or conditions beyond a student's/candidate's control that may prevent them from attending an examination or may negatively affect their academic performance such as accidents, medical or family problems.
External Examiner	Academic staff from without the university approved by Senate responsible for assessment of a course.
Examination Supervisor	A person who conducts examinations, guides candidates and ensures all relevant Policies, Procedures and Guidelines, Rules and Regulations are followed.
Failure	Inability to attain the requisite pass mark or where a candidate does not sit for a registered examination without authorization.
Instructional Hour	Is equivalent to: <ol style="list-style-type: none">i. One (1) contact hour in a lecture-design session.ii. Two (2) contact hours in a tutorial/seminar-designed session.iii. Three (3) contact hours in a laboratory–designed session or practicum session.iv. Five (5) contact hours in a farm or similar practice.
Internal Examiner	Academic staff from within the university responsible for teaching and assessment of a course as may be determined by Senate.
Invigilator	A person charged with the responsibility of distribution , supervision and collection of examination papers and materials.

Leakage	A situation where a candidate or a person has unauthorized access to or knowledge of examination questions or materials related to an examination prior to the scheduled date and time of the examination.
Misconduct	Behavior that is unacceptable, disorderly or otherwise disruptive to the examination process.
Optional Course	A course chosen according to interest which is not necessarily central to a discipline of study and which is subject to approval by relevant department and shall not be used for classification.
Pass	Attainment of the minimum grade/mark.
Plagiarism	The willful and deliberate disregard for good academic practice in respect of using another person's intellectual material(s) and knowledge without acknowledgement.
Pre-requisite Course	A course which must be taken and completed successfully before one can register for a given course.
Prescribed Course	A course which is designated as core.
Regular Examination	A final written assessment or end-of-course examination scheduled within an official examination period at the end of a semester/trimester and which serves as the end evaluation of student performance in a course.
Repeat Course	Opportunity granted to a student to study a course again and sit an examination after failing more than 25% and less than 50% of courses examined in an academic year.
Repeat Course Internally	Opportunity granted to a student to study a course again after failing a course in a Supplementary examination.
Repeat Year	Opportunity granted to a student to study after failing 50% or more of total number of the prescribed courses in an academic year.
Required Course	A course which is supportive of or beneficial to a discipline and shall be used for classification.
Semester	A period of study of normally 16 weeks or such a period as may be determined by Senate
Special Circumstance	A situation which is an exception to the general rule, and which is beyond a candidate's control, and is not reasonably foreseeable and which prevents them from sitting an examination.
Special Examination	Alternative final written assessment usually granted to a student on the basis of an application for consideration occasioned by special circumstances.

Student Load	Normally between 6 and 9 courses, unless otherwise approved by Senate.
Supplementary Examination	An examination granted to a student who has failed a course on first attempt.
Trimester	A period of study of normally 15 weeks or such a period as may be determined by Senate.
Unit	Is Equivalent to credit hour or one hour lecture per week per semester or two hours of tutorial/seminars per week per semester or three hours of practical's per week per semester.

Abbreviations and Acronyms

AA	-Academic Affairs
CUE	-Commission for University Education
DVC (AFD)	-Deputy Vice Chancellor (Administration Finance and Development)
DVC (ASA)	-Deputy Vice Chancellor (Academic and Students Affairs)
KIBU	-Kibabii University
VC	-Vice Chancellor

CHAPTER 1: EXAMINATIONS POLICY

1.1 Preamble

The Kibabii University Examinations Policy documents processes of design, delivery, administration and management of examinations and is intended to ensure that assessment procedures and practices within the University's programs and courses facilitate the achievement of specified learning outcomes. The Policy is integral to both the quality of the learning experience and the integrity of the assessment process and plays a central role in helping KIBU ensure that examinations are fair, valid, reliable, efficient, consistent and ethical.

The Examinations Policy outlines the principles and values that form the basis of KIBU approach to Guidelines and Procedures, and Rules and Regulations that shall apply to all KIBU examinations.

1.2 Purpose

The purpose of the KIBU Examinations Policy is to ensure equitable processes of planning and management of examinations in a manner which would support the University's commitment to academic integrity. The Policy outlines the required conduct of students and staff undertaking examinations at KIBU, and directs them to University rules, standards, codes, policies, guidelines, procedures and other requirements which specify acceptable and unacceptable conduct before, during and after examinations.

1.3 Objectives

To ensure:

- i) Planning, administration and management of university examinations and external assessment processes are conducted in the best interest of KIBU;
- ii) All examinations and external assessment processes are conducted in line with regulatory and accreditation body requirements;
- iii) All those involved in KIBU examinations and external assessment processes are familiar with their roles and responsibilities.

1.4 Scope

This Policy applies to examinations in all academic programs and courses of KIBU and has implications for:

- i) Students at all levels of study;
- ii) Academic staff of the University, and
- iii) Other associated or contracted entities by the University with responsibility for designing, administering and making decisions relating to examinations, by or on behalf of the University.

1.5 Rationale

KIBU 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 enabling a student to develop his/her knowledge, skills and capabilities in meaningful disciplinary, professional and personal contexts.

This policy shall ensure that assessment practices at KIBU including providing constructive and timely feedback that has value for the student in justifying assessment grades given, identifying the strengths and weaknesses in his/her performance, and guiding their learning with a view to improving his/her performance are adhered to.

1.6 Guiding Principles

The purpose of assessment at KIBU is to enable students to demonstrate achievement of the outcome(s) of courses and programmes. Student performance in the assessment of courses contributing to their programme of study is the major source of evidence used by Senate in determining progression and recommendation for awards of the University.

The following principles shall underpin all KIBU 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 (AA) 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;
- v) The Examinations Policy, Examinations Procedures and Guidelines, and Examinations Rules and Regulations will be subject to regular monitoring and review;
- vi) Students, Staff and Management of KIBU and external examiners shall be bound by the current Examination Procedures and Guidelines, and Examination Rules and Regulations in use;
- vii) The University reserves the right to amend the current Examination Procedures and Guidelines and Examination Rules and Regulations as it deems necessary.

1.7 Management and Implementation Framework

1.7.1 University Senate

It is the responsibility of KIBU Senate, guided by this policy to:

- i) Ensure proper planning, organization and administration of examinations;
- ii) Ensure students are assessed fairly;
- iii) Ensure 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.

1.7.2 Quality Assurance Board

The Quality Assurance Board shall monitor the implementation of this Policy and ensure that the Examinations Procedures and Guidelines, Examinations Rules and Regulations attached to this Policy are designed to safeguard the academic integrity of KIBU examinations and are applied consistently with fairness and impartiality.

1.7.3 Faculty/School Board

It is the responsibility of Faculty/School Board, guided by this policy, to:

- i) Ensure proper planning, organization and administration of examinations;
- ii) Ensure students are assessed fairly;

- iii) Ensure 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) Ensure release of provisional results.

1.7.4 Departmental Board

It is the responsibility of Departmental Board guided by this policy, to:

- i) Ensure proper planning, organization and administration of examinations;
- ii) Ensure students are assessed fairly
- iii) Ensure proper invigilation of examinations is undertaken;
- iv) Ensure that the results of students' assessments are timely processed as far as they relate to progression or awards of the University;
- v) Receive cases of examinations malpractices and ensure they are forwarded to examinations office on time

1.7.5 Students

It is the responsibility of KIBU students to:

- i) Read, understand and adhere to Examinations Procedures and Guidelines and Examination Rules and Regulations;
- ii) Pay the requisite fees and University dues.
- iii) Ensure timely registration of courses undertaken.
- iv) Participate in the learning activities specified for each course and programme for which they are registered;
- v) Attend all examinations as required;
- vi) Undertake examinations in an honest manner.

1.8 Legal and Policy Framework

This Examinations Policy is anchored in the following documents:

1.8.1 Internal to KIBU

- i) KIBU Statutes, 2016.
- ii) KIBU Students Handbook.
- iii) KIBU Code of Conduct and Ethics for staff.
- iv) KIBU Examinations Procedures and Guidelines.
- v) KIBU Examination Rules and Regulations.
- vi) KIBU School of Graduate Studies Guidelines.
- vii) KIBU Quality Manual (QMS).
- viii) KIBU Quality Policy Statement.

1.8.2 External to KIBU

- i) The Constitution of Kenya, 2010.
- ii) Universities Act 2012.
- iii) Universities Amendment Act 2016.
- iv) Commission for University Education (CUE) Universities Standards and Guidelines, 2014.
- v) The Code of Conduct for Public Universities.
- vi) Statutory/Regulatory Bodies requirements.

1.9 Monitoring and Evaluation

Responsibility for monitoring the implementation of this Examination Policy and its associated Procedures and Guidelines, and Examination Rules and Regulations is vested in the KIBU 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.

Specific details of the responsibilities of the individuals in each of these roles are set out in the Examinations Procedures and Guidelines (Chapter 2) and Examination Rules and Regulations (Chapter 3) associated with this policy.

1.10 Support and Advice

Support and advice on the implementation of this policy can be obtained from:

- i) The Office of the Vice Chancellor;
- ii) Deputy Vice Chancellor, Academic and Students Affairs;
- iii) Principals of Colleges and Campuses;
- iv) Registrar (AA);
- v) Faculties/Schools/Centres;
- vi) Departments and Institutes.

1.11 Review

This policy shall be due for review as determined by Senate from time to time as need arises.

CHAPTER 2: EXAMINATION PROCEDURES AND GUIDELINES

2.1 Preamble

These Procedures and Guidelines are made under the Kibabii University (KIBU) Examinations Policy and apply to all examinations taken by students at all levels. Senate shall have the overall authority in all matters concerning and affecting examinations. These include setting, moderation, conduct, marking, grading and declaration of examination results as well as the classification of awards.

All matters concerning University Examinations shall be supervised by the Registrar (AA), under the direction of the Deputy Vice-Chancellor (ASA) and Senate, subject to KIBU Statutes and any other statutory and regulatory requirements.

Exceptions to the provisions of these Examination Procedures and guidelines may be granted only for academic reasons and only as recommended by the Faculty/School/Centre of the program offering the course and approved by Senate.

2.2 Purpose

These Procedures and Guidelines are designed to maintain the academic integrity of KIBU examinations in accordance with the University Examinations Policy. These are the standard operating Procedures and Guidelines to ensure that examination processes are conducted with utmost care and attention. Multiple levels of checks are built into the administration of examinations.

2.3 University Examinations

University Examinations shall be held in all courses to assess the work done by students. They serve different pedagogical needs and are integral parts of the instructional programme. All examinations serve primarily to assess a student's understanding of the subject matter. Depending on when it is administered, an examination plays either a formative or summative role. Generally, a summative examination for many courses constitutes a significant percentage of the final grade.

2.3.1 Types of University Examinations

University Examinations take different forms and include continuous/coursework assessments; final written Regular examinations; Special Examinations; Supplementary Examinations; and Repeat of Examinations Internally.

2.3.2 Continuous Assessment Tests

A **Continuous** Assessment Test (CAT) is any form of evaluation done in a course during a semester/trimester to evaluate learner outcome and achievement, the mark for which shall contribute to the overall course mark. Continuous assessment include tests (sit in and take away/term paper), practical's, colloquia, seminars, demonstrations, performances, attachment, discussions, field work, group work and observation.

2.3.3 Regular Examination

This is the final written or end-of-course examination. A regular assessment is scheduled within an official examination period (at the end of semester/trimester) and which serves as the end evaluation of student performance in a course. The Regular examinations marks shall constitute 70% for certificate, diploma and undergraduate programmes and 60% for post graduate programmes.

2.3.4 Special Examination

This is a deferred examination. It is an alternative end-course examination granted to a student based on special circumstances such as medical, compassionate, national duty, financial grounds or as may be determined by Senate from time to time. The final mark for special examination will include CAT marks and Regular examination mark.

2.3.5 Supplementary Examination

This is an examination granted on academic grounds to a student who has failed the course in a first attempt. This will constitute a maximum of 40% and does not include the CAT mark. The score will have *an asterisk (*)* on the final transcript.

2.3.6 Repeat of Examination Internally

This examination shall be offered to a student who has failed a supplementary examination on condition that one pays for the costs, attends all classes and fulfills all the coursework requirements. This will constitute 100% mark and will include the CAT mark. The score will

have *two asterisks* (**) on the final transcript. This shall be the final examination offered to a student failure to which the student shall be discontinued.

2.4 Setting and Moderation of Examinations

- i) Regular examination content shall be structured and assessed in a manner such that it is consistent with the level of testing of material by identifying it as requiring 'Recall', 'Application', and/or 'Synthesis'. As much as possible, the different levels shall be tested and should fit in the allotted time. Although it can be appropriate to recycle past questions, those from recent years should not be re-used as they stand, in their entirety.
- ii) Regular examinations shall be moderated by both internal and external examiners. Continuous assessment/coursework examinations shall be set by the lecturer in-charge.
- iii) The structure of examination papers shall follow a standard rubric/pattern as specified by Senate. Variation may be allowed for exceptional reasons, on the authorization of the Chairman of Senate, or his/her appointee.

2.4.1 Continuous Assessment Examination, Projects and Dissertations

- i) Topics for continuous assessment examination, projects and dissertations shall be selected having regard to the criteria for setting written examination questions indicated above;
- ii) Those setting continuous assessment examinations, projects, dissertations, written examinations and other assessments shall ensure that requirements are clear and do not lend themselves to plagiarism, which is an examination offense;
- iii) Students shall be given adequate advice on citation and referencing so as to resist and avoid plagiarism.

2.4.2 Written Regular Examination Papers

- i) Course Lecturers/Instructors/Coordinators shall be responsible, under the authority of their respective Chairpersons of Department, for preparing written examination papers, and where necessary, in consultation with those involved with the delivery of a course:-

- a) While questions should relate to the course content actually delivered, they may include material not actually taught, provided that students have been told explicitly that a particular subject would form part of the course aims and learning outcomes and that students would be expected to undertake self-directed learning on such material;
 - b) Questions related to self-directed learning should not be more than 25% of the total weight of the examination;
- ii) In finalizing the draft examination paper, a Course Lecturer shall ensure that:-
- a) The same question has not been assessed previously during the semester;
 - b) Great caution is exercised when informing students about a written examination and information given shall be sufficiently broad so as not to give students an unfair advantage in completing the examination;
 - c) Any information given to students in regard to the structure and/or content of an examination is in writing and made available to all students (preferably in the Course Outline at the beginning of the Course);
 - d) The actual examination paper complies with the above information provided to students;
 - e) All assessments, including written examinations relate to the learning outcomes for a course, which shall be indicated in the Course Outline given to all students at the start of the Course;
 - f) Course Outlines and Programme Handbooks (every Faculty/School/Centre/Department shall develop a Programme handbook) contain all relevant information for candidates in regard to assessments, including the deadlines for submission of continuous assessment assignments and the consequences and penalties for late or non-submission of work for assessment;
 - g) The examination constitutes adequate coverage of course content;
 - h) There is no overlap/repetition in material being assessed where more than one examination is set for a particular course;
 - i) Questions are designed to allow students to demonstrate independent critical thinking and understanding of the course content, analysis and judgment, and not just rote learning;
 - j) The examination indicates the weighting that will be apportioned to each question/component/section;

- k) Number of examination questions is five (5) and Candidates shall answer three (3) of the questions set. Question one (1) shall normally be compulsory and comprehensive with more weight than the rest; except in special circumstances approved by Senate;

2.4.3 Internal Moderation of Examinations

- i) A meeting of Departmental Board of Examiners shall be held after examinations have been set to moderate the examinations, and a copy of the minutes submitted to the respective Dean of Faculty/ School/ Center before submission of examination for external moderation.
- ii) It is the responsibility of the Departmental Board of Examiners to confirm that in their opinion the examination:
 - a) Is a fair, balanced and appropriate assessment of the course/programme;
 - b) Contains only material that is technically correct (within the limitations imposed by the level of the examination);
 - c) Is grammatically correct and worded in a way that will be unambiguous to candidates;
 - d) Conforms to guidelines for typing and standardization of KIBU examinations;
 - e) Is free from typographical errors;
 - f) Contains the correct number of questions, with the correct number of marks, and is described by an accurate rubric;
 - g) Contains a complete set of marking criteria.

2.4.4 External Moderation of Regular Examination Papers

- i) All Regular examination papers shall be moderated and approved / disapproved by an External Examiner.
- ii) External Examiners shall normally be Senior Lecturers in area of specialization whose nomination shall be approved by a Departmental Board of Examiners and appointed by Senate.
- iii) Upon induction by the Chairperson of Department, the External Examiner shall serve as a moderator. They confirm the standard of the examination set and make changes

to the structure and/or content of the examination, and agreeing or revising, as appropriate, the marks being recommended by the internal examiners.

- iv) To enable an External Examiner ascertain whether the draft questions are fair and appropriate in relation to the course aims and learning outcomes, the following documents shall be provided:
 - a) A Course Outline;
 - b) A model answer;
 - c) Marking Guide/Scheme and mark allocation

(It has to be noted that this may not always be practicable in all cases).
- v) Where valid substantial changes have been proposed by the External Examiner to be incorporated into an examination, the Internal Examiner has to incorporate them, before the Chairperson of Department ratifies the final version.
- vi) The decision of the External Examiner in moderating examination set shall not be final. Where, after appropriate discussion, the Department disagrees as to the recommendations made, the Department may retain its original question(s).
- vii) Where a department makes additional substantial changes to the paper, it must be returned to the External Examiner for final approval.
- viii) In exceptional and unavoidable circumstances where a final paper is set and cannot be taken to an External Examiner, and with the authority of Senate, a senior member of the Faculty/School who is qualified in the discipline may moderate the examination paper. Provided he/she did not teach the course.

2.5 Processing of Examination Papers

- i) Staff involved in processing examination papers shall be responsible for ensuring proper handling and storage so that no unauthorized access to electronic or hard copies occur
- ii) Draft and final versions of examination papers shall be held securely and confidentially at all times
- iii) Only staff with direct involvement in the development, approval and administration of examinations shall have access to the examination papers. All staff involved in the processing of examinations shall be vetted and take an oath of secrecy and ensure maximum security

- iv) Staff in the Examination Office shall be guided by Code of Conduct and Ethics.
- v) Where security has been breached, and the examination leaked, an alternative examination shall be administered.
- vi) Staff in breach of handling and storage of examinations shall be charged with misconduct.
- vii) Internal Examiners shall provide draft examination papers, typed in the appropriate format with title/rubric page, and good quality diagrams, where necessary, to the Chief Internal Examiner four (4) weeks after commencement of the semester/trimester for internal moderation.
- viii) The Chief Internal Examiner shall ensure examinations are internally moderated within one (1) week after receipt of the draft examinations.
- ix) After internal moderation, the Chief Internal Examiner shall immediately submit the draft examination papers to the External Examiner for moderation within a period of three (3) weeks.
- x) After external moderation the Chief Internal Examiner shall convene a departmental meeting within one (1) week to consider the external examiners comments/report.
- xi) The Chairperson of Department is responsible for ensuring confidentiality and security in all examinations prepared in their department.
- xii) The Chairperson of Department is responsible for compiling the examination papers, and dispatching them to the Office of Registrar (AA) two (2) weeks before beginning of the examination session.
- xiii) Once an examination has been approved, the Chairperson shall keep a paper trail related to the examination for auditing and quality assurance purposes.
- xiv) The Chief Internal Examiner shall verify the correctness of the examination papers before packaging.
- xv) Formatting, printing, packaging and labeling of examination papers is the responsibility of the Registrar (AA).
- xvi) The Registrar (AA) shall be responsible for maintaining security and confidentiality during the duplication, packaging, labeling, storage and dispatch of examination papers.
- xvii) A copy of all formal examination question papers done shall be sent to the Library by the Examinations Office within one (1) week after the official examination period ends, and the Library shall bind all submitted papers according to programme/courses within one (1) week of receipt.

2.6 Scheduling of Examinations

- i. The scheduling of regular examinations during the Senate approved examination period is the responsibility of the Office of the Registrar (AA) in liaison with the University Examinations and Timetabling Director. No tests or any other form of examination may be held during the official examination period other than those scheduled by the Office of the Registrar (AA).
- ii. The office of the Registrar (AA) shall be responsible for establishing a university examination schedule clearly indicating the course, location, venue (room or hall) and time. The time and location for examinations shall be determined by the Registrar (AA) office based upon departmental requests submitted to the University Examinations and Timetabling Director not later than six (6) weeks before commencement of examinations.
- iii. The venue assigned for a regular examination shall be of sufficient capacity to allow for appropriate seating and monitoring of students sitting the examination in order to discourage cheating.
- iv. Normally, regular examinations shall be scheduled at two (2) hour time-slots for undergraduate (including certificate and diploma programmes) and three (3) hour time slots for postgraduate. However, individual Faculties/Schools/Centers may with justification and authority from Senate determine other duration which shall not be less than two (2) hours nor more than three (3) hours.
- v. Normally, no student shall sit more than two (2) examinations in one (1) day and there should not be any schedule clashes for students registered courses. A draft timetable will be sent to Faculties/Schools/Centres and Departments four (4) weeks prior to each examination period. In the event that the above is not attained, Senate may with justification and authority give a variation.
- vi. Any student with an examination timetable conflict (two or more examinations scheduled at the same time, and/or in different locations and/or venues) must file a formal request for a conflict examination during the first week of the draft schedule (See Appendix 1). The request must be filed through the Departmental examinations/timetabling coordinator and ascertained by the Chairperson of Department, to the University Examinations and Timetabling Director.

- vii. Every effort shall be made to establish a regular examination timetable that is free of conflicts. Invariably, some conflicts may arise. Conflicts should be identified as soon as possible but not beyond one (1) week to allow maximum resolution time.
- viii. The University Examinations and Timetabling Director shall rework the schedule and release the regular examination timetable at least two (2) weeks before commencement of examinations. No changes shall be allowed after the release of the final timetable.
- ix. The Registrar (AA) shall ensure publication of regular examination timetable, two (2) weeks before the commencement of the examination period, on the University website and notice boards so as to be accessed by students and staff.
- x. Faculties/Schools/Centres shall make appropriate announcements to make students aware of the regular examination location and time.
- xi. Misreading or misinterpretation of the timetable shall not be accepted as an excuse for failing to attend an examination. The student shall be deemed to have failed the examination.
- xii. Examinations shall normally be held on five (5) days a week, from Monday to Friday between 9.00 am and 5.00 pm and shall normally be scheduled for three (3) sessions for undergraduate and two (2) sessions for postgraduate a day, unless otherwise approved by Senate.

2.7 Faculty/School/Centre Responsibilities

- i. Academic staff have the overall responsibility for all examinations given in their courses and are expected, unless otherwise, to be present on site during the duration of their examination
- ii. The Internal Examiner or an authorized representative who should be able to deal with substantial issues relating to the examination, shall be available when examination papers are being handed out, and shall collect or make adequate arrangements for the collection of scripts from all venues after the examination
- iii. The Internal Examiner or an authorized representative shall be accessible throughout the duration of the examination.
- iv. The Internal Examiner shall ensure the examination has been thoroughly proofread for clarity, level of difficulty, and length of time required.
- v. The Invigilator shall:

- a) Check the venue to make sure it is fit for the examination.
- b) Remind students of the ground rules for the examination.
- c) Provide the requisite number of answer booklets and copies of the examination paper.

2.8 Admission to Examinations

- i) Candidates shall arrive at least 30 minutes before the start of an examination.
- ii) No candidate shall be allowed to sit for an examination if he/she has not completed payment of fees and University dues.
- iii) Candidates shall only enter the examination room on the instructions of the invigilator.
- iv) Candidates shall normally sit according to their registration numbers.
- v) The Chief Invigilator, or their appointees, shall direct the admission, seating and identification of students and the signing of the examination attendance register.
- vi) Candidates shall present their valid student photo identification cards and examination card for admission at all examinations.
- vii) A candidate shall display identification documents conspicuously on the examination desk for the duration of the examination
- viii) Candidates must not carry to the examination venue any unauthorized material, including but not limited to, books, mobile phones and notes. All items shall be left out at the owner's risk; Failure to leave items as directed by the Invigilator shall be taken as an act of attempted cheating
- ix) A candidate who arrives at the examination venue within 30 minutes of the examination having started will be permitted to sit the examination. However, they shall not be granted any additional time and shall be required to finish the examination at the original scheduled time.
- x) If a candidate is taken ill during an examination, he/she shall inform the invigilator immediately so that necessary action can be taken to help them and to ensure that the details are recorded. However, it should be noted that when a candidate decides to enter an examination venue, they have declared themselves fit to sit.

- xi) A candidate may not leave the examination venue within the first 60 minutes of the commencement time of the examination, or within the final 30 minutes of the examination.
- xii) A student who wishes to leave the examination room and be readmitted must obtain prior approval from an examination Invigilator, who may require that the student be accompanied by an Invigilator during the full period of absence.
- xiii) Candidates shall check their personal details and sign the Examination Attendance Register.
- xiv) A clear warning will be given 15 minutes before the end of the examination and a final signal at the end, when all writing must cease. Candidates shall remain seated until all booklets and materials have been collected by examination Invigilators
- xv) Answer booklets shall not be removed from the examination venue and remain the property of the University.
- xvi) Candidates shall fill in the information required on the cover of the booklet, or the examination paper and/or answer sheet, as appropriate. If more than one booklet or examination paper and/or answer sheet is used the same information must be completed on each booklet, examination paper and/or answer sheet.
- xvii) A candidate should record his / her student registration number (but not his / her name) on the examination booklet in order to aid anonymity.
- xviii) The answer to each question should begin on a separate page and the number of the question being answered should be written at the right hand top of each page. Failure to observe this shall lead to loss of 5% of the total mark on the question.
- xix) A student who does not answer any questions shall submit a blank booklet with personal details on the cover completed.

2.9 Invigilation of Examinations

- i) All regular examinations shall be conducted by a Chief Invigilator designated by the Department or Faculty/School/Centre offering the examination.
- ii) Chairpersons of Department shall be responsible for appointing the required number of Invigilators from their Department. Such staff will act as Main Invigilators and Invigilators. Additional Assistant Invigilators may be recruited by the Registrar (AA) Office.

- iii) There shall be a minimum of two (2) invigilators in an examination venue. However, for large classes, the recommended ratio shall be one (1) invigilator for every fifty (50) students.
- iv) The Chief Invigilator shall ensure that other Invigilators at that session and students are aware of and observe the rules that govern student and Invigilator behaviour during examinations.
- v) The Chief Invigilator shall oversee general conduct of the examination according to approved schedules.
- vi) The Chief Invigilator or their assistants shall make any necessary announcements prior, during or at the end of the examination and direct the distribution and collection of examination question sheets and answer booklets. Every member of the academic staff shall be required to undertake invigilation duties as specified by his or her Chairperson of Department. The Chairperson shall have the ultimate accountability for the examination.
- vii) The Invigilators shall announce any materials or aids that students are allowed to have on their desk or have access to during an examination.
- viii) The official start and end time of examination shall be determined and announced by the invigilators.
- ix) All Invigilators shall exercise constant vigilance for any instance of suspected cheating.
- x) Chief Invigilators or their appointees shall collect examination papers from the Examinations Office at least 60 minutes prior to the start of the examination. Other invigilators shall report to the examination venue at least 30 minutes before the examination is due to commence.
- xi) Chief Invigilators shall complete a report form on the conduct of each examination for submission to the Examinations Office (See Appendix 2).
- xii) Chief invigilators shall report any irregularity to the Registrar AA in writing immediately after the examination session.
- xiii) At the end of the examination, the invigilator shall ensure that all used and unused examination booklets are accounted for and delivered to the designated office.

2.10 Disruption/Interruptions of an Examination

- i) If a regular examination is disrupted for any reason, the examination may be:

- a) Continued with an adjustment made up to the length of the disruption;
 - b) Considered completed;
 - c) Abandoned and rescheduled.
- ii) The Invigilator shall make announcements and procedures to be followed in the event an examination is interrupted/disrupted as a result of an emergency and/or any other cause that cannot allow successful conduct of an examination.
 - iii) The Invigilator, in consultation with the Chairperson of Department, the Dean and the Registrar (AA), shall determine the course of action to be taken in case of disruption/interruption.
 - iv) A candidate shall follow instructions provided by the Invigilator to ensure the safety of all concerned.
 - v) In the event of an examination having to be abandoned, students may be required to sit the examination again at a date and time as determined by Senate.

2.11 Marking Examinations

- i) All assessments for courses leading to a KIBU award shall involve at least one or more Internal Examiner(s) and one or more External Examiners.
- ii) Marking shall end four (4) weeks after the end of the examination period.

2.11.1 Internal Examiners

- i) Internal Examiners for each examination shall be the persons who taught the Course. However, the Senate on the recommendation of the Chairperson of Department may also permit others without that status to mark examinations where both are satisfied that the person concerned is sufficiently experienced to be a competent examiner in the course.
- ii) All members of academic staff shall be internal examiners in the courses in their Department.
- iii) A marker shall annotate each page of a regular examination script to indicate that it has been marked.
- iv) A Department/Faculty/School/Centre shall ensure that any individual acting as an internal examiner who is not an academic staff of the University is fully briefed and has relevant experience and sufficient knowledge of their subject area to assess students' knowledge and skills.

- v) Departments shall conduct the assessment of students in a manner that is appropriate to individual disciplines and to the methods of assessment employed.
- vi) All Departments shall have approved marking criteria in pursuit of assessment practices that are fair, consistent, valid and reliable.
- vii) A satisfactory set of marking criteria is such that someone other than the one who sets examinations can mark a student's answers fairly; examiners in future years can see what was required as an answer to that question; and the external examiners can confirm the cognitive level required by the assessment.
- viii) The Internal Examiner shall forward the record of marks, marked scripts, marking criteria, course outline and the examination attendance sheet to the Chairperson of Department within one (1) week after the end of marking period
- ix) Departments shall do internal moderation of marks as per the policy. Among issues to be considered include, but are not limited to:
 - a) Additional marking of borderlines, firsts and fails
 - b) Additional marking where there is significant disparity between the different elements of assessment for an individual student;
 - c) Additional marking where there is significant disparity between marks assigned by two or more examiners.
- x) Faculties/Schools/Centres and Departments shall undertake routinely an analysis of marking and marking trends to facilitate comparisons and provide evidence of standards. This will be audited by the Quality Assurance Directorate.

2.11.2 External Examiners

- i) The Chairperson of Department shall forward the record of marks, marked scripts, marking criteria, course outline and the examination attendance sheet to the External Examiner for moderation.
- ii) All examinations in all courses shall normally be externally examined. An exception to this requirement can only be approved by Senate.
- iii) External Examiners shall be considered in advance by the Faculty/School Board acting on authority delegated before Senate approves.
- iv) An External Examiner is ordinarily somebody who is external to the University and has no current affiliation to the University for the last four (4) years.

- v) An External Examiner is appointed for each course, or where appropriate, a group of courses, and shall be appointed for a period of not more than four (4) consecutive years, but may be reappointed after a break as determined by Senate.
- vi) In rare cases where it can be shown that no suitably qualified person external to the University can be found to examine a particular course, Senate may approve the appointment of a person as an external examiner to the department concerned. Such a person should not have taught the students the course under examination.
- vii) Instructions to External Examiners shall be approved by Senate.
- viii) An External Examiner has the right to see all written examination scripts. However, where the number of scripts is large, the External Examiner may see a sample of scripts from the full range of the examination bands. The guiding principle for selection of scripts is that External Examiner should have enough evidence to determine that internal marking and classifications are of an appropriate standard and are consistent.
- ix) In view of the fact that an External Examiner approves overall course marks, they have a right to request any item of the continuous assessment (e.g. CAT questions, number and totals).
- x) All External Examiners are required, as part of their duty, to present a confidential report on the quality of the curriculum of the Department, as far as they can judge from the estimations of the undergraduate and postgraduate students in the Department. These mandatory, confidential reports are to be sent to the VC in the first instance, who forwards them, with a brief commentary, to the DVC (ASA) who reviews and sends a summary report to the relevant Chairperson of Department.
- xi) Within one (1) week after external moderation, the Chairperson of Department shall make three (3) copies of each mark sheet. A copy shall be sent to the relevant Dean/Director, serviced department, and a copy be retained at the department.

2.12 Examiners' Meetings and Approval of Results

- i) The University shall hold Examination Boards at three levels: Department, Faculty/School/Centre, and Senate. The meetings shall approve the outcomes of assessments.

- ii) Board of Examiners' Meetings shall be convened by the respective Heads of Academic Units to ensure that examination papers and results are submitted and approved by the set deadlines.
- iii) It is the responsibility of Heads of those academic Units to decide how many Examiners' Meetings they need to convene to approve examination papers and results
- iv) Those attending the Board of Examiners' meetings shall be obliged to declare any personal interest, conflict, involvement or relationship with a student whose results are being assessed.
- v) It is the responsibility of the Convener to ensure that an appropriate record is kept of the procedures and decisions of each Board of Examiners' Meeting.
- vi) Minutes of the Board of Examiners' Meetings shall include the following minimum set of information:
 - a) Full title of Examination meeting;
 - b) Date and location of meeting;
 - c) Those present followed by those who have submitted apologies;
 - d) List of programmes and/or courses being discussed;
 - e) Explanation of calculations to be used in determining marks;
 - f) Candidates with special circumstances possibly affecting their performance;
 - g) List of results;
 - h) The use of personal information should be avoided as much as possible;
 - i) Students shall be referred to by registration numbers;
 - j) All decisions shall be attributed to all Examiners;
 - k) Dissenting views shall be allowed and recorded;
- vii) Chairpersons of Departments shall be responsible for ensuring that robust and reliable systems are in place for the computation, checking and recording of assessment decisions, and for providing relevant information in time whenever required.

2.12.1 Departmental Board of Examiners Meeting

- i) There shall be a departmental Board of examiners meeting immediately after external examination.
- ii) Where an Internal Examiners' meeting is not held after external examination, the Chairperson of Department and Internal Examiner, with the authority of Senate, shall approve the marks for an individual course.

- iii) The external examiner shall be invited to a departmental board of examiner's meeting.
- iv) In the unusual event of an irreconcilable disagreement between an internal examiner and the Board of examiners, the advice of the External Examiner shall be sought.
- v) The meeting between the External Examiner and the Internal examiners shall receive, discuss and implement where appropriate the oral and/or written comments from the External Examiner(s) in regard to:
 - a) The appropriateness of the assessment procedures and the standards attained by candidates;
 - b) The appropriateness of the curricula, and
 - c) The structure and content of existing programmes of study, as part of a systematic reflection on the provision and appropriateness of these programmes.

2.12.2 Faculty/School/Centre Board of Examiner's Meeting

- i) Shall oversee the assessment of students, to decide for each student on progression on a programme and to make recommendations to Senate on the award, and category of award, to be conferred upon individual students.
- ii) Shall determine whether failure to achieve the outcomes of a course can be compensated.
- iii) Shall recommend to Senate whether to allow a candidate to progress to the next level of study.
- iv) Shall recommend to Senate whether a candidate shall be discontinued from the University on academic grounds.
- v) Shall recommend to Senate for discussion and approval of conferment and, as appropriate, classification of an award.
- vi) Shall finalize the marks to be awarded for all courses/programmes.
- vii) Shall identify candidates for the award of any prizes.
- viii) Only a properly constituted Faculty/School/Centre Board of Examiners with two thirds membership shall be authorized to recommend conferment on a student of an academic award of KIBU.
- ix) Results approved by the Faculty/School/Centre Board of Examiners may be issued to fully paid-up students as provisional at the end of every semester.
- x) Official results shall be released after approval by Senate at the end of academic year.

2.13 Submission of Results

- i) Faculties/Schools/Centres shall be informed by Senate of the deadlines for the latest submission of results to the Registrar (AA).
- ii) Faculties/Schools/Centres shall process results within two (2) weeks following confirmation by the Examiners.
- iii) The signatures of the Internal and External examiners, Chairperson of Department, and Dean of Faculty/School/Centre, must be appended to the list of results as evidence that the marks and results are agreed and approved and that processes have been carried out in accordance with the conventions of the University. Normally, no result will be published unless they bear the signatures. However, in exceptional circumstances and with reasonable cause, Senate may decide to approve results that do not bear one of the signatures.
- iv) If a mark is amended after it has been submitted to the Registrar (AA) for reasons other than on appeal, it is the responsibility of the relevant Dean/Director to submit this in writing with the Internal Examiner(s) signature to Registrar (AA) for amendment of the student's Record.
- v) Results to Senate shall be presented as provided for in the Examination Rubrics.
- vi) The results to be considered for approval by Senate shall determine whether a student shall either:
 - a) Pass to proceed to the next year of study or
 - b) Pass to graduate or
 - c) Sit Special/Supplementary examination(s) or
 - d) Repeat course/year or
 - e) Be discontinued.

2.14 Re-assessment

- i) After the release of examination results, a student may request a re-assessment to the Department. This review will verify whether the examination script has been marked completely and that all marks (including coursework) have been correctly transmitted to the Board of Examiners. The review will not involve marking an examination script a second time.

- ii) In order to maintain consistency of assessment, the University will allow remarking where the student is not satisfied with the departmental review.
- iii) A student must formally apply for remarking to the Registrar AA, through their respective Chairperson of Department and Deans/Directors of Faculties/Schools/Centres (See Appendix 3).
- iv) A charge determined by Senate shall be imposed to deter frivolous requests to review examination results.
- v) In addition, Senate reserves the right to review current students' results at any time and make revisions to these results. These reviews may arise from audit on past semesters' results or routine checks and reviews conducted during the semester

2.15 Special Examination

- i) Any examination other than the regular or Supplementary examination will be treated as Special Examination.
- ii) Special Examination may be offered only with the permission of the Dean/Director of the Faculty/School/Centre in which a student is registered, in consultation with the Course Lecturer and Department Chairperson.
- iii) Permission to write a Special Examination may be given on the basis of compassionate or medical grounds with appropriate supporting documents or any other reason as approved by Senate from time to time.
- iv) A Special Examination must be taken and passed before proceeding to the subsequent academic year.
- v) To accommodate unusual circumstances, an examination date before the end of an academic year maybe arranged but permission must first be obtained from Senate. A request should be submitted by the Dean/Director who would consult the respective course Lecturer and Chairperson of Department.
- vi) If a student fails to write a scheduled Special Examination, permission to write another special examination shall be submitted to the Registrar (AA), with permission from the Dean/Director with appropriate supporting documentation and is to be reported at Senate.

2.16 Supplementary Examinations, Repeat Course, Repeat Year and Discontinuation

- i. Any candidate who fails up to and including 25% in the first attempt of the courses offered in an academic year shall sit supplementary examinations in the courses failed.
- ii. A student will apply for Supplementary Examination to the Dean/Director of their Faculty/School/Center through their respective Chairpersons upon payment of such fee as shall be determined by Senate.
- iii. A student passing a Supplementary Examination will receive a mark of 40% or 50% as per the requirements of the specific curriculum.
- iv. Any candidate who fails a Supplementary examination shall repeat the course(s) internally and shall only proceed to the subsequent year after passing repeat course(s).
- v. Any candidate who fails between 25% and 50% in the first attempt of the courses offered in an academic year shall repeat the courses and shall pass the failed courses before proceeding to the next year.
- vi. A student who fails 50% or more of total number of the prescribed courses in an academic year shall repeat the year.
- vii. A student shall be discontinued on academic grounds for either:
 - (a) Failing in an examination of a course repeated internally, or
 - (b) Subsequently failing a supplementary examination in a course that is repeated.

In this case the student fails to satisfy the academic requirements for progression and is thereby discontinued from the programme enrolled at the University. The student forfeits/loses all academic credits earned in the programme and on the recommendation of the Faculty/School Board of Examiners the student shall be discontinued by the University Senate.

A student discontinued from a programme should follow the procedure of clearance from the University. Such a student may after one (1) academic year submit an application form/letter for admission to another programme to which they qualify as per the University admission requirements.

2.17 Compensation

- i) The power of compensation shall be vested in the Faculty/School/Center Board of Examiners.
- ii) The purpose of compensation is to allow the Faculty/School/Center Board of Examiners

to assign a mark to a student who has not attained sufficient credit to be eligible for either progression or recommendation for the conferment of a final award.

- iii) A Board of Examiner can exercise the power of compensation at its discretion and having due regard to the standard of the award and the learning outcomes of the programme.
- iv) The Board of Examiners may award credit in compensation to a student in failed units due to strength of overall performance at a level.
- v) Compensation shall be in related courses at a particular study level only.
- vi) The grade for the course that will be used for compensation should not change.
- vii) Compensation can only be awarded if the student has a weighted average mark of 50% at the level being considered.
- viii) A candidate will qualify for compensation when they score at least 37% (or 47% for medical courses) and with a weighted average mark of at least 50% in all courses in the academic year under consideration, and may be assisted to attain the pass mark by subtracting either six (6), four (4) or two (2) marks from a related course, which when divided by two and added to the marks of the failed course (s) raises it to the pass mark.
- ix) The limit applicable to compensation for all undergraduate courses shall not be in more than one (1) course per semester. Graduate students are not eligible for compensation.
- x) Where a Board of Examiners awards credit in compensation, the transcript will show the pass mark, annotated as a "Compensated Pass".

2.18 Students with Disabilities

- i) A person with disability is one who has an impairment which has a substantial, long term and adverse impact upon their ability to carry out day-to-day activities which include assessment.
- ii) 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.
- iii) Students with disability will be accorded treatment as per the KIBU Disability Mainstreaming Policy.

2.19 Grading of Examinations

- i) The grading system for all Schools, Faculties and Centers except for the medical

sciences shall be:

Undergraduate/Diplomas/Certificate:

Percentage Marks	Grade
70 and above	A
60 < 69	B
50 < 59	C
40 < 49	D
Below 40	E – Fail

ii) Grading for the medical sciences and graduate studies shall be

Percentage Marks	Grade
75 and above	A
65 < 74	B
50 < 64	C
Below 50	E – Fail

iii) All examination grades shall be carefully scrutinized by Department and Faculty/Schools/Centers Boards of Examiners before they are submitted to Senate for approval

iv) The grades for individual courses shall be examined and compared at the Department level, and the grades across Departments shall be deliberated by the Faculty Board of Examiners. Further scrutiny will be conducted by Senate to ensure that there is consistency of assessment across Faculties/Schools/Centers

v) The final grade a student receives may be subjected to moderation by Board of Examiners at all levels so as to prevent grade inflation or deflation and thus help achieve consistency in assessment across courses and programmes

2.20 Classification of Awards

i) KIBU shall classify Awards according to requirements in statutory documents.

ii) Averages involving decimals shall NOT be rounded off to the nearest whole number.

The following formula shall be used for the purposes of calculating the final mark for

classification.

$$\text{Final Percentage} = \frac{\Sigma(\% \text{Marks} \times \text{Units})}{\text{Total Units}}$$

2.20.1 Undergraduate degrees (except for Medical Sciences)

70% - 100%	-	First Class
60 < 70%	-	Upper Second Class
50 < 60%	-	Lower Second Class
40 < 50%	-	Pass

2.20.2 Postgraduate diploma

70 and above	-	Distinction
60 < 70	-	Credit
50 < 60	-	Pass

2.20.3 Postgraduate degrees and Medical Sciences

The degree shall not be classified. A candidate who satisfies the Board of Examiners shall be conferred degree of KIBU in the respective discipline of study

2.20.4 Certificate and diploma programmes

Percentage Marks	Performance
70 – 100	Distinction
60 < 70	Credit 1
50 < 60	Credit II
40 < 50	Pass

2.21 Feedback to Students

- i) Course, Programme or Faculty/School/Centre Handbooks, as appropriate, should indicate the arrangements for the provision of feedback to students in regard to different forms of assessment.

- ii) Examiners are expected to provide timely feedback to students on all continuous assessment examination. In any case, students should know their continuous assessment examination marks before commencement of Regular examinations.
- iii) The University will not routinely return written Regular examination scripts to students. However, student's shall expect to receive feedback on their performance in all written examinations including the Regular examination. Faculty/Schools/Centers shall release provisional results immediately after approval by Faculty/Schools/Centers Board of Examiners.
- iv) The Constitution of Kenya (2010) gives a person the right to request access to personal data held relating to them. This could include examination scripts and any written comments made by examiners on student assessments. Examiners should be aware that their written comments on candidates' written examination scripts may be provided to students who make a formal application for disclosure of their personal data. A student's examination details shall be released only on advice from the University Legal Office.

2.22 Graduation and Award of Certificates

- i) Students who successfully complete a programme of study must make an application to the Registrar (AA) 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 (AA).
- ii) Students who qualify for the award of a Certificate of KIBU shall fill an application form (See Appendix 4).
- iii) Those eligible to graduate will not be permitted to graduate if they are in debt to the University.
- iv) Degrees are conferred on behalf of the Senate at Graduation Ceremonies. Exact dates will be publicized by the Registrar (AA). Candidates not wishing, or unable, to graduate in person and may apply to graduate in absentia.
- v) The certificate awarded at Graduation Ceremonies should be ready for collection not later than one month from the date of graduation.
- vi) An award may be conferred posthumously to a deceased student who was registered at the time of death, and had sufficient assessable work available at the time of death to enable the Board of Examiners to recommend an award.
- vii) In all cases where a Board of Examiners recommends the conferment of an award

posthumously, the reasons for doing so shall be explained.

- viii) A recommendation shall often be made by the Boards of Examiners to Senate but must always be a result of appropriate consultation.
- ix) The certificate shall bear the name of the student as provided on admission to the University with specific respect to the name on the students National Identity Card or Passport.
- x) Subject to the provisions of Section 9 of the Charter and the KIBU Statutes XXXIX, Senate may cancel or withdraw the Certificate, Diploma And Degree as follows:

2.22.1 Cancellation

- i) If it is discovered that a person has been awarded a degree through fraudulent means the Senate shall cancel the awarded degree.
- ii) The person shall be required to return the Certificate, Diploma or the Degree Certificate within a time frame determined by Senate.
- iii) The withdrawal shall be published in both print and electronic media.
- iv) The University shall reserve the right to institute legal proceedings against the person.

2.22.2 Withdrawal

- i) Senate shall withdraw a Certificate, Diploma or Degree certificate if it is discovered that the work upon which it was based or the academic records in support of it had been falsified.
- ii) The person shall be required to return the Certificate, Diploma or Degree certificate within a time frame determined by Senate.
- iii) The withdrawal shall be published in both print and electronic media.
- iv) The University shall reserve the right to institute legal proceedings against the person.

2.23 Academic Appeals

- i) Academic Appeals refer to all appeals against decisions made by Boards of Examiners.
- ii) A student who feels aggrieved over a formal academic assessment and/or its consequences is recommended in the first place to seek an interview with the Chairperson of Department.
- iii) A student who wishes to appeal must submit their case in writing to the Registrar (AA) within 10 working days of the publication of the decisions.

- iv) An academic appeal must be dated and signed by the student.
- v) Grounds for academic appeal include but are not limited to the following:
 - a) Material and significant administrative error in the information received and considered;
 - b) Assessments not conducted in accordance with the approved examination rules and regulations;
- vi) In every case, the appellant has the responsibility to provide evidence to support their case.
- vii) The Registrar (AA) shall present the appeal to Senate for consideration and determination.
- viii) The result of the Senate review, together with any consequences, will be conveyed within one week, by the Registrar (AA) to the student.

2.24 Academic Transcripts

- i) An academic transcript listing all courses which a student has taken and their associated marks will be included and issued to a deserving student who has paid up the required fees.
- ii) An academic transcript shall be issued to a deserving student after graduation.
- iii) An academic transcript will indicate the Academic Year in which a course has been assessed, its credit value and the definition of the score bands.

2.25 Disposal and Retention of Examination Material

- i) Regular examinations completed during the official examination period are the property of KIBU. The University will store completed examinations in case of a student academic appeal.
- ii) In all cases, but not for a period exceeding five (5) years after graduation, Regular examinations are to be archived.
- iii) While the University may dispose of assessed work after five (5) years, it shall retain a sample of work that has been awarded marks in each examination for internal quality monitoring and evaluation.
- iv) Completed Regular examination scripts will be disposed of via confidential waste.



**KIBABII UNIVERSITY
EXAMINATIONS OFFICE**

EXAMINATION TIMETABLE CONFLICTS RESOLUTION FORM

Name: **Registration Number:**

Academic Year: **Semester:** **Telephone No:**

Please indicate the courses conflicting in the exams timetable in the spaces provided below;

S/NO	Course Code	Course Title	Exam Venue
1.			
2.			
3.			
4.			
5.			
6.			

Chairperson of Department

Name:..... Signature & Stamp..... Date:.....

Dean of Faculty

Name:..... Signature & Stamp.....Date:.....

Director of Timetabling

Signature:..... Date:.....

Registrar (AA)

Signature:..... Date:.....

NOTE: This form must be filled before the Regular examination timetable is released

Appendix 2: Examination Misconduct Form

KIBU-EXA-F-002



**KIBABII UNIVERSITY
EXAMINATIONS OFFICE
EXAMINATION MISCONDUCT FORM**

Name of the invigilator: **Telephone No:**.....

Academic Year: **Semester:** **Date of invigilation:**

Name of student involved in exam misconduct:

Student Registration no:

Please indicate below the examination(s) concerned;

S/NO	Course Code	Course Title	Exam Venue
1.			
2.			

Please provide a brief explanation of the exams misconduct

.....

Main Invigilator

Name:..... Signature Date:.....

Witness

Name:..... Signature Date:.....

Chief invigilator

Name:..... Signature Date:.....

Note: This form should be submitted with the following supporting documents / items

- i. Students' statement
- ii. Statement by the witness
- iii. The evidence / exhibit of the misconduct



KIBABII UNIVERSITY- ACADEMIC AFFAIRS

EXAMINATIONS OFFICE

APPLICATION FOR REMARKING

Registration Number: **Name:** **Date:**.....

Academic Year: **Semester:** **Telephone No:**.....

Please indicate below the course codes and titles of examinations for which remarking is requested

S/NO.	Course Code	Course Title
1		
2		
3		

Reasons for appeal for remarking

.....

Chairperson of Department

Comments

.....

Name:..... Signature & Stamp: Date:.....

Dean of Faculty

Comments

.....

Name: Signature & Stamp:..... Date:.....

Registrar (AA)

Signature:.....

Date:.....

NOTE: - Request for remarking must be done within a month after senate confirming the results
 - A candidate who requests for a remark shall pay a non-refundable fee of ksh. 750 per paper



KIBABII UNIVERSITY – ACADEMIC AFFAIRS

REGISTRAR ACADEMIC AFFAIRS

GRADUATION AND CERTIFICATE AWARD FORM

I (Name of student)Registration number:..... do confirm that the above order of name is the correct one and will attend/not attend the forthcoming KIBU graduation ceremony.

Students signature..... Tel no..... ID No.....

Dean of Faculty

Name:..... Signature Date:.....

Registrar (AA)

Name:..... Signature Date:.....

NOTE: *The order of name(s) should be as used on admissions to the University.*



KIBABII UNIVERSITY - ACADEMIC AFFAIRS

EXAMINATION SUPERVISION/INVIGILATION FORM

COURSE CODE & TITLE: _____

ROOM: _____

All the Chief Invigilators (C.I) should complete this forms, giving all the required information. The names of those absent should be indicated by the C.I. after all those present have been listed. This form should be surrendered to the Examination Office at the end of the specific exam and a copy retained in the Department.

Name of Invigilator	Department	Absent (√)	Present (√)	Signature of Invigilator

Chief Invigilator’s Remarks:

Signature: _____ **Date:** _____

Chief Invigilator

Appendix 7: Examination Attendance Register Form

KIBU-EXA-F-007



KIBABII UNIVERSITY- ACADEMIC AFFAIRS EXAMINATION ATTENDANCE REGISTER FORM

FACULTY/SCHOOL: _____

COURSE CODE & TITLE: _____

DATE: _____ **TIME:** _____ **ROOM:** _____

Use the space below to indicate the registration number and name (s) of candidate (s) PRESENT

Add Telephone No.

S. No	Reg. No.	Name	SEX	Booklet S/No.	Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					

Usual Number in class: _____ **Number Present:** _____

Name of Invigilator: _____ **Signature:** _____



**KIBABII UNIVERSITY - ACADEMIC AFFAIRS
EXAMINATIONS' OFFICE**

ALLEGATION OF EXAMINATION OFFENCE FORM

Name of the Student..... Registration No:.....

Academic year..... Semester

Programme:.....

Course code:.....Course Title.....

Charge:.....

Decision:.....

Registrar (AA)

(Indicate whether the appeal has been approved or rejected)

Name:..... Sign & Stamp:..... Date:.....



KIBABII UNIVERSITY-ACADEMIC AFFAIRS

UNIVERSITY EXAMINATIONS

EXAMINATION DISPATCH/ISSUE FORM

Please fill out this form before collecting your examination paper(s)

NAME OF INVIGILATOR:

FACULTY/SCHOOL.....

DEPARTMENT.....

Indicate the Examination Paper(s) collected in the space provided below:-

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

SIGNATURE: _____ **DATE:** _____ **TIME:** _____

CELL PHONE NO:

Appendix 11: Scripts Issuing/ Receiving Form (For Marking)

KIBU-EXA-F-011



**KIBABII UNIVERSITY- ACADEMIC AFFAIRS
EXAMINATION MARKING CENTRE**

SCRIPTS ISSUING/ RECEIVING FORM (FOR MARKING)

ACADEMIC YEAR.....SEMESTER.....

Serial No	Title of the Script	Course Code	No of Scripts	Date Issued	Name and Signature of Receiving Examiner	Name and Signature of Examination Officer	Date Returned	Name and Signature of Returning Examiner	Name and Signature of Examination Officer
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

Appendix 12: Examination Extenuating Circumstances Form

KIBU-EXA-F-012



**KIBABII UNIVERSITY – ACADEMIC AFFAIRS
EXAMINATIONS OFFICE
EXAMINATION EXTENUATING CIRCUMSTANCES FORM**

Name: **Registration Number:**

Academic Year: **Semester:** **Telephone No:**.....

Please indicate the course codes and titles of the exams deferred in the spaces provided below;

S/NO.	Course Code	Course Title
1		
2		
3		
4		
5		
6		
7		

Reasons/circumstances for deferment of examination (*Please attach the necessary supporting documents*)

- Illness
- Family Emergency
- Insufficient study time
- Others (if other, please provide details)

.....

.....

Chairperson of Department

Name:..... Signature & Stamp:Date:.....

Dean of Students

Name:..... Signature & Stamp:.....Date:.....

Dean of Faculty

Name:..... Signature & Stamp:..... Date:.....

Registrar (AA)

Name:..... Signature & Stamp:..... Date:



**KIBABII UNIVERSITY – ACADEMIC AFFAIRS
EXAMINATIONS OFFICE**

CLEARANCE SHEET

NAME OF LECTURER:

COURSE CODE & TITLE:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

FESS/SOBE/FS/SCAI: _____

Has been cleared from the Examination Office after handing in all the required documents
(Course outline Question paper, Marking Guide/Scheme and Copy of Mark sheet)
respectively.

Examination Officer: _____

Signature: _____

Date: _____



**KIBABII UNIVERSITY – ACADEMIC AFFAIRS
EXAMINATIONS OFFICE
APPLICATION FOR SPECIAL EXAMINATION(S) FORM**

NAME: **REG. NO:** **Phone No:**

PLEASE tick where applicable

YEAR OF STUDY: 1st 2nd 3rd 4th **SEMESTER:** 1st 2nd

REASON FOR THE REQUEST (Attach the supporting documents)

- **Financial – Indicate the amount:**
- **Medical**
- **Any other**

S. No.	Course Code	Course Title
1.
2.
3.
4.
5.
6.

STUDENT’S SIGNATURE: **DATE:**

.....

FOR OFFICIAL USE ONLY

Approval (If the reason is fully supported with documents)

1. *Chairperson of Department*

Name: **Sign/Stamp:** **Date:**

2. *Dean of Faculty/School*

Name: **Sign/Stamp:** **Date:**

3. **Registrar(AA)**

Name: **Sign/Stamp:** **Date:**



**KIBABII UNIVERSITY – ACADEMIC AFFAIRS
EXAMINATIONS OFFICE**

EXAMINATION REGISTRATION FORM (SUPPLEMENTARY)

NAME: **Registration Number:**

Academic Year: **Semester:**

Telephone No:

Please indicate the course codes and titles of the exams requested in the spaces provided below;

S/NO	Course Code	Course Title
1.		
2.		
3.		
4.		

Amount paid: Kshs..... (in words)
(kindly attach copie(s) of receipts(s)
 for payment)

Student’s Signature: **Date:**

Chairperson of Department

Name: Signature & Stamp Date:

Dean of Faculty

Name: Signature & Stamp Date:

Registrar (AA)

Signature: Date:

Note: Fees charged: - Undergraduate - Kshs. 500.00 per paper
 - Diploma - Kshs. 500.00 per paper
 - Postgraduate - Kshs. 1,000.00 per paper

Appendix 15: REQUEST TO INVESTIGATE MISSING MARK(S)

KIBU-EXA-F-024



**KIBABII UNIVERSITY – ACADEMIC AFFAIRS DEPARTMENT
EXAMINATION OFFICE**

REQUEST TO INVESTIGATE MISSING MARK(S)

NAME: **REG.NO:** **Phone No.:**

SECTION TO BE COMPLETED & SIGNED BY STUDENT								SECTION TO BE COMPLETED BY COURSE LECTURER				COD
SN	Course Code	Course Title	Year of Study	Academic Year	Semester I/II/III	Date Exam done		Action Taken	Action By	Sign.	Action Date	Status (Resolved/Pending)
1												
2												
3												
4												
5												
NOTE: Attach a Photocopy of the signed Examination Card(s) Students Signature:..... Date:.....								NOTE: Confirm fully supported documentation i.e. Signed on Examination Attendance Form(s), Examination Script etc.				

FOR: OFFICIAL USE ONLY: Approval (If the reason is fully supported with documentation)

CHAIRPERSON OF DEPARTMENT

Name: **Sign/Stamp:**..... **Date:**.....

DEAN OF FACULTY/SCHOOL

Name: **Sign/Stamp:**..... **Date:**.....

CHAPTER 3: EXAMINATION RULES AND REGULATIONS

3.0 Preamble

The Kibabii University (KIBU) Examination Rules and Regulations define, amongst other things, the matters, the requirements, the time, and the procedure and process of examinations. The Examination Rules and Regulations have been formulated with a view to putting into place a credible and efficient system for the conduct of examinations.

Examinations are an important part of university experience and KIBU takes this process seriously. The University determines when, where and how examinations take place and students must attend examinations as required. Candidates for University examinations must read, and will be assumed to have read, these rules and regulations which apply to all examinations conducted by the University. Staff members are required to familiarize themselves with these rules and regulations to enable them to carry out their duties and responsibilities effectively.

These Examination Rules and Regulations may be amended from time to time by Senate as deemed necessary.

3.1 Purpose

KIBU Examination Rules and Regulations exist in order to ensure that assessment sessions provide an opportunity for students to demonstrate what they have learned in their courses. The Rules and Regulations cover different aspects of the evaluation process, and are to ensure the smooth and orderly exercise as well as to safeguard the security and integrity of all examinations.

A person who commits a breach of any item contained in these Rules and Regulations shall be guilty of a breach of academic integrity or misconduct for the purposes of the KIBU Examinations Policy. Nothing in these Rules and Regulations, or any action taken under them, shall deprive the University of any other action or right it may have in the circumstances, nor prevent the University from taking any other action.

3.2 Assessment Requirements

- i) All students must attend end of semester examinations, and/or any other examinations for which they are registered during their course/programme.
- ii) All students must also hand in required coursework assignments. If a student has extenuating circumstances they believe may affect their performance in assessed course work or examinations, or causes them to miss an examination, they should fill in The “KIBU Extenuating Circumstances Form” (See Appendix 12 above).
- iii) A student who, with sufficient cause, misses an assessment will have their circumstances taken into account by the course lecturer and Department. If the student is offered an alternative assessment, the timing and form of this evaluation will be at the discretion of the respective student's Department and Faculty/School/Centre in consultation with the course lecturer and subject to the approval of Senate.
- iv) A student will be regarded as missing an assessment with sufficient cause if the student can prove with circumstantial evidence that it would be unreasonable to expect the student to have attempted the assessment. Senate will determine, on the basis of recommendations made by Departments and Faculties/Schools/Centres, and on evidence submitted by the student, whether or not sufficient cause existed to warrant opportunity for an assessment.
- v) If a student has registered for a course but fails to take the examination for which they are eligible to sit without sufficient cause, the student shall be deemed to have failed the course.
- vi) A student who fails to submit continuous assessment assignment(s) without sufficient cause shall not be allowed to sit Regular examinations.
- vii) All students are required to be present for scheduled examinations unless authorized otherwise.
- viii) Examinations will be conducted during the allocated times shown in the Examination Timetable. Examinations will normally start at 9.00 am and end at 5.00 pm from Monday to Friday. Senate may, with justifiable cause, vary these times and days.
- ix) It is candidates' responsibility to ensure that they know the correct course, date, time and location of all their examinations.

- x) Students must be prepared to identify themselves through the presentation of a relevant KIBU photo-identification card or any other legally recognized identity document.
- xi) Missing an examination may affect a student's progression to the next year of study, their eligibility for a degree, or the classification of a degree.
- xii) Examination offences are extremely serious. The University takes a serious view of cheating. All students are expected to take note of the written examination instructions issued to them as well as the announcements made during examinations.
- xiii) A candidate who is suspected of cheating in examinations is liable to disciplinary action including, but not limited to, cancellation of results, suspension or expulsion from the university.
- xiv) All materials and/or devices which are found to violate any examination rules and regulations will be confiscated.
- xv) A student will not be allowed into an examination room if the student is in debt to the University.
- xvi) A student shall not commit a breach of academic integrity or misconduct during the course of an examination. A person, whether a student or not, shall not do anything intended to assist a student sitting for an examination to commit a breach of academic integrity.
- xvii) KIBU operates a zero tolerance policy in relation to cheating in examinations.

3.3 Powers of the Invigilator

- i) Students sitting an examination must obey instructions given by an examination invigilator for the proper conduct of an examination.
- ii) Invigilators will be present at all examinations and are responsible for their proper conduct.
- iii) On the authority of Senate, invigilators will ensure strict adherence to all examination rules and regulations. It is an offence to disregard a legitimate instruction given by an invigilator. Candidates violating such instructions will be liable to disciplinary action.
- iv) Examinations will start and finish on the instruction of the invigilator. Students shall not open examination papers or start writing until instructed to do so.

- v) A student shall comply with all instructions set forth on the examination booklet and/or the examination paper, and with any examination notice displayed in the examination room, and with any instruction given by an invigilator.
- vi) An invigilator may require that any candidate in the examination room show by such means as the invigilator may specify and as are appropriate to the circumstances, that they do not possess any unauthorized material, or that they are not committing, or attempting to commit, a breach of any policy, procedures and rules relating to the conduct of examinations.
- vii) The invigilator shall confiscate any unauthorized material brought into the examination room. The confiscated material, together with a statement of the circumstances from both the invigilator and the student, shall be handed to the Chairperson of Department who will forward to the Registrar (AA) to be used during disciplinary proceedings for examination irregularity.
- viii) The invigilator shall question any person, student or not, on matters related to the person's behavior in the examination room.
- ix) An invigilator shall require any person, whether a student or not, to leave the examination room if their behavior is such as to disturb or distract students sitting an examination.
- x) Any person present in an examination room shall comply with any requirements of an invigilator and answer any question(s) asked.
- xi) The invigilator shall have, and exercise, such other powers as are necessary for the proper and efficient conduct of an examination.

3.4 Admission in Examinations

- i) Only authorized persons shall enter an examination venue.
- ii) Only the following people may enter or remain in an examination room during and for purposes of an examination:
 - a) Students registered and have met all course requirements;
 - b) Examination invigilators;
 - c) Members of academic staff;
 - d) Security officer(s) authorized by the University;
 - e) Other persons authorized by the Registrar (AA).

- iii) The examination venue will be open for admission 30 minutes before the time scheduled for the Commencement of the examination.
- iv) All students are expected to be at the designated venue at least thirty (30) minutes before the commencement of the examination. Misreading the examination timetable will not be accepted as a reason qualifying one for a special examination.
- v) Students are responsible for arriving on time for scheduled examinations.
- vi) Students shall be required to present a valid KIBU photo identification card or other acceptable form of photo identification to be allowed to enter the examination venue. Where the identification provided is not clear, additional forms of identity verification may be requested.
- vii) A student who fails to produce a student identification card and an examination card on request may be refused admission to the examination room.
- viii) A student who fails to present student identification card and an examination card, but is admitted into the examination room, shall be required to produce it within 24 hours to the relevant Invigilator. If the student fails to do so, his/her results for that examination shall be cancelled.
- ix) A students who arrives late for any written examination paper but before thirty (30) minutes have elapsed from the start of the examination shall be permitted to sit the paper, but such student shall not be allowed any extra time, whatever the reason for lateness.
- x) A student who arrives after thirty (30) minutes have elapsed shall not be permitted to sit the examination.
- xi) Unless authorized by the invigilator, no reference materials or electronic devices shall be allowed in the examination venue. Unauthorized materials include, but are not limited to:
 - a) Books;
 - b) Class-notes or reference sheets;
 - c) Unauthorized electronic or communication devices that include, but not limited to cell phones, laptops, tablets, kindles, palm pilots or pagers.
- xii) Students having and/or using electronic devices other than those authorized and approved by the course lecturer during an examination will be considered to have committed an act of examination misconduct.

- xiii) All personal belongings and any unauthorized material must be kept as directed by the invigilator at a designated area outside the examination venue.
- xiv) The University will not be responsible for any loss of personal belongings in or outside the examination venue.

3.5 Candidates Conduct in Examinations

- i) Candidates will check the correctness of their registration details and sign the attendance register for the examination.
- ii) Candidates sitting an examination must not give or attempt to give any form of assistance to any other candidate, unless the same is expressly approved by the invigilator.
- iii) No candidate shall accept any assistance from another candidate during an examination, unless such assistance has been expressly approved by the examination invigilator.
- iv) A candidate who permits another candidate to read, copy from or use their examination question or answer paper, unless expressly approved by the examination invigilator shall be committing an academic misconduct.
- v) During an examination, candidates shall be permitted to have access to only those materials or aids specifically approved by the course lecturer for use in that examination paper and sitting.
- vi) Where regulations permit a student to bring their own texts into the examination venue, the texts must be completely un-annotated.
- vii) If students are allowed to use electronic calculators in an examination, they must be compact, hand-held, and quiet in operation.
- viii) Devices with internet connection shall not be permitted in the examination venue.
- ix) Bringing unauthorized material and the use or attempted use of the same in an examination constitutes cheating and shall result in disciplinary action being taken against a candidate.
- x) Candidates are not permitted to wear attire that compromises examination integrity, except where exemption applies for religious and/or health reasons, during examinations. Invigilators will request that students remove any clothing such as

- hats/ caps, coats, sweaters and such type and to place it in the area reserved for storage of personal items for the duration of the examination.
- xi) Food and drink are not permitted in the examination venue with the exception of water which, if required, should be in a clear plastic bottle with no label.
 - xii) Any student who causes a disturbance in an examination room will be reprimanded by an invigilator. If the conduct persists the student may be required to withdraw from the examination room and a report of examination misconduct made to the Registrar (AA).
 - xiii) Students may not speak or communicate by any means, manner or device with anyone other than an invigilator for the duration of the examination, including during any temporary disruption of the examination.
 - xiv) Students should read the instructions on the question paper and follow them carefully.
 - xv) Students should conspicuously display their identification document(s) for the marking of attendance and verification of identity during the examination.
 - xvi) All examinations scripts are anonymous and no student should write their name on the answer booklet. They should write only their admission number, correctly and legibly, in the space provided on the cover of each answer booklet. Providing incorrect/illegible registration number or not writing a number could risk an answer booklet being considered void.
 - xvii) Students must provide all other required details on the answer booklet.
 - xviii) Draft work must be written in the answer booklets or on other examination stationery provided in the examination room by the University. A student shall not carry any paper to the examination venue for draft work.
 - xix) A student who becomes ill during an examination must submit all examination materials to the invigilator and request their examination to be cancelled. If this information is not passed to the invigilator and a request is not made, the unfinished script will still be marked and graded.
 - xx) It is the responsibility of every student to ensure that all their answer booklets are firmly secured.

3.6 Student Exit from Examinations

- i) No student shall be permitted to leave the examination venue until one hour has elapsed from the beginning of the examination. A student who leaves the

examination room during the first one hour will not have their Regular examination graded.

- ii) A student will not be allowed to leave the examination room during the last 30 minutes of the scheduled examination.
- iii) Outside of the above times (in 3.6(i) & 3.6(ii)) student who wishes to leave the room should raise their hand to attract the attention of the invigilator. Students may leave an examination room only if granted permission to do so by an invigilator.
 - a) A student permitted to leave the room will be escorted by an invigilator. Any student who leaves the room without an invigilator's permission will be deemed to have withdrawn from the examination and will not be allowed to return. The Invigilator will provide a report to the Registrar (AA), in such cases.
 - b) No answer booklet or part of an answer booklet, whether used or not, may be removed from the examination venue.
 - c) At the end of an examination, all candidates must stop writing, remain seated quietly. Throughout for invigilators to properly account for all answer scripts to be collected and counted. Students must remain in their seats until all examination materials are collected and the Examination Invigilator has given permission to leave.
- iv) A student wishing to leave an examination venue early must inform the invigilator and must remain in their seat until their script has been collected. They must leave the examination venue quietly with minimum disturbance both inside and immediately outside the examination venue.
- v) Candidates are responsible for ensuring that their answer scripts are submitted at the end of the examination. If a candidate is present for an examination and does not submit their answer script, they will be deemed to have sat for and failed the examination concerned.
- vi) Students must ensure that they take all their personal belongings with them when they leave at the end of an examination.
- vii) In the event of an emergency evacuation, students must follow the invigilator's instructions at all times.

3.7 Examination Misconduct

- i) Any act that violates the KIBU Examinations Policy, KIBU Guidelines and Procedures, and these Rules and Regulations shall constitute examination misconduct.
- ii) Examination misconduct shall include, but not limited to:
 - a) Writing on examination question papers.
 - b) Unauthorized absence from the examination venue.
 - c) Having Unauthorized material in an examination venue
 - d) Copying, reading or writing from written walls, toilets, tables, desks, parts of the body, or any other material.
 - e) Reading answer scripts belonging to another candidate.
 - f) Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination.
 - g) Obtaining assistance from another candidate/non-candidate, and/ or giving assistance to another candidate, directly or indirectly in answering an examination paper.
 - h) Permitting another candidate to copy from or make use of one's papers.
 - i) Presenting for examination the works of another person (s) without acknowledgement and with intent to deceive.
 - j) Destroying evidence which may be used as proof of an examination irregularity.
 - k) Threatening/intimidating invigilators, and obstructing the invigilator from carrying out his/her duties or behaving in a manner likely to disrupt the examination process or cause a breach of the peace.
 - l) Causing actual bodily harm to the invigilators, those assisting in the invigilation or fellow candidates sitting for the examination.
 - m) Refusing to write a statement after being asked to do so by the invigilator.
 - n) Committing a subsequent offence after serving a suspension for three (3) Academic Years.
 - o) Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time.
 - p) Impersonating or attempting to impersonate another candidate or being impersonated knowingly.
 - q) Forgery of examination documents.
 - r) Bribery so as to compromise examination credibility.

- s) Possessing, while in the examination venue any device that permits communication with others or receive communication from others.
- t) Unauthorized and undeclared acquisition of examination papers prior to an examination, whether or not that examination is to be sat by the student concerned (leakage).
- u) Failure to produce an examination card and or student identification card during the examination session.
- v) Sitting for examination without payment of fees.
- w) Proceeding to the next academic year without fulfilling the requirements of the previous academic year.
- x) Any emerging evidence of cheating, falsification of examination results, being awarded certificate, diploma or degree of the KIBU fraudulently or falsely.

3.8 Procedure for Handling Examination Misconduct

- i) Any allegation of examination misconduct should be raised initially by the invigilator to the candidate involved.
- ii) If the invigilator is convinced that misconduct has been committed by a student, they shall document that and forward the concern to the Registrar (AA) through their relevant Chairpersons of departments.
- iii) The student must be made aware of the allegation against them and of any evidence to be considered.
- iv) A student shall be required to write and sign a statement about the examination misconduct.
- v) If the invigilator believes that misconduct has been committed and should be dealt with as an examination irregularity, they shall submit a signed and dated 'Allegation of Examination Offence' (see Appendix 8) statement in writing to the Registrar (AA), through their relevant Chairperson.
- vi) The invigilator must set out clearly the name of the student and registration number against whom the allegation is made, the nature and full details of the offense alleged and all the supporting evidence to be presented.

- vii) Any misconduct shall be reported to Senate for action by the Registrar (AA) within one (1) week after the examination period ends.
- viii) A Senate Student Examinations Misconduct and Disciplinary Committee shall be constituted and seize of the matter and institute proceedings within two (2) weeks after Senate deliberations and recommendations.
- ix) The Senate Student Examination Misconduct and Disciplinary Committee shall comprise the following:
 - a) An Associate Professor who is a member of Senate or Professor as Chair;
 - b) Dean of the relevant Faculty/School/Centre;
 - c) Chairperson of relevant Department;
 - d) Two members of Senate;
 - e) Registrar (AA);
 - f) Legal officer;
 - g) Any other co-opted member

(Either gender must be represented on the Committee).
- x) The Registrar (AA), shall within a week of Senate's decision give formal notice of impending disciplinary action relating to misconduct to each student named. The formal notice shall consist of:
 - a) A copy of the allegation of examination misconduct;
 - b) The date, time and venue of the inquiry;
 - c) Details of where help and advice may be sought.
- xi) The formal notice shall be deemed to have been received by the student if a copy of the document is sent by email, posted on notice board, university website and recorded delivery to the student's last known contact address.
- xii) If the student is unable to attend they can submit a written statement of the case to the Registrar (AA) which will be considered at the disciplinary meeting.
- xiii) If a student fails to attend the disciplinary hearing without good reason, the University panel shall proceed in his/her absence.
- xiv) The Committee will determine its findings in relation to the evidence they have seen and heard on the balance of probabilities except where the offence is such that the student may be excluded, temporarily or permanently, where the Committee needs

to be convinced beyond reasonable doubt that the allegation is proven. The Disciplinary Committee shall take account of any mitigation by the student when fixing the penalty.

- xv) As soon as possible after the determination of the allegation, the Registrar (AA) shall issue the Decision Notice that shall consist of the following:
 - a) A summary of the major points made during the Disciplinary Inquiry;
 - b) A concise rationale of its findings;
 - c) A concise statement of the Disciplinary Committee's findings in relation to the allegation of Misconduct;
 - d) In case a student is responsible for misconduct, the penalty to be applied;
 - e) An explanation of the student's right of appeal.

- xvi) A student shall have the right of appeal against the findings of the Disciplinary Committee and/or against the penalty imposed.
- xvii) An appeal should be lodged by the submission of a signed and dated statement from the student to the Vice Chancellor (VC) within ten working days of the date of issue of the written decision from the Senate Student Examination Misconduct and Disciplinary Committee.
- xviii) The VC will within three days of receipt of a student appeal, constitute an Appeals Committee to consider the appeal together with documents considered by the original hearing. Members of the Appeals Committee should not have had previous involvement with the matter.
- xix) The Appeals Committee shall consist of:
 - a) A University Professor as Chair;
 - b) A senior Faculty Representative;
 - c) A member nominated by the Academic Staff Union;
 - d) A student nominated by the Student Council;
 - e) The Registrar AA or their Nominee
- xx) The Appeals Committee shall within three (3) days after constitution by the VC, convene, consider and determine the student's appeal. The Committee can uphold, amend or rescind the decision of the original hearing and shall report its decision to Senate for consideration and ratification.

- xxi) The decision of Senate after the Appeals Committee shall be final. Within two days of Senate ratification, the student shall be informed of the Appeals Committee decision in writing together with the reasons for the decision.
- xxii) Senate shall name and shame students who engage in academic misconduct by publishing and publicizing a list of all those found guilty.

3.9 Penalties for Examination Misconduct

- i) KIBU Senate takes serious view of any breach of the Examinations Rules and Regulations and Examinations Procedures and Guidelines as they apply both to continuous assessment and final Regular assessment and shall impose such a penalty as it deems fit.
- ii) Having considered the evidence presented at the Disciplinary meeting, the Senate Committee shall determine the allegation. If the allegation is proven, the Committee will then fix an appropriate penalty from the list below guided by the table of ‘Examination Irregularities and Respective Penalties’.
 - a) Warning letter to the candidate
 - b) Cancellation of either continuous assessment or Regular examination results or both;
 - c) Cancellation of results for the whole semester;
 - d) Cancellation of the results for the whole academic year;
 - e) Suspension from the University for One (1) academic year;
 - f) Suspension from the University for Two (2) academic years;
 - g) Suspension from the University for Three (3) academic years;
 - h) Expulsion from the university;
 - i) Reduction of the mark originally awarded;
 - j) Institution of criminal charges;
 - k) Any combination of the penalties defined above
- iii) Where the student is found guilty of more than two major counts the penalty shall run consecutively.
- iv) Where the student is found guilty of two or more minor counts the penalties shall run concurrently depending on the mitigation.

Examination Irregularities and Respective Penalties

S/NO	IRREGULARITY	PENALTY
1.	Writing on examination question papers.	Warning letter to the candidate.
2.	Unauthorized absence from the examination venue.	Warning letter to the candidate
3.	Having Unauthorized material in an examination venue	Cancellation of examination results in the course & suspension for one (1) Academic Year
4.	Copying, reading or writing from written walls, toilets, tables, desks, parts of the body, or any other material.	<ul style="list-style-type: none"> • Cancellation of examination results in the course • Suspension of the candidate from the University for one (1) Academic Year.
5.	Reading answer scripts belonging to another candidate	<ul style="list-style-type: none"> • Cancellation of examination results in the course • Suspension of the candidate from the University for one (1) Academic Year
6.	Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination.	<ul style="list-style-type: none"> • Cancellation of examination results in the course • Suspension of the candidate from the University for one (1) Academic Year.
7.	Possessing, while in the examination venue any device that permits communication with others or receive communication from others	<ul style="list-style-type: none"> • Cancellation of examination results in the course. • Suspension of the candidate from the University for one (1) Academic Year
8.	Obtaining assistance from another candidate/non-candidate, and/ or giving assistance to another candidate, directly or indirectly in answering an examination paper.	<ul style="list-style-type: none"> • Cancellation of examination results for that course • Suspension of the candidate from the University for two (2) Academic Years.
9.	Permitting another candidate to copy from or make use of one's papers.	<ul style="list-style-type: none"> • Cancellation of examination results for that course. • Suspension of the candidate from the

S/NO	IRREGULARITY	PENALTY
		University for two (2) Academic Years.
10.	Presenting for examination the works of another person (s) without acknowledgement and with intent to deceive.	<ul style="list-style-type: none"> • Cancellation of examination results for that course • Suspension of the candidate from the University for two (2) Academic Years.
11.	Destroying evidence which may be used as proof of an examination irregularity.	<ul style="list-style-type: none"> • Cancellation of examination results for that course • Suspension of the candidate from the University for two (2) Academic Years.
12.	Threatening invigilators, and obstructing the invigilator from carrying out his/her duties or behaving in a manner likely to disrupt the examination process or cause a breach of the peace.	<ul style="list-style-type: none"> • Cancellation of examination results for that course • Suspension of the candidate from the University for two (2) Academic Years.
13.	Causing actual bodily harm to the invigilators, those assisting in the invigilation or fellow candidates sitting for the examination.	<ul style="list-style-type: none"> • Cancellation of examination results for that course • Suspension of the candidate from the University for three (3) Academic Years.
14.	Refusing to write a statement after being asked to do so by the invigilator.	<ul style="list-style-type: none"> • Cancellation of examination results for that course • Suspension of the candidate from the University for three (3) Academic Years.
15.	Impersonating or attempting to impersonate another candidate or being impersonated knowingly	<ul style="list-style-type: none"> • Cancellation of examination results in the course • Suspension of the candidate from the University for two (2) Academic Years y
16.	Forgery of examination documents	<ul style="list-style-type: none"> • Cancellation of examination results for that course • Suspension of the candidate from the University for three (3) Academic Years.
17.	Bribery so as to compromise examination credibility	<ul style="list-style-type: none"> • Cancellation of examination results in the course • Suspension of the candidate from the University for three (3) Academic Years.
18.	Unauthorized and undeclared acquisition of examination papers prior to an examination, whether or not that	<ul style="list-style-type: none"> • Cancellation of examination results in the course • Suspension of the candidate from the University for three (3) Academic

S/NO	IRREGULARITY	PENALTY
	examination is to be sat by the student concerned (leakage)	Years
19.	Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time.	<ul style="list-style-type: none"> • Warning letter • Cancellation of results • Suspension for between one (1) & three (3) Academic Years.
20.	Committing a subsequent examination irregularity	<ul style="list-style-type: none"> • Expulsion from the University
21	Failure to produce an examination card and or student identification card during the examination session	<ul style="list-style-type: none"> • Cancellation of examination results for that course. • Give warning letter.
22	Sitting for examination without payment of fees.	<ul style="list-style-type: none"> • Cancellation of examination results for that course. • Suspension for one (1) Academic Year.
23	Proceeding to the next academic year without fulfilling the requirements of the previous academic year.	<ul style="list-style-type: none"> • Cancellation of examination results for the subsequent year progressed • Suspension for one (1) Academic Year.
24	Any emerging evidence of cheating, falsification of examination results, Being awarded certificate, diploma or degree of KIBU fraudulently or falsely.	<ul style="list-style-type: none"> • The KIBU Statutes Clause 39 (XXXIX) shall apply.

4.0 Commencement

The Handbook shall be effective upon approval by the University Council.

Approved this _____ Day of _____ 2018

Signed for and on behalf of Kibabii University Council

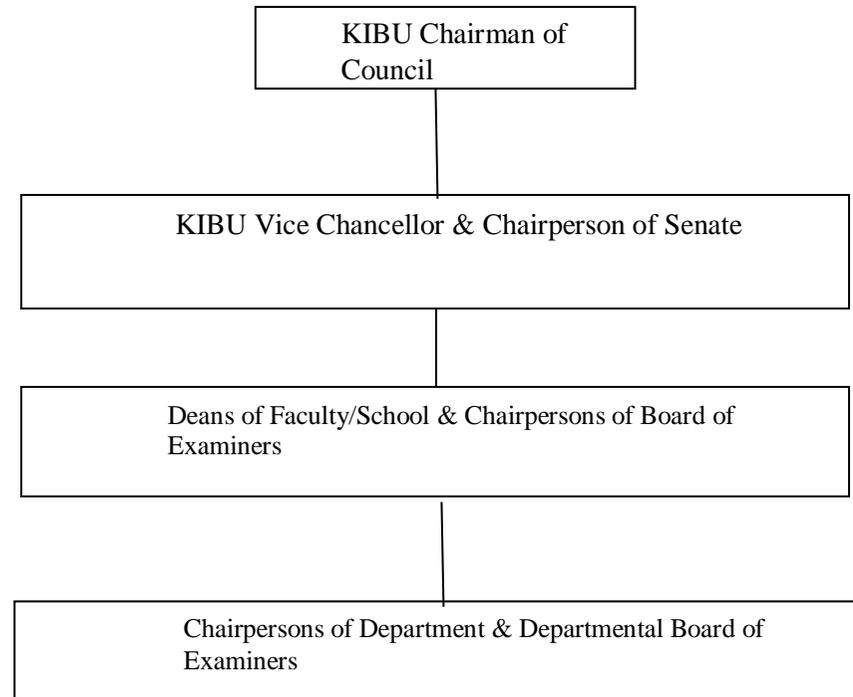
CHAIRPERSON OF UNIVERSITY COUNCIL

Signed for and on behalf of Kibabii University

VICE-CHANCELLOR OF KIBABII UNIVERSITY

APPENDIX 16: ORGANOGRAM

KIBABII UNIVERSITY MANAGEMENT STRUCTURE



APPENDIX 17: ORGANOGRAM

KIBABII UNIVERSITY GOVERNANCE STRUCTURE

