

Regulations for the conduct of the University Examinations and other Forms of assessment on Taught Programmes

(Feb 2019) (v3.2)



1. The Examining Body

- (i) The conduct of the University examinations shall be under the control of the Academic Council;
- (ii) Examiners and assessors shall be appointed by the Academic Council upon the recommendation of the Head of School;
- (iii) Dates, venue and times for examinations as specified in the examinations time tables shall be published under the authority of the Academic Council.

2. Examinations

- (i) Examinations shall normally take place at the end of the Semester and/or at the end of the Level. Resit examinations will also take place as defined in the Regulations applicable to the programme of study;
- (ii) Information on factors that could adversely affect the performance of a student in Examinations should be brought to the attention of the Head of School in writing well before the results of the student are referred to the Board of Examiners.
- (iii) Award classifications shall be based on the candidate's performance in examinations/coursework as the Academic Council may from time to time require to take place and at times determined by the Academic Council.

3. The Chief Examination Officer

- (i) The Registrar shall be the Chief Examination Officer for all entrance, Semester, final Examinations and resit Examinations of the University and shall be responsible for the organization of the Examinations and the release of results once they have been approved by the Academic Council;

- (ii) The Registrar shall ensure that provisional and final examination time-tables are posted on the notice boards of the Schools, sent by post and the University's website;
- (iii) Representations from students regarding matters connected with examinations should be made to the Registrar.

4. Examiners/Moderators

- (i) The examiners in any module shall normally be the person who taught the module, where applicable;
- (ii) Moderators shall be appointed in the manner prescribed by the policy "Moderators on Taught Programmes at the UTM".
- (iii) Examination papers shall be moderated as per the policy "Moderators on Taught Programmes at the UTM".
- (iv) In the event of serious divergence of opinion between the moderator and the examiner, the Board of Examiners shall make the final recommendation to the School board;
- (v) Every moderator is to submit the Moderators' Report Form to the Examination office within seven successive days.

5. Board of Examiners

- (i) There shall be a Board of Examiners for Semester examinations, end of Level examinations and resit examinations;
- (ii) The Board of Examiners shall comprise:
 - (a) The Head of School (chairperson)
 - (b) The Head(s) of Departments/Centres/Sections concerned
 - (c) The Programme Coordinator
 - (d) Examiners and Moderators where appropriate.
 - (e) Any co-opted member;
- (iii) The Chairperson and 3 academics staff shall constitute the quorum.

6. Admission to Examinations

- (i) Subject to any exceptions approved by the Academic Council, no student shall normally be admitted to an examination unless it is certified on the Examination Entry form that he/she has regularly attended and completed the prescribed programmes of study and duly performed the work of the appropriate class or classes and there is evidence of no outstanding payment to the university;
- (ii) A student who does not submit his Examination Entry form to the Registrar through the Head of Department duly filled in and signed, by a specified date, shall normally not be admitted to the examinations;
- (iii) The Academic Council shall have power to recognize examinations passed at other Universities or institutions. Such recognition, if granted, shall be given at the beginning of the academic year in which admission is secured.
- (iv) On the recommendation of the School Board, the Academic Council may ask a student who fails to make satisfactory progress in any year to withdraw or repeat any part of the programme before the examinations. On the recommendation of the School Board, the Academic Council may also terminate the registration of a candidate who fails to satisfy the examiners in aspects of examinations, coursework and other forms of assessment during any semester. Evidence of illness supported by a medical certificate or other extenuating circumstances shall receive special consideration.

7. Forms of Examinations

- (i) Examinations are written, oral, practical, seen or unseen.
- (ii) The Examiners may require a student to present himself/herself for *viva voce* questioning, in addition to the written and practical examinations as prescribed by the Scheme of Study and approved by the Academic Council.

8. Before the Examination

The following shall be ensured before the examinations.

- (i) To sensitise students on Examination Irregularities and their implications;
- (ii) Inform students about the penalties if found guilty of breaching examination regulations. The attention of the students should be drawn to the range of penalties which may be imposed when their examination timetable and index number are sent;
- (iii) A copy of the Regulations For The Conduct of Examinations be also sent to each student;
- (iv) The Regulations For The Conduct of Examinations to be displayed in larger font size in examination areas for notification;
- (v) Prior to the examination, it is recommended that the attendants check the toilet facilities to ensure that written materials are not hidden;
- (vi) Students shall be responsible for noting correctly the times and places of their examinations. No special arrangements shall be made for the student who fails to attend for examination at the proper time, if such failure is due to their mistake or inadvertence and not to illness or other serious and unavoidable cause;
- (vii) Students should be at the examination room at least 15 minutes before the start of the examination to enable them to take their allocated seats;
- (viii) All unauthorised personal effects to be left in front of the classroom at the Chief Invigilator/Invigilator's desk;
- (ix) Students to be reminded by the Chief Invigilator to ensure that there is no unauthorised materials in their possession;
- (x) Programmable calculators should not be allowed unless authorised. If the use of pocket calculators in an examination is authorised, such calculators shall be checked by the invigilator and shall be silent.

9. Conduct of Examination

- (i) Candidates shall produce their identity and examination cards at any time if required to do so by an invigilator. Failure to comply may entail disciplinary action;
- (ii) Except in an emergency, a candidate may not leave the examination room until half an hour after the official starting time of the examination;
- (iii) A candidate who arrives at an examination room half an hour after the examination has begun shall be admitted provided no other candidate for the same examination has already left the room. If another candidate for the same examination has already left the room the late-comer shall not be admitted;
- (iv) The Chief Invigilator shall immediately report the circumstance of any admission or refusal of admission of a late-comer to the Registrar through the Head of School
- (v) A candidate who is admitted to an examination after the official starting time thereof shall not be granted any additional time in which to complete the examination;
- (vi) It shall be the responsibility of the Head of Department to ensure that a member of academic staff of his School is instructed to be in attendance at the examination centre throughout the examination in order to deal with queries. Part-time Lecturers setting examination papers shall leave a telephone number at which she/he may be contacted subsequently should the need arise;
- (vii) Failure on the part of the representative of the Department to attend the examination shall constitute an offence to be reported by the Chief Invigilator to the Registrar through the Head of School;
- (viii) No book or paper of any kind may be taken into the examination room unless it has been duly authorised by the examiners for use in the examination room. Unauthorised materials or information must not be introduced into the examination room by any means whatsoever;
- (ix) A non-exhaustive list of materials not allowed in the examination room is as follows: pencil case, cellular phones and calculators having written information.

- (x) All evidences collected during examination may be retained by the University until no longer required, except for electronic and other devices, which shall be returned on same day, if and only if the student duly acknowledges same.
- (xi) Answers to questions must be written legibly in ink, except when there are other instructions;
- (xii) No answer book or supplementary sheet may be taken out of the examination room. A candidate in possession of any answer book or supplementary sheet shall be liable to severe disciplinary action;
- (xiii) Neither food nor drink is allowed in the examination;
- (xiv) Candidates must not communicate with anyone except an invigilator during the examination.

10. Absence from Examination

- (i) If a student is absent from an examination without compelling reasons, he shall be deemed to have failed his examinations;
- (ii) Absence due to illness should be immediately notified, in writing, to the Registrar by the student concerned and supported by a medical certificate. The medical certificate should be received by the Registrar's office within 2 working days from the date of the examination.
- (iii) A student who falls ill during an examination and subsequently presents an acceptable medical certificate and may, on the recommendation of the School Board be allowed by the Academic Council to be examined for pass mark only in that paper;
- (iv) If a student who has completed the scheme of study has been prevented from taking the whole or some part of an examination and has presented evidence of illness supported by a medical certificate or other cause accepted by the Examination Officer as constituting sufficient reason for being absent from the examination, the Academic

Council may, on the recommendation of the School Board, permit the student to take a special examination.

11. Examination Irregularities

- (i) Where a student is caught cheating, in the opinion of the invigilator/chief invigilator, the latter will make a written statement of facts which has to be signed by both parties;
- (ii) Where the Chief Invigilator notices or is made to notice any case of examination irregularity, he/she shall immediately report the facts, in writing, through the Head of School to the Registrar who shall refer the matter to the Chairperson of the Disciplinary Committee of the Academic Council;
- (iii) The student in question shall be notified by the Registrar, in writing, of the charges against him/her;
- (iv) Pending the decision of the Disciplinary Committee, the student will be allowed to write any remaining University examinations. The decision to assess or not to assess the student's scripts shall be taken in the light of the findings of the Disciplinary Committee;
- (v) Cases of examination irregularity being probed by the Disciplinary Committee shall be notified by the Registrar to the Chairperson of the Board of Examiners concerned so that the marks/results of the candidate(s) involved are not processed until notified by the Academic Council;
- (vi) A student can appeal to Academic Council through the Registrar against a decision of the Disciplinary Committee as per procedures laid out at paragraph 5 under Regulations for Disciplinary Committee.

12. Publication of Results

- (i) Official notification of the University final examination results as confirmed by the Academic Council shall be communicated to each student by the Registrar.
- (ii) Official final semester/examination results as approved by the Academic Council shall be posted on the university's website.

13. There shall be an Examinations Committee which will be a Sub Committee of the Academic Council and which shall meet at least twice per Semester and as and when required.

- (i) The Terms of Reference of the Examination Committee was approved at the Academic Council as follows:
 - 1. To make recommendations on examination matters in general;
 - 2. To harmonise the examination practices and procedures across the University;
 - 3. To assist in development of student learning outcomes in line with UTM graduate attributes;
 - 4. To assist in the development of assessment approaches and assessment plans to meet student learning outcomes;
 - 5. To make recommendations for regulations and format for continuous assessment;
 - 6. To review regulations for examination of research degrees to ensure fair and transparent assessment;
 - 7. To review moderation process and set guidelines for qualifications of External and Internal Moderators;
 - 8. To consider admission issues and make recommendations on the need to have entrance examinations for entry to Top Up programmes and other specific programmes;
 - 9. To analyse student performance statistics and report to Academic Council on same, especially in relation to modules/programme with extreme student performances such as high failure rates or high rate of first class awards.
- (ii) The composition of the Examination Committee will be as follows:
 - 1. The Registrar as Chief Examination Officer or his/her representative – Chairperson
 - 2. Head of Schools

3. One representative from academic staff of each school
4. The Assistant Registrar (academic Unit)
5. The Administrative Officer (Academic Unit) – (Secretary)
6. The Administrative Officers of School Exams Unit (In attendance)
7. The Quality Assurance Officer
8. Administrative Officer of Student Affairs Unit (co-opted as and when required)

The Quorum shall be constituted by 7 members.