



## SCHOOL OF BUSINESS, MANAGEMENT AND FINANCE

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

(19 December 2023 v3.5)

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#### 1. Before the Examination

The following shall be ensured before the examinations:

- (i) 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;
- (ii) 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;
- (iii) All unauthorised personal effects to be left in front of the classroom at the Chief Invigilator/Invigilator's desk;
- (iv) Students to be reminded by the Chief Invigilator to ensure that there is no unauthorised materials in their possession;
- (v) Programmable calculators should not be allowed unless authorized. If the use of pocket calculators in an examination is authorized, such calculators shall be checked by the invigilator and shall be silent.
- (vi) Wall clocks to be made available in all examination rooms.**

## 2. Conduct of Examination

- (i) **To sit for examinations, candidates shall produce their Student ID or National Identity card at any time if required to do so by an invigilator. Student bus pass will not be allowed;**
- (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) No book or paper of any kind may be taken into the examination room unless it has been duly authorized 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;
- (vii) **A non-exhaustive list of materials not allowed in the examination rooms is as follows:**
  - **cellular phones,**
  - **calculators having written information,**
  - **programmable calculators,**
  - **writing pad,**
  - **non-transparent pencil case,**
  - **watches**
- (viii) 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.

- (ix) Answers to questions must be written legibly in ink, except when there are other instructions;
- (x) 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;
- (xi) Food and soft drinks are not allowed in the examination rooms. Students are allowed to bring only water in the examination rooms.
- (xii) Candidates must not communicate with anyone except an Invigilator during the examination.
- (xiii) Candidates are allowed to go only to the toilet during the examination.

### **3. 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 an acceptable 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.

#### **4. 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.

#### **5. 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.