



## Examination Rules

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These regulations should be read in conjunction with the Students' General Rules and Discipline Rules and the University Assessment Policy.

### 1. Introduction

Examination rules refer to end of semester examinations and deferred examinations. They set out the University rules & procedures, and the expectations the University has of its students and staff. Rules for Time, Place, Conduct and Breaches of Examinations, Penalties, Special Arrangements and Consideration, Special and Further Examinations are included in this document.

In evaluating the performance of a student in any subject, the Academic Review Committee (ARC) will take into account both the class work done during the subject and the results of any examinations required. The ARC may, at its discretion, substitute other means of assessment for the examination provided for in the particular certificate regulations, but will notify candidates of its intention to do so either by individual notification at the beginning of the subject or through the Faculty/Centre Notice Board.

Unless the context indicates otherwise, references within these regulations to the chief examiner shall be construed to refer either to the Dean or to a person or persons nominated by the Dean to act on his or her behalf.

### 2. Definitions

For the purposes of these Rules, the following definitions apply:

**Examination:** A piece of assessment administered under supervised conditions by the Faculty/Centre.

**Further Examination:** An additional examination or other form of assessment offered at the discretion of the ARC to a student who has marginally failed a subject; sometimes called re-sit examination.

**Special Examination:** An examination offered at the discretion of the Academic Senate under the special consideration provisions.

**Mark:** The result awarded to a student in respect of an individual item of assessment. Marks from individual items of assessment contribute to the grade assigned at the end of the subject.

**Grade:** The result assigned to a student on completion of a subject as an indication of his or her performance in the subject as a whole. This grade is derived from the marks achieved by the student for individual items of assessment in the proportions set out in the assessment programme for the subject concerned.

**Assessors:** Examiners appointed, usually from outside the Faculty/Centre, to assess an assignment or an exam in situations where remarking is required.

**Evaluator:** A person approved by the ARC to evaluate the situation of a student who has applied for special consideration in an examination.

### **3. Examiners and their Responsibilities**

- 3.1.** The Dean/Head of the Faculty/Centre responsible for offering subjects is the chief examiner for those subjects.
- 3.2.** Within one week of the beginning of a subject, as outlined in the Assessment Policy, the chief examiner must inform the students of the basis of assessment for the subject and the value apportioned to work of various kinds. This responsibility may be delegated to the subject lecturer/coordinator. It is the responsibility of the individual students to ensure that they are acquainted with and understand this information.
- 3.3.** The examiners for each subject are appointed by the chief examiner on the advice of the Academic Review Committee and act under the authority of the chief examiner.
- 3.4.** The examiners for a subject include the lecturers of the subject. On the recommendation of the chief examiner for a subject, the ARC has the discretion to appoint suitably qualified co-examiners who

may not necessarily be employees of the University. Co-examiners exercise the same functions as examiners.

**3.5.** The examiners will supply the chief examiner with an assessment programme that fairly reflects the content and objectives of the subject.

**3.6.** When the course outline includes an examination:

(a) the chief examiners will supply the examination controller, on week 10 of the normal semester exams (during short semester or on other cases on a date specified by the examination controller), with an examination paper and a further examination paper in printable form that reflects the content of the subject and conforms with the published assessment regime;

(b) the examiners will mark the students' examination scripts; and

(c) The chief examiner, to maintain quality, may seek an evaluation of the validity of the examination paper from (an) other member(s) of staff.

**3.7** On the recommendation of the examiners for a subject, the ARC may, at their discretion, require any student to be examined orally in addition to the prescribed modes of assessment in the following circumstances:

(a) where the student's performance in an essential requirement of the subject, or in a significant proportion of the subject, was borderline; or

(b) where there is doubt about whether a submitted item of assessment was the student's own work. In all cases where a candidate is required to be examined orally under the provisions of this regulation, the examiner will explain in advance the purpose of the oral examination and its status in relation to the assessment of the subject as a whole.

**3.8** On the recommendation of the ARC for any subject, assessors may be appointed by the chief examiner on one or more specific items of work, or to assess all the work in the subject concerned. The appointment of assessors will comply with any statutory requirement.

**3.9** An assessor will ensure that the work concerned is marked at a proper standard. When an assessor is appointed to assess an examination, he or she will ensure that the papers set are of a proper standard.

**3.10** When an assessor has been appointed to assess any work, neither the results for that work nor the results for the relevant paper will be published until they have been approved by the assessor.

#### **4. Role of Academic Review Committee in Examinations**

**4.1** The ARC is responsible to the Academic Senate for the duties specified in the terms of reference in 10.2 of the Assessment Policy. In particular, the ARC is responsible for determining the final grades to be awarded to individual students.

**4.2** The ARC should meet shortly after the last scheduled examination of each term.

#### **5. Time and Place of Examinations**

**5.1** Examinations will be held by the University at times and under conditions determined by the Academic Senate. The administration of the final examinations and the resit examinations, including invigilation and the determination of the place and time, will be a responsibility of the Examination Department.

**5.2** Requests to sit final and re-sit examinations on a location other than the locations already specified by the academic senate

**5.3** Request to change the examination venue to another venue already specified by the academic senate should be made to examination department

**(a)** Permission to sit examinations elsewhere than as specified by the Examination Department will be granted only in exceptional circumstances when compelling reasons exist and when adequate supervision can be arranged.

**(b)** Application for permission to sit an examination elsewhere than as specified on the Exam Timetables must be made to the Examination Controller as instructed by the Examination Department

**(c)** When permission under clause 5.3b is granted, all arrangements will be made by the Examination Department. The candidate may be required to contribute part or all of the cost.

**5.4** Special or Further Examinations must be taken at locations specified by the Academic Senate.

5.5 The procedure for students who are prevented from sitting an examination at the scheduled time for compelling circumstances beyond their control is as follows:

(a) Students may apply to the Dean for permission to sit the examination at another time.

(b) Applications under the provisions of this regulation must be made to the Dean on the prescribed form and, where circumstances permit, be received at least 21 days before the start of the examination affected.

(c) Students who are granted permission to sit an examination at another time will be required to sit the examination within 24 hours before or after the normal scheduled time. They will also be required to sign a statutory declaration stating that they will not discuss the examination with any other person who has knowledge of, or interest in, the contents of the examination.

(d) No subsequent Special Examination will be available to a person who for any other reason fails to attend an examination at the time specified under this regulation.

5.6 The Academic Senate may at its discretion extend the deadlines specified above in particular cases. Late applications will be considered only from students who can demonstrate that they have submitted their application at the earliest possible opportunity and that it was not possible for someone else to submit it on their behalf. Applications for consideration under the provisions of this regulation must be supported by satisfactory evidence

## **6. Conduct of Examinations**

### **6.1 Preliminary Information**

(a) Students are required to obey any instructions given by an invigilator for the proper conduct of the examination.

(b) Students must not cause any disturbance or engage in any conduct likely to disturb any other student in an examination. Such behaviour may, at the discretion of the Chief Invigilator, result in the student being summarily dismissed from the examination room.

(c) A student who is detected committing, or apparently committing, a breach of any of the provisions of this clause will be dealt with under the

provisions of the University Disciplinary Rules and may, at the discretion of the Chief Invigilator, be summarily dismissed from the examination room.

(d) All communication between examiners and candidates in regard to an examination from the time the examination begins until the result is published must be through the Dean, or the Examination Controller in case of the final examinations and the resit examination

(e) All candidates should follow the Examination Rules and Instructions for Candidates made available by the Examination Department.

## **6.2 Before the Examination**

(a) Candidates should assemble outside the examination room at least 30 minutes before the commencement of the examination and should not enter the examination room until instructed to do so by the invigilator(s).

(b) Candidates may, with prior approval, bring into the exam room aids which will enable them to remedy a handicap, for example, of sight or hearing.

(c) Candidates will bring with them pens, pencils, and other items required for the examination.

(d) Any bag, mobile phone or other item brought into the examination room shall be deposited as directed by the invigilator(s) at students' own risk.

(e) Bags, writing paper, blotting paper, manuscript or book, other than those specified by the Subject/Department/Lecturer is not to be brought into the examination room.

(f) Students are required to bring to the examination room their Statement of Entry and student card which must be presented if requested by an Invigilator.

(g) Students who are unable to provide proof of identity will be allowed to proceed with the examination but will be required subsequently to provide proof of identity.

(h) On entering an examination room, students shall occupy, without delay, such places as are indicated by signs or by an invigilator and shall not change places except with the permission of, or instruction by, an examination supervisor.

(i) Students must be given 10 minutes reading time (or other time as stipulated on question paper) prior to the published starting time for the examination.

(j) During the reading time, candidates will not be permitted to write on anything.

### **6.3 During the Examination**

(a) Students may not commence their examinations before the announcement to do so is made by the Chief Invigilator.

(b) No student shall be admitted to an examination after half an hour from the time of commencement of the examination except with the permission of the Chief Invigilator.

(c) A student shall not during an examination:

- i) be in possession of anything whatsoever which contains, or conveys, or is capable of conveying information concerning or otherwise having reference to the subject matter under examination, other than where this is permitted under the University Assessment Policy or by an examiner;
- ii) directly or indirectly give assistance to any other student;
- iii) directly or indirectly accept assistance from any other student;
- iv) permit any other student to copy from, or otherwise use, his or her papers;
- v) use any papers of any other student;
- vi) By any other improper means, obtain or endeavour to obtain, directly or indirectly, assistance in his or her work, or give or endeavour to give, directly or indirectly, assistance to any other student.

(d) Candidates are not permitted to smoke, eat, or drink anything other than water, during the course of any examination, unless required to do so for medical reasons.

(e) Candidates should bring to the attention of the invigilator any factor (e.g., distracting noise) which is adversely affecting them during the

examination and should communicate the same in writing to the Dean of the Faculty immediately following the examination concerned.

(f) Candidates who wish to attract the attention of the invigilator(s) during the examination shall do so by raising a hand.

(g) No student shall be permitted to leave an examination room before the expiry of half an hour from the time the examination commences or during the last ten minutes of any examination. Where in special cases this rule is varied, an appropriate announcement will be made.

(h) Candidates who complete their work before the last 10 minutes of the examination period and wish to leave the examination room should notify the invigilator(s) and hand in their examination scripts. Under no circumstances will they be permitted to re-enter the examination room.

(i) Except at the discretion of the Chief Invigilator, no student shall be re-admitted to an examination room after he or she has left it unless during the full period of the absence the student has been under approved supervision.

(j) All students shall cease writing immediately when the announcement to do so is made by the Chief Invigilator.

#### **6.4 After the Examination**

(a) Students must remain seated until all examination booklets have been collected and an announcement is made by the Chief Invigilator that students may leave the room.

(b) Students must not remove from an examination room any examination booklets, used or unused, other than the question paper, without the express permission of the invigilator(s).

(c) When authorized to leave the examination room by the invigilator(s), candidates shall leave in an orderly manner.

### **7. Breaches of Examination Procedures**

When a student is suspected of dishonest practice in connection with an examination or of a breach of a rule dealing with the conduct of examinations, the disciplinary action to be taken is stipulated as under the following sub-heading.



## **7.1 Penalties**

If a student is guilty of misconduct in an examination, the circumstances of the offence shall be considered, and if the ARC decides that a student is guilty of such an offence, he or she will be liable to any of the following penalties:

- (a) Permission not be granted to take the Further Examination, if any, in the subject concerned;
- (b) Failure in the component of the subject, and a warning from the Dean/Head of the concerned Faculty/Centre;
- (c) Failure in the subject, and a warning from the Dean/Head of the concerned Faculty/Centre. If the student has already failed the subject, penalty (d) will apply;
- (d) Failure in the subject and suspension from the course for a period less than one year;
- (e) Suspension from the course for a period less than two years;
- (f) Expulsion from the University.

## **7.2 Reconsideration and Appeal of Grades**

- (a) A student may apply for reconsideration of a grade by making application in writing to the Dean/Head. Such reconsideration may result in a grade being raised, left unchanged or reduced.
- (c) All reconsiderations of the grade will involve the examiner checking that the student was awarded a grade comparable to that awarded to other students whose assessed work was of a similar quality. In addition, the examiner will check that all parts of the examination were marked, that the marks were accurately transcribed and the final mark calculated correctly.
- (d) Applications for reconsideration of grade must be received by the Dean together with the prescribed payment slip within 5 days of publication of the grade.
- (e) The payment for reconsideration of grade will not be refunded.

## **7.3 Appeals against Penalties**

(a) A student may appeal to the Vice Chancellor against the result of any reconsideration of a grade. The Vice Chancellor will determine how the appeal will be handled.

(b) The Appeals procedure to pursue for penalties dealing with the conduct of examinations is stipulated in the Students' General Rules.

## **8. Special Arrangements in Examinations for Students with Permanent or Temporary Disabilities**

The University is committed to providing equal opportunities in education for all people including those who have a permanent or temporary disability. Hence, a student can make application for a special arrangement in a University Examination and may need to be assessed by a specialist assessor. A student's application will be considered by the ARC and administered by the Faculty/Centre on the advice of the Dean/Head.

### **8.1 Procedure for applying for special arrangement are as follows:**

(a) Students whose examination performance may be severely affected by temporary or permanent physical or learning disability may apply to the Dean/Head for special arrangements to be made. Applications must be accompanied by satisfactory evidence as to the nature of the disability and the effect that it may have upon the student's performance.

(b) Applications under the provisions of this regulation must be received by the Dean/Head no later than three weeks before the start of the examination period concerned.

(c) Application for the special arrangements under the provisions of this regulation must be accompanied by a current confidential report from an evaluator in the relevant field whose expertise is recognized by the University. This report must be accompanied by appropriate objective data to make possible the refereeing of the application. It should also include a recommendation as to the type of special arrangement that is appropriate.

**8.2** If an application for a special arrangement is not accompanied by a current confidential report from an evaluator in the relevant field whose expertise is recognized by the University, the University may require the student to undergo an assessment by an independent evaluator.

- 8.3** An application for the special arrangement under the provisions of this regulation will be considered by the ARC which will approve or decline the application and determine the nature and extent of any special arrangement that can be offered. A decision on an application and on the type of special arrangement to be offered will be made by making reference to the evaluator's report, the facilities and resources available for examinations, and the acceptability of the arrangement to the University assessment process.
- 8.4** A student may apply for a reconsideration of a special arrangement offered under the provisions of clause 8.3 of this regulation by writing to the Vice Chancellor. The student must state the reason for the reconsideration. An application for reconsideration under the provisions of this regulation must be received by the Vice Chancellor within 5 days of the date of the letter advising the student of the outcome of the original application for a special arrangement. The reconsideration will be conducted by the relevant sub-committee of the Academic Senate.
- 8.5** A student may appeal against a result of a reconsideration of any special arrangement offered under the provisions of this regulation by writing to the Vice Chancellor. An appeal under the provisions of this regulation must be received by the Vice Chancellor, within 5 days of the date of the letter advising the student of the outcome of the reconsideration of the special arrangement. The Vice Chancellor will determine how the appeal will be handled.

## **9. Special Consideration for a Missed Examination, Impaired Performance or Impaired Preparation Time for an Examination**

The process of special consideration is available for students who, due to circumstances beyond their control, are seriously impaired in performing to their best in University examinations, or are prevented from sitting University examinations. Special consideration will provide an opportunity to students to improve or obtain a grade for a subject in which they have been seriously affected by the above circumstances. Upon approval of student applications by the ARC, an assessment will be carried out by the Faculty/Centre concerned based on the student's completed coursework, or a further examination, provided that the student has achieved the minimum level of achievement necessary for assessment to take place.

**9.1** The following may apply for special consideration:

(a) Students who have been prevented from sitting an examination by circumstances beyond their control. Students who know in advance that they will be unable to sit an examination at the scheduled time for reasons beyond their control may apply for permission to sit the examination at another time, under the provisions of clause 5.5 of these regulations.

(b) Students who consider that their examination performance has been seriously impaired on the day by illness, injury, personal bereavement or any other critical circumstance.

(c) Students whose examination preparation is seriously affected by an illness or trauma, for which they are under continuous and well documented care by a person qualified under clause 8.1. Students must demonstrate in their application that effective preparation for the examination was not possible over the period immediately preceding the examination. Performance in the internally assessed coursework will be taken into account in the consideration of such application.

9.2 Applications for special consideration under the provisions of this regulation must be made to the Dean/Head and be received within 72 hours after the examination. The ARC may extend this time in particular cases. Late applications will be considered only from students who can demonstrate that they have submitted their application at the first opportunity and that it was not possible for someone else to submit it on their behalf.

9.3 Applications for consideration under the provisions of this regulation must be supported by satisfactory evidence as outlined below:

(a) Any candidate who is prevented for medical reasons from attending an examination or any part of an examination or performing without impairment should submit to the Dean/Head, no later than two days following the day of his/her examination (unless there are specific circumstances which warrant an extension of this period) a medical report showing his/her inability to take or complete the examination at the prescribed time.

(b) The medical report must cover the relevant period or the consultation must take place within a 24 hour period either side of the examination.

- (c) The medical report must be on the form attached to these rules as Appendix 1. The general medical certificates issued by hospitals, clinics or such other institutions are not accepted.
- 9.4 Applications for special consideration under the provisions of this regulation will be considered by a subcommittee of the ARC, which will approve or decline the application on the basis of the evidence supplied by the student.
- 9.5 Application for special consideration under the provisions of this regulation, which is successful, will be referred to the appropriate examiner.
- 9.6 At the discretion of the examiner, a pass may be offered to the student. To obtain a pass a student must have completed at least 67 percent of the course work value, and the chief examiner must be fully confident that the paper would have been passed had the special circumstances not supervened. The minimum overall requirement, which must be fulfilled, for the chief examiner to be fully confident that the paper would have been passed is that a student must have obtained a credit grading over the total paper work assessment.
- 9.7 At the discretion of the chief examiner, a Special Examination may be offered to the student. To obtain a Special Examination the student must have completed more than 67 percent of the coursework, and there must be reasonable grounds to indicate that the student will be successful in the Special Examination. The minimum overall requirement, which must be fulfilled for there to be reasonable grounds to indicate that the student will be successful, is that the student must have obtained a pass mark over the total coursework assessment.
- 9.8 Special consideration is not available in respect of Further Examinations.
- 9.9 A student may appeal the result of an unsuccessful application made under the provisions of this regulation by writing to the Vice Chancellor. The student must state the reason for the appeal.
- 9.10 An appeal under the provisions of this regulation must be received by the Vice Chancellor, with the prescribed fee, within 21 days of the date of the letter advising the student of the outcome of the original application for special consideration. The appeal will be conducted by the Vice Chancellor. The Vice Chancellor will determine how the appeal will be handled.

## **10. Special Examinations**

- 10.1** Special Examinations may be offered at the discretion of the chief examiner under the provisions of clause 9.1 above.
- 10.2** At the discretion of the Examination Controller a charge may be made for the provision of a Special Examination.
- 10.3** Special Examinations will take the form deemed appropriate by the chief examiner, and will be comparable in terms of content and scope to the originally scheduled examination.
- 10.4** Special Examinations will be held at times and places deemed appropriate by the Examination Controller in consultation with the examiner.
- 10.5** Special Examinations will take the value apportioned to the final examination as set out in the subject outline.
- 10.6** No subsequent special examination will be available to a person eligible to sit a special examination who misses that examination for any reason.
- 10.7** The result of a subject in which a special examination has been set will be graded, except in the case of a subject which is normally assessed on a pass/fail basis.

## **11. Further Examinations**

- 11.1** Further Examinations may be offered at the discretion of the ARC to students who have narrowly missed attaining a pass in the subject but have attained a minimum of 45% in their aggregate.
- 11.2** Further Examinations may also be offered at the discretion of the ARC to students who have narrowly missed attaining a pass in a specific assessment component but attained a minimum of 45% in that specific component.
- 11.3** Further Examinations are conducted at a time and place determined by the ARC.
- 11.4** In the case of a subject where a pass in the aggregate is required, the result of such a subject in which a further examination has been set will be recorded as pass or fail.
- 11.5** In the case of a subject where passing in specific components is required, the result of those specific components in which a further examination has

been set will be a pass or fail. For aggregate mark calculation, the maximum mark carried forward to the aggregate will be a pass.

**11.6** No subsequent Further Examinations will be available to a person eligible to sit a Further Examination who misses that examination for any reason.

## **12. Reporting of Results**

Results of the end of the semester examinations will be provided to students after marking and reviewing of results by the ARC, before the beginning of the next semester.

## **13. Returning and Maintaining of Examination Scripts**

**13.1** Students may request to view the final examination script for a subject in the presence of a member of the departmental staff after the final publication date of grades are released and before weeks 8 elapse from the date of the publication of the grades.

**13.2** Examination scripts may be exempt from the provision of 13.1 when the examination is one which involves repeated use of the same material in successive examinations, the disclosure of which would prejudice the effectiveness of future examinations.

**13.3** Requests for viewing of an examination script shall be made by completing the Examination Script Viewing Form which is available through the University website.

**13.4** If, during the viewing of an examination script, a student is concerned that there has been an error in calculating the mark, he/she should outline the nature of any concerns with the marking in the space provided on the Examination Script Viewing Form. The grade allocated for the subjects will be reviewed only in very extenuating circumstances.

**13.5** Student's examination scripts will be held by the relevant Faculty/Centre for a minimum period of 12 weeks from the date of the publication of the grades. The Faculty/Centre may destroy examination scripts for that examination period after that time.