



GENERAL EXAMINATION REGULATION

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GENERAL EXAMINATION REGULATIONS

1.0 College Examination

- 1.1 There shall be ordinary College examinations, supplementary examinations, special examinations and retake examinations to be held under such conditions as the Senate may prescribe.
- 1.2 A trimester is a period of study consisting of not less than Twelve (12) weeks and not more than Fourteen (14) weeks
- 1.3 An academic year consists of three consecutive trimesters.
- 1.4 Examinations will consist of Continuous Assessment Tests (*CAT*) and Ordinary Examination.
- 1.5 Continuous Assessment Tests shall normally comprise practical, tests and assignments.
- 1.6 Where a course is solely of practical nature, it may be examined wholly by practical assessment.
- 1.7 All ordinary College examinations shall be held at the end of the trimester in which the courses units have been taught and the end of the course at the end of Entire course.
- 1.8 Special examinations shall be allowed under the following conditions:
 - (i) Reasons of ill health – must be approved by the Head of Department/Medical Consultant.
 - (ii) Reasons of bereavement within the candidate's family.
 - (iii) Legal reasons.
 - (iv) Any other good reason to be approved by Senate.
- 1.9 The decision to offer special examinations shall be taken following recommendations from the Departmental Academic Board through the School Academic Board to the senate.
- 1.10 Special/supplementary examinations shall be held within one month after the results of the academic year have been released.
- 1.11 One unit will be equivalent to *thirty (35)* lecture hours at three hours per week.
- 1.12 A practical session will be equivalent to three hours per week.
- 1.13 Marks obtained from Continuous Assessment Tests shall contribute 30% to the total marks.
- 1.14 An ordinary College examination session will take three (3) hours.

- 1.15 Each College ordinary examinations paper shall be graded out of 70 marks
- 1.16 Each unit shall be graded out of 100 marks and the pass mark shall be 40% unless otherwise specified in specific programs.

- 1.17 The marks shall be translated into letter grades and grade points as follows:

70% and above -	A
60 – 69% -	B
50 – 59% -	C
40 – 49 -	D
39% and below -	Fail (<i>F</i>)

- 1.18 (i) Credit transfer for advanced training may be given where necessary and on recommendation of the relevant department to a maximum of 14 units .
- (ii) Transferred marks and grades will appear in the academic transcript but the marks will not be used in Certificate/Diploma

1.19 Extension Education

- i. Students on Teaching Practice/extension education will be required to be affiliated to the relevant institutions/organizations for the purpose of gaining practical skills and hands-on experience.
- ii. Teaching Practice/Extension education will be equivalent to one unit.
- iii. Teaching Practice/Extension education where required will normally be during the final year of study for a duration of not less than six(6) weeks and not more than ten (10) weeks.
- iv. Student on Teaching Practice/extension education is expected to participate in day to day activities of the host institution.
- v. A student on Teaching Practice/extension education will have at least two supervisors, a university supervisor and the other from the host institution.
- vi. The student is expected to submit a report of his /her field experience
- vii. During the Teaching Practice/extension education, students will be supervised, guided and evaluated on the basis of the following criteria;
 - a) Attendance
 - b) Conduct
 - c) Theoretical and practical knowledge
 - d) Skills

- e) Supervisor's assessment
- f) Student report

- 1.20 Subject to provision of special examinations, a student who absents himself/herself from college examinations for any unit shall be deemed to have failed the unit and will be awarded zero(0) mark .
- 1.21 A candidate who has not completed all the Continuous Assessment Coursework for any unit shall have his/her ordinary examination results withheld and the unit considered incomplete.
- 1.22 If for good reasons a candidate failed to sit for some course unit examinations, he/she may on the recommendation of the Department Board of Examiners and with approval of the Senate be permitted to take special examinations.
- 1.23 The basis and course syllabus upon which the final grade will be determined shall be distributed in written form to students during the first two weeks of a term.
- 1.24 A student must attend at least two-thirds of the lectures of a unit in a term to be allowed to sit for the ordinary examination in that unit.
- 1.25 The final grade of a candidate who will take special examination shall consist of both the continuous assessment and special examination marks.
- 1.26 A candidate can only register for an advanced unit after passing the required relevant prerequisite unit(s).
- 1.27 A student who attains a Cumulative Average Score (CAS) of 85% at the end of his/her studies will receive a certificate of Academic Excellence from the principal.

2.0. Academic Responsibilities

- i) Attendance of lectures, tutorials, seminars, practical etc is compulsory.
- ii) Participation in field trips, teaching practice attachment, internship etc is compulsory.
- iii) Non- attendance of lectures etc and non-participation in field trips etc due to illness or other good cause must be authorized by the Head of the Department.

3.0. Examination Candidacy

- 3.1. A full-time student will be expected to take a minimum of four (2) units and a maximum of seven (4) units a trimester.
- 3.2. A student may, however, take more than seven (4) units with special permission from the Head of the college.
- 3.3. A part-time student will be expected to take at least one unit (1) up to a maximum of three (3) units a term.
- 3.4. Every candidate for a college examination shall pay to the college in respect to such examination such fees, as the Senate shall prescribe from time to time.
- 3.5. A student can withdraw from a unit without any penalty within the first three weeks of the semester.
- 3.6. The student must withdraw officially by completing “*withdrawal forms*” obtainable from Deputy principal (*Academic*).
- 3.7. Failure to withdraw officially will lead to a grade “F” in this case will be awarded zero (0) score and will be used in calculating the final CAS.
- 3.8. Only candidates who would have fulfilled all the requirements will be eligible for taking examinations.
- 3.9. Candidates will take at least two (2) sit-in CATS per unit in a term.

4.0. Examination Processing

- 4.1. College examinations shall be conducted under the authority of the Senate.
- 4.2. Subject to approval by Senate, departments shall establish examination moderation committees chaired by the Head of Departments consisting of senior academic staff members to moderate examination papers before forwarding to the external examiner.
- 4.3. Unless the Senate otherwise determines, there shall be internal and external examiners of the college appointed by the Senate.
- 4.4. Internal examiners being Premier ECDE teachers college employees will be responsible for setting, invigilating and grading of examination papers.
- 4.5. External examiners being non-employees of Premier ECDE teachers college shall moderate examination papers, evaluate marking and grading of the examination papers and the performance of candidates and submit a report to the Principal soon after examining.
- 4.6. External examiners shall be appointed for periods and on such terms as Senate may from time to time determine.

- 4.7. Heads of Departments shall forward internally moderated examination papers to the external examiners eight (6) weeks before the examination time.
- 4.8. Examination papers must be kept in a secure place and only accessed by authorized persons in the Examination Office.
- 4.9. An external examiner's report should indicate any strength and/or weaknesses noted and recommend appropriate action.
- 4.10. Departmental Academic Boards (DAB) will make recommendations at meetings attended by internal and external examiners to the School Academic Board on each examination paper and candidate.
- 4.11. School Academic Boards will consider recommendations from Departmental Academic Board and make appropriate recommendations to Senate.
- 4.12. Attachments shall be assessed and graded on a "*pass*" and "*fail*" basis.
- 4.13. Marking of examination papers ought to be completed by the third week from the date of the end of an examination session.
- 4.14. Final examination marks shall be agreed upon by the internal and external examiners and verified by the Departmental and School Boards of Examiners.
- 4.15. Publication of all Premier ECDE teachers college examination results shall be the responsibility of the Deputy Principal (*Academic*).
- 4.16. Any queries regarding published examination results shall be made to the Deputy principal (*Academic*).
- 4.17. All course grades (except "*I*" grade) are intended to be final and permanent.
- 4.18. Examination setting will be at the third (3) week of any Trimester.

5.0. Examination Room Preparation

- 5.1. Examination rooms must have adequate space, lighting and ventilation.
- 5.2. Seating arrangements must ensure that there is adequate space between candidates, preferably a one-meter space.
- 5.3. Candidates must be in the examination room at least 15 minutes before the start of an examination.
- 5.4. All candidates must face in the same direction, unless they are working on computers, in which case, a candidate must not be able to see the screen of the computer being used by another.
- 5.5. The chief invigilator must draw the attention of candidates to the rules that govern the conduct of examinations before the start of an examination session.

- 5.6. Candidates taking an examination must complete the prescribed examination form with full name, registration number and signature.
- 5.7. More than one examination may be held in the same room as long as this does not cause disturbance to any candidate.

6.0. Invigilation

- 6.1. Examination invigilation must be conducted in accordance within college rules, Regulations and Procedures.
- 6.2. The chief invigilator being the person, who taught the unit, must ensure that appropriate stationery and specified items are available on time at the examination venue.
- 6.3. The chief invigilator must collect examination papers from the examination office at least two hours before the examination time.
- 6.4. Candidates who are not in the examination candidates' list shall not be allowed to sit for the examination.
- 6.5. Candidates must take their student identification cards to the examination room and place them on the desks.
- 6.6. At least two invigilators, one of whom is the chief invigilator will administer an examination.
- 6.7. The chief invigilator shall be responsible for conduct of a particular examination session.
- 6.8. A candidate may not leave an examination room until he/she has completed the paper.
- 6.9. The chief invigilator will announce to candidates remaining time periodically.
- 6.10. All answer scripts must be collected before candidates leave an examination room, secured and taken by the internal examiner for marking and grading.
- 6.11. All unused answer booklets/scripts must be returned to the Examination Office.

7.0. Examination Irregularity

- 7.1. A candidate found guilty of any examination irregularity shall be subjected to appropriate penalties as will be determined by senate.
- 7.2. In every school, there shall be a student disciplinary committee, which will be responsible for investigation of alleged examination malpractices and make recommendation to Senate through the respective Departmental and School Academic Boards.

- 7.3. The academic malpractices listed below shall constitute examination irregularity:
- (a) Advance access to examination papers.
 - (b) Copying or reading from another candidate's script or from any other unauthorized sources e.g. body parts.
 - (c) Possessing any unauthorized written materials relevant to the examination in the examination room.
 - (d) Passing or receiving relevant verbal, written or electronic communication to or from other candidates or any other source during the examination.
 - (e) Returning examination booklets with written answers after the examination.
 - (f) Use of unauthorized electronic gadgets in the examination room.
 - (g) Plagiarism i.e. using words or ideas of another person as if they were one's own without due acknowledgement in a report or thesis.
 - (h) Contravention of acceptable order in an examination room such as unauthorized noise and conversations.
 - (i) Abetting/aiding or covering up an examination malpractice.
 - (j) Lobbing for undeserved examination grades.
 - (k) Forging or using medical reports in order to obtain a deferment of examinations.

8.0. Academic Warning

- 8.1. A student who fails in more than half the units taken in any one term shall be given an Academic Warning (*W*) by Deputy principal(*Academic*)
- 8.2. A student whose Cumulative Average Score (*CAS*) is at the pass mark in any one term shall be given an academic warning (*W*) by the Deputy principal (*Academic*) and such a student shall be on academic probation.
- 8.3. A student on academic probation will be required to receive guidance and counseling.

9.0. Discontinuation.

- 9.1. A candidate whose cumulative Average Score (*CAS*) is 39% and below will be discontinued.

10.0. Appeal against Discontinuation.

- 10.1. Discontinued candidates will be allowed to appeal within a period of one year to the senate from the date of discontinuation.
- 10.2. Appeals against discontinuation will be addressed to the Principal
- 10.3. The candidate Appeals Committee will hear the appeal and make appropriate recommendations to Senate.
- 10.4. The Committee may recommend either upholding the earlier decision or pardon the student under the following guidelines or as the Committee may determine:
 - (a) A candidate who is caught involved in 7.3 (a), (b), (c), (d), (e) or (f) malpractices of the college Regulations shall be suspended from the college for a period of two academic years.
 - (b) A candidate who was caught involved in 7.3 (h), (i), (j) or (k) shall be suspended for a period of one academic year.
 - (c) On readmission, the student shall take all the units registered for during the semester when the irregularity was committed.
- 10.5. A candidate who is involved in an examination irregularity more than once shall be discontinued from studying at Premier ECDE teachers college

11.0. Appeal for Re-assessment

- 11.1. A candidate who is not satisfied with the grade, which he/she has been awarded in any examination paper/unit, may appeal to Deputy principal (*Academic*) for remarking not later than 30 days after the release/publication of the results.
- 11.2. There shall be a remarking fee, which the Senate will determine from time to time.

12.0. Examination Grading

12.1. *Incomplete*

- (a) Letter (*I*) representing incomplete grade, is used at the end of the semester only and is not used during the withdrawal period.
- (b) It is assigned to a student who, because of reasons acceptable to Senate is unable to sit the final examination and whose work is in good standing.
- (c) Class attendance shall not be a requirement to complete the course.
- (d) The grade (*I*) will be considered failing, if the work is not made up by the next relevant examination sitting. After this period, the (*I*) will be changed to failing grade "*F*" i.e. = zero score.

12.2. Supplementary and Retake

- (a) A candidate who fails in any unit(s) in the ordinary examination shall be required to sit for supplementary examinations.
- (b) Each supplementary paper shall be graded out of 100 marks and the total grading will be graded to maximum of a pass mark
- (c) Continuous Assessment Marks will not be used in grading supplementary examinations papers.
- (d) A candidate who fails in any supplementary examination unit(s) will retake the units.
- (e) A candidate will be allowed to retake failed supplementary units when they are next offered.
- (f) If failed units are pre-requisites for other advanced units, they must be passed before the student registers for the advanced units.
- (g) No retaking of units will be permitted after degree classification has been done.
- (h) No candidate will be allowed to retake failed unit(s) for the purpose of improving the grade.
- (i) Failed units when retaken will be graded as those of normal examinations.
- (j) No candidate will be allowed to retake a unit more than twice.
- (k) A candidate who retakes more than one third ($\frac{1}{3}$) of the total unit course requirements shall not qualify for award of a degree with honours on completion of the programme.

13.0. Result Slips and Transcripts

- 13.1. A student will be given a result slip by Registrar (*Academic*) showing literal grades and the following letters:

Pass	-	P
Academic Warning	-	W
Incomplete	-	I
Withdrawal	-	W
Retake	R	
Re-Retake	-	RR

Fail - F

Discontinuation - Disc

- 13.2. Provisional results will be released by the Deputy principal(Academic) after the college Board of Examiners' meeting, pending approval by the Senate.
- 13.3. Upon a written request by a student, a transcript will be issued free of charge by the Deputy principal (*Academic*) at the end of the academic programme.
- 13.4. Transcripts may be requested for before graduation.
- 13.5. Transcripts shall show all courses taken including failed courses (*units*), all grades and marks scored as well as the academic hours for each course (*unit*) and must be signed by the Deputy principal offering the Certificate and Diploma and by the Deputy principal (*Academic*).
- 13.6. Each transcript shall include a student's entire academic record to date.
- 13.7. Individuals who have attended the University may obtain official transcript of their completed work, provided they have no pending financial obligations to the University.
- 13.8. Issuance of transcripts will be effected on receipt of written request.
- 13.9. The University may rescind any certificate, diploma or degree awarded to graduates who while registered in a particular programme committed an academic offence which if it had been detected before graduation would have resulted in discontinuation.
- 13.10. Notification of a rescinded certificate, diploma or degree shall be communicated to all relevant parties/persons.

14.0. Certificate and Diploma

- 14.1. The final classification of the Certificate and diploma will be based on all the required units taken.
- 14.2. A student may be allowed to graduate with failed unit(s) so long as the student's Cumulative Average Score (*CAS*) is not below the pass mark.

- 14.3. The total score based on Cumulative Average Score (*CAS*) will be used to arrive at the following final classifications:

a) Diploma and Certificate Classification

Diploma and Certificate classification shall be as follows, unless otherwise specified by the Senate

70% and above	-	Distinction
60 – 69%	-	Credit I
50 – 59%	-	Credit II
40 – 49%	-	Pass
0 – 39%	-	Fail

14.5 Letter of Completion

Upon request to the Deputy registrar (*Academic*), a letter of completion will be issued before graduation to a student who has completed the academic programme and has met all financial obligations to the college.

15.0. Graduation

15.1. Only students who will have fulfilled all the examination requirements and have met all financial obligations shall graduate.

15.2. A student who intends to graduate will apply to the Deputy Principal(*Academic*).

15.3. All students who meet graduation requirements will be required to attend graduation exercises, including convocations and rehearsals.

16.0. Convocation/Alumni

16.1. Membership to Premier ECDE teachers college convocation will be open to all persons who are graduates of Premier ECDE teachers college .

16.2. Premier ECDE teachers college convocation has two main objectives:

- (a) Maintain contact with Premier ECDE teachers college Alumni, informing them of the college's programmes and encouraging their support in fulfilling the college academic goals.
- (b) Encourage members to continue their college friendships after graduation through social reunion activities.

16.3. Active membership will be maintained through payment of convocation dues.