![Victoria University Logo]

VICTORIA UNIVERSITY
Kampala Uganda

OFFICE OF THE ACADEMIC REGISTRAR

<div align="center">

MEMO

</div>

Date: 04th February 2025

To: All VU students

From: Academic Registrar

[Stamp: VICTORIA UNIVERSITY kampala uganda — 0 4 FEB 2025 — ACADEMIC REGISTRAR]

<div align="center">

Examination Requirements for Block 3, October 2024 Trimester

</div>

This is to inform you that the Block 3 (module three) Examinations for October 2024 Trimester are scheduled to take place from 14th to 17th February 2025.

Please be reminded that only students who have paid their full fees (100% including those on instalment plans) will be allowed to sit for the exams. Additionally, attendance records must show a minimum of 75% class attendance.

Examination permits will only be issued to students who meet both requirements.

Attached are the examination guidelines for the online exams and physical exams (specific for those doing physical exams like students who are studying pharmacy, UBTEB). Please read them carefully.

Thank you for your attention to this matter.

CC: University Senate Members, VU staff

1. IMPORTANT GUIDELINES FOR DOING THE ONLINE EXAMINATIONS

The purpose of these guidelines is to provide important information to all students that are eligible to sit for the forthcoming online examinations. The guidelines provide required information regarding;
a) Who is eligible to sit for examinations?
b) How to successfully access the examination papers online?
c) How to do and successfully submit your completed examination script. It should be noted by all students that all examinations will be conducted online and accessed through our Online Learning Platform – *VCLASS*.

Why the University requires you to do your examinations online?

In this day and age, where all employers require graduates to have sufficient digital literacies, the university cannot afford to continue promoting handwritten exams because these don't prepare students to fit in the workplace of today and the future. We have to prepare you our students to ably fit within the digital economy by empowering you with computing stills and that's why we are requiring all our students to do their exams through the examination portal provided by VCLASS.

Who is eligible to sit for examinations?

Examinations will be available for only students that have cleared tuition fully (to zero balance) and received an *Examination Permit*.

How to access your examination paper on VCLASS?

Students will successfully access their examination papers by following steps below:
i. Login into your VCLASS account and ensure that all the modules you have studied or retaken this semester are selected.
ii. Click on **"Examinations"**. This displays all the Examinations corresponding to all the selected modules.
iii. To activate or attempt an exam, click on **"Details"** as displayed on the Exam. This displays the Examination instructions for your guidance.
iv. Then click on **"Start Examination"** to access the Examination Question Paper and the answer sheet.
v. Acknowledge the disclaimer by **checking the box**.

How to do your online examination?
There are three ways that you can choose from to do your online Examination;

i) **Option 1:** You can choose to do your examination using an online answer sheet, choosing this option requires you to answer your questions directly using an online

provided answer sheet and then click submit to send your completed examination script. With this option, you don't need to download, scan or upload or send back anything.

ii) **Option 2:** You can choose to download the provided answer sheet, save it on your computer in a place where you can find it (especially on your desktop), then use the same answer sheet to answer your questions. Remember to save your answers while you are doing the exam to avoid any disruptions. When you are done writing your answers in the provided answer sheet, you are required to upload it back and submit the completed examination script (answer sheet).

iii) **Option 3:** To those who aren't conversant with using computers, you may choose to download and print off the provided answer sheet and use it to answer examination questions in your own handwriting. After you have completed answering all your questions, you can now scan your examination answer script (answer sheet) and upload it back to submit through the VCLASS Examination Portal.

Note: Students are only required to use Answer Sheets found on the VCLASS Examination Portal bearing a unique serial number for identification.

How to submit your answer sheet?
Your submission method depends on the option chosen or used to do your examination.

i) If you used Option 1: (using an online answer sheet), click on "**submit answer sheet**" and then choose "**online answers**" option, acknowledge the disclaimer by **checking the box** and click on "**continue & preview**". This will load your answer sheet for you to confirm if it is the right document. Click on "**Confirm & submit**" to submit your answer sheet. Ensure you receive a pop-up notification reading "**Examination submitted successfully**"

ii) If you used Option 2: (using the downloaded answer sheet), click on **submit answer sheet** and choose the "**upload file**" option, then select your saved answer sheet from your computer (please pay attention and find the right answer sheet), then acknowledge the disclaimer by **checking the box** and click on "**continue & preview**". This will load your answer sheet for you to confirm if it is the right document. Click on "**Confirm & submit**" to submit your answer sheet. (If you find that you selected a wrong answer sheet, click on "**Cancel**" to select another one". Ensure you receive a pop-up notification reading "**Examination submitted successfully**"

iii) If you used Option 3: (using the printed downloaded answer sheet), scan your written work (ensure that your images are clear and visible) and save it on your

computer, click on **submit answer sheet** and choose the **"upload file"** option, then select your saved answer sheet from your computer. Acknowledge the disclaimer by **checking the box** and click on **"continue & preview"**. This will load your answer sheet for you to confirm if it is the right document. Click on **"Confirm & submit"** to submit your answer sheet. (If you find that you selected a wrong answer sheet, click on "Cancel" to select another one". Ensure you receive a pop-up notification reading **"Examination submitted successfully"**

Please pay attention and note the following because it's very important:

i) **No late submissions will be allowed.** The examination duration is 6 hours i.e., 9:00am to 4:00pm EAT, therefore ensure to submit your exam within the stipulated time. Note that the system closes at exactly 4:00pm EAT, therefore ensure to submit before the mentioned closing time.

ii) It is your responsibility as a student to take the examination in a stable internet environment. Therefore, intermittent internet failures are not a valid reason/excuse for failure to submit your examination answer sheet on time.

iii) All examination submissions will be done through the VCLASS Portal. Therefore, no submission done through any other channel will be accepted as a valid submission. *Please don't submit your examination answer sheet through your lecturer(s) – this submission cannot be accepted.*

iv) Power load shedding is not a valid excuse for not submitting your examination.

v) Please ensure to submit the right answer sheet. No student will be allowed to submit again due to their negligence.

vi) Please ensure to zip your work if you have used more than one answer sheet/script.

Please use these emergency numbers if you need any assistance during the exams:

S.N	CONTACT PERSON	EMAIL	TELEPHONE
1	Asst. Academic Registrar	assistant_ar@vu.ac.ug	0701662101
2	IT Manager	it@vu.ac.ug	0704915129
3	Post graduate Program administrator	postgrad_programadmin@vu.ac.ug	0788451551
4	FBM Program administrator	fbm_programadmin@vu.ac.ug	0708130984
5	FST Program administrator	fst_programadmin@vu.ac.ug	0750786060
6	FHSS Program administrator	fhss_programadmin@vu.ac.ug	0781120791
7	FHS Program administrator	fhs_programadmin@vu.ac.ug	0704051052
8	Education and HEC Program administrator	hec_programadmin@vu.ac.ug	0774735040

9	SOL (Law programmes)	obigabrian@gmail.com	0782151294

2. IMPORTANT GUIDELINES FOR DOING THE PHYSICAL EXAMINATIONS

The following rules apply to every student at Victoria University while taking the various physical examinations that form a part of the evaluation process for their curricular courses.

1. **Reporting to the examination hall**

    i)   All students must carry with them their Identity Card and Examination permit during the examinations and produce the same for verification, if required.

    ii)   The students should ensure that they bring with them all the concerned material that is allowed by the concerned course instructor, which would be needed to take the examination.

    iii)   The students are expected to take their respective seats 15 minutes prior to the scheduled commencement of the examination.

    iv)   All phones will be switched off during the Examination.

    v)   Students should ensure that they are not carrying on their person any material, other than that allowed by the course instructor for the examination before they take their seats in the exam hall. Any such material found on their person during the examination would be considered as a deliberate attempt to use unfair means and would be dealt with accordingly.

2. **At the start of the examination**

    i)   The doors of the examination hall would be closed 5 minutes before the commencement of the examination, for the distribution of the exam material to the students already seated in the room. The door will be opened, to allow latecomers, after the last student already seated in the room in time has received his/her exam material.

    ii)   The latecomers should proceed take their seats and wait for the exam material to be given to them.

    iii)   No student will be allowed to enter the examination hall 15 minutes after the commencement of the examination.

3. **During the examination.**

    i)   Exchange (borrowing or lending) of any material during the examination is not allowed.

ii)   No student will resort to any unfair means of any nature while taking their examinations. If any student are found to be involved in using unfair means during an examination, evidence would be gathered and the matter reported to the Academic Registrar for further action.

iii)   In case a student is found to be copying from his/her fellow student, then both the parties, the one providing the assistance and the one seeking the same, would be punished for the same.

iv)   In case a student must leave his/her seat for whatever reason, he/she must seek the permission of the concerned invigilator(s) of that exam hall before doing so. For visiting the rest room, he/she must seek the permission of the concerned faculty invigilator of that examination hall before doing so.

4. On completion of the examination.

Every student is required to scan and upload their work on Vclass within the given examination time. No examination answer sheet will be considered if it is not uploaded on Vclass