**UNIVERSITY OF KISUBI**

***IN VIRTUE WE EDUCATE***

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| **EXAMINATION GUIDELINES** |

This examination regulation applies to all students taking examinations at the University of Kisubi.

**Regulations**

1. All students must formally enter for examinations having made all necessary clearances with the Accounts Office as well as the Academic Registrar’s office.
2. It is the responsibility of each student to be aware of the dates, location and times of examinations, including all other assessment components. If the student has any queries regarding any component of the examination process, they should make enquiries to the Examinations Office, or Faculty Administrator.
3. Students with disabilities that may require special arrangements be put in place for their examinations, should notify their Faculty Dean of their needs at the beginning of each academic year. Should the disability come to light during the academic year, the Dean should be notified as soon as possible. If a student does not notify the Dean in advance, it may not be possible to provide any examination accommodations.
4. Students must assemble 15 minutes before the advertised time of the examination, but should not enter the examination room until requested to do so.
5. Students must not bring into the examination venue or have in their possession or under their control, or within their reach:
6. Bags of any description
7. Any books or papers
8. Electronic device (including iPods, iPads, laptops, earphones, Mobile phones etc.)
9. Students may bring into the examination venue pens, pencils, rulers as required for their exam provided they are in a clear plastic bag. Students will not normally be permitted to borrow materials from other students.
10. It will be considered an offence and a disciplinary matter to use or attempt to use a mobile phone or any other electronic device (including iPods, iPads, laptops, earphones) in the examination venue. Students found to be using or suspected of using mobile phones or any electronic device will be considered to be in breach of examination regulations and will be subject to disciplinary procedures.
11. A student will normally not be permitted to the examination room after one hour from the start of the examination. Extra time is not allowed, unless arranged in advance with the examinations officer, as part of a special arrangement.
12. Students should seat themselves at the desk provided by the supervisor or according to the seating plan displayed in the examination venue. Students will only be admitted in the examination room at the production of a current valid ID card and/or Examination Card.
13. It is the responsibility of the student to ensure that they have been given the correct examination paper. Each student is required to read the instructions on the examination paper before starting the examination.
14. Examination answer booklets will be provided in the Examination room. All work should be done on the answer booklets or other material provided from the examination office.
15. Students must follow the directions of the invigilators in all matters relevant to the examination. It is the student's responsibility to ensure that they have signed the appropriate attendance sheet for each examination.
16. Students must not commence writing until requested to do so.
17. A student must not, while in the examination venue
18. Use, or attempt to use, any booklets, memorandum, notes or paper other than the examination paper and such answer books etc. as supplied to them by the invigilator.
19. Aid, or attempt to aid, another student.
20. Obtain, or attempt to obtain, aid from another student.
21. Communicate, or attempt to communicate, in any way, with another student.
22. A student should raise their hand if they wish to attract the attention of the invigilator during the examination.
23. The student's ID number (and all other information requested on the script cover) must be entered on each script. The student's registration number must be clearly entered on all ancillary materials (e.g. graph paper) used.
24. Any additional answer booklets, graph papers, etc., issued to the student whether used or unused, should be handed in to the invigilator.
25. Students wanting to leave the examination room temporarily may do so, but will be checked upon return. They should not bring any materials, mobile phones or electronic devices with them. Any time lost during such an absence will not be given to the student at the end of the examination. Students must sign the temporary exit form where the time of exit and return must be recorded.
26. If, after reading the question paper, a student should wish to withdraw from the examination, they may be be required to remain in the exam venue for the entire duration of the exam.
27. A student must not, on any pretext whatsoever speak to nor have any communication with any other student during the examination. Any such communication will be regarded as a serious breach of the examination regulations. If a student needs to ask a question, the student should raise his/her hand and one of the invigilators will attend to the matter.
28. A student must not engage in any behaviour that would be disruptive to the running of the examination or to any other student. A student may be expelled from the centre if his/her behaviour might jeopardise the successful conduct of the examination.
29. At the end of the examination, a student must remain in his/her place until an invigilator has collected their script. It is the student's responsibility to ensure that their script is handed to an invigilator, and sign out thereafter.
30. If a student is absent from any examination for any reason, a written explanation must be sent to the Faculty Dean prior to the start of the examination, together with a medical certificate if the absence was due to illness.
31. In the event of a breach, or alleged breach, of these examination regulations, the student may, at the invigilator’s discretion, be permitted to complete the examination. However, the University reserves the right not to return exam results to the exam board meeting following due investigation of the incident.
32. Any student considered to be in breach of these regulations may be subject to the University’s disciplinary procedures.

NOTE: The officers from the Registry or Finance Office have the right of withdrawing any student from the examination room if found NOT to have fulfilled the examination requirements.

**VERY IMPORTANT TO NOTE THE FOLLOWING**

1. A candidate to be eligible for final assessment must have attended all lectures and successfully completed and passed the continuous assessment exercises as stipulated by the University regulations.
2. No candidate will be allowed to sit any examination unless s/he proves that s/he registered for that examination and cleared all the fees and debts. Therefore every candidate will be required to produce his/her identification and registration card.
3. It is the duty of every candidate to find out the room and the time allocated to his/her examination. The University will not be held responsible for any candidate who fails to consult the timetable for any changes.
4. All candidates should bring with them the required items such as pens, pencils, calculators, or other materials permitted by the department. Borrowing from each other will not be tolerated.
5. All candidates may be checked before they enter the examination room. Items such as handbags, clipboards, purses, mini-computers, calculators, cell phones, papers, magazines, sweaters, jackets, lighters, matches, food, drinks and others are not allowed in the examination room.
6. All candidates shall be seated 15 minutes before the commencement of the examination. No candidate will be allowed in the examination room 30 minutes after the commencement of the examination and no candidate shall leave the examination room before 30 minutes to the finishing time. Candidates who are late will not be allowed to sit the examination and will sit the examination as a supplementary at the end of the academic year.
7. Candidates must clearly write their particulars on answer scripts. Answer scripts without a candidate’s full particulars will not be marked.
8. Silence shall be observed throughout the examination period. Candidates must not create any disturbance in or near the examination room.
9. All candidates shall sign attendance sheet at the beginning and end of every examination.
10. Any candidate answering a call of nature must obtain permission from the invigilators. Only one candidate will be allowed at the time and for only a reasonable time.
11. Walking out of an examination under protest disqualifies a student from that particular examination.
12. It is an offence to take out of the examination room an answer booklet or part of it.
13. The invigilator is free to change the sitting arrangement in the examination room if he/ she deems it necessary.
14. All candidates shall hand in the answer book to the invigilator and sign out.
15. Failure to abide by the above rules and regulations and any other relevant regulations shall lead to automatic disqualification from the examination or expulsion from the University, depending on the nature of the case.

**WISH YOU THE VERY BEST IN YOUR EXAMS**

**ACADEMIC REGISTRAR**