



# **HERITAGE CHRISTIAN COLLEGE**

## **EXAMINATION GUIDELINES**

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Signed by: \_\_\_\_\_

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## **Contents**

GENERAL OVERVIEW OF POLICY.....	4
1.1 Introduction.....	4
1.2 Purpose of Policy.....	4
1.3 Scope of Policy.....	4
POLICY STATEMENTS.....	4
2. Registration of Courses.....	4
3. Internal and External Examiners.....	4
4. Processing of Examination Questions.....	5
5. Submission, of Course, Works/Project Reports/Long Essays/Workshops/Studio Works/Field.....	5
6. Administration of Examination Involving Practical Session.....	6
7. Marking and Processing of Examination Results.....	6
8. Board Meetings.....	7
9. Release of Results.....	7
10. Confidentiality of University Examinations.....	8
11. Guidelines for Handling Leakage of Examination Questions.....	8
12. General Supervision of University Examinations.....	8
12.1 Duties of Faculty/College Examinations Officer.....	8
12.2 Duties of Examiners.....	9
12.3 Examiners are to note the following:.....	9
13. Invigilation of Examinations.....	9
13.1 Duties of Invigilators.....	10
13.2 Sanctions to Invigilators/Examiners.....	10
13.3 Instructions to Candidates.....	10
14. Continuous Assessment/Mid-Semester Examinations.....	12
15. Inspection Team.....	12
16. Correction of Marks / Change of Grade.....	12
17. Supplementary Examinations.....	13



18. Consequences for Failing to Write Supplementary Examinations..... 14



## **GENERAL OVERVIEW OF POLICY**

### **1.1 Introduction**

Examinations are the means to fulfil one of the University's main functions apart from teaching. It forms the basis for assessing Candidates' performance. Heritage Christian College thrives to attain the optimal or best standard of practice and administration in the conduct of all examinations.

### **1.2 Purpose of Policy**

The purpose of this operational policy is to provide guidance in the administration of examination processes at HCC to ensure that examinations are run efficiently, effectively, and fairly.

### **1.3 Scope of Policy**

This policy guides all processes of examinations encompassing processes before, during and after an examination.

## **POLICY STATEMENTS**

### **2. Registration of Courses**

- 2.1 Registration of courses is a pre-requisite for eligibility to take an examination in the University.
- 2.2 Candidates shall be allowed to write examinations only in courses formally registered for.
- 2.3 Absence from all lectures, tutorials and practical classes without permission for fifteen lecture days or more per semester bars a Candidate from semester examinations.
- 2.4 For individual courses, if a Candidate fails attendance requirements i.e. if he/she is absent from lectures, tutorials and practical classes for more than three sessions/periods per semester, that Candidate is disqualified



from taking that paper at the end of the semester.

### **3. Internal and External Examiners**

- 3.1 List of First and Second Internal and External Examiners/Moderators shall be prepared by the Head of Department (HOD).
- 3.2 The list shall pass through Faculty Board and the Academic Board for approval.
- 3.3 Specific dates for the above activities are as follows: the second and sixth weeks of the semester respectively.

### **4. Processing of Examination Questions**

- 4.1 Examination in each course shall not be less than two hours' duration except for examinations involving practical sessions.
- 4.2 Two sets of questions shall be set and should be ready for vetting by the tenth week of the semester or any other date determined by the provost.
- 4.3 The peer review at the department level shall be done with the faculty as a panel and the HOD as chair of the meeting.
- 4.4 The external examiner and moderators shall vet the papers in the eleventh week.
- 4.5 The final examination questions must be camera-ready. 4.6 The final examination questions shall be kept by the Examiner or in a vault at the HOD's Office until the appointed date for photocopying. 4.7 Photocopying may be done by the Registrar.
- 4.8 The Registrar shall prepare a timetable two weeks before the start of examinations.
- 4.9 The photocopying process must be monitored by the examiner/examinations officer.



## **5. Submission, of Course, Works/Project Reports/Long Essays/Workshops/Studio Works/Field**

- 5.1 Reports on the project works/long essays/field works shall be submitted on the due date.
- 5.2 Failure or late submission without tangible reason may cause the 'report' to be marked zero.
- 5.3 In the case of project reports and long essays, they shall be assessed at the stage of presentation.
- 5.4 Coursework deadlines/assessments taking place within scheduled class meetings/laboratory sessions shall not be missed by Candidates without good reasons.

## **6. Administration of Examination Involving Practical Session**

- 6.1 Heads of Departments submitting examination questions that require practical sessions should clearly indicate that fact to the registry a number of days before the exam.
- 6.2 The Registry should take steps in collaboration with heads of Departments to identify subjects that require practical sessions during the examination and prepare accordingly.
- 6.3 The Registry should make adequate provision for all appropriate logistics including but not limited to facilities for data storage and retrieval, to facilitate the successful conduct of the practical sessions during examination.

## **7. Marking and Processing of Examination Results**

- 7.1 Candidates shall be identified by their index numbers only.
- 7.2 Marks of candidates shall be submitted to the HOD with the marked



scripts.

- 7.3 The marks submitted shall show the following;
  - a. Full complement of marks obtained by the candidate on each question and/or those of MCQs.
  - b. Total marks
    - iii. Examination marks - 70% /60% respectively
    - iv. Continuous assessment - 30% /40% respectively
    - v. Final Marks (iii + iv) - 100%
- 7.4 Mark sheets must be signed by the examiner and must come with a soft copy to the HOD.
- 7.5 The marked scripts shall be kept in the Department for a minimum of six years.
- 7.6 No marks should be processed if they do not come with the marked scripts.
- 7.7 Departmental Boards shall ensure that the above rules are strictly observed.
- 7.8 It must also be ensured that the marks recorded are a true reflection of each candidate's performance.
- 7.9 External examiners may cross-check mark entries.
- 7.10 The Registrar must provide index numbers (First Years) latest two weeks before mid-semester examinations commence.
- 7.11 Examination scripts shall be marked only in the offices of examiners.

## **8. Board Meetings**

- 8.1 Examiners' Board meetings shall be held by all Departments to consider their results after the third week of examinations.
- 8.2 Approved results from the Departments shall be submitted to the Registrar.



- 8.3 The Registrar shall compile them into detailed results (Broadsheet).
- 8.4 The Broadsheet shall be vetted in the fourth week by the Examinations Audit Team and Examinations Committee
- 8.5 The Broadsheet shall be submitted in the fourth week to the Academic Board for consideration and approval.

## **9. Release of Results**

- 9.1 A special Academic Board meeting shall be convened soon after receipt of all results.
- 9.2 Provisional results shall be published especially for the sake of withdrawn Candidates before the new semester/academic year begins.
- 9.3 The Registrar is responsible for the notification.
- 9.4 Continuing Candidates shall contact their heads of departments for their results before registration for the current semester.

## **10. Confidentiality of University Examinations**

- 10.1 All University examinations including continuous assessment are confidential.
- 10.2 Maximum care shall be exercised to ensure this confidentiality.
- 10.3 Examination questions shall not be shown to Candidates.
- 10.4 Marked scripts shall not be shown to Candidates without authorization.
- 10.5 The panel that vets a particular Question paper shall be held responsible for its leakage/problems.
- 10.6 A very grievous offence is committed if an examiner inadvertently or intentionally causes leakage of examination questions.
- 10.7 He/she shall be disciplined in accordance with the rules of the university.



10.5 No teaching assistants, National Service persons nor secretaries shall be allowed to type-set examination questions.

## **11. Guidelines for Handling Leakage of Examination Questions**

When there is a report regarding leakage of examination questions, the following steps shall be taken:

- 11.1 The set of questions that are suspected to have leaked shall be withdrawn and not administered. The alternate set of questions shall be administered. Where there is no alternative set of questions, the Examination shall be rescheduled and the Examiner requested to submit a new set of questions through the Head of Department for the exam to be administered.
- 11.2 An investigative committee shall be set up to investigate and report on the occurrence and make appropriate recommendations for action.

## **12. General Supervision of University Examinations**

### **12.1 Duties of Faculty/College Examinations Officer**

The Examinations Officer:

- 12.1.1 Ensures that all Candidates are duly registered.
- 12.1.2 Ensures that all arrangements for the examinations are made.
- 12.1.3 Prepares examination timetables, allocates examination rooms and assigns invigilators in consultation with the Registrar.
- 12.1.4 Ensures that the timetables are sent to Candidates without the names of invigilators.
- 12.1.5 Process, prepare and audit examination results before submission to the Examiners' Board.



- 12.1.6 Ensures total compliance with the prescribed examination regulations by examiners, invigilators and candidates.

## **12.2 Duties of Examiners.**

### **Examiners:**

- 12.2.1 Must adhere to the timetable for submission of questions for vetting. 12.2.2 Must ensure that no/minimum corrections are made during the examination period.
- 12.2.3 Shall consult the final timetable for information on the time and place of examinations.
- 12.2.4 Shall sign for any scripts collected from the Registrar's Office.
- 12.2.5 Shall adhere to the timetable for submission of examination marks to HOD.
- 12.2.6 Must ensure that marks shall be submitted with the marked scripts to the Registrar not later than three weeks after the examinations period.

### **12.3 Examiners are to note the following:**

- 12.3.1 Questions for vetting must include a marking scheme.
- 12.3.2 Auxiliary invigilators must be available throughout the examination period to answer queries and collect their scripts.
- 12.3.3 Defaulters shall be reported to the Academic Board.

## **13. Invigilation of Examinations**

This is an essential part of the conduct of examinations and a duty of all academic staff. As such, all academic staff may be scheduled to invigilate HCC examinations.



### **13.1 Duties of Invigilators**

Refer to the Invigilation Policy

### **13.2 Sanctions to Invigilators/Examiners**

- 13.2.1 Performance of staff in the conduct of examinations shall count in assessing the quality of teaching and functions for promotion.
- 13.2.2 Conduct of defaulting invigilators/Examiners shall be reported to their HODs with copies to the Dean, Provost and President.
- 13.2.3 Examiners who default to set their questions on time shall be reported by the HOD to the Dean with copies to the Provost and the President. 13.2.4 Inability to ensure smooth conduct of examinations in a Department shall constitute incompetence of the HOD.

### **13.3 Instructions to Candidates**

- 13.3.1 It is the responsibility of candidates to check their emails or recommended platforms for details of examinations.
- 13.3.2 Candidates are advised in their own interest to find out where and when to report for each examination.
- 13.3.3 Practical and oral examinations, Studio presentations shall be conducted in the Departments concerned.
- 13.3.4 The University reserves the right to change the time and venues for holding examinations.
- 13.3.5 Where necessary, changes shall be made to the timetables and candidates informed accordingly.



- 13.3.6 Candidates should report not earlier than thirty minutes before the time fixed to start a paper.
- 13.3.7 Candidates shall occupy the place/seat assigned to them as indicated by their Index number.
- 13.3.8 No candidate shall enter the examination room later than half an hour after the commencement of examinations.
- 13.3.9 No candidate shall be allowed to leave until half an hour after the commencement of examinations.
- 13.3.10 If a candidate enters the room within thirty minutes from the start, he/she must report to the invigilator to be checked in.
- 13.3.11 No writing on an answer booklet is allowed before examinations commence.
- 13.3.12 No candidate shall be allowed to leave the Examination room within the last thirty minutes of a paper.
- 13.3.13 Candidates must have in their possession their identity and admission cards for inspection before they are allowed into the examination room.
- 13.3.14 Unless specifically authorized, none of the following, shall be entertained in an examination room:
- Any book, material, hat, bag, pencil case, mobile phone, programmable calculator, palm top computer, a scanner and radio etc.
- 13.3.15 An invigilator has the authority to confiscate such items.
- 13.3.16 The matter shall be reported in writing as a breach of Examination Regulations to the Examinations Officer.



- 13.3.17 Candidates shall use their index numbers only throughout all examinations.
- 13.3.18 Candidates may leave the examination room temporarily only with the express permission of the invigilator.
- 13.3.19 Such a candidate shall be escorted by an attendant.
- 13.3.20 Every necessary precaution shall be taken including a physical search before the candidate leaves or returns.
- 13.3.21 No communication between candidates or borrowing of materials shall be permitted during examinations.
- 13.3.22 Attention of the invigilator may be attracted by raising an arm.
- 13.3.23 Any used or unused Answer Booklet, Supplementary Sheet or Scannable forms shall not be taken away at the end of examinations.
- 13.3.24 Smoking or eating shall not be permitted in the examination room.
- 13.3.25 Plagiarism is a serious offence punishable by dismissal from a programme.
- 13.3.26 Infringement on any of the above Regulations shall be reported to the Examinations Officer for necessary action.

## **14. Continuous Assessment/Mid-Semester Examinations**

- 14.1 Continuous assessments consist of assignments, quizzes, writing of reports, and oral and mid-semester examinations.
- 14.2 These may be organized at or after the first half of a semester.



- 14.3 For courses that are run by multiple lecturers, it must be carried out when at least 50% of the syllabus is covered.
- 14.4 It is advised that a composite paper be set for such courses above.
- 14.5 All regulations that cover the conduct of examinations in the University shall apply.

## **15. Inspection Team**

- 15.1 Conduct of examinations and examination halls/rooms shall be monitored and inspected unannounced.
- 15.2 The team is made up of:
  - a. Provost
  - b. Registrar
  - c. Head, Risk Management & Internal Audit Dept. and
  - d. Dean

## **16. Correction of Marks / Change of Grade**

- 16.1 There shall be a Change of Grade form.
- 16.2 It must be kept by Faculty Officers only.
- 16.3 All examiners who wish to correct marks/results of candidates must fill that form accordingly.
- 16.4 Details of this can be found in the Change of Grade policy.

## **17. Supplementary Examinations**

- 17.1 It should be carried out in the first week of August when the university reopens.
- 17.2 The period shall be five days for the conduct of the examination.
- 17.3 The second week shall be used for marking the scripts.
- 17.4 This will be followed by the submission of marks to HODs in the third week.
- 17.5 Departments/Faculties shall process the results within the third



- week.
- 17.6 Results shall be published in the fourth week after vetting by the Audit Team.
- 17.7 Decision on trailing Candidates shall be taken after the fourth week.
- 17.8 NB: First-year Candidates trailing up to four courses only shall be allowed to register and take the above examinations.
- 17.9 Candidates who satisfied attendance requirements but got sick during the main examinations shall be allowed to take advantage to write the examinations.
- 17.10 Continuing Candidates trailing more than five courses may register for as many courses as the period of examinations would permit.



## **18. Consequences for Failing to Write Supplementary Examinations**

Candidates who fail to write the supplementary examinations but trail more than two courses at the time of decision-making shall be made to repeat/ be withdrawn as the case may be.

NB: All examiners are required by the University's regulations to set two sets of questions for this purpose.

