



**KAMUZU COLLEGE OF NURSING**

**ASSESSMENT RULES AND REGULATIONS**

PRESENTED TO SENATE

OCTOBER 2013



## **KAMUZU COLLEGE OF NURSING**

### **ASSESSMENT RULES AND REGULATIONS FOR BACHELOR OF SCIENCE IN NURSING AND MIDWIFERY PROGRAMME**

#### **1.0 GRADING SYSTEM**

- 1.1 The 101 point scale shall be used to determine marks obtained by a student as follows:
- |          |                       |
|----------|-----------------------|
| 0 – 44   | Undoubted Failure     |
| 45 – 49  | Marginal Failure      |
| 50 – 64  | Pass                  |
| 65 – 74  | Pass with Credit      |
| 75 – 100 | Pass with Distinction |
- 1.2 To pass a module a student must obtain a minimum overall mark of 50%.
- 1.3 All modules in the programme are core and there shall be no award of a compensatory pass.
- 1.4 A student must pass all modules in each year before proceeding to the next academic year.
- 1.5 A student who for no valid reasons (refer 3.1) fails to take an assessment shall be given a mark of Zero (0) for the assessment.

- 1.6 The programme must be successfully completed within the maximum period of five (5) academic years.

#### **2.0 WARNINGS**

- 2.1 A student who obtains marginal failure or undoubted failure in a module will get a light warning or a serious warning respectively.
- 2.2 A student whose mark at mid semester assessment is below 50% shall be warned by the Head of Department.
- 2.3 A student whose mark at end of the semester is below 50% shall be warned by the Dean of Faculty.
- 2.4 A student who fails more than one module shall be deemed to have been seriously warned.

#### **3.0 DEFERRED EXAMINATIONS**

- 3.1 A student who misses examinations with valid reasons such as illness and bereavement of immediate family member shall be allowed to take deferred examination(s) before the next semester.
- 3.2 A student must present evidence for the given reasons to any of the following college authorities prior to the examinations:
- Head of Department for the examination
  - Dean of Students
  - Dean of Faculty
  - Assistant Registrar (Academic & Student Welfare)

- 3.3 Upon production of satisfactory evidence, the receiving authority shall offer an acceptance letter to the student as evidence that she/he should be allowed not to write the examination(s).
- 3.4 A student who falls sick during examination and wishes to continue shall be allowed to do on discretion of the Chief Examiner so under the supervision of the Chief Examiner and a report will be written at the end of the examination.
- 3.5 A student who falls sick during examination and cannot continue to write examination will be escorted to the hospital for a medical report. Based on the medical report the student shall be eligible to write a deferred examination.
- 3.6 Deferred examinations should be administered before the supplementary examinations so that the student who fails and is eligible for supplementary examination will have a chance to write supplementary examination to be administered at the end of the academic year.
- 3.7 The posted grade earned during a deferred examination shall be the actual grade obtained at this examination inclusive of marks from the continuous assessment.
- 3.8 A student who for valid reasons fails to sit for a deferred examination shall be permitted to sit for another examination
- 3.9 A student who for no valid reasons fails to write a deferred examination shall be given a mark of Zero (0) for this examination.

## 4.0 REFERRALS

- 4.1 A student who **fails less than 40%** of the modules offered in the year shall be eligible to write supplementary examinations which will be administered at the end of the academic year.

This translates to a maximum of the following number of modules for each year

Year 1	:	3 modules
Year 2	:	2 modules
Year 3	:	3 modules
Year 4	:	2 modules

- 4.2 A student who fails a clinical module shall not take a supplementary examination but s/he shall repeat the module when it is next offered in the subsequent academic year.
- 4.3 A pass in a referred module shall be awarded a mark of 50% regardless of the actual mark achieved.

## 5.0 REPEATS

- 5.1 A student who fails a supplementary examination shall be allowed to repeat the module(s) failed.
- 5.2 A student who **fails 40 - 49%** of the modules offered in the year shall repeat the modules when they are next offered in the subsequent academic year.

This translates to the following number of modules:

Year 1	:	4 modules
Year 2	:	3 modules
Year 3	:	4 modules

Year 4 : 3 modules

5.3 A student who fails a clinical module shall repeat the module when it is next offered.

5.4 A student shall be allowed to repeat a module(s) once only. This implies that a student shall be given one chance to repeat within the five year period.

## 6.0 WITHDRAWALS

6.1 A student who has failed **50% or more** of the modules taken in that academic year shall be withdrawn from the programme.

This translates to:

Year 1:	5 modules
Year 2:	4 modules
Year 3:	5 modules
Year 4:	4 modules

6.2 A student who has failed a module after repeating, shall not be eligible for a supplementary examination and will be withdrawn from the programme.

6.3 Once a student has repeated a module(s) and has failed supplementary examinations of any other module(s) in the subsequent years, he/she shall be withdrawn from the programme.

6.4 A student may withdraw temporarily or permanently from the programme upon written application and approval from the College.

6.5 Acceptable grounds for a student to withdraw shall include the following:

- Financial
- Pregnancy
- Medical
- Compassionate
- Voluntary

6.6 A student may apply for readmission into the programme in a semester offering modules that were being offered at the time they had withdrawn.

6.7 A student will be readmitted into the programme at the discretion of the college management. Conditions for withdrawal shall be as stipulated in the general UNIMA Students Rules and Regulations.

## 7.0 RULES AND REGULATIONS ON ACADEMIC APPEALS

7.1 There shall be a standing Appeals Committee of Senate comprising Professors within the University of Malawi appointed by the Vice-Chancellor who are for the time being not members of Senate.

7.2 The appeals Committee shall consider all appeals lodged by students against Senate decisions on referrals, withdrawals or repeats.

7.3 Aggrieved students may either appeal on substantive grounds stating reasons justifying their failure, or they may request for remarking of specific examination scripts if they

are dissatisfied with their achievement in particular examinations.

- 7.4 The Appeals Committee shall be guided by the following rules and regulations:

**Substantive Appeals other than for Remarking**

- 7.5 Aggrieved students should, within three weeks from the date of publication of examination results by Senate, lodge their appeal with the Vice-Chancellor who shall direct all timely appeals to the Appeals Committee for consideration.
- 7.6 There shall be an appeal fee of K500 for each substantive appeal requiring the hearing of the Appeals Committee. The fee shall be subject to review by Senate from time to time.
- 7.7 The Committee shall hear an appellant either orally or in writing and shall demand all such information or evidence as it may consider necessary provided that, where an appellant chooses to be heard orally, he/she shall bear the costs in making such personal appearance before the Committee and all written evidence is made available to the Committee.
- 7.8 The Appellants must state clearly the grounds of their appeal and any supporting evidence must be submitted with the written appeal.

- 7.9 The Appeals Committee shall accept only original medical evidence which is duly supported by the College Clinical Officers.

- 7.10 Heads of Departments, Lecturers and other officers concerned shall be invited to submit their evidence, whether orally or in writing, whenever required.

- 7.11 The decision of the Appeals Committee on each appeal shall be communicated to the appellant through the office of the Vice-Chancellor.

- 7.12 The Committee shall consider each appeal once only as it cannot sit on appeal against its own decision.

- 7.13 The decision of the Appeals Committee shall be final.

**Appeals for Remarking Year-End/Final Year Examination Scripts**

- 7.14 Aggrieved students should, within three weeks from the date of publication of examination results by Senate, lodge their appeal for remarking their year-end/final year examination scripts with the Vice-Chancellor who shall direct all timely appeals to the Heads of Departments concerned through respective Deans of Faculty.

- 7.15 There shall be an appeal fee of K150 for remarking of each examination paper. The fee shall be subject to review by Senate from time to time.
- 7.16 Final year examination papers shall be remarked by an external examiner if this was not done in the first instance.
- 7.17 Where for reasons beyond the control of the University an external examiner cannot be identified or cannot remark the examination papers an internal assessor shall remark the papers if this was not done in the first instance.
- 7.18 Year-end examination papers shall be remarked independently by an academic who did not originally mark the examination papers whose results are the subject of the appeal.
- 7.19 Where a supplementary examination has been written and a fail obtained an appeal for the remarking of the original script upon which the supplementary examination was based in the first instance shall not be entertained.
- 7.20 A supplementary examination constitutes a re-assessment. Therefore, supplementary examination papers shall not be remarked.
- 7.21 Since students who fail deferred examinations are treated in the same manner as those who fail end of year

examinations, results of deferred examinations should also be subject to appeal as appropriate.

- 7.22 Appellants are not entitled to see their examination scripts or material or be present, whether individually or through an attorney, at any remarking exercise.
- 7.23 Heads of Departments shall ensure that results of the remarked examination papers are submitted to the Vice-Chancellor within fourteen days from the date the appeal was directed to the College by the Vice-Chancellor.
- 7.24 Remarking of examination papers being contested shall be done once only and no further appeals for remarking the same papers shall be entertained.

## **8.0 ASSESSMENT OF PERFORMANCE**

- 8.1 The method of assessment shall be made known to a student at the beginning of each module.
- 8.2 The manner in which the assessment is done may vary from one module to the other
- 8.3 Clinical assessment shall include professional conduct of a student **(Clinical Policy shall apply)**
- 8.4 Assessment of performance is based on:
- All modules taught in any one semester.
  - Each module at the conclusion of that module.

- 8.5 Assessment of performance in a module during a semester is the responsibility of the Department in which the module is taught and is normally delegated to the Lecturer(s) concerned with the module.

## **9.0 END OF PROGRAMME ASSESSMENT**

- 9.1 End of program assessment is done in the final year of the programme and is based on the average marks obtained in the last two years of the programme.
- 9.2 The final award can be a pass, credit or distinction.
- 9.3 A **PASS** shall be awarded to a student who scores no mark below 50% in all modules considered for the final award.
- 9.4 A pass with **CREDIT** shall be awarded to a student who scores an average mark of 65% with no mark below 60% in the final year, and no mark below 65% in clinical modules and an average mark of not less than 65% in the penultimate year.
- 9.5 A pass with **DISTINCTION** shall be awarded to a student who scores an average mark of 75% with no mark below 70% in the final year, and no mark below 70% in clinical modules and an average mark of not less than 75% in the penultimate year.
- 9.6 A student who repeats a module(s) within the programme shall not graduate with a distinction.

## **10.0 PUBLICATION OF RESULTS**

- 10.1 The Vice Chancellor is responsible for publication of all end of year results as approved by Senate.
- 10.2 Results lists are posted on Students Academic Records Information Systems (SARIS).
- 10.3 The College Registrar posts to each candidate at his/her registered address, a copy of his/her individual results.
- 10.4 Results shall be withheld for candidates who are indebted to the college until all debts are cleared.
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## **KAMUZU COLLEGE OF NURSING**

### **ASSESSMENT RULES AND REGULATIONS FOR BACHELOR OF SCIENCE IN NURSING (POSTBASIC)**

#### **1.0 GRADING SYSTEM**

- 1.1 The 101 point scale shall be used to determine marks obtained by a student as follows:
- |          |                       |
|----------|-----------------------|
| 0 – 44   | Undoubted Failure     |
| 45 – 49  | Marginal Failure      |
| 50 – 64  | Pass                  |
| 65 – 74  | Pass with Credit      |
| 75 – 100 | Pass with Distinction |
- 1.2 To pass a course a student must obtain a minimum overall mark of 50%.
- 1.3 All courses in the programme are core and there shall be no award of a compensatory pass.
- 1.4 A student must pass all courses in each year before proceeding to the next academic year.
- 1.5 A student who for no valid reasons fails to take an assessment shall be given a mark of Zero (0) for the assessment.
- 1.6 All programme courses must be successfully completed

within the maximum period of three (3) academic years.

#### **2.0 WARNINGS**

- 2.1. A Student who obtains marginal failure or undoubted failure in a course will get a light warning or a serious warning respectively.
- 2.2 A Student whose marks at mid semester assessment are below 50% shall be warned by the Head of Department.
- 2.3 A student whose marks at end of the semester are below 50% shall be warned by the Dean of Faculty.
- 2.4 A Student who fails more than one course shall be deemed to have been seriously warned.

#### **3.0 DEFERRED EXAMINATIONS**

- 3.1 A student who misses examinations with valid reasons such as illness and bereavement of immediate family member shall be allowed to take deferred examination(s) before the next semester.
- 3.2 A student must present evidence for the given reasons to any of the following college authorities prior to the examinations:

Head of Department for the examination  
Dean of Students  
Dean of Faculty  
Assistant Registrar (ASW)



- 3.3 Upon production of satisfactory evidence, the receiving authority shall offer an acceptance letter to the student as evidence that she/he should be allowed not to write the examination(s).
- 3.4 A student who falls sick during examination and wishes to continue shall be allowed to do on discretion of the Chief Examiner so under the supervision of the Chief Examiner and a report will be written at the end of the examination.
- 3.5 A student who falls sick during examination and cannot continue to write examination will be escorted to the hospital for a medical report. Based on the medical report the student shall be eligible to write a deferred examination.
- 3.6 Deferred examinations should be administered before the supplementary examinations so that the student who fails and is eligible for supplementary examination will have a chance to write supplementary examination to be administered at the end of the academic year.
- 3.7 The posted grade earned during a deferred examination shall be the actual grade obtained at this examination inclusive of marks from the continuous assessment.
- 3.8 A student who for valid reasons fails to sit for a deferred examination shall be permitted to sit for another examination
- 3.9 A student who for no valid reasons fails to write a deferred examination shall be given a mark of Zero (0) for this examination.

#### 4.0 REFERRALS

- 4.1 A student who **fails less than 40%** of the courses offered in

the year shall be eligible to write supplementary examinations which will be administered at the end of the academic year.

This translates to a maximum of the following number of courses for each year

Year 1	:	3 courses
Year 2	:	1 course

- 4.2 A student who fails a clinical course shall not take a supplementary examination but s/he shall repeat the year.
- 4.3 A pass in a referred course shall be awarded a mark of 50% regardless of the actual mark achieved.

#### 5.0 REPEATS

- 5.1 A student who fails a supplementary examination shall be allowed to repeat the year.
- 5.2 A student who **fails 40 - 49%** of the courses offered shall repeat the year.

This translates to the following number of courses:

Year 1:	4
Year 2:	2

- 5.3 A student who fails a clinical course shall repeat the year.
- 5.4 A student shall be allowed to repeat a year once only within the three year period.

## **6.0 WITHDRAWALS**

- 6.1 A student who has failed **50% or more** of the courses taken in that year shall be withdrawn from the programme.

This translates to the following number of courses:

Year 1:	5
Year 2:	3

- 6.2 A student who has failed a course after repeating, shall not be eligible for a supplementary examination and will be withdrawn from the programme.
- 6.3 Once a student has repeated a year and has failed supplementary examinations of any other course(s) in the subsequent year, he/she shall be withdrawn from the programme.
- 6.4 A student may withdraw temporarily or permanently from the programme upon written application and approval from the College.
- 6.5 Acceptable grounds for a student to withdraw shall include the following:
- Financial
  - Pregnancy
  - Medical
  - Compassionate
  - Voluntary

- 6.6 Students may apply for readmission into the programme in a semester offering modules that were being offered at the time they had withdrawn.

- 6.7 A student shall be readmitted into the programme at the discretion of the college management. Conditions for withdrawal shall be as stipulated in the general UNIMA Students' Rules and Regulations

## **7.0 RULES AND REGULATIONS ON ACADEMIC APPEALS**

- 7.1 There shall be a standing Appeals Committee of Senate comprising Professors within the University of Malawi appointed by the Vice-Chancellor who are for the time being not members of Senate.
- 7.2 The appeals Committee shall consider all appeals lodged by students against Senate decisions on referrals, withdrawals or repeats.
- 7.3 Aggrieved students may either appeal on substantive grounds stating reasons justifying their failure, or they may request for remarking of specific examination scripts if they are dissatisfied with their achievement in particular examinations.
- 7.4 The Appeals Committee shall be guided by the following rules and regulations:
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- 7.5 Aggrieved students should, within three weeks from the date of publication of examination results by Senate, lodge their appeal with the Vice-Chancellor who shall direct all

timely appeals to the Appeals Committee for consideration.

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- 7.19 Where a supplementary examination has been written and a fail obtained an appeal for the remarking of the original script upon which the supplementary examination was based in the first instance shall not be entertained.

- 7.20 A supplementary examination constitutes a re-assessment. Therefore, supplementary examination papers shall not be remarked.
- 7.21 Since students who fail deferred examinations are treated in the same manner as those who fail end of year examinations, results of deferred examinations should also be subject to appeal as appropriate.
- 7.22 Appellants are not entitled to see their examination scripts or material or be present, whether individually or through an attorney, at any remarking exercise.
- 7.23 Heads of Departments shall ensure that results of the remarked examination papers are submitted to the Vice-Chancellor within fourteen days from the date the appeal was directed to the College by the Vice-Chancellor.
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## **8.0 ASSESSMENT OF PERFORMANCE**

- 8.1 The method of assessment shall be made known to a student at the beginning of each course.
- 8.2 The manner in which the assessment is done may vary from one course to the other.
- 8.3 Clinical assessment shall include professional conduct of a student (**Clinical Policy shall apply**).
- 8.4 Assessment of performance is based on:
- All courses taught in any one semester.
  - Each course at the conclusion of that course.

- 8.5 Assessment of performance in a course during a semester is the responsibility of the Department in which the course is taught and is normally delegated to the Lecturer(s) concerned with the course.

## **9.0 END OF PROGRAMME ASSESSMENT**

- 9.1 End of program assessment is done in the final year of the programme and is based on the average marks obtained in the last two years of the programme.
- 9.2 The final award can be a pass, credit or distinction.
- 9.3 A **PASS** shall be awarded to a student who scores no mark below 50% in all modules considered for the final award.
- 9.4 A pass with **CREDIT** shall be awarded to a student who scores an average mark of 65% with no mark below 60% in the final year, and no mark below 65% in clinical modules and an average mark of not less than 65% in the penultimate year.
- 9.5 A pass with **DISTINCTION** shall be awarded to a student who scores an average mark of 75% with no mark below 70% in the final year, and no mark below 70% in clinical modules and an average mark of not less than 75% in the penultimate year.
- 9.6 A student who repeats a module(s) within the programme shall not graduate with a distinction.
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## **10.0 PUBLICATION OF RESULTS**

- 10.1 The Vice Chancellor is responsible for publication of all end of year results as approved by Senate.
  - 10.2 Results lists are posted on Students Academic Records Information Systems (SARIS).
  - 10.3 The College Registrar posts to each candidate at his/her registered address, a copy of his/her individual results
  - 10.4 Results shall be withheld for candidates who are indebted to the college until all debts are cleared.
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## **KAMUZU COLLEGE OF NURSING**

### **ASSESSMENT RULES AND REGULATIONS FOR UNIVERSITY CERTIFICATE IN MIDWIFERY**

#### **1.0 GRADING SYSTEM**

- 1.1 The 101 point scale shall be used to determine marks obtained by a student as follows:
- |          |                       |
|----------|-----------------------|
| 0 – 44   | Undoubted Failure     |
| 45 – 49  | Marginal Failure      |
| 50 – 64  | Pass                  |
| 65 – 74  | Pass with Credit      |
| 76 – 100 | Pass with Distinction |
- 1.2 To pass a course a student must obtain a minimum overall mark of 50%.
- 1.3 All courses in the programme are core and there shall be no award of a compensatory pass.
- 1.4 A student must pass all courses in the year.
- 1.5 A student who for no valid reasons fails to take an assessment shall be given a mark of Zero (0) for the assessment.
- 1.6 All programme courses must be successfully completed within the maximum period of two (2) academic years.

#### **2.0 WARNINGS**

- 2.1. A Student who obtains marginal failure or undoubted failure in a course will get a light warning or a serious warning respectively.
- 2.2 A Student whose marks at mid semester assessment are below 50% shall be warned by the Head of Department.
- 2.3 A student whose marks at end of the semester are below 50% shall be warned by the Dean of Faculty.
- 2.4 A Student who fails more than one course shall be deemed to have been seriously warned.

#### **3.0 DEFERRED EXAMINATIONS**

- 3.1 A student who misses examinations with valid reasons such as illness and bereavement of immediate family member shall be allowed to take deferred examination(s) before the next semester.
- 3.2 A student must present evidence for the given reasons to any of the following college authorities prior to the examinations:

Head of Department for the examination  
Dean of Students  
Dean of Faculty  
Assistant Registrar (ASW)

- 3.3 Upon production of satisfactory evidence, the receiving authority shall offer an acceptance letter to the student as evidence that she/he should be allowed not to write the examination(s).
- 3.4 A student who falls sick during examination and wishes to continue shall be allowed to do on discretion of the Chief Examiner so under the supervision of the Chief Examiner and a report will be written at the end of the examination.
- 3.5 A student who falls sick during examination and cannot continue to write examination will be escorted to the hospital for a medical report. Based on the medical report the student shall be eligible to write a deferred examination.
- 3.6 Deferred examinations should be administered before the supplementary examinations so that the student who fails and is eligible for supplementary examination will have a chance to write supplementary examination to be administered at the end of the academic year.
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- 3.8 A student who for valid reasons fails to sit for a deferred examination shall be permitted to sit for another examination.
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#### **4.0 REFERRALS**

- 4.1 A student who **fails one course** offered in the year shall be eligible to write supplementary examinations which shall be administered at the end of the academic year.
- 4.2 A student who fails a clinical course shall not take a supplementary examination but s/he shall repeat the year.
- 4.3 A pass in a referred course shall be awarded a mark of 50% regardless of the actual mark achieved.

#### **5.0 REPEATS**

- 5.1 A student who fails a supplementary examination shall be required to repeat the year if it was not repeated before.  
  
A student who fails two (2) courses offered in the year shall repeat the year.
- 5.2 A student who fails a clinical course shall repeat the year.
- 5.3 A student shall be allowed to repeat a year once only within the two year period.

#### **6.0 WITHDRAWALS**

- 6.1 A student who has failed three (3) or more courses shall be withdrawn from the programme.

- 6.2 A student who has failed a course after repeating, shall not be eligible for a supplementary examination and shall be withdrawn from the programme.
- 6.3 Once a student has repeated a year and has failed supplementary examinations of any other course(s) in the year, he/she shall be withdrawn from the programme.
- 6.4 A student may withdraw temporarily or permanently from the programme upon written application and approval from the College.
- 6.5 Acceptable grounds for a student to withdraw shall include the following:
- Financial
  - Pregnancy
  - Medical
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- 6.6 A student may apply for readmission into the programme in a semester offering modules that were being offered at the time he/she had withdrawn.
- 6.7 A student shall be readmitted into the programme at the discretion of the college management. Conditions for withdrawal shall be as stipulated in the general UNIMA Students' Rules and Regulations

## **7.0 RULES AND REGULATIONS ON ACADEMIC APPEALS**

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- 8.5 Assessment of performance in a course during a semester is the responsibility of the Department in which the course is

taught and is normally delegated to the Lecturer(s) concerned with the course.

## **9.0 END OF PROGRAMME ASSESSMENT**

- 9.1 End of program assessment is done at the end of the year and is based on the continuous assessment and end of year examinations in all courses offered.
- 9.2 The final award can be a pass, credit or distinction.
- 9.3 A **PASS** shall be awarded to a student who scores no mark below 50% in all courses prescribed for the year.
- 9.4 A pass with **CREDIT** shall be awarded to a student who scores an average mark of 65% with no mark below 60% and no mark below 65% in each clinical course.
- 9.5 A pass with **DISTINCTION** shall be awarded to a student who scores an average mark of 75% with no mark below 70% and no mark below 75% in each clinical course.
- 9.6 A student who repeats the year shall not graduate with a distinction.

## **10.0 PUBLICATION OF RESULTS**

- 10.1 The Vice Chancellor is responsible for publication of all end of year results as approved by Senate.
- 10.2 Results lists are posted on Students Academic Records Information Systems (SARIS).
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- 10.3 The College Registrar posts to each candidate at his/her registered address, a copy of his/her individual results.
- 10.4 Results shall be withheld for candidates who are indebted to the college until all debts are cleared.
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