

ST. AUGUSTINE INTERNATIONAL UNIVERSITY

EXAMINATIONS POLICY, 2014

Coursework

1. All tests, assignments, term papers written by students during the course of semester must be marked before the end of examination preparation week by the internal examiner(s).
2. The coursework answer papers shall be returned to candidates after being marked by the internal examiner before commencement of University Examinations.

Examination Setting and Processing

3. All University examinations shall be set by members of academic staff who taught the subject(s) in question or such other persons appointed by the relevant College Principal.
4. There shall be an examination moderation committee(s) for each College comprising of every member of the academic staff in that College, chaired by the College Principal, with the Academic Registrar or his/her representative as the secretary.
5. The processing of examinations in terms of typesetting, printing/photocopying, packing and sealing shall be done by the Academic Registrar's office.
6. Where there is a leakage of examination, the University shall nullify the examination and require the candidates to re-sit the examinations.
7. Disclosure or leakage of examinations by any person is an offence that undermines the integrity of the University examination and shall be punishable in accordance with the relevant University Examination Malpractices Rules.

Conduct and Invigilation of Examinations

8. Overall supervision of the Invigilation of examinations of the University shall be done by the Academic Registrar.
9. Each College Principal shall appoint a member(s) of academic staff to invigilate a particular examination at the time of announcing the examination timetable, including the subject lecturer.
10. Lecturers of respective subjects shall automatically be appointed as heads of the invigilation teams for their subjects.
11. For every twenty five candidates, there shall be one invigilator.
12. Where there is any commission of any examination irregularity, the invigilator shall stop the candidate from continuing with the respective examination after consulting with the head of invigilation for that subject and the subject lecturer.

13. Upon completion of the examination, each invigilator shall write an examination invigilation report, and submit it to the subject lecturer (head of invigilation for the examination), who shall also compile an examination invigilation report, for submission to the College Principal, who shall in return write his/her own report for submission to the Academic Registrar.
14. The examination invigilation reports shall be detailed enough, explaining all irregularities in full and materials and other forms of evidence of the irregularities attached.

Internal Marking

15. The marking of University examinations shall be done by the internal examiners of the respective course of study in accordance with a set time frame, which must be within two weeks of the students sitting the examinations and they must be marked from a designated university marking centre.
16. Any anomaly/irregularity or any matter raising a reasonable suspicion noted in the course of marking shall be reported in writing to the respective College Principal without undue delay.
17. After marking the University examination(s) the internal examiner shall prepare a summary report on candidates' performance, fill in an examination mark sheet, write a marking scheme and submit them together with the marked scripts to the College Principal, who shall forward the same to the Academic Registrar after compiling all examination results from all internal examiners.
18. Where there is a loss or destruction of an examination script or script(s), the university shall call the affected candidate(s) who shall be required to re-sit the examination at the next sitting of an examination in the same subject.
19. It is a serious case of negligence and misconduct for any person to carelessly destroy, damage, lose or misplace examination script(s) during the examination handling process. Any person who commits such negligence or misconduct shall be subjected to disciplinary proceedings and punished in accordance with the relevant University rules and regulations.

External Marking

20. Examination scripts shall be externally moderated once in an academic year.
21. An external examiner shall be a competent academician in the respective discipline appointed by the College Principal.
22. Where the difference between the internal and external examiner exceeds five (5) marks in a given question or 10% in total marks the external examiner shall furnish a written report describing the basis/justification for the variation.

Board of Internal Examiners

23. There shall be for each College, an Internal Examiners Board comprising all subject heads and chaired by the Principal, with the Academic Registrar or his/her representative as secretary.

24. The Board of Internal Examiners shall deliberate on the examination results and make appropriate recommendations to the Senate.
25. The College Board of Internal Examiners shall pass and declare provisional examination results pending Results approval by the Senate.
26. Once examination results are approved and passed by the Senate they shall be released to the students immediately by the Academic Registrar.
27. Each College shall prepare the following documents to be discussed during the meetings of the board of internal examiners and Senate:
 - i. A memorandum of examination results of the candidates in the programmes within the department showing the number of candidates who passed, declared to re-take, deregistered, discontinued, postponed studies and overall examination results;
 - ii. A spreadsheet showing the raw marks of each candidate against each subject attempted during the semester and end of the semester examination;
 - iii. External examiners' comments and recommendations on each examination paper where the examination is externally moderated;
 - iv. Comments and suggestions by the board of internal examiners, college board, committee of Principals, Deans and directors on the examinations results; and
 - v. Any other document that might be relevant for the purpose of the meeting.

Examination Appeals

28. All examination appeals shall lie with the University Examinations Appeals Committee (UEAC).
29. Except where unfair marking, wrongful computation of marks or grades is alleged, no appeal shall lie in respect of any such examination on any other ground.
30. No appeal shall be lodged against coursework marks unless there is a reasonable proof that the candidate had no prior knowledge of the error due to reasonable circumstances beyond his/her control.
31. If a candidate notices any error with the coursework marks she/he shall consult a member of academic staff who administered the course or subject during the semester for discussion and possible clarification or correction before commencement of the University examinations.
32. All appeals shall be accompanied by a non refundable appeal fee of UGX. 50,000/= (Uganda Shillings Fifty Thousand only) per subject or as may be prescribed by the University from time to time.
33. No appeal whatsoever pertaining to the conduct or results of any University examinations shall be entertained unless such an appeal is lodged with the appropriate University authorities within one month from the date of publication of the results by or under the

authority of the Senate.

34. Appeals shall be lodged and registered using the appropriate forms in the register maintained by the Academic Registrar.
35. Failure to comply with these requirements shall result in dismissal of the appeal by the College Principal.
36. In exceptional cases appeal may be lodged after the prescribed time has lapsed upon approval by Senate Chairperson. Candidates, giving cogent reasons shall make a formal application through the.. to the Senate Examinations Committee (if any) requesting permission to lodge an appeal out time.
37. The College shall submit all marked examination scripts whose candidates have appealed together with copies of filled appeal forms to the Examinations Appeals Committee which shall determine the Appeals.
38. The College Principal shall immediately after the determination of appeal inform the appellant, in writing or by posting on notice boards, of the appeal results, which results are to be forthwith forwarded to the next Senate meeting for ratification
39. The Examinations Appeals Committee for the university shall be composed of:
 - a. The Vice Chancellor (Academic Affairs) who shall be the Chairperson;
 - b. The University's Academic Registrar who shall be the secretary;
 - c. All College Principals, and
 - d. Two members of academic staff who are competent in the subject's examination and who are not internal examiners of the subject in question to be appointed on ad hoc basis by the respective College Principal offering the course of study appealed against.
40. Functions of the Examinations Appeals Committee include:
 - a. To review the appeals against examinations results on merits;
 - b. To determine the status of the candidate after review;
 - c. To prepare report containing the committees decision on appeals reviewed and submit the same to the Senate and a copy to the relevant College.
41. All meetings to be conducted under this Policy shall demand the presence of fifty percent of all members physically present.