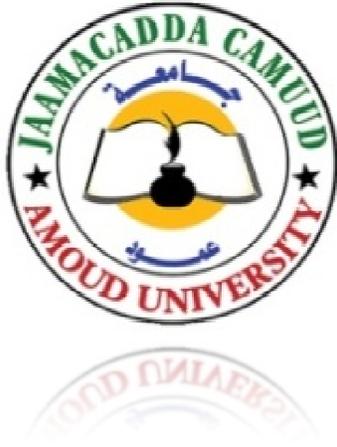


# **Amoud University, Boroma, Somaliland**



## **A Vehicle for Peace and Development**

**A Policy for Examinations and Related  
Academic Matters**

**December 2018**

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## PREFACE

Amoud University is committed to improving the quality of its education in all spheres. In order to meet the increasing demand for world class higher education in Somaliland, the University has expanded considerably and introduced new programs to cater for the growing needs of the community. The University shall continue to mount new and innovative programmes to respond to these ever growing needs. The University shall also continuously update its systems to respond to the growing challenges of higher education. This response shall take all forms: it shall include development and adoption of soft materials such as responsive policies, and rules and regulations, and hard materials such as improved facilities and equipments, and intangible aspects such as management. To this effect, the University, through its Academic Affairs Committee, has reviewed its Examinations and Related Academic Matters Policy in order to streamline and improve the preparation, delivery and management of examinations in the University. This policy document should not only ensure that examinations are better managed, but more importantly, that the value of the decisions made on the basis of our examinations reflects the true status of the attributes evaluated. In this way, it should ensure that our certificates reflect the true status of the competencies of the persons holding them.

.....  
Dr. Mohamed Muse Jibril,  
Vice-President, Academic Affairs  
Amoud University

## ACKNOWLEDGMENT

The production of this Examinations and Related Academic Matters Policy was the result of a concerted and unified effort of several people. It is also an improvement of earlier documents of 2012/2013 and April/May 2018. I thank and appreciate most sincerely, the contributors to these initial documents for laying the foundation for the present document. I want to particularly express my heartfelt gratitude to Dr. Willis Yuko Oso, for shifting through the various volumes and editions, and coming up with the initial draft of the improved Examinations and Related Academic Matters Policy, 2018, which formed the basis of the committee's deliberations. Finally yet importantly, I must thank the committee members listed here in for their tireless and thorough reading of the work, and for their positive criticisms that led to the production of the final document. In the course of their deliberations, there were revisions: some areas were modified, new areas were added, while others were expunged altogether in the spirit of give-and-take, with one common focus. This Examinations and Related Academic Matters Policy, in the final analysis, could not have been without them.

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## **LIST OF ABBREVIATIONS AND ACRONYMS**

<b>CGPA</b>	-	Cumulative Grade Point Average
<b>DEC</b>	-	Departmental Examinations Committee
<b>F</b>	-	Fail
<b>FEC</b>	-	Faculty Examinations Committee
<b>GCE</b>	-	General Certificate of Education
<b>GPA</b>	-	Grade Point Average
<b>HOD</b>	-	Head of Department
<b>I</b>	-	Incomplete Results
<b>NP</b>	-	Normal Progression
<b>OSACS</b>	-	Office of Students Affairs and Counseling Services
<b>PP</b>	-	Probationary Progression
<b>SEC</b>	-	Senate Examinations Committee
<b>SGSCE</b>	-	Somaliland General Secondary School Certificate
<b>W</b>	-	Withdrawal
<b>Y</b>	-	Investigatory Progression

# PART I INTRODUCTION

## 1.1 Preamble

Amoud University regards examination, in its broadest sense and in its various types and forms, as one of its pillars to realizing its vision and fulfilling its mission. The University relies on examinations to determine the quality of its programs; and as tools for providing information for improving its teaching-learning process, and for placement and grading of the final degrees of students, as well as for monitoring purposes. Without proper examinations, all these important university functions would be null and void. In this realization, it is necessary to explicitly prescribe policies that guide examinations at the University.

This Policy Document provides a comprehensive reference and guide to all the members of Amoud University community concerned in any way with examinations. It identifies and defines the persons or officers that are, or that should be concerned with examinations, and specifies the roles of each officer or person. It also defines the roles and responsibilities of the students or candidates and prescribes the accepted and expected modes of behavior from candidates before, during and after examinations as well as penalties for non-compliance.

This Policy Document is intended to ensure that all evaluative approaches at all levels in the University are academically rigorous and as equitable as possible. Examinations must assess how much each student has learned compared to fellow students in the same course or learning situation. In this sense, and in the spirit of fairness, this document guarantees an examination process that is systematic, being conducted by examiners who display appropriate combination of competencies; who are honest and have integrity; who are impartial, independent and transparent. It also guarantees that examiners respect the security, dignity and self-worth of candidates, and other stakeholders with whom they interact.

All students are expected to acquaint themselves with this Policy. Students must check with their individual departments and faculties/schools for further regulations beyond the procedures cited in this Policy Document, which may affect their studies. As elaborated in this Policy, cheating, plagiarizing, or otherwise falsifying results of an examination is prohibited in all forms. This applies not only to examinations, but also to all work handed in (including drafts), such as papers, reports, solutions to problems, tapes, films, and computer programs, unless accepted by the tutor. This applies also to any act that is fraudulent or intended to mislead the examiner, including

falsifying records of attendance for class, for events for which attendance is required or for which class credit is given, or for internships or other work service.

## **1.2 Definitions**

### **1.2.1 Definition of Amoud University Examinations**

For the purposes of clarity, Amoud University examination;

1. Refers to a systematic, rigorous, and meticulous application of a scientific method to assess the design, implementation, improvement, or outcomes of students' learning.
2. Are concerned not just with the results obtained by a student, but also by the means such results are obtained.
3. Include submission and assessment of a research project, essay, Transfer of Status materials, Confirmation of Status materials, or other coursework which is not undertaken in formal examination conditions but is a requirement for, or counts towards or constitutes the work for a degree or other academic awards of Amoud University.

### **1.2.2 Further Definitions**

In this Examinations Policy document, unless the context otherwise requires:

1. 'Academic Division' means a teaching unit in Amoud University, which is permitted to present candidates for matriculation.
2. 'Board of Examiners' means the body of examiners who are appointed to mark and grade an Examination.
3. 'Course Lecturer/Tutor' is the person who prepared students for the examination.
4. 'Credit Unit' is the measure used to reflect the relative weight of a course towards the fulfillment of a programme. One (1) credit unit is equivalent to one (1) credit hour of lecture, three (3) credit hours of practicals, Four (4) credit hours of field work and five (5) credit hours of self study, for a series of fifteen (15) weeks.
5. 'Examination Room' means a place designated by Academic Registrar or approved by Senate as a place for one or more candidates to take an examination.
6. 'Examination' includes the submission and assessment of end-of semester exams, research project, essay, practical work, coursework and any other exercise which may not be undertaken in formal examination conditions but which counts towards or constitutes the work for a degree or any other academic award of Amoud University.
7. 'Examinations' means a group or number of examinations which a candidate must pass to obtain a degree or other awards of Amoud University.

8. 'Examiners' include all persons approved to examine candidates for Examinations to which this Policy Document apply. Where, in this Policy Document, examiners are distinguished as junior and senior, seniority shall, unless the context requires otherwise, be determined in accordance with regulations made by Senate.
9. 'External Examiners' are academic staff from other institutions of higher learning who monitor the assessment processes of the University to ensure fairness and academic standards, and that assessment and examination procedures are fairly and properly implemented; and that the grades awarded are fair and true reflections of the students performance.
10. 'Head of Department (HOD)' means the substantive officer in charge of a candidate's academic division. Other persons who are not heads of units but who are in charge of examinations in the academic units are called 'examination officers' as described in section 3.6.
11. 'Re-Course' means a student who had take a course and failed, and failed the subsequent re-exam, joins a preceding class in the proceeding year to take a course that (s)he had taken and failed during that class-year.
12. 'Re-Exam' means an examination given to students who had attempted the exam but failed the exam at the initial attempt.
13. 'Research Project' means an academic undertaking involving development of a proposal, collection and analysis of data, and compiling a formal scholarly report in partial or full fulfillment of an academic award. This may include research project, thesis or dissertation.
  - a. A Project is a descriptive study in design and analysis, usually univariate, that is submitted for undergraduate degree programmes, and diploma programmes.
  - b. A Thesis involves a student's own original research through a new hypothesis. In a thesis, a student maintains a certain preposition, and adds to the existing literature (knowledge) through a new finding.
  - c. In a Dissertation, a student looks into something in detail and sets down what (s)he has synthesized (or found) and perhaps includes personal thoughts on it. The student may not have a hypothesis, but rely on good knowledge of recent discoveries and develops a conclusion based on wide reading and reflection. A dissertation examines (synthesizes) existing literature (knowledge) and comes up with a new concept.

The term "Research Project" is used here to refer to a research project, thesis and dissertation.
14. 'Supervisory Unit' means a university unit such as a faculty which has supervision over an Examination.
15. Any other term not defined in this Policy Document but used in the Policy Document shall adopt the definitions of those terms as provided in the Amoud University Constitution, 1996 and the amendments of 2008, or in any university document in which it is defined.

16. In this Policy Document, 'words and expressions in the singular shall include the plural, and those in the plural shall include the singular.
17. These regulations shall, unless otherwise stated in another statute or in this or any other University paragraph(s), apply to all Amoud University Examinations, including certificates and diplomas.

### **1.3 Principles of Examinations at Amoud University**

In the development, administration, processing and utilization of examinations results, Amoud University shall be guided by the following principles (without order of priority);

1. **Purposefulness:** Amoud University Examinations, in whatever form and at whatever stage, shall serve specific purpose(s) to the student, to the examiner and to the University.
  - a. **To the Student**, an examination shall:
    - i. Motivate the student to improve his/her standards in order to reach the level of excellence required.
    - ii. Help the student to know how much (s)he has learned.
  - b. **To the Examiner (Lecturer)**, an examination shall enable the examiner to:
    - i. **Make Instructional Decisions**, on the effectiveness of the teaching approaches, methods, strategies, techniques and resources with a view to improving them.
    - ii. **Make Guidance Decisions**, and provide grounds for advising, encouraging, and counseling, etc. the student for yet better results.
    - iii. **Make Teaching Capability Decisions**, on how much of what was intended to be taught has been learnt by the students.
  - c. **To the University**, an examination shall enable the University to:
    - i. Maintain the required educational standards.
    - ii. Motivate the lecturer and the student.
    - iii. Prepare students for particular and suitable programmes.
    - iv. Select, place, promote, classify and certify students.
2. **Systematic:** The University shall conduct systematic, data-based examinations that produce credible (demonstrably evidence-based, reliable and valid) results obtained through methodologies that are consistent with the aims of the examination.
3. **Competence:** Examiners shall display appropriate combination of competencies. Varied and appropriate expertise shall be available for the examination process. Examiners must work within their scope of capability.
4. **Integrity and Honesty:** Examiners shall ensure the honesty and integrity of the entire examination. A key element of this principle is freedom from bias in examination as underscored through (i) impartiality, (ii) independence, and (iii) transparency.

- i. **Independence:** There shall be independence of judgment and an examination result shall not be influenced or pressured by any party. There shall be avoidance of conflict of interest to the extent that an examiner shall not have a stake in a particular result.
  - ii. **Impartiality:** Examination results shall be a fair and thorough assessment of the strengths and weaknesses of a candidate. An examination result must, at the very least, reflect the true strengths and weaknesses of the candidate as closely as possible.
  - iii. **Transparency:** The students shall be made aware of the reason for the examination, the criteria by which the examination shall occur and the purposes to which the findings will be applied.
5. **Respect for Candidates:** Examiners shall at all times, respect the security, dignity and self-worth of candidates and other persons with whom they interact in the course of examinations.

## PART II

### APPLICATION, ADMISSION AND REGISTRATION OF STUDENTS

#### **2.1 Admission and Registration of Students**

##### **2.1.1 Principles of Admission to Amoud University**

1. Amoud University recruits, admits, and enrolls highly qualified students from around the region and the globe, through a highly selective process, in recognition of the fact that not every student is suited for the kind of educational experiences offered at the University.
2. Amoud University admits students who have the potential to contribute to and benefit from the international-style living and education that the University offers. The University seeks out students who are innovators, and who will one day make a difference in their chosen careers, in their home communities, and in the world.
3. The University admission process is personalized and highly competitive. The individualized application process ensures that every applicant receives an objective consideration. Selection for admission to the University is based on a variety of factors, which are specified in our various specific and general University Statutes.
4. The University admits into the specific programs only those students who meet both the general and specific university's admission criteria.

##### **2.1.2 Qualification of Students to be Admitted**

To be admitted to an undergraduate programme at Amoud University;

1. An applicant must hold a Somaliland General Secondary School Certificate (SGSCE) of at last grade "C" or its equivalent from a recognized examination body.
2. Applicants with other "equivalent" qualifications like General Certificate of Education (GCE) will have their certificates and qualifications vetted by the University.
3. Specific programs may have additional requirements. Applicants must satisfy the requirements for specific programmes to be admitted into those programmes.

##### **2.1.3 Application Process**

1. The office of the Vice President, Academic Affairs, shall advertise vacant spaces at least two (2) months before the beginning of the new semester for which admission is open.
2. Qualified and interested applicants shall purchase application forms from the Finance Office at a cost specified in the advertisement. The application fee is non-refundable.

3. The applicant shall make a formal application in the prescribed application forms and provide all the necessary information as specified in the application forms.
4. Admissions Committee shall process the applications. The admission committee shall be chaired by the Vice President, Academic Affairs, and shall reserve the right to grant admission.
5. Successful applicants will be issued with admission letters at least one (1) month before the first date of the new semester for which the admission was advertised.
6. The admission letter shall specify:
  - i. The programme to which the applicant has been admitted;
  - ii. The official reporting dates;
  - iii. The tuition fees for the programme; and
  - iv. Other additional requirements. Such additional requirements will depend on the programme the applicant is admitted to.
7. Students who fail to report within the specified period shall be replaced with those on the waiting list.

#### **2.1.4 Late Application**

1. Where necessary, late applications may be received within the period specified by the Vice President, Academic Affairs.
2. Late applications may be open to all programmes or it may be specific to some programmes.
3. The Vice President, Academic Affairs, shall determine:
  - i. Which programmes qualify for late admissions.
  - ii. The application fees for late applicants.

#### **2.1.5 The Registration Process**

##### **2.1.5.1 Starting Registration**

1. To be registered as a student of Amoud University, an applicant shall present:
  - i. The original admission letter.
  - ii. The original relevant identification documents.
  - iii. Original certificates.
  - iv. Three (3) passport size photos.
  - v. An ID for the previous semester for continuing students.
2. Collect and dully fill three (3) copies of the registration form. The applicant shall provide detailed, true and accurate information.
3. Pay the registration fees specified in the admission letter. The registration shall be determined by the Vice President, Administration and Finance, with the approval of Senate.

4. Pay tuition fees for the semester in full. The tuition fees shall have already been specified in the admission letter. The tuition fees shall be determined by the University Council.
5. Proceed to register at the faculty/school. At the faculty/school; the student shall;
  - i. Present the original admission letter.
  - ii. The original relevant identification documents.
  - iii. Show the original receipts for payment of tuition fees and present a copy for filing.
  - iv. Register for the courses as advised by the faculty/school.

#### **2.1.5.2 Completion of Registration**

1. A student should have completed registration process at all levels within the first four (4) weeks of the semester.
2. The Academic Registrar shall put up a notice on the closing dates of normal registration.

#### **2.1.5.3 Late Registration**

1. A student, who for valid reasons such sickness, etc, was not able to register within the official timelines shall apply to the Academic Registrar for late registration.
2. The Academic Registrar shall determine if the reasons are valid and decline or allow the student to proceed with registration.
3. If allowed, the student shall pay a late registration fees as shall be determined by Vice President, Academic Affairs, board from time to time.
4. If conditions in paragraphs 1-3 are satisfied, the student shall proceed to register as described paragraphs 2.1.5.1 and 2.1.5.2.

#### **2.1.5.4 Attendance of Lectures**

Once the student has completed the full registration process, the student shall start the lectures immediately, or as advised by the Department/Faculty.

1. Students are required to attend all lectures and as regularly as possible.
2. The course tutor shall keep regular attendance records of students in each lecture.
3. A student who is absent for four (4) consecutive lectures in a course will be restricted from the class.
4. A student who has not attended 75% of all lectures in a course in a semester shall not be allowed to sit for End-of-Semester examinations for the course.

## 2.2 Semester Dates

1. Amoud University operates on semester basis. There are two (2) semesters in one (1) academic year.
2. A semester shall run for seventeen (17) weeks, with fifteen (15) weeks of teaching and two (2) weeks for examinations.
3. The semester dates are traditionally organized as summarized in the table below.

Semester	Begin	End	Duration
I	September 15	January 31	17 weeks
II	March 1	July 15	17 weeks

4. The University shall promptly inform the students, the staff and all stakeholders of any changes to the dates if and whenever such changes occur.
5. The Academic Registrar, in consultations with the Vice President, Academic Affairs, shall prepare a detailed university calendar (almanac) each academic year based on these dates.

## 2.3 Students' Transfers

Amoud University may, for valid reasons, allow students to transfer between universities, between faculties, and in a faculty between departments.

### 2.3.1 Inter-University Transfers

1. Students wishing to join Amoud University from another university shall apply to the Academic Registrar, stating the reason/s for the intended transfer.
2. Students from other universities can be admitted to Amoud University so long as the following conditions are fully met:
  - i. The originating university is a member of the Somalia Regional Education Network – somaliREN, or a recognized university.
  - ii. The year or level of study does not exceed sophomore (2<sup>nd</sup> year). No transfer to Amoud University shall be considered beyond sophomore.
  - iii. At least 75% of the courses are similar, or are related, or are equivalent to the courses in the programme the student is intending to join.
  - iv. The Cumulative Grade Point Average (CGPA) of the student is not lower than 2.50.
  - v. The applicant initially met the minimum requirements for admission into Amoud University and into the programme of interest.
  - vi. The prospective student has no pending financial and/or administrative obligations to the former university.

- vii. The final decision on inter university transfers shall be taken by the Academic Affairs Committee.

### **2.3.2 Inter-Faculty Transfers**

1. Students wishing to change from one faculty to another shall apply to the Academic Registrar, stating the reasons for the intended transfer.
2. Students may move from one faculty to another so long as the following conditions are fully met:
  - i. The year or level of study does not exceed sophomore (2<sup>nd</sup> year). No transfers shall be allowed between faculties beyond sophomore.
  - ii. At least 50% of the courses are similar, or are related, or are equivalent to the courses in the programme the student is intending to join.
  - iii. The CGPA of the student is not lower than 2.50.
  - iv. The student initially met the minimum requirements for admission into the faculty and to the programme of interest.
  - v. The student has no pending financial and/or administrative obligations to the former faculty.
  - vi. The Academic Registrar, in consultation with the Vice President, Academic Affairs, shall have the final decision on transfers between faculties.

### **2.3.3 Inter-Departmental Transfers**

1. Students wishing to change from one department to another shall apply to the Dean of the Faculty, stating the reasons for the intended transfer.
2. Students may move from one department to another so long as the following conditions are fully met:
  - i. The year or level of study does not exceed sophomore (2<sup>nd</sup> year). No transfers shall be allowed between departments beyond sophomore.
  - ii. At least 50% of the courses are similar, or are related, or are equivalent to the programme the student is intending to join.
  - iii. The CGPA of the student is not lower than 2.50.
  - iv. The student initially met the minimum requirement for admission into the department of interest.
  - v. The student has no pending financial and/or administrative obligations to the former department.
  - vi. The Dean, in consultation with the Vice President, Academic Affairs, shall have the final decision on transfers between departments.

## **2.4 Upgrading Programmes and Courses**

1. Diploma students may upgrade to degree programmes in a relevant field so long as they fulfil the requirements for the course of interest.
2. Senior students who are in their final semester will have the chance to upgrade two (2) courses if this can enable them to graduate.
3. For avoidance of doubt and for the purposes of clarity, upgrade may only be taken at final (senior) year of study. There shall be NO upgrade during other years of study.

## **2.5 Credit Loads**

Credit load is the number of hours a student is engaged in a learning task either with tutor or alone in a programme in a week or in a semester. Different courses may have different credit units. The load is the sum of the credit units for all courses taken by a student in a semester.

### **2.5.1 Maximum Credit Load**

1. Maximum Credit Load is the higher limit of learning hours a student may accumulate in a semester.
2. The maximum credit load for undergraduate degree programmes shall be 24 credit units.
3. Some programmes may specify credit loads in excess of 24 credit units, with the approval of Senate.
4. A student shall not register for credit loads in excess of 24 credit units without written permission from the Academic Registrar.
5. A student who wishes to register for more than maximum allowed credit load/s shall apply to the Dean of Faculty stating the reasons thereof.
6. The permission in paragraph 4 above must be obtained before the student can attend the classes for the extra loads.
7. A student may register for more than the maximum credit load if (s)he has re-course.

### **2.5.2 Minimum Credit Load**

1. Minimum Credit load is the lowest limit of learning hours per week that a student may accumulate in a week.
2. The minimum credit load shall be 12 credit units in a week.
3. The recommended credit load is 18 credit units a week.
4. A student shall not register for credit loads lower than the minimum allowed credit load without written permission from the Academic Registrar.
5. A student who wishes to register for less than the minimum allowed credit load shall apply to the Dean of Faculty stating the reasons thereof.
6. The permission in paragraph 4 above must be obtained before the student can drop credit load to below minimum.

### **2.5.3 Courses Offered at Amoud University**

Courses in all programmes at Amoud University may take any (or a combination) of the following:

#### **1. Common Course**

Are offered and taken by all students in a programme or in the University. They form the foundation of the programme and are necessary for understanding other courses. An example is research methods and data analysis courses.

#### **2. Core Course**

Are basic and must be taken by all students registered for a program. They form the backbone of the program (or discipline), and one cannot function as a professional in the field without them. For example, educational psychology is a core course for all students taking education.

#### **3. Speciality Courses**

Are taken on top of core courses by students who want to major in particular area in a field of study. Speciality courses must be taken by all students who major in a given field of study. The courses in mathematics education will be different from courses in history education even both are education programmes.

#### **4. Electives**

- i. A range of courses from which students must choose from to complete the required credit load for the semester.
- ii. A student must choose at least a course or courses from a list of electives as directed. The student has the option of choice, but from the list of courses already predetermined. But the student cannot fail or decline to select the required number of courses from the list.
- iii. The credit load for the semester shall not be complete if a student has not taken the elective(s).

#### **5. Additional Courses**

- i. A range of courses from which a student may choose from and add on to his/her credit load. But the student is at liberty to add or not.
- ii. Additional courses shall count towards the students' final grade.
- iii. Only students whose CGPA is at least 2.50 can take an additional course.
- iv. Under normal circumstances, the maximum credit load shall not be exceeded even if a student has taken additional courses.

## **6. Audited Courses**

- i. Are courses which are on the University course list, but are taken by students for personal satisfaction, self enrichment and personal exultation.
- ii. Audited courses do not count towards a students' overall grade.
- iii. Audited courses shall be shown on the students' transcript.

### **2.5.4 Course Adds and Course Drops**

1. A student may add (course add) or drop (course drop) a course from the existing credit load so long as there is justifiable grounds to do so, and so long as the minimum or the maximum credit loads for the programme for the semester are not exceeded.
2. A student cannot add or drop a course to/from his/her existing credit load after the fourth (4<sup>th</sup>) week of the semester.
3. A student cannot add a course to his/her existing credit load if his/her CGPA is less than 2.50.
4. A student may drop a course from the semester course load if:
  - i. The GPA for the semester, or the CGPA is less than 1.50; or
  - ii. There are justifiable reasons to do so.
5. A student who has dropped a course or courses from the semester course load;
  - i. Shall be required to add more courses to the next semester load to cover up for the courses dropped; or
  - ii. Shall take longer to graduate than others who did not drop course/s during the study years.

## **2.6 University Merit Scholarship**

1. The University shall give full scholarship to the female student with highest CGPA overall and the male student with highest overall CGPA in the faculty, at the beginning of each academic year.
2. The University shall give partial scholarships to students who score the highest CGPA in each class each academic year.
3. If two or more students attain the same letter grade, they will be separated by the number grades.
4. If two or more students attain the same letter and number grades, they will share the same scholarship and each student will have to pay the difference in tuition fees.
5. If two or more students from freshman share a scholarship position;
  - i. They will be awarded the full scholarship; and
  - ii. They will replace other students with lower marks in the same list.
6. To be eligible for merit scholarship;
  - i. A student should have taken all Mid-Term and End-of-Semester examinations.

- ii. A student should have completed all coursework tasks on time.
7. A student who has transferred credits shall not be considered for merit scholarship if some courses have been documented by the other university or programme.
  8. Where there is evidence that a student on scholarship has been involved in misconduct or in any unbecoming behavior, the University shall have the right to revoke the scholarship.

**PART III**  
**MANAGEMENT OF EXAMINATIONS AND EXAMINATIONS RESULTS**

**3.1 Calling University Examinations**

1. The Academic Registrar shall call, or cause to be called, all End-of-Semester examinations by a written notice to students and copied to all academic divisions.
2. Such notice shall specify the type of examinations and the starting and ending dates of the examinations.
3. An Examination called by other means, or by other persons which does not reflect paragraph 3.1 (1 & 2) shall not count as End-of-Semester examinations of Amoud University.

**3.2 Timelines for Holding University Examinations and Entry of Names of Candidates**

**3.2.1 Times for Holding University Examinations**

1. The Academic Registrar shall, after consultation with the Vice-President, Academic Affairs and Senate, fix the dates on which each Examination shall begin and shall give a public notice of such dates.
2. The Examinations Officers in each Examination shall, on the advice of the Academic Registrar, state and give public notice of the date, time and place of the beginning of each End-of-Semester examination, and shall afterwards give such notice as (s)he shall deem necessary of the further attendance required of candidates.
3. The Academic Registrar shall be given the names of all candidates for all Examinations.
4. The Academic Registrar shall devise and issue to all candidates an entry form on which a candidate shall:
  - i. State the Examination for which s(he) intends to enter.
  - ii. State the options s(he) intends to offer, if the regulations of Examinations for which s(he) is entering permit the offering of option(s).
  - iii. Secure the confirmation of his/her academic division through the signature of the HOD or his/her nominee that the entry is valid.
  - iv. Declare his/her intention of abiding by all University Regulations governing the conduct of examinations; and
  - v. Provide such other declaration(s) as may be required by the special regulations for the Examination in question.
5. The Academic Registrar shall fix the days for entering names after consultation with the Deans of Faculties; and give public notice of the place and hour at which (s)he will receive names.

### **3.2.2 Late Entries**

Where a candidate whose name has not been entered for an examination by the date fixed by the Academic Registrar under the provisions of paragraph 3.2.1(5) wishes his/her name to be entered after that date, then;

1. The candidate shall apply in writing through the HOD/Dean to the Academic Registrar for his/her name to be so entered.
2. The Academic Registrar shall determine whether the candidate proposes to offer part of the examination which has not already been offered by some other candidate whose name has been entered under paragraph 3.2.1(5), and whether any other change in the conduct of the examination, as already arranged, would be required.
3. If no change in the conduct of the examination as referred to in paragraph (2) would be required, the Academic Registrar shall, subject to the payment by the candidate of a late-entry fee, grant permission for the candidate to be admitted to the examination.
4. If some such change would be required, the Academic Registrar shall ask the examinations' officer whether (s)he is, nevertheless, willing to consent to the candidate being admitted to the examination, and if the officer consents, the Academic Registrar shall, subject to the payment by the candidate of a late-entry fee, grant permission for the candidate to be admitted to the examination.
5. If the examinations' officer declines to give the consent referred to in paragraph 3.2.2 (4), the Academic Registrar shall refer the matter to Vice-President, Academic Affairs for decision, and, if s(he) gives permission, this shall be subject to the payment by the candidate of a late-entry fee.
6. The late-entry fee payable under paragraphs 3, 4 and 5 shall be such amount as the University shall from time to time determine, and different amounts may be specified in respect of permission given under different paragraphs.

### **3.2.3 Late Alteration of Options**

Where the regulations for an Examination permit the offering of options and a candidate wishes to alter his/her choice of options, then;

1. The candidate shall apply in writing through the HOD/Dean to the Academic Registrar for the alteration to be made.
2. The Academic Registrar shall determine whether the candidate proposes to offer a part of the examination which has not already been offered by some other candidate whose name has been entered under paragraph 3.3.1(5), and whether any other change in the conduct of the examination, as already arranged, would be required.
3. If no change in the conduct of the examination as referred to in paragraph (2) would be required, the Academic Registrar shall, subject to the payment

by the candidate of a late-alteration fee, grant permission for the alteration to be made.

4. If some such change would be required, the Academic Registrar shall ask the Examinations' Officer whether (s)he is, nevertheless, willing to consent to the alteration, and, if the officer consents, the Academic Registrar shall, subject to the payment by the candidate of a late alteration fee, grant permission for the alteration to be made.
5. If the examinations' officer declines to give the consent referred to in paragraph (4), the Academic Registrar shall refer the matter to Vice-President, Academic Affairs for decision, and, if (s)he gives permission, this shall be subject to the payment by the candidate of a late-alteration fee.
6. A candidate or his/her academic division may within fourteen (14) days of the date of the decision, appeal in writing to the President (who may nominate another member of the committee to adjudicate the appeal).
7. The late-alteration fee payable under paragraphs (3), (4) and (5) shall be such amount as the University shall from time to time determine, and different amounts may be specified in respect of permission given under different paragraphs.

### **3.3 Number of University Examinations**

1. There shall be only ONE (1) examination for each course each semester.
2. For avoidance of doubt, students shall not be tested from different End-of-Semester examinations for the same course.
3. Pursuant to paragraph 3.3 (1 & 2) above, there shall be only ONE (1) examination for;
  - i. The same course taught by different tutors to different groups.
  - ii. The same course taught by same tutor to different groups.
  - iii. The same course taught by different tutors to same group.

### **3.4 Setting and Moderation of University Examinations**

1. Each course tutor shall produce one standard examination for each course for each End-of-Semester examination.
2. Where a course was taught by more than one tutor, then all tutors who taught the course shall produce one standard examination for the End-of-Semester examination.
3. Each supervisory unit shall arrange for a meeting where all End-of-Semester examinations for the unit for the semester shall be moderated.
4. During the moderation, each End-of-Semester examination shall be tuned so that it:
  - i. Conforms to the standard Amoud University examination structure as described in paragraph 4.2 (5) of this Policy Document.
  - ii. Has the appropriate level of difficulty.
  - iii. Has acceptable levels of validity and reliability.

- iv. Is fit in form and content to be used as an End-of-Semester examination at Amoud University.
- 5. Each tutor or all tutors who taught a course shall produce one standard marking guide for each course for each End-of-Semester examination. The official structure of Amoud University marking guide is show in Appendix H.
- 6. A marking guide must show all range of possible and expected responses and how the scores are distributed for each question.
- 7. A complete examination is an examination paper and its marking guide.
- 8. Each examination officer in charge of a supervisory unit shall determine a timetable for the submission of examinations which shall allow sufficient time for:
  - i. The due consideration and approval of the proposed examinations by all the examiners.
  - ii. The production and proofreading of the examinations and their presentation; and
  - iii. The delivery of complete copies of each End-of-Semester examination to the supervisory unit, but in any case, not later than Four (4) weeks before the first day of the Examination in question.

### **3.5 Storage of University Examinations**

- 1. A moderated End-of-Semester examination complete with its marking guide shall handed over the HOD for safekeeping.
- 2. The End-of-Semester examinations shall be submitted in both hard and soft copies.
- 3. The HOD shall make and keep a record of all complete examinations submitted to the academic division.
- 4. The HOD shall transfer all complete examinations to the Dean of the academic division at the request of the Dean.
- 5. Once the Dean of the academic division is satisfied that there are complete examinations for all courses in the semester, (s)he shall hand over all complete examinations to the office of the Academic Registrar.
- 6. All examinations shall remain in the office of the Academic Registrar/Dean until they are released from there to be administered.

### **3.6 Examination Officers (or Chairpersons)**

Further and above the definition in paragraph 1.2.2 (10);

- 1. The course tutor shall be the Examinations Officer for the course.
- 2. Where a course was taught by more than one tutor, the most senior tutor shall be the Examinations Officer for the course. Seniority shall be determined as defined in paragraph 1.2.2(8).
- 3. The HOD shall be the Examinations Officer for the department.
- 4. The Dean shall be the Examinations Officer for the faculty.

5. The Academic Registrar shall be the examinations administrator for the University.
6. The Vice-President, Academic Affairs shall be the Examinations Officer for Senate, and the Chief Examinations Officer for the University.

### **3.7 Duty of Examinations Officers**

It shall be the duty of every Examinations Officer to ensure that:

1. There is a sufficient number of suitably qualified examiners to prepare and examine all students for which (s)he is responsible.
2. Examinations under his/her academic division as defined in paragraph 1.2.2(1) are managed only in accordance with rules and paragraph as spelt in this Policy Document.
3. Account is taken of the general rules and regulations governing examinations as published periodically by Senate so far as they are applicable to examinations for which his/her examiners are responsible.
4. (S)He convenes at least one meeting of the examiners before each End-of-Semester examination for which (s)he is responsible, and by this and other means, ensure that all arrangements for the proper conduct End-of-Semester examinations are made and understood.

### **3.8 Administering End-of-Semester Examinations**

When the End-of-Semester examinations are due;

1. The Dean, or a person designated by the Dean, shall collect examinations for the academic division for the day, and blank examinations booklets, from the office of the Academic Registrar following the procedure and standards set by the Academic Registrar.
2. The HOD shall collect the examinations for his/her academic division for the session from the Dean of the academic division and issue the examinations procedurally to each invigilator.
3. At the end of each examination, the invigilator shall return examinations scripts to the HOD.
4. The HOD shall check and confirm that the number of examinations scripts conform to the invigilators' summaries on the invigilation reports.
5. If there are no discrepancies, the HOD shall receive the scripts and indicate - "No Discrepancies".
6. If there are discrepancies, the HOD shall receive the examinations scripts and indicate - "With Discrepancies".
7. The nature of the discrepancy must be quantitatively recorded.
8. Such information shall be recorded procedurally in the official, forms shown in Appendix E and Appendix F.

### **3.9 Supervision and Invigilation of Examinations**

#### **3.9.1 Attendance at Examinations by Examiners**

1. Before the start of any examination, at least one examiner shall be present to check the questions and shall remain for the first 30 minutes of the examination (or for the duration of the examination if so required by the Examinations Officer) in case of query.
2. The Examinations Officer may appoint an assessor to attend in the place of an examiner.
3. An examiner shall remain around by any means necessary and appropriate for the entire duration of the examination.

#### **3.9.2 Examinations Invigilators**

Invigilation of examinations is a mandatory requirement for all academic staff of Amoud University. The University believes that proper invigilation is an indispensable part of effective students' evaluation.

1. The Academic Registrar shall, in consultation with the Deans of Faculties, draw up for the approval of Senate, a list of persons whom (s)he deems suitable to invigilate examinations.
2. No student member of Amoud University shall be eligible to act as an invigilator.
3. Approved invigilators shall comply with any requirements made by Vice-President, Academic Affairs, and/or Academic Registrar on recommendations of Senate, with regard to their training, conduct, attendance or the discharge of their duties.
4. Senate may remove from the list the name of any person who in its opinion, should not, or should no longer act as an invigilator.
5. The Academic Registrar shall, in consultation with the Examinations Officers, arrange for a briefing for individuals approved to invigilate each End-of-Semester examination.

#### **3.9.3 Examinations Invigilation**

Unless Senate otherwise determines, one invigilator shall be required for the twenty five (25) candidates in an examination, and One (1) for each additional twenty five (25) candidates or fraction of that number. It shall be the duty of the invigilator to:

1. Make the necessary effort to understand the rules and regulations governing examinations, and students and staff behavior during examinations.
2. Promptly collect the question papers, answer booklets and other related examinations materials from the relevant office as assigned by the HOD/Dean.
3. Ensure that the examination room is quite, clean and conducive for the purpose of that examination.

4. Ensure that candidates do not cheat in the examination in anyway, and by any means whatsoever.
5. Ensure that any cheating and/or any examinations misconduct cases are appropriately recorded and any evidence collected in a professional manner. Such evidence must be handed over to the HOD/Dean in its original form.
6. Ensure that students sign in and out for attending the examination. This signing and out will be recorded in Examinations Attendance Sheet shown in Appendix D.
7. The signing in shall take place in the course of the examination. The invigilator shall;
  - i. Move systematically in the course of the examination from student to student and check that the candidate has displayed his/her examination/ID card face-up on the examination desk.
  - ii. Check that the picture on the examination/ID card resemble the candidate and is the true image of the candidate.
  - iii. If satisfied that (i) and (ii) above have been fulfilled, issue the candidate with the attendance form for the student to sign in.
8. At the end of the examination, or when the candidate has completed the examination, the invigilator shall receive the examination script from the student. Upon receiving the examination script, the invigilator shall issue the candidate with a sign-out form and ensure that the candidate has handed in the paper and signed-out.
9. Ensure that the incidence form is dully filled. At the least, an incidence form should show:
  - i. The total number of students sitting for the examination. This number must tally with the number of students who have signed in for the examination.
  - ii. The total number of students' scripts collected at the end of the examination. This number must tally with the number of students who have signed in for the examination
  - iii. Any other occurrence or event during the exanimation, whether common or isolated, that could guide the examiners and examinations officers in making a fair assessment of the candidate/s.
10. Ensure that all examination scripts are collected and handed over to the HOD/Dean or somebody designated by him/her.

### **3.10 Releasing Scripts to Examiners, Marking and Submitting Results**

#### **3.10.1 Releasing Examinations Scripts to Examiners**

1. Once an examination has been concluded and all examinations scripts handed over to the HOD/Dean, they shall be released for marking following procedures and standards set by the HOD/Dean.
2. The HOD/Dean shall prepare a summary list of all End-of-Semester examinations for the semester. The list shall indicate at least:
  - i. Course code.
  - ii. Course title.
  - iii. Date when the examination was taken.
  - iv. Number of scripts in the bunch.
  - v. The name of the examiner(s).
  - vi. Date collected and returned.
  - vii. Other relevant information as determined by the HOD/Dean and approved by the Academic Registrar.
3. The examiner shall sign when receiving the scripts and confirm that the summary on the list by the HOD/Dean is a correct summary. Such a summary shall be made in the form shown in Appendix F.

#### **3.10.2 Marking Examinations Scripts**

1. The marking shall last for a period set by the Dean of the academic division. At the end of the marking period, every examiner shall submit examinations results and scripts to the HOD.
2. Every examiner who takes part in adjudicating on the merits of a candidate shall give careful attention to the examination of such candidate. The principles of examinations described in paragraph 1.3 must be given due consideration.
3. In adjudicating on the merits of a candidate, the examiners shall follow and apply the conventions approved under this Policy Document.
4. In case of doubt or difficulty arising under paragraph 3, the examiners shall consult the HOD/Dean.
5. An examiner adjudicating on the merits of any candidate shall NOT take account of any circumstances, not forming part of, or directly resulting from, the examination itself, except as provided in paragraph 5.1.1 of this Policy Document.
6. The work of any candidate to whom paragraph 5.2 (1-6) of this Policy Document applies shall be assessed with careful regard to the circumstances of that candidate and any relevant code of practice or guidelines adopted by Amoud University in relation to such candidates.
7. Nothing in this paragraph shall affect the authority of the examiners in the making of academic judgments on the performance of each candidate.

8. Where Senate have a recommendation to the examiners in respect of a candidate under paragraph 5.2 (2), the examiners shall give due weight to the recommendation in assessing the candidate's work.

### **3.10.3 Examining Research Projects**

1. In any Examination in which candidates are examined viva voce, the examiners shall determine the order in which they are to be examined.
2. Only one candidate at a time shall be examined viva voce in any one Examination, but in cases approved by the Vice-President, Academic Affairs and Senate, the examiners in any Examination may be permitted to divide themselves into groups which may examine candidates simultaneously.
3. Where a candidate submits a research project (or other exercise), the title or subject matter of which differs from that which was approved by the supervisory unit concerned, the examiners (if they agree to proceed with the examination of the work) may similarly reduce the mark by up to one grade (or its equivalent).

### **3.10.4 Illegible Project Scripts**

1. If an Examinations Officer shall consider that a script or scripts of a candidate in an examination are illegible, (s)he shall thereupon inform the HOD/Dean provided that, if there shall be a dispute as to the illegibility of a script or scripts, the question shall be referred to Senate, whose ruling on the question shall be conclusive.
2. The HOD or other proper officer shall:
  - i. Arrange for the candidate to dictate his/her illegible script(s) to a typist under the invigilation of a supervisor or any other person who in the opinion of Senate seems suitable; the typist and invigilator having been approved beforehand by Senate.
  - ii. Ensure that the dictation and typing is undertaken in a place approved by Senate.
  - iii. Ensure that the typescript is in every respect identical in form and content to the original script.
3. The cost of the typing and invigilation shall not be a charge on the University.
4. The examiners shall read the typescript page by page with the original script beside it and shall immediately report any discrepancy to Senate.

### **3.10.5 Submitting Examination Results**

1. Every examiner shall enter the marks in the official Examinations Results Form shown in Appendix B.
2. The examination results prepared in an official university form together with all the marked scripts shall be handed over to the HOD. The HOD shall receive the results if:
  - i. The format of results conforms to the approved university format.
  - ii. The coursework marks and End-of-Semester examinations columns are filled, and if not, then comments are duly indicated.
  - iii. Number of scripts returned conforms to those that were initially released to the examiner.
  - iv. The HOD is satisfied that marking is complete.
3. Examination results are complete only if condition paragraph 2 (i - iv) are fulfilled.
4. If conditions in paragraph 2 (ii & iii) are not fulfilled, the HOD may, if (s)he decides to do so, receive the scripts and indicate - "Discrepancies Noted" and quantitatively define the nature of the discrepancy.
5. Results which do not fulfill condition in paragraph 2(i) shall not be submitted.
6. After submission to the HOD, examiners shall have no power to alter such lists except under paragraphs 3.10.5, 7 and 8.
7. Examiners may with the written consent of the Vice-President, Academic Affairs and Senate issue a supplementary list or lists correcting an accidental error or omission in the original list.
8. A list shall be altered by an examiner to give effect to the outcome of any appeal made under this regulations which affects a candidate's standing in that list.
9. Examinations scripts shall be stored for a period of not less than Five (5) years.

### **3.11 Processing and Releasing Examinations Results**

Once complete examinations results for all End-of-Semester examinations in the semester for the specific academic division have been submitted to the HOD, the examination results shall then be processed at the department, at the faculty and at Senate.

#### **3.11.1 Processing Examination Results at the Department**

1. The HOD shall call a Departmental Examination Committee (DEC) for his/her academic division to discuss the examinations results.
2. The DEC shall be composed of all examination officers as defined paragraph 3.6 (1 & 2).

3. The HOD shall be the chairperson of the DEC. The HOD shall arrange and make enough copies of examination results of each End-of-Semester examinations for all members of the DEC.
4. Each examination officer shall present results for his/her course(s) in an order determined by the chairperson of the DEC.
5. The DEC shall scrutinize all results presented by each examinations officer for each course generally and specifically, and shall determine if:
  - a. The examination results have been duly signed by the Examinations Officer of the course.
  - b. The course titles and course codes are correct and reflect:
    - i. The correct names and description of the course.
    - ii. The correct academic year and semester of study.
    - iii. The correct course subject and department.
  - c. The registration numbers and names tally for each candidate.
  - d. Coursework and End-of-Semester examinations marks are available for each candidate, and if not, then whether a valid explanation has been provided.
6. The DEC shall;
  - i. Scrutinize all results presented by each examination officer for each course generally and specifically and determine if there is need to adjust the marks.
  - ii. Have the powers to adjust marks and grades for a candidate so long as it is convinced that such an action is necessary and is in the best interest of candidate and the University.
7. Once such or any adjustment(s) are made, the examinations officer for the course shall effect the suggested amendments and submit the corrected/amended signed copies to the HOD.
8. The candidate may be put on:
  - i. Normal progress (NP).
  - ii. Probationary progress (PP).
  - iii. Investigatory progress (Y).
  - iv. Fail (F).
9. Once adopted, the results shall become official university records. The department or the DEC shall have no powers to alter such records unless under paragraph 3.10.5 (7-8).

### **3.11.2 Processing Examination Results at the Faculty**

1. The Dean of Faculty shall call a Faculty Examinations Committee (FEC) for his/her academic division to discuss the examination results.
2. The FEC shall be composed of all Heads of Departments that fall under the faculty and One (1) member from each DEC in the faculty.
3. The Dean of Faculty shall be the chairperson of the FEC.

4. Each HOD shall arrange and make enough copies of each End-of-Semester examination results for all members of the FEC.
5. Each HOD shall present the results for his/her department in an order determined by the chairperson of the FEC.
6. The FEC shall scrutinize all results presented by each HOD for each program generally and specifically and determine if:
  - a. The examinations results have been duly signed by the HOD.
  - b. The course title and course codes are correct and reflect:
    - i. The correct academic year and semester of study.
    - ii. The correct subject, department and faculty.
    - iii. Courses for which the candidate was registered.
  - c. The registration numbers and names tally for each candidate.
  - d. Examinations marks and grades are available for each candidate, and if not, whether a valid explanation has been provided.
7. The FEC shall:
  - i. Scrutinize all results presented by each HOD for each programme generally and specifically and determine if there is need to adjust the marks.
  - ii. Have powers to adjust marks and grades for candidates so long as it is convinced that such an action is necessary and is in the best interest of the candidate and the University.
8. Once such or any adjustment(s) are made, the examinations officer for the department shall effect the suggested amendments and submit the corrected/amended signed copies the Dean of faculty for signature.
9. The candidate may be put on:
  - i. Normal progress (NP).
  - ii. Probationary progress (PP).
  - iii. Investigatory progress (Y).
  - iv. Fail (F).
10. Once results are adopted, they become the property of the University and form official examination records of the Faculty.
11. Once adopted, the faculty or the FEC shall have no powers to alter such records unless under paragraph 3.10.5 (7-8).

### **3.11.3 Processing Examinations at Senate**

1. The Senate shall have an Examinations Committee as defined in Article, 13.3 of the Amoud University Constitution, 1996, and its 2008 amendments.
2. The Chairperson of Senate shall call a Senate Examination Committee (SEC) to discuss the examinations results.
3. The SEC shall be constituted as defined by the University constitution and the standing orders of Senate.

4. The Vice-President, Academic Affairs or any other person appointed by him/her shall be the chairperson of the SEC.
5. Each Dean of Faculty shall arrange and make enough copies of each examination results for all members of the SEC.
6. Each Dean shall present results for all courses in his/her faculty in an order determined by the chairperson of the SEC.
7. The SEC shall scrutinize all results presented by each Dean for each programme generally and specifically and determine if:
  - a. The examinations results have been duly signed by the Dean.
  - b. The course title and course codes are correct and reflect:
    - i. The correct academic year and semester of study.
    - ii. The correct programme, department and faculty.
    - iii. The courses for which the candidate registered.
  - c. The registration numbers and names tally for each candidate.
  - d. Examinations marks and grades are available for each candidate, and if not, whether a valid explanation has been provided.
8. The SEC shall:
  - i. Scrutinize all results presented by each Dean for each programme generally and specifically and determine if there is need to adjust the marks.
  - ii. Have the powers to adjust marks and grades for candidates so long as it is convinced that such an action is necessary and in the best interest of the candidate and the University.
9. Once such or any adjustment(s) are made, the examinations officer for the faculty shall effect the suggested amendments and submit the corrected/amended signed copies to the Chair of SEC for signature.
10. The candidate may be put on:
  - i. Normal progress (NP).
  - ii. Probationary progress (PP).
  - iii. Investigatory progress (Y).
  - iv. Fail (F).
11. Once results are adopted, they become the property of the University and form official examination records of Senate.
12. Once adopted, Senate or SEC shall have no powers to alter the records unless under paragraph 3.10.5 (7-8).

#### **3.11.4 Releasing Examination Results**

1. The deans shall release examination results as approved by Senate to students.
2. Examination results are confidential and each student shall receive only his/her examinations results.
3. All the lists drawn up under this part and for this purpose shall be final copies and shall show no name to have been added or erased or transferred from one position to another.

#### **3.11.5 Custody of Records**

The Class and Pass Lists drawn up and duly signed shall be circulated and published by the Academic Registrar according to the requirements of the Deans of Faculties and the signed copy shall remain in the custody of the Academic Registrar, and any question thereafter arising, with respect to the results of any Examination, shall be determined by reference to such lists.

#### **3.11.6 Approval of Conventions**

1. The conventions to be used in the assessment of candidates in any Examination shall be approved by the Vice President, Academic Affairs, and be published to prospective candidates not less than one full semester before the Examination takes place.
2. Where assessment takes place in the first semester of a course, it shall be published at the beginning of that semester.

**PART IV**  
**MODE AND STRUCTURE OF UNIVERSITY EXAMINATIONS**

**4.1 Mode of Examinations**

1. Amoud University examination may take any, or a combination, of the following modes:
  - i. Written Examinations.
  - ii. Practical Examinations.
  - iii. Project Examinations.
  - iv. Observational Examinations.
  - v. Oral Examinations.
  - vi. Open Book Examination.
2. The mode/s of examinations adopted from time to time shall be determined by Senate.

**4.2 Examination Structure**

1. Examinations shall consist of:
  - i. Coursework, which shall account 40% of the total marks in a course.
  - ii. End-of-Semester examinations, which shall account for 60% of total marks in a course.
  - iii. Research Project, which shall be an independent examination, and shall be graded 100% without coursework.
2. Coursework shall consist of:
  - i. Assignment, which shall account for 10% of the total marks in a course. The structure, nature and design of the assignment shall be determined by the course tutor(s). The assignments shall be conducted by course tutors in the course of the semester.
  - ii. Mid-Term exam, which shall account for 20% of the total marks in a course.
  - iii. Attendance, which shall account for 10% of the total marks in a course.
3. Mid-Term examinations shall be conducted by the office of the Academic Registrar. Further,
  - i. All students shall take the Mid-Term examinations at the time specified by the Vice President, Academic Affairs, and the Academic Registrar.
  - ii. Mid-Term examinations shall be marked and the results processed and concluded within one (1) week after the date of the last examinations.
  - iii. Performance in the Mid-Term examinations shall be taken into account when vetting students for university merit scholarships. Students who miss the Mid-Term exam will not be considered for any University Scholarship.

4. End of Semester Examinations shall be conducted by the office of the Academic Registrar.
5. An End-of-Semester undergraduate examination at all levels in all programmes shall have Five (5) questions in three (3) sections labeled Section A, Section B and Section C. A candidate shall answer four (4) questions as follows:
  - i. Section A (Question 1) is compulsory and contains fifteen 15 short-answer objective questions, numbered a – o, that test general knowledge from all over the course. Section A shall carry thirty (30) marks.
  - ii. Section B is compulsory and contains three (3) questions, 2, 3 and 4 with different parts (a – d) that test understanding, application, analysis and evaluation. Each question shall carry ten (10) marks. A candidate shall answer two (2) questions from this section. Section B shall carry 20 marks.
  - iii. Section C shall contain two (2) essay questions and a candidate shall answer only one (1). Each question shall carry ten (10) marks.
6. All End-of-Semester examinations shall be written examinations.
7. The Compensatory question described in paragraph 4.4.2 shall come from section B and/or section C.

### **4.3 Grading and Interpretation of Examinations Results**

#### **4.3.1 Grading of Undergraduate Examinations Results**

1. A student’s score in a coursework and in an End-of-Semester examinations as defined in paragraph 4.2 [1 (i & ii)], shall be added to obtain the total score of the candidate in the course, out of 100.
2. The pass mark in each course and at all levels shall be 50%, except in the college of health where the pass mark shall be 60%.
3. The University adopts a five (5) cut points grading system from A to D, and Fail.
4. Each course shall be graded out of a maximum of 100% and assigned appropriate letter grades and grade points as follows:

<b>Percentage Score</b>	<b>College of Health</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Evaluation</b>
90 – 100	90 – 100	A	4	Excellent
80 – 89	80 – 89	B	3	Very Good
65 – 79	70 – 79	C	2	Good
50 – 64	60 – 69	D	1	Satisfactory
Less than 50	Less than 60	F	0	Fail

5. Unless otherwise stated in another University Statute, the grades shall be interpreted and letters affixed as follows:

Percentage Score	College of Health	Pass	Letter
50 and above	60 and above	Pass	P
Less than 50	Less than 60	Fail	F
—	—	Withdrawal	W
—	—	Incomplete Grade	I

#### 4.3.2 Interpretation of Examinations Results

1. A student will be given an incomplete grade (I) in a course if;
  - i. Coursework marks are missing.
  - ii. The End-of-Semester examinations marks are missing.
  - iii. Notwithstanding conditions (i) or (ii), the CGPA for the student is not less than 2.00.
2. If a student is unable to take or complete a final examination or a coursework due to a justifiable reason, (s)he may be allowed to make up the incomplete work within the first four weeks of the following semester as described in paragraph 4.4.1.
3. The Dean of Faculty shall fill an incomplete removal form, stating both the conditions for removal and the deadline, before an incomplete grade is accepted for recording.
4. A tentative academic action may be assigned on the basis of grades and credits received in other courses.
5. The tentative action(s) shall be reviewed after the incomplete grade has been converted to a permanent grade.
6. A student may be allowed to withdraw from an examination as described in paragraph 5.1.2 (1-6). Such candidates shall be graded with “W”.

#### 4.3.3 Cumulative Grade Point and Graduation

1. Grades are cumulative, starting from the first semester of the Freshman (Year 1) class up to the last semester of the last year of an academic program. Every grade/score attained in every task in every course count towards the overall grade.
2. The cumulative grades shall be assigned letter grades and evaluated as follows:-

GPA	Letter Grade	Evaluation
3.50 – 4.00	Pass	Excellent
3.00 – 3.49	Pass	Very Good
2.50 – 2.99	Pass	Good
2.00 – 2.49	Pass	Satisfactory
Less than 2.00	F	Cannot Graduate

3. There are further general and specific graduation requirements. To be eligible for a degree or a diploma of Amoud University, a student must:
  - i. Accumulate the minimum number of credit hours specified for the program.
  - ii. Attain a CGPA of at least 2.00 by the final year of study.
  - iii. Attain a CGPA of least 2.50 in the core subject area.
  - iv. Pass the comprehensive examination (ACE) in the major area. A comprehensive exam grade (distinction, credit or pass) shall be shown in the transcript.
  - v. Pass the Research Project or its equivalent with at least 50.00%.
  - vi. Clear all university fees and levies.
  - vii. Not have any administrative or other issues with the University.

#### **4.4 Re-Exam Examinations and Re-Course**

##### **4.4.1 Re-Exams**

1. Students who fail in the End-of-Semester examinations shall be required to take Re-Exams.
2. Re-exams shall be conducted within the first Four (4) weeks of the new semester. For avoidance of doubt, there shall be no Re-Exam after the fourth week of the semester.
3. A student cannot sit for more than two (2) Re-Exams in one examination.
4. Senior students in their final semester who fail shall NOT sit more than two (2) courses after the final End-of-Semester examinations, before graduation.
5. Sophomore students who failed some courses in Freshman Year shall take the Re-Exam of Freshman Year when it is next offered.
6. The marking and processing of Re-Exams shall be concluded within one (1) week of the last date of Re-Exam examinations.
7. As long as the Re-Exams results processing is not concluded, the former grades shall remain calculated in the GPA.
8. The highest grade a student can attain in a Re-Exam is grade "C".
9. There shall be NO RE-Exam for coursework.

##### **4.4.2 Compensatory Questions**

1. A Compensatory question is an extra question in the end of semester question paper attempted by a student who had missed Mid-Term exams. For avoidance of doubt;
  - a) A Compensatory question is not an additional question on the examination paper.
  - b) The Compensatory question is already included in the examination paper as an ordinary question, usually as an optional question (in Section B and Section C).

- c) A student who attempts more the recommended alternative question(s) shall be answering a Compensatory question so long as the student had prior permission to do so.
  - d) Unless a student had prior permission to answer extra question(s), answering extra question(s) shall not give the student any advantage except that the examiner shall mark all questions attempted and take marks only for the highest score.
2. Students who, for valid reasons, were not able to sit for Mid-Term examinations shall be required to attempt a Compensatory question (s) in the End-of-Semester examinations.
  3. There shall be no additional time for students who attempt Compensatory question(s).

#### **4.4.3 Re-Course**

1. A student who fails a Re-Exam shall be required to take the course anew (Re-Course) when it is next offered.
2. A student shall not register for a re-course after eight (8) weeks of the semester.
3. A candidate shall only be permitted to re-take a course up to a maximum of two (2) times.
4. A student shall not register for more than two (2) courses as re-course in one semester.
5. A student who fails a re-course two (2) times shall have failed the course and shall not be presented for graduation. Such a candidate shall, on recommendation of the FEC and approval of Senate, be discontinued.
6. A student can re-take a course if (s)he had passed it, but would like to improve his/her grade(s), if the re-course and the subsequent improved grade can enable the student to graduate. See also paragraph 2.4.
7. A student shall not take more than two (2) courses pursuant to paragraph 4.4.3 (6). For the purposes of clarity, and for avoidance of doubt, a student shall not be allowed to upgrade more than two courses in order to qualify for graduation.
8. The maximum grade a student can score in a re-course shall not exceed grade "C".

### **4.5 Submission and Examination of Research Projects**

#### **4.5.1 Submission of Research Projects**

1. A research project shall comprise of two phases: phase I is the proposal and phase II is the report.
2. At the proposal phase, the student writes the introduction, reviews literature and presents the proposed methodology for solving the identified research problem.
3. At the report phase, the student;

- i. Rewrites the chapters of the proposal into a report language, and
  - ii. Presents the results and findings; and discussion, conclusion and recommendations.
4. Both phases shall be examined.
5. In both phases of the project, the student shall follow the Amoud University Research Manual and other university research guidelines.
6. Undergraduate students shall work on group research projects. A group shall have no more than five (5) members.
7. The research report shall be presented for examination in form of a research project.
8. The grading of a research project shall be guided by the general rules and regulations of examinations at Amoud University.
9. Candidates shall be required to submit Research Projects for examination at least Four (4) weeks before the End-of-Semester in which they are to be examined.
10. The research project shall conform to the structure of Amoud University Research Guidelines in all form and content; and shall be prepared only according to the guidelines of Amoud University.

#### **4.5.2 Examination of Research Projects**

1. Once a proposal/report is complete and duly authorized, the student shall submit the relevant copies to the Dean/HOD.
2. The HOD/Dean shall forward all the submitted copies to the Academic Registrar for vetting.
3. The Academic Affairs Committee shall vet each submitted proposal/report to ensure that:
  - i. It conforms to the official format of the University research proposal/report writing.
  - ii. It meets the minimum standards of good professional and scholarly practice in the University and in the respective discipline.
  - iii. Not more than 25% of the work has been lifted from another source without due procedural recognition.
  - iv. It meets, satisfies, and conforms to the minimum requirements set by the University for general university examinations.
4. The Academic Affairs Committee shall have the right to reject a proposal/report that in their view, does not meet the standards described in paragraph 4.5.2 (3).
5. If the Academic Affairs Committee rejects a proposal/report, it shall make a formal report to the candidate.
6. Only proposals/reports that are passed by the Academic Affairs Committee shall be subjected to examination for grading.
7. A research project shall be examined by at least two (2) internal examiners and an external examiner.

8. The pass mark for the research project shall be 50%.
9. A candidate who fails in a research project may, on recommendation of the FEC and approval by Senate, be allowed to re-submit the project for examination, up to two (2) times within the stipulated period.
10. A candidate who fails to obtain a pass mark in the research project examination at the second re-submission shall, on recommendation of FEC and approval by Senate, be discontinued.

#### **4.5.3 Late Submission of a Research Project**

There shall be no submission after the last designated date of submission. Any proposal submitted after the official designated date shall be registered for examination in the subsequent proposal examinations.

### **4.6 Examiners**

#### **4.6.1 Number of Examiners**

It is the duty of the head of every supervisory unit:

1. To ensure that there is a sufficient number of suitably qualified examiners to examine all students in the unit/division.
2. To arrange for nomination of examiners.

#### **4.6.2 Qualifications of Examiners**

1. An examiner of an undergraduate Examination at Amoud University must have at least a masters degree in the relevant field.
2. Examiners must be members of a faculty or department of Amoud University in which the examination is taken.
3. Examiners shall be nominated by the Dean of faculty but appointed by the Vice-President, Academic Affairs, with the authority of Senate.

#### **4.6.3 External Examiners**

There shall be an external examiner for every course in every examination. The terms of reference for external examiners with respect to appointment, tenure, induction and support, duties and responsibilities, etc. shall be determined by Senate with approval of council.

### **4.7 Student Academic Progress**

#### **4.7.1 Normal Progression (NP)**

1. A student shall have academic good standing when (s)he has passed all courses and CGPA is at least 2.00.
2. A student shall get the Normal Progress (NP) status when (s)he has passed all the specified courses and has obtained a GPA of at least 2.00.

#### **4.7.2 Probationary Progress (PP)**

1. A student shall automatically be placed on first level Probationary Progress (PP) and advised when (s)he has failed a course or courses and/or the GPA falls below 2.0.
2. A student shall be put on second level Probationary Progression (PP) if (s)he has passed all courses with at least grade "D", or failed some course/s, and CGPA is less than 1.50.

#### **4.7.3 Investigatory Progress (Y)**

A student shall be put on Investigatory Progress (Y) if;

1. A coursework marks are missing, or
2. The End-of-Semester examinations marks are missing.
3. Notwithstanding paragraphs 1 and 2, the CGPA for the student is not less than 2.00.

### **4.8 Repeating and Discontinuation**

#### **4.8.1 Repeating Academic Year**

1. A student shall not be allowed to proceed to the next level if his/her CGPA is less than 1.00. Such a student shall repeat the academic year.
2. (S)He has failed at least 50% of the courses in the academic year.

#### **4.8.2 Discontinuation**

A student shall be discontinued from the programme if (s)he:

1. Obtains a CGPA of less than 1.00 for two consecutive academic years.
2. Overstays on an academic programme by more than two (2) academic years beyond the official maximum programme duration. For avoidance of doubt, a student cannot repeat more than two (2) academic years in a programme.
3. Has taken a re-course two (2) times and failed in both attempts.
4. Is found guilty of examination malpractice by the University Disciplinary Committee.

### **4.9 Grade Appeal**

1. Results shall be released by the Dean after approval by Senate.
2. A student who is not satisfied with his/her grade in a course may appeal to the Academic Registrar for remarking.
3. The application must be lodged within the first two (2) weeks of official date of release of results by the faculty.
4. The student should apply in writing through the Dean/HOD, and should specify;
  - i. The course code and course title for the grade in dispute;
  - ii. The reasons why (s)he thinks that the grade is a not a true reflection of his/her performance.

5. The student shall pay a remarking fee as determined by Senate.
6. The Academic Registrar, in consultation with the respective Dean of faculty, shall appoint two (2) examiners to remark the paper. The examiners shall:
  - i. Be persons who are knowledgeable in the course and are teaching the course or have taught the course before.
  - ii. Use the same marking guide used by the original course tutor to mark the appealed script.
  - iii. Mark the script and submit individual and collective report to the Academic Registrar.
7. The New Grade shall be the final grade of the student in the course irrespective of whether it is better or not.
8. The new grade shall be presented to Senate for approval and further direction.

#### **4.10 Dead Semester or Year**

A dead semester or year is the semester/year when a student is officially given permission to be out of the University for various reasons. This is not synonymous to expulsion, or suspension.

1. A student on dead semester/dead year will be officially disengaged from the University in all ways.
2. A student intending to take a dead semester/year shall apply to the Academic Registrar, through the Dean/HOD, indicating the reason/s for his/her intention.
3. The Academic Registrar, in consultation with the Vice President, Academic Affairs, shall determine whether there are justifiable ground/s for granting a dead semester/year.
4. The Academic Registrar, in consultation with the Vice President, Academic Affairs, reserves the right to grant a dead semester/year. The decision shall be communicated to the student within fourteen (14) days of application.
5. Before the written communication to the student, the student shall remain in full university programme.
6. If the request is granted, the student shall:
  - i. Return all university property in his/her possession and/or custody.
  - ii. Be away from the University for the semester/year allowed.
  - iii. Resume and join the University when students in the preceding year have moved to the level at which (s)he left.

**PART V**  
**GENERAL RULES AND REGULATIONS FOR EXAMINATIONS**

**5.1 Non-Appearance at, and Withdrawal from an Examination**

**5.1.1 Non-Appearance at an Examination**

1. A candidate in any Examination may, through his/her academic division, request Senate to accept a submission that (s)he will be or has been prevented by illness or other urgent cause from presenting himself/herself at the appointed time or place for any part of an Examination.
2. For the purposes of paragraph 5.1.1 (1), a candidate will be deemed to have presented himself/herself for a written examination if (s)he was present in the place designated for that examination and had the opportunity to see the examination paper there.
3. A request under paragraph 5.1.1 (1) above must be submitted in writing through the HOD/Dean or other proper officer of the candidate's academic division, with sufficient evidence to support it.
4. Where non-appearance is caused by illness, a medical certificate from a qualified medical practitioner must be presented, and this certificate must specify, with dates, the reason why the illness will prevent or has prevented the candidate from attending the examination.
5. If Senate accepts a submission under paragraph 5.1.1 (1), they shall send a copy of their decision promptly to the Examinations Officer and inform the candidate's academic division and the Academic Registrar.
6. If Senate decides not to accept the submission, they shall give reasons for their decision.
7. Except in cases to which paragraph 5.1.1 (1-5) apply, a candidate who fails to appear for any part of an Examination will be deemed to have failed the entire Examination.

**5.1.2 Withdrawal from Examinations**

1. This Part provides for candidates who wish to withdraw from any Examination after their names have been entered under paragraph 3.2.1(5), 3.2.2 [1 (iii)], and 3.2.3(3) of this Policy Document, or who do not appear at the time or place appointed for taking any examination for which they have been entered.
2. A candidate whose name has been entered for an Examination may withdraw from that Examination at any time before the start of the first paper or other exercise in the Examination.
3. A candidate who wishes to withdraw from an Examination at any time after the start of the first paper or other exercise must inform an invigilator and the Academic Registrar at once and his/her academic division as soon as possible.

4. A candidate may not withdraw from an Examination at any time after the start of the first paper or other exercise in the Examination unless paragraph 5.1.1(1-5) applies to his/her case.
5. A candidate shall not withdraw from an examination after the written part of the examination is complete.
6. The point of completion shall be deemed to be the result of the last examination for which the candidate has entered, or the time by which a research project or other written material is due to be submitted, whichever is the later.

## **5.2 Factors Affecting Students' Performance in Examinations**

1. If it comes to the notice of a candidate's academic division before, during or after an examination that the candidate's performance in any part of an Examination is likely to be or has been affected by factors of which the examiners have no knowledge, that academic division shall through the HOD, inform Senate of such factors.
2. Senate shall pass on this information to the Examinations Officer unless in their judgment, it is irrelevant to the performance of the candidate in the examination.
3. If Senate decides not to pass on the information, they shall give reasons for their decision.
4. Senate will normally not pass such information to the Examinations Officers if it is received after the final meeting of the examiners.
5. The examiners may take one of the following courses of actions, taking account of the information Senate passed to them:
  - i. If they consider the candidate has submitted enough work to allow them to determine his/her proper grade, they shall award the candidate the grade his/her performance merits.
  - ii. If they are unable to adopt course (i) but consider, on the evidence of the work submitted, that but for the illness or other urgent cause affecting the candidate's performance, (s)he would have qualified, they may deem the candidate to have qualified and publish his/her name accordingly at the foot of the Grade List under the words "declared to have deserved to qualify".
  - iii. If they are unable to take course (i) or course (ii) but are nevertheless satisfied with the work submitted, they may include the candidate's name on the Pass List to show that the candidate has satisfied the examiners.
  - iv. If they are unable to take courses i, ii, or iii, they shall fail the candidate.
6. Where the examiners have taken course ii, iii, or iv above, it shall be open to the candidate to apply to Senate for consideration of his/her standing for qualification at a future examination.

### **5.3 Special Examinations Needs**

#### **5.3.1 Definition of Special Needs**

This part is concerned with examinations for candidates who have physical or mental impairments, which has a substantial and semester-long adverse effect on their ability to carry out normal day-to-day activities.

1. This part shall apply to them if the impairment which they have, significantly affects their ability to undertake any examination at or within the time allotted to it, or at the place where it is to be held, or in the manner in which it is normally undertaken by candidates.
2. This part also applies to every candidate who has a specific learning difficulty such as dyslexia, dyspraxia, dysgraphia, dyscalculia or attention deficit disorder, and such disorders.
3. Candidates to whom this Part applies are called 'candidates with special examination needs' and those falling within paragraph 5.3.1 (2) are called 'candidates with specific learning difficulties'.

#### **5.3.2 General Rules for Candidates with Special Examination Needs**

1. A candidate in any Examination with special examination needs may apply to Senate through the HOD of his/her academic division:
  - i. For special examination arrangements relating to his/her condition.
  - ii. For the condition to be taken into account by the examiners as a special factor that may affect his/her performance in examinations.
2. An application under paragraph 5.3.2 (1) shall be made as soon as possible after matriculation and in any event, not later than the date of entry of the candidate's name for the first examination for which special arrangements are sought.
3. The application must be supported by a statement from a suitably qualified medical practitioner (or consultant) approved by Senate.
4. The consultant's statement must be based on an assessment of the candidate carried out by that person and on such further assessment of the candidate as the consultant may consider necessary in order to form a judgment.
5. Where an application is made in respect of a candidate who is confirmed under paragraph 5.3.2 (1-4) to have special examination needs, Senate shall ensure that arrangements are made for the examination of that candidate which are appropriate for him/her and fair in all the circumstances.
6. Candidates who are confirmed under paragraph 5.3.1 (3) to have a specific learning difficulty shall, where appropriate, be given extra time by Senate. Additional examination adjustments may be permitted on the recommendation of the consultant.
7. In the case of a candidate with a specific learning difficulty;

- i. Senate shall ensure that the appropriate statements explaining the effects of the specific learning difficulty are supplied to the chairperson of the examiners of the relevant Examination.
- ii. The Academic Registrar shall ensure that they are placed on the candidate's examination scripts and any other work submitted for assessment, in order to assist the examiners in adjudicating the merits of the candidate's work.

### **5.3.3 Specific Regulations for Visually-Impaired Candidates**

1. Where any academic division has a visually impaired candidate for any Examination, the HOD shall, inform Senate not less than three months before the date of the Examination.
2. In receiving information from 5.3.3 (1), Senate shall make the necessary arrangements (including provision for papers in Braille if appropriate) in consultation with the Examinations Officer and the Academic Registrar.
3. When papers in Braille or another format are required, the chairperson concerned shall submit a copy of the necessary manuscripts to the Academic Registrar at least eight (8) weeks before the date of the beginning of Examination.
4. In exercising their powers under this Part, Senate and Examinations Officers shall take full account of any relevant code of practice or other guidance adopted by Amoud University in relation to persons who have a disability.
5. Special arrangements approved by Senate under this Part shall normally apply to all Examinations taken by the candidate during his/her course of study.

### **5.4 Religious Festivals and Holidays Coinciding with Examinations**

1. A candidate in any Examination who is forbidden, for reasons of faith, from taking examinations on religious festivals or other special days which may coincide with days on which examinations are set, may, through his/her HOD, apply to Senate for approval of special examination arrangements.
2. An application under paragraph 5.4 (1) shall be made as soon as possible after matriculation and in any event not later than the date of entry of the candidate's name for the first examination for which special arrangements are sought and shall specify the faith of the candidate concerned and the details of any days specially affected.
3. If Senate;
  - i. Approves the application, they shall notify the Academic Registrar who shall make reasonable efforts to ensure that an examination timetable is set such that special arrangements are not required.

- ii. Do not approve the application; they shall give reasons for their decision.
4. Senate shall notify the Examinations Officer and the Academic Registrar of special arrangements approved under this paragraph.

### **5.5 Disciplinary Regulations for Candidates in Examinations**

1. These regulations are made by Senate in the exercise of their powers under the Amoud University 1996 Constitution and 2008 amendments, and as the highest academic organ of the University.
2. No candidate shall cheat or act dishonestly, or attempt to do so, in any way, whether before, during or after an examination, so as to obtain or seek to obtain an unfair advantage in an examination.
3. No candidate shall present for an examination as his/her own work any part or the substance of any part of another person's work.
4. In any written work (whether project, essay, coursework, or written examinations), passages quoted or closely paraphrased from another person's work must be identified as quotations or paraphrases, and the source of the quoted or paraphrased material must be clearly acknowledged.
5. Unless specifically permitted by the Special Subject Regulations for the examination concerned, no candidate shall submit to the Examiners any work which (s)he has previously submitted partially or in full for examination at this University or elsewhere. Where earlier work by the candidate is citable, (s)he shall reference it clearly.
6. No person shall dishonestly give help to a candidate before, during or after an examination so as to give, or attempt to give, that candidate an unfair advantage in an examination.
7. No candidate shall take, or attempt to take, into an examination room, any unauthorized material (including revision notes), item or device (including a mobile telephone or any device capable of receiving or communicating information), nor use or attempt to use such material, item or device.
8. No candidate shall copy from the script of another candidate or in any other way, dishonestly receive help from another person in an examination.
9. Candidates may not communicate with any person other than an invigilator, or through an invigilator, during an examination.
10. No candidate may leave or re-enter an examination room unless permitted by an invigilator.
11. No candidate shall enter an examination room more than thirty (30) minutes after an examination has started except with the permission of Senate or an invigilator.

12. No candidate shall unless permitted by Senate or an invigilator, leave an examination room within thirty (30) minutes of the beginning of an examination.
13. No candidate shall smoke in an examination room, or in examination area, or in any building in which an examination is being held.
14. No candidate shall behave in any way which distracts or is likely to distract other candidates.
15. Candidates shall not use materials in an examination except that which is (are) provided for them, or which is naturally allowed into an examination room.
16. At the end of each End-of-Semester examination, candidates must hand back to an invigilator all the examination materials provided for writing their answers, including examination materials used for rough drafts and examination materials which has not been used.
17. No examination material shall be removed from the examination room by the candidate other than the question-paper for the examination that has just been completed. In any case, this shall only be possible if the examination does not require answers to be written in the question paper to the extent that the question paper and the answer sheet are completely separate.
18. All articles or equipment to be used in an examination must be carried into the examination room in a transparent bag.
19. Candidates must follow the directions of the invigilators during an examination, including a direction to leave the examination room and the building in which the examination is being held.

#### **5.6 Administrative Regulations for Candidates in Examinations**

1. These regulations shall apply to all Examinations.
2. It is the responsibility of each candidate to ensure that (s)he hands in all the materials (s)he wishes to be considered by the examiners and to comply with regulations relating to the submission of written examinations, essays and project reports.
3. Once a candidate has submitted a piece of work, (s)he may not withdraw that piece of work and substitute a revised version in the same examination without Senate's consent.
4. During every written examination, each candidate shall display his/her University Card face up on the desk at which (s)he is writing.
5. A candidate who is taken ill while sitting a written examination may (with an invigilator's permission) leave the room and shall NOT return while the examination is in progress, to resume the examination.
  - i. If a candidate is unable to complete the examination concerned because (s)he has been taken ill, (s)he should inform the invigilator so that the incomplete script can be handed in.

- ii. It is the candidate's responsibility to obtain a medical certificate, in accordance with the relevant provisions of the General Regulations of Amoud University, explaining how his/her performance in the examination concerned may have been affected by illness.
- 6. Concerns about the conduct of an examination must not be raised directly with Examiners.
  - i. A candidate on a taught course may communicate with Examiners about such matters only through the HOD/Dean or equivalent officer of his/her academic division.
  - ii. If such a candidate wishes to raise a query or make a complaint about the conduct of his/her examination, such query or complaint must be notified to the HOD/Dean or equivalent officer of his/her academic division not later than seven (7) days after the occurrence of that particular incident.
- 7. No student shall be admitted as a candidate for examinations in a course in which (s)he has attended less than 75% of the total possible lectures. Nevertheless, time spent outside during the semester as part of an academic programme approved by Senate shall count towards residence for the purpose of this clause.
- 8. A candidate who has failed to satisfy the examiners in any one of the examinations may enter again for that examination on one (1), but not more than two (2), subsequent occasions according to paragraph 4.4.3.
- 9. The Academic Registrar shall:
  - i. Keep a record of the names of those candidates who have been admitted as students for each End-of-Semester examination and, where they have been examined, of the results of the examination.
  - ii. Publish, at the end of the year, the names of those persons in that year, to whom permission to supplicate for various degrees has been granted, together with a statement of the course which each has pursued.

## **5.7 Examination Malpractices**

### **5.7.1 Malpractices in Relation to Coursework**

1. It shall be an offence for a student or candidate to avail to another student or candidate his/her prepared coursework with a view to assisting the latter to do his/her coursework, or to negligently expose his/her coursework to another candidate to use.
2. Any student or candidate found guilty of the offence under paragraph 5.7.1 (1) shall be liable to:
  - i. Caution and cancellation of his/her coursework.
  - ii. Caution and cancellation of his/her coursework and referred to the Vice President, Students Affairs and Counseling Services (OSACS) for further disciplinary action.

### **5.7.2 Fraud in Relation to Coursework**

1. It shall be an offence for a student or candidate to:
  - i. Submit coursework not prepared by him/her.
  - ii. Plagiarize the work of any other person.
  - iii. Solicit or purchase any coursework from any other person.
  - iv. Falsify or alter marks awarded on a coursework script.
2. Any student or candidate found guilty of involvement in fraudulent conduct related to coursework as set out in paragraph 5.7.2 (1), shall be liable to:
  - i. Caution and cancellation of his/her coursework.
  - ii. Cancellation of his/her coursework and referred to the Vice President, OSACS, for further disciplinary action.

### **5.7.3 Malpractices in the Conduct of Examinations**

1. It shall be an offence for a student or candidate involved in an examination to:
  - i. Sit or attempt to sit an examination without valid documentation.
  - ii. Enter the examination room later than half (30 min) an hour after the examination has commenced.
  - iii. Leave the examination room earlier than half an hour (30 min) after the examination has commenced except in emergencies with the express permission of the invigilator.
  - iv. Carry out a conversation or any other communication with another student or candidate once the examination has commenced.
  - v. Indulge in any disruptive conduct including, but not limited to, shouting, assault of another student or candidate, using abusive and or threatening language, destruction of university property or the property of another student or candidate.
  - vi. Take out of the examination room answer booklet(s), used or unused.
  - vii. Neglect, omit or in any other way fail to obey lawful instructions or orders issued by the Invigilator.
  - viii. Physically assault or insult an Invigilator or any University Official involved in the conduct of the examination.
2. Any student or candidate found guilty of contravening paragraph 5.7.3 [1 (i - viii)] shall be liable to:
  - i. Caution and cancellation of the relevant examination.
  - ii. Cancellation of the relevant examination and referred to the Vice President, OSACS, for further disciplinary action.
3. A sponsored student or candidate found guilty of contravening paragraph 5.7.3 [1 (i - viii)] may have the sponsorship cancelled besides any other penalty taking into account the gravity of the offence except in cases where

the student or candidate is dismissed from the University. Such a candidate shall be required to pay the tuition for the semester.

4. Any student or candidate found guilty of contravening paragraph 5.7.3 [1 (viii)] by physically assaulting an Invigilator or a University Official shall be referred to the Vice President, OSACS, for severe disciplinary action.

#### **5.7.4 Cheating in an Examination**

1. It shall be an offence for any student or candidate involved in an examination to:
  - a. Take into an examination room, in person or by an agent, unauthorized materials including, but not limited to, plain papers, condensed or summarized notes, books, and handkerchiefs on which information is written or information written on any part of the body, recording apparatus, mobile phones or any unauthorized electronic equipment.
  - b. Copy from any other candidate or student.
  - c. Involve oneself in plagiarism, that is:
    - i. Pass off the words or ideas of someone else as his/her own without proper acknowledgement or crediting the original source.
    - ii. Replicate one's own work which one has presented elsewhere for assessment.
  - d. Aid and or abet another candidate or student to copy from a script or book or from another person.
  - e. Exchange answers with another candidate or student in or outside an examination room.
  - f. Collaborate with another candidate or student in the examination room to use telephone discussions and share material including calculators and other electronic equipment.
2. Any student or candidate found guilty of cheating in an examination as defined in paragraph 5.7.4 [1 (a-f)] shall be liable to:
  - i. Cancellation of the relevant examination.
  - ii. Cancellation of the relevant examination and referred to the Vice President, OSACS, for further disciplinary action.
3. A sponsored student or candidate found guilty of contravening paragraph 5.7.4 [1 (a-f)], may have the sponsorship cancelled besides any other penalty except in cases where the student or candidate is dismissed from the University.
4. Any student or candidate found guilty of cheating in examination on a second conviction shall be referred to the Vice President, OSACS, for maximum disciplinary action.
5. Once the result of the malpractice case is released, the confiscated unauthorized material may be destroyed within sixty (60) days from the date of the letter communicating the decision.

6. On a second charge of the offence of plagiarism as defined in paragraph 5.7.4 (1c), the examination shall be cancelled and the student awarded a grade "F" for the submitted work.
7. On a third and subsequent time of the offence of plagiarism as defined in 5.7.4 (1c), the student shall be referred to the Vice President, OSACS, for severe disciplinary action.
8. Where the entire material has been lifted from another source verbatim or with only slight alterations, the student shall be whole work shall be cancelled and the student referred to the Vice President, OSACS, for severe disciplinary action.

#### **5.7.5 Fraud in Examinations**

1. It shall be an offence for a student or candidate involved in an examination to:
  - i. Import into the examination room, in person or by agent, a pre-prepared answer script or booklet.
  - ii. Substitute an answer script or booklet prepared outside the examination room for the one already submitted to the Invigilator or Examiner.
  - iii. Falsify or alter marks awarded on an examination script or booklet.
  - iv. Impersonate another student or candidate.
  - v. Procure or induce another person to sit for him/her.
  - vi. Utter false documents in relation to eligibility to sit Examinations.
  - vii. Sit or attempt to sit an examination without authority.
  - viii. Deliver to the Examiner's office or residence an examination script or booklet outside the scheduled time for delivery without due authority.
  - ix. Fraudulently receive examinations or questions which have been illegally procured or made available.
  - x. Fraudulently access or attempt to access examination questions before the examination is due.
  - xi. Pay or induce another person to illegally procure or make available questions or examinations.
2. Any student or candidate found guilty of fraudulent conduct as defined in paragraph 5.7.5 [1 (i-xi)] shall be liable to:
  - i. Cancellation of the relevant examination.
  - ii. Cancellation of the relevant examinations and referred to the Vice President, OSACS, for further disciplinary action.
  - iii. A sponsored student or candidate found guilty of contravening 5.7.5 [1 (i-xi)], shall have the sponsorship cancelled besides any other penalty except in cases where the student or candidate is dismissed from the University.

### **5.7.6 Offences Relating to the Conduct of Examinations Irregularities Hearing**

1. It shall be an offence for any student or candidate whether or not (s)he has been accused of an examination irregularity to:
  - i. Interfere with the conduct of investigations into the matter or the hearing of an irregularity by the Faculty Appeals and Irregularities Committee.
  - ii. Intimidate members of the Committee or other members of University Staff or witnesses in the irregularity matter.
  - iii. Destroy evidence relating to an alleged irregularity.
  - iv. Forge or utter false documents in relation to an alleged irregularity.
  - v. Bribe or attempt to bribe a University Official, witness or any other person in relation to an alleged irregularity.
  - vi. Harass or procure others to harass on his/her behalf a University official, witness or any other person in relation to an irregularity by making constant telephone calls, visits, etc.
2. Any student or candidate found guilty of interference with the conduct of an examination irregularity hearing as defined in paragraph 5.7.6 [1 (i-vi)] shall be liable to:
  - i. Cancellation of the relevant examinations.
  - ii. Cancellation of the relevant examinations and referred to the Vice President, OSACS, for severe disciplinary action.

### **5.7.7 Mitigating and Aggravating Factors**

1. When determining the appropriate penalty where this Policy Document provides a range of options, the Committee may take into account the following mitigating and aggravating factors in determining the appropriate penalty.
2. Mitigating Factors shall include:
  - i. Remorse on the part of the student or candidate.
  - ii. Truthfulness.
  - iii. Lack of substantial benefit from the malpractice.
  - iv. Student or candidate first offender; and
  - v. Plea of guilty therefore not wasting the Committee's time.
3. Aggravating Factors shall include:
  - i. Substantial benefit from the malpractice.
  - ii. Lack of credibility.
  - iii. General misconduct.
  - iv. Frivolous and vexatious denials.
  - v. Allegations of misconduct on the part of University staff which are subsequently proved to be false.
  - vi. Second conviction.

## **5.7.8 Procedure for Hearing of Malpractice Cases**

### **5.7.8.1 Guidelines on Apprehension of a Suspect**

1. When a student or candidate is suspected to be engaging in examination malpractice(s), (s)he should be apprehended immediately.
2. In the apprehension of a suspect,
  - i. The suspect should be handled in the appropriate manner to ensure that the privacy and bodily integrity of the person is not violated.
  - ii. Body searches should be done in the presence of another person, with due respect to the context.
  - iii. The materials should be taken away as soon as they are found and kept as exhibits.
  - iv. Identity of the suspect and possible witnesses should be recorded immediately in the examinations incidence form.
3. The suspect should be allowed to proceed with the examination since (s)he is presumed to be innocent until proved guilty.
4. The invigilator, any examinations officer, or the student should NOT destroy or tamper with, or attempt to destroy or to tamper with exhibits in anyway whatsoever.

### **5.7.8.2 Rules of Natural Justice**

In the handling of examination irregularities and malpractices, the Committee shall take into account the following principles of natural justice:

1. Fair and equal treatment of all students or candidates.
2. The opportunity to enter a plea of guilty or not guilty.
3. Fair hearing accorded to all students or candidates.
4. Right of students or candidates to appear and to defend themselves.
5. Staff not to sit in judgment of their own case.
6. Consistency in penalties.

### **5.7.8.3 Pre Hearing**

1. The University official who alleges that a student or candidate was involved in a malpractice shall make a formal written report to the Chairperson of the Committee. Any materials allegedly found on the student or candidate should be given to the Chairperson for safe custody.
2. The Chairperson of the Committee shall inform the student or candidate in writing of the allegation. A copy of the Examination Rules and Regulations shall be availed to the student or candidate with the letter of the Chairperson.
3. The student or candidate shall be allowed to make a formal defense to the allegations in writing addressed to the Chairperson of the Committee.
4. The student or candidate shall then be invited in writing or by whatever expedient method to appear before the Committee to defend himself/herself.

5. The student or candidate shall be given adequate notice of the date of appearing before the Faculty Committee to enable him/her prepare his/her defense.
6. A student or candidate who fails or refuses or omits to appear after being effectively summoned three (3) times shall be suspended indefinitely from the University pending his/her appearance before the Committee. The suspension shall remain in place until the Chairperson of the Committee formally notifies the Academic Registrar that the student or candidate has appeared and answered the allegations.

#### **5.7.8.4 Hearing**

1. The Committee shall be properly constituted by the Chairperson and five (5) other members. The membership of the Committee shall be drawn from the Deans/Directors and associate Deans/Directors and Heads of Departments in each Faculty/School/Institute.
2. Quorum of the Committee shall be the Chairperson and three (3) members present. Further;
  - i. The membership and quorum shall be determined in such a way as to ensure that members do not sit in judgment of their own cases.
  - ii. The FECs in each Faculty shall determine the membership of the Appeals and Irregularities Committee.
3. The student or candidate shall appear in person before the Committee and identify himself/herself as the subject of the proceedings. The University official or the Invigilator concerned shall also be present.
4. The Committee shall formally charge the student or candidate. The student or candidate;
  - i. Shall be informed by the prosecutor of the allegations against his/her and the Rule in the Examinations Policy (s)he is alleged to have breached.
  - ii. Shall be informed of the possible punishments.
5. The student or candidate shall formally respond to the allegations.
6. When the student or candidate responds in the affirmative, a plea of guilty shall be recorded by the prosecutor.
  - a. On a plea of guilty, the University official or Invigilator reporting the malpractice shall present the facts constituting the malpractice to the Committee in the presence of the student or candidate.
  - b. Where the student or candidate admits the offence with an explanation or makes a plea that is vague, the Committee should record a plea of "not guilty".
  - c. Where the student or candidate is alleged to have been found with unauthorized materials, the materials shall be brought before the Committee and the University official making the report shall state formally in the presence of the student or candidate whether they are

- the materials (s)he is alleged to have found in the possession of the student or candidate.
- d. The student or candidate shall be given an opportunity to respond to allegations of fact. The student or candidate;
    - i. May disagree with them.
    - ii. Shall have the right to cross-examine the person making the report.
  - e. Where the student or candidate responds to the allegations of facts and the Committee is of the considered opinion that in substance, (s)he is pleading not guilty, it shall direct that a plea of not guilty be substituted for the plea of guilty.
  - f. The student or candidate shall be allowed to plead mitigating factors, which the Committee should take into account in prescribing penalty.
  - g. The Committee shall then deliberate in the absence of the student or candidate and the University official or Invigilator making the report.
  - h. A decision shall be made with regard to the penalty and reasons should be assigned for such a decision.
  - i. The report shall be forwarded to Senate for information for any other decisions apart from dismissal. Where, on the face of the record, Senate Examinations Committee realizes that the Faculty Committee erred in its decisions, Senate has a right to review the decision.
7. On a plea of not guilty by the student or candidate, the University official or Invigilator making the report shall present the facts to the Committee with the guidance of the prosecutor in the presence of the student or candidate, who shall have a right of cross-examination.
- a. The University official or Invigilator reporting the malpractice shall present the facts constituting the malpractice to the Committee in the presence of the student or candidate.
  - b. Where the student or candidate is alleged to have been found with unauthorized materials, the materials shall be brought before the Committee and the University official making the report shall state formally in the presence of the student or candidate whether they are the materials (s)he is alleged to have found in the possession of the student or candidate.
  - c. The student or candidate shall be given an opportunity to respond to allegations of fact. The student or candidate;
    - i. May disagree with them.
    - ii. Shall have the right to cross-examine the person making the report.
8. The prosecutor may call witnesses whose presence (s)he considers important for the just and fair disposal of the case.

9. The student or candidate shall present his/her defense to the Committee in the presence of the University official who made the report. The University official shall have the right of cross-examination.
10. The student or candidate may call witnesses to substantiate his/her defense.

#### **5.7.8.5 Nature of Evidence in General**

1. The Committee shall;
  - a. Admit oral and material evidence, which may be direct or circumstantial.
    - i. Direct evidence is the account of the eyewitnesses or the original documents.
    - ii. Circumstantial evidence is that which is inferred from the circumstances of the case (e.g. the student or candidate running away when approached by an Invigilator).
  - b. Not admit hearsay evidence unless there is independent evidence that lends it credence.
    - i. Hearsay evidence is indirect in the sense that it is given by a person who was not an eyewitness (e.g. where a witness reports what was told to him/her by another person; or photocopies of documents produced where the original is not produced with no adequate explanation as to why).
    - ii. Such evidence should only be accepted where there is other direct evidence which supports the hearsay.
2. After the close of the evidence and before a decision is made, the student or candidate shall be given an opportunity to present to the Committee mitigating factors.

#### **5.7.8.6 Post-Hearing**

1. The Committee shall deliberate on the matter preferably on the same day of the hearing.
2. The Committee shall make findings of fact with respect to the evidence and make a decision based on those facts. The Committee must assign reasons for each decision.
3. The proceedings, Committee deliberations and the decision or recommendations should be recorded and a signed record should be forwarded to Senate for information on decisions.
4. The student or candidate shall be officially informed of such decision(s) and availed a copy of the decision(s) as well as the record of the proceedings.
5. The student or candidate shall be informed of his/her right of appeal and the procedure to be followed.

6. Where the Committee recommends dismissal of a student or candidate, the decision must be confirmed by Senate and then the student or candidate shall be officially informed of the final decision.

#### **5.7.8.7 Appeal Procedures**

1. A student or candidate who is dissatisfied with the decision of a Committee may appeal to Senate within Thirty (30) days from the date of the letter communicating the decision.
2. The appeal shall be in writing addressed to the Academic Registrar and copied to the FEC, stating clearly the grounds of appeal. The Academic Registrar shall acknowledge in writing to the student or candidate and Chairperson of FEC receipt of the appeal.
3. A student or candidate who pleaded guilty to an offence before the FEC shall have a right of appeal only with respect to the penalty.
4. Senate shall hear the appeal expeditiously. The student or candidate appealing;
  - i. Shall be notified in writing of the date when the appeal will be heard.
  - ii. Shall have the right to appear before Senate and be heard.
  - iii. The FEC shall have a right to respond to the student's or candidate's presentation.
5. The Academic Registrar shall officially notify the FEC that made the decision in the first instance of the date of hearing of the appeal. The FEC shall have a right of representation.
6. Senate shall have powers, on cause being shown, to allow the student or candidate present additional evidence before it. Where additional witnesses are called;
  - i. They shall be subject to cross-examination by the representative of the FEC.
  - ii. The FEC may also adduce additional evidence, which may be responded to by the student or candidate.
7. Senate will then deliberate in the absence of the student or candidate and FEC representative preferably on the date of hearing.
8. Senate may confirm, vary or set aside the decision of the FEC.
9. Senate shall take into account the rules of natural justice set out in Rule 5.7.8.2 of this Policy Document.

#### **5.9 Appeals from Decisions of Senate and Examiners**

1. A student who is dissatisfied with a decision made by Senate, may, or his/her academic division, appeal against it in accordance with the procedures set out in this Policy Document.
2. An appeal must be made within 14 days of the date of Senate decision.

3. The appeal shall be determined expeditiously by the Chairperson or another member of the Committee, nominated by the Chairperson.

**6.0 Adoption**

Approved and adopted this *Tuesday the Eleventh* day of *December* the *Year Two Thousand and Eighteen*. Tuesday, 11/12/2018.

.....  
1. The President, Amoud University

.....  
2. Vice-President, Academic Affairs

.....  
3. Vice-President, Administration and Finance

.....  
4. Academic Registrar

**This is the Seal of Amoud University**

RELATED EXAMINATIONS DOCUMENTS  
APPENDIX A  
STUDENTS' PERFORMANCE RECORD

**AMOUD  
UNIVERSITY**



**THE VICE  
PRESIDENT,  
ACADEMIC  
AFFAIRS**

**STUDENTS' PERFORMANCE RECORD**

Level of Examination (Dip/Degree/Masters/Doctoral)/ .....  
Faculty.....Department/Code..... Program .....  
Academic Year:.....Year of Study (1, 2, etc.) ..... Semester.....  
Paper Code..... Credit Units..... Paper Title.....

	Student's Name	Reg. No.	Test No. and Date					Remarks
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Lecturer: ..... Sign: ..... Date: .....

APPENDIX B  
EXAMINATIONS RESULTS SHEET

**AMOUD  
UNIVERSITY**



**THE VICE  
PRESIDENT,  
ACADEMIC  
AFFAIRS**

**EXAMINATIONS RESULTS SHEET**

Level of Examination (Dip/Degree/Masters/Doctoral)/ .....  
 Faculty.....Department/Code..... Program .....  
 Academic Year..... Year of Study (1, 2, etc.) ..... Semester.....  
 Paper Code..... Credit Units.....Paper Title.....

S/N	Reg. Number	Student's Name	Exam			Total	Grade	RMK
			CW	IE	EE			
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Internal Examiner (IE)..... Sign..... Date.....  
 External Examiner (EE)..... Sign..... Date.....  
 HOD/DEAN..... Sign..... Date.....  
 Key: CW = Coursework; RMK = REMARKS; P = Pass; F = Fail; Y = Incomplete Results

APPENDIX C  
STUDENTS' EXAMINATIONS ATTENDANCE SHEET

**AMOUD  
UNIVERSITY**



**THE VICE  
PRESIDENT,  
ACADEMIC  
AFFAIRS**

**EXAMINATIONS ATTENDANCE SHEET**

FACULTY:..... Programme:.....  
 Department:..... Academic Year:..... Semester:.....  
 Paper Code:..... Paper Title:.....  
 Date:..... Time:.....

SN	Candidate's Name	Registration Number	Signature
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Invigilator's Name and Signature:.....

APPENDIX D  
EXAMINATIONS INCIDENCE FORM

**AMOUD  
UNIVERSITY**



**THE VICE  
PRESIDENT,  
ACADEMIC  
AFFAIRS**

**EXAMINATIONS ATTENDANCE SHEET**

FACULTY:..... Programme:.....  
Department:..... Academic Year:..... Semester:.....  
Paper Code:..... Paper Title:.....  
Date:..... Time:.....

**Invigilator's Name and Signature:.....**







APPENDIX H  
EXAMINATIONS MARKING GUIDE

**AMOUD  
UNIVERSITY**



**THE VICE  
PRESIDENT,  
ACADEMIC  
AFFAIRS**

**EXAMINATIONS MARKING GUIDE**

Level of Examination (Dip/Degree/Masters/Doctoral)/ .....  
 Faculty ..... Department/Code ..... Program .....  
 Academic Year ..... Year of Study (1, 2, etc.) ..... Semester .....  
 Paper Code ..... Credit Units ..... Paper Title .....

Qn.	Content/Response	Score-Max	Comment

Internal Examiner (IE) ..... Sign ..... Date .....  
 External Examiner (EE) ..... Sign ..... Date .....  
 HOD/DEAN ..... Sign ..... Date .....

APPENDIX I  
EXAMINATIONS PAPER TEMPLATE

**AMOU  
UNIVERSITY**



**THE VICE  
PRESIDENT,  
ACADEMIC  
AFFAIRS**

**EXAMINATIONS  
EXAMINATIONS FOR THE DEGREE OF BACHELOR OF  
EDUCATION (SCIENCE)  
EXAMINATIONS FOR 2018-2019 ACADEMIC YEAR**

**Paper Code:**

**Paper Title:**

**Date:**

**Duration:**

**Period:**

**Instructions**

- I. This paper contains SIX (6) questions in three sections labelled Section A, Section B and Section C.
- II. You are required to answer FOUR (4) questions in total.
- III. Section A is compulsory. Answer ALL questions in section A.
- IV. Section B contains three (3) questions. Answer only TWO (2) questions from this section.
- V. Section contains TWO (2) questions. Answer only ONE (1) question from Section C.
- VI. You may start with any question. But where the question paper and the answer sheet are separate, you must begin a new question on a new page.

**SECTION A - (30 marks)**

**This section contains fifteen (15) questions a - o. Answer ALL questions from this section. All questions carry equal marks.**

**Question 1 - Compulsory Question (Answer ALL questions)**

- a.
- b.
- c.
- :
- o.

**SECTION B - (20 marks)**

**This section carries THREE (3) questions. Answer any TWO (2) questions.**

**Question 2 - (10 marks)**

**Question 3 - (10 marks)**

**Question 4 - (10 marks)**

**SECTION C - (10 marks)**

**This section carries TWO (2) questions. Answer any ONE (1) question from this section. Each question carries ten (10) marks.**

**Question 5 (10 marks)**

**Question 6 (10 marks)**

**The End**

APPENDIX J  
EXAMINATIONS BOOKLET COVER PAGE

**AMOUD  
UNIVERSITY**



**THE VICE  
PRESIDENT,  
ACADEMIC  
AFFAIRS**

**AMOUD UNIVERSITY EXAMINATIONS  
2017-2018, SEMESTER I EXAMINATIONS, JANUARY 2018**

**Examinations Paper/Answer Book**

CANDIDATE'S NUMBER:

**DO NOT WRITE YOUR NAME ANYWHERE ON THIS QUESTION PAPER/ANSWER  
BOOK**

		For Examiners Use Only		
		Qn	IE	EE
SCHOOL/FACULTY	_____			
	(e.g. Education)			
DEPARTMENT/DEGREE OR OTHER AWARD FOR WHICH A CANDIDATE IS BEING EXAMINED	_____			
	(e.g. Biology/Chemistry)			
PAPER OF EXAMINATION:	_____			
	(e.g. Introduction to Biology)			
PAPER CODE:	_____			
	(e.g. BIO 6113)			
YEAR OF STUDY:	_____			
	(e.g. I, II, III, IV, V VI, VII)			
		Total		

**BASIC INSTRUCTIONS TO CANDIDATES**

1. Write your correct registration number in the space provided at the top.
2. Mobile phones are prohibited in the examination room.
3. Where the question paper and the answer sheet are separate, you must begin each question on a fresh page. Write the question number at the top of the page.
4. If supplementary pages are used, they must be fastened together at the end of this question paper/answer book.
5. Answer books, whether used or unused, must not be removed from the examination room by the candidate.
6. Any communication of whatever kind must be made only through the invigilator.
7. The examination rules and regulations of Amoud University apply.
8. Insert below the numbers of questions you have answered in the order in which you have done them.

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