



**REGULATIONS FOR PREPARATION AND CONDUCTING OF  
UNIVERSITY WRITTEN EXAMINATIONS**

*Approved by Academic Senate meeting of 25<sup>th</sup> April 2017*

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# REGULATIONS FOR PREPARATION AND CONDUCTING OF UNIVERSITY WRITTEN EXAMINATIONS

The University has to demonstrate that its assessment processes are true, credible, valid, reliable and fair. The following procedures are essential to this critical area of work. All academic staff should be on campuses during examination period unless serving as clinicians in hospitals or on approved missions.

## 1. INTRODUCTION

- 1.1. These regulations are additional to the relevant sections in the UR General Academic Regulations for Undergraduate Programmes and of the Framework and Regulations for Higher Degrees by Coursework and Thesis.
- 1.2. It is the responsibility of the College Registrar to ensure the integrity of the examination processes and provide a conducive environment for the writing of the examinations.

## 2. PREPARATIONS BEFORE EXAMINATIONS

### 2.1. Examination list

- 2.1.1. For every examination there shall be a list of eligible candidates. This shall be available at least one week before each examination.
- 2.1.2. The Registrar in collaboration with the College Director of Finance shall compile the list. It shall include only candidates who have paid all fees and other debts to UR by the deadline for payment.
- 2.1.3. The list shall include the Names of the Student, Student Registration Number, Examination Card Number and two sections for signature by the student (i.e. at the beginning of the examination and when handing out the examination script, after completion of the examination).
- 2.1.4. The lists of eligible candidates shall be displayed on students' notice boards to allow them to verify and make appeal in due time in case of errors.

### 2.2. Examination cards

- 2.2.1. Each student who is eligible to sit for an examination shall be issued an examination card.
- 2.2.2. Each examination card shall include the Names of the Student, the Registration Number and an Examination Number.
- 2.2.3. The College Director of Finance shall issue the cards at least one week before the first examination.

### 2.3. Examination venues

- 2.3.1. The College Registrar working together with the Examinations Officer, Campus Manager and Estates Manager/Director shall identify possible and appropriate venues for the writing of the examinations.
- 2.3.2. In the week preceding the first examination week, the identified venues shall be secured for the arrangement of sitting places.
- 2.3.3. Each student shall have a chair and a writing place. No student shall write an examination in a crouching position or any position that is deemed uncomfortable. Lecture theatres with no tables are completely inappropriate venues.

- 2.3.4. The writing stations shall be arranged with sufficient physical spacing between students. No students shall sit in close proximity to each other even if they are writing different examinations.
  - 2.3.5. All the College Registrars shall coordinate so that if need be, furniture can be transported from one campus to another to ensure that there is adequate sitting facilities for students. Where necessary the students can be spread across several classrooms with additional invigilators drafted in.
  - 2.3.6. The Examination Officer shall ensure that the examination venues are ready 24 hours before the commencement of the examination and lock them until the following day when they are to be accessed.
  - 2.3.7. The allocated venues shall match the number of students to be use the venue
  - 2.3.8. The Examination Officer shall then post a list on the door of the venue showing which examinations are to be written in that venue and at what times.
  - 2.3.9. Toilets should be identified and checked for opportunities to cheat. They can be guarded on the day of examinations.
  - 2.3.10. Provisions for students with disability must clearly be written down and a copy handed to all staff involved and communicated to the student in advance.
- 2.4. Examinations time table
- 2.4.1. In the week before the commencement of the examinations, the College Registrar shall issue the Examinations Time Table showing examinations to be written on which dates and times.
- 2.5. Invigilators
- 2.5.1. The College Registrar shall work together with Deans to identify invigilators for the examinations.
  - 2.5.2. There should be at least two invigilators per examination venue.
  - 2.5.3. The College Registrar shall organize an induction programme for the invigilators.
  - 2.5.4. The induction shall be conducted by the Registrar and the Examination Officer in the week preceding the commencement of the examination period.
  - 2.5.5. The induction programme shall be for the purpose of ensuring common understanding of regulations and processes and procedures conducting examinations to ensure integrity.

### 3. DURING EXAMINATIONS

- 3.1. Five working days before the examination period, the Examination Officer shall ensure that there are sufficient copies of examinations booklets and examination papers.
- 3.2. During the examination period, the Examination Officer shall be on service at least one hour and half before the commencement of examinations.
- 3.3. The Chief Invigilator shall collect the booklets, attendance list and examination papers at least one hour before the commencement of the examination and proceed to the examination venue for distribution of the booklets.
- 3.4. The Invigilator shall also assess the venue for its suitability for the writing of the examination (e.g. to accommodate the expected number of students).
- 3.5. The Chief Invigilator shall invite students into the venue at least 30 minutes before the commencement of the examination.
- 3.6. As they enter the venue, students shall show their National ID or Student Card and Examination Card.

- 3.7. Any student who is not owing, but does not have Examination Card, should show proof of payment and a signed and stamped note from the College Director of Finance verifying that they are not owing.
- 3.8. Any student without an Examination Card or proof of payment and a signed note from the College Director of Finance shall not be allowed to enter the examination venue
- 3.9. The distribution of the examination papers (placed upside down) shall commence after all the students in the venue are seated.
- 3.10. When ready, the Chief Invigilator can make the necessary announcements and allow the students to commence writing.
- 3.11. The invigilators shall pass the attendance list around for the students to sign in.
- 3.12. The student shall display their examination card in such a way that it is possible for the invigilator to verify their identity by Student Registration/National ID and Examination numbers as they sign in.
- 3.13. No other writing shall be done by the student on the list.
- 3.14. Students who have paid their fees but their names are not appearing on the official list, shall have their names and registration numbers written at the back of the official list by the invigilator.
- 3.15. Any student who needs to use the toilet during the examination must be escorted to the outside of the toilet block and escorted back to the examination venue by an invigilator of the same gender.

#### 4. AT THE END OF THE EXAMINATION

- 4.1. Each student shall sign out on the attendance list when they hand in their examination scripts
- 4.2. The Chief Invigilator shall ensure that the number of scripts and the number of students sitting for the examination tally
- 4.3. The Chief Invigilator shall take all the examinations booklets (used and unused) and hand them over to the Examinations Officer.
- 4.4. The Examination Officer shall count the number of scripts handed over and sign for them
- 4.5. The Chief Invigilator shall also sign the Examination Report and hand it over to the Examination Officer.
- 4.6. The Examination Report shall include the start and end times of the examination; the number of student who sat for the examination; any incidents and observations
- 4.7. The relevant lecturers shall collect the scripts for marking from the Examination Officer, not later than 24 hours after the completion of the examination
- 4.8. The lecturer shall sign for the collected scripts

Failure to comply with these procedures will invoke disciplinary processes for staff and students concerned and may result in dismissal.

**Prof. Philip Cotton**  
**Vice Chancellor**

*Philip Cotton*

