



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND
TECHNOLOGY**

EXAMINATION POLICY, JUNE, 2024

JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

EXAMINATION POLICY

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LIST OF ABBREVIATIONS AND ACRONYMS

ASAR	Academic Student Affairs and Research
CAT	Continuous Assessment Test
JOUST	Jaramogi Oginga Odinga University of Science and Technology

DEFINITION OF TERMS

Senate	A body responsible for academic matters in the University and the final authority on all such matters. It is the organ for control of academic quality and quality assurance.
Academic Credit:	<p>A value allocated to a course unit to describe the student workload required to complete the course. It reflects the quality of work each course requires in relation to the total quantity of work required to complete a full year of academic study at the institution such as lectures, practical work, seminars, tutorials, laboratory and/or library work, examination and other assessment activities.</p> <p>Credits can also be allocated to practical placements and to thesis/dissertation preparations when these activities are assessed as an integral part of the official programme.</p>
Academic Dress	A regalia, which must be worn by all graduands who are attending a University graduation ceremony. This consists of the gown, hood and cap (mortar board).
Deans Committee	A body that initiates and coordinates School/Centre activities including recommending approval of examination results to the Senate.
External Examiner	A distinguished scholar, external to the University from the rank of Senior Lecturer and above who has been nominated by the Department/Institute or School and approved by the Senate on the recommendation of the Deans Committee to moderate semester or end-of-year examinations.
Internal Moderator	An academic member of staff of Jaramogi Oginga Odinga University Science and Technology at the rank of Senior Lecturer and above who has been nominated by a Department/Institute or School from any relevant Department/Institute, School of the University and approved by Senate on the recommendation of the Deans Committee to moderate supplementary/ special examinations. In exceptional circumstances, some Internal Moderators may be authorized by the Senate to moderate semester/end-year examinations. A moderator is expected not to have taught the students in the subject being examined in that academic year.
Internal Examiner	An academic member of staff of Jaramogi Oginga Odinga University of Science and Technology from the rank of Assistant Lecturer and above who has been nominated by a Department/Institute, School and approved by Senate to examine an approved course or courses, theses, dissertations and projects.
Management Board	This is a board responsible for implementing Council and Senate decisions. It is also responsible for providing directions and guidelines to the University's subsystems for the enhancement of the efficient

running of the University.

Schools, Institutes, Directorate, Centers and Departmental Boards

These are bodies that assist the Directors/Deans and Heads of Departments in the management of their respective Schools and Departments.

Ordinary Examinations Examinations that are taken at the end of the semester or academic year.

Supplementary Exams In a supplementary exam, the candidate repeats a course in which he/she has failed to satisfy the examiners in the ordinary examination when next offered. These are marked out of 100% like the ordinary examinations but graded as 40%(D).

Re-submission A re-examination of a project or a portfolio of work. A re-submission happens within the period determined by the Institute/School or a Board of Examiners for postgraduate theses.

Special Examinations Examinations authorized by the Senate to be taken by candidates who, for good/acceptable cause, such as sickness, bereavement, etc. might have missed to take the ordinary examination. They are marked out of 100%.

Teaching and Examination Timetabling Committee

This is a committee that deals with all issues pertaining to teaching and examination timetables.

The Academic Registrar issues the letters of exemption and credit transfers indicating the course credit transferred or/courses exempted from.

1.0 INTRODUCTION

Examinations serve as a crucial tool for assessing students' understanding of the material taught in their courses. They provide a structured way to evaluate students' knowledge, critical thinking skills, problem-solving abilities, and overall academic performance. Quality examinations help instructors identify areas where students may be struggling and need additional support, allowing for targeted interventions to enhance learning outcomes. Moreover, examinations play a significant role in maintaining academic standards and ensuring that degrees/Diplomas/Certificates awarded by the university hold value and credibility. By upholding rigorous examination processes, universities can uphold their reputation for excellence in education and produce graduates who are well-prepared for their future careers.

It is envisaged that this examination policy will ensure fairness, integrity, and academic rigour within JOOUST. It sets clear guidelines and expectations for both students and faculty, promoting consistency in assessment practices. It helps in maintaining academic standards by preventing cheating, plagiarism, and other forms of academic dishonesty. Additionally, it will enhance the credibility and reputation of the university by demonstrating a commitment to upholding high educational standards. By providing a structured framework for conducting exams, addressing issues such as ensuring exam security, and mechanisms for handling exam irregularities, the policy will contribute to creating a conducive learning environment that fosters student success, achievement and high transition rates.

2.0 Vision

A beacon of excellence in University Education, Research and Community Engagement

3.0 Mission

To provide transformative university education through integrated quality training, research and community engagement for sustainable development.

4.0 Core Values

Customer Focus, Impartiality, Professionalism, Responsiveness, Integrity, Meritocracy

5.0 Motto

Oasis of Knowledge

6.0 Philosophy

The University is anchored on the philosophy of a holistic approach to the service of humanity and other related areas of scholarship mediated through wisdom, science and technology.

7.0 THE POLICY

2.1 Policy Purpose

The purpose of the policy is to provide guidelines on exam processing, setting, moderation, administration of exams, marking and approval of exam results as well as mechanisms for dealing with malpractices to ensure consistency in the assessment practices

2.2 Policy Statement

The policy encompasses various aspects of examination administration to ensure fairness, consistency, and clarity for both instructors and students.

2.3 Policy Scope

The policy covers, setting, moderation, administration of exams, marking and approval of exam results.

2.4 Objective of the policy

The policy shall have the following objectives:

i). **Fairness and Equity:** It ensures that all students are treated fairly and equitably during the examination process. This includes setting clear guidelines for exam administration and grading criteria.

ii) **Consistency and Standardization:** The policy aims to maintain consistency and standardization across different courses and instructors within an institution. By outlining common procedures for exam scheduling, administration, and evaluation, the policy helps ensure that all students have a similar testing experience.

iii) **Integrity and Academic Honesty:** It will help in upholding academic integrity at JOOUST by establishing rules and regulations to prevent cheating, plagiarism, or any form of academic dishonesty during exams.

iv) **Transparency and Communication:** it will promote transparency by clearly communicating expectations to students regarding exam formats, content coverage, grading criteria, and other relevant information. This helps students prepare adequately for their exams and reduces misunderstandings or disputes related to assessment.

v) **Flexibility and Accommodation:** It will allow for flexibility to accommodate individual student needs or unforeseen circumstances. This may include provisions for supplementary exams, special exams, and retakes among others.

2.5 Policy Framework

The framework of the Policy rests with examination process principles, which encompass;

- a. Managing the examination process, which is inherently stressful in such a way as to minimize extraneous sources of confusion and uncertainty.
- b. Creating a conducive examination environment in which students can concentrate, reflect, and generally demonstrate what they have learned, with minimum disruption and distraction.

- c. Willingness of everyone involved to respect some basic rules of conduct and to accept certain responsibilities, and do so in a consistent manner.

2.5.1 GENERAL RULES

- i) Faculty/School/Institute Examination Regulations shall be presented to the Senate for approval.
- ii) Unless approved by the Senate, all units shall be examined within the semester in which they are taken.
- iii) A candidate shall be required to register for University Examinations at least four weeks before the start of semester examinations.
- iv) A candidate may not be allowed to sit for University Examinations if he/she fails to register for courses within the first two weeks of the semester or fails to clear semester fees
- v) To be eligible to sit for end-of-semester examinations, candidates must be registered in the course being examined, obtain clearance from the Chief Finance Officer and have attended 70% of the unit teaching time in a semester.
- vi) To be eligible to sit for University Examinations, a candidate should normally have taken all the Continuous Assessments in the respective courses.
- vii) The final mark for any one unit shall normally be made up of marks obtained from Continuous Assessments and the end-of-semester examinations.
- viii) Unless the Senate decides otherwise, Continuous Assessment Tests shall constitute 30% of the final marks while end-of-semester examinations shall constitute 70%.
- ix) Faculties/Schools/Institute/Departments shall be required to indicate Core, Required, Prerequisite and Elective units for approval by the Senate.
- x) Faculties/Schools/Institutes shall conduct Continuous Assessment Tests (CAT) on the second (2) and twelfth (12) weeks of the semester.

2.6 THE UNIVERSITY EXAMINATION COORDINATION BOARDS

Boards dealing directly with examinations are:

- a. Senate
- b. Deans Committee
- c. Schools/ Institutes' Boards of Examiners
- d. Departmental Board of Examiners
- e. Teaching and Examination Timetabling Committee.

2.7 EXAMINATION PROCESSES

The entire examination process encompasses four major aspects;

- a. Setting and moderation
- b. Processing
- c. Conducting
- d. Processing and Declaration of Examination Results

2.7.1 Setting and Moderation

- i. There shall be Internal and External Examiners of the University appointed by the Senate upon the recommendation of the Boards of School or Institute, who shall prepare examinations and examine students in papers assigned to them by the School or Institute.
- ii. After the development of the syllabus, the internal examiner (subject lecturers) sets the examination papers.
- iii. The Internal Examiner must set an examination that is standard and in which the syllabus is adequately covered;
- iv. The questions are comparably challenging, especially in cases where candidates make a choice;
- v. All different mental abilities of knowledge, comprehension application, analysis, synthesis and evaluation have been tested;
- vi. All the questions are relevant and appropriate for the level;
- vii. The questions can be answered within the time allowed for the paper;
- viii. The marking scheme tallies with the question paper and the weighting of each question paper and the weighting of each question is fair.
- ix. Examination papers, including marking schemes shall be set within the first month of each semester as per the examination processing schedule (**Appendix A**).
- x. Each School/Department shall have an Examination Coordinator/s appointed by the Deputy Vice-Chancellor (Academic Student Affairs and Research) upon recommendation of the Deans of Schools.
- xi. Examination question papers shall initially be typed and printed in the offices of Schools' Examination Coordinators where sufficient security measures shall be put in place to prevent unauthorized access to the examinations.
- xii. The printed examination question papers shall be immediately handed over to the School Examination Coordinators who shall in turn organize for internal and external moderation.
- xiii. The School/Departmental Boards of Examiners shall internally moderate the examination before they are sent to External Examiners for moderation.
- xiv. Certificate and Diploma examinations shall be internally moderated while Degree, Postgraduate Diploma, Master and PhD examinations shall be further moderated by external examiners for standardization and quality assurance.
- xv. Delivery of examinations to External Examiners shall be done by the Schools Examination Coordinators in person or through reliable courier services.

- xvi. External examiners shall moderate the examinations and make their comments through written reports or on the question papers, both of which must be signed by them.
- xvii. Upon receipt of the External Examiners reports, the Deans shall call Special Board meetings to discuss the reports and make the necessary corrections.
- xviii. The corrected question papers, together with the moderated question papers, with External Examiners' comments/reports and soft copies shall be submitted to Registrar, Academic and Student Affairs by the Schools Examination Coordinators, at least five (5) weeks before the beginning of examinations for safekeeping and processing.
- xix. After submitting the examinations to the Registrar, Academic and Student Affairs, all other copies shall immediately be permanently destroyed and soft copies be deleted.
- xx. Submissions of examinations to Registrar, Academic and Student Affairs shall only be done by the Schools Examinations Coordinators and in his/her absence the Deans of Schools/ Heads of Departments.
- xxi. The submitted examinations shall be accompanied by designed proofreading certificates to show evidence of proofreading having been properly done. The certificates shall be distributed to the schools by the Office of the Registrar, Academic and Student Affairs.
- xxii. The examinations officer shall receive the examinations on behalf of the Registrar, Academic and Student Affairs by opening a black book where the examinations are recorded and signed by both parties (one submitting and one receiving).

2.7.2 Processing of Examinations

- i. The processing of examination in terms of printing, collating, stapling and packaging shall be done in the examinations office under the direct supervision of the Examinations Officer (whose responsibilities are outlined in **(Appendix B)** and overall supervision by the Registrar, Academic and Student Affairs.
- ii. Printing of examinations shall be done at least two (2) days before the start of examinations.
- iii. The Examinations Officer shall ensure that: examinations are printed in sufficient numbers, the security of examination papers until the examination time and the availability of examination papers on the day of examinations.
- iv. All the unprinted and printed examination papers shall be put under key and lock at all times.
- v. All printed examinations should bear secret marks to differentiate them from those submitted from the Schools/Departments.
- vi. All the papers spoilt during the printing should be shredded and burnt.
- vii. The computer containing the examinations shall not be connected to the internet and examination folders be protected by the use of passwords.

2.7.3 Functions of External Examiners

- a) To assist the External Examiner in his/her assignment, Chairpersons of Departments/Programme Coordinators or Directors of Schools/Institutes shall provide

the scripts, together with course outlines, copies of the examination question papers, final marking scheme where applicable, mark sheets and records of Continuous Assessments and Projects to the External Examiner.

- b) The External Examiner shall provide a general overview of candidates' performance.
- c) The External Examiner shall be expected to review extreme cases, i.e. candidates who are failing, candidates who are passing exceptionally and candidates who are on borderlines.
- d) The External Examiner shall indicate alternative marks where there are disagreements with the marks awarded by the Internal Examiners. The Departmental/Programme Boards of Examiners shall agree on the final mark.
- e) The External Examiners will be expected to attend the Departmental/Programme Board of Examiners' meeting to present their reports.
- f) The External Examiners shall submit written reports to the Senate, and the Vice-Chancellor and give copies to the Deputy Vice-Chancellor (Academic, Student Affairs and Research), Deans/Directors of Faculty/School and the Chairmen/Chairpersons of Departments on the conditions in which teaching/learning was done and the general standard of examination papers and the candidates' performance in them, structure and choice of the curriculum, marking schemes and any other related examination matters before they leave the University.

2.7.4 Processing of External Examiner's Reports

- a) Departments/Programmes Examination Boards shall discuss the External Examiner's report within one month of receiving it.
- b) Departmental/Programme response to the External Examiner's report shall be sent to the Dean/Director of Faculty/School/Institute with copies to the Vice-Chancellor, Deputy Vice-Chancellor (Academic student Affairs and Research) and Registrar (Academic and Student Affairs).
- c) The Deans/Directors of Faculties/Schools/Institutes shall call Special Board meetings to discuss consolidated External Examiners reports and Departmental/Programme responses, within two weeks of receiving reports from Chairpersons of Department/Programme Co-ordinators.
- d) The Vice-Chancellor shall call a Special Senate Meeting to consider Consolidated University/External Examiners and Faculty/School/Institute and

Departmental/Programme reports within two weeks of receiving the last External Examiners' reports.

2.7.5 Functions of Internal Examiners

- a) An Internal Examiner is normally an academic member of staff, at the level of a Lecturer and above who has taught the course he/she is examining.
- b) Internal Examiners shall mark every script following a proper marking scheme.
- c) After marking all the scripts, Internal Examiners shall enter Continuous Assessment marks and the end of Semester Examination marks on the individual course mark sheets.
- d) The Internal Examiner for any particular examination paper shall normally be one of the invigilators.
- e) In cases where the Internal Examiner is unable to be present at the start of the examination, he/she shall inform the Chairperson of the Department/Programme Co-ordinator or Director of the School/Institute who shall then nominate a replacement from the Department/School/Institute concerned.
- f) Internal Examiners shall certify the total number of scripts received from the Record of candidates who have taken the examination.
- g) An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place, shall consult the Chairperson of the Department/Programme Co-ordinator. If the Chairperson of Department/Programme Co-ordinator considers that an examination irregularity has occurred, he/she shall make a full report to the Registrar (Academic Affairs) through the Dean/Director in accordance with Article 8.13 of these regulations.
- h) After marking has been done, all the relevant examination mark sheets shall be accurately completed, checked and signed by the Internal Examiner, the Chairperson of the department/Programme Co-ordinator and the External Examiner(s).
- i) Internal Examiners and External Examiners shall not divulge marks to candidates. All documents tabled during Departmental/Programme and Faculty/School/Institute Board of Examiners Meetings shall be reclaimed from members of the Board at the end of the meeting.

2.7.6 Processing of Examination Results

- i) All Internal Examiners shall normally be required to submit results, scripts, projects and other assessment materials and records to the Chairperson of

Departments/Programme Co-coordinators within two weeks after the end of the examination.

- ii) A meeting of the Departmental/Programme Board of Examiners shall consider the results and make recommendations to the relevant Faculty/School/Institute Board of Examiners. The Faculty /School/Centre/Institute Board of Examiners shall then consider the results and make their recommendations to the Academic Board.
- iii) All examination results shall be presented to the Senate only after the Faculty/School Institute Board of Examiners meeting.
- iv) The Senate may accept, reject, vary or modify results from the Faculty/School Institute Board of Examiners.
- v) No Department/Programme or Faculty/School/Institute has the authority to alter Examination Marks once these have been approved by the Senate.

2.7.7 Invigilation and Conduct of Examination

- a) Instructions to candidates and invigilators shall be published annually by the Registrar (Academic and Student Affairs), setting out details of procedures to be followed in the conduct of Examinations
- b) Invigilators who are normally academic members of staff shall be appointed and briefed by the Chairperson of Department/Programme Co-ordinator who is the Chief Internal Examiner.
- c) Names of all invigilators for various examination papers and Exam Timetables shall be sent to the Deputy Vice-Chancellor (Academic Student Affairs and Research) one month before the start of the Examinations.
- d) At least two invigilators shall be allocated to each examination room. At least one invigilator must be in the Examination room at all times.
- e) The Registrar (Academic and Student Affairs)) shall appoint one of the Chief Invigilators to Co-ordinate invigilation in each examination room where several examinations are taking place.
- e) Invigilators, under the direction of the Chief Invigilator, shall be responsible for the Security and laying out of the examination papers and for such other duties specified in the instructions to invigilators.
- f) The Deputy Vice-Chancellor (Academic student Affairs and Research) shall ensure the uniformity in color and appropriate stamping of examination answer booklets.

- g) The Chief invigilator shall collect all examination papers and related materials from the Registrar (Academic and Student Affairs), at least, half an hour before the start of all respective examinations.
- h) The Chief invigilator shall ensure that all examinations start and end on time.
- i) The Chief invigilator shall ensure that all the unused examination booklets and other examination materials are returned to the Registrar (Academic and Student Affairs) normally not later than **24** hours after the examination.

2.7.8 Conduct of Examinations

i) Course/Subject Registration

Every student is required to have registered for the course/subjects he/she will undertake online in the Students' portal within the first two weeks of the semester. Students who do not register for courses within the first two weeks of the semester will not be allowed to sit for exams and will defer their studies.

- ii. The conduct of examinations shall start with the examination office issuing the Chief Invigilators with all examination papers and related materials from the Registrar, Academic Affairs, at least half an hour before the start of all respective Examinations. The following documents shall be issued;
 - i. Examination booklets
 - ii. **Form No. JOOUST/EXAM/ (COL) 01:** Examinations collection forms to be signed by the invigilators while collecting examinations. (**Annexure 1**)
 - iii. **Form No. JOOUST/EXAM/(IAR) 02:** Invigilators attendances register. (**Annexure 2**)
 - iv. **Form No. JOOUST/EXAM/ (ICF) 03:** Incidence forms for recording incidences during examinations. (**Annexure 3**)
 - v. **Form No. JOOUST/EXAM/ (CAR) 04:** Candidates' attendance registers to be signed by candidates present during the examinations. (**Annexure 4**)
 - vi. **Form No. JOOUST/EXAM/ (ERF) 05:** Examinations return forms to record the return of required items back to examinations section. (**Annexure 5**)
 - vii. **Form No. JOOUST/EXAM/ (ICI) 06:** Instructions to Candidates and Invigilators. (**Annexure 6**)
- i. There shall be a register in examinations office for Recording issuance of examination booklets to invigilators.
- ii. The Deputy Vice Chancellor (Academic, Student Affairs and Research), shall ensure the uniformity in color and appropriate stamping of examination answer booklets.

- iii. Instructions to candidates and invigilators shall be published every semester before the beginning of examinations by the Registrar, Academic and Student Affairs, setting out details of procedures to be followed in the conduct of examinations.
- iv. Invigilators, who are normally academic members of staff, shall be appointed and briefed by the Chairperson of Department/Dean of School who is the Chief Internal Examiner.
- v. Names of all invigilators for various examination papers and Examination-Time-tables shall be sent to the Deputy Vice Chancellor (Academic, Student Affairs and Research), one month before the start of the Examinations.
- vi. At least two invigilators shall be allocated to each examination room for small classes while at least four invigilators shall be allocated to each room for large classes one of whom shall be the Chief Invigilators.
- vii. Where an academic unit cannot provide sufficient invigilators, this is to be drawn to the attention of the head of department/Dean of school well before the examination period commences. If the Dean is unable to resolve such a shortfall, it will be drawn to the attention of the University's designated Teaching and Examination Timetable Coordinator.
- viii. The Registrar (Academic and Student Affairs) shall appoint one of the Chief Invigilators to co-ordinate invigilation in each examination room where several examinations are taking place. The Chief Invigilator Shall be the one who has set the examination paper being done.
- ix. The Chief Invigilator shall ensure that all examinations start and end on time.
- x. Invigilators, under the direction of the Chief Invigilator, shall be responsible for security and laying out of examination papers and such other duties specified in the instructions to invigilators.
- xi. The Chief Invigilator shall ensure that all the unused examination booklets and other examination materials are returned to the Registrar, Academic and Student Affairs normally not later than 24 hours after the examination.
- xii. The duration of the examinations shall be as follows;

Certificate and Diploma	1 ½ hours
Bachelors	2 hours
Masters	3 hours
- xiii. Upon completion of the examinations, the Invigilators shall return the following documents;
 - a. **Form No. JOOUST/EXAM/ (IAR) 02:** Invigilator attendance registers.
 - b. **Form No. JOOUST/EXAM/ (ICF) 03:** Incidence forms.
 - c. **Form No. JOOUST/EXAM/ (CAR) 04** Candidates' attendance register.
 - d. **Form No. JOOUST/EXAM/ (ERF) 05** Examination returns forms.
- xiv. Examinations scheduled during public holidays shall go on without interruptions.
- xv. Irregularities in the University Examinations shall be dealt with in accordance with the Jaramogi Oginga Odinga University of Science and Technology Examination Rules and Regulations.

2.7.9 Oral examinations for postgraduates

There shall be the oral examinations offered to postgraduate students of Jaramogi Oginga Odinga University of Science and Technology. Oral examinations shall be organized and conducted by the Board of Postgraduate Studies in accordance with the Rules and Regulation governing the Conduct of Postgraduate Studies of Jaramogi Oginga Odinga University of Science and Technology. Such exams shall be Virtual or Physical, as may be decided by the Director, Board of Postgraduate Studies in agreement with the Board of examiners for the good of the candidate.

2.7.10 Processing and Declaration of Examination Results

a. Marking

1. Internal marking of examinations shall be done by the internal examiner who is the course lecturer.
2. The Internal Examiner shall start marking immediately after the examination ends and submit the results, marked scripts, projects and other assessment materials and records to the chairpersons/Dean of departments/Schools within two weeks after the end of the examination as per the Examination Processing Schedule (**Appendix B**).
3. The Chairpersons/ Deans of Departments/Schools shall forward marked scripts, marking schemes, question papers and other assessment materials to External Examiners who shall be invited by the Director, Quality Assurance in conjunction with the Registrar, Academic Affairs to come for moderation.
4. The External Examiners shall moderate the examination results and file their reports to the Vice-Chancellor.
5. The External Examiners shall brief the Members of the Departments/ Schools on their findings.

b. Processing of Results

- 1 Unless the Senate decides otherwise, examination results shall be considered first by Departmental/ Programme Boards of Examiners and then by the School/Institute Boards of Examiners at the end of each Semester.
- 2 The Departmental/Programme Boards of Examiners shall normally consider the results after they have been moderated by External Examiners.
- 3 Chairpersons/Coordinators of Departments/Programmes shall forward results to relevant School/Institute Boards of Examiners after Departmental Programme Board of Examiners meetings.
- 4 After a meeting of the School/Institute Board of Examiners, the Dean/Director shall forward the provisional results to the Senate for final decision and approval.
- 5 Deans/Directors, after approval of results by the Senate, shall release provisional Examination results to candidates indicating pass or fail. The results will be posted on Notice Boards.
- 6 Official results shall be released to the candidates by the Deputy Vice-Chancellor (Academic, Student Affairs and Research), soon after the approval by Senate.

- 7 All Examination Results are confidential until the School/Institute Boards of Examiners consider them, and are not official until approved by Senate.
- 8 It is the responsibility of each student to check his/her results

c. Remarking of Examinations

- 1 A candidate must appeal within seven (7) days after results are released officially by the Deputy Vice-Chancellor (Academic, Student Affairs and Research). The appeals shall be addressed to the Registrar (Academic and Student Affairs), who shall compile and transmit the appeals to the respective departments.
- 2 Remarking shall be done by an Examiner (or Examiner) other than the original one and shall be moderated by the departmental appeals committee.
- 3 Marking of the appealed cases must be done within seven (7) days after the student submits the request on the official School Appeal forms.

2.7.11 Irregularities in University Examinations

In this context, irregularities include:

1. Having unauthorized material in an examination room. These include books, notes, electronic devices with pre-set formulae, mobile phones, pre-written answers, etc.
2. Attempting to copy or refer to unauthorized material in the examination room.
3. Disturbing or distracting any other candidate during an examination.
4. Seeking or obtaining a deferment of examination on false pretence.
5. Plagiarism.
6. Smoking, eating or drinking beverages in the examination room.
7. Refusal to stop writing after the invigilator has timed out.
8. Being engaged in any other misconduct relating to Examinations such as taking an Examination Script out of the examination room instead of handing it over to the Examiner at the end of examination time.

2.7.11.1 Procedure for Dealing with Irregularities

1. Before the beginning of each examination, Invigilators shall draw to the attention of the candidates, the seriousness of irregularities in examination.
2. When an Invigilator suspects a candidate to have committed an irregularity in an examination, the invigilator, after consulting and confirming with other Invigilators, shall inform the candidate that a report will be made to the Deputy Vice-Chancellor (Academic, Student Affairs and Research) through the Registrar (Academic and Student Affairs).
3. The Invigilator shall, whenever possible, confiscate the material that is being used for irregularity, but the candidate shall be permitted to finish the examination.
4. At the end of the examination the candidate shall be asked to make a written statement to be submitted to the Deputy Vice-Chancellor (Academic, Student Affairs and Research) through the Registrar (Academic and Student Affairs) by the Chief Invigilator. In the event that a student refuses to write a statement, it shall be regarded as contempt of the Senate.

5. The invigilator and the Chairperson of Department/Programme Coordinator shall make a full report on the incident to the Deputy Vice-Chancellor (Academic, Student Affairs and Research), through the Registrar (Academic Affairs), the Dean/Director of Faculty/School/Institute immediately after the examination.
6. The invigilator's report and the candidate's statement shall be compared by the investigating committee appointed by the Deputy Vice-Chancellor (Academic, Student Affairs and Research).
7. The Investigating Committee shall meet within two (2) weeks after the end of examinations of the reported case and shall make a report to the Students Disciplinary Committee who will make their recommendations to the Senate for final adjudication.
8. The Student Disciplinary Committee shall comprise the following:
 - i. Deputy Vice-Chancellor (ASAR) – Chairperson;
 - ii. Director Student Support Services;
 - iii. Two (2) Senate Representatives;
 - iv. Two (2) Student representatives;
 - v. Registrar (ASA) – Secretary; and
 - vi. Dean of Schools.
 - vii. Chair of the concerned Department
In attendance
 - viii. Legal Officer
9. If the evidence establishes that a candidate committed an irregularity such a candidate shall be liable to any one or a combination of the following penalties:
 - a. Expulsion from the University. A candidate shall be expelled if he/she is involved in exam cheating and any other serious malpractice including violence, destroying exam material, destroying evidence, refusing to hand over evidence, taking exam materials outside the exam room or using high-end materials like Artificial Intelligence generated items.
 - b. Suspension and cancellation of examination results of the candidate as follows;
 - c. Suspension for two academic years if evidence is found that the student had an unauthorized material, commonly called, 'Mwakenya') e.g. mobile phone, micro notes etc. The results of the particular exam shall be cancelled and the candidate shall retake it at a cost of Ksh. 6800 per unit.
 - d. Suspension for three years if there is evidence of using illegal material and gross misconduct eg causing a disturbance in the exam. The results of the particular exam shall be cancelled and the candidate shall retake it at a cost of Ksh. 6800 per unit.
 - e. Issuance of a final stern warning letter.
- 10 There shall be a Students' Disciplinary Committee of the Senate constituted as per Statutes 2013, Schedule VII.2 to interrogate the report and the concerned student.
- 11 The chair of the disciplinary committee shall be the Deputy Vice-Chancellor (Academic Affairs). Except in cases dealt with under the Statutes, the chairperson of the Students Disciplinary Committee shall normally call a meeting of the

Disciplinary Committee to be held within one month of the report being received by him/her.

- 12 If the evidence establishes that a candidate committed an irregularity, such a candidate shall be liable to any one or a combination of the following penalties:
- a. Expulsion from the University
 - b. Suspension and cancellation of examination results of the candidate.
 - c. Issuance of a final stern warning letter.

2.7.12 Appeal

Discontinued or suspended students may appeal to the Vice Chancellor against the decision of the Senate within a period of two (2) months from the date of notification of the discontinuation. An appeal not submitted within the stipulated period shall not be considered.

2.7.12.1 Notice of Appeal

- a. Notice of appeal in these cases shall be given in writing within 14 (fourteen) days of the communication of the committee's decision to the Vice-Chancellor.
- b. The Vice-Chancellor shall refer all cases to the Students Appeals Committee, which shall make their final recommendations to the Vice Chancellor.

The Composition of Appeals committee is as follows:

1. Deputy Vice-Chancellor (PAF) – Chairperson
2. Two (2) Senate members - who did not sit in the Disciplinary Committee
3. Chairperson of Department of affected departments
4. Legal Officer
5. Deans of affected Schools
6. Rep of Dean of Students
7. Students Counselor
8. Registrar (ASAR/Secretary)

Discontinued or suspended students may appeal to the Vice Chancellor within a period of ninety (90) days from the date of notification of the discontinuation. An appeal not submitted within the stipulated period shall not be considered.

The decision of the appeal case shall be communicated to the student within a period of ninety (90) days from the date of notification of the appeal.

14.5.8 Appeal

- i) Following the Senate decision affected students may appeal to the Vice-Chancellor against the decision of the Senate in writing within 14 (fourteen) days of the communication to the students.
- ii) The Vice-Chancellor shall refer all cases to the Students Disciplinary Appeals Committee to shall make their final recommendations to the Vice Chancellor.
- iii) The Composition of Appeals committee is as follows:

1. Deputy Vice-Chancellor (PAF) - Chairperson
2. Two (2) Senate members - who did not sit in the Disciplinary Committee
3. Chairpersons of the Department of affected students
4. Legal Officer
5. Deans of affected students
6. Director Student Support Services
7. Students Counselor
8. Registrar (ASAR/Secretary)

2.8 Leakage of Examination

2.8.7 Definition

Any act which results in a candidate or a person having unauthorized access to, or knowledge of examination questions or any examinations materials, before the scheduled date and time of the examination shall amount to leakage of examinations.

2.8.8 Procedure to be followed where leakage of examination is suspected.

1. Any person suspecting leakage of an examination shall immediately report to the Registrar (Academic and Student Affairs).
2. An Investigating Committee shall, be set up by the Senate to investigate circumstances surrounding the suspected leakage of examinations. The committee shall be constituted as in Clause 6.6.7, provided that the committee co-opts any other member deemed to be useful to the investigations.
3. The Registrar (Academic and Affairs) may, by powers conferred to him/her by the Senate appoint such a committee to carry out an investigation provided it is ratified by Senate as soon as possible.
4. The Investigating Committee shall make a report of their findings to the Senate within two (2) weeks.
5. Where leakage has been established, the Senate shall cancel/withdraw the examination and order a fresh examination to be set and administered.
6. The Senate shall take appropriate disciplinary action against those found to be responsible for the leakage.

2.9 TRANSCRIPTS.

1. The results for candidates shall be presented in transcript form indicating letter grading in accordance with the grading system and classification approved by the Senate.
2. Deans/Directors of Schools/Institute shall release provisional transcripts after the results are approved by their respective School/Institute Boards of Examiners and Senate.
3. Official transcripts shall be issued by the Registrar, Academic and Student Affairs, at the end of the programme as approved by the Senate.
4. Additional transcripts will be issued at a fee to be determined from time to time by the Senate.

5. A candidate shall be allowed to retain a fail mark in an optional/elective unit if the unit is not required for graduation.

2.10 GRADING SYSTEM AND OTHER REQUIREMENTS

2.10.7 Grading system

1. The performance of candidates in the University Examinations shall normally be determined by grades based on both Continuous Assessment Tests and end-of-Semester examinations.
2. Unless otherwise approved by the Senate, each course shall be graded out of a maximum of 100 marks.
3. The final mark for each course shall be rounded off to the nearest whole number.
4. Unless otherwise approved by the Senate, the pass mark for all courses shall be 40%.
5. A candidate shall not be allowed to proceed unless he/she scores an average of 40% in all courses registered for in an academic year of study.
6. A student who completes the coursework but due to unavoidable circumstances, acceptable to the Senate, is unable to sit for End-of-Semester Examinations, shall, on written request, be allowed to take Special Examinations when next offered.
7. A candidate shall be awarded a grade "D" (40%) in all Courses passed in the re-sit Examination.

2.10.8 Supplementary and Re-Take Examinations

1. A candidate who fails twenty-five per cent (25%) or less of the total of all courses in an academic year shall be required to do Supplementary examinations in each paper failed when next offered and may proceed to the next academic year of study (if applicable).
2. Supplementary examinations shall normally be taken not later than the subsequent academic year of study.
3. A candidate shall be awarded a grade 'D' (40%) in all courses passed at Supplementary examinations
4. A candidate who fails in Supplementary examinations shall be eligible to sit for the second Supplementary examination once more only.
5. A candidate who fails more than twenty-five percent (25%) and less than fifty per cent (50%) of the total number of units in an academic year shall re-take the failed units before proceeding to the subsequent year of study. Such a candidate shall be required to pay the unit costs for tuition and register for the failed units when they are next offered.
6. A candidate who re-takes a course shall be assessed by the criteria and procedures set out in this Statute XLV paragraph 2 Clause (a). The letter grade, however, shall be qualified by the code "RT" for the purpose of the transcript.

2.10.9 Discontinuation

A student shall discontinue for:

1. Failing more than fifty per cent (50%) of the total courses taken in an academic year.
2. Failing a re-take examination in the same course after repeating the course.
3. Failing in a Supplementary examination twice in the same course.
4. Committing serious examination malpractice as defined under section (f) of these regulations.
5. Failing to register for and attend scheduled lectures for two (2) weeks or longer without the consent of the University Senate.
6. A maximum of eight (8) years of study is allowed for a regular Bachelor's degree. A candidate who fails to qualify for the award of the degree after the allowed 8 years shall be deregistered.
7. A candidate must pass all prescribed units before he/she graduates.
8. Unless otherwise specified by the Senate, the Examination grading system shall be as shown in Section 2.12b.

2.11 GRADING SYSTEM AND OTHER REQUIREMENTS

a. Grading system

1. The performance of Undergraduate candidates in the University Examinations shall normally be determined by grades based on both Continuous Assessments (30%) and end-of-semester examinations (70%) unless otherwise advised by the Senate. However, for postgraduate levels above undergraduate 40 %(CAT) and 60% (end semester examinations) shall apply. For TVET Diploma the formative assessments account for 60% while the summative assessment accounts for 40%.
2. Unless otherwise approved by Senate, each course shall be graded out of a maximum of 100 marks.
3. The final mark for each course shall be rounded off to the nearest whole number.
4. Unless otherwise approved, by Senate, the pass mark for all undergraduate, Diploma and Certificate courses shall be 40%. While for post-graduate shall be 50%.

b. Supplementary Examinations

1. A student who completes the coursework but due to unavoidable circumstances, acceptable to the Senate, is unable to sit for end-of-semester Examinations, shall, on written request, be allowed to take Supplementary examinations when next offered.
2. Supplementary examinations shall normally be done not later than the subsequent academic year of study and the marks shall be obtained from Continuous Assessments and end-of-semester examinations.
3. Subsequent Supplementary examinations in the same unit shall be marked out of 100% and awarded a maximum of 40%.
4. A candidate who fails one or more units amounting to less than 25% of total units for the academic year may proceed to the next year of study and re-sit the failed units in the subsequent year of study.

5. The charges for re-sit examinations shall be determined from time to time by the Senate.
6. Unless otherwise specified by the Senate, the Examination grading system shall be as shown in Tables 1-4.

Table 1: Postgraduate Examinations Grading System

Percentage	Grade	Remarks
75 – 100	A	Distinction
65 – 74	B	Credit
50-64	C	Pass
Below 50	F	Fail

Table 2: Undergraduate examinations grading system

Percentage	Grade	Remarks
70 – 100	A	Excellent
60 – 69	B	Good
50-59	C	Average
40 – 49	D	Pass
Below 40	E	Fail

Table 3: Diploma examinations grading system

Percentage	Grade	Remarks
70 – 100	A	Distinction
60-69	B	Credit
50 – 59	C	Pass
Below 40	D	Fail

Table 4: Certificate examinations grading system

Percentage	Grade	Remarks
70 – 100	A	Distinction
60-69	B	Credit
50 – 59	C	Pass
Below 40	D	Fail

2.12 DISCONTINUATION

A Student shall be discontinued on academic grounds if he/she:

1. Fails more than fifty (50%) of all courses taken in an academic year.
2. Fails to register for, and/or attend scheduled classes for two weeks or longer without the consent of the Senate.

3. Commits serious Examination malpractices
4. Fails to meet any other condition stipulated by the /School for the award of degree.
5. A maximum of eight (8) and four (4) years of study shall normally be allowed for a regular Bachelors and Masters's degree respectively. A candidate who fails to qualify for the award of the degree after the allowed number of years shall be deregistered.
6. A candidate must pass all prescribed units before he/she graduates.

2.13 CLASSIFICATION OF DEGREES/ DIPLOMAS CERTIFICATES

1. Bachelor's Degree and Diploma shall be classified on weighted average percentage marks of all courses, except audited courses, undertaken in all the years of study at the University.
2. For the purpose of the degree classification, the final percentage mark shall be calculated by summing the percentage mark for each considered unit undertaken in all years of study divided by the total number of such considered units undertaken in all years of study.
3. Subject to exemptions by the Senate, undergraduate degrees shall be classified into First Class Honors, Second Class Honors (Upper Division), Second Class Honors (Lower Division) and Pass and graded as in Table 5.

Table 5: Undergraduate Degree Classification

Classification	Percentage marks
First Class Honors	70 – 100
Second Class Honors (upper division)	60 – 69
Second Class Honors (lower division)	50-59
Pass	40-49

4. Diploma to be classified into Distinction, Credit, and Pass. Grading shall be done as shown in **Tables 6-7**.

Table 6: Diploma Classification

Classification	Percentage marks
Distinction	70 – 100
Credit	55-69
Pass	40-54

Table 7: Certificate Classification

Classification
PASS

5. Masters and PhD degrees shall not be classified.

6. Postgraduate Diploma courses shall be classified into Distinction, Credit, pass and graded as shown in Table 8.

Table 8: Postgraduate Diploma Classification

Classification	Percentage marks
Distinction	70 – 100
Credit	55-69
Pass	40-54

2.14 LOSS OF SCRIPT

1. Loss of scripts shall apply to situations in which scripts, which have been certified as having been handed in by the candidates at the end of an examination paper, are misplaced or found to be missing at the time of processing the examinations.
2. The Chief Internal Examiner in the affected examination shall report cases of loss of scripts to the Registrar (Academic and Student Affairs) through the Dean/Director of School/Institute immediately.
3. The relevant Senate Investigating Committee constituted as in 6.9.3 of this policy shall investigate such loss of scripts and report to the Senate.
4. Following the report of the investigating committee, the Senate shall decide how to determine the assessment of candidates whose marks are missing as a result of lost scripts and to determine the nature of action to be taken against those found to be responsible for the loss of the scripts.

2.15 DISPOSAL OF SCRIPTS

1. The Registrar (Academic and Student Affairs) shall be the custodian of examination scripts.
2. Examination scripts shall not be disposed of before the passing of normally four (4) years after the candidate completes the programme.

2.16 Leakage of Examination

2.16.1 Definition

Any act which results in a candidate or a person having unauthorized access to, or knowledge of examination questions or of any materials related to the examinations, before the scheduled date and time of the examination shall amount to leakage of examinations.

2.16.2 Procedure to be followed where leakage of examination is suspected.

- i. Any person suspecting leakage of an examination shall immediately report to the Registrar (Academic Affairs).

- ii. An Investigating Committee shall, be set up by the Senate to investigate circumstances surrounding the suspected leakage of examinations. The committee shall be constituted as in Clause 8.12.7, provided that the committee co-opts any other member deemed to be useful to the investigations.
- iii. The Registrar (Academic and Student Affairs) may, by powers conferred to him/her by the Senate appoint such a committee to carry out an investigation provided it is ratified by the Senate as soon as possible.
- iv. The Investigating Committee shall make a report of their findings to the Senate within two (2) weeks.
- v. Where leakage has been established, the Senate shall cancel/withdraw the examination and order a fresh examination to be set and administered.
- vi. The Senate shall take appropriate disciplinary action against those found to be responsible for the leakage.

2.17 Disposal of Scripts

2.17.1 The Registrar (Academic and Student Affairs) shall be the custodian of examination scripts.

2.17.2 Examination scripts shall not be disposed of before the passing of normally four (4) years after the candidate completes the programme.

2.17.3 In the case of appealed results, scripts should not be disposed of before the passage of four (4) years after the candidate completes the programme.

2.18 Non-Compliance of Examination Regulations

The University Disciplinary Committee shall take disciplinary action against any person who does not comply with these regulations.

2.19 REQUIREMENTS FOR GRADUATION, AWARD OF DEGREES AND ISSUANCE OF CERTIFICATES AND TRANSCRIPTS

1. An undergraduate student shall qualify for the award of a degree only after passing all core and required units in each year of study. Postgraduate (Masters) candidates shall be required to have passed both the coursework (where applicable) and thesis examinations and PhD candidates shall be required to have passed the thesis before they are allowed to graduate.
2. An undergraduate candidate who retains a failed mark in an optional/elective unit may qualify, for the award of a degree provided he/she satisfies other graduation requirements.

3. Candidates who fulfil all the requirements for graduation shall be conferred with their degrees at an official graduation ceremony.
4. A candidate shall be deemed eligible for the award of a graduation certificate if there is evidence of:
 - a. Admission to the program.
 - b. Regular enrolment and attendance in the program.
 - c. Attaining the required satisfactory performance in the required examinations.
 - d. Discharge of all obligations owed to the University including payment of fees, return of library books, etc.
5. Names of candidates who qualify for graduation shall be published in the official University graduation book released on the graduation day.
6. Only candidates whose names appear in the graduation booklet shall be awarded certificates. To collect a certificate, a graduate will be required to present to the Registrar, Academic and Student Affairs a duly filled and signed clearance form.
 - 1 Original copies of the certificates and transcripts shall be made available for collection from the Registrar, Academic and Student Affairs, by individual graduands, after graduation.

2.20 RESCINDING OF A DEGREE

The University may rescind any Degree or Diploma awarded to a graduate who, while registered in a particular programme, committed an academic offence which if it had been detected before graduation, would have resulted in expulsion. Notification of a rescinded Degree or Diploma shall be communicated to all relevant parties.

2.21 GRADUATION CEREMONY

2.21.1 Preparation of Graduation List

1. The list of students whose names have been approved by the Senate from different Schools/Institutes for the conferment of degrees and award of diplomas are forwarded to the Registrar, Academic and Student Affairs to compile the final list and prepare graduation booklets.
2. The School/Institute administrators are called upon to proofread the draft to ensure that all the graduands' names are correctly spelt out and have been inserted in their relevant degree/diploma/certificate places. When all the proofreading is done, the Registrar (Academic and Student Affairs) organizes the production of the graduation booklet. These booklets are issued to graduands on graduation day.

2.21.2 Hire of Academic Dress

All the graduands who intend to attend the graduation ceremony must pay for the hire of academic dress from Jaramogi Oginga Odinga University of Science and Technology.

2.21.3 The Convocation

1. Graduation ceremonies shall be held at Jaramogi Oginga Odinga University of Science and Technology. Only those students who have satisfied the University Board of Examiners for conferment of degrees and award of diplomas are recommended to the Senate for graduation.
2. Each graduand must clear all liabilities due to the University; and present himself/herself to the University Registrars for final clearance. All graduands are required to pay a compulsory graduation/convocation to be determined by the Senate from time to time.

2.21.4 Rehearsal

1. Rehearsals for all graduands are conducted at Jaramogi Oginga Odinga University of Science and Technology one day before the graduation ceremony.
2. During the rehearsal, all graduands must be formally dressed and in full academic attire. Seats for all the graduands are arranged, labelled and reserved by respective Schools/institutes.

2.21.5 Graduation Day

1. All graduands are required to be seated by the specified time on the graduation day. No person shall be allowed into or out of the graduation square when the ceremony is in progress until the end of the ceremony.
2. Movement and photography by graduands and guests are prohibited during the ceremony. Each graduand must stand when the respective Dean reads his/her name.
3. The Chancellor performs the conferment of degrees and award of diplomas.

2.22 INTERPRETATION AND REVIEW OF THE JOOUST EXAMINATION POLICY AND PROCEDURES

1. The University Senate shall be the final authority in the interpretation of the examination policy and procedures.
2. The examination regulations are subject to review by the Senate, from time to time. The Senate may seek authority from the University Council to review the regulations, where it is deemed necessary. Any changes in examination regulations shall in all instances be effective upon approval by the Council.

3.0 ADMINISTRATION

This administration of this policy shall be vested in the office of the DVC (ASAR).

4.0 IMPLEMENTATION

This policy shall be implemented by the office of the R (ASA) under the DVC (ASAR).

4.0 REVIEW

This policy shall be reviewed after every four years.

2.8.1 EXAMINATION /RESULTS PROCESSING TIMELINES
APPENDIX A: EXAMINATIONS PROCESSING SCHEDULE

a) Draft Exams handed in at the School/ Faculty:	Within the first month of the opening date
b) Internal Moderation:	Two (2) weeks after draft exams are handed in at the School /Department.
c) External Moderation:	One (1) week after internal moderation and extends to a period of one (1) week i.e. 5 Working days.
d) Registration for Examination:	Four 4 weeks before the start of examinations and extends to a period of one (1) week.
e) Verification of Courses:	One (1) week after examination registration for a period of one (1) week.
f) Examination: (i) Regular/Full-Time:	Two (2) weeks i.e. 10 working days
(ii) School-Based:	One (1) week i.e. 7days (Weekends & national holidays inclusive)

APPENDIX B: EXAMINATIONS RESULTS IN PROCESSING SCHEDULE

a) Marking:	Immediately the exams end and extend to a period of two (2) weeks i.e.10 working days.
b) External Examiners:	One (1) week after the end of the marking period and extends to a period of one (1) week i.e. 5 working days.
c) Schools' Board Meetings:	Two (2) days after external examiners' moderation and extends to a period of one (1) Week i.e. 5 working days.
d) Release of Provisional Examinations Results:	Two (2) days after school board meetings.
e) Senate Board of Examiners' Meeting:	One week (5) working days after the Schools' Board meetings.
f) Release of official Examinations Results:	Two (2) days after the Senate Board of Examiners' meeting.

**Examination results shall be released sixty (60) days after students have sat the last paper.*

ANNEXURES

28 Annexure 1: Form No. JOOUST/EXAM/ (COL) 01

29 Annexure 2: Form No. JOOUST/EXAM/(IAR) 02

30 Annexure 3: Form No. JOOUST/EXAM/ (ICF) 03

31 Annexure 4: Form No. JOOUST/EXAM/ (CAR) 04

32 Annexure 5: Form No. JOOUST/EXAM/ (ERF) 05

33 Annexure 6: Form No. JOOUST/EXAM/ (ICI) 06