



EXAMINATIONS INTEGRITY PROCEDURES

GLUK/AR-E/QMS/001-A

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EXAMINATION INTEGRITY

Introduction:

Examination integrity is the security of University Examinations process that starts from the time the examination calendar is put up through draft questions prepared by Internal Examiners and publication of results by the Senate to Graduation Convocation. The entire process at GLUK presupposes responsibility, integrity, confidentiality on the part of all University Personnel involved. Specific provisions for Examination integrity can be referred in the University Examination Procedures and Quality standards documents.

In this presentation I will look at the process of setting exams at GLUK, moderation of exams where the functions of both the internal and external examiners will be addressed, administration of exams release or processing of results and finally the mechanisms on exam appeals.

Process of setting and Moderation of Examinations

The setting and moderation of examination at GLUK go through the following steps before administration:

1. Examination papers, including marking schemes, are set within 6 weeks of each semester by the lecturer responsible for the course who is also the Internal Examiner for the course.
2. Special examination papers are set simultaneously with the regular University Examination papers.
3. Examination papers are internally moderated by the Departmental Moderation Committee (7th week) before being sent to External Examiners (9th week).
4. The Heads of Department ensures that the comments on Examination papers from External Examiners are discussed by the Departmental Moderation Committee during the 11th and 12th week.
5. The moderated examination papers are sent to the Deputy Registrar Examinations for processing and safe keeping three weeks before the start of the semester examinations.

This applies to all our programs including regular, school based, part time and online.

Process of appointment and functions of External Examiners.

Process of appointment.

1. An External Examiner is normally a renowned academician at the level of Senior Lecturer or above.
2. Senate will appoints External Examiners on the recommendation of Faculty Boards.
3. External Examiners are appointed within the first month of the first semester, and are invited to moderate examinations at the end of each semester.
4. If the current External Examiners are invited for the last time, departments usually start searching for new External Examiners to ensure their appointment within the first month of the following academic year.
5. External Examiners are those who have not taught the subject to the candidates to be examined either as full time or part-time staff members of the University during the last four years.
6. External Examiners are normally appointed continually for not more than four academic years renewable annually.

Process of functions.

1. The External Examiner will provide general overview of candidate's performance.
2. The External Examiner is expected to review extreme cases i.e. candidates who are failing, candidates who are passing/exceptionally/and candidates who are on borderlines.
3. The External Examiner will indicate alternative marks where there are disagreements with the marks awarded by the Internal Examiners. The Departmental Board of Examiners shall agree on the final mark.

4. External Examiners will submit a written report to Senate (through the Vice-Chancellor) on the conditions in which teaching/learning was done and the general standard of examination papers and the candidate's performance in them, structure and choice of the curriculum, marking schemes and any other related examination matters before they leave the University. External Examiners will send copies of the report to the Heads of Departments and the Dean of the Faculty/school.

Processing of External Examiner's Reports.

1. Departments will discuss the External Examiner's report within one month of receiving it.
2. Departments' response to the External Examiner's report will be sent to the Dean of Faculty with copies to the Vice-Chancellor, Academic Affairs.
3. The Deans of Faculties will call Special Board meetings to discuss consolidated external examiners reports and departmental responses, within two weeks after receiving reports from Heads of Department.
4. The Vice-Chancellor will call a Special Senate Meeting to consider consolidated University External Examiner's, Faculty and Departmental reports within two weeks of receiving the last External Examiners' reports.

Process of functions of Internal Examiners.

1. An Internal Examiner is normally an academic member of staff, at the level of a lecturer or above who has taught the course he/she is examining. Internal Examiners are approved by the Senate.
2. Internal Examiners will mark every script. To ensure consistency in marking, Internal Examiners will be required to have a proper marking scheme.
3. The Head of Department, as the Chief Internal Examiner, will ensure standardization of marking between Internal Examiners.
4. The internal Examiner for any particular examination paper normally is one of the invigilators.
5. In cases where the Internal Examiner is unable to present at the start of the examination, he/she will inform the Head of Department who shall then nominate a replacement from the Department concerned.
6. Internal Examiners will certify the total number of scripts received from the record of candidates who have taken the examination.
7. An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place, will consult the Head of Department. If the Head of Department considers that an examination irregularity

has occurred, he will make a full report to the Deputy Vice-Chancellor, Academic Affairs through the Dean in accordance with Examination Rules and Regulations.

8. After marking has been done, all the relevant examination mark-sheets will be accurately completed, checked and signed by the Internal Examiner, the Head of Department, the Dean and the External Examiner(s)

Process of administration of Examination

1. GLUK Time Table Committee will prepare an examination time table two weeks before start of examination
2. The HoD will submit examinations to Assistant Registrar Examinations according to the university semester programmes by filling examination submission form.
3. Assistant Registrar Examinations will ensure safe custody of examinations.
4. The examination officer will produce, and pack adequate copies of examinations papers as per examination time table and students number at least seven (7) days before the day of examination.
5. The Invigilator will collect the examination papers and answer sheets 30 minutes before the scheduled time by filling the exam collection form, and collects examination attendance form and examination incidence form to be filled in the examination room.
6. Invigilator will administer the exam as per the time table in accordance with examination rules and regulations. He/she shall report any incidences and attendance by filling the incidence and attendance forms respectively
7. After the examination the invigilator will collect answer scripts, sign for each student against the course the examination was done.
8. The invigilator will return a copy of incidence, attendance and question script to the examination and a copy of the same to the HoD.
9. Examination answer sheets be kept in custody by the HOD for marking

Process of release and Processing of Examination results.

1. All Internal Examiners are normally required to submit results, scripts, projects and other assessment materials and records to the Head of Department within two weeks after the end of the examination.
2. A meeting of the Departmental Board of Examiners will consider the results and make recommendations to the relevant Faculty Board of Examiners. The Faculty Board of Examiners will consider the results and make their recommendations to Senate. The External Examiners will attend the Departmental Board of Examiner's Meeting to present their reports.

3. All examination results will be presented to Senate only after the Faculty Board of Examiners meeting.
4. Senate may accept, reject, vary or modify results from the Faculty Board of Examiners.
5. No Department or Faculty will have the authority to alter Examination Marks/Results once they have been approved by Senate.
6. After approval of results, the Deans will release them and forward an approved copy to the HOD for making result slips to the students (8th week after the end semester examinations)

Process of processing Students for Field Attachment as an exam

- (i) The HOD requests students to indicate their preferred institutions of attachment, three months prior to attachment date.
- (ii) The HOD links the students to potential attachment areas.
- (iii) The HOD gives students formal introductory letters and log books for their attachment institutions to use in assessing them.
- (iv) The HOD ensures that the students get insurance cover before proceeding to the attachment domicile.
- (v) Students proceed on attachment and communicate back to the department giving details of the institutions/firms where they have been successfully attached.
- (vi) The supervisor (lecturer) supervises the progress of the students at most twice during the attachment period (8 weeks).
- (vii) The attaching organizations clear students at the end of the 8 weeks and send a report to the Department
- (viii) Upon completion, the students write and submit attachment reports to their respective supervisors to evaluate.
- (ix) The supervisors mark the reports and award marks/grades.
- (x) The supervisors submit the results to the HODs

Process for Examining Students' Projects

Postgraduate students

- (i) The student writes and brings a proposal to the Lecturers/Supervisors assigned by the HOD for appraisal during designated timelines depending on the programme.
- (ii) The Lecturers meets with the student to discuss the feasibility of the project and offers appropriate guidance.
- (iii) The Supervisors review the proposal and the student orally presents it in power point to a Panel of Departmental staff, plus any other invited peers.
- (iv) The Panel assesses the presentation and advises the student on the way forward.
- (v) If approved, the student forwards the proposal to the Faculty for a second level of examination.

Undergraduate students

- (i) The same procedure is followed, except students can draft the proposal and be supervised by one lecturer in groups.
 - (a) If the student fulfils all the requirements, permission is granted to implement the proposal under supervision and guidance of the assigned lecturer.
 - (b) The student completes the project and writes a report following an approved format.
 - (c) The HOD schedules a date when all the students in a programme orally present their projects using power point to a panel of lecturers and their peers.
 - (d) The panel of lecturers grades the presentation and awards the student marks.

Process for Initiating Appointment of External Examiners of Theses

- (i) A postgraduate student completes conducting research, starts writing and correcting a thesis and when certain of the finalization date, submits an intent to submit a thesis form three months prior to the lodging date
- (ii) The postgraduate student completes writing and correcting of the thesis, filling of thesis forward forms and submits it to the chief internal examiner (supervisor) to sign and forward to the HOD.
- (iii) The internal examiner searches for an expert qualified in the area of the student's research and requests the expert to submit a resume.
- (iv) The internal examiner fills in the thesis forwarding form the name of the recommended external examiner and attaches it to the thesis for onward transmission to the COD.
- (v) If the HOD finds the external examiner qualified, the form is approved and forwarded to the Dean of the Faculty for further processing.

Process for appeal mechanism on examination results

Complaint on lecturer and student

- (i) The Office Assistant records all received complaints in a complaints record book
- (ii) The HOD addresses the problem within the given mandate.
- (iii) The HOD investigates the matter within 1 week.
- (iv) The HOD resolves the matter within 48 hours after investigation.
- (v) If the matter is not resolved, the HOD forwards the matter to Dean of Faculty for further action.
- (vi) The HOD makes a follow up of the complaint to the complainant to ensure that it is fully resolved.

Complaints on academic staff

- (i) The HOD receives and records all complaints in a complaints record book
- (ii) The HOD calls the concerned lecturer within 24 hours to deliberate on the matter.
- (iii) The lecturer acknowledges the resolutions reached with the HOD.
- (iv) Where the issue is not resolved, the HOD refers the matter to the Dean of Faculty within 24 hours.

Non-academic complaints

- (i) The HOD receives a complaint and records it.
- (ii) The HOD investigates the matter and makes recommendations.
- (iii) HOD resolves the matter within 1 week
- (iv) Where the issue is not satisfactory resolved, the HOD refers the matter to the Dean of Students in case of students or DVC (AA) in case of lecturers.

References

- GLUK Charter, 2012
- GLUK Quality Manual
- GLUK Statutes 2013
- GLUK Acts 2012
- GLUK Exam Procedures 2016

