



EXAMINATIONS POLICY

GLUK/AR-E/QMS/004

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EXAMINATIONS POLICY

1.1 Preamble

Great Lakes University of Kisumu Policy documents processes of design, delivery, administration and

management of examinations is intended to ensure that assessment procedures and practices within the University's programs and courses facilitate the achievement of specified learning outcomes. The

Policy is integral to both the quality of the learning experience and the integrity of the assessment process and plays a central role in helping GLUK ensure that examinations are fair, valid, reliable, efficient, consistent and ethical.

The Examinations Policy outlines the principles and values that form the basis of GLUK approach to Guidelines and Procedures, and Rules and Regulations that shall apply to all GLUK examinations.

1.2 Purpose

The purpose of the GLUK Examinations Policy is to ensure equitable processes of planning and management of examinations in a manner which would support the University's commitment to

academic integrity. The Policy outlines the required conduct of students and staff undertaking examinations at GLUK, and directs them to University rules, standards, codes, policies, guidelines, procedures and other requirements which specify acceptable and unacceptable conduct before, during and after examinations.

More specifically, the purpose of this policy is to ensure that:

- i. The planning, administration and management of university examinations and external assessment processes are conducted in the best interest of GLUK;
- ii. All examinations and external assessment processes are conducted in line with regulatory and accreditation body requirements;
- iii. All those involved in GLUK examinations and external assessment processes are familiar with their roles and responsibilities.

1.3 Policy Statement on Examinations

GLUK Examinations are designed to play an important role in focusing learning and teaching efforts on intended academic and intellectual outcomes and the development of desired and required graduate capabilities. The examinations promote active student engagement in learning and enable student to develop his/her knowledge, skills and capabilities in meaningful disciplinary, professional and personal contexts.

Assessment practices at GLUK include providing constructive and timely feedback that has value for the student in justifying assessment grades given, identifying the strengths and weaknesses in his/her performance, and guiding their learning with a view to improving his/her performance.

1.4 Policy Principles

The purpose of assessment at GLUK is to enable students to demonstrate achievement of the outcome(s) of courses and programmes. Student performance in the assessment of courses contributing to their programme of study is the major source of evidence used by Senate in determining progression and recommendation for awards of the University.

The following principles shall underpin all GLUK examinations:

- i) Examinations shall be valid in relation to their form, quantity, level, content and learning outcomes;
- ii) Examinations serve to promote student learning by their nature and the provision of appropriate guidance and feedback on performance;
- iii) The Registrar AA shall ensure that Examinations policy, procedures and processes are explicit and made clear to all students, staff, and external examiners;
- iv) Examination management will be reliable, consistent, fair and inclusive;
- v) The Examinations Policy, Examinations Procedures and Guidelines, and Examinations Rules and Regulations will be subject to regular monitoring and review;
- vi) Students, Staff and Management of GLUK and external examiners shall be bound by the current Examination Procedures and Guidelines, and Examination Rules and Regulations in use;
- vii) The University reserves the right to amend the current Examination Procedures and Guidelines and Examination Rules and Regulations as it deems necessary.

1.5 Responsibilities

1. The University

It is the responsibility of Great Lakes University of Kisumu, guided by this policy, to:

- i) Ensure proper planning, organization and administration of examinations;
- ii) Assess a student fairly;
- iii) Satisfy itself that proper invigilation of examinations is undertaken;
- iv) Ensure that the results of students' assessments are timely processed and published as far as they relate to progression or awards of the University;
- v) Investigate any allegation of examination malpractice and act appropriately on the findings;
- vi) Consider appeals on examination decisions.

2. Students

It is the responsibility of GLUK students to:

- i. Read, understand and adhere to Examinations Procedures and Guidelines and Examination Rules and Regulations;
- ii. Participate in the learning activities specified for each course and programme for which they are registered;
- iii. Attend all examinations as required;
- iv. Undertake examinations in an honest manner.

1.6 Quality Assurance

The GLUK Senate affirms the University's commitment to maintain the highest standard of academic integrity in the examination process as an assurance of quality education. The Procedures and Guidelines, and the Rules and Regulations attached to this Policy are designed to safeguard the academic integrity of GLUK examinations and shall inform the efficient administration and effective management of

examinations. Senate shall comply with relevant policies, guidelines and procedures in ensuring they are applied consistently with fairness and impartiality.

The University supports the promotion of the values of honesty, trust, fairness, respect and responsibility

in all its academic endeavors. Students and staff of GLUK are expected to conduct themselves in a manner that reflects these values, to ensure the protection of the University's reputation and standards for

current and future students and staff.

1.7 Scope

This Policy applies to examinations in all academic programs and courses of GLUK and has implications for:

- i. Students at all levels of study;
- ii. Academic staff of the University, and
- iii. Other associated or contracted entities by the University with responsibility for designing, administering and making decisions relating to examinations, by or on behalf of the University.

1.8 Legal and Policy Framework

This Examinations Policy is anchored in the following documents:

1. Internal to GLUK

- i. GLUK Statutes
- ii. GLUK regulations governing the conduct and discipline of students
- iii. GLUK Examinations Procedures and Guidelines
- iv. GLUK Examination Rules and Regulations
- v. GLUK School of Graduate Studies Guidelines
- vi. GLUK Quality Manual
- vii. GLUK Quality Policy Statement

2. External to GLUK

- a. Constitution of Kenya
- b. Universities Act (2012)
- c. Commission for University Education (CUE) Guidelines and Standards
- d. Universities Code of Conduct
- e. Statutory/Regulatory Bodies requirements

1.9 Implementation

Responsibility for monitoring the implementation of this Examination Policy and its associated Procedures and Guidelines, and Examination Rules and Regulations is vested in the GLUK Senate. Senate shall have the overall authority in all matters concerning and affecting examinations. These include the setting, moderation, conduct and marking of examinations as well as the declaration of examination results.

Responsibility for implementation of specific aspects of this Examination Policy is integral to the roles of the:

- i. The Vice Chancellor
- ii. Deputy Vice Chancellor
- iii. Registrars
- iv. Directors and Deans
- v. Academic Leaders
- vi. Head of Departments
- vii. Faculty Members
- viii. Technical staff
- ix. Academic Coordinators
- x. Project and dissertation supervisors
- xi. External Associates
- xii. Students

Specific details of the responsibilities of the individuals in each of these roles are set out in the Examinations Procedures and Guidelines, and Examination Rules and Regulations associated with this policy.

1.10 Support and Advice

Support and advice on the implementation of this policy can be obtained from:

- i. The Office of the Deputy Vice Chancellor, Academic Affairs
- ii. Directors of Campuses
- iii. Registrar, Academic Affairs
- iv. Faculties and Schools
- v. Departments and Institutes

1.11 Review

This policy shall be due for review as determined by Senate but not more than five years from the effective date.

