

EXAMINATIONS POLICY

1. Policy Statement

The purpose of this Policy is to enhance the coordination, management of Examinations and to adopt uniform practices at the National University of Science and Technology (NUST).

2. Policy Scope

This Policy shall apply to all NUST examinations and to all staff should be read in conjunction with the General Academic Regulations and the Examinations Regulations.

3. Definitions

- a. Examination Question Paper – The document containing examination question and instructions which is prepared by the University for a particular module
- b. Examination Period – The period at the end of each semester during which final examinations are conducted
- c. Examination Script – The paperwork containing a student's responses to a final examination.

4. Timing of Examinations

- 4.1 There shall be a maximum of three-week examination period at the end of the first semester and second semester for the conduct of main examinations.
- 4.2 Examinations shall normally be held in the morning and afternoon sessions within the periods 9.00am to 5.00pm excluding weekends and public holidays.

5. Organisation of Examinations

- 5.1 The organisation and conduct of all examinations shall be the responsibility of the Examinations office.
- 5.2 All main examinations shall be held within the examination periods as provided in the University calendar dates and shall be organised by the Examinations Office in liaison with the academic Departments.
- 5.3 In the organisation of examinations, the Academic Departments shall be responsible for the following;
 - 5.3.1 Production of quality assured Examination Question Papers
 - 5.3.2 On time submission of examination Question Papers to the Examinations Office.
 - 5.3.3 Ensure the availability of the Examiner and Invigilator during an examination.
 - 5.3.4 Collection of answer scripts, marking and initial processing of results.
 - 5.3.5 Timetabling of examinations that fall outside the university calendar dates.
 - 5.3.6 Quality control of examination Question Papers, including content and ensure adherence to professional standards.
- 5.4 The Examinations office shall be responsible for;
 - 5.4.1 Timetabling of examinations within the period set aside for main examinations as per University calendar
 - 5.4.2 Publication of the timetable online for access by students in the student portal
 - 5.4.3 Allocation of examination venues
 - 5.4.4 Printing of examination Question Papers
 - 5.4.5 Secure storage of examination Question Papers.
 - 5.4.6 Provision of examination materials (for example answer books)

- 5.4.7 Implementing examinations timetable adjustments for students and teaching staff upon request based on a justifiable reason.

5.5.1 Examinations Timetable

- a) To support examination timetabling, the Examinations Office shall request from academic departments a summary of examination information confirming the courses and their codes, that would be examined at the scheduled examination session of the beginning of the Semester.
- b) All continuous assessment must be marked and made available to students before the commencement of the final examinations
- c) For examination timetabling reasons, all Sundays, Saturdays and public holidays shall be examination free-days.
- d) The final examination timetabling shall be published no later than three weeks of the day of commencement of the final end of semester examinations. The organisation of written examinations outside the normal scheduled period shall only be allowed after approval of the Dean of the Faculty and in such cases the Chairman of Department shall be responsible for the following;
 1. Setting the date and time of the examination
 2. Arranging the examination venue in consultation with the Examinations Office.
 3. Informing the candidates of these details
 4. Arranging for invigilators (Department members of staff)

5.5.2 Preparation of Examination Papers

The Examinations Office shall request Departments to forward encrypted soft copies of Question Papers to External Examiners at the beginning of each Semester.

After moderation of the Examination Question Papers and effecting of the suggested changes by an External Examiner, Departments shall submit to the Examinations Office physical copies of moderated Question Papers and shall be responsible for the following;

- a) Ensuring the accuracy and quality of the examination question paper verified by the Chairperson of the Department.
- b) Confirm the duration of the examination
- c) Indicate any materials which candidates are permitted to bring into the examination venue, such as calculators.
- d) Provide the name and contact details of an Examiner who may be contacted on the day of the examination and anytime during the examination.
- e) In the case of delivering the physical copies of an Examination Question Paper, the internal mail must not be used instead the papers should be delivered in person by the Chairman of the Department or his assignee.

5.5.3 Alternative Arrangements due to Other Commitments.

Alternative arrangements for sitting an examination at an alternative time or venue may be considered where the candidate is prevented from sitting the examination at the prescribed time and venue by:

- a. Competing or participating as national representative or officiating at an international competition recognised by a fully constituted international governing body.
- b. Bereavement in the immediate family
- c. Serious illness or incapacity (candidate or immediate family member)
- d. A posting as a member of the armed forces, police or a staff member of the Ministry of Foreign Affairs

5.5.4 Alternative arrangement due to Disability or Impairment

Alternative arrangement for sitting an examination may be considered for candidates with disabilities, impairments, medical conditions or injuries and may include the following;

- a. Examination material in different formats
- b. Provision of a reader or verifier
- c. Permission to write an examination in an alternative venue
- d. Additional writing time (10 minutes per hour of examination time)

5.5.5 Examination Results

- a. The achievement by Departments on accuracy in the marking and checking of examination scripts and the subsequent accurate processing of results shall be seen as fundamental to the university's commitment to quality.
- b. Students shall be formally notified of their results through the student Portal
- c. Each semester's results shall be made available as early as possible in order to provide students enough time to reflect on results and for the production of a teaching timetable for the subsequent semester.

5.5.6 Recount of Marks

Any candidate for a degree, diploma or other qualification awarded by the University, may have their marks recounted in any paper. A recount will entail a careful checking of the marks awarded by the examiner and ensure that no answer or part of an answer or course work which contributes to the final mark or result has been over looked. This does not mean a remark.

5.5.7 Retention of Examination Scripts and Paper

Departments are required to retain examination scripts for 5 years from the date of official publication of results in accordance with the University's Records and Archives Management Policy.

6. The Examinations Office will ensure Examination Question Papers are retained in accordance with the University's Records and Archives Management Policy.

Related Policies, Procedures and Forms

- i) Examinations and Invigilation Regulations
- ii) General Academic Regulations (Undergraduate and Postgraduate)
- iii) Records and Archives Management Policy.
- iv) Examinations Regulations for Candidates

Policy Applies to	University wide
Policy status	New
Approval Authority	Senate
Responsible Officer	Registrar
Approval Date	
Effective Date	