	MOUNTAINS OF THE MOON UNIVERSITY	MIN. 191/12th /MMU UC /Mar/25
Document Title	**EXAMINATIONS GUIDELINES AND PROCEDURES**	Effective Date: 27/03/2025
Responsible Unit	Academic Registrar Department	Issue Number: **01**

MOUNTAINS OF THE MOON UNIVERSITY

EXAMINATIONS GUIDELINES AND PROCEDURES

Checked by:	Approved by:	Date:
GREGORY TWEHEYO(PhD)	ENG. DR. BEN MANYINDO	27.03.2025

APPROVAL

Approved by the Mountains of the Moon University Council

Signature _____

Name ENG. DR. BEN MANYINDO
CHAIRPERSON, UNIVERSITY COUNCIL

Date 27.03.2025

SECTION 1.0 PREAMBLE

Examination of students is one of the key functions of any institution of learning. Some key aspects of the University examination guidelines have been reviewed in order to establish best practices that would be efficient in the management of University examinations thereby fostering integrity and transparency in the assessment processes at MMU.

The guidelines shall enable the University to create systems that are functional at all levels and also serve to operationalize different policies that are related to students' assessment. A number of factors both internal and external have stimulated the review of these guidelines;

a) The National Council for Higher Education bench marks on minimum standards
b) To bridge the gaps in the existing guidelines and systematize processes and practices across all faculties.
c) Approval of central marking of examinations by the University Senate
d) Introduction of the Academic Information Management System to reduce academic risks related to examinations.
e) Transformation of the University into a Public University with new expectations from stakeholders.

The guidelines address general principles of good practice, as well as outlining the procedures that should be adopted to ensure quality, transparent and efficient examination handling processes at MMU.

Objectives of the guidelines;

a) To promote consistency in decision making

b) To rebrand and protect the image of MMU

c) To inculcate integrity among students and other stakeholders

The guidelines shall be effective upon approval by the University Senate and shall be amended from time to time as need arises. The guidelines apply to undergraduate and postgraduate programmes and shall be upheld by all stakeholders of the University either directly or indirectly involved in the examination processes. Any dispute arising from the interpretation of the guidelines shall be referred to the Vice Chancellor whose decision on the matter shall be final.

As a transformed institution, it is prudent to exert effort towards Total Quality Management (TQM) practices, with a specific focus on managing client/student experiences and satisfying their expectations at all levels. This is therefore to invite all stakeholders to embrace and work within the reviewed guidelines to create a new and a refreshing experience for all the University clients.

2.0 GUIDELINES FOR SETTING EXAMINATIONS

a) The Head of Department shall communicate to all members of staff about the set deadlines for setting examinations.

b) Setting of examinations shall be done by the course lecturers in their respective departments or any other person authorized by the Academic Registrar on recommendation of the Head of Department and Dean when deemed necessary.

c) Members of staff who are Mountains of the Moon University students are prohibited from handling any examination roles such setting, moderating, processing and custody.

d) In case of there being any written or printed waste during the examination production process, such copies must be destroyed by the respective Faculty Registrar or a person assigned the role of printing examinations.

e) Examination section shall be manned by qualified and vetted personnel who shall be required to take an oath of secrecy.

f) The questions shall be set following the curriculum requirements and in line with the course outline.

e) An approved standard format of the question paper layout shall be adopted by all course lecturers when setting examinations.

SECTION 3.0 MODERATION OF EXAMINATIONS

This section highlights the importance of moderating question papers and the prescribed criteria used for moderating examination question papers at Mountains of the Moon University.

The Moderator(s) shall be experienced, in their personal capacity, with high sense of judgment and integrity and conversant with rules of examinations. In each Faculty, the Dean shall appoint a Moderation committee in each semester.

3.1 Purpose for moderation of examination papers.

To ensure that the question papers are;

i) Of the required standard

ii) And are relatively:

a. Fair
b. Reliable
c. Representative of an adequate sample of the curriculum
d. Representative of relevant conceptual domains
e. Representative of relevant levels of cognitive domain (Bloom's Taxonomy)

3.2 Moderation of Question Papers.

i) All University examinations shall be moderated before they are printed and administered.

ii) Moderation shall take place at two levels; i.e. Internal moderation at Department Board level and External moderation.

iii) In the current context of MMU, internal moderation of examinations shall be carried out by the by the Department Board under the direct supervision of the Head of Department as the Principal Internal Examiner.

iv) In the long term as the University continues to expand in terms of structure, Faculty Deans might consider appointing moderation committees every semester, comprised of subject experts at Senior Lecturer level and above.

v) After internal moderation has been done, the Faculty shall invite External examiners to moderate question papers as provided by the Head of Department.

vi) External Examiners shall work independently and submit their examination report to the Dean and copy to the Academic Registrar.

vii) External examiner's comments shall be addressed by the Internal Examiner before submitting the moderated paper to the Head of Department for further processing and safe custody.

viii) Internal and External moderators shall moderate the set examination papers using the prescribed criteria;

a. Adherence to policy/guidelines
b. Quality, suitability and cognitive demand of tasks
c. Correctness/consistency in the allocation of scores among others
d. Ascertain that the intellectual demand of the question paper is appropriate for the level of students.

3.4 Moderation Procedure/steps;

a. The Head of Department shall prepare a list of examination papers (marking schemes inclusive) received and arrange for moderation at Department Board Level.
b. Where External Examiners are involved in moderation, the Faculty Dean shall forward nominees to Senate for approval and appointment by the Academic Registrar.

c. If amendments are recommended by moderators, these will be communicated to the lecturer for their action.

d. The lecturer must retain a copy of the moderator's comments and responses.

e. At the end of this process, a standard form for moderation of examination papers will be completed by the moderator and submitted to the Head of Department and the Faculty Registrar before the prescribed deadline (see appendix 1).

f. The course lecturer will make any necessary amendments and submit the final examination to the Head of Department for further processing and safe custody.

g. The Head of Department shall pass on the moderated examinations to the Faculty Registrar for printing, packing sealing and safe custody under strict confidentiality.

h. The Head of Department will finally submit the moderation form to the Dean of the faculty for the final endorsement and custody.

i. The Faculty Dean as the Chief Internal examiner shall ensure that the moderation process is strictly adhered to.

j. Members of staff who are Mountains of the Moon University students are prohibited from handling any moderation.

3.5 Moderation outcome

The question papers can be;

a. Approved if they satisfy all the prescribed criteria.

b. Conditionally approved, **not** to be resubmitted for second/subsequent moderation but minor corrections required (mostly technical).

c. Conditionally approved, to be submitted for second/subsequent moderation – require rephrasing and or replacing of questions.

d. Not approved/rejected – the standard and quality of the question paper is entirely unacceptable. Questions need redrafting and resubmission.

3.6 External Examiners

a) Appointment of External Examiners;

i) At least one external examiner shall be appointed for each programme leading to an award.

ii) The number of external examiners shall be determined by the diversity of the academic work leading to each award at various levels.

iii) It shall be the role of the Head of department to ensure that all elements of programmes that contribute to an award from MMU are represented by at least one external examiner

iv) External examiners shall be competent persons and having the requisite knowledge and experience to examine the programme at the level at which it is taught.

v) As a rule, an external examiner shall normally be a holder of academic qualifications higher than the level he/she is to examine.

vi) The external examiner shall be approved by Senate on recommendation from the Faculty Board and in accordance with the procedures set out in this guideline.

vii) Subject to these conditions, an external examiner shall be appointed either for a specified period of time i.e on a two year-basis or as may be determined by Senate from time to time.

viii) No person who has held an appointment as an external examiner for a period of two consecutive terms is eligible for re-appointment. In exceptional circumstances, Senate may waive this rule.

ix) If an external examiner seeks early termination of his/her contract, the request must be expressed in writing to the Academic Registrar.

x) If, in any circumstances a Department/Faculty wishes to terminate an external examiner's contract, this shall be discussed at the Department and Faculty Board levels and a formal submission made to the Academic Registrar for onward submission to Senate for approval.

xi) The External Examiner shall be informed in writing by the appointing authority.

xii) Recommendations for the appointment of external examiners will be invited before the expiry of existing contracts in each academic year.

xiii) The faculties shall submit names of external examiners to Senate for approval.

xiv) The Academic Registrar shall then write appointment letters, highlighting the roles and duties of the approved external examiner.

3.6 Roles of external examiner

(a) To verify that standards are appropriate for each unit of study and to provide independent impartial comment on standards set and student achievement of those standards.

(b) To verify that the process of deciding assessment outcomes for individual students is fair, fairly operated, and in line with the MMU regulations.

(c) To make adjustments independent of the internal examiner.

(d) To recommend to the Departmental Board the adjustment of marks of individual or all candidates examined.

(e) To access the assessed parts of the program (candidate's scripts and Course work)

(f) To recommend to the Departmental Board the remarking of scripts

(g) To check cases of suspected cheating.

(h) To endorse results and report before presentation to the Department Board.

(i) To determine the method and extent of sampling of candidates scripts to scrutinise them for marking.

(j) The external examiner shall be furnished with the following documents to guide the external examination process and report writing:

i) The Reporting Format

ii) Course work results and marking guide,

iii) Final examination questions papers and marking guides,

iv) The examination scripts,

v) Internal Examiners' marking guide

vi) Internal Examiners mark-sheet

vii). Course Timetable

viii). Course work question items and marking guides

ix) Course outline and expected outcome

k) The External Examiner has the right to examine all examination scripts and any other examination related materials that contribute to the final assessment if he/ she deems fit.

l) Where the Department and the External Examiner agree to sample examination scripts and other examination related materials, the principles governing the sampling must be agreed upon in advance between the Department and the External examiner including the sampling of borderline

scripts and extreme cases. The guiding principle is that the External Examiner should have enough evidence to determine that internal marking and classification are of an appropriate standard and consistent.

m) External Examiners shall attend meetings of Departmental Boards at the end of the examination process to present and discuss the report with the Internal Examiners.

n) The signature of an External Examiner shall be appended to the following declaration, which must appear on the Examination Report:

"I declare that I approve the process of examination which produced the examination results reported on this List."

o) If an External Examiner declines to sign the final list, then the Head of Department after consultation with the External Examiner, the relevant Course Lecturer, and with the Faculty Dean shall fully report in writing to the Chairperson Senate, the circumstances, including the views of the External Examiner which led to the External Examiner's decline to sign the examination report.

p) For special and reconvened Departmental Examinations Boards where an External Examiner is unable to attend, it shall be acceptable for him/her to contribute, ideally by video, tele-conferencing, email, or otherwise. Even when the external examiner cannot be physically present, they shall be involved in the scrutiny of scripts and shall have access to assessed coursework. It is also acceptable for this to be faxed or e-mailed initially provided the signed paper copy follows. Emails are not acceptable as final submissions.

SECTION 4.0 EXAMINATION INVIGILATION GUIDELINES

Invigilation is an important aspect of examination procedures. It ensures that examinations are conducted in accordance with the examination policy of the University. The guidelines shall rise invigilation standards and increase efficiency in the quality of invigilation at MMU:

1. Each Dean and Head of Department shall ensure that the invigilation and supervision of any examination is effectively and professionally done.
2. Every candidate shall sign an attendance sheet and indicate the booklet serial number as he/she hands in his/her script for every test/examination he/she has sat for.
3. Invigilators shall ensure that examination scripts for all the candidates who have sat the examination in the room(s) where they have been invigilating are collected after each candidate has signed to hand in his/her examination script.
4. Invigilators shall obtain from their Faculty Registrars lists showing the names of the candidates taking the papers to be invigilated.

5. Invigilators shall be present in the examination room at least thirty minutes before the commencement of an examination after collecting the examination papers from the Head of Department or a designated officer.
6. The Internal Examiner shall circulate the instructions to candidates, before the start of the University examination, setting out details of procedures to be followed in the conduct of examinations.
7. Subject to a minimum of two invigilators per room for candidates not exceeding 50, the number of invigilators to candidates after this number shall be in the ratio of 1:50. In appointing invigilators, care should be taken to ensure gender representation is upheld and that at any one time while the examination is in progress, there is at least one invigilator in the examination room.
8. Invigilators must ensure that ONE answer booklet is provided for each candidate unless the rubric on the question paper requires otherwise. This answer booklet must be filled before any additional paper is provided.
9. Invigilators shall admit candidates to the examination room ten minutes before the commencement of the examination and they shall ensure that they take places assigned to them. Only candidates who have cleared/paid 100% of the University fees and in possession of a valid registration card, a valid examination permit and a valid student identity card shall be admitted into the examination room. A candidate who fails to comply with this identification criteria may be refused admission to the examination room. Candidates shall be cautioned against smuggling any unauthorized material into the examination room. During these ten minutes, the Invigilator shall;
    a. Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.
    b. Call attention to any rubric at the head of the paper which seems to require attention.
    c. Announce that, where this is practicable, both sides of the paper must be used.
10. The invigilator shall then tell candidates when they may begin writing the examination.
11. In the case of a candidate whose name is not included in the list but who presents himself for the examination, the invigilator should;
    a. Ask a candidate to state the precise title of the question paper he/she is to take.
    b. If the candidate is right, he/she should be admitted to a spare place and allowed to begin the paper.

c. Shall report the name of the candidate to the Head of Department through the invigilator's report form.

12. Invigilators shall not admit candidates to the examination room after thirty minutes from the commencement of the examination and should not permit them to leave the room until thirty minutes have expired. Late candidates shall not be allowed extra time.
13. Normally no candidate may be admitted after the expiry of half an hour from the beginning of the examination period. A candidate may nevertheless be admitted at any time on the following conditions;
    a. Whether the candidate had previously left the room on health grounds.
    b. Any special and genuine reason given by the candidate for the lateness.
14. Invigilators shall on no account give any information to a candidate who asks questions about contents of a question paper or doubts its accuracy. Any question of this nature should be referred immediately to the examiner in the subject to clarify the point to all candidates.
15. At the commencement of the examination invigilators shall check the names of the candidates against the copy of the list to ascertain who is present and who is absent, and to confirm that every candidate is where he/she should be (so that no candidate attempts the wrong paper).
16. At the end of the first half-hour the word 'ABSENT' shall be written on the list against the appropriate names and the total numbers present and absent shall be entered in the space at the foot of the list.
17. Unused answer booklets and spare question papers should be returned to the Senior Assistant Registrar at the Faculty for safe custody.
18. During the examination, invigilators shall ensure that candidates are provided with any additional requirements (Supplementary sheets, log tables, map extracts, etc). Candidates may be permitted to do rough work on the left hand pages of the scripts on the understanding that this is crossed out at the end of the examination.
19. A candidate who contravenes/breaches the regulations, rules and instructions governing examinations shall be reported immediately to the Faculty Dean and the Academic Registrar for further action by the Examinations and Irregularities Committee of Senate which should meet immediately after the end of the examination period to take appropriate action.
20. A candidate shall make a statement in line with the contravention but shall not be prevented from continuing his/her paper. The candidate's statement plus a report of the invigilator must

be sent by the Faculty to the Academic Registrar including full details of the contravention/breach.

21. Invigilators shall not permit candidates to leave their places before their scripts have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand their scripts to the invigilator before leaving the examination room. No candidate shall leave the examination room during the last ten minutes of the time allocated for the examination except in case of emergency.
22. At the end of the examination period, invigilators shall instruct the candidates to stop writing and shall then collect all the scripts. The invigilator must ensure that no answer booklets have remained uncollected and no spare question paper or spoilt answer booklet is left on the desk.
23. When all the scripts have been collected, the candidates may leave the examination room.
24. Wherever more than one answer booklets have been used, candidates must fasten them together before handing them over to the invigilator. The serial numbers on both booklets should be recorded on the attendance sheet by the candidate before leaving the examination room.
25. The invigilators/internal examiners shall hand scripts to the senior Assistant Academic Registrar of the Faculty (arranged in the order of the attendance lists) who shall verify and record the exact number of scripts on the polybag/envelop (returning envelop) and thereafter seal the polybag for proper storage until they are picked by the Internal examiner during the central marking session.
26. The internal examiners shall be responsible for all cases of loss, damage, etcetera for their scripts until they are checked and accepted as correct record by the Senior Assistant Academic Registrar before and after marking.
27. Where many returning envelops are used, they shall be properly labeled by the invigilator so as to indicate the portions, for example; 1/5, 2/5, 3/5, 4/5, 5/5 so that in a situation where an envelope is left behind at the time of distributing them to course lecturers for marking is avoided.
28. The attention of the invigilators is drawn to the fact that smoking is not allowed in and around the examination room and that, this applies to invigilators, scouts, monitors as well as candidates.

29. In case of cross cutting courses, which require use of more than one room, the Head of Department shall deploy additional invigilators to support the Internal Examiner to ensure effective invigilation is conducted. These shall be facilitated by the Faculty in accordance with the University policies and guidelines.
30. Cases of illness should be reported to the Dean, Head of Department and the Academic Registrar as soon as possible. If a student feels ill during an examination, he/she should inform an invigilator immediately.
31. Invigilators shall have the power to confiscate any unauthorized books, manuscripts or other materials brought into the examination room, and to expel from the examination room any candidate who creates disturbance.
32. Invigilators who fail to invigilate examinations and those who disappear before examinations are concluded shall face disciplinary action in accordance with the University rules and regulations.

SECTION 5.0: GUIDELINES ON CENTRAL MARKING OF EXAMINATIONS

Marking of examinations is a significant activity in every institution of learning. It is an opportunity to give students feedback on their attainment. It is used for progression and award decisions and needs to be fair, reliable and valid. In 2017, the University Senate resolved to adopt Central Marking of end of Semester Examinations and agreed that all examinations shall be marked centrally within the University premises to ensure that marking is completed on schedule and that scripts are not lost or misplaced. The following are the marking guidelines:

1. In the context of Mountains of the Moon University, Central marking is a process where Examiners shall gather to mark examination scripts from a gazetted venue within the University premises for a specific period of time.
2. Marking shall be conducted by Internal examiners (course lecturers), and it shall commence immediately after examinations are done.
3. Examination marking centres shall be created at the faculty level by the Faculty Deans immediately after the end of the examinations.
4. Compliance to centralized Marking is mandatory to all categories of Academic staff i.e Full time and Part time staff. Even if a staff is alone in the Department, he/she shall mark

from the University premises. Scripts shall not be taken out of the University for marking by any Internal Examiner.

5. The marking of examination scripts shall be completed within two weeks from the date the examination session ended. Special concessions could be given to large courses, and it shall be determined by the Faculty Dean, with guidance from the AR.
6. The marking venue at every faculty shall remain open from 8:00 am – 5:00 pm every day until the marking exercise is concluded.
7. A favorable marking schedule shall be drawn by the Faculty Registrar in consultation with the Dean and shared with all the faculty examiners well in time for purposes of proper planning.
8. Meals (Break tea and lunch) shall be provided by the Faculty at the marking venue.
9. All the Internal Examiners have to ensure that all the candidates who sat for particular examinations had their scripts duly marked and that registration numbers of the absentee candidates are properly recorded.
10. The Faculty Registrar shall:
    a. Release examination scripts to internal examiners for marking on a daily basis until marking is concluded.
    b. Receive and ensure safe custody of the marked scripts.
    c. Ensure that Internal Examiners sign attendance sheets whenever they report for marking.
    d. Develop a log sheet/book for releasing examination scripts for marking and for receiving and recording the marked scripts.
    e. Prepare a marking timetable/schedule for different course units.
    f. Provide the required logistics (red pens, markers, polybags/envelops) to facilitate the marking exercise.
11. The Heads of Departments shall:
    a. Cross-check with the faculty Registrar to ensure all scripts in his/her department are dispatched for marking.
    b. At any one time, have a record of the whereabouts of scripts for all courses in his/her department and shall know which scripts have been marked, are being marked, have not been marked and those returned.

c. Ensure all marked examination scripts are submitted by the examiners to the Faculty Registrar for proper storage.

d. Ensure all registered students in the department are accounted for.

e. Provide access rights to examiners to upload results on AIMS in line with the approved timelines on the academic almanac of the University.

f. Forward to the Dean examiners who delay to complete marking and uploading of results on the Information system for appropriate action to be initiated.

12. The Faculty Deans shall;

a) Ensure meals are provided to the examiners during the stipulated period for marking.

b) Ensure marking is conducted in the gazetted venue and according to the schedule.

c) Invite external examiners to mark the sampled scripts and research dissertations.

d) Sign and forward consolidated mark sheets to the Academic Registrar after results have been approved by the Faculty Board.

e) Forward to the Appointments Board examiners who delay to complete marking and processing of results for appropriate disciplinary action to be taken.

f) Submit an evaluation report using the given evaluation form of the exercise to the Academic Registrar in a week's time from the last date of central marking. The report shall indicate the achievements, challenges and pending work, if any.

13. The examination section shall:

a) Provide a schedule for processing, approval and releasing of results in accordance with the University academic almanac.

b) Arrange marking verification visits to different faculties.

c) Liaise with the Faculty Deans to ensure marking venues are created in every faculty before the commencement of the marking.

d) Monitor the uploading of results on the information system by the Faculties.

e) Provide technical guidance where need be to ensure marking is conducted effectively.

SECTION 6.0 GUIDELINES ON HANDLING OF EXAMINATION RESULTS, GRADING AND COMPUTATION OF GPA AND CGPA

1. The office of the Academic Registrar shall circulate the lists of all registered students for every course to all relevant Deans and Heads of Departments.

2. The Internal Examiners shall be availed the records of registered students for the Courses they teach to guide in the compilation of marks.
3. Compilation of marks for each course shall be completed by the Internal Examiner immediately after marking.
4. Examination results shall be submitted in both electronic and signed hard copies in all the Departments. The Internal Examiner MUST enter the marks in the Academic Information Management System (AIMS) and submit a signed hard copy to the Head of Department, copy to the Faculty Registrar and Dean.
5. All issues pertaining to incomplete/missing marks be investigated expeditiously by the Department Boards and adequate explanations about such cases given before the examination results are submitted to the relevant Faculty Boards/Committees for further analysis.
6. The Head of Department shall convene a Department Board/Committee to:
   a. Discuss and consider course work and examination results
   b. Compile class mark sheets by accounting for all registered students
   c. Ensure that all results are entered in the Academic Information Management System (AIMS)
   d. Submit results together with the minutes of the Department Board/Committee meeting to the Faculty Board for further analysis and vetting by certain agreed deadlines.
7. The Faculty Boards shall be convened by the Deans to analyse the results in accordance with the approved examination regulations and semester system guidelines within one week from that date of submission by the departments. The Faculty Boards shall:
   a. Receive signed and stamped hard copy results together with minutes of the Departmental Board/Committee meeting.
   b. Ensure that results are entered in the Academic Information Management System (AIMS).
   c. Account for all registered students.
   d. Generate performance statistics and summary reports
   e. Receive and discuss reports of External Examiners
   f. Prepare examination report to Senate using the format approved by Senate.

8. The Faculty Board shall make decisions on the accuracy of the compilation and analysis of the examination results.
9. Faculties shall publish the provisional examination results as soon as the Faculty Board meeting is complete. The results shall remain provisional until they are approved and confirmed by Senate.
10. After the Faculty Boards meeting, the next approval and vetting shall be by the University Examinations and Irregularities Committee of Senate.
11. All the examination results shall be compiled and submitted using the format approved by the Senate to the Academic Registrar, signed by the Dean of the Faculty and accompanied by the minutes of the Faculty Board a week prior to the Senate meeting for final approval and confirmation by the University Senate.
12. Students shall be provided with examination results using the approved testimonial format uploaded on the Academic Information Management System (AIMS).
13. The publication of examination results shall be by displaying them on the students' portal of Academic Information Management System (AIMS).

Table 1: Summary of Results Management and Processing

Step 1	Internal Examiners Mark and Upload Results on the Academic Information Management System Within two weeks from the date of the last examination. Special concessions could be given to large courses, and it shall be determined by the Faculty Dean, with guidance from the AR.
Step 2	After marking all the scripts, external examiners are invited to mark by sampling to check on compliance to minimum standards and the quality of the examinations and the research dissertations.
Step 3	Department Boards/Committees analyse results and generate reports, accounting for all registered students.
Step 4	Faculty Boards vet the results and produce a report.
Step 5	Dean publishes provisional results
Step 6	HoDs receive students' complaints and recommend them to the faculty board
STEP 7	Faculty board vet students' complaints and recommend appropriate action

STEP 8	Faculty boards make a report and recommend results to the University Examinations Committee of senate, with all minutes related to Examinations and External examiners reports.
STEP 9	University Examinations Committee of Senate Scrutinize Results and reports from the Faculty Boards. The committee can advise the faculty boards and/or make recommendations to Senate.
Step 10	Senate Makes final approval and confirms the results.
Step 11	Academic Registrar Publishes the confirmed results.

14. Each course shall be graded out of a maximum of 100 marks and assigned a letter grade and grade point as illustrated in the table below:

Table 2: Letter Grades and Grade Values for Undergraduate Programmes as per the National Council for Higher Education Grading System (May 2015)

MARKS (%)	LETTER GRADE	GRADE POINT
80-100	A	5.0
75-79	B+	4.5
70-74	B	4.0
65-69	C+	3.5
60-64	C	3.0
55-59	D+	2.5
50-54	D	2.0
0-49	F	NOT GRADED

15. The Grade Point Average (GPA) shall be computed following the steps below:
    a. Calculate the course grade point or weighted score of the course achieved by multiplying (Grade Point of the Course) by (Number of Credit Units for the Course).
    b. Obtain the Grade Point total by adding all the Grade Points (or Weighted Scores) for each course taken.
    c. Obtain the Grade Point Average (GPA) by dividing the (Grade Point Total or Total Weighted Score) by (the Total Number of Credit Units)

Table 3: An Illustration of the Computation of GPA

Course Unit	Letter Grade	Credit Unit	Grade Point	Grade Point Total (Weighted Score)
BBA 1101 Principles of Accounting	C+	4	3.5	(4*3.5) = 14
BBA 1102 Principles of Management	B+	3	4.5	(3*4.5) = 13.5
BBA 1103 Principles of Microeconomics	B	3	4.0	(3*4.0) = 12
BBA 1104 Business Administration	C	3	3.0	(3*3.0) = 9
BBA 1105 Quantitative Methods for Business	B	3	4.0	(3*4.0) = 12
CCCS 1101 Communication Skills	A	3	5.0	(3*5.0) = 15
ICTN 100 Introduction to Computer Technology	A	3	5.0	(3*5.0) = 15
Totals		**22**		**90.5**
	GPA will therefore be: 90.5 / 22 = 4.11			

NB. In case a candidate repeats a semester, his/her previous Grade Point Average for the previous attempt shall be disregarded.

16. The Cumulative Grade Point Average (CGPA) at a given time shall be obtained by:
    a) Multiplying the Grade Point obtained in each course by the Credit Units assigned to the course to arrive at the Weighted Score for the Course.
    b) Adding together the Weighted Scores for all the Courses taken up to that time
    c) Dividing the Total Weighted Score by the total number of Credit Units taken up to that time.
    d) In case of Credit Accumulation and Transfer (CAT), the following shall apply;
        i. A student transferring to MMU from another University shall be allowed to transfer **NOT MORE THAN 40%** of the credits accumulated from the previous institution.
        ii. The transferred credits/courses shall be included in the computation of the student's CGPA at MMU.
    e) In case of exemptions on the strength of a prior award, the following shall apply;

i. Exemptions shall apply to completed qualifications.

ii. A degree student of MMU shall be exempted **NOT MORE THAT 40%** of the courses obtained in a related diploma and passed at Distinction level (Class I award).

iii. The exempted courses shall clearly be indicated on the transcripts but shall not contribute towards a final CGPA as per the National Council for Higher Education benchmarks.

Section 7.0 Procedure for APPEALS FOR REASSESSMENT OF EXAMINATION RESULTS

After the release of provisional results by the School Board, a candidate may appeal within a period of three (3) weeks for remarking to the Assistant Registrar Academic in charge of Examination through the Head of Department and the Dean. Copy to School Registrar giving reasons for the remark. A copy should be provided to those offices.

(i) A candidate for whom remarking has been accepted shall be required to pay a non-refundable fee per paper, or such other amounts as may be determined by Senate from time to time.

(ii) The Head of Departments and Dean shall recommend to remark only after convincing reasons have been given justifying remarking of scripts for a candidate.

(iii) The Dean reserves the right to reject any request for remarking if, in her/his opinion, a strong case has not been established.

(iv) The Dean shall propose an independent examiner in consultation with the Head of Department to mark the script(s) and forward the name to the Registrar Academic for consideration.

(v) The Registrar Academic, upon receiving a request for remarking from the Dean, may reject the proposed examiner or appoint an examiner to mark the script(s) and report to the Senate. If the Registrar Academic rejects the internal examiner proposed by the Dean, he/she shall inform the Dean so with reasons and request him to nominate another examiner.

(vi) An Independent Examiner, as appointed by Senate, refers to an Internal or an External Examiner, who has not taught or examined the candidate in the particular course.

(vii) The Head of Department shall be provided with the marking guide from the concerned Internal Examiner which would be forward to the identified independent examiner.

(viii) The independent examiner appointed by the Registrar Academic on behalf of Senate shall release the marks within two (2) weeks and report to the School Board.

(ix) The score obtained on remarking a script shall be the accepted provisional mark, which shall be forwarded to School Board and later Senate for approval.

8.0 Guidelines for Setting, supervising, and assessing a project /practical-based examination:

a) **Setting the Project/practical**

(i) Clearly outline the learning objectives and skills that the project/practical is intended to assess. Ensure these align with the curriculum and desired outcomes.

(ii) Determine the scope of the project/practical. Ensure it is manageable within the given timeframe.

(iii) Provide detailed instructions, including the project/practical's purpose, expected deliverables, format, and any specific requirements.

(iv) List any resources or materials students may need and where they can access them and give the students guidance on effective research for the project/practical

(v) Set a clear timeline with milestones. Include deadlines for proposals, progress reports, drafts, and final submission.

(vi) Outline if the project/practical will be done individually or as a team and provide the criteria for team selection.

(vii) Explain to students the dos and don'ts with regard to what is allowed and what is Mal practice during execution of the project/practical.

(viii) Develop a detailed rubric that outlines the criteria for assessment. Include various components such as originality, understanding of the topic, application of knowledge, analysis, presentation, and adherence to guidelines. Make the rubric available to students at the start of the project/practical to ensure transparency.

(ix) Submit the project/practical Examination with above criteria to the HoD for moderation and further guidance

b) **Supervising the project/practical**

(i) Provide a support system, such as access to a mentor or regular check-in meetings, to help students throughout the project/practical.

(ii) Hold an initial meeting to explain the project/practical expected answers and ensure students understand the expectations and assessment criteria.

(iii) Require students to document their process, including their research, design choices, and any challenges they encounter. This documentation can be part of the assessment.

(iv) Schedule regular progress meetings to monitor student progress, provide feedback, and address any issues. These can be one-on-one or in small groups.

(v) Encourage students to set their own mini-deadlines to stay on track.

(vi) Offer constructive feedback at each stage of the project/practical. This helps students improve and align their work with expectations.

(vii) Use a variety of feedback methods, including written comments, face-to-face meetings, and peer reviews.

(viii) Submit a project/practical progress report to the HoD

c) Assessing the Project/practical

(i) Ensure there is a clear and accessible method for submitting the project/practical. This could be through an online platform, physical submission, or presentation.

(ii) Assess the project/practical using the previously shared rubric. Be consistent and objective, focusing on each criterion.

(iii) Evaluate different aspects of the project/practical, such as content quality, creativity, critical thinking, problem-solving, and the application of knowledge.

(iv) Consider both the final product and the process, including how students overcame challenges and utilized feedback.

(v) Have students present their project/practicals and defend their work. This allows for an assessment of their understanding and ability to articulate their process and findings.

(vi) Provide detailed feedback based on the rubric. Highlight strengths and areas for improvement.

(vii) Assign grades based on the rubric and provide a rationale for the grade given.

(viii) Encourage students to submit a reflective piece on what they learned, how they approached the project/practical, and what they would do differently next time. This can provide additional insight into their learning process.

(ix) Propose to the HoD a panel of at least 2 other persons that will help you in assessing the project/practical based on criteria above. The HoD can approve the panel members or provide other/additional panel members.

(x) The panel will determine the final mark of the project/practical examination and submit a report to the HoD.

9.0 PROCEDURE FOR RESPONDING TO NON-COMPLIANCE TO EXAMINATION GUIDELINES AND PROCEDURES BY THE DIFFERENT STAKEHOLDERS

a) In case a course lecturer fails to submit examination question papers or examination results within the stipulated time:

i) The Head of Department shall write to such a lecturer/internal examiner after one week of expiry of the deadline.

ii) The Head of Department shall remind the lecturer/internal examiner after the second week

iii) The Head of Department shall again write to the staff after the third week and this letter shall be copied to the Dean of the Faculty.

iv) The Faculty Dean shall write to the lecturer immediately he/she receives the notification from the Head of Department.

v) On failure to respond to (iv) above, the name of the course lecturer shall be forwarded to the Director of Human Resource for a disciplinary action and an alternative staff be identified and requested to set the examination paper.

b) Sections (i) – (iv) shall also apply to course lecturers who fail to administer coursework and give feedback to students in the stipulated time.

c) In case a Senior/Principal Assistant/Deputy registrar or anyone charged with the role of handling examinations processes at Department/Faculty or University level as stipulated in the guidelines fails to perform any or all of his/her roles, the respective immediate supervisor shall:

i) Verbally communicate to the Senior/Principal Assistant/Deputy registrar.

ii) Shall write to the Senior/Principal Assistant /Deputy registrar and copy to the Academic Registrar/Deputy Vice Chancellor – Academic Affairs.

iii) The Academic Registrar/Deputy Vice Chancellor – Academic Affairs shall interface with the Senior/Principal Assistant /Deputy registrar

iv) Failure to improve performance to (i) – (iii) above in the subsequent semester the matter shall be referred to the Human Resource Director for further management.

d) In case the Head of Department fails to perform any or all his/her examination roles stipulated in the guidelines, the Dean of the Faculty shall:

i) Verbally communicate to the Head of Department.

ii) Write to the Head of Department and copy to the Academic Registrar in case of failure to improve.

iii) Write to the Head of Department and copy to the Academic Registrar and the Director of Human Resource

iv) The Academic Registrar shall interface with such a Head of Department if (iii) above fails

v) Failure to improve after all interventions under (i) – (iv) above for a full semester, the case shall be forwarded by the Dean to the Human Resource Director for further management.

e) In case the Academic Registrar fails his/her examination related roles as provided for in the examination guidelines, the Deputy Vice Chancellor – Academic Affairs shall:

i) Verbally communicate to the Academic Registrar

ii) Write to the Academic Registrar and copy to the Human Resource Director if problem(s) persist(s).

iii) Write to the Academic Registrar, copy to the Director Human Resource and Vice Chancellor if Academic Registrar continued to fail to perform.

Appendix I : Moderation Tool

MOUNTAINS OF THE MOON UNIVERSITY

OFFICE OF THE ACADEMIC REGISTRAR

EXAMINATION MODERATION TOOL

FACULTY: ..... DEPARTMENT: .....

COURSE CODE: ..... COURSE NAME: .....

PROGRAMME: .....

SEMESTER: ..... ACADEMIC YEAR: .....

INSTRUCTIONS: (Use Yes/No Responses and give appropriate comments/Recommendations)

PART 1: THE QUESTION PAPER FORMATTING

1. The cover page conforms to the approved format of the University examinations rubric
   .....
2. The cover page has all relevant details such as time allocation, course code, course name and instructions to candidates.
   .....
3. The instructions to candidates are clearly specified and explicit
   .....
4. The paper has correct page numbering
   .....
5. Appropriate font type and size are used throughout the paper
   .....
6. Mark allocations are clearly specified and conform to the marking guide
   .....
7. The total marks in the question paper and in the marking guide are accurate
   .....
8. The paper can be completed within the allocated time
   .....
9. The paper adheres to the minimum and maximum number of questions as per the University examination policy and the curriculum document
   .....

PART 2: CONTENT COVERAGE

1. The paper adequately covers the learning outcomes and the assessment criteria in the course syllabus
   .....
2. The questions are within the broad scope of the curriculum as indicated in the programme document
   .....
3. The paper allows for creative responses from candidates
   .....
4. The questions demonstrate the latest developments in the learning area
   .....
5. The illustrations are suitable, appropriate and relevant to the course
   .....
6. There is a link between mark distribution, level of difficulty and time allocation
   .....
7. The questions are set in a sequential manner following the course structure
   .....
8. Subject vocabulary and terminology are used appropriately
   .....

PART 3: SKILL AND COGNITIVE DOMAINS

1. There is an appropriate level of coverage in terms of the different cognitive domains (i.e. evidence of application of Bloom's Taxonomy)
   .....
2. Where there is a choice, questions are of equal level of difficulty and importance
   .....
3. There is an appropriate variety in the construction of questions i.e. factual, data-response, critical evaluation, problem solving, oral, numerical and pictorial depending on the nature of the course being examined
   .....

PART 4: THE MARKING SCHEME/GUIDE

1. The marking guide is accurate
   .....
2. The marking guide corresponds to questions in the examination paper
   .....
3. The marking guide creates allowance for unconventional responses
   .....
4. The marking guide is presented clearly and coherently
   .....

5. The mark allocation is accurate for sub-sections and the paper as a whole
   .....
6. The mark distribution in the marking guide corresponds with the marks in the question paper
   .....

Any other comments/recommendations

.....
.....
.....
.....
.....
.....
.....
.....

Internal/External Moderator's name:
.....

Signature: ..... Date: .....

Response and action of Internal Examiner to **Internal/External Moderator's** comments:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Internal Examiner's Name: .....

Signature: ..... Date: .....

Head of Department's Comments

.....
.....
.....
.....
.....
.....
.....

Signature of Head of Department ..... Date .....

Signature of the Faculty Dean: ..... Date .....

Appendix II: Recommended cover page for Mountains of the Moon University examinations.

MOUNTAINS OF THE MOON UNIVERSITY

FACULTY OF SCIENCE, TECHNOLOGY, AND INNOVATIONS

BACHELOR OF SCIENCE WITH EDUCATION

SEMESTER TWO EXAMINATIONS – 2024 / 2025

DEPARTMENT	: PHYSICAL SCIENCES
PAPER CODE	: MAT2102
PAPER NAME	: DIFFERENTIAL & INTEGRAL CALCULUS
DURATION	: 3 HOURS
YEAR OF STUDY	: ONE
DATE OF EXAM	: 7th/12/2024
TIME OF EXAM	: 9:00 AM – 12:00 PM
EXAMINER	: .....

INSTRUCTION (S) :

- ◊ Answer ***Five*** questions, choosing ***Two*** from Part I and ***Three*** from Part II
- ◊ Begin each question you are answering on a fresh page.
- ◊ Read the additional instructions provided in the answer booklet.