



MOUNTAINS OF THE MOON UNIVERSITY

EXAMINATIONS POLICY

MARCH 2025

APPROVAL

Approved by the Mountains of the Moon University Governing Council

Signature



Name

ENG. DR. BEN MANYINDO

Date

27th March 2025

PREFACE

Effective examination management is a crucial element of University examinations. The process involved in the administration of examination, therefore, must ensure that examinations are conducted in accordance with the stipulated rules. In order to guarantee valid and reliable results and maintain credibility of the examination system, care must be taken to ensure that all rules are followed. In addition, officers who handle every step in the examination process must be clearly identified so that they bear responsibility for the management of exams. The policy is therefore meant to ensure a seamless examination process.

Contents

PREFACE	ii
Definitions of terms.....	v
1.0 BACKGROUND	1
1.1 Mountains of the Moon University Philosophy	1
1.3 Mountains of the Moon University Mission	1
1.4 Mountains of the Moon University core values	1
1.5 Mountains of the Moon University Mandate	1
2.0 GOVERNING REGULATIONS	1
2.1 Overall authority	2
2.2 University Examination Process	2
3.0 NATURE OF UNIVERSITY ASSESSMENT	2
4.0 REQUIREMENT BEFORE SITTING FOR EXAMINATIONS	3
5.0 ADMINISTRATION OF EXAMINATIONS.....	3
6.0 MISSED EXAMINATIONS.....	4
7.0 RETAKES.....	6
8.0 IMPROVING GRADES	7
9.0 PROGRESSION, GRADES AND CLASSIFICATION OF AWARDS.....	8
10 APPEALS FOR REASSESSMENT OF EXAMINATION RESULTS.....	9
11. 0 MALPRACTICES IN UNIVERSITY EXAMINATIONS	10
12.0 IRREGULARITY ON EXAMINATION LEAKAGE.....	12
13.0 EXAMINATION IRREGULARITIES CLASSIFICATION AND PENALTIES	12
Group I.....	12
Group I Penalty	13
Group II.....	13
Group II Penalty.....	13
Group III	14
Penalty Group III	14
Group IV	14
Penalty Group IV	15
Group V	15
Penalty Group V.....	15
14.0 OFFENCES RELATING TO CONDUCT OF IRREGULARITIES HANDLING	16
Penalty.....	16

15.0 PROCEDURE IN DEALING WITH EXAMINATIONS IRREGULARITIES	16
15.1 Procedure	16
16.0 STANDING COMMITTEE OF SENATE ON EXAMINATION IRREGULARITIES	17
17.0 APPLICATION OF NATURAL JUSTICE	17
18.0 MITIGATING AND AGGRAVATING FACTORS WHEN DETERMINING THE APPROPRIATE PENALTIES.....	18
Punishment.....	18
(a) Mitigating Factors.....	18
(b) Aggravating Factors	18
19.0 APPEALS	19
There shall be an appeals committee to handles appeals in case the suspect is not in agreement with the verdict.....	19
19.1 Appeals Committee.....	19
20.0 LEAKAGE OF EXAMINATIONS	19
21.0 LOSS OF EXAMINATION SCRIPTS AND ACADEMIC DOCUMENTS.....	20
21.1 Loss of examination scripts.....	20
21.2 Loss of academic documents.....	20
22.0 CERTIFICATION AND VERIFICATION OF COPIES OF ACADEMIC TRANSCRIPTS AND CERTIFICATES.....	20
23.0 DISPOSAL OF SCRIPTS.....	21
24.0 SUSPENSION AND EXEMPTIONS.....	21

Definitions of terms

For the purpose of this policy;

- i) **Academic Year** shall consist of two semesters and a recess period to cater for practical field attachment; school supervised placement and other field courses as may be determined by Senate.
- ii) **Compensation** – is a procedure that may be applied when a student who has failed an examination in a course registered for in that semester with a score between 47% and 49.94% is assisted to attain the pass mark of 50% by applying a ratio of 1:2 for failed and the passed course respectively or subtracting either 6, 4, or 2 marks from a related course that when halved and added to the marks of the failed course brings it to the pass mark. The pass mark for the directorate post graduate school is 60% unless changed by the Senate and the compensable mark will be 56-59.94% .
- iii) **Continuous Assessment Test** is any form of evaluation, such as tests, graded practical's, projects and assignments, during a semester/term and count towards University Examinations.
- iv) **Core Course** is a course, which is central to the discipline of study which must be taken by all candidates in a given programme.
- v) **Course** is the smallest unit in which a student can receive an assessment normally taught over a semester, and may comprise one or more units of study.
- vi) Discontinue is terminating a student from a programme; this could be for academic or disciplinary reasons.
- vii) **Elective Course** is a course, which a student may choose, according to interest, subject to approval by the relevant department, and shall be taken into account for the purpose of Degree Classification.
- viii) **Leakage** is any act, which results in a student, or a person having unauthorized access to, or knowledge of examination questions or of any materials related to the examination, before the scheduled date and time of the examination.
- ix) Normal **Progress** means when a student has registered, sat and passed all the courses for one programme.
- x) **Optional Course** is a course, which a student may choose according to interest, subject

to approval by the relevant departments but which may not necessarily be central to a discipline of study and shall not be used for Degree Classification.

- xi) **Pre-requisite Course** is a course, which must be taken and completed before one can register for the subsequent related course in another semester.
- xii) **Prescribed Courses** are courses, which may be designated as core, required, pre-Requisite or elective, as specified in a given curriculum as approved by the Senate.
- xiii) Probationary **Progress** means when a student registered, sat and failed or missed examinations with less than the grade point of 2.0 in one or more courses. Such a student is allowed to proceed to the next year of study and attend classes and to sit for the examinations on the programme. This means that the student would repeat the Course in its Entirety.
- xiv) Regular **University Examinations** are those examinations held at the end of each Semester or end of each Academic year or as may be determined by Senate and the University calendar.
- xv) **Required Course** is a course, which is supportive of or beneficial to a discipline.
- xvi) Retake **Examinations** are those examinations which are offered to a student who has failed the course or did not perform well and is allowed to re-sit for it when it is next offered.
- xvii) **Semester** is a period of study of normally seventeen (17) weeks or such a period as may be determined by Senate for any academic year. This includes two weeks of administering end of Semester examinations.
- xviii) **Semester Load** The Normal Semester load for an Undergraduate Academic Programme shall range from 185 credit hours to 2451 credit hours. The maximum semester load of 302 is permissible for an Undergraduate Programme to cater for students with retakes or missed exams, unless otherwise approved by the Senate. is 28.is normally between 21 and 24 credits units, unless otherwise approved by Senate.
- xix) Special **Examinations** are those examinations administered to candidates under specified circumstances after approval by Senate.
- xx) **Unit of Study** is a one-hour lecture per week per semester or two hours of tutorials/seminars per week per semester or three hours of practical per week per

semester.

- xxi) University **Examinations** are all those examinations, assessments or evaluations that are considered in determining whether or not a candidate has passed a particular course in a semester and consequently qualifies to graduate.

1.0 BACKGROUND

1.1 Mountains of the Moon University Philosophy

Transforming minds to enhance community engagement

1.2 Mountains of the Moon University Vision

To be a centre of excellence in teaching, research and community engagement for sustainable development

1.3 Mountains of the Moon University Mission

To produce outstanding, well rounded, morally upright and innovative graduates with a knowledge base for making a positive impact on the community.

1.4 Mountains of the Moon University core values

- a) Professionalism.
- b) Innovativeness.
- c) Integrity.
- d) Team Work.
- e) Social Responsibility.

1.5 Mountains of the Moon University Mandate

To teach, research, facilitate learning and undertake engagement with local communities for socio-economic transformation.

2.0 GOVERNING REGULATIONS

- a) The Academic Registrar will be responsible for all Mountains of the Moon Examinations under the general direction of the Senate subject to Council regulations and approval.
- b) The policy shall regulate the setting, moderation, conduct, supervision, marking and grading of examinations and certification of eligible candidates.
- c) It shall be the duty of the course instructor to set, invigilate, mark and grade their examinations as part of their job description.
- d) Regular Examinations shall be conducted twice in an academic year as determined by Senate.

2.1 Overall authority

- a) The Senate shall have the overall authority in all matters concerning and affecting examinations which include the setting, moderation, invigilation supervision, marking and grading of examinations as well as the declaration of examination results.
- b) The operationalization of this policy will be supported by existing policies, guidelines and procedures on examinations
- c) This policy shall apply to all persons involved in all examination processes as stated in the Examinations guidelines, procedures and regulations.

2.2 University Examination Process

The entire University Examination Process presupposes responsibility, integrity and confidentiality on the part of all University personnel involved. It starts with internal examiners administering continuous assessments, drafting question papers and ends with the publication of results approved by the University Senate. The Examination processes shall be as outlined in the Examinations guidelines, procedures and regulations.

3.0 NATURE OF UNIVERSITY ASSESSMENT

- a) The University Examinations shall be conducted by means of any one or combination of the following: Written Examinations, Oral Examinations and Project-based/Practical Examinations as prescribed in the curriculum document and guidelines.
- b) The Continuous Assessment (CA) shall constitute of class exercises and activities, a minimum of two (2) Course Assignments (CA) and one (1) Course Assessment Test (CAT) per course per semester.
- c) Summative examinations
- d) Pass mark for undergraduate is 50% and for postgraduate 60%
- e) A student shall be required to register for such a number of courses that give a unit total of between 30 units and a maximum of 64 units per academic year to qualify to be graded for purposes of award of degrees unless otherwise approved by the Senate.
- f) Only students on normal progress by the end of their programme and have attained the minimum graduation load shall be eligible for graduation and qualify for award of certificate and transcript.
- g) The Draft examinations timetable shall be circulated at least three weeks before the start

of the semester examinations to give students and lecturers an opportunity to identify inconsistencies, if any.

4.0 REQUIREMENT BEFORE SITTING FOR EXAMINATIONS

All candidates must comply with the following regulations before sitting university examinations:

For a student to be eligible

- a) A student must have 75% class attendance in all course units,
- b) Must have passed continuous assessment by 50%
- c) To sit for central tests a student must have paid 80% of the University fees, registered and in possession of a registration certificate.
- d) To sit for End of Semester Examinations Must have paid all requisite University fees.
- e) A student will only be allowed to sit for courses registered for and will not exceed the maximum semester load.
- f) Should be in possession of a valid University Identity card, valid Registration certificate and valid examination permit.

5.0 ADMINISTRATION OF EXAMINATIONS

a) Setting

The course instructor shall set and submit to the head of department the end of semester examinations with its marking guide by the sixth week of the semester.

b) Moderation

Examination moderation is the process of validating examination papers for accuracy, compliance, syllabus coverage and proper marks allocation. This shall be done internally and externally every semester. Every Department must have at least one external examiner.

c) Printing

Printing, collating and packing of examinations shall be centrally managed by the Academic Affairs Department. Printing will be done by week twelve.

d) Invigilation

The Course Instructor shall be the principal invigilator and will be accountable for their respective examination session.

e) **Central Marking**

All end of semester examinations will be marked centrally, at designated University premises within a period of two weeks after the examination session. No examiner whether full time or part time shall at any one time take scripts from the designated marking centers of the University.

f) **Management of Results**

Results shall be submitted and discussed at the following levels:

- i) Department Board
 - ii) Faculty Board
 - iii) University Examinations Committee of Senate
 - iv) Senate for approval.
- g) Senate sitting to approve results shall be within two months after the completion of central marking process or at an otherwise appropriate time as determined by Senate
- h) The Deans shall forward provisionally results to Senate for final consideration and approval in fifth (5) week after the end of the examinations.
- i) Senate may accept, reject, vary or modify provisional examination results presented to it by the University Examinations Committee of the Senate.
- j) Once the examination results have been approved by the Senate, they will be published as results and no department, Faculty, any individual or agent apart from the Senate shall have the authority to alter the examination results.
- k) The details of procedures under this section are contained in the Examinations guidelines, procedures and regulations.

6.0 MISSED EXAMINATIONS

6.1 A missed examination is an examination that a candidate did sit for at the time when it was scheduled.

6.2 A candidate may miss an examination on any of the following grounds; Health, bereavement, fees, special duty, emergencies and abscondment.

6.2.1 A candidate who misses exams on grounds of Health, bereavement, fees, special duty and emergencies, shall:

- a) Inform the Faculty Dean through the Head of department in writing prior to commencement of the exam and attach relevant evidence.
- b) Obtain written approval from the Faculty Dean basing on the evidence given to miss the exam.
- c) Be allowed to sit the missed exam when it is next offered at no extra cost other than the regular university fees.
- d) Carry forward the coursework results of the missed examination.
- e) Shall not exceed maximum semester load.

6.2.2 Abscondment

Abscondment refers to a candidate who deliberately fails to attend an exam without providing any prior notice, valid excuse or explanation. The candidate shall, unless otherwise determined by the Senate:

- a) Sit for the missed examination when next offered and be required to pay a penalty of UGX 100,000/ (one hundred thousand shillings only) per paper absconded from or as the University Council may determine as required.
- b) Attend all classes and do coursework for the absconded examination papers.
- c) Be discontinued from the programme if s/he absconds from 50% of University examination(s) offered in an academic year.
- d) The final mark of the candidate in this category shall be earmarked as RM (Result after Missing the first attempt).

6.3 Special Examinations

Special Examinations shall be administered periodically as deemed necessary and approved by senate upon recommendations from the Faculty boards.

7.0 RETAKES

Students who fail to score the pass mark in Section 3.0 (4) or would which to improve on their grades shall retake the course(s) when its next offered.

7.1 Eligibility to Retake a course

The following shall apply: The candidate(s):

- a) Shall be required to attend classes, do all continuous assessments and sit for the End of Semester examination.
- b) MUST REGISTER for the RETAKE course(s) within the period stipulated in the admission and registration policy for every new semester.
- c) MUST PAY A RETAKE FEE as defined in the financial manual of the Mountains of the Moon University.
- d) who have failed courses offered in an academic year shall be allowed to proceed to the subsequent year of study and retake the failed course(s), provided the total credit
- e) units shall not exceed the maximum semester load of the subsequent semester of the academic year.
- f) Mark(s)' obtained after retaking a course(s) shall be recorded as it is; however, it shall be indicated on the transcript as mark obtained after retaking as RT.
- g) Shall not be allowed to take on a course unit if he has failed its prerequisite course unit.
- h) May not retake the same course unit for more than 2 times.
- i) Shall not be allowed to accumulate 5 or more failed course units in an academic year. This student will be required to stay put until he/she clears this load.

- j) For clinical course units, a candidate who fails a practical component will be required to retake the entire course unit.

7.2. Cost for Retaking an Examination

Students shall pay a specified unit cost for the retake as determined from time to time by the University management. The following shall apply;

- a) Students who proceed to the next year of study with retake course(s) shall be required to pay a specified unit cost but not pay additional functional fees.
- b) Government sponsored students who fail examinations shall meet their own costs of retaking the failed course(s). While retaking, s/he shall be billed as a private student.

7.3 Compensated pass:

A compensated pass is a pass given to a student who has scored marks below the pass mark. The following shall apply;

- a) If an undergraduate candidate scores between 47-49.9 and postgraduate candidate scores 56-59.9%
- b) If a candidate fails only one course per semester.
- c) The Faculty Board of examiners may grant a compensated pass from a related course unit, at its discretion and recommend to the Senate for approval.

8.0 IMPROVING GRADES

A candidate who may wish to improve his /her grades in a course(s) already done, may be permitted to re-sit a course(s) or a semester.

8.1 Qualification for improving grades

The following shall apply;

- a) Candidate shall not have any outstanding retake(s) and tuition fees balance.

- b) The candidate shall apply to the Academic Registrar through the Faculty Dean, Head of Department and the lecturer in charge.
- c) At application, the candidate shall forfeit the previous grade. This implies the candidate shall be required to attend classes, do continuous assessment and sit for End of Semester Examination.
- d) The candidate will be required to repeat the course(s) when next offered in the subsequent academic year, provided the total credit units shall not exceed the maximum semester load of the subsequent semester.
- e) The mark obtained after re-sitting a course(s), will be final regardless of whether it is lower or the same as the first grade.
- g) The grade shall be indicated on the Transcript as RT Result obtained after improving grades.
- f) The Candidate(s) shall pay a specified unit cost for improving the grade and will not pay additional functional fees.
- g) Candidate(s) who wish to improve grades for an entire semester shall be required to pay tuition fees and functional fees in case of semester 1 in an academic year.
- h) Government sponsored candidates who wish to improve grades for a course(s) or semester shall meet their own costs while re-sitting.

9.0 PROGRESSION, GRADES AND CLASSIFICATION OF AWARDS

9.1 Progression

Progression is the academic progress of a candidate in the programme she or he studied over a period of time.

9.1.1 Normal progression

Normal progression shall occur when a candidate has passed the assessments in all the course(s) she or he had registered for in a particular semester with a mark(s) corresponding to Grade Point (GP) of at least 2.0.

9.1.1.1 Vice Chancellors list

A list showing excellent performance of candidates. Candidates who attain a Grade Point Average (GPA) of at least 4.40 shall be enlisted on the Vice Chancellor's list.

9.1.1.2 Dean's list

Candidates who attain a GPA ranging from 3.60 to 4.39 shall be enlisted on the Dean's list.

9.1.2 Unfulfilled Credit: A candidate shall be deemed to have unfulfilled credit(s) if s/he does not have a pass mark in registered course(s).

9.1.2.1 Probation Progress

A candidate with unfulfilled credit(s) even though progressing to the subsequent year of study, shall be put on probation progress pending successful completion of the unfulfilled credit(s).

9.1.2.2 Stay-put

a) Stay-put is when a candidate is not allowed to proceed to the subsequent semester or academic year.

b) A candidate shall be required to stay-put when:

(i) He/she fails more than 50% of his/her course units in an academic year.

(ii) Without any other permissible remedy, his/her semester load exceeds the maximum semester load.

(iii) He/she is penalised to stay put due to Examination malpractice.

10 APPEALS FOR REASSESSMENT OF EXAMINATION RESULTS

a) On the release of results by the senate, a candidate may appeal within a period of two (2) weeks for remarking. The details on appeals procedure are contained in the Examinations guidelines, procedures and regulations.

10.1 EXAMINATION RESULTS AND GRADING

a) Course Work Assessment (CWA) shall normally constitute class exercises and activities 10%, Course Assignments (CA) 10%, Course Assessment Tests (CAT) 20% or as determined by the Faculty Boards and end of semester examination, 60% of the final marks awarded to a candidate

in a course, unless Senate decides otherwise.

11. 0 MALPRACTICES IN UNIVERSITY EXAMINATIONS

Students or staff members involved in examination mal practice during university assessments will be sanctioned following existing policies guidelines and procedures.

11.1 Malpractices in Relation to Coursework

It shall be an offence for a student/candidate to avail to another student/candidate his/her prepared coursework with a view to assisting the latter to do his/her coursework or to negligently expose his/her coursework to another candidate to use.

Penalty

Any student/candidate found guilty of the offence under the Rule in 11.1 above shall be liable to:

- i) Caution and Cancellation of his/her coursework and other coursework should not be administered until the course is next offered or
- ii) Caution and Cancellation of his/her coursework and earmark such a course as a retake

11.2 Fraud in Relation to Coursework

It shall be an offence for a student/candidate to:

- (a) Submit coursework not prepared by him/her.
- (b) Substantially plagiarise the work of any other person.
 - i. Pass off the words or ideas of someone else as his/her own without proper acknowledgement or crediting the original source.
 - ii. Replicate one's own work which one has presented elsewhere or the same examiner for assessment.
- (c) Solicit/purchase any coursework from any other person.
- (d) Falsify/alter marks awarded on a coursework script.

Penalty

Any student/candidate found guilty of involvement in fraudulent conduct related to coursework as set out in 11.2 above, shall be liable to:

- i. Caution and Cancellation of his/her coursework and other coursework should not

be administered until the course is next offered. Or,

- ii. Caution and Cancellation of his/her coursework and earmark such a course as a retake.
- iii. Students/Candidates that fall under rule 11.2(d) will be liable to Caution and cancellation of his/her coursework, earmark such a course as a retake and suspension from his/her studies for a period not exceeding one Semester.

11.3 Rules related to Examination Irregularities

No candidate shall;

- a) Sit or attempt to sit the examination without valid documentation.
- b) Utter false documents in relation to eligibility to sit University examinations.
- c) Impersonate another student/candidate to sit an examination.
- d) Carry out a conversation or any other communication with another student/candidate once the examination has commenced.
- e) Read or refer to materials written in answer booklets belonging to another candidate.
- f) Carry examination scripts/answer sheets, one's/or another candidate's out of the examination room.
- g) Obtain assistance from another Student/candidate/non-candidate, and/or giving assistance to another student/candidate, not limited to use telephone discussions, sharing materials, directly or indirectly in answering an examination paper, pass on question papers with summarised notes during the examination.
- h) Have or carry unauthorized material into and around the examination rooms, including but not limited to written materials on clothes, handkerchiefs, hats, petticoats, caps, underside of shirts, ties Jackets/overcoats, clipboards, writings on adjacent walls, desks, tables, bags, parts of body, electronic devices, such as mini computers, calculators, cell phones, pagers etc. Any writing or drawings or other work found with or on a student/candidate other than in his/her answer-book or supplementary answer book shall be regarded as an attempt to cheat during the examination.
- i) Copy from or make references to unauthorized material(s) highlighted in 11.3 (h) above during the examination in or out of the examination room.
- j) Write answers for another candidate within the examination script in and out of the

examination room.

- k) Destroy any material deemed to be evidence by the invigilator, this may be referred to as proof of an examination irregularity.
- l) Be allowed to write on examination question papers.
- m) Be allowed to carry firearms and other potentially dangerous weapons such as knives, machetes, pangas into an examination room.
- n) Present the works of another person without acknowledgement in examination.
- o) Threaten invigilators, and obstruct the invigilator from carrying out his/her duties or behaving in a manner likely to disrupt the examination process or cause a breach of the peace.
- p) Causing actual bodily harm to the invigilators/scouts, those assisting in the invigilation or fellow candidates sitting for the examinations. The University shall provide security before, during and after examinations.
- q) The invigilators may communicate the breach of any other examination rules and regulations to the Students/candidates from time to time.

12.0 IRREGULARITY ON EXAMINATION LEAKAGE

Examination leakage relates to where an examination is accessed before its sitting due date like in the following circumstances;

- a) Staff or student/candidate who fraudulently access or provide access to examination questions before the examination is due or has started.
- b) Staff or student/candidate who pay or induce another person to illegally procure or make available examination questions/papers.
- c) Any member of staff or student who is found guilty of examination leakage will be punished in accordance with provisions of this policy and human resource policy (in the case of staff).

13.0 EXAMINATION IRREGULARITIES CLASSIFICATION AND PENALTIES

Group I

- (i) Being found in the examination room in possession of the prohibited items stated in this

document.

- (ii) Writing on the question paper.
- (iii) Committing a breach of any other examination rule or regulation, which may be communicated to the candidates from time to time by the invigilators.
- (iv) Cheating any relation to coursework

Group I Penalty

- a. Issuance of a warning letter to the candidate.
- b. Cancellation of examination results in the affected course and issuance of a warning letter.
- c. Cancellation of examination results in the affected course unit and issuance of a warning letter. Earmark the affected course unit as a retake

Group II

- (i) Having unauthorized material in an examination room written on paper, body or other materials.
- (ii) Having unauthorized material in an examination room in electronic devices such as mini computers, calculators and cell phones or any other device.
- (iii) Reading or attempting to read answer scripts belonging to another candidate.
- (iv) Forging an examination card and using it to sit an examination or sitting an Examination when not authorized.
- (v) Any writing or drawing or other work found with or on a candidate during an examination

Group II Penalty

- a. Cancellation of the examination results for the affected course unit
- b. Cancellation of the examination results for the affected course unit and suspension of the candidate from studies for a period of one semester.
- c. Cancellation of the examination results for the affected course unit and suspension of the candidate from studies for a period of one (1) academic year.

Group III

- (i) Copying from, or attempting to copy from, or making references to unauthorized material(s) in the examination room.
- (ii) Permitting another candidate to copy from or make use of one's papers to answer questions.
- (iii) Copying from the examination papers of another candidate
- (v) Attempting to copy, read or write from written walls, parts of the body, toilet Desks, or any other material

Penalty Group III

- a. Cancellation of the examination results for the affected course unit and writing a warning letter.
- b. Cancellation of the examination results for the affected course unit and suspension of the candidate for a period of one semester.
- c. Cancellation of the examination results for the affected course unit and suspension of the candidate from studies for a period of one (1) academic years.
- d. Cancellation of the examination results for the course and suspension of the candidate from studies for a period of two (2) academic years.

Group IV

- (i) Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination room.
- (ii) Obtaining or attempting to obtain assistance from another candidate, student or person (impersonation), and/or giving or attempting to give assistance to another candidate or student (impersonation), directly in answering an examination paper. If the imposter is not a student of Mountains of the Moon University, the University shall be at liberty to file a criminal charge of impersonation in a court of law against the person.
- (iii) Accessing a question paper or questions of an examination before the date and time scheduled for the examination.
- (iv) Possessing a written or unwritten examination script, other than the one issued officially

by an invigilator in the examination room.

(v) Presenting for marking an examination answer script whose answers were written elsewhere other than in the examination venue at the time when the particular examination paper was scheduled to be done.

(vi) Destroying evidence, which may be used as proof of an examination irregularity.

(vii) Threatening invigilators, and obstructing the invigilator from carrying out his/her duties and assaulting the invigilator or causing him or her actual bodily harm.

(viii) Presenting for examination the works of another person or persons without acknowledgement and with intent to deceive.

(ix) Sitting for examinations at a time when one is on suspension or has been expelled.

(x) Committing a subsequent irregularity after being warned or suspended and re-admitted.

(xi) Failing to appear before the Senate Standing Committee on Examination Irregularities when one has been summoned to do so after a suspected examination irregularity. In this case, the candidate shall be expelled to show cause.

(xii) Any evidence of cheating in an examination that may be detected during marking.

Penalty Group IV

- a. Cancellation of the affected examination results and suspend the candidate for one academic year.
- b. Cancellation of all examination results for the semester and suspend the candidate for two academic years.
- c. Cancellation of all examination results and expel the candidate from the University.
- d. Suspension of the candidate for one academic year.

Group V

Any emerging evidence of cheating, falsification of examination results, or committing any of the offences in-group I-IV above after the student has graduated.

Penalty Group V

Recall, Withdrawal or cancellation of the degree/diploma/certificate conferred on or awarded to the candidate upon establishing that cheating or falsification of results did indeed occur.

14.0 OFFENCES RELATING TO CONDUCT OF IRREGULARITIES HANDLING

- a) Intimidate members of the Committee or other members of the University Staff or witnesses in the irregularity matter.
- b) Destroy evidence relating to an alleged irregularity.
- c) Bribe or attempt to bribe a University Official witness or any other person in relation to an alleged irregularity.
- d) Harass or procure others to harass on his /her behalf a University official, witnesses or any other person in relation to an irregularity such as making constant telephone calls, visits.

Penalty

Any student/candidate found guilty of interference with the conduct of an irregularity hearing as defined in section 14.0 above shall be liable to:

- i. Cancellation of the relevant examinations, or
- ii. Cancellation of the relevant examinations and suspension from the University for a period not exceeding one academic year, or
- iii. Cancellation of the relevant examinations and dismissal from the University.

For (d) the University may refer the case to police to handle the matter.

15.0 PROCEDURE IN DEALING WITH EXAMINATIONS IRREGULARITIES

15.1 Procedure

- a) Invigilators shall, before each examination, inform candidates of the seriousness with which examination irregularities shall be treated.
- b) When an invigilator suspects that a candidate has committed an examination irregularity, other invigilators shall be consulted and the candidate shall be informed that a report shall be submitted to the Registrar Academic.
- c) The suspect should be handled in the appropriate manner to ensure that the privacy and bodily integrity of a person is not violated. If there are some written materials on the body or any Body searches to be done. This should be done in the presence of another person exclusively by a person with the same sex.

- d) The Invigilator shall, if possible, confiscate the material that is suspected, and the student/candidate will be advised to step out of the examination room to write a statement before she/he resumes writing the examination. The confiscated materials would be used as exhibits when the case is being presented.
- e) The statement written by the candidate along with the evidence will be submitted to the Assistant Registrar Examinations or a responsible officer in the examination office.
- f) The Invigilator in question will also document the irregularity on the incident form which would be attached to the evidence and statement from the student by the officer in the Examination office.
- g) In the event that the invigilator identifies the complexity of the case and there are witnesses (staff or students), they would be requested to write a statement which would be accompanied with the other documents.
- h) The Chief Invigilator's report with relevant documents and the candidate's statement shall be considered by a Standing Committee of Senate on Examinations Irregularities.
- i) An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place, shall consult the Head of Department. If the Head of Department considers that an examination irregularity has occurred, a full report shall be made to the Chairman of the Standing Committee and the Registrar Academic, through the Dean.

16.0 STANDING COMMITTEE OF SENATE ON EXAMINATION IRREGULARITIES

- a) Cases of examination mal practice will be handled by the University Examinations Committee of Senate
- b) There shall be an appeals committee nominated by the Senate and approved by the University Council to consider appeals of students and sanctioned staff involved in malpractices.

17.0 APPLICATION OF NATURAL JUSTICE

In the handling of examination irregularities and malpractices, the Senate Standing Committee shall apply the following principles as they handle different cases of the candidates/students/staff

- a) Fair and equal hearing and treatment of all students/candidates/staff.
- b) The opportunity to enter a plea of guilty or not guilty.

- c) Right of students/candidates/staff to appear and to defend themselves.
- d) Need to investigate thoroughly before the case is decided.
- e) Staff not to sit in judgement of their own case.
- f) Consistency and equity in punishments.

18.0 MITIGATING AND AGGRAVATING FACTORS WHEN DETERMINING THE APPROPRIATE PENALTIES

Punishment

During the hearing of the cases, the committee shall recommend penalties or punishment accorded to the students/candidates/staff after a thorough consideration of the mitigating and aggravating factors exhibited by the students/candidates/staff.

(a) Mitigating Factors.

- i) Remorsefulness on the part of the student/candidate.
- ii) Truthfulness
- iii) Lack of substantial benefit from the malpractice
- iv) Student/candidate first offender
- v) Plea of guilty therefore not wasting the Committee's time.
- vi) Distance between the candidate/student and the unauthorised material

(b) Aggravating Factors

- i) Substantial benefit from the malpractice.
- ii) Lack of credibility.
- iii) General misconduct.
- iv) Frivolous and vexatious denials.
- v) Allegations of misconduct on the part of University staff which are subsequently proved to be false.
- vi) Second conviction.

19.0 APPEALS

There shall be an appeals committee to handles appeals in case the suspect is not in agreement with the verdict.

19.1 Appeals Committee

- a) The appeals committee shall be composed of members nominated and seconded by the Senate.
- b) Save for the chair and Secretary, such members will not have been directly involved in the University's original decision.
- b) It may include student members.
- c) The Appeals Committee has authority to determine the way in which it will consider the appeal before it.

20.0 LEAKAGE OF EXAMINATIONS

- a) Any person, who suspects that a leakage has taken place, shall immediately report to the Dean of respective Faculty/school and Academic Registrar.
- b) If established that a leakage occurred, with the mandate of the Senate, the Academic Registrar reserves the right to alter or cancel examination and order a fresh examination to be set and administered.
- c) The Academic Registrar may change the date, time or condition of the administration of the examination or cancel the administration of examination to protect and safeguard the candidates and the integrity of the University.
- d) Such alteration or cancellation may also occur if the examination is hindered by any cause that could not be reasonably prevented by the University, including natural disasters such as fire, flood, earthquake, storm, outbreak of disease, acts of military insecurity, political or government authority.
- e) The University Examinations Committee of Senate shall investigate the suspected leakage.
- f) The University Examinations Committee of Senate shall make recommendations to the Senate, based on their findings, including referring persons involved for disciplinary action within one month from the time of reporting the Leakage.

21.0 LOSS OF EXAMINATION SCRIPTS AND ACADEMIC DOCUMENTS

It will be the responsibility of the Office of the Academic Registrar involved in assessment processes to ensure the safe custody of examination materials and scripts.

21.1 Loss of examination scripts

- a) 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 results.
- b) The Principal Internal Examiner shall report cases of loss of answer scripts to the Academic Registrar, through the Dean of Faculty/School.
- c) A Standing Committee of the Senate shall investigate the loss of an answer script and report its findings to the Senate.
- d) The Senate shall determine, based on the report, the course of action to be taken as a result of loss of answer scripts.

21.2 Loss of academic documents

Loss of academic documents shall be reported to the University authorities and guidelines of loss of documents followed.

- a) In the event, a graduate MMU who has lost his/her transcript or certificate shall apply to the Vice Chancellor through his/her former School for a letter of verification of results.
- b) The Vice Chancellor shall recommend replacing the certificate and transcripts only after convincing reason and a Police report have been presented.
- c) In compliance with (a) and (b) above, the University shall issue another certificate or transcript to the graduate at a fee.

22.0 CERTIFICATION AND VERIFICATION OF COPIES OF ACADEMIC TRANSCRIPTS AND CERTIFICATES

- a) Certification of all transcripts and certificates shall be done by the Academic Registrar of the university or any other officer that senate may mandate from time to time.
- b) Verification of the transcripts and certificates shall be done by the office of the Academic Registrar.
- c) Verification of the academic documents shall be done at a fee as shall be determined by

University management from time to time.

23.0 DISPOSAL OF SCRIPTS

- a) The Academic Registrar shall be the custodian of examination answer scripts.
- b) Examination scripts will be disposed of the examination answer scripts 5 years after the candidate has graduated or left the University.
- c) Results and scripts, which involve appeals or court litigation, shall not be disposed of until the matter is finally determined.
- d) Rules governing confidentiality of information shall apply in the disposal of scripts.

24.0 SUSPENSION AND EXEMPTIONS

- a) The Senate may, with justifiable reasons and at its discretion suspend any of the rule(s) herein.
- b) The Senate may, at its discretion, grant a Faculty/School exemption from any of the requirements of these rules and regulations upon request.
- c) The Senate may, on the recommendation(s) of a School Board, grant any candidate(s), exemption from any of the requirements of these Rules and Regulations.