

Academic Committee Meeting, 15th August 2019



AMREF INTERNATIONAL UNIVERSITY

EXAMINATION POLICY

TABLE OF CONTENTS

PREFACE.....	3
1.0 AMREF INTERNATIONAL UNIVERSITY.....	4
1.1 Vision.....	4
1.2 Mission.....	4
1.3 Philosophy.....	4
1.4 Core Values.....	4
2.0 OPERATIONAL DEFINITION OF TERMS.....	5
3.0 SCOPE OF THE UNIVERSITY EXAMINATION POLICY.....	5
4.0 OBJECTIVES	5
5.0 UNIVERSITY EXAMINATION PROCESS	6
5.1 Setting the Examinations	6
5.2 Moderation of Examination	6
5.3 Examination Timetable.....	6
5.5 Administration of Examinations	7
5.6 Student Eligibility for Examinations	8
5.7 Marking and Grading of Examinations.....	8
6.0 EXAMINATION RESULTS.....	8
6.1 Processing of Examination Results.....	8
6.2 Release of Examination Results.....	9
6.3 Grading System.....	10
6.4 Classification of Degrees	10
7.0 TYPES OF UNIVERSITY EXAMINATIONS	11
7.1 Continuous Assessment Tests.....	11
7.2 End of Semester Examinations	11
7.3 Practical Assessment.....	11
7.4 Supplementary Examinations	11

7.5	Special Examinations.....	12
8.0	ROLE OF DEPARTMENTAL AND SCHOOL BOARDS OF EXAMINERS, AND SENATE.....	12
8.1	Role of Department Board of Examiners.....	12
8.2	Role of the School Board of Examiners	12
8.3	Role of the Senate	13
9.0	EXAMINATION REGULATIONS	14
9.1	Entry into Examination Venue.....	14
9.2	Student Examination Conduct	14
9.3	Examination Material.....	15
9.4	Examination Irregularities and Penalties	16
10.0	PROCEDURE FOR DEALING WITH EXAMINATION IRREGULARITIES	17
10.1	Student Related	17
10.2	Staff related.....	18
11.0	DISPOSAL OF EXAMINATION ANSWER BOOKS/SCRIPTS	18
12.0	MODE OF EXAMINATION APPEALS.....	18
13.0	GRADUATION REQUIREMENTS	19
14.0	POLICY REVIEW	19

PREFACE

Amref International University (AMIU) is an accredited institution of higher learning focused on health sciences and is fully owned by Amref Health Africa. AMIU was established through a Letter of Interim Authority on 1st August 2017.

AMIU is founded on the experience and intellect of Amref Health Africa, which is reputed with over 60 years of quality, innovations in community health and health systems management interventions. It focuses primarily on health sciences with a commitment to progressively develop innovative programmes catering to the present and future needs of African populations.

The Amref International University is committed to its mission of providing holistic quality education. The examination process is an important way of getting feedback from the learners and assessing the effectiveness of the training. The AMIU Examination Policy will help ensure that all examinations are of high standards and are administered with strict integrity and confidentiality. The policy provides guidelines for the proper conduct and processing of examinations.

Prof. Marion Mutugi, EBS
Vice Chancellor
Amref International University

1.0 AMREF INTERNATIONAL UNIVERSITY

1.1 Vision

The Vision of Amref International University is to be a leading university of excellence in developing transformational leaders and practitioners.

1.2 Mission

The Mission of Amref International University is to provide holistic quality education in health sciences and related disciplines for the well-being of the society.

1.3 Philosophy

The Amref International University is guided by the principles of diversity and inclusiveness in providing quality education for lasting change in individuals and society.

1.4 Core Values

The following University core values will guide the promotion of student learning and success, school scholarship and research, and community engagement and service.

- a. Excellence:** The University will be committed to principles of excellence and quality education, training and research to ensure its core business is offered by competent staff using the best practices.
- b. Innovation:** Amref International University will seek imaginative and effective solutions to its challenges and innovative ways to fulfil its mission.
- c. Ethical:** The University will uphold and sustain a culture of ethical practices in academic, research and community empowerment among the staff, students, and partners.
- d. Commitment:** The University will be committed to good leadership and management practices, quality academic and research activities that will promote its growth and development.
- e. Collaboration:** The University will seek and nurture partnerships with like-minded institutions and organizations and communities to create effective learning environment for its learners.

2.0 OPERATIONAL DEFINITION OF TERMS

- a. **Continuous Assessment Tests (CATS)** – Tests, assignments, practicals or any type of assessment done during the teaching of a course, and not part of Semester examinations. The CAT marks are combined with the Semester examination marks to provide the final total marks.
- b. **Departmental Board of Examiners** - Meeting of all the examiners within a Department
- c. **School Board of Examiners** - Meeting of all the examiners within a school.
- d. **Moderation of examinations** - Verification of examinations by other competent examiners, different from those who set and marked those examinations to assure quality. Internal moderation is done by examiners within the University while external moderation is conducted by examiners from other institutions.
- e. **Semester examinations** – Examinations offered at the end of a semester.
- f. **University** - Amref International University.

3.0 SCOPE OF THE UNIVERSITY EXAMINATION POLICY

This policy shall apply for diploma, undergraduate and postgraduate programmes as deemed. The policy covers the whole process of examination from course registration to graduation.

Further, the Amref international university is committed to its mission of providing holistic quality education in health sciences and will ensure that all examinations meet international standards and are administered with strict integrity and confidentiality.

4.0 OBJECTIVES

The objectives of the University Examination Policy are:

- To ensure high quality and standards of the University examinations.
- To enhance the integrity of University examinations process.
- To safeguard the credibility of University examinations.
- To ensure that the examination process is in line with CUE guidelines.

5.0 UNIVERSITY EXAMINATION PROCESS

The university examination process starts from course registration, attendance of course work where applicable, setting and administration of Continuous Assessment Tests (CATs), practical examinations, project/thesis assessment, end of semester examinations and oral examinations. Students will take the required examinations as prescribed within the degree or diploma of their study.

The Registrar Academic Affairs is responsible for the administration of University examinations. Students take their respective CATs during the semester and a final examination at the end of the semester.

The University has put the necessary quality control measures in place to ensure that all examinations meet international standards and are administered with strict integrity and confidentiality.

5.1 Setting the Examinations

5.1.1 Setting examinations is the responsibility of the course lecturer with guidance from the Head of Department (HoD), the Department Board of Examiners (DBE) and the School/ Board of Examiners (SBE).

5.1.2 The course lecturer will submit two sets of examination to the HoD for safe custody and moderation.

5.2 Moderation of Examination

5.2.1 Examination moderation will first be at the department level and school level before submission to the external examiners for final moderation.

5.2.2 After moderation, the course lecturer/internal examiner will be responsible for effecting the recommended changes.

5.2.3 The final examination, after moderation and correction, will be submitted to the Registrar, Academic Affairs for preparation and processing.

5.3 Examination Timetable

5.3.1 The examination timetable will be prepared by the Head of Department, collated by the Dean, and approved by the Senate.

5.3.2 The timetable will indicate the examination venue and timings per examination.

- 5.3.3 The timetable will be displayed where it can easily be seen by the candidates, including in the department and university notice boards.

5.4 Typing and Printing of examinations

- 5.4.1 The Academic Registrar will supervise typing of examination papers for the end of semester examinations in the format approved by the Senate.

- 5.4.2 The course lecturer/internal examiner will proofread the typed examination paper to ensure that it is accurate, conforms to the official format, has no mistakes, and that, and it is legible.

In the absence of the internal examiner, the paper may be reviewed by the Head of Department (HoD) or the departmental examinations coordinator.

- 5.4.3 The Academic Registrar shall supervise the printing, collation, and sealing of the examinations and ensure that there are adequate copies of papers according to the official students' registration list for each course. The registrar shall also secure the examinations until the scheduled dates.

5.5 Administration of Examinations

- 5.5.1 The students will be required to be seated in the designated examination venue at least 15 minutes before the examination commences.

- 5.5.2 Each invigilator/examiner will collect the examination papers at least 30 minutes before the scheduled start of the examinations.

- 5.5.3 The HoD shall be the chief invigilator and shall ensure that the examination papers for the courses taught in the department are collected from the Registrar (Academic Affairs) at least 30 minutes before the beginning of the examination.

- 5.5.4 The invigilator for each examination session will be required to provide the Chief Invigilator with a copy of each examination paper taken, attendance list of all those who did the examination and any other reports from invigilators after the examination.

- 5.5.5 The chief invigilator will be required to provide the Registrar AA, with the copy of each examination paper taken, attendance list of all those who did the examination and any other reports from invigilators after the examination.

- 5.5.6 Every student taking an examination shall be required to sign up on an official examination attendance list during each examination session. Every invigilator and

the chief invigilator will also sign the attendance list already signed by students who have completed examinations

5.6 Student Eligibility for Examinations

- 5.6.1 A student shall not be allowed to take University examinations before completing at least 70 % of the course work, including class attendance, where applicable. A class attendance register will be kept for this purpose.
- 5.6.2 A student shall not be allowed to sit university examinations if they have not completed the payment of the university fees, unless by approval of the Senate.
- 5.6.3 Eligible students may be required to show appropriate identification as recommended by the Senate.

5.7 Marking and Grading of Examinations

- 5.7.1 Marking and grading of the examinations will be done by the internal examiner.
- 5.7.2 The examiner will enter the grades on the official AMIU examination mark sheet.
- 5.7.3 The internal examiner will also enter the marks into the ERP system.
- 5.7.4 The internal examiner will sign on the mark sheet and return it together with the examination scripts to the HOD of the relevant Department.
- 5.7.5 The HOD will also sign the mark sheet after verification.
- 5.7.6 The head of a department shall ensure that all staff mandated to enter grades and marks into the ERP system have done so correctly and accurately.
- 5.7.7 The Chief Internal Examiner (HOD) shall ensure that all examination scripts are moderated by the external examiner(s).
- 5.7.8 Comments and recommendations from the external examiner shall be considered by the (DBE) and the decision by DBE on discrepancies on any mark or grade shall be final.
- 5.7.9 The DBE shall moderate and approve all marks and grades submitted by the examiners.

6.0 EXAMINATION RESULTS

6.1 Processing of Examination Results

- 6.1.1 All Internal Examiners shall submit results, scripts, projects and other assessment materials and records to the Heads of Department within two (2) weeks after the end of an examination.

- 6.1.2 External Examiners shall moderate examination results after they have been submitted by examiners.
- 6.1.3 After the External Examination, a Departmental Board of Examiners meeting shall be convened to allow the external examiner to table his or her report and discuss issues related to the examination with the departmental board of examiners.
- 6.1.4 Heads of Department shall maintain accurate records of students' marks and account for the marks of each candidate, including providing marks for each and every examination of a course done by a candidate.
- 6.1.5 Heads of Department shall cause the Departmental Board of Examiners meeting to be held to consider all examination results after they have been moderated by the external examiner.
- 6.1.6 The Dean shall cause the School Board of Examiners meeting to be held to consider all examination results after they have been moderated by the DBE.
- 6.1.7 All examination results shall be confidential until they have been considered by the School Boards of Examiners and shall be provisional until approved by Senate.
- 6.1.8 The Deans shall forward provisional results to Senate for final consideration and approval not later than in the sixth (6) week after the end of the examinations.
- 6.1.9 Senate may accept, reject, vary or modify provisional examination results presented to it by the school Board of Examiners.
- 6.1.10 Once these results have been approved by Senate, no department, school, any individual or agent, apart from Senate itself, shall have the authority to alter examination marks or results.
- 6.1.11 Once the results have been approved by Senate, they will be officially released to the candidates in a mode determined by Senate.

6.2 Release of Examination Results

- 6.2.1 Internal examiners shall mark scripts on a semester basis and release examination results to the Head of Department within a period of 4 weeks after the end of the examinations.
- 6.2.2 Deans shall release provisional examination results to all candidates, within 4 weeks after the results have been considered by the School Boards of Examiners.

- 6.2.3 Deans shall before the start of the next academic year formally inform students of their status, that is, those proceeding to the next year of study, re-sitting examinations, repeating the year of study and those on discontinuation.
- 6.2.4 The Deans shall forward the Consolidated Mark Sheets to the Deputy Vice-Chancellor, Academic Affairs two (2) weeks after all examination have been approved by Senate and all the entries accurately completed, checked and signed by the Dean.
- 6.2.5 The Deputy Vice-Chancellor, Academic and Student Affairs shall issue official transcripts to students two (2) weeks after receiving consolidated mark sheets from Deans, depicting percentage marks and letter grading, in accordance with the grading system and classification approved by Senate.
- 6.2.6 The senate shall approve all marks and grades and will be the final approval organ of the University.

6.3 Grading System

- 6.3.1 The pass mark, unless specified otherwise, shall be 40% for each course of the maximum possible score (100).
- 6.3.2 The final mark, unless otherwise specified, shall consist of 30% continuous assessments and 70% written university examination.
- 6.3.3 A research project report shall be subjected to examination and grading in conformity to stipulated standards. It will be assessed on a pass or fail basis.
- 6.3.4 Marks shall be translated into letter grades as follows:

70% and above	A
60% to 69%	B
50% to 59%	C
40% to 49%	D
39 below %	Fail

6.4 Classification of Degrees

- 6.4.1 Those who qualify for graduation receive degree certificates for their academic achievement.

6.4.2 For degrees that are classified, the classification will be under the categories listed below, depending on the cumulative GPA at the end of the program.

First Class Honours	- Above 70%
Second Class Honours (Upper Division)	- 60 - 69%
Second Class Honours (Lower Division)	- 50 - 59%
Pass	- 40 - 49%

6.4.3 Other degrees, including those in medical/health sciences, will not be classified.

7.0 TYPES OF UNIVERSITY EXAMINATIONS

7.1 Continuous Assessment Tests (CATs)

7.1.1 CATs will carry 30% of the total mark for the course unless specified otherwise for some courses. CATs should be done by the 4th and the 8th week for the 1st and 2nd CAT, respectively. Marks for CATs will be submitted to the Head of Department before the start of final examinations.

7.1.2 CATs may be taken as sit-in tests, quizzes, reports, practicals, and/or assignments during the trimester. Students are required to sit for at least two CATs on all courses registered in each semester.

7.2 End of Semester Examinations

The end of semester examinations for all course units offered in the semester will be marked out of 70% for each course.

7.3 Practical Assessment

A Practical assessment includes clinical assessment for clinical courses and field attachment/practicums. This may constitute part of the marks awarded for continuous assessment for each course registered for during the trimester.

7.4 Supplementary Examinations

Students who fail to meet the minimum required a pass mark of 40% for diploma and undergraduate for each course will be required to sit supplementary examinations. Each student sitting a supplementary examination shall pay an examination fee as may be determined by the Senate from time to time. Supplementary Examinations after the declaration of examination results when the relevant exam is next offered or at a time stipulated by the Senate.

7.5 Special Examinations

A Special examination will only be applicable in situations whereby a student registered for the end of semester examination was unable to take the written examination due to compassionate, financial or medical reasons. Such students shall be required to apply for special examinations at their specific departments.

8.0. ROLE OF DEPARTMENTAL AND SCHOOL BOARDS OF EXAMINERS, AND SENATE

8.1 Role of Department Board of Examiners

8.1.1 Members of the DBE will examine, discuss and moderate marked papers to ensure that the examiners had marked and graded the papers appropriately. The board will reconcile the marking and grading by internal and external examiners and will make decisions regarding the final marks and grades to be awarded.

8.1.2 The DBE will review the performance of each student/candidate and ensure that any anomalies are discussed, explained, moderated and corrected. Once moderation is done by the DEB, the chief internal examiner who is also the chairperson of a department shall ensure the moderated marks and grades are entered into the system correctly and accurately.

8.1.2 The chairperson of a department shall be required to submit the marks and grades approved by the DBE to the Dean of school. During the School Board of Examiners/School Board of Examiners (SBE/FBE) the chairperson of department shall present the results from the department.

8.1.3 It is the chairperson of department duty to submit all past examination papers and booklets to the Registrar (Academic Affairs) for safekeeping and disposal after the exit of the relevant cohort.

8.2 Role of the School Board of Examiners

8.2.1 The SBE will comprise the dean, the HoDs of department and all school staff in the school.

8.2.2 These boards will receive examination results from all heads of department that belong to the school. They will also have the mandate to ensure that examination results have conformed to the university policies, rules, regulations, and specific requirements.

- 8.2.3 These boards will check, verify and ensure that the performance for each of the academic programmes in the school/school meets the senate requirements.
- 8.2.4 Additionally, they will check, verify and recommend the results of the performance of the candidates based on the GPAs performance of individual students, but cannot adjust the results.
- 8.2.5 The SBEs will provide provisional approval of the marks and grades for all students in the school. The information can be used for students' advisory purposes. The Dean of school will present the marks and grades recommended by the SBE to the senate for consideration and approval.
- 8.2.6 The deans may release provisional examination results after the SBE meeting. Such results are subject to final approval or alteration by Senate.

8.3 Role of the Senate

- 8.3.1 The Dean of school/school will present the marks and grades recommended by the SBE to the senate for consideration and approval. The Senate will receive, discuss and accept or reject the results for each student but cannot alter or moderate the marks and grades.
- 8.3.2 The senate will ensure the results for each student are marked and graded in accordance with the university policy, rules and regulations. The Senate will have the final authority to approve or reject marks and grades for every student in the university.
- 8.3.3 In exceptional circumstances and with an express authorization by a minute of the Senate the Vice-Chancellor who is the chairperson of the Senate may approve examination results pending ratification by the Senate.
- 8.3.4 The Registrar (Academic Affairs) who is also the Secretary of the Senate will be mandated to release approved results from the Senate.
- 8.3.5 The decision of the Senate on examination results will be final and binding. The Senate is the highest authority and its decision to accept or reject the results will be final.

9.0 EXAMINATION REGULATIONS

9.1 Entry into Examination Venue

- 9.1.1 No candidate shall be allowed to enter or leave the examination room thirty minutes after the commencement or thirty minutes before the end of the duration set for the writing of that examination, provided that a candidate permitted to leave the room hands over his/her script to the invigilator before leaving.
- 9.1.2 Invigilators shall have powers to confiscate any unauthorized material or aid brought to the examination room and to expel from the examination room any candidate(s) who create(s) any disturbance(s). This shall be recorded and reported as an examination irregularity.

9.2 Student Examination Conduct

- 9.2.1 A candidate may be allowed to bring into the examination venue only such electronic gadgets as may be specified by the examiner. Gadgets thus specified shall:
- i. Be electronic, truly portable, self-powered, noiseless and nonprogrammable, these may include calculators.
 - ii. Be devoid of audible alarms and operation manuals.
- 9.2.2 The use of mobile phones, MP3 players, iPods, Blue Tooth facilities, and such other related gadgets shall not be allowed in the examination room.
- 9.2.3 No candidate shall, whatsoever, communicate with another candidate in the examination room.
- 9.2.4 Candidates shall be required to have and display to the invigilators a valid student's identification card, and any other form of identification document that may be specified by the Senate.
- 9.2.5 The Chief Invigilator shall announce when the candidates should start and stop writing and the time allowed for the paper. No writing will be allowed before and after the specified time.
- 9.2.6 Candidates shall read and abide by the instructions on the front page of the answer booklets.
- 9.2.7 On turning over the question paper, candidates must check to ensure they are in the possession of the right question paper and any other material as authorized.
- 9.2.8 No candidate shall continue writing after the invigilator has announced the expiration of the time specified for the writing of the examination.

- 9.2.9 In no circumstances shall any time, over and above the time allotted to any paper, be allowed to any candidate for reading over his/her script(s) or making any amendment or addition to the script(s).
- 9.2.10 No candidate shall be allowed into the examination room if he/she is deemed to be under the influence of alcohol or substance abuse.
- 9.2.11 Candidates seeking to be exempted from examinations on medical grounds must seek authorization from the university Chief Medical Officer ahead of the examination(s) in questions. Cases occurring during the sitting of examinations shall be referred to the Chief Medical Officer. Cases of sickness shall not be considered in retrospect.

9.3 Examination Material

- 9.3.1 No candidate shall bring to an examination any written or printed material except by direction of the examiner, invigilator or as per examination regulations.
- 9.3.2 Where an examination is designated “Open Book” candidates may take into the examination room relevant written or printed material including books. However, no material taken into the examination room may be attached to the examination script and submitted for marking as part of the examination. The designation “Open Book” must be approved by the Senate.
- 9.3.3 In cases where an examination is designated “Restricted Book”, candidates shall take into the examination room only materials specified by the examiner, and that material shall not be annotated, written or typed upon or otherwise marked. Where an examination is designated “Restricted Book – May be written upon”, candidates shall take into the examination room only material specified by the examiner: and that material annotated, written or typed upon or otherwise marked in a relevant or contextual manner. However, no (pre-prepared) material taken into the examination room may be attached to the examination script and submitted for marking as part of that examination. The designation “Restricted Book” must be approved by the Senate.
- 9.3.4 All books, papers and instruments not approved for use in the examination, and personal belongings brought to the examination (venue) must be left in such part of the room as the invigilator shall direct. All papers used during the examination must be handed to the invigilator before the candidate leaves the examination room.
- 9.3.5 Mathematical tables and relevant data material shall be allowed into examination venues under conditions prescribed by the examiner(s).

- 9.3.6 Where the material is permitted under items 8.33 and 8.3.4 above, the internal examiner(s) shall be required to be present at the commencement of the examination to check the material brought into the examination room.

9.4 Examination Irregularities and Penalties

Examination irregularities include the following:

9.4.1 Student

- a. Possession of and/or copying from unauthorized material brought to the examination venue by the candidate himself/herself or by other persons.
- b. Copying from other candidates' examination work in the examination room
- c. Circulating/exchanging/issuing unauthorized written, electronic, or any other material to other candidates during an examination.
- d. Communicating orally or through gestures with other candidates during the examination
- e. Possession of activated electronic gadgets such as mobile phone, MP3/MP4 player, iPod, Blue Tooth facility, programmable calculator or any other such unauthorized equipment/gadgets in the examination venue.
- f. Presenting oneself in the examination venue under the influence of alcohol and/or substance abuse.
- g. Carrying one's answer booklet(s) out of the examination room.
- h. Destroying evidence which may be used as proof of examination irregularity.
- i. Impersonation of another person in the examination
- j. Smoking in the examination room.
- k. Conspiracy to impersonate another candidate in the examination room.
- l. Disobeying invigilators' instructions.
- m. Disrupting an examination by making noise or being a nuisance.
- n. Forging medical reports to obtain deferment of examinations.
- o. Any other activity that may disrupt or compromise the quality of examination

9.4.2 Staff

- a. Assisting students in responding to examination questions.
- b. Failure to effectively invigilate examinations.
- c. Allowing students to copy or share examination material.
- d. Losing examination scripts.

- e. Allowing unauthorized students to take examinations.
- f. Leakage of examination questions or answers
- g. Any other activity that may disrupt or compromise the quality of examination

10.0 PROCEDURE FOR DEALING WITH EXAMINATION IRREGULARITIES

10.1 Student Related

- a. Invigilators shall, before each examination, inform candidates to observe examination regulations and avoid examination irregularities.
- 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 Deputy Vice-Chancellor (DVC AA), Academic Affairs.
- c. The Invigilator shall, if possible, confiscate the material or evidence that is suspected, but the candidate shall be allowed to complete writing the examination.
- d. The candidate shall, at the end of the examination paper, be asked to make written statements to be submitted to the DVC AA by the Main Invigilator.
- e. The Main Invigilator and the Head of Department shall make a full report of the incident to the DVC AA through the Dean, immediately after the examination.
- f. The Chief Invigilator's report and the candidate's statement shall be considered by a Standing Committee of Senate on Examinations Irregularities.
- g. 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 DVC AA, through the Registrar AA.
- g. The DVC AA shall constitute a disciplinary committee to discuss the reported irregularities.
- h. The committee shall provide a report within one week to the DVC AA.
- i. The DVC AA based on the report will make a recommendation based on evidence on either of the following:-
 - i. Cancellation of examination results and the unit concerned
 - ii. Suspension from the university for one academic year
 - iii. Written warning
 - iv. Be considered as a repeat student thereby graduating with a pass

- v. Expulsion from the university

10.2 Staff related

The AMIU Human Resource Manual and Procedure policy regarding the misconduct shall apply.

11.0 DISPOSAL OF EXAMINATION ANSWER BOOKS/SCRIPTS

- 11.1 All examination books/scripts shall be submitted to the Registrar (Academic Affairs) by the Head of Department after the senate approves the examinations.
- 11.2 Examination answer scripts shall be retained by the Registrar (Academic Affairs) for Seven academic years, or a period specified by the Senate, from the time the examination was taken after which they shall be destroyed.
- 11.3 During the period of storage the DBE, SBE or senate can refer to the examination books/scripts.

12.0 MODE OF EXAMINATION APPEALS

- 12.1 A student who is dissatisfied with results of examination marks or grades shall appeal in writing for a remark to the Head of Department within fourteen days from the release of results by the Senate.
- 12.2 The Head of Department shall require from the relevant School examiner to reply to the complaints in writing within seven days after the reception of the complaint.
- 12.3 The Head of Department shall investigate, verify and make a decision on the matter.
- 12.4 In the event of a decision for a remark, the student shall be duly informed and required to pay the requisite fee.
- 12.5 Remarking shall be by an examiner (or examiners) other than the original one appointed by the Dean of School on the recommendation of the Head of department.
- 12.6 The remarked script, together with the new grade and comments shall be forwarded to the Dean for consideration by the SBE.
- 12.7 The recommendation of the SBE shall be brought to the attention of the Senate at the earliest opportunity to consider and make a decision on the remarked marks and grades.
- 12.8 The decision of the Senate shall be final and binding.

13.0 GRADUATION REQUIREMENTS

A student may graduate after completing all the general and specific requirements of the academic programme. To be considered for graduation, a student must meet the following requirements:

- i. Complete and pass all the core courses
- ii. Repeat and pass all failed (E grades) core courses
- iii. Have the minimum required credits hours as specified by Senate at the end of the programme.
- iv. Clear all liabilities, including payment of outstanding fees, incurred during the university study.

14.0 POLICY REVIEW

This Policy shall be reviewed after every five (5) years or earlier, as the need arises.