

# **UNIVERSITY OF SAINT JOSEPH MBARARA (USJM)**



## **EXAMINATION POLICY**

**JANUARY 2020**

## **FOREWORD**

Assessment is a key aspect of teaching. This Examination Policy of the University of Saint Joseph Mbarara (USJM) shall guide in all matters to do with setting, printing, writing, invigilation, marking of examination and submission of results.

The Policy complements the academic handbook and is in line with the overall academic guidelines. It is important for both staff and students to read and understand it. It is also a duty for everyone to comply with it in order to achieve academic excellence at USJM.

It is worth noting that assessment is conducted throughout the semester, right from the start to the end. Formative and summative assessment are all an integral part. Much as most aspects are focused on the procedures, rules and guidelines of the final examinations, the Policy also refers to other forms of assessment. It should therefore be read and understood in that perspective.

Any queries about Examination Policy should be addressed to the Office of the Academic Registrar and respective Faculty Deans.

We wish you all students, staff and other stakeholders, good luck at the University of Saint Joseph Mbarara (USJM).

**VICE CHANCELLOR**

**University of Saint Joseph Mbarara (USJM)**

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## 1.1 Background of University of Saint Joseph Mbarara (USJM)

The Archdiocese of Mbarara (AoM) started a university as part of its mission and mandate to establish educational institutions of different levels to share in the salvific ministry of Christ by being the salt and light to the world. The founders coined the name: University of Saint Joseph Mbarara (USJM), for the university from St. Joseph, foster father to Jesus and the patron Saint of the pioneer St. Joseph Technical School, whose tradition of hard workmanship and community responsive education, USJM is to uphold.

The personal qualities and values of St. Joseph, the worker, such as integrity, hardworking, commitment, are behind this tradition, and the University will uphold them. USJM aims at total orientation and focus on tertiary education that meets community needs and engineers socioeconomic transformation. It delivers relevant, affordable, high quality, inclusive and community-responsive university education. The University of Saint Joseph Mbarara derives its vision and mission from the Christian understanding of the integral growth of a person.

- i. **Vision:** A leading center for integrated community responsive university education.
- ii. **Mission:** To provide holistic education for sustainable development.
- iii. **Motto:** Foster Excellence and Integrity (*Praestantia et Integritate Foveat*)
- iv. **Slogan:** For and With the Community
- v. **Philosophy:** Community-Responsive and Engaged university education
- vi. **Core Values**
  - a. God fearing,
  - b. Integrity,
  - c. Excellence,
  - d. Accountability,
  - e. Community responsiveness
- vii. **Objectives:**
  - a. To provide relevant university education.

- b. To promote research and innovation among the students.
- c. To nurture citizens of integrity and sense of common good.
- d. To nurture students with demand-oriented skills.
- e. To promote best practices in institutional governance.
- f. To promote pastoral mission of the church

It is USJM commitment to encourage the development of each individual through education at all levels, stressing in particular the creation/promotion of an environment where intellectual and moral values are priorities. Since the person is at the centre of all growth and development, both at individual and societal levels, all members of the community respect each other in an attempt to create an environment of openness and trust. The University is committed to promoting justice, respect, solidarity, human rights, equality, and environmental protection, both in its own community and society in general.

### **A: Rationale**

The University of Saint Joseph Mbarara has put in place the policies on the administration of examinations. In order to help students plan their time and study optimally for examinations, this document lays out in some detail the policies regarding final and in-term examinations. The Academic Registrar, Faculty Deans and Heads of Departments through the Lecturers are requested to provide guidance and notification of the major in-term examinations in the course syllabus. The final examination date is posted early in the semester. It is the responsibility of the student to work with the relevant office(s) regarding schedules that may conflict and need re-scheduling.

### **B: Definitions**

- i. **Final examination period.** The university's official final normal examination period begins in the 16<sup>th</sup> and 17<sup>th</sup> Week of the Semester.
- ii. **Scheduled final examinations.** Scheduled final examinations are those examinations timetabled by the Academic Registrar's Office at the end of each semester.
- iii. **Final examinations.** Final examinations are examinations done at the end of each semester. They are comprehensive covering all course materials

- iv. **Continuous Assessment.** These are course work assessments (Coursework, Practicals, Exercises and Tests) during the semester.

## **C: Purpose**

- i. The University recognizes assessment as an essential part of the teaching and learning process and conducts Examinations as a summative assessment component within some units of study.
- ii. This policy provides the principles for Examinations. Faculties and Departments must conduct examinations with these set policies.
- iii. The policy and examinations procedures should be read in conjunction with the University of Saint Joseph Academic Handbook, Student Code of Conduct and Rules and Regulations.

## **D: Policy Statement**

- 1. The University conducts Examinations to:
  - a. moderate and validate the student's continuous assessment performance;
  - b. assess the extent to which the student has achieved learning outcomes being assessed;
- 2. Examinations must be a valid component of a course unit's assessment regime, which must be fit for the purpose of testing the student's achievement of relevant course learning outcomes listed in the Learning Guide for the Course.

### **2.1 Faculty Deans' Responsibilities:**

- a. Have overall responsibility of monitoring and supervising the teaching/learning process
- b. Have overall responsibility for the preparation and moderation of Examinations and Deferred Examination papers for the course units offered by their Faculties and must ensure the examination papers are fit for purpose, and are written in clear and unambiguous language;
- c. Must ensure their Faculties have appropriate processes in place, endorsed by the Faculty Academic Committee, or its equivalent, to assure the academic quality of the examination questions, model answers and/or guidelines, and moderation of the marking schemes;

- d. The Dean with the Faculty Academic Committee, or its equivalent, shall discharge their responsibilities at the conclusion of each Formal Examination Period, identifying any matters that have impacted on the quality and effectiveness of the examinations process within the Faculty;
  - e. Have overall responsibility for the collection and marking of Examinations and deferred examination papers for the course units offered by their Faculty and must ensure the examination papers are collected and marked so that results are submitted within the published time-frames for each teaching session.
3. Faculty Deans may delegate some or all of their functions under this policy to Associate Deans or any other authorized person in the Faculty.

### **3. Examination Procedures and Guidelines:**

- i. There shall be a pre-examination meeting for both students and lecturers at Faculty level to discuss and harmonize the process of handling the examinations and results every semester
- ii. Examinations shall be held in the middle and at the end of the semester during the university's official semester period.
- iii. No examinations shall be given outside the official examination Schedule/ time.
- iv. Students shall be expected to prepare themselves for the final examinations:
  - a. They should present themselves at the place assigned for examinations 30 minutes before the start of the examination.
  - b. They should have all required documentation: Valid University Examination card and Identity card.

#### **3.1 Procedures and guidelines:**

The University shall have the following key procedures and guidelines to facilitate the examinations process:

##### **3.1.1 Submission of Examination Questions**

- i. The Course lecturer shall set standard examination questions and submit them on the set dates to the Faculty Dean **ONLY**.

### 3.1.2 Moderation of Examination Questions

- i. The Faculty Dean shall ensure the examination questions are moderated by a Faculty committee whose integrity and professionalism shall not be doubted and handed over to Academic Registrar for further processing.

### 3.1.3 Printing, Storage, Issuance and Custody of Examinations

This shall be handled by Academic Registrar's Office.

### 3.1.4 Writing and Invigilation of Examinations

- i. Each lecturer shall invigilate his/her own examination paper(s).
- ii. There shall be at least two invigilators per examination
- iii. Examination questions and scripts together with answer booklets shall be counted and signed for before taking them to be given to students.
- iv. The students shall be thoroughly checked before entry into the Examination room to avoid entering the examination room with cheating/unauthorized materials.
- v. There shall be forms for reporting examination malpractices in each of the examination rooms.
- vi. Invigilators shall count and sign for the Examination answer booklets during the process of handing them to the Academic Registrar's Office who shall counter sign acknowledging the receipt of the scripts.
- vii. The unused examination answer booklets shall be recorded and returned to the Academic Registrar's Office for safe custody.

### 3.1.5 Marking of Examinations

- i. The examiner/lecturer shall pick and sign for counted, recorded answer booklets for marking from the Academic Registrar's Office.
- ii. Lecturers shall return all marked scripts together with results in scheduled time to the Academic Registrar's Office for further processes.

### 3.1.6 Compiling of Results

- i. Results shall be handed to the Faculty Dean who will be helped by the Faculty Examination Coordinators in compiling and computing

### 3.1.7 Approval of Examination Results and Display

- i. The compiled and computed results shall be presented to the Faculty Board for further process/scrutiny before recommending them for approval by Senate. These may be displayed as provisional results by the Dean to the students.
- ii. Provisional Results shall be presented to the University Senate for approval after which they shall be displayed by the Academic Registrar.

### 3.1.8 Storage of Examination Scripts and Results

- i. The marked examination scripts shall be stored safely by the office of the Academic Registrar for not less than five years after which they may be disposed of.
- ii. The final approved results shall be safely kept by the Academic Registrar for production of academic documents (transcripts and certificates)

## 3.2 Faculty Examination Coordinator

To enhance the examination management process, University of Saint Joseph Mbarara resolved that each Academic Faculty Dean shall nominate a competent person with undoubtable integrity, to coordinate examination activities in close collaboration with the Faculty Dean in areas of quality, accuracy, security, consistency, integrity and time management. The Duties of the Faculty Examination Coordinator shall not usurp those of the Faculty Administrator but be supportive and include but not limited to the following:

- i. Responsible to the Faculty Dean
- ii. Receive moderated examination questions for final editing and formatting
- iii. Work closely with Academic Registrar's Office during the process of printing, packing and ensuring safe custody of the examinations and marking guidelines
- iv. Works closely with Faculty Dean, Faculty Administrator to accurately compute results ready for presentation to the Faculty Board and Senate for discussion and approval.
- v. Any other duty as may be assigned by the Faculty Dean in regard to examinations.

## 3.3 Duration of Examination

The normal duration of a Final Examination is three hours including reading and writing. The Faculty Board will determine mid-term examination duration. Examination of Practical Subjects or Projects may take more than the normal duration of three hours.

## **4 Examination Irregularities Committee**

### **4.1 Introduction**

The University of Saint Joseph Mbarara Examination Irregularities Committee shall be a committee of Senate put in place to receive, investigate and handle all forms of academic indiscipline and examinations malpractice cases of any nature at the University. The Committee shall effectively regulate the implementation of the examination policy, to enhance compliancy at all levels as may be required.

#### **4.11 Membership**

The committee membership shall comprise of the following:

- i. Academic Registrar or his/her representative (Chair)
- ii. Quality Assurance Office representative
- iii. Dean of students (Secretary)
- iv. Two Faculty of Education representatives (Regular and Recess)
- v. Faculty of Business Management Sciences representative
- vi. Faculty of Humanities and Social Sciences representative
- vii. Faculty of Computing Sciences representative

#### **4.1.2 Functions of the Examination Irregularities Committee shall be:**

- i. The Committee shall execute its duties and obligations within the established guidelines and terms of reference.
- ii. To receive, investigate, handle and make recommendations about all types of reported examination irregularities to Senate.
- iii. To make proposals to Senate about enhancement and improvement of USJM examination process.

- iv. Any other responsibility as may be assigned by a responsible authority.

#### 4.1.3 Procedure of Examination Irregularities Committee

##### **b. Meetings:**

- i. The Examination Irregularities Committee shall meet for the discharge of its functions whenever there is business to dispose of.
- ii. The Committee shall regulate its meeting procedures subject to existing regulations, guidelines and policies of the University.

##### **c. Minutes**

- i. Minutes and other important documents of the committee shall be treated confidentially by recipients. Any lawfully required disclosure of minutes and other important documents shall be made via the Senate Chairman.
- ii. Approved minutes shall be authenticated by the Chairperson's signature.

##### **d. Meeting Quorum:**

A quorum shall consist of a simple majority of the members of the Committee at the time of the meeting i.e. a half plus one (01). If the Chairperson of the committee is absent and the quorum is attained, the present members shall elect among themselves the acting Chairperson to conduct business for that particular sitting.

##### **b. Reporting Structure:**

- i. The Committee will report to the Chairman Senate.
- ii. The Committee will consider matters referred to it by the Senate
- iii. The Committee will provide advice to Senate as may be required.

##### **Amendments/corrections:**

- c. The Senate shall recommend amendments/corrections/to the Governing Council for approval.

## **Appendix 1: Attachment to regulate the proceedings of the committee:**

(Extracts from the USJM Academic Handbook)

### **5.10.16 Rules on Examination Malpractice and Irregularities**

#### **A. Malpractice and Fraud relating to Coursework**

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

- i. 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.
- ii. Submit coursework not prepared by him/her.
- iii. Plagiarize the work of any other person.
- iv. Solicit/purchase any coursework from any other person.
- v. Falsify/alter marks awarded on a coursework script.

#### **Penalty:**

- i. Caution and cancellation of his/her coursework.
- ii. Cancellation of his/her coursework and suspension from his/her studies for a period not exceeding three months.
- iii. Cancellation of his/her coursework and dismissal from the University.

#### **B. Malpractice and Irregularities in the Conduct of Examinations**

It shall be an offence for a student/candidate involved in an examination /test to:

- i. Sit or attempt to sit the examination without valid documentation.
- ii. Enter the examination hall/room 30 minutes after the commencement of the Examination.
- iii. Carry out a conversation or any other communication with another student/candidate once the examination has commenced.
- iv. Indulge in any disruptive conduct including, but not limited to, shouting, assaulting of another student/candidate or using abusive and/ or threatening language.

- v. Take out of the examination room an answer booklet(s) or part of it, used or unused.
- vi. Neglect, omit or in any other way fail to follow lawful instructions or orders issued by the invigilator.
- vii. Physically assault or insult an invigilator or any University official involved in the conduct of the examination.

**Penalty:**

- i. Cancellation of his/her examination,
- ii. Cancellation of his/her coursework and suspension from his/her studies for a period not exceeding three months.
- iii. Cancellation of his/her coursework and dismissal from the University

**C. Cheating in the Examination**

It shall be an offence for a student/candidate involved in an examination /test to:

- i. Take into the examination room/hall, in person or by agent, unauthorized materials including, but not limited to, plain papers, condensed/ summarized notes, books, and handkerchiefs on which information is written or information written on any part of the body, recording apparatus, mobile phones or any unauthorized electronic equipment.
- ii. Copy from any other candidate/student.
- iii. Involve oneself in plagiarism.
- iv. Aid and/ or abet another candidate/student to copy from a script/book of another person
- v. Exchange answers with another candidate/student in or outside the examination room.
- vi. Collaborate with another candidate/student in the examination room to use telephone discussions and share materials including calculators and other electronic equipment.
- vii. Import into the examination hall/room, in person or by agent a pre-prepared answer script/booklet.

- viii. Substitute an answer script/ booklet prepared outside the examination room/hall for the one already submitted to the invigilator/ examiner.
- ix. Falsify or alter marks awarded on an examination script/book.
- x. Impersonate another student/candidate or be impersonated.
- xi. Procure or induce another person to sit for him/her.
- xii. Produce false documents in relation to eligibility to sit examinations.
- xiii. Sit or attempt to sit an examination without authority.
- xiv. Fraudulently receive examination papers/questions which have been illegally procured or made available.
- xv. Fraudulently access or attempt to access examination questions before the examination is due.
- xvi. Pay or induce another person to illegally procure or make available examination questions/ papers.

**Penalty:**

- i. Cancellation of the relevant suspension from his/her studies exceeding three months or
- ii. Cancellation of the relevant examination and dismissal from the university.

**5.10.17 Academic Irregularities Committee**

- a) The Academic Irregularities Committee shall investigate all cases of academic irregularities and malpractices.
- b) The Committee shall regulate its activities.

**5.10.18.1 Offences Relating to the Conduct of Irregularities Hearing**

It shall be an offence for any student/candidate whether or not he/she has been accused of an irregularity to:

- a) Interfere with the conduct of investigations into the matter or the hearing of an irregularity by the Academic Irregularities Committee.
- b) Intimidate members of the Committee or other members of the University Staff or witnesses in the irregularity matter.
- c) Destroy evidence relating to an alleged irregularity.
- d) Forge or produce false documents in relation to an alleged irregularity.

- e) Bribe or attempt to bribe a University Official witness or any other person in relation to an alleged irregularity.
- f) Harass or procure others to harass on his /her behalf a University official, witnesses or any other person in relation to an irregularity by making constant telephone calls, visits, etc.

### **Penalty**

Any student/candidate found guilty of interference with the conduct of an irregularity hearing shall be liable to:

- a) Cancellation of the relevant examinations, or
- b) Cancellation of the relevant examinations and suspension from the University for a period not exceeding three months or
- c) Cancellation of the relevant examinations and dismissal from the University.

## **5.10.19.2 Procedure of Dealing with Malpractice Cases**

### **A. Guidelines on Apprehension of a Suspect**

When a student/candidate is suspected to be engaging in examination malpractices, the following should be taken into account by the invigilator:

- i. A suspect should be handled in the appropriate manner to ensure that the privacy and bodily integrity of a person is not violated.
- ii. Searching the suspect(s) body should be done in the presence of another person.
- iii. The materials used in the malpractice should be taken away as soon as they are found and kept as exhibits.
- iv. The identity of the suspect and possible witnesses should be recorded immediately.
- v. A suspect should be allowed to proceed with the examination since he/she is presumed to be innocent until proved guilty.

### **B. Pre-Hearing**

- i. The Member of Staff who alleges that a student/candidate was involved in a malpractice shall make a formal written report to the Academic Registrar through the Dean within 48 hours. Any materials allegedly found on the student/candidate should be given to the Academic Registrar for safe custody.

- ii. The Chairperson of the Committee shall inform the student/candidate in writing of the allegation.
- iii. A copy of the Rules shall be availed to the student/candidate with the letter of the Chairperson.
- iv. The student/candidate shall be allowed to make a formal defense to the allegations addressed to the Chairperson of the Committee in writing.
- v. The student/candidate shall then be invited in writing or by whatever expedient method to appear before the Committee to defend himself/herself.
- vi. A student/candidate who fails or refuses or omits to appear after being effectively summoned three times consecutively shall be suspended indefinitely from the University pending his/her appearance before the Committee. The suspension shall remain in effect until the student/candidate has appeared and answered the allegations.

### **C. Hearing**

- i. The Committee shall be properly constituted by the Chairperson. Quorum of the Committee shall be  $\frac{2}{3}$  of members.
- ii. The student/candidate shall appear in person before the Committee and identify himself/herself as the subject of the proceedings. The Member of Staff /Invigilator concerned should also be present as a principal witness.
- iii. The Committee shall formally charge the student/candidate. The student/candidate shall be informed by the Committee of the allegations against him/her and the Rule in the Rules on Examination Malpractices and Irregularities he/she is alleged to have breached. In addition, he/she shall be informed of the possible punishments.
- iv. The student/candidate shall formally respond to such allegations.
- v. Where the student/candidate is alleged to have been found with unauthorized materials, the materials shall be brought before the Committee and the Member of Staff making the report shall state formally in the presence of the student/candidate whether they are the materials he/she is alleged to have found in the possession of the student/candidate.
- vi. The student/candidate shall be given an opportunity to respond to allegations of fact.

- vii. The student/candidate shall present his/her defense to the Committee in the presence of the Member of Staff who made the report who also has a right of cross examination.
- viii. The Committee shall then deliberate in the absence of the student/candidate and the Member of Staff/Invigilator who made the report.
- ix. A decision shall be made with regard to the punishment and reasons should be assigned for such a decision.
- x. The report and recommendations shall be forwarded to the Senate. Where, on the face of the record, Senate realizes that the Committee erred in its decisions; Senate has a right to review the decision.

#### **D. Post-Hearing**

- i. The proceedings, Committee deliberations and the decisions/recommendations should be recorded and a signed record should be forwarded to Senate.
- ii. The Academic Registrar shall then write to the student/candidate communicating the decision of the Academic Irregularities Committee.
- iii. That decisions made by Academic Irregularities Committee shall be brought to the attention of Senate as information.

#### **E. Appeal Procedures**

- i. A student/candidate who is dissatisfied with the decision of Academic Irregularities Committee may appeal to Senate within 30 days from the date of the letter communicating the decision.
- ii. The appeal shall be in writing addressed to the Academic Registrar (Secretary to Senate) and copied to the Academic Irregularities Committee Chair person and Chair of Senate stating clearly the grounds of appeal within 14 working days. The Academic Registrar shall acknowledge in writing to the student/candidate and Chairperson of Academic Irregularities Committee receipt of the appeal.
- iii. A student/candidate who pleads guilty to an offence before the Academic Irregularities Committee shall have a right of appeal only with respect to the penalty.
- iv. Senate shall hear the appeal expeditiously.

- v. The student/candidate appealing shall be notified in writing of the date when the appeal will be heard and should be given an opportunity to appear before the Senate and be heard.
- vi. The Academic Registrar shall officially notify the Academic Irregularities Committee that made the decision in the first instance of the date of hearing of the appeal. The Committee shall have a right of representation.
- vii. At the hearing of the appeal, the students/candidates shall have an opportunity to be heard and the Academic Irregularities Committee shall have a right to respond to students/candidates' presentation.
- viii. Senate will deliberate in the absence of the student/candidate and the Committee representative preferably on the date of hearing.
- ix. Senate may confirm, vary or rescind the decision earlier taken. The decision of the Senate shall be final and no further appeal shall be entertained.
- x. On conclusion of the malpractice case, some of the confiscated unauthorized materials may be returned.

## **6. Amendment and Approval**

The manual is subject to amendment from time to time by relevant authority. This manual was approved by the University of Saint Joseph Mbarara Governing Council on this 20<sup>th</sup> day of January, 2020.

Signed by:

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Rev. Fr. Gervase Nsekanimanya Diido  
**CHAIRMAN**

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Rev Fr Dr Deus M Kare mire (PhD)  
**VICE CHANCELLOR**

## UNIVERSITY OF SAINT JOSEPH EXAMINATION FLOW CHART

