





## MASENO UNIVERSITY

 <b>MASENO UNIVERSITY</b>			
<b>DOCUMENT TITLE</b>	PROCEDURE FOR MANAGEMENT OF EXAMINATIONS		
<b>DOC. NO:</b>	MSU/ASA/ACA/OP/04	<b>ISSUE NO.</b>	2
<b>DATE OF ISSUE</b>	8 <sup>TH</sup> JUNE,2018	<b>REV. NO:</b>	1
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<b>AUTHORIZED BY:</b>	DVC ASA	<b>ISSUED BY:</b>	MANAGEMENT REPRESENTATIVE
<b>SIGNATURE:</b>		<b>SIGNATURE:</b>	

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### 0.1 DOCUMENT CHANGES

#	Date (dd-mm-yy)	Details of Change		Authorization
		Page	Clause/sub clause	Title
1.	08/06/2018	1	Inclusion of Author, Title and issuance by MR on cover page	DVC ASA
2.	08/06/2018	2	Clause 0.2 reviewed to state the procedure shall be available on the University website	DVC ASA
3.	08/06/2018	2	0.1 Inclusion of page and title columns in document change table	DVC ASA
4.	08/06/2018	2-4	Rearrangement of clauses as a result of omission of title that was previously clause 1.	DVC ASA
5.	08/06/2018	2	1. Omission of title.	DVC ASA
6.	08/06/2018	3	3.1 and 3.7 Reference to ISO 9001:2015 Standard and MSU/VC/MR/OP/01 respectively	DVC ASA
7.	08/06/2018	3	Omission of title hence purpose becomes clause 1.	DVC ASA
8.	08/06/2018	3,4, 6	Addition of 3.4, 3.5, 3.6, 4.8, 4.9, 6.3.6	DVC ASA
9.	08/06/2018	2, 4	Omission of 4.4, 7.3.7	DVC ASA
10.	08/06/2018	All	Change of font type and size	DVC ASA

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## **0.2 DOCUMENT DISTRIBUTION**

This procedure shall be available on the Maseno University website for authorized users.

### **1. PURPOSE:**

The purpose of this procedure is to ensure transparency, effectiveness, efficiency, integrity and timeliness in management of examinations.

### **2. SCOPE:**

This procedure covers administration of examinations, examination results processing and processing of certificates in Maseno University.

### **3. REFERENCES**

3.1 ISO 9001:2015: Quality Management System Requirements

3.2 Maseno University Quality Manual

3.3 Examination Rules & Regulations for Certificate, Diploma, Undergraduate and Postgraduate

3.4 Examination policy

3.5 Teaching policy

3.6 Academic Calendar / Almanac

3.7 MSU/VC/MR/OP/01

### **4.0 TERMS AND DEFINITIONS**

4.1 Registrar, ASA – Registrar, Academic & Student Affairs

4.2 EO – Examinations Officer

4.3 Semester – Period of study of normally sixteen (16) weeks or as determined by Senate in an Academic year.

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4.4 Term – Period of study normally thirteen (13) to fourteen (14) weeks or as determined by Senate in an Academic year.

4.5 Academic Year – Period of study consisting of two (2) semesters or as determined by Senate.

4.6 Regular University Examination – Examinations held at the end of each semester/term or as determined by Senate.

4.7 External Moderation: This is the process of assessing test items and test papers to ensure their appropriateness.

4.8 DETC – Departmental Examinations and Timetable Coordinator

4.9 Academic Calendar / Almanac: Annual schedule of academic activity dates.

## **5.0 RESPONSIBILITIES**

The Registrar Academic & Student Affairs shall be responsible for the effective implementation and supervision of this procedure.

## **6.0 METHOD**

### **6.1 Setting and Moderation of Examination**

6.1.1 At the beginning of the semester the Registrar ASA shall notify the departments to set examination by the fourth week of the semester.

6.1.2 The HoDs shall conduct internal moderation by the 5<sup>th</sup> week and submit the moderated examination question paper to the External Examiner by the 8<sup>th</sup> week. Upon return the HoDs shall submit to Registrar ASA question paper five (5) weeks before the start of examination.

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6.1.3 The Registrar ASA shall send the examination Timetable three (3) weeks before the start of examinations to the HoDs who shall prepare invigilation schedules within one week and submit the same to registrar ASA.

## **6.2 Administration of examinations**

6.2.1 Registrar, ASA shall prepare and circulate the examination timetables to all departments four weeks before the commencement of examination.

6.2.2 The papers shall be printed and packed ready for issuing on the examination day.

6.2.3 The EO shall issue the examination question paper and all related materials to the invigilators and ensure they sign examination collection form.

6.2.4 The invigilator shall make returns to the examination office within twenty four (24) hours after the end of examinations.

6.2.5 The School of Medicine and Nursing shall use the above procedure for administration of supplementary/special examinations four weeks after the regular examinations.

## **6.3 Processing of Moderating Examination**

6.3.1 The lecturer shall mark and enter all the marks in the Management Information System (MIS) within four (4) weeks after the end of examination period.

6.3.2 The Internal Examiner shall submit marked scripts, marking scheme, course outline, question paper and individual mark sheets to the HoD.

6.3.3 The Registrar, ASA shall send invitation letters to external examiners after the end of Semester to carry out external moderation.

6.3.4 The external examiner shall be expected to review extreme cases and candidates who are on borderline and indicate alternative marks where necessary.

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6.3.5 The external examiner will be expected to attend the departmental board of examiners meeting to present their reports.

6.3.6 The DETC shall prepare individual mark sheets and ensure that the marks are computerized.

6.3.7 The HoD shall then submit individual mark sheets to the Dean of School.

6.3.8 Upon receipt, the Dean shall convene a School Board of Examiners meeting to internally moderate the results.

6.3.9 All examination results shall be forwarded to the Registrar, ASA for presentation to Dean's committee and Senate for approval.

6.3.10 In approving the results, the Senate shall be guided by

- (a) Completeness of the results
- (b) Appropriate rubrics
- (c) Pass/failure rates

6.3.11 Upon consideration by the School Board the Deans of Schools shall release provisional examination results in form of pass and fail on notice boards

6.3.12 All data on examination results shall be kept in electronic format and hard copies kept in the file.

6.3.13 The students shall view their results through their students portal.

6.3.14 A student who fails a course shall be allowed to sit for a resit, retake or supplementary as applicable.

6.3.15 Official results shall be released by the Registrar, ASA after Senate approval

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#### **6.4 Processing of Certificates**

- 6.4.1 The Registrar ASA shall request for approval to print certificates for eligible candidates. The request shall be as per the Procurement procedure.
- 6.4.2 Graduation booklet shall be used by the Registrar ASA to list the number of certificates to be printed.
- 6.4.3 The printed certificates shall be proofread by the Registrar ASA.
- 6.4.4 The Certificates shall bear the signatures of Vice-Chancellor and DVC ASA.
- 6.4.5 The certificates upon printing they shall be sealed by the Legal Officer.
- 6.4.6 Once sealed the EO shall prepare issuing schedule circulated on the Website per School.
- 6.4.7 Any certificates not collected after the specified deadline shall attract a storage charge as approved by Senate.