



# THE UNIVERSITY OF DODOMA



## EXAMINATION REGULATION

Academic Year 2009/2010

## **1. Registration for Examination**

- 1.1. There shall be no special registration of candidates for examinations. Registration and payment to the University of all required or prescribed fees by a candidate for a course of study shall be deemed as adequate registration for the requisite examinations in the particular course of study.
- 1.2. Provided that all new full-time students shall register at the beginning of the first semester of an academic year and continuing students shall register at the end of an academic year for a total minimum of 15 course units per semester in the academic year or, as the case shall be next academic year, and part-time students may register for any number of courses on offer during either semester and in accordance with applicable prescribed conditions.
- 1.3. Subject to approval by the Senate, the Board of each College, School, academic Institute shall make such internal examination regulation as are necessary for the proper conduct, management and administration of examinations in accordance with the specific requirements of particular degree, diploma, certificate or other award programmes of the College, School, or an academic Institute, as the case may be.

## **2 Eligibility for Examinations**

- 2.1 The Dean of a School, Faculty or the Director of an academic Institute may bar any candidate from being admitted to any examination in any subject or course where the Dean or Director is not satisfied that the candidate has completed satisfactorily by attendance and otherwise the requirements of the subject of course.
- 2.2 Where a candidate who has been barred in accordance with paragraph 2.1 enters the examination room and sits for the paper, his/her results in the paper shall be declared null and void.
- 2.3 A candidate whose work or progress is considered unsatisfactory may be required by the Senate or, in that behalf, by the Academic Board or Academic Committee, as the case may be, on the recommendation of the appropriate School, Faculty or academic Institute Board, to withdraw from the University or to repeat any part of the course before admission to an examination. Failure in an examination, including a session or semester examination may be regarded as evidence of unsatisfactory progress.

## **3. Absence from Examinations**

A candidate who deliberately absents himself/herself from an examination or examinations without compelling reasons shall be discontinued from the University.

## **4 Board of Examiners**

- 4.1 Every University Examination shall be conducted by a Board of Examiners which shall consist of one or more examiners appointed from outside the University, in conjunction with one or more of the teachers of the candidates in the subjects under examination; except that, in the case of the re examination of candidates who have failed in the ordinary

University examination, all the examiners may be appointed from within the University, provided that at least one of them had no part in teaching the candidates the subject or subjects under examination.

- 4.2 Notwithstanding the provisions of sub-paragraph 1, University examinations conducted during and/or at the end of the First Semester may be conducted by internal examiners only:

Provided that:

- a) the relevant examination papers and answer scripts by candidates shall be submitted to external examiners together with the papers and scripts of the Second Semester for moderation;
- b) the results of such examinations shall be published in terms of regulation 9.1 at the end of the First Semester.

- 4.3 External Examiners shall be entitled to such honoraria as the Council shall prescribe.

## **5 Form of Examination**

- 5.1 A candidate at any examination may, at the discretion of the Board of Examiners, be required to attend an oral examination in addition to written and practical examinations.
- 5.2 The percentages of the total marks awarded for written, practical and oral examinations in any subject or course shall be determined by the Senate or, in that behalf, by the Academic Board or Academic Committee, as the case may be, on the recommendations of the appropriate School, or academic Institute Board.

## **6. Dates of Examinations**

- 6.1 Examinations in all Colleges, Schools, Faculties and academic Institutes shall be held at a time to be determined by Senate, which shall normally be at the end of each semester, subject to such exceptions as Senate may allow upon recommendation by a School, Faculty or academic Institute Board or a College Governing Board, as the case may be.
- 6.2 Candidates who are referred and are required to do supplementary examinations shall be re-examined in the referred subjects at a time to be determined by the Senate/Academic Board or Academic Committee or in particular cases by the relevant School/Faculty Board, as the case may be, which shall not be less than one month after the ordinary examinations at the end of the second semester in the academic year.
- 6.3 A candidate who, for a grave cause, was unable to present himself/herself in the ordinary examinations may, with the special permission of Senate or, in that behalf, the Academic Board or Academic Committee, as the case may be, present himself/herself for examination at a time fixed for any supplementary examination.

## **7 Conduct of Examinations**

- 7.1 University examinations shall be conducted under the control of the Chief Academic Officer, Registrar or such other officer of the University as the Deputy Vice Chancellor - Academic, Research and Consultancy, may appoint.
- 7.2 The examiners for University examinations shall be appointed by the Senate, in the manner it shall prescribe.
- 7.3 The Deputy Vice Chancellor, Academic - Research and Consultancy, shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of University examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.
- 7.4 The instruction notes or guidelines issued by the Deputy Vice Chancellor - Academic, Research and Consultancy, under regulation 6. 7.3 shall form part of and be as binding as these Regulations.

## **8 Examination Irregularities**

- 8.1 All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be reported to the Senate Undergraduate Studies Committee or to a College Academic Board/ Committee, which shall have power to summon the students and members of staff of the University, as it deems necessary and make decisions, subject to confirmation by Senate.
- 8.2 No unauthorized material shall be allowed into the examination room. In this regulation:
- a) "Unauthorized material" includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radios, radio cassette or other types of cassette players, computers, soft and alcoholic drinks and any other material as may be specified from time to time by the Deputy Vice Chancellor Academic, the Principal of College, Dean of a School, Director of an academic Institute or a Head of an academic department;
  - b) "Unauthorized absence from examination" includes going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators for the examination in question;
  - c) "Cheating in examination" includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.
- 8.3 Subject to confirmation by Senate, any candidate found guilty of bringing unauthorized material into the examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies in the University.

- 8.4 Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.
- 8.5 Any candidate found guilty of causing disturbance in or near any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.
- 8.6 Any candidate found guilty of commission of an examination irregularity and is aggrieved by the decision may appeal to the Senate in accordance with the provisions of regulation 18 of these Regulations.
- 8.7 The Senate may impose such a lesser penalty on a candidate found guilty of commission of an examination irregularity, depending on the gravity of the facts or circumstances constituting the offence, as the Senate may deem appropriate.

## **9 Publication of Results**

- 9.1 The provisional results of candidates in every examination, arranged in a manner as prescribed by Senate or, in that behalf, as provided under internal examination regulations of the relevant School approved by Senate and not in conflict with these Regulations, shall be published by the Dean of the relevant School soon after the School Board meeting but the results shall not be regarded as final until they are confirmed by Senate.
- 9.2 Examination results having been recommended by the School Board to the Senate Undergraduate Studies Committee, the Committee shall approve the results and such approval shall have to be confirmed by the Senate. Examination results from Constituent Colleges having been recommended by the School or an academic Institute Board to the College Academic Board, the Board shall approve the results and such approval shall have to be confirmed by the Senate.
- 9.3 Senate shall confirm the results of examinations for both Semesters at a time to be determined by Senate, which shall normally be at the end of the Second Semester.

## **10. Progress from Year to Year**

- 10.1 Candidates who are full time students are required to pass a total minimum of 30 course units in examinations in the academic year and attain a minimum overall GPA of 2.0 before proceeding to the following year of study.
- 10.2 A candidate may be allowed to re-sit failed courses in a Supplementary Examinations if he or she has attained an overall GPA of 1.8 or above in the First Sitting calculated in accordance with the unit weighting of individual courses.

10.3 No candidate shall be allowed to repeat any year of study on academic grounds, except with special permission or approval of the Senate upon recommendation of a School, or academic Institute/College Board, and the Senate Undergraduate Studies Committee, or a Constituent College Academic Board, provided that:

- a) A candidate who scored an overall GPA pass mark of 2.0 or above after Supplementary Examination, may, but only once, be allowed to carry over flexibly into the subsequent academic years such number of failed courses as are requisite for the fulfillment of the requirement of passing a total minimum number of course units for the programme in compliance with regulation 10.4. The minimum overall GPA shall be calculated in accordance with the unit weighting of the individual courses.
- b) Carry over failed course into subsequent years shall imply repeat the failed courses in the subsequent years by fulfilling all requirements of the course.
- c) Carry over of elective courses will only be allowed in exceptional circumstances, normally only when those units are needed to comply with regulation 10.4.
- d) All carried over courses shall be cleared within the allowable maximum period of registration otherwise the student is discontinued from studies. The maximum period of registration is five years for a programme that normally takes three years, and six years for a four-year course.

10.4 To qualify for a degree award, the cumulative total minimum number of course units shall be a multiple of the minimum number of course units required per academic year under regulation 6. 10.1 for the duration of each degree programme. That is:

- a) For a three-year degree programme, such cumulative total minimum shall be 90 units;
- b) For a four-year degree programme, it shall be 120 units; and
- c) For a five-year degree programme, it shall be 150 units.

Provided that subject to approval by the Senate, the internal examination regulations of a College, School, or academic Institute, shall provide for cumulative maximum number of course units for which a candidate may register and take for credit.

## 11. Classification of Degrees

11.1 For purposes of the final classification of degrees and where applicable, a five point system shall be used in averaging the final grades.

11.2 The letter grades will be assigned points as follows:

<b>Grade</b>	<b>A</b>	<b>B+</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Point</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

11.3 Approved courses given for each degree shall be appropriately weighted in terms of units.

- 11.4 To get the score for each course multiply the points, as in 6.11.2 by the weights, as in 6.11.3.
- 11.5 The total score for the degree shall be the total score for all countable courses taken by the candidate for the degree as computed as in 6.11.4.
- 11.6 The average score for the degree shall be computed by dividing the total score in 6.11.5 by the total weight obtained under 6.11.3.
- 11.7 The final classification shall be as follows:

<b>Class</b>	First Class	Second Upper Class	Second Lower Class	Pass
<b>Letter Grade</b>	A	B+	B	C
<b>GPA Range</b>	5.0-4.4	4.3-3.5	3.4-2.7	2.6-2.0

## 12 Classification of Diplomas

- 12.1 No diploma of the University shall be classified except with the special permission of Senate and upon recommendations of the Board of a relevant College, School, or academic Institute.
- 12.2 Where the Senate grants special permission for classification of a diploma, the provisions of regulation 11 shall apply subject to such necessary modifications, variations and conditions as the Senate may impose or prescribe.

## 13. Classification of Certificates

- 13.1 No certificate of the University shall be classified except with the special permission of the Senate and upon recommendations of the Board of relevant School, or academic Institute and subject to such terms and conditions as the Senate may prescribe.

## 14 Award

- 14.1 The Board of Examiners in a School, upon its satisfaction that the standard required under relevant regulations for the award of a degree, diploma, certificate or other award, as the case may be, has been attained by a candidate in University examinations applicable to him/her, may recommend to Senate through the relevant Board of a School, academic Institute, and/or College that such degree, diploma, certificate or other award be conferred upon or granted to such successful candidate.
- 14.2 The Senate may confer degrees and grant diplomas, certificates or other awards of the University on or to candidates who satisfy and are recommended in accordance with

regulation 6.14.1 for such conferment or grant by, the Board of Examiners in a School, or academic Institute.

## **15 Aegrotat Degrees**

- 15.1 Candidates who have completed their course of study but who have been absent, through illness, from part of the final examination for a first degree, may apply to the University for the award of an aegrotat degree, in accordance with the following regulations.
- 15.2 Candidates who have completed such portion of the examination as shall be determined by the School Board are eligible to apply for an aegrotat degree.
- 15.3 Applications from, or on behalf of, candidates must reach the Deputy Vice Chancellor - Academic, Research and Consultancy, through the Dean of the School within the period of the examination, and should be accompanied by report obtained, from the University Medical Officer.
- 15.4 An aegrotat degree will not be awarded unless the examiners consider that, in the work he/she attended the candidate reached a standard which if also reached in the remainder of the examination should have qualified him/her for the award of the degree.

PROVIDED that only candidates who completed successfully the whole of their course work and at least 80% of the final written examination are eligible to apply for an aegrotat degree.

- 15.5 An aegrotat degree candidate shall not be eligible for the award of honours degree.
- 15.6 Holders of an aegrotat degree are not permitted to re-enter for the same examination, but may apply for permission to proceed to a second or higher degree on complying with the regulations for registration for such a degree.

## **16. Certificates, Certification and Transcripts**

- 16.1 The Senate shall issue certificates for degrees, diplomas, certificates or other award to such candidates as shall be declared to have satisfied the appropriate Board of Examiners and shall have been recommended to and approved by the Senate for the conferment or grant of such degree, diploma, certificate or other award.
- 16.2 A fee of T.Shs.2,000/= per copy for Tanzanian students or USD 10.00 payable by Money Order for foreign students, or such other sum as the Senate may from time to time prescribe, shall be charged for certifying each copy of a degree certificate and academic transcript.
- 16.3 Upon application for a transcript, a student or former student shall be given a transcript of his/her academic performance record and charged a fee of T.Shs. 10,000/= in respect of Tanzanian students or USD 30.00 by Money order for foreign students, or such other sum as the Senate may from time to time prescribe. Any finalist student desirous of obtaining a

Transcript (s) shall submit an application for a transcript(s), a clearance form and one black and white passport size photograph for the preparation of transcript(s).

## **17. Loss of Certificate**

In case of loss or total or partial destruction of the original certificate or a copy thereof, the University (Office of the Deputy Vice Chancellor - Academic, Research and Consultancy, or such other office as the Deputy Vice Chancellor - Academic, Research and Consultancy, may authorize in writing) may issue a copy or another copy on condition that:

- a) The applicant produces a sworn affidavit.
- b) The certificate so issued shall be marked "COPY" across it.
- c) The replacement certificate will not be issued until a period of 12 months from the date of such loss has elapsed; except that such replacement may be issued within a shorter period where there has been partial destruction of the original certificate or of a copy thereof.
- d) The applicant must produce evidence that the loss has been adequately publicly announced with a view to its recovery in an officially recognized form or manner in the applicant's home country or where the loss is believed to have taken place.
- e) A fee of TShs. 20,000.00 in respect of Tanzanian students or USD 25.00 in Money Order in respect of foreign students, or such other fee as may be prescribed from time to time by Senate, shall be charged for the copy of certificate issued.

## **18. Appeals**

- 18.1 Except where unfair marking, wrongful computation of marks or grades or other like irregularity committed in the conduct of any University examination is alleged, no appeal shall lie in respect of any such examination on any other ground.
- 18.2 Any student or candidate aggrieved by a decision of the Senate Undergraduate Studies Committee in terms of the provisions of regulation 6. 8.4 may appeal to the Senate for reversal or moderation of the decision of the Committee.
- 18.3 Any appeals made under regulation 6.18.1 shall be lodged with the Board of the appellant's School, or academic Institute, which shall forward the appeal with observations to the Senate Undergraduate Studies Committee, whose observations and recommendation will be forwarded to Senate for approval.
- 18.4 Any member of the appellant's School, or academic Institute Board who participated in the making of the decision against which the appeal is lodged shall not have a voting right in the Senate over such an appeal and may participate therein only in terms of presentation of findings and recommendation of the appellant's School, or academic Institute Board or answering queries, as the case may be, and shall otherwise be absent from the

Senate session considering any such appeal.

- 18.5 Appeals made under regulation 6.18.2 shall be lodged directly with the Deputy Vice Chancellor - Academic, Research and Consultancy, who shall forward them to the Senate with observations and recommendations thereon.
- 18.6 Any person who has been involved at any stage in the processing of a case of alleged commission of an examination irregularity, whether at first instance or in preparation for the appeal, shall be barred from participation in the making of a decision over such a case, except for purposes of making a presentation of findings or recommendations or answering queries, as the case may be, in respect thereof and shall otherwise be absent from the Senate session considering any such appeal.
- 18.7 No appeal pertaining to the conduct of any University examination and the marking of scripts thereof shall be entertained unless an appeal is lodged with the appropriate University authorities in accordance with these regulations within one year from the date of publication of the results by or under the authority of the Senate.

## **19. Appeal Fee**

- a) All appeals shall be accompanied by an appeal fee of five thousand shillings (T.Shs. 5,000/=) in respect of Tanzanian students or twenty dollars (USD 20.00) by Money Order in respect of foreign students for undergraduate, diploma and certificate students or ten thousand shillings (T.Shs. 10,000/=) or twenty-five dollars (USD 25.00), respectively, for postgraduates.
- b) The fee shall be reimbursed to winning appellants but shall be forfeited in respect of those who partly or wholly lose their appeals: provided that the Senate may prescribe from time to time different rates of the fee.
- c) The same rates or any other rates approved as approved by relevant organs shall be charged for any further appeal decisions.

## **20. Disposal of Examination Answer Books and other Scripts**

- (1) Unless otherwise retained by The University of Dodoma Library for archival purposes, all used examination answer books shall be destroyed after the expiry of 13 months following final decision of Senate on the examination concerned.
- (2) Heads of Departments concerned shall, with respect to examination answer books falling under their departments:

- a) create and maintain adequate records of actions and transactions affecting examination answer books, ensure that those records are properly maintained while waiting for any appeal or final disposal;
  - b) initiate the disposal procedures of those examination answer books for which there is no further need;
  - c) initiate immediate disposal of used examination answer books that have been stored by their departments for more than 13 months following respective Senate decision;
  - d) identify and safeguard those examination answer books which are of enduring value and which should be preserved as archives and made available to the Library for research and public consultation;
  - e) assist the University of Dodoma Library in selecting examination answer books designated for archiving purposes;
  - f) seek expertise presumably from the University of Dodoma Library to assist in the sampling answer books ear-marked for archiving;
  - g) designate a place or room as storage area for examination answer books awaiting appeals or final disposal;
  - h) store and retain course assignments for at least 13 months after completion of an examination concerned so that students are furnished with reasonable opportunity to obtain access;
  - i) witness and keep close control over final disposal of examination answer books to ensure the confidential nature of contents of answer books remain inviolate.
- (3). Pending final disposal, Heads of Departments shall ensure that all information contained in examination answer books remain inviolate and is protected from misuse or abuse.
- (4). (i) Respective School Boards shall be responsible for prescribing under their special regulations clear guidelines for returning to the students graded courses, assignments, course essays, term papers and timed essays.
- (ii) Unless otherwise retained for archival purposes, Departments shall also initiate the final disposal of such other examination scripts as essays, objective question papers, laboratory works, models, studio papers or drawings that have been in retention or storage for the previous 13 months.
5. (i) The Deputy Vice Chancellor shall cause to be prepared a disposal and storage budget and designate the cartons of various sizes or descriptions which shall be used by Heads of Departments for 13 months storage of examination answer books pending final disposal.

- (ii) The cartons prescribed under sub-paragraph (1) above shall be so marked or labeled as to facilitate identification of the course, examination date, date of Senate decision, course coordinator and date when final disposal shall be due.
6. The University Library shall keep; maintain in any format including electronic, all answer books selected by Departments and sent to the Library for archival purposes.
  7. (i) The Deputy Vice Chancellor shall select and announce the best available practice in disposing of the examination answer books due for disposal;
    - (ii) Depending on such pertaining circumstances as privacy of information contained, cost involved and environmental considerations, the Deputy Vice Chancellor may with respect to any batch due for disposal, direct:
      - a) the disposal by shredding and then disposed of by either burning or selling to recycling companies to be reused in producing other paper materials; or
      - b) used examination papers be entirely burnt to completion; or
      - c) used examination papers be sold to recycling companies.
  8. (i) The Vice Chancellor on recommendation of the Deputy Vice Chancellor shall be the principal executive officer responsible to order final disposal of any batch of examination answer books;
    - (ii) The Vice Chancellor shall signify his order.
    - (iii) The report of Heads of Departments to the Deputy Vice Chancellor through respective Deans on disposal of examination answer books shall be accompanied with copies of appropriate mark sheets and list of students who sat for the examination concerned.

## **21. Instructions to candidates**

1. These instructions should be read together with the above University regulations.
2. Candidates should make sure that they have been issued with Examination Numbers before Examinations begin.
3. Candidates must acquaint themselves with the seating arrangement for their respective examinations in advance.
4. Candidates are advised to be at the examination centre at least fifteen minutes before the commencement of the examinations.
5. Candidates will be admitted by the invigilator to the examination room ten minutes before the time the examination is due to begin. Papers will be placed ready on the desks before they enter. They must not begin writing before they are told to do so by the Senior Invigilator. (Where large numbers of candidates are affected, invigilators may admit

candidates to the examination room fifteen minutes in advance). During these ten minutes the Senior Invigilator will:

- a) Make an announcement to the effect that all unauthorized materials should be removed from the examination room;
  - b) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper;
  - c) Call attention to any rubric at the head of the paper which seems to require attention;
  - d) Announce that both sides of the paper must be used. He will then tell students when they may begin writing. Candidates will be given five minutes to read the paper.
6. Candidates are permitted to do rough work on the left hand part of the scripts on the understanding that this is crossed through at the end of the examination.
  7. No books, bags, or attached cases may be taken by candidates into the room. Candidates are not normally allowed to use their own logarithmic tables. (Candidates attention is specifically drawn to General University Examination Regulation No. 6. 8.1 to 6. 8.3).
  8. Once a student is found with unauthorized materials, he/she should sign on the materials to confirm they are his or hers.
  9. No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination and no candidate will be permitted to leave the examination room until thirty minutes have expired.
  10. At the end of the examination period, and on instructions from the Invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator unless instructed otherwise. Candidates must remain seated till the Invigilator tells them to leave the room. Apart from the examination paper, candidates are not allowed to take any examination material out of the examination room.

## **22 Notes to invigilators**

### **22.1 Procedure in the Examination Room**

#### **22.1.1 Before the Examination**

- i) Invigilators should be present in the examination room at least thirty minutes before the commencement of the examination.
- ii) Invigilators will be provided with the following items by the School Examinations Officer:
  - a) The question papers to be attempted by candidates.

Sealed envelopes containing question papers must be personally collected by each invigilator from the said Examinations Officer at least forty minutes before the

examination. All invigilators who have reported to the Examinations Officer within this period should immediately go to their respective examination room.

- b) A list showing the names of the papers to be attempted in the room. This will be distributed to invigilators in advance.
- iii) Invigilators must ensure that **ONLY ONE** answer book is provided for each candidate unless the rubric on the question paper requires otherwise. The answer book must be filled before any additional paper is provided.
- iv) Question papers and any other material prescribed in the rubric (e.g. log-tables, charts etc.) should be set out by the invigilator with the help of the Internal Examiner.
- v) Bags, book cases, papers and other related items should be left outside the examination room.
- vi) Invigilators should admit candidates to the examination room *fifteen minutes before the commencement of the examination* and they should ensure that they take the right places. Handbags, books, cellphones and other similar articles must be left outside the examination room before the candidate is permitted to go to his/her sitting place.

During these fifteen minutes the invigilator should:

- a) Make an announcement to the effect that unauthorized materials are not allowed in the examination room;
- b) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper;
- c) Call attention to any rubric at the head of the paper which seems to require attention;
- d) Announce that, where this is practicable, both sides of the paper must be used. He/she should then tell students when they may begin writing. Candidates will normally be allowed five minutes to read the paper.
- vii) Invigilators should not admit candidates to the examination room after half an hour from the commencement of the examination and should not permit them to leave the room until thirty minutes have expired.

### **22.1.2. During the Examination**

- i) At the commencement of the examination, invigilators should remind candidates to ensure that they are attempting the right examination paper.
- ii) At the end of the first half hour the total numbers present should be noted down. Invigilators should then collect the blank answer-books from all vacant places. Spare question papers should be returned to the correct envelopes for collection by the Internal Examiner.

- iii) During the examination, invigilators should ensure that candidates are provided with any additional requirements (e.g. scripts, log-tables etc.). Candidates may be permitted to do rough work on the left hand pages of the script on the understanding that this is crossed out after the end of the examination. No candidate should be permitted to leave his/her place during the examination except to leave the examination room.
- iv) A candidate who contravenes the regulations and instructions governing the examinations, especially by unfair practices such as copying from or communicating with other candidates, shall be reported immediately to the Examinations Officer.
- v) Once a student is found with unauthorized materials, the invigilator should ask the student to sign on the materials to confirm that they are his/hers.
- vi) The candidate shall be informed that he/she has contravened the regulations and that he/she has been reported, but shall not be prevented from continuing with his/her paper. A written report must be sent to the Examinations Officer including full details of the contravention. It is part of the invigilator's duty to move about the examination room as quietly as possible at frequent intervals.

### **22.1.3. At the End of the Examination**

- i) Invigilators shall not permit candidates to leave their places before their scripts have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand over their scripts to the invigilator before leaving the examination room.

No candidate shall leave the examination room during the last ten minutes of the time allocated for the examination except in case of emergency. *At the end of the examination period invigilators shall instruct the candidates to stop writing and then collect all the scripts.*

- ii) Invigilators shall enter the number of examination scripts collected from the candidates on the attendance sheet provided by the Examination Officer at the time of collecting the examination papers.

Invigilators shall sign the said attendance sheet before they hand over all the scripts to the Internal Examiners (or their deputies) who must be present in the examination room at the end of the examination. Where invigilators are also internal Examiners, there should be no problem of collection of scripts. On receipt of the scripts, Internal Examiners will check them and countersign on the collection form. The attendance sheets must be handed to the Examinations Officer at the end of each session.

- iii) Invigilators shall hand over all extra examination papers to the Head of the relevant Department.

### **22.2 General**

- 1) Internal Examiners (or their deputies) are required to attend in the examination rooms at the commencement of each period to assist the invigilators and to collect the scripts.

Instructions, which the examiners (or their deputies) may wish to be given, should be announced by the invigilators.

- 2) Cases of illness should be reported to the Examinations Officers as soon as possible.
- 3) Invigilators shall have the power to confiscate any unauthorized book, manuscript or other aid brought into the examination room and to expel from the examination room any candidate who creates a disturbance. They shall report to the Examinations Officer any case of a candidate suspected of giving or obtaining unauthorized assistance or of attempting to do so, and that officer shall have power to take any further steps he/she may consider necessary. He/she shall then report the matter to the Chief Academic Officer.
- 4) "Examinations Officer" includes the Examination Officer's deputies.