

Examination By-laws and External Examining at the Horizon Campus

Rules and Regulations pertaining to the conduct of Examinations:

Part 1: Conduct of Examinations

1.1 Candidates shall be present at the Examination Hall at least 15 minutes before the commencement of each paper and shall enter the Hall only when they are requested to do so by the Supervisor.

1.2 On admission to the Examination Hall, the candidates shall occupy the seats allocated to them.

1.3 No candidate shall have in his/her person or in his clothes or on the admission card, time table, and record book or on any other object that is permitted to be brought to the examination hall. Any notes, signs, diagrams of formula or any other unauthorized materials, books, notes, parcels, file covers, bags etc, which the candidate has brought with him/ her should be kept at a place indicated by the supervisor or invigilators.

1.4 No candidate shall be admitted to the examination hall after the expiry of half an hour from the commencement of the examination nor shall candidate be allowed to leave the hall until half an hour has elapsed from the commencement of the examination or during the last 15 minutes of the paper.

1.5 A candidate shall bring into the examination hall the Students Record Book or Institute Identity Card which should bear the candidate's photograph and his signature duly certified by the registrar or the Authorized Officer. If there is a discrepancy between the names indicated the Record Book or the identity Card and name under which the candidate appear for the examination the candidate shall produce a certificate endorsed by the Registrar to the effect that both names refer to one and the same person. In the absence of the above proof of identify a candidate may produce his National Identity card or a recently taken photograph duly certified by an Authorized Person.

1.6 A candidate may be requested by the Supervisor to declare any items in his possession or person.

1.7 No candidate can either lend or borrow any material from any other candidate or attempt to communicate in any manner with another candidate or copy from the script

of any other candidate. No candidate shall attempt to obtain help from another candidate or any other person. No candidate shall attempt to help another candidate or conduct himself negligently so that another candidate has the opportunity of copying.

1.8 Candidates shall write only on the writing paper issued during the current paper on that particular date and session.

1.9 Examination stationary (i.e. writing paper, graph paper, drawing paper, ledger paper, precise paper etc.) will be supplied as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated. No papers other than those supplied to him by the Supervisor / invigilator shall be used by candidates. Log tables or any other material provided shall be used with care and left behind on the desk. All materials supplied, whether used or unused, shall be left behind on the desk and not removed from the Examination Halls.

1.10 Every candidate shall enter his / her Index number on the Answer book and every continuation sheet before using such answer book or continuation sheet no candidate shall write the name or any identifying mark on the answer script. Any candidate who inserts on his script an index number other than his own is liable to be regarded as having attempted to cheat.

1.11 All calculations and rough work shall be done only on paper supplied for the examination and shall be cancelled and attached to the answer script. Such work should not be done on admission cards, time table, question papers, record books or on any paper. Any candidate who disregards these instructions runs the risk of being considered as having written notes or outline of answers with intention of copying. Candidates may use calculators or any other electronic device if the examination allows the usage of such devices or with the approval of the Supervisor.

1.12 Every candidate shall conduct him/herself in the Examination Hall and its precincts so as not to cause disturbance or inconvenience to the supervisor or his staff or to other candidates. In entering and leaving the hall, candidates shall maintain complete silence. A candidate is liable to be excluded from the examination hall for disorderly conduct.

1.13 No candidate shall submit a practical or field book dissertation or project study or answer script which has been done wholly or partly by anyone other than the candidate himself.

1.14 Candidates shall bring their own pens, ink, mathematical instruments, drawing instruments, erasers, pencils and calculators.

1.15 No person shall impersonate a candidate at the examination nor shall any candidate allow himself to be so impersonated by another person.

1.16 The Supervisor / Invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such a statement or to sign it. If a candidate refuses to sign such a statement, he/she will be treated as having committed an examination offence.

1.17 After the examination has commenced no candidate shall be permitted to leave the examination hall even temporarily. In case of an emergency, the Supervisor/ Invigilator shall grant him permission to do so but the candidate shall be under constant surveillance.

1.18 Candidate shall stop work promptly when ordered by the Supervisor/Invigilator to do so. If this instruction is not strictly followed, the Supervisor/Invigilator has the authority to make an endorsement to this effect on the answer scripts.

1.19 Every candidate shall hand over the answer script personally to the Supervisor/Invigilator or remain in his/her seat until it is collected. On no account shall a candidate hand over his/her answer script to an Attendant, a minor employee or another candidate.

1.20 Every candidate who registers for an examination shall be deemed to have sat the examination unless:

- a) He/she is permitted by the Senate for valid reason to withdraw from such examination on a ground acceptable to the Senate within the specified period.
- b) He/she submits a medical certificate prior to the commencement of the examination. The medical certificate shall be from a consultant medical practitioner and submitted at the earliest possible time, but in any case not later than one week from the first day of the examination. (Please indicate the Faculty and Registration Number in your Medical Certificate.)

1.21. A student eligible to sit the examination shall be deemed to have sat the first scheduled examination irrespective of the whether he/she has already sat or not unless the Senate is satisfied that he/she has been prevented from sitting the examination due to illness or any other reasonable cause.

Part 2: Examination Offences and Punishments

2.1 Any candidate who violates any of the requirements or conditions stipulated in Part I shall be considered as having committed an examination offence.

Examination offences may be classified as follows:

- a) Possession of unauthorized documents or removal of examination stationery.
- b) Disorderly conduct
- c) Copying
- d) Obtaining or attempting to obtain improper assistance or cheating or attempting to cheat.
- e) Impersonation
- f) Aiding and abetting the commission of any of these offences.
- g) Violation of any of the requirements or conditions stipulated in Part I.

2.2 There shall be an Examination Disciplinary Committee consisting of the Vice-Chancellor and the Deans of the Faculties to investigate into and make recommendations (including punishments) regarding examination offences referred to it. The punishments recommended by the Examination Disciplinary Committee shall be submitted to the Senate for decision.

2.3 In all cases of commission of examination offences detected, the Supervisor shall take action as outlined below and forward his report to the Registrar.

2.4 Prior knowledge of a question paper, or part thereof, shall constitute an examination offence.

2.5 Where a student has been in possession of unauthorized material at an examination hall, he/she shall be presumed to have made use of such material until the contrary is proved by him/her.

2.6 Possession of mobile phones or other electronic communication/storage devices

(a) Possession of mobile phones or other electronic communication or recording devices inside the examination hall should be forbidden. Candidates will have to leave their phones (on silent mode) and other electronic devices with their other belongings at a place indicated by the invigilator.

(b) Penalty for possessing such devices during an examination must be added to the relevant section.

2.7 Calculator restrictions (subjected to agreement of Management, Science & IT Deans)

- (a) Programmable Calculators which allows storing of data and formula's must be forbidden.
- (b) Only scientific calculators without any data storage functions are allowed.
- (c) If they must be allowed some form of resetting must be done to clear memory before the commencement of the examination.

2.8 In cases of disorderly conduct, the Supervisor shall in the first instance warn the candidate to be of good behavior, where the candidate persists in unruly or disorderly conduct the Supervisor may exclude the candidate from the examination hall and issue him/her a letter cancelling his/her candidature from the examination. Where a candidate's offence is only disobedience, the Supervisor shall warn the candidate and forward a report to the Registrar.

2.9 In all other cases of examination offences detected, the Supervisor shall on the detection of the offence take possession of unauthorized documents if any, obtain a statement from the candidate and write his report on the matter on the form provided for this purpose.

2.10 The Registrar shall place all reports of examination offences submitted by the Supervisors for the consideration of the Vice-Chancellor who shall decide whether they shall be referred to the Examination Disciplinary Committee for further action.

2.11 Any examiner, Head of Department, Dean of Faculty or any other official of the Campus who detects an examination offence, shall report the matter in writing to the Registrar, who shall submit same to the Vice-Chancellor for necessary action.

2.12 Any allegations regarding the commission of Examination Offences from whosoever received shall be submitted by the Registrar to the Vice-Chancellor, who shall decide whether these shall be referred to the Examination Disciplinary Committee for necessary action.

2.13 A candidate who is found guilty of an examination offence is liable to any one or more of the following punishments.

- a) Removal of his/her name from the pass list.
- b) Cancellation of his/her candidature from whole or part of the examination, or

- c) Suspension from any Campus examination for such period as the senate may decide or indefinitely, or
- d) Suspension from the Campus for such period as the Senate may decide or indefinitely.

2.14 Any candidate found aiding and abetting the commission of any examination offence shall be liable to the same punishment as that applicable to the offence.

2.15 Any appeal against the decision of the Senate shall be made to the Council.

EXTERNAL EXAMINING

External examining is one of the ways of ensuring academic excellence in Universities. Under this arrangement, external examiners are engaged to evaluate the program content and the process of student assessment. . External examiners reports act as reference points against which the university may be evaluated and accredited. It is an assessment tool used to measure the academic standard of staff and graduates of a particular university.

General Principles

In general, external examiners are expected to comment on the validity of the assessment instruments, the quality of student performance and the standard of student attainment, the reliability of the marking process and any concerns or irregularities with respect to observation of the University regulation. Therefore the conduct of external examinations at Horizon Campus is governed by Senate regulations. The following are the General Principles that should guide the external examination process:

- a) To provide external and unbiased evaluation of the fairness and suitability of the University's student assessment process in line with Senate regulations
- b) To verify that standards of student performance are appropriate for the award for which the external examiner has been appointed
- c) Verify that the student assessment methods are **reliable or precise** (will produce similar results if repeated with students of comparable standard and comparable circumstances and similar assessors); **valid** (measures the competence it is intended to measure); has **educational impact** (it promotes appropriate student learning behaviour; is **acceptable** to all assessors and students; and is **feasible** within the resources available
- d) Work with the University to uphold the high academic standards of its programmes and awards
- e) To compare the academic standard of the University with those of similar institutions
- f) Write a report detailing his/her observations, conclusions and recommendations to the Vice-Chancellor who will submit it the Internal Quality Assurance Unit for consideration and action.
- g) External Examiners should be identified for each academic programme by the respective departments and nominations forwarded to the Faculty Board for consideration and recommend appointment to Senate. Senate should appoint external examiners or the Vice-Chancellor on behalf of Senate.

- h) The principles and guidelines on external examining should be made public so that they can be accessed by students, staff and other stakeholders
- i) The University should create audit mechanisms to ensure that external examiners are invited annually for each academic programme.

Roles and Responsibilities for External Examiners

The principle roles of external examiners include:

- a) To verify that standards are appropriate for of each unit of study and to provide independent impartial comment on standards set and student achievement of those standards. The capacity to fulfill this is based on knowledge of standards set and achieved in other higher education institutions, of subject benchmark statements and where applicable of the expectations of Professional and Statutory Bodies or co-awarding bodies.
- b) To verify that the process of deciding assessment outcomes for individual students is fair, fairly operated, and in line with the University's regulations. Arising out of the principle roles of external examiners the specific roles and responsibilities of external examiners are given here below:
 - 1. Make judgements independent of the internal examiners
 - 2. Have powers to recommend to the Faculty Board the adjustment of marks for individual or all students examined
 - 3. Have access to the assessed parts of the programme (student scripts and coursework)
 - 4. Determine the method and extent of sampling of students' work to scrutinize
 - 5. May recommend to the Faculty Board for the remarking of a student's script
 - 6. Select students for and determine to nature of VIVA VOCE
 - 7. Check cases of suspected cheating
 - 8. Endorse mark and pass lists before they are published
 - 9. The external Examiner should in specific cases the extent to which medical and other extenuation circumstances were taken into account.

Nominations and Appointments

An external examiner should have enough recent examining experience, including external examining experience, to assure the Faculty Board and Senate of his/her competence in assessment and understanding of academic standards in a broad higher education context.

The external examiner should be a critical friend so as to offer constructive comments, criticism and suggestions for enhancement in the area of assessment practice. For Horizon Campus, the external examiner should be an Academic Professor or Senior Lecturer or practicing professional at the rank of consultant or the equivalent.

The process of nomination and appointment of external examiners should be as follows:

- a) The head of relevant department through informal contacts establishes willingness and availability of nominee to serve as external examiner and solicits a his/her Curriculum Vitae
- b) The academic members of the department study the Curriculum Vitae to satisfy themselves that the nominee has the necessary expertise, experience and seniority to serve as external examiner.
- c) External examiners for Undergraduate Programmes are appointed by the University Senate or the Vice-Chancellor on the recommendation of the respective Faculty Board.
- d) External examiners for Graduate Programmes are appointed by the Board of Graduate studies or the Vice-Chancellor on the recommendation of the respective Faculty Board.
- e) External examiners should be appointed for a period of three years with a possible **one year extension**. This will permit arrangements to be made well in advance and avoid delays and last minute rash.
- f) Thereafter the same external examiner cannot be re-appointed until a period of one year has elapsed.
- g) A former member of the teaching staff of the University will not be eligible for appointment until a period of three years has elapsed
- h) An external examiner will not be appointed from a department in which a member of staff of the relevant department at Horizon Campus is serving as an external examiner or teaching.

Status of External Examiners

External examiners will be Ex-Officio members of the relevant Examiners' Boards.

Information to be availed to the external examiners upon Appointment

The host department will send to the newly appointed external examiner the following information:

- i. Programme and course aims, objectives and syllabuses
- ii. Copies of past examination papers
- iii. Methods of assessment/Marking Scheme
- iv. Ways in which marks of individual parts of the examination are aggregated, averaged to produce the final result
- v. The method by which the pass mark (cut-off point) at and above which students are pronounced passed and below which they are declared to have failed. The two alternatives are:
 - a. **Absolute or Criterion Reference Test** where the pass mark is set and students scoring below that fail regardless of the number.
 - b. **Relative or Norm Reference Test** method where the pass mark can vary depending on students' performance.
- vi. Proposed dates of departmental and faculty examiners' board meetings
- vii. The external examiner should be given a face to face briefing
- viii. The route by which external examiners can raise matters that are important and of a sensitive nature is by making a confidential report to the Vice-Chancellor

Facilitating and Hosting

The following should be done to facilitate and streamline the work of External Examiners:

- a) Air ticket and in country transportation arrangements should be made well in advance.
- b) The external examiners should be met by University support staff whose role is to collect and deliver External Examiners to their prearranged accommodation.
- c) Per Diem or out of pocket allowance should be paid to External Examiners on arrival.
- d) Any refunds for transit expenses should be processed in a timely fashion and paid to External Examiners before they depart for home.

- e) External Examiners should be given the scripts to look at upon arrival at their accommodation.
- f) Payment of examiners' fees is authorized once the reports are received.

Moderation of Examination Papers

The external examiner should review, moderate and approve all examination papers. Therefore:

- a) Draft examination papers should be sent to the external examiners well in advance allowing enough time for them to propose any modifications they feel necessary
- b) Draft examination papers should be sent with marking schemes or model answers.
- c) External examiners may be invited to propose one or more questions to be included in the examination papers.
- d) Dissertations where appropriate will be sent to the External Examiner at least a month in advance.
- e) Care must be taken to safeguard the examination against leakage and dissertations against loss
- f) Departments should always carry out internal moderation of examination questions.

Access to written scripts and coursework that contribute to the final assessment External examiners will be given unfettered access to the following:

- i. All marked examination scripts
- ii. All evaluated coursework materials

Participation in Oral and Clinical Examinations

External examiners are required to participate in oral and clinical examination as follows:

- a) Where only a proportion of students are subjected to oral examination, the criteria for selection of those students should be agreed upon with the external examiner in advance.
- b) Be involved in the selection of content of the examination, in the marking and making final judgements
- c) The external examiner will be allowed to meet with the students examined to assess their opinion on the conduct of the examination process should the need be.

Participation in Examination Board Meetings

Aware that most of the courses in the first semester are prerequisites for most of the academic programmes, external examiners will be invited during the second semester examination season and the following will apply:

- i. He/she will attend the main Examiners' Board meetings at which final examination results are reviewed and approved before they are published.
- ii. With regard to the conduct of the Examiners. Board meeting a formal minute must be kept noting the following:
 - a. Members present
 - b. The final decisions taken
 - c. In specific cases the extent to which medical and other extenuating circumstances were taken into account
 - d. Any general comments made by internal and external examiners

External Examiners' Reports

External Examiners must annually make a report on the student assessment process to the Vice-Chancellor with a copy to the respective Faculties and Departments. The report must include answers which to some extent will act as indicators as to whether the students received the knowledge, skills, values expected to be provided by the respective courses. The external examiner's report should be well defined and the structure of the report should include the following:

- i. The Curriculum Design and its relevance
- ii. Comparability of the program with those offered in other institutions of Higher Education internationally.
- iii. Variability in the assessment process
- iv. Academic standards of awards
- v. Academic standards of student achievement.

In that respect the external examiner's report will include answers to the following questions:

- a) Were the structure, content and methods of assessment used appropriate and adequate?
- b) How satisfactory was the administration of the examination process?

- c) Was the assessment process appropriate to the course (or subject); **the level students (1st, 2nd or third year or postgraduate)**; and competencies of interest?
- d) Were the examinations sufficiently comprehensive with regard to the programme or course being examined?
- e) Were the materials and facilities used for practicals and clinical examinations appropriate and adequate?
- f) Was the external examiner given adequate access to examination scripts of all borderline candidates and coursework for forming a reasonable opinion?
- g) Was the internal marking appropriate, fair and consistent?
- h) Was the Examiners. Board meeting conducted in an impartial and fair manner?
- i) Was the programme structure, content and objectives well defined and appropriate to the subject matter and the level at which it was taught?
- j) Was the quality of teaching and methods used, as revealed by the examination, effective and appropriate?
- k) Was the general standard of performance of the students satisfactory and comparable to similar institutions?
- l) Was the failure rate acceptable or too high?
- m) Was the distribution of honours comparable to other institutions

The External Examiners' reports must:

- a) On completion of the exercise, the external examiner should submit his/her report directly to the Vice-Chancellor and copied to the respective Faculties and Departments. The Vice-Chancellor will submit the report to the Internal Quality Assurance Unit for consideration and action.
- b) The Internal Quality Assurance Unit should ensure that the respective Faculties and Departments attend to the concerns/suggestions of the External Examiners.
It is important to note that External examiners' reports are part of the University's annual quality assurance audit system.

Other Roles of External Examiners

External Examiners may be consulted on possible review of existing programmes and the process of external examination for purposes of improving the assessment process.

Termination of Appointments

The appointment of an external examiner may be terminated by the Faculty Board if the Board judges that the responsibilities of the appointment have not been or cannot be fulfilled in the manner or to the standard which the University requires. Reasons for termination may include, but not limited to:

- i. failure to provide reports on the assessment process required by the University;
- ii. in the case of an examiner appointed to an Award and Progression Examination Board, inability to attend two successive such boards;
- iii. a change in the external examiner's circumstances which brings about potential conflicts of interest which might jeopardize objectivity.
- iv. persistent refusal to work within the University's academic regulations;
- v. conduct which in the case of an employee of the University would be the subject of disciplinary action;
 - a) When circumstances arise which are considered as possible grounds for termination of an external examiner's contract, the Chair of the Board of Examiners will notify the Vice-Chancellor of the relevant details. The Vice-Chancellor will write formally to the examiner to inform him/her that the termination is being considered and to offer the opportunity for the examiner to explain the circumstances and request that the termination is not effected.
 - b) The Chair of the Faculty/ School/ Institute Internal Quality Assurance Unit, acting on behalf of the Faculty Board, will take the final decision regarding the termination; the external examiner will be notified in writing of this decision. The Chair of the Internal Quality Assurance Unit will inform the Faculty Board of the circumstances of the case and of its outcome.