



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND
TECHNOLOGY**

EXAMINATION POLICY

December, 2013

JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

EXAMINATION POLICY

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EXAMINATION POLICY

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PREAMBLE

Conducting examinations is part and parcel of University undertakings in its endeavor to fulfill its stated objectives of providing quality university education. University examinations are key pillars in the realization of this mission and a critical exercise which presupposes responsibility, confidentiality, integrity, honesty and dedication.

Subject to the Statutes 2013, all matters concerning University Examinations shall be supervised by the Registrar, Academic Affairs under the general direction of the Senate of Jaramogi Oginga Odinga University of Science and Technology.

LIST OF ABBREVIATIONS AND ACRONYMS

CAT Continuous Assessment Test

JOUST Jaramogi Oginga Odinga University of Science and Technology

1.0 DEFINITION OF TERMS

Aspects of this Examination Policy are broadly derived from the following documents:

- 1) The Universities Act, No. 42 of 2012;
- 2) The JOOUST Charter, 2013;
- 3) JOOUST Statutes, 2013;
- 4) JOOUST Service Charter 2013; and
- 5) JOOUST Rules and Regulations for Examinations, 2013

1.1 Senate

A body responsible for academic matters in the University and the final authority on all such matters. It is the organ for control of academic quality and quality assurance.

1.2 Academic Credit

A value allocated to a course unit to describe the student workload required to complete the course. It is a reflection of the quality of work each course requires in relation to the total quantity of work required to complete a full year of academic study at the institution such as lectures, practical work, seminars, tutorials, laboratory and/or library work, examination and other assessment activities.

Credits can also be allocated to practical placements and to thesis/dissertation preparations when these activities are assessed as an integral part of the official programme.

1.3 Academic Dress

A regalia, which must be worn by all graduands who are attending a University graduation ceremony. This consists of the gown, hood and cap (mortar board).

1.4 Deans Committee

A body that initiates and coordinates School/Centre activities including recommending approval of examinations results to the Senate.

1.5 External Examiner

A distinguished scholar external to the University from the rank of Senior Lecturer and above who has been nominated by the Department/Institute or School and approved by Senate on the recommendation of Deans Committee to moderate semester or end of year examinations.

1.6 Internal Moderator

An academic member of staff of Jaramogi Oginga Odinga University Science and Technology at the rank of Senior Lecturer and above who has been nominated by a Department/Institute or School from any relevant Department/Institute, School of the University and approved by Senate on the recommendation of the Deans Committee to moderate supplementary/ special examinations. In exceptional circumstances, some Internal Moderators may be authorized by

Senate to moderate semester/end year examinations. A moderator is expected not to have taught the students being examined in that academic year.

1.7 Internal Examiner

An academic member of staff of Jaramogi Oginga Odinga University of Science and Technology from the rank of Assistant Lecturer and above who has been nominated by a Department/Institute, School and approved by Senate to examine an approved course or courses, theses, dissertations and projects

1.8 Management Board

This is a board responsible for implementing Council and Senate decisions. It is also responsible in providing directions and guidelines to the University's subsystems for the enhancement of the efficient running of the University.

1.9 Schools, Institutes, Directorate, Centers and Departmental Boards

These are bodies that assist the Directors/Deans and Heads of Departments in the management of their respective Schools and Departments.

1.10 Ordinary Examinations

Examinations that are taken at the end of the semester or academic year.

1.11 Re-sit

In a re-sit, the candidate repeats a course in which he/she has failed to satisfy the examiners in the ordinary examination when next offered. These are marked out of 100% like the ordinary examinations.

1.12 Re-submission

A re-examination of a project or a portfolio of work. A re-submission happens within the time span determined by the Institute/School or a Board of Examiners for postgraduate theses.

1.13 Special Examinations

Examinations authorized by Senate to be taken by candidates who, for good/acceptable cause, such as sickness, bereavement, e.t.c. might have missed to take the ordinary examination. They are marked out of 100%.

1.14 Teaching and Examination Time-tabling Committee

This is a committee that deals with all issues pertaining to teaching and examination Time-tables.

1.15 The Academic Registrar issues the letters of exemption and credit transfers indicating the course credit transferred or/courses exempted from.

2.0 THE UNIVERSITY EXAMINATION COORDINATION BOARDS

Boards dealing directly with examinations are:

- a) Senate
- b) Deans Committee
- c) Schools/ Institutes' Boards of Examiners
- d) Departmental Boards of Examiners
- e) Teaching and Examination Time-tabling Committee.

3.0 RATIONALE

The purpose of this policy and procedures is to achieve coordinated and consistent examination practices in JOOUST. It sets out the principles underpinning the management of examinations which is a key pillar in the realization of University stated objectives. The Integrity of assessment process is central to both quality of learning experience and integrity of the process. This requires properly structured examination management procedures which are clearly spelt out as to leave no benefit of doubt.

4.0 POLICY STATEMENT

It ensures consistent principles are applied across the University in the administration of University examinations.

5.0 POLICY FRAMEWORK

- 5.1 The framework of the Policy rests with examination process principles which encompasses;
- a) Managing the examination process, which is inherently stressful in such a way as to minimize extraneous sources of confusion and uncertainty.
 - b. Creating a conducive examination environment in which students are able to concentrate, reflect, and generally demonstrate what they have learned, with minimum disruption and distraction.
 - c. Willingness of everyone involved to respect some basic rules of conduct and to accept certain responsibilities, and do so in a consistent manner.

6.0 EXAMINATION PROCESSES

The entire examinations process encompasses four major aspects;

- a) Setting and moderation
- b) Processing
- c) Conducting
- d) Processing and Declaration of Examination Results

6.1. Setting and Moderation

- 6.1.1 There shall be Internal and External Examiners of the University appointed by the Senate upon the recommendation of the Boards of School or Institute, who shall

prepare examinations and examine students in papers assigned to them by the School or Institute

- 6.1.2** After the development of syllabus, the internal examiner (subject lecturers) sets the examination papers.
- 6.1.3** The Internal Examiner must set an examination that is standard and in which;
- (i) The syllabus is adequately covered;
 - (ii) The questions are comparably challenging especially in cases where candidates make a choice;
 - (iii) All different mental abilities of knowledge, comprehension application, analysis, synthesis and evaluation have been tested;
 - (iv) All the questions are relevant and appropriate for the level;
 - (v) The questions can be answered within the time allowed for the paper;
 - (vi) The marking scheme tallies with the question paper and the weighting of each question paper and the weighting of each question is fair.
- 6.1.4** Examination papers, including marking schemes shall be set within the first month of each semester as per the examination processing schedule (**Appendix A**).
- 6.1.5** Each School/Department shall have Examination Coordinator/s appointed by the Deputy Vice Chancellor (Academic Affairs) upon recommendation of the Deans of Schools.
- 6.1.6** Examinations question papers shall initially be typed and printed in the offices of Schools' Examination Coordinators where sufficient security measures shall be put in place to prevent unauthorized access to the examinations.
- 6.1.7** The printed examination question papers shall be immediately handed over to the School Examination Coordinators who shall in turn organize for internal and external moderations.
- 6.1.8** The School/Departmental Boards of Examiners shall internally moderate the examination before they are sent to External Examiners for moderation.
- 6.1.9** Certificate and Diploma examinations shall be internally moderated while Degree, Postgraduate Diploma, Masters and PhD examinations shall be further moderated by external examiners for standardization and quality assurance.
- 6.1.10** Delivery of examinations to External Examiners be done by the Schools Examination Coordinators in person or through reliable courier services.
- 6.1.11** External examiners shall moderate the examinations and make their comments through written reports or on the question papers both of which must be signed by them.
- 6.1.12** Upon receipt of the External Examiners reports, the Deans shall call Special Board meetings to discuss the reports and make the necessary corrections.
- 6.1.13** The corrected question papers together with the moderated question papers with External Examiners comments/reports and soft copies shall be submitted to Registrar, Academic Affairs by the Schools Examination Coordinators, at least five (5) weeks before the beginning of examinations for safekeeping and processing.
- 6.1.14** After submitting the examinations to the Registrar, Academic Affairs, all other copies shall immediately be permanently destroyed and soft copies be deleted.

- 6.1.15 Submissions of examinations to Registrar, Academic Affairs shall only be done by the Schools Examinations Coordinators and in his/her absence the Deans of Schools/ Heads of Departments.
- 6.1.16 The submitted examinations shall be accompanied with designed proof reading certificates to show evidence of proofreading having been properly done. The certificates shall be distributed to the schools by the Office of the Registrar, Academic Affairs.
- 6.1.17 The examinations officer shall receive the examinations on behalf of the Registrar, Academic Affairs by opening a black book where the examinations are recorded and signed by both parties (one submitting and one receiving).

6.2 Processing of Examinations

- 6.2.1 The processing of examination in terms of printing, collating, stapling and packaging shall be done in the examinations office under the direct supervision of the Examinations Officer (whose responsibilities are outlined in **(Appendix B)** and overall supervision by the Registrar, Academic Affairs.
- 6.2.2 Printing of examinations shall be done at least two (2) days before the start of examinations.
- 6.2.3 The Examinations Officer shall ensure that examinations are printed in sufficient numbers, the security of examination papers until the examination time and the availability of examination papers on the day of examinations.
- 6.2.4 All the unprinted and printed examination papers shall be put under key and lock at all times.
- 6.2.5 All printed examinations should bear secret marks to differentiate them from those submitted from the Schools/Departments.
- 6.2.6 All the papers spoilt during the printing should be shredded and burnt.
- 6.2.7 The computer containing the examinations should not be connected to the internet and examination folders be protected by the use of passwords.

6.3 Conduct of Examinations

- 6.3.1 The conduct of examinations shall start with the examination office issuing the Chief Invigilators with all examination papers and related materials from the Registrar, Academic Affairs, at least half an hour before the start of all respective Examinations. The following documents shall be issued.
 - a) Examination booklets
 - b) **Form No. JOOUST/EXAM/ (COL) 01:** Examinations collection forms to be signed by the invigilators while collecting examinations. **(Annexure 1)**
 - c) **Form No. JOOUST/EXAM/(IAR) 02:** Invigilators attendances register. **(Annexure 2)**
 - d) **Form No. JOOUST/EXAM/ (ICF) 03:** Incidence forms for recording incidences during examinations. **(Annexure 3)**
 - e) **Form No. JOOUST/EXAM/ (CAR) 04:** Candidates' attendance registers to be signed by candidates present during the examinations. **(Annexure 4)**
 - f) **Form No. JOOUST/EXAM/ (ERF) 05:**

Examinations returns forms to record the return of required items back to examinations section. **(Annexure 5)**

- g) Form No. JOOUST/EXAM/ (ICI) 06:** Instructions to Candidates and Invigilators. **(Annexure 6)**
- 6.3.2** There shall be a register in examinations office for Recording issuance of examination booklets to invigilators.
- 6.3.3** The Deputy Vice Chancellor (Academic Affairs), shall ensure the uniformity in color and appropriate stamping of examination answer booklets.
- 6.3.4** Instruction to candidates and invigilators shall be published every semester before the beginning of examinations by the Registrar, Academic Affairs, setting out details of procedures to be followed in the conduct of examinations.
- 6.3.5** Invigilators who are normally academic members of staff shall be appointed and briefed by the Chairperson of Department/Dean of School who is the Chief Internal Examiner.
- 6.3.6** Names of all invigilators for various examination papers and Examination-Time-tables shall be sent to the Deputy Vice Chancellor (Academic Affairs), one month before the start of the Examinations.
- 6.3.7** At least two invigilators shall be allocated to each examination room for small classes while at least four invigilators shall be allocated to each room for large classes one of whom shall be the Chief Invigilators.
- 6.3.8** Where an academic unit cannot provide sufficient invigilators, this is to be drawn to the attention of the head of department/Dean of school well before the examination period commences. If the Dean is unable to resolve such a shortfall, it will be drawn to the attention of the University's designated Teaching and Examination Timetable Coordinator.
- 6.3.9** The Registrar, Academic Affairs, shall appoint one of the Chief Invigilators to co-ordinate invigilation in each examination room where several examinations are taking place. The Chief Invigilator Shall be the one who set the examination paper being done.
- 6.3.10** The Chief Invigilator shall ensure that all examinations start and end on time.
- 6.3.11** Invigilators, under the direction of the Chief Invigilator, shall be responsible for security and laying out of examination papers and such other duties specified in the instructions to invigilators.
- 6.3.12** The Chief Invigilator shall ensure that all the unused examination booklets and other examination materials are returned to the Registrar, Academic Affairs normally not later than 24 hours after the examination.
- 6.3.13** The duration of the examinations shall be as follows;
- | | |
|-------------------------|-----------|
| Certificate and Diploma | 1 ½ hours |
| Bachelors | 2 hours |
| Masters | 3 hours |
- 6.3.14** Upon completion of the examinations, the Invigilators shall return the following documents;
- a) **Form No. JOOUST/EXAM/ (IAR) 02:** Invigilator attendance registers.
 - b) **Form No. JOOUST/EXAM/ (ICF) 03:** Incidence forms.

- c) **Form No. JOOUST/EXAM/ (CAR) 04** Candidates' attendance register.
- d) **Form No. JOOUST/EXAM/ (ERF) 05** Examination returns forms.

6.3.15 Examinations scheduled during public holidays shall go on without interruptions.

6.3.16 Irregularities in the University Examinations shall be dealt with in accordance with the Jaramogi Oginga Odinga University of Science and Technology Examination Rules and Regulations.

6.4 Processing and Declaration of Examination Results

(a) Marking

6.4.1 Internal marking of examinations shall be done by the internal examiner who is the course lecturer.

6.4.2 The Internal Examiner should start marking immediately the examination ends and submits the results, marked scripts, projects and other assessment materials and records to the chairpersons/Dean of departments/Schools within two weeks after the end of the examination as per the Examination Processing Schedule (**Appendix B**).

6.4.3 The Chairpersons/ Deans of Departments/Schools shall forward marked scripts, marking schemes, question papers and other assessment materials to External Examiners who shall be invited by the Director, Quality Assurance in conjunction with the Registrar, Academic Affairs to come for moderation.

6.4.4 The External Examiners shall moderate the examination results and file their reports to the Vice-Chancellor.

6.4.5 The External Examiners shall brief the Members of the Departments/ Schools on their findings.

(b) Processing of Results

6.4.6 Unless the Senate decides otherwise, examination results shall be considered first by Departmental/ Programme Boards of Examiners and then by the School/Institute Boards of Examiners at the end of each Semester.

6.4.7 The Departmental/Programme Boards of Examiners shall normally consider the results after they have been moderated by External Examiners.

6.4.8 Chairpersons/Coordinators of Departments/Programme shall forward results to relevant School/Institute Boards of Examiners after Departmental Programme Board of Examiners meetings.

6.4.9 After a meeting of School/Institute Board of Examiners, the Dean/Director shall forward the provisional results to Senate for final decision and approval.

6.4.10 Deans/Directors, after approval of results by the Senate, shall release provisional Examination results to candidates indicating pass or fail. The results will be posted on Notice Boards.

6.4.11 Official results shall be released to the candidates by the Deputy Vice Chancellor (Academic Affairs), soon after the approval by Senate.

6.4.12 All Examination Results are confidential until the School/Institute Boards of Examiners consider them, and are not official until approved by Senate.

6.4.13 It is the responsibility of each individual student to check his/her results

(c) Remarking of Examinations

6.4.14 A candidate must appeal within seven (7) days after results are released officially by the Deputy Vice Chancellor (Academic Affairs). The appeals shall be addressed to the Registrar (Academic Affairs), who shall compile and transmit the appeals to the respective departments.

6.4.15 Remarking shall be done by an Examiner (or Examiners) other than the original one and shall be moderated by the departmental appeals committee.

6.4.16 Marking of the appealed cases must be done within seven (7) days after the student submits the request on official School Appeal forms.

6.5 Irregularities in University Examinations

In this context, irregularities include:

6.5.1 Being in possession of unauthorized material in an examination room. These include books, notes, electronic devices with pre-set formulae, mobile phones, pre-written answers, etc

6.5.2 Attempting to copy or making reference to unauthorized material in the examination room

6.5.3 Disturbing or distracting any other candidate during an examination.

6.5.4 Seeking or obtaining a deferment of examination on false pretence.

6.5.5 Plagiarism.

6.5.6 Smoking, eating or drinking beverages in the examination room

6.5.7 Refusal to stop writing after the invigilator has timed out

6.5.8 Being engaged in any other misconduct relating to Examinations such as taking an Examination Script out of the examination room instead of handing it over to the Examiner at the end of examination time.

6.6 Procedure for Dealing with Irregularities

6.6.1 Prior to the beginning of each examination, Invigilators shall draw to the attention of candidates the seriousness of irregularities in examination.

6.6.2 When an Invigilator suspects a candidate to have committed an irregularity in an examination, the invigilator after consulting and confirming with other Invigilators, shall inform the candidate that a report will be made to the Deputy Vice Chancellor (Academic Affairs) through the Registrar (Academic Affairs).

6.6.3 The invigilator shall whenever possible confiscate the material that is being used for irregularity, but the candidate shall be permitted to finish the examination.

6.6.4 At the end of the examination the candidate shall be asked to make a written statement to be submitted to the Deputy Vice Chancellor (Academic Affairs) through the Registrar (Academic Affairs) by the Chief Invigilator. In the event that a student refuses to write a statement, this shall be considered as contempt of the Senate.

6.6.5 The invigilator and the Chairperson of Department/Programme Co-ordinator shall make a full report of the incident to the Deputy Vice Chancellor (Academic Affairs) through the Registrar (Academic Affairs), the Dean/Director of Faculty/School/Institute immediately after the examination.

- 6.6.6** The invigilator's report and the candidate's statement shall be compared by the investigating committee appointed by the Deputy Vice Chancellor (Academic Affairs).
- 6.6.7** The Investigating Committee shall normally be composed of the following (or their representatives), one of whom shall be the Chairperson:
- (a) Dean of Faculty/Director of School/Institute where the candidate is registered
 - (b) Chairperson of the Department/Programme coordinator giving the course
 - (c) Dean of Students
 - (d) Registrar Academic Affairs (Secretary).
- 6.6.8** The investigating Committee should meet within two (2) weeks after end of examinations of the reported case and shall make a report to the Special meeting of the Senate convened to consider the result of the examination.
- 6.6.9** If the evidence establishes that a candidate committed an irregularity such a candidate shall be liable to any one or a combination of the following penalties:
- (a) Expulsion from the University
 - (b) Suspension and cancellation of examination results of the candidate.
 - (c) Issuance of a final stern warning letter

6.7 Appeal

- (a) Discontinued or suspended students may appeal to the Vice Chancellor within a period of ninety (90) days from the date of notification of the discontinuation. An appeal not submitted within the stipulated period shall not be considered.
- (b) The decision of the appeal case shall be communicated to the student within period of ninety (90) days from the date of notification of the appeal.

6.8 Leakage of Examination

6.8.1 Definition

Any act which results in a candidate or a person having unauthorized access to, or knowledge of examination questions or of any materials related to the examinations, before the scheduled date and time of the examination shall amount to leakage of examinations.

6.9 Procedure to be followed where leakage of examination is suspected.

- 6.9.1** Any person suspecting leakage of an examination shall immediately report to the Registrar (Academic Affairs).
- 6.9.2** An Investigating Committee shall, be set up by the Senate to investigate circumstances surrounding the suspected leakage of examinations. The committee shall be constituted as in Clause 6.6.7, provided that the committee co-opts any other member deemed to be useful to the investigations.
- 6.9.3** The Registrar (Academic Affairs) may, by powers conferred to him/her by the Senate appoint such a committee to carry out an investigation provided it is ratified by Senate as soon as possible.
- 6.9.4** The Investigating Committee shall make a report of their findings to the Senate within two (2) weeks.

6.9.5 Where leakage has been established, Senate shall cancel/withdraw the examination and order a fresh examination to be set and administered.

6.9.6 Senate shall take appropriate disciplinary action against those found to be responsible for the leakage.

7.0 TRANSCRIPTS

7.1 The results for candidates shall be presented in transcript form indicating letter grading in accordance with the grading system and classification approved by the Senate.

7.2 Deans/Directors of Schools/Institute shall release provisional transcripts after the results are approved by their respective School/Institute Boards of Examiners and Senate.

7.3 Official transcripts shall be issued by the Registrar, Academic Affairs, at the end of the programme as approved by the Senate.

7.4 Additional transcripts will be issued at a fee to be determined from time to time by Senate.

7.5 A candidate shall be allowed to retain a fail mark in an optional/elective unit if the unit is not required for graduation

8.0 GRADING SYSTEM AND OTHER REQUIREMENTS

8.1 Grading system

8.1.1 The performance of Undergraduate candidates in the University Examinations shall normally be determined by grades based on both Continuous Assessments (30%) and end of Semester examinations (70%) unless otherwise advised by Senate. However for postgraduate levels above undergraduate 40% (CAT) and 60% (end semester examinations) shall apply.

8.1.2 Unless otherwise approved by Senate, each course shall be graded out of a maximum of 100 marks.

8.1.3 The final mark for each course shall be rounded off to the nearest whole number.

8.1.4 Unless otherwise approved, by Senate, the pass mark for all undergraduate, Diploma and Certificate courses shall be 40%. While for post-graduate shall be 50%.

8.1.5 A candidate shall not be allowed to proceed to the next level of study unless he/she scores an average of 40% in all courses registered for in an academic year of study.

8.2 Re-sit

8.2.1 A student who completes the coursework but due to unavoidable circumstances, acceptable to the Senate, is unable to sit for end-of-Semester Examinations, shall, on written request, be allowed to take re-sit examinations when next offered.

8.2.2 A re-sit shall normally be done not later than the subsequent academic year of study and the marks shall be obtained from Continuous Assessments and end of semester examinations.

8.2.3 Subsequent re-sits in the same unit shall be marked out of 100% and awarded a maximum of 40% at the undergraduate level and 50% at the postgraduate level respectively.

8.3.4 A candidate who fails one or more units amounting to less than 25% of total units for the academic year may proceed to the next year of study and re-sit the failed units in the subsequent year of study.

8.3.6 The charges for re-sit examinations shall be determined from time to time by the Senate.

8.3.7 Unless otherwise specified by the Senate, the Examination grading system shall be as shown in Tables 1-4.

Table 1: Postgraduate Examinations Grading System

Percentage	Grade	Remarks
75 – 100	A	Distinction
65 – 74	B	Credit
50-64	C	Pass
Below 50	F	Fail

Table 2: Undergraduate examinations grading system

Percentage	Grade	Remarks
70 – 100	A	Excellent
60 – 69	B	Good
50-59	C	Average
40 – 49	D	Pass
Below 40	E	Fail

Table 3: Diploma examinations grading system

Percentage	Grade	Remarks
70 – 100	A	Distinction
60-69	B	Credit
50 – 59	C	Pass
Below 40	D	Fail

Table 4: Certificate examinations grading system

Percentage	Grade	Remarks
70 – 100	A	Distinction
60-69	B	Credit
50 – 59	C	Pass
Below 40	D	Fail

9.0 DISCONTINUATION

9.1 A Student shall be discontinued on academic grounds if he/she:

- a) Fails more than twenty five per cent (25%) of all courses taken in an academic year.

- b) Fails to register for, and/or attend scheduled classes for two weeks or longer without the consent of Senate.
 - c) Commits serious Examination malpractices
 - d) Fails to meet any other condition stipulated by the /School for the award of degree
- 9.2 A maximum of eight (8) and four (4) years of study shall normally be allowed for a regular Bachelors and Masters degree respectively. A candidate who fails to qualify for the award of the degree after the allowed number of years shall be deregistered.
- 9.3 A candidate must pass all prescribed units before he/she graduates.

10.0 CLASSIFICATION OF DEGREES/ DIPLOMAS CERTIFICATES

- 10.1 Bachelor’s Degree and Diploma shall be classified on weighted average percentage marks of all courses, except audited courses, undertaken in all the years of study at the University.
- 10.2 For the purpose of the degree classification, the final percentage mark shall be calculated by summing the percentage mark for each considered unit undertaken in all years of study divided by the total number of such considered units undertaken in all years of study.
- 10.3 Subject to exemptions by Senate, undergraduate degrees shall be classified into First Class Honours, Second Class Honours (Upper Division), Second Class Honours (Lower Division) and Pass and graded as in Table 5.

Table 5: Undergraduate Degree Classification

Classification	Percentage marks
First Class Honours	70 – 100
Second Class Honours (upper division)	60 – 69
Second Class Honours (lower division)	50 – 59
Pass	40 – 49

- 10.4 Diploma and certificate courses to be classified into Distinction, Credit, and Pass. Grading shall be done as shown in **Tables 6-7**.

Table 6: Diploma Classification

Classification	Percentage marks
Distinction	70 – 100
Credit	55-69
Pass	40-54

Table 7: Certificate Classification

Classification	Percentage marks
Distinction	70 – 100
Credit	55 – 69

Pass	40 – 54
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- 10.5** Masters and PhD degrees shall not be classified.
- 10.6** Postgraduate Diploma courses shall be classified into Distinction, Credit, pass and graded as shown in Table 8

Table 8: Postgraduate Diploma Classification

Classification	Percentage marks
Distinction	70 – 100
Credit	55-69
Pass	40-54

11.0 LOSS OF SCRIPT

- 11.1** Loss of scripts shall apply to situations in which scripts, which have been certified as having been handed in by the candidates at the end of an examination paper, are misplaced or found to be missing at the time of processing the examinations.
- 11.2** The Chief Internal Examiner in the affected examination shall report cases of loss of scripts to the Registrar (Academic Affairs) through the Dean/Director of School/Institute immediately.
- 11.3** The relevant Senate Investigating Committee constituted as in 6.9.3 of this policy shall investigate such loss of scripts and report to the Senate.
- 11.4** Following the report of the investigating committee, the Senate shall decide how to determine assessment of candidates whose marks are missing as a result of lost scripts and to determine the nature of action to be taken against those found to be responsible for the loss of the scripts.

12.0 DISPOSAL OF SCRIPTS

- 12.1** The Registrar (Academic Affairs) shall be the custodian of examination scripts.
- 12.2** Examination scripts shall not be disposed off prior to the passing of normally four (4) years after the candidate completes the programme.

13.0 REQUIREMENTS FOR GRADUATION, AWARD OF DEGREES AND ISSUANCE OF CERTIFICATES AND TRANSCRIPTS

- 13.1** An undergraduate students shall qualify for the award of a degree only after passing all core and required units in each year of study. Postgraduate (Masters) candidates shall be required to have passed in both the coursework (where applicable) and thesis examinations and PhD candidates shall be required to have passed the thesis before they are allowed to graduate
- 13.2** An undergraduate candidate who retains a failed mark in an optional/elective unit may qualify, for the award of a degree provided he/she satisfies other graduation requirements.

- 13.3** Candidates who fulfill all the requirements for graduation shall be conferred with their degrees at an official graduation ceremony.
- 13.4** A candidate shall be deemed eligible for the award of a graduation certificate if there is evidence of:
- a) Admission to the program.
 - b) Regular enrolment and attendance in the program.
 - c) Attaining the required satisfactory performance in the required examinations
 - d) Discharge of all obligations owed to the University including payment of fees, return of library books, etc.
- 13.5** Names of candidates who qualify for graduation shall be published in the official University graduation book released on the graduation day.
- 13.6** Only candidates whose names appear in the graduation book shall be awarded certificates. To collect a certificate, a graduate will be required to present to the Registrar, Academic Affairs a duly filled and signed clearance form.
- 13.7** Original copies of the certificates and transcripts shall be made available for collection from the Registrar, Academic Affairs, by individual graduands, after graduation.

14.0 RESCINDING OF A DEGREE

- 14.1** The University may rescind any Degree or Diploma awarded to a graduate who, while registered in a particular programme, committed an academic offence which if it had been detected before graduation, would have resulted in expulsion. Notification of a rescinded Degree or Diploma shall be communicated to all relevant parties.

15 GRADUATION CEREMONY

15.1 Preparation of Graduation List

15.1.1 The list of students whose names have been approved by Senate from different Schools/Institutes for the conferment of degrees and award of diplomas are forwarded to the Registrar, Academic Affairs to compile the final list and prepare graduation booklets.

15.1.2 The School/Institute administrators are called upon to proofread the draft to ensure that all the graduands' names are correctly spelt out and have been inserted in their relevant degree/diploma/certificate places. When all the proofreading is done, the Registrar (Administration and Planning) organizes for the production of the graduation booklet. These booklets are issued to graduands on graduation day.

15.2 Hire of Academic Dress

15.2.1 All the graduands who intend to attend the graduation ceremony must pay for hire of academic dress from Jaramogi Oginga Odinga University of Science and Technology.

15.3 The Convocation

15.3.1 Graduation ceremonies shall be held at Jaramogi Oginga Odinga University of Science and Technology. Only those students who have satisfied the

University Board of Examiners for conferment of degrees and award of diplomas who are recommended to Senate for graduation.

15.3.2 Each graduand must clear all liabilities due to the University; present himself/herself to the University Registrars for final clearance. All graduands are required to pay a compulsory graduation/convocation to be determined by Senate from time to time.

15.4 Rehearsal

15.4.1 Rehearsals for all graduands are conducted at Jaramogi Oginga Odinga University of Science and Technology one day prior to the graduation ceremony.

15.4.2 During the rehearsal, all graduands must be formally dressed and in full academic attire. Seats for all the graduands are arranged, labeled and reserved by respective Schools/Institute.

15.5 Graduation Day

15.5.1 All graduands are required to be seated by the specified time on the graduation day. No person shall be allowed into or out of the graduation square when the ceremony is in progress until the end of the ceremony.

15.5.2 Movement and photography by graduands and guests are prohibited during the ceremony. Each graduand must stand when the respective Dean reads his/her name.

15.5.3 The Chancellor performs the conferment of degrees and award of diplomas.

16.0 INTERPRETATION AND REVIEW OF THE JOOUST EXAMINATION POLICY AND PROCEDURES

16.1 The University Senate shall be the final authority in the interpretation of the examination policy and procedures.

16.2 The examination regulations are subject to review by the Senate, from time to time. The Senate may seek authority from the University Council to review the regulations, where it is deemed necessary. Any changes in examination regulations shall in all instances be effective upon approval by the Council.

17.0 EXAMINATION /RESULTS PROCESSING TIMELINES

APPENDIX A: EXAMINATIONS PROCESSING SCHEDULE

a) Draft Exams handed in at the School/ Faculty:	Within the first one month of the opening date
b) Internal Moderation:	Two (2) weeks after draft exams are handed in at the School /Department.
c) External Moderation:	One (1) week after internal moderation and extends to period of one (1) week i.e. 5 Working days.
d) Registration for Examination:	Four 4 weeks before the start of examinations and extends to a period of one (1) week.
e) Verification of Courses:	One (1) week after examination registration for a period of one (1) week.
f) Examination: (i) Regular/ Full- Time:	Two (2) weeks i.e. 10 working days
(ii) School-Based:	One (1) week i.e. 7days (Weekends & national holidays inclusive)

APPENDIX B: EXAMINATIONS RESULTS PROCESSING SCHEDULE

a) Marking:	Immediately the exams end and extends to a period of two (2) weeks i.e.10 working days.
b) External Examiners:	One (1) week after end of marking period and extends to a period of one (1) week i.e. 5 working days.
c) Schools' Board Meetings:	Two (2) days after external examiners moderation and extends to a period of one (1) Week i.e. 5 working days.
d) Release of Provisional Examinations Results:	Two (2) days after Schools Board meetings.
e) Senate Board of Examiners' Meeting:	One week (5) working days after the Schools' Board meetings.
f) Release of official Examinations Results:	Two (2) days after the Senate Board of Examiners' meeting.

**Examination results shall be released sixty (60) days after students will have sat the last paper.*

18.0 ANNEXURE

Annexure 1: Form No. JOOUST/AA/R/EXAM_ECF/01

JOOUST/ AA/R/EXAM-ECF/01



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY
OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)**

EXAMINATION COLLECTION FORM

Please fill in this form before collecting your examination paper(s)

NAME OF INVIGILATOR: _____

SCHOOL: _____

DEPARTMENT: _____

Indicate the examination paper(s) collected in the space provided below:

	COURSE CODE	COURSE TITLE
1.		
2.		
3.		
4.		
5.		
6.		
7.		

SIGNATURE: _____ **DATE:** _____

TIME: _____

Annexure 2: Form No. JOOUST/AA/R/EXAM_EAR/02:

JOOUST/ AA/R/EXAM-EAR/02



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY
OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)
EXAMINATION ATTENDANCE REGISTER

School: _____

Dept.: _____

Course / Unit Code: _____

Course / Unit Name: _____

Date: _____ Time: _____ Room: _____

Use the space below to indicate the candidate's registration number, names and signature.

S.NO.	REG. NUMBER	NAMES	SIGNATURE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Usual Number in Class: _____ Number Present: _____

Name of Invigilator: _____ Signature: _____

Annexure 3: Form No. JOOUST/AA/R/EXAM_IAR/03

JOOUST/ AA/R/EXAM-IAR/03



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY
OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)**

INVIGILATORS ATTENDANCE REGISTER

School: _____

Dept.: _____

Course / Unit Code: _____

Course / Unit Name: _____

Date: _____ Time: _____ Room: _____

Chief Invigilator / Chairman: _____ **Signature:** _____

Invigilator: _____ **Signature:** _____

Annexure 4: Form No. JOOUST/AA/R/EXAM_IF/04:

JOOUST/ AA/R/EXAM-IF/04



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY
OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)
INVIGILATION FORM: REPORT ON INCIDENT

Code: _____

Course: _____

Date incident occurred if any: _____

Invigilator: _____

Signature: _____

Nature of
incident _____

Name of the person reporting the incident: _____

Signature: _____

Report received by Registrar (AA)

Signature: _____

Date: _____

Action taken (if any): _____

Signature: _____ Date: _____

Annexure 5: Form No. JOOUST/AA/R/EXAM_EARF/05:

JOOUST/ AA/R/EXAM-EARF/05



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY
OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)
EXAMINATION ATTENDANCE RETURN FORM

INSTRUCTIONS

This form should be completed

- Before leaving the examination room
- In duplicate; original to the Registrar (AA), and copy to school.

SCHOOL: _____ DEPARTMENT _____

EXAMINATION CODE & TITLE:

DATE _____ TIME: _____ VENUE: _____

S.NO.	DESCRIPTION	NUMBER
1.	Number of answer booklets collected	
2.	Total number of booklets used	
3.	Number of answer booklets returned	
4.	Number of answer booklets not accounted for	

Remarks (e.g., explanation of any difference between the total number of signed names and number of answer booklets returned).

Signed by Invigilator: _____ **Date:** _____

Countersigned by: _____ **Date:** _____
 (Chief Invigilator / Chairman)

Annexure 6: Form No. JOOUST/AA/R/EXAM_TR/06:

JOOUST/ AA/R/EXAM-TR/06



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY
OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)**

TRANSCRIPT REPLACEMENT FORM

Reg. NO. _____ Name _____

School: _____ Dept: _____

Programme _____ Academic Year _____

Reasons for Replacement:

Signature: _____ Date _____

ACTION TAKEN

Signature: _____ Date _____

REGISTRAR, ACADEMIC AFFAIRS