



Kampala International University, Uganda

EXAMINATION RULES AND REGULATIONS

2024

The examinations shall comprise of written, oral/viva, practical and clinical examinations as the examiners may determine, subject to approval by Senate.

a). The following shall be the rules and regulations pertaining to conduct of examinations within the University:

- i. Invigilators shall be academic Staffs and shall enforce examination rules and regulations.
- ii. The Head of Department shall be the overall in charge of all examinations in his/her docket/department.
- iii. For each examination there shall be a Chief Invigilator preferably the subject lecturer who will assume overall responsibility for conducting examinations and for signing any official document pertaining to the examinations.
- iv. The Chief Invigilator shall collect examination materials from the Office of the Director of Academic Affairs at least 30 minutes before the examination is due to start.
- v. The Invigilators will ensure that the examination room is free of any material that may be used to assist a candidate to commit examination irregularities before Students are checked into the examination room.
- vi. Students shall be checked into the examination room at least 30 minutes before the examination is due to start.
- vii. Students shall not be allowed to sit for examinations without completion of all fees as confirmed by the Finance Directorate. Students have to obtain an examination card and University identity card before sitting for examinations.
- viii. Students shall not enter the examination room with material other than pens, pencil, erasers and calculators [in specified situations]. No handbags, clipboards, purses, mini-computer calculators, cell phones, smart watches, papers magazines, sweaters, jackets and other items like lighters, matchboxes shall be allowed in the examination room.
- ix. Food or drinks are forbidden into the examination room.
- x. Mathematical tables and other data books will be allowed into examination venues under conditions prescribed by the internal examiner(s). Electronic calculators used in the examination room shall comply with the following:
 - The calculator used in the said examination must be electronic, noiseless and non-programmable unless otherwise specifically authorized by the internal examiner.

- No supplementary material including operating manuals related to the use and operation of the calculator will be permitted in the examination room other than spare batteries.
 - In all cases, it is the duty of the candidate to maintain the operation and operating power of the calculator.
- xi. Where an examination is designated “Open Book”, Students may take into the examination room any written or printed material including books, Acts, etc. and these will be subject to thorough check before entry into the examination room.
- However, no material taken into the examination room may be attached to the examination script and submitted for marking as part of the examination.
 - The material brought into the examination room should be material only relevant to the subject in question.
 - The designation “Open Book” must be approved by the Faculty/School board in consultation with the University Librarian.
- xii. The Invigilators shall observe, record events in the examination room and have the attendance list filled and signed by each Student sitting the examination.
- xiii. No copy of the examination questions shall be carried out of the examination room by anybody within the first 30 minutes of the examination. The only exception when the examination questions shall be carried out is when an invigilator is going to make extra copies of the questions for that particular examination.
- xiv. No Students shall be allowed into the examination room, 30 minutes after the start of the examination.
- xv. Students who are late shall take the examination the following Semester when offered as a retake.
- xvi. No Student that shall be allowed out of the examination room before 30 minutes elapse after the examination has started.
- xvii. Any Student who wants to use the washroom during the examination shall obtain permission from invigilators. Only one Student will be allowed to go at a time and for a period not exceeding five minutes. However the number of times a Student shall use the washroom will be at the discretion of the invigilator supervising that particular examination.

xviii. Any Student who walks out of the examination room under protest shall be disqualified from that particular examination and shall be registered as a retake paper when offered in the following Semester and the Student shall face the Senate Disciplinary Committee.

xix. The Chief Invigilator will ensure that all scripts are collected at the end of the examination and that they are counted to ascertain that they tally with the number of Students who registered to sit for the examination and signed the attendance register before the scripts are out of the examination room and delivering them to Central Marking Room.

xx. It is an offense for a Student to take out of the examination room an answer booklet or part of it during examination period.

xxi. The Chief Invigilator shall write a brief report on the conduct of the examinations highlighting, irregularities if any that may have occurred. Alternatively this information can be provided on an official form provided by DAA.

xxii. Invigilators shall have powers to confiscate any unauthorized material or aid brought to the examination room, and to expel from the examination room any candidate(s) who create(s) any disturbance(s). At all times the unauthorized material, which shall be confiscated, shall Not be destroyed, mutilated or torn by either the invigilator or Student.

xxiii. Any examination offence committed by a Student will mandate a Student to sign the examination malpractice form .The Student will then be referred to the Senate Disciplinary Committee (which is delegated power to deal with all matters relating to examinations irregularities). For the purposes of this regulation, an examination offence includes a breach of any rules relating to the conduct of examinations and any dishonest practice occurring in the preparation or submission of any work (whether in the course of an examination or not) which counts towards the attainment of a pass in any course unit.

xxiv. The scripts shall be handed over to the Chief Invigilator who signed for the scripts received from the Central Examination Room.

b). Examination Malpractice, Irregularities and Penalties

- i. Smuggling or being found in possession of unauthorized material (including any written or printed material that is generally or specifically prohibited, cellular or mobile phones, radios, radio cassette player, computers, soft and alcoholic beverages and any other material by the candidate himself/herself or by other persons (with reasonable knowledge

or consent of the candidate)with the intention of copying. Any Student found guilty of committing such an offense shall:

- Have the paper cancelled and Student shall repeat the paper.
 - Be suspended for a specific period as shall be determined by the Disciplinary Committee.
 - Be served with a warning letter from the Director Academic Affairs Office.
 - Write an Apology Letter to the Chairperson of the Senate Disciplinary Committee
- ii. Copying from unauthorized material carried by the candidate himself/herself or other person(s) in the examination room. Any Student found guilty of committing this offence shall;
- Have the paper cancelled and Student shall repeat the paper.
 - Be suspended for a specific period as shall be determined by the Senate Disciplinary Committee.
 - Be served with a warning letter from the Director Academic Affairs Office.
 - Write an Apology Letter to the Chairperson of the Senate Disciplinary Committee
- iii. Circulating unauthorized written material to other candidates during an exam. Any Student found guilty of committing this offence shall;
- Have the paper cancelled and Student shall repeat the paper.
 - Be suspended for a specific period as shall be determined by the Senate Disciplinary Committee.
 - Be served with a warning letter from the Director Academic Affairs Office.
 - Write an Apology Letter to the Chairperson of the Senate Disciplinary Committee
- iv. Any Student found repeatedly communicating during an examination, such a candidate commits an offence and upon being found guilty shall:
- Have the paper cancelled and Student shall repeat the paper.
 - Be Suspended for a specific period as shall be determined by the Senate Disciplinary Committee.
 - Be Served with a warning letter from the Director Academic Affairs Office.
 - Write an Apology Letter to the Chairperson of the Senate Disciplinary Committee

- v. Possession of used or unused examination answer book(s) in the examination room other than the material issued by the invigilator. Any Student found guilty of committing this offence shall;
- Have the paper cancelled and Student shall repeat the paper.
 - Be Suspended for a specific period as shall be determined by the Senate Disciplinary Committee.
 - Be Served with a warning letter from the Director Academic Affairs Office.
 - Write an Apology Letter to the Chairperson of the Senate Disciplinary Committee
- vi. Indication of having prior knowledge or taking part in circulating an examination paper question that has leaked. A Student found guilty of this offence shall be:
- Have the paper cancelled and Student shall repeat the paper.
 - Be Suspended for a specific period as shall be determined by the Senate Disciplinary Committee.
 - Be Served with a warning letter from the Director Academic Affairs Office.
 - Write an Apology Letter to the Chairperson of the Senate Disciplinary Committee
- vii. Returning of examination answer books with written answers after the stipulated time shall carry the following penalties:
- Five marks shall be deducted and indicated on the paper by the invigilator
 - The paper cancelled and Student shall repeat the paper.
 - Student suspended for a specific period as shall be determined by the Senate Disciplinary Committee.
 - Student served with a warning letter from the Director Academic Affairs Office.
 - Student writes an Apology Letter to the Chairperson of the Senate Disciplinary Committee
- viii. Wilful disruption of the University examinations ie attacking invigilators, causing unnecessary chaos tantamount to disruption of peace in the examination room .A Student found guilty of this offence shall :
- Have the paper cancelled and Student shall repeat the paper.
 - Be Suspended for a specific period as shall be determined by the Senate Disciplinary Committee.

- Be Served with a warning letter from the Director Academic Affairs Office.
 - Write an Apology Letter to the Chairperson of the Senate Disciplinary Committee
- ix. Impersonating, or attempting to take the place of a valid candidate. Either candidate or Students found guilty of this offence shall be :
- Suspended from the University for One Academic Year Repeat the entire year on readmission.
 - Dismissed from the University if the committee deems it fit based on evidence adduced.
 - Served with a warning letter from the Director Academic Affairs Office.
 - Write an apology letter to the Chairperson of the Senate Disciplinary Committee/ Chairperson of the Management Disciplinary Committee.
- x. Tearing answer booklets into loose sheets, or folding scripts in any way will amount to concealing evidence that shall be adduced at the Senate Disciplinary Committee hearing . A Student or Candidate found guilty shall be:
- Have the paper cancelled and Student shall repeat the paper.
 - Be Suspended for a specific period as shall be determined by the Senate Disciplinary Committee.
 - Be Served with a warning letter from the Director Academic Affairs Office.
 - Write an Apology Letter to the Chairperson of the Senate Disciplinary Committee
- xi. Possession of a phone or any other electronic device which include tabs, laptops, mini - laptops in the examination room. A Student or Candidate found guilty of such an offence shall;
- Have the paper cancelled and Student shall repeat the paper.
 - Be Suspended for a specific period as shall be determined by the Senate Disciplinary Committee.
 - Be Served with a warning letter from the Director Academic Affairs Office.
 - Write an Apology Letter to the Chairperson of the Senate Disciplinary Committee
- xii. Writing on the question paper, or going out with the question paper. A Student or Candidate found guilty of such an offence shall;
- Have the paper cancelled and Student shall repeat the paper.

- Be Suspended for a specific period as shall be determined by the Senate Disciplinary Committee.
 - Be Served with a warning letter from the Director Academic Affairs Office.
 - Write an Apology Letter to the Chairperson of the Senate Disciplinary Committee
- xiii. Spending more time without valid justification outside the time frame granted by the invigilator. A Student or Candidate found guilty of such an offence shall be:
- Have the paper cancelled and Student shall repeat the paper.
 - Be suspended for a specific period as shall be determined by the Senate Disciplinary Committee.
 - Be served with a warning letter from the Director Academic Affairs Office.
 - Write an Apology Letter to the Chairperson of the Senate Disciplinary Committee
- xiv. Possession of forged documents, e.g. examination cards, answers booklets, ledger or receipt and other related documents in the examination room .This shall be deemed as a criminal offence in nature as it contravenes Chapter XXIX of the Penal Code Act.A Student found guilty of this offence shall;
- Suspended from the University for One Academic Year Repeat the entire year on readmission.
 - Dismissed from the University if the committee deems it fit based on evidence adduced.
 - Handed over to Police once the Senate Disciplinary Committee deems it fit based on the evidence adduced.
- xv. Any Student who wilfully engages or attempts to engage in the procurement of any Examinations, Course Assessment Tests (CATs), and other examinable materials commits an offense. A Student found guilty of this offence shall;
- Have the paper cancelled and Student shall repeat the paper.
 - Be Suspended for a specific period as shall be determined by the Senate Disciplinary Committee.
 - Be Served with a warning letter from the Director Academic Affairs Office.
 - Write an Apology Letter to the Chairperson of the Senate Disciplinary Committee
- xvi. A student shall not graduate with a pending disciplinary cases.

- xvii. The penalties stipulated herein above shall apply alternatively or cumulative depending on the gravity of the offence and the conduct of offender among other things.
- c). Procedure for Dealing with Examination Irregularities
- i. At the beginning of any examination, invigilators shall draw the attention of Students to the rules and regulations of the examinations.
 - ii. When invigilators suspect a Student of being involved in an irregularity in the examination, the invigilator shall, whenever possible confiscate the material(s) being used for irregularity and inform the candidate that a report of the incidence will be made to the Disciplinary Committee at the end of examinations.
 - The Student shall, nevertheless, be allowed to complete the examination.
 - Immediately at the end of the examination the Student shall be advised to make a written statement and sign the examination malpractice form, which shall be submitted along with the chief invigilator's report to DAA who will set the process in motion to deal with the matter.
 - A Student who commits an offense shall be tried by the Disciplinary Committee.
 - All cases of examination irregularities, including alleged unauthorized absence from examination, shall be reported to the Director Academic Affairs.
 - iii. The type of penalty to be meted out to a Student who is found guilty of examination malpractice decided by the Disciplinary Committee as provided for in the charter.
 - iv. In case of dismissal from the University, the letter of dismissal shall be signed by the Vice Chancellor, while in the other cases they will be signed by the DVC-AA.
 - v. A Student who is not satisfied with the decision of the Disciplinary Committee reserves the right to appeal to the University Council within fourteen days from the receipt of the letter.